

HAYS COUNTY FOOD BANK, INC.

FINANCIAL STATEMENTS
AND INDEPENDENT AUDITOR'S REPORT
FOR THE YEAR ENDED DECEMBER 31, 2018

JANSEN AND GREGORCZYK

Certified Public Accountants
P.O. Box 1778 Kyle, TX 78640
(512) 268-2749

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of
Hays County Food Bank

We have audited the accompanying financial statements of Hays County Food Bank, Inc. (a nonprofit organization), which comprise the statement of financial position as of December 31, 2018, and the related statements of activities 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

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. 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 Hays County Food Bank, Inc. as of December 31, 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.



Kyle, Texas
February 15, 2019

HAYS COUNTY FOOD BANK, INC.
STATEMENT OF FINANCIAL POSITION
AS OF DECEMBER 31, 2018

TOTAL CURRENT ASSETS		
Cash and cash equivalents	\$	388,566
TOTAL CURRENT ASSETS		388,566
INVESTMENTS		108,470
PROPERTY AND EQUIPMENT		
Building		158,423
Equipment		173,075
Accumulated Depreciation		(221,035)
TOTAL PROPERTY AND EQUIPMENT		110,463
TOTAL ASSETS	\$	607,499
LIABILITIES AND NET ASSETS		
Accrued Employee Benefits	\$	7,788
TOTAL CURRENT LIABILITIES		7,788
NET ASSETS		
Temporarily Restricted		10,157
Unrestricted		589,554
TOTAL NET ASSETS	\$	599,711
TOTAL LIABILITIES AND NET ASSETS	\$	607,499

The accompanying notes are an integral part of these financial statements.

HAYS COUNTY FOOD BANK, INC.
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2018

Support & Revenues:	Unrestricted	Temporarily Restricted	Total
In-kind contributions	\$ 2,190,682	\$ -	\$ 2,190,682
Organizational contributions	109,468	-	109,468
Governmental support	112,095	-	112,095
Individual contributions	156,668	-	156,668
Fundraising contributions	70,805	-	70,805
Foundation grants	39,219	-	39,219
Other Income	2,084	-	2,084
Investment Income	5,709	-	5,709
Unrealized investment gain (loss)	(9,562)	-	(9,562)
TOTAL SUPPORT AND REVENUE	2,677,168	-	2,677,168
Temporarily restricted net assets released from restrictions-satisfied by payment	-	-	-
TOTAL SUPPORT AND REVENUE	2,677,168	-	2,677,168
EXPENSES			
Program services	2,384,038	-	2,384,038
Supporting Services		-	-
Management and general	102,063	-	102,063
Fundraising	107,527	-	107,527
TOTAL EXPENSES	2,593,628	-	2,593,628
CHANGE IN NET ASSETS	83,540	-	83,540
BEGINNING NET ASSETS	516,171	-	516,171
ENDING NET ASSETS	\$ 599,711	\$ -	\$ 599,711

The accompanying notes are an integral part of these financial statements.

HAYS COUNTY FOOD BANK, INC.
 STATEMENT OF FUNCTIONAL EXPENSES
 FOR THE YEAR ENDED DECEMBER 31, 2018

	<u>Supporting Services</u>				<u>Total Expenses</u>
	<u>Program Services</u>	<u>Management and General</u>	<u>Fund Raising</u>	<u>Total Supporting Services</u>	
Personnel expenses	\$ 115,657	\$ 61,863	\$ 91,450	\$ 153,313	\$ 268,970
Public relations and promotions	-	515	-	515	515
Audit and inspections	-	5,175	-	5,175	5,175
Board and staff expenses	-	149	-	149	149
Training	-	272	-	272	272
Copier expense	1,265	676	1,000	1,676	2,941
Depreciation	16,297	-	-	-	16,297
Memberships/subscriptions	-	1,690	-	1,690	1,690
Facilities/equipment maintenance	8,128	-	-	-	8,128
Food (including FEMA)	36,294	-	-	-	36,294
Food processing	1,336	-	-	-	1,336
Fundraising	-	-	4,072	4,072	4,072
In-kind expenses	2,190,682	-	-	-	2,190,682
Insurance	-	20,530	-	20,530	20,530
Janitorial	-	69	-	69	69
Postage	-	524	-	524	524
Office Supplies	-	3,155	-	3,155	3,155
Information Technology	4,156	2,223	3,286	5,509	9,665
Utilities/Telephone	5,062	2,708	4,002	6,710	11,772
Vehicle expenses/auto insurance	4,700	2,514	3,717	6,231	10,931
Volunteer appreciation	462	-	-	-	462
	<u>\$ 2,384,038</u>	<u>\$ 102,063</u>	<u>\$ 107,527</u>	<u>\$ 209,590</u>	<u>\$ 2,593,628</u>

The accompanying notes are an integral part of these financial statements.

HAYS COUNTY FOOD BANK, INC.
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2018

CASH FLOWS FROM OPERATING ACTIVITIES	
Change in Net Assets	\$ 83,540
Adjustments to reconcile change in net assets to net cash provided (used) by operating activities:	
Depreciation expense	16,297
Increase in accounts receivable	-
Decrease in liabilities	(4,688)
Decrease in accounts payable	-
NET CASH USED BY OPERATING ACTIVITIES	<u>95,149</u>
CASH FLOWS FROM INVESTING ACTIVITIES	
Change in value on investment	<u>83,210</u>
NET CASH USED BY INVESTING ACTIVITIES	83,210
INCREASE IN CASH AND CASH EQUIVALENTS	178,359
CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR	<u>210,207</u>
CASH AND CASH EQUIVALENTS AT END OF YEAR	<u><u>\$ 388,566</u></u>

The accompanying notes are an integral part of these financial statements.

HAYS COUNTY FOOD BANK, INC.
NOTES TO THE FINANCIAL STATEMENTS
December 31, 2018

NOTE A – NATURE OF ACTIVITIES AND SIGNIFICANT ACCOUNTING POLICIES

Nature of Activities

The goal of the Hays County Food Bank, Inc. (the Food Bank) is to alleviate hunger within Hays County, Texas. Since its incorporation in 1984, food has been collected from donations and supplemental purchases and then distributed to people through a network of fifty or more churches and other agencies. The completion of the new facility in October, 1996 enabled the Food Bank to significantly increase its amount of food distribution.

The organization prepares its financial statements in accordance with generally accepted accounting principles promulgated in the United States of America (U.S. GAAP) for not for profits. The significant accounting and reporting policies used by the organization are described subsequently to enhance the usefulness and understandability of the financial statements.

Investments

Fair Value Measurements – The Food Bank reports its fair value measures using a three-level hierarchy that prioritizes the inputs used to measure fair value. The hierarchy, established by GAAP, requires that entities maximize the use of observable inputs and minimize the use of unobservable inputs when measuring fair value. The three levels of inputs used to measure fair value are as follows:

Level 1 – Inputs that are quoted prices in active markets for identical assets or liabilities that the reporting entity has the ability to access at the measurement date.

Level 2 – Inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3 – Inputs that are unobservable for the asset or liability.

A financial instrument's level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement.

The carrying amount of cash and cash equivalents, receivables, accounts payables and accrued expenses approximates fair market value due to the short-term maturities of these accounts. Investments that are not represented by specific identifiable investment securities such as mutual fund investment pools are not classified as to credit risk.

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.

Income Taxes

The Food Bank is a not-for-profit organization that is exempt from income taxes under Section 501©(3) of the Internal Revenue Code and classified by the Internal Revenue Service as other than a private foundation. Form 990 is filed annually but not tax liability exists.

Property and Equipment

The Food Bank capitalizes property and equipment over \$500. Lesser amounts are expensed. Purchased property and equipment is capitalized at cost. Donations of property and equipment are recorded as contributions at their estimated fair value. Such donations are reported as unrestricted contributions unless the donor has restricted the donated asset to a specific purpose. Assets donated with explicit restrictions regarding their use and contributions of cash that must be used to acquire property and equipment are reported as restricted contributions. Absent donor stipulations regarding how long those donated assets must be maintained, the Food Bank reports expirations of donor restrictions when the donated or acquired assets are placed in service. The Food Bank reclassifies temporarily restricted net assets to unrestricted net assets at that time. Property and equipment are depreciated using the straight-line method over useful lives ranging from five to thirty years.

Net Assets

The financial statements report net assets and changes in net assets in three classes that are based upon the existence or absence of restrictions on use that are placed by its donors, as follows:

Temporarily Restricted Net Assets – Resources that are restricted by a donor for use for a particular purpose or in a particular future period. The organization’s unspent contributions are classified in this class if the donor limited their use, as are the unspent appreciation of its donor-restricted endowment funds. When a donor’s restriction is satisfied, either by using the resources in the manner specified by the donor or by the passage of time, the expiration of the restrictions is reported in the financial statements by reclassifying the net assets from temporarily restricted to unrestricted net assets.

Permanently Restricted Net Assets – Resources whose use by the organization is limited by donor-imposed restrictions that neither expire by being used in accordance with a donor’s restriction nor by the passage of time. The portion of the organization’s donor-restricted endowment funds that must be maintained in perpetuity are classified in this net asset class, as is the organization’s beneficial interest in a perpetual trust held by a bank trustee.

Unrestricted Net Assets - Resources that are not subject to donor-imposed stipulations.

All revenues and net gains are reported as increases in unrestricted net assets in the statement of activities unless the use of the related resources is subject to temporary or permanent donor restrictions. All expenses and net losses other than losses on endowment investments are reported as decreases in unrestricted net assets. Net losses on endowment investments reduce temporarily restricted net assets to the extent that net gains of the fund from prior years are unspent and classified there; remaining losses are classified as decreased in unrestricted net assets. If an endowment fund has no net gains from prior years, such as when a fund is newly established, net losses are classified as decreases in unrestricted net assets.

Accounting for Contributions

Contributions, including unconditional promises to give, are recognized when received. All contributions are reported as increase in unrestricted net assets unless use of the contributed assets is specifically restricted by the donor. Amounts received that are restricted by the donor to use in future periods or for specific purposes are reported as increases in temporarily restricted or permanently restricted net assets, consistent with the nature of the restriction. Unconditional promises with payments due in future years have an implied restriction to be used in the year the payment is due, and therefore are reported as temporarily restricted until the payment is due unless the contribution is clearly intended to support activities of the current fiscal year or is received with permanent restriction. Conditional promises, such as matching grants, are not recognized until they become unconditional, that is, until all conditions on which they depend are substantially met.

Expense Recognition and Allocation

The cost of providing the organization's programs and other activities is summarized on a functional basis in the statement of activities and statement of functional expenses. Expenses that can be identified with a specific program or support service are charged directly to that program or support service. Costs common to multiple functions have been allocated among the various functions benefited.

General and administrative expenses include those costs that are not directly identifiable with any specific program, but which provide for the overall support and direction of the organization.

Fundraising costs are expensed as incurred, even though they may result in contributions received in future years. The organization generally does not conduct its fundraising activities in conjunction with its other activities. In the few cases in which it does, such as when the annual report or donor acknowledgements contain requests for contributions, joint costs have been allocated between fundraising and management and general expenses in accordance with standards for accounting for costs of activities that include fundraising. Additionally, advertising costs are expensed as incurred.

Subsequent Events

Subsequent events were evaluated through January 31, 2019, which is the date the financial statements were available to be issued.

NOTE B – CASH AND CASH EQUIVALENTS

For purposes of the statements of cash flows, the Food Bank considers all highly liquid investments available for current use with an initial maturity of three months or less to be cash equivalents. As of December 31, 2018, the Food Bank's cash and cash equivalents totaled \$388,566. Of this amount \$250,000 was covered by FDIC insurance and \$138,566 was not covered.

NOTE C – PROPERTY AND EQUIPMENT

Fixed assets as of December 31, 2018 were as follows:

	<u>Balance</u> <u>12/31/17</u>	<u>Additions</u>	<u>Retirements</u>	<u>Balance</u> <u>12/31/18</u>
Depreciable Fixed Assets				
Building and Improvements	196,062	-		196,062
Vehicles	113,284	-		113,284
Furniture and Equipment	22,785			22,785
Less accumulated depreciation	(205,371)	-	(16,297)	(221,668)
Total Capital Assets	<u>\$ 126,760</u>	<u>\$ -</u>	<u>\$ (16,297)</u>	<u>\$ 110,463</u>

NOTE D – INVESTMENTS

Investments are recorded in accordance with ASC 958-320. All investments were valued using the market approach and inputs were considered Level 1 under the fair value hierarchy.

Investments as of December 31, 2018 are summarized as follows:

Cash and money market funds	\$ (150)
Mutual funds	108,620
	<u>\$ 108,470</u>

Investment returns as of December 31, 2018 are summarized below:

Interest and dividends	\$ 5,709
Unrealized loss on investments	(9,562)
	<u>\$ (3,853)</u>

NOTE E – GOVERNMENTAL SUPPORT

During 2018, the Food Bank received contributions from the following governmental agencies:

<u>Agency</u>	<u>Amount</u>
City of San Marcos	\$ 54,290
Hays County	43,000
City of Buda	2,500
	<u>\$ 99,790</u>

NOTE F – COMPENSATED ABSENCES

Personal Time Off (PTO) accrues to eligible employees at different rates based on length of employment. Full time employees (40 hours per week) cannot accumulate more than 240 hours of six weeks of PTO at any time. Upon termination of employment, accrued PTO will be paid at the hourly rate up to a maximum of 160 hours or four weeks. At year end the liability was \$1,642 for PTO and a payroll accrual for 5 days of \$6,146 for a total of \$7,788 for accrued employee benefits.

NOTE G – TEMPORARILY RESTRICTED NET ASSETS

As of December 31, 2018, temporarily restricted net assets are as follows:

Building Fund	\$ 10,157
	-
	<u>\$ 10,157</u>

NOTE H – DONATED GOODS AND SERVICES

In-kind contributions during 2018 consisted of the following:

Food Donations	
Community Donations	\$ 323,033
Central Texas Food Bank	1,200,198
Volunteer Hours	<u>667,451</u>
	<u>\$ 2,190,682</u>

Food donations received from HEB are actually due to a partnership with the Capital Area Food Bank and they manage the donor relationship for donated food. The change in how the accounts are maintained was updated in 2018 to accurately reflect the donations accepted through the Capital Area Food Bank.