



To the management and Board of Directors of Walk-in Counseling Center:

Walk-In Counseling Center is not required by Minnesota state law to perform an annual independent audit since its annual cash expenditures are less than \$750,000. As such, the organization's Board of Directors decided to perform intermittent, rather than annual, audits and to forgo such an audit for 2017. Instead, the Board elected to have Propel Nonprofits (formerly the Management Assistance Program for Nonprofits – MAP) perform a year-end financial assessment for 2017.

We, Propel Nonprofits, have performed a year-end financial review on the Financial Statements and current financial procedures of Walk-In Counseling Center for the year ended December 31 2017.

Propel Nonprofits' *Year-end Review* service consists principally of inquiries of company personnel and an analytical review of financial data for the purpose of providing a report to management and the Board of Directors on the status of current financial statements and provide recommendation for how the organization can make improvements to financial statements or other financial systems to strengthen its compliance with nonprofit accounting standards.

This service is not intended to be a formal book review or audit in accordance with generally accepted auditing standards, the objective of which is the expression of an opinion regarding the financial statements taken as a whole. An independent CPA or CPA Firm must perform book reviews and audits. Accordingly, Propel Nonprofits does not express such an opinion.

Based on Propel Nonprofits' review, we are not aware of any material modifications that need to be made to the organizations financial statements in order for them to be in conformity with nonprofit accounting standards.

James N Fisher

A handwritten signature in black ink that reads "James N. Fisher". The signature is written in a cursive style with a large, sweeping initial "J".

Accounting Consultant
Propel Nonprofits

**WALK-IN COUNSELING CENTER
STATEMENT OF FINANCIAL POSITION
DECEMBER 31, 2017 and 2016**

	ASSETS	
Assets	<u>December 31, 2017</u>	<u>December 31, 2016</u>
Current assets		
Cash and cash equivalents	570,020	535,544
C & T receivable, net of doubtful accounts	8,331	6,288
Pledges receivable	-	4,031
Prepaid expenses	1,236	-
Total current assets	<u>579,587</u>	<u>545,863</u>
Property and equipment		
Land	12,000	12,000
Building	17,300	17,300
Building renovations	214,116	214,116
Furniture and fixtures	26,169	26,169
	<u>269,585</u>	<u>269,585</u>
Less accumulated depreciation	193,034	185,896
Total property and equipment	<u>76,551</u>	<u>83,689</u>
Total Assets	<u><u>656,138</u></u>	<u><u>629,552</u></u>
 LIABILITIES AND NET ASSETS 		
Liabilities		
Current Liabilities		
Accounts payable	3,635	4,178
Accrued vacation	14,786	15,872
Other Accrued Liabilities	-	877
Current maturities of note payable - street assessment	925	925
Current maturities of capital lease obligations	-	-
Total current liabilities	<u>19,346</u>	<u>21,852</u>
Long term liabilities		
Note payable - street assessment	4,368	5,293
Capital lease obligations	-	-
Total long term liabilities	<u>4,368</u>	<u>5,293</u>
Total liabilities	<u><u>23,714</u></u>	<u><u>27,145</u></u>
Net Assets		
Unrestricted net assets	555,624	502,407
Designated net assets (for carry-over)	76,800	100,000
Temporarily restricted net assets	-	-
Total net assets	<u>632,424</u>	<u>602,407</u>
Total Liabilities and Net Assets	<u><u>656,138</u></u>	<u><u>629,552</u></u>

**WALK-IN COUNSELING CENTER
STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS
YEAR ENDED DECEMBER 31, 2017
With Comparative Totals to 2016**

	2017			2016		
	Unrestricted	Temporarily Restricted	Total	Unrestricted	Temporarily Restricted	Total
REVENUE AND SUPPORT						
Public support						
Foundation grants	\$ 286,455	\$ -	\$ 286,455	\$ 336,633	\$ -	\$ 336,633
Government grants	-	-	-	-	-	-
Individual and household donations	155,419	-	155,419	123,941	-	123,941
Religious and community group donations	45,651	-	45,651	257	-	257
Business and corporation donations	23,510	-	23,510	27,828	-	27,828
In-kind donations of goods and professional services	-	-	-	-	-	-
Funds Released from Restriction	-	-	-	-	-	-
Grants designated for the following year	(76,800)	-	(76,800)	(100,000)	-	(100,000)
Total public support	434,235	-	434,235	388,659	-	388,659
Consulting fees and other earned income	51,472	-	51,472	71,358	-	71,358
Other revenue						
Interest income	231	-	231	197	-	197
Realized gain on sale of donated stock	1,055	-	1,055	878	-	878
Unrealized loss on short term securities	-	-	-	-	-	-
Miscellaneous revenue	273	-	273	465	-	465
Total other revenue	1,559	-	1,559	1,540	-	1,540
Total revenue and support	487,266	-	487,266	461,557	-	461,557
EXPENSES						
Program services	294,515	-	294,515	293,206	-	293,206
Management and general	70,109	-	70,109	87,372	-	87,372
Fundraising	69,425	-	69,425	63,230	-	63,230
Total expenses	434,049	-	434,049	443,808	-	443,808
CHANGE IN NET ASSETS	53,217	-	53,217	17,749	-	17,749
NET ASSETS - Beginning of year	502,407	-	502,407	484,658	-	484,658
NET ASSETS - End of year	\$ 555,624	\$ -	\$ 555,624	\$ 502,407	\$ -	\$ 502,407
Value of volunteer services	\$ 1,115,034			\$ 1,107,805		

As shown above, the value of in-kind volunteer service hours for 2017 is \$1,115,034. When this value is included with cash expenditures, total agency expenditures equal:

Program services:	1,409,549	91%
Management and general:	70,109	5%
Fundraising:	69,425	4%
TOTAL EXPENSES	1,549,083	

**WALK-IN COUNSELING CENTER
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2017
With Comparative Totals to 2016**

	2017			2016	
	Program	Management	Fundraising	Total	Total
Salaries	\$ 216,730	\$ 47,808	\$ 54,183	\$ 318,721	\$ 296,260
Payroll Taxes	19,694	4,783	3,657	28,134	27,017
Other Personnel Expenses	2,635	640	489	3,764	4,805
Computer, Database Consultation	4,152	779	260	5,191	4,441
Professional Fees-Finance	-	7,663	-	7,663	9,425
Professional Fees-Other	-	400	-	400	21,358
Insurance	7,303	1,369	456	9,128	13,273
Janitorial Services	2,136	401	134	2,671	3,305
Client Database Services	3,709	-	-	3,709	4,300
Other Services	2,542	318	318	3,178	3,286
Utilities	4,350	816	272	5,438	4,998
Telephone and Internet	2,186	410	137	2,733	3,253
Supplies & Equipment	6,078	1,302	1,302	8,682	10,613
Repairs and Maintenance, Building	2,656	498	166	3,320	7,246
Repairs and Maintenance, Equipment	132	25	8	165	1,522
Publications and Memberships	590	111	37	738	1,167
Printing and Advertising	8,426	602	3,009	12,037	9,299
Postage	437	424	424	1,285	1,179
Meetings	379	368	368	1,115	673
Volunteer Support	2,425	-	-	2,425	965
Fees and Other	2,245	321	3,848	6,414	5,035
Depreciation	5,710	1,071	357	7,138	9,948
Interest	-	-	-	-	440
Bad Debts	-	-	-	-	-
	<u>\$ 294,515</u>	<u>\$ 70,109</u>	<u>\$ 69,425</u>	<u>\$ 434,049</u>	<u>\$ 443,808</u>
Value of volunteer services	1,115,034	-	-	1,115,034	1,107,805
TOTAL CASH AND VALUE OF VOLUNTEER	1,409,549	70,109	69,425	1,549,083	1,551,613
	91%	5%	4%	100%	

**WALK-IN COUNSELING CENTER
STATEMENT OF CASH FLOWS
YEAR ENDED DECEMBER 31, 2017**

CASH FLOWS FROM OPERATING ACTIVITIES

Change in net assets	\$	53,217
Change in designated Net assets		(23,200)
Adjustments to reconcile increase in net assets to net cash provided by operating activities		
(Increase) or decrease in operating assets:		
Accounts receivable		(2,043)
Pledges receivable		4,031
Prepaid expenses		(1,236)
Increase or (decrease) in operating liabilities:		
Accounts payable		(543)
Accrued vacation		(1,086)
Other Accrued		(877)
NET CASH PROVIDED BY OPERATING ACTIVITIES		28,263
(Increase) or decrease in fixed assets		7,138
NET CASH PROVIDED BY INVESTING ACTIVITIES		7,138
Principal payments on notes payable		(925)
Principal payments on lease obligations		-
NET CASH PROVIDED BY FINANCING ACTIVITIES		(925)
NET INCREASE IN CASH		34,476
CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR		535,544
CASH AND CASH EQUIVALENTS AT END OF YEAR	\$	570,020