

# **Center for Health and Learning, LTD.**

Financial Statements and  
Independent Accountant's Review Report

December 31, 2018 and 2017



Joseph S. Pieciak, Jr., CPA  
Gary G. Fitzgerald, CPA, MST  
Keith H. Purcell, CPA  
Travis M. Lawyer, CPA

## Independent Accountant's Review Report

To the Board of Trustees  
Center for Health and Learning, LTD.  
Brattleboro, Vermont

We have reviewed the accompanying financial statements of Center for Health and Learning, LTD. (a nonprofit organization), which comprise the statements of financial position as of December 31, 2018 and 2017, and the related statements of activities, functional expenses and cash flows for the years then ended, and the related notes to financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of company management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

### Managements' Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement whether due to fraud or error.

### Accountant's Responsibility

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

### Accountant's Conclusion

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

*Downey, Pieciak, Fitzgerald + Co., P.C.*

License 92-0000111  
Brattleboro, Vermont  
October 10, 2019

# Center for Health and Learning, LTD.

## Statements of Financial Position

December 31, 2018 and 2017

	<u>2018</u>	<u>2017</u>
<b>Assets</b>		
Cash	\$ 88,320	\$ 32,955
Accounts and grants receivable	18,089	15,047
Prepaid expenses	5,552	9,743
Leasehold improvements, equipment, furniture and fixtures	<u>2,862</u>	<u>4,976</u>
<b>Total Assets</b>	<b><u>\$ 114,823</u></b>	<b><u>\$ 62,721</u></b>
<b>Liabilities</b>		
Line of credit	\$ -	\$ 70,000
Accounts payable	18,055	21,492
Accrued expenses	<u>26,399</u>	<u>30,549</u>
<b>Total Liabilities</b>	<b>44,454</b>	<b>122,041</b>
<b>Net Assets</b>		
Without donor restrictions	5,816	(117,320)
With donor restrictions	<u>64,553</u>	<u>58,000</u>
	<u>70,369</u>	<u>(59,320)</u>
<b>Total Liabilities and Net Assets</b>	<b><u>\$ 114,823</u></b>	<b><u>\$ 62,721</u></b>

*See accompanying notes and independent accountant's review report.*

# Center for Health and Learning, LTD.

## Statements of Activities

Years Ended December 31, 2018 and 2017

	2018			2017		
	Without Donor Restrictions	With Donor Restrictions	Total	Without Donor Restrictions	With Donor Restrictions	Total
<b>Revenue:</b>						
Grants	\$ -	\$ 526,662	\$ 526,662	\$ -	\$ 482,599	\$ 482,599
Contracts and fees	113,023	-	113,023	78,190	-	78,190
Contributions	62,195	-	62,195	42,075	-	42,075
Investment income	96	-	96	60	-	60
Other revenue	717	-	717	1,178	-	1,178
Total revenue	176,031	526,662	702,693	121,503	482,599	604,102
Net assets released from restrictions	520,109	(520,109)	-	432,825	(432,825)	-
	696,140	6,553	702,693	554,328	49,774	604,102
<b>Expenses:</b>						
Program services:						
Training, technical assistance and resources	455,057	-	455,057	526,336	-	526,336
Supporting services:						
General and administrative	117,947	-	117,947	129,616	-	129,616
Total expenses	573,004	-	573,004	655,952	-	655,952
<b>Change in net assets</b>	123,136	6,553	129,689	(101,624)	49,774	(51,850)
<b>Net assets at beginning of year</b>	(117,320)	58,000	(59,320)	(15,696)	8,226	(7,470)
<b>Net assets at end of year</b>	\$ 5,816	\$ 64,553	\$ 70,369	\$ (117,320)	\$ 58,000	\$ (59,320)

*See accompanying notes and independent accountant's review report.*

# Center for Health and Learning, LTD.

## Statements of Functional Expenses Years Ended December 31, 2018 and 2017

	2018			2017		
	Program Services	General and Administrative	Total	Program Services	General and Administrative	Total
Salaries and wages	\$ 184,221	\$ 56,983	\$ 241,204	\$ 214,869	\$ 60,866	\$ 275,735
Employee benefits	41,384	13,444	54,828	63,770	18,068	81,838
Evaluation	7,090	-	7,090	5,140	-	5,140
Training site expenses	41,714	-	41,714	51,294	-	51,294
Marketing and public relations	4,432	183	4,615	19,400	3,555	22,955
Professional and consulting fees	35,355	6,935	42,290	51,120	8,323	59,443
Travel and meals	17,173	1,144	18,317	12,631	673	13,304
Trainer and workshop leader fees	48,342	-	48,342	30,053	-	30,053
Payroll taxes	17,780	4,435	22,215	18,221	4,558	22,779
Participant stipends	1,085	-	1,085	7,702	-	7,702
Workshop supplies and materials	18,987	-	18,987	14,996	-	14,996
Accounting	7,500	-	7,500	8,250	-	8,250
Development	-	1,963	1,963	-	837	837
Temporary service	302	10	312	635	-	635
Phone, internet and website	6,000	3,744	9,744	12,652	4,839	17,491
Office rent	7,875	4,725	12,600	7,092	7,092	14,184
Equipment repairs and maintenance	1,857	3,436	5,293	1,450	2,592	4,042
Depreciation	1,476	638	2,114	2,398	1,860	4,258
Insurance	-	4,667	4,667	-	2,734	2,734
Office supplies	111	2,230	2,341	171	2,273	2,444
CEUs	-	-	-	1,000	-	1,000
Postage and shipping	173	395	568	165	485	650
Miscellaneous	842	3,777	4,619	931	3,342	4,273
Dues and subscriptions	512	1,370	1,882	611	699	1,310
Payroll fees	-	2,221	2,221	-	1,860	1,860
Office storage	-	1,550	1,550	-	1,032	1,032
Graduate credit tuition	10,395	-	10,395	1,485	-	1,485
Bad debt	-	715	715	-	325	325
Board meetings	-	836	836	-	246	246
Equipment and furnishings	451	-	451	-	-	-
Line of credit interest	-	2,546	2,546	-	3,357	3,357
	<u>\$ 455,057</u>	<u>\$ 117,947</u>	<u>\$ 573,004</u>	<u>\$ 526,336</u>	<u>\$ 129,616</u>	<u>\$ 655,952</u>

*See accompanying notes and independent accountant's review report.*

# Center for Health and Learning, LTD.

## Statements of Cash Flows Years Ended December 31, 2018 and 2017

	<u>2018</u>	<u>2017</u>
<b>Cash flows from operating activities:</b>		
Change in net assets	\$ 129,689	\$ (51,850)
Adjustments to reconcile changes in net assets to net cash provided (used) by operating activities:		
Depreciation	2,114	4,258
(Increase) decrease in:		
Accounts and grants receivable	(3,042)	42,443
Prepaid expenses	4,191	(1,211)
Increase (decrease) in:		
Accounts payable	(3,437)	(19,563)
Accrued expenses	(4,150)	6,533
Deferred revenue	-	(44,000)
	<u>125,365</u>	<u>(63,390)</u>
<b>Net cash provided (used) by operating activities</b>	<b>125,365</b>	<b>(63,390)</b>
<b>Cash flows from financing activities:</b>		
(Payments) proceeds of/from line of credit	<u>(70,000)</u>	<u>60,000</u>
<b>Net increase (decrease) in cash</b>	<b>55,365</b>	<b>(3,390)</b>
<b>Cash at the beginning of the year</b>	<u>32,955</u>	<u>36,345</u>
<b>Cash at the end of the year</b>	<u><u>\$ 88,320</u></u>	<u><u>\$ 32,955</u></u>

*See accompanying notes and independent accountant's review report.*

# Center for Health and Learning, LTD.

## Notes to Financial Statements

December 31, 2018 and 2017

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### Note A - Organization and Nature of Activities

#### *Organization:*

The Center for Health and Learning, LTD. (the Organization) is an independent not-for-profit corporation organized in the State of Vermont.

#### *Nature of Activities:*

The Organization builds a foundation for healthy communities through educational resources, leadership training, policy development, and technical assistance. Their specialties include planning, implementation and evaluation of programs and policies related to school and community health, mental health, substance use prevention, suicide prevention, sexuality education, and nutrition and physical activity.

The Organization takes an active, leadership role in forming and participating in coalitions and collaborations, local, statewide, and national on critical health issues. They believe that partnership is the most efficient and effective way to advocate for positive health changes.

The Organization's sources of revenue include grants from federal and state government, and fees charged for services. The following are brief descriptions of the grant-funded projects the Organization has undertaken:

Vermont Department of Mental Health (DMH): Partnered with the Vermont Department of Mental Health to support the development of systemic and sustainable infrastructure in Vermont focused on best practices for the prevention of suicide. Provided training in effective suicide prevention practices; promoted public awareness through messaging that suicide is a matter of public health and is preventable, including the development of two Public Service Announcements (PSAs); led the development of public and private policies; expanded the implementation of a Zero Suicide approach in Vermont through training and education within mental health and healthcare organization; trained 90 clinicians in CAMS (Collaborative Assessment and Management of Suicidality); conducted Umatter trainings; and collaborated with statewide Substance Misuse Programs. Also supported the activities of the Vermont Suicide Prevention Center and the Vermont Suicide Prevention Coalition.

Vermont Department of Health – Division of Alcohol and Drug Abuse Prevention (ADAP): Provided logistical support for a one-day *College Symposium to address substance abuse prevention on college campuses*. Provided logistical support for two, four-day *Substance Abuse and Prevention Skills Training (SAPST)* for Department of Health staff. Designed and facilitated five statewide professional development trainings for community-level prevention staff: 1) *Embedding Prevention Strategies in VT Communities*, 2) *Adverse Childhood Experiences and Prevention*, 3) *Alcohol \* Other Drug Use Prevention: Collaborative Strategies with Law Enforcement*, 4) *Policy Workshop*, and 5) *Continuing the Discussion of H511/ACT 86 and Its Impact on Prevention Policy*. Provided logistical support for statewide Clinical Core Competency Trainings 1) *Framework for Effective Adolescent Treatment*, 2) *ASAM Trainings* and 3) *VDH Assessment and Treatment Planning for Substance Use Disorders*. Provided logistical support for a statewide “*Marijuana Conference*”. Provided support for two “*Counter Tools*” Trainings.

*See independent accountant's review report.*

# Center for Health and Learning, LTD.

## Notes to Financial Statements

December 31, 2018 and 2017

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### Note A - Organization and Nature of Activities - Continued

#### *Nature of Activities - Continued:*

Vermont Department of Health – Division of Alcohol and Drug Abuse Prevention (ADAP): Provided logistical support and marketing for the delivery of six statewide training sessions related to “*Compassion and Motivational Interviewing Training for Health Care Clinicians and Staff*” to an audience of healthcare providers and clinicians who are working with patients managing chronic pain with opioids.

Vermont Department of Health – Division of Emergency Preparedness, Response and Injury Prevention (DEPRIP): Provided technical support to the Workforce Development Group to create a modular training curriculum and supplemental learning resources to address project planning and management competencies, as identified during the 2015 Core Competency Survey of VDH Staff. Delivered a train-the-trainer training, conducted evaluation, and organized and conducted first VDH trainer-conducted training.

*Umatter* Youth and Young Adults (*Umatter YYA*): Conducted a year-long, state-wide *Umatter for Youth and Young Adults Mental Health Wellness Promotion Initiative*, a youth leadership and engagement program to help youth develop the skills and resilience necessary to take a positive wellness approach to mental health. Trained 68 youth and 20 adult facilitators across 10 Vermont schools and/or community groups. Funded by multiple sources including Canaday Family Trust Foundation, Vermont Department of Health, and Vermont Department of Mental Health.

Fanny Holt Ames & Edna Louise Holt Fund: Implemented the *Umatter Suicide Prevention* program in the Springfield, Vermont School District (Year 3 of a 3-year project). Provided a focused set of professional development trainings, designed to promote mental health wellness and reduce suicide in Springfield, Vermont. Also implemented the first year of a 3-year *Umatter Suicide Prevention* program in the Bellows Falls, Vermont School District. Provided a focused set of professional development trainings, designed to promote mental health wellness and reduce suicide.

University of Vermont Medical Center Community Health Investment Fund: Development and deployment of an Online *Umatter* Mental Health Resource which will offer an online course in suicide prevention and mental health promotion at Vermont schools. The course is designed to train professionals to identify colleagues and youth in their school with risk factors and warning signs for suicide.

University of Vermont Medical Center Collective Impact - Community Partners for Suicide Prevention: Assess and build capacity for infrastructure and improve knowledge to deliver suicide safe care in Grand Isle County by blending community awareness and training on suicide prevention, with a special focus on culturally sensitive care for Abenaki populations.

Vermont Public Health Institute/Vermont Public Health Association - Provided consulting and training logistical support for selected trainings for Vermont Department of Health staff; conducted statewide assessment of current trainings and supports to foster enhanced skills for building individual and community resilience; identified priorities for a collaborative training plan for the State Department of Health, Department of Mental Health, and other statewide community partners and/organizations.

*See independent accountant's review report.*



# Center for Health and Learning, LTD.

## Notes to Financial Statements

December 31, 2018 and 2017

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### Note B - Summary of Significant Accounting Policies

#### *Basis of Presentation:*

Financial statement presentation follows the recommendations of the Financial Accounting Standards Board in its Statement of Financial Accounting Standards Codification Topic of Financial Statements of Not-for-Profit Organizations. The Organization has adopted the provisions of ASU No. 2016-14, Not-for-Profit Entities (Topic 958): Presentation of Financial Statements of Not-for-Profit Entities. This new standard requires the Organization present on the Statements of Financial Position net assets with donor restrictions and net assets without donor restrictions. On the Statements of Activities, the Organization is required to present the change in each of the two net asset classes as well as the currently required amount of the change in total assets.

#### *Cash:*

Cash includes demand deposits, petty cash funds and investments with a maturity of three months or less.

#### *Accounts and Grants Receivable:*

Accounts and grants receivable are recorded at cost. Finance charges are not assessed on accounts or grants receivable. The Organization rarely encounters uncollectible accounts receivable. At such time management feels that an account receivable is no longer collectible, a charge is made to bad debt expense for the amount of the receivable. Management has determined that an allowance for doubtful accounts is not necessary.

#### *Leasehold Improvements, Equipment, Furniture and Fixtures:*

Depreciable assets consist of equipment, furniture and fixtures and are valued at cost if purchased or at fair market value if donated. Normal maintenance and repair costs are expensed as incurred. Assets are capitalized and depreciated if they are deemed to have a useful life of more than one year and the corresponding cost is more than \$500. Depreciation is provided on the straight-line method over an estimated useful life of 5 - 7 years.

#### *Grants and Contributions:*

The Organization accounts for grants and contributions in accordance with professional standards. In accordance with professional standards, grants and contributions received are recorded as without or with restrictions, depending on the existence or nature of any donor restrictions. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), net assets with restrictions are reclassified to net assets without restrictions and reported in the Statements of Activities as net assets released from restrictions.

#### *Income Taxes:*

There is no federal or state income tax provision since the Organization is exempt from payment of income taxes under Section 501 (c) (3) of the Internal Revenue Code and similar state statutes.

Management has analyzed its various federal filings for the last three preceding years that remain open within the statute of limitations and they believe that the Organization's reported revenues and deductions are well documented and supported, and that no controversial or questionable income tax reporting positions have been taken regarding these filings. Consequently, management believes that there are no unasserted tax liabilities, interest or penalties related to these filings and, accordingly, has made no provision for contingent income tax liabilities.

*See independent accountant's review report.*

# Center for Health and Learning, LTD.

## Notes to Financial Statements

December 31, 2018 and 2017

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### Note B - Summary of Significant Accounting Policies - Continued

#### Advertising:

Advertising costs are charged to operations when incurred.

#### Estimates:

The preparation of financial statements in conformity with generally accepted accounting principles requires the use of management's estimates, actual results may differ from these estimates.

### Note C - Leasehold Improvements, Equipment, Furniture and Fixtures

Leasehold improvements, equipment, furniture and fixtures consists of the following as of December 31:

	2018	2017
Equipment	\$ 39,154	\$ 39,154
Furniture and fixtures	2,247	2,247
Leasehold improvements	3,900	3,900
	<u>45,301</u>	<u>45,301</u>
Less accumulated depreciation	42,439	40,325
	<u>\$ 2,862</u>	<u>\$ 4,976</u>

### Note D - Line of Credit and Subsequent Event

The Organization has a \$75,000 line of credit agreement with the Brattleboro Savings & Loan Association. The line of credit was collateralized by all business assets of the Organization. Interest was based on the Wall Street Journal Prime Rate plus 1.000% adjusted as the Prime Rate changes, due on demand. The line of credit matured on August 6, 2019 and was extended on September 25, 2019 to mature on August 6, 2020 with similar terms and conditions. At December 31, 2018 and 2017, there was \$75,000 and \$5,000, respectively, available on the line of credit.

### Note E - Net Assets with Donor Restrictions

Net assets with donor restrictions consists of the following as of December 31:

	2018	2017
Holt Umatter Bellows Falls	\$ 27,053	\$ -
Canaday Umatter YYA Statewide	37,500	-
UVM Medical Center Collective Impact Online Course	-	44,000
Holt Umatter Springfield	-	14,000
	<u>\$ 64,553</u>	<u>\$ 58,000</u>

### Note F - Retirement Plan

The Organization offers a SIMPLE IRA plan for eligible employees. The Organization matches employees' contributions up to 3%. All employees become eligible to participate in the plan after completing six months of service. Retirement plan expense for the years ended December 31, 2018 and 2017 was \$7,443 and \$5,906, respectively.

*See independent accountant's review report.*

# Center for Health and Learning, LTD.

## Notes to Financial Statements

December 31, 2018 and 2017

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### Note G - Lease

The Organization leases office space under a lease for the period from July 1, 2018 through June 30, 2021. Rent expense for the years ended December 31, 2018 and 2017 was \$12,600 and \$14,185, respectively. Future lease payments under this lease are as follows:

<u>Year ending December 31</u>		
2019	\$	12,789
2020		13,173
2021		6,684

### Note H - Liquidity

The Organization has \$106,409 of financial assets available within one year of the statement of financial position date consisting of cash in the amount of \$88,320 and accounts receivable of \$18,089. The Organization has a goal to maintain financial assets, which consist of cash and any short-term investments, on hand to meet 60 days of normal operating expenses, which are, on average, approximately \$95,000. As more fully described in Note D above, the Organization has a line of credit of \$75,000 which it can draw upon in the event of an unanticipated liquidity need.

### Note I - Concentration of Credit Risk

The Organization maintains its cash deposits in one financial institution. The balances are insured by the Federal Deposit Insurance Corporation up to \$250,000. At December 31, 2018 and 2017, the Organization's cash balances were fully insured.

### Note J - New Accounting Pronouncements

The Financial Accounting Standards Board (FASB) issued ASU 2014-09 Revenue from Contracts with Customers which becomes effective for the Organization for the year ended December 31, 2019. This new standard primarily affects when the Organization can recognize revenue from its grants.

The FASB also issued ASU 2016-02 Leases which becomes effective for the Organization for the year ended December 31, 2020. The core principal of this new standard is that a lessee should recognize the assets and liabilities that arise from leases. Accordingly, the Organization will need to capitalize as "right of use" asset and record a corresponding liability to record any leases currently in place and any future leases. The right of use asset and corresponding liability will be amortized over the life of the lease.

### Note K - Date of Subsequent Events Evaluation

Events occurring after December 31, 2018 were evaluated by management on October 10, 2019 to ensure that any subsequent events that met the criteria for recognition and/or disclosure in these financial statements have been included. There are no other significant subsequent events needing disclosure.

*See independent accountant's review report.*