

**SPINA BIFIDA
RESOURCE NETWORK
FLEMINGTON, NEW JERSEY**

**FINANCIAL STATEMENTS
DECEMBER 31, 2017 and 2016**

HODULIK & MORRISON, P.A.
CERTIFIED PUBLIC ACCOUNTANTS
REGISTERED MUNICIPAL ACCOUNTANTS
HIGHLAND PARK, N.J.

SPINA BIFIDA RESOURCE NETWORK

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INDEPENDENT AUDITOR'S REPORT

Board of Directors
Spina Bifida Resource Network
84 Park Avenue, Ste G-106
Flemington, New Jersey 08822

Report on the Financial Statements

We have audited the accompanying financial statements of the Spina Bifida Resource Network (a nonprofit organization), which comprise the statement of financial position as of December 31, 2017 and 2016, and the related statement of activities, functional expenses and cash flow 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 the 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.

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 the Spina Bifida Resource Network as of December 31, 2017 and 2016, and the changes in net assets, function expenses and its cash flow for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Our audit was made for the purpose of forming an opinion on the financial statements of the Spina Bifida Resource Network. The information included in the accompanying schedule of expenditures of state financial assistance is presented for purposes of additional analysis 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* and *NJ OMB Circular 15-08 Single Audit Policy for Recipients of Federal Grants, State Grants and State Aid* is presented for purposes of additional analysis and is not a required part of the financial statements. The schedules of expenditures of state financial assistance is the responsibility of management and was derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements, or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and in our opinion, the information is fairly stated, in all material respects, in relation to the financial statements – regulatory basis taken as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with Government Auditing Standards, we have also issued a report dated July 6, 2018 on our consideration of Spina Bifida Resource Network's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Accounting Standards* in considering Spina Bifida Resource Network's internal control over financial reporting and compliance.

Hodulik & Morrison, P.A.

HODULIK & MORRISON, PA
Certified Public Accountants
Registered Municipal Accountants

Highland Park, New Jersey
July 6, 2018

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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

INDEPENDENT AUDITOR'S REPORT

Board of Directors
Spina Bifida Resource Network
84 Park Avenue, Ste G-106
Flemington, New Jersey 08822

We have audited, 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, the financial statements of Spina Bifida Resource Network (a nonprofit organization), which comprise the statement of financial position as of December 31, 2017, and the related statements of activities, function expenses and cash flows for the year then ended, and the related notes to the financial statements and have issued our report thereon dated July 6, 2018.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Spina Bifida Resource Network's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Spina Bifida Resource Network's internal control. Accordingly, we do not express an opinion on the effectiveness of the Spina Bifida Resource Network'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 material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Spina Bifida Resource Network's 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 on the effectiveness of the organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



HODULIK & MORRISON, P.A.
Certified Public Accountants
Public School Accountants

Highland Park, New Jersey
July 6, 2018

EXHIBITS

SPINA BIFIDA RESOURCE NETWORK
STATEMENT OF FINANCIAL POSITION
FOR THE YEARS ENDED DECEMBER 31, 2017 AND 2016

	<u>2017</u>	<u>2016</u>
<u>Assets</u>		
Cash and Cash Equivalents	\$ 137,513	\$ 56,184
Long-term investments	485,489	472,911
Prepaid Expense	-	2,820
Rent Security	1,070	1,070
Property and Equipment	<u>-</u>	<u>395</u>
Total Assets	<u>\$ 624,072</u>	<u>\$ 533,380</u>
<u>Liabilities and Net Assets</u>		
Payroll Taxes Payable	<u>407</u>	<u>368</u>
Total Liabilities	<u>407</u>	<u>368</u>
Net Assets:		
Unrestricted Net Assets	<u>623,665</u>	<u>533,012</u>
Total Net Assets	<u>623,665</u>	<u>533,012</u>
Total Liabilities and Net Assets	<u>\$ 624,072</u>	<u>\$ 533,380</u>

Note: See Accompanying Notes to Financial Statements

SPINA BIFIDA RESOURCE NETWORK
STATEMENT OF ACTIVITIES
FOR THE YEARS ENDED DECEMBER 31, 2017 AND 2016

	<u>2017</u>	<u>2016</u>
Unrestricted Net Assets:		
Unrestricted Revenues and Gains		
Public Donations & Member Dues	\$ 107,204	\$ 52,598
Grant Income - Department of Human Services	239,194	263,915
Grant Income - Other	1,000	11,130
Fundraisers, Net of Fundraising Expenses of (\$963 in 2017, \$1,881 in 2016)	3,961	4,937
Program Registration Fees	-	1,595
Realized/Unrealized Gains/(Losses) on Investments	<u>63,123</u>	<u>11,741</u>
Total Unrestricted Revenues and Gains	<u>414,482</u>	<u>345,916</u>
Net Assets Released from Restrictions		
Restrictions satisfied by payments	<u>4,000</u>	<u>6,600</u>
Total Unrestricted Revenues, Gains and Other Support	418,482	352,516
Expenses:		
Program Expenses	262,459	283,144
Management and General	<u>61,370</u>	<u>80,556</u>
Total Expenses	<u>323,829</u>	<u>363,700</u>
Increase/ (Decrease) in Unrestricted Net Assets	94,653	(11,184)
Net assets Released from Restrictions:		
Satisfied by Payments	<u>(4,000)</u>	<u>(6,600)</u>
Increase/(Decrease) in Temporarily Restricted Net Assets	(4,000)	(6,600)
Net Assets at Beginning of Year	<u>533,012</u>	<u>550,796</u>
Net Assets at End of Year	<u><u>\$ 623,665</u></u>	<u><u>\$ 533,012</u></u>

Note: See Accompanying Notes to Financial Statements

SPINA BIFIDA RESOURCE NETWORK
STATEMENT OF CASH FLOWS
FOR THE YEARS ENDED DECEMBER 31, 2017 AND 2016

	<u>2017</u>	<u>2016</u>
Cash Flows from Operating Activities:		
Revenue collected:		
Public Donations & Member Dues	\$ 107,204	\$ 52,598
Grants	240,194	275,045
Fundraisers	3,961	4,937
Other		1,595
Payments for expenses:		
Program expenses	(259,205)	(282,124)
Management and general	<u>(61,370)</u>	<u>(80,556)</u>
Net Cash Provided by Operating Activities	30,784	(28,505)
Cash Flows from Investing Activities		
Proceeds from long-term investments	<u>50,545</u>	<u>(6,629)</u>
Net Cash Used by Investing Activities	<u>50,545</u>	<u>(6,629)</u>
Net Increase/(Decrease) in Cash and Cash Equivalents	81,329	(35,134)
Cash and Cash Equivalents at Beginning of Year	<u>56,184</u>	<u>91,318</u>
Cash and Cash Equivalents at End of Year	<u><u>\$ 137,513</u></u>	<u><u>\$ 56,184</u></u>
<u>Reconciliation of Increase in Net Assets to Net Cash Provided by Operating Activities</u>		
Increase/(Decrease) in Net Assets	\$ 94,653	\$ (11,184)
Adjustments to reconcile increase/ (decrease) in net assets to to net cash provided by operating activities:		
Depreciation	395	1,714
Realized/Unrealized(Gains)/Losses on Investments	(63,123)	(11,741)
Restrictions satisfied by payments	(4,000)	(6,600)
Increase/(Decrease) in Prepaid Expense	2,820	(396)
Increase/(Decrease) in Payroll Taxes Payable	<u>39</u>	<u>(298)</u>
Net Cash Provided by Operating Activities	<u><u>\$ 30,784</u></u>	<u><u>\$ (28,505)</u></u>

Note: See Accompanying Notes to Financial Statements

SPINA BIFIDA RESOURCE NETWORK
COMPARATIVE STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEARS ENDED DECEMBER 31, 2017 AND 2016

	2017			2016		
	PROGRAM SERVICES	MANAGEMENT & GENERAL	TOTAL	PROGRAM SERVICES	MANAGEMENT & GENERAL	TOTAL
Salaries and Wages	\$ 154,349	\$ 13,185	\$ 167,534	\$ 172,056	\$ 22,861	\$ 194,917
Payroll Taxes and Fringe Benefits	23,713	2,146	25,859	25,774	3,373	29,147
Total Salaries and Fringe Benefits	178,062	15,331	193,393	197,830	26,234	224,064
Professional Fees and Consulting	34,516	28,728	63,244	26,798	36,366	63,164
Office Supplies	985	919	1,904	1,776	1,453	3,229
Telephone	6,205	759	6,964	8,399	1,044	9,443
Event Costs	5,301	-	5,301	5,526	-	5,526
Postage and Shipping	932	340	1,272	1,180	175	1,355
Equipment Rental and Maintenance	319	319	638	341	279	620
Office Rent and Maintenance	23,731	5,933	29,664	22,990	6,674	29,664
Insurance	3,438	2,697	6,135	3,969	2,691	6,660
Interest Expense	-	-	-	-	-	-
Travel	3,621	24	3,645	4,653	138	4,791
Dues, Subscriptions and Licenses	949	5,945	6,894	645	4,948	5,593
Meetings	-	-	-	170	50	220
Specific Assistance to Clients	4,000	-	4,000	6,600	-	6,600
Bank Charges and Fees	5	375	380	553	504	1,057
Depreciation	262,064	61,370	323,434	281,430	80,556	361,986
	395	-	395	1,714	-	1,714
	395	-	395	1,714	-	1,714
Total	\$ 262,459	\$ 61,370	\$ 323,829	\$ 283,144	\$ 80,556	\$ 363,700

Note: See Accompanying Notes to Financial Statements

SPINA BIFIDA RESOURCE NETWORK
FLEMINGTON, NEW JERSEY

NOTES TO FINANCIAL STATEMENTS
FOR THE YEARS ENDED
DECEMBER 31, 2017 AND 2016

Note 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Activities

The Spina Bifida Resource Network (the "Organization") is a nonprofit organization, which promotes the understanding of spina bifida, and the ability of individuals afflicted with the disability to lead full and meaningful lives. The Organization's main source of revenue includes State grants and fundraising.

Basis of Accounting

The financial statements of the Spina Bifida Resource Network have been prepared on the modified accrual of accounting, which is a comprehensive basis of accounting other than generally accepted accounting principles. Modifications to the cash basis of accounting include recording depreciation on property and equipment and accruing for payroll taxes.

Cash and Cash Equivalents

For purposes of the Statements of Cash Flows, the Spina Bifida Resource Network considers all unrestricted highly liquid investments with an initial maturity of three months or less to be cash equivalents.

Fixed Assets

Spina Bifida Resource Network maintains a fixed asset accounting record. Fixed assets are recorded at cost and depreciated using the straight-line method.

Basis of Presentation

Financial statement presentation follows the recommendations of the Financial Accounting Standard Board in its Statement of Financial Accounting Standards (SFAS) No. 117, *Financial Statements of Not-for-Profit Organization*. Net assets and revenues, expenses, gains and losses are classified based on the existence or absence of donor imposed restrictions. Accordingly, net assets of the Spina Bifida Resource Network, and changes therein, are classified and reported as follows:

Unrestricted Net Assets - Net assets that are not subject to donor imposed restrictions.

Temporarily Restricted Net Assets - Net assets subject to donor imposed stipulations that may or will be met, either by actions of the Entity or passage of time. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

Permanently Restricted Net Assets - Net assets subject to donor imposed stipulations that they be maintained permanently by the entity. Generally, the donor of these assets permit the Entity to use all or part of the income earned on any related investments for general or specific purposes.

NOTES TO FINANCIAL STATEMENTS

Note 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D):

Contributions

The Organization has also adopted SFAS No 116, "Accounting for Contributions Received and Contributions Made." Contributions received are recorded as unrestricted, temporarily restricted or permanently restricted support depending on the existence or nature of any donor restrictions.

Estimates

Management uses estimates and assumptions in preparing financial statements. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenue and expenses. Actual results could differ from those estimates.

Expense Allocation

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

Income Tax Status

The Spina Bifida Resource Network is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. The Spina Bifida Resource Network's files federal form 990, "Return of Organization Exempt from Income Tax," on an annual basis.

Spina Bifida Resource Network files income tax returns in the U.S. federal jurisdiction, and the State of New Jersey. Spina Bifida Resource Network also continues to be subject to examination by the Internal Revenue Service for tax years 2013-2017.

Property and Equipment

The Spina Bifida Resource Network capitalizes all expenditures for property and equipment in excess of \$2,000.00. Purchased property and equipment are carried at cost. Depreciation is computed using the straight-line method.

Note 2: LEASE AGREEMENT

The organization leases office space in Flemington, New Jersey, under an operating lease agreement, which expires November 14, 2021. This lease takes effect on November 15, 2016. Rent expense for the year ended December 31, 2017 was \$29,664.

NOTES TO FINANCIAL STATEMENTS

Note 3: CASH, CASH EQUIVALENTS AND INVESTMENTS

The following table sets the Spina Bifida Resource Network's Cash and Cash Equivalents as at December 31, 2017 and 2016:

<u>Cash</u>	<u>2017</u>	<u>2016</u>
TD Bank Demand Account	\$111,725	\$ 26,951
TD Bank Savings Account	16,122	16,122
Charles Schwab Money Market Account #xxx5062	1	3,719
Charles Schwab Money Market Account #xxx8427	<u>9,665</u>	<u>9,392</u>
Total	<u>\$137,513</u>	<u>\$ 56,184</u>

The Organization records all investments at their fair market value. The estimated fair market value has been determined by the Organization using available market information and appropriate valuation methodologies. Considerable judgment is necessarily required in interpreting market data to develop the estimate of fair market value, and accordingly, the estimates are necessarily indicative of the amounts that the Organization could realize in a current market exchange. The net realized/unrealized gains and (losses) on investments were \$63,123 and \$11,741 for the years ended December 31, 2017 and 2016, respectively.

<u>Investments</u>	<u>2017</u>	<u>2016</u>
Charles Schwab Money Market Account #xxx8427	\$437,236	\$429,916
Community Foundation of New Jersey	<u>48,253</u>	<u>42,995</u>
Total	<u>\$485,489</u>	<u>\$472,911</u>

Note 4: TAX LIABILITY

All payroll taxes due government entities, incurred during 2017, have been examined and were found to be paid, and in a timely manner.

Note 5: PROPERTY AND EQUIPMENT

A summary of fixed assets held by the Spina Bifida Resource Network at December 31, 2017 is as follows:

	<u>2017</u>
Furniture and Equipment	\$ 74,688
Less:	
Accumulated Depreciation	<u>74,688</u>
Property and Equipment at December 31	<u>\$ 0</u>

NOTES TO FINANCIAL STATEMENTS

Note 6: TEMPORARILY RESTRICTED NET ASSETS

Temporarily restricted assets are amounts that are donated specifically to be used for the following purposes:

1. Special Needs Fund, which assists the families and individuals with spina bifida in the payment of medical services and supplies, not covered by insurance.
2. The Arnold A Schwartz Foundation assists the Organization with costs associated with Nursing Services Coordinators and Social Service Advocates.

Temporarily restricted net assets released from restriction assets include Special Medical Needs Funds in the amount of \$4,000 and \$6,600 at December 31, 2017 and 2016, respectively.

Note 7: LINE OF CREDIT

The Organization has a line of credit with TD Bank in the amount of \$50,000 at 4.25%; requiring interest payments only, as of December 31, 2017 the balance owed is \$0.00.

Note 8: NONCOMPLIANCE WITH GRANTOR RESTRICTIONS

Financial assistance from state and local governmental entities in the form of grants are subject to special audit. Such audits could result in claims against the Spina Bifida Resource Network's for disallowed costs or noncompliance with grantor restrictions.

Note 9: COMMITMENTS AND CONTINGENCIES

The Spina Bifida Resource Network receives a substantial amount of its support from the New Jersey Department of Human Resources. A significant reduction in the level of this support, if this was to occur, may have an effect on the Spina Bifida Resource Network's programs and activities.

Note 10: PENDING LITIGATION

As of the date of this report, management of the Spina Bifida Resource Network has asserted that there has been no litigation pending or threatened against the organization.

Note 11: SUBSEQUENT EVENTS

As of the date of the audit report, no events have occurred that are material to the financial statements.

SCHEDULES OF EXPENDITURES OF STATE FINANCIAL ASSISTANCE

SPINA BIFIDA RESOURCE NETWORK
SCHEDULE OF EXPENDITURES OF STATE FINANCIAL ASSISTANCE
DECEMBER 31, 2017

<u>STATE FUNDING DEPARTMENT</u>	<u>GRANT PERIOD</u>	<u>CONTRACT AGREEMENT NUMBER</u>	<u>STATE ACCOUNT NUMBER</u>	<u>AWARD AMOUNT</u>	<u>PROGRAM RECEIPTS</u>	<u>AMOUNT OF EXPENDITURES</u>	<u>CUMULATIVE EXPENDITURES</u>
New Jersey Department of Human Services, Division of Developmental Disabilities	01/01/17-12/31/17	11MZ17R	054-7601-100-316	\$ 210,419.97	\$ 210,419.97	\$ 201,260.00	201,260.00
Family Support - Home Assistance	07/01/17-06/30/18	38484/39697	054-7601-100-291	54,299.17	54,299.17	54,299.17	54,299.17
Fortify Your Future/OPH - Office for Prevention of Developmental Disabilities							
Total State Financial Assistance				\$ 264,719.14	\$ 264,719.14	\$ 255,559.17	255,559.17

