Adult Reading Center, Inc. dba Adult Education Center

Audited Financial Statements For the Years Ended June 30, 2021 and 2020

(With Independent Auditor's Report Thereon)

Adult Reading Center, Inc. dba Adult Education Center For the Years Ended June 30, 2021 and 2020

Table of Contents	Page(s)
Independent Auditor's Report	1
Financial Statements	
Statements of Financial Position	3
Statements of Activities	4
Statements of Functional Expenses	5
Statements of Cash Flows	6
Notes to Financial Statements	7

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of Adult Reading Center, Inc. dba Adult Education Center

I have audited the accompanying financial statements of Adult Reading Center, Inc. dba Adult Education Center (a nonprofit organization), which comprise the statement of financial position as of June 30, 2021, and the related statement of activities, statement of functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with 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

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that I 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, I 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.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Opinion

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Adult Reading Center, Inc. dba Adult Education Center as of June 30, 2021, and the changes in its net assets, statement of functional expenses, and its cash flows for

• 9033 Chatwood • Houston, Texas 77078 • 713.419.0356 • www.castro-cpa.com •

the year then ended in accordance with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information

I have previously audited the Adult Reading Center, Inc. dba Adult Education Center's 2020 financial statements, and I expressed an unmodified audit opinion on those audited financial statements in my report dated May 18, 2021. In my opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2020, is consistent, in all material respects, with the audited financial statements from which it has been derived

Ruben Castro LLC Houston, Texas

Rule Castro

May 2, 2022

Statements of Financial Position

Adult Reading Center, Inc. dba Adult Education Center June 30, 2021 and 2020

<u>Assets</u>

<u>, 100010</u>	2021			2020
Current Assets				
Cash and cash equivalents, unrestricted	\$	9,582		\$ 11,070
Cash and cash equivalents, restricted		45,738		15,603
Accounts receivable, net		-		22,885
Investments		95,979		-
Other current assets		7,816		4,936
Total Current Assets		159,115	,	54,494
Property and equipment, net		150,001		194,745
Total Assets	\$	309,116	,	\$ 249,239
Liabilities and Net Assets				
Liabilities				
Accounts payable	\$	3,709		\$ 12,898
Line of credit		150,000		50,000
PPP loan		77,000		77,000
Note payable		-		35,000
Total Liabilities		230,709	•	174,898
Net Assets				
Net assets without donor restictions		32,669		58,738
Net assets with donor restrictions				
Time restricted		-		-
Purpose restricted		45,738		15,603
Total Net assets with donor restrictions		45,738		15,603
Total Net Assets		78,407		74,341
Total Liabilities and Net Assets	\$	309,116		\$ 249,239

Statements of Activities

Adult Reading Center, Inc. dba Adult Education Center For the Year Ended June 30, 2021 with Summarized Information for 2020

2021 Net Assets without Net Assets with Donor **Donor Restrictions** Restrictions Total 2020 Support and revenue \$ 30,135 \$ 174,563 Contributions 188,904 \$ 219,039 \$ Federal grants 184,622 184,622 263,536 State and local grants Fundraising events net of direct expenses of \$15,766 1.836 1.836 25,496 Other income 103,280 103,280 91 **Net Assets Released** Purpose restrictions 184,622 (184,622)Time restrictions Total support and revenue 478,642 30,135 508,777 463,686 Expenses Program Services: Educational services 385,756 385,756 444,641 Supporting services: Management and general 104,871 95,590 95,590 Fundraising 23,365 44,478 23.365 504,711 504,711 593,990 **Total Expenses** 30,135 \$ Change in net assets (26,069) \$ 4,066 (130,304) 15,603 Net Assets, Beginning of Year 58,738 74,341 204,645

32,669 \$

45,738 \$

78,407

\$

74,341

\$

Net Assets, End of Year

Statements of Functional Expenses

Adult Reading Center, Inc. dba Adult Education Center For the Year Ended June 30, 2021 with Summarized Information for 2020

2021

				202	1				
			Ма	nagement and					
	P	rogram		general		Fundraising	Total		2020
Salaries and payroll taxes	\$	276,024	\$	73,607	\$	18,402	\$ 368,033	\$	446,527
Professional fees	•	35,281		2,129		-	37,410	•	18,038
Instructional and testing materials		12,159		3,242		811	16,212		18,065
Travel and conferences		687		183		46	916		7,608
Training/education		877		234		58	1,169		668
Office supplies and equipment		1,549		413		103	2,065		8,948
Printing		998		266		67	1,331		899
Advertising		50		13		3	66		1,530
Postage and shipping		89		24		6	119		495
Dues, subscriptions and fees		1,596		426		106	2,128		815
Insurance		9,472		2,526		632	12,630		13,310
Interest and bank fees		1,710		456		114	2,280		8,844
Equipment rental/maintenance		3,125		833		208	4,166		3,362
Occupancy		6,915		1,844		461	9,220		11,432
Utilities		4,039		1,077		269	5,385		5,561
Telephone/communications		3,407		909		227	4,543		4,528
Technology		20,055		5,348		1,337	26,740		20,524
Miscellaneous		415		111		28	554		2,289
Depreciation and amortization		7,308		1,949		487	9,744		20,547
Total Operating Expenses	\$	385,756	\$	95,590	\$	23,365	\$ 504,711	\$	593,990

Statements of Cash Flows

Adult Reading Center, Inc. dba Adult Education Center For the Years Ended June 30, 2021 and 2020

	2021	2020
Cash flows from operating activities		
Change in net assets	\$ 4,066	\$ (130,304)
Adjustments to reconcile changes in net assets to net cash		
Depreciation	9,744	20,547
Decrease (increase) in accounts receivable	22,885	(9,020)
Decrease (increase) in grants receivable	-	25,000
Decrease (increase) in other current assets	(2,880)	(3,213)
Increase (decrease) in accounts payable	(9,189)	8,144
Gain on sale of land	(25,810)	
Net cash provided by operating activities	(1,184)	(88,846)
Cash flows from investing activities		
Purchases of investments	(90,000)	-
Proceeds from sale of land	54,831	-
Net cash provided by investing activities	(35,169)	-
Cash flows from financing activities		
Repayment of short-term debt	100,000	15,541
Increase in notes payable	(35,000)	77,000
Net cash provided by financing activities	65,000	92,541
Net increase (decrease) in cash and cash equivalents	28,647	3,695
Cash and cash equivalents at beginning of year	26,673	22,978
Cash and cash equivalents at end of year	\$ 55,320	\$ 26,673
Supplemental disclosures		
Interest expense	\$ 1,017	\$ 5,810

Note A – Nature of Activities and Significant Accounting Policies

Nature of Activities

The Adult Reading Center, Inc. dba Adult Education Center (the Organization) is a not-for-profit organization founded in August 1987 in Pearland, Texas dedicated to providing free instruction to adults with limited English literacy skills. To accomplish its mission, the Organization provides classroom instruction, individual tutoring, and computer based training. The Organization is supported primarily through donor contributions, grants, fundraising events.

The Organization received a favorable determination letter from the Internal Revenue Service stating that it is exempt from income tax under Section 501(a) of the U.S. Internal Revenue Code ("Code") as an organization described in Section 501(c)(3), and contributions to the Organization are tax deductible within the limitations prescribed by the Code.

Basis of Accounting

The accompanying financial statements are prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America. Under this method of accounting, support and revenue is recognized when earned and expenses are recognized when incurred. Net assets and revenues, expenses, gains and losses are classified based on the existence or absence of donor-imposed restrictions.

Basis of Presentation

The financial statements are presented in accordance with the Financial Accounting Standards Board's ("FASB") Accounting Standards Update No. 2016--14, Financial Statements of Not-for-Profit Organizations (Topic 958). Accordingly, information regarding financial position and activities are reported according to two classes of net assets with donor restrictions and net assets without donor restrictions. These classes of net assets are based on the existence or absence of donor imposed restrictions. Accordingly, the net Assets of the Organization and changes therein are classified and reported as follows:

Net assets without donor restrictions

Net assets without donor restrictions are not subject to donor-imposed stipulations and reflect revenues earned and expenses incurred in the operation of the Organization's activities. Board designations are self-imposed limits due to actions of the governing board. This includes designations made by internal management in those instances where the governing board has delegated these decisions to management.

Net assets with donor restrictions

Donor restricted net assets are subject to donor-imposed stipulations that limit the use of the donated asset. When a donor restriction is satisfied, either through the passage of time (time restrictions) or actions of the Organization (purpose restrictions), net assets with donor restrictions are reclassified to net assets without restrictions and reported in the statement of activities as "net assets released".

Use of Estimates

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

Note A – Nature of Activities and Significant Accounting Policies (continued)

Cash and Cash Equivalents

Cash and cash equivalents include all monies in banks and highly liquid investments with an original maturity of three (3) months or less. The carrying value of cash and cash equivalents approximates fair value because of the short maturities of those financial instruments.

Contributions

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

Restricted Cash

Restricted cash represents funds received with donor-imposed restrictions to underwrite student assistance programs and fund future capital expenditures.

Accounts Receivable

Account receivables consist primarily of amounts due for grant reimbursements and sponsorships and are reported at net realizable value, which is the amount management expects to collect from balances outstanding at year-end. Based on management's assessment of the credit-worthiness of individuals having outstanding balances and taking into consideration the age of past due accounts, an assessment of the ability to pay, as well as current relationships, management considers receivables to be fully collectible at June 30, 2021 and 2020. Accordingly, no allowance for doubtful accounts were considered necessary during the fiscal years ending June 30, 2021 and 2020. Individual accounts are written off when collection appears doubtful.

Grants Receivable

Grants receivable represent pending reimbursements of program expenses incurred as of yearend, both billed and unbilled, and expected to be received from the funding sources in the subsequent year(s). Management considers such receivables at June 30, 2021 and 2020 to be fully collectible. Accordingly, no allowance for delinquent grants receivable was made in the accompanying financial statements for the fiscal years ending June 30, 2021 and 2020.

Pledges Receivable

Unconditional promises to give are recognized as revenues in the period received and as pledges receivable.

Promises to give are recorded at net realizable value if expected to be collected in one year and at fair value if expected to be collected in more than one year. Conditional promises to give are recognized when the conditions on which they depend are substantially met. The Organization uses the allowance method to determine uncollectible promises receivable. The allowance is based on prior years' experience and management's analysis of specific promises made.

Note A - Nature of Activities and Significant Accounting Policies (continued)

Property and Equipment

Property and equipment are recorded at cost or, if donated, at their estimated fair value at the date of donation. Such donations 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 or maintain property and equipment are recorded as restricted contributions. Presently, the Organization does not have any assets which have donor-imposed restrictions.

The Organization's policy is to capitalize all asset acquisitions with useful life expectancy of greater than one year and with a cost of \$1,500 or greater. Major renewals and betterments, which extend the useful life of an asset, are capitalized while routine maintenance and repairs are expensed as incurred. Gains or losses on dispositions of property and equipment are included in the Statements of Activities. Property and equipment are depreciated using the straight-line method over estimated useful lives ranging from five to thirty-nine years.

Assets held under capital leases are recorded at the lower of the net present value of the minimum lease payments or the fair value of the leased asset at the inception of the lease. Amortization expense is computed using the straight-line method over the shorted of the estimated useful lives of the assets or the period of the related lease.

Impairment of Long-Lived Assets

The Organization reviews the carrying value of assets for impairment whenever events or circumstances indicate that such carrying amounts may not be recoverable. When considered impaired, the carrying amount of the asset is reduced, by a charge to the statement of activities, to its current fair value. Based on this assessment, there was no impairment recorded for fiscal years ending June 30, 2021 and 2020.

Functional Allocation of Expenses

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

Contributed Services

As permitted by FASB ASC 958-605-50-1, no amounts have been reflected in the financial statement for donated services. The Organization generally pays for services requiring specific expertise. However, many individuals volunteer their time and perform a variety of tasks that assist the Organization in its educational mission, but these services do not meet the criteria for recognition as contributed services as prescribed by the Financial Accounting Standards Board.

Note A – Nature of Activities and Significant Accounting Policies (continued)

Income Taxes

The Organization is a not-for-profit organization that is exempt from federal income taxes on related income under Section 501(a) of the Internal Revenue Code ("IRC") of 1986, as amended, as an organization described in IRC Section 501(c)(3). Accordingly, income taxes are not provided for in the accompanying financial statements. Furthermore, the Organization has been classified as an organization that is not a private foundation under IRC Section 509(a) (1) and, as such, contributions to the Organization qualify for deduction as charitable contributions. However, income generated from activities unrelated to the Organization's exempt purpose is subject to tax under IRC Section 511. The Organization did not have any material unrelated business income tax liability for the years ended June 30, 2021. The Organization believes that it has taken no significant uncertain tax positions. As of June 30, 2021, the tax years that remain subject to examination by the major tax jurisdictions under the statute of limitations are from the fiscal year 2018 forward.

The Organization applies the provisions of FASB ASC 740, Income Taxes, (formerly FASB Interpretation No. 48 (FIN 48), Accounting for Uncertainty in Income Taxes – an Interpretation of FASB Statement No. 109), which prescribes a recognition threshold and measurement attribute for financial statement recognition and measurement of a tax position taken or expected to be taken in a tax return. FASB ASC 740 also provides guidance on de-recognition, classification, interest and penalties, accounting in interim periods, disclosure, and transition. The Organization believes that it has appropriate support for any tax positions taken, and as such, does not have any uncertain tax positions that are material to the financial statements.

Revenue Recognition

Generally, grants are recognized as revenues when earned. Grants that operate on a reimbursement basis are recognized on the accrual basis as revenues only to the extent of disbursements and commitments that are allowable for reimbursement. The grants are reported in the accompanying financial statements as unrestricted or temporarily restricted net assets depending on donor stipulations; however, certain guidelines must be satisfied in connection with the application for and use of the grants to maintain eligibility and compliance requirements. These guidelines pertain to the use of grant funds, recordkeeping, audits and financial reporting. Revenues from contributions, donations and other sources are recognized as unrestricted or temporarily restricted revenues when received or unconditionally promised by a third party. Revenues from special events are recognized when the events are held. Program income and other income are recognized when received. Conditional promises to give cash or other assets are not recognized until received.

Comparative Financial Statements

The amounts shown for the year ended June 30, 2020 in the accompanying financial statements are included to provide a basis for comparison with 2021 and present summarized totals only. Such information in total 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 fiscal year ended June 30, 2020, from which the summarized information was derived. Certain reclassifications have been made to prior year amounts to conform to the current year financial statement presentation. These reclassifications have no effect on previously reported net income.

Note B - Concentrations

In the current year, a significant amount of contributions were provided by a few major contributors. It is always considered reasonably possible that benefactors, grantors or contributors might be lost in the near term. The Organization's geographic areas served are concentrated in Brazoria, southern Harris, western Galveston, and eastern Fort Bend Counties, Texas. For the year ended June 30, 2021, approximately 64% of the total revenue and support was provided by two contributors. For the year ended June 30, 2020, approximately 75% of the total revenue and support was provided by two contributors and 100% of accounts receivable is related to one organization (see Note E). For the year ending June 30, 2020, 100% of the organization's grants receivable balance is related to a grant received from the Houston Endowment.

The following contributors represent ten percent or more of the Organization's total revenue and support:

	2021	2020
HGAC	44%	50%
United Way of Brazoria County	20%	25%

Note C - Credit Risk

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 in 2021 and 2020. At June 30, 2021 and 2020, the Organization's cash balances were fully insured by the FDIC. The Organization has not experienced any losses in such accounts and believes it is not exposed to any significant financial risk on cash.

Note D - Related Party Transactions

During the year ended June 30, 2021 and 2020, the Organization received contributions from board members totaling approximately \$2,000 and \$5,000, respectively.

Note E - Accounts Receivable

Current accounts receivable consist of the following at June 30:

	2021	 2020
HGAC	<u> </u>	\$ 22.885

Note F – PPP Loan

During the year ending June 30, 2021, the Organization received a loan of \$77,000 under the Paycheck Protection Program established by the Coronavirus Aid, Relief, and Economic Security (CARES) Act. The loan is subject to a note dated March 8, 2021 and may be forgiven to the extent proceeds of the loan are used for eligible expenditures such as payroll and other expenses described in the CARES Act. Management believes the Organization will be eligible for forgiveness of the loan, in whole. The loan bears interest at a rate of 1% and is payable in monthly installments of principal and interest over 60 months beginning 5 months from the date of the note. The loan may be repaid at any time with no prepayment penalty.

Note G - Economic Injury Disaster Loan

In September 2020, the Organization obtained an Economic Injury Disaster Loan (EIDL) with a bank of \$150,000. The loan is subject to a note dated September 4, 2020 and is not forgivable. Interest on the outstanding balance is payable monthly and has a variable rate (3.25% as of June 30, 2021). The outstanding balance on the line of credit was \$150,000 as of June 30, 2021. Interest expense related to the line of credit recorded for the year ended June 30, 2021 was \$433.

Note H - Property and Equipment

Property and equipment are summarized by major classifications as follows at June 30:

	202	<u></u>	2020
Land	\$ 4	,000 \$	39,000
Buildings and building improvements	241	,197	241,197
Furniture and equipment	176	,358	176,358
Leasehold improvements	59	,411	59,411
Less: Accumulated depreciation	(330,	965)_	(321,221)
Total property and equipment	\$ 150	,001 \$	194,745

Depreciation expense for the year ended June 30, 2021 and 2020 was \$9,744 and \$20,547, respectively.

Note I - Retirement Plan

Effective June 13, 2012, the Organization established a SIMPLE IRA Plan ("Plan") that provides retirement savings benefits to eligible employees of the Organization through tax deferred voluntary contributions by employees and matching contributions by the Organization. All contributions are made directly to an Individual Retirement Account ("IRA") set up for each employee who elects to participate in the plan. Employees are eligible to participate in the Plan after the completion of one (1) calendar year of service and earn an annual salary at a minimum of \$5,000 in both the current and prior calendar year.

The Organization may, at its discretion, make matching or non-elective contributions to the Plan as determined annually by its Board of Directors. During the fiscal year, the Organization matched 100% of the first 3% of the participants' eligible compensation contributed to the plan (limited to the maximum allowed by the IRS). Matching contributions for the year ended June 30, 2021 and 2020 totaled \$2,134 and \$2,740, respectively.

Note J - Net Assets with Donor Restrictions

As of June 30, 2021, and 2020 there were net assets with donor restrictions of \$45,738 and \$15,603, respectively. Net assets with donor restrictions are reflected in the Organization's Statement of Financial Position as restricted cash and grants receivable. Net assets with donor restrictions are for use in subsequent fiscal years (time restricted) and upon satisfaction of donor-imposed stipulations (purpose restricted). Net assets with donor restrictions of \$184,622 and \$430,294 were released from donor restrictions during the year ended June 30, 2021 and 2020, respectively.

Note K – Investments

Investments are presented in the statement of financial position at fair value based on quoted market prices at year-end. Investments consist of the following as of June 30, 2021:

	Fair Value		 Cost
Exchange Traded Products	\$	95,979	\$ 90,480

Note L – Fair value measurements

The requirements of Fair Value Measurements and Disclosures of the Accounting Standards Codification apply to all financial instruments and all nonfinancial assets and nonfinancial liabilities that are being measured and reported on a fair value basis. Fair value is defined as the price that would be received to sell an asset or an amount paid to transfer a liability in an orderly transaction between market participants at the measurement date.

Fair Value Measurements and Disclosures establish a fair value hierarchy that prioritizes the inputs of valuation techniques used to measure fair value. This hierarchy consists of three broad levels:

Level 1 - Unadjusted quoted prices in active markets for identical assets or liabilities and have the highest priority.

Level 2 - Observable inputs other than Level 1 prices, such as quoted prices for similar assets or liabilities, or other inputs that can be corroborated by observable market data for substantially the full term of the assets and liabilities.

Level 3 - Unobservable inputs that are supported by little or no market activity, such as discounted cash flow models or valuations.

The determination of where assets and liabilities fall within this hierarchy is based upon the lowest level of input that is significant to the fair value measurement. The Organization's financial instruments carried at fair value consist of investments. The fair value of the Organization's investments is determined by observable prices for identical or similar assets in active markets. The following table shows the fair value classification of the Organization's investments that are required to be measured at fair value as of June 30, 2021:

Fair Value Measurements at June 30, 2021:

	Fair Value	(Level 1)	((Level 2)	(Level 3)
Exchange Traded Products	\$ 95,979	\$ 95,979	\$	-	\$ -

Note M - Liquidity and Availability of Resources

The Organization's financial assets available within one year as of June 30, 2021, for general expenditure are as follows:

	 2021
Cash and cash equivalents	\$ 9,582
Other current assets	7,816
Investments	 95,979
Total	\$ 113,377

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

Note N - Subsequent Events

In accordance with FASB ASC Topic 855, Subsequent Events, the Organization has evaluated subsequent events through May 2, 2022, the date these financial statements were available to be issued. There were no material subsequent events that required recognition or additional disclosure in these financial statements.