# PERSONAL ASSISTANCE TELEPHONE HELP, INC. (PATH)

**Financial Statements** 

June 30, 2019 and 2018

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## STRIEGEL KNOBLOCH & COMPANY, L.L.C.

CERTIFIED PUBLIC ACCOUNTANTS

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#### **Independent Auditors' Report**

Board of Directors Personal Assistance Telephone Help, Inc. (PATH) Bloomington, Illinois

We have audited the accompanying financial statements of Personal Assistance Telephone Help, Inc. (PATH) (a nonprofit organization), which comprise the statements of financial position as of June 30, 2019, and 2018, and the related statements of activities, revenue and functional expenses, 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 misstatements, whether due to fraud or error.

#### Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

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

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

#### **Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of PATH as of June 30, 2019 and 2018 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

Striegel Knobloch & Company LLC

In accordance with Government Auditing Standards, we have also issued our report dated December 27, 2019 on our consideration of PATH's internal control over financial reporting and on our test of its compliance with certain provision 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 PATH's internal control over financial reporting and compliance.

Bloomington, Illinois December 27, 2019

# Personal Assistance Telephone Help, Inc. (PATH) Statements of Financial Position June 30,

## Assets

		2019	2018
Current assets:			
Cash	\$	58,458	\$ 55,440
Accounts receivable (Note 4)		178,683	234,786
Prepaid expenses		30,063	 13,512
Total current assets		267,204	 303,738
Property and equipment (Note 1):			
Office furniture and equipment		133,557	133,557
Accumulated depreciation		(116,554)	 (107,262)
Total property and equipment		17,003	26,295
Total assets	\$	284,207	\$ 330,033
Liabilities and Net	Asset	ES .	
Current liabilities:			
Accounts payable	\$	46,764	\$ 44,178
Payroll liabilities		59,938	60,830
Credit card payable		4,264	6,323
Deferred support		79,499	99,308
Line of credit (Note 3)		87,362	 77,165
Total current liabilities		277,827	 287,804
Net assets (Note 1):			
Without donor restrictions		6,380	 42,229
Total liabilities and net assets	\$	284,207	\$ 330,033

The accompanying notes are an integral part of this statement.

# Personal Assistance Telephone Help, Inc. (PATH) Statements of Activities For the Years Ended June 30,

	2019	2018
Unrestricted public support and revenue:		
Public support:		
2-1-1	\$ 302,817	\$ 249,789
Public Funding	-	-
Contributions	40,797	89,667
Promotion	46,285	38,206
Revenue:		
Grants:		
E. Central IL Area Agency on Aging	2,913	2,953
Other government agencies	647,504	663,868
Answering services	10,617	10,879
Seminars and directory revenue	6,930	5,575
Miscellaneous	28,749	 45,424
Total public support and revenue	1,086,612	1,106,361
Expenses:		
Program services:		
Homeless	224,613	227,963
Adult Protective Services	371,436	330,206
2-1-1	420,132	397,901
Special projects	34,362	33,830
Direct client assistance (Note 7)	 25,900	 41,398
Total program services	1,076,443	1,031,298
Supporting services:		
Management and general	46,018	42,974
Total expenses	1,122,461	1,074,272
Total change in net assets	(35,849)	32,089
Net assets, beginning of year	 42,229	10,140
Net assets, end of year	\$ 6,380	\$ 42,229

The accompanying notes are an integral part of these statements.

# Personal Assistance Telephone Help, Inc. (PATH) Statement of Functional Expenses For the Year Ended June 30, 2019

						PATH	Servic	ees						upport ervices																		
				Adult								Total																				
		Protective				Special			Direct Client		Program		Management		Total																	
	H	Homeless		Services		Services		Services		Services		Services		2-1-1		Projects		Projects		Assistance		Assistance		Assistance		Assistance		Services	and	l General	E	Expenses
Expenses:									,																							
Salaries and benefits	\$	135,215	\$	314,676	\$	296,118	\$	33,345	\$	385	\$	779,739	\$	28,599	\$	808,338																
Conferences and training		4,134		3,185		6,358		=		-		13,677		-		13,677																
Advertising		-		-		-		-		-		-		-		-																
Depreciation		1,682		2,962		4,648		-		-		9,292		-		9,292																
Supplies		949		2,211		6,118		-		21		9,299		112		9,411																
Insurance		-		3,274		3,017		-		-		6,291		-		6,291																
Interest		-		-		1,658		-		-		1,658		7,021		8,679																
Travel		58		9,537		25		-		-		9,620		38		9,658																
Postage and printing		1,677		2,669		3,760		-		-		8,106		89		8,195																
Professional Fees		1,017		-		480		-		-		1,497		9,359		10,856																
Program Assistance		27,073		-		-		651		25,494		53,218		-		53,218																
Occupancy		12,775		14,332		38,389		=		-		65,496		380		65,876																
Miscellaneous		-		30		12,043		-		-		12,073		-		12,073																
Membership		-		-		935		-		-		935		420		1,355																
Equipment and repairs		=		=		-		=		-		-		-		-																
Technology		40,033		18,560		46,583		366		-		105,542		-		105,542																
Fundraising						<del>-</del>																										
Total expenses		224,613		371,436		420,132		34,362		25,900		1,076,443		46,018		1,122,461																

The accompanying notes are an integral part of these statements.

# Personal Assistance Telephone Help, Inc. (PATH) Statement of Functional Expenses For the Year Ended June 30, 2018

	PATH Services															
	<u></u>			Adult								Total				
			Protective				Special		Direct Client		Program		Management			Total
	H	Iomeless		Services		2-1-1	F	Projects	As	ssistance		Services	and	d General	I	Expenses
Expenses:		_														
Salaries and benefits	\$	141,959	\$	305,815	\$	281,844	\$	32,092	\$	1,153	\$	762,863	\$	26,504	\$	789,367
Conferences and training		2,994		1,936		2,915		-		-		7,845		-		7,845
Advertising		495		-		90		-		-		585		201		786
Depreciation		1,692		3,050		1,808		-		-		6,550		-		6,550
Supplies		2,860		429		5,239		-		-		8,528		414		8,942
Insurance		-		1,982		4,604		-		-		6,586		42		6,628
Interest		-		_		-		-		-		_		5,446		5,446
Travel		109		10,882		74		-		-		11,065		168		11,233
Postage and printing		2,789		390		4,737		-		-		7,916		69		7,985
Professional Fees		-		204		-		-		-		204		9,135		9,339
Program Assistance		20,472		_		-		1,331		40,245		62,048		-		62,048
Occupancy		14,172		3,003		49,251		-		-		66,426		360		66,786
Miscellaneous		11		20		1,047		-		-		1,078		40		1,118
Membership		-		-		1,295		-		-		1,295		595		1,890
Equipment and repairs		-		-		150		-		-		150		-		150
Technology		40,410		2,495		35,748		407		-		79,060		-		79,060
Fundraising						9,099						9,099				9,099
Total expenses		227,963		330,206		397,901		33,830		41,398		1,031,298		42,974		1,074,272

The accompanying notes are an integral part of these statements.

# Personal Assistance Telephone Help, Inc. (PATH) Statements of Cash Flows June 30,

	2019		2018		
Cash flows from (used in) operating activities:		'			
Change in net assets	\$ (35,849)	\$	32,089		
Adjustments to reconcile change in net assets					
to net cash provided by operating activites:					
Depreciation	9,292		6,550		
Change in assets and liabilities					
Decrease (increase) in accounts receivable	56,103		(41,206)		
Decrease (increase) in prepaid expenses	(16,551)		26,221		
Increase (decrease) in accounts payable	2,586		(27,655)		
Increase (decrease) in accrued payroll liabilities	(892)		(4,478)		
Increase (decrease) in credit card payable	(2,059)		4,943		
Increase (decrease) in deferred support	 (19,809)		20,129		
Net cash from (used in) operating activities	(7,179)		16,593		
Cash flows from (used in) investing activities:					
Capital expenditures	 		(14,829)		
Net cash from (used in) investing activities	 		(14,829)		
Cash flows from (used in) financing activities:					
Proceeds from line of credit	10,197		-		
Payments on line of credit	 		(6,726)		
Net cash from (used in) financing activities	10,197		(6,726)		
Net increase (decrease) in cash and cash equivalents	3,018		(4,962)		
Cash and cash equivalents at beginning of year	 55,440		60,402		
Cash and cash equivalents at end of year	\$ 58,458	\$	55,440		

The accompanying notes are an integral part of this statement.

#### Note 1 – Nature of Operations and Significant Accounting Policies:

Personal Assistance Telephone Help, Inc. ("PATH") is a not-for-profit corporation locally established to provide a continuous source of immediate response to individual crises; to resolve crises during the course of initial telephone contacts when such resolution is within the capacity of the Organization's volunteer workers; to refer those initiating contact to appropriate consenting community service when deemed necessary; and to transmit to appropriate sectors of constituent communities recommendations for the development of additional service agencies for alleviation of emerging human needs.

#### **Basis of Presentation**

The Organization's financial statements have been prepared using the accrual basis of accounting in accordance with generally accepted accounting principles. Under Accounting Standards Codification ("ASC") 958, the Organization is required to distinguish between contributions received for each net asset category in accordance with donor-imposed restrictions. The Organization is required to report information regarding its financial position and activities according to two classes of net assets: without donor restrictions and with donor restrictions.

<u>Net Assets Without Donor Restrictions</u> – Net assets without donor restrictions are those assets presently available for use by the Organization at the discretion of the Board.

Net Assets With Donor Restrictions – Net assets with donor restrictions are those assets which are subject to donor-imposed stipulations that may or will be met, either by actions of the Organization and/or the passage of time, or with a donor-imposed restriction that stipulates that resources be maintained permanently, but permits the Organization to use up or expend part or all of the income (or other economic benefits) derived from the donated assets.

#### Furniture and Equipment

Furniture and equipment are stated at cost or, if acquired by gift, the fair market value at the date of the gift. The Organization's capitalization policy calls for capitalizing and depreciating assets with a cost greater than \$1,000. Depreciation is provided for in amounts sufficient to relate the cost of depreciable assets to operations over their estimated useful lives on a straight-line basis. The estimated lives used in determining depreciation are five to seven years.

#### Contributed Services

Support arising from contributed services of volunteers has not been recognized in the financial statements.

#### Functional Allocation of Expenses

Functional expenses have been allocated between program services and supporting services based on an analysis of personnel time and space utilized for each activity. Certain management and general expenses have been allocated to specific programs in accordance with grantor agreements.

#### Note 1 – Nature of Operations and Significant Accounting Policies – Continued:

#### Income Taxes

The Organization is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code and is not classified as a private foundation by the Internal Revenue Service.

#### Use of Estimates

The preparation of financial statements in conformity with U.S. generally accepted accounting principles requires management to make estimates and assumptions that affect certain amounts reported in the financial statements and accompanying notes. Accordingly, the actual results could differ from those estimates.

#### Cash and Cash Equivalents

For purposes of the statement of cash flows, the Organization considers all cash and liquid investments with an initial maturity of three months or less to be cash equivalents.

#### Reclassifications

Certain accounts in the prior year financial statement have been reclassified for comparative purposes to conform with the presentation in the current year financial statements.

#### **Note 2 – Concentration of Credit Risk:**

Financial instruments that potentially subject the Organization to concentrations of credit risk consist principally of accounts receivable. The Organization's receivables are primarily from governmental and private agencies within Illinois.

Approximately 63% and 57% of the Organization's support for 2019 and 2018, respectively, came from grants from various state and local government agencies. The grants, either directly or indirectly, are subject to suitable and sufficient appropriation by the General Assembly and other governmental bodies and can be terminated. If a material reduction in the level of this support and revenue were to occur, it would have a significant effect on the operations of the Organization.

The Organization maintains cash balances at a single financial institution. Accounts at the institution are insured by the Federal Deposit Insurance Corporation up to \$250,000. There are no uninsured amounts at June 30, 2019 and 2018.

#### Note 3 – Lines of credit:

The Organization had a line of credit with Commerce Bank for \$25,000. The agreement calls for regular monthly payments, including interest currently at 8.5%. The balance due on the line of credit was \$22,362 and \$12,165 at June 30, 2019 and 2018, respectively.

#### Note 3 – <u>Lines of Credit – Continued</u>:

The Organization also has a line of credit with CEFCU for \$65,000. The agreement calls for regular monthly payments, including interest currently at 5.25%. The balance due on the line of credit was \$65,000 and \$65,000 at June 30, 2019 and 2018, respectively.

#### Note 4 – Accounts Receivable:

Accounts receivable consists of the following at June 30:

	 2019	_	2018
Federal Government Agencies	\$ 24,133	\$	21,545
State of Illinois Agencies	96,915		155,495
East Central Illinois Area Agency on Aging	882		886
Town of Normal	5,900		12,300
City of Bloomington	6,345		4,128
McLean County	3,250		-
Other	 41,258		40,432
	\$ 178,683	\$	234,786

The Organization considers all receivables to be fully collectible. Accordingly, no allowance for doubtful accounts has been recorded. If amounts become uncollectible, they will be charged to operations when that determination is made.

#### Note 5 – Retirement Plan:

The Organization established an elective 401(k) deferred compensation plan March 1, 2014. The Plan includes discretionary matching of up to 100% of the first 3% per payroll of eligible compensation and discretionary contributions. Matching contributions are at the discretion of the Board of Directors and are determined at the beginning of the plan year. Employees are eligible to participate in this plan after one year of service. The Organization's contribution for the fiscal years ended June 30, 2019 and 2018 were \$ - 0 - and \$ - 0 -, respectively.

#### **Note 6 – Operating Lease Commitments:**

The Organization leases its office space from an unrelated third party. On November 1, 2019, the Organization entered into a written lease agreement which called for monthly lease payments of \$4,214 until the lease expires on October 31, 2024. As part of this same lease, the Organization leased fifteen parking spaces for \$525 per month. In addition to the monthly lease payment, the Organization paid a proportionate share of utilities and maintenance.

Total rent expense was \$47,196 and \$47,196 for the years ended June 30, 2019 and 2018, respectively.

## Note 6 - Operating Lease Commitments - Continued:

Minimum future lease payments for the above leases are as follows:

Year Ended	
June 30	
2020	\$ 49,444
2021	50,568
2022	50,568
2023	50,568
2024	50,568

### **Note 7 – <u>Direct Client Assistance</u>**:

		2018		
Revenue				
City of Bloomington EF	\$	3,687	\$	11,593
Town of Normal HERAP		6,808		11,960
FEMA		4,990		4,839
Specified support		9,730		13,309
EIS Early Intervention		1,036		
Total revenue	\$	26,251	\$	41,701
Expenses				
Administrative salaries and benefits				
City of Bloomington EF	\$	-	\$	476
Town of Normal HERAP		385		677
Supplies		21		-
Program Assistance				
EIS Early Intervention		1,402		-
City of Bloomington EF		3,687		11,117
Town of Normal HERAP		6,423		11,283
FEMA		5,100		4,494
Specified support		8,882		13,351
Total expenses	\$	25,900	\$	41,398

#### **Note 8 – <u>Uncertain Tax Positions</u>:**

Accounting principles generally accepted in the United States of America require the Organization's management evaluate tax positions taken by the Organization and recognize a tax liability if the Organization has taken an uncertain position that more than likely would not be sustained upon examination by the Internal Revenue Service. Management has analyzed the tax positions taken by the Organization and has concluded that as of June 30, 2019, there are no uncertain positions taken or expected to be taken that would require recognition of a liability or disclosure in the financial statements. The Organization is subject to routine audits by taxing jurisdictions; however, there are currently no audits for any tax periods in progress. Tax years prior to 2016 are closed.

#### **Note 9 – Organization Liquidity:**

The following reflects the Organization's financial assets as of June 30, 2019, reduced by amounts not available for general use because of contractual or donor-imposed restrictions within one year of June 30, 2019:

Financial assets	\$ 237,141
Less those unavailable for general expenditure	
within one year, due to:	
Donor restrictions	 
Financial assets available to meet cash needs	\$ 237.141

#### **Note 10 – Financial Statement Presentation:**

Certain amounts in the June 30, 2018 financial statements have been reclassified to conform to the June 30, 2019 presentation.

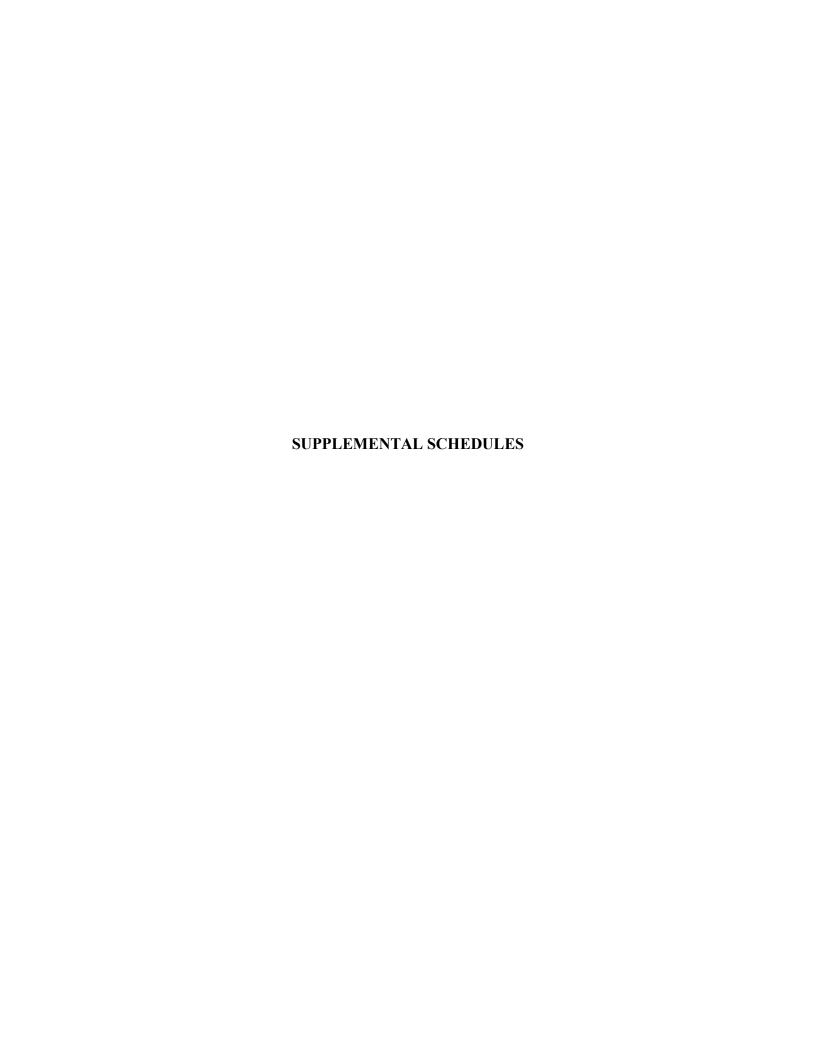
#### **Note 11 – Subsequent Events:**

No events have occurred subsequent to June 30, 2019, that require disclosure in these financial statements. Management has evaluated subsequent events through December 27, 2019 which is the date the financial statements were available to be issued.

## Note 12 – IL AIRS (Illinois Alliance of Information and Referral Systems):

# Statement of Financial Position June 30,

	2	2019	2018			
ASSETS						
Cash Prepaid Expenses	\$	17,282 110	\$	18,506 60		
Total assets	\$	17,392	\$	18,566		
LIABILITIES AND NET	ASSETS					
Accounts payable	\$	160	\$	60		
Total liabilities		160		60		
Net assets: Unrestricted		17,232		18,506		
Total liabilities and net assets	\$	17,392	\$	18,566		
Statement of Activities For the Years Ended June 3	30,					
Public Support and Revenues: United Way contributions Conference registration Dues and membership Total unrestricted public support and revenue	\$ 	575 8,030 4,611 13,216	\$	2018 2,160 8,083 10,243		
Expenses:  Conference and meetings Bank charges and fees Supplies Insurance Business office Telecommunications Technology Total expenses		8,956 38 506 1,150 3,000 600 240 14,490		7,199 36 494 1,150 3,000 600 240 12,719		
Change in unrestricted net assets	\$	(1,274)	\$	(2,476)		



#### Personal Assistance Telephone Help, Inc. (PATH) Statement of Program Revenues and Expenses For the Year Ended June 30, 2019

Support

						PATH S	ervice	·s					Services		
	Homeless		Adult Protective Services		2-1-1			Special Projects	Direct Client Assistance		Total Program Services	Management and General		E	Total Expenses
<b>Public Support and Revenue:</b>															
2-1-1	\$	-	\$	-	\$	302,817	\$	-	\$	-	\$ 302,817	\$	-	\$	302,817
Public funding		-		-		-		-		-	-		-		-
Contribtuions		345		20		40,432		-		-	40,797		-		40,797
Promotion		-		-		46,285		-		-	46,285		-		46,285
East Central Illinois Area Agency		-		2,913		-		-		-	2,913		-		2,913
Other government agencies		199,755		348,202		39,000		34,296		26,251	647,504		-		647,504
Answering services		-		-		10,617		-		-	10,617		-		10,617
Seminars and directory revenue		-		-		6,930		-		-	6,930		-		6,930
Miscellaneous		23,111		1,519		4,119					28,749		<u> </u>		28,749
Total public support and reve		223,211		352,654		450,200		34,296		26,251	1,086,612		-		1,086,612
Expenses:				_								· <u></u>	_		
Salaries and benefits	\$	135,215	\$	314,676	\$	296,118	\$	33,345	\$	385	\$ 779,739	\$	28,599	\$	808,338
Conferences and training		4,134		3,185		6,358		-		-	13,677		-		13,677
Advertising		-		-		· -		_		_	-		-		-
Depreciation		1,682		2,962		4,648		_		_	9,292		-		9,292
Supplies		949		2,211		6,118		_		21	9,299		112		9,411
Insurance		-		3,274		3,017		_		_	6,291		-		6,291
Interest		_		-		1,658		_		-	1,658		7,021		8,679
Travel		58		9,537		25		_		-	9,620		38		9,658
Postage and printing		1,677		2,669		3,760		_		_	8,106		89		8,195
Professional Fees		2,618		3,000		3,480		_		_	9,098		1,758		10,856
Program Assistance		27,073		-		· -		651		25,494	53,218		-		53,218
Occupancy		12,775		18,172		43,152		_		_	74,099		(8,223)		65,876
Miscellaneous		-		30		12,043		_		-	12,073		-		12,073
Membership		-		-		935		_		-	935		420		1,355
Equipment and repairs		-		-		-		_		_	_		-		· -
Technology		40,033		18,560		46,583		366		-	105,542		_		105,542
Fundraising				<u> </u>		<u> </u>									
Allocation of management and ge				11,499		18,315					29,814		(29,814)		
Total expenses		226,214		389,775		446,210		34,362		25,900	1,122,461				1,122,461
Change in net Assets	\$	(3,003)	\$	(37,121)	\$	3,990	\$	(66)	\$	351	\$ (35,849)	\$ - \$	<u>-</u>	\$	(35,849)

This report includes reclassifications according to grant reporting specifications.

#### Personal Assistance Telephone Help, Inc. (PATH) Statement of Program Revenues and Expenses For the Year Ended June 30, 2018

		PATH Services										Support Services			
		Homeless		Adult Protective Services		2-1-1		Special Projects		Direct Client Assistance		Management and General		Total Expenses	
<b>Public Support and Revenue:</b>															
2-1-1	\$	-	\$	-	\$	249,789	\$	-	\$	-	\$	-	\$	249,789	
Public funding		-		-		-		-		-		-		-	
Contribtuions		250		-		89,392		-		25		-		89,667	
Promotion		-		-		38,206		-		-		-		38,206	
East Central Illinois Area Agency		-		2,953		-		-		-		-		2,953	
Other government agencies		191,375		358,430		38,500		33,887		41,676		-		663,868	
Answering services		-		-		10,879		-		-		-		10,879	
Seminars and directory revenue		-		-		5,575		-		-		-		5,575	
Miscellaneous		38,036		410		6,978		-		-		-		45,424	
Total public support and reve		229,661		361,793		439,319		33,887		41,701	-	-		1,106,361	
Expenses:				_											
Salaries and benefits	\$	141,959	\$	305,815	\$	281,844	\$	32,092	\$	1,153	\$	26,504	\$	789,367	
Conferences and training		2,994		1,936		2,915		-		-		-		7,845	
Advertising		495		-		90		-		-		201		786	
Depreciation		1,692		3,050		1,808		-		-		-		6,550	
Supplies		2,860		429		5,239		_		_		414		8,942	
Insurance		-		1,982		4,604		-		-		42		6,628	
Interest		_		-		-		-		-		5,446		5,446	
Travel		109		10,882		74		_		_		168		11,233	
Postage and printing		2,789		390		4,737		_		_		69		7,985	
Professional Fees		1,803		1,977		3,924		-		-		1,635		9,339	
Program Assistance		20,472		-		-		1,331		40,245		-		62,048	
Occupancy		14,172		7,221		53,613		· -		-		(8,220)		66,786	
Miscellaneous		11		20		1,047		_		_		40		1,118	
Membership		_		_		1,295		_		_		595		1,890	
Equipment and repairs		_		_		150		_		_		_		150	
Technology		40,410		2,495		35,748		407		_		_		79,060	
Fundraising		<u> </u>				9,099								9,099	
Allocation of management and ge		1,280		12,766		12,848						(26,894)			
Total expenses		231,046		348,963		419,035		33,830		41,398				1,074,272	
Change in net Assets	\$	(1,385)	\$	12,830	\$	20,284	\$	57	\$	303	\$		\$	32,089	

This report includes reclassifications according to grant reporting specifications.