# RAPPAHANNOCK UNITED WAY, INC. FINANCIAL REPORT FOR THE YEARS ENDED JUNE 30, 2015 AND 2014

# FINANCIAL REPORT FOR THE YEARS ENDED JUNE 30, 2015 and 2014

#### **Table of Contents**

	Page
Independent Auditors' Report	1-2
Financial Statements:	
Statements of Financial Position	3
Statements of Activities	4-5
Statements of Functional Expenses	6-9
Statements of Cash Flows	10
Notes to Financial Statements	11-15

# ROBINSON, FARMER, COX ASSOCIATES

CERTIFIED PUBLIC ACCOUNTANTS

A PROFESSIONAL LIMITED LIABILITY COMPANY

#### INDEPENDENT AUDITORS' REPORT

TO THE BOARD OF DIRECTORS RAPPAHANNOCK UNITED WAY, INC. FREDERICKSBURG, VIRGINIA

We have audited the accompanying financial statements of Rappahannock United Way, Inc. (a nonprofit organization), which comprise the statement of financial position as of June 30, 2015 and 2014, 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.

#### 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 and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. 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 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 opinion.

# Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Rappahannock United Way, Inc. as of June 30, 2015 and 2014, 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.

Charlottesville, Virginia

Robinson, Farmer, Cox Associares

October 9, 2015



### Statements of Financial Position At June 30, 2015 and 2014

Assets		2015	2014
Current assets:			
Cash and cash equivalents	\$	1,150,448 \$	974,857
Certificates of deposit	•	579,854	578,306
Pledges receivable, net		1,744,983	1,699,242
Other receivables		4,310	4,310
Prepaid expenses		19,598	17,684
Total current assets	\$	3,499,193 \$	3,274,399
Property and Equipment:			
Land	\$	82,161 \$	82,161
Buildings and improvements		1,164,888	1,156,309
Furniture and equipment		191,567	162,210
Sub-total Sub-total	\$	1,438,616 \$	1,400,680
Less: accumulated depreciation		(370,480)	(331,722)
Total property and equipment, net	\$	1,068,136 \$	1,068,958
Other assets:			
Debt issuance costs, net of accumulated amortization of			
\$15,500 for 2015 and \$12,637 for 2014	\$	3,707 \$	6,570
Total assets	\$	4,571,036 \$	4,349,927
Liabilities and Net Assets	-		
Liabilities:			
Current liabilities:			
Accounts payable and accrued expenses	\$	56,064 \$	52,261
Allocation and grants payable, net	Ψ	2,397,493	2,142,915
Long-term debt - current maturities		37,631	36,414
Total current liabilities	\$	2,491,188 \$	2,231,590
Total surrent habilities	Ψ.	Σ,171,100 Ψ	2,201,070
Noncurrent liabilities:			
Long-term debt, net of current maturities	\$ .	342,476 \$	379,950
Total liabilities	\$.	2,833,664 \$	2,611,540
Net assets:			
Unrestricted	\$	1,720,261 \$	1,674,114
Temporarily restricted		17,111	64,273
Total net assets	\$	1,737,372 \$	1,738,387
Total liabilities and net assets	\$	4,571,036 \$	4,349,927

# Statement of Activities For the Year Ended June 30, 2015

Public support and revenue:		Unrestricted		Temporarily Restricted	Total
Gross campaign results - 2014/2015	\$	3,689,944	\$	- \$	3,689,944
Less: Donor designations		(1,695,684)		-	(1,695,684)
Less: Provision for uncollectible pledges		(172,441)			(172,441)
Net campaign revenue - 2014/2015	\$_	1,821,819	\$	\$	1,821,819
Gross campaign results - 2015/2016		-		6,140	6,140
Net campaign revenue - 2015/2016	\$	-	\$	6,140 \$	6,140
Sponsorships and special events		53,696		-	53,696
Less: Direct Costs		(26,115)		-	(26,115)
Service fees		100,095		-	100,095
Grants and contracts		108,629		26,065	134,694
Investment income		2,324		13	2,337
In-kind program revenue		36,712		-	36,712
Miscellaneous income		18,775		-	18,775
Net assets released from restrictions:					
Satisfaction of purpose restrictions	_	79,380		(79,380)	-
Total public support and revenue	\$_	2,195,315	\$	(47,162) \$	2,148,153
Expenses:					
Program services:					
Gross funds awarded/distributed	\$	2,772,951	\$	- \$	2,772,951
Less: Donor designations		(1,695,684)		-	(1,695,684)
Net funds awards/distributed		1,077,267	1	-	1,077,267
Other program services		479,242		-	479,242
Total program services	\$	1,556,509	\$	- \$	1,556,509
Supporting services:					
Organizational administration		339,773		-	339,773
Fundraising		252,886		-	252,886
Total supporting services	\$	592,659	\$	- \$	592,659
Total expenses	\$_	2,149,168	\$	\$	2,149,168
Change in net assets	\$	46,147	\$	(47,162) \$	(1,015)
Net assets, beginning of year	_	1,674,114		64,273	1,738,387
Net assets, end of year	\$_	1,720,261	\$	17,111 \$	1,737,372

# Statement of Activities For the Year Ended June 30, 2014

	ı	Unrestricted		Temporarily Restricted		Total
Public support and revenue:	_	<u> </u>		Restricted	_	Total
Gross campaign results - 2013/2014	\$	3,538,821	\$	- \$	1	3,538,821
Less: Donor designations	Ψ	(1,709,882)	Ψ	-	_	(1,709,882)
Less: Provision for uncollectible pledges		(102,598)		_		(102,598)
Net campaign revenue - 2013/2014	\$	1,726,341	\$	- \$	5	1,726,341
Gross campaign results - 2014/2015		-		2,025		2,025
Net campaign revenue - 2014/2015	\$	-	\$	2,025	}_	2,025
Sponsorships and special events		63,042		-		63,042
Less: Direct Costs		(42,515)		-		(42,515)
Service fees		68,990		-		68,990
Grants and contracts		60,629		24,675		85,304
Investment income		2,906		56		2,962
Miscellaneous income		15,152		-		15,152
Net assets released from restrictions:						
Satisfaction of purpose restrictions	_	33,106		(33,106)	_	
Total public support and revenue	\$_	1,927,651	\$	(6,350)	<b>_</b>	1,921,301
Expenses:						
Program services:						
Gross funds awarded/distributed	\$	2,489,819	\$	- 9	5	2,489,819
Less: Donor designations		(1,709,882)	•	-		(1,709,882)
Net funds awards/distributed		779,937		-	_	779,937
Other program services		446,941				446,941
Total program services	\$	1,226,878	\$	- \$	<u> </u>	1,226,878
Supporting services:						
Organizational administration		263,909	\$	_		263,909
Fundraising		296,919	Ψ	_		296,919
Total supporting services	<b>\$</b>	560,828	\$		<u> </u>	560,828
Total expenses	\$ <u> </u>	1,787,706	\$		_	1,787,706
·	_			·	_	
Change in net assets	\$	139,945	\$	(6,350) \$	Þ	133,595
Net assets, beginning of year	_	1,534,169		70,623	_	1,604,792
Net assets, end of year	\$_	1,674,114	\$	64,273	<b>;</b>	1,738,387

# Statement of Functional Expenses For the Year Ended June 30, 2015

	Program Services							
	_	Grant Making		All Other				
	_	Services		Programs		Total		
Allocations/Awards	\$	2,772,951	\$	-	\$	2,772,951		
Less: Donor designations		(1,695,684)		-		(1,695,684)		
Total allocations/awards	\$	1,077,267	\$	-	\$	1,077,267		
Salaries		-		254,588		254,588		
Payroll taxes		-		18,560		18,560		
Employee benefits		-		21,105		21,105		
Total salaries, taxes, and benefits	\$	-	\$	294,253	\$	294,253		
Supplies		-		18,741		18,741		
Telephone		-		3,529		3,529		
Postage and shipping		-		1,268		1,268		
Occupancy		-		18,547		18,547		
Equipment rental		-		4,195		4,195		
Printing		-		4,606		4,606		
Travel		-		4,464		4,464		
Conferences, conventions, and meetings		-		1,737		1,737		
Insurance		-		1,882		1,882		
Training		-		6,276		6,276		
Dues and subscriptions		-		1,055		1,055		
Advertising		-		37,663		37,663		
Repairs and maintenance		-		11,706		11,706		
Awards		-		1,980		1,980		
Professional fees		-		3,512		3,512		
Miscellaneous		-		3,511		3,511		
In-kind program expense		-		36,712		36,712		
Depreciation and amortization	_	-	_	23,605	_	23,605		
Total expenses	\$ _	1,077,267	\$	479,242	\$	1,556,509		

_	Su	_					
-	Organizational Administration		Fundraising	ising Total		_	Total
\$	-	\$	-	\$	-	\$	2,772,951
_	-		-	_	-	_	(1,695,684)
\$_	-	\$_	-	_\$_	-	. \$ _	1,077,267
	203,384		140,095		343,479		598,067
	14,297		9,554		23,851		42,411
	15,104		8,811		23,915		45,020
\$	232,785	\$	158,460	\$	391,245	\$	685,498
	2,505		29,895		32,400		51,141
	1,773		1,941		3,714		7,243
	479		2,817		3,296		4,564
	16,477		9,522		25,999		44,546
	1,888		3,443		5,331		9,526
	383		312		695		5,301
	3,481		6,949		10,430		14,894
	3,748		787		4,535		6,272
	1,965		1,087		3,052		4,934
	5,678		84		5,762		12,038
	24,753		3,059		27,812		28,867
	663		1,118		1,781		39,444
	4,739		9,049		13,788		25,494
	5,670		2,752		8,422		10,402
	16,985		5,627		22,612		26,124
	4,360		1,319		5,679		9,190
	-		-		-		36,712
_	11,441		14,665		26,106	_	49,711
\$	339,773	\$	252,886	\$_	592,659	\$_	2,149,168

# Statement of Functional Expenses For the Year Ended June 30, 2014

	-	Grant Making		All Other		
	-	Services		Programs		Total
Allocations/Awards	\$	2,489,819	\$	-	\$	2,489,819
Less: Donor designations		(1,709,882)		_		(1,709,882)
Total allocations/awards	\$	779,937	\$	-	\$	779,937
Salaries		-		280,061		280,061
Payroll taxes		_		17,528		17,528
Employee benefits		_		18,376		18,376
Total salaries, taxes, and benefits	\$	-	\$	315,965	\$	315,965
Supplies		-		16,425		16,425
Telephone		_		3,345		3,345
Postage and shipping		_		335		335
Occupancy		_		20,367		20,367
Equipment rental		_		2,833		2,833
Printing		-		8,804		8,804
Travel		_		4,119		4,119
Conferences, conventions, and meetings		-		827		827
Insurance		_		1,643		1,643
Training		-		2,295		2,295
Dues and subscriptions		_		7,311		7,311
Advertising		-		11,851		11,851
Repairs and maintenance		-		9,674		9,674
Awards		-		1,361		1,361
Professional fees		-		11,667		11,667
Miscellaneous		-		5,792		5,792
Depreciation and amortization		-		22,327	_	22,327
Total expenses	\$_	779,937	\$_	446,941	\$_	1,226,878

	Su						
_	Organizational					-	
_	Administration		Fundraising		Total		Total
\$	-	\$	-	\$	-	\$	2,489,819
					-		(1,709,882)
\$_	-	\$_	-	\$.	-	\$	779,937
	174,248		175,096		349,344		629,405
	11,976		12,155		24,131		41,659
	12,805		8,396		21,201		39,577
\$	199,029	\$	195,647	\$	394,676	\$	710,641
	1,689		30,714		32,403		48,828
	1,598		1,913		3,511		6,856
	380		2,599		2,979		3,314
	16,734		10,381		27,115		47,482
	1,218		2,370		3,588		6,421
	1,214		991		2,205		11,009
	2,396		8,099		10,495		14,614
	751		1,392		2,143		2,970
	1,469		998		2,467		4,110
	127		1,733		1,860		4,155
	16,582		6,249		22,831		30,142
	433		495		928		12,779
	3,297		6,280		9,577		19,251
	94		1,121		1,215		2,576
	4,303		10,123		14,426		26,093
	2,008		967		2,975		8,767
_	10,587		14,847		25,434	_	47,761
\$	263,909	\$	296,919	\$	560,828	\$	1,787,706

# Statements of Cash Flows For the Year Ended June 30, 2015

		2015		2014
Cash flows from operating activities:	-		_	
Change in net assets	\$	(1,015)	\$	133,595
Adjustments to reconcile change in net assets to net cash provided by (used for) operating activities:				
Depreciation and amortization		49,711		47,761
<ul><li>(Increase) decrease in:     Pledges receivable     Prepaid expenses     Increase (decrease) in:     Accounts payable and accrued expenses     Allocation and grants payable</li></ul>	_	(45,741) (1,914) 3,803 254,578	_	376,916 7,413 (13,086) (364,104)
Net cash provided by (used for) operating activities	\$_	259,422	\$_	188,495
Cash flows from investing activities:				
Sale (purchase) of property and equipment Redemption (purchase) of certificates of deposit	\$	(46,026) (1,548)	\$	(2,078) (2,202)
Net cash provided by (used for) investing activities	\$_	(47,574)	\$_	(4,280)
Cash flows from financing activities:				
Principal payments on long-term debt	\$_	(36,257)	\$_	(101,840)
Net cash provided by (used for) financing activities	\$_	(36,257)	\$_	(101,840)
Net increase (decrease) in cash and cash equivalents	\$	175,591	\$	82,375
Cash and cash equivalents, beginning of year	_	974,857	_	892,482
Cash and cash equivalents, end of year	\$_	1,150,448	\$_	974,857
Supplemental disclosure of cash flows information: Interest paid	\$	13,668	\$ _	18,300

#### Notes to Financial Statements At June 30, 2015 and 2014

#### Note 1 - Nature of Organization:

Rappahannock United Way, Inc. (the Organization) is a not-for-profit organization working to advance the common good by focusing on education, income, and health.

The Organization conducted an annual fundraising campaign which supported 32 programs and 32 member agencies in addition to other community based nonprofit organizations that provide health and human service programs. The Organization's campaign also supported Community Impact initiatives which work to solve complex social issues.

The Organization serves the City of Fredericksburg and the counties of Caroline, King George, Spotsylvania, and Stafford.

#### Note 2 - Summary of Significant Accounting Policies:

#### Basis of Accounting:

The financial statements of the Organization have been prepared on the accrual basis of accounting. Under the accrual method, revenues are recognized in the period in which they are earned, while expenses are recognized in the accounting period in which the related liability is incurred.

#### Financial Statement Presentation:

The financial statements include the accounts of the Organization and the activities of the Potomac Combined Federal Campaign (CFC) and the Local Government Campaign (the LGC). The CFC is an unincorporated entity regulated by the Office of Personnel Management (OPM) and designed solely to solicit charitable donations from military and federal employees in the Potomac CFC region. The LGC is an unincorporated entity regulated by the City of Fredericksburg and counties of Stafford, Spotsylvania, King George, and Caroline, in partnership to provide a framework for charitable solicitation of local government employees. The Organization has been designated as the principal combined fund Organization for the CFC and the Fiscal Agent/Campaign Consultant of the LGC, and, as such, manages the charitable campaigns of the CFC and LGC.

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

#### **Unrestricted Net Assets:**

Net assets not subject to donor-imposed restrictions. At June 30, 2015 and 2014, the Organization had unrestricted net assets of \$1,720,261 and \$1,674,114, respectively.

#### Temporarily Restricted Net Assets:

Net assets subject to donor-imposed stipulations that may or will be met either by actions of the Organization and/or the passage of time. At June 30, 2015 and 2014, the Organization had temporarily restricted net assets of \$17,111 and \$64,273, respectively.

Notes to Financial Statements At June 30, 2015 and 2014 (Continued)

#### Note 2 - Summary of Significant Accounting Policies: (Continued)

#### <u>Financial Statement Presentation: (Continued)</u>

#### Permanently Restricted Net Assets:

Net assets subject to donor-imposed stipulations that they be maintained permanently by the Organization. At June 30, 2015 and 2014, the Organization did not have any permanently restricted net assets.

#### Contributions:

Contributions, including pledges, are considered to be unrestricted unless specifically indicated as temporarily or permanently restricted by the donor.

When the donor-stipulated time restriction ends or a purpose restriction is satisfied, temporarily restricted net assets are reclassified to unrestricted net assets and are reported in the statement of activities as net assets are released from restriction. Contributions for which restrictions are satisfied in the same year as received are recognized as restricted and released.

#### Allowance for Uncollectible Accounts:

An allowance for uncollectible pledges is established for each campaign and reduces pledges receivable in the statement of financial position and is deducted from contributions in the statement of activities. Pledges outstanding one year after the close of the campaign are deemed uncollectible and the provision for uncollectible pledges is adjusted for the uncollected amounts. Any subsequent collection of previously charged off accounts is recorded through the provision for uncollectible pledges.

#### Gifts in-kind and Contributed Services:

Non-cash donations of equipment, materials, supplies, or other items that benefit the operations of the Organization are included as unrestricted support in the period in which the benefit applies, at estimated fair value. Donated services of a specialized nature which would otherwise be purchased by the Organization are recognized in the same manner. Current year in-kind revenue and expenses are a calculated three-year average of allocated media airtime donated from United Way Worldwide to the Organization.

Thousands of hours, for which no value has been assigned or recognized, were volunteered throughout the year in specific assistance programs, campaign solicitations, and fund-raising activities.

#### Cash and Cash Equivalents:

The Organization considers highly liquid investments with original maturities of less than three months when purchased to be cash equivalents. The Organization maintains its cash in bank deposit accounts which, at times, may exceed Federal Deposit Insurance Corporation insured limits of \$250,000.

Notes to Financial Statements At June 30, 2015 and 2014 (Continued)

#### Note 2 - Summary of Significant Accounting Policies: (Continued)

#### **Property and Equipment:**

It is the Organization's policy to capitalize additions to property and equipment that exceed \$500. Property and equipment are stated at cost (if purchased) or at fair value at the date of donation (if donated). Depreciation is provided by the straight-line method based on the estimated useful lives of the assets as follows:

Buildings and improvements 5-40 years Equipment 3-7 years

Depreciation expense for the year ended June 30, 2015 and 2014 was \$46,848 and \$45,017, respectively.

#### **Debt Issuance Costs:**

Debt issuance costs are amortized over the term of 7 years. Amortization expense for the years ended June 30, 2015 and 2014 was \$2,863 and \$2,744, respectively.

#### Allocations and Grants Payable:

The Rappahannock United Way honors designations made to each member organization by distributing a proportionate share of receipts based on donor designations to each member. Allocations and grants payable include pass-through amounts held for others. These amounts are included in annual campaign revenues and are offset by the amount of support raised on behalf of others.

#### Functional Allocation of Expenses:

Program and administrative costs have been summarized on a functional basis in the statement of activities. Indirect costs have been allocated to programs and supporting services on the basis of the activity benefited.

#### Advertising:

Advertising costs are expensed as incurred and totaled \$39,444 and \$12,779 for the years ended June 30, 2015 and 2014, respectively.

#### Income Taxes:

The Internal Revenue Service has determined that the Organization is exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code (IRC); therefore, no provision has been made for income tax expense. Management has evaluated the Organization's tax positions, as required by the Income Taxes Topic of the Financial Accounting Standards Board (FASB) Accounting Standards Codification, and has determined that there are no uncertain tax positions that require adjustment to or disclosure in the financial statements. The Organization files Form 990, Return of Organization Exempt from Income Tax, annually with the United States Department of the Treasury. Such returns for the tax years ended June 30, 2012 and beyond remain open to potential examination by taxing authorities.

#### Note 2 - Summary of Significant Accounting Policies: (Continued)

#### 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 that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues, gains and other support and expenses during the reporting periods. Actual results could differ from those estimates. Estimates include the allowance for uncollectible pledges and allowance for designation provisions calculated in each year's campaign.

#### Note 3 - Pledges Receivable:

Pledges receivable consist of the following at June 30:

	2015	2014
Due in less than one year Less allowance for uncollectible pledges	\$ 1,985,983 (241,000)	\$ 1,935,242 (236,000)
· •		
Total pledges receivable	\$ 1,744,983	\$ 1,699,242

#### Note 4 - Note Payable:

Long-term debt at June 30, 2015 and 2014 consists of a note payable to Virginia Partners Bank. The loan was refinanced on April 18, 2014. The agreement allows the Organization to fix the rate at 3.375% for a period of 10 years. The loan is collateralized by a lien on the Organization's property and had an outstanding balance of \$380,107 and \$416,364 at June 30, 2015 and 2014, respectively.

Annual maturities required on long-term debt at June 30, 2015 are as follows:

Year Ended June 30,	Principal	_	Interest
2016	\$ 37,631	\$	12,295
2017	38,955		10,971
2018	40,293		9,633
2019	41,676		8,250
2020	43,088		6,838
2021-2024	178,464	_	11,986
Total maturities of long-term debt	\$ 380,107	\$	59,973

#### Note 5 - Board Designated Net Assets:

Included in unrestricted net assets are amounts designated by the Organization's Board of Directors for the following purposes as of June 30:

		2015	 2014
Operating reserves	\$	600,000	\$ 600,000
Community Impact		124,219	124,219
FY2015 Community Review	-	99,063	 150,000
Total board designated net assets	\$	823,282	\$ 874,219

#### Note 6 - Temporarily Restricted Net Assets:

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

	_	2015	2014
Barbara C. Terry Emergency Assistance Fund	\$	10,971	\$ 52,248
Lawrence Davies Fund		-	10,000
Future campaigns	_	6,140	 2,025
Total	\$	17,111	\$ 64,273

Net assets were released through satisfaction of the following program restrictions during the years ended June 30, 2015 and 2014 as follows:

	_	2015	2014
Barbara C. Terry Emergency Assistance Fund	\$	57,355	\$ -
Lawrence Davies Fund		20,000	10,000
Future campaigns	_	2,025	23,106
Total	\$	79,380	\$ 33,106

#### Note 7 - Retirement Plan:

The Organization offers a retirement plan under IRC Section 403(b) to all of its full-time employees. This plan allows employees to make voluntary contributions to a tax deferred annuity contract. The employer does not make contributions to the plan.

#### Note 8 - Subsequent Events:

In preparing these financial statements, management of the Organization has evaluated events and transactions for potential recognition or disclosure through October 9, 2015, the date the financial statements were available to be issued.