

ERIE COUNTY VOCATIONAL TECHNICAL  
SCHOOL FOUNDATION

Erie, Pennsylvania

Financial Statements

For the Year Ended June 30, 2018

ERIE COUNTY VOCATIONAL  
TECHNICAL SCHOOL FOUNDATION  
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JUNE 30, 2018

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Buseck · Barger · Bleil & Co. Inc.

CERTIFIED PUBLIC ACCOUNTANTS  
FRONTIER BUILDING  
1640 WEST EIGHTH STREET - SUITE 1  
ERIE, PA 16505

(814) 454-6341  
FAX: (814) 455-9060  
EMAIL: info@bbbcpas.com

MEMBERS  
AMERICAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS  
PA INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS

Independent Auditors' Report

Board of Directors  
Erie County Vocational Technical School Foundation  
Erie, Pennsylvania

We have audited the accompanying financial statements of Erie County Vocational Technical School Foundation (a non-profit organization), a component unit of Erie County Technical School, which comprise the statement of financial position as of June 30, 2018, and the related statements of activities 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 audits. 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 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.

***Opinion***

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Erie County Vocational Technical School Foundation as of June 30, 2018, 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.

*Buseck, Barger, Bleil & Co. Inc.*

Certified Public Accountants

Erie, Pennsylvania

**ERIE COUNTY VOCATIONAL TECHNICAL SCHOOL FOUNDATION**  
**STATEMENT OF FINANCIAL POSITION**  
**JUNE 30, 2018**

**Current Assets**

|                           |           |
|---------------------------|-----------|
| Cash and cash equivalents | \$ 60,897 |
|---------------------------|-----------|

**Non-Current Assets**

|                                     |                |
|-------------------------------------|----------------|
| Deposit - Erie Community Foundation | <u>238,114</u> |
|-------------------------------------|----------------|

|                            |                          |
|----------------------------|--------------------------|
| <b><u>Total Assets</u></b> | <b><u>\$ 299,011</u></b> |
|----------------------------|--------------------------|

**Current Liabilities**

|                  |                  |
|------------------|------------------|
| Accounts payable | <u>\$ 28,292</u> |
|------------------|------------------|

**Net Assets**

|              |        |
|--------------|--------|
| Unrestricted | 32,605 |
|--------------|--------|

|                                           |                |
|-------------------------------------------|----------------|
| Unrestricted - Board Designated Endowment | <u>238,114</u> |
|-------------------------------------------|----------------|

|                                |                       |
|--------------------------------|-----------------------|
| <b><u>Total Net Assets</u></b> | <b><u>270,719</u></b> |
|--------------------------------|-----------------------|

|                                                |                          |
|------------------------------------------------|--------------------------|
| <b><u>Total Liabilities and Net Assets</u></b> | <b><u>\$ 299,011</u></b> |
|------------------------------------------------|--------------------------|

**ERIE COUNTY VOCATIONAL TECHNICAL SCHOOL FOUNDATION**  
**STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED JUNE 30, 2018**

|                                                      | <u>Unrestricted</u> | <u>Temporarily<br/>Restricted</u> | <u>Total</u>      |
|------------------------------------------------------|---------------------|-----------------------------------|-------------------|
| <b><u>Public Support and Other Revenue</u></b>       |                     |                                   |                   |
| Contributions                                        | \$ 1,650            | \$ 20,141                         | \$ 21,791         |
| Membership Dues                                      | 39,000              | -                                 | 39,000            |
| Investment Income (Loss)                             | 21,064              | -                                 | 21,064            |
| Other Revenue                                        | 633                 | -                                 | 633               |
| <b><u>Total Public Support and Other Revenue</u></b> | <u>62,347</u>       | <u>20,141</u>                     | <u>82,488</u>     |
| <b><u>Net Assets Released from Restrictions</u></b>  | <u>23,745</u>       | <u>(23,745)</u>                   | <u>-</u>          |
| <b><u>Expenses</u></b>                               |                     |                                   |                   |
| Program Services:                                    |                     |                                   |                   |
| Career Street                                        | 167,093             | -                                 | 167,093           |
| Awards and Grants                                    | 20,025              | -                                 | 20,025            |
| General and Administrative                           | 21,114              | -                                 | 21,114            |
| <b><u>Total Expenses</u></b>                         | <u>208,232</u>      | <u>-</u>                          | <u>208,232</u>    |
| <b><u>Decrease in Net Assets</u></b>                 | <u>(122,140)</u>    | <u>(3,604)</u>                    | <u>(125,744)</u>  |
| <b><u>Net Assets, July 1, 2017</u></b>               | <u>392,859</u>      | <u>3,604</u>                      | <u>396,463</u>    |
| <b><u>Net Assets, June 30, 2018</u></b>              | <u>\$ 270,719</u>   | <u>\$ -</u>                       | <u>\$ 270,719</u> |

**ERIE COUNTY VOCATIONAL TECHNICAL SCHOOL FOUNDATION**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED JUNE 30, 2018**

**Cash Flows from Operating Activities**

|                                                                |                  |
|----------------------------------------------------------------|------------------|
| Change in Net Assets                                           | \$ (125,744)     |
| Adjustments to Reconcile Increase in Net Assets                |                  |
| Cash Provided by Operating Activities:                         |                  |
| (Increase) Decrease in Receivable                              | 2,290            |
| Increase (Decrease) in Accounts Payable                        | 25,025           |
| Increase (Decrease) in Funds Held in Trust                     | <u>(180,000)</u> |
| <b><u>Net Cash Provided (Used) by Operating Activities</u></b> | <u>(278,429)</u> |

**Cash Flows from Investing Activities**

|                                                                |                |
|----------------------------------------------------------------|----------------|
| Change in Deposit-Erie Community Foundation                    | <u>(8,888)</u> |
| <b><u>Net Cash Provided (Used) by Investing Activities</u></b> | <u>(8,888)</u> |

**Net Increase/(Decrease) in Cash and Cash Equivalents** (287,317)

**Cash and Cash Equivalents at Beginning of Year** 348,214

**Cash and Cash Equivalents at End of Year** \$ 60,897

**ERIE COUNTY VOCATIONAL TECHNICAL SCHOOL FOUNDATION**  
**NOTES TO FINANCIAL STATEMENTS**

**NOTE 1 – NATURE OF OPERATIONS AND SIGNIFICANT ACCOUNTING POLICIES**

Nature of Activities

The Foundation is a nonprofit organization incorporated in the Commonwealth of Pennsylvania in 1997. The Organization promotes the value of career and technical education. In partnership with the Erie Community Foundation, the ECVTS Foundation provides student scholarships, capital improvements, staff development, development projects and educational research. In July of 2013, the Foundation began Career Street. Career Street is a comprehensive career exploration and planning program linking businesses, nonprofit organizations and schools to create and share experiences for students to job shadow, intern, tour companies, and benefit from class speakers, and participate in career workshops and fairs.

The Foundation is considered a component unit of Erie County Technical School. These financial statements only include the activities of the Foundation. The operations of ECTS are addressed in a separate report, which may be obtained at the school office, 8500 Oliver Road, Erie, PA 16509.

Basis of Presentation

The financial statements of the Foundation have been prepared on the accrual basis of accounting. Accordingly, revenues are recognized in the accounting period in which they are earned, and expenses are recognized in the period incurred.

The Foundation adopted Financial Accounting Standards Board - Accounting Standard Codification 958, "Required Financial Statements." Under FASB ASC 958, the Foundation is required to report information regarding their financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. The Organization has no permanently restricted net assets or temporarily restricted net assets at June 30, 2018.

Cash and Cash Equivalents

For purposes of the statement of cash flows, the Foundation considers all highly liquid investments available for current use with an initial maturity of three months or less to be cash equivalents.

Cash and cash equivalents include \$25,344 which is designated for Career Street.

Contributions Received and Contributions Made

The Foundation also elected to adopt FASB ASC 958, "Accounting Contributions Received and Contributions Made". In accordance with FASB ASC 958, contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support depending on the existence or nature of any donor restrictions.

Restricted contributions are reported as increases in unrestricted net assets if the restrictions are met in the reporting period.

### Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Accordingly, actual results could differ from those estimates.

### Sequencing on the Statement of Financial Position

Assets are sequenced according to the nearness of conversion to cash, and liabilities are sequenced according to their nearness of their maturity and resulting use of cash.

### Federal Tax Status

The Foundation qualifies as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code (the "Code"). Accordingly, no provision for income taxes has been recorded in the accompanying financial statements. In addition, the Foundation has been determined by the Internal Revenue Service not to be a private foundation within the meaning of Section 509(a) of the Code.

The Foundation accounts for uncertainty in income taxes using a recognition threshold of more-likely-than-not to be sustained upon examination by the appropriate taxing authority. Measurement of the tax uncertainty occurs if the recognition threshold has been met. Management determined that there were no tax uncertainties that met the recognition threshold.

The Foundation's federal income tax returns are no longer subject to examination by federal tax authorities for fiscal years ending before 2014.

### **NOTE 2 - CONCENTRATION OF CREDIT RISK**

The Foundation maintains cash balances at financial institutions. At June 30, 2018 the carrying value was \$60,897 and the entire bank balance of \$216,165 was covered by FDIC insurance.

### **NOTE 3 - FAIR VALUE MEASUREMENTS**

The Erie County Vocational Technical School Foundation (ECVTS) values its investments at fair value. Fair value is defined as the exchange price that would be received for an asset or paid to transfer a liability (an exit price) in the principal or most advantageous market for the asset or liability in an orderly transaction between market participants on the measurement date. Fair value is measured based on a fair value hierarchy based on three levels of inputs, of which the first two are considered observable and the last is considered unobservable.

- Level 1 - Quoted prices in active markets for identical assets or liabilities.
- Level 2 - Inputs other than Level 1 that are observable, either directly or indirectly, such as quoted prices for similar assets or liabilities; quoted prices in markets that are not active; or other inputs that are observable or can be corroborated by observable market data for substantially the full term of the assets or liabilities.
- Level 3 - Unobservable inputs that are supported by little or no market activity and that are significant to the fair value of the assets or liabilities.

The Organization's investments are classified as follows:

|                           | June 30, 2018 |             |                   |                   |
|---------------------------|---------------|-------------|-------------------|-------------------|
|                           | Level I       | Level II    | Level III         | Total             |
| <u>Deposit</u>            |               |             |                   |                   |
| Erie Community Foundation | \$ -          | \$ -        | \$ 238,114        | \$ 238,114        |
|                           | <u>\$ -</u>   | <u>\$ -</u> | <u>\$ 238,114</u> | <u>\$ 238,114</u> |

The asset's or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques maximize the use of relevant observable inputs and minimize the use of unobservable inputs.

Following is a description of the valuation methodologies used for assets measured at fair value. There have been no changes in the methodologies used at June 30, 2018.

Deposit-Erie Community Foundation-The ECVTS Foundation's valuation methodology used to measure the fair value of funds held at the Erie Community Foundation (ECF) relies upon information provided by ECF personnel. The ECVTS Foundation's share of the investment pool at ECF is based on the underlying fair values of the investments consisting of all three hierarchy levels; this is classified within Level 3 of the valuation hierarchy.

#### **NOTE 4 -DEPOSIT - ERIE COMMUNITY FOUNDATION**

The Foundation transferred \$200,000 to the Erie Community Foundation in 2007. These irrevocable gifts were used to establish a fund to benefit Erie County Vocational Technical School Foundation. The net income from the fund will be used exclusively to support Erie County Vocational Technical School Foundation. The assets are neither in the possession nor under the control of Erie County Vocational Technical School Foundation. The balance in the fund was \$238,114 at June 30, 2018. Net income (loss) from the fund recognized in the year ended June 30, 2018 was \$16,389. Grants and scholarships totaling \$7,500 were paid out, and management fees of \$2,527 were paid. The net change in the balance of the fund was \$8,888.

#### **NOTE 5 - BOARD DESIGNATED ENDOWMENT**

The Foundation's endowment includes funds designated by the Board of Directors as an endowment. The purpose of this endowment is to develop and stimulate an alternative source of funds to supplement the Foundation's other funding sources. As required by GAAP, net assets associated with endowment funds, including funds designated by the Board of Directors to function as endowments, are classified and reported based on the existence or absence of donor imposed restrictions.

The Foundation has an agency endowment agreement with ECF. ECF pools these funds with the funds received from various other organizations. The pooled funds are then utilized to create an investment portfolio that is managed and administered by ECF. ECF is responsible for allocating to the Foundation their respective share of the investment portfolio's performance. ECF annually determines the amount of funds to distribute to Erie County Vocational Technical School Foundation.

#### Interpretation of Relevant Law

The current relevant law for the investment and distribution of restricted endowment and trust funds in the Commonwealth of Pennsylvania is PA Act 141 (Act 141). Since the Organization has no permanently restricted endowment, Act 141 does not apply.

Changes in endowment net assets for the year ended June 30, 2018:

|                           |                   |
|---------------------------|-------------------|
| Beginning Balance         | \$ 229,226        |
| Grants Awarded            | (7,500)           |
| Interest and Dividends    | 3,325             |
| Unrealized/Realized Gains | 15,590            |
| Management Fees           | (2,527)           |
|                           | <u>\$ 238,114</u> |

#### Return Objectives and Risk Parameters

The Board of Directors has adopted an investment policy for financial assets that attempts to support the long-term objectives of the Organization. The objectives include funding operational cash flow shortfalls, providing relative stability of principal, and maximizing total investment return.

#### Strategies Employed for Achieving Objectives

In accordance with the objectives, the total portfolio should be constructed and maintained to minimize the risk of large losses to principal. To satisfy these objectives, the Organization has developed an allocation strategy to maximize total return while minimizing exposure of principal assets in the long run. The Foundation targets a diversified asset allocation in equity based investments and in high quality fixed income investments.

#### Spending Policy and How the Investment Objectives Related to Spending Policy

The endowment trustees distribute funds as stipulated by the Foundation and within the purpose of the trust as outlined in the endowment governing documents for the named funds.

#### **NOTE 6 - RISK MANAGEMENT**

The Foundation may be subject to certain legal proceedings and claims arising in the normal course of business. The Foundation carries commercial insurance for risk management. During the year ended June 30, 2018, there were no settlements in excess of insurance coverage.

#### **NOTE 7 – SCHOOL DISTRICT FUNDS HELD IN TRUST**

The Foundation is no longer holding funds that were contributed by twelve local School Districts to fund a study that would research the impact of the potential closing of Erie City High Schools and the legality of the subsequent relocation of those City students to neighboring school districts. The Erie County Vocational-Technical School Foundation remitted all payments back to the local School Districts during the 2017 – 2018 Fiscal Year.

#### **NOTE 8 - SUBSEQUENT EVENTS**

The Foundation has evaluated subsequent events through August 17, 2018 the date which the financial statements were available to be issued.

**ERIE COUNTY VOCATIONAL TECHNICAL SCHOOL FOUNDATION**  
**STATEMENT OF FUNCTIONAL EXPENSES**  
**FOR THE YEAR ENDED JUNE 30, 2018**

|                                                         | <b><u>Career<br/>Street</u></b> | <b><u>Foundation</u></b> | <b><u>Totals</u></b>     |
|---------------------------------------------------------|---------------------------------|--------------------------|--------------------------|
| <b><u>Program Services</u></b>                          |                                 |                          |                          |
| Award and Grants                                        | \$ 6,574                        | \$ 20,025                | \$ 26,599                |
| Website Development                                     | 44,668                          | -                        | 44,668                   |
| Substitute Teachers                                     | 3,707                           | -                        | 3,707                    |
| Career Cruising                                         | 2,040                           | -                        | 2,040                    |
| Manufacturing Day                                       | 1,490                           | -                        | 1,490                    |
| Field Trip                                              | 18,934                          | -                        | 18,934                   |
| Workshops and Training                                  | 740                             | -                        | 740                      |
| Executor Director                                       | 64,950                          | -                        | 64,950                   |
| Computer Services                                       | 1,812                           | -                        | 1,812                    |
| Marketing and Communications                            | 16,763                          | -                        | 16,763                   |
| Postage and Mailing                                     | 5,415                           | -                        | 5,415                    |
|                                                         | <u>167,093</u>                  | <u>20,025</u>            | <u>187,118</u>           |
| <b><u>Total Program Expenses</u></b>                    |                                 |                          |                          |
| <br><b><u>General and Administrative</u></b>            |                                 |                          |                          |
| Accounting Fees                                         | 1,000                           | 1,000                    | 2,000                    |
| Legal Fees                                              | 15                              | -                        | 15                       |
| Fund Management                                         | 9,675                           | 2,527                    | 12,202                   |
| Supplies                                                | 529                             | -                        | 529                      |
| Dues                                                    | 2,554                           | -                        | 2,554                    |
| Insurance                                               | 1,791                           | 2,023                    | 3,814                    |
|                                                         | <u>15,564</u>                   | <u>5,550</u>             | <u>21,114</u>            |
| <b><u>Total General and Administrative Expenses</u></b> |                                 |                          |                          |
|                                                         | <u><u>\$ 182,657</u></u>        | <u><u>\$ 25,575</u></u>  | <u><u>\$ 208,232</u></u> |