

**In Control Family Foundation, Inc.**

Financial Statements

December 31, 2013

**In Control Family Foundation, Inc.**

Contents

December 31, 2013

	<u>Page</u>
Independent Auditor's Report	1
Statement of Financial Position	2
Statement of Activities	3
Statement of Functional Expenses	4
Statement of Cash Flows	5
Notes to Financial Statements	6-10



## **FRITZ DEGUGLIELMO LLC**

**CERTIFIED PUBLIC ACCOUNTANTS  
& BUSINESS ADVISORS**

### INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of  
In Control Family Foundation, Inc.  
Wilmington, Massachusetts

We have audited the accompanying financial statements of In Control Family Foundation, Inc. (a nonprofit organization), which comprise the statement of financial position as of December 31, 2013 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.

#### **Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### **Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of In Control Family Foundation, Inc. as of December 31, 2013, 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.

#### **Emphasis-of-Matter Regarding Going Concern**

The accompanying financial statements have been prepared assuming that the Organization will continue as a going concern. As discussed in Note E to the financial statements, the Organization has suffered recurring significant decreases in net assets that raise substantial doubt about its ability to continue as a going concern. Management's plans regarding those matters also are described in Note E. The financial statements do not include any adjustments that might result from the outcome of this uncertainty. Our opinion is not modified with respect to that matter.

*Fritz Deguglielmo LLC*

Newburyport, Massachusetts

November 4, 2014

**In Control Family Foundation, Inc.**

Statement of Financial Position

December 31, 2013

ASSETS

Current Assets	
Cash	\$ 20,025
Accounts receivable	14,850
Prepaid expenses	<u>5,555</u>
Total Current Assets	<u>40,430</u>
Property and Equipment	
Leasehold improvements	9,871
Machinery and equipment	15,195
Website	9,093
Furniture and fixtures	<u>20,449</u>
	54,608
Less: Accumulated depreciation	<u>(51,245)</u>
Net Property and Equipment	<u>3,363</u>
Other Assets	
Deposits	6,400
Goodwill	<u>241,988</u>
Total Other Assets	<u>248,388</u>
Total Assets	<u>\$ 292,181</u>

LIABILITIES AND NET ASSETS

Current Liabilities	
Accounts payable and accrued expenses	\$ 28,011
Deferred revenues	61,533
Gift certificates	<u>167,666</u>
Total Current Liabilities	<u>257,210</u>
Total Liabilities	<u>257,210</u>
Net Assets	
Unrestricted	<u>34,971</u>
Total Net Assets	<u>34,971</u>
Total Liabilities and Net Assets	<u>\$ 292,181</u>

See accompanying notes to financial statements and independent auditor's report.

**In Control Family Foundation, Inc.**  
Statement of Activities  
For the year ended December 31, 2013

Unrestricted

Revenue and Support	
Grants and contributions	\$ 32,643
Program service fees	<u>552,805</u>
Total Revenue and Support	<u>585,448</u>
Expenses	
Program services	535,668
Management and general	90,578
Fundraising	<u>10,559</u>
Total Expenses	<u>636,805</u>
Change in Net Assets	(51,357)
Net Assets – Beginning of Year	<u>86,328</u>
Net Assets – End of Year	<u>\$ 34,971</u>

See accompanying notes to financial statements and independent auditor's report.

**In Control Family Foundation, Inc.**  
Statement of Functional Expenses  
For the year ended December 31, 2013

	Programs	Management and General	Fund- raising	Total
Payroll and related expenses	\$ 316,330	\$ 53,096	\$ 9,386	\$ 378,812
Professional fees	-	6,118	-	6,118
Advertising and promotion	-	7,346	-	7,346
Office expenses	13,594	2,735	249	16,578
Occupancy	72,663	2,454	254	75,371
Travel	2,863	-	-	2,863
Depreciation and amortization	3,091	269	-	3,360
Insurance	33,047	11,015	-	44,062
Automobile expense	50,872	783	522	52,177
Bank and credit fees	13,442	-	-	13,442
Other	1,159	3,770	-	4,929
Supplies	5,322	-	-	5,322
Dues and subscriptions	-	813	-	813
Licenses and permits	100	360	-	460
Outside services	1,563	450	31	2,044
Repairs and maintenance	8,947	-	-	8,947
Telephone	6,335	1,369	117	7,821
Security	2,143	-	-	2,143
Program expenses	3,537	-	-	3,537
Commissions	660	-	-	660
<b>Total Expenses</b>	<b>\$ 535,668</b>	<b>\$ 90,578</b>	<b>\$ 10,559</b>	<b>\$ 636,805</b>

See accompanying notes to financial statements and independent auditor's report.

**In Control Family Foundation, Inc.**  
Statement of Cash Flows  
For the year ended December 31, 2013

Operating Activities	
Change in net assets	\$ (51,357)
Adjustments to reconcile change in net assets to cash used in operating activities:	
Depreciation and amortization	3,360
Accounts receivable	42,515
Prepaid expenses	11,588
Accounts payable and accrued expenses	(9,734)
Deferred revenues	(19,257)
Gift certificates	<u>6,048</u>
Net Cash Used in Operating Activities	<u>(16,837)</u>
Net decrease in cash	(16,837)
Cash, beginning of year	<u>36,862</u>
Cash, end of year	<u><u>\$ 20,025</u></u>
 Supplemental Data:	
Taxes paid	<u>\$ -</u>
Interest paid	<u>\$ -</u>

See accompanying notes to financial statements and independent auditor's report.

## **In Control Family Foundation, Inc.**

### Notes to Financial Statements

December 31, 2013

#### NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

##### Organization

In Control Family Foundation, Inc. (“The Organization”) is a non-profit organization that was organized on November 18, 2011. The Organization’s mission is to teach crash prevention driver training using hands-on training as well as classroom education. Its program is modeled after a driver training program for state police agencies and ambulance crews. The Organization is also licensed by the Commonwealth of Massachusetts to conduct “Driver Skills Development Programs,” which offer crash prevention training.

On April 30, 2012, the Organization acquired 100% of the limited liability company interest of In Control Advanced Driver Training MA LLC, from In Control Advanced Driver Training, Inc., a for-profit company, which provided crash prevention driver training. The Organization’s operations fully commenced on the date of acquisition. See Note C for further discussion of the acquisition.

##### Method of Accounting

The Organization prepares its financial statements in accordance with Financial Accounting Standards Board Accounting Standards Codification (FASB ASC) 958 (formerly SFAS No. 117, “*Financial Statements of Not-for-Profit Organizations*”). Under FASB ASC 958, the Organization is required to report information regarding its financial position and activities according to three classes of net assets as defined below.

*Unrestricted Net Assets* – consists of assets, public support and program revenues, which are available and used for operations and programs. Contributions are considered available for unrestricted use unless specifically restricted by the donor.

*Temporarily Restricted Net Assets* – includes funds with donor-imposed restrictions, which permit the donee organization to expend the assets as specified and is satisfied either by the passage of time or by actions of the organization. Resources of this nature originate from gifts, grants, bequests, contracts and investment incomes earned on permanently restricted funds.

*Permanently Restricted Net Assets* – includes resources, which have a permanent donor-imposed restriction, which stipulates that the assets are to be maintained permanently, but permits the organization to expend part or all of the income derived from the donated assets. Investment incomes earned on permanently restricted funds are temporarily restricted until released.

##### Cash and equivalents

For financial statement purposes, the Organization considers all highly liquid investments with a maturity of three months or less when purchased to be cash equivalents. From time to time the Organization may maintain bank account balances in banks in excess of the federally insured limits.

##### Accounts Receivable

Accounts Receivable consist of program service revenues billed but not yet collected. All accounts receivable are considered collectible by management.



## **In Control Family Foundation, Inc.**

### Notes to Financial Statements

December 31, 2013

#### NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

##### Property and Equipment

Property and equipment are carried at cost. Equipment is depreciated under the straight-line method using lives between 5 and 7 years. Land improvements are amortized over 20 years using the straight-line method.

Expenditures for maintenance and repairs are charged against operations as incurred. Renewals and betterments that materially extend the life of an asset are capitalized.

Depreciation and amortization expense for the year ended December 31, 2013 was \$3,360.

##### Goodwill

The accounting for the acquisition of In Control Advanced Driver Training MA LLC in 2012 resulted in recognizing goodwill of \$241,988 (see Note C). Under generally accepted accounting principles, the carrying amount of goodwill is not amortized but is reduced if management determines that its implied fair value has been impaired. Management has determined there was no impairment to goodwill during the year ended December 31, 2013.

##### Deferred Revenue

Income from program service fees is deferred and recognized over the periods to which the fees relate. Deferred revenues at December 31, 2013 consisted of prepaid program service fees.

##### Gift Certificates

Income from the sale of gift certificates is deferred and recognized when they are redeemed and services are provided. At December 31, 2013, unused gift certificates outstanding totaled \$167,666.

##### Contributions

The Organization reports gifts of cash and other assets as 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 purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions. As of December 31, 2013, the Organization did not have any restricted funds.

The Organization 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 Organization reports expirations of donor restrictions when the donated or acquired long-lived assets are placed in service.

Donated services are recognized if the services received create or enhance a non-financial asset or require specialized skills provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation. When significant, donated securities, materials, equipment and services are reflected as contributions in the accompanying statements at their estimated value at the date of receipt.

## **In Control Family Foundation, Inc.**

### Notes to Financial Statements

December 31, 2013

#### NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

##### Functional Expenses

The Organization allocates its expenses on a functional basis among its various programs and support services. Expenses that can be identified with a specific program and support service are allocated directly according to their natural expenditure classification. Other expenses that are common to several functions are allocated by various statistical bases used in conjunction with the Organization's cost allocation plan.

Supporting services are those related to operating and managing the Organization and its programs on a day-to-day basis. Supporting services have been sub-classified as follows:

*Management and General* – includes all activities related to the Organization's internal management and accounting for program services.

*Fundraising* – includes all activities related to maintaining contributor information, writing grant proposals, distribution of materials and other similar projects related to the procurement of public support.

##### Advertising

Advertising costs are expensed as incurred. For the year ended December 31, 2013, advertising costs of \$7,346 were charged to expense.

##### Use of Estimates

Management uses estimates and assumptions in preparing financial statements in accordance with U.S. generally accepted accounting principles. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenues and expenses. Actual results could vary from the estimates that were used.

##### Subsequent Events

Subsequent events have been evaluated through November 4, 2014, which is the date the financial statements were available to be issued.

#### NOTE B – INCOME TAX STATUS

The Organization is organized and operated exclusively for charitable purposes. Income related to its charitable purpose is exempt from federal and state income taxes under the provisions of Section 501(c)(3) of the Internal Revenue Code.

The Organization has adopted the application of the provisions of FASB ASC 740-10 (formerly FASB Interpretation No. 48, "Accounting For Uncertainty in Income Taxes"). The primary tax positions made by the Organization are the existence of Unrelated Business Income Tax and the Organization's status as an exempt organization under Section 501(c)(3) of the Internal Revenue Code. The Organization currently evaluates all tax positions, and makes determinations regarding the likelihood of those positions being upheld under review. For the year presented, and as a result of adoption, the Organization has not recognized any tax benefits or loss contingencies for uncertain tax positions based on its evaluations. The Organization's Form 990, *Return of Organization Exempt from Income Tax*, for the year ending December 31, 2012 is subject to examination by the IRS, generally for 3 years after it is filed.

**In Control Family Foundation, Inc.**

Notes to Financial Statements

December 31, 2013

**NOTE C – ACQUISITION OF IN CONTROL ADVANCED DRIVER TRAINING MA LLC**

On April 30, 2012, the Organization acquired 100% of the limited liability company interest of In Control Advanced Driver Training MA LLC, from In Control Advanced Driver Training, Inc., a for-profit company, which provided crash prevention driver training. The interest was acquired for \$1 and the Organization's assumption of the LLC's net liabilities. The Organization had minimal activity until the date of acquisition, upon which actual operations began. The following table summarizes the amount of the assets acquired and liabilities assumed at the acquisition date:

Liabilities assumed	\$ 327,059
Less assets acquired:	
Cash	28,810
Accounts receivable	19,600
Prepaid expenses	20,992
Property and equipment	9,269
Deposits	<u>6,400</u>
Goodwill	<u>\$ 241,988</u>

**NOTE D – OPERATING LEASE**

The Organization has entered into a lease agreement for office space. Monthly rent payments under the agreement were \$1,393 until the expiration date of July 31, 2013. The lease was extended to July 31, 2015 payable at \$1,435 per month. The Organization also leases program facilities on a month to month basis and site locations on a day-to-day basis. Total rent expense for facilities for the year ended December 31, 2013 was \$73,420.

The Organization leases vehicles for use in its programs under operating lease agreements. The monthly lease payments total \$2,112.60 and are payable through September 2014.

Future minimum lease payments under all operating leases as of December 31, 2013 are:

2014	\$ 36,233
2015	<u>10,045</u>
	<u>\$ 46,278</u>

**NOTE E – GOING CONCERN**

As indicated in the accompanying financial statements, the Organization has a remaining unrestricted net asset balance of \$34,971 and has recognized a decrease in net assets of \$51,357 during the year ended December 31, 2013. In addition, the Organization's current liabilities exceeded current assets by approximately \$217,000 as of December 31, 2013. Those factors have created an uncertainty about the Organization's ability to continue as a going concern. Management of the Organization has developed a plan to, among other things, reduce its liabilities by increasing revenue and decreasing operating expenses as follows:

1) Board of Directors – Growth and development of the Board are the key objectives. With guidance from the Essex County Community Foundation the Organization has recognized a need to grow the number of non-compensated Board members for the purpose of gaining access to professional skills, resources and networks. It is expected that these additional resources will allow for greater ownership of critical tasks, create increased accountability of fellow members and management, as well as gain access to additional funding sources.

**In Control Family Foundation, Inc.**

Notes to Financial Statements

December 31, 2013

NOTE E – GOING CONCERN (continued)

2) Fundraising – The Organization and management have taken several important actions to better meet the financial needs of the Organization.

- a. Grants – In mid-2014 the Organization contracted with an experienced expert to provide coaching and administrative counsel exclusively on fundraising, grant writing and management of said exercises. As a result, the Organization currently has six (6) grants in application and review, totaling more than \$300,000, in potential additional resources. Additionally, the Organization has identified more than another two dozen targeted opportunities for application. The Organization will continue to create and implement optimized processes for identifying targeted opportunities with the greatest probabilities of producing results.
- b. Interactive – The Organization has a cost competitive and resource rich, online fundraising campaign and management tool in place.
- c. Board Support – Through both personal contributions and introductions to individuals / organizations that can offer donations or like kind support, the Organization’s Board of Directors are engaged to assure success in our mission.

3) Operating Revenues – Management is actively working with the Board to optimize a plan for enhanced low-cost promotional activities including appearances, talk and media interviews with the Executive Director. Additionally, the Board and Executive Director are actively searching for contributions or partnerships to specifically promote course enrollment leading to greater revenues long term.

4) Expense Management – The Organization is already quite focused on appropriate uses of resources and diligent management of its financial affairs and expenses. It will continue to routinely evaluate all expenditures and their appropriateness relevant to the fulfillment of the Organization’s core mission. To the extent that a lack of operating revenues or gifts fails to meet expectations, the Organization will moderate its growth accordingly. The Organization’s commitment to this is perhaps best demonstrated by keeping in excess of 80% of all functional expenses deployed on programs.

The ability of the Organization to continue as a going concern is dependent on management’s success in executing the plan to increase net assets. The financial statements do not include any adjustments that might be necessary if the Organization is unable to continue as a going concern.