

**LOCAL INFANT FORMULA  
FOR EMERGENCIES/HOUSTON  
(A TEXAS NON-PROFIT ORGANIZATION)**

**FINANCIAL STATEMENTS AND  
INDEPENDENT AUDITOR'S REPORT  
DECEMBER 31, 2020**

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FOR EMERGENCIES/HOUSTON  
(A TEXAS NON-PROFIT ORGANIZATION)**

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INDEPENDENT AUDITOR'S REPORT  
DECEMBER 31, 2020**

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**INDEPENDENT AUDITOR'S REPORT**

To the Board of Directors of  
Local Infant Formula for Emergencies/Houston  
Houston, Texas

Report on the Financial Statements

We have audited the accompanying financial statements of Local Infant Formula For Emergencies / Houston (a Texas nonprofit organization) which comprise the statement of financial position as of December 31, 2020, and the related statements of activities, functional expenses, and cash flows 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. 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 Local Infant Formula For Emergencies / Houston as of December 31, 2020, and the changes in its net assets and its cash flows for the year ended in accordance with accounting principles generally accepted in the United States of America.

*Bharmal & Assoc.*

Bharmal & Associates, Inc.  
Irvine, CA  
August 19, 2021

**LOCAL INFANT FORMULA FOR EMERGENCIES/HOUSTON**  
**STATEMENT OF FINANCIAL POSITION**  
December 31, 2020

**ASSETS**

**CURRENT ASSETS**

Cash and cash equivalents	\$	494,287
Grants Receivable		43,098
Inventory of infant formula and supplies		60,515
Other Current Assets		3,006
<b>TOTAL CURRENT ASSETS</b>		<b>600,906</b>

**FIXED ASSETS**

Furnishings & equipment		12,044
Less: Accumulated depreciation		(12,044)
<b>TOTAL FIXED ASSETS</b>		<b>-</b>

**INTANGIBLE ASSETS**

Database	\$	49,504
Less: Accumulated amortization		(29,702)
<b>TOTAL FIXED ASSETS</b>		<b>19,802</b>

**TOTAL ASSETS**

**\$ 620,708**

**LIABILITIES AND NET ASSETS**

**CURRENT LIABILITIES**

Accounts Payable	\$	1,465
Other Current Liabilities		44,974
<b>TOTAL CURRENT LIABILITIES</b>		<b>46,439</b>

**TOTAL LIABILITIES**

46,439

**NET ASSETS**

Without donor restrictions		521,269
With donor restrictions		53,000
<b>TOTAL NET ASSETS</b>		<b>574,269</b>

**TOTAL LIABILITIES AND NET ASSETS**

**\$ 620,708**

See accompanying notes and independent auditors' report

**LOCAL INFANT FORMULA FOR EMERGENCIES/HOUSTON  
STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS  
YEAR ENDED DECEMBER 31, 2020**

	<u>WITHOUT DONOR RESTRICTIONS</u>	<u>WITH DONOR RESTRICTIONS</u>	<u>TOTAL</u>
<b>REVENUE</b>			
Contributions	598,708	123,095	\$ 721,804
Interest income	156	-	156
	<u>598,865</u>	<u>123,095</u>	<u>721,960</u>
Net assets released from restrictions	70,095	(70,095)	-
<b>TOTAL REVENUE</b>	<u>668,960</u>	<u>53,000</u>	<u>721,960</u>
 <b>EXPENSES</b>			
Formula and food assistance	488,427	-	488,427
Administrative and management expense	93,770	-	93,770
Fundraising	11,179	-	11,179
Depreciation and amortization expense	9,901	-	9,901
<b>TOTAL EXPENSES</b>	<u>603,277</u>	<u>-</u>	<u>603,277</u>
 <b>CHANGE IN NET ASSETS</b>	<u>65,683</u>	<u>53,000</u>	<u>118,683</u>
 <b>NET ASSETS (DEFICIT), BEGINNING OF YEAR</b>	455,586	-	455,586
 <b>NET ASSETS (DEFICIT), END OF YEAR</b>	<u><u>\$ 521,269</u></u>	<u><u>\$ 53,000</u></u>	<u><u>\$ 574,269</u></u>

See accompanying notes and independent auditors' report

**LOCAL INFANT FORMULA FOR EMERGENCIES/HOUSTON  
STATEMENT OF CASH FLOWS  
YEAR ENDED DECEMBER 31, 2020**

<b>CASH FLOWS FROM OPERATING ACTIVITES</b>	
Increase in net assets	\$ 118,683
Adjustments to reconcile changes in net assets to net cash provide by operating activities	
Depreciation and amortization	9,901
(Increase)/Decrease in:	
Grants receivable	83,460
Inventory	(15,937)
Other current assets	17
Accounts payable	(221)
Other Current Liabilities	36,038
<b>NET CASH PROVIDED BY OPERATING ACTIVITIES</b>	<u>231,941</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>	
	-
<b>NET CASH USED BY INVESTING ACTIVITIES</b>	<u>-</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>	
	-
<b>NET CASH PROVIDED (USED) BY FINANCING ACTIVITIES</b>	<u>-</u>
<b>NET INCREASE / (DECREASE) IN CASH</b>	<u>231,941</u>
<b>CASH, BEGINNING OF YEAR</b>	262,346
<b>CASH, END OF YEAR</b>	<u><u>\$ 494,287</u></u>
<b>SUPPLEMENTAL DISCLOSURES</b>	
Interest Paid	
Income Tax paid	\$ -

See accompanying notes and independent auditors' report

# **LOCAL INFANT FORMULA FOR EMERGENICES/HOUSTON**

## **NOTES TO THE FINANCIAL STATEMENTS**

**DECEMBER 31, 2020**

### **1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Local infant Formula for Emergencies/Houston (the “Organization”) is a Texas non-profit organization formed in 1988. The Organization is a Houston based agency whose mission is to provide families with infant formula through the “Food for Hungry Babies” program. In 2020, the Organization served over 5,184 clients in the greater Houston areas as the only agency solely dedicated to providing emergency formula to infants from birth to age one year.

The accompanying financial statements have been prepared in accordance with accounting principles generally accepted in the United States of America as promulgated by the U.S. GAAP Codification of Accounting Standards.

#### **Classification of Net Assets**

The Organization has adopted Statement FASB ASC Topic 958 Not-for-profit Entities. Under FASB ASC Topic 958, the Organization is required to report information regarding its financial position and activities according to two groups as follows:

- Without donor restrictions represent the portion of expendable funds that are available for support of the Organization’s operations or that have been designated by the Board for a particular purpose. At December 31, 2020, without donor restriction net assets were \$521,269.
- With donor restrictions represent amounts that are specifically restricted by donors or grantors for specific programs or time period. At December 31, 2020, with donor restrictions net assets were \$53,000.

#### **Basis of Accounting**

The Organization prepares its financial statements on an accrual basis of accounting and accordingly reflects all significant receivables, payables, and other liabilities. Under this method, revenues are recorded in the period earned and when the amount and timing of the revenue can be reasonably determined. Expenses and asset additions are recognized at the time a liability arises which is normally at the time title passes or a service is received.

## **Contributions and Donated Use of Space**

The Organization receives contributions of cash and non-cash donations. Non-cash donations consist primarily of formula, infant food, disposal diapers, office equipment, donated space and professional services. All contributions are typically considered to be unrestricted unless the donor restricts the contribution for a particular purpose outside the state mission of the Organization.

Contributed services are recognized as contributions in accordance with FASB ASC 958-605-25, Accounting for Contributed Services, if the services create or enhance nonfinancial assets or required specialized skills and are performed by people with those skills and would otherwise be purchased by the Organization. The organization received professional services for tax preparation which has been recognized as contributions and administrative and management expenses. However, volunteers provided program and administrative services, and these services were not recognized as contributions and program expenses in the financial statements.

As of December 31, 2020, the Organization had occupied seven locations in the greater Houston area to serve client's needs. The primary location is at the St. Austin Center in southeast Houston. The Organization receives donated use of space at the City of Houston West End Multi-Service Center, Acres Home Multi-Service Center, Southwest Multi-Service Center, St. Austin Center, Northwest Assistance Ministry, Pasadena Multi-Service Center and Spring Branch Development Center. In May 2017, the Organization entered into a lease agreement with the Spring Branch Development Center for space which will be classified as donated rent. Contributions for donated space during 2020 were approximately \$21,336.

## **Fixed assets**

Fixed assets consist of office equipment and office furniture which are recorded at cost as of the date of acquisition. Assets are capitalized at original cost. Donated assets are capitalized at their fair market value on the date of the gift. Depreciation is provided over the estimated useful life of five years on a straight-line basis. Fixed assets were fully depreciated in 2019. Therefore, depreciation expense for 2020 was \$0.

## **Intangible asset - database**

The Organization has been discussing the need to create a comprehensive database to intake clients, track inventory and provide valuable reports to management and the Board for several years. As such, after obtaining multiple proposals, on July 31, 2015 the Organization decided to use ContentActive to create an all-inclusive and comprehensive database which would assist in the intake of clients, track inventory and provide valuable reports to management and the Board of Directors. The base

project estimate for the database creation provided and accepted by the Organization was \$49,504. Terms and milestones were outlined by ContentActive in which the payment was due in seven milestone payments. As of December 31, 2019, all milestones and payments were made.

Furthermore, per generally accepted accounting principles, the database should be capitalized and amortization should begin from the time the database becomes active. Based on inquiry with Clara Cooper, Executive Director, the organization began utilizing and testing the database starting from the beginning of 2018. Amortization of the database began in 2018 when the Organization began using the software. Detailed discussions with the ContentActive and LIFE Houston team were performed to confirm the use of the database in 2018. We determined a 5 year useful life for the internally developed software. This resulted in an amortization expense for 2020 of \$9,901.

### **Cash and cash equivalents**

The Organization considers all amounts in checking accounts, money market accounts, petty cash, and certificates of deposit with a maturity of ninety days or less when purchased to be cash and cash equivalents.

### **Use of estimates**

The preparation of financial statements in conformity with generally accepted accounting principles 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.

## **2. OPERATING LEASE COMMITMENT**

The Organization entered into a new lease agreement for office space for its main office on January 2020 with the Congregation of the Sisters of Charity of the Incarnate Word. On January 13, 2020, the Organization renewed the lease for \$1 beginning January 13, 2020 to January 12, 2021. The Organization has the option to renew the lease for one (1) term. The Organization plans to remain in this location for the foreseeable future. Rent expense for the year ended December 31, 2020, including donated rent, was \$8,395

## **3. NOTE PAYABLES AND OTHER DEBT**

The Organization received the Paycheck Protection Program loan backed by the Small Business Administration due to the COVID-19 pandemic in 2020. The Organization applied through Comerica for this loan which was received on May 8, 2020 for \$40,000 at 1% interest rate with a maturity of 2

years. Payments are deferred 10 months after the end of the 24 week period outlined by the SBA for loan forgiveness. Stipulations on the loan outline that if the proceeds are used for payroll and other applicable expenses, the amount will be forgiven. As of the audit report date, the loan has not been forgiven. However, the organization expects the amount to be entirely forgiven in 2021.

#### **4. INVENTORY**

The Organization maintains inventory on periodical basis consisting primarily of infant formula and diapers. The inventory is valued at lower of cost or market, and is valued at \$60,515 at December 31, 2020.

#### **5. INCOME TAXES**

The Organization is exempt from federal income taxes under Section 501 (c)(3) of the Internal Revenue Code, except on net income derived from unrelated business activities. Furthermore, the Organization is registered as an exempt organization in the State of Texas. For the year ended December 31, 2020, the Organization had no tax liability on unrelated business activity. Furthermore, no income tax expense has been recorded in the accompanying financial statements. The Organization believes that it has appropriate support for any tax positions taken, and as such, does not have any uncertain tax positions that are material to the financial statements.

The federal Returns of Organization Exempt from Income Tax (Form 990) for December 31, 2019, 2018, and 2017 are subject to examination by the IRS, generally for three years after they were filed.

#### **6. DATE OF MANAGEMENT'S REVIEW**

The Organization's management reviewed and evaluated subsequent events through August 19, 2021, and no events have occurred subsequent to the statement of financial position dated December 31, 2020 that would require adjustments to, or disclosure in, the financial statements.

**LOCAL INFANT FORMULA FOR EMERGENCIES/HOUSTON**  
**SCHEDULE OF FUNCTIONAL EXPENSES**  
**December 31, 2020**

DESCRIPTION	Formula and food assistance	Administrative and management expense	Fundraising	Depreciation and Amortization	TOTAL
Amortization				\$ 9,901	\$ 9,901
Audit		\$ 9,225			\$ 9,225
Bank fees		\$ 2,486			\$ 2,486
Board Development		\$ 10			\$ 10
Client Services	\$ 3,848				\$ 3,848
Contract Services	\$ 48,421				\$ 48,421
Equipment		\$ 1,026			\$ 1,026
Formula:905-B Formula	\$ 53,368				\$ 53,368
Human Resources		300			\$ 300
In Kind:907-A Supplies	\$ 550				\$ 550
In Kind 907-B Formula	\$ 103,412				\$ 103,412
In Kind:907-C Other Baby Items	\$ 17,159				\$ 17,159
In Kind:907-D Food	\$ 20,114				\$ 20,114
In Kind:907-G Gift Cards	\$ 5,000				\$ 5,000
Insurance		\$ 3,645			\$ 3,645
Legacy Luncheon:765-A Legacy Luncheon Direct			\$ 6,130		\$ 6,130
Marketing/Public Relations			\$ 1,161		\$ 1,161
Medical Benefit		\$ 8,710			\$ 8,710
Meeting Expenses		\$ 326			\$ 326
Mileage & Parking	\$ 4,311	\$ 1,437			\$ 5,747
Office Supplies	\$ 6,051	\$ 2,017			\$ 8,068
Payroll Processing Fees		\$ 3,117			\$ 3,117
Payroll Taxes	\$ 14,401	\$ 2,541			\$ 16,942
Postage:725	\$ 487	\$ 625			\$ 1,112
Phone Allowance	\$ 1,050				\$ 1,050
Printing: 730A-Regular Printing		\$ 1,236			\$ 1,236
Printing: 730B-Newsletter		\$ 2,027			\$ 2,027
Printing: 730C-Fundraising			\$ 2,840		\$ 2,840
Printing 907		\$ 51			\$ 51
Professional Fees	\$ 703				\$ 703
Accounting Fees		\$ 8,225			\$ 8,225
Rent	\$ 19,738	\$ 1,049	\$ 1,049		\$ 21,836
Staff Development		\$ 570			\$ 570
Subscriptions & Dues	\$ 1,422				\$ 1,422
Technology		\$ 11,542			\$ 11,542
Uncategorized Expenses					\$ -
Utilities:755-A Phone/Internet AAMA Site	\$ 4,650	\$ 1,550			\$ 6,200
Utilities:755-B Phone/Internet Heights	\$ 2,095				\$ 2,095
Wages	\$ 181,648	\$ 32,056			\$ 213,704
<b>TOTAL</b>	<b>\$ 488,427</b>	<b>\$ 93,770</b>	<b>\$ 11,179</b>	<b>\$ 9,901</b>	<b>\$ 603,277</b>

See accompanying notes and independent auditors' report