Financial Statements
For the Years Ended
June 30, 2019
and
June 30, 2018

# CONDON O'Meara McGinty ど DONNELLY LLP

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#### **Independent Auditor's Report**

To the Board of Directors of Korean Community Services of Metropolitan New York, Inc.

We have audited the accompanying financial statements of the Korean Community Services of Metropolitan New York, Inc. which comprise the statement of financial position as of June 30, 2019 and June 30, 2018 and the related statements of activities, 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 misstatement, whether due to fraud or error.

#### Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audits to obtain reasonable assurance 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 Korean Community Services of Metropolitan New York, Inc. as of June 30, 2019 and June 30, 2018 and the results of its activities and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America. Caron Distan Sile City! Dowelly L4

November 4, 2019

# **Statement of Financial Position**

# Assets

	<b>June 30</b>		
	2019	2018	
Current assets			
Cash and cash equivalents	\$ 123,540	\$ 368,840	
Accounts receivable, net	257,412	301,272	
Contributions and grants receivable	1,393,782	734,596	
Prepaid expenses and other	88,635	<u>75,682</u>	
Total current assets	1,863,369	1,480,390	
Property and equipment, net	8,072,629	7,915,340	
Contributions and grants receivable	283,000	-	
Security deposits	28,542	18,376	
Total assets	<u>\$10,247,540</u>	<u>\$ 9,414,106</u>	
Liabilities and No	et Assets		
Current liabilities			
Line of credit	\$ 490,468	\$ 496,159	
Accounts payable and accrued expenses	827,298	393,131	
Unearned revenue	162,764	222,838	
Long-term debt, net	<u>2,827,960</u>	57,385	
Total current liabilities	4,308,490	1,169,513	
Long-term debt, net		2,766,423	
Total liabilities	4,308,490	3,935,936	
Net assets			
Without donor restrictions	5,488,429	5,226,026	
With donor restrictions	450,621	252,144	
Total net assets	5,939,050	5,478,170	
Total liabilities and net assets	<u>\$10,247,540</u>	\$ 9,414,106	

# Statement of Activities Year Ended June 30, 2019 and June 30, 2018

	Without Donor Restrictions	2019 With Donor Restrictions	Total		Without Donor estrictions		2018 With Donor strictions		Total
Public support and revenue			- (1( 0(0	ф	0.001.75(	¢.		¢	2,001,756
Government grants	\$ 2,646,868	\$ -	\$ 2,646,868	\$	2,001,756	\$	-	Φ	498,400
Contract grants	1,232,420	-	1,232,420		498,400		206 901		446,951
Contributions	86,222	618,583	704,805		50,150		396,801		1,193,788
Program service fees	1,555,427	-	1,555,427		1,193,788		-		1,193,700
Special events, net of direct benefits to donors of \$277,250	1				262 450				363,470
and \$275,745 in 2019 and 2018, respectively	382,365	-	382,365		363,470		-		403
Investment return	2,279	•	2,279		403		••		
In-kind contributions	5,060	-	5,060		7,907		-		7,907
Other	82,906	-	82,906		47,311		-		47,311
Net assets released from restrictions	420,106	(420,106)	 	-	745,335		<u>(745,335</u> )		-
Total public support and revenue	6,413,653	198,477	 6,612,130		4,908,520		(348,534)		4,559,986
Expenses					4 105 501				4,135,721
Program services	4,920,521		 4,920,521		4,135,721				4,133,721
Supporting activities		-							920 (11
Management and general	1,025,023	-	1,025,023		830,611		-		830,611
Fundraising	205,706		 205,706		153,230		_		153,230
Total supporting activities	1,230,729		 1,230,729	,	983,841				983,841
Total expenses	6,151,250		 6,151,250		5,119,562				5,119,562
Increase (decrease) in net assets	262,403	198,477	460,880		(211,042)		(348,534)		(559,576)
Net assets, beginning of year	5,226,026	252,144	 5,478,170	-	5,437,068		600,678		6,037,746
Net assets, end of year	\$ 5,488,429	<u>\$ 450,621</u>	\$ 5,939,050	<u>\$</u>	5,226,026	\$	252,144	<u>\$</u>	5,478,170

See notes to financial statements.

Statement of Functional Expenses
Year Ended June 30, 2019
(With Summarized Comparative Information for 2018)

						2019						2018
			P	Program Services	S			ins	Supporting Activities	es		
	Aging	Adult	Education &	Workforce Public Health	Public Health	Mental		Management				
	Programs	Day Care	Immigration	Immigration Development	Research	Health Clinic	Total	and General	Fundraising	Total	Total	Total
Salaries and related benefits	\$ 1,049,366	\$ 210,124	\$ 340,920		\$ 454,584	\$ 416,283	\$ 2,643,709	\$ 239,173	\$ 148,792 \$	387,965	\$ 3,031,674	\$ 2,692,294
Professional fees	20,266	3,264	3,448	6,113	7,247	47,789	88,127	259,689	33,305	292,994	381,121	369,066
Occupancy	230,114	20,058	20,474	17,856	35,085	45,981	369,568	119,880	1	119,880	489,448	392,949
Equipment and rental	7,355	2,129	9,861	2,046	1,306	509	23,206	16,773	1,000	17,773	40,979	31,922
Vehicles	69,453	14,253	•	1	1	•	83,706	3,134		3,134	86,840	80,831
Telecommunications	8,103	939	3,395	4,216	5,277	2,364	24,294	3,261	•	3,261	27,555	29,233
Supplies	15,123	14,377	14,674	17,722	21,491	1,690	85,077	10,779		10,779	95,856	36,923
Printing and copying	855	35	•	1	5,293	160	6,343	1,333	•	1,333	7,676	8,035
Travel	1,260	7,852	1,384	6,724	6,173	1,245	24,638	279	21	300	24,938	25,637
Conferences and meetings	938	881	432	17,123	3,162	2,625	25,161	7,047	35	7,082	32,243	26,558
Contract services	1	•	49,568	•	513,762	•	563,330	•	•		563,330	73,209
Program	,	1,459	40,286	11,928	12,837	3,174	69,684	14,641	1,600	16,241	85,925	110,698
Food	661,599	36,854	180	1	1	•	698,633	1	,		698,633	659,933
Interest	1		3,548	."	•	•	3,548	190,403	1	190,403	193,951	184,435
Other	19,741	14,537	16,732	3,359	26,191	4,582	85,142	60,160	20,953	81,113	166,255	185,972
Depreciation and												
amortization	75,908	23,823	17,470	4,765	3,176	1,213	126,355	98,471	1	98,471	224,826	211,867
Total	\$ 2,160,081 \$ 350,585 \$ 522,372	\$ 350,585	\$ 522,372	\$ 264,284	\$ 1,095,584	\$ 527,615	\$ 4,920,521	\$ 1,025,023	\$ 205,706 \$	3 1,230,729	\$ 6,151,250	\$ 5,119,562

See notes to financial statements.

Statement of Functional Expenses Year Ended June 30, 2018

See notes to financial statements.

# **Statement of Cash Flows**

		Year Ended June 30			
		2019		2018	
Cash flows from operating activities					
Increase (decrease) in net assets	\$	460,880	\$	(559,576)	
Adjustments to reconcile increase (decrease) in net assets					
to net cash provided by operating activities					
Amortization of deferred financing costs		61,536		61,536	
Depreciation and amortization		224,826		211,867	
(Increase) decrease in assets					
Accounts receivable		43,860		(61,338)	
Contributions and grants receivable		(942,186)		439,485	
Prepaid expenses and other		(12,953)		55,323	
Security deposits		(10,166)		(803)	
Increase (decrease) in liabilities					
Accounts payable and accrued expenses		434,167		(716)	
Unearned revenue		(60,074)		94,037	
Net cash provided by operating activities		199,890		239,815	
Cash flows (used in) investing activities					
Purchases of property and equipment		(382,115)		(309,527)	
Cash flows from financing activities					
Proceeds from line of credit		295,643		267,512	
Repayment on line of credit		(301,334)		=	
Repayment of long-term debt		(57,384)		(55,248)	
Net cash provided by (used in) financing					
activities		(63,075)		212,264	
Net increase (decrease) in cash and					
cash equivalents		(245,300)		142,552	
Cash and cash equivalents, beginning of year		368,840		226,288	
Cash and cash equivalents, end of year	<u>\$</u>	123,540	<u>\$</u>	368,840	
Supplemental disclosure of cash flows information:	άh	120 415	ď	100 000	
Cash paid for interest	<u>\$</u>	132,415	<u>\$</u>	122,899	

# Notes to Financial Statements June 30, 2019 and June 30, 2018

#### Note 1 – Nature of organization

Korean Community Services of Metropolitan New York, Inc. ("KCS") was incorporated in the State of New York on January 14, 1974 under Section 402 of the Not-for-Profit Corporation Law by a group of members of the Korean community. KCS is a community based, voluntary, non-profit, non-sectarian social service organization supported by governments, various foundations, corporations, and concerned individuals within the Korean community. The central goal of KCS is to serve the newly arriving Korean immigrants whose needs require bilingual, professional and social services in Korean and English. The objectives of KCS are to develop and deliver services to meet the various needs of the community.

# KCS's services and programs include:

- Aging Programs & Adult Day Care: Operating Korean American Senior Centers (Flushing and Corona)
- Education & Immigration Program: Adult Literacy, After School Program, Immigration (Citizenship/DACA/DAPA), KCS Kids Line, Youth Community Action Project
- Workforce Development Program: Senior Community Service Employment Program, SNAP Employment and Training Program
- Public Health Research Program: Advocacy, Health Screenings, Chronic Disease, Social Services
- Mental Health Clinic Program

# Note 2 - Summary of significant accounting policies

#### Basis of presentation

The classification of KCS's net assets and its support, revenue and expenses is based on the existence or absence of donor-imposed restrictions. It requires that the amounts for each of the two classes of net assets: net assets without donor restrictions and net assets with donor restrictions, be displayed in the statement of financial position and that the changes in each of those classes of net assets be displayed in the statement of activities. The classes are defined as follows:

• Net assets without donor restrictions include those assets that are not subject to donor-imposed restrictions and over which the Board of Directors has discretionary control.

# Notes to Financial Statements (continued) June 30, 2019 and June 30, 2018

# Note 2 - Summary of significant accounting policies (continued)

# Basis of presentation (continued)

Net assets with donor restrictions are those net assets whose use by KCS has been limited by
the donors (a) for later periods of time or (b) for specified purposes. When a restriction
expires, net assets with donor restrictions are reclassified to net assets without donor
restrictions and reported in the statement of activities as net assets released from restrictions.

# Cash equivalents

KCS considers highly liquid assets with original maturities of 90 days or less to be cash equivalents.

## Allowance for doubtful accounts

As of June 30, 2019, KCS has established an allowance for doubtful accounts for approximately \$18,000 for any potentially uncollectible receivables. Such estimate is based on management's experience, the aging of the receivables, subsequent receipts and current economic conditions. There was no allowance for doubtful accounts at June 30, 2018.

# Property and equipment

KCS capitalizes as property and equipment, expenditures for assets over a nominal amount with an estimated useful life greater than one year. Property and equipment are recorded at cost and are depreciated or amortized on a straight-line basis over estimated useful lives ranging from 3 to 40 years.

#### Revenue recognition

Contributions received, including unconditional promises to give, are recorded as support with or without donor restrictions, depending on the existence or absence of donor restriction at the time of receipt or promise.

Donor-restricted contributions that have their restrictions met within the fiscal year they are received are reported as revenue without donor restrictions.

Grant revenue from government agencies (Federal, State, County, and City) and other grantors are recognized when compliance with the various grant requirements is achieved. Usually this occurs at the time the expenditures are made and any grant matching requirements are met. These revenues are restricted by the grantor to specific programs. Grantor funds received before the revenue recognition criteria have been met are reported as unearned revenue.

# Notes to Financial Statements (continued) June 30, 2019 and June 30, 2018

# Note 2 - Summary of significant accounting policies (continued)

# Contingency

Funding contracts are often subject to audit by the applicable granting agencies. The possible disallowances by the granting agencies of any item charged to the program cannot be determined until such time when and if an audit occurs. Therefore, no provision for any potential disallowances that may result from such audits has been made in the accompanying financial statements. Management is of the opinion that any potential disallowances will not be material to the accompanying financial statements.

#### In-kind contributions

During 2019 and 2018, KCS received donated food valued at \$5,060 and \$7,907, respectively.

A number of volunteers, including members of the Board of Directors, have donated significant amounts of their time in KCS's program services, management and general services and fundraising campaigns. These donated services have not been recorded in the accompanying statement of activities because they do not meet the criteria for recording such services.

#### Use of estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities, at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

#### Concentrations of credit risk

KCS's financial instruments that are potentially exposed to concentrations of credit risk consist of cash, cash equivalents, and receivables. KCS places its cash and cash equivalents with what it believes to be quality financial institutions. At times during the year, cash and cash equivalents exceeded the FDIC insurance limit. KCS has not experienced any losses with respect to its cash and cash equivalents to date. KCS's management monitors its cash and cash equivalents and the collectability of its receivables. As a result, KCS believes concentrations of credit risk are limited with respect to its cash, cash equivalents, and receivables.

#### Functional expenses

The cost of providing the various program and supporting activities has been summarized on a functional basis in the statement of activities. Accordingly, certain costs have been allocated among the program services and supporting activities benefited. Expenses attributable to more than one functional expense category are allocates using a variety of cost allocation techniques including time and effort spent, number of staff and office space usage.

# Notes to Financial Statements (continued) June 30, 2019 and June 30, 2018

# Note 2 – Summary of significant accounting policies (continued)

# Subsequent events

KCS evaluates events occurring after the date of the financial statements to consider whether or not the impact of such events needs to be reflected or disclosed in the financial statements. Such evaluations are performed through the date the financial statements are available to be issued, which was November 4, 2019 for these financial statements.

# Note 3 - Financial assets and liquidity resources

As of June 30, 2019, financial assets and liquidity resources available within one year of the statements of financial position date for general expenditures were as follows:

Financial assets	
Cash and cash equivalents	\$ 123,540
Accounts receivable	257,412
Contributions and grants receivable, current	 1,393,782
Total financial assets	\$ 1,774,734

KCS' working capital and cash flows vary due to the timing of payments for contributions, government grants, contract grants, program service fees and other revenue items. As part of KCS' liquidity management, it has a policy to structure its financial assets to be available as its general expenditures, liabilities and other obligations come due. To help manage liquidity needs, KCS has a line of credit (see note 6) in the amount of \$500,000 that it can draw upon as needed.

# Note 4 - Contributions and grants receivable

At June 30, 2019 and June 30, 2018, contributions and grants receivable, which are reflected at their present value are due as follows:

Fiscal Year	2019	2018
2020	\$1,393,782	\$ 734,596
2021	100,000	-
2022	100,000	-
2023	100,000	_
Total	1,693,782	734,596
Less: discount at 2%	<u>(17,000</u> )	-
Sub-total	1,676,782	734,596
Less: current portion	(1,393,782)	<u>(734,596</u> )
Long-term portion	\$ 283,000	\$ -

# Notes to Financial Statements (continued) June 30, 2019 and June 30, 2018

## Note 5 – Property and equipment

The following is a summary of property and equipment as of June 30, 2019 and June 30, 2018:

	2019	2018
Land	\$1,725,000	\$1,725,000
Building and improvements	6,543,887	6,161,772
Leasehold improvements	92,070	92,070
Furniture and equipment	323,407	323,407
Sub-total	8,684,364	8,302,249
Less: accumulated depreciation		
and amortization	611,735	386,909
Total	\$8,072,629	\$7,915,340

# Note 6 - Line of credit

During 2017, KCS obtained a \$500,000 line of credit which expires March 1, 2020. Borrowings under the line of credit bear interest at The Wall Street Journal Prime Rate plus .75% (5.75% at June 30, 2019). The line is secured by certain business assets of KCS. As of June 30, 2019, KCS had \$490,468 outstanding under the line.

#### Note 7 – Long-term debt

During February 2017, the KCS obtained a mortgage loan for \$3,000,000 for the purchase of land and a building. The loan requires monthly payments of principal and interest of \$13,988 at a fixed interest rate of 3.75% per annum. The amount of the monthly principal and interest payments are calculated based on a 30-year amortization period which matures on March 1, 2020, at which time any unpaid principal balance then outstanding plus accrued interest will be due and payable. If certain conditions are met, KCS may extend the maturity date to March 1, 2022. The loan is secured by a mortgage and security agreement on KCS's real property. The loan is subject to certain continuing financial and reporting covenants, as outlined in the loan documents.

The following is a summary of the required annual principal payments on the long-term debt:

Fiscal year	Total
2020 (includes a \$2,835,122	
balloon payment)	\$ 2,874,112
Less: deferred financing costs	46,152
Net long-term debt	\$ 2,827,960

# Notes to Financial Statements (continued) June 30, 2019 and June 30, 2018

## Note 8 – Net assets with donor restrictions

The following is a summary of the net assets with donor restrictions for the years ended June 30, 2019 and June 30, 2018:

	2019							
	Bala	nce at		Net Assets			E	Balance
	Jun	e 30,		Released from		$\mathbf{J}$	une 30,	
Purpose	20	018	<u>Con</u>	tributions	<u>R</u>	estrictions estrictions		2019
Building funds	\$ 1	89,306	\$	527,783	\$	(323,485)	\$	393,604
Development		35,000		-		-		35,000
Education and immigration		27,838		-		(27,838)		-
Emergency funds		_		15,000		(1,783)		13,217
Workforce		-		75,000		(67,000)		8,000
Holiday gifts center				800		-		800
Total	\$ 2	252,144	\$	618,583	\$	(420,106)	<u>\$</u>	450,621
				20	018			
	Bala	ance at			N	let Assets	]	Balance
	Jur	ne 30,			Re	leased from	J	Tune 30,
Purpose	2	017	<u>Con</u>	tributions	<u>R</u>	estrictions		2018
Building funds	\$ 5	547,250	\$	286,801	\$	(644,745)	\$	189,306
Development		_		35,000		-		35,000
Education and immigration		12,095		75,000		(59,257)		27,838.
Mental Health Clinic		25,000		-		(25,000)		-
Public Health Research								
Center		1 ( 222				(16,333)		_
Center		16,333				(10,333)		

# Note 9 – Commitments

In December 2007, KCS entered into a fifteen year lease agreement for the Corona senior center commencing in January 2008. The lease which expires in the 2023 fiscal year requires monthly payments of \$7,000.

In March 2015, KCS entered into a three year lease agreement for a mental health clinic. The lease calls for monthly payments of \$3,000 in the first year and escalating to monthly payments of \$3,167 in the last year of the lease. In connection with the lease, KCS paid a security deposit of \$12,000, which is included in security deposits in the statement of financial position. In February 2018, KCS extended this lease agreement for an additional three years through February 2021, requiring monthly payments of \$3,262 in the first year increasing to \$3,461 in the last year of the lease.

# Notes to Financial Statements (continued) June 30, 2019 and June 30, 2018

# Note 9 - Commitments (continued)

The following is a summary of the required annual minimum lease payments as of June 30, 2019:

Fiscal Year		Amount			
2020		\$	124,725		
2021			111,688		
2022			84,000		
2023			42,000		
	Total	\$	362,413		

Rent expense totaled \$291,215 and \$285,893 for the years ended June 30, 2019 and June 30, 2018, respectively.

# Note 10 – Retirement plan

KCS maintains a SIMPLE IRA retirement plan for all eligible employees. Eligible employees may contribute a portion of their compensation not to exceed the limit established by the Internal Revenue Service. KCS matches employee contributions not to exceed 3% of compensation. In connection with the Plan, KCS incurred costs related to contributions totaling \$8,532 and \$6,806 for years ended June 30, 2019 and June 30, 2018, respectively.

#### Note 11 – Tax status

KCS is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code (the "Code"). In addition, KCS has been determined by the Internal Revenue Service to be a public charity and not a private foundation within the meaning of Section 509(a)(1) of the Code. Contributions are eligible for the maximum charitable tax deduction available for donors.