

**ADOPT-A-FAMILY  
OF THE PALM BEACHES, INC.**

**REPORT ON AUDIT OF  
CONSOLIDATED FINANCIAL STATEMENTS**

**For The Year Ended June 30, 2019  
(with comparable totals for 2018)**

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# Holyfield & Thomas, LLC

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### INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of  
Adopt-A-Family  
of the Palm Beaches, Inc.  
Lake Worth, Florida

We have audited the accompanying consolidated financial statements of Adopt-A-Family of the Palm Beaches, Inc. (a nonprofit organization), which comprise the consolidated statement of financial position as of June 30, 2019, and the related consolidated statements of activities, cash flows and functional expenses for the year then ended, and the related notes to the consolidated financial statements.

#### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated 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 consolidated 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 consolidated financial statements based on our audit. We conducted our audit 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 consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the consolidated 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 consolidated 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 consolidated 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 consolidated financial statements referred to above present fairly, in all material respects, the financial position of Adopt-A-Family of the Palm Beaches, Inc. as of June 30, 2019, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated October 25, 2019, on our consideration of Adopt-A-Family of the Palm Beaches, Inc.'s internal control over financial reporting and on 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* in considering Adopt-A-Family of the Palm Beaches, Inc.'s internal control over financial reporting and compliance.

## Other Matters

### *Other Information*

Our audit was conducted for the purpose of forming an opinion on the consolidated financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the consolidated financial statements. In addition, the consolidated schedules of revenues and expenses – operations and capital project, and program expenses are presented for purposes of additional analysis, and are not a required part of the basic consolidated financial statements. The schedule of expenditures of federal awards and consolidated schedules of revenues and expenses – operations and capital project, and program expenses are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the consolidated financial statements. The information has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the consolidated financial statements or to the consolidated financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the consolidated financial statements as a whole.

## Report on Summarized Comparative Information

We have previously audited the June 30, 2018 financial statements, and our report dated October 23, 2018, expressed an unmodified opinion on those audited financial statements. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2018, is consistent, in all material respects, with the audited financial statements from which it has been derived.

*Holyfield & Thomas, LLC*

West Palm Beach, Florida  
October 25, 2019

**ADOPT-A-FAMILY  
OF THE PALM BEACHES, INC.**

**CONSOLIDATED STATEMENT OF  
FINANCIAL POSITION**

*As of June 30, 2019*

*(with comparable totals for 2018)*

|   | <u>Without Donor<br/>Restrictions</u> | <u>With Donor<br/>Restrictions</u> | <u>2019<br/>Totals</u> | <u>2018<br/>Totals</u> |
|---|---------------------------------------|------------------------------------|------------------------|------------------------|
| <b>ASSETS</b>                                     |                                       |                                    |                        |                        |
| Current assets:                                   |                                       |                                    |                        |                        |
| Cash and cash equivalents                         | \$ 867,726                            | \$ 3,049,716                       | \$ 3,917,442           | \$ 3,576,958           |
| Grants and allocations receivable                 | 626,292                               | 199,000                            | 825,292                | 819,942                |
| Contributions receivable, net                     | 22,750                                | -                                  | 22,750                 | 21,950                 |
| Prepaid expenses                                  | 89,130                                | -                                  | 89,130                 | 81,426                 |
| Other current assets                              | 1,275                                 | -                                  | 1,275                  | 1,275                  |
| Total current assets                              | <u>1,607,173</u>                      | <u>3,248,716</u>                   | <u>4,855,889</u>       | <u>4,501,551</u>       |
| Cash and cash equivalents, non-current            | 637,207                               | 23,472                             | 660,679                | 551,776                |
| Other assets                                      | 6,768                                 | -                                  | 6,768                  | 6,768                  |
| Property and equipment, net                       | 4,787,606                             | -                                  | 4,787,606              | 4,218,054              |
| Community land trust, net                         | 1,519,303                             | -                                  | 1,519,303              | 1,593,747              |
| Total assets                                      | <u>\$ 8,558,057</u>                   | <u>\$ 3,272,188</u>                | <u>\$ 11,830,245</u>   | <u>\$ 10,871,896</u>   |
| <b>LIABILITIES AND NET ASSETS</b>                 |                                       |                                    |                        |                        |
| Current liabilities:                              |                                       |                                    |                        |                        |
| Accounts payable                                  | \$ 46,432                             | \$ -                               | \$ 46,432              | \$ 49,408              |
| Accrued expenses                                  | 434,419                               | -                                  | 434,419                | 217,494                |
| Current portion of obligation under capital lease | 23,557                                | -                                  | 23,557                 | 23,305                 |
| Current portion of loan payable                   | 12,497                                | -                                  | 12,497                 | 11,762                 |
| Total current liabilities                         | <u>516,905</u>                        | <u>-</u>                           | <u>516,905</u>         | <u>301,969</u>         |
| Non-current liabilities:                          |                                       |                                    |                        |                        |
| Resident deposits and escrow accounts             | 137,207                               | -                                  | 137,207                | 140,302                |
| Obligation under capital lease                    | 79,629                                | -                                  | 79,629                 | 15,319                 |
| Loan payable                                      | 133,355                               | -                                  | 133,355                | 145,781                |
| Total liabilities                                 | <u>867,096</u>                        | <u>-</u>                           | <u>867,096</u>         | <u>603,371</u>         |
| Net assets:                                       |                                       |                                    |                        |                        |
| Without donor restrictions:                       |                                       |                                    |                        |                        |
| Equity in fixed assets                            | 4,538,568                             | -                                  | 4,538,568              | 4,021,887              |
| Equity in community land trust                    | 1,519,303                             | -                                  | 1,519,303              | 1,593,747              |
| Designated for contingencies                      | 500,000                               | -                                  | 500,000                | 357,000                |
| Undesignated                                      | 1,133,090                             | -                                  | 1,133,090              | 1,474,283              |
| Total without donor restrictions                  | <u>7,690,961</u>                      | <u>-</u>                           | <u>7,690,961</u>       | <u>7,446,917</u>       |
| With donor restrictions                           | <u>-</u>                              | <u>3,272,188</u>                   | <u>3,272,188</u>       | <u>2,821,608</u>       |
| Total net assets                                  | <u>7,690,961</u>                      | <u>3,272,188</u>                   | <u>10,963,149</u>      | <u>10,268,525</u>      |
| Total liabilities and net assets                  | <u>\$ 8,558,057</u>                   | <u>\$ 3,272,188</u>                | <u>\$ 11,830,245</u>   | <u>\$ 10,871,896</u>   |

*See accompanying notes to consolidated financial statements.*

**ADOPT-A-FAMILY  
OF THE PALM BEACHES, INC.**

**CONSOLIDATED STATEMENT OF  
ACTIVITIES**

*For the Year Ended June 30, 2019*

*(with comparable totals for 2018)*

|                                      | <u>Without Donor<br/>Restrictions</u> | <u>With Donor<br/>Restrictions</u> | <u>2019<br/>Totals</u>      | <u>2018<br/>Totals</u>      |
|--------------------------------------|---------------------------------------|------------------------------------|-----------------------------|-----------------------------|
| Support and revenue:                 |                                       |                                    |                             |                             |
| Grants and donations:                |                                       |                                    |                             |                             |
| Governmental grants                  | \$ 3,567,599                          | \$ -                               | \$ 3,567,599                | \$ 3,491,959                |
| United Way allocations               | 307,261                               | 199,000                            | 506,261                     | 476,712                     |
| Contributions                        | 1,058,666                             | 1,284,351                          | 2,343,017                   | 3,012,140                   |
| In-kind donations                    | 42,710                                | -                                  | 42,710                      | 31,320                      |
| Total grants and donations           | <u>4,976,236</u>                      | <u>1,483,351</u>                   | <u>6,459,587</u>            | <u>7,012,131</u>            |
| Special events                       | 759,811                               | -                                  | 759,811                     | 838,984                     |
| Rents                                | 479,410                               | -                                  | 479,410                     | 467,765                     |
| GROW tuition                         | 8,113                                 | -                                  | 8,113                       | 13,012                      |
| Other income                         | 48,064                                | -                                  | 48,064                      | 13,428                      |
| Total support and revenue            | <u>6,271,634</u>                      | <u>1,483,351</u>                   | <u>7,754,985</u>            | <u>8,345,320</u>            |
| Net assets released from restriction | <u>1,032,771</u>                      | <u>(1,032,771)</u>                 | <u>-</u>                    | <u>-</u>                    |
| Expenses:                            |                                       |                                    |                             |                             |
| Program services                     | 5,867,761                             | -                                  | 5,867,761                   | 5,536,076                   |
| General and administrative           | 536,988                               | -                                  | 536,988                     | 475,017                     |
| Fundraising and development          | 655,612                               | -                                  | 655,612                     | 523,173                     |
| Total expenses                       | <u>7,060,361</u>                      | <u>-</u>                           | <u>7,060,361</u>            | <u>6,534,266</u>            |
| Change in net assets                 | 244,044                               | 450,580                            | 694,624                     | 1,811,054                   |
| Net assets, beginning of year        | <u>7,446,917</u>                      | <u>2,821,608</u>                   | <u>10,268,525</u>           | <u>8,457,471</u>            |
| Net assets, end of year              | <u><u>\$ 7,690,961</u></u>            | <u><u>\$ 3,272,188</u></u>         | <u><u>\$ 10,963,149</u></u> | <u><u>\$ 10,268,525</u></u> |

*See accompanying notes to consolidated financial statements.*

**ADOPT-A-FAMILY  
OF THE PALM BEACHES, INC.**

**CONSOLIDATED STATEMENT OF  
CASH FLOWS**

*For the Year Ended June 30, 2019*

*(with comparable totals for 2018)*

|   | <u>2019</u>         | <u>2018</u>         |
|---|---------------------|---------------------|
| Cash flows from operating activities:                       |                     |                     |
| Cash received from grants and donations                     | \$ 5,492,481        | \$ 4,960,946        |
| Cash received from special events                           | 615,125             | 719,226             |
| Cash received from rents and tuition                        | 479,410             | 467,765             |
| Cash paid to suppliers, client assistance and employees     | (6,309,897)         | (6,012,407)         |
| Other income received                                       | 19,045              | 26,440              |
| Interest expense paid                                       | (10,151)            | (9,683)             |
| Net cash provided by operating activities                   | <u>286,013</u>      | <u>152,287</u>      |
| Cash flows from investing activities:                       |                     |                     |
| Purchase of property and equipment                          | (750,368)           | (106,743)           |
| Proceeds from disposal of capital lease                     | 14,428              | -                   |
| Net cash used in investing activities                       | <u>(735,940)</u>    | <u>(106,743)</u>    |
| Cash flows from financing activities:                       |                     |                     |
| Change in resident deposits and escrow accounts             | (3,095)             | 2,396               |
| Proceeds from contributions restricted for capital campaign | 951,850             | 1,807,973           |
| Principal payments on obligation under capital lease        | (37,750)            | (23,305)            |
| Principal payments of loans payable                         | (11,691)            | (11,139)            |
| Net cash provided by financing activities                   | <u>899,314</u>      | <u>1,775,925</u>    |
| Change in cash and cash equivalents                         | 449,387             | 1,821,469           |
| Cash and cash equivalents, beginning                        | <u>4,128,734</u>    | <u>2,307,265</u>    |
| Cash and cash equivalents, ending                           | 4,578,121           | 4,128,734           |
| Cash and cash equivalents, non-current                      | <u>(660,679)</u>    | <u>(551,776)</u>    |
| Cash and cash equivalents, current                          | <u>\$ 3,917,442</u> | <u>\$ 3,576,958</u> |

*See accompanying notes to consolidated financial statements.*

**ADOPT-A-FAMILY  
OF THE PALM BEACHES, INC.**

**CONSOLIDATED STATEMENT OF  
CASH FLOWS**

*For the Year Ended June 30, 2019*

*(with comparable totals for 2018)*

|   | <u>2019</u>       | <u>2018</u>        |
|---|-------------------|--------------------|
| Reconciliation of change in net assets to net cash provided by operating activities:        |                   |                    |
| Change in net assets  | \$ 694,624        | \$ 1,811,054       |
| Adjustments to reconcile change in net assets to net cash provided by operating activities: |                   |                    |
| Depreciation  | 347,472           | 354,339            |
| Gain on disposal of capital lease   | (4,328)           | -                  |
| (Increase) decrease in certain assets:  |                   |                    |
| Grants and allocations receivable   | (5,350)           | (86,229)           |
| Contributions receivable  | (800)             | 14,363             |
| Prepaid expenses  | (7,704)           | 13,700             |
| Other current assets  | -                 | 95                 |
| Increase (decrease) in certain liabilities:   |                   |                    |
| Accounts payable  | (2,976)           | (13,378)           |
| Accrued expenses  | 216,925           | (8,021)            |
| Refundable advances   | -                 | (125,663)          |
| Contributions restricted for capital campaign   | <u>(951,850)</u>  | <u>(1,807,973)</u> |
| Net cash provided by operating activities   | <u>\$ 286,013</u> | <u>\$ 152,287</u>  |

Supplemental disclosure of non cash investing and financing activities:

During 2019, the Organization incurred debt of \$102,312 in the form of a capital lease used to acquire new office equipment.

*See accompanying notes to consolidated financial statements.*



**ADOPT-A-FAMILY  
OF THE PALM BEACHES, INC.**

**CONSOLIDATED STATEMENT OF  
FUNCTIONAL EXPENSES**

*For the Year Ended June 30, 2019*

*(with comparable totals for 2018)*

|   | Program<br>Services | Management<br>and General | Fundraising and<br>Development | 2019<br>Totals      | 2018<br>Totals      |
|---|---------------------|---------------------------|--------------------------------|---------------------|---------------------|
| Salaries                                    | \$ 2,297,924        | \$ 273,580                | \$ 290,684                     | \$ 2,862,188        | \$ 2,563,259        |
| Employee benefits                           | 496,938             | 58,009                    | 53,751                         | 608,698             | 527,424             |
| Payroll taxes                               | 170,470             | 16,525                    | 20,425                         | 207,420             | 187,923             |
|   | <u>2,965,332</u>    | <u>348,114</u>            | <u>364,860</u>                 | <u>3,678,306</u>    | <u>3,278,606</u>    |
| Advertising and recruitment                 | 4,752               | 191                       | 130                            | 5,073               | 5,509               |
| Building maintenance                        | 185,993             | 40,573                    | 6,080                          | 232,646             | 176,427             |
| Direct fundraising costs                    | -                   | -                         | 143,886                        | 143,886             | 134,121             |
| Equipment rental                            | -                   | 2,621                     | -                              | 2,621               | 1,766               |
| Insurance expense                           | 144,652             | 40,892                    | 19,545                         | 205,089             | 189,308             |
| Interest expense                            | -                   | 10,151                    | -                              | 10,151              | 9,683               |
| Membership dues                             | 15,957              | 1,327                     | 4,898                          | 22,182              | 9,991               |
| Office supplies                             | 58,730              | 13,979                    | 4,384                          | 77,093              | 64,155              |
| Other expenses                              | 97                  | 3,635                     | 10,689                         | 14,421              | 6,605               |
| Postage                                     | 675                 | 2,969                     | 488                            | 4,132               | 3,849               |
| Printing                                    | 1,226               | 196                       | 7,368                          | 8,790               | 8,624               |
| Professional fees                           | 101,511             | 23,444                    | 77,619                         | 202,574             | 160,131             |
| Property tax                                | 24,615              | 964                       | 2,358                          | 27,937              | 29,941              |
| Rent  | 8,355               | 1,844                     | 651                            | 10,850              | 11,869              |
| Specific assistance and<br>program supplies | 1,935,312           | -                         | -                              | 1,935,312           | 1,963,068           |
| Telephone                                   | 25,812              | 3,843                     | 1,393                          | 31,048              | 31,826              |
| Training and development                    | 20,156              | 17,237                    | 2,128                          | 39,521              | 31,277              |
| Travel and transportation                   | 25,484              | 1,869                     | 482                            | 27,835              | 27,169              |
| Utilities                                   | 26,420              | 5,125                     | 1,877                          | 33,422              | 36,002              |
|   | <u>5,545,079</u>    | <u>518,974</u>            | <u>648,836</u>                 | <u>6,712,889</u>    | <u>6,179,927</u>    |
| Depreciation                                | <u>322,682</u>      | <u>18,014</u>             | <u>6,776</u>                   | <u>347,472</u>      | <u>354,339</u>      |
| Total expenses                              | <u>\$ 5,867,761</u> | <u>\$ 536,988</u>         | <u>\$ 655,612</u>              | <u>\$ 7,060,361</u> | <u>\$ 6,534,266</u> |

*See accompanying notes to consolidated financial statements.*

*For The Year Ended June 30, 2019*

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1. **Business and Summary of Significant Accounting Policies**

*Presentation*

The accompanying financial statements reflect the consolidated financial statements of Adopt-A-Family of the Palm Beaches, Inc. ("AAF") and LW NSP2, LLC ("LLC") (collectively the "Organization"). All significant inter-organization accounts and transactions have been eliminated.

*Organization*

Adopt-A-Family of the Palm Beaches, Inc. was incorporated in November 1984, as a not-for-profit corporation under Florida law. AAF is a non-profit 501(c)(3) organization dedicated to strengthening families with children in their efforts to achieve stability and self-sufficiency by providing access to all-encompassing services. LW NSP2, LLC was created in December 2010, as a single member LLC with AAF as the only member. The LLC owns and operates various rental properties under the Neighborhood Stabilization Program 2. Some of the programs offered by the Organization include:

*Bridges to Success*

Bridges to Success is a permanent supportive housing program for homeless families funded by HUD. The program offers scattered site housing in western Palm Beach County to homeless families with a head of household living with a disability. The program offers intensive case management and supportive services to all residents and is one of the only options for homeless families residing in Belle Glade, Pahokee, and others areas in western Palm Beach County. This is a collaborative program with other not-for-profit agencies for residents in Palm Beach County. 100% of participating families, constituting 32 individuals, remained stably housed during the fiscal year and 55% increased or maintained their income.

*Project Grow*

Project Grow is the agency's licensed afterschool/out-of-school program serving children in kindergarten through fifth grade. Most children attending are formerly homeless and reside in one of the agency's housing programs. The program is customized to meet the unique needs of formerly homeless children and focuses on building the children's social, emotional, and educational skills. 98% of the children attending Project Grow were promoted to the next grade level during the school year ended during June 2019.

*Senator Philip D. Lewis Homeless Resource Center (HRC)*

The Organization is a partner agency of Palm Beach County's homeless resource center (HRC), which opened in 2012. The HRC serves as Palm Beach County's "front door" for access to homeless services. The Organization operates the family division and provides homeless families with assessments, case management, access to mainstream resources, vital shelter and housing services, and permanent housing. The HRC family division receives funding from multiple sources, including Palm Beach County, HUD, private foundations and partnering agencies. Over 7,000 calls were received by the HRC family division which resulted in 2,849 individuals, of which, 1,013 were adults and 1,836 were children, receiving services during the fiscal year. 94% of families who were housed by the HRC maintained stable housing after one year as evidenced by not re-entering the homeless system.

*For The Year Ended June 30, 2019*

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1. **Business and Summary of Significant Accounting Policies, continued**

*Organization, continued*

*Senator Philip D. Lewis Homeless Resource Center (HRC), continued*

*Connecting Youth to Opportunities (CYTO)*

CYTO is a Rapid Re-Housing program for families experiencing homelessness, whose head of household must be 18 to 24 years old at program entry. The program is one of the HUD funded programs administered out of the HRC. The program offers intensive case management and supportive services to all residents, as well as a declining rental subsidy to assist clients while they get to point of sustaining the total rent on their own. A total of 43 families, or 120 individuals, received services and 81% of the families participating in the program increased or maintained their income during the fiscal year.

*Housing Stabilization Program*

The Housing Stabilization Program provides homeless prevention services to families who are at imminent risk of eviction and homelessness. Families receive case management, financial assistance, and other supportive services to help them remain in their home. This program prevented 226 Palm Beach County families from becoming homeless and allowed them to remain stably housed during the fiscal year. In addition, 88% of the families served in the prior fiscal year remained stably housed after agency assistance.

*Neighborhood Stabilization Program 2 (NSP2)*

The Organization, in partnership with the Lake Worth Community Redevelopment Agency (CRA), was one of 56 awardees in 2010 to be awarded funding through HUD's NSP2 funding competition. The goal of the program was to stabilize neighborhoods through the acquisition and rehabilitation of foreclosed properties. The Organization rehabilitated and constructed a total of forty-one housing units in the City of Lake Worth as a result of this opportunity. A total of seventeen units were sold by the Organization to income-qualified households between 2010 and 2014. Twenty-four units were retained by the Organization and are currently being used as rental properties for low-income families. The program maintained a 98% occupancy rate during the fiscal year and served 91 individuals.

*Project S.A.F.E. (Stable, Able, Family Environment)*

Project SAFE is a permanent supportive housing program for homeless families partially funded by HUD. The program consists of 32 units of agency-owned housing and is currently the largest permanent supportive housing program for homeless families with a head of household living with a disability in Palm Beach County. The program offers intensive case management and supportive services to all 119 of the residents. 100% of participating families remained stably housed during the fiscal year. 63% of the 43 adults participating in the program increased or maintained their income during the fiscal year.

*For The Year Ended June 30, 2019*

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1. *Business and Summary of Significant Accounting Policies, continued*

*Organization, continued*

*Service Enriched Housing (S.E.H.)*

The Service Enriched Housing program offers affordable housing to low-income families who are on the path to home ownership. The program consists of 30 two-bedroom apartment units located adjacent to the Organization's Family Resource Center. Rent is based on 30% of the family's gross income. The Organization captures the first \$550 as the base rent with all additional funds placed in escrow and used for credit repair, home ownership activities, and general wealth building. Collectively participant families saved \$37,713 during the fiscal year.

*Community Land Trust Program/Wiley Reynolds Apartments*

The Organization's Community Land Trust Program combined with the Organization's Wiley Reynolds Apartments provides affordable home ownership and rental opportunities to income qualified households. Home ownership opportunities use a land lease model in which the Organization retains ownership of the land while the purchaser owns the improvements. This arrangement permits the improvements to be sold at a reduced rate. Rental opportunities primarily consist of the nine-unit Wiley Reynolds Gardens apartments. The units offer low-income and families experiencing homelessness housing that is priced below 50% of the fair market rent rates. 34 individuals were served during the fiscal year and 88% of the heads of household of participating families were employed full time during the fiscal year.

*Mental Health Wellness*

The Mental Health Wellness Program's (MHW) primary goal is eliminating barriers to mental health services for the Organization's high-need participants and to improve their mental health and family functioning. Though many families served by the Agency are in need of mental health services, a significant portion of the Organization's families do not engage with therapists due to barriers such as lack of transportation, acceptable health coverage, financial requirements and provider availability. In addition, the onsite therapist is available for crisis intervention and de-escalation, and provides guidance to case managers of the families. 42 individuals engaged in therapy during the fiscal year. 94% of the clients enrolled in the program have shown improved mental health based on scores in the DSM-5 Cross Cutting Symptom Measures tool.

*Program REACH*

The Organization operates Palm Beach County's main emergency shelter serving families with minor children experiencing homelessness. Program REACH (REACH) provides 19 apartments ranging between 1 – 3 bedrooms of up to 90-day immediate and safe housing paired with support services and resources as families seek a permanent housing solution. Families enter REACH through the HRC. 407 individuals were assisted during the fiscal year with REACH. 100% of families remained housed for three months after successfully exiting the shelter.

*For The Year Ended June 30, 2019*

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1. **Business and Summary of Significant Accounting Policies, continued**

*Basis of Accounting*

The consolidated financial statements of the Organization have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America. Revenues are recognized when they are earned, and expenses are recognized when they are incurred.

*Consolidated Financial Statement Presentation*

The accompanying consolidated financial statements have been prepared on the accrual basis of accounting in conformity with the disclosure and display requirements of the Financial Accounting Standards Board (FASB) as set forth under FASB Accounting Standards Codification (FASB ASC) 958-205 *Not-for-Profit Entities, Presentation of Financial Statements*. Accordingly, the net assets of the Organization are reported in each of the following classes:

Net assets without donor restrictions: Include financial resources not restricted by donors, even though their use may be limited in other ways, such as by contract or by Board designation. Unrestricted amounts are currently available, at the discretion of the Board, for use in the Organization's operations.

The Organization does not imply time restrictions on gifts of long-lived assets. In the absence of explicit donor stipulation as to how long an asset must be held, the Organization releases any purpose restrictions when the asset is placed in service for the use stipulated by the donor.

Net assets with donor restrictions: Include financial resources whose use by the Organization has been limited by donor restriction as to the period of use or to specified purposes. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, the restricted amounts are reclassified to net assets without donor restrictions.

*Estimates*

The preparation of consolidated 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 disclosures at the date of the consolidated financial statements and the reported amounts of revenues and expenses during the reporting period. Accordingly, actual results could differ from those estimates.

*Fair Value of Financial Instruments*

The Organization follows FASB ASC 820-10, "*Fair Value Measurements and Disclosures*," which provides a common definition of fair value, establishes a framework to measure fair value within accounting principles generally accepted in the United States of America, and expands the disclosures about fair value measurements. The standard does not create any new fair value measurements. Instead, it applies under existing accounting pronouncements that require or permit fair value measurements.

*For The Year Ended June 30, 2019*

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1. **Business and Summary of Significant Accounting Policies, continued**

*Fair Value of Financial Instruments, continued*

For assets and liabilities measured at fair value on a recurring basis, entities should disclose information that allows financial statement users to assess (1) the inputs used to develop such measurements, such as Level 1 (i.e., quoted price in an active market for an identical asset or liability), Level 2 (i.e., quoted price for similar assets or liabilities in active markets), or Level 3 (i.e., unobservable inputs); and (2) the effect on changes in net assets of recurring measurements that use significant unobservable (Level 3) inputs. The Organization did not have financial instruments measured at fair value on a recurring basis.

The following methods and assumptions were used by the Organization in estimating fair value of financial instruments that are not disclosed under ASC 820-10.

*Cash and Cash Equivalents:* The carrying amount reported approximates fair value.

*Grants and Allocations and Contributions Receivable:* The carrying amount approximates fair value due to the short term of the receivables.

*Accounts Payable and Accrued Expenses:* The carrying amount reported approximates fair value due to the short term duration of the instruments.

*Capital Lease, Line of Credit and Loans Payable:* The carrying amount reported approximates fair value as the stated interest rates approximate market rates.

*Cash and Cash Equivalents*

Cash and cash equivalents include checking, savings, money market accounts, and petty cash. The Organization also considers short-term investments with a maturity of three months or less when purchased to be cash equivalents.

*Grants and Allocations Receivable*

Grants receivable are recorded when services have been rendered. If events or changes in circumstances indicate that specific receivable balances may be disallowed by the granting authority, the receivable balances are written-off as an operating expense. Allocations receivable that are unconditional are recorded at the time of receipt.

*Promises to Give*

Unconditional promises to give are recognized as support in the period received and as assets, decreases of liabilities, or expenses depending on the form of the benefits received. Unconditional promises to give noncash assets that are expected to be received in future years are recorded at the present value of the expected fair value of the underlying noncash assets expected to be received. The discounts on those amounts are computed using risk-free interest rates applicable to the years in which the promises are received. Amortization of the discounts is included in contribution revenue. Any changes in the expected fair value of underlying noncash assets are reported as increases and decreases in contribution revenue in the period the change occurs. Conditional promises to give are recognized when the conditions on which they depend are substantially met.

*For The Year Ended June 30, 2019*

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1. **Business and Summary of Significant Accounting Policies, continued**

*Property and Equipment*

Acquisitions of property and equipment in excess of \$2,500 are capitalized. Property and equipment are carried at cost or, if donated, at the approximate fair market value at the date of the donation. Donations of property and equipment are recorded as unrestricted support unless the donor has restricted the donated asset to 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 restricted support. Absent donor stipulations regarding how long those donated assets must be maintained, the Organization reports expirations of donor restrictions when the donated or acquired assets are placed in service as instructed by the donor. The Organization reclassifies donor restricted net assets to unrestricted net assets at that time. Property and equipment are depreciated using the straight-line method over the estimated useful life of the assets, ranging from 3 to 39 years.

The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend the useful lives are not capitalized. Improvements are capitalized and depreciated over the remaining useful lives of the related fixed assets.

*Resident Deposits and Escrow Accounts*

In connection with its various housing programs, the Organization receives and maintains deposits on rent and escrow funds for residents to be later returned to them or recorded as revenue.

*Accrued Absences*

Employees may accumulate unused vacation based upon the length of service. Accumulated vacation is payable to eligible employees upon termination or retirement at the current rate of pay, if employed more than 90 days. Accumulated unpaid vacation is accrued as a liability and charged to expense as incurred.

*Designated for Contingencies*

As of June 30, 2019, the Organization has segregated \$500,000 of net assets for a contingency fund. The contingency fund constitutes \$345,400 for AAF needs and \$154,600 for NSP2 needs.

*Revenue Recognition*

The Organization receives various grants from federal, local, and private agencies for program and supporting service expenses. These grants are generally on a cost reimbursement basis, including recoverable overhead. Revenues from grants are deemed earned and recognized in the Consolidated Statement of Activities when expenditures are made for the purpose specified. Funds that have been received but have not yet been expended for the purpose specified are reported as donor restricted revenue with donor restrictions or refundable advance, as applicable.

Grants which are not awarded on a cost reimbursement basis are recorded as support in the year for which the grant was awarded and in which the conditions of the grant are met.

*For The Year Ended June 30, 2019*

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1. **Business and Summary of Significant Accounting Policies, continued**

*Support and Revenue*

Support from foundation, unconditional promises to give, and other contributions of cash and other assets are reported as support with donor restrictions if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when either the stipulated time restriction ends or the purpose restriction is accomplished, donor restricted net assets are reclassified and reported in the Consolidated Statements of Activities as net assets released from restriction. However, if the restriction is met in the same period as the restricted income is received, the Organization classifies such income as unrestricted support.

*In-Kind Donations*

The Organization records various types of in-kind support including contributed professional services and materials. Contributed professional services are recognized if the services received (a) create or enhance long-lived assets or (b) require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation. Contributions of tangible assets are recognized at fair value when received. The total amount of donated goods during the year ended June 30, 2019, amounted to approximately \$42,700. This amount is recognized as both revenue, under the caption of in-kind donations, and as various expenses in the Consolidated Statement of Activities and Consolidated Statement of Functional Expenses. There were no significant contributions of professional services for the year ended June 30, 2019.

In addition, the Organization relies on volunteers who donate significant time in the advancement of its goals; however, such services do not meet the criteria for financial statement recognition and are therefore not included herein.

*Expense Allocation*

The costs of providing various programs and other activities have been summarized on a functional basis in the Consolidated Statement of Activities and according to natural classification in the Consolidated Statement of Functional Expenses. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

*Specific Assistance*

Specific assistance expense, as denoted on the Consolidated Statement of Functional Expenses, consists of direct financial assistance expended on behalf of the Organization's clients correlating to the mission of the respective programs.

*Advertising Costs*

Advertising costs are charged to operations when incurred.



*For The Year Ended June 30, 2019*

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**1. Business and Summary of Significant Accounting Policies, continued**

*Income Taxes*

Adopt-A-Family of the Palm Beaches, Inc. is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code. LW NSP2, LLC is a single member LLC and is treated as a disregarded entity for income tax purposes. Therefore, no provision for income taxes has been made in these consolidated financial statements. In addition, AAF qualifies for the charitable contribution deduction under Section 170(b)(1)(A)(vi) and has been classified as an organization other than a private foundation under Section 509(a)(1).

The Organization follows FASB ASC 740-10, "Accounting for Uncertainty in Income Taxes." This pronouncement seeks to reduce the diversity in practice associated with certain aspects of measurement and recognition in accounting for income taxes. It prescribes a recognition threshold and measurement attribute for financial statement recognition and measurement of a tax position that an entity takes or expects to take in a tax return. An entity may only recognize or continue to recognize tax positions that meet a "more likely than not" threshold. The Organization assesses its income tax positions based on management's evaluation of the facts, circumstances and information available at the reporting date. The Organization uses the prescribed more likely than not threshold when making its assessment. The Organization has not accrued any interest expense or penalties related to tax positions for the year ended June 30, 2019, and there are currently no open Federal or State tax years under audit.

*Comparative Financial Statement Information*

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 accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the Organization's financial statements for the year ended June 30, 2018, from which the summarized information was derived.

*Recent Accounting Pronouncements*

In May 2014, the Financial Accounting Standards Board (FASB) issued Accounting Standards Update (ASU) No. 2014-09, *Revenues from Contracts with Customers* (Topic 606) and has modified the standard thereafter. This standard replaces existing revenue recognition rules with a comprehensive revenue measurement and recognition standard and expanded disclosure requirements. ASU No. 2014-09 is effective for annual reporting periods in fiscal years that begin after December 15, 2018. Management is currently evaluating the standard and does not anticipate it will have a material impact on the Organization's consolidated financial statements.

In February 2016, the FASB issued ASU No. 2016-02, *Leases* (Topic 842). ASU 2016-02 replaces existing leasing rules with a comprehensive lease measurement and recognition standard and expanded disclosure requirements. ASU 2016-02 will require lessees to recognize most leases on their statement of financial position as liabilities, with corresponding "right-of-use" assets. The standard is effective for annual reporting periods in fiscal years that begin after December 15, 2019. Management is currently evaluating the magnitude and other potential impacts on the Organization's consolidated financial statements.

*For The Year Ended June 30, 2019*

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**1. Business and Summary of Significant Accounting Policies, continued**

*Recently Adopted Accounting Pronouncements*

In August 2016, the FASB issued ASU 2016-14, *Not-for-Profit Entities* (Topic 958): *Presentation of Financial Statements for Not-for-Profit Entities*, which changes the current guidance for net asset classification, Board designations, investment return, underwater endowment funds, expenses, liquidity and presentation of operating cash flows. The Organization has adjusted the presentation of its consolidated financial statements accordingly, applying the changes retrospectively. The new standard changes the following aspects of the Organization's consolidated financial statements:

- The unrestricted net asset class has been renamed net assets without donor restrictions.
- The temporarily restricted net asset class has been renamed net assets with donor restrictions.
- The financial statements include a new disclosure about liquidity and availability of resources (Note 2).
- A summary of the net asset reclassifications driven by the adoption of ASU 2016-14 changed the beginning net assets for the year ended June 30, 2019, follows:

As originally stated:

|  |                      |
|--|----------------------|
| Unrestricted                             | \$ 5,880,030         |
| Temporarily restricted                   | <u>4,388,495</u>     |
| Total beginning net assets, July 1, 2018 | <u>\$ 10,268,525</u> |

As restated:

|  |                      |
|--|----------------------|
| Without donor restrictions               | \$ 7,446,917         |
| With donor restrictions                  | <u>2,821,608</u>     |
| Total beginning net assets, July 1, 2018 | <u>\$ 10,268,525</u> |

**2. Liquidity and Availability of Resources**

Financial assets available for general expenditure within one year, that is, without donor restrictions or other restrictions limiting their use within one year of the Statement of Financial Position date, comprise the following:

|   |                     |
|---|---------------------|
| Cash and cash equivalents   | \$ 3,917,442        |
| Grants and allocation receivable  | 825,292             |
| Contributions receivable  | <u>22,750</u>       |
| Financial assets available within one year  | 4,765,484           |
| Amounts unavailable for general expenditures within one year due to:                  |                     |
| Restricted by donors for capital projects   | <u>(2,820,379)</u>  |
| Total financial assets available to meet general expenditures over the next 12 months | <u>\$ 1,945,105</u> |

*For The Year Ended June 30, 2019*

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**2. Liquidity and Availability of Resources, continued**

The Organization is substantially supported by contributions without donor and with donor restrictions. Because a donor's restriction requires resources to be used in a particular manner or in a future period, the Organization must maintain sufficient resources to meet those responsibilities to its donors. Some of the Organization's net assets with donor restrictions are available for general expenditure within one year of June 30, 2019 because the restrictions on the net assets are expected to be met by conducting the normal program activities of the Organization in the coming year. Accordingly, the related resources have been included in the quantitative information detailing the financial assets available to meet general expenditures within one year. Furthermore, management believes the Organization has sufficient cash designated by the Board for contingencies plus a \$350,000 line of credit, both of which may be drawn upon in the event of unanticipated financial distress or an immediate liquidity need. The Organization forecasts its future cash flows and monitors liquidity on a monthly basis.

**3. Grants and Allocations Receivable**

A summary of grants and allocations receivable as of June 30, 2019, is as follows:

|   |                   |
|---|-------------------|
| Palm Beach County                       | \$ 432,713        |
| Learning Coalition of Palm Beach County | 10,000            |
| Housing and Urban Development (HUD)     | 91,992            |
| United Way                              | 215,977           |
| Homeless Coalition                      | <u>74,610</u>     |
| Total grants and allocations receivable | <u>\$ 825,292</u> |

Management believes that grants and allocation receivable are fully collectible in less than one year and, therefore, no discount or allowance for uncollectible receivables was considered necessary.

**4. Contributions Receivable**

Contributions are recognized in the period an unconditional promise to give is received. Contributions receivable are recorded at face value if due in less than one year, or at net realizable value, discounted as appropriate to reflect the estimated timing of receipt for contributions, if due more than one year after the date of receipt. As of June 30, 2019 all remaining balances are expected to be collected in less than one year. The allowance for uncollectible contributions receivable is determined based on management's estimate. The following is a summary of contributions receivable as of June 30, 2019:

|                                     |                  |
|-------------------------------------|------------------|
| Contributions receivable            | \$ 27,750        |
| Allowance for uncollectible amounts | <u>(5,000)</u>   |
| Net contributions receivable        | <u>\$ 22,750</u> |

*For The Year Ended June 30, 2019*

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**5. Property and Equipment**

Details of the Organization's property and equipment as of June 30, 2019, are as follows:

|                               |                     |
|-------------------------------|---------------------|
| Land                          | \$ 1,029,646        |
| Buildings                     | 5,627,824           |
| Building improvements         | 896,702             |
| Equipment                     | 51,474              |
| Equipment under capital lease | 123,669             |
| Motor vehicles                | 167,190             |
| Construction in progress      | <u>677,317</u>      |
|                               | 8,573,822           |
| Less accumulated depreciation | <u>3,786,216</u>    |
| Net property and equipment    | <u>\$ 4,787,606</u> |

Construction in progress consisted of costs related to the Organization's Third Avenue Homes project, which encompasses the construction of fourteen affordable townhomes and a community space on property owned by the Organization adjacent to the existing Lake Worth Family Resource Center campus. The project will also include a new program designed to assist families residing in the townhomes in becoming stable and self-sufficient. The focus of the program is education centric and the Organization will be partnering with the local elementary school with the goal of improving academic performance through the provision of stable and affordable housing. The Organization entered into a construction contract for this project of approximately \$3,500,000, of which approximately \$3,185,000 remained to be completed as of June 30, 2019.

**6. Community Land Trust Program/Wiley Reynolds Apartments**

The Organization operates a Community Land Trust (CLT) program that was established in order to make housing available to residents who cannot otherwise afford it while providing benefits to the local community. The land is held permanently by the Organization to ensure perpetual affordability; however, the homes are owned by those who live in them. When the Organization sells a home, it leases the underlying land to the homeowners through a long-term (i.e., 99-year) renewable lease, and retains a right of first refusal to buy back the building.

The program includes a single-family residence on 505 North K Street, a nine-unit apartment complex named Wiley Reynolds Apartments located at 1736 2nd Ave North, and a lot on 1715 3rd Ave North currently under construction for the Third Ave Homes project.

The net assets without donor restrictions designated for the CLT as of June 30, 2019, consisted of the following:

|                               |                     |
|-------------------------------|---------------------|
| Land                          | \$ 296,669          |
| Building                      | <u>1,972,866</u>    |
|                               | 2,269,535           |
| Less accumulated depreciation | <u>750,232</u>      |
| Total designated for CLT      | <u>\$ 1,519,303</u> |

*For The Year Ended June 30, 2019*

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**7. Neighborhood Stabilization Program 2 (NSP2)**

The Organization, in partnership with the Lake Worth Community Redevelopment Agency (CRA), was one of only 56 awardees of the U.S. Department of Housing and Urban Development's Neighborhood Stabilization Program 2 (NSP2) national grant competition.

From 2010 through 2014, the Organization purchased and rehabilitated forty-one units of affordable housing. Since the award, a total of seventeen units were sold by the Organization to income-qualified households and twenty-four units were retained by the Organization and are currently being used as rentals for low-income families. In accordance with NSP2 guidelines, the units sold are deed restricted, protecting their affordability for a minimum of 15 years from the date of purchase. The rental units are also deed restricted, protecting their affordability, for 20 years from the date of completion of construction.

The net assets without donor restrictions under the NSP2 program as of June 30, 2019, consisted of the following:

|                               |                     |
|-------------------------------|---------------------|
| Rental properties (24 units)  | \$ 1,976,937        |
| Less accumulated depreciation | <u>447,009</u>      |
| Rental properties, net        | <u>\$ 1,529,928</u> |

Rental properties owned under the NSP2 program are included in the Consolidated Statement of Financial Position under the caption of property and equipment.

**8. Line of Credit**

The Organization has a \$350,000 line of credit with Iberia-Bank (Bank) that is collateralized by land, buildings, and improvements at 1712 2<sup>nd</sup> Avenue and 1717 3<sup>rd</sup> Avenue North. Interest is paid monthly at the Bank's prime rate, which was 5.25% as of June 30, 2019. There was no amount outstanding under the line of credit as of June 30, 2019.

**9. Loan Payable**

The following is a schedule of the Organization's loan payable:

|  |                   |
|--|-------------------|
| Mortgage note payable to PNC Bank that is collateralized by land, buildings, and improvements at 1712 2 <sup>nd</sup> Avenue, with interest rate adjusted annually, 6.08% as of June 30, 2019. The note requires monthly payments of principal and interest until June 30, 2028. | \$ 145,852        |
| Less current portion   | <u>11,084</u>     |
| Long-term portion  | <u>\$ 134,768</u> |

For The Year Ended June 30, 2019

**9. Loan Payable, continued**

The approximate future maturities of this installment obligation are as follows:

| <u>Year</u> | <u>Amount</u>     |
|-------------|-------------------|
| 2020        | \$ 12,497         |
| 2021        | 13,244            |
| 2022        | 14,054            |
| 2023        | 14,914            |
| 2024        | 15,826            |
| Thereafter  | <u>75,317</u>     |
|             | <u>\$ 145,852</u> |

**10. Capital Lease**

The Organization leases certain equipment under capital leases that expire at various dates through March 2024. The assets and liabilities under the capital lease were recorded at the lower of the present value of minimum lease payments or the fair value of the assets. The assets are amortized over the lower of their lease terms or their estimated useful lives. Amortization of equipment under capital lease is included in depreciation expense in the accompanying consolidated financial statements. Depreciation of assets under capital leases charged to expense during the year ended June 30, 2019 was \$24,602.

Minimum future lease payments under capital lease as of June 30, 2019 for each of the next five years and in the aggregate are:

| <u>Year</u>                          | <u>Amount</u>    |
|--------------------------------------|------------------|
| 2020                                 | \$ 23,557        |
| 2021                                 | 23,615           |
| 2022                                 | 21,920           |
| 2023                                 | 19,547           |
| 2024                                 | <u>14,547</u>    |
| Total obligation under capital lease | 103,186          |
| Less current portion                 | <u>23,557</u>    |
| Long-term portion                    | <u>\$ 79,629</u> |

**11. Net Assets with Donor Restrictions**

Net assets with donor restrictions are restricted for the following purposes as of June 30, 2019:

|  |                     |
|--|---------------------|
| Homeless Resource Center                 | \$ 14,762           |
| Housing Stabilization Program            | 195,296             |
| Project Grow                             | 88,972              |
| Service Enriched Housing                 | 45,500              |
| Program Reach                            | 107,279             |
| Capital projects                         | <u>2,820,379</u>    |
| Total net assets with donor restrictions | <u>\$ 3,272,188</u> |

*For The Year Ended June 30, 2019*

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**12. Special Events**

The Organization participated in several special events during the year. Special event revenues and expenses for the year ended June 30, 2019 were as follows:

|                 | <u>Revenues</u>   | <u>Direct Expenses</u> | <u>Net</u>        |
|-----------------|-------------------|------------------------|-------------------|
| Tree Lighting   | \$ 554,295        | \$ 69,629              | \$ 484,666        |
| Golf Tournament | 137,654           | 37,846                 | 99,808            |
| Others          | <u>67,862</u>     | <u>36,411</u>          | <u>31,451</u>     |
| Total           | <u>\$ 759,811</u> | <u>\$ 143,886</u>      | <u>\$ 615,925</u> |

**13. Employee Benefit Plan**

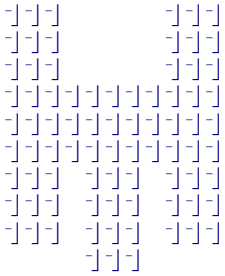
The Organization sponsors a Safe Harbor contribution plan pursuant to Section 401(k) of the Internal Revenue Code. All employees are eligible to participate upon hire. Under the plan, employees may contribute a specified percentage of their salary or a fixed dollar amount to the plan. The Organization contributes a Safe Harbor contribution of 3% of eligible compensation to the plan once the employee had completed one year of service. The Organization's contribution to the plan for the year ended June 30, 2019 was \$74,632.

**14. Concentrations**

The Organization maintains its cash in bank deposit accounts, which, at times, may exceed federally insured limits. Accounts are guaranteed by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. As of June 30, 2019, there was approximately \$4,117,000 of uninsured deposits held in bank. The Organization has not experienced any losses on such accounts and management believes the Organization is not exposed to any significant credit risk arising from such balances.

**15. Subsequent Events**

Management has evaluated subsequent events through October 25, 2019, the date on which the consolidated financial statements were available to be issued, and determined that there were no further disclosures required to be presented in these consolidated financial statements.



# Holyfield & Thomas, LLC

Certified Public Accountants & Advisors

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## INDEPENDENT AUDITOR'S 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  
Adopt-A-Family  
of the Palm Beaches, Inc.  
Lake Worth, Florida

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 consolidated financial statements of Adopt-A-Family of the Palm Beaches, Inc., which comprise the consolidated statement of financial position as of June 30, 2019, and the related consolidated statements of activities, cash flows, and functional expenses for the year ended, and the related notes to the consolidated financial statements, and have issued our report thereon dated October 25, 2019.

### ***Internal Control Over Financial Reporting***

In planning and performing our audit of the consolidated financial statements, we considered Adopt-A-Family of the Palm Beaches, Inc.'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 consolidated financial statements, but not for the purpose of expressing an opinion on the effectiveness of Adopt-A-Family of the Palm Beaches, Inc.'s internal control. Accordingly, we do not express an opinion on the effectiveness of Adopt-A-Family of the Palm Beaches, Inc.'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 a 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 the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be deficiencies, significant deficiencies, or material weaknesses. Given those limitations, during an audit we did not identify any deficiencies in internal control that we consider to be material weaknesses, as defined above. However, material weaknesses may exist that have not been identified.



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

As part of obtaining reasonable assurance about whether Adopt-A-Family of the Palm Beaches, Inc.'s consolidated financial statements are free of 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*.

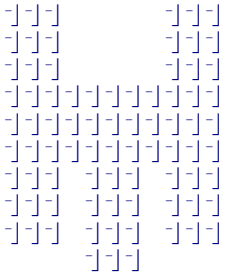
### ***Purpose of this Report***

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 in the effectiveness of Adopt-A-Family of the Palm Beaches, Inc.'s internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Adopt-A-Family of the Palm Beaches, Inc.'s internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

This report is intended solely for the information and use of the board of directors, management, federal awarding agencies, and pass-through agencies and is not intended to be and should not be used by anyone other than these specified parties.

*Holyfield & Thomas, LLC*

West Palm Beach, Florida  
October 25, 2019



# Holyfield & Thomas, LLC

Certified Public Accountants & Advisors

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## INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

To the Board of Directors of  
Adopt-A-Family  
of the Palm Beaches, Inc.  
Lake Worth, Florida

### ***Report on Compliance for Each Major Federal Program***

We have audited Adopt-A-Family of the Palm Beaches, Inc.'s compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of Adopt-A-Family of the Palm Beaches, Inc.'s major federal programs for the year ended June 30, 2019. Adopt-A-Family of the Palm Beaches, Inc.'s major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

### ***Management's Responsibility***

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

### ***Auditor's Responsibility***

Our responsibility is to express an opinion on compliance for each of Adopt-A-Family of the Palm Beaches, Inc.'s major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Adopt-A-Family of the Palm Beaches, Inc.'s compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of Adopt-A-Family of the Palm Beaches, Inc.'s compliance.

### ***Opinion on Each Major Federal Program***

In our opinion, Adopt-A-Family of the Palm Beaches, Inc. complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2019.

### ***Report on Internal Control Over Compliance***

Management of Adopt-A-Family of the Palm Beaches, Inc. is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Adopt-A-Family of the Palm Beaches, Inc.'s internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Adopt-A-Family of the Palm Beaches, Inc.'s internal control over compliance.

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

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

*Holyfield & Thomas, LLC*

West Palm Beach, Florida  
October 25, 2019

*For The Year Ended June 30, 2019*

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**SECTION I – SUMMARY OF AUDITOR’S RESULTS**

*Consolidated Financial Statements*

|   |            |
|---|------------|
| Type of auditor’s report issued:  | Unmodified |
| Internal control over financial reporting:  |            |
| Material weakness identified?   | No         |
| Significant deficiency(ies) identified that are not considered to be material weaknesses? | No         |
| Noncompliance material to consolidated financial statements noted?                        | No         |

*Federal Awards*

|  |  |
|--|--|
| Internal control over major programs:  |  |
| Material weakness(es) identified?  | No   |
| Significant deficiency(ies) identified that are not considered to be material weaknesses?          | No   |
| Type of auditor’s report issued on compliance on major programs:                                   | Unmodified   |
| Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? | No   |
| Major programs:  |  |
| CFDA Number(s)   | 14.267   |
| Name of Federal Program or Cluster:  | U.S. Department of Housing and Urban Development - Continuum of Care Program |
| Dollar Threshold used to distinguish between type A and type B programs:                           | \$ 750,000   |
| Auditee qualified as a low-risk auditee?   | Yes  |

*For The Year Ended June 30, 2019*

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**SECTION II – CONSOLIDATED FINANCIAL STATEMENT FINDINGS**

There are no findings or questioned costs reported for the year ended June 30, 2019, relative to financial reporting for Adopt-A-Family of the Palm Beaches, Inc.

**SECTION III – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS**

There are no findings or questioned costs reported for the year ended June 30, 2019, relative to federal awards for Adopt-A-Family of the Palm Beaches, Inc.

**CORRECTIVE ACTION PLAN**

There is no corrective action plan required, as there are no findings or question costs reported for the year ended June 30, 2019.

**PRIOR YEAR FINDINGS AND QUESTIONED COSTS**

There were no prior audit findings or questioned costs for the year ended June 30, 2018, relative to federal awards requiring action on the part of the auditee for that fiscal year.

**SUPPLEMENTARY INFORMATION**

**ADOPT-A-FAMILY  
OF THE PALM BEACHES, INC.**

**SCHEDULE OF EXPENDITURES  
OF FEDERAL AWARDS**

***For the Year Ended June 30, 2019***

| <u>Federal Grantor/Pass-Through Grantor<br/>Program or Cluster Title</u>                           | <u>CFDA Number /<br/>Award Number</u> | <u>Federal<br/>Expenditures</u> |
|--|---------------------------------------|---------------------------------|
| U.S. Department of Housing and Urban Development -<br>Office of Community Planning and Development |                                       |                                 |
| Continuum of Care Program:   | 14.267 /                              |                                 |
| Project SAFE II  | FL0288L4D051710                       | \$ 187,596                      |
| Project SAFE II  | FL0288L4D051811                       | 63,833                          |
| Bridges to Success   | FL0275L4D051608                       | 30,609                          |
| Bridges to Success   | FL0275L4D051709                       | 199,855                         |
| Connecting Youth to Opportunity  | FL0664L4D051600                       | 6,942                           |
| Connecting Youth to Opportunity  | FL0664L4D051701                       | 249,101                         |
| Passed through from Palm Beach County<br>Housing and Community Development:                        |                                       |                                 |
| Emergency Solutions Grants Program:  | 14.231 /                              |                                 |
| Emergency Solutions Grant  | R2017-1545                            | 11,522                          |
| Emergency Solutions Grant  | R2018-1336                            | <u>164,627</u>                  |
| Total federal expenditures   |                                       | <u><u>\$ 914,085</u></u>        |

*See independent auditor's report and accompanying notes to  
Schedule of Expenditures of Federal Awards.*

*For The Year Ended June 30, 2019*

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1. **Basis of Presentation**

The accompanying schedule of expenditures of federal awards includes the federal grant activity of Adopt-A-Family of the Palm Beaches, Inc. and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

*See independent auditor's report.*



**ADOPT-A-FAMILY  
OF THE PALM BEACHES, INC.**

**SCHEDULE OF REVENUES AND EXPENSES  
- OPERATIONS AND CAPITAL PROJECT**

*For the Year Ended June 30, 2019*

|   | Operations          | Capital<br>Project | Totals            |
|---|---------------------|--------------------|-------------------|
| <b>Revenues:</b>                        |                     |                    |                   |
| Governmental grants                     | \$ 3,567,599        | \$ -               | \$ 3,567,599      |
| United Way allocations                  | 506,261             | -                  | 506,261           |
| Contributions                           | 1,423,971           | 919,046            | 2,343,017         |
| In-kind donations                       | 42,710              | -                  | 42,710            |
| Special events                          | 759,811             | -                  | 759,811           |
| Rents                                   | 479,410             | -                  | 479,410           |
| GROW tuition                            | 8,113               | -                  | 8,113             |
| Other income                            | 15,260              | 32,804             | 48,064            |
| <b>Total revenues</b>                   | <b>6,803,135</b>    | <b>951,850</b>     | <b>7,754,985</b>  |
| <b>Expenses:</b>                        |                     |                    |                   |
| Salaries                                | 2,823,665           | 38,523             | 2,862,188         |
| Employee benefits                       | 598,853             | 9,845              | 608,698           |
| Payroll taxes                           | 204,758             | 2,662              | 207,420           |
|   | 3,627,276           | 51,030             | 3,678,306         |
| Advertising and recruitment             | 5,073               | -                  | 5,073             |
| Building maintenance                    | 227,169             | 5,477              | 232,646           |
| Direct fundraising costs                | 126,123             | 17,763             | 143,886           |
| Equipment rental and purchases          | 2,621               | -                  | 2,621             |
| Insurance expense                       | 198,630             | 6,459              | 205,089           |
| Interest expense                        | 10,151              | -                  | 10,151            |
| Membership dues                         | 22,043              | 139                | 22,182            |
| Office supplies                         | 75,108              | 1,985              | 77,093            |
| Other expenses                          | 14,402              | 19                 | 14,421            |
| Postage                                 | 4,100               | 32                 | 4,132             |
| Printing                                | 8,737               | 53                 | 8,790             |
| Professional fees                       | 182,720             | 19,854             | 202,574           |
| Property and sales tax                  | 25,860              | 2,077              | 27,937            |
| Rent                                    | 10,850              | -                  | 10,850            |
| Specific assistance                     | 1,935,312           | -                  | 1,935,312         |
| Telephone                               | 31,048              | -                  | 31,048            |
| Training and development                | 39,077              | 444                | 39,521            |
| Travel and transportation               | 27,810              | 25                 | 27,835            |
| Utilities                               | 33,400              | 22                 | 33,422            |
|   | 6,607,510           | 105,379            | 6,712,889         |
| Depreciation                            | 347,472             | -                  | 347,472           |
| <b>Total expenses</b>                   | <b>6,954,982</b>    | <b>105,379</b>     | <b>7,060,361</b>  |
| <b>Excess of revenues over expenses</b> | <b>\$ (151,847)</b> | <b>\$ 846,471</b>  | <b>\$ 694,624</b> |

*See independent auditor's report.*

**ADOPT-A-FAMILY  
OF THE PALM BEACHES, INC.**

**CONSOLIDATED SCHEDULE OF  
PROGRAM EXPENSES**

*For the Year Ended June 30, 2019*

|                                | Bridges<br>to Success | Project<br>GROW   | Homeless<br>Resource<br>Center | Housing<br>Stabilization<br>Program |
|--------------------------------|-----------------------|-------------------|--------------------------------|-------------------------------------|
| Salaries                       | \$ 3,622              | \$ 324,088        | \$ 895,139                     | \$ 288,158                          |
| Employee benefit               | 109                   | 77,134            | 212,195                        | 63,894                              |
| Payroll taxes                  | 269                   | 24,240            | 66,403                         | 20,931                              |
|                                | <u>4,000</u>          | <u>425,462</u>    | <u>1,173,737</u>               | <u>372,983</u>                      |
| Advertising and recruitment    | -                     | 2,454             | 1,007                          | 501                                 |
| Building maintenance           | -                     | 23,076            | 508                            | 924                                 |
| Equipment rental and purchases | -                     | -                 | -                              | -                                   |
| Insurance expense              | -                     | 18,803            | 28,102                         | 20,525                              |
| Membership dues                | -                     | 388               | 2,431                          | 1,207                               |
| Office supplies                | -                     | 9,766             | 24,765                         | 8,987                               |
| Other expenses                 | -                     | 14                | -                              | 4                                   |
| Postage                        | -                     | 104               | 285                            | 67                                  |
| Printing                       | -                     | 60                | 346                            | 120                                 |
| Professional fees              | -                     | 10,138            | 26,692                         | 10,954                              |
| Property and sales tax         | -                     | 691               | -                              | 422                                 |
| Rent                           | -                     | 977               | 2,604                          | 1,084                               |
| Specific assistance            | 227,221               | 31,997            | 1,120,780                      | 389,152                             |
| Telephone                      | -                     | 2,021             | 4,685                          | 2,194                               |
| Training and development       | -                     | 2,155             | 8,599                          | 2,064                               |
| Travel and transportation      | -                     | 1,460             | 13,438                         | 1,797                               |
| Utilities                      | -                     | 2,713             | 7,236                          | 3,015                               |
|                                | <u>231,221</u>        | <u>532,279</u>    | <u>2,415,215</u>               | <u>816,000</u>                      |
| Depreciation                   | -                     | 27,731            | -                              | 10,066                              |
| Total expenses                 | <u>\$ 231,221</u>     | <u>\$ 560,010</u> | <u>\$ 2,415,215</u>            | <u>\$ 826,066</u>                   |

*See independent auditor's report.*

**ADOPT-A-FAMILY  
OF THE PALM BEACHES, INC.**

**CONSOLIDATED SCHEDULE OF  
PROGRAM EXPENSES**

| <u>NSP2</u>       | <u>Project<br/>S.A.F.E.</u> | <u>Service<br/>Enriched<br/>Housing</u> | <u>CLT / Wiley<br/>Reynolds<br/>Apartments</u> | <u>Mental<br/>Health<br/>Wellness</u> | <u>Program<br/>REACH</u> | <u>Total<br/>Program<br/>Expenses</u> |
|-------------------|-----------------------------|---|--|---------------------------------------|--------------------------|---------------------------------------|
| \$ 68,442         | \$ 245,053                  | \$ 108,123                              | \$ 24,586                                      | \$ 57,362                             | \$ 283,351               | \$ 2,297,924                          |
| 16,525            | 60,497                      | 17,696                                  | 5,459  | 4,387                                 | 39,042                   | 496,938                               |
| 5,062             | 17,984                      | 7,836                                   | 1,850  | 4,331                                 | 21,564                   | 170,470                               |
| <u>90,029</u>     | <u>323,534</u>              | <u>133,655</u>                          | <u>31,895</u>                                  | <u>66,080</u>                         | <u>343,957</u>           | <u>2,965,332</u>                      |
| 29                | 622                         | 37                                      | 11   | 87                                    | 4                        | 4,752                                 |
| 43,893            | 44,481                      | 37,991                                  | 23,369   | 185                                   | 11,566                   | 185,993                               |
| -                 | -                           | -                                       | -  | -                                     | -                        | -                                     |
| 26,115            | 19,354                      | 10,262                                  | 3,444  | 3,995                                 | 14,052                   | 144,652                               |
| 2,163             | 4,954                       | 3,497                                   | 940  | 131                                   | 246                      | 15,957                                |
| 1,271             | 8,562                       | 1,408                                   | 510  | 1,272                                 | 2,189                    | 58,730                                |
| 2                 | 5                           | 48                                      | -  | -                                     | 24                       | 97                                    |
| 37                | 90                          | 27                                      | 9  | 22                                    | 34                       | 675                                   |
| 27                | 114                         | 35                                      | 13   | 29                                    | 482                      | 1,226                                 |
| 6,744             | 17,612                      | 9,776                                   | 3,262  | 2,191                                 | 14,142                   | 101,511                               |
| 10,112            | 5,755                       | 5,995                                   | 1,556  | 84                                    | -                        | 24,615                                |
| 434               | 977                         | 543                                     | 217  | 217                                   | 1,302                    | 8,355                                 |
| 18,544            | 76,019                      | 49,558                                  | 10,356   | 53                                    | 11,632                   | 1,935,312                             |
| 944               | 9,077                       | 2,004                                   | 441  | 439                                   | 4,007                    | 25,812                                |
| 500               | 2,242                       | 2,423                                   | 166  | 764                                   | 1,243                    | 20,156                                |
| 146               | 2,843                       | 2,707                                   | 129  | 556                                   | 2,408                    | 25,484                                |
| 1,206             | 4,159                       | 2,903                                   | 603  | 603                                   | 3,982                    | 26,420                                |
| 202,196           | 520,400                     | 262,869                                 | 76,921   | 76,708                                | 411,270                  | 5,545,079                             |
| 68,222            | 88,414                      | 40,863                                  | 77,277   | 1,710                                 | 8,399                    | 322,682                               |
| <u>\$ 270,418</u> | <u>\$ 608,814</u>           | <u>\$ 303,732</u>                       | <u>\$ 154,198</u>                              | <u>\$ 78,418</u>                      | <u>\$ 419,669</u>        | <u>\$ 5,867,761</u>                   |

*See independent auditor's report.*