

**TILLAMOOK COUNTY  
WOMEN'S RESOURCE CENTER**

**FINANCIAL STATEMENTS**

**For the Year Ended June 30, 2010**

TILLAMOOK COUNTY WOMEN'S RESOURCE CENTER

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**BOLDT, CARLISLE & SMITH LLC**

CERTIFIED PUBLIC ACCOUNTANTS

PARTNERSHIP ■ ASSURANCE ■ INNOVATION

## INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of  
**TILLAMOOK COUNTY WOMEN'S RESOURCE CENTER**

We have audited the accompanying statement of financial position of **TILLAMOOK COUNTY WOMEN'S RESOURCE CENTER** (a nonprofit organization) as of June 30, 2010 and the related statements of activities, functional expenses, and cash flows for the year then ended. These financial statements are the responsibility of the Organization's management. 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 of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As discussed in Note 1 to the financial statements, the organization runs a thrift store. Accounting principles generally accepted in the United States of America require that donated goods be recorded at fair value as of the date of receipt. It is not practical to determine the effects of the unrecorded donated goods on the financial statements.

In our opinion, except for the effects of not recording the value of donated goods at the date of receipt, as discussed in the preceding paragraph, the financial statements referred to above present fairly, in all material respects, the financial position of **TILLAMOOK COUNTY WOMEN'S RESOURCE CENTER** as of June 30, 2010 and the changes in its net assets and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

*Boldt, Carlisle & Smith LLC*

Certified Public Accountants

Salem, Oregon

November 30, 2010

## FINANCIAL STATEMENTS

TILLAMOOK COUNTY WOMEN'S RESOURCE CENTER

STATEMENT OF FINANCIAL POSITION

June 30, 2010

ASSETS

CURRENT ASSETS

Cash	\$ 157,847
Prepaid assets	3,774
Grants receivable	<u>33,408</u>

Total current assets 195,029

RESTRICTED CASH

4,448

LAND, BUILDINGS, AND EQUIPMENT, NET

321,932

Total assets

\$ 521,409

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES

Accounts payable	\$ 5,576
Payroll and withholding payable	13,609
Compensated absences payable	<u>10,997</u>

Total current liabilities 30,182

NET ASSETS

Unrestricted	429,966
Temporarily restricted	<u>61,261</u>

Total net assets 491,227

Total liabilities and net assets

\$ 521,409

*See notes to financial statements*

**TILLAMOOK COUNTY WOMEN'S RESOURCE CENTER**

**STATEMENT OF ACTIVITIES**  
**For the Year Ended June 30, 2010**

	Unrestricted	Temporarily Restricted	Totals
<b>SUPPORT, REVENUES, AND RECLASSIFICATIONS</b>			
Grant awards			
Federal	\$ -	\$ 304,314	\$ 304,314
State and local	4,195	136,661	140,856
Reimbursements	19,791	-	19,791
Contributions			
Foundations	89,000	42,000	131,000
Individuals	23,632	-	23,632
United Way	6,700	-	6,700
Fundraising activities	12,412	-	12,412
Interest	455	-	455
Thrift store sales	72,342	-	72,342
Released from restrictions	447,804	(447,804)	-
Total support, revenues, and reclassifications	676,331	35,171	711,502
<b>EXPENSES</b>			
Program services	548,937	-	548,937
Management and general	67,120	-	67,120
Fundraising	38,886	-	38,886
Total expenses	654,943	-	654,943
CHANGE IN NET ASSETS	21,388	35,171	56,559
NET ASSETS - BEGINNING OF YEAR	408,578	26,090	434,668
NET ASSETS - END OF YEAR	\$ 429,966	\$ 61,261	\$ 491,227

*See notes to financial statements*

TILLAMOOK COUNTY WOMEN'S RESOURCE CENTER

STATEMENT OF CASH FLOWS

For the Year Ended June 30, 2010

CASH FLOWS FROM OPERATING ACTIVITIES

Cash received from contributors and grants	\$ 575,064
Cash received from service recipients	92,133
Fundraising receipts	12,412
Interest received	455
Compensation and related expenses	(372,194)
Payments to suppliers and others	<u>(267,176)</u>
Increase in cash	40,694
Cash - beginning of year	<u>121,601</u>
Cash - end of year	<u>\$ 162,295</u>

PRESENTED ON THE STATEMENT OF FINANCIAL POSITION AS:

Unrestricted	157,847
Restricted	<u>4,448</u>
	<u>\$ 162,295</u>

RECONCILIATION OF DECREASE IN NET ASSETS TO NET CASH PROVIDED BY OPERATING ACTIVITIES

Change in net assets	\$ 56,559
Adjustments to reconcile change in net assets to net cash provided by operating activities:	
Depreciation	13,053
(Increase) decrease in asset accounts:	
Grants receivable	(31,438)
Prepaid assets	(3,267)
Increase (decrease) in liability accounts:	
Accounts payable	956
Payroll and withholding payable	2,119
Compensated absences payable	<u>2,712</u>
Net cash provided by operating activities	<u>\$ 40,694</u>

See notes to financial statements

TILLAMOOK COUNTY WOMEN'S RESOURCE CENTER

STATEMENT OF FUNCTIONAL EXPENSES

For the Year Ended June 30, 2010

	Program Services	Management and General	Fundraising	Total Expenses
Specific assistance to individuals	\$ 15,992	\$ (323)	\$ -	\$ 15,669
Compensation of officers	26,523	20,108	5,181	51,812
Other salaries and wages	255,774	6,852	16,421	279,047
Other employee benefits	38,744	5,168	2,254	46,166
Employee and volunteer appreciation	201	557	-	758
Payroll taxes	29,874	3,578	2,227	35,679
Supplies	24,676	4,291	3,007	31,974
Telephone	10,811	1,750	735	13,296
Occupancy	30,405	1,530	540	32,475
Equipment rental and maintenance	3,454	754	353	4,561
Travel	8,756	6,844	1,464	17,064
Depreciation	13,053	-	-	13,053
Advertising	8,142	278	623	9,043
Community education	125	-	-	125
Contract services	58,025	12,926	1,612	72,563
Dues, fees, and licenses	1,478	543	311	2,332
Liability insurance	4,276	600	-	4,876
Staff training and education	3,042	960	559	4,561
Fundraising	280	-	3,409	3,689
Utilities	15,306	704	190	16,200
Indirect allocation	25,289	(28,068)	2,779	-
Totals	<u>\$ 548,937</u>	<u>\$ 67,120</u>	<u>\$ 38,886</u>	<u>\$ 654,943</u>

See notes to financial statements

# TILLAMOOK COUNTY WOMEN'S RESOURCE CENTER

## NOTES TO FINANCIAL STATEMENTS

For the Year Ended June 30, 2010

### 1. Summary of Significant Accounting Principles and Policies

The TILLAMOOK COUNTY WOMEN'S RESOURCE CENTER (the Center) is a nonprofit corporation that is committed to: (1) eliminating the conditions which cause social violence to exist and (2) to the safety and empowerment of all women and children who have experienced any form of oppression or violence, or who perceive themselves to be at risk of such abuse.

The Center provides Tillamook County residents with emergency crisis intervention through the drop-in center and a 24-hour crisis hotline. The Center assists victims with emergency shelter, food, transportation, and clothing, as well as peer counseling, support groups, information and referral, assistance with legal and medical resources, accompaniment to court and hospital and advocacy.

The Center also provides extensive community education and outreach. The education program provides information to students in local junior and senior high schools about teen dating, violence, and sexual assault. Adult education (domestic violence training) is provided to local agencies and professionals who are likely to see victims of domestic and sexual violence in the workplace. The Center's Community Outreach program brings together local participants from law enforcement, the District Attorney's office, the Department of Human Services, the Juvenile Department, Parole and Probation, and the medical and mental health communities to create the Tillamook County Domestic Violence Council. The Council meets monthly to discuss, plan, and develop strategies for ending domestic violence in Tillamook County.

The Center is operating a Thrift Store under the JOBS Training Program. The store receives donations for resale from the public. Revenue is recognized when items are sold and inventory is not recorded.

The Center opened Tillamook County's first domestic violence shelter in November 2008. The shelter is a 5,000 square foot home that has six bedrooms, four bathrooms and can shelter up to twenty individuals at any given time. Those to be sheltered are individuals who need safe housing and support because they have been victims of domestic and/or sexual violence. Shelter stays are typically provided for 30-90 days. Peer counseling, limited financial assistance, civil legal assistance and emergency food, information, referral and support services are also provided.

The Center's support and revenues come primarily from governmental grants, donations, and fundraising efforts.

#### Basis of Accounting

The financial statements of the Center have been prepared on the accrual basis of accounting and, accordingly, reflect all significant receivables, payables and other liabilities.

## NOTES TO FINANCIAL STATEMENTS (Continued)

### 1. Summary of Significant Accounting Principles and Policies (continued)

#### Basis of Accounting (continued)

Financial statement presentation follows the recommendations of the Accounting Standards Council, ASC 958-10-20, "Accounting for Contributions Received and Contributions Made." Under ASC 958-10-20, the Center is required to report contributions received as unrestricted, temporarily restricted, or permanently restricted support, depending on the existence and/or nature of any donor restrictions. Financial statement presentation also follows the recommendations of the Accounting Standards Council, ASC 958-210 whereby the Center is required to report information regarding its financial position and activities in three classes of net assets: unrestricted net assets, temporarily restricted net assets and permanently restricted net assets.

The Center reports gifts of cash and other assets as restricted support if they are received with donor stipulations that limit the use of donated assets. When a donor 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.

#### Cash and Cash Equivalents

Cash and cash equivalents include cash held in checking, certificates of deposit with original maturities of three months or less and cash in the money market account.

Restricted cash is the excess of shelter contributions over amounts used for the shelter construction.

#### Concentrations of Credit and Market Risk

Financial instruments that potentially expose the Center to concentrations of credit and market risk consist primarily of cash and cash equivalents. Cash and cash equivalents are maintained at financial institutions and are insured by the Federal Deposit Insurance Corporation up to \$250,000. At June 30, 2010, the Center did not exceed the insured balances at these institutions.

#### Furniture and Equipment

Furniture and equipment are stated at cost or at fair value at the date of donation in the case of donated assets. The Center capitalizes purchases of furniture and equipment if expected use of the item is more than one year. The Center provides for depreciation and amortization of property and equipment by use of the straight-line method over the estimated useful lives as follows:

Furniture and equipment	3 to 7 years
Building	30 years

## NOTES TO FINANCIAL STATEMENTS (Continued)

### 1. Summary of Significant Accounting Principles and Policies (continued)

#### Contributions

All contributions are considered to be available for unrestricted use unless specifically restricted by the donor. Contributions received that are designated for future periods or restricted by the donor for specific purposes are reported as temporarily restricted or permanently restricted support that increases those net asset classes. When a donor 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.

#### Donated Services

The Center's occasionally receives donated time from volunteers and business organizations. Although no amounts have been reflected in the financial statements, management estimates the fair value of those services to be under \$1,000 for the year ended June 30, 2010.

#### Tax Status

The Center is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code. In addition, the Center qualifies for the charitable contribution deduction under Section 170(b)(1)(A) and has been classified as an organization that is not a private foundation under Section 509(a)(2).

Management has evaluated tax positions taken and has determined that any uncertainty in those positions would not have a material effect on the financial statements.

#### Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

#### Expense Allocation

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

#### Advertising

The Center expenses advertising costs as incurred.

## NOTES TO FINANCIAL STATEMENTS (Continued)

### 1. Summary of Significant Accounting Principles and Policies (continued)

#### Sick Leave

Paid sick leave accrues at the rate of 8 hours per month for full-time staff and a prorated amount for part-time staff. Unused sick leave is not compensated upon termination of employment.

#### Compensated Absences

Paid vacation accrues at the rate of 8 hours per month for full-time staff and a prorated amount for part-time staff. The maximum total vacation leave any staff may carry forward is 80 hours. Vacation leave will be paid out upon termination of employment.

### 2. Cash and Cash Equivalents

Checking accounts	\$ 65,960
Money market account	96,320
Savings accounts	<u>15</u>
Total cash and cash equivalents	<u>\$ 162,295</u>

Cash and cash equivalents are displayed on the statement of financial position as follows:

Current assets	\$ 157,847
Restricted cash	<u>4,448</u>
	<u>\$ 162,295</u>

### 3. Land, Buildings, and Equipment

Shelter	\$ 335,604
Furniture and equipment	27,428
Less accumulated depreciation	<u>(41,100)</u>
Total property and equipment, net	<u>\$ 321,932</u>

Depreciation expense for the year ended June 30, 2010 was \$13,053.

The shelter project was completed in October of 2008 and opened in November 2008. The City Council of Tillamook has formalized the agreement to transfer the title to the property to the Tillamook County Women's Resource Center and this is in process at this time. The transfer of title will have a five year continued use clause as required by the Community Development Block Grant guidelines. Once the title is transferred and the conditions are met, the property will belong to TCWRC without condition.

## NOTES TO FINANCIAL STATEMENTS (Continued)

### 4. Compensated Absences

#### Contingency – Sick Leave

Portions of amounts accumulated at any point in time can be expected to be redeemed before termination of employment; however, such redemptions cannot be reasonable estimated. As of June 30, 2010, employees of the Center had accumulated 163 days of sick leave.

#### Accumulated Vacation

Employees of the Center are allowed to carry and accumulate vacation up to amounts equal their annual accrual rate. Amounts so accumulated are vested and will be paid out upon termination or retirement. As of June 30, 2010, of the Center had accrued \$10,997 of accumulated vacation.

### 5. Temporarily Restricted Net Assets

Temporarily restricted net assets consist of \$61,261 in contributions designated for various programs of the Center.

### 6. Retirement Plans

The Center sponsors a SIMPLE IRA plan. The Center matches up to 3% of employee deferrals. Total retirement plan contributions were \$5,365 for the year ended June 30, 2010.

### 7. Operating Leases

The Center conducts its operations of the Thrift Store from a building space leased under a non-cancelable operating lease. The center also leases a copier and has month to month leases

Rent expense under all leases was \$32,475 for the year ended June 30, 2010.

Remaining minimum lease payments are:

2010-11	\$ 24,336
2011-12	2,736
2012-13	2,736
2013-14	2,736
2014-15	<u>2,736</u>
	<u>\$ 35,280</u>

## NOTES TO FINANCIAL STATEMENTS (Continued)

### 8. Subsequent events

Management has evaluated events subsequent to year end through the date of the accountant's audit report, which is the date that the financial statements were available to be issued, for possible disclosure in the financial statements.