



Financial Statements
June 30, 2018 and 2017

Together with
Independent Auditors' Report

PALO ALTO PARTNERS IN EDUCATION

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INDEPENDENT AUDITORS' REPORT

To the Board of Directors of
Palo Alto Partners in Education
Palo Alto, California

We have audited the accompanying financial statements of Palo Alto Partners in Education (a California public benefit corporation, "PiE" or "Organization"), which comprise the statements of financial position as of June 30, 2018 and 2017, and the related statements of activities and changes in net assets, 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.

Auditors' 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 auditors' 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.

INDEPENDENT AUDITORS' REPORT (CONTINUED)

To the Board of Directors of
Palo Alto Partners in Education
Palo Alto, California

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Organization as of June 30, 2018 and 2017, 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.

Robert Lee & Associates, LLP

San Jose, California
August 22, 2018

PALO ALTO PARTNERS IN EDUCATION
Statements of Financial Position

	June 30,	
	2018	2017
<u>ASSETS</u>		
Current assets:		
Cash and cash equivalents	\$ 243,940	\$ 597,689
Prepaid expenses	19,306	19,299
Total assets, all current	\$ 263,246	\$ 616,988
<u>LIABILITIES AND NET ASSETS</u>		
Current liabilities:		
Accounts payable and accrued expenses	\$ 3,518	\$ 3,535
Total liabilities, all current	3,518	3,535
Commitment (Note 8)		
Net assets:		
Unrestricted	259,728	598,453
Temporarily restricted	-	15,000
Total net assets	259,728	613,453
Total liabilities and net assets	\$ 263,246	\$ 616,988

The accompanying footnotes are an integral part of these financial statements

PALO ALTO PARTNERS IN EDUCATION
Statements of Activities and Changes in Net Assets

	For the Year Ended June 30,		
	2018		
	Unrestricted	Temporarily Restricted	Total
Support and revenue:			
Contributions	\$ 5,790,356	\$ -	\$ 5,790,356
In-kind revenue	5,000	-	5,000
Investment income	41,787	-	41,787
Net assets released from restrictions	15,000	(15,000)	-
Total support and revenue	5,852,143	(15,000)	5,837,143
Expense:			
Program services	5,876,985	-	5,876,985
Management and general	83,025	-	83,025
Fundraising	230,858	-	230,858
Total expenses	6,190,868	-	6,190,868
Change in net assets	(338,725)	(15,000)	(353,725)
Net assets, beginning of year	598,453	15,000	613,453
Net assets, end of year	\$ 259,728	\$ -	\$ 259,728

The accompanying footnotes are an integral part of these financial statements

PALO ALTO PARTNERS IN EDUCATION
Statements of Activities and Changes in Net Assets

	For the Year Ended June 30,		
	2017		
	Unrestricted	Temporarily Restricted	Total
Support and revenue:			
Contributions	\$ 5,894,963	\$ 15,000	\$ 5,909,963
In-kind revenue	5,000	-	5,000
Investment income	14,365	-	14,365
	5,914,328	15,000	5,929,328
Expense:			
Program services	5,606,939	-	5,606,939
Management and general	85,843	-	85,843
Fundraising	245,757	-	245,757
	5,938,539	-	5,938,539
Change in net assets	(24,211)	15,000	(9,211)
Net assets, beginning of year	622,664	-	622,664
Net assets, end of year	\$ 598,453	\$ 15,000	\$ 613,453

The accompanying footnotes are an integral part of these financial statements

PALO ALTO PARTNERS IN EDUCATION
Statements of Activities and Changes in Net Assets

	For the Year Ended June 30, 2018			
	Program services	Management and general	Fundraising	Total
District grants	\$ 5,819,692	\$ -	\$ -	\$ 5,819,692
Salaries	44,355	44,355	88,709	177,419
Payroll expenses	4,117	4,117	8,233	16,467
Bank and merchant fees	-	-	44,393	44,393
Facilities	6,520	6,632	13,040	26,192
Advertising and promotion	-	-	21,855	21,855
Training and development	-	380	18,786	19,166
Donor events	-	-	16,548	16,548
Accounting	-	16,477	-	16,477
Software licenses	-	1,296	11,576	12,872
Insurance	1,982	1,982	3,965	7,929
Office expenses	194	3,144	387	3,725
Design and annual report	-	-	2,860	2,860
Rental	-	2,560	-	2,560
Professional fees	-	1,788	257	2,045
Membership dues and fees	125	294	249	668
	<u>\$ 5,876,985</u>	<u>\$ 83,025</u>	<u>\$ 230,858</u>	<u>\$ 6,190,868</u>

The accompanying footnotes are an integral part of these financial statements

PALO ALTO PARTNERS IN EDUCATION
Statements of Activities and Changes in Net Assets

For the Year Ended June 30, 2017

	Program services	Management and general	Fundraising	Total
District grants	\$ 5,547,588	\$ -	\$ -	\$ 5,547,588
Salaries	45,301	45,301	90,603	181,205
Payroll expenses	4,237	4,237	8,476	16,950
Bank and merchant fees	-	66	45,158	45,224
Professional fees	-	-	27,146	27,146
Facilities	6,524	6,524	13,047	26,095
Training and development	-	1,456	20,339	21,795
Accounting	-	16,207	-	16,207
Advertising and promotion	-	-	15,483	15,483
Software licenses	-	1,296	8,478	9,774
Strategic planning	1,347	5,098	2,748	9,193
Donor events	-	-	6,876	6,876
Insurance	1,688	1,688	3,377	6,753
Design and annual report	-	-	3,520	3,520
Rental	-	2,520	-	2,520
Office expenses	254	880	506	1,640
Membership dues and fees	-	570	-	570
	<u>\$ 5,606,939</u>	<u>\$ 85,843</u>	<u>\$ 245,757</u>	<u>\$ 5,938,539</u>

The accompanying footnotes are an integral part of these financial statements

PALO ALTO PARTNERS IN EDUCATION

Statements of Cash Flows

Decrease in Cash and Cash Equivalents

	For the Year Ended	
	June 30,	
	<u>2018</u>	<u>2017</u>
Cash flows from operating activities:		
Change in net assets	\$ (353,725)	\$ (9,211)
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Changes in operating assets and liabilities:		
Prepaid expenses	(7)	(1,651)
Accounts payable and accrued expenses	<u>(17)</u>	<u>2,535</u>
Net cash used by operating activities	<u>(353,749)</u>	<u>(8,327)</u>
Net decrease in cash and cash equivalents	(353,749)	(8,327)
Cash and cash equivalents, beginning of year	<u>597,689</u>	<u>606,016</u>
Cash and cash equivalents, end of year	<u>\$ 243,940</u>	<u>\$ 597,689</u>

The accompanying footnotes are an integral part of these financial statements

PALO ALTO PARTNERS IN EDUCATION

Notes to Financial Statements

June 30, 2018

Note 1 - Organization and operations:

Palo Alto Partners in Education ("PiE" or the "Organization") was formed by the merging of Palo Alto Organization for Education ("PAFE") and the All Schools Fund ("ASF") in May of 2005. The Organization is a California non-profit Organization with the mission to raise money from parents and the community to provide all Palo Alto Unified School District (PAUSD) students an educational experience beyond what is possible with public funding. PiE's volunteers, in partnership with parents, schools, and the community, will ensure every student in the Palo Alto Unified School District experiences an enriched and fulfilling education. The Organization's primary sources of income are from contributions in the Palo Alto area.

The Organization has been classified as a publicly supported, tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code. The Organization is exempt from California franchise taxes under Revenue and Taxation Code Section 23701(d).

Note 2 - Summary of significant accounting policies:

Basis of accounting - The financial statements have been prepared on the accrual basis of accounting which recognizes revenue and support when earned and expenses when incurred and accordingly reflect all significant receivables, payables and other liabilities.

Basis of presentation - PiE presents information regarding its financial position and activities according to three classes of net assets:

- *Unrestricted net assets* are available to support all activities without restrictions and include those net assets whose use is not restricted by donors even though their use may be limited in other respects, such as by contract or board designation.
- *Temporarily restricted net assets* represent contributions whose use is limited to donor-imposed stipulations that expire by the passage of time or other restrictions and for which the applicable restriction has not been met as of the end of the current reporting period. Temporarily restricted net assets as of June 30, 2017 were \$15,000. There were no temporarily restricted net assets as of June 30, 2018.
- *Permanently restricted net assets* are restricted by the donor for investment in perpetuity, such as endowments. PiE did not have any permanently restricted net assets at June 30, 2018 or 2017.

PALO ALTO PARTNERS IN EDUCATION

Notes to Financial Statements

June 30, 2018

Note 2 - Summary of significant accounting policies (continued):

Use of estimates - The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of 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 these estimates. Significant estimates included in these financial statements relate primarily to functional expense allocation.

Revenue recognition - The Organization's revenue recognition policy requires that contributions received, including unconditional promises to give, be recognized as revenue at their fair value in the period the contribution or pledge is received. Contributed support that is restricted by the donor is reported as an increase in temporarily restricted net assets and released from restrictions if the restriction expires in the reporting period in which the support is recognized. When such restrictions expire, that is, when a stipulated time restriction ends or a purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported as net assets released from restriction. All other contributed support is recognized as unrestricted revenue when received or un-conditionally promised.

In-kind contributions - The Organization receives contributed services from a substantial number of volunteers who promote the Organization's programs. While the Board and Advisory Council members of the Organization possess specialized skills, the value of their services has not been recorded as their skills are provided in their capacity as Board or Advisory Council members. The value of other contributed volunteer services has not been recognized in the accompanying financial statements because they did not meet the criteria for specialized skill or would not have been paid for if not contributed. Contributed services which require a specialized skill and, which the Organization would have paid for if not contributed, is recorded at their estimated fair market value at the date of receipt. The estimated value of these services is disclosed in Note 7.

Functional expense allocations - The costs of providing the various programs and supporting services have been summarized on a functional basis in the Statements of Activities and Changes in Net Assets. Accordingly, certain costs have been allocated based on estimates of time and other factors among the programs and supporting services benefited.

Cash and cash equivalents - Cash and cash equivalents consist of cash and money market funds. For purposes of reporting cash flows, the Organization considers all unrestricted highly liquid investments with a maturity of three months or less at the date of purchase to be cash equivalents.

Prepaid expenses - The majority of prepaid expenses consisted of prepaid insurance, printing costs and subscriptions.

PALO ALTO PARTNERS IN EDUCATION

Notes to Financial Statements

June 30, 2018

Note 2 - Summary of significant accounting policies (continued):

Property, equipment, depreciation and amortization - Property and equipment are stated at cost. Acquisitions of items in excess of \$2,500 are capitalized. Significant donated items are recorded at estimated fair value at the date of receipt. Depreciation and amortization is computed using the straight-line method over the estimated useful lives of the assets ranging from two to ten years.

Grants payable - Grants are made in accordance with the Organization's mission. Unconditional grants that are expected to be paid after one year are evaluated at a discount rate as determined by the deferral interest free rate valid for the year that the grant was pledged and are stated at their net present value. Such present value reserves are recorded only if material to the financial statements. Conditional grants are expensed and considered payable in the period the conditions are substantially satisfied. There were no conditional grants or grants payable as of June 30, 2018 and 2017.

Concentration of credit risk - Financial instruments that potentially subject the Organization to credit risk consist primarily of cash and cash equivalents. The Organization maintains cash and cash equivalents with a commercial bank. Cash and cash equivalents are maintained in interest bearing accounts which are fully insured by the Federal Deposit Insurance Corporation ("FDIC").

Fair value of financial instruments - Financial instruments included in the Organization's Statements of Financial Position as of June 30, 2018 and 2017 include cash and cash equivalents and prepaid expenses. For these accounts the carrying amounts approximate their fair value due to their short maturities.

Concentration of expense - The Organization has a concentration in grant expense; 100% of total grant expense was used to support the Palo Alto Unified School District for the years ended June 30, 2018 and 2017.

Accounting for uncertainty in income taxes - The Organization evaluates its uncertain tax positions and will recognize a loss contingency when it is probable that a liability has been incurred as of the date of the financial statements and the amount of the loss can be reasonably estimated. The amount recognized is subject to estimate and management judgment with respect to the likely outcome of each uncertain tax position. The amount that is ultimately sustained for an individual uncertain tax position or for all uncertain tax positions in the aggregate could differ from the amount recognized. As of June 30, 2018 and 2017 management did not identify any uncertain tax positions. The Organization is subject to potential examination by taxing authorities for income tax returns filed in the U.S. federal jurisdiction and the State of California. The tax years that remain subject to potential examination for the U.S. federal jurisdiction are June 30, 2015 and forward. Fiscal tax years June 30, 2014 and forward are subject to potential examination by the State of California tax jurisdiction.

PALO ALTO PARTNERS IN EDUCATION

Notes to Financial Statements

June 30, 2018

Note 2 - Summary of significant accounting policies (continued):

Recent accounting pronouncements - In August 2016, the Financial Accounting Standards Board (“FASB”) issued Accounting Standard Update (“ASU”) No. 2016-14 “Not-for-Profit Entities: Presentation of Financial Statements for Not-for-Profit Entities.” The ASU is intended to improve identified issues about the current financial reporting for Not-for-Profits. This ASU is effective for annual financial statements issued for fiscal years beginning after December 15, 2017, and for interim periods within fiscal years beginning after December 15, 2018. Early application is permitted. Management has not determined the impact of this pronouncement.

In June 2018, the FASB issued ASU No. 2018-08 “Not-for-Profit Entities: Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made.” The new standard provides a more robust framework for determining whether a transaction should be accounted for as a contribution or as an exchange transaction based on whether a resource provider is receiving value in return for the resources transferred. Further, the ASU provides additional guidance to help determine whether a contribution is conditional and better distinguish a donor-imposed condition from a donor-imposed restriction. The effective date of this amendment is for fiscal years beginning after December 15, 2018. Early application is permitted. Management has not determined the impact of this pronouncement.

Subsequent events - Subsequent events are evaluated through the date of the independent auditors' report, which is the date the financial statements were available to be issued and determined that no material subsequent events require an estimate to be recorded or disclosed as of June 30, 2018.

Note 3 - Property and equipment:

Property and equipment valued at approximately \$25,000 have been fully depreciated for the years ended June 30, 2018 and 2017.

There was no depreciation and amortization expense for the years ended June 30, 2018 and 2017.

Note 4 - Related-party transactions:

For the years ending June 30, 2018 and 2017, the Organization received approximately \$267,000 and \$154,000 from Board members, management and their affiliated organizations, respectively.

PALO ALTO PARTNERS IN EDUCATION

Notes to Financial Statements

June 30, 2018

Note 5 - Retirement plan:

The Organization has a 401(k) Profit Sharing Plan (the “Plan”) for all employees. Employees who have met certain service and eligibility requirements may participate. Each eligible employee may elect to contribute to the Plan. The Plan does not provide for matching contributions, as defined by the plan agreement.

Note 6 -Temporarily restricted net assets:

Temporarily restricted net assets as of June 30, 2017 consisted of \$15,000 in contributions, which had been restricted for time and were released in fiscal year 2018. There were no temporarily restricted net assets as of June 30, 2018.

Note 7 - Concentration:

For both the years ended June 30, 2018 and 2017, 17% of total contributions were received from one donor, a not-for-profit service provider.

Note 8 - In-kind services:

For the years ended June 30, 2018 and 2017, the Organization received \$5,000 each year for advertising space.

Note 9 - Commitment:

The Organization entered into an annual lease with PAUSD beginning July 2014. Annual rent is \$26,020 which includes approximately \$6,000 for administrative services provided by the district. The lease term renews automatically each year with the option for either party to cancel with a 90 day written notice.

Note 10 - Change in Operating Reserves:

The Board of Directors amended the policy specifying the level of operating reserves from one year of expenses (\$400,000) to instead maintain a restricted operating reserve balance of \$200,000 which was determined by the Board of Directors to be an adequate amount to cover the Organization’s operating expenses at any point during the fiscal year based on the Organization’s current fundraising and cash flow cycle. The released reserves of \$200,000 were included in the grant given to Palo Alto Unified School District (PAUSD) in the fiscal year ended June 30, 2018.