Financial Statements &

Independent Auditor's Report

for the Year Ended

June 30, 2021



A PROFESSIONAL ACCOUNTANCY CORPORATION

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Independent Auditor's Report

To the Board of Directors Immigration Institute of the Bay Area San Francisco, California

We have audited the accompanying financial statements of Immigration Institute of the Bay Area (a nonprofit organization), which comprise the statement of financial position as of June 30, 2021, the related statements of activities and changes in net assets, 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 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 an assessment of the risks of the 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.

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Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Immigration Institute of the Bay Area, as of June 30, 2021, 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 June 30, 2020, financial statements of Immigration Institute of the Bay Area and our report dated January 14, 2021, 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 June 30, 2020, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Cook & Company

A Professional Accountancy Corporation San Francisco, California December 22, 2021

Statement of Financial Position June 30, 2021 with Comparative Totals for June 30, 2020

ASSETS	6/30/2021	6/30/2020 (Note 2)
Current Assets		
Cash and cash equivalents	\$ 724,804	\$ 1,565,432
Investments (Note 3)	4,249,563	2,734,284
Grants receivable, current	758,127	231,404
Government grants receivable	1,326,938	563,588
Prepaid expenses and other current assets	159,661	83,413
Total current assets	7,219,093	5,178,121
Grants receivable, long term	255,000	
Deposits	52,131	32,220
Total assets	7,526,224	5,210,341
LIABILITIES & NET ASSETS Current Liabilities		
Accounts payable	\$ 348,336	\$ 112,293
Accrued payroll	47,314	40,812
Accrued vacation	221,226	186,091
Fiscal sponsorship payable	167,646	168,195
Deferred revenue	56,992	
Total current liabilities	841,514	507,391
Deferred rent	32,076	
Total liabilities	873,590	507,391
Net Assets		
Without donor restrictions	4,945,399	4,078,586
With donor restrictions (Note 4)	1,707,235	624,364
Total net assets	6,652,634	4,702,950
Total liabilities and net assets	\$ 7,526,224	\$ 5,210,341

Statement of Activities & Changes in Net Assets for the Year Ended June 30, 2021 with Comparative Totals for the Year Ended June 30, 2020

	Without Donor			With			6/30/2020
				Donor	(6/30/2021	Total
	R	estrictions	R	estrictions		Total	 (Note 2)
Support and Revenue							
Grants	\$	2,145	\$	2,757,532	\$	2,759,677	\$ 1,734,908
Government grants		2,940,012		-		2,940,012	2,820,985
Contributions		350,503		178,745		529,248	448,001
In-kind contributions (Note 5)		72,306		-		72,306	66,121
Fees for services		262,141		-		262,141	408,611
Fundraising event contributions		125,129		-		125,129	140,688
Interest & dividends		65,950		-		65,950	60,022
Realized and unrealized gains							
on investments		542,275		-		542,275	48,411
Investment fees		(17,824)		-		(17,824)	(12,412)
Other income		879		-		879	1,541
Net assets released from restrictions		1,853,406		(1,853,406)		-	 -
Total revenue and support		6,196,922		1,082,871		7,279,793	 6,334,836
Expenses							
Program services		4,154,790				4,154,790	3,874,699
Management and general		871,784		-		871,784	925,208
Fundraising / development		303,535		-		303,535	212,753
Total expenses		5,330,109		-		5,330,109	 5,012,660
Change in Net Assets		866,813		1,082,871		1,949,684	1,322,176
Net Assets, Beginning of Year		4,078,586		624,364		4,702,950	3,380,774
Net Assets, End of Year	\$	4,945,399	\$	1,707,235	\$	6,652,634	\$ 4,702,950

Statement of Functional Expenses for the Year Ended June 30, 2021 with Comparative Totals for the Year Ended June 30, 2020

	Sar	r Francisco	(Oakland	San Mate	0	Brentwood	N	Japa	S	Sonoma	F	Fremont									6/30/2020	
	Im	migration	Im	migration	Immigrati	on I	mmigration	Imm	igration	Imr	migration	Im	migration	Тс	otal Program	М	anagement	Fu	ndraising /	6/3	30/2021	Total	
]	Program]	Program	Program		Program	Pro	ogram	Р	rogram	Р	Program		Services	ar	nd General	De	velopment		Total	(Note 2)	
Salaries	\$	314,096	\$	511,131	\$ 614,2	38 \$	365,404	\$ 4	486,662	\$	98,803	\$	154,672	\$	2,545,006	\$	641,767	\$	204,733	\$ 3	,391,506	\$ 3,208,045	
Employee benefits		38,302		61,301	88,7	13	39,235		71,655		12,207		22,000		333,413		87,563		27,490		448,466	392,945	
Payroll taxes		19,997		35,390	39,7	36	24,104		32,210		6,886		10,414		168,737		43,559		13,021		225,317	228,447	
Accounting fees		427		729	1,0)6	546		716		148		422		3,994		17,705		155		21,854	20,961	
Other professional services		25,080		40,446	55,5	31	30,730		42,653		24,873		14,830		234,143		5,943		-		240,086	66,297	
Communications		8,019		9,333	9,6	29	5,359		5,532		149		4,013		42,034		9,715		713		52,462	45,740	
Marketing expenses		-		-	-		-		-		-		150		150		3,064		-		3,214	1,927	
Office expenses		2,653		20,951	10,1	33	5,190		17,675		311		3,072		59,985		5,833		1,670		67,488	63,590	
Postage & delivery		3,486		7,492	5,2	12	2,567		7,236		1,218		19		27,230		1,177		589		28,996	29,826	
Printing & duplication		13,890		-		43	-		44		-		-		13,977		1,031		-		15,008	(1,574)	
Information technology		3,652		9,136	9,9	05	4,290		5,674		1,324		2,224		36,205		16,185		662		53,052	43,995	
Occupancy		55,964		93,297	52,4	12	33,919		59,331		86		19,980		314,989		48,134		4,578		367,701	329,750	
Travel		2,675		8		34	-		109		-		70		2,896		1,000		-		3,896	25,087	
Government form filing fees		10,395		27,190	31,8	50	42,075		53,020		3,960		7,920		176,410		-		-		176,410	382,140	
Staff/board development		1,226		2,473	1,8	74	800		1,372		270		964		8,979		29,364		2,250		40,593	51,540	
Insurance		2,551		4,268	5,9	00	3,247		4,508		862		1,559		22,895		3,780		894		27,569	27,680	
Fundraising expenses		-		-	-		-		-		-		-		-		-		43,239		43,239	16,369	
Bank charges		2,187		3,093	7	32	98		722		-		673		7,505		2,297		-		9,802	8,461	
In-kind expenses		7,161		10,993	27,7	18	8,403		11,730		2,246		4,055		72,306		-		-		72,306	54,521	
Other expenses		901		31,196	1,2	18	14		776		20		1,793		35,918		3,923		1,303		41,144	16,913	
Allocation of shared costs		5,361		8,862	12,3	50	6,835		9,486		1,825		3,299		48,018		(50,256)		2,238		-		
Total expenses by function	\$	518,023	\$	877,289	\$ 968,2	34 \$	572,816	\$ 8	811,111	\$	155,188	\$	252,129	\$	4,154,790	\$	871,784	\$	303,535	\$ 5	5,330,109	\$ 5,012,660	

Statement of Cash Flows for the Year Ended June 30, 2021 with Comparative Totals for the Year Ended June 30, 2020

ľ	,	6/30/2020
	6/30/2021	(Note 2)
Cash flows from operating activities:		
Cash received from grantors/contributors	\$ 4,881,299	\$ 5,939,086
Cash received from payments of program fees	166,861	429,959
Dividends and interest received	65,950	60,022
Cash generated from operating activities	5,114,110	6,429,067
Cash paid to, or for the benefit of, employees	(4,023,652)	(3,768,137)
Cash paid to contractors and suppliers	(958,082)	(1,142,477)
Cash disbursed for operating activities	(4,981,734)	(4,910,614)
Net cash flows generated from operating activities	132,376	1,518,453
Cash flows from investing activities:		
Purchases / redemptions of marketable securities	(973,004)	(372,732)
Net cash flows from investing activities	(973,004)	(372,732)
NET INCREASE IN CASH	(840,628)	1,145,721
CASH & CASH EQUIVALENTS, beginning of year	1,565,432	419,711
CASH & CASH EQUIVALENTS, end of year	\$ 724,804	\$ 1,565,432
Supplemental information:		
Reconciliation of change in net assets to cash flows generated from op	perating activities:	
Change in net assets	\$ 1,949,684	\$ 1,322,176
Adjustments to reconcile change in net assets to net cash		
from (used for) operating activities		
Realized and unrealized gains on investments	(542,275)	(48,411)
Changes in assets and liabilities:		
Grants receivable	(1,545,073)	98,823
Prepaid expenses & deposits	(96,159)	31,407
Accounts payable	236,043	58,840
Accrued payroll	6,502	(5,914)
Accrued vacation	35,135	67,214
Fiscal sponsorship payable	(549)	(5,682)
Other current liabilities	89,068	
Net cash flows generated from operating activities	\$ 132,376	\$ 1,518,453

Notes to Financial Statements June 30, 2021

1. The Organization

Nature of Activities

The Immigration Institute of the Bay Area (IIBA) is a non-profit corporation that was founded in 1918. The mission of the IIBA is to welcome, educate and serve immigrants, refugees and their families as they join and contribute to the community. Services are provided in San Francisco, San Mateo, Alameda, Napa, Sonoma and Contra Costa Countries. IIBA is the largest non-profit provider of immigration legal services in Northern California. Support for IIBA's projects and programs comes from government, private foundations, corporations, service fees for immigration legal assistance, and individual donation.

2. Summary of Significant Accounting Policies

Basis of Accounting

The accompanying financial statements are prepared on the accrual basis of accounting, in accordance with accounting principles generally accepted in the United States of America. Under the accrual basis of accounting, support is recognized when it is awarded, revenue is recognized when it is earned and realizable, and expenses are recognized when they are incurred.

Cash and Equivalents

Cash and equivalents include deposits held in bank checking and savings accounts, as well as money market funds held with an investment brokerage firm.

Grants Receivable

Grants receivable from foundations are recorded based on formal, written promises received. Since all amounts are deemed fully collectible within one year of the balance sheet date, there is no allowance for doubtful accounts or present value discount reflected in the financial statements.

Government grants receivable pertain to conditional contributions (i.e., cost reimbursement contracts) and are reported at the amount management expects to collect from municipal agencies on balances outstanding at year-end. All amounts are deemed fully collectible within one year of the balance sheet date.

Fair Value of Financial Instruments

The carrying amounts of cash, receivables, and accounts payable approximate fair value because of the short maturity of these instruments.

Fiscal Sponsorship Liabilities

IIBA acts as a custodian of contributions raised and designated for other nonprofit organizations. Because IIBA does not have variance power over the use of the contributions, they are considered agency transactions and not reflected on the Organization's statement of activities. Amounts received under this arrangement are reflected as a liability until the point when they are transferred to recipients.

Deferred Rent

The Organization's office leases contain staggered rent schedules whereby rent gradually increases over the course of the lease term. In accordance with GAAP, rent expense has been straight-lined so that it is spread evenly over the term of the lease. The difference between the

Notes to Financial Statements June 30, 2021

straight-lined expense and the rental payments to date is recorded as a deferred rent liability that will be fully amortized by the end of the leases (as disclosed in Note 6).

Net Assets

Net assets, revenues, expenses, gains, and losses are classified based upon 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, which includes resources not subject to, or no longer subject to, donor-imposed stipulations.

Net assets with donor restrictions, which includes resources whose use is limited by donor-imposed time and/or purpose restrictions.

Recognition of Support and Revenue

Revenue and support have been reflected in these financial statements in accordance with the provisions of ASC 958 and ASC 606, respectively. Amounts received are generally considered contributions recognizable under ASC 958 when the funding sources do not receive direct commensurate value in exchange for their payments. Conversely, amounts received from a funding source to provide services directly to the resource provider are considered contracts with customers recognizable under ASC 606.

Contributions

The Organization recognizes contributions when it receives cash, securities or other assets, an unconditional promise to give, or notification of a beneficial interest.

Contributions are reported as increases in *net assets without donor restrictions* unless use of the contributed assets is limited by donor-imposed stipulations. Expirations of donor-restrictions (i.e., the donor-stipulated purpose has been fulfilled and/or the stipulated time-period has elapsed) are reported as reclassifications between the applicable classes of net assets.

Conditional contributions

Conditional promises to give, that is, those with a measurable performance or other barrier, and a right of return, are not recognized until the conditions on which they depend have been substantially met. The Organization's contracts with government agencies are conditioned upon certain performance requirements and the incurrence of allowable qualifying expenses. Consequently, at June 30, 2021, conditional contributions approximating \$2.1 million, for which no amounts had been received in advance, have not been recognized in the accompanying financial statements.

In-kind Support

The vast majority of in-kind support consists of donated services that require specialized skills, are provided by volunteers who possess those skills, and would have to be purchased if not donated. These include ESL teachers, paralegals and attorneys.

Contracts with Customers

Revenues from contracts with customers (as defined by FASB ASC 606) are presented under the *fees for services* caption of the *statement of activities and changes in net assets*. These include amounts received for immigration legal services. A contract's total consideration can range from less than \$100 to approximately \$2,000. Revenue from these services is recognizable at the point

Notes to Financial Statements June 30, 2021

in time when performance obligations are completed. Performance obligations relate to immigration legal services, including Form I-130 family/marriage visa petitions, DS-260 consular processing, I-129F fiancé petitions, and completion of other consular processing services. Depending on the client's circumstances, performance obligations may be satisfied within a matter of weeks or may extend over several months. Occasionally, a contract may span several fiscal years. Customers typically submit a down payment and/or arrange for a payment plan with any remaining contract balance due upon completion of the contracted services.

Amounts received for performance obligations not satisfied as of year-end are presented as deferred revenue. These were estimated to be approximately \$57,000 as of June 30, 2021. The books reflect no deferred revenue as of June 30, 2020, nor do they reflect any contract accounts receivable as of June 30, 2021, or June 30, 2020.

Unrecognized contract assets were estimated at approximately \$90,000 as of June 30, 2021, and approximately \$32,000 as of June 30, 2020. Unrecognized contract assets represent amounts that the Organization will be entitled to receive (and recognize as revenue) in the future once performance obligations are satisfied. Such amounts are excluded from the financial statements. It is anticipated that the majority of unrecognized contract assets will be recognized within one year of the balance sheet date.

Functional Expenses

The Organization presents its expenses by function and natural category. *Program services* include the direct conduct and direct supervision of specific program activities. *Fundraising / development* includes efforts to solicit monetary and nonmonetary contributions. *Management & general* includes general oversight, the solicitation and administration of earned income, recordkeeping, regulatory compliance, governance, financial management, and all other activities that do not constitute the direct conduct or direct supervision of specific program services or fundraising activities.

Expenses that pertain to a single function are charged directly to the function's respective cost center / class in the Organization's accounting system.

Staff compensation is charged to each function based on management's estimate of time and effort. These employees include the Executive Director, Communication Manager, and four members of the program staff who spend a portion of their time on activities that are not program services. Other positions are charged entirely to a single function based on the underlying nature of the position.

Shared costs, consisting primarily of the San Francisco office rent and related facility costs, are allocated based on overall time and effort expended on each function.

Other expenses are charged directly to the appropriate function based on specific identification.

Income Taxes

As a public charity, the Organization is exempt from income taxes under Internal Revenue Code Section 501(c)(3), except on activities unrelated to its mission. Since management believes that all of the Organization's activities are directly related to its mission, no provision has been made for income tax expense. The Organization's federal *Return of Organization Exempt from Income Tax* (Form 990) filings for the tax years ending in 2019 through 2021 are subject to examination by the Internal Revenue Service, generally for three years after they were filed. The

Notes to Financial Statements June 30, 2021

Organization's California *Exempt Organization Annual Information Return* (Form 199) filings for the tax years ending in 2018 though 2021 are subject to examination by the Franchise Tax Board, generally for four years after they were filed.

Use of 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.

New Accounting Pronouncements

Accounting Standards Update No. 2014-09—*Revenue from Contracts with Customers (Topic 606)* (ASU 2014-09) was issued by the Financial Accounting Standards Board (FASB) in May 2014 and is effective for nonpublic entities in calendar years ending in 2020 and beyond.

This update supersedes or replaces nearly all GAAP revenue recognition guidance for reciprocal transactions. These standards establish a new five-step contract and control-based revenue recognition model, change the basis for deciding when revenue is recognized over time or at a point in time, and expand disclosures about revenue.

The enactment of this pronouncement is reflected in the Organization's financial statements for the year ended June 30, 2021.

Analysis of various provisions of this standard have necessitated delayed revenue recognition for some contracts. However, the effects of the new pronouncement do not have a material impact on beginning net assets. It is estimated that approximately \$33,000 in fee revenue recognized in 2019-2020 would have been recognized in 2020-2021 under the provisions of ASC 606. It is also estimated that a similar amount of 2018-2019 fee revenue would have been recognized in 2019-2020 under the new standard. Because these amounts are not considered to be material to the financial statements as whole, no changes to previously issued audited financial statements were necessary on a retrospective basis. The presentation and disclosures of revenue have been enhanced in accordance with the standard.

These financial statements also reflect the provisions Accounting Standards Update No. 2018-08—*Not-for-Profit Entities (Topic 958): Clarifying the Scope and Accounting Guidance for Contributions Made and Contributions Received* (ASU 2018-08), which the FASB enacted in June 2018 in response to concerns and questions relating to the applicability of ASU 2014-09 to nonprofit organizations.

This update provides enhanced guidance to assist entities in (1) evaluating whether transactions should be accounted for as contributions (nonreciprocal) or exchange transactions (reciprocal) and (2) determining whether a contribution is conditional. The update will result in more governmental contracts being accounted for as contributions and may delay recognition for certain grants and contributions that no longer meet the definition of unconditional. This pronouncement was effective for calendar years ending in 2019 and beyond.

Comparative Data

The financial statement information for the year ended June 30, 2020, presented for comparative purposes, is not intended to be a complete financial statement presentation. For a complete presentation of June 30, 2020, please refer to the financial statements for that year.

Notes to Financial Statements June 30, 2021

3. Investments – Fair Value Measurements

The Organization has valued its investments in accordance with FASB ASC #820, which establishes a fair value framework in accordance with generally accepted accounting principles. ASC #820 clarifies the definition of fair value, taking the position that fair value is the exchange price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the valuation date.

There are three defined levels in the fair value hierarchy:

Level 1 – Unadjusted quoted prices for identical assets or liabilities in active markets that are accessible at the measurement date.

Level 2 – Prices or valuations based on observable inputs other than quoted prices in active markets for identical assets and liabilities.

Level 3 – Prices or valuation techniques that require inputs that are both significant to the fair value measurement and are unobservable (i.e., supported by little or no market activity).

Fair value of assets measured on a recurring basis at June 30, 2021, consist of various publicly traded securities held with an investment brokerage:

	Fair Value	Quoted Prices in Active Markets (Level 1)	Significant Other Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)
Equities Bond funds	\$2,361,483	\$2,361,483		
Blended US bond fund	873,625	873,625		
Mortgage-backed				
securities fund	476,970	476,970		
US Government bond fun	d 294,207	294,207		
US Corporate bond funds	<u>243,278</u>	243,278		
Total	\$4,249,563	\$4,249,563		

4. Net Assets with Donor Restrictions

The balance of net assets with donor restrictions at June 30, 2021, consisted of unspent awards restricted to the following activities:

General support for future periods	\$1,147,549
San Mateo County programs	166,667
Deportation prevention	137,500
COVID-related support	112,917
Napa County programs	72,917
Other projects & programs	<u>69,685</u>
Total	\$1,707,235

Notes to Financial Statements June 30, 2021

5. In-Kind Contributions

In-kind contributions received during the fiscal year ended June 30, 2021, consisted of the following:

Citizenship classes and workshops	
Attorneys	\$59,217
Credentialed teachers	7,656
Office rent discount during COVID-19	<u>5,433</u>
Total	\$72,306

6. Office Leases

IIBA has entered into facility operating leases in San Francisco, Fremont, Redwood City, Napa, Brentwood and Oakland under agreements with various terms.

Future minimum lease payments as of June 30, 2021, are as follows:

Fiscal Year Ending June 30:	
2022	\$304,983
2023	314,971
2024	251,640
2025	212,192
2026	106,448
2027 and thereafter	238,704
Total future minimum lease payments	\$1,428,938

7. Retirement Plan

The Organization sponsors a 403(b) retirement plan for all eligible employees who elect to participate. The Organization matches up to 3% of participating employee's compensation. Total retirement plan expense for the year ended June 30, 2021 was \$74,219.

8. Contingencies, Risks & Uncertainties

COVID-19

As a result of the spread of the COVID-19 coronavirus, economic uncertainties have arisen which are likely to negatively impact the Organization's ability to conduct program activities or raise contributions. While the disruption is currently expected to be temporary, there is considerable uncertainty around the duration. As such, the financial impact of this situation cannot be reasonably estimated at this time.

Revenue Concentration

Approximately 29% of the Organization's total support and revenue is derived from costreimbursement grants with the California Department of Social Services (CDSS). Should funding from CDSS decrease, the Organization could experience a contraction of its services.

Notes to Financial Statements June 30, 2021

Funding Source Requirements

The Organization receives contributions and grants that are restricted for a specific program or purpose. If such restrictions are not met in accordance with the funding source agreement, there is the possibility that funds would have to be returned to the donor. It is management's opinion that all donor conditions have been met for grants and contributions that have either been recorded as unrestricted or for which donor restrictions have been released.

Cash Deposits in Excess of FDIC Insurance Limits

The Organization maintains its cash deposits with several financial institutions. Such amounts may at times exceed Federal Deposit Insurance Corporation limits (currently \$250,000 per depositor per institution), however, management believes the risk of loss is minimal. Total uninsured cash was approximately \$425,000 as of June 30, 2021.

9. Management's Liquidity Disclosure

The Organization's working capital and cash flows vary during the year based on the timing of grant awards and contributions, as well as seasonal variations attributable to special events. As part of the Organization's liquidity management plan, the Organization invests cash in excess of immediate requirements in a savings account.

Financial assets available to meet cash needs for general expenditures within one year are as follows:

Cash & equivalents	\$724,804
Investments	4,249,563
Grants receivable	2,085,065
Less: net assets with purpose restrictions	<u>(559,686)</u>
Total	\$6,499,746

10. Subsequent Events

In preparing these financial statements, management has evaluated events and transactions for potential recognition or disclosure through December 22, 2021, the date the financial statements were available to be issued.