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North America

BUSINESS ADVISORS AND CERTIFIED PUBLIC ACCOUNTANTS





As of June 30, 2013 and 2012 and For the Years Then Ended

**Together With Independent Auditors' Reports** 



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#### INDEPENDENT AUDITORS' REPORT

# To the Board of Directors of Utah Foster Care Foundation

We have audited the accompanying financial statements of Utah Foster Care Foundation (the Foundation), which comprise the statements of financial position as of June 30, 2013 and 2012, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to 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 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 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 Utah Foster Care Foundation as of June 30, 2013 and 2012, and the changes in its net assets and its cash flows for the years then ended, in conformity with accounting principles generally accepted in the United States of America.

#### Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued a report dated September 12, 2013, on our consideration of Utah Foster Care Foundation's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audits.

Tanner LLC

September 12, 2013



**Statements of Financial Position** 

As of June 30,

<u>Assets</u>	2013	2012
Cash and cash equivalents Investments Receivables Prepaid expenses Property and equipment, net Other assets	\$ 411,520 516,618 548,785 68,483 84,847 11,751	\$ 855,897 464,979 245,245 65,225 38,329 10,473
Total assets	\$ 1,642,004	\$ 1,680,148
Liabilities and Net Assets		
Accounts payable Accrued liabilities	\$ 31,359 148,230	\$ 23,693 155,948
Total liabilities	179,589	 179,641
Commitments		
Net assets: Unrestricted Temporarily restricted  Total net assets	1,329,554 132,861 1,462,415	 1,367,866 132,641 1,500,507
Total liabilities and net assets	\$ 1,642,004	\$ 1,680,148



**Statements of Activities** 

#### For the Years Ended June 30,

	2013	2012
Change in unrestricted net assets: Revenues, support, and investment income:		
Government contract Contributions Interest and other income Net realized and unrealized gain (loss)	\$ 2,715,977 461,207 8,855	\$ 2,715,977 522,478 5,672
on investments	65,820	(5,630)
Total unrestricted revenues, support, and investment income	3,251,859	3,238,497
Net assets released from restrictions	113,380	66,266
Total unrestricted revenues, support, investment income and reclassifications	3,365,239	3,304,763
Expenses: Program services:		
Recruitment Education Retention	1,322,755 733,432 883,554	1,343,850 696,482 813,798
Supporting services:  Management and general  Fundraising	420,237 43,573	411,852 30,838
Total expenses	3,403,551	3,296,820
(Decrease) increase in unrestricted net assets	(38,312)	7,943
Change in temporarily restricted net assets:		
Contributions Net assets released from restrictions	113,600 (113,380)	66,543 (66,266)
Increase in temporarily restricted net assets	220	277
(Decrease) increase in net assets	(38,092)	8,220
Net assets, beginning of the year	1,500,507	1,492,287
Net assets, end of the year	\$ 1,462,415	\$ 1,500,507

#### **Statement of Functional Expenses**

For the Year Ended June 30, 2013

	Program Services					Supporting Services				
	Recruitment	Education	Retention	Total	Management and General	Fundraising	Total	Total Expenses		
Salaries, payroll taxes and benefits	\$ 794,771	\$ 536,83	3 \$ 433,980	\$ 1,765,581	\$ 283,576	\$ 32,015	\$ 315,591	\$ 2,081,172		
Professional fees	8,604	4,91	5,12	18,641	5,584	-	5,584	24,225		
Insurances	6,091	3,42	3,562	13,073	3,400	-	3,400	16,473		
Supplies	18,854	16,73	1 14,056	49,641	15,896	144	16,040	65,681		
Telephone / Internet	14,050	8,56	8,949	31,565	5,206	80	5,286	36,851		
Postage / Shipping	1,709	1,18	2,466	5,361	1,741	78	1,819	7,180		
Occupancy	85,898	23,77	50,997	160,671	59,610	-	59,610	220,281		
Depreciation and amortization	16,512	9,48	7 9,817	35,816	9,367	-	9,367	45,183		
Equipment maintenance and rental	29,450	11,78	1 12,500	53,731	11,079	2,178	13,257	66,988		
Printing and publications	12,230	3,46	1 12,345	28,036	1,160	1,577	2,737	30,773		
Travel	44,570	46,07	3 29,207	119,855	7,161	954	8,115	127,970		
Professional development	3,490	1,87	6,357	11,723	3,736	845	4,581	16,304		
Direct service	47,710	64,91	293,515	406,135	10,208	5,645	15,853	421,988		
Dues / Memberships	2,305	41	4 682	3,401	1,263	57	1,320	4,721		
Community outreach	236,511	-	-	236,511	-	-	-	236,511		
Other					1,250		1,250	1,250		
Total expenses	\$ 1,322,755	\$ 733,43	2 \$ 883,554	\$ 2,939,741	\$ 420,237	\$ 43,573	\$ 463,810	\$ 3,403,551		

#### **Statement of Functional Expenses**

For the Year Ended June 30, 2012

		Sı						
	Recruitment	Education	Retention	Total	Management and General	Fundraising	Total	Total Expenses
Salaries, payroll taxes and benefits	\$ 780,277	\$ 510,832	\$ 408,628	\$ 1,699,737	\$ 274,098	\$ 25,642	\$ 299,740	\$ 1,999,477
Professional fees	8,591	4,795	4,995	18,381	6,656	-	6,656	25,037
Insurances	5,846	3,247	3,381	12,474	3,277	-	3,277	15,751
Supplies	4,460	5,494	2,284	12,238	15,831	123	15,954	28,192
Telephone / Internet	14,001	9,315	8,211	31,527	5,731	-	5,731	37,258
Postage / Shipping	2,574	1,821	1,649	6,044	1,932	100	2,032	8,076
Occupancy	82,701	21,785	48,100	152,586	59,597	-	59,597	212,183
Depreciation and amortization	11,873	6,158	6,963	24,994	6,158	-	6,158	31,152
Equipment maintenance and rental	20,950	11,156	12,550	44,656	11,452	-	11,452	56,108
Printing and publications	11,801	10,727	2,918	25,446	3,989	1,043	5,032	30,478
Travel	56,283	45,944	26,848	129,075	11,201	307	11,508	140,583
Professional development	6,437	1,350	892	8,679	2,030	29	2,059	10,738
Direct service	69,250	63,125	285,769	418,144	7,934	3,386	11,320	429,464
Dues / Memberships	2,560	733	610	3,903	1,449	208	1,657	5,560
Community outreach	266,246	-	-	266,246	-	-	-	266,246
Other		<del>-</del>			517		517	517
Total expenses	\$ 1,343,850	\$ 696,482	\$ 813,798	\$ 2,854,130	\$ 411,852	\$ 30,838	\$ 442,690	\$ 3,296,820



**Statements of Cash Flows** 

#### For the Years Ended June 30,

	2013	2012		
Cash flows from operating activities: (Decrease) increase in net assets Adjustments to reconcile (decrease) increase in net assets to net cash (used in) provided by operating activities:	\$ (38,092)	\$	8,220	
Depreciation and amortization	45,183		31,152	
Net realized and unrealized (gain) loss on investments (Increase) decrease in:	(65,820)		5,630	
Receivables	(303,540)		60,166	
Prepaid expenses and other assets Increase (decrease) in:	(4,536)		34,179	
Accounts payable	7,666		11,844	
Accrued liabilities	(7,718)		7,287	
Net cash (used in) provided by operating activities	(366,857)		158,478	
Cash flows from investing activities: Purchases of property and equipment Proceeds from investments	(91,701) 14,181		(30,097) 13,173	
Net cash used in investing activities	(77,520)		(16,924)	
Cash flows from financing activities				
Net change in cash and cash equivalents	(444,377)		141,554	
Cash and cash equivalents, beginning of year	 855,897		714,343	
Cash and cash equivalents, end of year	\$ 411,520	\$	855,897	





**Notes to Financial Statements** 

#### 1. Description of Organization Organization and Summary of Significant Accounting **Policies**

Utah Foster Care Foundation (the Foundation) is a Utah not-for-profit corporation organized to recruit, train, and support foster care families.

#### Financial Statement Presentation

The Foundation reports information regarding its financial position and activities according to two classes of net assets: unrestricted net assets and temporarily restricted net assets. The Foundation has no permanently restricted net assets.

#### 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 reported amounts and disclosures. Accordingly, actual results could differ from those estimates. Key management estimates include allowances for doubtful accounts, useful lives for property and equipment, and allocation of program and supporting service expenses.

#### **Concentrations of Credit Risk**

The Foundation maintains its cash and cash equivalents in bank deposit accounts which are either uninsured or, at times, exceed federally insured limits. As of June 30, 2013, the Foundation had approximately \$277,000 of cash and cash equivalents that were either uninsured or exceeded federally insured limits. To date, the Foundation has not experienced a loss or lack of access to its invested cash and cash equivalents; however, no assurance can be provided that access to the Foundation's invested cash and cash equivalents will not be impacted by adverse conditions in the financial markets.

A significant portion of the Foundation's revenues and receivables are from a government agency located in the State of Utah. This agency represented 98.4% and 97.5% of the receivables balance as of June 30, 2013 and 2012, respectively. Additionally, for the years ended June 30, 2013 and 2012, this agency represented approximately 81% and 82% of revenues, support, and investment income, respectively.

#### Cash and Cash Equivalents

The Foundation considers all unrestricted highly liquid investments with a maturity of three months or less when purchased to be cash equivalents. As of June 30, 2013 and 2012, cash equivalents consisted of money market funds.



**Notes to Financial Statements** Continued

1. Description of Investments Organization and Summary of Significant Accounting **Policies** Continued

Investments in marketable securities are reported at their fair values in the statements of financial position. Unrealized gains and losses are included in the change in net assets.

#### Receivables

Receivables are carried at the original billed amount less an estimate made for doubtful receivables based on a review of all outstanding amounts on a periodic basis. Management determines the allowance for doubtful accounts by identifying troubled accounts and by using historical experience applied to an aging of accounts. Receivables are written off when deemed uncollectible. Recoveries of receivables previously written off are recorded when received. As of June 30, 2013 and 2012, management estimated that no allowance was necessary.

#### **Property and Equipment**

The Foundation capitalizes purchases of property and equipment at cost. The fair value of donated property and equipment is similarly capitalized. Minor replacements, maintenance, and repairs, which do not increase the useful lives of the property and equipment, are expensed as incurred. Depreciation and amortization are provided on a straight-line basis over the estimated useful lives of the assets or lease terms, ranging from 3 to 7 years.

#### Impairment of Long-Lived Assets

The Foundation reviews its property and equipment, and other long-lived assets, for impairment whenever events or changes in circumstances indicate that the carrying amount of the assets may be impaired. If it is determined that the estimated undiscounted future cash flows are not sufficient to recover the carrying value of the asset, an impairment loss is recognized in the statement of activities for the difference between the carrying value and the fair value of the asset. Management does not consider any of the Foundation's assets to be impaired as of June 30, 2013 and 2012.

#### **Contributions**

Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support depending on the existence and/or nature of any donor restrictions.

All donor-restricted support is reported as an increase in temporarily or permanently restricted net assets, depending on the nature of the restriction. When a 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 statements of activities as net assets released from restrictions.



Notes to Financial Statements
Continued

1. Description of Organization and Summary of Significant Accounting Policies

#### 1. Description of Contributions - Continued

Donations of property and equipment and supplies, such as blankets and clothing, are recorded as support at their estimated fair value at the date of donation. Such donations are reported as unrestricted support unless the donor has restricted the donated asset for a specific purpose. Assets donated with explicit restrictions regarding their use and contributions of cash that must be used to acquire property and equipment are reported as temporarily restricted support. Absent donor stipulations regarding how long those donated assets must be maintained, the Foundation reports expirations of donor restrictions when the donated or acquired assets are placed in service as instructed by the donor. The Foundation reclassifies temporarily restricted net assets to unrestricted net assets at that time. Donated marketable securities and other non-cash donations are recorded as contributions at their estimated fair values at the date of donation.

#### **Donated Services**

Many individuals volunteer their time and perform a variety of tasks that assist the Foundation with specific programs and assignments. Donated services are reflected in the financial statements when such services create or enhance a nonfinancial asset, or when the services require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation. The expense for these contributed services is allocated between program and supporting services in the statements of activities. For the years ended June 30, 2013 and 2012, the value of contributed services meeting the requirements for recognition in the financial statements was approximately \$127,000 and \$181,000, respectively.

#### Service Revenue

The Foundation's service revenue is generated through performance of services for a government entity on a cost-reimbursement basis. Service revenue is recognized as the services are provided and costs incurred, when a valid contract exists, collection is reasonably assured, and there are no significant obligations remaining.

#### Expense Allocation

The costs of providing program and other activities have been summarized on a functional basis in the statements of activities and in the statements of functional expenses. Accordingly, certain expenses have been allocated among the programs and supporting services benefited.

#### Advertising

Advertising costs are expensed as incurred and were approximately \$237,000 and \$266,000 for the years ended June 30, 2013 and 2012, respectively.



**Notes to Financial Statements** Continued

1. Description of *Income Taxes* Organization and Summary of Significant Accounting **Policies** Continued

The Foundation is a qualified charitable organization under Section 501(c)(3) of the Internal Revenue Code and under State of Utah regulations, and as such, is not subject to federal or state income taxes on exempt purpose income. The Foundation is subject to taxation on unrelated business income.

The Foundation accounts for uncertain tax positions, if any, when it is morelikely-than-not the position will not be sustained upon examination by the tax authorities. As of June 30, 2013, the Foundation had no uncertain tax positions that qualify for either recognition or disclosure in the financial The Foundation is subject to routine audits by taxing jurisdictions; however, there are currently no audits for any tax periods in progress. The Organization believes it is no longer subject to examinations for fiscal years prior to 2010.

#### **Activities**

The following is a description of the activities for each major program:

Recruitment - Increase community efforts to provide information on the needs of foster children and families; target the types of families who can meet the needs of foster children; provide initial consultation services to persons interested in foster care participation; assess needs of foster children in cooperation with the State Division of Child and Family Services.

Education - Provide pre-service and in-service training to families involved in all phases of foster care.

Retention – Provide supporting services to foster care families to assist them in their care giving experience.

#### Subsequent Events

Management has evaluated events and transactions for potential recognition or disclosure through the date of the independent auditors' report, which is the date the accompanying financial statements were available to be issued.





**Notes to Financial Statements** Continued

# 2. Fair Value

Fair value is defined as the price that would be received to sell an asset or Measurements paid to transfer a liability in an orderly transaction between market participants on the measurement date. To increase the comparability of fair value measures, the following hierarchy prioritizes the inputs according to valuation methodologies used to measure fair value:

> Level 1: Quoted prices (unadjusted) in active markets that are accessible at the measurement date for assets or liabilities.

> Level 2: Prices that are based on inputs not quoted in active markets, but corroborated by market data.

> Level 3: Unobservable inputs that are used when little or no market data is available.

The fair value of mutual funds and money market funds is based on the net asset values of shares held at year-end and are classified as Level 1. There have been no changes in valuation methodologies used as of June 30, 2013 and 2012.

Assets and liabilities measured at fair value on a recurring basis are summarized as follows:

		Fair Value Measurements as of June 30, 2013								
Description Assets:	Level 1		Level 2		Level 3		Total			
Money market fund	\$	278,896	\$	_	\$	_	\$	278,896		
Mutual fund – balanced fund		516,618				_		516,618		
	\$	795,514	\$	_	\$	_	\$	795,514		

	Fair Value Measurements as of June 30, 2012							
Description	Level 1		Level 2		Level 3		Total	
Assets:  Money market fund  Mutual fund – balanced fund	\$	487,853 464,979	\$	_ 	\$	<u>-</u>	\$	487,853 464,979
	\$	952,832	\$		\$		\$	952,832



Notes to Financial Statements
Continued

3. Investments Investments are stated at fair value and consist of the following as of June 30:

	2013	2012
Cost basis of mutual fund Unrealized gain (loss)	\$ 475,774 40,844	\$ 498,745 (33,766)
	\$ 516,618	\$ 464,979

4. Property and Equipment

Property and equipment consists of the following as of June 30:

	2013	2012
Office equipment Furniture and fixtures Leasehold improvements	\$ 226,688 75,689 34,854	\$ 187,219 34,566 33,654
Less accumulated depreciation	337,231	255,439
and amortization	(252,384)	(217,110)
	\$ 84,847	\$ 38,329

5. Accrued Liabilities

Accrued liabilities consist of the following as of June 30:

	 2013	 2012
Payroll and payroll related costs Personal leave Other	\$ 66,824 61,917 19,489	\$ 64,018 73,719 18,211
	\$ 148,230	\$ 155,948

6. Line of Credit

The Foundation entered into a \$300,000 revolving line of credit arrangement with a bank in March 2013, secured by the Foundation's assets. The agreement terminates on March 31, 2014, and any funds drawn on the line will bear interest at the Bank's Prime rate plus 1.65%. No funds have been drawn under the line of credit arrangement as of June 30, 2013.





Notes to Financial Statements
Continued

# 7. Temporarily Restricted Net Assets

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

	 2013	2012		
Foster Family Retention Wishing Well Fund Chalk Art Festival Aspen Grove Foster Family Camp Other	\$ 93,553 14,522 12,989 5,139 6,658	\$	100,161 83 17,853 2,500 12,044	
	\$ 132,861	\$	132,641	

# 8. Retirement Plan

The Foundation sponsors a defined contribution retirement plan, which covers all employees age 21 and older with 6 months of full-time service. The Foundation contributes, on a discretionary basis, a percent of the annual salary of each eligible employee. The expense for the years ended June 30, 2013 and 2012 was approximately \$128,000 and \$125,000, respectively.

#### 9. Commitments

#### **Operating Leases**

The Foundation leases office facilities and equipment under non-cancelable operating leases. As of June 30, 2013, future minimum lease payments under non-cancelable operating leases with terms of one year or more are as follows:

Years Ending June 30:	Amount				
2014	\$ 198,228				
2015	192,102				
2016	123,664				
2017	26,784				
2018	6,411				
	<u>—</u>				
	\$ 547,189				

Rental expense under operating leases was approximately \$206,000 and \$196,000 for the years ended June 30, 2013 and 2012, respectively.







# INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To the Board of Directors of Utah Foster Care Foundation

We have audited, in accordance with the 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, the financial statements of Utah Foster Care Foundation, a nonprofit organization (the Foundation), which comprise the statement of financial position as of June 30, 2013, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated September 12, 2013.

#### Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Foundation's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Foundation's internal control. Accordingly, we do not express an opinion on the effectiveness of the Foundation's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

#### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Foundation's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

#### Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Foundation's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Foundation's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Tanner LLC

September 12, 2013