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# **Van Sloten & Laranang**

**Certified Public Accountants, PC**

**American Legion Auxiliary  
Department of California**

**FINANCIAL STATEMENTS AND  
SUPPLEMENTARY INFORMATION  
YEAR ENDED JUNE 30, 2019**

**608-A Main Street, Pleasanton, CA 94566, PH: (925) 484-5801 Fax: (925) 484-5584  
39572 Stevenson Place, Fremont, CA 94539, PH: (510) 794-1040 Fax: (510) 585-0235  
Website: [www.vslcpa.com](http://www.vslcpa.com) E-mail: [info@vslcpa.com](mailto:info@vslcpa.com)**

**American Legion Auxiliary  
Department of California**

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**Van Sloten & Laranang**  
**Certified Public Accountants, PC**

**INDEPENDENT AUDITOR'S REPORT**

The Board of Directors  
American Legion Auxiliary

**Report on the Financial Statements**

We have audited the accompanying financial statements of American Legion Auxiliary (a nonprofit organization), which comprise the statement of financial position as of June 30, 2019, 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 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 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.

**Basis for Qualified Opinion**

No accounting controls are exercised over cash contributions received from members, units and general public prior to the initial entry of such contributions in the accounting records. We were unable to obtain sufficient appropriate audit evidence about the cash contributions collected by American Legion Auxiliary for the year ended June 30, 2019, because there were no accounting controls. Consequently, we were unable to determine whether any adjustments to those amounts were necessary.

**Qualified Opinion**

In our opinion, except for the effects of any adjustments, if any, as might have been determined to be necessary had the collections of cash contributions referred to in the preceding paragraph been susceptible to satisfactory audit tests, financial statements referred to above present fairly, in all material respects, the financial position of American Legion Auxiliary as of June 30, 2019, 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.

*Van Sloten & Laranang CPAs, PC*

Van Sloten & Laranang CPAs, PC  
Pleasanton, California  
November 18, 2019

**American Legion Auxiliary  
Department of California  
Statement of Financial Position  
June 30, 2019**

**ASSETS**

**Current Assets**

Cash and cash equivalents (Note A (10))	\$ 436,844
Accounts receivable (net allow: \$6,628)	4,371
Inventories (Note A (9))	<u>100</u>
Total Current Assets	441,315

Investment in certificates of deposits (Note H)	1,090,941
---	-----------

**Fixed Assets**

Furniture and equipment	32,897
Accumulated depreciation	<u>(32,897)</u>
Net Fixed Assets	<u>-</u>

<b>TOTAL ASSETS</b>	<b><u>\$ 1,532,256</u></b>
---------------------	----------------------------

**LIABILITIES AND NET ASSETS**

**Current Liabilities**

Accounts payable	\$ 40,847
Scholarship payable	6,000
Accrued sick payable	48
Credit card payable	<u>10,149</u>
Total Current Liabilities	<u>57,044</u>

<b>TOTAL LIABILITIES</b>	<b><u>\$ 57,044</u></b>
--------------------------	-------------------------

**NET ASSETS**

Board-designated Net Assets	6,000
Net Assets without Donor Restrictions	<u>1,163,867</u>
Total Net Assets without Donor Restrictions	<u>1,169,867</u>

Net Assets with Donor Restrictions (Note K)	<u>305,345</u>
---	----------------

<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b><u>1,532,256</u></b>
---	-------------------------

**American Legion Auxiliary  
Department of California  
Statement of Activities  
For the Year Ended June 30, 2019**

	Net Assets without Donor Restrictions	Net Assets with Donor Restrictions	Total
<b>SUPPORT AND REVENUE</b>			
Support from Members/Units			
Membership dues	\$ 392,547		\$ 392,547
Poppies Distribution	-	72,429	72,429
Donations and Poppy Contributions	39,002		39,002
Girls State Session enrollment fees	-	182,702	182,702
Girls State Session application fees	-	40,277	40,277
Girls State Donations and other income		9,937	9,937
Convention fees	18,751		18,751
VAR TFA	10,302		10,302
Fidelity bond	3,915		3,915
Jr Activities income	14,869		14,869
Ways and means	2,871		2,871
CA Disaster Fund	10,591		10,591
Department president pins	5,905		5,905
Girls State store sales	13,540		13,540
Live units	1,460		1,460
Postage income	2,492		2,492
Interest income	27,493		27,493
Department banquet, luncheon and meals reimbursement, net	18,947		18,947
Special projects	9,160		9,160
Welfare Funds / PP Parley	23,787		23,787
Other income	18,040	-	18,040
Subtotal	613,672	305,345	919,017
Net assets released from restrictions (Note 8)			
Satisfaction of program restrictions	307,119	(307,119)	-
Total Support and Revenue	920,791	(1,774)	919,017
<b>EXPENSES</b>			
Program services			
Poppy Production	56,129	-	56,129
Welfare	46,008	-	46,008
Girls State	237,275	-	237,275
Management and general	492,175	-	492,175
Total Expenses	831,587	-	831,587
<b>CHANGE IN NET ASSETS</b>	89,204	(1,774)	87,430
<b>NET ASSETS, beginning of year</b>	1,080,663	307,119	1,387,782
<b>NET ASSETS, end of year</b>	\$ 1,169,867	\$ 305,345	\$ 1,475,212

SEE NOTES TO FINANCIAL STATEMENTS  
AND INDEPENDENT AUDITOR'S REPORT

**American Legion Auxiliary  
Department of California  
Statement of Cash Flow  
For the Year Ended June 30, 2019**

**Cash Flows from Operating Activities**

Change in net assets	\$	87,430
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Adjustments to reconcile change in net assets  
to net cash provided by (used by) operating activities:

(Increase) - Decrease in;

Accounts receivable		(4,371)
Inventories		5,819

Increase - (Decrease) in;

Accounts payable		7,544
Scholarship payable		(16,100)
Sales tax payable		-
Accrued sick payable		48
Credit Card payable		4,752

Net cash (used in) operating activities		<u>85,122</u>
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**Cash Flows from Investing Activities**

Purchases of CDs		<u>(321,635)</u>
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Net cash (used in) investing activities		<u>(321,635)</u>
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**Cash Flows from Financing Activities**

Designation of unrestricted fund adjustment		-
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Net cash provided by financing activities		<u>-</u>
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Net increase (decrease) in cash and cash equivalents		<u>(236,513)</u>
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Cash and cash equivalents at beg. of year		<u>673,357</u>
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Cash and cash equivalents at end of year		<u>436,844</u>
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SEE NOTES TO FINANCIAL STATEMENTS  
SEE INDEPENDENT AUDITOR'S REPORT

**American Legion Auxiliary  
Department of California  
Statement of Functional Expenses  
For the Year Ended June 30, 2019**

	<u>Program Poppy Production</u>	<u>Welfare</u>	<u>Girls State</u>	<u>Special Restricted</u>	<u>Support Services Management and General</u>	<u>Total Functional Expenses</u>
<b>EXPENSES</b>						
Accounting and Audit	\$ -	\$ -	\$ -	\$ -	\$ 8,280	\$ 8,280
Administrative expenses	-	-	-	-	10,243	10,243
Advertising Job	-	-	-	-	75	75
ALWMC	-	-	-	-	2,400	2,400
Americanism Scholarships	-	-	-	-	1,280	1,280
Committee and chair allowances	-	-	-	-	1,436	1,436
Department President Pins	-	-	-	-	1,712	1,712
CA Disaster Fund Expense	-	-	-	-	3,000	3,000
Equipment rental and maintenance	-	-	-	-	24,343	24,343
Insurance	-	-	-	-	11,102	11,102
Licenses, permits and fees	-	-	-	-	332	332
Membership PUFL	-	-	-	-	2,188	2,188
Live Units	-	-	-	-	2,996	2,996
Online Dues	-	-	-	-	32,555	32,555
National dues	-	-	-	-	198,253	198,253
Payroll taxes	-	-	-	-	10,166	10,166
Payroll Service Fee	-	-	-	-	2,471	2,471
Scholarship	-	-	-	-	1,000	1,000
Salaries	-	-	-	-	108,269	108,269
Telephone, computer supplies and internet	-	-	-	-	4,396	4,396
Travel and transportation	-	-	-	-	2,310	2,310
Ways and means	-	-	-	-	50	50
Executive Expense	-	-	-	-	39,759	39,759
Convention Expense	-	-	-	-	36,709	36,709
Committee Expense	-	-	-	-	1,948	1,948
Jr. Activities Expense	-	-	-	-	7,806	7,806
Girls State Expenses	-	-	237,275	-	-	237,275
Poppy Production Expenses	56,129	-	-	-	-	56,129
Welfare Fund Expense /VAR	-	34,670	-	-	-	34,670
Welfare Fund Expense C & Y	-	6,214	-	-	-	6,214
Welfare Fund Expense / Education	-	(3,651)	-	-	-	(3,651)
Welfare Fund / Past Pres Parley	-	8,775	-	-	-	8,775
Bad Debts Expense	-	-	-	-	78	78
Miscellaneous	-	-	-	-	(22,982)	(22,982)
Sub-total	56,129	46,008	237,275	-	492,175	831,587
Administrative fee charged to programs	-	-	-	-	-	-
<b>Total expenses</b>	<b>\$ 56,129</b>	<b>\$ 46,008</b>	<b>\$ 237,275</b>	<b>\$ -</b>	<b>\$ 492,175</b>	<b>\$ 831,587</b>

SEE INDEPENDENT AUDITOR'S REPORT  
SEE NOTES TO FINANCIAL STATEMENTS

**American Legion Auxiliary  
Department of California  
Notes To Financial Statements**

June 30, 2019

**(A) - ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES**

**(1) Organization**

American Legion Auxiliary, Department of California (the Department) was incorporated 1947 and is a member of American Legion Auxiliary, a national organization that was formed to aid the American Legion in carrying out its Americanism and welfare programs. Membership in the Department is limited to women who have served in the Armed Forces or are family members of all men and women who were in the Armed Forces during certain major wars. Upon establishment of eligibility, such women may become members of a local unit. A member of a local unit is also a member of the Department and the national organization. Currently, there approximately 273 local units organized in 29 local districts in the Department with approximately 25,000 member.

Most of the Department's support comes from membership dues and contributions received from the offering of poppies to the public through its local units. In addition, its local units sponsor and pay for the enrollment fees for eligible selected students attending its annual Girls State session with contributions received through special fund raising events.

The Department has four major programs: Poppy Production, Welfare, Girls State and Special Restricted. The Poppy Production program is for the welfare and rehabilitation of hospitalized servicemen by engaging them to produce poppies, which distributions are to promote public awareness of disable veterans. The Welfare program provides welfare assistance and services to the needy children, students and veterans with the public contributions received from poppy offerings. The Girls State program provides a session during the summer to promote Americanism and citizenship to participants selected from various schools in California. The Special Restricted program reflects special contributions received from members with instructions to disburse the funds for certain special purposes. Contributions and fundraising from members and units for these four programs are restricted for their own program use only; other use requires members' approval

**(2) Funds**

In accordance with the principles of fund accounting. Under this method of accounting, resources for various purposes are classified into funds that are in accordance with activities or objectives. The organization reports information regarding its net assets and activities as unrestricted, temporarily restricted or permanently restricted, depending on the existence and/or nature of any external restrictions in accordance with Accounting Standards Codification (ASC) topic 958. Support received and revenue earned without any restrictions imposed by external sources is reported as an increase to unrestricted net assets that are available to the Association for day-to-day activities.

Support received that is restricted either by use or time is reported as an increase in temporarily restricted net assets. When a donor restriction expires (i.e. time restriction ends or purpose restriction is accomplished), temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as support released from restrictions.

SEE INDEPENDENT AUDITOR'S REPORT

(CONTINUED)

American Legion Auxiliary  
Department of California  
Notes To Financial Statements  
June 30, 2019

**(A) - ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES-Continued**

**(2) Funds-Continued**

Permanently restricted net assets represent contributions that the donor has stipulated be held in perpetuity. At June 30, 2019, the organization did not have a permanently restricted net assets.

The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with generally accepted accounting principles.

**(3) Fair Value of Financial Instruments**

The carrying amounts of financial instruments, including cash, certificates of deposit, accounts receivable and accounts payable approximate their fair value due to the short term maturities of these instruments.

**(4) Use of Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles in the United States of America 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.

**(5) Contributions**

American Legion Auxiliary (the Department) accounts for contributions in accordance with recommendations of Accounting Standard Codification (ASC) topic 958, contributions received are recorded as increases in unrestricted, temporarily restricted, or permanently restricted net assets, depending on the existence or nature of any donor restrictions.

All donor-restricted contributions are reported as increases in temporarily or permanently restricted net assets depending on the nature of the restriction. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

**(6) Accounts Receivable**

Accounts receivable are reported at the outstanding balance amounts. Interest is not accrued on overdue accounts receivable. An allowance for bad debts will not be recorded as of June 30, 2019.

**(7) Investments**

Investments are composed of certificates of deposits and is carried at fair value.

**(8) Interest Income**

Interests earned from the funds from Poppy Production, Welfare and Girls State programs unrestricted and have been transferred to the general operating account for management and general uses.

SEE INDEPENDENT AUDITOR'S REPORT

(CONTINUED)

**American Legion Auxiliary  
Department of California  
Notes To Financial Statements  
June 30, 2019**

**(A) - ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES-Continued**

**(9) Inventories**

Inventories are carried at lower of cost or market. The cost is determined on the first-in, first-out (FIFO) method.

**(10) Cash and Cash Equivalents**

American Legion Auxiliary (the Department) considers all highly liquid investments with a maturity of three months or less when purchased to be cash equivalents. Cash and cash equivalents for purposes of the statement of cash flows exclude permanently restricted cash and cash equivalents.

**(11) Capitalization Policy and Depreciation**

Property and equipment are recorded at cost. Depreciation is generally provided for in amounts sufficient to relate the cost of depreciable assets to operations over their estimated service lives using the straight-line method. Maintenance and repairs, which do not materially add to the value of the property nor appreciably prolong its life are charged to expense as incurred. Donated equipment is recorded at fair market value at the date of receipt. The Department's capitalization policy is set at \$500.

**(12) Donated Services**

The Department receives various volunteer services throughout the year. No amount has been recognized in the statement of activities because the criteria for recognition have not been met.

**(13) Concentration of Support and Revenue**

During the year ended June 30, 2019, American Legion Auxiliary (the Department) received approximately 43% of its support from membership dues, 8% Poppy production, and 25% Girls State session. It is possible that, in the near term, either of these programs may reduce, which the Department will raise additional funds to offset the reduction. The Department does not expect the support from these agencies to be lost in the near term.

**(B) - GIRLS STATES SESSION**

The annual Girls State session is usually held in the last week of June each year. The 2019 Girls State session was held from June 24 to June 30, 2019 and the result of the 2019 Girls State session is reported in the current fiscal year ending June 30, 2019.

**(C) - CONTRIBUTED SERVICES**

Contributed services are provided by the volunteers. These services are significant part of the Organization's activities and would have to be performed by a salaried personnel if the services were not contributed. The agency maintains record of these services and estimates their value based on the cost of comparable services. No amounts have been recognized in the statement of activities because of the criteria for recognition under FASB ASC 958 has not been satisfied.



**American Legion Auxiliary  
Department of California  
Notes To Financial Statements  
June 30, 2019**

**(D) - DONATED FACILITIES**

American Legion Auxiliary (the Department) occupy an office space in the War Memorial Building. The rent is \$2,400 per year, which is significantly lower than fair market value. The Department has designated \$6,000 for equipment replacement as of June 30, 2019. In-kind donated facilities are recognized in the financial statements. Donated equipment is included in revenue and expenditures at their estimated values at date of receipt.

**(E) - INCOME TAXES**

American Legion Auxiliary (the Department), has been granted the status of an exempt status under the Internal Revenue Service code section 501 (C) (19) and section 23701 (D) of the California Revenue and Taxation Code. The Department is required to file annual informational returns with the Internal Revenue Services and the California Franchise Tax Board. Management believes that there are no uncertain tax positions because all tax positions taken are well supported. The tax returns are subject to examination by the taxing authorities generally for three years and four years for federal and state, respectively, starting with the date of filing or the due date of the tax returns whichever is later.

**(F) - SUBSEQUENT EVENTS**

Management has evaluated events subsequent to the date of the financial statements in determining the accounting for and disclosure of the transactions and events that affect the financial statements. Such events have been evaluated through November 18, 2019, the date on which the financial statements were available to be issued.

**(G) - CONCENTRATION OF CREDIT RISK**

American Legion Auxiliary (the Department) maintains cash accounts of different programs at several banks. Cash account at each bank is insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. The cash balance in the accounts might exceed the limit at during the fiscal year.

American Legion Auxiliary (the Department) has not experienced any losses in such accounts and believes it is not exposed to any significant risk on cash.

**(H) - INVESTMENTS IN CERTIFICATES OF DEPOSITS**

Investments in certificates of deposit is held by TD Ameritrade and carry various interest rates and maturity dates. Since the investment is not widely traded, its fair market value is based on the market value provided by TD Ameritrade as the best information available, which is level 2 input (input other than quoted prices in active market) of fair value hierarchy established by Accounting Standards Codification (ASC) 820. The total fair value of the investment in securities at June 30, 2019 is \$1,090,941.

SEE INDEPENDENT AUDITOR'S REPORT

(CONTINUED)

**American Legion Auxiliary  
Department of California  
Notes to Financial Statements  
June 30, 2019**

**(I) - CASH EQUIVALENTS AND INVESTMENTS SUMMARY**

The cash equivalents and investment balance as of June 30, 2019 consisted of:

Cash held in bank	\$ 436,844
Cash held in investment bank	<u>1,090,941</u>
Total	<u>\$ 1,527,785</u>

The cash and investment balances by programs as of June 30, 2019 were as follows:

Poppy Production program	\$ 162,008
Welfare program	473,418
Girls State program	230,059
General program	<u>662,300</u>
Total	<u>\$ 1,527,785</u>

**(J) - LEASE COMMITMENTS**

In 2017, the Department negotiated a new lease agreement to replace the old copier effective July 1, 2017 for a term of five years. The minimum monthly lease payment is \$989 plus sales tax and excess copying charges at \$.0090 per copy in excess of 51,000 copies per quarter. Total copy machine expenses for the year ending June 30, 2019 is \$24,343.

The Department also has a 63-month lease agreement for a postage meter and scale machine effective October 2012 with quarterly lease payments of \$870, plus tax and fee.

The future minimum rental payments for the above leases as of June 30, 2019 are as follows:

<u>Year ending June 30,</u>	<u>Copier</u>	<u>Postage</u>	<u>Total</u>
2020	\$ 11,868	\$ 3,480	\$ 15,348
2021	11,868	3,480	15,348
2022	11,868	3,480	15,348

SEE INDEPENDENT AUDITOR'S REPORT

(CONTINUED)

**American Legion Auxiliary  
Department of California  
Notes to Financial Statements  
June 30, 2019**

**(K) – NET ASSETS WITH DONOR RESTRICTIONS**

Net Assets are released from donor and program restrictions by satisfying the restricted purposes specified by donors. The net assets released from restrictions for the fiscal year ended June 30, 2019 is as follows:

Satisfaction of program restrictions:	
Poppy Production program	\$ 78,381
Girls State program	<u>228,738</u>
Total	<u>\$ 307,119</u>

As of June 30, 2019, the net assets with donor restrictions consisted of:

Poppy Production program	\$ 72,429
Girls State program	<u>232,916</u>
Total	<u>\$ 305,345</u>

**SEE INDEPENDENT AUDITOR'S REPORT**





