CITIZENS FOR A LORING PARK COMMUNITY

FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2012

PREPARED BY:

MICHAEL S. WILSON

REPORT OF CERTIFIED PUBLIC ACCOUNTANT

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Michael S. Wilson
Certified Public Accountant
Minneapolis, Minnesota
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Independent Auditor's Report

Board of Directors
Citizens For A Loring Park Community
Minneapolis, Minnesota

Report on the Financial Statements
I have audited the accompanying financial statements of Citizens For A Loring Park Community (a nonprofit corporation) which comprise the statement of financial position as of December 31, 2012, 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
My responsibility is to express an opinion on these financial statements based on our audit. I conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that I 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 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.

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

Opinion
In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Citizens For A Loring Park Community as of December 31, 2012 and the results of 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.

Other Matters
The audit was conducted for the purpose of forming an opinion on the financial statements taken as a whole. The schedule of City of Minneapolis Activity on page 10 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 the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In my opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Michael S. Wilson, CPA

Minneapolis, Minnesota
December 6, 2013

CITIZENS FOR A LORING PARK COMMUNITY
STATEMENT OF FINANCIAL POSITION
DECEMBER 31, 2012

ASSETS	
Current Assets	
Cash and short term investment	$ 10,594
Grants receivable	6,631
Contracts receivable	21,602
Total Current Assets	38,827
Property and Equipment	
Office Equipment	15,872
Accumulated Depreciation	(15,120)
Total Property and Equipment	752
Total Assets	$ 39,579
LIABILITIES AND NET ASSETS	
Current Liabilities	
Owed to NRP	$ 800
Refundable advance NRP	20,000
Refundable advance CPP	2,545
Total Current Liabilities	23,345
Net Assets	
Unrestricted	16,234
Temporarily Restricted	-
Total Net Assets	16,234
Total Liabilities and Net Assets	$ 39,579

See accountant's report and notes to the financial statements

CITIZENS FOR A LORING PARK COMMUNITY
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2012

	Unrestricted	Temporarily Restricted	Total
Support and revenue:			
Government awards	$ 83,286	$ -	$ 83,286
Contributions	1,500	-	1,500
Individual contributions	11,765	-	11,765
Miscellaneous income	1,600	-	1,600
Total support and Revenue	98,151	-	98,151
Expenses			
Program expenses:			
Program	84,318	-	84,318
Supporting services:			
Administration	12,626	-	12,626
Fundraising	4,490	-	4,490
Total expenses	101,435	-	101,435
Change in net assets	(3,284)	-	(3,284)
Net assets, beginning of year	19,518	-	19,518
Net assets, end of year	$ 16,234	$ -	$ 16,234

See accountant's report and notes to the financial statements

CITIZENS FOR A LORING PARK COMMUNITY
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2012

	Program	Admin	Fundraising	Total
Salaries	$ 38,831	$ 4,568	$ 2,284	$ 45,684
Payroll taxes and insurance	$ 3,002	$ 353	$ 177	3,532
Total personnel	41,834	4,922	2,461	49,216
Professional services	-	4,093	-	4,093
Advertising	1,000	-	479	1,479
Supplies and material	235	100	100	435
Communications and outreach	3,776	444	222	4,442
Occupancy & utilities	6,216	731	366	7,313
Phone and internet	1,947	229	115	2,291
Training	-	50	-	50
Promotion	1,396	164	82	1,642
Program expense	16,558	-	-	16,558
Special events	11,237	1,322	661	13,220
Moving expenses	-	545	-	545
Depreciation	120	26	5	151
Total Expenses	$ 84,318	$ 12,626	$ 4,490	$ 101,435
Percentage of total expenses	83%	12%	4%	

See accountant's report and notes to the financial statements

CITIZENS FOR A LORING PARK COMMUNITY
STATEMENT OF CASH FLOWS
FOR THE YEAR
ENDED DECEMBER 31, 2012

Cash Flow From Operating Activity	
Increase (decrease) in net assets	(3,284)
Adjustments to reconcile changes in net assets to net cash provided by operating activities	
Depreciation	151
Increase in grants receivable	(6,631)
Decrease in contracts receivable	9,897
Decrease in accounts payable	(280)
Increase in refundable advance	3,345
Cash Flow From Operating Activity	6,482
Cash Flow From Investing Activity	
Purchase of equipment	(903)
Cash Flow From Investing Activity	(903)
Increase in cash and cash equivalents	2,295
Cash and Cash Equivalents - Beginning of Year	8,299
Cash and Cash Equivalents - End of Year	10,594

See accountant's report and notes to the financial statements

CITIZENS FOR A LORING PARK COMMUNITY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2012

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Description of Organization:
The Citizens For A Loring Park Community, Inc., (CLPC) is the a neighborhood association which represents Loring Park neighborhood of Minneapolis, MN. The Loring Park neighborhoods is bounded on the east by I-35 extension into Downtown; on the south by I-94 and Hennepin Avenue; to the north by I-394 extension into Downtown; and on the northeast by 12th Street. Approximately 8,000 Minneapolis residents live in the Loring Park neighborhood. The mission of CLPC is "to cultivate continuing leadership and help a diverse neighborhood. Realize a more harmonious, thriving, and beautiful community."

Board of Directors and Officers
The CLPC Board of Directors consists of no more than 15 and no less than 10 members. Ten (10) members will be elected, 5 at each Annual Meeting and up to five (5) members can appointed annually by the seated Board of Directors. The four officers (President, Vice President, Secretary, and Treasurer) are elected by the Board from its directors at the first annual meeting of the Board of Directors following the annual meeting. The Executive Coordinator is accountable to and reports to the CLPC Board of Directors.

Basis of Presentation:
The financial statements of the Organization have been prepared on the accrual basis of accounting. The accounting policies of the Organization conform to U.S. generally accepted accounting principles applicable to nonprofit organizations.

Under these provisions, net assets and revenues, expenses, gains and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, net assets of the Citizens For A Loring Park Community and changes therein are classified and reported as follows.

Unrestricted Net Assets
This classification contains net assets that are not subject to donor-imposed stipulations.

Temporarily Restricted Net Assets
This category includes net assets subject to donor-imposed stipulations that may or will be met by actions of the Organization and/or the passage of time. Temporarily restricted net assets are released from restrictions when donor-imposed stipulations are satisfied.

Permanently Restricted Net Assets
These are net assets subject to donor-imposed stipulations that are required to be maintained permanently CLPC. This classification does not apply to CLPC.

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, (CONTINUED)

Basis of Accounting
The CLPC uses the accrual basis of accounting where revenues are recognized when they are earned and expenses are recognized when they occur.

Income Taxes:
Citizens For A Loring Park Community is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code and Minnesota Statute 290.05. Generally, the Organization is no longer subject to examination by tax authorities for years before 2010.

Cash
Cash includes deposits at FDIC insured institutions with maturities of 90 days or less.

Property and Equipment:
Property and equipment are recorded at cost. Depreciation is computed using the straight-line method over the estimated useful lives of the assets which range from 3 to 5 years depending on the equipment. Upon retirement or other disposition of property and equipment, the applicable cost and accumulated depreciation are written-off.

Major Funding Sources
Government awards are the primary funding sources for the Citizens For A Loring Park Community. Government grants and contracts recognize revenue as earned when eligible expenses, as defined in each grant or contract, are made. Expenses under government grants are subject to review by the granting authority. To the extent, if any, that such a review reduces expenses allowed under these grants, the Citizens For A Loring Park Community will record such disallowance at the time the final assessment is made.

Contributions
Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support, depending on the existence and/or nature of any donor restrictions. The Organization recognizes contribution receivable in the period those contributions were pledged. Amounts pledged during the year, but not received, are classified as temporarily restricted contributions.

Contributed Services and Materials
The organization records various types of "in-kind" support including professional services and materials. Contributed professional services are recognized if the services received create or enhance long-lived assets or require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation. Contributions of tangible assets are recognized at fair market value when received.

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

Functional Accounting for Expenses

The costs of providing the various programs have been presented on a functional basis. Accordingly, certain costs have been allocated among the programs and supporting services benefited. Expenses other than salaries and related expenses, which are not directly identifiable by program or supporting service, are allocated based on the best estimates of the management team.

Paid Time Off

The employee of CLPC earns five weeks of vacation, fifteen floating holidays, and twelve sick days each year. Since the CLPC cannot charge its primary granting authorities for the paid time off until it is used, no provision has been made in the accompanying financial statements for recording the accrued liability and related expense at year-end.

Contingencies

The Organization relies on the government funding primarily from the City of Minneapolis for support of certain programs, creating a financial dependency on this funding source to carryout these programs. If the City of Minneapolis decreased funding, some programs would be financially challenged to continue to perform at the same high quality level that currently exists

NOTE 2. RECEIVABLES

Contracts receivable at December 31, 2012 are as follows:

Costs to be reimbursed by:	
Neighborhood and community relations	$21,603
Neighborhood USA	6,631
Total receivables	$28,231

NOTE 3. BUILDING AND EQUIPMENT AND DEPRECIATION

Fixed assets at December 31, 2012 was as follows

Office Equipment	$15,872
Less: Accumulated Depreciation	(15,120)
Net book value	$ 752

Depreciation expense of $151 was recorded for the year ended December 31, 2012.

NOTE4. REFUNDABLE ADVANCES

Refundable advances are related to neighborhood revitalization and community participation funds.

Community participation	$10,000
Phase ll	10,000
Phase ll excess collections	800
Community participation excess collections	2,545
Total	$23,345

NOTE 5. SUBSEQUENT EVENTS

In August 2013, a final accounting for the NUSA conference was performed and CLPC was reimbursed for all direct costs associated with the conference. All parties have agreed there are no outstanding liabilities. Subsequent events were evaluated through the date which the financial statements were available to be issued. No disclosures are required.

NOTE 6. RELATED PARTY TRANSACTION

The CLPC Executive Director serves as the Vice President of the Minnesota Bluegrass & Old Time Music Association. The Minnesota Bluegrass & Old Time Music Association is one of eight sponsors of the Loring Park Music Festival. There is no financial exchange between CLPC and Minnesota Bluegrass & Old Time Music Association.

CITIZENS FOR A LORING PARK COMMUNITY
CITY OF MINNEAPOLIS ACTIVITY
12/31/2012

	CPP 2011-12	CPP 2012-13	NRP Admin	NRP Phase II	NUSA	Total
January	-	-	-	-	-	-
February	-	-	-	-	-	-
March	14,151	-	-	-	-	14,151
April	5,000	-	-	-	-	5,000
May	3,790	-	-	-	-	3,790
June	-	-	-	22,412	4,003	26,415
July	-	-	-		-	-
August	-	27,888	-	-	-	27,888
September	-	-	-	-	-	-
October	-	-	-	12,374	-	12,374
November	-	-	-	-	-	-
December	-	-	-	-	-	-
Total Collections	22,941	27,888	-	34,786	4,003	89,618
Add use of advance	10,000	-	5,000	-	-	15,000
Less prior year a/r	(1,713)	-	-	-29,786	-	-31,499
Add current a/r	1,713	14,314	-	5,576	6,631	28,234
Deduct new contract advances	-	(10,000)	-	(5,000)	-	-15,000
Revenue						
Accrued revenue	32,941	32,202	5,000	5,576	10,634	86,353
Expenses						
Accrued expenses	29,475	33,403	4,200	5,576	10,579	83,233
Excess of revenues over expenses	3,466	(1,201)	800	0	55	3,120

CITIZENS FOR A LORING PARK COMMUNITY
SCHEDULE OF FINDINGS AND RECOMMENDATIONS
DECEMBER 31, 2012

PREVIOUSLY REPORTED UNRESOLVED

Segregation of Duties

Due to the limited number of office personnel within the CLPC, segregation of the accounting functions necessary to ensure adequate internal control is not possible. This is not unusual in operations the size of the CLPC; however, management should constantly be aware of this condition and realize that the concentration of duties and responsibilities in a limited number of individuals is not desirable for good internal controls.

We note that CLPC is aware of this condition and has taken actions to address the accounting functions to the extent possible. We encourage the CLPC officials to continue with these efforts.

Client's response
Citizens for a Loring Park Community (CLPC) believes that it has segregated duties to the best of our abilities, especially considering that it is a one person staff office. Bills come into the office and are dated, coded, and processed by the Executive Director. Payments/checks and requisition forms are signed by two people. The Executive Director, Board President or Treasurer are authorized signers. A cross-check of payments, financial reporting and account reconciliations are done quarterly by an accounting consultant. Finally all financial information is reviewed annually by an independent auditor. We will always continue to look for improvement.

NEW ITEMS

Compliance Testing
During a review of 2012 cash receipts, cash disbursements and payroll, there were no exceptions noted.

Client Response
We will continue to maintain high standards for processing transactions

CITIZENS FOR A LORING PARK COMMUNITY
SCHEDULE OF FINDINGS AND RECOMMENDATIONS
DECEMBER 31, 2012

Revenue Recognition

The CLPC uses the accrual method of accounting for financial reporting purposes. Under the accrual method of accounting, revenue is recognized when eligible expenses are incurred on cost reimbursement contracts like the neighborhood revitalization program. An element of risk is inherent in recognizing revenue as judgment is used to determine if costs are eligible for reimbursement from the funding source. The risk is mitigated by prompt billing which forces the timely review of expenses by the funding agency and improves the cash flow for the recipient.

At year-end the CLPC recognized an accounts receivable balance of $28,783 on their NRP contract which approximately 30% of total funding. The balance suggests that over four months of eligible 2012 expenses were not reimbursed at year end. Any delay in processing the billing for these expenses increases the risk that expenses deemed ineligible could have a significant impact on the CLPC's cash flow.

Client Response

CLPC files reimbursements quarterly, or more frequently if needed for cash flow. Due to minimum amount of checks per month, CLPC Board determined it was more cost effective to have the accountant in quarterly, since we pay a fee for travel time. The CPP reimbursement was completed and submitted in October and in December 2012. The NRP reimbursement was filed the end of October but not at the end of the year due to an office move.

The 2012 year ended with -2,227.78, far under awarded contract advances. At this year-end there was no concern about cash flow. The contract balances allowed to reimburse, came from the annual year-end close out, and amounted to payroll expenses not yet billed and contract amounts filed for reimbursement year end and not yet received. Additionally, there were accrued NUSA expenses which were not repaid to the organization until August 2013.

Finally, a reimbursement cannot be filed if there is no contract. Timely contract processing by the City of Minneapolis, NCR Department is crucial to ensure timely reimbursement requests. CLPC experienced a 3 month turn around in a misplaced city contract the summer of 2012, in addition to accrued NUSA expenses, which did indeed result in a significant cash flow crisis for the Organization.

Functional Statement of Expenses

CLPC is required to report expenses on a functional basis as either program, administrative or fundraising expenses. Many small Organizations have difficulty with this reporting requirement because reporting expenses based on funding sources is a higher priority. In addition, the statement is often based on estimates of how staff time is used. The more expenses allocated to program is considered more favorable by outside users of the statements. I recommend the Organization work with their accountant to review the allocation of expenses on a functional basis.

Client Response
CLPC works to keep Administrative costs at 10-15% of overall budget. The CLPC Coordinator will work with the Accountant to ensure accuracy in the annual 990 and Attorney General's Annual Report. Estimated breakdown for 2012 was 80 % Program (which included NUSA Agreement and Master Plan), 5% Fundraising, and 15%Administration.

Internal Controls over Fiscal Sponsorships
Partnership transactions are often scrutinized quite closely by stakeholders. It is important the amounts and business purpose of partnerships are clearly identifiable. Written contracts should document the agreed-upon terms, the business purpose, and the duties of CLPC staff, volunteers and board members.

During the audit period, the CLPC Organization outlined an agreement with the City of Minneapolis to serve as a fiscal sponsor of the Neighborhoods USA (NUSA) conference. The NUSA was a partnership agreement with contract & fiscal management under CLPC's responsibilities. A completed contract was never signed by all parties. The agreement was terminated before it was completed and raised questions about goal congruence with CLPC's tax exempt status, and questions about authorized work of staff.

The risks associated with this terminated agreement include a risk to CLPC of serving as a fiscal sponsor to an event that doesn't align with their tax exempt IRS status, the risk of staff performing unauthorized work, and the risk of failing to perform on a contract with a major funding source. I recommend the CLPC authorize all partnership transactions with signed written documents clearly spelling out roles and responsibilities before any resources are committed to partnership agreements. Timely contracts should be executed and signed by all partners within a month of an agreement

Client Response
CLPC will always execute a fiscal agency agreement in future partnerships. NUSA roles and responsibilities were clearly laid out in the City/Park/CLPC Partnership Agreement. CLPC had to terminate the partnership agreement because the Partnership Scope of Services was not being followed as agreed upon in the Partnership document.

Additionally, CLPC has yet to receive for their files, signed NUSA partnership agreements for 2011, 2012, 2013.

Conflict of Interest Policy
We noted that the Company has a formal code of conduct or conflict-of-interests policy. We believe that it is in management's best interests to establish a formal, written, policy and procedures covering unethical conduct or transactions and relationships that may involve potential conflicts of interests. Among other matters, the policy should provide the following: Any employee who knows of any unrecorded assets or any prohibited act must promptly report it to the Board of Directors

The policy should provide for an annual statement from board of directors and employees in sensitive positions certifying their compliance with the policy, and these statements should be the Board of Directors.

Client Response
The IRS recommends a Whistleblower Policy. CLPC will create this in the 2014 fiscal year. Additionally, Conflict of Interest Policies will be reviewed annually at Board Orientation and disclosures written and submitted on any identified and disclosed conflict by Board members or staff.

Personnel Files
During the audit, I observed a personnel file is maintained but may not include all information in a secure location. A comprehensive personnel file should compile data in one area and should be prepared for all employees. We recommend that the following items be in an employee's personnel file and be maintained by an individual who does not have payroll preparation responsibilities. A responsible official should approve documents.

- Signed and dated application of employment.
- Form I-9 Employment Eligibility Verification.
- Date of hire.
- Approved pay rate (updated as changes occur).
- Signed W-4 form.
- Paid time off forms.
- Beneficiary designation form.
- Employee's current address and phone number.
- Next of kin's or other emergency contact's name, address, and current daytime phone number.
- Employee evaluations.
- Employment separation and termination procedures.

Client Response
Presently, an electronic Personnel file is maintained at the CLPC office. CLPC Coordinator was hired in 2001 via response to an advertisement and submission of resume, followed by an interview process. There was no application. I 9 & W4 forms were completed, but kept offsite. Contract Evaluation materials have been kept offsite as well. CLPC, in 2014, will identify and create a policy for retention of documents and placement of personnel materials.

Public Disclosure
The CLPC is in compliance with the IRS requirement to file an annual 990 information return. CLPC also provided a link to the return on their website. I recommend CLPC make the return available to the public on the CLPC website.

Client Response
CLPC will make the 990 document available on the organization website.