

# **Camping Unlimited for the Developmentally Disabled**

Financial Statements &

Independent Accountant's Review Report

for the Year Ended

December 31, 2016

**COOK &  
COMPANY**

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A PROFESSIONAL ACCOUNTANCY CORPORATION

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# COOK & COMPANY

A PROFESSIONAL ACCOUNTANCY CORPORATION

## Independent Accountant's Review Report

To the Board of Directors  
Camping Unlimited for the Developmentally Disabled  
Boulder Creek, California

We have reviewed the accompanying financial statements of Camping Unlimited for the Developmentally Disabled (a nonprofit organization), which comprise the statement of financial position as of December 31, 2016, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

### 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.

### Accountant's Responsibility

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the American Institute of Certified Public Accountants. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

### Accountant's Conclusion

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

### Summarized Comparative Information

We previously reviewed the Organization's December 31, 2015, financial statements and in our conclusion dated January 5, 2017, stated that based on our review, we were not aware of any material modifications that should be made to those financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America. We are not aware of any material modifications that should be made to the summarized comparative information presented herein as of and for the year ended December 31, 2015, for it to be consistent with the reviewed financial statements from which it has been derived.



A Professional Accountancy Corporation  
May 25, 2017

# Camping Unlimited for the Developmentally Disabled

## Statement of Financial Position December 31, 2016 with Comparative Totals for December 31, 2015

|   | <u>12/31/16</u>            | <u>12/31/15</u><br><u>(Note 2)</u> |
|---|----------------------------|------------------------------------|
| ASSETS                                    |                            |                                    |
| Current Assets:                           |                            |                                    |
| Cash & cash equivalents                   | \$ 245,365                 | \$ 227,499                         |
| Accounts receivable, net (Note 3)         | <u>66,615</u>              | <u>87,265</u>                      |
| Total current assets                      | 311,980                    | 314,764                            |
| Property & equipment, net (Note 4)        | <u>1,123,810</u>           | <u>1,063,409</u>                   |
| <b>TOTAL ASSETS</b>                       | <b><u>\$ 1,435,790</u></b> | <b><u>\$ 1,378,173</u></b>         |
| LIABILITIES & NET ASSETS                  |                            |                                    |
| Current Liabilities:                      |                            |                                    |
| Accounts payable                          | \$ 19,829                  | \$ 7,180                           |
| Payroll Liabilities                       | 12,134                     | 7,999                              |
| Unearned revenue                          | <u>40,094</u>              | <u>4,019</u>                       |
| <b>TOTAL LIABILITIES</b>                  | <b>72,057</b>              | <b>19,198</b>                      |
| Net Assets                                |                            |                                    |
| Unrestricted                              | 1,348,733                  | 1,358,975                          |
| Temporarily restricted (Note 5)           | <u>15,000</u>              | <u>-</u>                           |
| <b>TOTAL NET ASSETS</b>                   | <b><u>1,363,733</u></b>    | <b><u>1,358,975</u></b>            |
| <b>TOTAL LIABILITIES &amp; NET ASSETS</b> | <b><u>\$ 1,435,790</u></b> | <b><u>\$ 1,378,173</u></b>         |

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

## Camping Unlimited for the Developmentally Disabled

### Statement of Activities and Changes in Net Assets for the Year Ended December 31, 2016 with Comparative Totals for December 31, 2015

|                                       | <u>Unrestricted</u>           | <u>Temporarily<br/>Restricted</u> | <u>2016<br/>Total</u>         | <u>2015<br/>(Note 2)</u>      |
|---------------------------------------|-------------------------------|-----------------------------------|-------------------------------|-------------------------------|
| Revenue & Support:                    |                               |                                   |                               |                               |
| Program fees                          | \$ 930,188                    |                                   | \$ 930,188                    | \$ 844,733                    |
| Rental income                         | 49,894                        |                                   | 49,894                        | 34,656                        |
| Grants & contributions                | 156,145                       | \$ 15,000                         | 171,145                       | 214,971                       |
| Net assets released from restriction: |                               |                                   |                               |                               |
| Satisfaction of donor restrictions    | -                             | -                                 | -                             | -                             |
| In-kind                               | 31,576                        |                                   | 31,576                        |                               |
| Other                                 | <u>10,409</u>                 |                                   | <u>10,409</u>                 | <u>8,201</u>                  |
| <br>Total support & revenue           | <br>1,178,212                 | <br>15,000                        | <br>1,193,212                 | <br>1,102,561                 |
| <br>Expenses:                         |                               |                                   |                               |                               |
| Program services                      | 945,880                       |                                   | 945,880                       | 721,870                       |
| General & administrative              | 225,561                       |                                   | 225,561                       | 105,577                       |
| Fundraising                           | <u>17,013</u>                 |                                   | <u>17,013</u>                 | <u>20,238</u>                 |
| <br>Total expenses                    | <br><u>1,188,454</u>          | <br><u>-</u>                      | <br><u>1,188,454</u>          | <br><u>847,685</u>            |
| <br>CHANGE IN NET ASSETS              | <br>(10,242)                  | <br>15,000                        | <br>4,758                     | <br>254,876                   |
| <br>NET ASSETS, January 1             | <br><u>1,358,975</u>          | <br><u>-</u>                      | <br><u>1,358,975</u>          | <br><u>1,104,099</u>          |
| <br>NET ASSETS, December 31           | <br><u><u>\$1,348,733</u></u> | <br><u><u>\$ 15,000</u></u>       | <br><u><u>\$1,363,733</u></u> | <br><u><u>\$1,358,975</u></u> |

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

## Camping Unlimited for the Developmentally Disabled

### Statement of Functional Expenses for the Year Ended December 31, 2016 with Comparative Totals for the Year Ended December 31, 2015

|  | Program<br>Services | General &<br>Administrative | Fundraising      | 2016<br>Total       | 2015<br>Total<br>(Note 2) |
|--|---------------------|-----------------------------|------------------|---------------------|---------------------------|
| Salaries                                   | \$ 256,747          | \$ 71,532                   | \$ 1,144         | \$ 329,423          | \$ 254,694                |
| Payroll taxes                              | 25,319              | 7,208                       | 115              | 32,642              | 30,804                    |
| Employee benefits                          | 99,604              | 28,355                      | 454              | 128,413             | 98,499                    |
| Accounting fees                            | -                   | 4,768                       | -                | 4,768               | 4,224                     |
| Other consultants & contractors            | 43,806              | -                           | 14,462           | 58,268              | 33,209                    |
| Utilities                                  | 29,101              | 8,285                       | 132              | 37,518              | 32,577                    |
| Equipment rental, repairs<br>& maintenance | 39,296              | 11,187                      | 179              | 50,662              | 32,232                    |
| Office supplies                            | 5,682               | 1,618                       | 26               | 7,326               | 2,812                     |
| Postage & printing                         | 2,062               | 587                         | 9                | 2,658               | 2,541                     |
| Telephone                                  | 8,842               | 2,517                       | 40               | 11,399              | 10,783                    |
| Travel, conferences & meetings             | -                   | 12,494                      | -                | 12,494              | 3,528                     |
| Advertising                                | 20,495              | -                           | -                | 20,495              | 22,225                    |
| Program supplies, materials<br>& services  | 240,818             | -                           | -                | 240,818             | 191,865                   |
| Insurance, fees & permits                  | 47,048              | 10,889                      | 81               | 58,018              | 39,805                    |
| Depreciation                               | 69,519              | 19,791                      | 317              | 89,627              | 65,166                    |
| Bank charges                               | 12,068              | 3,436                       | 54               | 15,558              | 10,943                    |
| Bad debt expense                           | -                   | 42,894                      | -                | 42,894              | -                         |
| Other                                      | 45,473              | -                           | -                | 45,473              | 11,778                    |
| <b>Total</b>                               | <b>\$ 945,880</b>   | <b>\$ 225,561</b>           | <b>\$ 17,013</b> | <b>\$ 1,188,454</b> | <b>\$ 847,685</b>         |

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

## Camping Unlimited for the Developmentally Disabled

### Statement of Cash Flows for the Year Ended December 31, 2016 with Comparative Totals for the Year Ended December 31, 2015

|   | <u>2016</u>       | <u>2015</u><br><u>(Note 2)</u> |
|---|-------------------|--------------------------------|
| <i>Cash flows from operating activities:</i>  |                   |                                |
| Change in net assets  | \$ 4,758          | \$ 254,876                     |
| Adjustments to reconcile change in net assets<br>to net cash provided (used) by operating activities: |                   |                                |
| Depreciation expense  | 89,627            | 65,166                         |
| Capitalized in-kind contribution  | (7,606)           | -                              |
| Other non-cash items  | 2,915             | (35,364)                       |
| Changes in assets and liabilities:  |                   |                                |
| (Increase) decrease in accounts receivable  | 20,650            | (65,611)                       |
| Increase (decrease) in accounts payable   | 12,649            | (498)                          |
| Increase (decrease) in payroll liabilities  | 4,135             | (10,125)                       |
| Increase (decrease) in deferred revenue   | <u>36,075</u>     | <u>(16,877)</u>                |
| <b>Cash provided (used) by operating activities:</b>  | 163,203           | 191,567                        |
| <i>Cash flows from investing activities:</i>  |                   |                                |
| Cash expenditures on property & equipment   | <u>(145,337)</u>  | <u>(87,917)</u>                |
| <b>Cash provided (used) by investing activities:</b>  | <u>(145,337)</u>  | <u>(87,917)</u>                |
| <b>Cash provided (used) during year</b>   | 17,866            | 103,650                        |
| <b>Cash &amp; cash equivalents, beginning of year</b>   | <u>227,499</u>    | <u>123,849</u>                 |
| <b>Cash &amp; cash equivalents, end of year</b>   | <u>\$ 245,365</u> | <u>\$ 227,499</u>              |

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

# Camping Unlimited for the Developmentally Disabled

## Notes to Financial Statements December 31, 2016

### 1. The Organization

#### Nature of activities

Camping Unlimited for the Developmentally Disabled (the Organization) operates summer camps and year-round educational/recreational activities for persons with developmental disabilities. The Organization was established in 1961 and is exempt under Internal Revenue Code Section 501(c)(3).

The Organization's facility, Camp Krem, is located in the Santa Cruz Mountains near the town of Boulder Creek. It provides campers with a place where they can enjoy many interesting and fun activities in a safe, nurturing environment. Clients include persons living with a variety of disabilities, including Down Syndrome, Autism, ADHD, Cerebral Palsy, and many others. The camp facility includes ten rustic cabins, an activity center / dining hall, an arts and crafts center, a special swimming pool designed for accessibility, a campfire area with a stage and playground, basketball, and sports areas. In addition to its summer camps, Camping Unlimited's year-round program offers camping and backpacking trips, as well as outings to museums, cultural fairs, film, theatrical and sporting events.

#### Funding

The Organization receives the majority of its funding through fees charged for program activities. The Organization also receives contributions from individuals and grants from charitable organizations.

### 2. Summary of Significant Accounting Policies

#### Basis of Accounting

The accompanying financial statements are prepared on the accrual basis of accounting, in accordance with accounting principles generally accepted in the United States of America. Under the accrual basis of accounting, support is recognized when it is awarded, revenue is recognized when it is earned and realizable, and expenses are recognized when they are incurred.

#### Basis of Presentation

Net assets, revenues, expenses, gains, and losses are classified based upon the existence or absence of donor-imposed restrictions. Accordingly, net assets of the Organization and changes therein are classified and reported as follows:

**Unrestricted net assets**, which includes resources not subject to donor-imposed restrictions.

**Temporarily restricted net assets**, which includes resources subject to donor-imposed stipulations that may or will be met either by actions of the Organization and/or the passage of time.

(continued)



# Camping Unlimited for the Developmentally Disabled

## Notes to Financial Statements December 31, 2016

(continued)

### Revenue Recognition

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.

If restricted donations are made and restrictions satisfied during the same fiscal year, activity is reported as unrestricted in the statement of activity. If restrictions are not satisfied at fiscal-year-end, donations are recorded as temporarily restricted.

The Organization reports gifts of fixed assets 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 assets must be maintained, the Organization reports expirations of donor restrictions when the donated or acquired assets are placed in service.

### Cash & Cash Equivalents

Cash and cash equivalents primarily includes deposits held in bank checking and savings accounts.

### Accounts Receivable

Accounts receivable are uncollateralized obligations of clients for program fees. Accounts receivable are stated at the amount billed and are generally due immediately. An allowance for doubtful accounts has been established based on the estimated amount of uncollectible amounts.

### Fair Value of Financial Instruments

The carrying amounts of cash and cash equivalents, receivables, and accounts payable approximate fair value because of the short maturity of these instruments.

### Fixed Assets

Fixed assets consist of land, building and improvements, equipment, and vehicles, and are stated at cost. Items with an initial cost (or fair value if donated) exceeding \$500 are capitalized. Depreciation is computed using the straight-line method over the estimated useful lives of the respective assets, which range from five to thirty years.

### In-kind Support

In-kind contributions of goods are recorded at their estimated fair market value as of the date of receipt.

Contributed services are recorded only if a) they create or enhance the Organization's nonfinancial assets or b) they require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation. Due to the fact that certain assumptions must be made when calculating and recording estimates, it is at least reasonably possible that the actual value of services received differs from the amount recorded in the financial statements.

(continued)

# Camping Unlimited for the Developmentally Disabled

## Notes to Financial Statements December 31, 2016

(continued)

### Unearned Revenue

Unearned revenue includes amounts received from customers (or their agents) that have not yet been earned by the Organization. Such amounts shall be earned through the provision of future services or refunded.

### Functional Expenses

The Organization allocates its expenses on a functional basis among its program and support services. Expenses that can be identified with a specific program or support service are allocated directly. Expenses that are common to more than one function are allocated based on the estimated amount of staff time spent on each function.

### Advertising Costs

The Organization uses advertising to promote its programs among the audiences it serves. All advertising costs are expensed as incurred.

### Income Taxes

As a public charity, the Organization is exempt from income taxes except on activities unrelated to its mission. As the Organization believes that all of its activities are directly related to its mission, no provision has been made for income tax expense. The Organization's federal *Return of Organization Exempt from Income Tax* (Form 990) filings for the tax year ending in 2014 through 2016 are subject to examination by the Internal Revenue Service, generally for three years after they were filed. The Organization's California *Exempt Organization Annual Information Return* (Form 199) filings for the tax year ending in 2013 through 2016 are subject to examination by Franchise Tax Board, generally for four years after they were filed.

### Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

### Comparative Data

The financial statement information for the year ended December 31, 2015, presented for comparative purposes, is not intended to be a complete financial statement presentation. For a complete presentation, please refer to the financial statements for that year.

### **3. Accounts Receivable**

|                                       |                |
|---------------------------------------|----------------|
| Accounts receivable, face value       | \$75,115       |
| Less: allowance for doubtful accounts | <u>(8,500)</u> |
| Accounts receivable, net              | \$66,615       |

# Camping Unlimited for the Developmentally Disabled

## Notes to Financial Statements December 31, 2016

### 4. Property & Equipment

|                                |                    |
|--------------------------------|--------------------|
| Land                           | \$241,114          |
| Buildings & improvements       | 2,506,103          |
| Equipment                      | 65,326             |
| Vehicles                       | <u>130,371</u>     |
|                                | 2,942,914          |
| Less: accumulated depreciation | <u>(1,819,104)</u> |
| Property & equipment, net      | \$1,123,810        |

### 5. In-Kind Support

In-kind support in 2016 consisted of:

|                                   |               |
|-----------------------------------|---------------|
| Professional handyman / carpenter | \$10,400      |
| Professional chef                 | 10,400        |
| Other                             | <u>10,776</u> |
| Total                             | \$31,576      |

### 5. Related Party Transactions

The daughter of a board member was compensated approximately \$28,600 in wages for services rendered as the Organization's program director.

### 6. Contingencies

#### Funding Source Requirements

The Organization receives contributions and grants that are restricted for specific programs or purposes. If such restrictions are not met in accordance with the funding source agreement, there is the possibility that funds would have to be returned to the donor. It is management's opinion that all grant conditions have been met for grants that have been either recorded as unrestricted or for which donor restrictions have been released.

#### Concentration of Revenue & Support

Approximately 40% of the Organization's client fee revenue is received through Regional Centers funded by the State of California. Should state budget allocations change, the Organization could experience a reduction in revenue.

### 7. Subsequent Events

In preparing these financial statements, management has evaluated events and transactions for potential recognition or disclosure through May 25, 2017, the date the financial statements were available to be issued.