

FINANCIAL STATEMENTS AND INDEPENDENT AUDITORS' REPORTS

NONPROFIT LEADERSHIP CENTER OF TAMPA BAY, INC.

December 31, 2015

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RIVERO, GORDIMER & COMPANY, P.A.
CERTIFIED PUBLIC ACCOUNTANTS

INDEPENDENT AUDITORS' REPORT

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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) (the "Center"), which comprise the statement of financial position as of December 31, 2015, 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

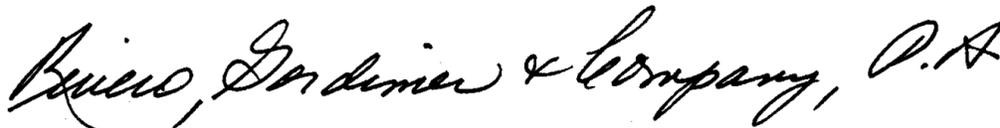
In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Nonprofit Leadership Center of Tampa Bay, Inc. as of December 31, 2015 and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information

We have previously audited the Center's 2014 financial statements, and our report dated March 20, 2015, 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, 2014, 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 March 25, 2016, on our consideration of the Center'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 the Center's internal control over financial reporting and compliance.



Tampa, Florida
March 25, 2016

Nonprofit Leadership Center of Tampa Bay, Inc.

STATEMENT OF FINANCIAL POSITION

December 31, 2015
(With comparative total for 2014)

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Total</u>	<u>December 31, 2014 Total</u>
ASSETS				
Cash and cash equivalents (note A4)	\$ 390,350	\$ -	\$ 390,350	\$ 394,213
Accounts receivable (note A5)	13,958	-	13,958	12,909
Pledges receivable (notes A6 and B)	34,862	30,000	64,862	300
Prepaid expenses and other assets	23,975	-	23,975	17,611
Property and equipment, net of accumulated depreciation (notes A7 and C)	<u>9,613</u>	<u>-</u>	<u>9,613</u>	<u>9,452</u>
TOTAL ASSETS	<u>\$ 472,758</u>	<u>\$ 30,000</u>	<u>\$ 502,758</u>	<u>\$ 434,485</u>
LIABILITIES AND NET ASSETS				
Accounts payable and accrued expenses	\$ 4,602	\$ -	\$ 4,602	\$ 2,627
Deferred revenue (note A8)	<u>30,971</u>	<u>-</u>	<u>30,971</u>	<u>48,973</u>
Total liabilities	<u>35,573</u>	<u>-</u>	<u>35,573</u>	<u>51,600</u>
Net assets (note F)	<u>437,185</u>	<u>30,000</u>	<u>467,185</u>	<u>382,885</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 472,758</u>	<u>\$ 30,000</u>	<u>\$ 502,758</u>	<u>\$ 434,485</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, 2015
(With comparative total for 2014)

	Unrestricted	Temporarily Restricted	Total	December 31, 2014 Total
PUBLIC SUPPORT AND REVENUE				
Contributions (note A9)	\$ 333,671	\$ 30,000	\$ 363,671	\$ 249,040
Government grants (note E)	-	-	-	15,000
Program service revenue (note A11)				
Children's Board of Hillsborough County	174,111	-	174,111	187,023
Training	238,112	-	238,112	176,604
Interest and other income	2,182	-	2,182	2,023
Total public support and revenue	<u>748,076</u>	<u>30,000</u>	<u>778,076</u>	<u>629,690</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>748,076</u>	<u>30,000</u>	<u>778,076</u>	<u>629,690</u>
EXPENSES				
Program seminars	<u>563,839</u>	<u>-</u>	<u>563,839</u>	<u>467,780</u>
Supporting services				
Management and general	94,057	-	94,057	83,133
Fundraising	<u>35,880</u>	<u>-</u>	<u>35,880</u>	<u>26,688</u>
Total supporting services	<u>129,937</u>	<u>-</u>	<u>129,937</u>	<u>109,821</u>
Total expenses	<u>693,776</u>	<u>-</u>	<u>693,776</u>	<u>577,601</u>
Change in net assets	54,300	30,000	84,300	52,089
Net assets at beginning of year	<u>382,885</u>	<u>-</u>	<u>382,885</u>	<u>330,796</u>
Net assets at end of year	<u>\$ 437,185</u>	<u>\$ 30,000</u>	<u>\$ 467,185</u>	<u>\$ 382,885</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, 2015

Cash flows from operating activities	
Change in net assets	<u>\$ 84,300</u>
Adjustments to reconcile change in net assets to net cash provided by operating activities	
Depreciation	7,189
Increase in accounts receivable	(1,049)
Increase in pledges receivable	(64,562)
Increase in prepaid expenses and other assets	(6,364)
Increase in accounts payable and accrued expenses	1,975
Decrease in deferred revenue	<u>(18,002)</u>
Total adjustments	<u>(80,813)</u>
Net cash provided by operating activities	<u>3,487</u>
Net cash used by investing activities	
Acquisition of property and equipment	<u>(7,350)</u>
Net decrease in cash and cash equivalents	(3,863)
Cash and cash equivalents at beginning of year	<u>394,213</u>
Cash and cash equivalents at end of year	<u>\$ 390,350</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, 2015
(With comparative total for 2014)

	Program Seminars	Management and General	Fundraising	Total Supporting Services	Total	December 31, 2014 Total
Salaries	\$ 194,820	\$ 36,932	\$ 23,030	\$ 59,962	\$ 254,782	\$ 246,447
Employee benefits	42,216	8,003	4,990	12,993	55,209	49,401
Computer support	7,165	863	605	1,468	8,633	6,525
Conferences	70,018	-	-	-	70,018	55,198
Contractual services	160,530	23,904	-	23,904	184,434	120,884
Equipment leases and repairs	5,870	707	495	1,202	7,072	5,985
Dues and subscriptions	4,601	-	-	-	4,601	1,228
Insurance	-	3,824	-	3,824	3,824	3,744
Meeting space and refreshments	2,009	-	-	-	2,009	1,691
Miscellaneous	22,823	2,750	1,924	4,674	27,497	9,196
Occupancy	29,871	3,599	2,519	6,118	35,989	36,877
Postage and delivery	72	576	72	648	720	339
Printing and publications	-	-	-	-	-	525
Professional fees	-	10,000	-	10,000	10,000	17,000
Supplies	13,298	1,602	1,122	2,724	16,022	11,221
Telephone	1,238	149	104	253	1,491	1,470
Travel and meals	2,497	301	211	512	3,009	2,344
Volunteer recognition	1,060	128	89	217	1,277	491
Depreciation	5,751	719	719	1,438	7,189	7,035
Total expenses	\$ 563,839	\$ 94,057	\$ 35,880	\$ 129,937	\$ 693,776	\$ 577,601

The accompanying notes are an integral part of this statement.

Nonprofit Leadership Center of Tampa Bay, Inc.

NOTES TO FINANCIAL STATEMENTS

December 31, 2015

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. (the "Center"), formerly known as Management Assistance Program, Inc., was incorporated in the State of Florida on September 20, 2000, as a tax-exempt 501(c)(3) nonprofit organization. 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. The ultimate goal is to help nonprofits operate in such a way as to improve their capacity to be effective, impactful, and sustainable.

2. Basis of Accounting

The accompanying financial statements, presented on the accrual basis of accounting, have been prepared to focus on the Center 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 three classes – permanently restricted, temporarily restricted, and unrestricted.

These three classifications are defined as follows:

- Unrestricted net assets – not subject to donor-imposed restrictions or the donor-imposed restrictions have expired.
- Temporarily restricted net assets – subject to donor-imposed stipulations that may be fulfilled by actions of the Center to meet the stipulations or become unrestricted by the passage of time.
- Permanently restricted net assets – subject to donor-imposed stipulations that they be retained and invested permanently by the Center. Currently, the Center has no permanently restricted net assets.

3. Financial Accounting Standards

The Center 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, 2015

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

FASB ASC 956-605 requires the Center to distinguish between contributions that increase permanently restricted net assets, temporarily restricted net assets, and unrestricted net assets. 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 the Center for training activities. None of the accounts receivable at December 31, 2015 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, 2015 in the accompanying financial statements.

7. 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. The Center capitalized all purchases that exceeded \$1,000 at December 31, 2015.

8. Deferred Revenue

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

Nonprofit Leadership Center of Tampa Bay, Inc.

NOTES TO FINANCIAL STATEMENTS - CONTINUED

December 31, 2015

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

9. Grants and Contributions

Grants, which are classified as exchange transactions, are recognized when earned. Contributions are recorded as received. Unconditional promises to give are recorded when an unconditional promise to give is received from the donor. All contributions are available for unrestricted use unless specifically restricted by the donor. If a restriction is fulfilled in the same time period in which the contribution is received, the Center reports the contribution as unrestricted. 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.

10. Contributed Services, Materials, and Supplies

Unpaid volunteers have made significant contributions of time to the Center. The value of this contributed time is not reflected in the accompanying statements since it does not create or enhance non-financial assets or require specialized skills, as required by FASB ASC 956-605.

11. 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.

12. Income Tax Status

The Center 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 the Center's tax exempt status. The Center is not aware of any tax positions it has taken that are subject to a significant degree of uncertainty. Tax years after December 31, 2011 remain subject to examination by federal and state taxing authorities.

13. Allocation of Functional Expenses

Certain expenses are allocated on a functional basis. Expenses incurred for benefiting a single function are reported directly into the appropriate function.

Nonprofit Leadership Center of Tampa Bay, Inc.

NOTES TO FINANCIAL STATEMENTS - CONTINUED

December 31, 2015

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

14. Concentration of Credit Risk

Financial instruments that potentially subject the Center to concentrations of credit risk are primarily cash and pledges receivable. The Center's cash deposits are placed in financial institutions which at times may exceed the Federal Deposit Insurance Corporation (FDIC) coverage. The Center 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.

15. 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.

NOTE B - PLEDGES RECEIVABLE

Pledges receivable are summarized as follows at December 31, 2015:

Total unconditional pledges	\$	64,862
Less discount for present value		-
Less allowance for uncollectable pledges		-
		<hr/>
Total pledges receivable, net	\$	<u>64,862</u>

The expected collection of pledges receivable consist of the following at December 31,:

<u>Year ending December 31,</u>		
2016	\$	49,862
2017		15,000
		<hr/>
	\$	<u>64,862</u>

Nonprofit Leadership Center of Tampa Bay, Inc.

NOTES TO FINANCIAL STATEMENTS - CONTINUED

December 31, 2015

NOTE C - PROPERTY AND EQUIPMENT

Property, equipment, and related accumulated depreciation consisted of the following at December 31, 2015:

Property and equipment	\$ 59,398
Less accumulated depreciation	<u>(49,785)</u>
	<u>\$ 9,613</u>

NOTE D - OPERATING LEASES

The Center 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>	
2016	\$ 40,600
2017	40,900
2018	13,000
2019	1,800
2020	<u>300</u>
	<u>\$ 96,600</u>

NOTE E - GOVERNMENT GRANT REVENUES

Government grant revenues totaled \$15,000 during the year ended December 31, 2014. These grant revenues were received from the U.S. Department of Health and Human Services, passed through the Florida Developmental Disabilities Council, Inc. No such government funding occurred during the year ended December 31, 2015.

NOTE F - TEMPORARILY RESTRICTED NET ASSETS

Temporarily restricted net assets contain donor-imposed restrictions that expire upon the passage of time or once specific actions are undertaken by the Center. The net assets are then released and reclassified to unrestricted support when these restrictions are satisfied. Temporarily restricted net assets totaled \$30,000 at December 31, 2015, resulting from time restrictions from pledges receivable.

NOTE G - EMPLOYEE BENEFIT PLAN

The Center maintains a defined contribution plan covering substantially all employees. Employee benefit costs under the plan were approximately \$4,700 for the year ended December 31, 2015.

Nonprofit Leadership Center of Tampa Bay, Inc.

NOTES TO FINANCIAL STATEMENTS - CONTINUED

December 31, 2015

NOTE H - SUBSEQUENT EVENTS

The Center has evaluated events and transactions occurring subsequent to December 31, 2015 as of March 25, 2016 which is the date the financial statements were available to be issued.

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, 2015



RIVERO, GORDIMER & COMPANY, P.A.
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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. (the "Center") (a nonprofit organization), which comprise the statement of financial position as of December 31, 2015, 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 March 25, 2016.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Center'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 the Center's internal control. Accordingly, we do not express an opinion on the effectiveness of the Center'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 the Center'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.

Breuer, Gardner & Company, P.A.

Tampa, Florida
March 25, 2016