

COMMUNITY INFORMATION NOW
FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018

COMMUNITY INFORMATION NOW

FINANCIAL STATEMENTS

Year Ended December 31, 2018

Table of Contents

	<u>Page No.</u>
Independent accountant's review report	1
Financial statements	
Statement of financial position	2
Statement of activities	3
Statement of functional expenses.....	4
Statement of cash flows	5
Notes to financial statements	6



INDEPENDENT ACCOUNTANT'S REVIEW REPORT

Board of Directors
Community Information Now
San Antonio, Texas

We have reviewed the accompanying financial statements of Community Information Now (a nonprofit organization), which comprise the statement of financial position as of December 31, 2018, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of entity management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

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.

Accountant's Responsibility

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

Accountant's Conclusion

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

Sagebiel, Ravenburg & Schuh, P.C.

San Antonio, Texas
November 4, 2019

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COMMUNITY INFORMATION NOW
STATEMENT OF FINANCIAL POSITION

December 31, 2018

ASSETS

Current assets:

Cash and cash equivalents	\$ 106,863
Accounts receivable	67,600
Prepaid expenses	<u>651</u>
Total current assets	<u>175,114</u>
 Total assets	 <u><u>\$ 175,114</u></u>

LIABILITIES AND NET ASSETS

Current liabilities:

Accounts payable	\$ 1,687
Accrued liabilities	<u>92,958</u>
Total current liabilities	<u>94,645</u>

Net assets:

Without donor restrictions	26,927
With donor restrictions	<u>53,542</u>
Total net assets	<u>80,469</u>
 Total liabilities and net assets	 <u><u>\$ 175,114</u></u>

See accompanying notes and independent
accountant's review report.

COMMUNITY INFORMATION NOW

STATEMENT OF ACTIVITIES

Year Ended December 31, 2018

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total</u>
Public support and revenue:			
Grant revenue	\$ 25,000	\$ 118,000	\$ 143,000
Program income	<u>272,015</u>	<u>-</u>	<u>272,015</u>
Total public support	297,015	118,000	415,015
Net assets released from restrictions:			
Restrictions satisfied by payments	<u>64,458</u>	<u>(64,458)</u>	<u>-</u>
Total public support and revenue	<u>361,473</u>	<u>53,542</u>	<u>415,015</u>
Expenses:			
Program services	346,492	-	346,492
Supporting services:			
Management and general	41,022	-	41,022
Fundraising	<u>8,936</u>	<u>-</u>	<u>8,936</u>
Total expenses	<u>396,450</u>	<u>-</u>	<u>396,450</u>
Change in net assets	(34,977)	53,542	18,565
Net assets at beginning of year	<u>61,904</u>	<u>-</u>	<u>61,904</u>
Net assets at end of year	<u>\$ 26,927</u>	<u>\$ 53,542</u>	<u>\$ 80,469</u>

See accompanying notes and independent
accountant's review report.

COMMUNITY INFORMATION NOW
STATEMENT OF FUNCTIONAL EXPENSES
Year Ended December 31, 2018

	Program <u>Services</u>	<u>Supporting Services</u>		<u>Totals</u>
		<u>Management and General</u>	<u>Fundraising</u>	
Indirect expenses reimbursed to UTHSCH:				
Salaries and wages	\$ 236,550	\$ 16,056	\$ 6,518	\$ 259,124
Employee benefits	66,824	4,173	1,607	72,604
Indirect costs	<u>31,709</u>	<u>759</u>	<u>811</u>	<u>33,279</u>
Total indirect expenses reimbursed to UTHSCH	335,083	20,988	8,936	365,007
Accounting and tax fees	-	19,113	-	19,113
Computer services	2,546	213	-	2,759
Consulting services	5,711	-	-	5,711
Dues and subscriptions	-	115	-	115
Insurance	-	426	-	426
Meals	669	80	-	749
Office supplies	159	-	-	159
Professional fees	-	87	-	87
Travel	<u>2,324</u>	<u>-</u>	<u>-</u>	<u>2,324</u>
Total expenses	<u>\$ 346,492</u>	<u>\$ 41,022</u>	<u>\$ 8,936</u>	<u>\$ 396,450</u>

See accompanying notes and independent
accountant's review report.

COMMUNITY INFORMATION NOW

STATEMENT OF CASH FLOWS

Year Ended December 31, 2018

Cash flow from operating activities:	
Change in net assets	\$ 18,565
Adjustments to reconcile change in net assets to net cash provided by operating activities:	
Change in:	
Accounts receivable	(36,239)
Prepaid expenses	(73)
Accounts payable	696
Accrued liabilities	<u>(4,325)</u>
Net cash used by operating activities	<u>(21,376)</u>
Net decrease in cash	(21,376)
Cash and cash equivalents at beginning of year	<u>128,239</u>
Cash and cash equivalents at end of year	<u><u>\$ 106,863</u></u>

See accompanying notes and independent accountant's review report.

COMMUNITY INFORMATION NOW
NOTES TO FINANCIAL STATEMENTS

1 NATURE OF ORGANIZATION

Community Information Now (CI:Now) provides data, tools, analysis, and training to inform decisions to improve Texas communities. CI:Now's vision is improved lives and decreased disparities through democratized data.

CI:Now provides mission-focused data services to local nonprofits, local governments, and collaborations to improve their ability to serve the public good. Key services include:

- Data support to collaborative and collective impact initiatives, such as staffing results-based accountability and outcome-focused planning processes; developing outcomes and indicators; identifying appropriate data sources; analyzing, mapping, and otherwise visualizing the data; and assisting the partners in understanding and using the data.
- Evaluation and performance management, including developing evaluation plans and progress metrics; accessing appropriate data sources; integrating data across organizations; analyzing and communicating the data; and assisting partners in using the data to improve performance.
- Other targeted-need collection, analysis, geocoding, mapping, and presentations.

CI:Now is staffed entirely by contract with the University of Texas Health Science Center at Houston (UTHSCH) since 2008. UTHSCH determines salary ranges for specific positions, sets the salary when a position is offered to a new employee, and reviews compensation levels for equity among employees and competitiveness with comparable institutions. The contract includes salary and fringe benefits, software and supplies, and indirect expenses including rent, utilities, communications, internet, office equipment, supplies, IT, administrative support, accounting support, payroll processing, and general liability insurance.

2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting

The financial statements of CI:Now have been prepared on the accrual basis of accounting. The financial statements accordingly reflect all significant receivables, payables, and other liabilities.

Basis of Presentation

Financial statement presentation follows the recommendations of the Financial Accounting Standards Board (FASB) for the format of financial statements of not-for-profit organizations. CI:Now is required to report information regarding its financial position and activities according to two classes of net assets: net assets with donor restrictions and net assets without donor restrictions.

Income Taxes

CI:Now is a non-profit organization and is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. In addition, CI:Now qualifies for the charitable contribution deduction under Section 170(b)(1)(A) and is classified as a public charity, and not a private foundation under Section 509(a)(2).

Revenue and Support With or Without Donor Restrictions

Contributions received are recorded as support with or without donor restrictions, depending on the existence and/or nature of any donor restrictions. Support that is restricted by the donor is reported as an increase in net assets with donor restrictions, depending on the nature of the restriction.

(Continued)

See independent accountant's review report.

COMMUNITY INFORMATION NOW

NOTES TO FINANCIAL STATEMENTS

(Continued)

2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Estimates

Management uses estimates and assumptions in preparing financial statements. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenues and expenses. Actual results could differ from those amounts.

Cash and Cash Equivalents

Cash and cash equivalents include all money on hand and in banks.

Recently Adopted Accounting Pronouncements

In August 2016, the FASB issued Accounting Standards Update 2016-14, regarding the reporting and disclosure requirements for not-for-profit organizations, effective for periods beginning after December 15, 2017, with early adoption permitted. The pronouncement replaces the three classes of net assets with two new classes, requires the reporting of expenses by function and natural classification for all not-for-profit organizations, enhances disclosures on liquidity and availability of resources, and includes several other less significant reporting enhancements. CI:Now adopted this new pronouncement effective January 1, 2018.

Subsequent Events

CI:Now's management has evaluated all subsequent events through November 4, 2019, the date which the financial statements were available for use.

3 CONCENTRATION OF CREDIT RISK

CI:Now maintains its cash balance in one financial institution. The balance is fully insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. At December 31, 2018, CI:Now's cash balance was fully insured.

4 RECEIVABLES

Accounts receivable at December 31, 2018, represent amounts due from supporting organizations.

Management analyzes an aging of accounts receivable on a monthly basis. Payment trends by delinquent accounts are considered by management when writing off bad debts and estimating allowance for doubtful accounts. During the year ended December 31, 2018, management did not write off any bad debt. Management estimated the allowance for doubtful accounts to be \$-0- at December 31, 2018. Accounts deemed to be uncollectible by management are charged to the allowance for doubtful accounts initially.

5 REVENUE AND SUPPORT CONCENTRATION

- A. Contributions from one donor totaled \$141,513 for the year ended December 31, 2018. This equates to 34.1% of total revenue and support for that period.
- B. Contributions from a second donor totaled \$64,307 for the year ended December 31, 2018. This equates to 15.5% of total revenue and support for that period.
- C. Contributions from a third donor totaled \$49,452 for the year ended December 31, 2018. This equates to 11.9% of total revenue and support for that period.

See independent accountant's review report.

COMMUNITY INFORMATION NOW

NOTES TO FINANCIAL STATEMENTS

(Continued)

6 NET ASSETS WITH DONOR RESTRICTIONS

Net assets with donor restrictions are available for the following purposes:

Subject to expenditures for specified purpose:	
2020 Census Outreach	\$ 8,960
Alamo Regional Data Alliance Staffing Support	<u>44,582</u>
Total net assets with donor restrictions	<u>\$ 53,542</u>

7 INDIRECT EXPENSES REIMBURSED TO UTHSCH

CI:Now is staffed entirely by contract with UTHSCH. UTHSCH determines salary ranges for specific positions, sets the salary when a position is offered to a new employee, and reviews compensation levels for equity among employees and competitiveness with comparable institutions.

CI:Now's Board of Directors also indirectly controls compensation levels through the personnel contracting process. The personnel contract, amended twice per calendar year to add funds to extend the master contract term by six months, is reviewed and approved by the Board in advance of execution as documented in writing in meeting minutes.

Should either UTHSCH or the core staff contracted through UTHSCH fail to perform to the Board's satisfaction, the Board may choose to contract core staffing through another organization or employ some or all staff directly by CI:Now. The terms of the UTHSCH contract provide for termination by either party with 30 days of prior written notice.

Payments made to UTHSCH relating to this contract totaled \$371,339 for the year ended December 31, 2018.

Funding commitments relating to future periods in contracts signed with UTHSCH total \$411,555 through December 2019.

8 LIQUIDITY AND AVAILABILITY OF FINANCIAL ASSETS

The following reflects CI:Now's financial assets as of the balance sheet date, reduced by amounts not available for general use because of contractual or donor-imposed restrictions within one year of the balance sheet date.

Cash and cash equivalents	\$ 106,863
Accounts receivable	<u>67,600</u>
Financial assets at year end	174,463
Less those unavailable for general expenditure within one year, due to:	
Donor-restricted to expenditure for specific purposes	<u>(53,542)</u>
Financial assets available to meet cash needs for general expenditure within one year	<u>\$ 120,921</u>

As part of CI:Now's liquidity management, it has a policy to structure its financial assets to be available as its general expenditures, liabilities, and other obligations come due. At December 31, 2018, CI:Now had financial assets available to meet cash needs for general expenditures within one year that were equivalent to roughly 111 days of average operating expenses.

See independent accountant's review report.



November 4, 2019

Sagebiel, Ravenburg & Schuh, P.C.
7800 West IH 10, Suite 630
San Antonio, Texas 78230


We are providing this letter in connection with your review of the financial statements of Community Information Now, which comprise the statement of financial position as of December 31, 2018, and for the related statements of activities, functional expenses, and cash flows for the year ended December 31, 2018, and the related notes to the financial statements, for the purpose of obtaining limited assurance as a basis for reporting whether you are aware of any material modifications that should be made to the financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in the light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.

We confirm, to the best of our knowledge and belief, as of November 4, 2019, the following representations made to you during your review.

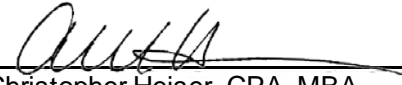
- 1) We acknowledge our responsibility and have fulfilled our responsibilities for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, as set out in the terms of the engagement.
- 2) We have made available to you all—
 - a. Financial records and related data, of which we are aware, that are relevant to the preparation and fair presentation of the financial statements.
 - b. Minutes of the meetings of trustees, board of directors, and committees of directors (or other similar bodies, as applicable), or summaries of actions of recent meetings for which minutes have not yet been prepared.
 - c. Additional information you have requested from us for the purpose of the review.
 - d. Unrestricted access to personnel from whom you determined it necessary to obtain review evidence.
- 3) There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
- 4) All transactions have been recorded and have been properly reflected in the financial statements.
- 5) There are no uncorrected misstatements.
- 6) We acknowledge and have fulfilled our responsibility for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- 7) We acknowledge our responsibility for designing, implementing, and maintaining internal control to prevent and detect fraud.
- 8) We have no knowledge of any fraud or suspected fraud affecting the entity involving management, employees who have significant roles in internal control, or others where the fraud could have a material effect on the financial statements.
- 9) We have no knowledge of any allegations of fraud, or suspected fraud, affecting the entity's financial statements as a whole communicated by employees, former employees, volunteers, regulators, or others.
- 10) We have disclosed to you the identity of the entity's related parties and all the related-party relationships and transactions of which we are aware.

- 11) We have no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or net asset balances.
- 12) The following have been properly recorded or disclosed in the financial statements:
 - a. Related-party transactions and related accounts receivable or payable, including sales, purchases, loans, transfers, leasing arrangements, and guarantees.
 - b. Significant estimates and material concentrations known to management that are required to be disclosed in accordance with *FASB ASC 275, Risks and Uncertainties*.
- 13) There are no:
 - a. Known or suspected instances of noncompliance with laws or regulations whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency.
 - b. Actual or possible claims or assessments that our lawyer has advised us are probable of assertion and must be disclosed in accordance with FASB ASC 450, Contingencies.
 - c. Other material liabilities or gain or loss contingencies that are required to be accrued or disclosed by FASB ASC 450, Contingencies.
- 14) The entity has satisfactory title of all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged.
- 15) There are no designations of net assets that were not properly authorized and approved or reclassifications of net assets that have not been properly reflected in the financial statements.
- 16) We have complied with all restrictions on resources (including donor restrictions) and all aspects of contractual and grant agreements that would have a material effect on the financial statements in the event of noncompliance. This includes complying with donor requirements to maintain a specific asset composition necessary to satisfy their restrictions.
- 17) We believe significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable in the circumstances.
- 18) We are in agreement with the adjusting journal entries, if any, you have recommended, and they have been posted to the entity's accounts.
- 19) We have disclosed to you all information relevant to the use of the going concern assumption in the financial statements.
- 20) No events have occurred subsequent to the date of the entity's financial statements and through the date of this letter that would require adjustment to, or disclosure in, the aforementioned financial statements.
- 21) We have responded fully and truthfully to all inquiries made to us by you during your review.
- 22) In regard to the financial statement preparation services performed by you, we have—
 - Assumed all management responsibilities.
 - Overseen the services by designating an individual who possesses suitable skill, knowledge, and/or experience.
 - Evaluated the adequacy and results of the services performed.
 - Accepted responsibility for the results of the services.
- 23) The organization's books and records are complete.

Signature: 

Laura McKieran, DrPH

Title: Executive Director

Signature: 

Christopher Heiser, CPA, MBA

Title: Secretary/Treasurer