

Jewish Community Relations
Council of Greater Boston, Inc.

**Financial Statements** 

September 30, 2018

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# September 30, 2018

# **Independent Auditors' Report**

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# Kevin P. Martin & Associates, P.C.

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# **Independent Auditors' Report**

To the Board of Directors of Jewish Community Relations Council of Greater Boston, Inc.

# **Report on Financial Statements**

We have audited the accompanying financial statements of Jewish Community Relations Council of Greater Boston, Inc. (a nonprofit organization) (the Council) which comprise the statement of financial position as of September 30, 2018, 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 auditors' 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 the Council as of September 30, 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.

# **Report on Summarized Comparative Information**

We have previously audited the Council's 2017 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated May 24, 2018. The prior year summarized comparative information is not intended to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. In our opinion, the summarized comparative information presented herein as of and for the year ended September 30, 2017, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Muin P. Martin & Churto-P.C.

Braintree, Massachusetts May 23, 2019

## Statement of Financial Position

# As of September 30, 2018 With Comparative Totals as of September 30, 2017

#### **Assets**

Current Assets	_	2018	_	2017
Cash Investments Accounts receivable, net of allowance Pledges receivable Prepaid expenses  Total current assets	\$	819,557 5,049 16,880 149,938 30,967 1,022,391	\$	706,362 - 16,880 218,511 36,737 978,490
Other Assets				
Notes receivable	_	153,969	_	153,969
Total other assets	_	153,969	_	153,969
Total Assets	\$_	1,176,360	\$_	1,132,459
Liabilities and Net Assets				
Current Liabilities				
Accounts payable Accrued expenses Note payable - current	\$_	21,846 37,720 6,214	\$	7,352 62,381 6,214
Total current liabilities	-	65,780	-	75,947
Long Term Liabilities				
Note payable - net of current portion and discount	_	121,029	_	124,243
Total long term liabilities	_	121,029	_	124,243
Total Liabilities	_	186,809	_	200,190
Net Assets				
Unrestricted Temporarily restricted	-	439,613 549,938	_	713,758 218,511
Total net assets	_	989,551	_	932,269
<b>Total Liabilities and Net Assets</b>	\$_	1,176,360	\$_	1,132,459

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

# Statement of Activities

# For the Year Ended September 30, 2018 With Comparative Totals for the Year Ended September 30, 2017

Revenue and Support		Unrestricted	•	Temporarily Restricted	-	2018 Total	-	2017 Total
Contributions and donations Event fees and sponsorships Released from restrictions Investment income	\$	2,123,426 187,266 133,511 7,307	\$	464,938 - (133,511) -	\$	2,588,364 187,266 - 7,307	\$	2,367,423 168,012 - 6,346
Total revenue and support	•	2,451,510		331,427	-	2,782,937	_	2,541,781
Expenses								
Program services General and administrative Fundraising		2,112,457 246,459 363,739		- - -	-	2,112,457 246,459 363,739	-	2,111,105 302,097 245,379
Total expenses	,	2,722,655			-	2,722,655	-	2,658,581
<b>Change in Net Assets from Operations</b>		(271,145)	•	331,427	_	60,282	-	(116,800)
Non-Operating Expenses								
Accretion of discount on note payable	•	(3,000)	•		-	(3,000)	-	(3,073)
Total non-operating expenses		(3,000)			_	(3,000)	_	(3,073)
Change in Net Assets		(274,145)		331,427		57,282		(119,873)
Net Assets at Beginning of Year	,	713,758	•	218,511	-	932,269	-	1,052,142
Net Assets at End of Year	\$	439,613	\$	549,938	\$	989,551	\$	932,269

# Statement of Cash Flows

# For the Year Ended September 30, 2018 With Comparative Totals for the Year Ended September 30, 2017

		2018		2017
Cash Flows from Operating Activities		_		
Change in net assets	\$	57,282	\$	(119,873)
Adjustments to reconcile change in net assets to net cash provided by				
(used in) operating activities:				
Accretion of discount on notes payable		3,000		3,073
Decrease (increase) in assets:				
Accounts receivable, net of allowance		-		(14,790)
Pledges receivable		68,573		142,047
Prepaid expenses		5,770		(18,633)
Increase (decrease) in liabilities:				
Accounts payable		14,494		(17,783)
Accrued expenses	_	(24,661)	_	15,812
Net Cash Provided by (Used in) Operating Activities	_	124,458	_	(10,147)
Cash Flows from Financing Activities				
Payments on note payable		(6,214)		(6,214)
Purchase of investments	_	(5,049)	_	
Net Cash Used in Financing Activities	_	(11,263)	_	(6,214)
Net Increase (Decrease) in Cash and Cash Equivalents		113,195		(16,361)
Cash and Cash Equivalents - Beginning	_	706,362	_	722,723
Cash and Cash Equivalents - Ending	\$_	819,557	\$_	706,362

## Statement of Functional Expenses

# For the Year Ended September 30, 2018 With Comparative Totals for the Year Ended September 30, 2017

		Program Services		General and dministrative		Fundraising		2018 Total		2017 Total
							. –			
Salaries	\$	1,226,262	\$	102,092	\$	211,036	\$	1,539,390	\$	1,543,084
Payroll taxes		86,601		7,210		14,904		108,715		106,053
Fringe benefits	_	165,221	_	13,756		28,434		207,411	_	246,175
Subtotal		1,478,084		123,058		254,374		1,855,516		1,895,312
Bank charges		-		6,078		-		6,078		5,419
Consultants		121,392		18,255		9,973		149,620		129,175
Dues and subscriptions		6,389		2,471		576		9,436		11,290
Equipment		6,951		2,738		1,196		10,885		25,988
Equipment rental and maintenance		20,757		1,728		3,572		26,057		50,277
Food		36,544		6,653		719		43,916		18,398
Insurance		1,546		9,787		266		11,599		12,070
Meeting expenses		31,400		2,262		68,338		102,000		64,772
Membership fees		10,150		-		-		10,150		10,239
Miscellaneous expenses		48,278		1,480		-		49,758		4,170
Mission travel		154,666		-		-		154,666		153,544
Occupancy		106,847		8,896		18,388		134,131		135,213
Payroll service charges		=		7,230		=		7,230		7,264
Postage		843		1,988		=		2,831		1,976
Printing		21,999		7,182		3,424		32,605		14,160
Professional fees		-		11,424		-		11,424		6,436
Program meeting space		2,210		-		-		2,210		170
Program speakers		5,900		-		-		5,900		-
Sponsorships		3,230		-		-		3,230		2,000
Staff training		1,008		5,516		174		6,698		12,961
Supplies		1,279		2,842		178		4,299		7,063
Telephone		10,237		720		1,489		12,446		12,125
Travel	_	42,747	_	26,151	,	1,072	_	69,970	_	78,559
	\$_	2,112,457	\$	246,459	\$	363,739	\$_	2,722,655	\$_	2,658,581

Notes to Financial Statements

September 30, 2018

# (1) Summary of Significant Accounting Policies

The financial statements have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP). The significant accounting policies followed by Jewish Community Relations Council of Greater Boston, Inc. (the Council) are described below to enhance the usefulness of the financial statements to the reader.

#### (a) Nature of Activities

The Council was founded in 1944 and was incorporated in 1973 in the Commonwealth of Massachusetts as a not-for-profit corporation. Rooted in Jewish values and informed by Jewish history, the Council serves as the representative voice of the organized Jewish Community in the greater Boston area. The Council's mission also reflects the ideals of American democracy while serving as a catalyst for building a strong and vibrant Jewish community in Boston and around the world. The Council advocates for a safe and secure, democratic Jewish state of Israel and promotes an American society which is democratic, pluralistic and just.

In pursuit of its goals, the Council pursues an action agenda by forging collaborative partnerships within the Jewish community; and between the Jewish community and the broader society. To this end, the Council educates, assists and enables the Jewish community to pursue social justice. The Council advocates on issues of Jewish communal concern. The Council builds coalitions for effective action and opportunities for community involvement and convenes the community in times of crisis, celebration and commemoration.

These purposes are accomplished through the following program activities:

<u>Social Justice</u> - The Council works to engage members of Boston's Jewish community in the work of social justice through community service and community organizing, in partnership with other faith communities and a range of community based nonprofits. The four social justice program areas are: The Greater Boston Jewish Coalition for Literacy, which mobilizes hundreds of volunteers to provide weekly tutoring to elementary school children in under resourced urban elementary schools; TELEM, a teen service learning program which engages over 900 middle and high school students in ongoing community service (connected with specially prepared curricula); ReachOut!, which engages young adults in service, fosters their leadership and builds a cohesive community; and synagogue organizing, which involves leaders from area synagogues in organizing and advocacy in the public arena. The Council collaborates closely with the Greater Boston Interfaith Organization in grassroots community organizing.

The Council also provides Holocaust programming and education, in conjunction with the New England Holocaust Memorial.

Notes to Financial Statements

September 30, 2018

# (1) Summary of Significant Accounting Policies - continued

#### (a) Nature of Activities - continued

<u>Israel Engagement</u> - The Council is committed to engaging with people from diverse backgrounds to foster civil dialogue and build support for Israel, the national homeland of the Jewish people. The Council pursues these goals by engaging in work such as community education, cultivating relationships throughout greater Boston, leading Study Tours to Israel with community leaders and supporting national efforts through our partnerships with the Jewish Council for Public Affairs. Study Tour participants are strategically selected influential leaders, including clergy and elected officials.

Government Affairs - Working together with the Massachusetts Association of Jewish Federations (MAJF), the Council brings together broad coalitions of Jewish agencies, organizations and individuals, to advocate for compassionate public policies and adequate funding to assist those most in need and improve the quality of life for all. Through successful collaborations with a variety of advocacy organizations in the broader community, the Council multiplies its impact and the reach of its contacts and fosters and develops relationships with governmental officials at the federal, state and local levels in order to achieve policy successes in the budgetary, administrative and legislative arenas.

#### (b) Basis of Presentation

The statement of activities reports all changes in net assets, including changes in unrestricted net assets from operating and non-operating activities. Operating revenues consist of those monies received and other contributions attributable to the Council's ongoing efforts. Non-operating expenses consist of the accretion of the discount on the Council's note payable; see Note 3.

#### (c) Standards of Accounting and Reporting

The Council's net assets (excess of its assets over liabilities) and its revenues, expenses, gains and losses are classified based on the existence or absence of donor-imposed restrictions.

The statement of financial position presents three classes of net assets (unrestricted, temporarily and permanently restricted) and the statement of activities displays the change in each class of net assets. The classes of net assets applicable to the Council are presented as follows:

<u>Unrestricted</u> - Unrestricted net assets are not subject to donor imposed restrictions. Unrestricted net assets consist of assets and contributions available for the support of operations. Unrestricted net assets may be designated for specific purposes by management or the Board of Directors. Gains and losses on investments are reported as increases or decreases in unrestricted net assets unless their use is restricted by explicit donor stipulations or law.

Notes to Financial Statements

September 30, 2018

# (1) Summary of Significant Accounting Policies - continued

#### (c) Standards of Accounting and Reporting - continued

<u>Temporarily Restricted</u> - Temporarily restricted net assets are subject to donor-imposed stipulations that may or will be met, either by actions of the Council and/or passage of time. Contributions, gains and investment income that are restricted by the donor are reported as increases in unrestricted net assets if the restriction expires in the reporting period in which the contributions are recognized.

# (d) Cash and Cash Equivalents

The Council considers all highly liquid investments purchased with an original maturity of three months or less to be cash equivalents.

The Council maintains its cash balances at several financial institutions located in Massachusetts. The cash balances are secured by the Federal Deposit Insurance Corporation (FDIC). At times these balances may exceed the federal insurance limits; however, the Council has not experienced any losses with respect to its bank balances in excess of government provided insurance. Management believes that no significant concentration of credit risk exists with respect to these cash balances as of September 30, 2018.

# (e) Revenue Recognition

The Council earns revenue as follows:

<u>Contributions</u> - Contributions, which include both donations and grants, are recorded upon receipt or pledge as unrestricted or temporarily restricted support depending on the existence and/or nature of any donor restrictions. All contributions are considered to be available for unrestricted use unless specifically restricted by the donor.

<u>Special Events</u> - Special event revenue is primarily derived from contributions collected and fees charged for admission at various sponsored events. Special events revenue is recognized when earned. Special events are incidental to the Council's operations and the related direct expenses have been reported with fundraising expense in the accompanying statement of activities.

During the year ended September 30, 2018, the Council derived approximately 66% of its total operating revenue from grants received from Combined Jewish Philanthropies (CJP), an unrelated nonprofit organization. In addition, during the year ended September 30, 2018, the Council received 21% of their total operating revenue from targeted gifts from donors to the Council, which flowed through CJP. The remaining 13% of total operating revenue was from foundations and individuals. All revenue is recorded at estimated net realizable value.

Notes to Financial Statements

September 30, 2018

# (1) Summary of Significant Accounting Policies - continued

#### (f) Accounts Receivable

Accounts receivable are stated at the amount management expects to collect from outstanding balances. Management provides for probable uncollectible amounts through a provision for bad debt expense and an adjustment to a valuation allowance based on its assessment of the current status of individual accounts. Balances that are outstanding after management has used reasonable collection efforts are written off through a charge to the valuation allowance and a credit to accounts receivable. As of September 30, 2018, management has determined any allowance would be immaterial.

The Council does not have a policy to accrue interest on receivables. The Council has no policies requiring collateral or other security to secure the accounts receivable.

As of September 30, 2018, 100% of the Council's accounts receivable are due from CJP.

#### (g) Promises to Give

Conditional promises to give are not recognized in the financial statements until the conditions are substantially met. Unconditional promises to give that are expected to be collected within one year are recorded at net realizable value. Unconditional promises to give that are expected to be collected in more than one year are recorded at fair value, which is measured as the present value of their future cash flows. The discounts on those amounts are computed using risk-adjusted interest rates applicable to the years in which the promises are received. Amortization of the discounts is included in contribution revenue. In the absence of donor stipulations to the contrary, promises with payments due in future periods are restricted to use after the due date.

Unconditional promises to give are periodically reviewed to estimate an allowance for doubtful accounts. Management estimates the allowance by review of historical experience and a specific review of collections trends that differ from scheduled collections on individual promises. As of September 30, 2018, management has determined any allowance would be immaterial. All pledges receivable as of September 30, 2018 are expected to be collected during fiscal year 2019.

#### (h) Fundraising

Fundraising relates to the activities of raising general and specific contributions for the Council. Fundraising expenses as a percentage of total contribution and special event revenue was 13% for the year ended September 30, 2018. The ratio of expenses to amounts raised is computed using actual expenses and related revenue on an accrual basis.

#### (i) 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 and in the statement of functional expenses. Directly identifiable expenses are charged to programs and supporting services. Expenses related to more than one function are allocated to programs and supporting services. General and administrative expenses include those expenses that are not directly identifiable with any other specific function but provide for the overall support and direction of the Council.

#### Notes to Financial Statements

September 30, 2018

# (1) Summary of Significant Accounting Policies - continued

#### (i) Functional Allocation of Expenses - continued

Payroll and associated costs are allocated to functions based upon actual time charges. Occupancy costs are allocated based upon the allocation of salary.

## (j) Use of Estimates

In preparing the Council's financial statements in conformity with U.S. GAAP, management is required to make estimates and assumptions that affect the reported amounts of assets and liabilities and the disclosure of contingent 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.

## (k) Income Taxes

The Council qualifies as an organization formed for charitable purposes under Section 501(c)(3) of the Internal Revenue Code (IRC) and is generally not subject to income tax. However, income from certain activities not directly related to the Council's tax-exempt purpose is subject to taxation as unrelated business income. In addition, the Council is not a private foundation under Section 509(a)(1) of the IRC.

#### (l) Investments

The Council carries investments at fair value. Interest and dividends are recorded when earned. Gains and losses are recognized as incurred or based on fair value changes during the period. Investments are exposed to risks such as interest rate, credit and overall market volatility.

#### (m) Summarized Financial Information for 2017

The financial statements include certain prior year summarized comparative information in total but not by net asset class. Also, the financial statements do not include a full presentation of the statement of functional expenses for the year ended September 30, 2017. In addition, the financial statements do not include full financial statement disclosures for the prior year. Such information does not include sufficient detail to constitute a presentation in conformity with U.S. GAAP. Accordingly, such information should be read in conjunction with the Council's financial statements for the year ended September 30, 2017, from which the summarized information was derived.

#### (n) Compensated Absences

Vacation and sick pay are considered expenditures in the year paid.

#### Notes to Financial Statements

September 30, 2018

# (2) Notes Receivable

In May 2006, various individuals and organizations donated funds to the Council for the purpose of loaning said funds to Boston Community Capital to assist with the development of affordable housing in the Boston area.

The Council participated directly in this initiative by entering into a note receivable with Boston Community Capital totaling \$138,969 at 2% interest dated December 12, 2004. The note requires interest only payments each June with the principal balance due on June 30, 2019, however, it is the Council's intention to extend this note in 2019. As of September 30, 2018, the note receivable amounted to \$138,969.

The Council participated directly in this initiative by entering into another note receivable with Boston Community Capital totaling \$15,000 at 2% interest dated December 12, 2004. The note requires interest only payments each June with the balance due when called upon, however, it is not the Council's intention to call this note in 2019. As of September 30, 2018, the note receivable amounted to \$15,000.

#### (3) Note Payable

An interest free loan in the original amount of \$186,421 was extended by CJP effective June 30, 2016 to assist the Council in funding the pension liability of a former employee as well as to repay the remaining balance on an old CJP note. On or about December 31 of each year, commencing with December 31, 2016, and ending on December 31, 2045, the Council will provide CJP a payment of \$6,214 to be applied to the outstanding principal of the loan. As of September 30, 2018, the outstanding balance on the note payable amounted to \$173,993.

In accordance with U.S. GAAP, a discount is required to be calculated on the non-interest bearing note payable for imputed interest. This discount was calculated in accordance with a risk free rate of return, determined by management to be the U.S. Treasury's 30-year Daily Yield Curve rate as of the date of the note issuance, June 30, 2016, which was 2.30%. As of September 30, 2017, this discount was determined to be \$46,750 which is netted against the corresponding note payable in the accompanying statement of financial position. This discount will decline annually as principal payments are made. A corresponding interest expense will be recorded in relation to the discount and will be included as non-operating expense on the accompanying statement of activities as accretion of discount.

Future minimum payments are as follows:

Year ended September 30, 2019	\$ 6,214
Year ended September 30, 2020	6,214
Year ended September 30, 2021	6,214
Year ended September 30, 2022	6,214
Year ended September 30, 2023	6,214
Total continuing equal annual	
payments owed through 2045	142,923

#### Notes to Financial Statements

September 30, 2018

## (4) Operating Lease Commitments

The Council is a tenant-at-will for office space in Boston, MA owned by CJP. The Council pays monthly rent in the amount of \$11,169 which includes occupancy, common area maintenance and utility costs. Total rent expenses for the year ended September 30, 2018 totaled \$134,131.

## (5) Temporarily Restricted Net Assets

Temporarily restricted net assets consist of resources available to meet future obligations, but only in compliance with the restrictions specified by donors. As of September 30, 2018, temporarily restricted net assets amounted to \$549,938 and consists of amounts restricted by time.

# (6) Specific Program Expenses - Unaudited

The Council has allocated direct and administrative expenses to the following projects for 2018:

#### Designated Program Expenses

Service Programs		
TELEM	\$ 286,465	
Greater Boston Jewish Coalition for Literacy	207,616	
ReachOut!	168,692	
Total Service Programs		662,773
Advocacy and Organization		
Synagogue Organizing	258,638	
Government Affairs	218,877	
Disability Advocacy	103,125	
Total Advocacy and Organization		580,640
Community Outreach		
Community Outreach	346,629	
NE Holocaust Memorial	160,108	
Total Community Outreach		506,737
Israel Engagement Center	472,904	
Total Israel Engagement Center	<u> </u>	<u>472,904</u>
Total allocated expenses		\$ 2,223,054
		<del></del>

#### Notes to Financial Statements

September 30, 2018

# (7) Employee Benefits

#### (a) Defined Contribution Plan

The Council has a defined contribution pension plan that qualifies as a tax-sheltered account under Section 403(b)(7) of the IRC for the benefit of eligible employees. All regular employees are eligible to participate in this plan. Under the plan, benefit eligible employees can invest pretax dollars. The employees are not taxed on contributions or earnings until they receive distributions from the account. During the year ended September 30, 2018, the Council's contributions under this plan amounted to \$52,228.

## (b) Section 125 Plan

The Council has a plan that qualifies as a "Cafeteria Plan" under Section 125 of the IRC. The plan allows the Council's employees to pay for medical and dental insurance and daycare on a pre-tax basis. All employees whose customary employment is at least 20 hours per week are eligible to participate in the plan.

#### (8) Concentrations

The Council is significantly supported by CJP, an unrelated nonprofit organization with similar missions and goals to that of the Council. CJP accounted for, or passed through, a significant portion of the Council's operating revenue during the year ended September 30, 2018, see Note 1e. The Council's notes payable are held by CJP, see Note 3, and the Council also rents their office space from CJP, see Note 4.

#### (9) Subsequent Events

The Council has performed an evaluation of subsequent events through May 23, 2019, which is the date the Council's financial statements were available to be issued. No material subsequent events have occurred since September 30, 2018 that required recognition or disclosure in these financial statements.