(a California Not-for-Profit Corporation)

Financial Statements For Years Ended June 30, 2022 and 2021

Together with Independent Auditors' Report

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#### Independent Auditors' Report

To the Board of Directors of Committee on the Shelterless Petaluma, California

#### **Report on the Audit of the Financial Statements**

#### Opinion

We have audited the financial statements of Committee on the Shelterless, which comprise the statements of financial position as of June 30, 2022 and 2021, and the related statements of activities and changes in net assets, functional expenses and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of Committee on the Shelterless as of June 30, 2022 and 2021, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

#### Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Committee on the Shelterless and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for 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.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Committee on the Shelterless' ability to continue as a going concern for one year after the date that the financial statements are issued.

#### Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit 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 Committee on the Shelterless' internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Committee on the Shelterless' ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

#### Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying Schedule of Expenditures of Federal Awards as required by Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards is presented for 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 our opinion, the Schedule of Expenditures of Federal Awards is fairly stated, in all material respects, in relation to the financial statements as a whole.

#### Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated December 20, 2022 on our consideration of Committee on the Shelterless' internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Committee on the Shelterless' internal control over financial report is an integral part of an audit performed in accordance with Government Auditing Standards in considering Committee on the Shelterless' internal control over financial reporting and compliance.

Dillwood Burkel = Millar, LLP

Santa Rosa, California December 20, 2022

Statements of Financial Position As of June 30, 2022 and 2021

	2022	2021
Assets		
Current assets		
Cash and cash equivalents	\$ 1,790,622	\$ 1,873,582
Accounts receivable	218,999	213,678
Pledges receivable, current portion, net	21,382	52,791
Prepaid expenses	63,632	103,706
Total current assets	2,094,635	2,243,757
Restricted cash and cash equivalents	321,813	178,242
Investments	1,653,794	1,922,553
Pledges receivable,		
net of current portion and discounts	5,406	25,606
Leasehold interest	120,189	161,499
Property and equipment, net	3,193,829	3,399,120
Deposits	38,705	38,205
Total assets	\$ 7,428,371	\$ 7,968,982
Liabilities and net assets Current liabilities		
Accounts payable and accrued expenses	\$ 329,190	\$ 265,080
Prepaid rent received	4,145	¢ 205,000 6,157
Total current liabilities	333,335	271,237
Rental deposits	59,135	59,877
Government forgivable loan		581,293
Total liabilities	392,470	912,407
Net assets		
Without donor restriction		
Undesignated	4,191,904	3,608,792
Board-designated	1,203,846	1,243,316
Total without donor restriction	5,395,750	4,852,108
With donor restriction	1,640,151	2,204,467
Total net assets	7,035,901	7,056,575

#### **Statement of Activities and Changes in Net Assets For Year Ended June 30, 2022**

	Without Donor Restrictions	With Donor Restrictions	Total
Support: Grants and contributions Government grants and contracts In-kind contributions	\$ 2,236,383 1,856,881 1,492,647	\$ 1,059,861 - -	\$ 3,296,244 1,856,881 1,492,647
Total public support	5,585,911	1,059,861	6,645,772
Revenue: Program fee income Investment loss, net Net assets released from restrictions Total support and revenue	518,484 (268,095) 1,624,177 7,460,477	- (1,624,177) (564,316)	518,484 (268,095) - 6,896,161
Expenses: Program services Shelter Food programs Permanent supportive housing Mary Isaak Center Recuperative Rental Assistance	1,985,669 1,765,741 1,265,598 193,387 354,187	- - - - -	1,985,669 1,765,741 1,265,598 193,387 354,187
Total program expenses	5,564,582	-	5,564,582
Support services: Management and general Fundraising	810,585 541,668	-	810,585 541,668
Total expenses	6,916,835		6,916,835
Change in net assets	543,642	(564,316)	(20,674)
Net assets, beginning of year	4,852,108	2,204,467	7,056,575
Net assets, end of year	\$ 5,395,750	\$ 1,640,151	\$ 7,035,901

#### **Statement of Activities and Changes in Net Assets For Year Ended June 30, 2021**

	Without Donor Restrictions	With Donor Restrictions	Total
Support:			
Grants and contributions	\$ 2,436,528	\$ 426,542	\$ 2,863,070
Government grants and contracts	1,291,523	÷ 120,012	1,291,523
Government loan forgiven	447,674	-	447,674
In-kind contributions	1,164,009	-	1,164,009
	1,101,007		1,101,009
Total public support	5,339,734	426,542	5,766,276
Revenue:			
Program fee income	653,296	-	653,296
Investment income, net	200,926	204,432	405,358
Net assets released from restrictions	662,223	(662,223)	-
	002)220	(002)220)	
Total support and revenue	6,856,179	(31,249)	6,824,930
Expenses:			
Program services			
Shelter	1,612,933	-	1,612,933
Food programs	1,304,254	-	1,304,254
Permanent supportive housing	1,109,193	-	1,109,193
Mary Isaak Center Recuperative	77,614	-	77,614
Rental Assistance	296,317	-	296,317
			·
Total program expenses	4,400,311	-	4,400,311
Support services:			
Management and general	1,314,276	-	1,314,276
Fundraising	818,660	-	818,660
i unui utorng	010,000		010,000
Total expenses	6,533,247		6,533,247
Change in net assets	322,932	(31,249)	291,683
Net assets,			
beginning of year, restated	4,529,176	2,235,716	6,764,892
Net assets, end of year	\$ 4,852,108	\$ 2,204,467	\$ 7,056,575

#### Statement of Functional Expenses For Year Ended June 30, 2022

Program Services									
	Shelters	Food Programs	Permanent Supportive Housing	Recuperative Care	Rental Assistance	Total	Management and General	Fundraising	Total
Salaries and wages	\$ 823,856	\$ 241,818	\$ 294,389	\$ 111,360	\$ 112,489	\$ 1,583,912	\$ 573,735	\$ 349,830	\$ 2,507,477
Employee benefits	147,912	42,426	47,560	18,452	22,442	278,792	54,633	30,294	363,719
Payroll taxes	69,855	20,616	24,827	9,763	9,647	134,708	44,954	27,112	206,774
Total payroll expenses	1,041,623	304,860	366,776	139,575	144,578	1,997,412	673,322	407,236	3,077,970
In-kind food expense	-	1,320,759	-	-	-	1,320,759	-	-	1,320,759
Rent	54,742	-	537,174	-	-	591,916	1,908	-	593,824
Professional fees	373,532	12,133	26,863	31,236	21,564	465,328	15,892	14,106	495,326
Direct program expense	193,358	149	38,767	602	172,267	405,143	723	323	406,189
Supplies and equipment	97,122	45,906	29,361	4,618	5,059	182,066	55,733	40,964	278,763
Depreciation	107,869	42,207	92,562	9,059	4,636	256,333	14,873	7,406	278,612
Utilities	62,652	21,065	118,120	5,464	3,826	211,127	16,648	7,372	235,147
Repairs and maintenance	33,131	10,251	19,134	1,015	411	63,942	1,572	526	66,040
Liability insurance	15,282	4,921	32,089	1,168	655	54,115	2,311	710	57,136
Marketing and development	-	-	-	-	-	-	7,953	27,530	35,483
Other expense	158	59	900	19	25	1,161	9,377	23,591	34,129
Travel and mileage	5,709	3,292	3,431	365	1,137	13,934	735	1,223	15,892
Bad debt expense	-	-	-	-	-	-	-	9,446	9,446
Staff development	395	44	354	254	20	1,067	6,700	91	7,858
Dues and subscriptions	96	95	67	12	9	279	2,838	1,144	4,261
Total expenses	\$ 1,985,669	\$ 1,765,741	\$ 1,265,598	\$ 193,387	\$ 354,187	\$ 5,564,582	\$ 810,585	\$ 541,668	\$ 6,916,835

#### Statement of Functional Expenses For the Year Ended June 30, 2021

Program Services																
						ermanent		ary Isaak					Ma	nagement		
				Food		ipportive		Center		Rental				and		
		Shelter	F	rograms	]	Housing	Rec	uperative	A	ssistance	Tota	l	(	General	Fundraising	Total
Salaries and wages	\$	774,401	\$	197,585	\$	223,282	\$	58,588	\$	86,546	\$ 1,340,	402	\$	536,075	\$ 478,832	\$ 2,355,309
Employee benefits		145,104		31,382		32,555		4,205		21,030	234,	276		50,695	59,157	344,128
Payroll taxes		66,948		18,042		17,021		3,534		7,627	113,			44,240	39,580	196,992
Total payroll expenses		986,453		247,009		272,858		66,327		115,203	1,687,			631,010	577,569	2,896,429
In-kind food expense		-		991,835		-		-		-	991,	835		-	-	991,835
Rent		48,000		-		543,769		-		-	591,	769		-	-	591,769
Direct program expense		251,325		19,212		81,426		412		167,878	520,			-	-	520,253
Depreciation		-		-		-		-		-		-		273,151	-	273,151
Utilities		62,801		21,278		116,643		5,318		3,585	209,	625		8,880	13,795	232,300
Loss on disposal of property	,	-		-		-		-		-		-		196,849	-	196,849
Contract services		55,754		7,533		8,367		1,856		3,554	77,	064		81,273	35,860	194,197
Repairs and maintenance		119,922		6,662		17,588		1,688		447	146,	307		2,701	2,244	151,252
Supplies and equipment		65,680		1,507		6,948		566		3,702	78,	403		34,875	4,247	117,525
Bad debt expense		-		-		12,545		-		-	12,	545		-	91,320	103,865
Marketing and development		-		-		-		-		-		-		-	58,740	58,740
Liability insurance		13,158		4,396		32,810		919		320	51,	603		1,918	1,416	54,937
Professional fees		-		-		7,773		-		-	7,	773		21,913	-	29,686
Bank and other fees		299		1,712		1,054		20		75	3,	160		3,511	22,067	28,738
Dues and subscriptions		591		183		3,147		36		62	4,	019		13,390	5,233	22,642
Other expense		41		-		250		-		-		291		21,091	49	21,431
Staff development		394		16		62		-		267		739		18,802	1,091	20,632
Vehicle expense		7,209		2,465		1,238		301		523	11,	736		2,863	2,619	17,218
Travel and mileage		735		-		2,391		171		422	3,	719		118	533	4,370
Postage and shipping		86		446		159		-		-		691		1,821	1,822	4,334
Printing and copying		485		-		165		-		279		929		110	55	1,094
Total expenses	\$	1,612,933	\$	1,304,254	\$ 1	1,109,193	\$	77,614	\$	296,317	\$ 4,400,	311	\$ 1	1,314,276	\$ 818,660	\$ 6,533,247

### **Statements of Cash Flows**

For the Years Ending June 30, 2022 and 2021

	2022	2021
	Increase (d	lecrease) in
		h equivalents
Cash flows from operating activities		
Change in net assets	\$ (20,674)	\$ 291,683
Adjustments to reconcile changes in net assets		
to cash and cash equivalents provided by operations		
Government loan forgiveness	(581,293)	(447,674)
Depreciation and amortization	319,922	315,358
Loss from disposal of fixed assets	-	197,051
Realized and unrealized (gain) losses on investments	255,862	(399,114)
Reinvested interest	12,897	27,068
(Increase) decrease in:		
Accounts receivable	(5,321)	26,928
Pledges receivable	40,074	(53,838)
Prepaid expenses	51,609	136,463
Deposits	(500)	7,750
Increase (decrease) in:		
Accounts payable and accrued expenses	64,110	23,273
Prepaid rent received	(2,012)	959
Rental deposits	(742)	(2,383)
-	<u>, , , , , , , , , , , , , , , , , </u>	<u>`</u>
Total cash provided by operations	133,932	123,524
Cash flows from investing activities		
Purchase of property and equipment	(73,321)	(296,212)
	<u>_</u>	<u>`</u>
Total cash used by investing activities	(73,321)	(296,212)
Cash flows from financing activities		
Borrowings on long term note payable		581,293
Cash provided by financing activities		581,293
Net change in cash and cash equivalents	60,611	408,605
Cash and cash equivalents at beginning of year	2,051,824	1,643,219
Cash and cash equivalents at end of year	\$ 2,112,435	\$ 2,051,824
Investigated each and each structure lasts	¢ 1700 (22	¢ 1072502
Unrestricted cash and cash equivalents	\$ 1,790,622	\$ 1,873,582
Restricted cash and cash equivalents	321,813	178,242
Total cash and cash equivalents	\$ 2,112,435	\$ 2,051,824
-		

#### Notes to Financial Statements For the Years Ended June 30, 2022 and 2021

#### Note 1. Nature of Activities

Committee on the Shelterless ("COTS" or the "Organization") is a California not-forprofit corporation founded in 1988. At COTS, the mission is to assist those experiencing homelessness in finding and keeping housing, increasing self-sufficiency, and improving well-being. Currently the Organization offers a variety of shelter and housing programs and services to give clients a chance at finding and keeping housing.

#### Note 2. Summary of Significant Account Policies

#### **Basis of Presentation**

The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America. Net assets, revenues, expenses, gains and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, net assets of the Organization and changes therein are classified and reported as follows:

*Without donor restrictions* – revenues without donor restrictions include unconditional promises to give by donors without any use or time restrictions. Investment earnings are recorded as unrestricted net assets for certain temporarily restricted funds in accordance with donor stipulations. Net assets without donor restrictions are available for all operations conducted by the Organization.

*With donor restrictions* – revenues with donor restrictions include unconditional promises to give by donors that specify a specific use or the occurrence of a certain future event. When a restriction is met, net assets with donor restrictions are reclassified to unrestricted net assets and reported in the Statement of Activities and Changes in Net Assets as net assets released from restrictions. Revenues with donor restrictions also include unconditional promises to give by donors that specify that the assets donated be maintained to provide a permanent source of income. If the donor does not restrict the allowed use of the income, the Organization may determine the income's availability to COTS' operations.

#### **Use of Estimates**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions based on management's knowledge and experience. Those estimates affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported amounts of revenue, support and expenses. The use of management's estimates primarily relate to the collectability of contributions and other receivables, and depreciable lives of property, equipment and improvements. Actual results could differ from those estimates.

#### Notes to Financial Statements For the Years Ended June 30, 2022 and 2021

#### Note 2. Summary of Significant Account Policies, continued

#### Cash and Cash Equivalents

COTS considers all highly liquid investments with a maturity of three months or less when purchased to be cash equivalents, except when a restriction is imposed, which limits the investment's use to long-term.

At various times during the years ended June 30, 2022 and 2021, the Organization had deposit amounts with a financial institution in excess of the \$250,000 Federal Deposit Insurance Corporation ("FDIC") insurance limit. COTS had approximately \$1,378,000 and \$1,391,000 in deposit in excess of the FDIC insured amount at June 30, 2022 and 2021, respectively. The Organization has not experienced any losses in such accounts and believes it is not exposed to any significant credit risk on cash and cash equivalents. Cash and cash equivalents include only funds that are not restricted by the donor.

#### Accounts Receivable

Accounts receivable are monies due from various agencies for services performed. COTS uses the allowance method to reserve for uncollectable accounts. Management periodically evaluates the allowance. As of June 30, 2022 and 2021, Management believes all accounts receivable balance were collectable.

#### Pledges Receivable

Verifiable pledges for contributions are recorded as pledges receivable. Pledges that are expected to be collected within one year are recorded at net realizable value, and reported as current pledges receivable. Pledges that are expected to be collected in future years are recorded at the present value of their estimated future cash flows, and reported as noncurrent pledges receivable. The discounts on those amounts are computed using risk-free interest rates applicable to the years in which the pledges are made. Amortization of the discount is included in contribution revenue. The Organization uses the allowance method to reserve for uncollectable accounts. Management periodically evaluates the allowance. Pledges receivable at June 30, 2022 and 2021 were reported net of allowance for uncollectable accounts in the amount of \$7,000.

#### **Investments**

Investments, which include mutual funds held at a financial institution and investment funds maintained at the Community Foundation of Sonoma County (CFSC), are carried at fair value. Unrealized gains and losses are included in the Statement of Activities and Changes in Net Assets. Investment earnings restricted by a donor are reported as increases in net assets without donor restrictions if the restrictions are met (either by passage of time or by use) in the reporting period in which the earnings are recognized.

#### Notes to Financial Statements For the Years Ended June 30, 2022 and 2021

#### Note 2. Summary of Significant Account Policies, continued

#### Fair Value Measurements

Fair value of an investment is the amount that would be received to sell the investment in an orderly transaction between market participants at the measurement date. Market price observability is impacted by a number of factors, including the type of investment and the characteristics specific to the investment. Investments with readily available active quoted prices or for which fair value can be measured from actively quoted prices generally will have a higher degree of market price observability and a lesser degree of judgment used in measuring fair value. Investments measured and reported at fair value are classified and disclosed in one of the following categories:

- Level 1: Valuation based on quoted market prices in active markets for identical assets or liabilities that the Organization has the ability to access.
- Level 2: Valuation based on pricing inputs that are other than quoted prices in active markets which are either directly or indirectly observable.
- Level 3: Valuation is derived from other valuation methodologies, including pricing models, discounted cash flow models, and similar techniques.

The categorization of an investment within the hierarchy is based on the pricing transparency of the investment and does not necessarily correspond to COTS' perceived risk of that investment.

#### Property, Equipment and Improvements

Property, equipment and improvements are stated at cost. Depreciation is computed using straight-line method over useful lives ranging from three to thirty years. It is COTS' policy to capitalize assets over \$5,000.

Donated property is recorded at the estimated fair value at the date of receipt. Such donations are reported as unrestricted support unless the donor has restricted the donated asset to a specific purpose. Assets donated with explicit restrictions regarding their use and contributions of cash that must be used to acquire property and equipment are reported as temporarily restricted. Property and equipment acquired by COTS is deemed to be owned by COTS; however, funding sources may maintain an equitable interest in the property acquired with grant monies as well as the right to determine the use of any proceeds from the sale of these assets.

#### Contract Revenue Recognition and Deferred Revenue

Revenues under contract agreements are recognized when services are provided. Deferred revenue represents funds received before services are provided, and is recognized in the period when services are provided.

#### Notes to Financial Statements For the Years Ended June 30, 2022 and 2021

#### Note 2. Summary of Significant Account Policies, continued

#### Grants and Contributions

Grants and contributions received and unconditional promises to give are measured at their fair values and are reported as an increase in net assets. The Organization reports gifts and other assets as restricted support if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the Statement of Activities and Changes in Net Assets as net assets released from restriction.

Donated materials and equipment are reflected as contributions in the accompanying statements at their estimated fair value at date of receipt. During the years ended June 30, 2022 and 2021, COTS received \$1,492,647 and \$1,164,009, respectively, of in-kind donations, which consisted primarily of food for the kitchen program and in-kind rent (Note 8 and Note 14).

Contributions of donated services that create or enhance nonfinancial assets or that require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation, are recorded at their fair values in the year received. Many individuals volunteer their time and perform a variety of tasks that assist COTS at program service activities and fundraising activities; however, these donated services are not reflected in the financial statements as the services do not require specialized skills.

#### Income Taxes

COTS is a not-for-profit organization and is exempt from federal and state income taxes under Section 501(c)(3) of the Internal Revenue Code and California Revenue and Taxation Code Section 23701(d). However, COTS is subject to income taxes on any net income that is derived from a trade or business, regularly carried on, and not in furtherance of the purposes for which it was granted exemption, commonly referred to as unrelated business income. COTS did not engage in any unrelated business activities during the years ended June 30, 2022 and 2021.

COTS determines whether its tax positions are "more-likely-than-not" to be sustained upon examination by the applicable taxing authority based on the technical merits of the positions. As of June 30, 2022, the Organization has reviewed its tax positions and has concluded no reserve for uncertain tax positions is required. The Organization's exempt organization information returns are subject to review through three years after the date of filing for federal and four years after the date of filing for California.

#### Notes to Financial Statements For the Years Ended June 30, 2022 and 2021

#### Note 2. Summary of Significant Account Policies, continued

#### **Functional Expense Allocation**

The cost of providing various programs and activities has been summarized on a functional basis in the Statement of Activities and Changes in Net Assets, and listed by the nature of the expenses in the Statement of Functional Expenses. Directly identifiable expenses are charged to programs and support services. Certain costs that benefit more than one program are allocated on the basis of either usage or full time equivalent of staff costs by functional area. 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 Organization.

#### Accounting Pronouncements Adopted

In September 2020, the FASB issued ASU No. 2020-07, Not-for-Profit Entities (Topic 958), Presentation and Disclosures by Not-for-Profit Entities for Contributed Nonfinancial Assets ("ASU 2020-07"), to increase transparency and comparability among organizations requiring contributed nonfinancial assets to be presented as a separate line item in the Statement of Activities and Changes in Net Assets, and additional disclosures. The Organization adopted the ASU effective July 1, 2021. The adoption of ASU No. 2020-07 had not effect on previously stated net assets balances.

#### Pronouncements Effective in the Future

In February 2016, the Financial Accounting Standards Board (FASB) issued Accounting Standard Update (ASU) No. 2016-02, Leases (Topic 842) ("ASU 2016-02"), to increase transparency and comparability among organizations by recognizing lease assets and lease liabilities on the balance sheet and disclosing key information about leasing arrangements. The adoption of ASU 2016-02 is effective for the Organization beginning July 1, 2022. Management is currently evaluating the impact of the provisions of ASU 2016-02 on the financial statements.

#### Notes to Financial Statements For the Years Ended June 30, 2022 and 2021

#### Note 3. Liquidity and Availability of Financial Assets

The following reflects COTS' financial assets, reduced by amounts not available for general use because of contractual or donor-imposed restrictions or internal designations within one year of the balance sheet date, as of June 30:

	2022	2021
Cash and cash equivalents	\$ 2,112,435	\$ 2,051,824
Investments	1,653,794	1,922,553
Accounts receivable	218,999	206,678
Pledges receivable, current portion	21,382	52,791
Total financial assets, at year-end	4,006,610	4,233,846
Less those unavailable for general expenditures within one year, due to:		<i></i>
Net asset funds with donor restrictions	(1,640,151)	(1,988,611)
Board designated funds	(1,203,846)	(1,243,316)
Financial assets available to meet cash needs for general expenditures within one year	\$ 1,162,613	\$ 1,001,919

To manage liquidity, COTS maintains a line of credit (Note 9) with a financial institution that is available to be drawn upon as needed during the year. It is COTS' liquidity policy to maintain cash on hand available to cover 90 days of operating expenses.

#### Note 4. Investments

Investments stated at fair value, as of June 30 include the following:

	2022		202	1
		Fair		Fair
		Market		Market
	Cost	Value	Cost	Value
Mutual funds CFSC investment funds	\$ 292,254 734,068	\$ 330,554 1,323,240	\$ 279,357 734,068	\$ 377,857 1,544,696
	\$1,026,322	\$ 1,653,794	\$1,013,425	\$ 1,922,553

#### Notes to Financial Statements For the Years Ended June 30, 2022 and 2021

#### Note 4. Investments, continued

Investment returns are comprised of the following as of June 30:

	2022	2021
Dividends and interest	\$ 35,927	\$ 25,610
Net realized gains	17,181	73,509
Net unrealized gains (losses)	(300,478)	325,605
	(247,370)	424,724
Investment management fees	(20,725)	(19,366)
	\$ (268,095)	\$ 405,358

As described above, COTS invests in various investment securities. Investment securities are exposed to interest rate, market, and credit risks. Due to the level of risk associated with certain investment securities, it is at least reasonably possible that changes in the values of investment securities will occur in the near term, and such changes could materially affect the fair value of the investment balance.

#### Note 5. Property and Equipment

Property and equipment consisted of the following at June 30:

	2022	2021
Computers and equipment	\$ 363,374	\$ 304,130
Motor vehicles	103,542	103,542
Improvements	260,375	219,769
Buildings	6,648,794	6,676,178
	7,376,085	7,303,619
Less: accumulated depreciation	(4,182,256)	(3,904,499)
	\$ 3,193,829	\$ 3,399,120

Depreciation totaled \$278,612 and \$273,151 for the years ended June 30, 2022 and 2021, respectively.

#### Notes to Financial Statements For the Years Ended June 30, 2022 and 2021

#### Note 6. Fair Value Measurement

The following table presents the Organization's financial assets that are measured at fair value on a recurring basis as of June 30, 2022:

	Level 1	Level 2	Total
Assets:			
Equity securities	\$ 330,554	\$-	\$ 330,554
CFSC funds	-	1,323,240	1,323,240

The following table presents the Organization's financial assets that are measured at fair value on a recurring basis as of June 30, 2021:

	Level 1	Level 2	Total
Assets:			
Equity securities	\$ 377,857	\$-	\$ 377,857
CFSC funds	-	1,544,696	1,544,696

The funds held at the Community Foundation of Sonoma County (CFSC), a 501(c)(3) organization, are investment funds held as component parts under Treasury Regulation Sec 1.170A-9-(e)(11). The Board of Directors of COTS has adopted the investment policy of CFSC. The board of directors of CFSC has adopted a Total Return Concept which can offer the advantage of designing long-term investment strategies to provide for a balance between current income and capital appreciation. The CFSC investment advisory committee meets at least annually to review asset allocation policy to determine if established guidelines are appropriate to adopted investment goals. Investments are reported based on quoted market prices.

#### Note 7. Pledges Receivable

Pledges receivable consist of the following as of June 30:

	 2022		2021	
Total pledges receivable Less: discount for long-term pledges Less: allowance for uncollectable accounts	\$ 36,382 (2,594) (7,000)	\$	87,991 (2,594) (7,000)	
	\$ 26,788	\$	78,397	

Pledges receivable as of June 30, 2022 are expected to be collected as follows in the years ending June 30,

2023 2024	\$ 28,382 8,000	
	\$ 36,382	

#### Notes to Financial Statements For the Years Ended June 30, 2022 and 2021

#### Note 8. Leasehold Interest

COTS has a long-term land lease agreement with the City of Petaluma through March 2034, and a building lease agreement through June 2024. The amount reported as leasehold interest represents the estimated present value of the future benefit of the lease and will be amortized annually over the life of the lease. The value of the leasehold interest was estimated by COTS management and the landlord based on comparable market rents. Amortization of the leasehold interest was \$41,310 for the year ended June 30, 2022. Future amortization of the leasehold interest is the following for the years ending June 30:

2023	\$ 40,433
2024	23,107
2025	6,448
2026	6,260
Thereafter	43,941
	\$ 120,189

#### Note 9. Line of Credit

COTS has a line of credit with a financial institution allowing for borrowings up to \$200,000 at 5.25% per annum, maturing February 1, 2023. There were no borrowings against the line of credit at June 30, 2022 and 2021.

#### Note 10. Government Forgivable Loan and Grant Revenue

In March 2020, COTS applied for and received a Paycheck Protection Program ("PPP") loan in the amount of \$447,674 through the Small Business Administration. The loan bears annual interest of 1% and matures 2 years from issuance with payments deferred for the first 10 months. The loan is a forgivable loan if certain criteria are met. In August 2020 the loan was forgiven in full. The Organization included the \$447,674 in the government grants and contract revenue on the Statement of Activities and Changes in Net Assets during the year ended June 30, 2021.

In January 2021, COTS applied for and received a second PPP loan in the amount of \$581,293, the term of which is the same as the first one. The loan was fully forgiven in November 2021, and was recognized as government grants and contract revenue on the Statement of Activities and Changes in Net Assets during the year ended June 30, 2022.

#### Notes to Financial Statements For the Years Ended June 30, 2022 and 2021

#### Note 11. Net Assets

#### Net Assets without Donor Restrictions

All general operating revenues and expenses related to the program activities of the Organization are included in the change in net assets without donor restrictions. From time to time, contributions without donor restriction received are designated by the Organization's board as board designated funds. The board designated funds consist of funds with no donor or legal restrictions but, through board resolutions, have been set aside for specific purposes.

Board designated funds consist of the following as of June 30:

	2022	2021
Operational reserve General reserve Capital replacement	\$ 1,014,629 125,092 64,125	\$ 1,033,274 146,026 64,016
	\$ 1,203,846	\$ 1,243,316

#### Net Assets with Temporary Donor Restrictions

The following schedule summarizes net assets with temporary donor restrictions as of June 30:

	2022	2021
Program restrictions Time restrictions	\$ 1,519,961 120,190	\$ 1,982,968 221,499
	\$ 1,640,151	\$ 2,204,467

Net assets with temporary donor restrictions are included on the Statement of Financial Position at June 30 as follows:

	2022	2021
Investments	\$ 1,198,149	\$ 1,776,526
Restricted cash	321,813	178,242
Leasehold interest	120,189	161,499
Property and improvement	-	60,000
Pledges receivable		28,200
	\$ 1,640,151	\$ 2,204,467

#### Notes to Financial Statements For the Years Ended June 30, 2022 and 2021

#### Note 12. Operating Leases

In addition to the long-term lease agreement with the City of Petaluma as discussed in Note 8, COTS also has month-to-month operating lease agreements with government agencies and private parties. Rental payments under these agreements are generally below market rate. COTS is restricted to using these rental properties as emergency shelter for singles, integrity permanent housing for families with children, and shared integrity permanent housing for singles, administrative offices, a community kitchen, and social service programs related to family emergency housing. Rent under these lease agreements is valued at \$160,698 for the year ended June 30, 2022 and \$164,289 for the year ended June 30, 2021 based on current rental market rates, and has been recorded as in-kind contribution and in-kind rent expense for the years ended June 30, 2022 and 2021.

COTS also leases houses and apartments from private rental firms and individuals. Most of these lease arrangements are month-to-month. Facility and housing lease costs for the years ended June 30, 2022 and 2021 are \$593,824 and \$591,769, respectively.

#### Note 13. 403(b) Plan

COTS has a 403(b) Plan (Plan) to provide retirement and incidental benefits for its employees. Eligible employees may make elective deferral contributions to the Plan, up to maximum annual amounts as set periodically by the Internal Revenue Service. COTS may make discretionary contributions to participating employees' qualified compensation. COTS did not contribute for the years ended June 30, 2022 and 2021.

#### Note 14. Contributions of Nonfinancial Assets

Contributions of nonfinancial assets recognized in the Statements of Activities and Changes in Net Assets as of June 30, 2022 included:

Utilization in					
Cotogowy		Revenue	Programs or Activities	Donor Restrictions	Valuation
Category		Recognized	Activities	Restrictions	Techniques Valued by
Food	\$	1,327,414	Food Program	None	vendors
			Permanent		Fair market
Rent		160,698	Supportive Housing	None	rent
Gift cards		4,005	All programs	None	Face value
Professional fees		530	All programs	None	Valued by vendors
i i olessioliai lees	-		All programs	None	venuors
	\$	1,492,647			

#### Notes to Financial Statements For the Years Ended June 30, 2022 and 2021

#### Note 14. Contributions of Nonfinancial Assets, continued

Contributions of nonfinancial assets recognized in the Statements of Activities and Changes in Net Assets as of June 30, 2021 included:

Category		Revenue Recognized	Utilization in Programs or Activities	Donor Restrictions	Valuation Techniques
Food	\$	991,835	Food Program	None	Valued by vendors
Rent		164,289	Permanent Supportive Housing	None	Fair market rent
Gift cards	_	7,885	All programs	None	Face value
	\$	1,164,009			

#### Note 15. Subsequent Events

COTS evaluated subsequent events from July 1, 2022 through December 20, 2022 the date which the financial statements were available to be issued, there are no material subsequent events that required recognition or additional disclosure in these financial statements.

Supplementary Information

Schedule of Expenditures of Federal Awards For Year Ended June 30, 2022

Federal Grantor / Program Title	Federal CFDA No.	Passthrough Identifying Number	Federal enditures
U.S. Department of Housing and Urban Development (HUD)			
Continuum of Care Program	14.267		\$ 269,876
<ul> <li>Pass-through Sonoma County Development Commission Continuum of Care Administrative Entity Allocation Award ESG-Coronavirus</li> <li>Pass-through City of Petaluma CDBG COVID Rental Assistance Program</li> </ul>	14.231 14.231 14.218	* 20-ESGCV1-00033 * E-20-UW-06-0008	 400,441 232,276 632,717 101,635
Department of Homeland Security			
Emergency Food and Shelter Program	97.024		 50,000
Total expenditures of federal awards			\$ 1,054,228

\* Major Program

#### Notes to Schedules of Expenditures of Federal Awards and State Expenditures For the Year Ended June 30, 2022

#### Note 1. Basis of Presentation

The accompanying Schedules of Expenditure of Federal Awards Expenditures (the "Schedule") includes the federal grant activity of Committee on the Shelterless ("COTS") under programs of the federal government for the year ended June 30, 2022. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* ("Uniform Guidance"). Because the schedule presents only a selected portion of the operations of LASC, it is not intended to and does not present the financial position, changes in net assets or cash flows of Committee on the Shelterless.

#### Note 2. Summary of Significant Accounting Policies

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. COTS used a negotiated federally approved indirect cost rate, and elected not to use the 10% de minimis indirect cost rate. Pass-through entity identifying numbers are presented where available.

#### Note 3. Sub-recipients

COTS did not provide any federal awards to sub-recipients during the year ended June 30, 2022.

**Compliance Reports** 



175 Concourse Blvd, Suite A Santa Rosa, CA 95403 t: (707) 577-8806 f: (707) 577-1417 www.dbmcpa.com

#### Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards

To the Board of Directors Committee on the Shelterless Petaluma, California

We have audited in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of Committee on the Shelterless, which comprise the statement of financial position as of June 30, 2022, and the related statements of activities and changes in net assets, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements and have issued our report thereon dated December 20, 2022.

#### **Report on Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Committee on the Shelterless' internal control over financial reporting (internal control) as a basis for designing procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Committee on the Shelterless' internal control. Accordingly, we do not express an opinion on the effectiveness of Committee on the Shelterless' internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

#### **Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Committee on the Shelterless' financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

#### **Purpose of This Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Dillwood Burkel & Millar, LLP

Santa Rosa, California December 20, 2022



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#### Independent Auditors' Report on Compliance for Each Major Federal Program and on Internal Control over Compliance in Accordance with the Uniform Guidance

To the Board of Directors of Committee on the Shelterless Petaluma, California

#### **Report on Compliance for Each Major Federal Program**

#### **Opinion on Each Major Federal Program**

We have audited Committee on the Shelterless' compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of Committee on the Shelterless' major federal programs for the year ended June 30, 2022. Committee on the Shelterless' major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, Committee on the Shelterless complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2022.

#### Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States (Government Auditing Standards); and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of Committee on the Shelterless and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of Committee on the Shelterless' compliance with the compliance requirements referred to above.

#### Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to Committee on the Shelterless' federal programs.

#### Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on Committee on the Shelterless' compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, Government Auditing Standards, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about Committee on the Shelterless' compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, Government Auditing Standards, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding Committee on the Shelterless' compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of Committee on the Shelterless' internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of Committee on the Shelterless' internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

#### **Report on Internal Control over Compliance**

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely

basis. A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Dillwood Burkel & Millar, LLP

Santa Rosa, California December 20, 2022

### Schedule of Findings and Questioned Costs For the Year Ended June 30, 2022

#### Section I: Summary of Audit Results

**Financial Statements** 

a) Type of independent auditors' report issued:	Unmodified
b) Internal control over financial reporting:	
Material weaknesses identified?	No
• Significant deficiencies identified?	None reported
c) Noncompliance material to the financial statements noted?	No
Federal Awards	
d) Internal control over major programs:	
Material weaknesses identified?	No
• Significant deficiencies identified?	None reported
e) Type of auditor's report issued on compliance for major programs:	Unmodified
f) Audit findings disclosed that are required to be reported in accordance with the Uniform Guidance?	No
g) Identification of major programs:	
Continuum of Care Administrative Entity Allocation Award	CFDA # 14.231
h) Dollar threshold used to distinguish between type A and type B programs:	\$750,000
i) Auditee qualified as a low risk auditee?	No
j) Auditee elected to use the 10% de minimis indirect cost rate?	No

#### Schedule of Findings and Questioned Costs For the Year Ended June 30, 2022

#### **Section II: Financial Statement Findings**

No matters were reported.

#### Section III: Federal Award Findings and Questioned Costs

No matters were reported.

#### Section IV: Status of Prior Year Findings

N/A.