

**COMMUNITY FUND FOR MANHATTAN**

**FINANCIAL STATEMENTS**

**and**

**INDEPENDENT AUDITOR'S REPORT**

**For the Years Ended  
June 30, 2013 and 2012**



# COMMUNITY FUND FOR MANHATTAN

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## INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of  
Community Fund for Manhattan

We have audited the accompanying financial statements of Community Fund for Manhattan (a nonprofit organization), which comprise the statements of financial position as of June 30, 2013 and 2012, and the related statements of activities and changes in net assets, 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 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.

**INDEPENDENT AUDITOR'S REPORT**  
(continued)

**Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Community Fund for Manhattan as of June 30, 2013 and 2012, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

*Padilla and Company, LLP*

Jamaica, New York  
September 24, 2013

**COMMUNITY FUND FOR MANHATTAN  
STATEMENTS OF FINANCIAL POSITION  
AS OF JUNE 30, 2013 AND 2012**

**ASSETS**

	<b>2013</b>	<b>2012</b>
<b>Current Assets</b>		
Cash and cash equivalents (Note 3)	\$ 7,378	\$ 11,492
Total Assets	\$ 7,378	\$ 11,492

**LIABILITIES AND NET ASSETS**

<b>Current Liabilities</b>		
Accrued Expenses (Note 4)	\$ 1,273	\$ 900
Total Liabilities	1,273	900
<b>Net Assets</b>		
Unrestricted	6,105	10,592
Temporarily restricted	-	-
Permanently restricted	-	-
Total Net Assets	6,105	10,592
Total Liabilities and Net Assets	\$ 7,378	\$ 11,492

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

**COMMUNITY FUND FOR MANHATTAN  
STATEMENTS OF ACTIVITIES AND CHANGES IN NET ASSETS  
FOR THE YEARS ENDED JUNE 30, 2013 AND 2012**

	<u>2013</u>		<u>2012</u>
	<u>Unrestricted</u>	<u>Total</u>	
<b><u>Revenues and Other Support</u></b>			
Foundation, Corporate, and Other Contributions	\$ 39,375	\$ 39,375	\$ 39,833
In-kind Contributions	-	-	890
Total Revenues and Other Support	<u>39,375</u>	<u>39,375</u>	<u>40,723</u>
<b><u>Expenses</u></b>			
Program Services:			
Seniors Guide	15,065	15,065	-
SWAB	7,918	7,918	6,553
Go Green Campaign	6,750	6,750	10,589
Immigrants Rights and Services Manual	6,422	6,422	-
Conference and Constituents	4,981	4,981	16,824
Total Program Services	<u>41,136</u>	<u>41,136</u>	<u>33,966</u>
Management and General	<u>2,726</u>	<u>2,726</u>	<u>4,227</u>
Total Expenses	<u>43,862</u>	<u>43,862</u>	<u>38,193</u>
<b>Change in Net Assets</b>	(4,487)	(4,487)	2,530
<b>Prior Year Adjustment</b>	-	-	-
<b>Net Assets Beginning of Year</b>	<u>10,592</u>	<u>10,592</u>	<u>8,062</u>
<b>Net Assets End of Year</b>	<u>\$ 6,105</u>	<u>\$ 6,105</u>	<u>\$ 10,592</u>

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

**COMMUNITY FUND FOR MANHATTAN  
STATEMENTS OF CASH FLOWS  
FOR THE YEARS ENDED JUNE 30, 2013 AND 2012**

	<u>2013</u>	<u>2012</u>
<b>Cash Flows from Operating Activities</b>		
Change in net assets	\$ (4,487)	\$ 2,530
Adjustments to reconcile change in net assets to net cash provided by/used in operating activities:		
Decrease (increase) in receivable	-	300
Increase (decrease) in accrued expenses	373	(592)
Net cash provided by operating activities	<u>(4,114)</u>	<u>2,238</u>
<b>Cash Flows from Investing Activities</b>	-	-
<b>Cash Flows from Financing Activities</b>	<u>-</u>	<u>-</u>
Net increase in cash and cash equivalents	(4,114)	2,238
<b>Cash and Cash Equivalents at Beginning of Year</b>	<u>11,492</u>	<u>9,254</u>
<b>Cash and Cash Equivalents at End of Year</b>	<u>\$ 7,378</u>	<u>\$ 11,492</u>

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

**COMMUNITY FUND FOR MANHATTAN  
STATEMENTS OF FUNCTIONAL EXPENSES  
FOR THE YEARS ENDED JUNE 30, 2013 AND 2012**

**PROGRAMS**

	<b>CONFERENCES &amp; CONSTITUENT EVENTS</b>	<b>IMMIGRANT RIGHTS &amp; SERVICES MANUAL</b>	<b>SENIORS GUIDE</b>	<b>GO GREEN CAMPAIGN</b>	<b>SWAB</b>	<b>TOTAL</b>	<b>MANAGEMENT and GENERAL</b>	<b>2013</b>	<b>2012</b>
Printing and Design	\$ -	\$ -	\$ 11,895	\$ -	\$ -	11,895	\$ -	\$ 11,895	\$ -
Supplies and Promotional Materials	-	800	-	6,750	-	7,550	-	7,550	5,634
Support Services	-	-	-	-	6,951	6,951	-	6,951	6,233
Event - Food Catering	4,456	1,200	-	-	802	6,458	-	6,458	13,171
Translation and Formatting	-	-	3,170	-	-	3,170	-	3,170	-
Event - Equipment	175	1,568	-	-	-	1,743	-	1,743	-
Outreach Consultant	-	1,700	-	-	-	1,700	-	1,700	-
Audit Fees	-	-	-	-	-	-	1,546	1,546	800
Event - Outside Services	-	1,154	-	-	165	1,319	-	1,319	6,208
Registration and Filing Fees	-	-	-	-	-	-	1,075	1,075	1,078
Miscellaneous	350	-	-	-	-	350	91	441	-
Bank Charges	-	-	-	-	-	-	14	14	69
Fellowship Stipends	-	-	-	-	-	-	-	-	5,000
<b>Total Expenses</b>	<b>\$ 4,981</b>	<b>\$ 6,422</b>	<b>\$ 15,065</b>	<b>\$ 6,750</b>	<b>\$ 7,918</b>	<b>\$ 41,136</b>	<b>\$ 2,726</b>	<b>\$ 43,862</b>	<b>\$ 38,193</b>

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

**COMMUNITY FUND FOR MANHATTAN  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2013 AND 2012**

**NOTE 1 ORGANIZATION AND OPERATIONS**

The Community Fund for Manhattan (“the Organization”) was organized as a not-for-profit corporation in May 2007 under the laws of the State of New York and is exempt from taxes under Section 501(c)(3) of the Internal Revenue Code.

The Organization was established to support programs of the Borough of Manhattan and the City of New York for charitable and public purposes of: lessening the burdens of the government and acting in the public interest; encouraging, promoting, and advancing activities and programs in aid of civic improvements and for the social welfare of the residents in the Borough of Manhattan and the City; encouraging and promoting the development of or retention of business by fostering, stimulating, and advancing commerce, trade, business, and industrial interests and encouraging economic development in the Borough of Manhattan and the City.

In fiscal year 2013, the Organization had the following programs, activities, and events:

Seniors Guide

The Seniors Guide is intended to help seniors, their families, and their caregivers better understand the resources that are available to them. It contains information on housing, long term care, food programs, benefits and entitlements, consumer protection, etc.

Manhattan Solid Waste Advisory Board (SWAB)

The Manhattan Solid Waste Advisory Board (SWAB) provided funding assistance for community, small-scale organic waste diversion initiatives in the Borough of Manhattan.

Go Green - Youthbucks

Youthbucks, a program created by the Borough President in collaboration with Go Green and the NYC Department of Health, encourages school children ages 4-17 to learn more about healthy food choices through visits to farmers markets. Each participating child gets a Youthbuck – a \$2.00 coupon which can be used to purchase locally grown food during field trips. In fiscal year 2013, Go Green met its goal of further expanding the program into the Lower East Side and served 5,000 children.

Immigrant Rights & Services Manual

The Organization received a grant for the translation and workshop presentation of the Korean Immigrant Rights and Services Manual and for the holding of a press conference in Flushing, publicizing the translation. Workshops were held throughout fiscal year 2013.

**COMMUNITY FUND FOR MANHATTAN  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2013 AND 2012**

**NOTE 1 ORGANIZATION AND OPERATIONS (continued)**

The Organization held the Immigration Reform Roundtable. The said event assembled experts from community organizations and elected officials for panel discussions and presentations on fraud prevention, deportation, deferred action, and the immigration reform bill.

Conference and Constituents

*Haitian Independence Day Event*

Manhattan Borough President presented several special recognition awards to members of the Haitian community during the annual Haitian Independence Day Event.

*Lunar New Year Celebration*

Manhattan Borough President, in partnership with the CUNY Asian American/Asian Research Institute, celebrated Lunar New Year featuring a panel discussion on the importance of disaggregating demographic data related to Asian Pacific American communities in order to reform public policy, identify specific needs, and improve service delivery for Asian Pacific New Yorkers.

*“Shine the Light” on Domestic Violence*

Manhattan Borough President commemorated Domestic Violence Awareness Month by joining with the New York State Office for the prevention of domestic violence to Shine the Light on Domestic Violence in Times Square. The event is part of a statewide public awareness campaign that helps bring the subject of domestic violence out of the shadows and into the public eye by turning landmarks around the state purple.

*Trailblazers Program and Award Ceremony*

Manhattan Borough President hosted the eight annual Trailblazers program and ceremony in honor of the Black History Month.

Income Tax Status

The Organization’s federal and state income tax returns for the fiscal years after 2009 remain subject to examination by relevant taxing authorities.

**COMMUNITY FUND FOR MANHATTAN  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2013 AND 2012**

**NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Basis of Accounting and Financial Statement Presentation

The financial statements have been prepared on the accrual basis and presented in conformity with generally accepted accounting principles for not-for-profit organizations and accordingly reflect all significant receivables, payables, and other liabilities.

Financial statement presentation follows the recommendations of the Accounting Standards Codification (ASC) in its Statement No. 958-205, *Financial Statements of Not-for-Profit Organizations*. Under ASC Statement No. 958-205, the Organization is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted, temporarily restricted and permanently restricted.

Unrestricted net assets are not subject to donor-imposed stipulations.

Temporarily restricted net assets are subject to donor-imposed stipulations that may or will be met, either by action of the Organization and/or the 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 are subject to donor-imposed stipulations that must be maintained permanently by the Organization. Generally, the donors of these assets would permit the Organization to use all or part of the income earned on any related investments for general or specific purposes.

Revenue Recognition

Contributions are presented in accordance with the recommendations of ASC Statement No. 958-605, *Accounting for Contributions Received and Contributions Made*, whereby contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support depending on the existence and/or nature of donor restrictions.

All donor restricted support is reported as an increase in temporarily restricted net assets. 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.

**COMMUNITY FUND FOR MANHATTAN  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2013 AND 2012**

**NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

Contributed Services

Contributed services are presented in accordance with ASC Statement No. 958-605-25-16 to 17 wherein services are recognized as revenue if the services create or enhance nonfinancial assets or require specialized skills, are provided by individuals possessing those skills, and typically need to be purchased if not provided by donation. Contributed services are recorded at its fair market value and the related expense is recorded under appropriate expense account.

The Organization's received contributed services for the Shine the Light Event, however, these services do not meet the criteria for recognition.

Cash and Cash Equivalents

The Organization considers all highly liquid investments with original maturities of less than three months to be cash equivalents.

Functional Expenses

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

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires the Organization's management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**NOTE 3 CASH AND CASH EQUIVALENTS**

Cash and cash equivalents include cash on deposit in banks and other financial institutions and highly liquid investments with maturities of three months or less from date of purchase.

As at June 30, 2013 and 2012 , cash and cash equivalents amounts to \$7,378 and \$11,492, respectively.

**COMMUNITY FUND FOR MANHATTAN  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2013 AND 2012**

**NOTE 4 ACCRUED EXPENSES**

Accrued expenses as of June 30, 2013 and 2012 consist of:

	<u>2013</u>	<u>2012</u>
Audit Fees	\$ 1,273	\$ 800
Events - Outside Services	-	100
	<u>\$ 1,273</u>	<u>\$ 900</u>

**NOTE 5 COMMITMENTS**

The Organization uses space free of rent at the Office of the Manhattan Borough President at 1 Centre Street, 19<sup>th</sup> Floor, New York, New York.

**NOTE 6 SUBSEQUENT EVENTS**

Management has evaluated subsequent events through September 24, 2013, the date which the audited financial statements were available for issue. There are no subsequent events of material in nature that came to our attention warranting disclosure.