

PROGRAM FOR TORTURE VICTIMS

FINANCIAL STATEMENTS

SEPTEMBER 30, 2018

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INDEPENDENT AUDITORS' REPORT

To the Board of Directors
Program for Torture Victims

Report on the Financial Statements

We have audited the accompanying financial statements of Program for Torture Victims, which comprise the Statement of Financial Position as of September 30, 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 of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of 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 auditors' 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 Program for Torture Victims as of September 30, 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 of America.

INDEPENDENT AUDITORS' REPORT

continued

Other Matter

Report on Summarized Comparative Information

We have previously audited Program for Torture Victims' 2017 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated February 1, 2018. In our opinion, the summarized comparative information presented herein as of and for the year ended September 30, 2017, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Harrington Group

Pasadena, California

February 27, 2019

PROGRAM FOR TORTURE VICTIMS

STATEMENT OF FINANCIAL POSITION

September 30, 2018

With comparative totals at September 30, 2017

	<u>2018</u>	<u>2017</u>
ASSETS		
Cash and cash equivalents (Note 2)	\$ 480,393	\$ 512,946
Accounts and grants receivable	74,822	13,424
Pledges receivable (Note 2)	-	18,505
Prepaid expenses	10,849	10,527
Property and equipment (Note 3)	600	1,317
	<u>566,664</u>	<u>556,719</u>
TOTAL ASSETS	<u>\$ 566,664</u>	<u>\$ 556,719</u>
LIABILITIES AND NET ASSETS		
LIABILITIES		
Accounts payable	\$ 27,343	\$ 8,716
Accrued payroll and vacation	55,962	59,052
Unearned contract revenue (Note 2)	45,128	-
	<u>128,433</u>	<u>67,768</u>
TOTAL LIABILITIES	<u>128,433</u>	<u>67,768</u>
NET ASSETS		
Unrestricted	391,983	448,225
Temporarily restricted (Note 5)	46,248	40,726
	<u>438,231</u>	<u>488,951</u>
TOTAL NET ASSETS	<u>438,231</u>	<u>488,951</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 566,664</u>	<u>\$ 556,719</u>

The accompanying notes are an integral part of these financial statements.

PROGRAM FOR TORTURE VICTIMS

STATEMENT OF ACTIVITIES

For the year ended September 30, 2018

With comparative totals for the year ended September 30, 2017

	Unrestricted	Temporarily Restricted	2018	2017
REVENUE AND SUPPORT				
Government grants	\$ 610,349	\$ -	\$ 610,349	\$ 502,912
Other grants	77,157	86,063	163,220	225,533
Special events, net expense of \$41,197	25,117		25,117	203,393
In-kind contributions (Note 2)	231,972		231,972	194,810
Contributions	45,703		45,703	38,504
Other income	15,082		15,082	15,395
Net assets released from restrictions (Note 5)	80,541	(80,541)	-	-
TOTAL REVENUE AND SUPPORT	<u>1,085,921</u>	<u>5,522</u>	<u>1,091,443</u>	<u>1,180,547</u>
EXPENSES				
Program services	887,706		887,706	774,423
General and administrative	93,129		93,129	107,209
Fundraising	161,328		161,328	113,311
TOTAL EXPENSES	<u>1,142,163</u>	<u>-</u>	<u>1,142,163</u>	<u>994,943</u>
CHANGE IN NET ASSETS	(56,242)	5,522	(50,720)	185,604
NET ASSETS, BEGINNING OF YEAR	<u>448,225</u>	<u>40,726</u>	<u>488,951</u>	<u>284,638</u>
NET ASSETS, END OF YEAR	<u>\$ 391,983</u>	<u>\$ 46,248</u>	<u>\$ 438,231</u>	<u>\$ 470,242</u>

The accompanying notes are an integral part of these financial statements.

PROGRAM FOR TORTURE VICTIMS

STATEMENT OF FUNCTIONAL EXPENSES

For the year ended September 30, 2018

With comparative totals for the year ended September 30, 2017

	<u>Program Services</u>	<u>General and Administrative</u>	<u>Fundraising</u>	<u>Total Expenses 2018</u>	<u>2017</u>
Personnel expenses	\$ 661,869	\$ 74,554	\$ 134,168	\$ 870,591	\$ 719,956
Client emergency fund	87,885			87,885	52,007
Occupancy	43,404	5,649	7,432	56,485	51,947
Contracted services	33,620			33,620	56,333
Professional fees	19,871	3,207	5,772	28,850	28,014
Telephone	7,014	1,132	2,037	10,183	5,287
Office expense	6,235	811	1,068	8,114	6,649
Travel and meetings	4,860	784	1,412	7,056	6,205
Printing	3,832	619	1,113	5,564	5,075
Insurance expense	3,901	508	668	5,077	5,000
Repairs and maintenance	3,146	508	914	4,568	1,772
Bad debt			4,415	4,415	1,150
Client groups/workshops	4,051			4,051	1,912
Payroll services	2,395	387	696	3,478	3,328
Postage	2,190	353	636	3,179	1,570
Hiring and training		2,179		2,179	3,963
Dues and subscriptions	1,308	211	380	1,899	1,842
Bank and credit card charges		1,890		1,890	3,173
Miscellaneous	972	153	282	1,407	1,313
Network and outreach	658	106	191	955	1,095
Depreciation expense	495	78	144	717	1,083
Marketing				-	17,560
TOTAL 2018 FUNCTIONAL EXPENSES	\$ 887,706	\$ 93,129	\$ 161,328	\$ 1,142,163	
TOTAL 2017 FUNCTIONAL EXPENSES	\$ 774,423	\$ 95,482	\$ 106,329		\$ 976,234

The accompanying notes are an integral part of these financial statements.

PROGRAM FOR TORTURE VICTIMS

STATEMENT OF CASH FLOWS

For the year ended September 30, 2018

With comparative totals for the year ended September 30, 2017

	<u>2018</u>	<u>2017</u>
CASH FLOWS (TO) FROM OPERATING ACTIVITIES:		
Change in net assets	\$ (50,720)	\$ 185,604
Adjustments to reconcile change in net assets to net cash (used) provided by operating activities:		
Depreciation	717	1,083
(Increase) decrease in operating assets:		
Accounts receivable	(61,398)	125,420
Pledges receivable	18,505	(6,305)
Prepaid expenses	(322)	3,425
Increase (decrease) in operating liabilities:		
Accounts payable	18,627	(4,722)
Deferred revenue	45,128	(47,279)
Accrued payroll and vacation	(3,090)	20,338
	<u>(32,553)</u>	<u>277,564</u>
NET CASH (USED) PROVIDED BY OPERATING ACTIVITIES	<u>(32,553)</u>	<u>277,564</u>
NET (DECREASE) INCREASE IN CASH AND CASH EQUIVALENTS	<u>(32,553)</u>	<u>277,564</u>
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	<u>512,946</u>	<u>216,673</u>
CASH AND CASH EQUIVALENTS, END OF YEAR	<u><u>\$ 480,393</u></u>	<u><u>\$ 494,237</u></u>

The accompanying notes are an integral part of these financial statements.

PROGRAM FOR TORTURE VICTIMS

NOTES TO FINANCIAL STATEMENTS

1. Organization

Program for Torture Victims is a California nonprofit organization located in Los Angeles whose mission is to alleviate the suffering and health consequences of torture through psychological, medical, and social services to victims of state-sponsored violence.

For 37 years, the Program for Torture Victims has helped new United States refugees, from over 70 countries, heal their physical and psychological wounds, and start a second life here in California.

The first torture rehabilitation center in the United States, Program for Torture Victims:

- Helps survivors heal and transition from pain to purpose
- Assists with basic needs such as transportation, food, clothing, housing, and language classes
- Helps integrate new immigrants into American culture
- Works to reunite and re-acclimate families so that survivors can once again become parents to their children and spouses to their wives or husbands
- Helps clients navigate the complex and bureaucratic United States' asylum process
- Documents the widespread practice of torture and persecution through reports to the United Nations, the United States and international human rights organizations
- Helps to hold individuals and governments accountable for torture or persecution by providing expert medical and psychological testimony in United States and international courts

2. Summary of Significant Accounting Policies

A summary of the significant accounting policies applied in the preparation of the accompanying financial statements is as follows:

Basis of Presentation

The accompanying financial statements have been prepared on the accrual basis of accounting.

Accounting

To ensure observance of certain constraints and restrictions placed on the use of resources, the accounts of Program for Torture Victims are maintained in accordance with the principles of net asset accounting. This is the procedure by which resources for various purposes are classified for accounting and reporting purposes into net asset classes that are in accordance with specified activities or objectives. Accordingly, all financial transactions have been recorded and reported by net asset class as follows:

Unrestricted. These generally result from revenues generated by receiving unrestricted contributions, providing services, and receiving interest from investments less expenses incurred in providing program-related services, raising contributions, and performing administrative functions.

PROGRAM FOR TORTURE VICTIMS

NOTES TO FINANCIAL STATEMENTS

2. Summary of Significant Accounting Policies, continued

Temporarily Restricted. Program for Torture Victims reports gifts of cash and other assets as temporarily 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 the purpose of the 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 restrictions. Program for Torture Victims has \$46,248 in temporarily restricted net assets at September 30, 2018.

Permanently Restricted. These net assets are restricted by donors who stipulate that resources are to be maintained permanently, but permit Program for Torture Victims to expend all of the income (or other economic benefits) derived from the donated assets. Program for Torture Victims has no permanently restricted net assets at September 30, 2018.

Cash and Cash Equivalents

Program for Torture Victims defined cash and cash equivalents as cash in banks and money market accounts at securities institutions.

Contributions and Pledges Receivable

Unconditional promises to give that are expected to be collected within one year are recorded at net realizable value. Unconditional promises to give that are expected to be collected in future years are recorded at fair value, which is measured as the present value of their future cash flows. Conditional promises to give are not included as support until the conditions are substantially met. There are no pledges recorded in the financial statements that are expected to be collected within one year and are deemed fully collectible. Therefore, no discount or allowance for doubtful receivables has been recorded.

Concentration of Credit Risks

Program for Torture Victims maintains cash and cash equivalents at high-credit quality financial institutions. At times, such balances may be in excess of the Federal Deposit Insurance Corporation insurance limit. Program for Torture Victims has not incurred losses related to these deposits.

Approximately 55% of Program for Torture Victims' total revenue is derived from government grants.

Property and Equipment

Property and equipment are recorded at cost if purchased or at fair value at the date of donation if donated. Depreciation is computed on the straight-line basis over the estimated useful lives of the related assets. Maintenance and repair costs are charged to expense as incurred. Property and equipment are capitalized if the cost of an asset is greater than or equal to five thousand dollars and the useful life is greater than one year.

continued

PROGRAM FOR TORTURE VICTIMS

NOTES TO FINANCIAL STATEMENTS

2. Summary of Significant Accounting Policies, continued

Unearned Contract Revenue

Unearned contract revenue represents funds received in advance under a multi-year contract agreement. Revenues under this contract are recorded when expended, and therefore earned. Program for Torture Victims has until November 2019 to expend all funds awarded under this agreement. At September 30, 2018, unearned contract revenue was \$45,128.

Donated Materials, Facility, and Services

Contributions of donated non-cash assets are measured on a non-recurring basis and recorded at fair value in the period received. Contributions of donated services that create or enhance non-financial 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 fair value in the period received. For the year ended September 30, 2018, Program for Torture Victims received \$233,652 in donated materials, facilities, and services. Of that amount, \$1,680 was related to events and was included as part of special event revenues and expenses; \$231,972 was related to operational expenses and was included in personnel expenses and contracted services in the statement of functional expenses.

Income Taxes

Program for Torture Victims is exempt from taxation under Internal Revenue Code Section 501(c)(3) and California Revenue and Taxation Code Section 23701d.

Generally accepted accounting principles provide accounting and disclosure guidance about positions taken by an organization in its tax returns that might be uncertain. Management has considered its tax positions and believes that all of the positions taken by Program for Torture Victims in its federal and state exempt organization tax returns are more likely than not to be sustained upon examination. Program for Torture Victims' returns are subject to examination by federal and state taxing authorities, generally for three and four years, respectively, after they are filed.

Functional Allocation of Expenses

Costs of providing the Program for Torture Victims' programs and other activities have been presented in the Statement of Functional Expenses. Certain indirect or shared costs are allocated among program and support services by a method that best measures the relative degree of benefit. Program for Torture Victims uses relative square footage and labor time estimates to allocate indirect costs.

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 that affect reported amounts of assets, liabilities, revenues, and expenses as of the date and for the period presented. Actual results could differ from those estimates.

continued

PROGRAM FOR TORTURE VICTIMS

NOTES TO FINANCIAL STATEMENTS

2. Summary of Significant Accounting Policies, continued

Comparative Totals

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 of America. Accordingly, such information should be read in conjunction with Program for Torture Victims financial statements for the year ended September 30, 2017, from which the summarized information was derived.

Reclassification

For comparability, certain September 30, 2017 amounts have been reclassified, where appropriate, to conform to the financial statement presentation used at September 30, 2018.

Subsequent Events

Management has evaluated subsequent events through February 27, 2019, the date which the financial statements were available for issue. No events or transactions have occurred during this period that appear to require recognition or disclosure.

3. Property and Equipment

Property and equipment at September 30, 2018 consist of the following:

Office equipment	\$ 43,007
Office furniture	11,553
Audio visual equipment	<u>5,582</u>
	60,142
Less: accumulated depreciation	<u>(59,542)</u>
	<u>\$ 600</u>

Depreciation expense for the year ended September 30, 2018 was \$717.

continued

PROGRAM FOR TORTURE VICTIMS

NOTES TO FINANCIAL STATEMENTS

4. Commitments and Contingencies

Obligations Under Operating Leases

Program for Torture Victims entered into a five-year lease agreement that commenced in February 2015, occupying 2,423 square feet of new office space. Program for Torture Victims also has a commitment for storage rental space until January 2020. Future minimum payments, by year and in the aggregate, under these leases consist of the following:

<u>Year ending September 30,</u>	
2019	\$ 47,988
2020	46,057
2021	<u>15,023</u>
	<u>\$109,068</u>

Rent expense under operating leases for the year ended September 30, 2018 was \$48,453.

5. Temporarily Restricted Net Assets

Temporarily restricted net assets at September 30, 2018 consist of the following:

Health clinic	\$32,000
Client assistance	<u>14,248</u>
	<u>\$46,248</u>

For the year ended September 30, 2018, net assets released from program restrictions were \$80,541.

6. Employee Benefit Plan

Program for Torture Victims has a 403(b) Retirement Savings Plan available to all employees. Employees may contribute any whole percentage of annual compensation provided that it does not exceed maximum amounts as permitted by law. Program for Torture Victims does not make matching contributions to the Plan.

7. United Nations Grant Expenses Compliance

In October 2017, Program for Torture Victims was awarded a \$20,000 grant from the United Nations. The grant was to be used for the assistance of torture victims for the period January through December 2018. The grant was fully spent as of September 30, 2018. The grant from the United Nations was used in accordance with its purpose, budget, and conditions during the year ended September 30, 2018.