

Women's Lunch Place, Inc.
Financial Statements
& Independent Auditor's Report
For the Years Ended June 30, 2020 and 2019

TABLE OF CONTENTS

	<u>Page</u>
Independent Auditor's Report	1-2
Statements of Financial Position	3
Statements of Activities	4
Statements of Functional Expenses	5-6
Statements of Cash Flows	7
Notes to Financial Statements	8-21

Independent Auditor's Report

To the Board of Directors of
Women's Lunch Place, Inc.

Report on the Financial Statements

We have audited the accompanying financial statements of Women's Lunch Place, Inc., (a non-profit organization), which comprise the statements of financial position as of June 30, 2020 and 2019, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of 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 Women's Lunch Place, Inc. as of June 30, 2020 and 2019, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

As discussed in Note 2 to the financial statements, during the year ended June 30, 2020, the Organization adopted Accounting Standards Update (ASU) 2014-09, "Revenue from Contracts with Customers," and ASU 2018-08, "Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made." Our opinion is not modified with respect to these matters.

Anstiss & Co., P.C.

Anstiss & Co., P. C.

Lowell, MA

January 21, 2021

Women's Lunch Place, Inc.
Statements of Financial Position
June 30, 2020 and 2019

	2020	2019
<u>ASSETS</u>		
Current assets		
Cash	\$ 2,089,098	\$ 929,135
Grants and contributions receivable	74,000	35,391
Prepaid expenses and other current assets	35,905	57,989
Total current assets	2,199,003	1,022,515
Non-current assets		
Investments held for operating reserves	1,343,896	1,323,819
Property and equipment - net	1,907,895	2,028,383
Total non-current assets	3,251,791	3,352,202
Total assets	\$ 5,450,794	\$ 4,374,717

LIABILITIES AND NET ASSETS

Current liabilities		
Accounts payable	\$ 178,978	\$ 76,261
Accrued expenses	80,181	66,262
Refundable advance	79,878	-
Total current liabilities	339,037	142,523
Long-term liabilities		
SBA PPP loan payable	236,390	-
Total long-term liabilities	236,390	-
Total liabilities	575,427	142,523
Net assets		
Without donor restrictions		
Operating	1,559,572	847,492
Operating reserves	1,343,896	1,323,819
Property and equipment	1,907,895	2,028,383
Total without donor restrictions	4,811,363	4,199,694
With donor restrictions	64,004	32,500
Total net assets	4,875,367	4,232,194
Total liabilities and net assets	\$ 5,450,794	\$ 4,374,717

Women's Lunch Place, Inc.
Statements of Activities
For the Years Ended June 30, 2020 and 2019

	2020			2019		
	Without Donor Restrictions	With Donor Restrictions	Total	Without Donor Restrictions	With Donor Restrictions	Total
Operating revenue and support						
Special events						
Event contributions and support	\$ 982,151	\$ -	\$ 982,151	\$ 999,133	\$ -	\$ 999,133
Less - direct benefits to donors	(80,998)	-	(80,998)	(109,819)	-	(109,819)
Net special events revenue	901,153	-	901,153	889,314	-	889,314
Grants and contributions	2,492,306	404,573	2,896,879	1,555,142	245,464	1,800,606
In-kind salaries and professional services	748,907	-	748,907	914,540	-	914,540
In-kind food, clothing, and other supplies	357,856	-	357,856	260,764	-	260,764
Investment return	28,179	-	28,179	137,216	-	137,216
Net assets released from purpose restrictions	373,069	(373,069)	-	339,631	(339,631)	-
Total operating revenue and support	4,901,470	31,504	4,932,974	4,096,607	(94,167)	4,002,440
Operating Expenses						
Program services	3,560,105	-	3,560,105	3,449,829	-	3,449,829
General and administrative	157,328	-	157,328	201,559	-	201,559
Fundraising	572,368	-	572,368	462,980	-	462,980
Total operating expenses	4,289,801	-	4,289,801	4,114,368	-	4,114,368
Change in net assets from operations	611,669	31,504	643,173	(17,761)	(94,167)	(111,928)
Beginning of year	4,199,694	32,500	4,232,194	4,217,455	126,667	4,344,122
End of year	\$ 4,811,363	\$ 64,004	\$ 4,875,367	\$ 4,199,694	\$ 32,500	\$ 4,232,194

See accompanying auditor's report and notes to the financial statements.

Women's Lunch Place, Inc.
Statement of Functional Expenses
For the Year Ended June 30, 2020

	<u>Guest Services</u>	<u>Meals</u>	<u>Advocacy</u>	<u>Community Engagement</u>	<u>Total Programs</u>	<u>General and Administrative</u>	<u>Fundraising</u>	<u>Total</u>
Personnel and related								
Salaries	\$ 430,866	\$ 264,271	\$ 350,000	\$ 139,987	\$ 1,185,124	\$ 56,321	\$ 223,111	\$ 1,464,556
Payroll taxes and fringe benefits	110,626	72,253	68,189	26,630	277,698	23,410	55,673	356,781
Total personnel and related	<u>541,492</u>	<u>336,524</u>	<u>418,189</u>	<u>166,617</u>	<u>1,462,822</u>	<u>79,731</u>	<u>278,784</u>	<u>1,821,337</u>
Other expenses								
Occupancy	126,742	97,181	56,787	22,229	302,939	9,625	48,993	361,557
Food	-	203,830	-	-	203,830	-	(53)	203,777
Program supplies	53,146	74,194	125,627	710	253,677	27	1,429	255,133
Depreciation	42,660	43,986	42,659	-	129,305	2,660	1,329	133,294
Professional services and consultants	29,682	13,926	24,330	15,809	83,747	55,277	68,946	207,970
Other direct event expenses	-	-	-	-	-	-	98,043	98,043
Fundraising expenses	-	-	-	-	-	-	77,601	77,601
Recruiting	333	12	182	58	585	1,063	768	2,416
Miscellaneous	1,846	1,126	159	-	3,131	2,474	31,223	36,828
Insurance	6,523	5,219	5,001	-	16,743	533	4,322	21,598
Equipment rental	5,279	90	6,896	6	12,271	2,226	2,014	16,511
Staff training	4,249	-	4,377	-	8,626	-	758	9,384
Office expense	1,489	945	3,448	101	5,983	3,375	8,827	18,185
Taxes	33	33	-	-	66	337	-	403
Total other expenses	<u>271,982</u>	<u>440,542</u>	<u>269,466</u>	<u>38,913</u>	<u>1,020,903</u>	<u>77,597</u>	<u>344,200</u>	<u>1,442,700</u>
Total expenses before in-kind goods and services	<u>813,474</u>	<u>777,066</u>	<u>687,655</u>	<u>205,530</u>	<u>2,483,725</u>	<u>157,328</u>	<u>622,984</u>	<u>3,264,037</u>
In-kind goods and services								
In-kind salaries and professional services	389,779	265,396	63,349	-	718,524	-	30,382	748,906
In-kind food, clothing, and other supplies	236,388	121,468	-	-	357,856	-	-	357,856
Total in-kind goods and services	<u>626,167</u>	<u>386,864</u>	<u>63,349</u>	<u>-</u>	<u>1,076,380</u>	<u>-</u>	<u>30,382</u>	<u>1,106,762</u>
Total expenses by function	<u>1,439,641</u>	<u>1,163,930</u>	<u>751,004</u>	<u>205,530</u>	<u>3,560,105</u>	<u>157,328</u>	<u>653,366</u>	<u>4,370,799</u>
Less expenses included with revenues on the statement of activities								
Cost of direct benefits to donors	-	-	-	-	-	-	(80,998)	(80,998)
Total expenses included in the expense section on the statement of activities	<u>\$ 1,439,641</u>	<u>\$ 1,163,930</u>	<u>\$ 751,004</u>	<u>\$ 205,530</u>	<u>\$ 3,560,105</u>	<u>\$ 157,328</u>	<u>\$ 572,368</u>	<u>\$ 4,289,801</u>

See accompanying auditor's report and notes to the financial statements.

Women's Lunch Place, Inc.
Statement of Functional Expenses
For the Year Ended June 30, 2019

	Guest Services	Meals	Advocacy	Community Engagement	Total Programs	General and Administrative	Fundraising	Total
Personnel and related								
Salaries	\$ 409,287	\$ 258,389	\$280,296	\$ 69,531	\$1,017,503	\$ 94,772	\$ 179,343	\$1,291,618
Payroll taxes and fringe benefits	84,919	58,814	64,184	15,814	223,731	9,691	52,364	285,786
Total personnel and related	<u>494,206</u>	<u>317,203</u>	<u>344,480</u>	<u>85,345</u>	<u>1,241,234</u>	<u>104,463</u>	<u>231,707</u>	<u>1,577,404</u>
Other expenses								
Occupancy	112,155	126,359	41,492	9,615	289,621	10,733	46,050	346,404
Food	67	217,570	-	-	217,637	-	-	217,637
Program supplies	47,008	52,417	83,346	235	183,006	-	116	183,122
Depreciation	44,433	45,822	44,433	-	134,688	2,778	1,389	138,855
Professional services and consultants	32,866	12,533	67,117	21,036	133,552	59,045	38,681	231,278
Other direct event expenses	-	-	-	-	-	-	135,102	135,102
Fundraising expenses	-	-	-	-	-	-	62,634	62,634
Advertising/jobs	12,126	2,788	11,242	13,941	40,097	3,169	14,745	58,011
Miscellaneous	207	340	47	742	1,336	3,704	23,957	28,997
Insurance	6,241	4,993	4,785	-	16,019	624	4,161	20,804
Equipment rental	3,421	2,405	3,585	199	9,610	9,487	7,321	26,418
Staff training	344	-	298	-	642	430	77	1,149
Office expense	2,690	1,858	1,800	735	7,083	6,450	6,859	20,392
Taxes	-	-	-	-	-	676	-	676
Total other expenses	<u>261,558</u>	<u>467,085</u>	<u>258,145</u>	<u>46,503</u>	<u>1,033,291</u>	<u>97,096</u>	<u>341,092</u>	<u>1,471,479</u>
Total expenses before in-kind goods and services	<u>755,764</u>	<u>784,288</u>	<u>602,625</u>	<u>131,848</u>	<u>2,274,525</u>	<u>201,559</u>	<u>572,799</u>	<u>3,048,883</u>
In-kind goods and services								
In-kind salaries and professional services	413,096	393,783	107,661	-	914,540	-	-	914,540
In-kind food, clothing, and other supplies	169,789	90,975	-	-	260,764	-	-	260,764
Total in-kind goods and services	<u>582,885</u>	<u>484,758</u>	<u>107,661</u>	<u>-</u>	<u>1,175,304</u>	<u>-</u>	<u>-</u>	<u>1,175,304</u>
Total expenses by function	<u>1,338,649</u>	<u>1,269,046</u>	<u>710,286</u>	<u>131,848</u>	<u>3,449,829</u>	<u>201,559</u>	<u>572,799</u>	<u>4,224,187</u>
Less expenses included with revenues on the statement of activities								
Cost of direct benefits to donors	-	-	-	-	-	-	(109,819)	(109,819)
Total expenses included in the expense section on the statement of activities	<u>\$1,338,649</u>	<u>\$1,269,046</u>	<u>\$710,286</u>	<u>\$ 131,848</u>	<u>\$3,449,829</u>	<u>\$ 201,559</u>	<u>\$ 462,980</u>	<u>\$4,114,368</u>

See accompanying auditor's report and notes to the financial statements.

Women's Lunch Place, Inc.
Statements of Cash Flows
For the Years Ended June 30, 2020 and 2019

	2020	2019
Cash flows from operating activities		
Change in net assets	\$ 643,173	\$ (111,928)
Adjustments to reconcile change in net assets to net cash provided by operating activities		
Depreciation	133,294	138,855
Realized and unrealized loss (gain) on investments	9,663	(95,219)
Changes in assets and liabilities		
(Increase) decrease in grants and contributions receivable	(38,609)	91,276
Decrease in prepaid expenses and other current assets	22,084	14,448
Increase (decrease) increase in accounts payable	102,717	(4,337)
Increase in accrued expenses	13,919	12,543
Increase in refundable advance	79,878	-
Net cash provided by operating activities	966,119	45,638
Cash flows from investing activities		
Proceeds from sales of investments	357,556	960,673
Purchase of investments	(387,296)	(992,497)
Purchase of fixed assets	(12,806)	(3,045)
Net cash utilized by investing activities	(42,546)	(34,869)
Cash flows from financing activities		
Proceeds from SBA PPP loan payable	236,390	-
Net cash provided by financing activities	236,390	-
Net increase in cash and cash equivalents	1,159,963	10,769
Cash and cash equivalents at June 30, 2019 and 2018	929,135	918,366
Cash and cash equivalents at June 30, 2020 and 2019	\$ 2,089,098	\$ 929,135
 Supplemental data		
In-kind contributions	\$ 1,243,192	\$ 1,377,543
Taxes paid	\$ 403	\$ 676

Women's Lunch Place, Inc.
Notes to Financial Statements
June 30, 2020 and 2019

Note 1 – Organization and Mission

Women's Lunch Place, Inc. (“the Organization”) is a tax-exempt, not-for-profit organization dedicated to providing meals, critical support services, and advocacy to women experiencing extreme poverty or homelessness in the greater Boston, Massachusetts area. The Organization’s operations are primarily funded from donations from corporations, foundations, and individuals. The Organization is also supported by approximately 500 volunteers who provide assistance throughout the Organization. The Organization is governed by a Board of Directors consisting of members of the community.

Women’s Lunch Place is a daytime community shelter for women. It is open six days a week, year-round, and provides a supportive and judgment free community, healthy meals, and a range of individualized services to improve women’s physical, emotional, and economic well-being. Services include housing, job readiness and search, homelessness prevention, permanent housing, computer and online classes, on-site free healthcare, legal assistance, laundry, showers, and a nap room.

Women Served

Women’s Lunch Place provides a unique space and critical resources in the Greater Boston homelessness service provider community. It provides a safe, judgment free, day shelter for 225 women daily who are living in extreme poverty and homelessness. WLP welcomes every woman, regardless of race, national origin, immigration status, age, ethnicity, gender identity, sexual orientation, disability, faith, criminal history, or educational background. Ninety-five percent are single unaccompanied women: 23% are aged 55-64 and 33% are 65 or older. The Organization welcomes every person who identifies as a woman, with no requirements to receive services. Approximately 60% of the guests are homeless, while others live in transitional or low-income housing. Most women without homes stay in overnight shelters, but some choose the streets to avoid the overcrowding, noise, and violence in the shelters. A woman may need help in an emergency situation, recover, and move forward, while other guests struggle with chronic or recurring homelessness for years. Many guests have serious physical, mental, and emotional problems which may cause and exacerbate poverty and homelessness. The Organization’s holistic approach, more than hunger relief, has been and continues to be most effective and successful in fostering meaningful, sustainable life changes. WLP meals program, direct care services, and interventions mirror the public health model, providing women the opportunity to improve their lives while making healthy choices about food. Our programs increase access to and provide information about health, mental health, and substance abuse treatment, and they encourage participation in supportive services including housing assistance, job search, art therapy, and community activities. WLP programming models the five-tier framework, starting with the lowest level of intervention to allow a positive impact, healthy nutrition, and a safe environment for every woman.

The Organization’s programs are broken out into the following categories:

Women's Lunch Place, Inc.
Notes to Financial Statements
June 30, 2020 and 2019

Note 1 – Organization and Mission (continued)

Guest Services

All services and care at the Organization are offered in a trauma-informed manner. The shelter is open Monday through Saturday, throughout the year, from 7 am to 2 pm. The Organization provides a comprehensive range of services and collaborates with other providers to meet the specific needs of each guest. Free on-site medical services are provided by doctors and nurses from Health Care Without Walls. There is a 11-bed nap room, showers, and laundry facilities. The Organization provides emergency clothing, feminine hygiene products and toiletries to every woman in need of basic necessities. Staff visit women hospitalized or homebound, and accompany women to their medical, housing, and legal appointments.

Healthy Meals Program

Consistent, predictable, healthy nourishment is the core of our mission, and is the reason so many women first come to WLP. The Organization offers filling, healthy breakfasts and lunches packed with nutrient-rich fruit and vegetables, lean protein, and whole grains. Six days a week, women have their breakfast and lunch served restaurant style by volunteers. The Organization accommodates guests' requests whenever possible, and every lunch includes a vegetarian entrée. The Organization serves over ninety different types of produce annually. Staff and volunteers are accessible and interested in speaking with guests and listening to their concerns. When a woman feels comfortable because of a well-cooked meal in a judgment free environment, she is more likely to trust and seek opportunities to improve her life with other WLP services.

Advocacy and Homelessness Prevention

Advocates provide expert guidance with housing, domestic violence, mental health, finances, legal issues, and other critical concerns. They coach women with their job searches and utilize volunteer lawyers ready to assist them with housing, immigration, and other legal issues. Emergency funds are available for urgent needs including utility bills, back rent, prescriptions, transportation to appointments, and other needs depending on the circumstances. Preventing homelessness is a critical mission of their work so the Organization partners with public and private agencies to help women find and keep safe, stable homes. The Organization helps women at urgent risk of losing their homes, in unsafe or substandard housing, or staying with friends or family.

Community Engagement

WLP staff works to increase the public's awareness and understanding of the causes of poverty and homelessness, and the hardships and barriers women encounter to improve their lives. Through education, the public becomes effective advocates for change that improves opportunities for those in need of housing, mental health and addiction treatment and viable employment. By speaking with a wide range of stakeholders, we build meaningful and lasting connections that result in improved understanding of the issues facing guests in our shelter community.

Women's Lunch Place, Inc.
Notes to Financial Statements
June 30, 2020 and 2019

Note 1 – Organization and Mission (continued)

Collaborations and Partnerships

Successful collaborations with other organizations are crucial for the Organization to be effective yet not duplicate services available at other local agencies. The Organization is committed to maintaining and building external relationships across all of its program areas.

Partnerships with *Greater Boston Food Bank*, *Lovin' Spoonfuls*, community farms and gardens, and other local in-kind donors results in significant savings in food costs. Other close partners include *Health Care Without Walls*, *Tech Goes Home*, *Hearth*, *the Department of Mental Health's Outreach Team*, local shelters, housing agencies, legal organizations, organizations that offer material assistance, and substance abuse and mental health service providers.

Resource Center and Library

Offers the tools for women to advocate for themselves, to search for a job, housing, or other goals. There are computers, telephones, personal voice mail, postal mail services, office supplies, reference materials, and a lending library. The Organization offers job readiness assistance with volunteers and computing classes in partnership with *Tech Goes Home*.

Creative Expressions Program

Offers classes in painting, knitting, creative writing, photography, and a variety of other artistic activities. Women learn new skills and discover their talents in a supportive, healing community. Activities include support groups, yoga, health and wellness workshops, community meetings, outside speakers, and group outings to local attractions.

Nonprofit Status

The Organization is exempt from Federal income taxes as an organization (not a private foundation) formed for charitable purposes under Section 501(c)(3) of the Internal Revenue Code (IRC). The Organization is also exempt from state income taxes. Donors may deduct contributions made to the Organization within IRC requirements.

Note 2 - Summary of Significant Accounting Policies

Basis of Presentation

The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America. Financial information is classified based on the existence or absence of donor-imposed restrictions. Accordingly, net assets of the Organization and changes therein are classified and reported as follows:

Net Assets Without Donor Restrictions

Net assets that are not subject to donor-imposed stipulations are classified as without donor restrictions.

Women's Lunch Place, Inc.
Notes to Financial Statements
June 30, 2020 and 2019

Note 2 - Summary of Significant Accounting Policies (continued)
Basis of Presentation (continued)

Net Assets Without Donor Restrictions (continued)

From time to time, the Board may vote to set aside a certain dollar amount or percentage of net assets without donor restrictions for use at a specific time, for a specific purpose, as it sees fit. These board-designated net assets may become undesignated with the passage of time or when used for their intended purpose. In addition, the Board may undesignate these net assets at its discretion if the originally intended time period or purpose is deemed no longer relevant to applicable to the needs of the Organization.

Net Assets With Donor Restrictions

Net assets subject to donor-imposed stipulations that may or will be met, either by actions of the Organization and/or the passage of time, are classified as net assets with donor restrictions. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions.

Also included in this category, are net assets subject to donor restrictions to be maintained in perpetuity as permanent assets of the Organization. Generally, all income and unrealized and realized net gains on investments related to these net assets can be made available for operations as the Organization appropriates its annual spending based on the use of a spending policy or in accordance with donor restrictions. For the years ended June 30, 2020 and 2019, the Organization had net assets with donor restrictions of \$64,004 and \$32,500, respectively.

Cash and Cash Equivalents

Cash and cash equivalents include cash, time deposits, certificates of deposit, and other highly liquid financial instruments with original maturities of three months or less, where are neither held nor restricted by donors for long-term purposes.

Investments

All investments are held in an investment portfolio which is managed by a third-party investment manager as directed by the Organization. Investments are recorded in the financial statements at fair value. If an investment is directly held by the Organization and an active market with quoted prices exists, the market price of an identical security is used to report fair value. Reported fair values of shares in mutual funds are based on share prices reported by the funds as of the last business day of the fiscal year. Bonds and government securities are valued using several factors, including its credit rating relative to a corporate bond or government security with similar maturity or duration.

The purpose of the Organization's investment account is to grow the portfolio with a combination of long-term growth through earnings and appreciation and regular deposits to the account from the Organization's operating account. The investment objective is to maximize return on assets consistent with using diversified investments to minimize risk. Asset allocation guidelines are followed to ensure a balanced portfolio. The equity portion of the portfolio is invested in stocks whose primary objective is to offer an above market dividend yield along with

Women's Lunch Place, Inc.
Notes to Financial Statements
June 30, 2020 and 2019

Note 2 - Summary of Significant Accounting Policies (continued)

Investment (continued)

the opportunity for price appreciation. The fixed income allocation is invested in a total rate of return orientation that focuses on both income generation and price appreciation. There is flexibility to add Midcap and Small Cap exposure to this portfolio when the size of the account warrants greater diversification across asset classes. Additionally, international stocks and exposure will be considered as the overall account grows.

The following ranges dictate asset allocation of investments:

Equities	55% - 75%
Fixed Income	25% - 35%
Cash	0% - 10%

Fair Value Measurements

The Organization follows ASC 820-10, "*Fair Value Measurements*," applies to reported balances that are required or permitted to be measured at fair value under an existing accounting pronouncement. ASC 820-10 emphasizes that fair value is a market-based measurement, not an entity-specific measurement. Therefore, a fair value measurement should be determined based on the assumptions that market participants would use in pricing the asset or liability and establishes a fair value hierarchy. The fair value hierarchy consists of three levels of inputs that may be used to measure fair value as follows:

Level 1 – Inputs that utilize quoted prices (unadjusted) in active markets for identical assets or liabilities that the Organization has the ability to access.

Level 2 – Inputs that include quoted prices for similar assets and liabilities in active markets and inputs that are observable for the asset or liability, either directly or indirectly, for substantially the full term of financial instrument. Fair values for these instruments are estimated using pricing models, quoted prices of securities with similar characteristics, or discounted cash flows.

Level 3 – Inputs that are unobservable for the asset or liability which are typically based on an entity's own assumptions, as there is little, if any, related market activity.

Instances where the determination of the fair value measurement is based on inputs from different levels of the fair value hierarchy, the level in the fair value hierarchy within which the entire fair value measurement falls is based on the lowest level input that is significant to the fair value measurement in its entirety.

ASC 825-10, "*Financial Instruments*," permits an entity to measure many financial instruments and certain other assets and liabilities at fair value on an instrument-by-instrument basis. The Organization has not adopted any of the additional fair value options allowed in the standard. Management has determined that the fair values of its financial instruments not carried at fair value, including cash, grants and contributions receivable, prepaid expenses and other current assets, accounts payable, and accrued expenses are substantially equivalent to their carrying values as of June 30, 2020 and 2019 due to their short-term nature.

Women's Lunch Place, Inc.
Notes to Financial Statements
June 30, 2020 and 2019

Note 2 - Summary of Significant Accounting Policies (continued)

Grants and Contributions Receivable

The Organization records its accounts receivable at the amount it expects to collect on the outstanding principal amount. All outstanding amounts are expected to be collected within one year. On a periodic basis, the Organization evaluates its accounts receivable and establishes an allowance for doubtful accounts based on the history of write-offs, collections, and current credit conditions. As of June 30, 2020 and 2019, there was no allowance for doubtful accounts.

Property and Equipment

The Organization capitalizes major purchases of fixed assets exceeding \$1,000, which are not in the nature of replacements or repairs. Minor equipment purchases, replacements, maintenance, and repairs are charged to expense as incurred. Capitalized assets are recorded at cost if purchased or at fair market value at the date of the gift, if donated. Depreciation is provided using the straight-line method over the estimated useful lives of the assets capitalized as follows:

	<u>Years</u>
Furniture, computers, and equipment	3-10
Leasehold improvements	Term of Lease

The Organization reviews long-lived assets for impairment whenever events or changes in circumstances indicate that the carrying amount of an asset may not be recoverable. Recoverability of long-lived assets is measured by comparison to the future undiscounted net cash flows expected to be generated by the assets. If such assets are impaired, the impairment to be recognized is measured by the amount by which the carrying amount of the assets exceeds the estimated fair value of the assets. Assets to be disposed of are reportable at the lower of the carrying amount or fair value, less costs to sell.

Revenue Recognition

Contributions are recognized when cash, securities, or other assets, an unconditional promise to give, or notification of a beneficial interest is received. Gifts of assets other than cash are recorded at their estimated fair value as of the date of the gift. Pledges receivable are stated at their estimated net present value, net of an allowance for uncollectible amounts. Conditional promises to give are not recognized until the conditions on which they depend have been substantially met.

Contributions without donor restrictions are recognized as revenue when unconditionally committed or received. Contributions with donor restrictions are recorded as revenues and net assets with donor restrictions when received or unconditionally pledged. Transfers are made to net assets without donor restrictions as services are performed and costs are incurred or as time restrictions lapse. Expirations of restrictions on net assets by fulfillment of the donor-stipulated purpose or by the passage of the stipulated time period are reported as net assets released from restrictions in the statements of activities.

Gains and losses on investments and other assets or liabilities are reported as increases or decreases in net assets without donor restrictions unless their use is restricted by explicit donor stipulation or by law.

Women's Lunch Place, Inc.
Notes to Financial Statements
June 30, 2020 and 2019

Note 2 - Summary of Significant Accounting Policies (continued)

Revenue Recognition (continued)

The Organization has adopted Accounting Standards Update (ASU) 2014-09, "Revenue from Contracts with Customers," as amended and ASU 2018-08, "Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made," as management believes these standards improve the usefulness and understandability of the Organization's financial reporting. Analysis of various provisions of these standards resulted in no significant changes in the way the Organization recognizes revenue, and therefore, no changes to the previously issued audited financial statements were required on a retrospective basis as a result of the adoption of these standards. The presentation and disclosures of revenue have been enhanced in accordance with the standards.

Donated Goods and Services

Volunteers and other organizations contribute goods and services to the Organization in support of its programs. These goods and services are reflected in the accompanying financial statements as in-kind revenue and expense based on the estimated value assigned to them by the donors or by management. The estimated value recorded for these goods and services for the years ended June 30, 2020 and 2019, respectively, was as follows:

	2020	2019
Kitchen and shelter support salaries	\$ 358,630	\$ 545,107
Professional services	390,276	369,434
Flowers, gifts, household, and personal care items	182,978	122,942
Food	121,468	90,975
Clothing	53,410	46,846
Total donated goods and services	\$ 1,106,762	\$ 1,175,304

In addition, the Organization received in-kind contributions of securities amounting to \$136,430 and \$202,239 for the years ending June 30, 2020 and 2019, respectively.

The Organization receives donated services from a variety of unpaid volunteers who make significant contributions of their time in conjunction with programs and service. No amounts have been recognized in the accompanying statements of activities because the criteria for recognition of such volunteer effort under U.S. GAAP have not been satisfied.

Functional Allocation of Expenses

The cost of providing the Organization's various programs and supporting services have been summarized on a functional basis in the statements of functional expenses. The statements of functional expenses are required to present the nature classification detail of expenses by function allocated on a reasonable basis that is consistently applied. Expenses that can be identified with a specific program or support service are allocated directly. Based on management's estimates, certain costs have been allocated among major classes of program services and supporting services as appropriate. Expenses are allocated among program and supporting services directly or based on management's estimates of the percentage attributable to each function. General and administrative expenses include those expenses that are not directly identifiable with any other specific function but provide for overall support and direction of the Organization.

Women's Lunch Place, Inc.
Notes to Financial Statements
June 30, 2020 and 2019

Note 2 - Summary of Significant Accounting Policies (continued)

Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Concentration of Credit Risk

Financial instruments, which potentially subject the Organization to concentrations of credit risk, consist principally of cash. The Organization maintains its cash in bank deposit accounts, which at times may exceed Federal Deposit Insurance Commission (FDIC) limits. Balances exceeding FDIC limits are covered by state level insurance. Management periodically assesses the stability of the financial institutions that hold their funds and considers credit risk to be minimal. The Organization has not experienced any losses in such accounts.

Investments are exposed to various risks such as market and credit risks. Due to the level of risk associated with such investments and the level of uncertainty related to changes in the value of such investments, it is at least reasonably possible that changes in values in the near term could materially affect investment balances and the amounts reported in the financial statements.

Income Taxes and Uncertain Tax Positions

The Organization, incorporated under Chapter 180 of the Massachusetts General Laws as a tax-exempt entity, has been granted tax-exempt status under Internal Revenue Code Section 501(c)(3), and is, therefore, generally exempt from federal and state income taxes. Accordingly, no provision for income taxes has been included in the accompanying financial statements.

The Organization is required by ASC 740-10, "*Accounting for Uncertainty in Income Taxes*," to evaluate and disclose tax positions that could have an effect on the Organization's financial statements. The Organization reports its activities to the Internal Revenue Service and to the Commonwealth of Massachusetts on an annual basis. These informational returns are generally subject to audit and review by the governmental agencies for a period of three years after filing. Management believes it is no longer subject to review by taxing authorities for periods prior to 2017. Substantially all of the Organization's income, expenditures and activities relate to its exempt purpose, therefore, management has determined that the Organization is not subject to material unrelated business income taxes and will continue to qualify as a tax-exempt not-for-profit entity.

Accounting Pronouncement Updates

In February 2016, the FASB issued Accounting Standards Update (ASU) ASU 2016-02, "*Leases*," amending Financial Accounting Standards Board Accounting Standards Codification (ASC) by adding topic 842. The new ASU requires that lessees recognize on the statement of financial position the assets and liabilities for the rights and obligations created by all leases with terms of more than twelve months, regardless of their classification as either operating or capital leases. For non-profit organizations without public debt, this ASU takes effect for fiscal years beginning after December 15, 2021.

Women's Lunch Place, Inc.
Notes to Financial Statements
June 30, 2020 and 2019

Note 2 - Summary of Significant Accounting Policies (continued)

Accounting Pronouncement Updates (continued)

The Organization is currently evaluating the effect that this accounting pronouncement will have on the financial statements. There were no other accounting standards recently issued that had or are expected to have a material impact on 2020's financial statements and associated disclosures.

Note 3 - Liquidity and Availability

Financial assets available within one year for general expenditure were as follows for the years ending June 30th:

	<u>2020</u>	<u>2019</u>
Cash	\$ 2,089,098	\$ 929,135
Grants and contributions receivable	74,000	35,391
Total financial assets available for general expenditure within one year	<u>\$ 2,163,098</u>	<u>\$ 964,526</u>

The Organization structures its financial assets to be available as its general expenditures, liabilities, and other obligations become due. The policy is used in conjunction with the Organization's Investment Policy. The Organization strives to have on hand operating reserves sufficient to meet seasonal shortfalls of cash flow and withstand the possibility of large capital or unbudgeted expenditures or those resulting from extraordinary events such as natural disasters. Operating reserves of \$1,343,896 and \$1,323,819 as of June 30, 2020 and 2019, respectively, are maintained in an investment account and cannot be released for use in operations without approval of the Finance Committee, with communications to the Executive Committee and Board. When there is excess cash on hand not required for current operations or anticipated future obligations, the surplus will be added to investments held for operating reserves to replenish amounts expended or increase available resources.

To help manage periods when there are shortfalls or unanticipated liquidity needs, the Organization maintains a line of credit of \$350,000. The Executive Director with the Director of Finance may access the line of credit with approval of the Executive Committee and communication to the Board.

Women's Lunch Place, Inc.
Notes to Financial Statements
June 30, 2020 and 2019

Note 4 – Fair Value of Investments

The Organization uses fair value measurements to record fair value adjustments to certain assets and to determine fair value disclosures (Note 2). The following tables present the Organization's fair value hierarchy for assets measured at fair value on a recurring basis as of June 30th:

	2020			
	Total	Quoted prices in active markets for identical assets Level 1	Significant other observable inputs Level 2	Significant unobservable inputs Level 3
	Total	Level 1	Level 2	Level 3
Money market funds	\$ 58,679	\$ 58,679	\$ -	\$ -
Equities				
Industrials	48,396	48,396	-	-
Information technology	212,580	212,580	-	-
Healthcare	146,051	146,051	-	-
Financial	154,780	154,780	-	-
Other equity securities	262,999	262,999	-	-
Corporate bonds	460,411	-	460,411	-
Total	\$ 1,343,896	\$ 883,485	\$ 460,411	\$ -
	2019			
	Total	Quoted prices in active markets for identical assets Level 1	Significant other observable inputs Level 2	Significant unobservable inputs Level 3
	Total	Level 1	Level 2	Level 3
Money market funds	\$ 11,448	\$ 11,448	\$ -	\$ -
Equities				
Industrials	53,706	53,706	-	-
Information technology	194,231	194,231	-	-
Healthcare	133,667	133,667	-	-
Financials	160,257	160,257	-	-
Other equity securities	388,638	388,638	-	-
Corporate bonds	381,872	-	381,872	-
Total	\$ 1,323,819	\$ 941,947	\$ 381,872	\$ -

Investments classified in Level 2 consist of direct interest in bonds, which are thinly traded. Their classification of Level 2 is based on the Organization's inability to access quoted prices in active markets for similar assets. Fair values for these bonds are estimated using pricing models, quoted prices of securities with similar characteristics, or discounted cash flows. The classification of investments in the fair value hierarchy is not necessarily an indication of the risk, liquidity, or degree of difficulty in estimating the fair value of each investment's underlying assets and liabilities.

Women's Lunch Place, Inc.
Notes to Financial Statements
June 30, 2020 and 2019

Note 5 – Investment Return

Realized and unrealized gains or losses on investments are determined by comparison of the difference between market values and average cost, respectively and are included in investment return. Dividend and interest income is recognized when earned. Investment return for the years ending June 30th:

	2020	2019
Interest and dividends	\$ 43,986	\$ 47,855
Realized (loss) gain	(26,959)	143,099
Unrealized gain (loss)	17,296	(47,880)
Investment fees	(6,144)	(5,858)
Total investment return	\$ 28,179	\$ 137,216

Investment return is shown net of investment management and custody fees paid directly to investment managers. In addition, there were investment fees that were not paid directly to the managers, but rather netted from the return.

Note 6 – Property and Equipment

Property and equipment consisted of the following at June 30th:

	2020	2019
Leasehold improvements	\$ 2,812,156	\$ 2,812,156
Furniture, computers, and equipment	238,129	224,689
	3,050,285	3,036,845
Less: accumulated depreciation	(1,142,390)	(1,008,462)
Property and equipment - net	\$ 1,907,895	\$ 2,028,383

Depreciation expense was \$133,294 and \$138,855 for the years ending June 30, 2020 and 2019, respectively.

Note 7 – Line of Credit

The Organization has a line of credit with a bank that allows for borrowings of up to \$350,000. This line of credit bears interest at the bank’s prime rate (3.25% at June 30, 2020), and is secured by all of the Organization’s assets. The line of credit is payable on demand and is reviewable annually each December 31st. There is no outstanding balance on this line of credit at June 30, 2020 and 2019, respectively.

Note 8 – Refundable Advance

During the year ended June 30, 2020, the Organization received grant funding for the Expansion and Evaluation of the Women’s Outreach Advocacy Initiative which is contingent upon meeting certain criteria. As of June 30, 2020, the Organization recorded a refundable advance in the amount of \$79,878, as the conditions upon which the grant is based have not been met.

Women's Lunch Place, Inc.
Notes to Financial Statements
June 30, 2020 and 2019

Note 9 – SBA/PPP Loan Payable

On April 18, 2020, the Organization received loan proceeds from Eastern Bank in the amount of \$236,390 under the Paycheck Protection Program (“PPP”). The PPP was established as part of the Coronavirus Aid, Relief and Economic Security Act (“CARES Act”), enacted by the U.S. Government on March 27, 2020 to help small businesses retain employees during the pandemic and economic downturn. The PPP provides for loans to qualifying businesses for amounts up to two- and one-half times the average monthly allowable payroll costs incurred during the year prior to the loan date. The loans and accrued interest are forgivable after twenty-four weeks as long as the borrower uses the loan proceeds for eligible purposes, including payroll, benefits, rent and utilities, and maintains its payroll levels. No more than 40% of amounts expended can be for non-payroll costs and the amount of loan forgiveness will be reduced if the borrower terminates employees or reduces wages paid to employees by more than 25% during the twenty-four-week period. Any unforgiven portion of the PPP loan is payable over two years at an interest rate of 1%. If the forgiveness application is submitted within 10 months after the end of the covered period, payments will be deferred until the SBA remits the loan forgiveness amount to the lender or notifies the lender that no loan forgiveness is allowed. The Organization intends to use the proceeds for purposes consistent with the PPP to allow for the total forgiveness of amounts received. Loan forgiveness is contingent upon the lending institution’s approval, which has not yet been given as of June 30, 2020 and through the date of this report.

Note 10 – Net Assets

Net assets consisted of the following as of June 30, 2020 and 2019, respectively:

	2020			2019		
	Without donor restrictions	With donor restrictions	Total	Without donor restrictions	With donor restrictions	Total
Operating funds	\$ 1,559,572	\$ -	\$ 1,559,572	\$ 847,492	\$ -	\$ 847,492
Operating reserves	1,343,896	-	1,343,896	1,323,819	-	1,323,819
Invested in property and equipment	1,907,895	-	1,907,895	2,028,383	-	2,028,383
Restricted for purpose	-	64,004	64,004	-	32,500	32,500
	<u>\$ 4,811,363</u>	<u>\$ 64,004</u>	<u>\$ 4,875,367</u>	<u>\$ 4,199,694</u>	<u>\$ 32,500</u>	<u>\$4,232,194</u>

Net assets with donor restrictions consist of funds held for the following purposes as of June 30th:

	2020	2019
Women’s outreach advocacy initiative	\$ 25,000	\$ -
Education fund	14,004	-
Healthy meals	25,000	30,000
Summer intern	-	2,500
Total net asset with donor restrictions	<u>\$ 64,004</u>	<u>\$ 32,500</u>

Net assets used for healthy meals, summer intern, and women’s outreach advocacy initiative of \$373,069 were included in net assets released from restrictions in the statement of activity.

Women's Lunch Place, Inc.
Notes to Financial Statements
June 30, 2020 and 2019

Note 11 – Operating Leases

The Organization leases equipment with monthly payments ranging from \$680 to \$1,025 through October 2025. Lease expense for this equipment was \$15,335 and \$8,160 for each of the years ending June 30, 2020 and 2019, respectively, and is included in equipment rental in the accompanying statements of functional expenses.

During the year ending June 30, 2017, the Organization entered into a lease agreement for administrative office space. Rent expense under the terms of this lease call for minimum monthly payments of \$7,210 beginning in September 2016. Rent expense escalates annually based on the Consumer Price Index (CPI), subject to a ceiling of 2%, through August 2021.

The Organization has various operating leases for its administrative and program space. These operating leases call for minimum monthly payments ranging from \$250 to \$7,210 through August 2021. Rent expense related to these agreements was \$208,660 and \$182,484 for the years ending June 30, 2020 and 2019, respectively, and is included in occupancy in the accompanying statements of functional expenses.

Future minimum lease payments under noncancelable operating leases for administrative and program space and equipment as of June 30th amount to the following:

	<u>Total</u>
2021	\$ 191,456
2022	27,909
2023	12,300
2024	12,300
2025	5,125
	<u>\$ 249,090</u>

Note 12 – Retirement Plan

The Organization offers a tax-deferred annuity plan (the Plan) under IRC Section 403(b) to all its employees. The Plan allows employees to defer a percentage of their earnings based on IRS guidelines. In addition, the Organization may make discretionary matching contributions. During the years ending June 30, 2020 and 2019, the Organization made matching contributions to the Plan of \$38,689 and \$31,761, respectively, which are included in payroll taxes and fringe benefits in the accompanying statements of functional expenses.

Note 13 – Related Party Transactions

The Treasurer of the Organization is a partner of a bookkeeping services company which provided services to the Organization during the year ended June 30, 2020. For the year ended June 30, 2020, the Organization had expenditures of \$47,360 related to these services and have an accounts payable balance due to this company of \$3,500 as of June 30, 2020.

Women's Lunch Place, Inc.
Notes to Financial Statements
June 30, 2020 and 2019

Note 14 – Subsequent Events

FASB ASC 855-10, “*Subsequent Events*,” defines further disclosure requirements for events that occur after the year end date but before financial statements are issued. In accordance with ASC 855-10, management has evaluated events subsequent to June 30, 2020 through January 21, 2021, which is the date the report was available to be issued.

In December 2019, there was an outbreak of a novel strain of Coronavirus (COVID-19) which has since spread to many countries, including the United States. On March 11, 2020, the World Health Organization characterized COVID-19 as a pandemic. The U.S. government has implemented enhanced screenings, quarantine requirements, and travel restrictions in connection with the COVID-19 outbreak. In addition, multiple jurisdictions in the U.S. have declared a state of emergency. It is anticipated that the impacts from this pandemic will continue for some time. The extent of the impact of the COVID-19 pandemic on the Organization’s operational and financial performance will depend on future developments, including the duration and spread of the outbreak. Potential impacts to the Organization may include disruptions or restrictions on our employees’ ability to work, our donors’ ability to contribute, our ability to fundraise, or our capacity to support program services. Changes to the operating environment may increase operating costs. The future effects of these issues are unknown.

Since the COVID-19 outbreak, major U.S. and foreign stock indices have continued to experience significant volatility due to the COVID-19 pandemic. Management is monitoring investment market conditions and the impact such volatility is having on the Organization’s investment portfolio. There is significant uncertainty regarding the impact that the current volatility will have on the future value of the Organization’s investment portfolio.

There were no other material events noted during this period that would either impact the results reflected in this report or the Organization’s results going forward.