Independent Auditor's Reports and Financial Statements

June 30, 2021 and 2020



## June 30, 2021 and 2020

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#### **Independent Auditor's Report**

Board of Directors Cicatelli Associates, Inc. New York, New York

#### **Report on the Financial Statements**

We have audited the accompanying financial statements of Cicatelli Associates, Inc., which comprise the statements of financial position as of June 30, 2021 and 2020, 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.

#### Auditor's 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.



Board of Directors Cicatelli Associates, Inc. Page 2

#### **Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Cicatelli Associates, Inc. as of June 30, 2021 and 2020, 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.

New York, New York February 25, 2022

BKD, LLP

# Statements of Financial Position June 30, 2021 and 2020

	2021	2020		
Assets				
Cash	\$ 1,263,786	\$ 2,874,375		
Contracts and other receivables	3,406,567	2,695,443		
Security deposits and other assets	615,053	434,296		
Property and equipment, net	180,810	211,087		
Total assets	\$ 5,466,216	\$ 6,215,201		
Liabilities and Net Assets				
Accounts payable and accrued expenses	\$ 1,002,917	\$ 1,122,585		
Accrued vacation	501,462	396,836		
Unearned revenue	296,471	533,188		
Line of credit	249,371	249,371		
Deferred rent payable	42,976	164,406		
Deferred lease incentive	173,111	276,978		
Subordinate debt - officer loan	595,000	655,000		
Long-term debt, net	124,845	1,787,305		
Total liabilities	2,986,153	5,185,669		
Net Assets Without Donor Restrictions	2,480,063	1,029,532		
Total liabilities and net assets	\$ 5,466,216	\$ 6,215,201		

# Statements of Activities Years Ended June 30, 2021 and 2020

	202	21	2020
Revenues and Other Support			
Contract and grant revenues	\$ 20,5	01,324	\$ 18,260,978
Registration fees		5,850	-
Rental income		12,200	87,450
Gain on forgiveness of loan	1,6	01,900	-
Other income		11,865	 12,654
Total revenues and other support	22,1	33,139	18,361,082
Operating Expenses			
Program services			
Training and technical assistance	16,0	40,943	14,601,760
Supporting services			
Management and general	4,6	41,665	 2,836,420
Total operating expenses	20,6	682,608	 17,438,180
Change in Net Assets	1,4	50,531	922,902
Net Assets Without Donor Restrictions, Beginning of Year	1,0	29,532	106,630
Net Assets Without Donor Restrictions, End of Year	\$ 2,4	80,063	\$ 1,029,532

# **Statements of Functional Expenses Years Ended June 30, 2021 and 2020**

2024

	2021							
		ining and echnical ssistance	Ма	nagement and				
	P	rogram	General			Total		
Personnel expenses	\$	8,089,306	\$	1,737,177	\$	9,826,483		
Fringe benefits		1,829,688		219,874		2,049,562		
Consultants		1,079,851		303,821		1,383,672		
Subcontractor		4,133,098		424,555		4,557,653		
Professional fees		10,994		60,518		71,512		
Interest expense		-		13,507		13,507		
Continue Education Unit expense		111,300		-		111,300		
Staff and consultant travel		-		11,699		11,699		
Supplies		72,434		36,590		109,024		
Communication		16,297		108,841		125,138		
Postage and shipping		40,216	1,707			41,923		
Occupancy		114,036	1,159,453			1,273,489		
Service contract		15,496		132,545		148,041		
Equipment rental		15,772		58,528		74,300		
Conferences, conventions and meetings		28,131		42,746		70,877		
Printing and publications		83,030		1,153		84,183		
Website		29,910	22,578			52,488		
Dues and subscriptions		22,772	34,977			57,749		
Training materials		79,890	-			79,890		
Automobile expenses		7,715	35,232		715 35,23			42,947
Furniture, equipment and health product		115,788		-		115,788		
Advertisement		103,930 2,0		2,081		106,011		
Training space		18,000		-		18,000		
Software licensing fee		23,089		83,316		106,405		
Bank charges		-		14,192		14,192		
Insurance expenses		200		63,162		63,362		
Other expenses		-		9,979		9,979		
Depreciation				63,434		63,434		
Total expenses	\$	16,040,943	\$	4,641,665	\$	20,682,608		

## Statements of Functional Expenses (Continued) Years Ended June 30, 2021 and 2020

				2020			
		ining and echnical ssistance Program		nagement and Seneral		Total	
Personnel expenses	\$	6,794,248	\$	744,927	\$	7,539,175	
Temp help expenses		3,874	·	-	·	3,874	
Fringe benefits		1,552,533		39,311		1,591,844	
Consultants and subcontractors		3,859,287		383,219		4,242,506	
Professional fees		32,460		65,260		97,720	
Interest expense		-		23,815		23,815	
Continue Education Unit expense		54,325		-		54,325	
Staff and consultant travel		632,196		60,103		692,299	
Supplies		163,543		28,820		192,363	
Communication		21,575		78,819		100,394	
Postage and shipping		33,748		2,853		36,601	
Occupancy		369,510		933,372		1,302,882	
Service contract		82,821		2,524		85,345	
Equipment rental		58,558		57,481		116,039	
Conferences, conventions and meetings		92,544		149,861		242,405	
Printing and publications		321,956		8,534		330,490	
Website		20,150		34,765		54,915	
Dues and subscriptions		24,990		26,509		51,499	
Training materials		29,806		261		30,067	
Automobile expenses		9,773		34,777		44,550	
Furniture, equipment and health product		197,068		-		197,068	
Advertisement		84,037		2,822		86,859	
Training space		115,626		7,429		123,055	
Software licensing fee		46,491		27,090		73,581	
Bank charges		-		11,841		11,841	
Insurance expenses		138		46,684		46,822	
Other expenses		503		4,594		5,097	
Depreciation				60,749		60,749	
Total expenses	\$	14,601,760	\$	2,836,420	\$	17,438,180	

## Statements of Cash Flows Years Ended June 30, 2021 and 2020

	2021			2020		
Out of the Aut Man						
Operating Activities	ď	1 450 521	ď	022.002		
Change in net assets	\$	1,450,531	\$	922,902		
Items not requiring (providing) operating cash flows		62.424		<i>(</i> 0.740		
Depreciation and amortization		63,434		60,749		
Gain on forgiveness of loan		(1,601,900)		_		
Loss on write-off of fixed asset		16,830		-		
Changes in		(711.10.1)		00.04.5		
Contracts and other receivable		(711,124)		98,816		
Security deposits and other assets		(180,757)		(15,094)		
Accounts payable and accrued expenses		(119,668)		(457,254)		
Accrued vacation		104,626		117,270		
Unearned revenue		(236,717)		391,436		
Deferred rent payable		(121,430)		(102,211)		
Deferred lease incentive		(103,867)		(103,866)		
Net cash provided by (used in ) operating activities		(1,440,042)		912,748		
Investing Activities						
Purchase of property and equipment		(6,462)		(55,599)		
Net cash used in investing activities		(6,462)		(55,599)		
Financing Activities						
Borrowings on line of credit		-		656,000		
Payments on line of credit		_		(800,000)		
Principal payments on subordinate debt		(60,000)		(45,000)		
Proceeds from notes payable		-		1,601,900		
Principal payments on long-term debt		(104,085)		(87,403)		
Net cash provided by (used in) financing activities		(164,085)		1,325,497		
Increase in Cash		(1,610,589)		2,182,646		
Cash, Beginning of Year		2,874,375		691,729		
Cash, End of Year	\$	1,263,786	\$	2,874,375		
Supplemental Cash Flows Information						
Interest paid	\$	13,507	\$	23,815		
Capital lease obligation incurred for equipment	\$	43,525	\$	28,775		

## Notes to Financial Statements June 30, 2021 and 2020

#### Note 1: Nature of Organization and Summary of Significant Accounting Policies

Cicatelli Associates, Inc. (the Organization) is a 501(c)(3) nonprofit organization. Incorporated in 1979, the mission of the Organization is to use the transformative power of education and research to foster a more aware, healthy, compassionate and equitable world. The Organization develops training programs, which include in-person instruction as well as web-based learning strategies with established and proven practices, to help providers increase the efficiency and quality of health care and social services. This includes the development of customized curricula and training materials, conducting research and evaluation, and the provision of expert technical assistance to help agencies assess current operations and integrate evidence based approaches to achieve higher quality, enhance program outcomes, and increase cost efficiencies.

The Organization administers and is supported primarily by governmental contracts in such areas as HIV/AIDS, trauma, community and population-based health, tobacco and substance use prevention, mental health, family planning, maternal/child health, and more.

The Organization's primary headquarters is in New York City, and it has permanent offices in Albany and Buffalo, NY, Atlanta, GA, Denver, CO, and Los Angeles, CA. The Organization also has a satellite in the Dominican Republic.

#### Basis of Accounting

The financial statements are prepared on the accrual basis of accounting.

#### Use of Estimates

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 and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

#### Cash

At June 30, 2021, the Organization's cash accounts exceeded federally insured limits by approximately \$1,440,000.

#### Grants and Contracts Receivable

Accounts receivable are stated at the amount of consideration from grantors and contractors, of which the Organization has an unconditional right to receive plus any accrued and unpaid interest. The Organization provides an allowance for doubtful accounts, which is based upon a review of outstanding receivables, historical collection information and existing economic conditions. As of June 30, 2021 and 2020, no allowance was deemed necessary.

## Notes to Financial Statements June 30, 2021 and 2020

#### **Property and Equipment**

Property and equipment acquisitions over \$25,000 are stated at cost, less accumulated depreciation and amortization. Depreciation and amortization is charged to expense on the straight-line basis over the estimated useful life of each asset. Assets under capital lease obligations and leasehold improvements are amortized over the shorter of the lease term or respective estimated useful lives.

The estimated useful lives for each major depreciable classification of property and equipment are as follows:

Leasehold improvements	3-10 years
Machinery, equipment, and transportation equipment	5-7 years
Furniture and fixtures	7 years

#### Long-Lived Asset Impairment

The Organization evaluates the recoverability of the carrying value of long-lived assets whenever events or circumstances indicate the carrying amount may not be recoverable. If a long-lived asset is tested for recoverability and the undiscounted estimated future cash flows expected to result from the use and eventual disposition of the asset are less than the carrying amount of the asset, the asset cost is adjusted to fair value and an impairment loss is recognized as the amount by which the carrying amount of a long-lived asset exceeds its fair value. No asset impairment was recognized during the years ended June 30, 2021 and 2020.

#### **Unearned Revenue**

Revenue from fees for contracts is deferred and recognized over the periods to which the fees relate.

#### **Deferred Rent**

The Organization has entered into certain operating lease agreements that contain provisions for future rent increases, periods of free rent, or other concessions. In accordance with U.S. GAAP, the Organization records monthly rent expense equal to the total of the payments due over the lease term, divided by the number of months of the lease term (straight-line basis). The difference between rent expense recorded and the amount paid is credited or charged to deferred rent payable, which is reflected as a separate line item in the accompanying statements of financial position.

#### **Net Assets**

Net assets, revenues, gains and losses are classified based on the existence or absence of donor restrictions.

Net assets without donor restrictions are available for use in general operations and not subject to donor restrictions.

## Notes to Financial Statements June 30, 2021 and 2020

#### **Contributions**

Nature of the Gift

Contributions are provided to the Organization either with or without restrictions placed on the gift by the donor. Revenues and net assets are separately reported to reflect the nature of those gifts — with or without donor restrictions. The value recorded for each contribution is recognized as follows:

Value Recognized

Nature of the Gift	value Recognized
Conditional gifts, with or without restriction Gifts that depend on the Organization overcoming a donor-imposed barrier to be entitled to the funds	Not recognized until the gift becomes unconditional, <i>i.e.</i> , the donor-imposed barrier is met
Unconditional gifts, with or without restriction Received at date of gift – cash and other assets	Fair value
Received at date of gift – property, equipment and long-lived assets	Estimated fair value
Expected to be collected within one year	Net realizable value
Collected in future years	Initially reported at fair value determined using the discounted present value of estimated future cash flows technique

In addition to the amount initially recognized, revenue for unconditional gifts to be collected in future years is also recognized each year as the present-value discount is amortized using the level-yield method.

When a donor stipulated time restriction ends or purpose restriction is accomplished, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statements of activities as net assets released from restrictions. Absent explicit donor stipulations for the period of time that long-lived assets must be held, expirations of restrictions for gifts of land, buildings, equipment and other long-lived assets are reported when those assets are placed in service.

Gifts and investment income having donor stipulations which are satisfied in the period the gift is received are recorded as revenue and net assets without donor restrictions.

Conditional contributions having donor stipulations which are satisfied in the period the gift is received are recorded as revenue and net assets without donor restrictions.

## Notes to Financial Statements June 30, 2021 and 2020

#### Revenue Recognition

Revenue from cost-reimbursement contracts is recognized when the Organization has expended the program costs in accordance with the grant agreements. Advances received from grantor agencies under cost-reimbursement grants prior to the Organization's expenditures of the specified program costs are reflected in the accompanying statements of financial position as unearned revenue.

Revenue from performance-based contracts is recognized when performance is completed. Registration fees are earned upon completion of the event.

The Organization periodically sublets some of its operating space for which rental income is recognized as it is earned.

#### Income Taxes

The Organization is exempt from income taxes under Section 501 of the Internal Revenue Code and a similar provision of state law. However, the Organization is subject to federal income tax on any unrelated business taxable income.

The Organization files tax returns in the U.S. federal jurisdiction.

#### **Government Grants**

Support funded by grants is recognized as the Organization meets the conditions prescribed by the grant agreement, performs the contracted services or incurs outlays eligible for reimbursement under the grant agreements. Grant activities and outlays are subject to audit and acceptance by the granting agency and, as a result of such audit, adjustments could be required.

#### Functional Allocation of Expenses

The costs of supporting the various programs and other activities have been summarized on a functional basis in the statements of activities. The statements of functional expenses present the natural classification detail of expenses by function. Certain costs have been allocated among the program and management and general based on time spent and other methods.

### Notes to Financial Statements June 30, 2021 and 2020

#### Note 2: Future Commitments

The Organization receives its grant support through periodic claims filed with the respective funding sources, not to exceed a limit specified in the funding agreement. Since the financial statements of the Organization are prepared on the accrual basis, all earned portions of the grants not yet received as of June 30, 2021, have been recorded as receivables. The following are the grant commitments that extend beyond June 30, 2021:

		Earned or Forfeited					
Grant	Grant Term Amount			,	Through 2021		Funding vailable
Department of Health and							
Human Services	Various 9/2018 - 9/2023	\$	45,064,135	\$	16,957,537	\$	28,106,598
Department of Health	Various 3/2015 - 4/2026		13,296,697		8,515,506		4,781,191
Health Resources and							
Services Administration	Various 3/2020 - 6/2025		34,750,000		4,405,914		30,344,086
Health Research Inc.	Various 11/2020 - 4/2026		9,681,878		3,766,444		5,915,434
Other	Various 7/2019 - 10/2022		3,981,105		2,282,846		1,698,259
		\$	106,773,815	\$	35,928,247	\$	70,845,568

#### Note 3: Property and Equipment

Property and equipment at June 30, 2021 and 2020 consists of:

	2021	2020
Leasehold improvements	\$ 1,249,644	\$ 1,249,644
Machinery, equipment and transportation equipment	198,146	194,059
Furniture and fixtures	387,328	387,328
	1,835,118	1,831,031
Less accumulated depreciation and amortization	(1,654,308)	(1,619,944)
	\$ 180,810	\$ 211,087

The Organization purchased equipment with funds received from governmental entities which may be required to be returned if the program for which the assets were used were to be discontinued.

## Notes to Financial Statements June 30, 2021 and 2020

#### Note 4: Long-Term Debt and Capital Leases

	 2021	2020		
Subordinated debt (A)	\$ 595,000	\$	655,000	
SBA loan payable (B)	-		1,601,900	
Bank note payable (C)	75,100		147,903	
Line of credit (D)	249,371		249,371	
Capital lease obligations (E)	 49,745		37,502	
	\$ 969,216	\$	2,691,676	

- (A) The president of the Organization advanced \$700,000 to the Organization in prior years. The loan is subordinate to the line of credit and term loan and is unsecured and non-interest-bearing. The terms of the agreement were revised during 2020 and a repayment was established of \$5,000 per month for 140 months starting in October 2019.
- (B) On March 27, 2020, President Trump signed into law the *Coronavirus Aid, Relief, and Economic Security Act*. On April 18, 2020, the Organization received a loan in the amount of \$1,601,900 pursuant to the Paycheck Protection Program. The Organization elected to account for the funding as a loan in accordance with ASC Topic 470, Debt. On December 29, 2020, the Organization has received forgiveness of the loan that was obtained under the *Coronavirus Aid, Relief, and Economic Security Act*.
- (C) On June 8, 2017, the Organization entered into a term note agreement with the bank for \$350,000. The note is payable in monthly installments of \$6,455, including interest at the rate of 4 percent per annum, matures in June 2022, and is secured by substantially all of the assets of the Organization.
- (D) The Organization has a \$950,000 revolving line of credit. At June 30, 2021 and 2020, there was \$249,371 borrowed against this line. The line is collateralized by substantially all of the Organization's assets. Interest is at a variable rate which is based on the bank's prime rate or subject to a floor as defined by the agreement. Interest charged was 3.5 percent for the years ended June 30, 2021 and 2020, respectively. The Organization must maintain a ratio of Debt Service Coverage in excess of 1.250 to 1.000.
- (E) The Organization has loan agreements to purchases vehicles, which are secured by the underlying assets. The 2020 loan matures in July 2022, has monthly payments of \$844, and an interest rate of 3.49 percent. During 2021, the Organization exchanged the vehicle with monthly payment of \$631, and an interest rate of 2.99 percent and financed another vehicle under a loan agreement that matures in March 2026, has monthly payments of \$725, and no interest rate.

### Notes to Financial Statements June 30, 2021 and 2020

Combined payments over the next five years and thereafter at June 30, 2021, are as follows:

	Lo	ng-Term Debt	Capital Lease Obligations		
2022	\$	384,470	\$	17,828	
2023		60,000		8,705	
2024		60,000		8,705	
2025		60,000		8,705	
2026		60,000		5,803	
Thereafter		295,000			
	\$	919,470		49,746	
Less amount representing interest				(165)	
Present value of future minimum lease payments			\$	49,581	

Property and equipment include the following property under capital leases at June 30, 2021 and 2020:

2021		2021	2020	
Equipment Less accumulated depreciation	\$	81,262 (44,746)	\$	77,175 (28,440)
	\$	36,516	\$	48,735

#### Note 5: Operating Leases

Noncancelable operating leases for office space expire in various years through 2023. These leases generally require the Organization to pay all executory costs (property taxes, maintenance and insurance).

Future minimum lease payments at June 30, 2021, were:

2022	\$ 559,518
2023	130,427
2024	14,860
2025	 7,540
	\$ 712,345

The Organization renewed an operating lease for office space on September 2021. The lease was due to expire on October 31, 2021 and was extended through December 2031.

## Notes to Financial Statements June 30, 2021 and 2020

#### **Deferred Lease Incentive**

During the year ended June 30, 2018, the Organization received a \$560,500 payment (the Lease Incentive) from a vendor in return for entering into a new 63-month operating lease for office equipment. The unamortized balance of this Lease Incentive is \$173,111 and \$276,978 as of June 30, 2021 and 2020, respectively, which is reflected as a deferred lease incentive on the accompanying statements of financial position.

#### Note 6: Pension Plan

The Organization maintains a 401(k) plan (the Plan) for the benefit of its employees. The Plan provides for discretionary employer matching contributions in a percentage determined by the Organization on an annual basis. Employees may make annual contributions of up to 75 percent of their eligible pay, but not over the annual Internal Revenue Service dollar limit. The Organization matched employee contributions amounting to \$169,687 and \$134,445 for the years ended June 30, 2021 and 2020, respectively.

#### Note 7: Related-Party Transactions

The president of the Organization advanced \$700,000 to the Organization in prior years. The loan is subordinate to the line of credit and term loan and is unsecured and non-interest-bearing.

#### Note 8: Liquidity and Availability

The Organization's financial assets available within one year of June 30, 2021 and 2020, respectively, for general expenditure are:

	2021		2020	
Financial assets  Cash and cash equivalents  Contracts and other receivables	\$	1,263,786 3,406,567	\$ 2,874,375 2,695,443	
Financial assets available to meet general expenditures within one year	\$	4,670,353	\$ 5,569,818	

As part of the Organization's liquidity management, it has a policy to structure its financial assets to be available as its general expenditures, liabilities and other obligations come due. As more fully described in *Note 5*, the Organization also has a committed line of credit in the amount of \$950,000, of which \$249,371 is already committed, which it could draw upon in the event of an unanticipated liquidity level.

## Notes to Financial Statements June 30, 2021 and 2020

#### Note 9: Significant Estimates and Concentrations

#### **Concentrations**

Approximately 54 and 74 percent of all contract revenues were received from two contractors in 2021 and four contractors in 2020.

#### Note 10: Subsequent Events

Subsequent events have been evaluated through February 25, 2022, which is the date the financial statements were available to be issued.

#### Note 11: Future Changes in Accounting Principles

#### Accounting for Leases

The Financial Accounting Standards Board amended its standard related to the accounting for leases. Under the new standard, lessees will now be required to recognize substantially all leases on the statements of financial position as both a right-of-use asset and a liability. The standard has two types of leases for statements of activities recognition purposes: operating leases and finance leases. Operating leases will result in the recognition of a single lease expense on a straight-line basis over the lease term similar to the treatment for operating leases under existing standards. Finance leases will result in an accelerated expense similar to the accounting for capital leases under existing standards. The determination of lease classification as operating or finance will be done in a manner similar to existing standards. The new standard also contains amended guidance regarding the identification of embedded leases in service contracts and the identification of lease and nonlease components in an arrangement. The new standard is effective for annual periods beginning after December 15, 2021, and any interim periods within annual reporting periods that begin after December 15, 2022. The Organization is evaluating the effect the standard will have on the financial statements; however, the standard is expected to have a material effect on the financial statements due to the recognition of additional assets and liabilities for operating leases.