Financial Statements and Independent Auditors' Report for the years ended December 31, 2019 and 2018

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### **Independent Auditors' Report**

To the Board of Directors of
The Beacon of Downtown Houston:

#### **Report on the Financial Statements**

We have audited the accompanying financial statements of The Beacon of Downtown Houston (The Beacon), an outreach ministry of Christ Church Cathedral, which comprise the statements of financial position as of December 31, 2019 and 2018 and the related statements of activities, of functional expenses, and of 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 and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform our audits 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 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.

### **Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of The Beacon as of December 31, 2019 and 2018 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.

### Report Required by Government Auditing Standards

Blazek & Vetterling

In accordance with Government Auditing Standards, we have also issued our report dated June 10, 2020 on our consideration of The Beacon's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of The Beacon's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering The Beacon's internal control over financial reporting and compliance.

June 10, 2020

Statements of Financial Position as of December 31, 2019 and 2018

	<u>2019</u>	<u>2018</u>
ASSETS		
Cash Contributions and grants receivable Prepaid expenses and other assets Property, net (Note 5)	\$ 1,118,200 257,509 8,972 	\$ 535,511 319,477 24,841 746,565
TOTAL ASSETS	<u>\$ 2,089,867</u>	\$ 1,626,394
LIABILITIES AND NET ASSETS		
Liabilities: Accounts payable ( <i>Note 3</i> ) Refundable contributions and grants	\$ 46,323 45,662	\$ 59,868 11,336
Total liabilities	91,985	71,204
Commitments and contingencies (Note 4)		
Net assets: Without donor restrictions With donor restrictions ( <i>Note 6</i> )	1,614,733 383,149	1,272,712 282,478
Total net assets	1,997,882	1,555,190
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 2,089,867</u>	\$ 1,626,394
See accompanying notes to financial statements.		

Statement of Activities for the year ended December 31, 2019

See accompanying notes to financial statements.

	WITHOUT DONOR RESTRICTIONS	WITH DONOR RESTRICTIONS	TOTAL
REVENUE:			
Contributions and grants ( <i>Notes 7 and 8</i> ) Support from related parties ( <i>Note 3</i> ) Special event revenue Cost of donor benefits provided at special event Other revenue	\$ 1,134,107 732,156 526,331 (52,900) 48,489	\$ 1,795,223 175,400	\$ 2,929,330 732,156 701,731 (52,900) 48,489
Total revenue	2,388,183	1,970,623	4,358,806
Net assets released from restrictions: Expended for program purposes Release of time restriction	1,769,952 100,000	(1,769,952) (100,000)	
Total	4,258,135	100,671	4,358,806
EXPENSES:			
Program expenses: Day Center Beacon Law Coordinated Access Brigid's Hope Compass	1,510,095 972,625 293,792 251,813 194,985		1,510,095 972,625 293,792 251,813 194,985
Total program expenses	3,223,310		3,223,310
Management and general Fundraising	401,095 291,709		401,095 291,709
Total expenses	3,916,114		3,916,114
CHANGES IN NET ASSETS	342,021	100,671	442,692
Net assets, beginning of year	1,272,712	282,478	1,555,190
Net assets, end of year	<u>\$ 1,614,733</u>	<u>\$ 383,149</u>	<u>\$ 1,997,882</u>

Statement of Activities for the year ended December 31, 2018

	WITHOUT DONOR RESTRICTIONS	WITH DONOR RESTRICTIONS	<u>TOTAL</u>
REVENUE:			
Contributions and grants ( <i>Notes 7 and 8</i> ) Support from related parties ( <i>Note 3</i> ) Special event revenue Cost of donor benefits provided at special event Other revenue	\$ 940,861 666,267 404,690 (34,512) 21,853	\$ 994,466 193,551	\$ 1,935,327 666,267 598,241 (34,512) 21,853
Total revenue	1,999,159	1,188,017	3,187,176
Net assets released from restrictions:  Expended for program purposes Release of time restriction	1,266,381 100,000	(1,266,381) (100,000)	
Total	3,365,540	(178,364)	3,187,176
EXPENSES:			
Program expenses: Day Center Beacon Law Coordinated Access Brigid's Hope	1,388,800 842,626 302,812 		1,388,800 842,626 302,812 236,999
Total program expenses	2,771,237		2,771,237
Management and general Fundraising	355,088 294,840		355,088 294,840
Total expenses	3,421,165		3,421,165
CHANGES IN NET ASSETS	(55,625)	(178,364)	(233,989)
Net assets, beginning of year	1,328,337	460,842	1,789,179
Net assets, end of year	<u>\$ 1,272,712</u>	\$ 282,478	<u>\$ 1,555,190</u>
See accompanying notes to financial statements.			

Statement of Functional Expenses for the year ended December 31, 2019

<u>EXPENSES</u>	DAY <u>CENTER</u>		BEACON <u>LAW</u>	(	COORDINATED ACCESS		BRIGID'S HOPE		<u>COMPASS</u>	ANAGEMENT ND GENERAL	<u>F</u>	UNDRAISING	<u>TOTAL</u>
Salaries and related expenses	\$ 311,8	47	\$ 813,29	6 \$	255,808	\$	112,771	\$	140,437	\$ 222,193	\$	234,916	\$ 2,091,268
In-kind rent	380,6				10,920		Í		15,360	27,577		13,423	447,940
Security services	206,0	00	17,50	0									223,500
Occupancy	145,9	64	33,60	6	4,187				5,890	10,576		5,146	205,369
In-kind parking	107,7	41	32,72	.5	10,325		8,225			21,000		4,200	184,216
Client laundry, personal hygiene,													
clothing and food supplies	198,7	76					378			354			199,508
Professional services	8,4	00	14,03	3			16,300		964	81,810		6,862	128,369
Client housing rent							91,355						91,355
Repairs and maintenance	67,4	28			715				800	579			69,522
Other client assistance	4	07	8,29	5	2,424		19,955		17,367				48,448
Other supplies	1	75	25,25	7	1,905		1,039		3,098	12,221		1,178	44,873
Depreciation	35,1	64			1,009				1,419	2,548		1,239	41,379
Insurance	26,9	15			772				1,086	8,225		949	37,947
Travel and meetings	1	32	10,11	8	5,154		628		7,758	982		495	25,267
Telephone and technology	19,9	81			573				806	1,448		704	23,512
Dues and fees	5	05	5,01	6			612			8,931		4,728	19,792
Printing, postage and copying			3,29	4						1,186		11,525	16,005
Training and conferences			9,48	5			550			1,465		410	11,910
Other		_				_		_		 		5,934	5,934
Total expenses	\$ 1,510,0	<u>95</u>	\$ 972,62	<u>5</u> <u>\$</u>	293,792	\$	251,813	\$	194,985	\$ 401,095	\$	291,709	3,916,114
Cost of donor benefits provided at special e	event												52,900
Total													\$ 3,969,014

See accompanying notes to financial statements.

Statement of Functional Expenses for the year ended December 31, 2018

<u>EXPENSES</u>	DAY <u>CENTER</u>	BEACON <u>LAW</u>	COORDINATED <u>ACCESS</u>	BRIGID'S <u>HOPE</u>	MANAGEMENT AND GENERAL	<u>FUNDRAISING</u>	<u>TOTAL</u>
Salaries and related expenses	\$ 298,509	\$ 736,983	\$ 270,041	\$ 100,894	\$ 183,100	\$ 226,105	\$ 1,815,632
In-kind rent	353,780		10,920		27,577	13,423	405,700
Security services	193,427						193,427
Occupancy	113,791	31,020	3,510		8,874	4,319	161,514
In-kind parking	100,536	25,777	7,266	4,152	18,684	4,152	160,567
Client laundry, personal hygiene,							
clothing and food supplies	177,906			190			178,096
Professional services	500			14,604	87,612	11,461	114,177
Client housing rent				85,837			85,837
Repairs and maintenance	55,157		1,700		2,309		59,166
Other client assistance	7,946	7,401	1,128	29,173			45,648
Other supplies	2,975	19,002	3,108	932	8,710	1,257	35,984
Depreciation	35,162		1,085		2,742	1,334	40,323
Insurance	26,693		823		8,357	1,013	36,886
Telephone and technology	21,568	1,549	665	103	1,682	819	26,386
Dues and fees	396	6,002			2,618	11,019	20,035
Printing, postage and copying	140	90			222	11,376	11,828
Other	314	14,802	2,566	1,114	2,601	8,562	29,959
Total expenses	<u>\$ 1,388,800</u>	<u>\$ 842,626</u>	<u>\$ 302,812</u>	\$ 236,999	\$ 355,088	<u>\$ 294,840</u>	3,421,165
Cost of donor benefits provided at sp	ecial event						34,512
Total							<u>\$ 3,455,677</u>

See accompanying notes to financial statements.

Statements of Cash Flows for the years ended December 31, 2019 and 2018

	<u>2019</u>	<u>2018</u>
CASH FLOWS FROM OPERATING ACTIVITIES:		
Changes in net assets Adjustments to reconcile changes in net assets to net cash provided by operating activities:	\$ 442,692	\$ (233,989)
Depreciation Changes in operating assets and liabilities:	41,379	40,323
Contributions and grants receivable	61,968	338,385
Prepaid expenses and other assets	15,869	3,915
Accounts payable	(13,545)	15,943
Refundable contributions and grants	34,326	11,336
Net cash provided by operating activities	<u>582,689</u>	175,913
CASH FLOWS FROM INVESTING ACTIVITIES:		
Purchases of property		(24,785)
NET CHANGE IN CASH	582,689	151,128
Cash, beginning of year	535,511	384,383
Cash, end of year	<u>\$ 1,118,200</u>	\$ 535,511
See accompanying notes to financial statements.		

Notes to Financial Statements for the years ended December 31, 2019 and 2018

### NOTE 1 – ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES

Organization – The Beacon of Downtown Houston (The Beacon) was established by Christ Church Cathedral (the Cathedral) to provide outreach services to the community. The Beacon's mission is to provide essential and next-step services to restore hope and help end homelessness in Houston. The Beacon's Board of Directors is appointed by the Vestry of the Cathedral. The Beacon operated as Cathedral Health and Outreach Ministries until April 2017 when the name was formally changed.

The Beacon serves the Houston homeless community through daily services, civil legal aid, counseling and mentoring, and access to housing in the following programs:

- <u>Day Center</u> offers hot meals, private shower and lavatory facilities, laundry services, case management, and pastoral outreach and care.
- Beacon Law provides pro-bono legal services to low-income individuals.
- <u>Coordinated Access</u> is part of The Way Home Coordinated Access system that provides housing assessments and navigation for homeless men and women.
- <u>Brigid's Hope</u> provides support and assistance for homeless women in transition from Texas prisons and jails. This intensive year-long program includes single-room occupancy housing, case management, material support, licensed counseling, volunteer mentor support, and supportive service coordination.
- <u>COMPASS</u> became a program of The Beacon in April 2019 and provides mailbox privileges, transportation assistance, ID assistance, access to comprehensive healthcare through partnership with Harris Health System, walk up case management and referral, and housing navigation through Coordinated Access referral.

<u>Federal income tax status</u> – The Beacon is exempt from federal income tax under §501(c)(3) of the Internal Revenue Code and is classified as a public charity under §509(a)(1) and §170(b)(1)(A)(vi).

<u>Cash</u> – At times, bank deposits exceed the federally insured limit per depositor per institution.

<u>Contributions and grants receivable</u> that are expected to be collected within one year are reported at net realizable value. Amounts expected to be collected in future years are discounted, if material, to the present value of their estimated future cash flows. An allowance for contributions and grants receivable is provided when it is believed balances may not be collected in full. The Beacon's policy is to write off balances against the allowance when management determines the receivable will not be collected. Contributions and grants receivable at December 31, 2019 are expected to be collected within one year.

<u>Property</u> with an original cost or fair value, if contributed, of \$5,000 or more and an estimated useful life of more than one year is capitalized. Depreciation is provided on a straight-line basis over estimated useful lives of 30 years for leasehold improvements and 5 years for furniture, fixtures and equipment.

<u>Net asset classification</u> – Net assets, revenue, gains, and losses are classified based on the existence or absence of donor-imposed restrictions, as follows:

- Net assets without donor restrictions are not subject to donor-imposed restrictions even though their use may be limited in other respects such as by contract or board designation.
- Net assets with donor restrictions are subject to donor-imposed restrictions. Restrictions may be temporary in nature, such as those that will be met by the passage of time or use for a purpose specified by the donor, or may be perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Net assets are

released from restrictions when the stipulated time has elapsed, or purpose has been fulfilled, or both. Contributions of long-lived assets and of assets restricted for acquisition of long-lived assets are released when those assets are placed in service.

<u>Contributions and grants</u> are recognized as revenue at fair value when an unconditional commitment is received from the donor. Contributions and grants received with donor stipulations that limit their use are classified as *with donor restrictions*. Conditional contributions and grants are subject to one or more barriers that must be overcome before The Beacon is entitled to receive or retain funding and are recognized when the conditions are met. Funding received before conditions are met is reported as refundable contributions and grants.

<u>In-kind contributions</u> are recognized at fair value as contributions when an unconditional commitment is received from the donor. The related expense is recognized as materials and facilities are used. Contributions of services are recognized when services received a) create or enhance nonfinancial assets or b) require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation.

<u>Special event</u> – Contributions and ticket sales represent the amounts paid by donors, sponsors, and attendees of a fundraising event. Ticket sales include elements of both contributions and exchange transactions and are recognized when an event occurs. Cost of direct donor benefits provided represents the costs of goods and services provided in exchange for the amount paid by event attendees.

<u>Functional allocation of expenses</u> – Expenses are reported by their functional classification. Program services are the direct conduct or supervision of activities that fulfill the purposes for which the organization exists. Fundraising activities include the solicitation of contributions of money, securities, materials, facilities, other assets, and volunteer time. Management and general activities are not directly identifiable with specific program or fundraising activities. Expenses that are attributable to more than one activity are allocated among the activities benefitted. Salaries and related costs are allocated on the basis of estimated time and effort expended. Depreciation, insurance, information technology, and occupancy costs are allocated based on square footage.

<u>Estimates</u> – Management must make estimates and assumptions to prepare financial statements in accordance with generally accepted accounting principles. These estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, the amounts of reported revenue and expenses, and the allocation of expenses among various functions. Actual results could vary from the estimates that were used.

### NOTE 2 – LIQUIDITY AND AVAILABILITY OF RESOURCES

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use within one year of December 31 comprise the following:

	<u>2019</u>	<u>2018</u>
Financial assets:		
Cash	\$ 1,118,200	\$ 535,511
Contributions and grants receivable	257,509	319,477
Other assets		16,037
Total financial assets available for general expenditure	<u>\$ 1,375,709</u>	<u>\$ 871,025</u>

For purposes of analyzing resources available to meet general expenditures over a 12-month period, The Beacon considers all expenditures related to its ongoing activities to be general expenditures. The Beacon expects to collect all receivables within one year. The Beacon expects to fund future general expenditures in excess of financial assets available from future revenue. There also is a \$1 million line of credit from the Cathedral which is available to The Beacon.

#### NOTE 3 – TRANSACTIONS WITH RELATED PARTIES

The Beacon operates in the John S. Dunn Outreach Center (the Dunn Center), which is owned by the Protestant Episcopal Church Council of the Diocese of Texas (Church Corporation).

The Beacon recognized contributed support from the Cathedral and Church Corporation as follows:

	<u>2019</u>		<u>2018</u>
Facility rental and parking provided at no cost Financial support	\$ 632,156 100,000	\$	566,267 100,000
Total support from related parties	\$ 732,156	\$	666,267
The Cathedral billed The Beacon for the following expenses:			
	<u>2019</u>		<u>2018</u>
Facility operating costs Accounting services	\$ 314,158 59,775	\$	186,036 59,775
Total expenses billed by the Cathedral	\$ 373,933	\$	245,811
The Beacon owed the following balances to the Cathedral: Accounts payable	\$ 24,562	<u>\$</u>	23,089

### NOTE 4 – COMMITMENTS AND CONTINGENCIES

Grants – The Beacon receives grants from government and other funding sources that require fulfillment of certain conditions as set forth in the grant documents and are subject to review and audit by the awarding entities. Such reviews and audits could result in the discovery of unallowable activities and unallowable costs. Consequently, any of the funding sources may, at their discretion, request a return of funds as a result of non-compliance by The Beacon with the terms of the grants. Management believes it has met the required conditions and such disallowances, if any, would not be material to The Beacon's financial position or changes in net assets.

<u>Property-use commitments</u> – The City of Houston (the City) awarded a grant to The Beacon for approximately \$857,000 for the renovation of its facility and to acquire furniture and fixtures to be located at the facility. Under this agreement, The Beacon agrees to repay the City all or a portion of the respective grant if The Beacon ceases to use the facility as a homeless support center prior to 2022 or if The Beacon sells or transfers the facility without written approval of the City. The Beacon has no plans to cease using the facility for the required purpose or to sell or transfer the property.

#### **NOTE 5 – PROPERTY**

Property consists of the following:

	<u>2019</u>	<u>2018</u>
Leasehold improvements Furniture, fixtures, and equipment	\$ 762,868 93,060	\$ 762,868 93,060
Total property, at cost Accumulated depreciation	855,928 (150,742)	855,928 (109,363)
Property, net	<u>\$ 705,186</u>	<u>\$ 746,565</u>

#### NOTE 6 - NET ASSETS WITH DONOR RESTRICTIONS

Net assets with donor restrictions are restricted as follows:

	<u>2019</u>	<u>2018</u>
Subject to expenditure for specified purpose:		
Beacon Law	\$ 147,395	\$ 134,858
Compass	127,358	
Coordinated Access	8,396	
Day Center		30,869
Brigid's Hope		16,751
Subject to passage of time:		
Contributions receivable that are not restricted by donors,		
but which are unavailable for expenditure until due	 100,000	 100,000
Total net assets with donor restrictions	\$ 383,149	\$ 282,478

#### **NOTE 7 – VOLUNTEER SERVICES**

Approximately 65% of the hours necessary to operate the Day Center's program services are provided by volunteers. Approximately 27,000 volunteer hours were donated to the Day Center in 2019 and 2018. Additionally, approximately 5,000 hours per year were donated by volunteers to other programs of The Beacon. While no amount has been recognized in the financial statements for these volunteer services because they do not meet the criteria for recognition under generally accepted accounting principles, these services are indispensable to The Beacon in providing services to the community.

#### NOTE 8 – CONDITIONAL CONTRIBUTIONS AND GRANTS

At December 31, 2019, The Beacon had received conditional contributions and grants of approximately \$1.3 million that require The Beacon to incur qualifying expenditures in providing certain legal, rehousing, and coordinating services to the homeless community before The Beacon is entitled to receive or retain funding.

### **NOTE 9 – RETIREMENT PLAN**

The Beacon is a participating employer in a pension plan sponsored and administered by The Church Pension Fund (the Fund). The Fund, a corporation chartered in 1914 by the Legislature of the State of New York, was established by the General Convention of the Episcopal Church. The Fund and its affiliates are official agencies of the Episcopal Church and operate under the Canons of the Episcopal Church.

The Episcopal Church Lay Employees' Retirement Plan (the Plan) is a defined benefit plan providing retirement, death and disability benefits to eligible lay employees of participating employers of the Episcopal Church. The Plan is exempt from federal income taxes and, as a church plan, is exempt from the Employee Retirement Income Security Act of 1974 and is not subject to Pension Benefit Guaranty Corporation requirements.

The assets of the Plan are pooled along with other assets of the Fund solely for investment purposes for the benefit of all participants. The Fund may amend, terminate or modify the terms of the Plan, including the employer assessment rate, at any time, without notice and for any reason. Should the Plan terminate, the Fund has the authority to distribute assets in accordance with the terms of the Plan documents.

Lay employees of any domestic diocese, parish, mission or other ecclesiastical organization or body subject to the authority of the Episcopal Church scheduled for 1,000 hours or more of compensated work annually must be provided with a lay pension plan benefit.

Participating employers pay assessments to the Plan on behalf of eligible participants. Assessments for the Plan are equal to 9% of the participants' compensation. Assessments fund benefits are provided by the Plan. Assessments are not held in individual accounts but are invested in a general fund of pooled contributions for all participants in the Plan.

The Beacon recognizes expenses related to Plan assessments in the period that the related services are provided by the lay employees; such assessments totaled approximately \$135,000 in 2019 and \$120,000 in 2018.

The funding positions of the Plan as of March 31, as reported in the Fund's latest audited financial statements, are summarized below:

	<u>2019</u>	<u>2018</u>
Net assets available for pension benefits after amount designated		
for assessment deficiencies	\$ 185,258,000	\$ 178,659,000
Less: Actuarial present value of accumulated plan benefit obligations	(213,387,000)	(215,473,000)
Deficit	<u>\$ (28,129,000)</u>	<u>\$ (36,814,000)</u>
Funding percentage	87%	83%

### **NOTE 10 – SUBSEQUENT EVENTS**

In March 2020, the Director-General of the World Health Organization declared a pandemic related to the global outbreak of the new coronavirus COVID-19 and a national emergency was declared in the United States. The Beacon has been classified as an essential service and has remained open to serve the homeless population. Due to health concerns and shelter in place orders for Harris County, The Beacon has experienced a decrease in volunteers. The Beacon will hire contract workers to fill the labor vacancy which will increase The Beacon's costs.

In April 2020, The Beacon received an unsecured bank loan of \$187,000 funded through the Paycheck Protection Program (PPP). The loan bears interest at 1.0% and may be repaid over 2 years. PPP loan principal and interest may be forgiven, in whole or part, if funds are used for the intended purposes within 8 weeks of funding. The Beacon intends to apply for forgiveness and will recognize any forgiveness granted upon approval by the lender.

The extent of the impact of COVID-19 on The Beacon's operational and financial performance will depend on developments such as the duration and spread of the outbreak, impact on customers, donors, employees, and vendors all of which are uncertain and cannot be predicted. Therefore, while The Beacon expects this matter to negatively impact its operating results and financial position, the financial impact cannot be reasonably estimated at this time.

Management has evaluated subsequent events through June 10, 2020, which is the date that the financial statements were available for issuance. No other events were identified that are required to be disclosed or would have a material impact on reported net assets or changes in net assets.