**Financial Statements** 

June 30, 2017



#### Independent Auditors' Report

Board of Directors LEAP, Inc. d/b/a Brooklyn Workforce Innovations

We have audited the accompanying financial statements of LEAP, Inc. d/b/a Brooklyn Workforce Innovations ("LEAP"), which comprise the statement of financial position as of June 30, 2017, 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.

#### Auditors' 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. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of 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.

Board of Directors LEAP, Inc. d/b/a Brooklyn Welfare Innovations Page 2

#### Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of LEAP, Inc. as of June 30, 2017, 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.

# Report on Summarized Comparative Information

PKF O'Connor Davies, LLP

We have previously audited LEAP, Inc.'s 2016 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated December 20, 2016. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2016 is consistent, in all material respects, with the audited financial statements from which it has been derived.

December 18, 2017

# Statement of Financial Position June 30, 2017 (with comparative amounts at June 30, 2016)

	2017	2016
ASSETS	-	
Current Assets		
Cash	\$ 594,513	\$ 1,083,054
Accounts receivable	197,585	514,228
Grants receivable	1,524,484	888,913
Grants receivable, related parties	48,425	58,770
Prepaid insurance	30,059	22,366
Advances to affiliated companies	3,938	
Total Current Assets	2,399,004	2,567,331
Leasehold improvements, equipment and fixtures, net	21,031	36,539
Security deposits	41,265	40,465
	\$ 2,461,300	\$ 2,644,335
LIABILITIES AND NET ASSETS  Current Liabilities  Accounts payable  Accrued expenses  Deferred revenue	\$ 262,203 155,028	\$ 261,301 136,393
	12,878	27,531
Total Current Liabilities	430,109	425,225
Net Assets		
Unrestricted	1,966,381	2,079,885
Temporarily restricted	64,810	139,225
Total Net Assets	2,031,191	2,219,110
	\$ 2,461,300	\$ 2,644,335

# Statement of Activities Year Ended June 30, 2017 (with summarized totals for year ended June 30, 2016)

2017 Temporarily 2016 Total Unrestricted Restricted Total **REVENUE AND SUPPORT** \$ 1,119,428 Government grants \$ 1,119,428 544,468 2,864,500 2,864,500 3,129,000 Contributions - foundations/ trusts Contributions - corporations 441,360 441,360 743,067 188,303 Contributions - individuals 188,303 114,962 356,798 356,798 613,494 Program services 80,000 80,000 79,000 In-kind contributions 45,608 Subcontract income - affiliate 49,013 49,013 Special event revenue, (net of costs with direct 109,689 67,555 benefit to donors of \$26,157 and \$15,360) 109,689 9,296 11,419 Interest and other 9,296 Net assets released from restrictions 74,415 (74,415)Total Revenue and Support 5,292,802 (74,415)5,218,387 5,348,573 **EXPENSES** 4,604,944 4,604,944 4,459,678 Program Management and general 486,207 486,207 457,992 315,155 274,694 **Fundraising** 315,155 5,406,306 5,406,306 5,192,364 Total Expenses (74,415)156,209 Change in Net Assets (113,504)(187,919)**NET ASSETS** 2,079,885 139,225 2,219,110 2,062,901 Beginning of year End of year \$ 1,966,381 64,810 \$ 2,031,191 \$ 2,219,110

LEAP, Inc. d/b/a Brooklyn Workforce Innovactions

Statement of Functional Expenses Year Ended June 30, 2017 (with summarized totals for year ended June 30, 2016)

	2016	Total	\$ 2,017,037	79,000	2,670,638		89,526	119,770	389,548	39,155	1,575,402	22,333	5,062	12,067	1,834	12,970	3,522	39,481	2,090	289	24,350	21,982	42,261	36,526	19,485	18,735	33,384	11,644	2,521,726	\$ 5,192,364
		Total	\$ 2,095,259	80,000 671,620	2,846,879		92,624	117,972	527,882	24,769	1,365,582	21,986	64	18,315	2,447	13,044	8,637	50,451	3,507	996	80,464	40,070	41,305	53,567	19,818	35,891	2,084	37,982	2,559,427	\$ 5,406,306
		Fundraising	\$ 199,270	63,875	263,145		0	17,060	9,808	₩.	ĕ	*	9)	3	Đ.	•	•	5,407	6		•	3,272	933	2,501	10,843	102	2084	•	52,010	\$ 315,155
17	Management and	General	\$ 61,825	19,817	£1,64 <u>2</u>		52,624	29,149	45,964	24,769	13,395	7,658	2	18,100	2,432	13,044	2,657	7,446	3,255	936	80,464	4,485	2,798	14,912	8,934	31,479	29		404,565	\$ 486,207
2017	Total	Program	\$ 1,834,164	80,000	2,502,092		X	71,763	472,110	ä	1,352,187	14,328	X:	215	15	36	5,980	37,598	252	8	100	32,313	37,574	36,154	4	4,310	a	37,982	2,102,852	\$ 4,604,944
	Other	Programs	\$ 472,867	80,000	704,441		ж	2,013	20,347	OF.	322,779	æ	K.	215	66	34	100	2,430	•	ï	100	5,039	2,646	4,001	800	1,813	а	37,982	399,265	\$1,103,706
	Sector Based Training	Programs	\$ 1,361,297	436,354	1,797,651		E	69,750	451,763		1,029,408	14,328	*8	*	15		9'6'9	35,168	252	30		27,274	34,928	32,153	41	2,497	(9		1,703,587	\$ 3,501,238
		PERSONNEL EXPENSES	Salaries	Contributed services - salaries Payroll taxes and fringe benefits	Total Personnel Expenses	OTHER THAN PERSONNEL EXPENSES	Administration	Consultants	Occupancy costs	Depreciation and amortization	Program expenses	Equipment, furniture and fixutures	Miscellaneous	Payroll processing and bank charges	Registration and fees	Insurance	Maintenance, repairs and cleaning	Office supplies and printing	Memberships and subscriptions	Books and references	Professional fees, including donated services	Advertising, website and events	Utilities	Telephone, internet and postage	Software purchase and support	Conference, travel and training	Bad debt expense	Wage subsidy expense	Total Other Than Personnel Expenses	Total Expenses

# Statement of Cash Flows Year Ended June 30, 2017 (with comparative amounts for year ended June 30, 2016)

		2017		2016
CASH FLOWS FROM OPERATING ACTIVITIES				
Change in net assets	\$	(187,919)	\$	156,209
Adjustments to reconcile change in net assets to				
net cash from operating activities				
Depreciation and amortization		24,769		<b>39</b> ,155
Bad debt expense		2,084		33,384
Changes in Operating Assets and Liabilities				
Accounts receivable		314,559		(438,745)
Grants receivable		(635,571)		138,389
Grants receivable, related parties		10,345		40,825
Advances to affiliated companies		(3,938)		7,452
Prepaid insurance		(7,693)		(12,446)
Security deposits		(800)		(20,000)
Accounts payable		902		29,181
Accrued expenses		18,635		25,374
Deferred revenue	_	(14,653)	_	27,531
Net Cash from Operating Activities		(479,280)		26,309
CASH FLOWS FROM INVESTING ACTIVITIES				
Purchase of equipment and fixtures	_	(9,261)		
Net Change in Cash		(488,541)		26,309
CASH				
Beginning of year	-	1,083,054		1,056,745
End of year	\$	594,513	\$	1,083,054

#### Notes to Financial Statements June 30, 2017 and 2016

## 1. Organization and Tax Status

LEAP, Inc. ("LEAP") d/b/a Brooklyn Workforce Innovations ("BWI") is a not-for-profit organization that works to empower low and moderate income individuals by creating living wage employment opportunities and access to career paths. LEAP creates access to stable, long term employment through job training and placement programs. LEAP is a controlled affiliate of Fifth Avenue Committee, Inc. ("FAC"). FAC has a one class membership interest in LEAP under section 803 of the Not-For-Profit-Corporation Law.

LEAP is exempt from income taxes under section 501(c)(3) of the Internal Revenue Code and is not considered to be a private foundation within the meaning of Section 509(a) of the Internal Revenue Code.

LEAP, as BWI, offers a comprehensive model of workforce development services. Applicants are carefully screened, and accepted beneficiaries receive rigorous skills training in programs with employer vetted curricula leading to industry recognized skill sets and/or certifications, followed by job placement assistance and career advancement support for at least two years. BWI offers an array of skills-based trainings including:

- Red Hook on the Road ("RHOR") is BWI's commercial driving training program. In fiscal 2017 RHOR enrolled 300 participants and graduated 95% of them. This four-week program prepares participants for jobs as drivers of "Class B/BPS" commercial vehicles including trucks, school buses, coach or charter buses, airport shuttle buses and Access-A-Ride and other para-transit vehicles. The course consists of industry-specific skills, such as map-reading, as well as job readiness and soft skills, such as mock interviews and customer service skills training. So far, among graduates in fiscal 2017, 244 individuals have secured their NYS Commercial Driver's License, and RHOR has placed 91% of those that passed their CDL exam into jobs with an average starting salary of \$16.80 per hour.
- NYCHA Resident Training Academy ("NRTA") trains local residents of public housing for employment with the New York City Housing Authority (NYCHA). The program's training combines job readiness and workplace safety with handson skills training and practice in specific sectors, including entry-level caretaking of public housing developments and grounds. In fiscal 2017, the program enrolled 296 public housing residents and graduated 288 (97%) of these beneficiaries. Of those, so far, 277 (96% of graduates) have been placed into jobs with NYCHA paying an average of \$13.88 per hour, with excellent benefits and opportunities for career advancement.
- "Made in NY" Production Assistant Training Program connects underrepresented New Yorkers with careers in TV and film production through hands-on training. The program is offered in partnership with the NYC Mayor's Office of Media and Entertainment. Participants learn set and office production assistant skills and are placed in jobs on feature films, episodic and reality TV, commercials, music videos and other productions. In fiscal 2017, the program enrolled 83 individuals, graduated 93% of them and placed 96% of certified graduates in jobs with an average starting wage of \$16,59 per hour.

Notes to Financial Statements June 30, 2017 and 2016

# 1. Organization and Tax Status (continued)

- The "Made in NY" Post Production Training Program, launched in May 2017, provides participants with the contextualized job readiness, hands-on skills training, job placement and support required to start a career in post production. The training leads to certification by the New York City Mayor's Office of Film, Theatre and Broadcasting. Training also includes: job readiness including oncamera mock interviews; job placement assistance; soft skills; vocational support/counseling; benefits counseling/support and computer literacy. In its inaugural class, "Made in NY" Post Production enrolled 17 individuals and 88% graduated. To date, six graduates have been placed in post production jobs with initial wages averaging \$15.77 per hour.
- Brooklyn Networks is BWI's six-week tele-data cable installation training program. Brooklyn Networks trains low-income individuals for upwardly-mobile jobs installing and maintaining computer, voice, data, video and security system cabling. Utilizing a custom-built telecommunications lab located at the New York City College of Technology, the program provides targeted skills training combining the industry-accepted Building Industry Consulting Service International ("BICSI") certification with customer service skills, vocational counseling and job readiness training. In fiscal 2017, Brooklyn Networks enrolled 57 individuals, graduated 91% of them, and so far have placed 95% of BICSI-certified graduates in jobs with an average starting salary of \$15.86 per hour.
- Brooklyn Woods is a seven-week training program that teaches shop production, wood technology, finishing techniques, cabinet installation, mechanical drawing, and the safe use and proper care of hand and power tools in a custom-built woodworking shop. Trainees work on evaluated projects such as a cutting board and cabinets, using various construction methods, and receive an introduction to reading shop drawings, spray finishing, and cabinet installation. Graduates are placed in jobs at large and small woodworking shops, construction and home renovation companies, home improvement stores and real estate property management firms. In fiscal 2017, the program enrolled 57 individuals, graduated 74%, and so far has placed 67% of graduates in jobs with an average starting salary of \$14.58 per hour.
- New York Drives (NYD) is BWI's multi-sector credential-based program, which provides core job-readiness training and access to a NYS Driver's License, which many entry-level jobs and sector-focused training programs require. In fiscal 2017, NYD enrolled 78 individuals. Among enrollees, 86% graduated from the program, 94% of graduates obtained a driver's license, and 44 individuals (70% of licensed graduates) have already been placed into a job. New York Drives graduates earned average starting wages of \$15.51 per hour.

Notes to Financial Statements June 30, 2017 and 2016

#### 1. Organization and Tax Status (continued)

The Brooklyn Workforce Collaboration (the "Collaboration") is a workforce development partnership that helps unemployed and low-income New Yorkers access jobs created locally, particularly with industrial businesses along the Brooklyn waterfront. BWI is the lead partner and is providing employercustomized, rigorous workforce development training, career development and support services to employers in this growing area. The Collaboration uses an integrated strategy of employer-customized soft and hard skills job training, prescreening and assessment; sector-based skills training; incumbent worker training; long-term job placement and career counseling support; and access to social supports and retention services. Recently, the Collaboration has been at the forefront of a partnership with the Governor's Office of Storm Recovery (GOSR), planning and developing trainings to meet demand for work in resiliency infrastructure, especially in areas most affected by Hurricane Sandy in 2012. Graduates of this program earned the NABCEP - PV Installer certification, the national certification for solar panel installers. In fiscal 2017, BWI trained 25 New Yorkers through the initiative, graduating 100% of them and placing 64% of graduates into jobs. Average starting wages for graduates are \$12.31 per hour.

# 2. Summary of Significant Accounting Policies

#### Basis of Presentation and Use of Estimates

The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America ("U.S. GAAP"), which 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 revenue and expenses during the reporting period. Accordingly actual results could differ from those estimates.

#### Net Asset Presentation

The financial statements report net assets separately by class of net assets. Unrestricted net assets include funds having no restriction as to use or purpose imposed by donors. Temporarily restricted net assets represent contributions with donor imposed restrictions that have not yet been satisfied. When a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets in the statement of activities as net assets released from restriction. Permanently restricted net assets are limited by donors in perpetuity. LEAP has no permanently restricted net assets.

Notes to Financial Statements June 30, 2017 and 2016

#### 2. Summary of Significant Accounting Policies (continued)

#### Allowance for Doubtful Accounts

LEAP evaluates the collectability of receivables based on a combination of factors. Where management is aware of a customer's inability to meet its financial obligation, a reserve for the potential bad debt to reduce the receivable to the estimated realizable value is recorded. Past due status is based on how recently payments have been received. An allowance for doubtful accounts was not necessary at June 30, 2017 and 2016.

#### Leasehold Improvements, Equipment and Fixtures

Leasehold improvements, equipment and fixtures are stated at cost. Depreciation of equipment and fixtures is computed on the straight-line basis over its useful life. Amortization of leasehold improvements is computed on a straight-line basis over the term of the operating lease or life of the asset, whichever is shorter.

The estimated useful lives by asset class are as follows:

	Useful Life
Equipment and fixtures	3-5 years
Leasehold improvements	10 years

#### Revenue Recognition

Contributions are recorded when an unconditional promise to give is received. Contributions received are recorded as unrestricted, temporarily restricted or permanently restricted depending on the existence or nature of any donor imposed stipulations.

Conditional contributions and grants are recognized as revenue when the conditions on which they depend have been substantially met.

Fees received for program services are recognized as the services are performed or expenditures are incurred.

Grant revenue is recognized when related expenditures under the agreements are incurred.

#### In-kind Contributions

Contributed services are recognized as contributions if the services (a) create or enhance non-financial 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. In-kind contributions are reflected in the accompanying statement of activities at their fair value at the time the services are rendered.

Notes to Financial Statements June 30, 2017 and 2016

# 2. Summary of Significant Accounting Policies (continued)

#### Allocation of Expenses

Expenses are charged directly to program or support service categories based on specific identification of expenses. Common expenses are allocated on an equitable basis to all programs and support services based on management's estimates.

#### Accounting for Uncertainty in Income Taxes

LEAP recognizes the effect of income tax positions only if those positions are more likely than not to be sustained. Management has determined that LEAP had no uncertain tax positions that would require financial statement recognition or disclosure. LEAP is no longer subject to examinations by the applicable taxing jurisdictions for tax periods prior to June 30, 2014.

#### Subsequent Events Evaluation by Management

Management has evaluated subsequent events for disclosure and/or recognition in the financial statements through the date that the financial statements were available to be issued, which date is December 18, 2017.

#### Prior Year Summarized 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 U.S. GAAP. Accordingly, such information should be read in conjunction with LEAP's financial statements as of and for the year ended June 30, 2016, from which the summarized information was derived.

#### 3. Concentration of Credit Risk

Financial instruments that potentially subject LEAP to significant concentrations of credit risk consist principally of cash and grants receivables. LEAP maintains its cash with three financial institutions, which at times, may be in excess of federally insured limits. LEAP has not experienced any losses on its cash accounts.

A concentration of credit risk exists with respect to grant receivables from one source which represented 48% and 36% of the total grants receivable as of June 30, 2017 and 2016. Receivables are expected to be collected in the normal course of business.

#### Notes to Financial Statements June 30, 2017 and 2016

#### 4. Transactions With Affiliated Companies

Operating expenses incurred by LEAP on behalf of FAC are billed to FAC and are reported as subcontract income on the statement of activities, which amounted to \$49,013 and \$45,608 for the years ended June 30, 2017 and 2016.

Operating expenses paid for by FAC on behalf of LEAP resulted in billings to LEAP totaling \$381,631 and \$363,962 for the years ended June 30, 2017 and 2016. This includes rent expense of \$130,777 and \$137,619 for the years ended June 30, 2017 and 2016.

Grants receivable owed to LEAP from FAC total \$48,425 and \$58,770 as of June 30, 2017 and 2016. In addition, advances to affiliated companies total \$3,938 as of June 30, 2017. Amounts are expected to be collected in the normal course of business.

#### 5. Pension Plan

LEAP has a Simplified Employee Pension Plan (the "Plan"), which is a defined contribution plan. LEAP made contributions of \$65,992 and \$66,605 to the Plan for the years ended June 30, 2017 and 2016.

# 6. Leasehold Improvements, Equipment and Fixtures

Leasehold improvements, equipment and fixtures as of June 30 consist of the following:

	2017	2016
Equipment and fixtures	\$ 323,816	\$ 314,555
Leasehold improvements	688,095	688,095
	1,011,911	1,002,650
Accumulated depreciation and amortization	(990,880)	(966,111)
	\$ 21,031	\$ 36,539

#### 7. Commitments and Contingencies

LEAP leases commercial office space under the terms of three operating leases which expires during various years through 2022. Rent expense for the years ended June 30, 2017 and 2016 was \$527,882 and \$389,548.

## Notes to Financial Statements June 30, 2017 and 2016

# 7. Commitments and Contingencies (continued)

Minimum required lease payments for future periods are as follows:

For the years ending June 30:

2018	\$	378,402
2019		357,457
2020		267,913
2021		265,016
2022	_	10,613
	\$	1,279,401

# 8. Temporarily Restricted Net Assets

Changes in temporarily restricted net assets consist of the following for the years ended June 30, 2017 and 2016:

	E	Balance					ı	Balance
Purpose/ Restriction	Jun	e 30, 2016	A	dditions	R	eleases	<u>Jun</u>	e 30, 2017
Program Planning Support to Training Graduates Equipment	\$	60,182 21,354 10,000	\$		\$	(40,774) (8,247) (10,000)	\$	19,408 13,107
Enhance Marketing and Communications	\$	47,689 139,225	\$		\$	(15,394) (74,415)	\$	32,295 64,810
	Е	3alance					(	Balance
Purpose/ Restriction	Jun	e 30, 2015	Α	dditions	<u>R</u>	eleases	Jun	e 30, 2016
Program Planning Pilot program serving young adults Equipment	\$	100,936 675	\$	200,000	\$	(240,754) (675)	\$	60,182
Support to Training Graduates		7,395		24,000		(10,041)		21,354
Enhance Marketing and Communications Invest in Youth Program NY Drives Red Hook on the Road and		(B)		50,000 25,000 10,000		(2,311) (25,000) (10,000)		47,689
New York Drives	3			50,000		(50,000)	_	- 5
	\$	109,006	\$	369,000	\$	(338,781)	\$	139,225

Notes to Financial Statements June 30, 2017 and 2016

# 9. Economic Dependency

Funding from one source amounted to approximately 36% of total revenue and support in both 2017 and 2016. LEAP is economically dependent on these funds to maintain the current level of operations.

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