

**PUTNAM COUNTY  
ECONOMIC DEVELOPMENT  
CORPORATION**

**FINANCIAL STATEMENTS**  
and Supplementary Information

*Years Ended December 31, 2014 and 2013*

**PUTNAM COUNTY ECONOMIC DEVELOPMENT CORPORATION**  
**FOR THE YEARS ENDED DECEMBER 31, 2014 AND 2013**

**TABLE OF CONTENTS**

	Page
INDEPENDENT AUDITOR’S REPORT ON FINANCIAL STATEMENTS .....	1-2
FINANCIAL STATEMENTS	
Statements of Financial Position .....	3
Statements of Activities and Changes in Net Assets .....	4
Statements of Cash Flows .....	5
Notes to the Financial Statements .....	6-12
SUPPLEMENTARY INFORMATION	
INDEPENDENT AUDITOR’S REPORT ON SUPPLEMENTARY INFORMATION .....	14
Schedule of 2014 Functional Expenses .....	15
Schedule of 2013 Functional Expenses .....	16

Alan Wolfson, C.P.A.

Elaine N. Wolfson, Principal

Members of:  
American Institute of Certified Public Accountants  
New York State Society of Certified Public Accountants

## INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of  
Putnam County Economic Development Corporation  
40 Gleneida Avenue, 3<sup>rd</sup> Floor  
Carmel, NY

I have audited the accompanying financial statements of the Putnam County Economic Development Corporation (a nonprofit organization), which comprise the statement of financial position as of December 31, 2014 and 2013, 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**

My responsibility is to express an opinion on these financial statements based on my audits. I conducted my audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that I 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, I 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.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

**Opinion**

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Putnam County Economic Development Corporation as of December 31, 2014 and 2013, 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.

A handwritten signature in black ink that reads "Alan Wolfson, CPA". The signature is written in a cursive style with a large, prominent initial 'A'.

Alan Wolfson  
Certified Public Accountant

Brewster, NY  
March 30, 2015

**PUTNAM COUNTY ECONOMIC DEVELOPMENT CORPORATION**  
**STATEMENTS OF FINANCIAL POSITION**  
**DECEMBER 31, 2014 AND 2013**

	<u>2014</u>	<u>2013</u>
<u>ASSETS</u>		
Current assets:		
Cash and cash equivalents	\$134,258	\$104,006
Contribution receivable	-	3,175
Revenue receivable	-	1,050
Prepaid expenses	1,793	1,789
Direct deposit payroll advance	<u>2,548</u>	<u>-</u>
Total current assets	138,599	110,020
Property and equipment, net of accumulated depreciation of \$27,457 and \$25,150	<u>4,035</u>	<u>6,158</u>
TOTAL ASSETS	<u>\$142,634</u>	<u>\$116,178</u>
<u>LIABILITIES AND NET ASSETS</u>		
Current liabilities:		
Accounts payable and accrued expenses	\$ 695	\$ 10,601
Accrued payroll	2,872	2,475
Payroll taxes payable	<u>2,576</u>	<u>2,455</u>
CURRENT AND TOTAL LIABILITIES	<u>6,143</u>	<u>15,531</u>
Net assets:		
Unrestricted	<u>136,491</u>	<u>100,647</u>
TOTAL NET ASSETS	<u>136,491</u>	<u>100,647</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$142,634</u>	<u>\$116,178</u>

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

**PUTNAM COUNTY ECONOMIC DEVELOPMENT CORPORATION**  
**STATEMENTS OF ACTIVITIES AND CHANGE IN NET ASSETS**  
**YEARS ENDED DECEMBER 31, 2014 AND 2013**

	<u>2014</u>	<u>2013</u>
CHANGE IN UNRESTRICTED NET ASSETS:		
SUPPORT AND REVENUE:		
Support:		
Putnam County grant	\$165,845	\$139,514
Other contributions	25,000	600
In-kind contributions	<u>6,300</u>	<u>5,775</u>
Total support	<u>197,145</u>	<u>145,889</u>
Program revenue:		
Annual networking event sponsorships	5,000	27,500
Annual networking event ticket sales	<u>4,990</u>	<u>12,778</u>
Total program revenue	9,990	40,278
Investment revenue:		
Interest and dividend income	<u>110</u>	<u>251</u>
Total unrestricted support and revenue	<u>207,245</u>	<u>186,418</u>
EXPENSES:		
Program services	136,979	156,145
Supporting services:		
Management and general	<u>34,422</u>	<u>36,965</u>
Total Functional expenses	171,401	193,110
Contribution to other organization	<u>-</u>	<u>2,500</u>
Total Expenses	<u>171,401</u>	<u>195,610</u>
CHANGE IN UNRESTRICTED/NET ASSETS	35,844	(9,192)
NET ASSETS AT BEGINNING OF YEAR	<u>100,647</u>	<u>109,839</u>
NET ASSETS AT END OF YEAR	<u>\$136,491</u>	<u>\$100,647</u>

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

**PUTNAM COUNTY ECONOMIC DEVELOPMENT CORPORATION**  
**STATEMENTS OF CASH FLOWS**  
**YEARS ENDED DECEMBER 31, 2014 AND 2013**

	<u>2014</u>	<u>2013</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Change in net assets	\$ 35,844	\$ (9,192)
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation and amortization	2,306	1,441
(Increase) decrease in operating assets:		
Grants receivable	-	10,226
Revenue receivable	1,050	(1,050)
Contributions receivable	3,175	(3,175)
Prepaid expenses	(5)	2,566
Increase (decrease) in operating liabilities:		
Direct deposit payroll advance	(2,548)	-
Payroll taxes payable	121	432
Accounts payable and accrued expenses	(9,905)	7,160
Accrued payroll	398	129
NET CASH (PROVIDED) BY OPERATING ACTIVITIES	<u>30,436</u>	<u>8,537</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Purchases of fixed assets	<u>(184)</u>	<u>(6,639)</u>
NET CASH (USED) BY INVESTING ACTIVITIES	<u>(184)</u>	<u>(6,639)</u>
NET INCREASE IN CASH AND CASH EQUIVALENTS	30,252	1,898
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	104,006	102,108
CASH AND CASH EQUIVALENTS, END OF YEAR	<u>\$134,258</u>	<u>\$104,006</u>
SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION:		
Finance charges paid	\$ 125	\$ 138
SUPPLEMENTAL DISCLOSURE OF NON-CASH INFORMATION:		
In-kind rental contribution	\$ 6,300	\$ 5,775
In-kind expense of facility rental	\$ 6,300	\$ 5,775

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

**PUTNAM COUNTY ECONOMIC DEVELOPMENT CORPORATION**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2014 AND 2013**

NOTE 1 - ORGANIZATION AND NATURE OF ACTIVITIES

The Putnam County Economic Development Corporation (“the Organization”) was incorporated on September 15, 1996 under the laws of New York State as a not-for-profit corporation. The corporation was granted Federal approval as a 501(c)(6) entity under the Internal Revenue Service Code Section 501(a), effective July 17, 1998.

The Organization’s mission is to promote balance and sustain economic growth in Putnam County in the State of New York through the retention and nurturing of business already in the County, through recruiting and encouraging the movement of existing businesses into Putnam County, and by providing an environment conducive to the creation and development of new businesses in the County.

The Organization is supported primarily through an annual municipal grant, private sector contributions and sponsorships, and program activities.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting

The accompanying financial statements have been prepared on the accrual basis of accounting and, accordingly, reflect all significant receivables, payables, and other liabilities. Revenues are recognized when earned, and expenses are recognized when the obligation is incurred.

Basis of Presentation

Financial statement presentation follows the recommendations of the Financial Accounting Standards Board in its Accounting Standards Codification (ASC) Topic 958, Not-for-Profit Entities. Under FASB ASC 958, the Organization is required to report 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.

These net assets classifications are described as follows:

Unrestricted Net Assets - not subject to donor-imposed restrictions. Unrestricted net assets may be designated for specific purposes or projects by action of the board of directors.

Temporarily Restricted Net Assets - subject to donor-imposed stipulations that may be fulfilled by actions of the Organization to meet the stipulations or become unrestricted at the date specified by the donor. When a restriction is satisfied, 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 - subject to donor-imposed stipulations that they be retained and invested permanently by the Organization.

The Organization did not have temporarily or permanently restricted net assets for the years ended December 31, 2014 and 2013, respectively.

**PUTNAM COUNTY ECONOMIC DEVELOPMENT CORPORATION**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2014 AND 2013**

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont'd)

Cash and Equivalents

For purposes of the Statements of Financial Position and Statements of Cash Flows, the Organization considers all unrestricted cash and all highly liquid investments available for current use with an initial maturity of three months or less to be cash equivalents.

Support and Revenue Recognition

In accordance with generally accepted accounting principles for not-for-profit organizations in the United States of America, contributions received are recorded as increases in unrestricted, temporarily restricted, or permanently restricted net assets depending on the existence and/or nature of any donor restrictions. The organization did not receive any donor restricted contributions in either calendar year 2014 or 2013.

Donated Materials and Services

The Organization has not recognized any support, revenue, or expenses from service contributed by volunteers. If any support, revenue or expense were recorded, it would be determined based on the difference of any amount paid to an individual and the comparable compensation which would be paid to an individual if they were to occupy these positions on a paid basis. The value of contributed services was not material and do not meet the criteria for inclusion in the financial statements.

In-Kind Contributions

In kind contributions consist of donated office space and related facilities costs. All in-kind contributions are recorded at their fair market value at the time the donation is made. The previous monthly rental expense was used to determine the estimated fair market value for the rental of the Organization's office space and facilities costs. For the year ended December 31, 2013, the value was determined to be \$5,775 based upon 11 months at \$525 per month. For the year ended December 31, 2014, the rent was determined to be \$6,300, based upon \$525 per month for 12 months. These amounts are included in in-kind contributions support income, program services expenses and management and general expenses in the accompanying Statements of Activities and Changes in Net Assets for the years ended December 31, 2014 and 2013, respectively.

**PUTNAM COUNTY ECONOMIC DEVELOPMENT CORPORATION**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2014 AND 2013**

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont'd)

Property and Equipment and Depreciation

Purchased property and equipment are recorded at cost. Acquisitions of property and equipment in excess of \$500 that meet the capitalization requirements are capitalized. Depreciation is computed using the straight-line method over the estimated useful lives of the assets as follows:

Furniture and Fixtures	7 Years
Office Equipment	7 Years
Computer Equipment and Electronics	5 Years
Telephone System and Internet Phone Equipment	7 Years
Internet Website	3 Years

Repairs and maintenance, and small equipment purchases are expensed as incurred. Expenditures that significantly increase asset values or extend useful lives are capitalized.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles 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 dates of the financial statements and the reported amounts of revenues and expenses during the reporting periods. Actual results could differ from those estimates.

Functional Allocation of Expenses

The costs of providing the Organization's program and supporting services have been summarized on a functional basis in the Statements of Activities and in the Supplementary Schedules of Functional Expenses. Accordingly, certain program or supporting service costs have been allocated by management on either specific identification or allocated percentage basis, as appropriate, or allocated among the programs and supporting services benefitted.

**PUTNAM COUNTY ECONOMIC DEVELOPMENT CORPORATION**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2014 AND 2013**

NOTE 3 - PROPERTY AND EQUIPMENT

Property and equipment consisted of the following at December 31, 2014 and 2013:

	<u>2014</u>	<u>2013</u>
Furniture and Fixtures	\$ 2,230	\$ 2,230
Computer Equipment	13,489	13,305
Electronic Equipment	512	512
Telephone System and Internet Phone Equipment	4,165	4,165
Office Equipment	1,083	1,083
Internet Web-site	<u>10,013</u>	<u>10,013</u>
subtotal	31,492	31,308
Less: accumulated depreciation	<u>(27,457)</u>	<u>(25,150)</u>
Property and Equipment, net	<u>\$ 4,035</u>	<u>\$ 6,158</u>

Depreciation expense for the years ended December 31, 2014 and 2013 was \$2,306 and \$1,441, respectively

NOTE 4 - FEDERAL AND STATE INCOME TAXES

The Organization is a not-for-profit corporation exempt from federal income tax under Section 501(c)(6) of the Internal Revenue Code and classified by the Internal Revenue Service as other than a private foundation. It is also exempt from New York State corporation franchise tax in accordance with the provision of Regulation Section 1-34(b)(6) as a NYS not-for-profit corporation. The organization files an annual report, NYS CHAR 500, with the NYS Attorney General's Office, Bureau of Charities.

NOTE 5 - SPECIAL REPORTING

The Organization is considered to be a Local Development Corporation under the Public Authorities Accountability Act within the Public Authorities Law of New York State. The Authorities Budget Office (ABO) and the Office of the State Comptroller (OSC) both require annual filings of certain financial data and information. The ABO and OSC have mandated that the Organization use their on-line reporting system, known as the Public Authorities Reporting Information System (PARIS).

**PUTNAM COUNTY ECONOMIC DEVELOPMENT CORPORATION**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2014 AND 2013**

NOTE 6 - LEASE COMMITMENT

Until March 31, 2013, The Organization leased its facility at 34 Gleneida Avenue, Carmel from the County of Putnam on a year-to-year basis for \$525 per month. The Organization was not responsible for any related occupancy costs. There was no written lease obligation or renewal option. One month of rent (\$525) was paid in 2013, as Putnam County ceased rental charges on January 31, 2013. The Organization moved its operations to 40 Gleneida Avenue, 3<sup>rd</sup> Floor; where it is provided facilities for its operations by the County of Putnam; and provided storage space at 841 Fair Street; at an annual rent of \$1. The Organization is not responsible for any related occupancy costs.

NOTE 7 - COMPOSITION OF CASH AND CASH EQUIVALENTS

The total cash held by the Organization was comprised of the following:

	<u>2014</u>	<u>2013</u>
Cash in Bank - Operating account	\$ 44,328	\$ 33,089
Cash in Bank - "Premium Savings"	19,234	281
Cash in Bank - Hudson Valley FCU	3	-
Certificates of Deposit	70,443	70,386
Petty Cash	<u>250</u>	<u>250</u>
Total	<u>\$134,258</u>	<u>\$104,006</u>

NOTE 8 - PROGRAM SERVICE ACTIVITIES

Under the new leadership of the Organization in 2013, it undertook a new program to further its mission of increasing and fostering the vitality of the County's business community. The Organization held its 1<sup>st</sup> Annual Networking event, open to the business community and local stakeholders. In 2014, the Annual Networking event returned to its former format, and the Organization focused its resources on a marketing campaign.

NOTE 9 - RELATED PARTY TRANSACTIONS

The former President of the Organization is the Director of Advertising Sales of a company that was the vendor to whom the Organization paid fees for advertising services for the Shop Putnam Project. For the year ended December 31, 2013, the costs recognized were \$1,636 and paid were \$4,019; of this, \$0 was included in accounts payable at the year end. For the year ended December 31, 2014, the Organization did not conduct any business with this vendor.

There was no amount due to or from this related party as of the date of these financial statements.

**PUTNAM COUNTY ECONOMIC DEVELOPMENT CORPORATION**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2014 AND 2013**

NOTE 9 - RELATED PARTY TRANSACTIONS (cont'd.)

A member of the Board of Directors is the President of a bank with whom the Organization does banking. The Organization has a checking account and a high-yield savings account with this bank. At December 31, 2014 and 2013 respectively, the balances were as follows:

	<u>2014</u>	<u>2013</u>
Operating account	<u>\$44,328</u>	<u>\$33,089</u>
Premium Savings account	<u>\$19,234</u>	<u>\$ 281</u>

There was no amount due to or from this related party as of the date of these financial statements.

An additional member of the Board of Directors is the President and C.E.O. of a bank with whom the Organization does banking. The Organization maintains a certificate of deposit account. At December 31, 2013 and 2012 respectively, the balances were as follows:

	<u>2014</u>	<u>2013</u>
Certificate of Deposit	<u>\$58,715</u>	<u>\$58,693</u>

There was no amount due to or from this related party as of the date of these financial statements.

A member of the Board of Directors, whose term was completed in 2013 is the agent from which the Organization purchases all of its insurance policies. For the years ended December 31, 2014 and 2013, respectively, the costs recognized and paid for these policies was \$3,595 and \$3,412.

There was no amount due to or from this related party as of the date of these financial statements.

NOTE 10 - CONCENTRATION OF REVENUE SOURCES

The Organization receives the majority of its revenue from a municipal grant from the County of Putnam, New York. This grant must be applied for annually, and is renewable depending on the availability of funds and the Organization's compliance with the requirements of the contract. The amounts received from these grants were \$165,845 and \$139,514 for the years ended December 31, 2014 and 2013, respectively. The current level of the Organization's operations and program services may be impacted or segments discontinued if funding is not renewed.

NOTE 11 - CONCENTRATION OF CREDIT RISK

The Organization maintains cash balances at several financial institutions located in New York. Accounts at each institution are insured by the Federal Deposit Insurance Corporation up to \$250,000. At December 31, 2014 and 2013, respectively, the Organization had no uninsured cash balances.

**PUTNAM COUNTY ECONOMIC DEVELOPMENT CORPORATION  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2014 AND 2013**

NOTE 12 - COMPARATIVE RECLASSIFICATIONS

Reclassifications and/or combinations of various account categories may have been made in order to reflect the two reporting periods on a comparable basis and to be in conformity with the current year presentation. These changes were immaterial and have no effect on the financial statements.

NOTE 13 - EVALUATION OF SUBSEQUENT EVENTS

The date to which events occurring after December 31, 2014 have been evaluated for possible adjustment to the financial statements or disclosure is March 30, 2015, which is the date on which the financial statements were available to be issued.

SUPPLEMENTARY INFORMATION

Alan Wolfson, C.P.A.

Elaine N. Wolfson, Principal

Members of:  
American Institute of Certified Public Accountants  
New York State Society of Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT  
ON SUPPLEMENTARY INFORMATION

To the Board of Directors of the  
Putnam County Economic Development Corporation

I have audited the financial statements of the Putnam County Economic Development Corporation as of and for the year ended December 31, 2014, and have issued my report thereon dated March 30, 2015, which contained an unqualified opinion on those financial statements. My audit was performed for the purpose of forming an opinion on the financial statements as a whole. The Schedule of Functional Expenses for the years ended December 31, 2014 and 2013, is presented for the purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the 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. In my opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.



Alan Wolfson  
Certified Public Accountant

Brewster, New York  
March 30, 2015

**PUTNAM COUNTY ECONOMIC DEVELOPMENT CORPORATION**  
**SCHEDULE OF FUNCTIONAL EXPENSES**  
**YEAR ENDED DECEMBER 31, 2014**

	<u>PROGRAM</u>	MANAGEMENT AND <u>GENERAL</u>	<u>TOTAL</u>
Salaries	\$81,706	\$12,308	\$ 94,014
Payroll taxes	<u>6,327</u>	<u>1,560</u>	<u>7,887</u>
Total salaries and payroll taxes	88,033	13,868	101,901
Annual networking event expenses	4,929	-	4,929
Professional dues and memberships	10,000	-	10,000
Marketing campaign expenses	12,048	-	12,048
Co-Star real estate service	4,401	-	4,401
NYS PARIS compliance	1,500	-	1,500
Website hosting and maintenance	675	-	675
Advertisements	1,500	-	1,500
Community promotional expenses	1,267	-	1,267
Seminars	1,895	-	1,895
Employee mileage reimbursements	1,715	-	1,715
Rent	3,151	3,150	6,301
Telephone	1,100	-	1,100
Insurance	1,512	2,083	3,595
Office and computer supplies	-	413	413
Professional fees	-	12,073	12,073
Travel and meals	3,129	-	3,129
Meetings	124	123	247
Postage	-	47	47
Fees and permits	-	177	177
Bank service charges	-	57	57
Finance charges	<u>-</u>	<u>125</u>	<u>125</u>
Total expenses before depreciation	136,979	32,116	169,095
Depreciation	<u>-</u>	<u>2,306</u>	<u>2,306</u>
Total Functional expenses	<u>\$136,979</u>	<u>\$34,422</u>	<u>\$171,401</u>

See auditor's report on supplementary information.

**PUTNAM COUNTY ECONOMIC DEVELOPMENT CORPORATION**  
**SCHEDULE OF FUNCTIONAL EXPENSES**  
**YEAR ENDED DECEMBER 31, 2013**

	<u>PROGRAM</u>	<u>MANAGEMENT AND GENERAL</u>	<u>TOTAL</u>
Salaries	\$56,398	\$10,597	\$ 66,995
Payroll taxes	<u>4,621</u>	<u>1,146</u>	<u>5,767</u>
Total salaries and payroll taxes	61,019	11,743	72,762
Annual networking event expenses	59,302	-	59,302
Professional dues and memberships	10,045	-	10,045
Marketing campaign expenses	6,429	-	6,429
Co-Star real estate service	4,211	-	4,211
“Shop Putnam” project	1,636	-	1,636
NYS PARIS compliance	2,090	-	2,090
Website hosting	1,042	-	1,042
Internet access charges	906	-	906
Advertisements	1,200	794	1,994
Community promotional expenses	240	-	240
Seminars	140	555	695
Employee mileage reimbursements	1,200	233	1,433
Rent and office cleaning	643	644	1,287
Rent	2,888	2,887	5,775
Telephone	900	1,294	2,194
Insurance	2,030	1,382	3,412
Office and computer supplies	-	247	247
Professional fees	150	13,347	13,497
Dues and subscriptions	-	525	525
Travel and meals	74	-	74
Postage	-	16	16
Printing and reproduction	-	790	790
Maintenance contracts	-	657	657
Repairs - equipment	-	137	137
Fees and permits	-	99	99
Bank service charges	-	36	36
Finance charges	<u>-</u>	<u>138</u>	<u>138</u>
Total expenses before depreciation	156,145	35,524	191,669
Depreciation	<u>-</u>	<u>1,441</u>	<u>1,441</u>
Total Functional expenses	<u>\$156,145</u>	<u>\$36,965</u>	<u>\$193,110</u>

See auditor’s report on supplementary information.