

**Citizens' Environmental Coalition Education Fund**  
Financial Statements  
For the Year Ended December 31, 2013

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**Hajovsky, Jones & Company, P.C.**

CERTIFIED PUBLIC ACCOUNTANTS  
14614 FALLING CREEK, SUITE 105  
HOUSTON, TEXAS 77068  
(281) 440-0142  
FAX (281) 440-9409

MICHAEL J. HAJOVSKY, C.P.A.  
RICHARD A. JONES, C.P.A.

MEMBERS  
AMERICAN INSTITUTE  
CERTIFIED PUBLIC ACCOUNTANTS

January 20, 2014

INDEPENDENT ACCOUNTANTS' REVIEW REPORT

Board of Trustees  
Citizens' Environmental Coalition Education Fund  
Houston, Texas

We have reviewed the accompanying statement of financial position of Citizens' Environmental Coalition Education Fund (a nonprofit organization) as of December 31, 2013, and the related statements of activities, functional expenses and cash flows for the year then ended. A review includes primarily applying analytical procedures to management's financial data and making inquiries of Organization 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 taken as a whole. Accordingly, we do not express such an opinion.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the review in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. Those standards require us to perform procedures to obtain limited assurance that there are no material modifications that should be made to the financial statements. We believe the results of our procedures provide a reasonable basis for our report.

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

*Hajovsky, Jones & Co., P.C.*  
CERTIFIED PUBLIC ACCOUNTANTS

**CITIZENS' ENVIRONMENTAL COALITION EDUCATION FUND**  
**STATEMENT OF FINANCIAL POSITION**  
**DECEMBER 31, 2013**

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**ASSETS**

Current assets

Cash and cash equivalents \$ 42,123

Total current assets 42,123

Property and equipment, net 5,038

Deposits 600

**TOTAL ASSETS** \$ 47,761

**LIABILITIES AND NET ASSETS**

Current liabilities

Payroll liability \$ 1,000

Total current liabilities 1,000

Net assets

Unrestricted 35,619

Temporarily restricted 11,142

Total net assets 46,761

**TOTAL LIABILITIES AND NET ASSETS** \$ 47,761

*The accompanying notes and independent accountants' review report are an integral part of these financial statements.*

**CITIZENS' ENVIRONMENTAL COALITION EDUCATION FUND**  
**STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED DECEMBER 31, 2013**

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Total</u>
Support and revenue			
Contributions and grants	\$ 47,034	\$ 17,000	\$ 64,034
Membership dues	8,565	-	8,565
In-kind contributions	22,995	-	22,995
Total support and revenue	<u>78,594</u>	<u>17,000</u>	<u>95,594</u>
Net assets released from restrictions	<u>10,858</u>	<u>(10,858)</u>	<u>-</u>
Total support and revenue	89,452	6,142	95,594
Expenses			
Program services			
Education and community awareness	<u>72,110</u>	<u>-</u>	<u>72,110</u>
Total program services	72,110	-	72,110
Supporting services			
Fundraising	1,859	-	1,859
Administrative	<u>17,881</u>	<u>-</u>	<u>17,881</u>
Total supporting services	19,740	-	19,740
Total expenses	<u>91,850</u>	<u>-</u>	<u>91,850</u>
Change in net assets	(2,398)	6,142	3,744
Net assets, beginning of year	<u>38,017</u>	<u>5,000</u>	<u>43,017</u>
NET ASSETS, END OF YEAR	<u>\$ 35,619</u>	<u>\$ 11,142</u>	<u>\$ 46,761</u>

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**CITIZENS' ENVIRONMENTAL COALITION EDUCATION FUND**  
**STATEMENT OF FUNCTIONAL EXPENSES**  
**FOR THE YEAR ENDED DECEMBER 31, 2013**

	<u>Program Services</u>	<u>Supporting Services</u>	
	<u>Education</u>	<u>Administrative</u>	<u>Total</u>
Salaries and related expenses			
Salaries and related taxes	\$ 36,175	\$ 4,185	\$ 40,360
Total salaries and related expenses	36,175	4,185	40,360
Operating expenses			
Professional fees	3,715	4,160	7,875
Travel	405	133	538
Insurance	-	1,505	1,505
Special event costs	3,067	-	3,067
Printing and reproduction	6,234	140	6,374
Office and postage	276	2,620	2,896
Dues, subscriptions, software licenses and books	15,600	1,380	16,980
Telephone and communication	561	2,307	2,868
Rent and utilities	5,463	681	6,144
Depreciation	-	1,008	1,008
Other program expenses	614	1,621	2,235
Total operating expenses	<u>35,935</u>	<u>15,555</u>	<u>51,490</u>
<b>TOTAL EXPENSES</b>	<u>\$ 72,110</u>	<u>\$ 19,740</u>	<u>\$ 91,850</u>

*The accompanying notes and independent accountants' review report are an integral part of these financial statements.*

**CITIZENS' ENVIRONMENTAL COALITION EDUCATION FUND**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED DECEMBER 31, 2013**

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Cash flows from operating activities	
Change in net assets	\$ 3,744
Adjustments to reconcile change in net assets from operating activities:	
Changes in operating assets and liabilities:	
In-kind contributions	(6,046)
Depreciation	1,008
Deposits	(600)
Payroll liabilities	<u>531</u>
Net cash from operating activities	(1,363)
Net change in cash and cash equivalents	(1,363)
Cash and cash equivalents – beginning of year	<u>43,486</u>
Cash and cash equivalents – end of year	<u><u>\$ 42,123</u></u>
Supplemental cash flow information:	
In-kind contributions (non-capitalized)	\$ 16,950
Acquisition of property and equipment through in-kind contributions	\$ 6,046

*The accompanying notes and independent accountants' review report are an integral part of these financial statements.*

**NOTE 1 – DESCRIPTION OF BUSINESS AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The Citizens' Environmental Coalition Education Fund (CEC or the “Organization”) is a nonprofit organization established in 1971 whose purpose is to serve as an information clearinghouse that provides education, training and information to a coalition of nonprofit organizations whose activities impact the environment and quality of life in the Houston Gulf Coast region. The Organization has been established under Section 501(c)(3) of the Internal Revenue Code and is exempt from federal and state income taxes on other than unrelated business income.

**Financial Statement Presentation** – 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 (GAAP). The Organization presents their financial statements under the Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) Topic No. 958, Subtopic 205, *Not-for-Profit Entities – Presentation of Financial Statements*. Under ASC Topic No. 958, the Organization is required to report information regarding its financial position and activities according to three classes of net assets as follows:

- **Unrestricted Net Assets** – Net assets that are not subject to donor-imposed restrictions.
- **Temporarily Restricted Net Assets** – Net assets subject to donor-imposed or grantor-imposed restrictions that permit the Organization to use or expend the assets as specified. The restrictions are satisfied either by the passage of time or by actions of the Organization.
- **Permanently Restricted Net Assets** – Net assets subject to donor-imposed restrictions specifying that the net assets be maintained permanently on behalf of the Organization. The Organization had no permanently restricted assets at December 31, 2013.

**Cash and Cash Equivalents** – For the purpose of the statements of cash flows, the Organization considers highly liquid investments and certificates of deposit purchased with an original maturity of three months or less to be cash equivalents. In monitoring credit risk associated with uninsured deposits, the Organization evaluates the stability of its correspondent financial institutions.

**Property and Equipment** – Property and equipment are stated at cost, net of accumulated depreciation. Donations of property and equipment are recorded at fair value on the date of donation. Depreciation is computed using the straight-line method over the estimated useful lives of the assets, ranging from three to five years and is allocated when applicable among programs and support expenses in the statements of activities.

**Contributions, Grants and Pledges** – The organization accounts for contributions, grants and pledges as unrestricted, temporarily restricted, or permanently restricted support, depending on the existence and nature of any donor restrictions. Contributions are recognized when the donor makes a promise to give to the Organization that is in substance, unconditional. Contributions that are restricted by the donor are reported as increases in unrestricted net assets if the restrictions expire in the year in which the contributions are recognized. All other donor restricted contributions are reported as increases in temporarily restricted or permanently restricted net assets depending on the nature of the restrictions. When a restriction expires, temporarily restricted net assets are released from restrictions and reclassified to unrestricted net assets and reported in the statement of activities and changes in net assets as net assets released from restrictions.



**CITIZENS' ENVIRONMENTAL COALITION EDUCATION FUND**  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2013

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**In-kind Contributions** – Donated assets are recorded at their estimated fair value at the date of donation. Donated services are not reflected in the financial statements unless a consistent, objective basis can be established for measuring fair value. A substantial number of volunteers have donated significant amounts of their time in the Organization's program services and in its fund raising campaigns. No amounts have been reflected in the financial statements for donated services as there is no objective basis to measure the value of such services and the services do not require specialized skills.

**Functional Allocation of Expenses** – The costs of providing various programs and supporting services have been summarized on a functional basis. Expenses are charged to each program based on direct expenditures incurred. Certain functional expenses which cannot be readily related to a specific program are allocated to the various programs based upon hours worked, square footage, number of program staff or other reasonable method for allocating the Organization's multiple function expenditures. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

**Use of Estimates** – The preparation of financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

**Income Taxes** – The organization qualifies as a non-profit under the Internal Revenue Code (IRC) and has been determined by the Internal Revenue Service to be exempt from federal income taxes under section 501(c)(3) of the IRC.

FASB ASC Topic No. 740, *Accounting for Income Taxes*, prescribes accounting for and disclosure of uncertainty in tax positions. This interpretation defines the criteria that must be met for the benefits of a tax position to be recognized in the financial statements and the measurement of tax benefits recognized. For 2013, the Organization did not record any liabilities for uncertain tax positions, and did not recognize any interest or penalty expense related to uncertain tax positions or income taxes. The Organization does not expect the amounts of unrecognized tax benefits to significantly increase or decrease within the next 12 months.

**Fair Value Measurements** – FASB ASC Topic No. 820, *Fair Value*, prescribes accounting for and disclosure of assets and liabilities to be measured at fair value. Fair value is defined as the exchange price that would be received for an asset or paid to transfer a liability (an exit price) in the principal or most advantageous market for the asset or liability in an orderly transaction between market participants at the measurement date. A three-level fair value hierarchy is required to prioritize the inputs used to measure fair value. The three levels of the fair value hierarchy are described as follows:

**Level 1** – Quoted prices in active markets for identical assets or liabilities.

**Level 2** – Observable inputs other than quoted prices included in Level 1, such as quoted prices for similar assets and liabilities in active markets; quoted prices for identical or similar assets and liabilities in markets that are not active; or other inputs that are observable or can be corroborated by observable market data.

**Level 3** – Unobservable inputs that are supported by little or no market activity and that are significant to the fair value of the assets or liabilities. This includes certain pricing models, discounted cash flow methodologies and similar techniques that use significant unobservable inputs.

At December 31, 2013, the Company had no assets or liabilities recorded at fair value on a recurring or nonrecurring basis.

**CITIZENS' ENVIRONMENTAL COALITION EDUCATION FUND**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2013**

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**Recent Accounting Pronouncements** – The Organization has implemented all new accounting pronouncements and does not believe that there are any other new accounting pronouncements that have been issued that may have a material impact on its financial statements.

**NOTE 2 – TEMPORARILY RESTRICTED NET ASSETS**

The Organization received contributions which were restricted for certain capital projects and specific programs. The restrictions are donor imposed purpose restrictions.

The Organization had \$11,142 of temporarily restricted net assets at December 31, 2013. Temporarily restricted net assets which were not released from restrictions as of December 31, 2013 are comprised of funds with purpose restrictions for an upgrade to the Organization's website and overall technology. The Organization received \$9,000 and \$8,000 of restricted contributions for use on the annual resource guide and technology upgrades, respectively. All of the resource guide funds and \$1,858 of the technology upgrade funds have been used and released from restrictions during 2013.

**NOTE 4 – PROPERTY AND EQUIPMENT**

Property and equipment consisted of the following at December 31, 2013:

Software	\$ 6,046
Less: accumulated depreciation	<u>(1,008)</u>
Total property and equipment, net	<u>\$ 5,038</u>

Depreciation expense totaled \$1,008 for the year ended December 31, 2013.

**NOTE 3 –IN-KIND CONTRIBUTIONS**

In-kind contributions are comprised of donated materials and services. Donated materials are recorded as contributions at fair value when an unconditional commitment is received from the donor. The related expense is recorded as the item is used. Contributions of services are recognized when services received (a) create or enhance nonfinancial assets or (b) require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation. At year-end, in-kind contributions consists of \$15,600 in donated services, and \$7,395 in donated software, \$6,046 of which had a useful life of 3 years and was capitalized, the remaining \$1,349 was expensed through support services.

**NOTE 4 – CONCENTRATIONS OF CREDIT RISK**

Financial instruments that potentially subject the Organization to concentrations of credit risk consist of cash. The Organization maintains its cash balances in financial institutions, which at times exceeds the amount insured by the Federal Deposit Insurance Corporation. Management periodically assesses the financial condition of the financial institutions and believes that any possible credit risk is minimal.

**CITIZENS' ENVIRONMENTAL COALITION EDUCATION FUND**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2013**

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**NOTE 5 – LEASES**

The Organization moved from its previous office location and signed a new lease for its office facilities under a one year operating lease expiring September 30, 2014. The lease required a deposit equal to one month of rent of \$600 and is renewable annually. The rent expense for the year ended December 31, 2013 was \$6,431. Future minimum lease obligations for the year ending December 31, 2014 amount to \$5,400.

**NOTE 6 – SUBSEQUENT EVENTS**

The Organization evaluates subsequent events in accordance with FASB ASC Topic No. 855, *Subsequent Events*. The guidance requires an entity to disclose the date through which subsequent events have been evaluated, as well as whether that date is the date the financial statements were issued or the date the financial statements were available to be issued. In preparing these financial statements, the Organization has evaluated events and transactions for potential recognition or disclosure through January 15, 2014, the date the financial statements were available to be issued.