

Submitted
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Completed
2/26/21 03:33 PM - submission_4617 - 1277

ORGANIZATION INFO

ORGANIZATION DETAILS:

Organization Name

Adopt-A-Family of the Palm Beaches, Inc.

Address 1

1712 2nd Avenue North

Address 2

City

Lake Worth

State

Florida

Zip

33460

Email Address

mconstantine@aafpbc.org

Website



www.adoptafamilypbc.org

Phone Number xxx-xxx-xxxx

561-253-1361

Fax xxx-xxx-xxxx

561-253-1370

ACCREDITATION CONTACT:

Name of Accreditation Contact

Emily Gorman

Email

egorman@aafpbc.org



EXECUTIVE DIRECTOR/CHIEF EXECUTIVE OFFICER:

Name

Matt Constantine

Email

mconstantine@aafpbc.org

Board Chairperson:

Penny Heller

29penheller@gmail.com

Financial Management:

Arianna DeLeo

adeleo@aafpbc.org

Human Resources:

Robyn Lee

rlee@aafpbc.org

Volunteer Coordination:

Layren Calvo

lcalvo@aafpbc.org

Fund Development:

Layren Calvo

lcalvo@aafpbc.org

DATE ORGANIZATION FOUNDED:

Year organization founded

Year organization founded

1983

FEDERAL EMPLOYEE IDENTIFICATION NO. (FEIN):

Federal Employee Identification No. (FEIN)

59-2471253

IRS DESIGNATION 501(C):

Please list IRS designation(s)

501(c)3

ANNUAL BUDGET:

Annual Budget

\$8,801,809.00

EMPLOYEES:

Number Full-Time

Number Part-Time

60

10

PRIMARY FOCUS AREAS:

Primary Focus Areas

Primary Focus Areas

- Animal, Wildlife Issues
- Arts, Culture, Humanities
- Business Development
- Civil Rights, Advocacy
- Community Improvement
- Education
- Employment
- Environment , Beautification
- Food, Nutrition, Agriculture
- Historic Preservation
- Housing, Shelter
- International, Foreign Affairs
- Mental Health/Substance Abuse
- Medical Research
- Philanthropy, Volunteerism
- Public/Social Benefit
- Public Protection, Legal Aid
- Public Safety, Disaster Relief
- Recreation, Sports, Leisure
- Religious
- Science, Technology
- Senior Issues
- Social Services
- Tourism Development
- Volunteer Driven
- Youth Development
- Other
- Children and Families

FUNDERS:

Name	Program	Amount
HUD	Rapid Rehousing/Project SAFE	\$1,434,355.00
Palm Beach County	Rapid Rehousing/FAA	\$2,764,313.00
Early Learning Coalition	Project Grow	\$94,358.00
United Way PBC	Housing Stabilization/Project SAFE	\$266,773.00
United Way Town of Palm Beach	Housing Stabilization/Project SAFE	\$200,000.00

Name	Program	Amount
Private Foundations	All Programs	\$1,517,500.00
Program Income	Project Grow/NSP2/Project SAFE/Service Enriched Housing/Wiley	\$452,381.00
Private Contributions	All Programs	\$1,307,226.00
Private Fundraising	All Programs	\$677,300.00

IS YOUR NONPROFIT ORGANIZATION CERTIFIED/ACCREDITED BY OTHER ORGANIZATION(S)?

Accrediting Body:

Effective/Expiration Date

ACCREDITATION RENEWAL

1. What is the organization's most recently ended fiscal year end?

06/30/2020

Verification Status:

 [Update](#)

Please upload most recent audit:

 [AAF - Audited Financial Statement 2020.pdf](#)

Verification Status:

 [Update](#)

2. Was a management letter issued by the independent auditor?

Yes

Verification Status:

 [Update](#)

2.a. Please attach management letter issued by independent auditor:

 [AAF - Audit Management Letter 2020.pdf](#)

Verification Status:

 [Update](#)

2.b. If a management letter was issued by the independent auditor, were there any findings or internal control recommendations identified?

No

Verification Status:

✔ Update

3. Was the organization subject to Federal, State or County "Single Audit" requirements?

Yes

Verification Status:

✔ Update

If yes, please upload single audit report (only necessary if not included in full audit report):

 [AAFAuditedFinancialStatement2020.pdf](#)

Verification Status:

✔ Update

4. Did the organization file a Form 990 for the most recently ended fiscal year?

Yes

Verification Status:

✔ Update

4.a. Please upload the organization's most recent Form 990* and evidence of submission to the IRS (i.e. e-filing receipt): [\(more info on filing requirements\)](#)

 [990 AAF 6.30.2020 2019 - Public Disclosure Copy.pdf](#)

 [AAF 990 e-file receipt 2020.pdf](#)

Verification Status:

✔ Update

4.a.i. *If you filed an additional Form 990 (e.g., Foundation 990) in addition to the organization's Form 990, please upload it here:

Verification Status:

✔ Update N/A

4.b. Provide the period ending date for the most recent 990:

06/30/2020

Verification Status:

✔ Update

4.c. On what date was the 990 filed?

4.c. On what date was the 990 filed?

12/22/2020

Verification Status:

 [Update](#) e-File shows filing date of 12/14/2020. TL'H e-file accepted 1/10/21 MG

4.d. Was the Form 990 filed by the initial return due date?

No

Verification Status:

 [Update](#)

4.e. If filed after the due date, indicate date of extension request:

10/28/2020

Please attach extension request(s) (IRS Form 8868) and/or extension approval(s) (IRS CP211A Notice):

 [19US X0017500 Extension.pdf](#)

Verification Status:

 [Update](#)

5. Did the organization have unrelated business income tax?

No

Verification Status:

 [Update](#)

6. Please upload the board package distributed before the most recent meeting:

The board package must be from the most recent meeting at the time of submission. ([sample cash flow projection format](#))

If the board package from the most recent meeting does not include financial statements for a period through at least Q2, please upload separate financial statements through Q2.

The following components must be included in the board package to meet accreditation requirements: Agenda; previous meeting minutes; Statement of Financial Position/Balance Sheet; Statement of Activities/P&L/Income Statement with comparison to budget; written Cash Flow Projection (showing, at a minimum, present and future months of revenue, expenses, and cash balance); and any other attachments provided to the board.

 [2021.01.28 Board Packet.pdf](#)

 [01-November Financial Report - BOD.pdf](#)

 [01-December Financial Report - BOD.pdf](#)

Verification Status:

 [Update](#)

6.a. If applicable, please upload documentation that fully explains any significant budget to actual variances:

Verification Status:

 [Update](#) N/A

7. Is the organization funded by the Children's Services Council of Palm Beach County or a subcontracted entity?

No

Verification Status:

✓ Update

8. Are there any known future changes (such as new major programs; material loss of funding; major changes in scope of operations; or, other subsequent events including but not limited to disclosures regarding pending and/or threatened lawsuits or settlements whether considered material or not) that could significantly change the organization's operations?

Yes

Verification Status:

✓ Update

If yes, please explain:

Upload any additional relevant documentation here:

In December 2020, Adopt-A-Family of the Palm Beaches, Inc. received notice of a suit filed against Adopt-A-Family of the Palm Beaches, Inc. regarding a slip and fall incident occurring June 2018. Suit is in discovery.

 [AAF Slip and Fall Summons FG page 1.pdf](#)

9. Please upload organization's current organizational chart that reflects the current structure of the organization and provides a clearly delineated chain of command:

 [Org Chart rev. 2-4-21.pdf](#)

Verification Status:

✓ Update

10. Please upload any organizational documents that have been changed since the last full review (manuals, bylaws, etc).

 [2020 Accounting Policies and Procedures Updated - Approved August 2020.pdf](#)

 [AAF Bylaws - Approved and Adopted August 27, 2020.pdf](#)

Verification Status:

Update

SUMMARY OF FINANCIAL DATA

Nonprofit Organizations: You are only required to enter information into the Date fields for this section. Nonprofits First staff and consultants will enter the financial information.

Reviewers: Please do not enter dollar signs (\$), commas (,) or decimal points (.)

Prior Year Audit
06/30/2019

Most Recent Audit
06/30/2020

Current Internal Financial Statements (FS)
12/31/2020

REVIEWER: CASH, UNRESTRICTED

Prior Year Audit

Most Recent Audit

Current Internal FS

\$867,726.00

\$1,527,245.00

\$2,721,214.00

REVIEWER: CASH, RESTRICTED

Prior Year Audit

Most Recent Audit

Current Internal FS

\$3,049,716.00

\$439,442.00

\$187,742.00

REVIEWER: INVESTMENTS, UNRESTRICTED

Prior Year Audit

Most Recent Audit

Current Internal FS

\$0.00

\$0.00

\$750.00

REVIEWER: INVESTMENTS, RESTRICTED

Prior Year Audit

Most Recent Audit

Current Internal FS

\$0.00

\$0.00

\$0.00

REVIEWER: ACCOUNTS RECEIVABLE

Prior Year Audit

Most Recent Audit

Current Internal FS

\$848,042.00

\$906,636.00

\$916,162.00

REVIEWER: OTHER CURRENT ASSETS

Prior Year Audit

Most Recent Audit

Current Internal FS

\$90,405.00

\$14,809.00

\$9,779.00

REVIEWER: TOTAL CURRENT ASSETS

Prior Year Audit

Most Recent Audit

Current Internal FS

\$4,855,889.00

\$2,888,132.00

\$3,835,647.00

REVIEWER: FIXED ASSETS

Prior Year Audit

Most Recent Audit

Current Internal FS

\$4,787,606.00

\$7,888,924.00

\$9,180,642.00

REVIEWER: OTHER ASSETS

Prior Year Audit

Most Recent Audit

Current Internal FS

\$2,186,750.00

\$2,282,226.00

\$0.00

REVIEWER: TOTAL ASSETS

Prior Year Audit

Most Recent Audit

Current Internal FS

\$11,830,245.00

\$13,059,282.00

\$13,016,289.00

REVIEWER: CURRENT LIABILITIES

Prior Year Audit

Most Recent Audit

Current Internal FS

\$516,905.00

\$822,412.00

\$370,231.00

REVIEWER: LONG TERM LIABILITIES

Prior Year Audit	Most Recent Audit	Current Internal FS
\$350,191.00	\$357,139.00	\$426,834.00
REVIEWER: TOTAL LIABILITIES		
Prior Year Audit	Most Recent Audit	Current Internal FS
\$867,096.00	\$1,179,551.00	\$797,065.00
REVIEWER: NET ASSETS, WITHOUT RESTRICTIONS		
Prior Year Audit	Most Recent Audit	Current Internal FS
\$7,690,961.00	\$11,224,031.00	\$8,947,036.00
REVIEWER: NET ASSETS, WITH RESTRICTIONS (WAS "PERMANENTLY RESTRICTED")		
Prior Year Audit	Most Recent Audit	Current Internal FS
\$3,272,188.00	\$655,700.00	\$3,272,188.00
REVIEWER: TOTAL LIABILITIES AND NET ASSETS		
Prior Year Audit	Most Recent Audit	Current Internal FS
\$11,830,245.00	\$13,059,282.00	\$13,016,289.00
REVIEWER: BEGINNING CASH		
Prior Year Audit	Most Recent Audit	Current Internal FS
\$4,128,734.00	\$4,578,121.00	\$2,795,960.00
REVIEWER: ENDING CASH		
Prior Year Audit	Most Recent Audit	Current Internal FS
\$4,578,121.00	\$2,795,960.00	\$2,721,214.00
REVIEWER: CASH CHANGE		
Prior Year Audit	Most Recent Audit	Current Internal FS
\$449,387.00	(\$1,782,161.00)	(\$74,746.00)
REVIEWER: GOVERNMENT GRANTS (FEDERAL, STATE, LOCAL)		
Prior Year Audit	Most Recent Audit	Current Internal FS
\$3,567,599.00	\$4,084,342.00	\$1,823,907.00
REVIEWER: OTHER GRANTS AND CONTRIBUTIONS		
Prior Year Audit	Most Recent Audit	Current Internal FS
\$2,891,988.00	\$3,186,904.00	\$2,412,318.00
REVIEWER: PROGRAM SERVICE FEES		
Prior Year Audit	Most Recent Audit	Current Internal FS
\$479,410.00	\$445,037.00	\$228,647.00
REVIEWER: SPECIAL EVENTS		
Prior Year Audit	Most Recent Audit	Current Internal FS
\$759,811.00	\$659,641.00	\$0.00
REVIEWER: CAPITAL GAIN		
Prior Year Audit	Most Recent Audit	Current Internal FS
\$0.00	\$0.00	\$0.00

REVIEWER: OTHER REVENUE

Prior Year Audit

Most Recent Audit

Current Internal FS

\$56,177.00

\$65,693.00

\$8,489.00

REVIEWER: TOTAL REVENUE

Prior Year Audit

Most Recent Audit

Current Internal FS

\$7,754,985.00

\$8,441,617.00

\$4,473,361.00

REVIEWER: ADMINISTRATIVE COSTS

Prior Year Audit

Most Recent Audit

Current Internal FS

\$518,974.00

\$530,307.00

\$0.00

REVIEWER: PROGRAM EXPENSES

Prior Year Audit

Most Recent Audit

Current Internal FS

\$5,545,079.00

\$6,037,753.00

\$3,956,700.00

REVIEWER: FUNDRAISING

Prior Year Audit

Most Recent Audit

Current Internal FS

\$504,950.00

\$527,552.00

\$0.00

REVIEWER: SPECIAL EVENTS

Prior Year Audit

Most Recent Audit

Current Internal FS

\$143,886.00

\$83,216.00

\$0.00

REVIEWER: DEPRECIATION

Prior Year Audit

Most Recent Audit

Current Internal FS

\$347,472.00

\$346,207.00

\$177,170.00

REVIEWER: TOTAL EXPENSES

Prior Year Audit

Most Recent Audit

Current Internal FS

\$7,060,361.00

\$7,525,035.00

\$4,133,870.00

REVIEWER: NET INCOME

Prior Year Audit

Most Recent Audit

Current Internal FS

\$694,624.00

\$916,582.00

\$339,491.00

FINANCIAL RATIOS**REVIEWER: CASH CHANGE
(REC. <33%)**

Prior Year Audit

Most Recent Audit

Current Internal FS

10.88%

-38.93%

-2.67%

**REVIEWER: FUND BALANCE
(SHOULD BE POSITIVE)**

Prior Year Audit

Most Recent Audit

Current Internal FS

\$10,963,149.00

\$11,879,731.00

\$12,219,224.00

**REVIEWER: DEBT TO ASSET RATIO
(REC. <50%)**

Prior Year Audit	Most Recent Audit	Current Internal FS
9.9%	9.3%	6.2%

**REVIEWER: ADMIN. COST RATIO
(REC. <30%)**

Prior Year Audit	Most Recent Audit	Current Internal FS
17.4%	15.9%	0.0%

**REVIEWER: ACCOUNTS RECEIVABLE TO CURRENT ASSETS
(REC. <50%)**

Prior Year Audit	Most Recent Audit	Current Internal FS
17.5%	31.4%	23.9%

**REVIEWER: CURRENT LIQUIDITY RATIO
(REC. >200%)**

Prior Year Audit	Most Recent Audit	Current Internal FS
349.4%	297.7%	985.3%

**REVIEWER: MONTHS OF CASH TO COVER EXPENSES
(REC. MIN. 3.0)**

Prior Year Audit	Most Recent Audit	Current Internal FS
1.6	2.6	4.1

**REVIEWER: MONTHS OF CASH + RECEIVABLES TO COVER EXPENSES
(REC. MIN. 3.0)**

Prior Year Audit	Most Recent Audit	Current Internal FS
3.1	4.1	5.5

SUBMIT

AUDIT STANDARDS CHECKLIST

[Audit Standards Checklist](#)

Nonprofits First will verify compliance by analyzing any control deficiencies that are communicated to the organization by its auditor and/or result in anything but an unqualified ("Clean") opinion on your financial statements. Existence of deficiencies or material weaknesses may eliminate or delay your Accreditation status until the deficiencies have been corrected, verified, and fully documented.

Acknowledgement

I have read and understand that our organization must be in compliance with these Audit standards in order to achieve and maintain Accreditation.

Attestation

- ✔ As the ED/CEO, I attest that all of the information submitted on the Accreditation Assessment Tool is true and correct; and if a n on-site review is warranted, we will produce the documentation included in the “verification source” section of the Accreditation Assessment Tool at the time of the scheduled on-site review.
-

Executive Director/CEO

Matt Constantine
