Financial Statements

August 31, 2021

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#### Independent Auditor's Report

The Board of Directors Routt County United Way Routt County, Colorado

## **Report on the Financial Statements**

We have audited the accompanying financial statements of Routt County United Way, which comprise the statement of financial position as of August 31, 2021, and the related statements of activities, functional expenses and cash flows for the fiscal 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 U.S. generally accepted accounting principles; 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 audit. We conducted our audit in accordance with U.S. generally accepted auditing standards. 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 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 Routt County United Way as of August 31, 2021, and the changes in its net assets and its cash flows for the fiscal year then ended in accordance with U.S. generally accepted accounting principles.

## Report on Summarized Comparative Financial Information

We have previously audited the financial statements of Routt County United Way as of August 31, 2020 and we expressed an unmodified audit opinion on those audited financial statements in our report dated January 14, 2021. In our opinion, the summarized comparative financial information presented herein as of and for the fiscal year ended August 31, 2020 is consistent, in all material respects, with the audited financial statements from which it has been derived.

Steamboat Springs, Colorado

Catheren + Carpuy, P.C.

January 12, 2022

# **ROUTT COUNTY UNITED WAY Statement of Financial Position** August 31, 2021

# (with summarized financial information as of August 31, 2020)

	2021	2020
Assets:		
Current assets:		
Cash and cash equivalents	\$ 165,773	\$ 202,947
Certificate of deposit	10,369	10,317
Pledges receivable, net	24,848	29,269
Other current assets	2,210	5,351
Total current assets	203,200	247,884
Noncurrent assets:		
Investments	477,405	377,967
Beneficial interest in assets of community foundation	-	8,211
Capital campaign pledges receivable, net	9,374	18,750
Property and equipment, net	7,534	3,789
Equity investment in LLC	715,764	487,460
Endowment investments	295,035	230,828
Total noncurrent assets	1,505,112	1,127,005
Total assets	\$ 1,708,312	\$ 1,374,889
Liabilities and net assets:		
Current liabilities:		
Accounts payable and accrued expenses	\$ 4,050	\$ 3,188
Allocations payable	280,481	205,725
Current portion of note payable	9,000	9,000
Total current liabilities	293,531	217,913
Noncurrent liabilities:		
Note payable, net of current portion	85,500	94,500
Total liabilities	379,031	312,413
Net assets:		
Without donor restrictions	1,261,642	997,510
With donor restrictions	67,639	64,966
Total net assets	1,329,281	1,062,476
Total liabilities and net assets	\$ 1,708,312	\$ 1,374,889

## **Statement of Activities**

# For the Fiscal Year Ended August 31, 2021

(with summarized financial information for the fiscal year ended August 31, 2020)

	2021						
		thout Donor		th Donor			2020
	R	estrictions	Re	strictions		Total	 Total
Public support and operating revenues:							
Gross campaign results	\$	719,401	\$	41,289	\$	760,690	\$ 697,123
Less donor designations		(121,275)		-		(121,275)	(77,083)
Less provision for uncollectible pledges		(4,329)		-		(4,329)	 (9,000)
Net campaign revenue		593,797		41,289		635,086	611,040
Other contributions		12,000		-		12,000	112,445
Investment return, net		120,426		-		120,426	71,927
Net assets released from restrictions		29,240		(29,240)			-
Total operating revenues and public support		755,463		12,049		767,512	 795,412
Operating Expenses:							
Program services:							
Gross allocations awarded		507,254		-		507,254	354,159
Less donor designations		(121,275)		-		(121,275)	(77,083)
Other allocation services		143,677		-		143,677	 124,891
Net allocation services		529,656		-		529,656	401,967
Other program services		130,254		-		130,254	 181,720
Total program services		659,910				659,910	 583,687
Supporting services:							
Organizational administration		24,919		_		24,919	24,547
Fundraising		40,524				40,524	 54,939
Total supporting services		65,443				65,443	 79,486
Total operating expenses		725,353				725,353	663,173
Change in operations		30,110		12,049		42,159	 132,239
Nonoperating activities:							
Contributions to capital campaign		-		224,646		224,646	95,650
Loss on disposal of equipment		-		-		-	(720)
Net assets released from restrictions		234,022		(234,022)		-	 
Net nonoperating activities		234,022		(9,376)		224,646	 94,930
Change in net assets		264,132		2,673		266,805	227,169
Net assets, beginning of year		997,510		64,966		1,062,476	 835,307
Net assets, end of year	\$	1,261,642	\$	67,639	\$	1,329,281	\$ 1,062,476

# **Statement of Functional Expenses**

# For the Fiscal Year Ended August 31, 2021

(with summarized comparative financial information for the fiscal year ended August 31, 2020)

2021

		Program Services	<b>,</b>	S	upporting Service	es	_	
	Allocation Services	All Other Programs	Total Program Services	Organizational Administration	Fundraising	Total Supporting Services	Total	2020 Total
Expenses:								
Allocations awarded	\$ 507,254	\$ -	\$ 507,254	\$ -	\$ -	\$ -	\$ 507,254	\$ 354,159
Less donor designations	(121,275)		(121,275)				(121,275)	(77,083)
Allocations awarded, net	385,979	-	385,979	-	-	-	385,979	277,076
Wages and benefits	99,741	66,494	166,235	17,083	17,935	35,018	201,253	186,043
Contract labor	8,069	5,379	13,448	1,982	1,543	3,525	16,973	25,662
Special needs	-	127	127	-	-	-	127	29,375
Holiday giving	-	9,166	9,166	-	-	-	9,166	10,407
Routt to Work Initiative	-	-	-	-	-	-	-	33,091
Marketing and advertising	5,567	3,711	9,278	584	6,322	6,906	16,184	22,003
Office expenses	13,599	9,066	22,665	2,057	2,954	5,011	27,676	15,220
Occupancy	740	5,216	5,956	143	327	470	6,426	5,225
Professional fees	3,392	2,261	5,653	399	599	998	6,651	6,818
Donor cultivation	-	-	-	-	8,738	8,738	8,738	17,130
Insurance	3,430	2,286	5,716	403	605	1,008	6,724	1,263
UWW dues	3,963	2,642	6,605	466	699	1,165	7,770	6,533
Other	4,526	23,472	27,998	1,725	687	2,412	30,410	26,788
Depreciation	650	434	1,084	77	115	192	1,276	539
Total expenses	\$ 529,656	\$ 130,254	\$ 659,910	\$ 24,919	\$ 40,524	\$ 65,443	\$ 725,353	\$ 663,173

# **Statement of Cash Flows**

# For the Fiscal Year Ended August 31, 2021

(with summarized financial information for the fiscal year ended August 31, 2020)

	2021		2020	
Cash flows from operating activities:				
Change in operations	\$	266,805	\$	227,169
Adjustments to reconcile change in operations to				
net cash provided by operating activities:				
Depreciation		1,276		539
Interest and dividends on investments		(18,675)		(22,357)
Realized and unrealized gains on investments		(107,654)		(49,570)
Contribution of equipment		-		(4,060)
(Increase) decrease in:				
Pledges receivable, net		4,421		5,054
Other current assets		3,141		(951)
Increase (decrease) in:				
Accounts payable and accrued expenses		862		(2,967)
Allocations payable		74,756		11,501
Net cash provided by operating activities	-	224,932	r	164,358
Cash flows from investing activities:				
Net sales (purchases) of investments		(29,209)		19,261
Net change in beneficial interest in assets				
of community foundation		8,211		(84)
Capital contributions for investment in LLC		(236,463)		(126,900)
Cash paid for equipment		(5,021)		-
Net cash provided (used) by investing activities		(262,482)		(107,723)
Cash flows from financing activities:				
Principal payments on note payable		(9,000)		(9,000)
Capital campaign pledges received		9,376		
Net cash provided (used) by financing activities		376		(9,000)
Net change in cash and cash equivalents		(37,174)		47,635
Cash and cash equivalents, beginning of year		202,947		155,312
Cash and cash equivalents, end of year	\$	165,773	\$	202,947

(with summarized financial information as of and for the fiscal year ended August 31, 2020)

#### Note 1: Description of the Organization

The Routt County United Way (the Organization) was incorporated in 1984 as a Colorado not-for-profit corporation to offer support and raise funds for the health and human service needs of the residents of Routt County, Colorado. Its mission is to unite people, ideas, and resources to advance the common good in education, financial stability, and health. The Organization is the collaborative community leader in health and human services. The Organization supports over 40 local agencies and human service programs throughout Routt County.

The Organization is governed by a volunteer board of directors and is a dues-paying member of United Way Worldwide (UWW).

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

#### Basis of Presentation

The financial statements of the Organization have been prepared in accordance with U.S. generally accepted accounting principles (US GAAP) and with the financial statement standards of UWW, which require the Organization to report information regarding its financial position and activities according to the following net asset classifications:

<u>Net assets without donor restrictions</u>: Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the organization. These net assets may be used at the discretion of the Organization's management and board of directors.

<u>Net assets with donor restrictions</u>: Net assets subject to stipulations imposed by donors and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of the Organization or by passage of time. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds be maintained in perpetuity.

Donor restricted contributions are reported as increases in net assets with donor restrictions. When a restriction expires, net assets are reclassified from net assets with donor restrictions to net assets without donor restrictions in the statement of activities.

# Cash and Cash Equivalents

All highly liquid investments with an initial maturity of three months or less are considered cash equivalents in the statement of cash flows.

#### Pledges Receivable, Net

Pledges receivable, all of which are due within one year, are unconditional and are recognized as assets and support in the period the pledge is made. The Organization provides an allowance for uncollectible pledges based upon management's periodic review of outstanding receivables, historical collection information and existing economic conditions. Pledges receivable are recorded net of an estimated allowance for uncollectible pledges as of August 31, 2021 and 2020:

	 2021	 2020
Pledges receivable Allowance for uncollectible pledges	\$ 29,848 (5,000)	\$ 35,269 (6,000)
	\$ 24,848	\$ 29,269

Pledges to the capital campaign are considered noncurrent in the statement of financial position, regardless of when they are expected to be collected because they will be expended for long-term purposes.

(with summarized financial information as of and for the fiscal year ended August 31, 2020)

## Note 2: Summary of Significant Accounting Policies (continued)

#### Investments

Investments are reported at cost, if purchased, or at fair value, if donated. Thereafter, investments are reported at their fair values in the statement of financial position, and changes in fair value are reported as investment return in the statement of activities.

#### Fair Value Measurements

Fair value is defined as the price that would be received to sell an asset in the principal or most advantageous market for the asset in an orderly transaction between market participants on the measurement date. Fair value should be based on the assumptions market participants would use when pricing an asset. US GAAP established a fair value hierarchy that prioritizes investments based on those assumptions. The fair value hierarchy gives the highest priority to quoted prices in active markets (observable inputs) and the lowest priority to an entity's assumptions (unobservable inputs). The Organization groups assets at fair value in three levels, based on the markets in which the assets and liabilities are traded and the reliability of the assumptions used to determine fair value. These levels are:

Level 1 – Unadjusted quoted market prices for identical assets or liabilities in active markets as of the measurement date.

Level 2 – Other observable inputs, either directly or indirectly, including:

- Quoted prices for similar assets/liabilities in active markets:
- Quoted prices for identical or similar investments in non-active markets;
- Inputs other than quoted prices that are observable for the asset/liability; and,
- Inputs that are derived principally from or corroborated by other observable market data.

Level 3 – Unobservable inputs that cannot be corroborated by observable market data.

#### Net Asset Classifications for Endowment Funds

The Organization's endowment consists of the Mount Zirkel Legacy Endowment Fund which was established in February 2019 with funds designated by the board of directors to function as an endowment. The main objective of the endowment fund is to substantially grow the endowment to a level of sustainability to offset the Organization's operations. Net assets associated with endowment funds, including funds designated by the board of directors to function as endowments, are classified and reported based on the existence or absence of donor-imposed restrictions. The Organization's net assets associated with the endowment fund are classified as net assets without donor restrictions in the statement of financial position.

The Organization is subject to the State of Colorado's Uniform Prudent Management of Institutional Funds Act (UPMIFA). UPMIFA establishes law for the management and investment of endowment funds.

UPMIFA permits an organization to appropriate for expenditure or accumulate so much of an endowment fund as it determines is prudent for the uses, benefits, purposes, and duration for which the endowment fund is established. In making its determination to appropriate or accumulate, the organization must act in good faith, with the care that an ordinarily prudent person in a like position would exercise under similar circumstances, and it must consider, if relevant, the following factors:

- The duration and preservation of the endowment fund
- The purposes of the organization and the endowment fund
- General economic conditions
- The possible effect of inflation and deflation
- The expected total return from income and appreciation of investments
- Other resources of the organization
- The investment policy of the organization

(with summarized financial information as of and for the fiscal year ended August 31, 2020)

## Note 2: Summary of Significant Accounting Policies (continued)

### Endowment Investment and Spending Policies

The Organization has adopted investment and spending policies for its endowment assets and is committed to preserving capital, with an appropriate level of risk tolerance and a balanced diversification between equity and fixed income investments. To satisfy its long-term rate-of-return objectives, the Organization relies on a strategy using an asset class mix within established ranges that is monitored on an ongoing basis by comparison to appropriate performance benchmarks.

No distributions can be made from the endowment fund until either (a) two years have passed from establishment of the endowment or (b) fair value of the endowment's assets exceeds \$400,000. Thereafter, distributions cannot exceed 5% of the endowment's assets as of August 31st each fiscal year. Additionally, the annual distribution is limited to one-third of the trailing three years realized income.

## Property and Equipment, Net

Property and equipment are stated at cost at the date of purchase or, for donated assets, at fair value at the date of donation, less accumulated depreciation. Depreciation is calculated using the straight-line method over an estimated useful life of 5-15 years.

#### Contributions

Unconditional pledges to the annual fundraising campaign are recognized as contributions at the date the pledge is made and classified within net assets without donor restrictions or net assets with donor restrictions, depending on the existence and/or nature of any donor-imposed restrictions. Contributions that are restricted by the donor are reported as an increase in net assets without donor restrictions if the restriction expires in the reporting period in which the contribution is recognized. All other donor restricted contributions are reported as an increase in net assets with donor restrictions, depending on the nature of the restriction. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions.

Contributions of assets other than cash are recorded at their estimated fair value at the date of the gift.

Many individuals volunteer their time and perform a variety of tasks within the Organization's programs. However, these services do not meet the criteria for recognition as contributed services in accordance with US GAAP.

# Donor Designations

Certain contributions/pledges received in fundraising campaigns are designated by donors for specific agencies or for organizations outside Routt County, Colorado. In accordance with UWW reporting guidelines, these designations are presented as part of gross campaign results and gross agency distributions in the statement of activities, but are then deducted to arrive at the Organization's actual revenue and expense per US GAAP.

#### Functional Expenses

The costs of providing program and other activities have been summarized on a functional basis in the statement of activities and statement of functional expenses. Accordingly, certain costs have been allocated among the program services and supporting services benefited. Such allocations are determined by management on an equitable basis.

The expenses that are allocated include wages and benefits, marketing and advertising, office expenses, occupancy, and insurance which are allocated on the basis of estimates of time and effort.

(with summarized financial information as of and for the fiscal year ended August 31, 2020)

## Note 2: Summary of Significant Accounting Policies (continued)

#### Advertising

The Organization expenses the costs of advertising when incurred.

#### Tax Status

The Organization is exempt from income tax under Internal Revenue Code (IRC) Section 501(c)(3), though it would be subject to tax on income unrelated to its exempt purposes, unless that income is otherwise excluded by the Code. The Organization has processes in place to ensure the maintenance of its tax-exempt status; to identify and report unrelated income; to determine its filing and tax obligations; and to identify and evaluate other matters that may be considered tax positions. The Organization has determined that there are no material uncertain tax positions that require recognition or disclosure in the financial statements.

The Organization's tax returns related to the fiscal years ending August 31, 2018 through 2020 remain open for examination by taxing authorities.

#### Use of Estimates

The preparation of financial statements in accordance with US GAAP requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Actual results could differ from those estimates.

## Comparative Financial Statements

The financial statements include certain prior year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with US GAAP. Accordingly, such information should be read in conjunction with the Organization's audited financial statements for the fiscal year ended August 31, 2020, from which the summarized information was derived. Certain prior year amounts have been reclassified to conform to the current year presentation.

#### Note 3: Availability and Liquidity

The following represents the Organization's financial assets as of August 31, 2021, reduced by amounts not available for general use because of donor-imposed restrictions and board designations:

Cash and cash equivalents	\$ 165,773
Certificate of deposit	10,369
Pledges receivable, net	24,848
Capital campaign pledges receivable, net	9,374
Investments	772,440
	982,804
Less amounts subject to restrictions and board designations:	
Net assets with donor restrictions	(67,639)
Board-designated endowment funds	(295,035)
Board-designated reserve funds	(477,480)
Financial assets available to meet general expenditures,	
liabilities, and other obligations within one year	\$ 142,650

(with summarized financial information as of and for the fiscal year ended August 31, 2020)

## Note 3: Availability and Liquidity (continued)

As part of the Organization's liquidity management, it structures its financial assets to be available as general expenditures, liabilities, and other obligations come due. In addition, the Organization invests cash in excess of short-term requirements in mutual fund investments.

The Organization's annual campaign is collected primarily between September and March. Allocations awarded are then paid in the following July, October, December and April.

#### Note 4: Investments

The following is a summary of investments as of August 31, 2021 and 2020:

	2021							
		Level 1	L	evel 2	Total			2020
Money market funds	\$	-	\$	710	\$	710	\$	556
Certificate of deposit Mutual funds:		-		10,369		10,369		10,317
Growth and income		660,917		-		660,917		593,123
Equity		110,813		-		110,813		-
Equity securities		-		-		-		15,116
	\$	771,730	\$	11,079	\$	782,809	\$	619,112

The Organization's investment in growth and income mutual fund maintains at least 45% of its value in common stocks and other equities and at least 25% of its value in bonds and other debt securities.

#### Note 5: Capital Campaign Pledges Receivable

The Organization has a capital campaign in conjunction with Integrated Community (CIIC) to raise funds for expansion of the 443 Oak Nonprofit Center, LLC facilities (see Note 7).

Unconditional promises to give to the capital campaign as of August 31, 2021 were as follows:

Amounts due in less than one year	\$ 9,374
	\$ 9,374

All pledges to the capital campaign are considered noncurrent on the statement of financial position, regardless of when they are expected to be collected because they will be expended for long-term purposes.

(with summarized financial information as of and for the fiscal year ended August 31, 2020)

#### Note 6: Property and Equipment, Net

Property and equipment, net consisted of the following as of August 31, 2021 and 2020:

	2021		2020		
Office equipment Trailer	\$	17,358 4,060	\$	16,863 4,060	
Less accumulated depreciation		21,418 (13,884)		20,923 (17,134)	
	\$	7,534	\$	3,789	

#### Note 7: Equity Investment in LLC

The Organization holds a 50% membership interest in 443 Oak Nonprofit Center, LLC (the LLC), a Colorado limited liability company. The sole purpose of the LLC is to hold title to real estate located at 443 Oak Street in Steamboat Springs, Colorado used exclusively for programming and related activities of nonprofit organizations. The other 50% membership interest in the LLC is held by Integrated Community (CIIC), a Colorado nonprofit corporation.

Terms of the operating agreement of the LLC require the LLC to maintain individual capital accounts for each member and establish the Executive Directors of the Organization and CIIC as managers of the LLC.

The Organization accounts for its 50% membership interest using the equity method of accounting in accordance with US GAAP. The Organization's investment in LLC as of August 31, 2021 and 2020 was \$715,764 and \$487,460, respectively.

#### Note 8: Endowment Fund

Changes in endowment net assets for the fiscal years ended August 31, 2021 and 2020 were as follows:

	2021		 2020
Endowment net assets, beginning of fiscal year	\$	230,828	\$ 194,751
Transfer from operating funds		10,408	-
Contributions		-	10,000
Investment return, net		53,799	26,077
		_	
Endowment net assets, end of fiscal year	\$	295,035	\$ 230,828

(with summarized financial information as of and for the fiscal year ended August 31, 2020)

## Note 9: Note Payable

On June 15, 2015, the Organization entered into a \$300,000 promissory note with an individual. The Organization is a co-borrower with CIIC and each entity is responsible for \$150,000 of the loan. Proceeds from the note were used to acquire real estate held by the LLC. The note carries a 0% interest rate and is unsecured. The Organization is required to pay \$750 of monthly principal only payments through maturity on February 15, 2032.

Scheduled principal repayments for the note payable as of August 31, 2021 were as follows:

Fiacal Year Ended August 31,

2022	\$ 9,000
2023	9,000
2024	9,000
2025	9,000
2026	9,000
Thereafter	 49,500
	\$ 94,500

#### Note 10: Net Assets With Donor Restrictions

Net assets with donor restrictions were as follows as of August 31, 2021 and 2020:

	 2021		2020	
Imagination Library program Emergency support fund	\$ 38,656 19,609	\$	44,110	
COVID-19 masks	-		2,106	
Capital campaign pledges	 9,374		18,750	
	\$ 67,639	\$	64,966	

Net assets released from net assets with donor restrictions were as follows for the fiscal year ended August 31, 2021:

Satisfaction of purpose restrictions:	
Imagination Library program	\$ 15,130
Emergency support	12,004
COVID-19 masks	2,106
Contributions to the LLC for	
facility expansion	224,646
Capital campaign pledge payments	 9,376
	\$ 263,262

(with summarized financial information as of and for the fiscal year ended August 31, 2020)

## Note 11: Board Designated Net Assets

The Organization's board of directors has designated net assets without donor restrictions of certain funds in order to preserve principal and use investment earnings as needs demand. The Organization has the following board designated net assets as of August 31, 2021 and 2020:

	2021		2020	
Arthur Anderson fund Health and Human Services fund	\$	477,405 -	\$	377,967 8,211
	\$	477,405	\$	386,178

#### Note 12: Retirement Plan

The Organization offers its employees the opportunity for participation in a SIMPLE retirement plan. The Organization covers the administrative costs of the plan and matches employee contributions up to 3% of participating employee wages. The Organization's matching contributions to the plan were \$2,350 and \$2,282, respectively, for the fiscal years ended August 31, 2021 and 2020.

#### Note 13: Lease Agreement

The Organization entered into an office lease agreement with the LLC effective June 15, 2015 for a 15-year period through June 14, 2030. The annual base rent is \$1 and the Organization is also required to pay its pro rata portion of common area expenses for the LLC's building.

#### Note 14: Intentions to Give

The Organization has received indications of gifts in the form of bequests which are revocable during the donors' lifetime or if irrevocable for which a donation amount cannot be determined. Due to the uncertain nature of these intentions, the Organization has not recognized any asset or contributions revenue for these gifts.

#### Note 15: Subsequent Events

The Organization has evaluated subsequent events through January 12, 2022, which is the date the financial statements were available to be issued.