

**WOMEN IN TRANSITION, INC.**

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**FINANCIAL STATEMENTS  
AND SUPPLEMENTARY INFORMATION  
YEAR ENDED JUNE 30, 2017  
(WITH COMPARATIVE TOTALS FOR 2016)**

# WOMEN IN TRANSITION, INC.

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**BAUM, SMITH & CLEMENS, LLP**

CERTIFIED PUBLIC ACCOUNTANTS and BUSINESS ADVISORS

## **INDEPENDENT AUDITORS' REPORT**

To the Board of Directors  
Women In Transition, Inc.

We have audited the accompanying financial statements of Women In Transition, Inc. (a nonprofit organization), which are comprised of the statement of financial position as of June 30, 2017, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with U.S. generally accepted accounting principles; 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 U.S. generally accepted auditing standards. 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 auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, 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 Women In Transition, Inc. as of June 30, 2017 and the changes in its net assets and its cash flows for the year then ended in accordance with U.S. generally accepted accounting principles.

## **Other Matters**

### *Report on Summarized Comparative Information*

We have previously audited Women In Transition, Inc.'s 2016 financial statements, and we expressed an unmodified audit opinion on those financial statements in our report dated February 21, 2017. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2016, is consistent, in all material respects, with the audited financial statements from which it has been derived.

### *Report on Supplementary Information*

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The schedule of program services 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 U.S. generally accepted auditing standards. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

*Baum, Smith & Clemens, LLP*

Lansdale, PA  
November 28, 2017

**WOMEN IN TRANSITION, INC.**  
**STATEMENT OF FINANCIAL POSITION**  
**JUNE 30, 2017**  
**(With Comparative Totals for 2016)**

	2017	2016
<b>ASSETS</b>		
Current assets		
Cash and cash equivalents	\$ 131,267	\$ 162,907
Investments	-	7,482
Grant and contracts receivable	119,223	65,007
Prepaid expenses	8,902	2,466
Total current assets	259,392	237,862
Fixed assets, net	16,543	28,504
Other assets		
Beneficial interest in split-interest trusts	482,000	532,000
Unemployment reserve	16,375	10,654
Security deposit	21,975	-
Other	840	840
Total other assets	521,190	543,494
<b>Total assets</b>	<b>\$ 797,125</b>	<b>\$ 809,860</b>
<b>LIABILITIES AND NET ASSETS</b>		
Current liabilities		
Accounts payable and accrued expenses	\$ 19,398	\$ 26,517
Accrued payroll	23,564	16,011
Capital lease obligation, current	5,934	5,934
Total current liabilities	48,896	48,462
Other liabilities		
Capital lease obligation, long term	3,265	8,785
Total liabilities	52,161	57,247
Net assets		
Unrestricted	248,173	212,452
Board designated	6,661	6,661
Total unrestricted	254,834	219,113
Temporarily restricted	490,130	533,500
Total net assets	744,964	752,613
<b>Total liabilities and net assets</b>	<b>\$ 797,125</b>	<b>\$ 809,860</b>

See Accompanying Notes to Financial Statements

**WOMEN IN TRANSITION, INC.**  
**STATEMENT OF ACTIVITIES**  
**YEAR ENDED JUNE 30, 2017**  
**(With Comparative Totals for 2016)**

	2017			2016 Total
	Unrestricted	Temporarily Restricted	Total	
<b>PUBLIC SUPPORT AND REVENUES</b>				
Public Support				
Government grants	\$ 668,531	\$ -	\$ 668,531	\$ 629,541
Foundations and other	49,571	12,075	61,646	88,606
Individuals	70,767	-	70,767	68,418
Corporations	810	-	810	4,499
Sub-contracts	89,776	-	89,776	92,260
Donated services and goods	7,527	-	7,527	13,534
Net assets released from restriction	5,445	(5,445)	-	-
Total public support	<u>892,427</u>	<u>6,630</u>	<u>899,057</u>	<u>896,858</u>
Revenue				
Special events/fundraising	7,581	-	7,581	7,322
Interest income	229	-	229	557
Miscellaneous	8,745	-	8,745	1,375
Realized gain(loss) on investments	3,960	-	3,960	(1,853)
Total revenue	<u>20,515</u>	<u>-</u>	<u>20,515</u>	<u>7,401</u>
<b>Total public support and revenue</b>	<b><u>912,942</u></b>	<b><u>6,630</u></b>	<b><u>919,572</u></b>	<b>904,259</b>
<b>EXPENSES</b>				
Program	769,873	-	769,873	751,541
Management and general	60,567	-	60,567	106,821
Fundraising	46,781	-	46,781	54,517
<b>Total expenses</b>	<b><u>877,221</u></b>	<b><u>-</u></b>	<b><u>877,221</u></b>	<b>912,879</b>
<b>Change in net assets before change in value of split-interest trusts</b>	<b>35,721</b>	<b>6,630</b>	<b>42,351</b>	<b>(8,620)</b>
Change in value of split-interest trusts	<u>-</u>	<u>(50,000)</u>	<u>(50,000)</u>	<u>(296,000)</u>
Change in net assets	35,721	(43,370)	(7,649)	(304,620)
Net assets beginning of year	<u>219,113</u>	<u>533,500</u>	<u>752,613</u>	<u>1,057,233</u>
Net assets end of year	<u>\$ 254,834</u>	<u>\$ 490,130</u>	<u>\$ 744,964</u>	<u>\$ 752,613</u>

See Accompanying Notes to Financial Statements

**WOMEN IN TRANSITION, INC.**  
**STATEMENT OF CASH FLOWS**  
**YEAR ENDED JUNE 30, 2017**  
**(With Comparative Totals for 2016)**

	2017	2016
<b>Cash flows from operating activities</b>		
Change in net assets	\$ (7,649)	\$ (304,620)
Adjustments to reconcile change in net assets to net cash provided (used) by operating activities		
Depreciation	11,961	11,869
Change in beneficial interest in split-interest trusts	50,000	296,000
Unrealized loss on investments	-	1,853
Realized gain on investments	(3,960)	-
Change in assets and liabilities		
Grant and contracts receivable	(54,216)	(13,902)
Prepaid expenses	(6,436)	(1,401)
Security deposit	(21,975)	-
Accounts payable and accrued expenses	(12,840)	(3,131)
Accrued payroll and benefits	7,553	(9,803)
<b>Net cash used by operating activities</b>	<b>(37,562)</b>	<b>(23,135)</b>
<b>Cash flows from investing activities</b>		
Proceeds - investment sale	11,442	-
Refund asset cost	-	3,568
<b>Net cash provided by investing activities</b>	<b>11,442</b>	<b>3,568</b>
<b>Cash flows from financing activities</b>		
Payments on capital lease	(5,520)	(5,225)
<b>Net cash used by financing activities</b>	<b>(5,520)</b>	<b>(5,225)</b>
<b>Net change in cash and cash equivalents</b>	<b>(31,640)</b>	<b>(24,792)</b>
Cash and cash equivalents:		
Beginning of year	162,907	187,699
End of year	<b>\$ 131,267</b>	<b>\$ 162,907</b>
Supplemental schedule of non-cash investing and financing activities:		
Interest paid on capital lease	<b>\$ 414</b>	<b>\$ 1,223</b>

See Accompanying Notes to Financial Statements

**WOMEN IN TRANSITION, INC.**  
**STATEMENT OF FUNCTIONAL EXPENSES**  
**YEAR ENDED JUNE 30, 2017**  
**(With Comparative Totals for 2016)**

	2017			Total	2016 Total
	Program Services	Management and General	Fundraising		
<b>Personnel</b>					
Salaries	\$ 419,730	\$ 30,400	\$ 21,086	\$ 471,216	\$ 481,760
Taxes and benefits	98,689	2,100	2,000	102,789	111,097
Total personnel	<u>518,419</u>	<u>32,500</u>	<u>23,086</u>	<u>574,005</u>	<u>592,857</u>
<b>Operating</b>					
Contract services	126,541	2,700	2,000	131,241	133,956
Donated services and goods	7,527	-	-	7,527	13,534
Professional fees	5,000	7,000	2,595	14,595	34,970
Occupancy	80,698	2,288	2,000	84,986	88,625
Insurance	9,676	22	22	9,720	8,772
Depreciation	4,980	4,481	2,500	11,961	11,869
Office expenses and supplies	12,542	3,264	3,000	18,806	12,596
Printing and publication	2,236	3,000	3,517	8,753	1,082
Local travel	2,014	129	100	2,243	1,109
Miscellaneous	-	4,737	7,547	12,284	11,949
Postage and delivery	240	246	200	686	337
Interest	-	200	214	414	1,223
Total operating	<u>251,454</u>	<u>28,067</u>	<u>23,695</u>	<u>303,216</u>	<u>320,022</u>
<b>Total expenses</b>	<b><u>\$ 769,873</u></b>	<b><u>\$ 60,567</u></b>	<b><u>\$ 46,781</u></b>	<b><u>\$ 877,221</u></b>	
2016 Totals	<u>\$ 751,541</u>	<u>\$ 106,821</u>	<u>\$ 54,517</u>		<u>\$ 912,879</u>

See Accompanying Notes to Financial Statements



**WOMEN IN TRANSITION, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2017**

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NOTE A: ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization – Vision, Mission and Goals

Since 1971, Women In Transition, Inc. (WIT) has been providing empowerment, support and education for women who are encountering life-changing transitions that are rooted in domestic violence, substance abuse or poverty.

WIT's vision is a future where women and children find safety, justice and equality at every turn of their lives. WIT's mission is to empower women to attain safety, equality and justice, and build independent and self-sustaining lives for themselves and their children; and to pioneer collaborations with community partners to create an intolerance of gender-based violence, substance abuse and poverty. WIT's program goals are to develop innovative approaches to empower women to change their lives; and engage the community in awareness efforts to recognize the connections between domestic violence, substance abuse, child abuse, poverty and community violence. WIT's internal goals are to sustain an organizational infrastructure that will assure organizational stability, encourage innovation, enhance fundraising and board capacity, and maintain openness to opportunities for growth.

In January 2013, WIT became a subsidiary of PathWays PA, Inc. (PathWays). PathWays is the sole voting member of WIT and has the powers and authorities set forth in the Pennsylvania Nonprofit Corporation Law of 1988. These financial statements reflect only the financial position and operating results of WIT.

Basis of Accounting

The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with U.S. generally accepted accounting principles.

Basis of Presentation

WIT is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. There are no permanently restricted net assets.

Grants and Contracts Receivable

WIT's activities are funded primarily by grants and contracts. Revenue and grants receivable have been recognized only to the extent allowed under the contracts. Receivables consist primarily of the cost reimbursement requests outstanding at year-end related to various contracts with government and private agencies and are considered fully collectible.

Fixed Assets

All acquisitions of fixed assets in excess of \$1,000 and having estimated useful lives of more than one year are capitalized. Fixed assets are stated at cost and depreciated on a straight-line basis over the estimated useful lives of the assets. When assets are retired or otherwise disposed of, the cost and related depreciation are removed from the books and any resulting gain or loss is reflected in income for the period. The cost of maintenance and repairs is charged to income as incurred and costs of significant replacements and improvements are capitalized and expensed over the periods benefited.

Beneficial Interest in Split-Interest Trusts

The interest in the trusts was recognized at fair value on the date of initial contribution. The fair value is recalculated annually using present value technique which includes the estimated return on the invested assets during the expected term of the agreement, the contractual payment obligations under the agreement, and a discount rate commensurate with the risks involved.

Restricted and Unrestricted Support

Contributions are recorded as unrestricted, temporarily restricted, or permanently restricted support, depending on the existence and/or nature of any donor restrictions.

**WOMEN IN TRANSITION, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2017**

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NOTE A: ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Restricted and Unrestricted Support (Continued)

Support that is restricted by the donor is reported as an increase in unrestricted net assets if the restriction expires in the reporting period in which the support is recognized. All other donor-restricted support is reported as an increase in temporarily or permanently restricted net assets, depending on the nature of the restriction. When a restriction expires, that is, when a stipulated time restriction ends or a purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restriction.

Concentration

WIT receives approximately 35% of its public support from the Pennsylvania Coalition Against Domestic Violence, 13% from the City of Philadelphia Department of Human Services, and 18% from the Pennsylvania Commission on Crime and Delinquency. A significant reduction in the level of support could have an effect on the WIT's programs and activities.

In-Kind Contributions

WIT records the value of donations in-kind when there is an objective basis available to measure its value. Donations in kind are reflected as revenue in the accompanying statements at its estimated market value at the date of receipt.

The contribution of services are recognized if the services received (a) create or enhance non-financial assets or (b) require specialized skills that are provided by individuals possessing those skills and would typically need to be purchased if not provided by donation. Contributed services are reflected in the financial statements at the fair value of the services received.

WIT also benefits from time donated from volunteers for a variety of tasks that do not meet the criteria for the recognition of contributed services.

Income Taxes

WIT qualifies as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code and has been classified as a publicly supported charitable organization. WIT is registered as required with the Pennsylvania Bureau of Charitable Organizations.

WIT is required to recognize, measure, classify, and disclose in the financial statements uncertain tax positions taken or expected to be taken in WIT's tax returns. Management has determined that the WIT does not have any uncertain tax positions and associated unrecognized benefits that materially impact the financial statements or related disclosures. Generally, WIT is no longer subject to income tax examinations by tax authorities for tax years prior to 2013.

Use of Estimates

The preparation of financial statements in conformity with U.S. generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of certain assets and liabilities and disclosures. Accordingly, the actual amounts could differ from those estimates.

Significant estimates included in the financial statements are the value of the beneficial interests in the split-interest charitable remainder trusts.

Reclassifications

Certain reclassifications have been made to the 2016 financial comparative totals to conform to 2017 presentations.

**WOMEN IN TRANSITION, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2017**

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NOTE A: ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Subsequent Events

Management has evaluated subsequent events through the date the financial statements were available to be issued which was November 28, 2017.

NOTE B: FIXED ASSETS

Fixed assets consist of the following:

Furniture and equipment	\$ 55,859
Software	<u>20,779</u>
	76,638
Less: Accumulated depreciation	<u>60,095</u>
	<u>\$ 16,543</u>

Depreciation expense for the year ended June 30, 2017 was \$11,961.

NOTE C: BENEFICIAL INTEREST IN SPLIT-INTEREST TRUSTS

WIT has been named as the beneficiary of four charitable split-interest trusts. WIT is an 8% remainderman of the trusts' principal. The trusts were funded with marketable equity securities. The trust assets are reflected in other assets in the Statement of Financial Position and total \$482,000, for the year ended June 30, 2017.

NOTE D: FAIR VALUE MEASUREMENT

The framework for measuring fair value provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (level 1) and the lowest priority to unobservable inputs (level 3). The three levels of the fair value hierarchy are described as follows:

Level 1	Inputs to the valuation methodology are quoted prices (unadjusted) in active markets for identical assets or liabilities that the organization can access.
Level 2	<p>Inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly such as:</p> <ul style="list-style-type: none"> <li>▪ Quoted prices for similar assets or liabilities in active markets;</li> <li>▪ Quoted prices for identical or similar assets or liabilities in inactive markets;</li> <li>▪ Inputs other than quoted prices that are observable for the asset or liability; and</li> <li>▪ Inputs that are derived principally from or corroborated by observable market data by correlation or other means.</li> </ul> <p>If the asset or liability has a specified (contractual) term, the level 2 input must be observable for substantially the full term of the asset or liability.</p>
Level 3	Inputs to the valuation methodology are unobservable and significant to the fair value measurement.

**WOMEN IN TRANSITION, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2017**

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NOTE D: FAIR VALUE MEASUREMENT (Continued)

The asset or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. (Valuation techniques maximize the use of relevant observable inputs and minimize the use of unobservable inputs). The following is a description of the valuation methodologies used for assets measured at fair value. There are no changes in the methodologies used at June 30, 2017.

Equities: Valued at the closing price reported on the active market on which the individual security (common stock) is traded.

Beneficial interest in charitable remainder split-interest trusts: Valued at the expected amount to be received less the calculated discount of 3%. There is no observable active market for these assets.

	Level 1	Level 2	Level 3	Total
Beneficial interest in split-interest trusts	\$ -	\$ -	\$ 482,000	\$ 482,000
	\$ -	\$ -	\$ 482,000	\$ 482,000

A reconciliation of activity for the beneficial interest in split-interest trusts measured at fair value based on significant unobservable (non-market) information discounted cash flows is presented at its discounted value as follows:

Balance, beginning of year	\$ 532,000
Change in value	<u>(50,000)</u>
Balance, end of year	<u>\$ 482,000</u>

NOTE E: DESIGNATED NET ASSETS

The Board of WIT has designated \$6,661 of unrestricted net assets for the Wenonah B. Sharpe Fund. The Board approves all expenditures from this fund.

NOTE F: TEMPORARILY RESTRICTED NET ASSETS

Temporarily restricted net assets as of June 30, 2017 are as follows:

	Amount	Restriction
Beneficial interest in split-interest charitable remainder trusts	\$ 482,000	Time
Foundation grants	<u>8,130</u>	Purpose
	<u>\$ 490,130</u>	

NOTE G: RELATED PARTY

WIT paid management fees of \$40,000 for accounting services provided by its parent.

NOTE H: CONDITIONAL GRANT

WIT received a multi-year grant for the Domestic Violence Intervention Project from the Pennsylvania Commission on Crime and Delinquency (PCCD) for \$511,069, of which \$166,994 was recognized for the year ended June 30, 2017. The grant agreement limits WIT's discretion as a result of specific requirements on how the funds may be spent.

**WOMEN IN TRANSITION, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2017**

NOTE I: CAPITAL LEASES

The Organization is the lessee of office equipment under capital leases expiring in various years through 2019. The liabilities under capital lease are recorded at the present value of the minimum lease payments. The interest rates on the leases are approximately 6%. Obligations under capital lease for the year ended June 30, 2017 was \$9,199. The assets are depreciated over the lower of their related lease terms or their estimated useful life. Depreciation of assets under capital lease is included in depreciation expense.

The following is a summary of property held under capital lease:

Copier	\$ 19,170
Phone equipment	<u>4,455</u>
	23,625
Less: Accumulated depreciation	<u>12,987</u>
	<u>\$ 10,638</u>

Future minimum lease payments under capital lease for the fiscal years ending June 30 are as follows:

Years ending <u>June 30</u>	<u>Amount</u>
2018	\$ 5,810
2019	<u>4,078</u>
	9,888
Less amount attributable to interest	<u>(689)</u>
Present value of lease payments	<u>\$ 9,199</u>
Capital lease: Current portion	\$ 5,934
Long term portion	<u>3,265</u>
	<u>\$ 9,199</u>

NOTE J: OPERATING LEASE

For the year ended June 30, 2017, rental expense under an operating lease related was \$84,986. The lease terminated in August, 2017, and the office moved to a new location. The new operating lease is a ten year lease that expires July, 2027.

Minimum future rental payments under the non -cancellable operating lease having a remaining term in excess of one year as of June 30, 2017 are as follows:

Years Ending <u>June 30</u>	<u>Amount</u>
2018	\$ 101,699
2019	102,657
2020	106,173
2021	109,103
2022	112,033
Thereafter	<u>614,694</u>
	<u>\$1,146,359</u>

**WOMEN IN TRANSITION, INC.  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED JUNE 30, 2017**

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**NOTE K: SERVICE CONTRACTS**

For the year ended June 30, 2017, total expenses under service contracts amounted to \$23,214. At June 30, 2017, WIT's minimum obligations under non-cancellable service contracts for phone, hosting and network services having remaining terms in excess of one year are as follows:

Years Ending June 30	Amount
2018	\$ 22,486
2019	17,583
2020	17,583
2021	17,583
Thereafter	2,930
	\$ 78,165

**NOTE L: RETIREMENT PLAN**

WIT has a Simple IRA plan for its employees. Eligible employees must have at least two years of employment with the organization and must have had compensation of at least \$5,000 during each of the two preceding years. WIT matched employee contributions up to 3% of each individual employee's compensation. For the year ended June 30, 2017, WIT's contributions to the retirement plan were \$6,600.

**NOTE M: ADDITIONAL INFORMATION**

Donated services - program	\$ 3,827
Donated goods - program	\$ 3,700

**NOTE N: PCADV MATCH REQUIREMENTS**

Match requirements of PCADV contracts were met during the current contract period.

**WOMEN IN TRANSITION, INC.**  
**SCHEDULE OF PROGRAM SERVICES**  
**YEAR ENDED JUNE 30, 2017**  
**(With Comparative Totals for 2016)**

	Drug and Alcohol			Domestic Violence				Total Program Services
	OAS	Other	Total	PCADV	VOCA	Other	Total	
<b>Personnel</b>								
Salaries	\$ 56,951	\$ 6,749	\$ 63,700	\$ 149,607	\$ 111,973	\$ 94,450	\$ 356,030	\$ 419,730
Taxes and benefits	10,014	-	10,014	43,610	27,853	17,212	88,675	98,689
Total personnel	66,965	6,749	73,714	193,217	139,826	111,662	444,705	518,419
<b>Operating</b>								
Contract services	-	11,708	11,708	61,201	8,022	45,610	114,833	126,541
Donated services and goods	-	-	-	-	-	7,527	7,527	7,527
Professional fees	-	-	-	5,000	-	-	5,000	5,000
Occupancy	1,750	-	1,750	45,884	16,488	16,576	78,948	80,698
Insurance	-	1,206	1,206	4,622	2,118	1,730	8,470	9,676
Depreciation	-	-	-	-	-	4,980	4,980	4,980
Office expenses and supplies	250	311	561	6,161	-	5,820	11,981	12,542
Printing and publication	-	-	-	1,124	-	1,112	2,236	2,236
Local travel	251	49	300	872	540	302	1,714	2,014
Postage and delivery	-	-	-	240	-	-	240	240
Total operating	2,251	13,274	15,525	125,104	27,168	83,657	235,929	251,454
<b>Total expenses</b>	<b>\$ 69,216</b>	<b>\$ 20,023</b>	<b>\$ 89,239</b>	<b>\$ 318,321</b>	<b>\$ 166,994</b>	<b>\$ 195,319</b>	<b>\$ 680,634</b>	<b>\$ 769,873</b>
2016 Totals	<u>\$ 69,216</u>	<u>\$ 22,150</u>	<u>\$ 91,366</u>	<u>\$ 312,730</u>	<u>\$ 133,595</u>	<u>\$ 213,850</u>	<u>\$ 660,175</u>	<u>\$ 751,541</u>