

NEW HAMPSHIRE ALCOHOL AND DRUG
ABUSE COUNSELORS ASSOCIATION

FINANCIAL STATEMENTS

DECEMBER 31, 2020 and 2019

CONTENTS

	<u>PAGE</u>
INDEPENDENT AUDITORS' REPORT	1-2
FINANCIAL STATEMENTS	
Statement of Financial Position, December 31, 2020	
With Comparative Totals for 2019	3
Statement of Activities and Changes in Net Assets, December 31, 2020	
With Comparative Totals for 2019	4
Statements of Cash Flows	5-6
Schedule of Functional Expenses, December 31, 2020	
With Comparative Totals for 2019	7
NOTES TO FINANCIAL STATEMENTS	8-13

ROWLEY & ASSOCIATES, P.C.

CERTIFIED PUBLIC ACCOUNTANTS

46 NORTH STATE STREET
CONCORD, NEW HAMPSHIRE 03301
TELEPHONE (603) 228-5400
FAX # (603) 226-3532

MEMBER
AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS

MEMBER OF THE PRIVATE
COMPANIES PRACTICE SECTION

INDEPENDENT AUDITORS' REPORT

To the Board of Directors
New Hampshire Alcohol and Drug Abuse Counselors Association
Concord, New Hampshire 03301

Opinion

We have audited the accompanying financial statements of New Hampshire Alcohol and Drug Abuse Counselors Association (the Association), which comprise the statements of financial position as of December 31, 2020 and the related statements of activities and changes in net assets, functional expenses and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of New Hampshire Alcohol and Drug Abuse Counselors Association as of December 31, 2020 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.

Basis for opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of New Hampshire Alcohol and Drug Abuse Counselors Association and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management 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, and for 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' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements, including omissions, are considered material if there is a substantial likelihood that, individually or in aggregate, they would influence the judgement made by a reasonable user based on the financial statements.

Auditors' Responsibilities for the Audit of the Financial Statements (continued)

In performing an audit in accordance with generally accepted auditing standards, we:

Exercise professional judgement and maintain professional skepticism throughout the audit.

Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.

Obtain an understanding of internal control relevant to the audit 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 New Hampshire Alcohol and Drug Abuse Counselors Association's internal control. Accordingly, no such opinion is expressed.

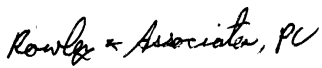
Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.

Conclude whether, in our judgement, there are conditions or events, considered in the aggregate, that raise substantial doubt about New Hampshire Alcohol and Drug Abuse Counselors Association's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Report on Summarized Comparative Information

We have previously audited New Hampshire Alcohol and Drug Abuse Counselors Association's 2019 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated March 5, 2020. In our opinion, the summarized comparative information presented herein as of and for the year ended December 31, 2019, is consistent, in all material respects, with the audited financial statements from which it has been derived.



Rowley & Associates, P.C.
Concord, New Hampshire
June 3, 2021

NEW HAMPSHIRE ALCOHOL AND DRUG
 ABUSE COUNSELORS ASSOCIATION
 STATEMENT OF FINANCIAL POSITION
 DECEMBER 31, 2020 WITH COMPARATIVE TOTALS FOR 2019
 See Independent Auditors' Report

	Net Assets Without Donor Restrictions	Net Assets With Donor Restrictions	2020	2019
ASSETS				
CURRENT ASSETS				
Cash and cash equivalents	\$ 125,717	\$ 20,610	\$ 146,327	\$ 209,652
Accounts receivable	83,461	-	83,461	980
Prepaid expense	7,759	-	7,759	6,104
	<u>216,937</u>	<u>20,610</u>	<u>237,547</u>	<u>216,736</u>
FURNITURE AND EQUIPMENT, at cost	77,420	-	77,420	76,552
Less accumulated depreciation	(63,493)	-	(63,493)	(61,170)
	<u>13,927</u>	<u>-</u>	<u>13,927</u>	<u>15,382</u>
LONG TERM ASSETS				
Security deposit	2,800	-	2,800	2,800
	<u>2,800</u>	<u>-</u>	<u>2,800</u>	<u>2,800</u>
Total Assets	<u>233,664</u>	<u>20,610</u>	<u>254,274</u>	<u>234,918</u>
LIABILITIES AND NET ASSETS				
CURRENT LIABILITIES				
Accrued expenses	5,834	-	5,834	1,431
	<u>5,834</u>	<u>-</u>	<u>5,834</u>	<u>1,431</u>
NET ASSETS				
Without donor restrictions	227,830	-	227,830	201,879
With donor restrictions	-	20,610	20,610	31,608
	<u>227,830</u>	<u>20,610</u>	<u>248,440</u>	<u>233,487</u>
Total liabilities and net assets	<u>\$ 233,664</u>	<u>\$ 20,610</u>	<u>\$ 254,274</u>	<u>\$ 234,918</u>

See Notes to Financial Statements

NEW HAMPSHIRE ALCOHOL AND DRUG
ABUSE COUNSELORS ASSOCIATION

STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2020
WITH COMPARATIVE TOTALS FOR 2019

See Independent Auditors' Report

	2020			2019
	Net Assets Without Donor Restrictions	Net Assets With Donor Restrictions	Total	Total
Revenue				
Grant revenue	\$ 436,944	\$ 2,292	\$ 439,236	\$ 529,620
Contributions, in-kind	1,550	-	1,550	8,555
Training fees	105,781	-	105,781	145,258
Co-sponsorships	-	-	-	2,500
Membership fees	9,693	-	9,693	7,104
Merchandise sales, net of direct costs of \$0	-	-	-	50
Other revenue	478	-	478	4,404
	<u>554,446</u>	<u>2,292</u>	<u>556,738</u>	<u>697,491</u>
Net assets released from donor imposed restrictions	<u>13,290</u>	<u>(13,290)</u>	<u>-</u>	<u>-</u>
Expenses				
Program expenses	516,867	-	516,867	652,568
Administrative expenses	21,241	-	21,241	24,340
Fundraising	3,677	-	3,677	5,183
	<u>541,785</u>	<u>-</u>	<u>541,785</u>	<u>682,091</u>
Increase (Decrease) in net assets	25,951	(10,998)	14,953	15,400
Net assets, beginning of year	<u>201,879</u>	<u>31,608</u>	<u>233,487</u>	<u>218,087</u>
Net assets, end of year	<u>\$ 227,830</u>	<u>\$ 20,610</u>	<u>\$ 248,440</u>	<u>\$ 233,487</u>

See Notes to Financial Statements

NEW HAMPSHIRE ALCOHOL AND DRUG
ABUSE COUNSELORS ASSOCIATION

STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED DECEMBER 31, 2020 AND 2019

See Independent Auditors' Report

	<u>2020</u>	<u>2019</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Increase (decrease) in net assets	\$ 14,953	\$ 15,400
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation	5,124	8,021
(Increase) decrease in operating assets:		
Accounts receivable	(82,481)	6,384
Prepaid expenses	(1,655)	76
Increase (decrease) in operating liabilities:		
Accrued expenses	<u>4,402</u>	<u>(1,926)</u>
Net cash provided (used) by operating activities	<u>(59,657)</u>	<u>27,955</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Net cash paid for furniture & equipment	<u>(3,668)</u>	<u>(9,982)</u>
Net cash (used) by investing activities	<u>(3,668)</u>	<u>(9,982)</u>
Net increase (decrease) in cash and cash equivalents	(63,325)	17,973
Cash and cash equivalents, beginning of year	<u>209,652</u>	<u>191,679</u>
Cash and cash equivalents, end of year	<u><u>\$ 146,327</u></u>	<u><u>\$ 209,652</u></u>

See Notes to Financial Statements

NEW HAMPSHIRE ALCOHOL AND DRUG
ABUSE COUNSELORS ASSOCIATION

STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED DECEMBER 31, 2020 AND 2019

See Independent Auditors' Report

	<u>2020</u>	<u>2019</u>
SUPPLEMENTARY SCHEDULE OF CASH FLOW INFORMATION		
In-kind contributions	\$ <u>1,550</u>	\$ <u>8,555</u>
Non-cash contributions	\$ <u>-</u>	\$ <u>-</u>

See Notes to Financial Statements

NEW HAMPSHIRE ALCOHOL AND DRUG
 ABUSE COUNSELORS ASSOCIATION
 SCHEDULE OF FUNCTIONAL EXPENSES
 YEAR ENDED DECEMBER 31, 2020 WITH COMPARATIVE TOTALS FOR
 THE YEAR ENDED DECEMBER 31, 2019
 See Independent Auditors' Report

	<u>Program Services</u>	<u>Management and General</u>	<u>Fundraising</u>	<u>Total 2020</u>	<u>Total 2019</u>
Salaries and wages	\$ 221,833	\$ 14,160	\$ -	\$ 235,993	\$ 276,694
Employee benefits	20,233	1,291	-	21,524	22,802
Payroll taxes	19,514	1,246	-	20,760	22,018
Scholarships/sponsorships	16,545	-	-	16,545	24,311
Legal and accounting fees	10,378	662	-	11,040	9,908
Professional services	105,831	-	-	105,831	108,987
Trainer fees	38,327	-	-	38,327	72,435
Conferences and meetings	3,672	-	-	3,672	20,411
Insurance	2,080	133	-	2,213	4,331
Travel expenses	4,730	-	-	4,730	38,944
Office supplies and expenses	11,311	722	-	12,033	17,624
Postage	493	-	-	493	631
Telephone	1,581	101	-	1,682	1,762
Education	320	-	-	320	320
Marketing & communication	3,678	-	3,677	7,355	10,366
Bank and credit card fees	33	-	-	33	20
Board expenses	1,365	87	-	1,452	2,542
Occupancy expenses	35,908	2,292	-	38,200	37,200
Depreciation	4,817	307	-	5,124	8,021
COVID-19 expenses	10,462	-	-	10,462	-
Miscellaneous expenses	3,756	240	-	3,996	2,764
	<u>\$ 516,867</u>	<u>\$ 21,241</u>	<u>\$ 3,677</u>	<u>\$ 541,785</u>	<u>\$ 682,091</u>

See Notes to Financial Statements

NEW HAMPSHIRE ALCOHOL AND DRUG ABUSE COUNSELORS ASSOCIATION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2020 and 2019

NOTE 1 NATURE OF ACTIVITIES AND SIGNIFICANT ACCOUNTING POLICIES

Nature of Activities

New Hampshire Alcohol and Drug Abuse Counselors Association's (the Association) mission is to provide quality education, workforce development, advocacy, ethical standards and leadership for addiction professionals. The Association empowers efforts in prevention, treatment and recovery. The Association is supported primarily through private funding and public support.

Significant Accounting Policies

The financial statements of the Association have been prepared in conformity with Generally Accepted Accounting Principles (GAAP) as applied to not-for-profits. The Financial Accounting Standards Board (FASB) is the accepted standard-setting body for establishing accounting and financial reporting principles for not-for-profits. The more significant of the FASB's generally accepted accounting principles applicable to the Association, and the Association's conformity with such principles, are described below. These disclosures are an integral part of the Association's financial statements.

Basis of Presentation

The Organization maintains its accounting records on the accrual basis of accounting whereby revenues are recorded when earned and expenses are recorded when the obligation is incurred. The Organization reports information regarding its financial position and activities according to two classes of net assets: net assets without donor restrictions and net assets with donor restrictions.

Net Assets without Donor Restrictions – These net assets generally result from revenues generated by receiving contributions that have no donor restrictions, providing services, and receiving interest from operating investments, less expenses incurred in providing program-related services, raising contributions, and performing administrative functions.

Net Assets with Donor Restrictions – These net assets result from gifts of cash and other assets that are received with donor stipulations that limit the use of the donated assets, either temporarily or permanently, until the donor restriction expires, that is until the stipulated time restriction ends or the purpose of the restriction is accomplished, the net assets are restricted.

Cash Equivalents

For purposes of reporting cash flows, the Association considers all highly liquid debt instruments purchased with a maturity of three months or less to be cash equivalents, excluding amounts the use of which is limited by Board designation or restriction. At December 31, 2020 and 2019, the Association had no cash equivalents.

Revenue and Revenue Recognition

Revenue is recognized when earned. Program service fees and payments under cost-reimbursable contracts received in advance are deferred to the applicable period in which the related services are performed, or expenditures are incurred, respectively. Contributions are recognized when cash or other assets are received.

NEW HAMPSHIRE ALCOHOL AND DRUG ABUSE COUNSELORS ASSOCIATION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2020 and 2019

NOTE 1 NATURE OF ACTIVITIES AND SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Donated Materials and Services

The Association records the value of donated goods and services when there is an objective basis available to measure their value. For the years ended December 31, 2020 and 2019, in-kind contributions were \$1,550 and \$8,555, respectively.

Equipment

Equipment is recorded at cost of purchase or, if contributed, at fair market value at the date of donation. If donors stipulate how long the assets must be used, the contributions are recorded as net assets with donor restriction support. In the absence of such stipulation, contributions of equipment are recorded as net assets without donor restriction support. The Association depreciates equipment over a 5-7 year useful life using the straight-line method. Depreciation expense was \$5,124 and \$8,021 for the years ended December 31, 2020 and 2019. Equipment purchases with a cost under \$500 are not capitalized.

Income Taxes

The Association has been notified by the Internal Revenue Service that it is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code. The Association is further classified as an organization that is not a private foundation under Section 509(a)(3) of the Code. The most significant tax positions of the Organization are its assertion that it is exempt from income taxes and its determination of whether any amounts are subject to unrelated business tax (UBIT). The Organization follows the guidance of Accounting Standards Codification (ASC) 740, Accounting for Income Taxes, related to uncertain income taxes, which prescribes a threshold of more likely than not for recognition and recognition of tax positions taken or expected to be taken in a tax return. All significant tax positions have been considered by management. It has been determined that it is more likely than not that all tax positions would be sustained upon examination by taxing authorities. Accordingly, no provision for income taxes has been recorded.

Use of Estimates

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

Comparative Financial Information:

The financial statements include certain prior-year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with generally accepted accounting principles. Accordingly, such information should be read in conjunction with the Association's financial statements for the year ended December 31, 2019, from which the summarized information was derived.

Financial Instruments:

The carrying value of cash and cash equivalents, accounts receivable, prepaid expense and accrued expenses are stated at carrying cost at December 31, 2020 and 2019, which approximates fair value due to the relatively short maturity of these instruments.

NEW HAMPSHIRE ALCOHOL AND DRUG ABUSE COUNSELORS ASSOCIATION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2020 and 2019

NOTE 1 NATURE OF ACTIVITIES AND SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Cost Allocation and Functional Expenses

The costs of providing the various programs and other activities have been summarized on a functional basis in the statements of activities and functional expenses. Accordingly, certain costs have been allocated among the programs and supporting services benefited based on estimates that are based on their relationship to those activities, consistently applied. Those expenses include payroll and payroll related expenses and occupancy costs. Occupancy costs are allocated based on square footage. Payroll and payroll related expenses are based on estimates of time and effort. Other cost allocations are based on the relationship between the expenditure and the activities benefited.

New Accounting Pronouncement

During the year ended December 31, 2018, the Association adopted the requirements of the Financial Accounting Standards Board's Accounting Standards Update No. 2016- 14—Not-for-Profit Entities (Topic 958): Presentation of Financial Statements of Not-for-Profit Entities (ASU 2016- 14). This Update addresses the complexity and understandability of net asset classification, deficiencies in information about liquidity and availability of resources, and the lack of consistency in the type of information provided about expenses and investment return between not-for-profit entities. A key change required by ASU 2016-14 is the net asset classes used in these financial statements. Amounts previously reported as unrestricted net assets are now reported as net assets without donor restrictions and amounts previously reported as temporarily restricted net assets and permanently restricted net assets are now reported as net assets with donor restrictions.

NOTE 2 COMMITMENTS AND CONTINGENCIES

The Association receives a substantial amount of its support from government agencies. A significant reduction in the level of this support, if this were to occur, may have an effect on the Association's programs and activities. Grants often require the fulfillment of certain conditions as set forth in the instrument of the grant. Failure to fulfill the conditions could result in the return of funds to grantors. Although the return of funds is a possibility, the board of directors deems the contingency unlikely, since by accepting the grants and their terms, it has made a commitment to fulfill the provisions of the grant.

Approximately 65% and 67% of total support was derived from a single grant from the State of New Hampshire for years ended December 31, 2020 and 2019, respectively.

NOTE 3 CONCENTRATION OF RISK

The Association maintains cash balances in several accounts at a local bank. These accounts are insured by the Federal Deposit Insurance Corporation up to \$250,000. At various times throughout the year, the Association may have cash balances at the financial institution that exceeds the insured amount. Management does not believe this concentration of cash results in a high level of risk for the Association. At December 31, 2020 and 2019 the Association had no uninsured cash balances.

NEW HAMPSHIRE ALCOHOL AND DRUG ABUSE COUNSELORS ASSOCIATION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2020 and 2019

NOTE 4 FAIR VALUE MEASUREMENTS

Fair values of assets measured on a recurring basis at December 31 were as follows:

<u>2020</u>	<u>Fair Value</u>	Other Unobservable Inputs <u>Level (2)</u>
Accounts receivable	<u>\$ 83,461</u>	<u>\$ 83,461</u>
<u>2019</u>		
Accounts receivable	<u>\$ 980</u>	<u>\$ 980</u>

The fair value of the accounts receivable are estimated at the present value of expected future cash flows.

NOTE 5 LEASE COMMITMENT

On December 19, 2013 the Association signed a lease agreement for office space in Concord, NH. The term of the agreement is a six-year lease beginning March 1, 2014 and commencing on February 29, 2020. An addendum to the lease was signed with a term of two years beginning March 1, 2020 and commencing on February 28, 2022. Total rent related to this lease was \$38,200 and \$37,200 during the years ended December 31, 2020 and 2019, respectively.

Future minimum rental requirements for the years ended December 31 are:

2021	39,600
2022	<u>6,600</u>
Total	<u>\$ 46,200</u>

NOTE 6 COMPENSATED ABSENCES

Employees of the Organization are entitled to paid vacation depending on job classification, length of services and other factors. The statement of financial position reflects accrued vacation earned, but unpaid as of December 31, 2020 and 2019 in the amount of \$5,834 and \$1,431, respectively.

NEW HAMPSHIRE ALCOHOL AND DRUG ABUSE COUNSELORS ASSOCIATION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2020 and 2019

NOTE 7 LIQUIDITY AND AVAILABILITY OF FINANCIAL ASSETS

The Association has a policy to structure its financial assets to be available as its general expenditures, liabilities and other obligations come due. The Association's primary sources of support are grants and training fees. Most of that support is held for the purpose of supporting the Association's budget. The Association had the following financial assets that could be readily made available within one year to fund expenses without limitations:

	<u>2020</u>	<u>2019</u>
Cash and cash equivalents	\$ 146,327	\$ 209,652
Accounts receivable	83,461	980
Less amounts subject to donor imposed restriction	<u>(20,610)</u>	<u>(22,049)</u>
	<u>\$ 209,178</u>	<u>\$ 188,583</u>

NOTE 8 BOARD DESIGNATED NET ASSETS

The Association has net assets designated for various future projects and events. These funds are comprised of the following as of December 31:

	<u>2020</u>	<u>2019</u>
Cash reserve account	<u>\$ 15,362</u>	<u>\$ 15,301</u>

NOTE 9 NET ASSETS WITH DONOR RESTRICTIONS

Net assets with donor restrictions are restricted for the following purposes or periods at December 31:

	<u>2020</u>	<u>2019</u>
Subject to expenditure for specific purpose:		
BRSS TACs Contract	\$3,758	\$3,758
Bank of NH Grant	3,750	4,185
JSI 8790 contract	3,863	3,863
Hypertherm Hope Grant	-0-	6,500
NHCF	-0-	500
Meredith Savings Bank	-0-	3,177
Dobles Foundation	7,426	9,279
Train it forward	<u>1,813</u>	<u>346</u>
Total net assets with donor restrictions	<u>\$20,610</u>	<u>\$31,608</u>

NOTE 10 RISKS AND UNCERTAINTIES – COVID-19

As a result of the spread of the COVID-19 coronavirus, economic uncertainties have arisen which may negatively impact future financial performance. The potential impact of these uncertainties is unknown and cannot be estimated at the present time.

NEW HAMPSHIRE ALCOHOL AND DRUG ABUSE COUNSELORS ASSOCIATION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2020 and 2019

NOTE 11 SUBSEQUENT EVENTS

Management has evaluated subsequent events through June 3, 2021, the date on which the financial statements were available to be issued to determine if any are of such significance to require disclosure. It has been determined that no subsequent events matching this criterion occurred during this period.