

Charities Review Council of Minnesota, Inc.

Financial Statements

Together with
Independent Auditors' Report

December 31, 2017

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INDEPENDENT AUDITORS' REPORT

Board of Directors Charities Review Council of Minnesota, Inc. Roseville, Minnesota

Report on the Financial Statements

We have audited the accompanying financial statements of Charities Review Council of Minnesota, Inc. (a nonprofit organization), which comprise the statement of financial position as of December 31, 2017 and 2016, and the related statement of activities, functional expenses 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 audit 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 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 Charities Review Council of Minnesota, Inc. as of December 31, 2017 and 2016 and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Roseville, Minnesota June 20, 2018

STATEMENT OF FINANCIAL POSITION DECEMBER 31, 2017 AND 2016

ASSETS		
	2017	2016
CURRENT ASSETS:	A 400 TOO	
Cash	\$ 183,583	\$ 268,808
Pledges Receivable Prepaid Expenses	34,893 6,236	136,298 5,643
Total Current Assets	224,712	410,749
EQUIPMENT AND SOFTWARE:		
Work in Process - Website/Software	_	75,751
Office Equipment	6,099	6,125
Website Software	<u> 190,905</u>	108,722
Total Equipment and Software	197,004	190,598
Less Accumulated Depreciation	133,085	101,385
Equipment and Software, Net	63,919	89,213
TOTAL ASSETS	<u>\$ 288,631</u>	\$ 499,962
LIABILITIES AND NET AS	SSETS	
LIABILITIES:		
Accounts Payable	\$ 10,615	\$ 70,580
Accrued Expenses	4,969	4,677
Deferred Revenue	28,537	5,000
Total Liabilities	44,121	80,257
NET ASSETS:		
Unrestricted	244,510	187,355
Temporarily Restricted	<u> </u>	232,350 419,705
Total Net Assets	244,510	419,705
TOTAL LIABILITIES AND NET ASSETS	\$ 288,631	\$ 499,962

STATEMENT OF ACTIVITIES YEARS ENDED DECEMBER 31, 2017 AND 2016

		2017			2016	
	Unrestricted	Temporarily Restricted	Total	Unrestricted	Temporarily Restricted	Total
SUPPORT AND REVENUES:						
Public Support:						
United Way Donations	\$ 1,375	\$ -	\$ 1,375	\$ 1,529	\$ -	\$ 1,529
Individuals	34,602	_	34,602	39,683	_	39,683
Corporations and Foundations	215,400	2,500	217,900	255,400	291,000	546,400
In-Kind Contributions	11,660	_	11,660	3,300	_	3,300
Fee for Service	113,540	_	113,540	124,518	_	124,518
Annual Meeting	19,714	_	19,714	· –	_	_
Other Revenue	1,248	_	1,248	728	_	728
Interest and Dividend Income	6	_	[′] 6	3	_	3
Net Assets Released from Restrictions	234,850	(234,850)	_	103,710	(103,710)	_
Total Support and Revenues	632,395	(232,350)	400,045	528,871	187,290	716,161
EXPENSES:						
Program Services:	446,439	_	446,439	385,965	_	385,965
Management and General	95,925	_	95,925	94,758	_	94,758
Fundraising	32,876		32,876	35,690	<u>–</u>	35,690
Total Expenses	575,240		575,240	516,413		516,413
CHANGE IN NET ASSETS	57,155	(232,350)	(175,195)	12,458	187,290	199,748
NET ASSETS, Beginning of Year	187,355	232,350	419,705	174,897	45,060	219,957
NET ASSETS, End of Year	\$ 244,510	<u>\$ –</u>	\$ 244,510	\$ 187,355	\$ 232,350	\$ 419,705

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

STATEMENT OF FUNCTIONAL EXPENSES YEAR ENDED DECEMBER 31, 2017

				20)17			
		Program S	Services			pport Services	i	
		Donor						
	Nonprofit Services	Information/ Education Services	Donor Nonprofit Relations	Total Program	Management and General	Fundraising	Total Support	Total All Services
Salaries	\$ 86,069	\$ 20,335	\$ 32,372	\$ 138,776	\$ 35,831	\$ 18,949	\$ 54,780	\$ 193,556
Payroll Taxes	6,587	1,563	2,518	10,668	2,780	1,463	4,243	14,911
Retirement Plan Contribution	6,030	1,545	2,334	9,909	2,256	1,375	3,631	13,540
Employee Benefits	360	111	152	623	1,050	90	1,140	1,763
Total Personnel Expenses	99,046	23,554	37,376	159,976	41,917	21,877	63,794	223,770
Professional Fees	152,063	12,505	26,992	191,560	27,941	1,489	29,430	220,990
Occupancy	12,834	3,722	5,241	21,797	5,842	3,099	8,941	30,738
Conferences and Meetings	1,213	_	20,095	21,308	1,295	29	1,324	22,632
Printing and Publications	369	4,325	93	4,787	782	2,961	3,743	8,530
Equipment Lease and Maintenance	2,116	508	931	3,555	1,937	588	2,525	6,080
Membership Dues and Subscriptions	4,396	969	1	5,366	242	_	242	5,608
Bank Fees	_	-	18	18	5,214	4	5,218	5,236
Supplies	1,649	564	696	2,909	1,771	429	2,200	5,109
Postage	189	2,642	76	2,907	287	1,709	1,996	4,903
Insurance	1,010	343	663	2,016	947	253	1,200	3,216
Telephone	950	399	926	2,275	556	322	878	3,153
Transportation	1,475	35	81	1,591	413	56	469	2,060
Public Awareness	806	242	60	1,108	35	10	45	1,153
Staff Development	169			169	117	50	167	336
Total Expenses Before Depreciation	278,285	49,808	93,249	421,342	89,296	32,876	122,172	543,514
Depreciation	21,680	3,417		25,097	6,629		6,629	31,726
Total Expenses	\$ 299,965	\$ 53,225	\$ 93,249	\$ 446,439	\$ 95,925	\$ 32,876	\$ 128,801	\$ 575,240

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

STATEMENT OF FUNCTIONAL EXPENSES (Continued) YEAR ENDED DECEMBER 31, 2016

				20)16			
	Program Services				Su			
	Nonprofit Services	Donor Information/ Education Services	Donor Nonprofit Relations	Total Program	Management and General	Fundraising	Total Support	Total All Services
Salaries Payroll Taxes Retirement Plan Contribution Employee Benefits Total Personnel Expenses	\$ 92,716 7,246 5,196 796 105,954	\$ 14,487 1,132 898 188 16,705	\$ 34,695 2,695 2,032 280 39,702	\$ 141,898 11,073 8,126 1,264 162,361	\$ 44,647 3,691 2,730 2,939 54,007	\$ 19,386 1,515 1,138 180 22,219	\$ 64,033 5,206 3,868 3,119 76,226	\$ 205,931 16,279 11,994 4,383 238,587
Professional Fees Occupancy Printing and Publications Postage Bank Fees Equipment Lease and Maintenance Conferences and Meetings Telephone Membership Dues and Subscriptions Insurance Transportation	87,708 21,853 1,683 163 - 1,733 1,134 1,688 2,028 1,102 775	35,596 3,492 5,315 3,474 — 375 250 247 797 346 28	13,595 8,764 354 57 - 793 582 156 762 - 13	136,899 34,109 7,352 3,694 — 2,901 1,966 2,091 3,587 1,448 816	20,030 11,022 357 - 4,156 598 2,362 601 - 395 62	4,277 5,540 2,361 10 431 - 324 32 311 53	20,030 15,299 5,897 2,361 4,166 1,029 2,362 925 32 706 115	156,929 49,408 13,249 6,055 4,166 3,930 4,328 3,016 3,619 2,154 931
Supplies Staff Development Public Awareness Miscellaneous Total Expenses Before Depreciation	321 94 - - 226,236	52 - 200 - - 66,877	64,778	373 94 200 357,891	401 472 - 5 94,468	8 - - - 35,566	409 472 - 5 130,034	782 566 200 5 487,925
Depreciation	14,223	13,674	177	28,074	290	124	414	28,488
Total Expenses	\$ 240,459	\$ 80,551	\$ 64,955	\$ 385,965	\$ 94,758	\$ 35,690	\$ 130,448	\$ 516,413

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

STATEMENT OF CASH FLOWS YEARS ENDED DECEMBER 31, 2017 AND 2016

	2017	2016
CASH FLOWS FROM OPERATING ACTIVITIES:		
Change in Net Assets	\$ (175,195)	\$ 199,748
Adjustments to Reconcile Change in Net Assets		
to Net Cash Flows From Operating Activities:		
Depreciation	31,726	28,488
Changes in Assets and Liabilities:		
Pledges Receivable	101,405	(97,998)
Prepaid Expenses	(593)	(1,110)
Accounts Payable	(59,965)	49,693
Accrued Expenses	292	(959)
Deferred Revenue	23,537	5,000
Net Cash Flows From Operating Activities	(78,793)	182,862
CASH FLOWS FROM INVESTING ACTIVITIES:		
Purchases of Equipment and Software	(6,432)	(75,751)
Net Cash Flows From Investing Activities	(6,432)	(75,751)
3		
NET CHANGE IN CASH	(85,225)	107,111
CASH at Beginning of Year	268,808	<u>161,697</u>
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CASH at End of Year	<u>\$ 183,583</u>	\$ 268,808

NOTES TO FINANCIAL STATEMENTS

NOTE 1 - NATURE OF ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES

Nature of Activities

Charities Review Council of Minnesota, Inc. (the Council) is incorporated under the laws of the State of Minnesota as a nonprofit organization operating exclusively for charitable purposes.

The Council is an independent resource for both donors and nonprofits who desire to improve the community through strong, accountable charities supported by informed donors. The Council's mission is to mobilize donors and accountable nonprofits for the greater good. The Council does this by:

- Empowering donors to make informed, thoughtful giving decisions.
- Strengthening nonprofits by building accountability into their governance and operations.

The Council reviews nonprofit organizations that voluntarily participate in its Accountability Wizard. Results of these reviews help the public determine the trustworthiness of a nonprofit organization before giving. Donors may access these review results as well as charitable giving tips on the Council's website or in their printed Giving Guide.

The Council also offers learning opportunities to nonprofit organizations by providing tools and resources for organizations to meet and sustain accountability. Where standards are not fully met, the Council provides technical assistance to help make structural, policy, or procedural changes. The new Diversity, Equity & Inclusion (DEI) Toolkit is an affordable and accessible online resource for nonprofits to help them meet the Diversity, Equity & Inclusion Accountability Standard. In 2017, the Council invested in the development of the DEI Toolkit as a new earned revenue stream and released funds raised in 2016 and 2017 for development and launch of the new product.

Basis of Presentation

The accompanying financial statements have been prepared using the accrual basis of accounting in accordance with generally accepted accounting principles. Revenues, expenses, gains and losses, and net assets are classified based on the existence or absence of donor imposed restrictions. Accordingly, net assets of the Council and related changes are classified and reported as follows:

Unrestricted Net Assets - Resources over which the Board of Directors has discretionary control.

<u>Temporarily Restricted</u> - Reflects resources received with donor stipulations that limit the use of the 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.

Accounting Estimates

The presentation 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.

NOTES TO FINANCIAL STATEMENTS

NOTE 1 - NATURE OF ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES (Continued)

Subsequent Events

In preparing these financial statements, the Council has evaluated for recognition or disclosure the events or transactions that occurred through June 20, 2018, the date the financial statements were available to be issued.

Pledges Receivable

Pledges receivable consists of unconditional promises to give and are recognized as revenue in the period made. Conditional promises to give are not recognized until they become unconditional, that is, when the conditions on which they depend are substantially met. Contributions to be received after one year are discounted using present value of future cash flows, if the present value factor is determined to be material. Amortization of discounts is recorded as additional contribution revenue. An allowance for uncollectible contributions receivable is provided based upon management's judgment including such factors as prior collection history. The allowance for uncollectible contributions was \$0 at December 31, 2017 and 2016.

Equipment, Software and Depreciation

Equipment, and software are carried at cost or, if donated, at the approximated fair value at the date of donation. Additions, improvements or major renewals exceeding \$1,000 are capitalized. If items of property are sold, retired or otherwise disposed of, they are removed from the asset and accumulated depreciation accounts and any gain or loss thereon is reflected in the statement of activities.

Depreciation is computed using the straight-line method over the estimated useful lives of the assets, ranging from 3 to 5 years.

Revenue Recognition and Deferred Revenue

Contributions received and unconditional promises to give are measured at their fair values and are reported as an increase in net assets. The Council reports gifts of cash and other assets as restricted support if they are received with donor stipulations that limit the use of the assets, or if they are designated as support for future periods. 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. Donor-imposed contributions are reported as temporarily restricted net assets, even if it is anticipated such restrictions will be met in the current reporting period.

Contributed materials are recorded as contributions, when received, at their fair market value when such value can be objectively and accurately determined.

NOTES TO FINANCIAL STATEMENTS

NOTE 1 - NATURE OF ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES (Continued)

Revenue Recognition and Deferred Revenue (Continued)

The majority of fee for service revenues are for the Accountability Wizard, which covers a three-year period. The Council recognizes all revenue in year one because the vast majority of Council time and effort occur in the first year.

In-Kind Contributions

Included in in-kind contributions is donated services, recorded at fair market value. Donated services are recognized for services that create or enhance nonfinancial assets or require specialized skills, are provided by individuals possessing those skills, and would ordinarily be purchased if not provided by donation. Contributed services, including promises to give, that do not meet these criteria are not recognized. Donated services were \$11,660 and \$2,850 for 2017 and 2016.

Many individuals have donated time and services to advance the Council's programs and objectives. The value of these services has not been recorded in the financial statements because it does not meet the definition of recognition under generally accepted accounting principles.

Volunteers provided approximately 320 and 786 service hours to the Council during the years ended 2017 and 2016.

Functional Allocation of Expense

Expenses are specifically identified with, or allocated to, program-related, administrative and fundraising functions. Expense allocations are generally computed based on the amount of time spent by employees performing those functions.

Allocation of Joint Fundraising Costs

The Council's Donor Information/Education program is conducted to achieve programmatic goals by utilizing the direct mail campaign's request for contributions. Costs of conducting the direct mail campaign totaled \$9,033 and \$9,504 as of December 31, 2017 and 2016. Joint costs allocated to the Donor Information/Education program was \$7,729 and \$8,233, allocated to management and general was \$618 and \$416, and allocated to fundraising was \$686 and \$855 in 2017 and 2016, respectively.

Income Taxes

The Council is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code, but is subject to income tax on net unrelated business income. The Council had no unrelated business income tax in 2017 and 2016.

The Council reviews income tax positions taken or expected to be taken in income tax returns to determine if there are any income tax uncertainties. This includes positions that the entity is exempt from income taxes or not subject to income taxes on unrelated business income. The Council recognizes tax benefits from uncertain tax positions only if it is more likely than not that the tax positions will be sustained on examination by taxing authorities, based on the technical merits of the positions. The Council has identified no income tax uncertainties. The Council files information returns as a tax-exempt organization. Should that status be challenged in the future, all years since inception could be subject to review by the IRS.

NOTES TO FINANCIAL STATEMENTS

NOTE 1 - NATURE OF ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES (Continued)

Credit Risk

Financial instruments which potentially subject the Council to concentrations of credit risk consist principally of cash. The Council places its cash with high credit quality financial institutions and, by policy, limits the amount of credit exposure to any one financial institution. As of December 31, 2017, the Council had no significant concentrations of credit risk.

Recently Issued Accounting Pronouncements

In May 2014, the Financial Accounting Standards Board (FASB) issued Accounting Standards Update (ASU) 2014-09, *Revenue from Contracts with Customers (Topic 606)*, which provides guidance for accounting for revenue from contracts with customers. The new guidance outlines a single comprehensive model for organizations to use in accounting for revenue from contracts with customers. This ASU is effective for annual and interim periods beginning after December 15, 2018 with early adoption permitted. It can be adopted using either a retrospective approach or a modified retrospective approach. The Council is currently evaluating this guidance to determine the impact it may have on its financial statements.

In February 2016, FASB issued ASU 2016-02, *Leases (Topic 842)*, which provides guidance for accounting for leases. The new guidance requires companies to recognize the assets and liabilities for the rights and obligations created by leased assets, initially measured at the present value of the lease payments. The accounting guidance for lessors is largely unchanged. This ASU is effective for annual and interim periods beginning after December 15, 2019 with early adoption permitted. It is to be adopted using the modified retrospective approach. The Council is currently evaluating this guidance to determine the impact it may have on its financial statements.

In August 2016, FASB issued ASU No. 2016-14, *Presentation of Financial Statements of Not-for-Profit Entities (Topic 958)*, which provides guidance for presentation of financial statements of not-for-profit entities. The new guidance requires a number of changes in the financial statement presentation including presenting two classes of net assets, underwater endowments, investment return, enhanced disclosures on board designations and management of liquid resources for cash flows, and present expenses by their natural and functional classification. The ASU will be effective for financial statements for fiscal years beginning after December 15, 2017 with early adoption permitted. The amendments in this update should be applied on a retrospective basis. However, if presenting comparative financial statements, the Council has the option to omit the following information for any periods presented before the period of adoption: analysis of expenses by both natural classification and functional classification and disclosures about liquidity and availability of resources. The Council is currently evaluating the impact that the adoption of this guidance will have on the Council's financial statements.

NOTES TO FINANCIAL STATEMENTS

NOTE 2 - PROMISES TO GIVE

The following is a schedule of unconditional promises to give at December 31, 2017 and 2016:

	2017	2016
Within 1 Year	<u>\$ 34,893</u>	\$136,298
Total Contributions Receivable	\$ 34,893	\$ 136,298

As of December 31, 2017 and 2016, the Council had conditional promises to give as a result of being named as a beneficiary in individuals' wills. Conditional promises to give are not recordable under GAAP and, in addition, the amount of the conditional promises to give is undeterminable.

NOTE 3 - LEASE COMMITMENTS

The Council rents its principal office. The Council cancelled its existing lease in November 2016 and entered into a new lease agreement (with the same lessor) for a different facility, effective December 1, 2016. This lease is non-cancelable and expires November 30, 2018. The lease provides for annual base rent and also includes operating costs.

The Council also rents copier equipment. One lease expires in July 2018 and requires monthly payments of \$393. A second lease expires in September 2022 and requires monthly payments of \$255.

Rent expense and future minimum rental commitments for these leases are as follows:

		Real Estate			Total	
Expense: 2017 2016		80,738 19,408	\$	4,302 4,716	\$	35,040 54,124
Commitments: 2018 2019 2020 2021 2022	\$ 2	25,245	\$	6,597 3,060 3,060 3,060 2,295	\$	31,842 3,060 3,060 3,060 2,295
Total Commitments	<u>\$ 2</u>	25,245	\$	18,072	\$	43,317

NOTES TO FINANCIAL STATEMENTS

NOTE 4 - RETIREMENT PLAN

The Council has established a retirement plan pursuant to section 403(b) of the Internal Revenue Code. Eligible employees may contribute up to 100% of their salaries. The Council makes a discretionary contribution of 5% of eligible employee's compensation to the Plan and a discretionary matching contribution on a dollar-for-dollar basis up to an additional 2% of compensation. Plan expense was \$13,540 and \$11,994 in 2017 and 2016.

NOTE 5 - TEMPORARILY RESTRICTED NET ASSETS

Temporarily restricted net assets consist of the following:

	2017	2016	
Annual Forum	\$ -	\$ 17,500	
Time Restricted	_	104,000	
Diversity, Equity and Inclusion Toolkit		110,850	
Total Temporarily Restricted Net Assets	<u>\$</u>	\$ 232,350	

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NOTE 6 - CONCENTRATION

The Council derived 12% and 28% of its revenues from a single donor, for the years ended December 31, 2017 and 2016.