

# **Financial Statements**

For the years ended JUNC 30, 2017 AND 2016 With Independent Auditors' Report

> **REGALIA & ASSOCIATES** CERTIFIED PUBLIC ACCOUNTANTS

## (A California Not-For-Profit Corporation) June 30, 2017

#### **Our Mission**

Contra Costa Crisis Center's mission is to keep people in Contra Costa County, California alive and safe, help them through crises, and connect them with culturally relevant resources in the community.

#### **Our Programs**

**24-Hour** Crisis Lines. We operate the 24 hour suicide prevention crisis lines for the entire county of Contra Costa. Founded in 1963, it was one of the first of its kind in the U.S. All local calls to the National Suicide Prevention Lifeline (800.273.TALK and 800.SUICIDE) are routed here. Staffed by highly-trained staff and volunteers, the line provides counseling, support, and resource information to people experiencing personal crises as well as those contemplating suicide. We also handle all night, weekend, and holiday child abuse calls to Children's Protective Services and elder abuse calls to Adult Protective Services.

**Grief Counseling**. Our grief counseling program is one of the oldest, largest, and most diverse bereavement services in California. Started in 1973, it provides individual and group counseling to children, teens and adults mourning a death. Individual in-person counseling is conducted by licenseeligible interns. Grief support groups are conducted by trained volunteers and interns and are composed by affinity and meet in three regions of the county. Our groups serve children who have lost family members and friends, parents who have lost children, survivors after suicide, families victimized by SIDS, and many others. All counseling is free and confidential and offered in both English and Spanish (as available). We also have a 24-hour grief call line, as well as a special team that provides (postvention) counseling at schools and businesses following a traumatic death, including suicide. We serve nearly 1,000 grieving adults and children annually – with both group and individual counseling.

**Homeless Services**. Our 24-hour homeless hotline is one of the first points of contact in Contra Costa County's continuum of care for the homeless. Through the hotline, individuals and families are referred to food, shelter, health care, job training, transportation, and other services. We also provide motel vouchers to homeless families.

**211 Information and Referral**. 211 is the national, toll-free, three-digit phone number to call for help and information, and we're the authorized 211 provider in Contra Costa County. Trained resource specialists answer calls from people in the community who need health and social services. Our 211 database has up to-date information on 2,500 resources for local residents, and is accessible free of charge in multiple languages. We also publish regional guides of essential services in both English and Spanish.

Board of Directors and Management				
Name	Position			
Andrew Pojman	President			
Bonnie Glatzer	Vice President			
Peg Toralti	Secretary			
Stephen Cairns	Treasurer			
Dan Ashley	Affiliate			
Jachyn Davis	Director			
Linda Delmatto	Director			
Wendy Komori-Stager	Director			
Robert Park	Director			
Angela Peluso	Director			
Mike Rekasis	Affiliate			
Jennifer Weise	Director			
Mary Vradelis	Interim Executive Director			
Walt Middleton	Finance Manager			
<b>REGALIA &amp; ASSOCI</b> CERTIFIED PUBLIC ACCOU				

(A California Not-For-Profit Corporation) June 30, 2017

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CONTRA COSTA CRISIS CENTER P.O. Box 3364 Walnut Creek, California 94598 (925) 939-1916 General Inquiries: admin@crisis-center.org Web Site Address: www.crisis-center.org

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CERTIFIED PUBLIC ACCOUNTANTS 103 TOWN & COUNTRY DRIVE, SUITE K, DANVILLE, CALIFORNIA 94526 DOUGLAS REGALIA, CPA DANA CHAVARRIA, CPA MARIANNE RYAN TRICIA WILSON JANICE TAYLOR, CPA WENDY THOMAS, CPA LISA CLOVEN, CPA LISA PARKER, CPA [inactive] JENNY SO, CPA JEANNINE REGALIA, CPA JENNIFER JENSEN VALERIE REGALIA WEB: WWW.MRCPA.COM OFFICE: 925.314.0390 FAX: 925.314.0469

## **INDEPENDENT AUDITORS' REPORT**

#### The Board of Directors Contra Costa Crisis Center

We have audited the accompanying financial statements of Contra Costa Crisis Center (a California nonprofit organization) which comprise the statements of financial position as of June 30, 2017 and 2016 and the related statements of activities and changes in net assets, cash flows and functional expenses 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.

#### Auditor's 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 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 Contra Costa Crisis Center as of June 30, 2017 and 2016, and the results of its operations and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

#### **Other Matters**

The prior year summarized comparative information has been derived from Contra Costa Crisis Center's June 30, 2016 financial statements. In our report dated August 19, 2016, we expressed an unqualified opinion on those financial statements.

REGALIA & ASSOCIATES, CPA'S, A PROFESSIONAL CORPORATION WWW.MRCPA.COM

Danville, California September 21, 2017

Regalia & Associates

#### Statements of Financial Position June 30, 2017 and 2016

#### Assets

		2017		2016			
	Unre-	Temporarily		Unre-	Temporarily		
Current Assets:	stricted	Restricted	Total	stricted	Restricted	Total	
Cash and cash equivalents	\$ 788,015	\$ 206,859	\$ 994,874	\$ 721,172	\$ 221,357	\$ 942,529	
Investments	266,055	-	266,055	254,641	-	254,641	
Grants and accounts receivable	110,169	-	110,169	112,200	-	112,200	
Prepaid expenses	28,032	-	28,032	21,293	-	21,293	
Total current assets	1,192,271	206,859	1,399,130	1,109,306	221,357	1,330,663	
Noncurrent Assets:							
Property and equipment, net	768,682	-	768,682	799,259	-	799,259	
Total noncurrent assets	768,682	-	768,682	799,259	-	799,259	
Total assets	\$ 1,960,953	\$ 206,859	\$ 2,167,812	\$ 1,908,565	\$ 221,357	\$ 2,129,922	

#### Liabilities and Net Assets

Current Liabilities:								
Accounts payable	\$ 2,482	7 \$	-	\$ 2,48	7 \$	573	\$ -	\$ 573
Accrued payroll liabilities	42,28	)	-	42,28	9	48,200	-	48,200
Total current liabilities	44,77	5	-	44,77	6	48,773	-	48,773
Net Assets:								
Unrestricted:								
Undesignated	1,770,324	ł	-	1,770,32	4	1,713,939	-	1,713,939
Board designated for endowment	145,853	3	-	145,85	3	145,853	-	145,853
Temporarily restricted		-	206,859	206,85	9	-	221,357	221,357
Total net assets	1,916,17	7	206,859	2,123,03	6	1,859,792	221,357	2,081,149
Total liabilities and net assets	\$ 1,960,953	3 \$	206,859	\$ 2,167,81	2 \$	5 1,908,565	\$ 221,357	\$ 2,129,922

#### Statements of Activities and Changes in Net Assets For the Years Ended June 30, 2017 and 2016

	Yea	r Ended June 30,	2017	Year Ended June 30, 2016			
	Unre-	Temporarily		Unre-	Temporarily		
	stricted	Restricted	Total	stricted	Restricted	Total	
Revenue and support:							
Contributions	\$ 754,593	\$ 206,816	\$ 961,409	\$ 701,200	\$ 191,358	\$ 892,558	
Program revenue-government contracts	623,776	-	623,776	606,279	-	606,279	
Investment income	2,234	-	2,234	491	-	491	
Special projects and other income	1,825	-	1,825	6,120	-	6,120	
Change in present value of receivables	-	-	-	-	588	588	
Subtotal	1,382,428	206,816	1,589,244	1,314,090	191,946	1,506,036	
Net assets released from restrictions:							
Satisfaction of program restrictions	221,314	(221,314)	-	232,177	(232,177)	-	
Total revenue and support	1,603,742	(14,498)	1,589,244	1,546,267	(40,231)	1,506,036	
Expenses:							
Program services:							
Crisis intervention	646,634	-	646,634	535,800	-	535,800	
Grief counseling	145,017	-	145,017	139,457	-	139,457	
Information and referrals	642,071	-	642,071	555,140	-	555,140	
Support services:							
General and administrative	126,444	-	126,444	160,886	-	160,886	
Fundraising	12,030	-	12,030	10,809	-	10,809	
Total expenses	1,572,196	-	1,572,196	1,402,092	-	1,402,092	
Increase (decrease) in net assets							
from operating activities	31,546	(14,498)	17,048	144,175	(40,231)	103,944	
Net unrealized gains on investments	24,839	-	24,839	16,956	-	16,956	
Increase (decrease) in net assets	56,385	(14,498)	41,887	161,131	(40,231)	120,900	
Net assets at beginning of year	1,859,792	221,357	2,081,149	1,698,661	261,588	1,960,249	
Net assets at end of year	\$ 1,916,177	\$ 206,859	\$ 2,123,036	\$ 1,859,792	\$ 221,357	\$ 2,081,149	

See accompanying auditors' report and notes to financial statements.

#### Statements of Cash Flows For the Years Ended June 30, 2017 and 2016

		2017	2016
Cash flows from operating activities:			 
Increase in net assets	\$	41,887	\$ 120,900
Adjustments to reconcile change in net assets to net			
cash provided by (used for) operating activities:			
Depreciation		30,577	31,347
Amortization		-	242
Net unrealized gains on investments		(24,839)	(16,956)
Changes in:			
Grants and accounts receivable		2,031	42,935
Prepaid expenses		(6,739)	(1,008)
Accounts payable		1,914	(62,751)
Accrued payroll liabilities		(5,911)	2,897
Net cash provided by operating activities	_	38,920	 117,606
Cash flows from investing activities:			
Disposal of investments, net		13,425	13,002
Net cash provided by investing activities		13,425	 13,002
Increase in cash and cash equivalents		52,345	130,608
Cash and cash equivalents at beginning of year		942,529	 811,921
Cash and cash equivalents at end of year	\$	994,874	\$ 942,529
Additional cash flow information:			
Interest paid	\$	-	\$ -
Payments with tax filings	\$	150	\$ 150

## Statement of Functional Expenses For the Year Ended June 30, 2017

(with Summarized Financial Information for the Year Ended June 30, 2016)

		Program	Services		Su	pporting Serv	ices		
			Information		Managemen	t	Total	2017	2016
	Crisis	Grief	and	Total	and		Supporting	Total	Total
	Intervention	Counseling	Referral	Progams	General	Fundraising	Services	Expenses	Expenses
Administration:									
Salaries/payroll taxes/benefits	\$ 505,710	\$ 49,014	\$ 483,403	\$1,038,127	\$ 87,661	\$ -	\$ 87,661	\$ 1,125,788	\$ 1,080,742
Association dues	5,548	2,251	5,548	13,347	2,734	-	2,734	16,081	15,838
Accounting and related services	5,022	2,038	5,022	12,082	2,475	-	2,475	14,557	13,867
Community grants funded	59,660	59,660	59,660	178,980	-	-	-	178,980	-
Conferences and training	4,706	586	6,364	11,656	761	-	761	12,417	17,012
Dues and subscriptions	937	380	3,100	4,417	442	-	442	4,859	7,507
Facility maintenance	2,346	952	2,346	5,644	1,156	-	1,156	6,800	5,574
Fundraising materials	-	-	-	-	-	11,796	11,796	11,796	10,565
Insurance	7,445	3,021	7,532	17,998	3,669	-	3,669	21,667	21,419
Janitorial	3,393	1,377	3,393	8,163	1,672	-	1,672	9,835	10,040
Mileage and travel	1,302	448	2,551	4,301	340	-	340	4,641	9,620
Miscellaneous	2,796	9,258	2,796	14,850	1,377	-	1,377	16,227	18,870
Postage	844	343	844	2,031	416	-	416	2,447	2,060
Printing and copying	3,748	1,520	3,748	9,016	1,847	-	1,847	10,863	6,719
Special projects	-	-	-	-	4,377	-	4,377	4,377	29,535
Supplies and equipment	9,254	2,623	15,680	27 <i>,</i> 557	2,993	-	2,993	30,550	41,160
Telecommunications/Web	12,157	4,933	18,407	35,497	5 <i>,</i> 990	-	5 <i>,</i> 990	41,487	50,810
Utilities	6,767	2,746	6,767	16,280	3,334	-	3,334	19,614	21,761
Volunteers	2,423	1,047	2,423	5 <i>,</i> 893	2,740	-	2,740	8,633	7,404
Total expenses before									
amortization and depreciation	634,058	142,197	629,584	1,405,839	123,984	11,796	135 <i>,</i> 780	1,541,619	1,370,503
Amortization	-	-	-	-	-	-	-	-	242
Depreciation	12,576	2,820	12,487	27,883	2,460	234	2,694	30,577	31,347
Total expenses	\$ 646,634	\$ 145,017	\$ 642,071	\$1,433,722	\$ 126,444	\$ 12,030	\$ 138,474	\$ 1,572,196	\$ 1,402,092

See accompanying auditors' report and notes to financial statements.

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**REGALIA & ASSOCIATES** CERTIFIED PUBLIC ACCOUNTANTS

## Notes to Financial Statements June 30, 2017 and 2016

#### 1. Organization

Contra Costa Crisis Center (the Center) was established in 1963 and incorporated in April 1969 as a California nonprofit public charity corporation providing life-affirming services, free of charge, to persons in crisis. The Center's mission is to keep people in Contra Costa County, California alive and safe, help them through crises, and connect them with culturally relevant resources in the community. This is accomplished by operating five county-wide programs: (1) 24-Hour Crisis Lines, (2) Grief Counseling, (3) Homeless Services, and (4) 211 Information and Referral.

#### 2. Summary of Significant Accounting Policies

#### 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.

#### **Basis of Presentation**

Financial statement presentation follows the recommendations of the Financial Accounting Standards Board in its Accounting Standards Codification (ASC) 958.205, *Presentation of Financial Statements of Not-for-Profit Entities*. Under ASC 958.205, the Center is required to report 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 Center had no permanently restricted net assets as of June 30, 2017 and 2016.

#### Support and Revenue Recognition

The Center records contributions in accordance with the recommendations of ASC 958.605, *Revenue Recognition of Not-for-Profit Entities*. Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support, depending on the existence and/or nature of any donor restrictions. Contributions, donations and grants restricted by the donor for particular purposes are deemed to be earned and are reported as revenue and support when the Center has incurred expenditures in compliance with the specific restrictions. Such amounts received or receivable but not yet earned are included as temporarily restricted net assets on the statements of financial position.

#### Cash and Cash Equivalents

Cash and cash equivalents are defined as cash, savings and deposits that have a maturity of less than three months when acquired.

#### Grants, Pledges and Contributions Receivable

Grants, pledges and contributions receivable are recognized as unrestricted or temporarily restricted contributed revenue when the contractual obligation is received. All receivables are reflected at their estimated net realizable value.

#### Allocation of Expenses

Shared expenses are allocated to program and supporting services based on the ratio of each activity's direct salary cost to total salary expense.

#### Reclassifications

Certain reclassifications have been made to the 2016 financial statements in order to conform to the presentation used in 2017.

## Notes to Financial Statements

## 2. Summary of Significant Accounting Policies (continued)

#### Investments

Investments in mutual funds and securities with readily determinable market values are reported at fair value with gains and losses included on the statement of activities and changes in net assets. The Center follows the provisions of *Accounting Standards Update (ASU) 2011-04, Fair Value Measurement (Topic 820): Amendments to Achieve Common Fair Value Measurement and Disclosure Requirements in US GAAP and IFRSs* and has estimated the fair value of its investments using available market information and other valuation methodologies. The estimates are based on pertinent information available to management as of June 30, 2017 and 2016. Although management is not aware of any factors that would significantly affect the estimated fair value amounts, current estimates of fair value may differ significantly from the statements presented.

#### Property and Equipment

Property and equipment purchased by the Center is stated at cost. Property and equipment donated to the Center is recorded at estimated fair value as of the date of the gift. Maintenance and repairs are charged to expense as incurred. Building and improvements are depreciated over their estimated useful lives of up to 39 years. Furnishings, equipment and leasehold improvement are depreciated using the straight-line method over the estimated useful lives of the assets which range from 5 to 15 years.

#### 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 certain reported amounts 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 reported period. Accordingly, actual results could differ from those estimates.

#### Functional Allocation of Expenses

The costs of providing the Center's various programs and other activities have been summarized on a functional basis in the statement of activities and changes in net assets. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

#### Income Taxes

Financial statement presentation follows the recommendations of ASC 740, *Income Taxes*. Under ASC 740, the Center is required to report information regarding its exposure to various tax positions taken by the Center and requires a two-step process that separates recognition from measurement. The first step is determining whether a tax position has met the recognition threshold; the second step is measuring a tax position that meets the recognition threshold. Management believes that the Center has adequately evaluated its current tax positions and has concluded that as of June 30, 2017 and 2016, the Center does not have any uncertain tax positions for which a reserve or an accrual for a tax liability would be necessary.

The Center has received notification from the Internal Revenue Service and the State of California that it qualifies for tax-exempt status under Section 501(c)(3) of the Internal Revenue Code and Section 23701d of the California Revenue and Taxation Code. The exemptions are subject to periodic review by the federal and state taxing authorities and management is confident that the Center continues to satisfy all federal and state statutes in order to qualify for continued tax exemption status. The Center may periodically receive unrelated business income requiring the Center to file separate tax returns under federal and state statutes. Under such conditions, the Center will calculate, accrue and remit the applicable taxes.

## Notes to Financial Statements

## 3. Cash and Cash Equivalents and Concentration Risk

Cash and cash equivalents at June 30, 2017 and 2016 include all funds in banks and outside brokerage firms (checking and money market funds) with maturity dates of three months or less. At June 30, 2017, certain deposits at one institution exceeded the federally insured limit of \$250,000. The Center attempts to limit its credit risk associated with cash balances by utilizing financial institutions that are well capitalized and highly rated. The composition of cash and cash equivalents is as follows at June 30, 2017 and 2016:

	Jui	ne 30, 2017	Jun	e 30, 2016
Checking	\$	221,345	\$	266,161
Money market funds		773,529		676,368
Total cash and cash equivalents	\$	994,874	\$	942,529

Money market funds are maintained in several accounts earning interest at rates ranging from 0.01% per annum to 0.45% per annum as of June 30, 2017.

#### 4. Investments

Investments consist of mutual funds at Union Banc Investment Services. Cost basis and fair value of investments are as follows at June 30, 2017 and 2016:

	June 30, 2017				June 30, 2016			
	C	ost Basis	]	Fair Value	C	ost Basis		Fair Value
Money market funds	\$	-	\$	-	\$	698	\$	698
Mutual funds primarily invested in equities		92,919		169,942		86,090		139,878
Mutual funds primarily invested in bonds		87,687		96,113		98,489		114,065
Total investments	\$	180,606	\$	266,055	\$	185,277	\$	254,641

All of the mutual funds are managed by Union Banc Investment Services. Net investment income (including interest, dividends and capital gains on portfolio assets) amounted to \$491 and \$331 for the years ended June 30, 2017 and 2016, respectively. During the years ended June 30, 2017 and 2016, there were net unrealized gains of \$16,956 and \$5,225, respectively, related to the Center's investment holdings. Composition of Investments held at outside brokerages utilizing fair value measurements at June 30, 2017 is as follows:

	Total	Level 1	Level 2	Level 3
Money market funds	\$ -	\$ -	\$ -	\$ -
Mutual funds primarily invested in equities	169,942	169,942	-	-
Mutual funds primarily invested in bonds	96,113	96,113	-	-
Totals	\$ 266,055	\$ 266,055	\$ -	\$ -

Fair value measurements establish a fair value hierarchy that prioritizes the input used to measure fair value. This hierarchy consists of three broad levels: (a) Level 1 measurement reflects the value of the investments at quoted prices in active markets for identical assets, generally without any adjustments, (b) Level 2 assets and liabilities are valued based on "observable inputs" other than quoted active market prices, including quoted prices for similar assets or liabilities in active markets, quoted prices for identical or similar assets or liabilities in inactive markets, and interest rates and yield curves, and (c) Level 3 assets and liabilities are valued based on "unobservable inputs," such as a company's own estimates and pricing models. The Center had no investments classified as Level 2 or Level 3 at June 30, 2017.

## **Notes to Financial Statements**

## 5. Grants and Accounts Receivable

Grants and accounts receivable of \$110,169 and \$112,200 at June 30, 2017 and 2016, respectively, represent funds due from various organizations and government entities and are reflected at their net realizable value. Management has not established an allowance for doubtful accounts because management believes the amounts are fully collectible.

## 6. **Property and Equipment**

Property and equipment consist of the following at June 30, 2017 and 2016:

	 2017	2016
Building	\$ 961,914	\$ 961,914
Leasehold improvements	162,378	162,378
Furniture and equipment	248,253	248,253
Less: accumulated depreciation	(603,863)	(573,286)
Property and equipment, net	\$ 768,682	\$ 799,259

Depreciation expense amounted to \$30,577 and \$31,347 for the years ended June 30, 2017 and 2016, respectively.

## 7. Line of Credit

The Center has an available \$40,000 revolving business line of credit with Union Bank. When used, the line of credit bears interest at the bank's variable lending rate. There were no borrowings during the years ended June 30, 2017 and 2016.

## 8. Retirement Plan

The Center offers participation in a salary deferral non-qualified contribution pension plan qualified under the Internal Revenue Code which covers substantially all of its full time hourly and salaried employees. Contributions are made by participating employees and the Center does not provide a matching contribution.

## 9. Compensated Absences (Accrued Payroll and Related Benefits)

Financial statement presentation follows the recommendations of ASC 710.25, *Compensated Absences*. Under ASC 710.25, the Center is required to record a liability for the estimated amounts of compensation for vacation and sick leave. Employees are permitted to accrue a specific number of hours for estimated future absences, and such accruals are recorded in the financial statements as an accrued liability on the statements of financial position based on hourly rates in effect at the end of the fiscal year. Accrued benefits amounted to \$42,289 and \$48,200 at June 30, 2017 and 2016, respectively.

## Notes to Financial Statements

#### 10. Temporarily Restricted Net Assets

The Center recognizes support from temporarily restricted net assets when the restrictions imposed by the donors have been satisfied or expired. Temporarily restricted net assets consist of the following at June 30, 2017 and 2016:

	 2017	2016
Future activities	\$ 206,859	\$ 221,357
	\$ 206,859	\$ 221,357

During the years ended June 30, 2017 and 2016, the Center received restricted contributions of \$206,816 and \$191,358, respectively. During the years ended June 30, 2017 and 2016, the Center released \$221,314 and \$232,177, respectively, from temporarily restricted net assets to unrestricted net assets.

#### 11. Other Commitments and Contingencies

In the normal course of business there are outstanding various commitments and contingent liabilities, such as commitments to enter into contracts and future program activities, which are not reflected in the financial statements. Such commitments and contingencies also include risks associated with various economic and operating factors, which include (a) Grant restrictions and donor conditions which obligate the Center to fulfill certain requirements as set forth in grant instruments, (b) Funding levels which vary based on factors beyond the Center's control, such as generosity of donors and general economic conditions, (c) Employment contracts and service agreements with outside contractors, and (d) Financial risks associated with funds on deposit at bank and investment brokerage accounts. Management believes that such commitments or contingencies have been properly addressed, appropriate amounts have been accrued (where necessary), and there will not be any resolution with a material adverse effect on the financial statements. Certain of the grants and contracts (including current and prior costs) are subject to audit and final acceptance by the granting agency.

## **12.** Subsequent Events

In compliance with ASC 855, *Subsequent Events*, the Center has evaluated subsequent events through September 21, 2017, the date the financial statements were available to be issued and, in the opinion of management, there are no subsequent events which need to be disclosed.