



**NEIGHBORHOOD ALLIANCE**

**AUDITED  
FINANCIAL STATEMENTS**

**YEARS ENDED  
DECEMBER 31, 2016 AND 2015**

# NEIGHBORHOOD ALLIANCE

## TABLE OF CONTENTS

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	<u>Page</u>
<b>INDEPENDENT AUDITORS' REPORT ON THE FINANCIAL STATEMENTS</b>	1-2
<b>FINANCIAL STATEMENTS</b>	
Statements of financial position	3
Statements of activities and changes in net assets	4
Statements of functional expenses	5
Statements of cash flows	6
Notes to financial statements	7-17
<b>TITLE 2 U.S. CODE OF FEDERAL REGULATIONS PART 200 AUDIT REQUIREMENTS</b>	
Schedule of expenditures of federal awards	18
Notes to the schedule of expenditures of federal awards	19
Independent Auditors' report on internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with <i>Government Auditing Standards</i>	20-21
Independent Auditors' report on compliance for each major program and on internal control over compliance required by the Uniform Guidance	22-24
Schedule of current year findings and questioned costs	25-28
Auditee prepared corrective action plan	29-30
Schedule of prior year findings and questioned costs	31

## INDEPENDENT AUDITORS' REPORT

The Board of Directors  
Neighborhood Alliance  
Elyria, Ohio

### **Report on Financial Statements**

We have audited the accompanying financial statements of Neighborhood Alliance (an Ohio nonprofit organization), which comprise the statement of financial position as of December 31, 2016, and the related statements of activities and changes in net assets, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

### ***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 audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. 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 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 Neighborhood Alliance as of December 31, 2016, 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.

### **Report on Summarized Comparative Information**

We have previously audited Neighborhood Alliance's 2015 financial statements, and we expressed an unmodified opinion on those audited financial statements in our report dated September 7, 2016. In our opinion, the summarized comparative information presented herein as of and for the year ended December 31, 2015, is consistent, in all material respects, with the audited financial statements from which it has been derived.

### ***Other Matters***

#### ***Other Information***

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

### **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated November 29, 2017 on our consideration of Neighborhood Alliance's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Neighborhood Alliance's internal control over financial reporting and compliance.

*Barnes Wendling CPAs Inc.*

Sheffield Village, Ohio  
November 29, 2017

NEIGHBORHOOD ALLIANCE  
STATEMENTS OF FINANCIAL POSITION  
DECEMBER 31, 2016 AND DECEMBER 31, 2015

	<u>2016</u>	<u>2015</u>
<b>ASSETS</b>		
Current Assets:		
Cash	\$ 47,722	\$ 82,702
Grants receivable	354,610	228,563
Current portion of note receivable	25,000	25,000
Prepaid expenses	<u>189</u>	<u>8,907</u>
Total current assets	427,521	345,172
Property and Equipment	2,470,966	2,419,446
Less accumulated depreciation	<u>1,684,448</u>	<u>1,583,146</u>
	786,518	836,300
Investments	133,390	124,750
Beneficial interest in perpetual trusts	97,484	97,935
Note receivable, net of current portion	-	25,000
Deposits	<u>-</u>	<u>600</u>
Total assets	<u><u>\$ 1,444,913</u></u>	<u><u>\$ 1,429,757</u></u>
<b>LIABILITIES AND NET ASSETS</b>		
Current Liabilities:		
Current portion of notes payable	\$ 55,098	\$ 53,539
Line of credit	124,100	23,084
Accounts payable	118,584	56,320
Accrued expenses	68,591	58,324
Deferred revenue	<u>-</u>	<u>10,250</u>
Total current liabilities	366,373	201,517
Long-Term Debt:		
Notes payable, net of current portion and unamortized loan fees	<u>602,487</u>	<u>656,053</u>
Total liabilities	968,860	857,570
<b>NET ASSETS</b>		
Unrestricted	128,209	164,249
Temporarily restricted	133,641	199,637
Permanently restricted	<u>214,203</u>	<u>208,301</u>
Total net assets	<u>476,053</u>	<u>572,187</u>
Total liabilities and net assets	<u><u>\$ 1,444,913</u></u>	<u><u>\$ 1,429,757</u></u>

# NEIGHBORHOOD ALLIANCE

## STATEMENTS OF ACTIVITIES AND CHANGES IN NET ASSETS

YEAR ENDED DECEMBER 31, 2016

WITH SUMMARIZED FINANCIAL INFORMATION FOR YEAR ENDED DECEMBER 31, 2015

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>2016 Total</u>	<u>2015 Total</u>
<b>REVENUES, GAINS AND OTHER SUPPORT</b>					
Government agencies	\$ 2,149,653	\$ 55,564	\$ -	\$ 2,205,217	\$2,072,670
Program fees	64,232	-	-	64,232	67,246
Contributions	166,572	19,891	-	186,463	164,571
Foundations	216,933	80,189	-	297,122	365,029
Investment income	31,233	-	5,902	37,135	19,196
Special events, net	62,366	-	-	62,366	75,893
Sales	-	-	-	-	240
Other (loss) income	646	-	-	646	(7,777)
	<u>2,691,635</u>	<u>155,644</u>	<u>5,902</u>	<u>2,853,181</u>	<u>2,757,068</u>
 Net assets released from restrictions	 <u>221,640</u>	 <u>(221,640)</u>	 <u>-</u>	 <u>-</u>	 <u>-</u>
 <b>TOTAL REVENUES, GAINS AND OTHER SUPPORT</b>	 <u>2,913,275</u>	 <u>(65,996)</u>	 <u>5,902</u>	 <u>2,853,181</u>	 <u>2,757,068</u>
 <b>EXPENSES</b>					
Program services:					
Child enrichment services	869,593	-	-	869,593	874,809
Family support services	864,756	-	-	864,756	744,602
Emergency service	386,700	-	-	386,700	389,452
Senior enrichment services	472,825	-	-	472,825	502,796
Supporting services:					
Management and general	226,308	-	-	226,308	152,777
Fundraising	129,133	-	-	129,133	168,539
	<u>2,949,315</u>	<u>-</u>	<u>-</u>	<u>2,949,315</u>	<u>2,832,975</u>
 <b>TOTAL EXPENSES</b>	 <u>2,949,315</u>	 <u>-</u>	 <u>-</u>	 <u>2,949,315</u>	 <u>2,832,975</u>
 <b>CHANGES IN NET ASSETS</b>	 <u>(36,040)</u>	 <u>(65,996)</u>	 <u>5,902</u>	 <u>(96,134)</u>	 <u>(75,907)</u>
 <b>NET ASSETS AT BEGINNING OF YEAR</b>	 <u>164,249</u>	 <u>199,637</u>	 <u>208,301</u>	 <u>572,187</u>	 <u>648,094</u>
 <b>NET ASSETS AT END OF YEAR</b>	 <u>\$ 128,209</u>	 <u>\$ 133,641</u>	 <u>\$ 214,203</u>	 <u>\$ 476,053</u>	 <u>\$ 572,187</u>

NEIGHBORHOOD ALLIANCE

STATEMENTS OF FUNCTIONAL EXPENSES

YEAR ENDED DECEMBER 31, 2016

WITH SUMMARIZED FINANCIAL INFORMATION FOR YEAR ENDED DECEMBER 31, 2015

	2015 Total	2016 Total	Program Services				Support Services	
			Child Enrichment Services	Family Support Services	Emergency Services	Senior Enrichment Services	Management and General	Fund Raising
Salaries	\$ 1,659,377	\$ 1,758,399	\$ 561,021	\$ 630,669	\$ 212,708	\$ 202,163	\$ 68,040	\$ 83,798
Employee benefits	48,864	41,696	9,305	16,983	8,768	2,098	3,028	1,514
Payroll taxes	144,020	152,127	41,827	50,604	17,685	20,274	11,621	10,116
Total salaries and related expenses	1,852,261	1,952,222	612,153	698,256	239,161	224,535	82,689	95,428
Professional fees	22,450	18,840	6,206	2,881	2,556	3,037	3,330	830
Purchased services	84,214	31,215	3,675	2,073	4,340	936	19,004	1,187
Supplies	171,474	213,078	73,220	6,460	8,989	110,933	5,133	8,343
Telephone	56,824	31,152	5,607	12,739	5,703	3,046	3,146	911
Postage and shipping	6,528	3,469	196	1,733	68	112	1,095	265
Occupancy	247,654	262,262	88,644	32,582	57,887	37,809	41,514	3,826
Rental and maintenance of equipment	50,764	78,978	15,489	22,860	10,121	14,572	10,208	5,728
Equipment acquisition	4,271	6,618	4,082	513	500	1,065	458	-
Printing and publications	10,044	11,065	5,700	-	203	-	-	5,162
Mileage/operational travel	85,785	78,305	10,854	32,946	6,907	25,664	635	1,299
Conferences, conventions and meetings	13,989	10,229	2,616	5,079	177	113	2,053	191
Specific assistance to individuals	27,903	42,835	-	-	42,835	-	-	-
Membership dues	2,553	4,702	298	2,900	65	98	1,180	161
Interest and fees	33,839	40,858	665	392	843	517	38,233	208
Insurance	55,731	56,543	15,293	11,901	4,580	8,952	14,139	1,678
Miscellaneous	4,813	5,556	1,086	-	69	17	2,258	2,126
Depreciation	101,878	101,388	23,809	31,441	1,696	41,419	1,233	1,790
Total expenses	<u>\$ 2,832,975</u>	<u>\$ 2,949,315</u>	<u>\$ 869,593</u>	<u>\$ 864,756</u>	<u>\$ 386,700</u>	<u>\$ 472,825</u>	<u>\$ 226,308</u>	<u>\$ 129,133</u>

See Notes to Financial Statements

NEIGHBORHOOD ALLIANCE

STATEMENTS OF CASH FLOWS

YEARS ENDED DECEMBER 31, 2016 AND DECEMBER 31, 2015

	<u>2016</u>	<u>2015</u>
OPERATING ACTIVITIES		
Changes in net assets	\$ (96,134)	\$ (75,907)
Adjustments to reconcile changes in net assets to net cash (used in) provided by operating activities:		
Depreciation	101,387	101,117
Unrealized (gain) loss on investments	(8,189)	9,673
Non-cash interest expense - loan fees amortization	761	761
Loss on sale of property and equipment	-	10,313
(Increase) decrease in assets:		
Grants receivable	(126,047)	(47,934)
Promises to give	-	36,138
Prepaid expenses	8,718	7,730
Deposits	600	1,000
Increase (decrease) in liabilities:		
Accounts payable	62,264	(8,953)
Accrued expenses	10,267	10,850
Deferred revenue	<u>(10,250)</u>	<u>8,996</u>
Net cash (used in) provided by operating activities	(56,623)	53,784
INVESTING ACTIVITIES		
Proceeds from note receivable	25,000	-
Purchase of property and equipment	(51,605)	(44,243)
Proceeds from sale of property and equipment	<u>-</u>	<u>9,629</u>
Net cash used in investing activities	(26,605)	(34,614)
FINANCING ACTIVITIES		
Repayments of long-term debt	(52,768)	(51,371)
Net borrowings from line of credit	<u>101,016</u>	<u>23,084</u>
Net cash provided by (used in) financing activities	<u>48,248</u>	<u>(28,287)</u>
NET DECREASE IN CASH	(34,980)	(9,117)
CASH – BEGINNING OF YEAR	<u>82,702</u>	<u>91,819</u>
CASH – END OF YEAR	<u>\$ 47,722</u>	<u>\$ 82,702</u>



# NEIGHBORHOOD ALLIANCE

## NOTES TO FINANCIAL STATEMENTS

YEARS ENDED DECEMBER 31, 2016 AND 2015

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### **Note 1. Agency Description and Summary of Significant Accounting Policies**

- A. Agency Description – Neighborhood Alliance (the "Agency") is a nonprofit social service agency with program operations throughout Lorain County, Ohio. The Agency receives funding support for its programs from a variety of public and private sources.
- B. Reporting – Financial statement presentation follows the recommendations of the Financial Accounting Standards Board. The Agency 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.

Unrestricted net assets represent net assets not restricted by donor-imposed stipulations.

Temporarily restricted net assets result from timing differences between the receipt of funds and the incurrence of the related expenses. The Agency reports receipts of cash and other assets as restricted support if they are received with donor stipulations that limit the time of the donated assets. When a donor restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statements of activities and changes in net assets as net assets released from restrictions.

Permanently restricted net assets represent endowment funds which are subject to the restriction of the donors that the principal be invested in perpetuity and only the income be utilized.

The Agency reports gifts of land, buildings, and equipment as unrestricted support unless explicit donor stipulations specify how the donated assets must be used. Gifts of long-lived assets with explicit restrictions that specify how the assets are to be used and gifts of cash or other assets that must be used to acquire long-lived assets are reported as restricted support. Absent explicit donor stipulations about how long those long-lived assets must be maintained, the Agency reports expirations of donor restrictions when the donated or acquired long-lived assets are placed in service.

The Agency records donor-restricted contributions whose restrictions are met in the same reporting period as unrestricted support.

- C. New Accounting Standard - Debt Issuance Costs – In 2016, the Agency adopted new Financial Accounting Standards Board (FASB) guidance regarding the presentation on the statement of financial position of the costs of issuance of debt and related amortization expense in the statement of activities and changes in net assets. The new guidance requires presenting such unamortized costs as a direct deduction from the face amount of the debt. Amortization is required to be included with interest expense in the statement of activities and changes in net assets.

# NEIGHBORHOOD ALLIANCE

## NOTES TO FINANCIAL STATEMENTS

YEARS ENDED DECEMBER 31, 2016 AND 2015

### Note 1. Agency Description and Summary of Significant Accounting Policies (Continued)

- D. Grants receivable are due on the 30<sup>th</sup> day following the month of billing and bear no interest on the unpaid balance. Grants receivable are stated at the amount management expects to collect from balances outstanding at year end. Management reviews all outstanding grants receivable balances. Accounts are written off when deemed uncollectible. Management recorded an allowance for doubtful accounts of \$0 as of December 31, 2016 and 2015. Bad debt expense for the years ended December 31, 2016 and 2015 was \$0.
- E. Investments – The Agency reports all investments in marketable securities with readily determinable values at fair value. The following schedule summarizes the investment income:

	Years Ended December 31,	
	2016	2015
Interest and dividends	\$ 28,946	\$ 28,869
Net unrealized gains (losses)	8,189	(9,673)
	<u>\$ 37,135</u>	<u>\$ 19,196</u>

- F. Concentration of Risk – Grants receivable are primarily due from governmental agencies. Deposits with the financial institution, net of outstanding checks, occasionally exceed federally insured limits.
- G. Notes Receivable – Notes receivable are evaluated for collectability based on credit history of the borrower and their current financial condition. Provisions for losses on notes receivable are determined on the basis of loss experience, the estimated value of the underlying collateral, and current economic conditions. No provision for loss was considered necessary by management at December 31, 2016 and 2015.
- H. Property and Equipment – These assets are stated at cost at the date of purchase or fair market value at date of donation. Depreciation is computed using the straight-line method over the estimated useful lives of the assets further described in Note 2. The Agency capitalized all expenditures for property and equipment in excess of \$500. Maintenance and repairs of property and equipment are charged to expense when incurred and major additions are capitalized. Depreciation expense was \$101,387 and \$101,117 for the years ended December 31, 2016 and 2015, respectively.
- I. Loan Fees – Legal, accounting, and other expenses associated with the acquisition of the long-term financing loan are being amortized on the straight-line basis (which approximates the effective interest method) over five years. Amortization expense charged to operations amounted to \$761 for both years ended December 31, 2016 and 2015. The Organization expects non-cash interest expense to be \$760 for 2017 and \$127 in 2018.

# NEIGHBORHOOD ALLIANCE

## NOTES TO FINANCIAL STATEMENTS

YEARS ENDED DECEMBER 31, 2016 AND 2015

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### **Note 1. Agency Description and Summary of Significant Accounting Policies (Continued)**

- J. 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 certain reported amounts and disclosures. Actual results could differ from those estimates.
- K. Donated Facilities – Donated facilities are reflected in the financial statements at the fair market value upon receipt.
- L. Fair Value Measurement – Fair value is defined as the price the Agency would receive to sell an investment or pay to transfer a liability in a timely transaction with an independent buyer in the principal market, or in the absence of a principal market the most advantageous market for the investment or liability. Accounting principles generally accepted in the United States of America establishes a three-tier hierarchy to distinguish between (A) inputs that reflect the assumptions market participants would use in pricing an asset or liability developed based on market data obtained from sources independent of the reporting entity (observable inputs) and (B) inputs that reflect the reporting entity's own assumptions about the assumptions market participants would use in pricing an asset or liability developed based on the best information available in the circumstances (unobservable inputs) and to establish classification of fair value measurements for disclosure purposes. Various inputs are used in determining the value of the Agency's financial instruments. The inputs are summarized in the three broad levels listed below:

Level 1 – Inputs to the valuation methodology are unadjusted quoted prices in active markets accessible at the measurement date for identical unrestricted assets or liabilities (for example, exchange quoted prices).

Level 2 – Inputs to the valuation methodology are observable inputs, other than Level 1 prices, such as quoted prices for similar assets or liabilities in active markets, quoted prices in markets not sufficiently active to qualify as Level 1, other observable inputs, or inputs that can be corroborated by observable market data for substantially the full term of the assets or liabilities.

Level 3 – Inputs to the valuation methodology are significant to the fair value measurement and unobservable (for example, supported by little or no market activity).

Financial assets and liabilities are classified in their entirety based on the lowest level of input significant to the fair value measurement. The Agency's assessment of the significance of a particular input to the fair value measurement requires judgment and may affect the valuation of fair value assets and liabilities and their placement within the fair value hierarchy levels.

# NEIGHBORHOOD ALLIANCE

## NOTES TO FINANCIAL STATEMENTS

YEARS ENDED DECEMBER 31, 2016 AND 2015

### Note 1. Agency Description and Summary of Significant Accounting Policies (Continued)

The Agency has determined the fair value of the investments to be within the Level 1 and 2 of the hierarchy as follows:

Description	Level 1	Level 2	December 31, 2016 Total
Beneficial interest JP Morgan Chase	\$ -	\$ 91,508	\$ 91,508
Beneficial interest Community Foundation of Lorain County	-	5,976	5,976
Equities	108,045	-	108,045
Money market	2,668	-	2,668
Fixed income	22,677	-	22,677
	<u>\$ 133,390</u>	<u>\$ 97,484</u>	<u>\$ 230,874</u>

Description	Level 1	Level 2	December 31, 2015 Total
Beneficial interest JP Morgan Chase	\$ -	\$ 92,025	\$ 92,025
Beneficial interest Community Foundation of Lorain County	-	5,910	5,910
Corporate stock	15,720	-	15,720
Equities	88,576	-	88,576
Money market	3,164	-	3,164
Fixed income	17,290	-	17,290
	<u>\$ 124,750</u>	<u>\$ 97,935</u>	<u>\$ 222,685</u>

The assets held by JP Morgan Trust reflected above are valued at the fair value of the units held by JP Morgan of which the Agency receives 50% of its annual earnings in perpetuity which is estimated to approximate the present value of expected future distributions from the trusts.

# NEIGHBORHOOD ALLIANCE

## NOTES TO FINANCIAL STATEMENTS

YEARS ENDED DECEMBER 31, 2016 AND 2015

### Note 1. Agency Description and Summary of Significant Accounting Policies (Continued)

The change in value of the perpetual trusts and marketable securities is recognized as permanently restricted revenue in the Statement of Activities.

A portion of the assets held at the Community Foundation of Greater Lorain County (Foundation) reflected above were provided by the Agency to be invested in perpetuity and the Agency named itself as the beneficiary. The assets are valued at the fair value of the Agency's share of the Foundation's master pooled investments. The investments in corporate stock, equities, money market, and fixed income investments are valued at the fair value of units held by the Agency at year end.

- M. Comparative Financial Statements – 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 the Agency's financial statements for the year ended December 31, 2015, from which the summarized information was derived.
- N. Functional Allocation of Expenses – The cost of providing various programs and supporting services have been summarized on a functional basis in the statements of activities. Accordingly, certain costs have been allocated among programs and supporting services benefited.

### Note 2. Property and Equipment

Property and equipment as of December 31, 2016 and 2015 consisted of the following:

	2016	2015	Useful Life (years)
Land	\$ 80,831	\$ 80,831	
Land improvements	103,515	103,515	20 – 30
Buildings	515,388	516,588	40
Building and improvements	1,077,883	1,153,172	5 – 40
Equipment/furniture	645,498	521,610	5 – 10
Playground equipment	6,760	6,760	10
Leasehold improvements	41,091	36,970	5 – 10
	<u>2,470,966</u>	<u>2,419,446</u>	
Less accumulated depreciation	<u>1,684,448</u>	<u>1,583,146</u>	
	<u>\$ 786,518</u>	<u>\$ 836,300</u>	

# NEIGHBORHOOD ALLIANCE

## NOTES TO FINANCIAL STATEMENTS

YEARS ENDED DECEMBER 31, 2016 AND 2015

### Note 3. Long-Term Debt

Long-term debt is reported net of applicable unamortized debt issuance cost and consisted of the following at December 31, 2016 and 2015:

	<u>Due Date</u>	<u>2016</u>	<u>2015</u>
Note payable to PNC Bank. The note is payable in monthly installments of \$419 including interest at 3.50% and is secured by a vehicle.	March 2019	10,856	15,410
Note payable to PNC Bank. The note is payable in monthly installments of \$6,333 including interest at 4.05% and is secured by substantially all assets of the Agency.	February 2018	<u>647,616</u>	<u>695,830</u>
Total Long-Term Debt		658,472	711,240
Unamortized debt issuance costs		<u>887</u>	<u>1,648</u>
		657,585	709,592
Less: Current Portion		<u>55,098</u>	<u>53,539</u>
Long-Term Portion		<u>\$ 602,487</u>	<u>\$ 656,053</u>

Principal payments required to be made are as follows:

<u>Years Ending December 31,</u>	<u>Amount</u>
2017	\$ 55,098
2018	602,134
2019	<u>1,240</u>
	<u>\$ 658,472</u>

Interest expense for all indebtedness for the years ended December 31, 2016 and 2015 was \$32,362 and \$33,839, respectively.

# NEIGHBORHOOD ALLIANCE

## NOTES TO FINANCIAL STATEMENTS

YEARS ENDED DECEMBER 31, 2016 AND 2015

### Note 4. Note Receivable

Note receivable consists of a non-interest bearing mortgage note receivable from the sale of the Elyria building, secured by a mortgage lien on real estate. The note is due in two annual installments of \$25,000 in November 2016 and November 2017. The balance was \$25,000 and \$50,000 at December 31, 2016 and 2015, respectively.

### Note 5. Line of Credit

The Agency has a demand line of credit from a bank with a maximum borrowing of \$150,000 with interest at prime (3.75% as of December 31, 2016) plus 1.00%. The line is secured by substantially all assets of the Agency. At December 31, 2016 and 2015, \$124,100 and \$23,084, respectively, had been borrowed against the line of credit.

### Note 6. Donation of Building

During 1991, the Jeanne Beattie Butts Home (Home) was donated to the Agency. The building was determined to have a fair market value of \$167,100 by the donor who imposed the condition that in the event the building is sold between January 1, 1993 and December 31, 2018, the Agency will be required to pay 43% of the proceeds to the donor. Management considers the likelihood of a sale of the Home occurring prior to 2018 to be remote and therefore, a liability has not been recorded. Therefore, the Agency recognized the Home in unrestricted net assets.

### Note 7. Temporarily Restricted Net Assets

Net assets were temporarily restricted for the following purposes:

	December 31,	
	2016	2015
Program restrictions:		
Child enrichment services	\$ 34,261	\$ 108,167
Family support services	-	-
Emergency services	2,500	35,969
Senior enrichment services	87,380	55,501
Time restrictions:		
General operations	9,500	-
	<u>\$ 133,641</u>	<u>\$ 199,637</u>

## NEIGHBORHOOD ALLIANCE

### NOTES TO FINANCIAL STATEMENTS

YEARS ENDED DECEMBER 31, 2016 AND 2015

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#### **Note 8. Endowment**

The Agency's endowment includes donor-restricted endowment funds. Net assets associated with endowment funds are classified and reported based on the existence or absence of donor-imposed restrictions.

#### **Interpretation of Relevant Law**

The Management and Board of Directors of the Agency have interpreted the Unified Prudent Management of Institutional Funds Act (UPMIFA), as adopted by the State of Ohio, 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, the Agency classifies as permanently restricted net assets (a) the original value of gifts donated to the permanent endowment, (b) the original value of subsequent gifts to the permanent endowment, and (c) accumulations to the permanent endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added to the fund.

#### **Return Objectives and Risk Parameters**

The Agency 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 the Agency must hold in perpetuity or for a donor-specified period(s) as well as board-designated funds. Under this policy, as approved by the Board of Directors, the endowment assets are invested in a manner that is intended to preserve and build corpus to a sufficient level that allows for a diversified investment strategy.

#### **Strategies Employed for Achieving Objectives**

To satisfy its investment objective, the Agency relies on a low risk long-term strategy in which investment returns are achieved through current yield (interest) through money market funds and equity securities.

#### **Spending Policy and How the Investment Objectives Relate to Spending Policy**

The Agency has a policy of retaining the total return of its endowment until the endowment grows to an undetermined amount at which time, a spending policy will be developed. The spending policy will allow its endowment to grow at an established percent annually that would exceed the funds appropriated for distribution. This is consistent with the Agency's objective to build the endowed corpus held in perpetuity or for a specified term as well as to provide additional real growth through investment return.



NEIGHBORHOOD ALLIANCE

NOTES TO FINANCIAL STATEMENTS

YEARS ENDED DECEMBER 31, 2016 AND 2015

**Note 8. Endowment (Continued)**

Endowment net asset composition by type of fund as of December 31, 2016 and 2015:

	Permanently Restricted 2016	Permanently Restricted 2015
Donor-restricted endowment funds	<u>\$ 214,203</u>	<u>\$ 208,301</u>

Changes in endowment net assets for the years ended December 31, 2016 and 2015:

	Permanently Restricted 2016		Permanently Restricted 2015
Endowment net assets, January 1, 2016	\$ 208,301	Endowment net assets, January 1, 2015	\$ 217,974
Investment return:		Investment return:	
Investment income	<u>5,902</u>	Investment loss	<u>( 9,673)</u>
Endowment net assets, December 31, 2016	<u>\$ 214,203</u>	Endowment net assets, December 31, 2015	<u>\$ 208,301</u>

The Agency is also a beneficiary of funds directly provided to and held by the Community Foundation of Lorain County. Based on the funding of these accounts, the Agency does not record them on its financial statements. The value of the funds at December 31, 2016 and 2015 was \$416,923 and \$412,061, respectively. Earnings of \$17,093 and \$17,397 were distributed to the Agency during the years ended 2016 and 2015, respectively.

# NEIGHBORHOOD ALLIANCE

## NOTES TO FINANCIAL STATEMENTS

YEARS ENDED DECEMBER 31, 2016 AND 2015

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### **Note 9. Lease Commitments**

The Agency leases office space and equipment under non-cancelable operating leases. The Agency's total monthly lease payments range from \$106 - \$3,000. The total amount charged to expense was \$110,882 and \$96,720, respectively during the years ended December 31, 2016 and 2015.

Future minimum payments on these non-cancelable leases are as follows:

<u>Years Ending December 31,</u>	
2017	\$ 76,144
2018	34,083
2019	27,768
2020	2,314
	<u>\$ 140,309</u>

### **Note 10. Contingencies**

The Agency operates in an environment subject to extensive federal and state laws, rules, and regulations, including payment for services, conduct of operations and facility and professional licensure. Changes in law and regulatory interpretations could reduce the Agency's revenue. The Agency is, from time to time, subject to claims and suits for damages arising in the normal course of business. Management believes the ultimate resolution of any claims will not have a material adverse effect on the financial position, changes in net assets, or liquidity of the Agency.

### **Note 11. Income Tax**

The Agency is exempt from Federal income taxes under Section 501(c)(3) and is classified as an Agency that is not a "Private Foundation" as defined in Section 509(a) of the Internal Revenue Code.

The Agency is no longer subject to tax examinations for years before 2013 by taxing authorities in jurisdictions where the Agency has filed returns. The Agency did not identify any material unrecognized tax benefits upon evaluation of tax positions taken and therefore, there was no material effect on the Agency's financial condition or results of operations.

The Agency evaluates at each balance sheet date uncertain tax positions taken, if any, to determine the need to record liabilities for taxes, penalties, and interest. The Agency's policy is to record interest and penalties on uncertain tax provisions as income tax expense. As of December 31, 2016 and 2015, the Agency had no accrued taxes, interest or penalties related to uncertain tax positions. The Agency estimates the unrecognized tax benefit will not change significantly within the next twelve months.

NEIGHBORHOOD ALLIANCE

NOTES TO FINANCIAL STATEMENTS

YEARS ENDED DECEMBER 31, 2016 AND 2015

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**Note 12. Supplemental Cash Flow Information**

During the year ended December 31, 2015, the Agency sold property in a partial exchange for a mortgage note receivable of \$50,000 and a payment of \$30,370 applied toward the Agency's mortgage note payable.

Cash paid for interest was \$32,362 and \$33,839 for the years ended December 31, 2016 and 2015, respectively.

**Note 13. Subsequent Event**

Subsequent events have been evaluated through November 29, 2017, the date these financial statements were available to be issued.

**NEIGHBORHOOD ALLIANCE**

**TITLE 2 U.S. CODE OF FEDERAL REGULATIONS PART 200  
AUDIT REQUIREMENTS**

NEIGHBORHOOD ALLIANCE  
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
YEAR ENDED DECEMBER 31, 2016

Federal Grantor/Pass-Through Grantor/Program Title	Pass-Through CFDA Number	Total Expenditures
<u>MAJOR PROGRAM</u>		
United States Department of Health and Human Services passed through the Ohio Department of Developmental Disabilities passed through the Lorain County Board of Commissioners:		
Help Me Grow Early Intervention Part C	84.181	\$ 500,269
Total Major Programs		<u>\$ 500,269</u>
<u>OTHER FEDERAL ASSISTANCE</u>		
Senior Nutrition Services - Cluster: United States Department of Health and Human Services passed through Western Reserve Area Agency on Aging:		
Title IIIC Nutrition Services	93.045	\$ 145,508
Title IIIB Supportive Services	93.044	9,157
Title IIIE Caregiver Services	93.045	5,824
Senior Nutrition Passport	93.045	<u>13,288</u>
Total Senior Services Cluster		173,777
United States Department of Health and Human Services passed through the Lorain County Department of Jobs and Family Services:		
Social Service Block Grant	93.667	90,000
Temporary Assistance for Needy Families Emergency Shelter	93.558	<u>35,386</u>
Total Department of Health and Human Services		299,163
U.S. Department of Housing & Urban Development passed through the Ohio Department Services Agency - Office of Housing and Community Partnerships:		
Homeless Assistance Grant Program	14.231	<u>179,980</u>
Total Department of Housing & Urban Development		179,980
U.S. Department of Agriculture passed through the Ohio Department of Education:		
Child and Adult Care Food Program	10.558	<u>79,129</u>
Total Department of Agriculture		79,129
Department of Homeland Security passed through the Federal Emergency Management Agency passed through the United Way (as a fiscal agent):		
Federal Emergency Management Food and Shelter Program	97.024	<u>17,841</u>
Total Department of Homeland Security		17,841
Total Other Federal Assistance		<u>576,113</u>
Total Expenditures of Federal Awards		<u>\$ 1,076,382</u>

NEIGHBORHOOD ALLIANCE

NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

YEAR ENDED DECEMBER 31, 2016

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**Note 1. Basis of Presentation**

The accompanying schedule of expenditures of federal awards (the schedule) includes the federal grant activity of Neighborhood Alliance and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of Title U.S. Code of Federal Regulations (CFR), *Uniform Administrative Requirements, Cost Principles, and Audit Requirements of Federal Awards* (Uniform Guidance). Because the schedule presents only a selected portion of the operations of the Agency, it is not intended to and does not present the financial position, changes in net assets, or cash flows of the Agency.

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

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

INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL  
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED  
ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED  
IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

The Board of Directors  
Neighborhood Alliance  
Elyria, Ohio

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Neighborhood Alliance, which comprise the statement of financial position as of December 31, 2016, and the related statements of activities and changes in net assets, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated November 29, 2017.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Neighborhood Alliance's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Neighborhood Alliance's internal control. Accordingly, we do not express an opinion on the effectiveness of the Neighborhood Alliance's internal control.

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

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



We did identify a certain deficiency in internal control, described in the accompanying schedule of findings and questioned costs as item 2017-001 that we consider to be a significant deficiency.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Neighborhood Alliance's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of findings and questions costs as items 2017-001 and 2017-002.

### **Neighborhood Alliance's Response to Findings**

Neighborhood Alliance's response to the findings identified in our audit is described in the accompanying schedule of findings and questioned costs. Neighborhood Alliance's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

### **Purpose of this Report**

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

*Barnes Wendling CPAs Inc.*

Sheffield Village, Ohio  
November 29, 2017



INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR  
PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE  
UNIFORM GUIDANCE

The Board of Directors  
Neighborhood Alliance  
Elyria, Ohio

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

We have audited Neighborhood Alliance's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of Neighborhood Alliance's major federal programs for the year ended December 31, 2016. Neighborhood Alliance's major federal program is identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

***Management's Responsibility***

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

***Auditors' Responsibility***

Our responsibility is to express an opinion on compliance for each of Neighborhood Alliance's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Neighborhood Alliance's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of Neighborhood Alliance's compliance.



### ***Unmodified Opinion on Compliance for Each of the Major Federal Programs***

In our opinion, Neighborhood Alliance complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each its major federal programs for the year ended December 31, 2016.

### ***Other Matters***

The results of our auditing procedures disclosed other instances of noncompliance, which are required to be reported in accordance with the Uniform Guidance and which are described in the accompanying schedule of findings and questioned costs as items 2017-001 and 2017-002. Our opinion on each major federal program is not modified with respect to these matters.

Neighborhood Alliance's response to the noncompliance findings identified in our audit is described in the accompanying schedule of findings and questioned costs. Neighborhood Alliance's response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

### ***Report on Internal Control Over Compliance***

Management of Neighborhood Alliance is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Neighborhood Alliance's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Neighborhood Alliance's internal control over compliance.

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

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



Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, we identified certain deficiencies in internal control over compliance, as described in the accompanying schedule of findings and questioned costs as items 2017-001 and 2017-002, that we consider to be significant deficiencies.

Neighborhood Alliance's response to the internal control over compliance findings identified in our audit is described in the accompanying schedule of findings and questioned costs. Neighborhood Alliance's response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

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

*Barnes Wendling CPAs Inc.*

Sheffield Village, Ohio  
November 29, 2017

NEIGHBORHOOD ALLIANCE

SCHEDULE OF CURRENT YEAR FINDINGS AND QUESTIONED COSTS

YEAR ENDED DECEMBER 31, 2016

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**Section I - Summary of Auditors' Results**

**Financial Statements**

Type of auditors' report issues:	<u>Unmodified</u>	
Internal control over financial reporting:		
Material weakness(es) identified?	<input type="checkbox"/> yes	<input checked="" type="checkbox"/> no
Significant deficiency(s) identified not considered to be material weaknesses	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> none reported
Noncompliance material to financial statements noted?	<input type="checkbox"/> yes	<input checked="" type="checkbox"/> no

**Federal Awards**

Internal control over major programs:		
Material weakness(es) identified?	<input type="checkbox"/> yes	<input checked="" type="checkbox"/> no
Significant deficiency(s) identified not considered to be material weaknesses	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> none reported
Type of auditor's report issued on compliance for major programs:	<u>Unmodified</u>	
Any audit findings disclosed required to be Reported in accordance with Federal Register 2 CFR Part 200, Subpart F?	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no

**CFDA Numbers**

**Name of Federal Program or Cluster**

84.181	Help Me Grow Early Intervention Part C
Dollar threshold used to distinguish Type A and type B programs:	\$ 750,000
Auditee qualified as a low risk auditee?	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no

## NEIGHBORHOOD ALLIANCE

### SCHEDULE OF CURRENT YEAR FINDINGS AND QUESTIONED COSTS

YEAR ENDED DECEMBER 31, 2016

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#### Section II - Financial Statement Findings

Reference Number	Significant Deficiency
2017-001	<p><b>Federal Agency</b> – United States Health and Human Services passed through the Ohio Department of Developmental Disabilities passed through the Lorain County Board of Commissioners</p> <p><b>Program Name</b> – Help Me Grow Early Intervention Part C</p> <p><b>CFDA Number</b> – 84.181</p> <p><b>Condition/Criteria</b> – The Agency re-created its accounting records for the December 31, 2016 by reverting back to the audited 2015 trial balance and re-entering all 2016 transactions properly. Additionally, a fiscal audit by the Lorain County Board of Commissioners (County) identified errors in expenses charged to the grant, allowable expenses that were not charged to the grant, issues with timeliness of providing supporting documentation of expenses, and supporting documentation of the cost allocation plan.</p> <p><b>Context</b> – The re-created books were discussed with management during the audit planning meeting and required the audit to be delayed as a result. Correspondence of the results of the fiscal audit performed by the County were examined.</p> <p><b>Cause and Effect</b> – The Agency's long tenured CFO resigned in February 2016 and the replacement was not capable of handling the Agency's volume of transactions and reporting requirements which effected the Agency's ability to record and report financial information timely and accurately and caused the errors identified by the County during their fiscal audit. The CFO was terminated in February 2017 and replaced with an interim CFO and the interim CFO had to re-create the general ledger for 2016 by re-entering all transactions.</p> <p><b>Recommendation</b> - We recommend management secure a permanent CFO that has financial reporting experience similar to the size and type of the Agency. Additionally, proper training should be provided to the new CFO on the Accufund software, accounting policies and procedures should be reviewed and updated, and the allocation of work amongst finance staff should be re-evaluated to ensure a proper balance of work amongst employees.</p> <p><b>Views of Responsible Officials</b> - See auditee prepared corrective action plan</p>

THE NEIGHBORHOOD ALLIANCE

SCHEDULE OF CURRENT YEAR FINDINGS AND QUESTIONED COSTS

YEAR ENDED DECEMBER 31, 2016

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**Section III - Federal Award Findings and Questioned Costs**

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Reference Number	Significant Deficiencies
2017-001	<p><b>Federal Agency</b> – United States Health and Human Services passed through the Ohio Department of Developmental Disabilities passed through the Lorain County Board of Commissioners</p> <p><b>Program Name</b> – Help Me Grow Early Intervention Part C</p> <p><b>CFDA Number</b> – 84.181</p> <p><b>Condition/Criteria</b> – The Agency re-created its records for the December 31, 2016 by reverting back to the audited 2015 trial balance and re-entering all 2016 transactions properly. Additionally, a fiscal audit by the Lorain County Board of Commissioners (County) identified errors in expenses charged to the grant, allowable expenses that were not charged to the grant, issues with timeliness of providing supporting documentation of expenses, and supporting documentation of the cost allocation plan. See Financial Statement Finding on page 26 for further details.</p>
2017-002	<p><b>Federal Agency</b> – United States Health and Human Services passed through the Ohio Department of Developmental Disabilities passed through the Lorain County Board of Commissioners</p> <p><b>Program Name</b> – Help Me Grow Early Intervention Part C</p> <p><b>CFDA Number</b> – 84.181</p> <p><b>Condition/Criteria</b> – The Agency is required to submit the Data Collection Form no later than 9 months after the year end in accordance with the Uniform Grant Guidance Reporting requirements.</p> <p><b>Questioned Costs</b> - None</p> <p><b>Context</b> – The Agency submitted the Data Collection Form after the 9 month due date.</p> <p><b>Cause and Effect</b> – Due to the issues identified in compliance finding 2017-001, the 2016 audit didn't commence until after the filing deadline, resulting in the Data Collection Form being submitted late.</p>

THE NEIGHBORHOOD ALLIANCE

SCHEDULE OF CURRENT YEAR FINDINGS AND QUESTIONED COSTS

YEAR ENDED DECEMBER 31, 2016

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**Section III - Federal Award Findings and Questioned Costs (Continued)**

Reference  
Number  
2017-002

Findings (Continued)

**Recommendation** - We recommend management secure a permanent CFO that has financial reporting experience similar to the size and type of the Agency. Additionally, proper training should be provided to the new CFO on the AccuFund software, accounting policies and procedures should be reviewed and updated, and the allocation of work amongst finance staff should be re-evaluated to ensure a proper balance of work amongst employees.

**Views of Responsible Officials** - See auditee prepared corrective action plan

THE NEIGHBORHOOD ALLIANCE  
AUDITEE PREPARED CORRECTIVE ACTION PLAN  
YEAR ENDED DECEMBER 31, 2016

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**Reference Number**  
**2017-001**

Names of Persons Responsible for the Corrective Action  
Connie Osborn, President and CEO, Neighborhood Alliance  
Margarita Nunez, Controller, Neighborhood Alliance

Corrective Action Planned: Hire a Permanent Controller

Anticipated Completion Date: Completed

Neighborhood Alliance (Agency) hired a permanent Controller, Margarita Nunez, on October 25, 2017. Ms. Nunez has worked in financial roles since 2003, most recently as a Fiscal Specialist at Children & Families First and in the Fiscal Department of Lorain County Job & Family Services.

Corrective Action Planned: Provide AccuFund Training for New Controller

Anticipated Completion Date: Completed

Within the first several days of Ms. Nunez's employment at the Agency, she completed training on the Agency's accounting and financial reporting software, AccuFund.

Corrective Action Planned: New Controller Integration

Anticipated Completion Date: February 2018

The Agency has engaged Corrigan Krause CPAs to provide consulting services to facilitate the new controller's integration and assist in the timely and accurate close of the Agency's year end at December 31, 2017. The goals of the new controller integration include (a) supporting Ms. Nunez in establishing proper daily accounting routines among the Agency employees who perform accounting functions and (b) assisting Ms. Nunez in completing the recording of all 2017 accounting transactions and performing related account reconciliations.

At the date of this response, significant progression has been made on this corrective action. It is anticipated that the Agency will achieve the December 31, 2017 financial close deadline and will begin fiscal 2018 anticipating a normal, timely, monthly closing cycle.

Corrective Action Planned: Audit Readiness

Anticipated Completion Date: May 15, 2018

The Agency has engaged Corrigan Krause CPAs to provide consulting services to facilitate its readiness for the audit of its fiscal year 2017 financial statements. The goals of the audit readiness phase of the corrective action plan include (a) recommending and assisting in the establishment of proper accounting policies and procedures; (b) completing the Agency's December 31, 2017 close by the beginning of February 2018; (c) performing a comprehensive review of net asset transactions and functional expense allocations for fiscal year 2017 in its entirety; and (d) training Ms. Nunez in the preparation of Barnes Wendling CPAs' audit PBC templates and work papers and the review of said work papers prior to submission to Barnes Wendling CPAs.

As the focus to date has been on the items noted above and since the performance of these steps is contingent upon the complete entry of all 2017 transactions into AccuFund, the majority of the work on the Audit Readiness phase will be conducted in the first few months of 2018.



THE NEIGHBORHOOD ALLIANCE  
AUDITEE PREPARED CORRECTIVE ACTION PLAN  
YEAR ENDED DECEMBER 31, 2016

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Corrective Action Planned: Review and Update Accounting Policies and Procedures

Anticipated Completion Date: May 15, 2018

The Agency has engaged Corrigan Krause CPAs to provide consulting services to facilitate the review, update and documentation of the Agency's accounting policies and procedures. Upon re-establishment of a normal, timely, monthly closing cycle and the completion of the close of the December 31, 2017 year end, the new policies and procedures will be documented. To ensure adherence to the newly established policies and procedures, the Agency has engaged Corrigan Krause CPAs to provide quarterly accounting reviews, commencing in fiscal 2018.

At the date of this response, it is anticipated that the documentation of policies and procedures will commence in early 2018 with expected completion prior to audit planning for the 2017 audit in May 2018.

**Reference Number**  
**2017-002**

Names of Persons Responsible for the Corrective Action

Connie Osborn, President and CEO, Neighborhood Alliance

Margarita Nunez, Controller, Neighborhood Alliance

Corrective Action Planned: See response to Reference Number 2017-001

Anticipated Completion Date: See response to Reference Number 2017-001

THE NEIGHBORHOOD ALLIANCE

SCHEDULE OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS

YEAR ENDED DECEMBER 31, 2015

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**Section II - Financial Statement Findings**

No findings were reported.

**Section III - Federal Award Findings and Questioned Costs**

No findings were reported.