

**VIRGINIA CHAPTER OF THE  
AMERICAN PLANNING ASSOCIATION**

Richmond, Virginia

**FINANCIAL STATEMENTS**

For the Years Ended September 30, 2018 (Reviewed)  
and 2017 (Audited)

**VIRGINIA CHAPTER OF THE AMERICAN PLANNING ASSOCIATION  
FINANCIAL STATEMENTS**

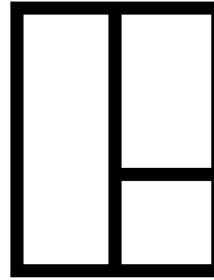
September 30, 2018 (Reviewed) and 2017 (Audited)

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## INDEPENDENT ACCOUNTANTS' REVIEW REPORT

To the Board of Directors  
Virginia Chapter of the American Planning Association  
Richmond, Virginia

We have reviewed the accompanying statement of financial position of the Virginia Chapter of the American Planning Association (a nonprofit organization) as of September 30, 2018, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of Chapter management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of the 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.

### Accountants' Responsibility for the Financial Statements

Our responsibility is to conduct the review in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our report.

### Accountants' Conclusion

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with accounting principles generally accepted in the United States of America.

## Report on 2017 Financial Statements

The 2017 financial statements were audited by us and we expressed an unmodified opinion on them in our report dated December 11, 2017. We have not performed any auditing procedures since that date.

*Rame G Associates, P.C.*

Certified Public Accountants  
Richmond, Virginia  
December 14, 2018

**VIRGINIA CHAPTER OF THE AMERICAN PLANNING ASSOCIATION**  
**STATEMENTS OF FINANCIAL POSITION**

September 30, 2018 (Reviewed) and 2017 (Audited)

**ASSETS**

	2018	2017
Current assets		
Cash and cash equivalents	\$ 170,853	\$ 142,119
Accounts receivable	20,837	21,860
Prepaid expenses	6,901	8,688
Total current assets	\$ 198,591	\$ 172,667

**LIABILITIES AND NET ASSETS**

	2018	2017
Current liabilities		
Accounts payable	\$ -	\$ 141
Deferred revenue	34,574	38,549
Total current liabilities	34,574	38,690
Net assets		
Unrestricted	164,017	133,977
Total unrestricted net assets	164,017	133,977
Total liabilities and net assets	\$ 198,591	\$ 172,667

**VIRGINIA CHAPTER OF THE AMERICAN PLANNING ASSOCIATION**  
**STATEMENTS OF ACTIVITIES**

For the Years Ended September 30, 2018 (Reviewed) and 2017 (Audited)

	<u>2018</u>	<u>2017</u>
Unrestricted revenues and other support		
Membership dues	\$ 105,601	\$ 102,685
Conference and meetings	116,160	135,022
Grants	3,800	-
Sponsorship	8,625	10,675
Other income	1,600	1,724
Total unrestricted revenues and other support	<u>\$ 235,786</u>	<u>\$ 250,106</u>
Expenses		
Programs		
Annual conference	103,690	128,236
Advocacy and outreach	39,381	40,949
Member service	25,745	27,449
Total program expenses	<u>168,816</u>	<u>196,634</u>
Administrative expenses	<u>36,930</u>	<u>39,890</u>
Total expenses	<u>205,746</u>	<u>236,524</u>
Change in unrestricted net assets	30,040	13,582
Net assets at beginning of period	<u>133,977</u>	<u>120,395</u>
Unrestricted net assets at end of year	<u>\$ 164,017</u>	<u>\$ 133,977</u>

**VIRGINIA CHAPTER OF THE AMERICAN PLANNING ASSOCIATION**  
**STATEMENT OF CASH FLOWS**

For the Years Ended September 30, 2018 (Reviewed) and 2017 (Audited)

	2018	2017
Cash flows from operating activities:		
Change in net assets	\$ 30,040	\$ 13,582
(Increase) decrease in operating assets		
Accounts receivable	1,023	5,737
Prepaid expenses	1,787	(8,688)
Increase (decrease) in operating liabilities		
Accounts payable	(141)	(710)
Deferred revenue	(3,975)	5,942
Net cash provided by operating activities	(1,306)	2,281
Net increase in cash and cash equivalents	28,734	15,863
Cash and cash equivalents at beginning of the year	142,119	126,256
Cash and cash equivalents at end of the year	\$ 170,853	\$ 142,119

**Supplemental cash flow information:**

No cash paid for interest or income taxes during the year.

**VIRGINIA CHAPTER OF THE AMERICAN PLANNING ASSOCIATION  
STATEMENTS OF FUNCTIONAL EXPENSES**

For the Year Ended September 30, 2018 (Reviewed)

	<u>Annual Conference</u>	<u>Advocacy and Outreach</u>	<u>Member Service</u>	<u>Total Program</u>	<u>General and Administrative</u>	<u>Total Expenses</u>
Office and administrative	\$ 5,870	\$ -	\$ 98	\$ 5,968	\$ 7,960	\$ 13,928
Professional fees	7,295	39,026	1,216	47,537	26,712	74,249
Marketing and advertising	-	-	1,621	1,621	-	1,621
Travel	4,066	-	12,094	16,160	391	16,551
Facility expenses	9,513	-	-	9,513	561	10,074
Food and beverage	51,510	-	609	52,119	477	52,596
Other meeting expenses	25,436	-	63	25,499	-	25,499
Donations	-	-	1,500	1,500	50	1,550
Education and accreditation	-	355	2,472	2,827	-	2,827
Conference registration	-	-	4,945	4,945	-	4,945
Other expenses	-	-	1,127	1,127	779	1,906
Total expenses	<u>\$ 103,690</u>	<u>\$ 39,381</u>	<u>\$ 25,745</u>	<u>\$ 168,816</u>	<u>\$ 36,930</u>	<u>\$ 205,746</u>

For the Year Ended September 30, 2017 (Audited)

	<u>Annual Conference</u>	<u>Advocacy and Outreach</u>	<u>Member Service</u>	<u>Total Program</u>	<u>General and Administrative</u>	<u>Total Expenses</u>
Office and administrative	\$ 5,741	\$ 1,297	\$ 1,390	\$ 8,428	\$ 9,260	\$ 17,688
Professional fees	7,747	39,346	1,291	48,384	24,928	73,312
Travel	9,411	-	12,755	22,166	2,936	25,102
Facility expenses	4,952	-	-	4,952	-	4,952
Food and beverage	79,292	-	1,934	81,226	2,766	83,992
Other meeting expenses	21,093	-	762	21,855	-	21,855
Education and accreditation	-	306	4,042	4,348	-	4,348
Partnerships	-	-	3,850	3,850	-	3,850
Other expenses	-	-	1,425	1,425	-	1,425
Total expenses	<u>\$ 128,236</u>	<u>\$ 40,949</u>	<u>\$ 27,449</u>	<u>\$ 196,634</u>	<u>\$ 39,890</u>	<u>\$ 236,524</u>

SEE ACCOMPANYING NOTES AND INDEPENDENT ACCOUNTANTS' REVIEW REPORT



**VIRGINIA CHAPTER OF THE AMERICAN PLANNING ASSOCIATION  
NOTES TO THE FINANCIAL STATEMENTS**

For the year ended September 30, 2018

**1. NATURE OF ACTIVITIES**

The Virginia Chapter of the American Planning Association (the "Chapter") is a non-profit, 501 (c)(3) association that provides leadership in the development of vital communities by advocating excellence in planning, promoting education and citizen empowerment, and providing its members with the tools and support necessary to meet the challenges of growth and change. The Chapter is supported through membership dues, meeting registration fees, and sponsorships at its annual conference.

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

A. **Basis of Accounting:** The financial statements of the Chapter have been prepared in accordance with generally accepted accounting principles. This basis of accounting involves the application of accrual accounting; consequently, revenues are recognized when earned and expenses are recognized when incurred.

B. **Net Assets:** The Chapter reports information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. Net assets of the Chapter are classified as follows:

Unrestricted net assets are net assets that are not subject to donor-imposed stipulations.

Temporarily restricted net assets are net assets subject to donor imposed stipulations that may or will be met, either by actions of the Chapter and/or the passage of time. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions. When the restriction is met in the same period the contribution is received then the contribution is recorded as unrestricted for financial statement purposes.

Permanently restricted net assets are subject to donor imposed stipulations that they be maintained permanently by the Chapter to use all or part of the income earned from any related investments for general or specific purposes.

C. **Cash and Cash Equivalents:** The Chapter considers all highly liquid investments with a maturity of three months or less when purchased to be "cash equivalents."

D. **Receivables:** Accounts receivable are stated at unpaid balances. The Chapter has elected to record bad debts using the direct write-off method. Generally accepted accounting principles require that the allowance method be used to recognize bad debts; however the effect of using the direct write-

**VIRGINIA CHAPTER OF THE AMERICAN PLANNING ASSOCIATION  
NOTES TO THE FINANCIAL STATEMENTS**

For the year ended September 30, 2018

off method is not materially different from the amount that would have been obtained under the allowance method.

- E. Income Taxes: The Chapter is a not-for-profit organization exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code. The Chapter could be subject to taxation on unrelated business income from activities not directly related to its tax-exempt purpose.
- F. 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 result could differ from those estimates.

### 3. CASH AND CASH EQUIVALENTS

Cash balances as of September 30, 2018 consisted of:

Checking accounts at bank	\$ 82,101
Savings account at bank	76,612
Paypal account	<u>9,140</u>
Total cash and cash equivalents	<u>\$ 170,853</u>

Cash balances as of September 30, 2017 consisted of:

Checking accounts at bank	\$ 61,899
Savings account at bank	79,598
Paypal account	<u>622</u>
Total cash and cash equivalents	<u>\$ 142,119</u>

Deposits at the bank are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. As of September 30, 2018 and 2017 the Chapter's balances in bank deposits did not exceed FDIC limits.

### 4. CONCENTRATION OF REVENUE

For the year ending September 30, 2018, 48% of total revenue was received from registration fees and sponsorships from the annual conference and 53% for the year ending September 30, 2017. 100% and 97.0% of accounts receivable was due from one customer as of September 30, 2018 and 2017 respectively.

### 5. SUBSEQUENT EVENTS

The Chapter has evaluated subsequent events through December 14, 2018, the date which the financial statements were available to be issued.