Combined Financial Statements and Independent Auditors' Report for the years ended June 30, 2022 and 2021

### Table of Contents

	Page
Independent Auditors' Report	1
Financial Statements:	
Combined Statements of Financial Position as of June 30, 2022 and 2021	3
Combined Statement of Activities for the year ended June 30, 2022	4
Combined Statement of Activities for the year ended June 30, 2021	5
Combined Statements of Functional Expenses for the years ended June 30, 2022 and 2021	6
Combined Statements of Cash Flows for the years ended June 30, 2022 and 2021	7
Notes to Combined Financial Statements for the years ended June 30, 2022 and 2021	8



### **Independent Auditors' Report**

To the Board of Directors of Small Steps Nurturing Center:

### **Report on the Audit of the Financial Statements**

### **Opinion**

We have audited the financial statements of Small Steps Nurturing Center and Small Steps Nurturing Center Foundation (collectively Small Steps), which comprise the combined statements of financial position as of June 30, 2022 and 2021, and the related combined statements of activities, of functional expenses, and of cash flows for the years then ended, and the related notes to the combined financial statements.

In our opinion, the accompanying financial statements present fairly, in all material respects, the combined financial position of Small Steps as of June 30, 2022 and 2021, and the changes in their net assets and their cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

#### Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the *Auditors'* Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Small Steps and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### Responsibilities of Management for the Financial Statements

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 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.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Small Steps' ability to continue as a going concern for one year after the date that the financial statements are available to be issued.

### Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing

standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit 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 Small Steps' internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Small Steps' ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

December 8, 2022

Blazek & Vetterling

Combined Statements of Financial Position as of June 30, 2022 and 2021

	<u>2022</u>	<u>2021</u>
ASSETS		
Cash Prepaid expenses and other assets Contributions receivable Note receivable (Note 3) Investments (Note 4) Property, net (Note 5)  TOTAL ASSETS	\$ 4,906,038 38,361 1,404,825 3,092,460 2,411,607 \$ 11,853,291	\$ 4,613,321 52,426 1,170,673 233,714 2,236,466 2,104,148 \$ 10,410,748
LIABILITIES AND NET ASSETS		
Liabilities:  Accounts payable and accrued expenses Funds held for others Deferred special event revenue  Total liabilities	\$ 90,363 23,677 241,750 355,790	\$ 53,713 24,780 283,475 361,968
Net assets (Note 7): Without donor restrictions (Note 2) With donor restrictions (Note 6)  Total net assets	7,136,099 4,361,402	4,832,120 5,216,660
TOTAL LIABILITIES AND NET ASSETS	<u>11,497,501</u> \$ 11,853,291	<u>10,048,780</u> <u>\$ 10,410,748</u>

Combined Statement of Activities for the year ended June 30, 2022

	WITHOUT DONOR RESTRICTIONS	WITH DONOR RESTRICTIONS	TOTAL
REVENUE: Contributions Special events Cost of direct donor benefits Government grant contributions Contributions of nonfinancial assets Net investment return	\$ 1,738,661 1,927,943 (405,500) 61,304 (97,785)	\$ 1,534,688 259,839 535,590 (12,338)	\$ 3,273,349 2,187,782 (405,500) 535,590 61,304 (110,123)
Total revenue	3,224,623	2,317,779	5,542,402
Net assets released from restrictions: Program expenditures Capital expenditures Expiration of time restrictions Total	2,138,548 357,982 676,507 6,397,660	(2,138,548) (357,982) (676,507) (855,258)	5,542,402
EXPENSES: Program services Management and general Fundraising Total expenses	3,312,289 330,820 450,572 4,093,681		3,312,289 330,820 450,572 4,093,681
CHANGES IN NET ASSETS	2,303,979	(855,258)	1,448,721
Net assets, beginning of year	4,832,120	5,216,660	10,048,780
Net assets, end of year	\$ 7,136,099	\$ 4,361,402	<u>\$ 11,497,501</u>

Combined Statement of Activities for the year ended June 30, 2021

	WITHOUT DONOR RESTRICTIONS		
REVENUE:			
Contributions	\$ 971,920	\$ 3,287,149	\$ 4,259,069
Special events	1,026,278	144,500	1,170,778
Cost of direct donor benefits	(205,840)	ŕ	(205,840)
Government grant contributions		615,652	615,652
Gain on sale of property	619,822		619,822
Contributions of nonfinancial assets	88,034		88,034
Net investment return	137,930	54,589	192,519
Other revenue	3,492		3,492
Total revenue	2,641,636	4,101,890	6,743,526
Net assets released from restrictions:			
Program expenditures	2,025,128	(2,025,128)	
Expiration of time restrictions	8,000	(8,000)	
Total	4,674,764	2,068,762	6,743,526
EXPENSES:			
Program services	3,022,855		3,022,855
Management and general	313,934		313,934
Fundraising	357,856		357,856
Total expenses	3,694,645		3,694,645
CHANGES IN NET ASSETS	980,119	2,068,762	3,048,881
Net assets, beginning of year	3,852,001	3,147,898	6,999,899
Net assets, end of year	<u>\$ 4,832,120</u>	\$ 5,216,660	<u>\$ 10,048,780</u>

Combined Statements of Functional Expenses for the years ended June 30, 2022 and 2021

	PROGRAM SERVICES	MANAGEMENT AND GENERAL	<u>FUNDRAISING</u>	2022 <u>TOTAL</u>
Salaries and related expenses Professional services Food and supplies Occupancy Depreciation Insurance Transportation Software and website Printing, publications and postage Credit card fees	\$ 2,371,678 306,804 180,025 136,975 130,958 58,033 38,246 7,588 927	\$ 182,808 102,592 883 1,818 2,535 8,194 233 76 25,410	\$ 351,246 6,309 3,848 4,597 6,338 3,741 24,860 24,889	\$ 2,905,732 415,705 184,756 143,390 139,831 69,968 38,246 32,681 25,892 25,410
Other	81,055	6,271	<u>24,744</u>	112,070
Total expenses	\$ 3,312,289	\$ 330,820	<u>\$ 450,572</u>	4,093,681
Cost of direct donor benefits				405,500
Total				<u>\$ 4,499,181</u>
	PROGRAM SERVICES	MANAGEMENT AND GENERAL	FUNDRAISING	2021 TOTAL
Salaries and related expenses Professional services Food and supplies Occupancy Depreciation Insurance Transportation Software and website Printing, publications and postage Credit card fees Other	\$ 2,248,823 158,803 164,515 130,749 160,555 61,342 21,179 7,051 661	\$ 136,279 140,526 1,090 1,762 2,833 7,394 158 504 18,886 4,502	\$ 288,785 20,610 2,796 4,729 7,082 3,377 11,645 11,383 7,449	\$ 2,673,887 319,939 168,401 137,240 170,470 72,113 21,179 18,854 12,548 18,886 81,128
Total expenses	<u>\$ 3,022,855</u>	<u>\$ 313,934</u>	<u>\$ 357,856</u>	3,694,645
Cost of direct donor benefits	_	_	_	205,840
Total				\$ 3,900,485

Combined Statements of Cash Flows for the years ended June 30, 2022 and 2021

		<u>2022</u>		<u>2021</u>
CASH FLOWS FROM OPERATING ACTIVITIES: Changes in net assets Adjustments to reconcile changes in net assets to net cash	\$	1,448,721	\$	3,048,881
provided by operating activities:  Contributions restricted for endowment Gain on sale of property Depreciation		(25,000) 139,831		(125,000) (619,822) 170,470
Net realized and unrealized (gain) loss on investments Forgiveness of Paycheck Protection Program refundable advance Changes in operating assets and liabilities:		216,746		(131,302) (535,440)
Prepaid expenses and other assets		14,065		(14,509)
Contributions receivable		(234,152) 36,650		(344,088)
Accounts payable and accrued expenses Funds held for others		(1,103)		(5,888) (15,363)
Deferred special event revenue		(41,72 <u>5</u> )		175,450
Net cash provided by operating activities	_	1,554,033	_	1,603,389
CASH FLOWS FROM INVESTING ACTIVITIES: Purchases of investments Proceeds from sale of investments		(100,919)		(60,401) 21,149
Net change in cash held for investments		(971,821)		(72)
Payments received on note receivable		233,714		6,286
Purchases of property Proceeds from sale of property	_	(447,290)		(102,133) 745,660
Net cash provided (used) by investing activities	_	(1,286,316)		610,489
CASH FLOWS FROM FINANCING ACTIVITIES: Proceeds from contributions restricted for endowment		25,000		125,000
NET CHANGE IN CASH		292,717		2,338,878
Cash, beginning of year	_	4,613,321	_	2,274,443
Cash, end of year	<u>\$</u>	4,906,038	\$	4,613,321
Supplemental disclosure of cash flow information: Note receivable issued from sale of property				\$240,000

Notes to Combined Financial Statements for the years ended June 30, 2022 and 2021

#### NOTE 1 – ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES

<u>Organization</u> – Small Steps Nurturing Center (Small Steps) is a Texas nonprofit corporation located in Houston, Texas, providing a comprehensive early childhood development program aimed at giving atrisk, pre-school-age children and their parents the opportunity to grow socially, emotionally, physically, intellectually, and spiritually. Small Steps serves approximately 175 students at its Jensen and Gulfton campuses. Small Steps relies on charitable contributions for support of its program.

Small Steps Nurturing Center Foundation (the Foundation) was incorporated as a separate nonprofit organization in 2019 to provide financial support to Small Steps. The Board of Directors of the Foundation includes directors elected by Small Steps.

<u>Basis of presentation</u> – The accompanying financial statements include the combined assets, liabilities, net assets, and activities of Small Steps and the Foundation.

<u>Federal income tax status</u> – Small Steps and the Foundation are exempt from federal income tax under §501(c)(3) of the Internal Revenue Code and are classified as public charities under §509(a)(1).

<u>Cash</u> includes demand deposits, except that cash held for long-term investment is grouped with investments and excluded from cash in the statement of cash flows. Bank deposits exceed the federally insured limit per depositor per institution.

Contributions receivable that are expected to be collected within one year are reported at net realizable value. Contributions receivable that are expected to be collected in future years are discounted, if material, to estimate the present value of future cash flows. An allowance for uncollectible contributions receivable is provided when it is believed balances may not be collected in full. At June 30, 2022, \$1,210,377 of contributions receivable are expected to be collected within one year and \$194,448 is expected to be collected in one to five years. At June 30, 2022, approximately 94% of contributions receivable were due from four donors, two of which are foundations. At June 30, 2021, approximately 86% of contributions receivable were due from two donors, one of which is a foundation.

<u>Investments</u> are reported at fair value. Net investment return consists of interest and dividends, realized and unrealized gains and losses, net of external and direct internal investment expenses.

<u>Property</u> with an original value of at least \$1,000 and an estimated useful life of more than one year is reported at cost if purchased or at fair value at the date of gift if donated. Property is depreciated using the straight-line method over estimated useful lives of 3 to 7 years for furniture, equipment and supplies, 5 years for vans, and 10 to 30 years for buildings and improvements.

<u>Net asset classification</u> – Net assets, revenue, gains, and losses are classified based on the existence or absence of donor-imposed restrictions, as follows:

• Net assets without donor restrictions are not subject to donor-imposed restrictions even though their use may be limited in other respects such as by contract or board designation.

• Net assets with donor restrictions are subject to donor-imposed restrictions. Restrictions may be temporary in nature, such as those that will be met by the passage of time or use for a purpose specified by the donor, or may be perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Net assets are released from restrictions when the stipulated time has elapsed, or purpose has been fulfilled, or both. Contributions of long-lived assets and of assets restricted for acquisition of long-lived assets are released when those assets are placed in service unless the donor also has placed a time restriction on the use of the long-lived asset, in which case the release occurs over the term of the time restriction. Donor-restricted endowment earnings are released when those earnings are appropriated in accordance with spending policies and are used for the stipulated purpose.

<u>Contributions</u> are recognized as revenue at fair value when an unconditional commitment is received from the donor. Contributions received with donor stipulations that limit their use are classified as *with donor restrictions*. Conditional contributions are subject to one or more barriers that must be overcome before Small Steps is entitled to receive or retain funding. Conditional contributions are recognized in the same manner when the conditions have been met. Funding received before conditions are met is reported as deferred revenue.

<u>Special events</u> revenue includes elements of both contributions and exchange transactions and are recognized when an event occurs. Cost of direct donor benefits represents the costs of goods and services provided in exchange for the amount paid by event attendees. Amounts received in advance are reported as deferred special event revenue.

Contributed nonfinancial assets are recognized at fair value as contributions when an unconditional commitment is received from the donor. The related expense is recognized 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. A substantial number of volunteers have contributed significant amounts of time in connection with programs, administration, and fundraising for which no amount has been recorded in the financial statements because the services do not meet the criteria for recognition under generally accepted accounting principles.

In 2022 and 2021, Small Steps received nonfinancial asset contributions for professional services and program supplies. These contributions are recognized at their estimated fair value at the date of receipt based on current rates for similar items or services and are expensed as utilized.

<u>Functional allocation of expenses</u> – Expenses are reported by their functional classification. Program services are the direct conduct or supervision of activities that fulfill the purposes for which the organization exists. Fundraising activities include the solicitation of contributions of money, securities, materials, facilities, other assets, and time. Management and general activities are not directly identifiable with specific program or fundraising activities. Expenses that are attributable to more than one activity are allocated among the activities benefitted. Salaries and related costs are allocated on the basis of estimated time and effort expended. Occupancy costs are allocated based on square footage.

<u>Estimates</u> – Management must make estimates and assumptions to prepare financial statements in accordance with generally accepted accounting principles. These estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, the amounts of reported revenue and expenses, and the allocation of expenses among various functions. Actual results could vary from the estimates that were used.

### NOTE 2 – LIQUIDITY AND AVAILABILITY OF RESOURCES

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use within one year of June 30 comprise the following:

	<u>2022</u>	<u>2021</u>
Financial assets:		
Cash	\$ 4,906,038	\$ 4,613,321
Contributions receivable	1,404,825	1,170,673
Note receivable	2 002 460	233,714
Investments	3,092,460	2,236,466
Total financial assets	9,403,323	8,254,174
Less financial assets not available for general expenditure:		
Board-designated reserve funds:		
Operating reserves	(1,500,000)	(1,000,000)
Jensen expansion	(750,000)	, , ,
Scholarship	(386,963)	( / /
Building maintenance	(200,000)	(200,000)
Staff assistance	(50,000)	(50,000)
Family assistance	(50,000)	(50,000)
Donor-restricted and board-designated endowment investments		
less estimated appropriation	(1,000,000)	, , ,
Donor-restricted assets subject to satisfaction of restrictions	(2,167,587)	
Note receivable not expected to be collected during 2022		(156,631)
Funds held for others	(23,677)	(24,780)
Total financial assets available for general expenditure	\$ 3,275,096	<u>\$ 1,820,438</u>

For purposes of analyzing resources available to meet general expenditures over a 12-month period, Small Steps considers all expenditures related to its ongoing activities of providing a comprehensive early childhood development program, as well as the conduct of services undertaken to support those activities, to be general expenditures.

The Board of Directors has designated funds that are invested for long-term growth and income, but may be spent at the discretion of the Board of Directors. Small Steps regularly monitors liquidity required to meet its operating needs while striving to maximize the investment of available funds. Additionally, Small Steps has commitments for government funding of approximately \$236,000 in fiscal year 2023, which are conditioned upon Small Steps incurring qualified expenditures.

#### **NOTE 3 – NOTE RECEIVABLE**

During May 2021, Small Steps entered into a \$240,000 note agreement with the purchaser of the DePelchin land and building. The note agreement bears interest at 4%, requires monthly payments of principal and interest, and matures in May 2024. During 2022, the note was repaid in full.

### NOTE 4 – INVESTMENTS AND FAIR VALUE MEASUREMENTS

Generally accepted accounting principles require that certain assets and liabilities be reported at fair value and establish a hierarchy that prioritizes inputs used to measure fair value. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. The three levels of the fair value hierarchy are as follows:

- Level 1 Inputs are unadjusted quoted prices in active markets for identical assets or liabilities that the reporting entity has the ability to access at the reporting date.
- Level 2 Inputs are other than quoted prices included in Level 1, which are either directly observable or can be derived from or corroborated by observable market data at the reporting date.
- Level 3 Inputs are not observable and are based on the reporting entity's assumptions about the inputs market participants would use in pricing the asset or liability.

At June 30, 2022 and 2021, all assets are measured as Level 1 and are as follows:

	<u>2022</u>	<u>2021</u>
Investments:  Balanced income mutual fund  Money market mutual fund	\$ 1,514,658 1,262,448	\$ 1,630,485
Total assets measured at fair value	2,777,106	1,630,485
Cash held for investment	315,354	605,981
Total investments	\$ 3,092,460	\$ 2,236,466

Mutual funds are valued at the reported net asset value of the shares held. This valuation method may produce a fair value that may not be indicative of net realizable value or reflective of future fair values. Furthermore, while Small Steps believes its valuation method is appropriate, the use of different methods or assumptions could result in a different fair value measurement at the reporting date.

Investments are exposed to various risks such as interest rate, market, and credit risks. Because of these risks, it is at least reasonably possible that changes in the values of investment securities will occur in the near term and that such changes could materially affect the amounts reported in the statement of financial position and statement of activities.

#### NOTE 5 - PROPERTY

Property consists of the following:

	<u>2022</u>	<u>2021</u>
Land Buildings and improvements Classroom equipment and supplies	\$ 620,513 2,973,662 273,036	\$ 271,556 2,880,128 268,237
Office furniture and equipment Vans	139,315 113,516	139,315 113,516
Property, at cost Accumulated depreciation	4,120,042 (1,708,435)	3,672,752 (1,568,604)
Property, net	<u>\$ 2,411,607</u>	\$ 2,104,148

### NOTE 6 – NET ASSETS WITH DONOR RESTRICTIONS

Net assets with donor restrictions are restricted as follows:

	<u>2022</u>	<u>2021</u>
Subject to passage of time or expenditure for specified purpose:		
Campus expansion	\$ 2,594,697	\$ 3,014,895
Future operations and continuity fund	1,035,000	1,035,000
For use in future years	213,422	320,000
Scholarship	113,037	114,537
Other	91,834	74,971
Total subject to passage of time or expenditure for specified purpose	4,047,990	4,559,403
Endowments subject to spending policy and appropriation: Continuity fund Term endowment to support school operations	313,412	301,705 355,552
Total net assets with donor restrictions	<u>\$ 4,361,402</u>	\$ 5,216,660

#### NOTE 7 – ENDOWMENT FUND

The Foundation maintains an endowment fund restricted in perpetuity for continuity and a term endowment fund that was restricted by the donor until October 2021 to provide consistent, long-term funding for educational operations by annually distributing 4% to 5% of the fund's average quarterly value. This term endowment has no restricted in perpetuity component, but was established to function similar to an endowment. The term of the endowment ended in October 2021. The remaining funds may be spent at the discretion of Small Steps' Board of Directors. The Board of Directors has not established a spending policy for the endowment restricted for continuity.

Donor-restricted endowment funds are maintained in accordance with explicit donor stipulations and are subject to the Texas Uniform Prudent Management of Institutional Funds Act (TUPMIFA). TUPMIFA provides guidelines about what constitutes prudent spending and explicitly requires consideration of preservation of the fund. The Board of Directors has interpreted TUPMIFA as requiring a focus on the entirety of donor-restricted endowment funds, including original gift amounts and net appreciation, allowing Small Steps to appropriate for expenditure or accumulate as much of an endowment fund as considered prudent for the uses, benefits, purposes, and duration for which the fund was established, subject to explicit donor stipulations.

Changes in net assets of the endowment fund are as follows:

	WITHOUT	WITH	WITH DONOR RESTRICTIONS			
	DONOR	TERM	INVESTMENT	ORIGINAL		
	RESTRICTIONS	ENDOWMENT	EARNINGS	GIFT AMOUNT	TOTAL	
Endowment net assets, June 30, 2020		\$ 328,555	\$ 13,382	<u>\$ 151,671</u>	\$ 493,608	
Contributions				125,000	125,000	
Board designation to the endowment	\$ 100,000				100,000	
Net investment return		42,937	11,652		54,589	
Distributions		(15,940)			(15,940)	
Endowment net assets, June 30, 2021	100,000	355,552	25,034	276,671	757,257	
Contributions				25,000	25,000	
Board designation to the endowment	230,081				230,081	
Expiration of term endowment	356,507	(356,507)				
Net investment return		955	(13,293)		(12,338)	
Endowment net assets, June 30, 2022	\$ 686,588	<u>\$ 0</u>	<u>\$ 11,741</u>	\$ 301,671	\$1,000,000	

### **Investment Policy**

The general purpose of the policy is to preserve and enhance the real value of the principal and to provide Small Steps with a dependable source of revenue to support its facilities and programs. More specifically, with respect to the donor-restricted endowment funds, the purpose of the policy is to provide a relatively stable annual income whose real value will be maintained.

### **Strategies Employed for Achieving Objectives**

To satisfy its long-term rate-of-return objectives, Small Steps relies on a total return strategy in which investment returns are achieved through both capital appreciation (realized and unrealized) and current yield (interest and dividends).

### **NOTE 8 – SUBSEQUENT EVENTS**

Management has evaluated subsequent events through December 8, 2022, which is the date that the financial statements were available for issuance. As a result of this evaluation, no events were identified that are required to be disclosed or would have a material impact on reported net assets or changes in net assets.