

**PAGE AHEAD CHILDREN'S
LITERACY PROGRAM**

FINANCIAL REPORT

AUGUST 31, 2018

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INDEPENDENT AUDITORS' REPORT

To the Board of Directors
Page Ahead Children's Literacy Program
Seattle, Washington

We have audited the accompanying financial statements of Page Ahead Children's Literacy Program, which comprise the statement of financial position as of August 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.

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; 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.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States. 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 Page Ahead Children's Literacy Program as of August 31, 2018, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States.

Prior Year Summarized Information

We have previously audited the Page Ahead Children's Literacy Program's 2017 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated December 7, 2017. In our opinion, the summarized comparative information presented herein as of and for the year ended August 31, 2017, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Peterston Sullivan LLP.

December 13, 2018

PAGE AHEAD CHILDREN'S LITERACY PROGRAM

STATEMENT OF FINANCIAL POSITION

August 31, 2018

(With Comparative Totals for 2017)

ASSETS	2018	2017
Current Assets		
Cash	\$ 378,550	\$ 229,161
Investments	100,000	100,000
Receivables	81,931	25,930
Book inventory	65,139	65,195
Scholastic book fair credits receivable	20,568	23,865
Prepaid expenses	1,672	1,621
Total current assets	647,860	445,772
Investments Held for Endowment	100,000	100,000
Security Deposits	4,475	4,475
Office Equipment, net	156	404
Total assets	<u>\$ 752,491</u>	<u>\$ 550,651</u>
LIABILITIES AND NET ASSETS		
Current Liabilities		
Accounts payable and accrued expenses	\$ 12,555	\$ 21,184
Net Assets		
Unrestricted	511,196	421,291
Temporarily restricted	128,740	8,176
Permanently restricted	100,000	100,000
Total net assets	739,936	529,467
Total liabilities and net assets	<u>\$ 752,491</u>	<u>\$ 550,651</u>

See Notes to Financial Statements

PAGE AHEAD CHILDREN'S LITERACY PROGRAM

STATEMENT OF ACTIVITIES

For the Year Ended August 31, 2018
(With Comparative Totals for 2017)

	2018			Total	2017
	Unrestricted	Temporarily Restricted	Permanently Restricted		
Support and Revenue (excluding in-kind revenue)					
Contributions - foundations and corporations	\$ 282,629	\$ 215,200	\$ -	\$ 497,829	\$ 428,705
Special event revenue	244,914			244,914	198,834
Contributions - general public	238,271			238,271	180,920
Bequests	112,436	87,564		200,000	
Program share income	79,045			79,045	61,295
Other income	4,784			4,784	1,316
Net assets released from restrictions	182,200	(182,200)			
Total support and revenue	1,144,279	120,564		1,264,843	871,070
Expenses					
Program services, including purchased books	835,284			835,284	790,664
Management and general	115,851			115,851	102,868
Fundraising	77,315			77,315	53,933
Total expenses (excluding in-kind expenses)	1,028,450			1,028,450	947,465
Change in net assets before in-kind activities	115,829	120,564		236,393	(76,395)
In-Kind Activities and Scholastic Book Fair Credits					
Books donated	41,953			41,953	74,442
Books received in-kind and distributed	(70,317)			(70,317)	(105,304)
Scholastic book fair credits	2,440			2,440	41,033
In-kind services received	7,200			7,200	7,200
In-kind services expense	(7,200)			(7,200)	(7,200)
Net in-kind activities	(25,924)			(25,924)	10,171
Change in net assets	89,905	120,564		210,469	(66,224)
Net Assets, beginning of year	421,291	8,176	100,000	529,467	595,691
Net Assets, end of year	\$ 511,196	\$ 128,740	\$ 100,000	\$ 739,936	\$ 529,467

See Notes to Financial Statements

PAGE AHEAD CHILDREN'S LITERACY PROGRAM

STATEMENT OF FUNCTIONAL EXPENSES

For the Year Ended August 31, 2018

(With Comparative Totals for 2017)

	2018				2017
	Program Services	Management and General	Fundraising	Total	
Cost of purchased books	\$ 503,457	\$ -	\$ -	\$ 503,457	\$ 438,281
Salaries and related expenses	197,892	54,862	57,384	310,138	315,620
Occupancy	63,910	5,905	2,102	71,917	66,803
Professional fees and contract services	4,263	29,682	1,050	34,995	44,543
Special event venue expenses	26,448		2,960	29,408	19,612
Other	39,314	25,402	13,819	78,535	62,606
Total expenses, excluding in-kind expenses	835,284	115,851	77,315	1,028,450	947,465
In-kind expenses	70,317	7,200		77,517	112,504
Total expenses - 2018	<u>\$ 905,601</u>	<u>\$ 123,051</u>	<u>\$ 77,315</u>	<u>\$ 1,105,967</u>	
Total expenses - 2017	<u>\$ 895,968</u>	<u>\$ 110,068</u>	<u>\$ 53,933</u>		<u>\$ 1,059,969</u>

See Notes to Financial Statements

PAGE AHEAD CHILDREN'S LITERACY PROGRAM

STATEMENT OF CASH FLOWS

For the Year Ended August 31, 2018

(With Comparative Totals for 2017)

	<u>2018</u>	<u>2017</u>
Cash Flows from Operating Activities		
Change in net assets	\$ 210,469	\$ (66,224)
Adjustments to reconcile change in net assets to net cash flows from operating activities		
Depreciation	248	414
Changes in operating assets and liabilities		
Receivables	(56,001)	37,247
Book inventory	56	(10,401)
Scholastic book fair credits receivable	3,297	1,484
Prepaid expenses	(51)	(48)
Accounts payable and accrued expenses	(8,629)	(310,935)
Net change in cash	149,389	(348,463)
Cash, beginning of year	<u>229,161</u>	<u>577,624</u>
Cash, end of year	<u><u>\$ 378,550</u></u>	<u><u>\$ 229,161</u></u>

See Notes to Financial Statements

NOTES TO FINANCIAL STATEMENTS

Note 1. Summary of Significant Accounting Policies

Nature of Organization/Activities

Page Ahead Children's Literacy Program ("Page Ahead") was incorporated as a nonprofit corporation on March 22, 1993, under the laws of the State of Washington, to provide literacy services to at-risk children. Page Ahead, also known as Books for Kids, accomplishes its mission of promoting literacy primarily through the following programs:

- Book Up Summer aims to mitigate the summer learning loss experienced primarily by low-income children. This evidence-based program is designed to increase access to books, inspire children to read by allowing them to choose the books they want and, ultimately, reduce the literacy achievement gap in Washington. Through Book Up Summer, more than 15,000₁ at-risk students in grades K-2 chose nearly 181,000₁ new books to take home to read over the summer.
- The Books for Kids program gives new books to children at motivational events in collaboration with partner sites. In the past year, Page Ahead distributed approximately 4,900₁ new books to approximately 2,550₁ at-risk children. Sites are selected based upon the need of the population served at each site.
- The Family Involvement Program provides educational support for parents and encourages early language development in children. Through story times, trained volunteers engage preschool and kindergarten students in positive reading experiences for learners of all types.
- Over the course of a year, low-income preschoolers hear 8 million fewer words than children from affluent families. Page Ahead's newest program, Story Leaders, aims to close this word gap by empowering families in need through literacy training and access to books. Last year, more than 1,100₁ children and families in need received nearly 9,300₁ new books.

Page Ahead has its main office facilities in Seattle, Washington, and operates throughout Washington state. Support for Page Ahead comes from monetary and in-kind donations from individuals, corporations, municipalities, and foundations.

Summarized Information from Prior Year

The financial statements include certain prior-year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States ("GAAP"). Accordingly, such information should be read in conjunction with Page Ahead's financial statements as of and for the year ended August 31, 2017, from which the summarized information was derived.

₁ Figures are unaudited

Use of Estimates

The preparation of financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and the disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Basis of Presentation

The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with GAAP. Net assets and revenues, gains, and losses are classified based on the existence or absence of donor-imposed restrictions. Page Ahead reports 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. Contributions and certain grants are recorded as unrestricted, temporarily restricted, or permanently restricted support depending on the existence and/or nature of any donor restrictions. Expenses are reported as decreases in unrestricted net assets. Accordingly, the net assets of Page Ahead and changes therein are classified and reported as follows:

- Unrestricted Net Assets – Net assets that are not subject to donor-imposed stipulations.
- Temporarily Restricted Net Assets – Net assets subject to donor-imposed stipulations that may or will be met, either by actions of Page Ahead and/or the passage of time. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets and are reported in the statement of activities as net assets released from restrictions.
- Permanently Restricted Net Assets – Permanently restricted net assets represent endowment gifts requiring the principal be invested in perpetuity and that only the income be expended. Permanently restricted net assets at both August 31, 2018 and 2017, were \$100,000, the income from which is available for operations.

Revenue Recognition

Bequests

Page Ahead recognizes revenue from bequests when (1) the bequest becomes an unconditional promise to give and (2) when the amount to be received can be estimated. This is usually when the deceased person's will has gone through probate. During 2018, Page Ahead received one bequest. No bequests were received in 2017.

Contributions Revenue

Contributions, including pledges receivable, are recognized as made. All contributions are available for unrestricted use unless specifically restricted by the donor. Conditional promises to give are recognized when the conditions on which they depend are substantially met.

Many individuals donate significant amounts of time to the daily operations of Page Ahead. The value of their contributed time is not reflected in the accompanying financial statements because their tasks do not require specialized skills. About 6,200 and 4,700 hours were donated during the years ended August 31, 2018 and 2017, respectively. This total does not include hours donated by the Board of Directors or its committees.

Program Share Income

Program share income consists primarily of an administrative fee collected from participating schools or school districts. The fee is based on the number of children served at the partner school.

Scholastic Book Fair Credits

Scholastic book fair credits are generated through book fairs held by an unrelated company, Scholastic Corporation ("Scholastic"). Area companies host book fairs for their employees and for each book sold, Page Ahead receives half the sales price as credits from Scholastic to purchase books. Revenue is recognized when the credits are acknowledged by Scholastic.

Special Event Revenue

Page Ahead hosts events to raise funds for its operations and recognizes revenue from the events when the event takes place or when donations are received.

Cash

Page Ahead's cash balances include checking and savings accounts with federally insured banking institutions. Page Ahead actively monitors cash balances so that they do not exceed federally insured limits.

Investments

Investments consist of certificates of deposit at both August 31, 2018 and 2017. Investments are reported at cost plus accrued interest in the statement of financial position.

Receivables

Receivables as of August 31, 2018 and 2017, consist primarily of pledges and grants receivable. Management reviews the collectibility of receivables on a periodic basis and determines the appropriate amount of any allowance. Page Ahead charges off receivables to the allowance when management determines that a receivable is not collectible. No allowance was considered necessary at August 31, 2018 or 2017, and all receivables are expected to be collected during the next year.

Book Inventory

Inventory consists of new books that are either purchased or donated. Page Ahead values this inventory at an average value that represents the cost of books purchased and the fair value (which is considered cost for contributed books) of books donated. This value (which approximates average cost) results in an amount that is lower than the net realizable value of the book inventory.

Office Equipment and Depreciation

Fixed assets are stated at cost, if purchased, and at estimated fair value, if donated, and are depreciated on the straight-line method over the estimated useful lives of the assets. Fixed assets with a cost greater than \$500 are capitalized. Donations of fixed assets are recognized as unrestricted support in the year of the donation.

Accounts Payable

Accounts payable represents amounts owed for book purchases and other operating expenses.

Federal Income Tax

Page Ahead is a nonprofit organization as defined in Internal Revenue Code Section 501(c)(3) and is exempt from federal income taxes under Internal Revenue Code Section 501(a).

Allocation of Functional Expenses

The costs of carrying out Page Ahead's purpose have been summarized on a functional basis in the statement of activities and the statement of functional expenses. Expenses that benefit both program and supporting services have been allocated using management's cost allocation plan.

Subsequent Events

Page Ahead has evaluated subsequent events through the date these financial statements were available to be issued, which was December 13, 2018.

Note 2. Concentrations

For the year ended August 31, 2018, 16% of Page Ahead's total revenue was from one donor. For the year ended August 31, 2017, 11% of Page Ahead's total revenue was from a different donor.

At August 31, 2018, 37% of receivables were due from one donor. There were no such concentrations at August 31, 2017.

Note 3. Office Equipment

Office equipment consists of the following as of August 31:

	2018	2017	Estimated Useful Lives
Office equipment	\$ 38,512	\$ 50,156	3-7 years
Accumulated depreciation	(38,356)	(49,752)	
Net property and equipment	<u>\$ 156</u>	<u>\$ 404</u>	

Note 4. Line of Credit

Page Ahead has an unsecured line of credit agreement with a bank for \$40,000 for 2018 and \$48,000 for 2017. The agreement has no stated expiration date. Borrowings would bear interest at 2.75% above the prime rate. There were no outstanding borrowings as of August 31, 2018 or 2017.

Note 5. Temporarily Restricted Net Assets

Temporarily restricted net assets were released from donor restrictions by incurring expenses satisfying the restricted purposes specified by the donors. For the year ended December 31, 2018, the releases of the temporary restrictions were accomplished by:

Book Up Summer Program	\$	178,200
Purchasing books within a geographical designated area		<u>4,000</u>
	\$	<u><u>182,200</u></u>

Temporarily restricted net assets are available for the following purposes as of August 31:

	<u>2018</u>	<u>2017</u>
Book Up Summer Program	\$ 103,444	\$ 7,000
Story Leaders Program	24,120	
Computer equipment	<u>1,176</u>	<u>1,176</u>
	<u>\$ 128,740</u>	<u>\$ 8,176</u>

Note 6. Commitments

Page Ahead occupies office space under an operating lease expiring in July 2021. The lease contains escalating lease rates and requires Page Ahead to pay its pro rata share of triple net charges such as property taxes and insurance. Rent expense for office space was \$67,995 and \$62,458 in 2018 and 2017, respectively.

Future minimum lease payments are as follows for the years ending August 31:

2019	\$	58,170
2020		59,970
2021		<u>56,485</u>
	\$	<u><u>174,625</u></u>

Note 7. Retirement Plan

Page Ahead has an IRA SIMPLE MASTER plan that covers substantially all employees. Employer matching contributions may range from 1% to 3% of compensation for each calendar year and are 100% vested at all times. Employer contributions amounted to \$7,029 in the fiscal year 2018 and \$6,451 in the fiscal year 2017. These amounts represent matching contributions based on participants' elective deferrals.

Note 8. Endowment

Page Ahead's endowment consists of funds donated subject to a donor-imposed restriction that the principal amount donated must be maintained in an investment account and cannot be used by Page Ahead, but the income earned on the account may be used for purposes specified by the donor. As required by GAAP, net assets associated with endowment funds, including quasi-endowments, are classified and reported based on the existence or absence of donor-imposed restrictions.

Interpretation of Relevant Law

The Board of Directors of Page Ahead has interpreted the State of Washington Uniform Prudent Management of Institutional Funds Act ("UPMIFA") as requiring the preservation of the fair value of the original gift as of the gift date of the donor-restricted endowment funds absent explicit donor stipulations to the contrary. As a result of this interpretation, Page Ahead classifies as permanently restricted net assets (a) the original value of gifts donated to the permanent endowment, plus (b) the original value of subsequent gifts to the permanent endowment. The remaining portion of the donor-restricted endowment fund that is not classified in permanently restricted net assets is classified as temporarily restricted net assets until those amounts are appropriated for expenditure by Page Ahead in a manner consistent with the standard of prudence prescribed by UPMIFA. In accordance with UPMIFA, Page Ahead considers the following factors in making a determination to appropriate or accumulate donor-restricted funds:

- The duration and preservation of the endowment fund
- The purposes of the donor-restricted endowment fund
- General economic conditions
- The possible effect of inflation or deflation
- The expected total return from income and the appreciation of investments
- Other resources of Page Ahead
- The investment policies of Page Ahead

Return Objectives and Risk Parameters

Page Ahead has adopted investment and spending policies for endowment assets that attempt to provide a predictable stream of funding to programs supported by its endowment while seeking to maintain the purchasing power of the endowment assets. Endowment assets include those assets of donor-restricted funds that Page Ahead must hold in perpetuity or for a donor-specified period.

Strategies Employed for Achieving Objectives

To satisfy its objectives, Page Ahead relies on a total return strategy in which investment returns are achieved through current yield (interest). Page Ahead targets fixed income investments to achieve its return objectives within prudent risk constraints. The endowment investments are made exclusively with certificates of deposit (institution rated AA or better with maturities of 12 months or less).

Spending Policy and How the Investment Objectives Relate to Spending Policy

Page Ahead has a policy of retaining principal and distributing any income. The distributions are to be made annually in an amount equal to the income from the previous year. If the income is not to be distributed immediately following the year in which they were earned, then the amount equal to the income shall be retained within the endowment fund for distribution within the next two years. This is consistent with Page Ahead's objective to maintain the purchasing power of the endowment assets held in perpetuity while providing a predictable stream of funding to programs.

Summary of Endowment Activity

Endowment net assets consisted of \$100,000 of donor-restricted endowment funds and are classified as permanently restricted net assets at both August 31, 2018 and 2017.

There were no changes in endowment net assets during the years ended August 31, 2018 or 2017.

The endowment fund as of August 31, 2018 and 2017, is invested entirely in certificates of deposit. Earnings during 2018 and 2017 were not significant.

Funds with Deficiencies

From time to time, the fair value of assets associated with individual donor-restricted endowment funds may fall below the level that the donor or UPMIFA requires. There were no deficiencies of this nature at August 31, 2018 or 2017.