

CASA LATINA
(A WASHINGTON NONPROFIT CORPORATION)
FINANCIAL STATEMENTS
AND
INDEPENDENT AUDITORS' REPORT
YEARS ENDED DECEMBER 31, 2016 AND 2015

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INDEPENDENT AUDITORS' REPORT

To the Board of Directors of
Casa Latina

Report on the Financial Statements

We have audited the accompanying financial statements of Casa Latina (a nonprofit organization), which comprise the statements of financial position as of December 31, 2016 and 2015, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

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

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits 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 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.

INDEPENDENT AUDITORS' REPORT, CONTINUED

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Casa Latina as of December 31, 2016 and 2015, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated June 13, 2017, on our consideration of Casa Latina'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 Casa Latina's internal control over financial reporting and compliance.

Finney, Neill & Company, P.S.

June 13, 2017
Seattle, Washington

CASA LATINA
STATEMENTS OF FINANCIAL POSITION
December 31, 2016 and 2015

| Assets | 2016 | 2015 |
|---|--------------|-----------|
| Current assets: | | |
| Cash and cash equivalents | \$ 314,974 | 216,630 |
| Grants receivable | 161,120 | 51,423 |
| Accounts receivable | 300 | 3,100 |
| Pledges receivable, current | 193,812 | 97,150 |
| Prepays and deposits | 5,517 | 6,526 |
| Total current assets | 675,723 | 374,829 |
| Property and equipment and other: | | |
| Land | 1,154,303 | 1,154,303 |
| Building and improvements | 3,502,505 | 3,502,505 |
| Equipment | 96,720 | 96,720 |
| Software | 120,619 | 120,619 |
| Furniture and fixtures | 46,289 | 46,289 |
| Construction in progress | 242,113 | - |
| Less: accumulated depreciation and amortization | (644,125) | (504,634) |
| | 4,518,424 | 4,415,802 |
| Pledges, net of current portion | 5,500 | 64,508 |
| Total assets | \$ 5,199,647 | 4,855,139 |
| Liabilities and Net Assets | | |
| Current liabilities: | | |
| Accounts payable | \$ 54,091 | 4,306 |
| Payroll liabilities | 70,890 | 40,143 |
| Other current liabilities | 29,176 | 23,908 |
| Accrued interest | 2,375 | - |
| Notes payable, current portion | 21,223 | 63,736 |
| Total current liabilities | 177,755 | 132,093 |
| Long term liabilities: | | |
| Notes payable, net of current portion | 651,405 | 522,608 |
| Total liabilities | 829,160 | 654,701 |
| Net assets: | | |
| Unrestricted | 3,484,075 | 3,348,922 |
| Temporarily restricted | 886,412 | 851,516 |
| Total net assets | 4,370,487 | 4,200,438 |
| Total liabilities and net assets | \$ 5,199,647 | 4,855,139 |

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

CASA LATINA
STATEMENT OF ACTIVITIES
Year ended December 31, 2016

| | <u>Unrestricted</u> | <u>Temporarily Restricted</u> | <u>Total</u> |
|---|---------------------|-----------------------------------|------------------|
| Support and revenue | | | |
| Government grants | \$ 669,163 | - | 669,163 |
| Foundation grants | 194,181 | 125,000 | 319,181 |
| Capital campaign revenue | 91,259 | - | 91,259 |
| Contributions | 261,273 | 31,537 | 292,810 |
| United Way | 70,000 | - | 70,000 |
| Event revenue, net of direct benefits of \$76,385 | 91,280 | - | 91,280 |
| In-kind revenue | 8,325 | - | 8,325 |
| Rental income | 42,733 | - | 42,733 |
| Fees for service | 73,121 | - | 73,121 |
| Other income | 2,064 | - | 2,064 |
| Net assets released from restrictions | <u>121,641</u> | <u>(121,641)</u> | <u>-</u> |
| Total support and revenue | <u>1,625,040</u> | <u>34,896</u> | <u>1,659,936</u> |
| Expenses: | | | |
| Program | 952,269 | - | 952,269 |
| Management and general | 269,784 | - | 269,784 |
| Fundraising | <u>267,834</u> | <u>-</u> | <u>267,834</u> |
| Total expenses | <u>1,489,887</u> | <u>-</u> | <u>1,489,887</u> |
| Increase (decrease) in net assets | 135,153 | 34,896 | 170,049 |
| Net assets - beginning of year | <u>3,348,922</u> | <u>851,516</u> | <u>4,200,438</u> |
| Net assets - end of year | <u>\$ 3,484,075</u> | <u>886,412</u> | <u>4,370,487</u> |

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

CASA LATINA
STATEMENT OF ACTIVITIES
Year ended December 31, 2015

| | Unrestricted | Temporarily Restricted | Total |
|---|--------------|---------------------------|-----------|
| Support and revenue | | | |
| Government grants | \$ 428,931 | - | 428,931 |
| Foundation grants | 18,790 | 50,000 | 68,790 |
| Capital campaign revenue | 316 | - | 316 |
| Contributions | 420,827 | 154,641 | 575,468 |
| United Way | 59,500 | - | 59,500 |
| Event revenue, net of direct benefits of \$61,542 | 77,242 | - | 77,242 |
| In-kind revenue | 8,900 | - | 8,900 |
| Rental income | 28,453 | - | 28,453 |
| Fees for service | 72,369 | - | 72,369 |
| Other income | 811 | - | 811 |
| Net assets released from restrictions | 246,828 | (246,828) | - |
| Total support and revenue | 1,362,967 | (42,187) | 1,320,780 |
| Expenses: | | | |
| Program | 886,336 | - | 886,336 |
| Management and general | 250,003 | - | 250,003 |
| Fundraising | 235,326 | - | 235,326 |
| Total expenses | 1,371,664 | - | 1,371,664 |
| Increase (decrease) in net assets | (8,697) | (42,187) | (50,884) |
| Net assets - beginning of year | 3,357,619 | 893,703 | 4,251,322 |
| Net assets - end of year | \$ 3,348,922 | 851,516 | 4,200,438 |

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

CASA LATINA
STATEMENT OF FUNCTIONAL EXPENSES
Year ended December 31, 2016

| | Program | Management and General | Fundraising | Total |
|--|-------------------|---------------------------|----------------|------------------|
| Salaries and wages | \$ 501,015 | 176,234 | 151,997 | 829,246 |
| Employee benefits | 44,985 | 15,884 | 13,687 | 74,556 |
| Payroll taxes | 44,382 | 15,670 | 13,504 | 73,556 |
| External contractors | 63,182 | 2,860 | - | 66,042 |
| Services, in-kind | 2,825 | - | 5,500 | 8,325 |
| Occupancy | 44,935 | 5,884 | 2,675 | 53,494 |
| Supplies | 26,969 | 1,726 | 7,339 | 36,034 |
| Operations | 21,691 | 3,472 | 17,649 | 42,812 |
| Professional services | 20,409 | 9,119 | 10,775 | 40,303 |
| Event expenses, other than direct benefits | 500 | 668 | 24,517 | 25,685 |
| Travel | 21,538 | 2,171 | 246 | 23,955 |
| Insurance | 14,438 | 1,891 | 859 | 17,188 |
| Interest | 17,074 | 2,236 | 1,016 | 20,326 |
| Bad debt | - | 179 | - | 179 |
| Other operating costs | 11,153 | 16,446 | 11,095 | 38,694 |
| Depreciation and amortization | 117,173 | 15,344 | 6,975 | 139,492 |
| | <u>\$ 952,269</u> | <u>269,784</u> | <u>267,834</u> | <u>1,489,887</u> |

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

CASA LATINA
STATEMENT OF FUNCTIONAL EXPENSES
Year ended December 31, 2015

| | Program | Management and General | Fundraising | Total |
|--|-------------------|---------------------------|----------------|------------------|
| Salaries and wages | \$ 432,696 | 149,024 | 144,175 | 725,895 |
| Employee benefits | 47,972 | 16,522 | 15,985 | 80,479 |
| Payroll taxes | 37,014 | 12,748 | 12,333 | 62,095 |
| External contractors | 38,761 | 439 | - | 39,200 |
| Services, in-kind | 300 | 8,000 | - | 8,300 |
| Occupancy | 44,976 | 5,890 | 2,677 | 53,543 |
| Supplies | 25,646 | 2,077 | 7,494 | 35,217 |
| Operations | 41,859 | 6,516 | 16,501 | 64,876 |
| Professional services | 22,667 | 11,153 | - | 33,820 |
| Event expenses, other than direct benefits | 185 | - | 20,268 | 20,453 |
| Travel | 30,774 | 1,032 | 1,131 | 32,937 |
| Insurance | 15,600 | 2,043 | 929 | 18,572 |
| Interest | 16,419 | 2,150 | 977 | 19,546 |
| Bad debt | - | 4,337 | - | 4,337 |
| Other operating costs | 1,251 | 11,609 | 5,373 | 18,233 |
| Depreciation and amortization | 125,399 | 15,832 | 7,196 | 148,427 |
| Loss on disposal of assets | 4,817 | 631 | 287 | 5,734 |
| | <u>\$ 886,336</u> | <u>250,003</u> | <u>235,326</u> | <u>1,371,664</u> |

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

CASA LATINA
STATEMENTS OF CASH FLOWS
Increase (Decrease) in Cash
Years ended December 31, 2016 and 2015

| | 2016 | 2015 |
|---|------------|----------|
| Cash flows from operating activities: | | |
| Change in net assets | \$ 170,049 | (50,884) |
| Adjustments to reconcile change in net assets to cash provided (used) by operating activities: | | |
| Depreciation and amortization | 140,529 | 149,464 |
| Loss (gain) on disposal | - | 5,734 |
| (Increase) decrease in assets: | | |
| Grants and pledges receivable | (147,352) | 23,474 |
| Accounts receivable | 2,800 | (3,100) |
| Prepays and deposits | 1,009 | (2,837) |
| Increase (decrease) in liabilities: | | |
| Accounts payable | 49,785 | (95,158) |
| Other accrued liabilities | 38,390 | (111) |
| Net cash provided (used) by operating activities | 255,210 | 26,582 |
| Cash flows from investing activities: | | |
| Purchase of land, building, and equipment | (242,113) | (20,623) |
| Net cash provided (used) by investing activities | (242,113) | (20,623) |
| Cash flows from financing activities: | | |
| Proceeds from long-term debt | 150,000 | - |
| Payments on long-term debt | (64,753) | (36,793) |
| Net cash provided (used) by financing activities | 85,247 | (36,793) |
| Net increase (decrease) in cash | 98,344 | (30,834) |
| Cash and cash equivalents at beginning of year | 216,630 | 247,464 |
| Cash and cash equivalents at end of year | \$ 314,974 | 216,630 |
| SUPPLEMENTAL DISCLOSURE OF CASHFLOW INFORMATION | | |
| Cash paid for interest | \$ 17,952 | 18,508 |

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

CASA LATINA
Notes To Financial Statements
Years Ended December 31, 2016 and 2015

NOTE 1 – NATURE OF ORGANIZATION

Casa Latina (the Organization) is a not-for-profit, 501(c)(3) organization formed in 1995. As a vibrant, immigrant worker rights organization, Casa Latina empowers low-wage Latino immigrants to move from economic insecurity to economic prosperity and to lift their voices to take action around public policy issues that affect them. Our vision is for the Latino community to participate fully in the economy and democracy of this country.

Casa Latina serves working age (18+) Latino immigrants, the majority of whom work as day laborers and domestic workers—the positions low wage Latino immigrants are most likely to fill after reaching the US. In 2016, 65% of participants were men and 35% were women.

Casa Latina strives to provide culturally relevant programs that are applicable to the lived experiences of the Latino day laborers and domestic workers we serve. We use the popular education model of collective leadership to design programs that draw directly from our members' stories and needs. Our programs are built around three pillars: Employment, Education, and Community Organizing. Current programs include:

Employment

The Day Worker Center, Casa Latina's hiring hall, connects participants on a daily basis with day labor and domestic work at fair wages. These temporary jobs build a path to more stable employment and provide participants with the financial stability and client-base they need to earn a living and to prepare for their next steps—whether that's finding safe housing, starting full-time work, or building their own business.

Education

Casa Latina offers a variety of classes that help participants develop the skills they need to be more employable, which in turn helps them climb out of poverty.

- English as a Second Language: Free English classes, taught five days a week, help participants navigate everyday life and employment in the United States.
- Workplace Skills: Job skills trainings on topics including moving, gardening, and environmentally safe (“green”) cleaning give participants valuable skills to find and retain work.
- Workplace Safety: Safety trainings keep participants safe on the job and educate them on work place hazards, ergonomics, etc.

Community Organizing

Because Casa Latina believes that those most affected by racial and socioeconomic inequities are those most qualified to propose solutions, members organize and take leadership within Casa Latina and in the community at large. For example:

- Every Friday evening, the women’s leadership group Mujeres Sin Fronteras (Women Without Borders) meets and provides participants with the opportunity to gain leadership skills and build community. Topics of trainings and discussion include self-esteem building; civil rights; domestic violence; public speaking; women’s preventative health care; and household finances.

These notes are an integral part of the financial statements.

CASA LATINA

Notes To Financial Statements, continued
Years Ended December 31, 2016 and 2015

NOTE 1 – NATURE OF ORGANIZATION, continued

- Casa Latina’s worker defense committee educates workers on labor rights and supports victims of wage theft in recovering stolen wages.
- Casa Latina provides know your rights trainings and has created a community-wide plan for rapid response to actions by immigration enforcement. We will continue looking for ways to defend and empower our community in the face of increased anti-immigrant sentiments.

In addition to directly serving the Latino community in King County, Casa Latina has national impact as a model day worker center whose programs, curricula, and operations have been shared and implemented at worker centers throughout the country.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of accounting

The financial statements have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America

Financial statement presentation

The accompanying financial statements have been prepared in conformity with the disclosure and display requirements of the Financial Accounting Standards Board (FASB) Accounting Standards Codification Topic 958, *Not-for-profit Entities*. This Topic establishes standards for external financial reporting by not-for-profit organizations and requires that resources be classified for accounting and reporting purposes into net asset classes according to donor-imposed restrictions. Accordingly, the net assets of the Organization have been reported as follows:

- *Unrestricted net assets* are those currently available at the discretion of the board for use in the activities of the Organization.
- *Temporarily restricted net assets* are those stipulated by donors for specific operating purposes.
- *Permanently restricted net assets* are in the form of endowment or sustaining funds in which only the income from such funds may be expended. The Organization had no permanently restricted net assets at December 31, 2016 and 2015.

Net assets of the temporarily and permanently restricted class are created only by donor-imposed restrictions on the use of funds. All other net assets, including board-designated or appropriated amounts, are reported as part of the unrestricted class.

Contributions restricted by the donor are reported as increases in unrestricted net assets if the restrictions expire in the reporting period in which the revenue is recognized. All other donor-restricted contributions are reported as increases in temporarily or permanently restricted net assets. When a restriction expires, restricted net assets are reclassified to unrestricted net assets and reported in the statement of activity and change in net assets as net assets released from restriction.

These notes are an integral part of the financial statements.

CASA LATINA

Notes To Financial Statements, continued
Years Ended December 31, 2016 and 2015

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, continued

Cash and cash equivalents

Cash consists of balances held in checking, money market and certificate of deposit accounts. For purposes of the statement of cash flows, the Organization considers all highly liquid investments with an initial maturity of three months or less to be cash equivalents. The Organization maintains its cash and cash equivalents in bank accounts that may exceed federally insured limits at times during the year. The Organization has not experienced any losses in these accounts, and management does not believe it is exposed to any significant credit risk.

Accounts and grants receivable

The Organization's accounts receivable balances consist primarily of small miscellaneous receivables. Grants receivable balances consist primarily of unsecured receivables. Grant revenues are accrued once they have been earned in accordance with specific contractual terms. The Organization has deemed that all accounts are collectible, therefore no allowance has been provided.

Fixed assets and depreciation

Casa Latina capitalizes all expenditures for furniture and equipment in excess of \$1,000. In June 2016, the capitalization threshold was increased to capitalize expenditures in excess of \$3,000. Fixed assets are recorded at cost. Improvements are capitalized, while expenditures for maintenance and repairs are charged to expense as incurred. Depreciation is provided in amounts sufficient to relate the cost of depreciable assets to operations over their estimated service lives, from 3 to 40 years. The estimated service life of the assets for depreciation purposes may be different than their actual economic useful life. Depreciation expense of \$139,492 and \$148,427 was recognized in the years ended December 31, 2016 and 2015, respectively.

Debt Issuance Costs

Debt issuance costs, net of accumulated amortization, are reported as a direct reduction of the obligation to which such costs relate. Amortization of debt issuance costs is reported as a component of interest expense.

Functional Allocation of Expenses

The costs of providing the programs and other activities have been summarized on a functional basis in the statements of activities. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

Impairment of long-lived assets

The Organization reviews long-lived assets for impairment whenever events or changes in circumstances indicate that the carrying value may not be recoverable. Recoverability is measured by a comparison of the carrying amount to the future net undiscounted cash flow expected to be generated and any estimated proceeds from the eventual disposition. If the long-lived assets are considered to be impaired, the impairment to be recognized is measured at the amount by which the carrying amount exceeds the fair value as determined from an appraisal, discounted cash flow analysis, or other valuation techniques. There were no impairment losses recognized for the years ended December 31, 2016 and 2015.

These notes are an integral part of the financial statements.

CASA LATINA

Notes To Financial Statements, continued
Years Ended December 31, 2016 and 2015

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, continued

Donated services

The Organization receives donated services; primarily program services. Donated services are recorded at fair value if they create or enhance non-financial assets or if they consist of specialized skills that would have to be purchased if they were not donated. During 2016 and 2015, Casa Latina recognized \$8,325 and \$8,900, respectively, for such donated services. In addition, Casa Latina receives donated time from volunteers that does not meet the requirement above for recognition in the financial statements, but provides valuable service to the Organization. These services include community service, fundraising, and general office assistance. Casa Latina received more than 9,910 and 6,784 hours of such additional donated time in 2016 and 2015, respectively.

Event revenue

The Organization records contribution revenue for a fundraising dinner. Expenses of the event comprising direct benefits to donors are netted against ticket revenue and reported as a separate line item in the statement of activity and change in net assets.

Change in accounting principle

Effective January 1, 2016, Casa Latina adopted the provisions of Accounting Standards Update 2015-03, *Simplifying the Presentation of Debt Issuance Costs* (ASU 2015-03). Under this new accounting policy, the Organization has retrospectively presented all debt issuance costs as a direct deduction from the carrying amount of the related obligation in the balance sheet. Amortization of the debt issuance costs is included as a component of interest expense. The effects of the retrospective application of the accounting change on the year ended December 31, 2015 is to decrease total assets and total liabilities by \$6,458 and reclassify \$1,037 of amortization to interest expense in the statement of functional expenses.

Federal income tax status

The Organization is a nonprofit organization and is exempt from federal income tax under Internal Revenue Code Section 501(c)(3). In addition, the Organization qualifies for the charitable contribution deduction under Section 170(b)(1)(A) and has been classified as an organization that is not a private foundation under Section 509(a)(1).

The Organization accounts for tax positions in accordance with the Recognition and Initial Measurement Sections of the FASB Accounting Standards Codification Topic 740, *Income Taxes*. With few exceptions, Casa Latina is subject to federal and state income tax examinations by tax authorities for the prior three years. Management has reviewed Casa Latina's tax positions and determined there were no uncertain tax positions as of December 31, 2016 and 2015.

The Organization recognizes income tax related interest in interest expense and penalties in operating expenses. During the years ended December 31, 2016 and 2015, Casa Latina recognized no income tax related interest or penalties.

Reclassifications

Certain balances in the prior year financial statements may have been reclassified for comparative purposes to conform to the presentation in the current year financial statements. These reclassifications had no effect on the change in net assets.

These notes are an integral part of the financial statements.

CASA LATINA

Notes To Financial Statements, continued
Years Ended December 31, 2016 and 2015

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, continued

Use of estimates in preparation of financial statements

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 the reported amounts of assets or liabilities, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Date of management's review

Subsequent events have been evaluated through June 13, 2017, which is the date the financial statements were available to be issued.

NOTE 3 – PLEDGES

Pledges receivable consist of unconditional promises to give. All pledges are expected to be realized, therefore there is no allowance for uncollectible pledges. A discount has not been provided for pledges that are expected to be realized in a timeframe greater than one year since the amount is considered immaterial.

Pledges receivable at December 31, 2016 and 2015 are expected to be realized as follows:

| | <u>2016</u> | <u>2015</u> |
|-----------------------|-------------------|----------------|
| In less than one year | \$ 193,812 | 97,150 |
| In one to five years | <u>5,500</u> | <u>64,508</u> |
| | <u>\$ 199,312</u> | <u>161,658</u> |

NOTE 4 – DEVELOPMENT AND CONSTRUCTION IN PROGRESS

On March 16, 2007, Casa Latina purchased property in Seattle, Washington for development of three buildings to house the Organization's programs and offices. The Organization has incurred debt related to the purchase and development. Casa Latina completed Phase I of the project and occupied the administrative and workers' center buildings in March 2009. During 2010 the Organization started, and in 2013 completed, work on Phase II of the project, which consisted of construction of a third building. An elevator construction and building improvement project was started during 2016 and was in progress as of December 31, 2016 with total costs of \$242,113. No interest was capitalized during 2016 or 2015.

NOTE 5 – Line-of-Credit

On August 19, 2016, the Organization signed an agreement for a line of credit with Heritage Bank for a total of \$50,000. The agreement stipulates an interest rate based on outstanding balances, at 1.5 percent over the lender's prime rate; minimum 4.5 percent, payable monthly. No balance was outstanding at December 31, 2016 and 2015. The line-of-credit matures on August 15, 2017.

These notes are an integral part of the financial statements.

CASA LATINA

Notes To Financial Statements, continued
Years Ended December 31, 2016 and 2015

NOTE 6 – LONG-TERM DEBT

Long-term debt consisted of the following at December 31:

| | 2016 | 2015 |
|--|------------|---------|
| Loan payable to Plymouth Congregational Church; quarterly payments of interest only at 3%; secured by a deed of trust on property in Seattle, Washington; maturity extended to October 1, 2016. Paid in full during 2016. | \$ - | 43,570 |
| Loan payable to Plymouth Congregational Church; quarterly payments of interest only at 2%; secured by a deed of trust on property in Seattle, Washington; all remaining principal and interest due December 31, 2018. | 150,000 | - |
| Loan payable to City of Seattle; no interest and loan forgiven at maturity on December 31, 2027, provided Casa Latina satisfies all compliance obligations of loan agreement; secured by a deed of trust on property in King County, WA; total loan available is \$200,000 | 200,000 | 200,000 |
| Loan payable to Pacific Continental Bank; principal and interest payments monthly starting April 1, 2014; all remaining principal and interest due March 1, 2024; total available credit of \$400,000; borrower is not entitled to further advances under this loan after March 1, 2014; secured by a deed of trust on property in Seattle, Washington | 328,049 | 349,232 |
| | 678,049 | 592,802 |
| Less: debt issuance costs, net of amortization | (5,421) | (6,458) |
| Notes payable, net | \$ 672,628 | 586,344 |

Future payments required on loans and notes payable for the years ending December 31, are as follows:

| Years ending | Principal Payments |
|--------------|-----------------------|
| 2017 | \$ 21,223 |
| 2018 | 172,281 |
| 2019 | 23,392 |
| 2020 | 24,521 |
| 2021 | 25,782 |
| Thereafter | 410,850 |
| Total | \$ 678,049 |

These notes are an integral part of the financial statements.

CASA LATINA

Notes To Financial Statements, continued
Years Ended December 31, 2016 and 2015

NOTE 7 – RESTRICTIONS ON NET ASSETS

Temporarily restricted net assets of \$886,412 and \$851,516 at December 31, 2016 and 2015, respectively, are restricted for use, including an easement on property owned by the Organization. The easement agreement, with the City of Seattle, requires certain uses of the property for a period of five years. In addition, a grant of \$316,875 from the Department of Commerce is restricted to a specific use through 2022. Under the terms of the forgivable grant agreement, violation of the use restriction will result in immediate repayment of the funds with a 5% annual penalty.

Net assets restricted for use are as follows:

| | <u>2016</u> | <u>2015</u> |
|-------------|-------------------|----------------|
| Program | \$ 886,412 | 811,516 |
| Development | <u>-</u> | <u>40,000</u> |
| | <u>\$ 886,412</u> | <u>851,516</u> |

NOTE 8 – CONCENTRATIONS, CONTINGENCIES AND COMMITMENTS

Amounts received from grantor agencies are subject to audit and adjustments by the grantor agency. Any disallowed costs, including amounts already collected, may constitute a liability for the Organization. The amounts, if any, of expenditures, which may be disallowed by the grantor, are recorded at the time that such amounts can be reasonably determined, normally upon notification by the government agency.

Three funders provided 48%, and two funders provided 25%, respectively, of the Organization's revenue during the years ended December 31, 2016 and 2015. As of December 31, 2016, one donor's pledge comprises \$125,000 or 64% of the total pledges receivable.

NOTE 9 – PENSION PLAN

Casa Latina has a qualified defined contribution pension plan under Internal Revenue Code section 403(b). The Organization's contributions to the plan totaled \$7,863 and \$6,508 for the years ended December 31, 2016 and 2015, respectively.

These notes are an integral part of the financial statements.

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*

To the Board of Directors
Casa Latina
Seattle, WA

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 Casa Latina (a nonprofit organization), which comprise the statements of financial position as of December 31, 2016 and 2015, and the related statements of activities, cash flows and functional expenses for the years then ended, and the related notes to the financial statements, and have issued our report thereon dated June 13, 2017.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Casa Latina'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 Casa Latina's internal control. Accordingly, we do not express an opinion on the effectiveness of Casa Latina'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. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

**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*, continued**

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Casa Latina'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 no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

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 entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Finney, Hill & Company, P.S.

June 13, 2017
Seattle, Washington

CASA LATINA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
For the year ended December 31, 2016

NONE

CASA LATINA
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS

2015-001 Accounting System, Processes and Reporting

Finding:

Internal control processes over financial reporting did not ensure that all transactions were properly recorded, reconciled or reported.

Current Status:

Casa Latina hired a new finance manager on March 30, 2015 and implemented policy and procedures designed to ensure that all transactions are properly recorded, reconciled and reported.

The finding is closed.

2015-002 Allowable Costs

Finding:

During March 2015 it was determined the Organization incorrectly reported to a Federal grant budgeted rather than actual payroll, tax and benefit costs.

Current Status:

Corrective action was taken to correct billing mistakes during 2015 and received confirmation from the funder that the matter was resolved.

The finding is closed.