

FINANCIAL STATEMENTS AND INDEPENDENT AUDITORS' REPORTS

NONPROFIT LEADERSHIP CENTER OF TAMPA BAY, INC.

December 31, 2019

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INDEPENDENT AUDITORS' REPORT

Board of Directors
Nonprofit Leadership Center of Tampa Bay, Inc.

We have audited the accompanying financial statements of Nonprofit Leadership Center of Tampa Bay, Inc. (a nonprofit organization) (NLC), which comprise the statement of financial position as of December 31, 2019, and the related statements of activities and changes in net assets, cash flows, and functional expenses for the year 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 audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States of America. 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.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Nonprofit Leadership Center of Tampa Bay, Inc. as of December 31, 2019 and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information

We have previously audited NLC's 2018 financial statements, and our report dated April 12, 2019, expressed an unmodified opinion on those audited financial statements. In our opinion, the summarized comparative information presented herein as of and for the year ended December 31, 2018, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated April 17, 2020, on our consideration of NLC's internal control over financial reporting and on our test of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering NLC's internal control over financial reporting and compliance.

Tampa, Florida
April 17, 2020



Nonprofit Leadership Center of Tampa Bay, Inc.

STATEMENT OF FINANCIAL POSITION

December 31, 2019
(With comparative total for 2018)

	<u>Without donor restrictions</u>	<u>With donor restrictions</u>	<u>Total</u>	<u>December 31, 2018 Total</u>
ASSETS				
Cash and cash equivalents (note A4)	\$ 333,653	\$ -	\$ 333,653	\$ 246,645
Accounts receivable (note A5)	29,627	-	29,627	28,651
Pledges receivable (notes A6 and D)	13,900	-	13,900	9,190
Prepaid expenses and other assets	46,431	-	46,431	30,039
Beneficial interest in assets held by others (notes A7 and C)	298,821	-	298,821	222,642
Property and equipment, net of accumulated depreciation (notes A8 and E)	<u>43,383</u>	<u>-</u>	<u>43,383</u>	<u>51,894</u>
TOTAL ASSETS	<u>\$ 765,815</u>	<u>\$ -</u>	<u>\$ 765,815</u>	<u>\$ 589,061</u>
LIABILITIES AND NET ASSETS				
Accounts payable and accrued expenses	\$ 14,466	\$ -	\$ 14,466	\$ 5,196
Deferred revenue (note A9)	<u>136,831</u>	<u>-</u>	<u>136,831</u>	<u>40,690</u>
Total liabilities	<u>151,297</u>	<u>-</u>	<u>151,297</u>	<u>45,886</u>
Net assets (note G)	<u>614,518</u>	<u>-</u>	<u>614,518</u>	<u>543,175</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 765,815</u>	<u>\$ -</u>	<u>\$ 765,815</u>	<u>\$ 589,061</u>

The accompanying notes are an integral part of this statement.

Nonprofit Leadership Center of Tampa Bay, Inc.

STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS

For the year ended December 31, 2019
(With comparative total for 2018)

	Without donor restrictions	With donor restrictions	Total	December 31, 2018 Total
PUBLIC SUPPORT AND REVENUE				
Contributions and grants (note A10)	\$ 454,081	\$ -	\$ 454,081	\$ 378,958
Program service revenue (note A12)				
Children's Board of Hillsborough County	170,874	-	170,874	191,394
Training	406,634	-	406,634	369,639
Investment return (note C)	26,179	-	26,179	(14,437)
Loss on disposal of property and equipment	-	-	-	(6,248)
Other income	60	-	60	820
Total public support and revenue	<u>1,057,828</u>	<u>-</u>	<u>1,057,828</u>	<u>920,126</u>
Net assets released from restrictions	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total public support, revenue and net assets released from restrictions	<u>1,057,828</u>	<u>-</u>	<u>1,057,828</u>	<u>920,126</u>
EXPENSES				
Program services				
Program seminars	585,662	-	585,662	551,917
Custom training and consulting	203,784	-	203,784	178,420
Total program services	<u>789,446</u>	<u>-</u>	<u>789,446</u>	<u>730,337</u>
Supporting services				
Management and general	136,767	-	136,767	130,402
Fundraising	60,272	-	60,272	54,852
Total supporting services	<u>197,039</u>	<u>-</u>	<u>197,039</u>	<u>185,254</u>
Total expenses	<u>986,485</u>	<u>-</u>	<u>986,485</u>	<u>915,591</u>
Change in net assets	71,343	-	71,343	4,535
Net assets at beginning of year	<u>543,175</u>	<u>-</u>	<u>543,175</u>	<u>538,640</u>
Net assets at end of year	<u>\$ 614,518</u>	<u>\$ -</u>	<u>\$ 614,518</u>	<u>\$ 543,175</u>

The accompanying notes are an integral part of this statement.

Nonprofit Leadership Center of Tampa Bay, Inc.

STATEMENT OF CASH FLOWS

For the year ended December 31, 2019

Cash flows from operating activities	
Change in net assets	<u>\$ 71,343</u>
Adjustments to reconcile change in net assets to net cash provided by operating activities	
Depreciation	17,919
Realized and unrealized gain on investments	(26,180)
Contributions to beneficial interest in assets held by others	(50,000)
Increase in accounts receivable	(976)
Increase in pledges receivable	(4,710)
Increase in prepaid expenses and other assets	(16,392)
Increase in accounts payable and accrued expenses	9,270
Increase in deferred revenue	96,141
Total adjustments	<u>25,072</u>
Net cash provided by operating activities	<u>96,415</u>
Cash used by investing activities	
Acquisition of property and equipment	<u>(9,407)</u>
Net cash used by investing activities	<u>(9,407)</u>
Net increase in cash and cash equivalents	87,008
Cash and cash equivalents at beginning of year	<u>246,645</u>
Cash and cash equivalents at end of year	<u><u>\$ 333,653</u></u>
Supplemental disclosures of cash flow information	
Cash paid during the year	
Interest	<u>\$ -</u>
Income taxes	<u>\$ -</u>

The accompanying notes are an integral part of this statement.

Nonprofit Leadership Center of Tampa Bay, Inc.

STATEMENT OF FUNCTIONAL EXPENSES

For the year ended December 31, 2019
(With comparative total for 2018)

	Program Seminars	Custom Training and Consulting	Total Program Services	Management and General	Fundraising	Total Supporting Services	Total	December 31, 2018 Total
Salaries	\$ 177,589	\$ 134,606	\$ 312,195	\$ 51,436	\$ 45,194	\$ 96,630	\$ 408,825	\$ 368,352
Employee benefits	31,665	24,001	55,666	9,171	8,058	17,229	72,895	65,224
Computer support	4,127	2,783	6,910	1,248	1,440	2,688	9,598	10,132
Conferences	92,657	-	92,657	-	-	-	92,657	114,763
Contractual services	170,661	31,604	202,265	8,428	-	8,428	210,693	213,894
Equipment leases and repairs	5,308	3,580	8,888	1,605	1,852	3,457	12,345	11,552
Dues and subscriptions	1,043	704	1,747	315	364	679	2,426	2,593
Insurance	1,546	-	1,546	1,486	-	1,486	3,032	3,096
Meeting space and refreshments	4,068	-	4,068	-	-	-	4,068	2,160
Miscellaneous	1,488	-	1,488	9,145	-	9,145	10,633	9,013
Occupancy	43,667	-	43,667	29,112	-	29,112	72,779	60,444
Postage and delivery	243	163	406	73	85	158	564	685
Printing and publications	390	263	653	118	135	253	906	3,671
Professional fees	30,000	-	30,000	11,375	-	11,375	41,375	12,350
Supplies	7,185	4,846	12,031	2,172	2,506	4,678	16,709	12,052
Telephone	1,445	-	1,445	1,388	-	1,388	2,833	2,562
Travel and meals	1,829	1,234	3,063	553	638	1,191	4,254	4,405
Volunteer recognition	-	-	-	1,974	-	1,974	1,974	1,301
Depreciation	10,751	-	10,751	7,168	-	7,168	17,919	17,342
Total expenses	<u>\$ 585,662</u>	<u>\$ 203,784</u>	<u>\$ 789,446</u>	<u>\$ 136,767</u>	<u>\$ 60,272</u>	<u>\$ 197,039</u>	<u>\$ 986,485</u>	<u>\$ 915,591</u>

The accompanying notes are an integral part of this statement.

Nonprofit Leadership Center of Tampa Bay, Inc.

NOTES TO FINANCIAL STATEMENTS

December 31, 2019

NOTE A - DESCRIPTION OF THE ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A description of the organization and a summary of its significant accounting policies consistently applied in the preparation of the accompanying financial statements follow:

1. Organization and Activities

Nonprofit Leadership Center of Tampa Bay, Inc. (NLC) was incorporated in the State of Florida on September 20, 2000, as a tax-exempt 501(c)(3) nonprofit organization. NLC believes the work of nonprofits drives positive change in a society. NLC believes knowledge gained and shared collectively fosters leadership. The mission of Nonprofit Leadership Center is to develop and connect nonprofit leaders to strengthen organizations and our community. Training is conducted by subject matter experts in all areas of nonprofit operations with special emphasis on board governance, financial management, fund development, and executive management.

2. Basis of Accounting

The accompanying financial statements, presented on the accrual basis of accounting, have been prepared to focus on NLC as a whole and to present balances and transactions according to the existence or absence of donor-imposed restrictions. This has been accomplished by the classification of assets, liabilities, and net assets into two groups – with donor restrictions and without donor restrictions.

These two groups are defined as follows:

- Net assets without donor restrictions – the portion of the organization’s net assets that is not subject to donor-imposed restrictions.
- Net assets with donor restrictions – the portion of the organization’s net assets that is subject to donor-imposed restrictions

A donor-imposed restriction is a stipulation that specifies a use for a contributed asset that is more specific than broad limits resulting from the nature of the organization, the environment in which it operates, or its mission. A donor-imposed restriction may be temporary or permanent. Temporary restrictions may be fulfilled by actions of the organization to meet the stipulations or be fulfilled by the passage of time. Permanent restrictions stipulate that the resources must be maintained in perpetuity.

3. Financial Accounting Standards

NLC follows the provisions of the Financial Accounting Standards Boards *Accounting Standards Codification (“FASB ASC”)*.

Nonprofit Leadership Center of Tampa Bay, Inc.

NOTES TO FINANCIAL STATEMENTS - CONTINUED

December 31, 2019

NOTE A - DESCRIPTION OF THE ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

FASB ASC 956-605 requires NLC to distinguish between contributions that are subject to donor-imposed restrictions and those that are not subject to donor-imposed restrictions. It also requires recognition of contributed services meeting certain criteria at fair values.

FASB ASC 958-205 establishes standards for general purpose external financial statements of not-for-profit organizations that require a statement of financial position, a statement of activities, and a statement of cash flows.

4. Cash Equivalents

Cash equivalents consist of highly liquid short-term market instruments and certificates of deposit with a maturity of three months or less when purchased.

5. Accounts Receivable

Accounts receivable consist of amounts owed to NLC for training activities. None of the accounts receivable at December 31, 2019 are deemed to be uncollectible. Therefore, no provision for uncollectible amounts has been made in the accompanying financial statements.

6. Pledges Receivable

Pledges receivable represent unconditional promises to give by donors. The fair value of pledges receivable is estimated by discounting expected net future cash flows using a rate of return based on the yield of a U.S. Treasury Security with a maturity date similar to the expected collection period. Management believes all pledges receivable to be fully collectable. As such, no provision for uncollected amounts is included at December 31, 2019 in the accompanying financial statements.

7. Beneficial Interest in Assets Held by Others

Beneficial interest in assets held by others represents investment reserve funds with the Community Foundation of Tampa Bay, Inc. and are reported at fair value. Realized and unrealized gains and losses are included in the statements of activities and changes in net assets. Investment and administrative fees are netted against investment income (loss).

8. Property and Equipment

Property and equipment are stated at cost, less accumulated depreciation. Depreciation expense is computed using the straight-line method over the estimated useful lives of the related assets ranging from 3 to 7 years. NLC capitalized all purchases that exceeded \$1,000 at December 31, 2019.

Nonprofit Leadership Center of Tampa Bay, Inc.

NOTES TO FINANCIAL STATEMENTS - CONTINUED

December 31, 2019

NOTE A - DESCRIPTION OF THE ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

9. Deferred Revenue

Deferred revenue represents sponsorship and registration fees received by NLC prior to the period to which they relate. Such amounts are recognized as revenue during the period services are performed.

10. Contributions and Grants

Contributions are recorded as received and are considered to be available for unrestricted use unless specifically restricted by the donor. Unconditional promises to give are recorded when an unconditional promise to give is received from the donor. If a restriction is fulfilled in the same time period in which the contribution is received, NLC reports the contribution as being without donor restrictions. Conditional promises to give are recognized when the conditions on which they depend are substantially met. Unconditional promises to give, due in the current year, are recorded at their net realizable value. Unconditional promises to give, due in subsequent years, are reported at the present value of their net realizable value, using risk-free interest rates applicable to the years in which the promises are to be received.

NLC receives grants from various charitable foundations and other foundations.

11. Contributed Services, Materials, and Supplies

As required by FASB ASC 956-605, NLC recognizes revenue for the fair value of contributed services that create or enhance non-financial assets or require specialized skills. However, a number of other unpaid volunteers have made significant contributions of time to NLC. The value of this contributed time is not reflected in the accompanying financial statements because it does not create or enhance non-financial assets or require specialized skills.

12. Program Service Revenue

Program service revenue includes funds received for training, conferences and services provided to nonprofit organizations, which is earned when the service is rendered. For amounts received in advance, the revenue is deferred until the service is provided.

13. Income Tax Status

NLC has received a determination of tax-exempt status under Section 501(c)(3) of the Internal Revenue Code. Management is not aware of any activities that would jeopardize NLC's tax exempt status. NLC is not aware of any tax positions it has taken that are subject to a significant degree of uncertainty. Tax years after December 31, 2015 remain subject to examination by federal and state taxing authorities.

Nonprofit Leadership Center of Tampa Bay, Inc.

NOTES TO FINANCIAL STATEMENTS - CONTINUED

December 31, 2019

NOTE A - DESCRIPTION OF THE ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

14. Allocation of Functional Expenses

Cost of providing services have been detailed in the Statement of Functional Expenses and summarized on a functional basis in the Statement of Activities and Changes in Net Assets.

Expenses that can be identified with a specific program or support service are allocated directly according to their natural expenditure classification. Other expenses have been allocated based on utilization of personnel time and space utilized by program services and supporting services.

15. Concentration of Credit Risk

Financial instruments that potentially subject NLC to concentrations of credit risk are primarily cash and pledges receivable. NLC's cash deposits are placed in financial institutions which at times may exceed the Federal Deposit Insurance Corporation (FDIC) coverage. NLC has not experienced any losses in its cash deposits and does not believe it is exposed to any significant credit risks related to uninsured amounts.

16. 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.

17. New Accounting Pronouncements

During 2019, NLC adopted ASU 2018-08, *Clarifying the Scope of the Accounting Guidance for Contributions Received and Contributions Made*, as well as ASU 2014-09 *Revenue from Contracts with Customers*. NLC adopted ASU 2018-08 and 2014-09 using the retrospective method. The adoption of these standards did not result in significant changes to NLC's accounting policies or impact its financial position, results of operations or cash flows. As such, prior period financial statements were not restated and there was no cumulative effect adjustment upon adoption.

Nonprofit Leadership Center of Tampa Bay, Inc.

NOTES TO FINANCIAL STATEMENTS - CONTINUED

December 31, 2019

NOTE B - LIQUIDITY

NLC has \$676,001 of financial assets available within one year of the date of the statement of financial position. This consists of \$333,653 of cash and cash equivalents, \$29,627 of accounts receivable, \$13,900 of pledges receivable, and a \$298,821 beneficial interest in assets held by others. None of the financial assets are subject to donor restrictions that make them unavailable for general expenditures within one year of the balance sheet date. The beneficial interest in assets held by others may be liquidated and used for general expenditures at any time with approval by 75% of NLC's board of directors. NLC keeps cash and cash equivalents on hand at the level needed to satisfy its financial obligations as they are due. As part of its liquidity management, NLC invests cash in excess of daily requirements in the beneficial interest in assets held by others.

NOTE C - BENEFICIAL INTEREST IN ASSETS HELD BY OTHERS

NLC established three Agency Reserve Funds with the Community Foundation of Tampa Bay, Inc. for the benefit of NLC during the year ended December 31, 2017. These funds are considered non-endowed funds and distributions may be requested requiring 75 percent (75%) board of director's approval.

Amounts classified as beneficial interest in assets held by others of NLC consist of the following at December 31, 2019:

Agency reserve funds at Community Foundation of Tampa Bay (Short Term)	\$ 145,979
Agency reserve funds at Community Foundation of Tampa Bay (Intermediate Term)	75,693
Agency reserve funds at Community Foundation of Tampa Bay (Long Term)	<u>77,149</u>
	<u>\$ 298,821</u>

The components of investment return for the year ended December 31, 2019 are as follows:

Dividends and interest	\$ 5,303
Realized and unrealized loss	23,593
Investment fees	<u>(2,717)</u>
	<u>\$ 26,179</u>

Nonprofit Leadership Center of Tampa Bay, Inc.

NOTES TO FINANCIAL STATEMENTS - CONTINUED

December 31, 2019

NOTE D - PLEDGES RECEIVABLE

Pledges receivable are summarized as follows at December 31, 2019:

Total unconditional pledges	\$ 13,900
Less discount for present value	-
Less allowance for uncollectable pledges	-
	<hr/>
Total pledges receivable, net	<u>\$ 13,900</u>

NLC expects to collect all pledge receivables in the upcoming fiscal year.

NOTE E - PROPERTY AND EQUIPMENT

Property, equipment, and related accumulated depreciation consisted of the following at December 31, 2019:

Property and equipment	\$ 136,389
Less accumulated depreciation	<u>(93,006)</u>
Total property and equipment, net	<u>\$ 43,383</u>

NOTE F - OPERATING LEASES

NLC leases office space and equipment under non-cancelable operating leases. Approximate future minimum payments under the operating lease agreements are as follows:

<u>Year ending December 31,</u>	
2020	\$ 85,800
2021	88,200
2022	86,400
2023	<u>36,100</u>
Total	<u>\$ 296,500</u>

Nonprofit Leadership Center of Tampa Bay, Inc.

NOTES TO FINANCIAL STATEMENTS - CONTINUED

December 31, 2019

NOTE G - NET ASSETS WITH DONOR RESTRICTIONS

Net assets with donor restrictions contain donor-imposed restrictions that expire upon the passage of time or once specific actions are undertaken by NLC. The net assets are then released and reclassified to net assets without donor restrictions when these restrictions are satisfied. There are no donor restricted net assets at December 31, 2019.

NOTE H - FAIR VALUE MEASUREMENTS

The Financial Accounting Standards Board's *Accounting Standards Codification 820* establishes a framework for measuring fair value. That framework provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (level 1 measurement), a middle priority to quoted prices for similar assets or liabilities (level 2 measurements), and the lowest priority to unobservable inputs (level 3 measurements).

The three levels of the fair value hierarchy under the Fair Value Measurement and Disclosure Topic are described as follows:

- Level 1 - Quoted market prices in active markets for identical assets or liabilities in active markets that the entity has the ability to access as of the measurement date.
- Level 2 - Significant other observable inputs other than Level 1 prices such as quoted prices for similar assets or liabilities; quoted prices in markets that are not active; or other inputs that are observable can be corroborated by observable market data.
- Level 3 - Significant unobservable inputs that reflect a reporting entity's own assumptions about the assumptions that market participants would use in pricing an asset or liability.

In many cases, a valuation technique used to measure fair value includes inputs from multiple levels of fair value hierarchy. The lowest level of significant input determines the placement of the entire fair value measurement in the hierarchy.

Following is a description of the valuation methodologies used for significant assets measured at fair value at December 31, 2019:

Beneficial interest in assets held by others: Consists of agency reserve funds held by a community foundation. These assets are measured as reported by the community foundation and are not traded on the active market.

Nonprofit Leadership Center of Tampa Bay, Inc.

NOTES TO FINANCIAL STATEMENTS - CONTINUED

December 31, 2019

NOTE H - FAIR VALUE MEASUREMENTS - Continued

The methods described above may produce a fair value calculation that may not be indicative of the net realizable value or reflective of future fair values. Furthermore, while NLC believes its valuation methods are appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different fair value measurement at the reporting date.

The following table presents financial assets measured at fair value on a recurring basis as of December 31, 2019:

	<u>Fair Value</u>	<u>Level 1 Inputs</u>	<u>Level 2 Inputs</u>	<u>Level 3 Inputs</u>
Beneficial interest in assets held by others	\$ 298,821	\$ -	\$ -	\$ 298,821
Total	<u>\$ 298,821</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 298,821</u>

The following illustrates a roll forward for all assets and liabilities measured at fair value on a recurring basis using significant unobservable inputs (level 3) for the year ended December 31, 2019:

<u>Assets</u>	
Beneficial interest in assets held by others at December 31, 2018	\$ 222,642
Contributions	50,000
Interest and dividends	5,303
Realized and unrealized losses	23,593
Fees	<u>(2,717)</u>
Beneficial interest in assets held by others at December 31, 2019	<u>\$ 298,821</u>

NOTE I - EMPLOYEE BENEFIT PLAN

NLC maintains a defined contribution plan covering substantially all employees. Employee benefit costs under the plan were approximately \$6,900 for the year ended December 31, 2019.

Nonprofit Leadership Center of Tampa Bay, Inc.

NOTES TO FINANCIAL STATEMENTS - CONTINUED

December 31, 2019

NOTE J - SUBSEQUENT EVENTS

NLC has evaluated events and transactions occurring subsequent to December 31, 2019 as of April 17, 2020 which is the date the financial statements were available to be issued.

NLC is being impacted from the COVID-19 Pandemic through reduce classroom and custom training programs. At this time, the related financial impact and duration cannot be reasonably estimated.

COMPLIANCE REPORT

INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN
AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE
WITH *GOVERNMENT AUDITING STANDARDS*

NONPROFIT LEADERSHIP CENTER OF TAMPA BAY, INC.

For the year ended December 31, 2019



INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL
 OVER FINANCIAL REPORTING AND ON COMPLIANCE AND
 OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
 STATEMENTS PERFORMED IN ACCORDANCE
 WITH GOVERNMENT AUDITING STANDARDS

Board of Directors
 Nonprofit Leadership Center of Tampa Bay, Inc.

We have audited, in accordance with the 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, the financial statements of Nonprofit Leadership Center of Tampa Bay, Inc. (a nonprofit organization) (NLC), which comprise the statement of financial position as of December 31, 2019, and the related statements of activities, cash flows, and functional expenses for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated April 17, 2020.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered NLC's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of NLC's internal control. Accordingly, we do not express an opinion on the effectiveness of NLC's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected, and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.



Compliance and Other Matters

As part of obtaining reasonable assurance about whether NLC's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in cursive script that reads "Bueco, Jordanian & Company, P.A." The signature is written in black ink and is positioned to the right of the date and location text.

Tampa, Florida
April 17, 2020