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**SUNSET DISTRICT COMMUNITY  
DEVELOPMENT  
dba: Sunset Youth Services**

**FINANCIAL STATEMENTS**

**June 30, 2017**

**(WITH COMPARATIVE TOTALS AS OF JUNE 30, 2016)**

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**CROSBY & KANEDA**  
Certified Public Accountants

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Dedicated to Nonprofit Organizations

**SUNSET DISTRICT COMMUNITY DEVELOPMENT**  
**dba: Sunset Youth Services**

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## **INDEPENDENT AUDITORS' REPORT**

Board of Directors  
Sunset District Community Services  
dba: Sunset Youth Services  
San Francisco, California

### **Report on the Financial Statements**

We have audited the accompanying financial statements of Sunset District Community Services dba Sunset Youth Services, which comprise the statement of financial position as of June 30, 2017, and the related statements of activities, cash flows and functional expenses 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.

### **Auditors' 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 Sunset District Community Services dba as of June 30, 2017, and the results of its operations

and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

**Report on Summarized Comparative Information**

We have previously audited the Sunset District Community Services dba Sunset Youth Services' June 30, 2016 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated January 4, 2017. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2016 is consistent, in all material respects, with the audited financial statements from which it has been derived.

*Croody + Lameda CPAs LLP*

Oakland, California  
December 12, 2017

**SUNSET DISTRICT COMMUNITY DEVELOPMENT**  
**dba: Sunset Youth Services**

**Statement of Financial Position**  
**June 30, 2017**  
**(With Comparative Totals as of June 30, 2016)**

	2017	2016
<b>Assets</b>		
Current Assets		
Cash and cash equivalents	\$ 196,812	\$ 130,288
Contracts/grants receivable	87,354	81,985
Pledges receivable	12,370	17,500
Prepaid expenses	16,858	11,589
Total Current Assets	313,394	241,362
Property and equipment, net (Note 3)	61,817	12,405
Deposits	9,840	10,090
Total Assets	\$ 385,051	\$ 263,857
<b>Liabilities and Net Assets</b>		
Current Liabilities		
Accounts payable and accrued expenses	\$ 11,349	\$ 6,924
Accrued vacation	15,151	12,222
Total Liabilities	26,500	19,146
Commitments and Contingencies (Notes 5 and 6)		
Net Assets		
Unrestricted	316,050	228,809
Temporarily restricted (Note 8)	42,501	15,902
Total Net Assets	358,551	244,711
Total Liabilities and Net Assets	\$ 385,051	\$ 263,857

See Notes to the Financial Statements

**SUNSET DISTRICT COMMUNITY DEVELOPMENT**  
**dba: Sunset Youth Services**

**Statement of Activities**  
**For the Year Ended June 30, 2017**  
**(With Comparative Totals for the Year Ended June 30, 2016)**

	Unrestricted	Temporarily Restricted	Total	
			2017	2016
<b>Support and Revenue:</b>				
Government contracts	\$ 744,792	\$ -	\$ 744,792	\$ 617,153
Foundation and corporate support	22,393	114,717	137,110	154,446
Donations	123,674	5,200	128,874	104,133
Fundraising event, net (Note 9)	85,785	-	85,785	43,719
In-kind support (Note 10)	41,526	-	41,526	-
Other	3,263	-	3,263	5,461
Net assets released from donor restrictions (Note 8)	93,318	(93,318)	-	-
<b>Total Support and Revenue</b>	<b>1,114,751</b>	<b>26,599</b>	<b>1,141,350</b>	<b>924,912</b>
<b>Expenses:</b>				
Programs				
Case management	256,017	-	256,017	266,778
Digital arts	184,545	-	184,545	-
Youth employment development	297,872	-	297,872	354,133
Family support	104,003	-	104,003	86,210
<b>Total Program</b>	<b>842,437</b>	<b>-</b>	<b>842,437</b>	<b>707,121</b>
Management and general	128,040	-	128,040	132,105
Fundraising	57,033	-	57,033	31,903
<b>Total Expenses</b>	<b>1,027,510</b>	<b>-</b>	<b>1,027,510</b>	<b>871,129</b>
Change in Net Assets	87,241	26,599	113,840	53,783
Net Assets, beginning of year	228,809	15,902	244,711	190,928
Net Assets, end of year	\$ 316,050	\$ 42,501	\$ 358,551	\$ 244,711

See Notes to the Financial Statements

**SUNSET DISTRICT COMMUNITY DEVELOPMENT**  
**dba: Sunset Youth Services**

**Statement of Cash Flows**  
**For the Year Ended June 30, 2017**  
**(With Comparative Totals for the Year Ended June 30, 2016)**

	2017	2016
<b>Cash flows from operating activities:</b>		
Change in net assets	\$ 113,840	\$ 53,783
Adjustments to reconcile change in net assets to cash provided (used) by operating activities:		
Depreciation	10,471	7,095
Loss from disposal of fixed assets	4,520	510
Donated property and equipment	(41,526)	-
Changes in assets and liabilities:		
Contracts/grants receivable	(5,369)	(1,896)
Pledges receivable	5,130	(4,280)
Prepaid expenses	(5,269)	(6,928)
Accounts payable and accrued expenses	4,425	2,012
Accrued vacation	2,929	(2,236)
Deposits	250	-
Net cash provided (used) by operating activities	89,401	48,060
<b>Cash flows from investing activities:</b>		
Purchase or property and equipment	(22,877)	(4,128)
Net cash provided (used) by investing activities	(22,877)	(4,128)
Net change in cash and cash equivalents	66,524	43,932
Cash and cash equivalents, beginning of year	130,288	86,356
Cash and cash equivalents, end of year	\$ 196,812	\$ 130,288

See Notes to the Financial Statements

**SUNSET DISTRICT COMMUNITY DEVELOPMENT**  
**dba: Sunset Youth Services**

**Statement of Functional Expenses**  
**For the Year Ended June 30, 2017**  
**(With Comparative Totals for the Year Ended June 30, 2016)**

	Program	Management and General	Fundraising	Total	
				2017	2016
Salaries	\$ 555,406	\$ 67,002	\$ 20,757	\$ 643,165	\$ 559,146
Employee benefits	68,355	7,326	2,766	78,447	66,012
Payroll taxes	40,007	6,057	1,721	47,785	39,953
Total Personnel	<u>663,768</u>	<u>80,385</u>	<u>25,244</u>	<u>769,397</u>	<u>665,111</u>
Professional fees	20,621	18,852	16,177	55,650	36,064
Advertising and promotion	798	-	-	798	470
Supplies	51,392	2,435	1,168	54,995	21,837
Telephone	5,277	1,167	560	7,004	8,394
Postage	-	688	-	688	1,263
Occupancy	75,835	17,108	8,053	100,996	97,851
Equipment rental and maintenance	5,024	1,112	533	6,669	8,311
Bank fees	-	150	-	150	12
Printing and publications	569	126	60	755	1,819
Travel and meals	320	323	895	1,538	12,820
Training	2,934	-	475	3,409	1,167
Depreciation	9,493	978	-	10,471	7,095
Insurance	5,407	1,196	574	7,177	6,915
Dues, licenses, service fees	999	1,106	239	2,344	684
Bad debt	-	-	2,500	2,500	-
Other	-	2,414	555	2,969	1,316
Total Expenses	<u>\$ 842,437</u>	<u>\$ 128,040</u>	<u>\$ 57,033</u>	<u>\$ 1,027,510</u>	<u>\$ 871,129</u>

See Notes to the Financial Statements



**SUNSET DISTRICT COMMUNITY DEVELOPMENT  
DBA: SUNSET YOUTH SERVICES**

**Notes to the Financial Statements  
For the Year Ended June 30, 2017  
(With Comparative Totals for the Year Ended June 30, 2016)**

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**NOTE 1: NATURE OF ACTIVITIES**

Sunset District Community Development dba: Sunset Youth Services (the Organization) is a California nonprofit public benefit corporation. It is a faith-based organization, which seeks to facilitate positive transformation in the lives of the youth in the Sunset by providing the following programs:

- Case Management: offers a liaison and advocacy service for youth.
- Outreach & Recreation: provides a Youth Drop In-Center and neighborhood food pantry.
- Campus Support and Literacy Enrichment: enables staff to build relationships with students on school campus and support learning in literacy and skills building classes.
- Technology and Digital Arts: offers young people access to digital film and audio recording technology to record their stories.

**NOTE 2: SIGNIFICANT ACCOUNTING POLICIES**

**Basis of Accounting**

The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America (GAAP).

**Basis of Presentation**

The Organization presents information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. The three classes are differentiated by donor restrictions.

*Unrestricted net assets* – consist of resources which have not been specifically restricted by a donor. Unrestricted net assets may be designated for specific purposes by the Organization or may be limited by contractual agreements with outside parties.

*Temporarily restricted net assets* – represent contributions and other inflows of assets whose use is limited by donor-imposed stipulations that expire by the passage of time or can be fulfilled and removed by actions of the Organization pursuant to those stipulations.

*Permanently restricted net assets* – represent contributions and other inflows of assets whose use is limited by donor-imposed stipulations that neither expire by passage of time nor can be fulfilled or otherwise removed by actions of the Organization, other asset enhancements and diminishments subject to the same kinds of stipulations or reclassifications from or to other classes of net assets as a consequence of donor-imposed stipulations. There were no permanently restricted net assets as of June 30, 2017.

**Contributions**

Contributions, including unconditional promises to give, are recognized as revenues in the period the promise is received. Conditional promises to give are not recognized until they become unconditional; that is when the conditions on which they depend are substantially met. Contributions of assets other than cash are recorded at their estimated fair value at the date of contribution. Contributions to be received after one year are discounted at an appropriate rate

**SUNSET DISTRICT COMMUNITY DEVELOPMENT  
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**Notes to the Financial Statements  
For the Year Ended June 30, 2017  
(With Comparative Totals for the Year Ended June 30, 2016)**

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commensurate with the risks involved. Amortization of the discount is recorded as additional contribution revenue in accordance with donor-imposed restrictions, if any, on the contributions.

Unrestricted contributions and grants are recorded as unrestricted revenue when received. All contributions are considered to be available for unrestricted use unless specifically restricted by the donor.

All donor-restricted contributions are reported as increases in temporarily or permanently restricted net assets, depending on the nature of the restriction. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

**Contracts/Grants Receivable and Pledges Receivable**

The Organization considers all contracts/grants receivable and pledges receivable to be fully collectible at June 30, 2017. Accordingly, no allowance for doubtful accounts was deemed necessary. If amounts become uncollectible, they are charged to expense in the period in which that determination is made.

**Income Taxes**

The Internal Revenue Service and the California Franchise Tax Board have determined that the Organization is exempt from federal and state income taxes under Internal Revenue Code Section 501(c)(3) and the California Revenue and Taxation Code Section 23701(d). The Organization has evaluated its current tax positions as of June 30, 2017 and is not aware of any significant uncertain tax positions for which a reserve would be necessary. The Organization's tax returns are generally subject to examination by federal and state taxing authorities for three and four years, respectively after they are filed.

**Contributed Services**

Contributed services are reflected in the financial statements at the fair value of the services received only if the services (a) create or enhance nonfinancial assets or (b) require specialized skills, are performed by people with those skills, and would otherwise be purchased by the Organization. There were no contributed services that met the criteria for recognition for the year ended June 30, 2017.

**Estimates**

The preparation of financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Accordingly, actual results could differ from those estimates.

**Cash Equivalents**

For purposes of the statement of cash flows, the Organization considers all money market funds and other highly liquid investments with original maturities of three months or less when purchased to be cash equivalents.

**SUNSET DISTRICT COMMUNITY DEVELOPMENT  
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**Notes to the Financial Statements  
For the Year Ended June 30, 2017  
(With Comparative Totals for the Year Ended June 30, 2016)**

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**Fair Value Measurements**

Fair value is defined as the exchange price that would be received for an asset or paid to transfer a liability (an exit price) in the principal or most advantageous market for the asset or liability in an orderly transaction between market participants on the measurement date. The Organization determines the fair values of its assets and liabilities based on a fair value hierarchy that includes three levels of inputs that may be used to measure fair value.

Level 1 - Quoted prices (unadjusted) in active markets for identical assets or liabilities that the Organization has the ability to access at the measurement date.

Level 2 - Inputs other than quoted market prices that are observable for the asset or liability, either directly or indirectly.

Level 3 - Unobservable inputs for the assets or liability.

The Organization had no assets or liabilities recorded at fair value on June 30, 2017.

**Concentration of Credit Risk**

At times, the Organization may have deposits in excess of federally insured limits. The risk is managed by maintaining all deposits in high quality financial institutions.

**Property and Equipment**

Property and equipment purchased by the Organization is recorded at cost. The Organization capitalizes all expenditures for property and equipment over \$1,000; the fair value of donated fixed assets is similarly capitalized. Depreciation is computed using the straight-line method over the estimated useful lives on the property and equipment or the related lease terms as follows:

Improvements	10 years
Furniture and equipment	3 years

Expenditures for major renewals and betterments that extend the useful lives of the property and equipment are capitalized. Expenditures for maintenance and repairs are charged to expense as incurred.

Management reviews long-lived assets for impairment when circumstances indicate the carrying amount of the asset may not be recoverable.

**Functional Allocation of Expenses**

The costs of providing 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 programs and supporting services benefited.

**Prior Year Summarized Information**

The financial statements include certain prior year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with GAAP. Accordingly, such information should be read in conjunction with the Organization's financial statements for the year ended June 30, 2016, from which the summarized information was derived.

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**For the Year Ended June 30, 2017**  
**(With Comparative Totals for the Year Ended June 30, 2016)**

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**Reclassifications**

Certain accounts in the prior year's summarized information have been reclassified for comparative purposes to conform with the presentation in the current-year financial statements.

**Subsequent Events**

The Organization has evaluated subsequent events and has concluded that as of December 12, 2017 the date that the financial statements were available to be issued, there were no significant subsequent events to disclose.

**NOTE 3: PROPERTY AND EQUIPMENT**

Property and equipment consist of the following at June 30:

	<u>2017</u>	<u>2016</u>
Furnishings and equipment	\$ 134,916	\$ 107,412
Leasehold improvements	9,707	9,707
Construction in progress	-	4,520
Less: accumulated depreciation	<u>(82,806)</u>	<u>(109,234)</u>
Total	<u>\$ 61,817</u>	<u>\$ 12,405</u>

**NOTE 4: LINE OF CREDIT**

The Organization had a \$30,000 unsecured line of credit with a local bank to be drawn down as needed, with interest at the prime rate published in the Wall Street Journal plus 7%. At June 30, 2017, there was no balance.

**NOTE 5: COMMITMENTS**

**Operating Leases**

The Organization is party to a lease for the community center and office space which expires in April 2018. Future minimum operating lease payments total \$71,824 for the year ended June 20, 2018. Rent for the years ended June 30, 2017 and 2016 was \$83,767 and \$81,327, respectively.

**NOTE 6: CONTINGENCIES**

Grant awards require the fulfillment of certain conditions as set forth in the instrument of grant. Failure to fulfill the conditions could result in the return of the funds to the grantors. The Organization deems this contingency remote since by accepting the grants and their terms, it has accommodated the objectives of the Organization to the provisions of the grants. The Organization's management is of the opinion that the Organization has complied with the terms of all grants.

**NOTE 7: CONCENTRATION**

The Organization receives 68% of its support from federal and local governments and 88% of total receivables were due from departments in the City and County of San Francisco. A significant

**SUNSET DISTRICT COMMUNITY DEVELOPMENT  
DBA: SUNSET YOUTH SERVICES**

**Notes to the Financial Statements  
For the Year Ended June 30, 2017  
(With Comparative Totals for the Year Ended June 30, 2016)**

reduction in the level of this support, if this were to occur, may have an effect on the Organization's program and activities.

**NOTE 8: TEMPORARILY RESTRICTED NET ASSETS**

Temporarily restricted net assets are available as follows at June 30:

	<u>2017</u>	<u>2016</u>
Digital Arts	\$ 9,864	\$ 11,602
Case Management	19,204	-
Youth Development	9,334	4,025
Benevolent	<u>4,099</u>	<u>275</u>
Total	<u>\$ 42,501</u>	<u>\$ 15,902</u>

Temporarily restricted net assets were released from donor restriction by incurring expenses satisfying the purposes specified by donors as follows:

	<u>2017</u>	<u>2016</u>
Festival	\$ 13,856	\$ -
Case Management	20,796	-
Digital Arts	27,738	23,398
Family Support	4,769	4,785
Street Fair	-	5,750
Studio	10,292	10,408
Technology	-	3,113
Youth Development	9,691	27,500
Benevolent	<u>6,176</u>	<u>4,125</u>
Total	<u>\$ 93,318</u>	<u>\$ 79,079</u>

**NOTE 9: FUNDRAISING EVENT**

The Organization held a fundraising event; activities related to events were as follows during the years ended June 30:

	<u>2017</u>	<u>2016</u>
Admission	\$ 22,750	\$ 14,850
Donations and sponsorships	84,685	50,031
In-kind donations	16,473	12,739
Raffle	1,280	-
Less cost of direct benefit to donors	<u>(39,403)</u>	<u>(33,901)</u>
Total	<u>\$ 85,785</u>	<u>\$ 43,719</u>

**NOTE 10: IN-KIND SUPPORT**

During the year ended June 30, 2017, the Organization received donated software and equipment valued at \$41,526.