

Jewish Community Relations
Council of Greater Boston, Inc.

**Financial Statements** 

September 30, 2017

# Index

# September 30, 2017

# **Independent Auditors' Report**

# **Financial Statements:**

Statement of Financial Position as of September 30, 2017 with Comparative Totals as of September 30, 2016	1
Statement of Activities for the Year Ended September 30, 2017 with Comparative Totals for the Year Ended September 30, 2016	2
Statement of Cash Flows for the Year Ended September 30, 2017 with Comparative Totals for the Year Ended September 30, 2016	3
Statement of Functional Expenses for the Year Ended September 30, 2017 with Comparative Totals for the Year Ended September 30, 2016	4
Notes to Financial Statements	5 - 12



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

ASSURANCE | TAX | RISK MANAGEMENT | IT ADVISORY

# **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, 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 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, 2017, 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 2016 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated March 14, 2017. 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, 2016, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Muin P. Martin & Charle P.C.

# Statement of Financial Position

# As of September 30, 2017 With Comparative Totals as of September 30, 2016

Current Assets	2017	2016
Cash Accounts receivable, net of allowance Pledges receivable - current Prepaid expenses	\$ 706,362 16,880 218,511 36,737	\$ 722,723 2,090 277,034 18,104
Total current assets	978,490	1,019,951
Other Assets		
Pledges receivable - net of current portion Notes receivable	153,969	83,524 153,969
Total other assets	153,969	237,493
Total Assets	1,132,459	1,257,444
Current Liabilities		
Accounts payable Accrued expenses Note payable - current	7,352 62,381 6,214	25,135 46,569 6,214
Total current liabilities	75,947	77,918
Long Term Liabilities		
Note payable - net of current portion and discount	124,243	127,384
Total long term liabilities	124,243	127,384
Total Liabilities	200,190	205,302
Net Assets		
Unrestricted	713,758	689,494
Temporarily restricted	218,511	362,648
Total net assets	932,269	1,052,142
Total Liabilities and Net Assets	\$ 1,132,459	\$ 1,257,444

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

# Statement of Activities

# For the Year Ended September 30, 2017 With Comparative Totals for the Year Ended September 30, 2016

Revenue and Support	Unrestricted	Temporarily Restricted	2017 Total	2016 Total
Contributions and donations Event fees and sponsorships Released from restrictions Investment income	2,332,423 168,012 179,137 6,346	\$ 35,000 - (179,137) -	\$ 2,367,423 168,012 - 6,346	\$ 2,237,511 465,758 - 6,873
Total revenue and support	2,685,918	(144,137)	2,541,781	2,710,142
Expenses				
Program services General and administrative Fundraising	2,111,105 302,097 245,379	- - -	2,111,105 302,097 245,379	2,019,968 220,680 338,059
Total expenses	2,658,581		2,658,581	2,578,707
Change in Net Assets from Operations	27,337	(144,137)	(116,800)	131,435
Non-Operating Revenue and Expenses				
Change in estimate Discount on note payable (accretion of discount) Total non-operating revenue and expenses	(3,073)	- - -	(3,073) (3,073)	(180,174) 52,823 (127,351)
Change in Net Assets	24,264	(144,137)	(119,873)	4,084
Net Assets at Beginning of Year	689,494	362,648	1,052,142	1,048,058
Net Assets at End of Year \$	713,758	\$ 218,511	\$ 932,269	\$ 1,052,142

# Statement of Cash Flows

# For the Year Ended September 30, 2017 With Comparative Totals for the Year Ended September 30, 2016

	_	2017		2016
Cash Flows from Operating Activities				
Change in net assets	\$	(119,873)	\$	4,084
Adjustments to reconcile change in net assets to net cash used in operating activities:				
Change in estimate		-		180,174
Accretion of discount on notes payable (discount)		3,073		(52,823)
Decrease (increase) in assets:				
Accounts receivable, net of allowance		(14,790)		-
Pledges receivable		142,047		(238,163)
Prepaid expenses		(18,633)		6,029
Increase (decrease) in liabilities:				
Accounts payable		(17,783)		10,689
Accrued expenses		15,812		(31,038)
Net Cash Used in Operating Activities	_	(10,147)	_	(121,048)
Cash Flows from Financing Activities				
Repayment of notes payable	_	(6,214)		(6,068)
Net Cash Used in Financing Activities	_	(6,214)	_	(6,068)
Net Decrease in Cash and Cash Equivalents		(16,361)		(127,116)
Cash and Cash Equivalents - Beginning	_	722,723	_	849,839
Cash and Cash Equivalents - Ending	\$_	706,362	\$_	722,723
Supplemental Disclosure of Non-Cash Investing and Financing Activities				
Notes payable for accrued pension liability	\$_	-	\$_	180,174

# Statement of Functional Expenses

# For the Year Ended September 30, 2017 With Comparative Totals for the Year Ended September 30, 2016

		Program Services		General and dministrative		Fundraising		2017 Total		2016 Total
	Φ.	1 270 002	Φ.	120.755	Φ.	122.226	Ф	1 542 004	Φ.	1 525 707
Salaries	\$	1,279,993	\$	130,755	\$	132,336	\$	1,543,084	\$	1,525,707
Payroll taxes		87,971		8,987		9,095		106,053		104,699
Fringe benefits	_	204,203		20,860	-	21,112	_	246,175	_	209,185
Subtotal		1,572,167		160,602		162,543		1,895,312		1,839,591
Bank charges		-		5,419		=		5,419		4,318
Consultants		87,761		38,707		2,707		129,175		113,105
Dues and subscriptions		7,199		2,756		1,335		11,290		8,699
Equipment		19,487		4,486		2,015		25,988		16,868
Equipment rental and maintenance		41,705		4,260		4,312		50,277		41,883
Food		12,876		5,287		235		18,398		26,119
Insurance		1,579		10,328		163		12,070		11,939
Meeting expenses		5,605		2,310		56,857		64,772		63,307
Membership fees		9,950		282		7		10,239		10,568
Miscellaneous expenses		2,924		1,246		-		4,170		2,112
Mission travel		153,544		-		-		153,544		152,656
Occupancy		112,160		11,457		11,596		135,213		133,197
Payroll service charges		-		7,264		-		7,264		6,530
Postage		24		1,952		-		1,976		1,551
Printing		10,541		2,965		654		14,160		10,859
Professional fees		-		6,436		-		6,436		9,497
Program meeting space		170		=		-		170		2,983
Sponsorships		2,000		-		-		2,000		5,780
Staff training		1,495		9,827		1,639		12,961		13,781
Supplies		1,313		5,679		71		7,063		6,555
Telephone		10,400		857		868		12,125		11,772
Travel	_	58,205	_	19,977	-	377	_	78,559	_	85,037
	\$_	2,111,105	\$	302,097	\$	245,379	\$	2,658,581	\$_	2,578,707

Notes to Financial Statements

September 30, 2017

# (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, 2017

# (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, 2017

# (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, 2017.

# (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, 2017, the Council derived approximately 67% of its total operating revenue from grants received from CJP, an unrelated nonprofit organization. In addition, during the year ended September 30, 2017, the Council received 19% of their total operating revenue from targeted gifts which flowed through CJP. The remaining 14% of total operating revenue was from foundations and individuals. All revenue is recorded at estimated net realizable value

Notes to Financial Statements

September 30, 2017

# (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, 2017, 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, 2017, 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, 2017, management has determined any allowance would be immaterial. All pledges receivable as of September 30, 2017 are expected to be collected during fiscal year 2018.

### (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 10% for the year ended September 30, 2017. 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. Administration 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, 2017

# (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) Summarized Financial Information for 2016

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, 2016. 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, 2016, from which the summarized information was derived.

# (m) Compensated Absences

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

# (n) Reclassifications

Certain amounts in the prior year have been reclassified to conform to the current year presentation.

#### Notes to Financial Statements

September 30, 2017

# (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. As of September 30, 2017, 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. As of September 30, 2017, 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, 2017, the outstanding balance on the note payable amounted to \$180,207.

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 \$49,750 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, 2018	\$ 6,214
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
Thereafter	149,137

#### Notes to Financial Statements

September 30, 2017

# (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, 2017 totaled \$135,213.

# (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, 2017, temporarily restricted net assets amounted to \$218,511 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 2017:

## Designated Program Expenses

Service Programs TELEM	\$	343,009	
Greater Boston Jewish Coalition for Literacy	Ф	156,644	
ReachOut!		117,676	
Total Service Programs			617,419
Advocacy and Organization			
Synagogue Organizing		167,462	
Government Affairs		260,922	
Disability Advocacy		100,609	
Anti-gun Violence Advocacy		<u>75,537</u>	
Total Advocacy and Organization			604,529
Community Outreach			
Community Outreach		265,607	
NE Holocaust Memorial		131,264	
Total Community Outreach			396,871
Israel Engagement Center		493,515	
Total Israel Engagement Center			493,515
Total allocated expenses			\$ <u>2,112,334</u>

#### Notes to Financial Statements

September 30, 2017

# (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, 2017, the Council's contributions under this plan amounted to \$52,859.

## (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, 2017, 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 24, 2018, which is the date the Council's financial statements were available to be issued. No material subsequent events have occurred since September 30, 2017 that required recognition or disclosure in these financial statements.