Northside Economic Opportunity Network

Minneapolis, Minnesota

Combined Financial Statements With Additional Information Auditor's Report For the Years Ended December 31, 2017 and 2016



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Independent Auditor's Report

Board of Directors Northside Economic Opportunity Network Minneapolis, Minnesota

We have audited the accompanying combined financial statements of Northside Economic Opportunity Network, which comprise the statements of financial position as of December 31, 2017 and 2016, and the related statements of activities and changes in net assets, functional expense, and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audits to obtain reasonable assurance that the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the combined financial statements referred to above present fairly, in all material respects, the financial position of Northside Economic Opportunity Network as of December 31, 2017 and 2016, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Capito Ent and Azite, Rtd.

Certified Public Accountants

Minneapolis, Minnesota August 1, 2018

NORTHSIDE ECONOMIC OPPORTUNITY NETWORK COMBINED STATEMENTS OF ACTIVITIES AND CHANGES IN NET ASSETS FOR THE YEARS ENDED DECEMBER 31, 2017 AND 2016

		2017		2016				
		Temporarily		Temporarily				
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total		
Support and Revenue:								
Grants and Contributions	\$ 108,386	. ,	\$ 922,386	\$ 189,261	\$ 181,350	\$ 370,611		
Government Grants and Contracts	221,490		221,490	286,330	-	286,330		
Program Fees	95,322	-	95,322	90,682	-	90,682		
Membership Dues	50,054	-	50,054	26,954	-	26,954		
Special Event Income	7,711	-	7,711	145	-	145		
Interest and Other Income	2,415	-	2,415	5,452	-	5,452		
Net Assets Released from Restrictions:								
Satisfaction of Capital Restrictions	19,546	(19,546)	-	36,966	(36,966)	-		
Satisfaction of Program Restrictions	235,850	(235,850)	-	-	-	-		
Satisfaction of Time Restrictions	197,000	(197,000)	-	44,083	(44,083)	-		
Total Support and Revenue	937,774	361,604	1,299,378	679,873	100,301	780,174		
Expense:								
Program Services	854,982	-	854,982	530,759	-	530,759		
Support Services:								
Management and General	227,593	-	227,593	77,216	-	77,216		
Fundraising	43,743	-	43,743	35,667	-	35,667		
Total Support Services	271,336	-	271,336	112,883	-	112,883		
Total Expense	1,126,318	-	1,126,318	643,642		643,642		
Change in Net Assets	(188,544	361,604	173,060	36,231	100,301	136,532		
Net Assets - Beginning of Year	188,521	360,413	548,934	152,290	260,112	412,402		
Net Assets - End of Year	\$ (23	\$ 722,017	\$ 721,994	\$ 188,521	\$ 360,413	\$ 548,934		

The accompanying Notes to Financial Statements are an integral part of these statements.

EXHIBIT B

NORTHSIDE ECONOMIC OPPORTUNITY NETWORK <u>COMBINED STATEMENT OF FUNCTIONAL EXPENSE</u> FOR THE YEAR ENDED DECEMBER 31, 2017 WITH COMPARATIVE TOTALS FOR 2016

	2017								
	Total			Total	Total	Total			
	Program	Management	Fund-	Support	All	All			
	Services	& General	raising	Services	Services	Services			
Salary and Wages	\$ 391,638	\$ 22,580	\$ 12,447	\$ 35,027	\$ 426,665	\$ 234,392			
Benefits	31,956	1,828	1,147	2,975	34,931	24,060			
Payroll Taxes	43,491	2,745	1,383	4,128	47,619	27,478			
Total Personnel Costs	467,085	27,153	14,977	42,130	509,215	285,930			
Professional Fees	160,545	144,682	22,544	167,226	327,771	144,628			
Occupancy	90,021	18,161	4,356	22,517	112,538	94,371			
Office Expense	55,755	17,758	432	18,190	73,945	38,421			
Other Expense	15,402	3,232	167	3,399	18,801	15,189			
Staff and Volunteer	9,487	8,334	229	8,563	18,050	10,809			
Transportation	12,206	2,090	3	2,093	14,299	6,056			
Participant	11,536	-	-	-	11,536	14,016			
Telecommunication	4,242	4,623	99	4,722	8,964	8,049			
Depreciation	28,703	1,560	936	2,496	31,199	26,173			
Total Expense	\$ 854,982	\$ 227,593	\$ 43,743	\$ 271,336	\$ 1,126,318	\$ 643,642			

The accompanying Notes to Financial Statements are an integral part of this statement.

NORTHSIDE ECONOMIC OPPORTUNITY NETWORK COMBINED STATEMENT OF FUNCTIONAL EXPENSE FOR THE YEAR ENDED DECEMBER 31, 2016

		Support Services					
	Total			Total	Total		
	Program	Management	Fund-	Support	All		
	Services	& General	raising	Services	Services		
Salaries	\$ 215,100	\$ 9,646	\$ 9,646	\$ 19,292	\$ 234,392		
Employee Benefits	22,202	929	929	1,858	24,060		
Payroll Taxes	25,107	1,185	1,186	2,371	27,478		
Total Personnel Costs	262,409	11,760	11,761	23,521	285,930		
Professional Fees	81,392	48,102	15,134	63,236	144,628		
Occupancy	81,581	6,457	6,333	12,790	94,371		
Office Expense	33,198	4,834	389	5,223	38,421		
Other Expense	13,572	1,211	406	1,617	15,189		
Staff and Volunteer	7,890	2,557	362	2,919	10,809		
Transportation	5,777	266	13	279	6,056		
Participant	14,016	-	-	-	14,016		
Telecommunication	6,851	979	219	1,198	8,049		
Depreciation	24,073	1,050	1,050	2,100	26,173		
Total Expense	\$ 530,759	\$ 77,216	\$ 35,667	\$ 112,883	\$ 643,642		

The accompanying Notes to Financial Statements are an integral part of this statement.

NORTHSIDE ECONOMIC OPPORTUNITY NETWORK COMBINED STATEMENTS OF FINANCIAL POSITION DECEMBER 31, 2017 AND 2016

	2017		 2016
ASSETS			
Current Assets:			
Cash	\$	249,586	\$ 283,045
Accounts Receivable	•	34,183	113,935
Grants Receivable		379,500	52,000
Prepaid Expense		2,104	1,695
Total Current Assets		665,373	 450,675
Property and Equipment - Net		179,376	 129,716
TOTAL ASSETS	\$	844,749	\$ 580,391
LIABILITIES AND NET ASSETS			
Current Liabilities:			
Accounts Payable	\$	19,908	\$ 12,483
Accrued Salaries and Vacation		29,103	18,974
Notes Payable - Current		38,886	 -
Total Current Liabilities		87,897	31,457
Long-term Liabilities:			
Notes Payable		34,858	 -
Total Liabilities		122,755	31,457
Net Assets:			
Unrestricted:			
Designated		60,000	60,000
Undesignated		(60,023)	 128,521
Total Unrestricted		(23)	188,521
Temporarily Restricted		722,017	 360,413
Total Net Assets		721,994	 548,934
TOTAL LIABILITIES AND NET ASSETS	\$	844,749	\$ 580,391

The accompanying Notes to Financial Statements are an integral part of these statements.

NORTHSIDE ECONOMIC OPPORTUNITY NETWORK COMBINED STATEMENTS OF CASH FLOWS FOR THE YEARS ENDED DECEMBER 31, 2017 AND 2016

		2017	2016		
Increase (Decrease) in Cash					
Cash Flows from Operating Activities:					
Change in Net Assets	\$	173,060	\$	136,532	
Total Adjustments		(199,404)		90,339	
Net Cash Provided (Used) by Operating Activities		(26,344)		226,871	
Cash Flows from Investing Activities:					
Purchases of Property and Equipment		(80,859)		(50,072)	
Net Cash (Used) by Investing Activities		(80,859)		(50,072)	
Cash Flows from Financing Activities:					
Proceeds from Issuance of Notes Payable		80,000		-	
Principal Payments on Notes Payable		(6,256)		-	
Net Cash Provided by Financing Activities		73,744		-	
Net Increase (Decrease) in Cash		(33,459)		176,799	
Cash - Beginning of Year		283,045		106,246	
Cash - End of Year	\$	249,586	\$	283,045	
Supplemental Disclosure of Cash Flow Information					
Cash Paid For:					
Interest	\$	833	\$	-	

The accompanying Notes to Financial Statements are an integral part of these statements.

1. <u>Summary of Significant Accounting Policies</u>

Basis of Combination

The combined financial statements of Northside Economic Opportunity Network (NEON) include the accounts of NEON Property Maintenance LLC. NEON is the sole member of NEON Property Maintenance LLC which was founded May 18, 2016. All material inter-organizational transactions have been eliminated.

Organizational Purpose

NEON is a North Minneapolis community-based organization whose mission is to expand economic opportunities and build wealth for North Minneapolis residents through creation, growth, and development of small businesses in the North Minneapolis area. NEON works collaboratively with partner organizations to pursue these primary strategies: entrepreneur training, credit building, small business financing, microlending, business siting, technical assistance and support, and youth training. NEON's staff pursues these strategies directly through supporting activities which include community outreach, program administration, fundraising, collaborative efforts and support for commercial real estate development in the region. NEON's vision is to help create a prosperous sustainable North Minneapolis in collaboration with others, provide a wide array of services that raise the quality of life for North Minneapolis residents by creating and expanding economic opportunities for residents who start, own and operate those businesses.

Fund Accounting

In order to observe the limitation and restrictions placed on resources available to NEON, the accounts are maintained in accordance with the principles of fund accounting. This is the procedure whereby resources are classified for accounting and reporting purposes into net asset groupings established according to their nature and restrictions. A description of the groupings is as follows:

<u>Unrestricted Net Assets</u> – Net assets which are neither permanently nor temporarily restricted by donor-imposed stipulations. These net assets include both board designated and undesignated amounts. Property and equipment is reported as unrestricted net assets.

<u>Temporarily Restricted Net Assets</u> – The part of net assets of NEON resulting from contributions and other inflows of assets whose use is limited by donor-imposed stipulations that either expire by passage of time or can be fulfilled and removed by actions pursuant to those stipulations.

1. <u>Summary of Significant Accounting Policies (continued)</u>

Accounts Receivable and Doubtful Accounts

NEON extends credit to its customers on terms it establishes for individual customers. Receivables are recorded at amounts billed and are generally due when billed. Amounts outstanding for more than 30 days are considered delinquent. Accounts receivable are generally uncollateralized and NEON does not charge interest on accounts receivable balances. NEON reviews accounts receivable balances on a periodic basis and writes off delinquent receivables when they are considered uncollectible. No allowance for doubtful accounts has been provided as accounts receivable are considered collectable.

Property and Equipment

All major expenditures over \$2,500 for property and equipment are capitalized at cost. Contributed furniture and equipment is recorded at fair market value at date of donation. Depreciation is provided through the use of the straight-line method.

Contributions

Contributions are recorded when received and recognized as support in the period received. If donor-imposed restrictions accompany the contribution, the amount is recorded as temporarily or permanently restricted until the donor-imposed restrictions expire or are fulfilled. Temporarily restricted net assets are reclassified to unrestricted in the period donor-imposed restrictions expire or are fulfilled, and are reported in the Statements of Activities under the Support and Revenue Category – Net Assets Released from Restrictions except when the receipt and expiration occur in the same period, in which case the contribution is shown as unrestricted.

Promises-To-Give (Pledges Receivable)

Unconditional promises-to-give are recognized in the period the promises are made. Conditional promises-to-give are recognized when the conditions on which they depend are substantially met, that is, when the conditional promise becomes unconditional.

Government Grants and Contracts

Government grants and contract funds are recorded as revenue when earned. Revenue is earned when eligible expenditures, as defined in each grant or contract, are made. Funds received but not yet earned are shown as refundable advances. Expenditures under government contracts are subject to review by the granting authority. To the extent, if any, that such a review reduces expenditures allowable under these contracts, NEON will record such disallowance at the time the final assessment is made.

1. <u>Summary of Significant Accounting Policies (continued)</u>

In-kind Contributions and Services

In-kind contributions and services are recorded at the fair market value of the services provided based on the number of hours of service provided, or fair market value of equipment provided.

Functional Allocation of Expense

Salaries and related expenses are allocated based on job descriptions and the best estimates of management. Expenses, other than salaries and related expenses, which are not directly identifiable by program or supporting service, are allocated based on the best estimates of management.

Income Tax

NEON has a tax-exempt status under Section 501(c)(3) of the Internal Revenue Code and has adopted *Accounting for Uncertainty in Income Taxes*, ASC 740-10. NEON's policy is to evaluate uncertain tax positions, at least annually, for the potential for income tax exposure from unrelated business income or from loss of nonprofit status. NEON continues to operate consistent with its original exemption application and each year takes the necessary actions to maintain its exempt status. It has been classified as an organization that is not a private foundation under the Internal Revenue Code and charitable contributions by donors are tax deductible. In compliance with its exempt status, NEON annually files a Return of Organization Exempt From Income Tax (Form 990). The returns for the years ending December 31, 2014 and later remain subject to examination by the Internal Revenue Service.

Use of Estimates

The preparation of financial statement in conformity with accounting principles generally accepted in the United States of America require management to make estimates and assumptions that affect the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Subsequent Events

NEON has evaluated the effect that subsequent events would have on the financial statements through August 1, 2018, which is the date financial statements were available to be issued.

2. <u>Financial Instruments</u>

Significant Concentrations of Credit Risk

NEON provides services within the Twin Cities area. The amounts due for services provided are from individuals, or their third-party payors, substantially all of whom are local residents. In addition, grants and contributions receivable are from local residents, governments or institutions.

3. <u>Property and Equipment</u>

NEON owned the following as of:

0	December 31,				Estimated
		2017 2016			Useful Lives
Leasehold Improvements	\$	205,401	\$	124,542	5 years
Furniture and Equipment		35,460		35,460	3-5 years
		240,861		160,002	
Less Accumulated Depreciation		61,485		30,286	
	\$	179,376	\$	129,716	

Depreciation expense of \$31,199 and \$26,173 was recorded for the year ended December 31, 2017 and 2016, respectively.

4. <u>Temporarily Restricted Net Assets</u>

Temporarily restricted net assets consisted of amounts for the following as of:

		December 31,		
		2017		2016
Business Development	\$	200,000	\$	-
Future Operations		192,500		183,000
Capacity Building		100,000		-
Incubator Program		70,000		99,890
Training Program and Extended Hours		40,000		-
Revolving Loan Fund		40,000		-
Leasehold Improvements		30,017		40,023
Entrepreneur Development		25,000		-
Financial Literacy		12,000		-
Network Places and Spaces		7,500		-
Employment and Career Services		5,000		-
Human Development		-		25,000
Growth Accelerator Fund Competition		-		12,500
	<u>\$</u>	722,017	<u>\$</u>	360,413

5. Notes Payable

The breakdown of notes payable is as follows:

	December 31,			
		2017		2016
6.5% note payable to the Nonprofits Assistance Fund. Payments of \$3,545 that includes principal and interest is due monthly. Remaining principal balance is due on July 16, 2019. The note is secured by assets of the organization.	\$	73,744	\$	-
Less Portion Due Within One (1) Year Long-term Portion	<u>\$</u>	<u>38,886</u> 34,858	<u>\$</u>	
Principal payments required are as follows:				
Due in the Year Ending December 31, 2018 2019 Total	\$ \$	38,886 34,858 73,744		

6. <u>Designated Net Assets</u>

The Board of Directors made the following net asset designations as of:

		Decem	ber 3	1,
		2017		2016
Operating Reserve	<u>\$</u>	60,000	<u>\$</u>	60,000

7. Management Services Agreement

NEON has a management services agreement with MACC CommonWealth. Management fee expense is \$113,157 and \$47,348 for the years ended December 31, 2017 and 2016, respectively.

8. Leased Facilities and Equipment

Rental commitments under noncancelable leases for office space and equipment in effect at December 31, 2017, total \$538,508. The future annual rental commitments are as follows:

Due in the Year Ending December 31,		
2018	\$	159,295
2019		160,869
2020		133,069
2021		60,572
2020		24,703
Total	<u>\$</u>	<u>538,508</u>

Rental expense was \$124,161 and \$90,792 for the years ending December 31, 2017 and 2016, respectively.

9. <u>Cash Flow Operating Adjustments</u>

Adjustments to reconcile Change in Net Assets to Net Cash Provided (Used) by Operating Activities were as follows as of:

		December 31,			
		2017		2016	
Depreciation	\$	31,199	\$	26,173	
Increases (Decreases) in Current Liabilities:					
Accounts Payable		7,425		325	
Accrued Salaries and Vacation		10,129		5,597	
Decreases (Increases) in Current Assets:					
Accounts Receivable		79,752		(50,434)	
Grants Receivable		(327,500)		108,029	
Prepaid Expense		(409)		649	
Total Adjustments	\$	<u>(199,404</u>)	<u>\$</u>	90,339	

ADDITIONAL INFORMATION



Certified Public Accountants 7760 France Avenue S. Suite 940 Bloomington Minnesota 55435 952.831.0085 carpenterevert.com

Statement of Auditor's Responsibility

Board of Directors Northside Economic Opportunity Network Minneapolis, Minnesota

We have audited the combined financial statements of Northside Economic Opportunity Network as of and for the year ended December 31, 2017, and our report thereon dated August 1, 2018, which expressed an unmodified opinion on those combined financial statements, appears on page 1. Our audit was conducted for the purpose of forming an opinion on the combined financial statements as a whole. The schedules of combining statements of activities for the year ended December 31, 2017 and combining statements of financial position as of December 31, 2017, are presented for purposes of additional analysis and are not a required part of the combined financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the combined financial statements. The information has been subjected to the auditing procedures applied in the audit of the combined financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the combined financial statements or to the combined 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 combined financial statements as a whole.

Capter Ent and Amit. Atd.

Certified Public Accountants

Minneapolis, Minnesota August 1, 2018

NORTHSIDE ECONOMIC OPPORTUNITY NETWORK COMBINING STATEMENTS OF ACTIVITIES FOR THE YEAR ENDED DECEMBER 31, 2017

	Northside			
	Economic	NEON		
	Opportunity	Property		
	Network	Maintenance		
	(501(c)(3))	LLC	Eliminations	Total
Support and Revenue:				
Grants and Contributions	\$ 922,286	\$ 100	\$-	\$ 922,386
Government Grants and Contracts	221,490	-	-	221,490
Program Fees	4,065	91,257	-	95,322
Membership Dues	50,054	-	-	50,054
Special Event Income	7,711	-	-	7,711
Interest and Other Income	2,415	-	-	2,415
Total Support and Revenue	1,208,021	91,357	-	1,299,378
Expense:				
Salary and Wages	344,256	82,409	-	426,665
Benefits	27,597	7,334	-	34,931
Payroll Taxes	38,397	9,222	-	47,619
Total Personnel Expense	410,250	98,965	-	509,215
Professional Fees	189,045	138,726	-	327,771
Occupancy	104,362	8,176	-	112,538
Office Expense	43,497	30,448	-	73,945
Other Expense	16,176	2,625	-	18,801
Staff and Volunteer	17,641	409	-	18,050
Transportation	2,336	11,963	-	14,299
Participant	9,202	2,334	-	11,536
Telecommunication	8,964	-	-	8,964
Depreciation	27,570	3,629	-	31,199
Total Expense	829,043	297,275		1,126,318
Change in Net Assets from Operations	378,978	(205,918)	-	173,060
Net Assets - Beginning of Year	576,622	(27,688)		548,934
Net Assets - End of Year	\$ 955,600	\$ (233,606)	<u>\$ -</u>	\$ 721,994

NORTHSIDE ECONOMIC OPPORTUNITY NETWORK COMBINING STATEMENTS OF FINANCIAL POSITION DECEMBER 31, 2017

<u>ASSETS</u>	Northside Economic Opportunity Network (501(c)(3))	NEON Property Maintenance LLC	Eliminations	Total
Current Assets:				
Cash	\$ 249,586	\$-	\$-	\$ 249,586
Accounts Receivable	257,375	26,036	(249,228)	34,183
Grants Receivable	379,500	-	-	379,500
Prepaid Expense	2,104	-	-	2,104
Total Current Assets	888,565	26,036	(249,228)	665,373
Investment in LLC	10,000	-	(10,000)	-
Property and Equipment - Net	179,376	-		179,376
TOTAL ASSETS	\$ 1,077,941	\$ 26,036	\$ (259,228)	\$ 844,749
LIABILITIES AND NET ASSETS Current Liabilities: Accounts Payable Accrued Salaries and Vacation Notes Payable Total Current Liabilities	\$ 19,494 29,103 38,886 87,483	\$ 259,642 - - 259,642	\$ (259,228) - - (259,228)	\$ 19,908 29,103 38,886 87,897
Long-term Liabilities:				
Notes Payable	34,858			34,858
Total Liabilities	122,341	259,642	(259,228)	122,755
Net Assets:				
Unrestricted	233,583	(233,606)	-	(23)
Temporarily Restricted Total Net Assets	722,017 955,600	(233,606)		722,017 721,994
TOTAL LIABILITIES AND NET ASSETS	\$ 1,077,941	\$ 26,036	\$ (259,228)	\$ 844,749