



HINKLE + LANDERS

Certified Public Accountants + Business Consultants

**NATIONAL INDIAN
COUNCIL ON AGING, INC.**

**INDEPENDENT AUDITOR'S REPORT,
AND FINANCIAL STATEMENTS**

**For the Year Ended June 30, 2017,
With Comparative Totals for 2016**

NATIONAL INDIAN COUNCIL ON AGING, INC.
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NATIONAL INDIAN COUNCIL ON AGING, INC.
OFFICIAL ROSTER
As of June 30, 2017

Board of Directors

Name	Title
James DeLaCruz, Sr.	Chairman - Northwest Region
Eddie Tullis	Vice Chairman - Eastern Region
Martha Adele Mihesuah	Secretary - Southern Plains Region
JoAnn Jones	Treasurer - Midwest Region
Anna Frank	Member - Alaska Region
Lillian Thomas	Member - Eastern Oklahoma Region
Robert LaFromboise	Member - Great Plains Region
Phyllis Antone	Member - Western Region
Ralph Bennett, Jr.	Member - Navajo Region
Lucia Trujillo	Member - Southwest Region
Virginia Hill	Member - Pacific Region

Administration

Name	Title
Randella Bluehouse	Executive Director
Jeannine White	Finance Director



INDEPENDENT AUDITOR’S REPORT

Board of Directors
National Indian Council on Aging, Inc.

Report on the Financial Statements

We have audited the accompanying financial statements of National Indian Council on Aging, Inc. (NICOA) (a nonprofit organization), 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.

Auditor’s Responsibility

Our responsibility is to express opinions 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 opinions.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of NICOA 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

We have previously audited NICOA's 2016 financial statements, and our report dated January 19, 2016 expressed an unmodified opinion on those audited financial statements. 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.

Other Matters

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the NICOA's basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and is not a required part of the basic financial statements.

The schedule of expenditures of federal awards is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated November 22, 2017, on our consideration of NICOA's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering NICOA's internal control over financial reporting and compliance.



Hinkle + Landers, P.C.
Albuquerque, NM
November 22, 2017

NATIONAL INDIAN COUNCIL ON AGING, INC.
STATEMENT OF FINANCIAL POSITION
As of June 30, 2017, with Comparative Totals for 2016

	<u>Notes</u>	<u>2017</u>	<u>2016</u>
ASSETS			
<i>Current assets</i>			
Cash and cash equivalents	2	\$ 64,767	160,483
Grants receivable	3	299,011	360,020
Other accounts receivable, net	3	79,399	34,400
Prepaid expenses		55,620	73,122
Security deposits		12,136	7,213
Total current assets		<u>510,933</u>	<u>635,238</u>
 Property and equipment, net	 4	 -	 -
Total assets		\$ <u>510,933</u>	<u>635,238</u>
 LIABILITIES AND NET ASSETS			
<i>Current liabilities</i>			
Accounts payable		\$ 105,627	92,345
Payroll related liabilities and compensated absences	5	140,933	303,211
Deferred revenues	6	10,000	69,669
Total liabilities		<u>256,560</u>	<u>465,225</u>
 NET ASSETS			
Unrestricted, net assets		<u>254,373</u>	170,013
Total liabilities and net assets		\$ <u>510,933</u>	<u>635,238</u>

See accompanying notes to financial statements

NATIONAL INDIAN COUNCIL ON AGING, INC.
STATEMENT OF ACTIVITIES
For the Year Ended June 30, 2017, with Comparative Totals for 2016

	<u>2017</u>	<u>2016</u>
SUPPORT AND REVENUE		
Federal grants	\$ 6,071,500	6,205,736
Foundation grants	10,490	11,440
Conference revenue	175,548	-
Membership dues	55,475	15,800
Other revenue	66,617	38,933
Indirect cost recovery	267,443	271,524
In-kind contributions (services)	711,390	749,659
Total support and revenue	<u>7,358,463</u>	<u>7,293,092</u>
 EXPENSES		
Program services		
Senior Community Service Employment	5,568,930	6,541,905
Administration for Community Living	263,229	413,489
SSAI Sub-Grant	950,697	-
Diverse Elder Coalition	10,489	11,440
Total program services	<u>6,793,345</u>	<u>6,966,834</u>
 Management and general	 478,376	 398,346
Fundraising	2,382	4,220
Total expenses	<u>7,274,103</u>	<u>7,369,400</u>
 Change in net assets	 84,360	 (76,308)
 Net assets, beginning of year	 <u>170,013</u>	 <u>246,321</u>
Net assets, end of year	<u>\$ 254,373</u>	<u>170,013</u>

See accompanying notes to financial statements

NATIONAL INDIAN COUNCIL ON AGING, INC.
STATEMENT OF CASH FLOWS
For the Year Ended June 30, 2017, with Comparative Totals for 2016

	2017	2016
Cash Flow From Operating Activities		
Cash receipts from grants	\$ 6,142,999	6,215,412
Cash receipts from conference	175,548	-
Cash from membership dues	55,475	15,800
Cash receipts from other	21,618	5,119
Cash paid to employees and suppliers	<u>(6,491,356)</u>	<u>(6,252,590)</u>
Cash used for operating activities	<u><u>\$ (95,716)</u></u>	<u><u>(16,259)</u></u>
Cash Flows From Investing Activities		
None		
Cash Flows From Financing Activities		
None		
Net decrease in Cash and Cash Equivalents	<u>(95,716)</u>	<u>(16,259)</u>
Cash and cash equivalents at beginning of year	<u>160,483</u>	<u>176,742</u>
Cash and cash equivalents at end of year	<u><u>\$ 64,767</u></u>	<u><u>160,483</u></u>
RECONCILIATION OF CHANGE IN NET ASSETS TO NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES		
Change in net assets	\$ 84,360	(76,308)
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
<i>(Increases) decreases in operating assets:</i>		
(Increase) decrease in grant receivables	61,009	(1,764)
(Increase) decrease in other receivables	(44,999)	(33,814)
(Increase) decrease in prepaid expense	17,502	(58,734)
(Increase) decrease in security deposits	(4,923)	270
<i>Increase (decrease) in operating liabilities:</i>		
Increase (decrease) in accounts payable	13,282	54,657
Increase (decrease) in deferred revenue	(59,669)	56,720
Increase (decrease) in accrued wages and benefits	(162,278)	42,714
Cash used for operating activities	<u><u>\$ (95,716)</u></u>	<u><u>(16,259)</u></u>

See accompanying notes to financial statements

NATIONAL INDIAN COUNCIL ON AGING, INC.
STATEMENT OF FUNCTIONAL EXPENSES
For the Year Ended June 30, 2017, With Comparative Totals For 2016

	Program Services					Management and General					
	Senior Community Service Employment	Administration for Community Living National Minority Aging Organizations	SSAI Sub- Grant	Diverse Elders Coalition	Total Program Services	Organization Activities	Supporting Services	Total Management and General	Fundraising	2017 Total	2016 Total
Salaries and Wages	\$ 3,930,418	103,159	710,385	5,921	4,749,883	34,004	214,181	248,185	104	4,998,172	4,942,197
Payroll taxes and employee benefits	577,090	32,177	91,707	1,314	702,288	8,108	47,498	55,606	167	758,061	750,065
Compensated Absences	-	-	-	-	-	(2,116)	-	(2,116)	-	(2,116)	5,249
Total salaries, payroll taxes and employee benefits	4,507,508	135,336	802,092	7,235	5,452,171	39,996	261,679	301,675	271	5,754,117	5,697,511
Incentives for participants	-	-	-	-	-	-	-	-	-	-	100
Elder advocacy products	-	2,727	-	-	2,727	-	-	-	-	2,727	29,915
Office supplies	12,431	1,206	1,270	6	14,913	164	4,022	4,185	-	19,098	30,029
Promotional products	-	-	-	-	-	-	-	-	-	-	51
Office expenses	832	-	-	-	832	17	1,253	1,270	-	2,102	3,015
Educational supplies	-	628	-	-	628	12	-	12	-	640	1,293
Software	-	-	-	-	-	-	-	-	-	-	180
Outreach materials	-	390	-	-	390	-	-	-	-	390	1,188
Telephone	20,103	2,201	2,607	26	24,937	29	2,482	2,511	-	27,448	21,929
Internet service	3,063	-	-	-	3,063	-	-	-	-	3,063	6,266
Webhosting	6,478	4,066	303	15	10,862	(41)	1,112	1,071	-	11,933	8,143
Postage/shipping expense	8,091	57	1,430	-	9,578	2,884	237	3,121	44	12,743	13,047
Office rent	60,075	4,146	2,372	-	66,593	-	24,672	24,672	-	91,265	92,479
Storage rental	1,769	460	-	-	2,229	571	2,026	2,597	-	4,826	3,516
Moving expense	275	-	-	-	275	7,405	-	7,405	-	7,680	-
Equipment rental	3,780	733	505	24	5,042	4,679	805	5,484	-	10,526	6,000
Equipment maintenance	2,789	749	617	2	4,157	-	1,221	1,221	-	5,378	203
Technical support	15,251	4,043	375	74	19,743	11,235	5,789	17,024	-	36,767	25,775
Software support	3,738	574	416	69	4,797	-	5,458	5,458	-	10,255	10,277
Printing expense	2,072	5,810	968	-	8,850	5,411	392	5,803	-	14,653	37,518
Professional services	8,250	37,871	-	-	46,121	16,147	-	16,147	-	62,268	156,280
Legal services	-	-	-	-	-	15,814	-	15,814	-	15,814	1,068
Honorarium	-	-	-	-	-	625	-	625	-	625	-
Auditing services	-	-	-	-	-	-	17,570	17,570	-	17,570	15,775
Advertising	-	-	-	-	-	-	-	-	-	-	6,756
Subscription	-	325	-	-	325	2,925	-	2,925	2,067	5,317	7,509
Travel-staff	68,617	17,730	16,138	1,268	103,753	7,243	590	7,833	-	111,586	123,465
Meeting costs	-	-	-	-	-	-	-	-	-	-	1,927
Participant travel	2,196	-	-	-	2,196	-	-	-	-	2,196	-
Registration	1,428	3,139	-	153	4,720	249	-	249	-	4,969	2,741
Membership	683	110	-	-	793	400	55	455	-	1,248	1,187
Staff development	2,617	13	-	-	2,630	-	515	515	-	3,145	2,801
State taxes/fees/registrations	-	-	-	-	-	191	-	191	-	191	264
Meeting/ room rental costs	-	-	64	-	64	-	-	-	-	64	-
Participant supportive services	-	-	323	-	323	-	-	-	-	323	-
Participant other training	-	-	-	-	-	-	-	-	-	-	70
Participant skill training	565	-	-	-	565	-	-	-	-	565	379
Meals/food	-	-	-	-	-	861	-	861	-	861	-
Conference meals	-	-	-	-	-	9,174	-	9,174	-	9,174	-
Conference lodging	-	-	-	-	-	7,275	-	7,275	-	7,275	-
Conference bags	-	-	-	-	-	7,790	-	7,790	-	7,790	-
In-kind contribution expense	590,982	-	120,368	-	711,350	-	40	40	-	711,390	749,659
Bank service charge	6,475	-	691	-	7,166	-	755	755	-	7,921	6,412
Elavon MS bank fee	-	-	-	-	-	998	-	998	-	998	94
Liability/property insurance	3,804	506	32	12	4,354	90	683	773	-	5,127	4,707
Cyber liability insurance	1,065	255	126	5	1,451	-	368	368	-	1,819	1,794
Directors/officers insurance	-	-	-	-	-	4,182	-	4,182	-	4,182	4,251
Volunteer accident insurance	-	-	-	-	-	300	-	300	-	300	-
Miscellaneous expense	35	-	-	-	35	27	-	27	-	62	328
Penalty/finance charges	-	-	-	-	-	-	-	-	-	-	166
Non-capital office furniture	1,758	-	-	-	1,758	-	-	-	-	1,758	8,180
Non-capital office machines	6,511	-	-	-	6,511	-	-	-	-	6,511	13,628
Indirect cost - current year	186,658	40,154	-	1,600	228,412	-	-	-	-	228,412	271,524
Indirect cost - to be reimbursed	39,031	-	-	-	39,031	-	-	-	-	39,031	-
Total expense	\$ 5,568,930	263,229	950,697	10,489	6,793,345	146,653	331,724	478,376	2,382	7,274,103	7,369,400

See accompanying notes to financial statements

NATIONAL INDIAN COUNCIL ON AGING, INC.
STATEMENT OF FUNCTIONAL EXPENSES (COMPARATIVE PURPOSES ONLY)
For the Year Ended June 30, 2016, With Comparative Totals For 2015

	Program Services				Management and General				2016 Total	2015 Total
	Senior Community Service Employment	Administration for Community Living National Minority Aging Organizations	Diverse Elders Coalition	Total Program Services	Organization Activities	Fundraising	Supporting Services	Total Management and General		
Salaries and Wages	\$ 4,623,511	108,145	6,511	4,738,167	17,364	270	186,396	204,030	4,942,197	4,805,679
Payroll taxes and employee benefits	660,736	31,733	1,217	693,686	4,049	52	52,278	56,379	750,065	718,621
Compensated Absences	-	-	-	-	5,249	-	-	5,249	5,249	(12,673)
Total salaries, payroll taxes and employee benefits	5,284,247	139,878	7,728	5,431,853	26,662	322	238,674	265,658	5,697,511	5,511,627
Incentives for participants	-	-	100	100	-	-	-	-	100	-
Elder advocacy products	-	29,896	-	29,896	-	19	-	19	29,915	-
Office supplies	19,880	4,305	28	24,213	-	-	5,816	5,816	30,029	35,275
Promotional products	-	-	-	-	-	51	-	51	51	-
Office expenses	1,222	-	-	1,222	-	-	1,793	1,793	3,015	-
Educational supplies	-	1,293	-	1,293	-	-	-	-	1,293	-
Software	-	-	-	-	-	-	180	180	180	300
Outreach materials	-	1,188	-	1,188	-	-	-	-	1,188	-
Telephone	19,570	894	23	20,487	343	-	1,099	1,442	21,929	18,105
Internet service	5,144	413	11	5,568	12	-	686	698	6,266	9,301
Webhosting	5,792	1,371	20	7,183	49	-	911	960	8,143	5,705
Postage/shipping expense	11,218	601	-	11,819	840	80	308	1,228	13,047	15,726
Office rent	61,820	4,278	-	66,098	-	-	26,381	26,381	92,479	89,586
Storage rental	1,251	311	-	1,562	-	-	1,954	1,954	3,516	4,356
Equipment rental	3,596	575	11	4,182	425	-	1,393	1,818	6,000	77,694
Equipment maintenance	-	-	-	-	-	-	203	203	203	-
Technical support	12,251	5,099	54	17,404	8	252	8,111	8,371	25,775	32,044
Software support	3,862	400	57	4,319	-	-	5,958	5,958	10,277	-
Printing expense	2,661	34,362	-	37,023	328	-	167	495	37,518	12,325
Professional services	27,276	96,374	263	123,913	2,297	1,543	28,527	32,367	156,280	81,040
Legal services	-	-	-	-	1,068	-	-	1,068	1,068	-
Auditing services	-	-	-	-	-	-	15,775	15,775	15,775	16,948
Advertising	1,227	5,222	-	6,449	-	-	307	307	6,756	4,021
Subscription	-	5,559	-	5,559	-	1,950	-	1,950	7,509	3,413
Travel-staff	108,596	6,781	862	116,239	5,995	3	1,228	7,226	123,465	92,708
Meeting costs	1,843	32	-	1,875	52	-	-	52	1,927	2,045
Registration	100	738	178	1,016	1,725	-	-	1,725	2,741	11,143
Membership	417	92	-	509	623	-	55	678	1,187	980
Staff development	199	398	-	597	-	-	2,204	2,204	2,801	-
State taxes/fees/registrations	-	-	-	-	94	-	170	264	264	-
Participant other training	70	-	-	70	-	-	-	-	70	-
Participant skill training	379	-	-	379	-	-	-	-	379	325
In-kind contribution expense	749,659	-	-	749,659	-	-	-	-	749,659	793,620
Bank service charge	6,025	-	-	6,025	-	-	387	387	6,412	-
Elavon MS bank fee	-	-	-	-	94	-	-	94	94	-
Liability/property insurance	3,229	584	14	3,827	55	-	825	880	4,707	9,518
Cyber liability insurance	1,104	289	8	1,401	-	-	393	393	1,794	-
Directors/officers insurance	-	-	-	-	4,251	-	-	4,251	4,251	-
Miscellaneous expense	264	-	-	264	64	-	-	64	328	10,174
Penalty/finance charges	-	-	-	-	166	-	-	166	166	-
Non-capital office furniture	3,800	1,404	-	5,204	-	-	2,976	2,976	8,180	4,094
Non-capital office machines	4,150	2,764	-	6,914	-	-	6,714	6,714	13,628	10,326
Indirect cost	201,053	68,388	2,083	271,524	-	-	-	-	271,524	278,414
Conference	-	-	-	-	-	-	-	-	-	215,231
Depreciation	-	-	-	-	-	-	-	-	-	90
Total expense	\$ 6,541,905	413,489	11,440	6,966,834	45,151	4,220	353,195	402,566	7,369,400	7,346,134

See accompanying notes to financial statements

NATIONAL INDIAN COUNCIL ON AGING, INC.
NOTES TO FINANCIAL STATEMENTS
For the Year Ended June 30, 2017, with Comparative Totals for 2016

Note 1. Summary of Significant Accounting Policies

A. Nature of Activities

National Indian Council on Aging, Inc. (NICOA), a not-for-profit organization, was incorporated in 1976 to facilitate and improve services to American Indian and Alaska Native elders, including assistance with job training, providing information on rights, and testifying before federal and state legislatures on behalf of elderly American Indians. Program participants reside primarily in the Western United States, including New Mexico, Arizona, Oklahoma, California, Wisconsin, Minnesota, and South Dakota. Employment programs are funded through the U.S. Department of Labor. Other programs are funded through the U.S. Department of Health and Human Services and a private foundation.

Programs currently operated by NICOA include:

Senior Community Service Employment Program

The Senior Community Service Employment Program (SCSEP) is funded from the U.S. Department of Labor. SCSEP's purpose in the Act is "to foster individual self-sufficiency and promote useful opportunities in community service for unemployed low-income persons who are age 55 or older, particularly persons who have poor employment prospects; and to increase the number of persons who may enjoy the benefits of unsubsidized employment in both the public and private sectors." NICOA is a national grantee of SCSEP funds set-aside for American Indian/Alaska Native national aging organizations. NICOA's SCSEP mission is to provide opportunity for low income elders through paid training, meaningful community service, and skills development.

Senior Service America, Inc. (SSAI) SCSEP Sub-Grantee

The Senior Community Service Employment Program (SCSEP) is funded from the U.S. Department of Labor. SCSEP's purpose in the Act is "to foster individual self-sufficiency and promote useful opportunities in community service for unemployed low-income persons who are age 55 or older, particularly persons who have poor employment prospects; and to increase the number of persons who may enjoy the benefits of unsubsidized employment in both the public and private sectors." NICOA is a SCSEP sub-grantee for SSAI, providing services to individuals in 16 counties in Minnesota. SSAI's SCSEP mission is to provide opportunity for low income elders through paid training, meaningful community service, and skills development.

National Minority Aging Organizations Technical Assistance Centers Consortium

Established by the Administration for Communication Living (ACL) in 2012, the Consortium is composed of four national minority aging organizations. Native American Center is funded by the U.S. Department of Health and Human services, Administration for Community Living. Consortium partners include representative organizations for each of the four major racial and ethnic minority older populations. The primary goal of the NMAO-TAC Consortium is to serve as an interconnected resource center for the Aging Network. The Consortium will provide expertise in the design, development and sharing of culturally competent information and materials that can improve delivery of services to racial and ethnic minority Elders. For American Indian and Alaska Native Elders we will improve awareness of resources available to Native Elders across the country. NICOA will accomplish this by listening to NICOA Elder members and other stakeholders share their concerns and ideas about important issues such as the Older Americans Act, the Affordable Care Act and Social Security.

NATIONAL INDIAN COUNCIL ON AGING, INC.
NOTES TO FINANCIAL STATEMENTS
For the Year Ended June 30, 2017, with Comparative Totals for 2016

Diverse Elder Coalition (DEC)

The DEC's project goals are as follows: (1) Increased awareness among the general public, policymakers, and the aging services field about the economic, social, and health equity issues facing diverse elders and how these issues intersect across racial, ethnic, and cultural communities (2) Improved awareness of the significance of public benefits and entitlements to fostering the economic security and overall well-being of diverse elders. (3) Improved media coverage on issues of concern to diverse elder communities. (4) Increased mobilization across sectors (e.g., policymakers, providers, advocates, and elder communities) to protect, preserve, and expand services and benefits/entitlements for economically vulnerable and marginalized elders. (5) Increased awareness of, support for, and implementation of promising models to: leverage the strengths and skills of older adults; increase the capacity of culturally, linguistically, and LGBT-competent community-based organizations to deliver more programs and services to those most in need; expand holistic, individualized case management services that prevent elders from falling through the cracks of an often fragmented, uncoordinated network of aging services; and creating affordable linguistically and culturally appropriate senior housing. (6) Increased participation and influence of diverse elders in settings where key programs and policies (including benefits/entitlements) are discussed, debated, and established. (7) Increased efforts by the DEC members to educate their constituencies on the DEC's inclusive framework so that more elders in more communities can "connect the dots" between the challenges they face and those confronting elders in other racial, ethnic, and cultural communities and then act on this awareness. (9) More equitable distribution of public funding for aging programs to expand support for culturally competent services.

Diverse Elder-State Partners and Consumer Health Advocates Project-Memo of Understanding

Purpose of the Memorandum of Understanding is to establish a collaborative partnership between the Diverse Elder Coalition (DEC), its state partners and Community Catalyst (CC), and their state consumer advocates. Over the course of the collaboration, DEC state partners and CC state consumer health advocates will work in partnership to improve health insurance coverage and benefits for older people of color and lesbian, gay, bisexual, transgender (LGBT) older people under the Affordable Care Act (ACA), as well as their overall health and well-being in New Mexico.

B. Basis of Accounting

The accompanying financial statements have been prepared using the accrual method of accounting. Under the accrual method of accounting, revenues are recognized when earned rather than when received and expenses are recognized when the related liability is incurred rather than when paid.

C. Financial Statement Presentation

NICOA prepares financial statements in accordance with Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) 958-205 and subsections *Financial Statements of Not-for-Profit Organizations*. Under 958-205, NICOA is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. No temporarily restricted net assets or permanently restricted net assets were held during June 30, 2016 and 2017 and, accordingly, these financial statements do not reflect any activity related to those classes of net assets.

D. Grants

NICOA is funded by grants awarded by various sources. Revenue from grants is recognized when funds are spent or when specific deliverables are completed in accordance with grant

NATIONAL INDIAN COUNCIL ON AGING, INC.
NOTES TO FINANCIAL STATEMENTS
For the Year Ended June 30, 2017, with Comparative Totals for 2016

provisions. Grants receivable represent amounts due for expenditures incurred or deliverables completed prior to year-end, but not yet reimbursed.

E. Cash and Cash Equivalents

For purposes of the statements of cash flows, NICOA considers all highly liquid debt instruments with a maturity date of three months or less at the time of purchase to be a cash equivalent. Cash and cash equivalents consist of checking accounts, savings accounts and cash on hand.

F. Prepaid Expense

Prepaid expenses represent workers' compensation premiums and health insurance premiums paid at the end of the fiscal year for the coverage that extends through part of the following year. Also included are rents paid in advance, technical support, telephone, and a deposit for the September 2018 conference.

G. Conference Revenue and Related Expense

Conference revenue and related expenses generated from a biennial conference hosted by NICOA consist of registration fees and direct costs of producing the conference. Registration fees received in advance of the conference are recorded as deferred revenue until the conference has taken place and the earnings process is substantially complete.

H. Functional Expense and Indirect Cost Rate

Expenses that can be identified with a specific program are allocated directly according to their natural expenditures classification. Other expenses are allocated among the programs benefited. Included in federal and other program grant expenses in the accompanying statement of activities are funds paid to general and administrative costs, and indirect costs charged to each program based on a provisional allocation rate.

I. Property and Equipment

All acquisitions of property and equipment and all expenditures for repairs, maintenance, renewals, and betterments that materially prolong the useful lives of assets in excess of \$5,000 are capitalized and depreciated on a straight-line basis over their estimated useful life of seven years. Property and equipment are stated at cost, or, if donated, at the estimated fair value on the date of donation.

J. Contributions

Contributions received are recorded as unrestricted, temporarily restricted or permanently restricted support depending on the existence or nature of any donor restrictions. Gifts of cash and other assets are reported as restricted support if received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

Gifts of long-lived assets are reported as unrestricted support unless the donor has restricted the use of the assets for specific purposes. Long-lived assets with explicit restrictions, and gifts of cash that must be used to acquire long-lived assets, are reported as restricted support. Absent explicit donor stipulations about how long those long-lived assets must be maintained, expirations of donor restrictions are reported when the donated or acquired

NATIONAL INDIAN COUNCIL ON AGING, INC.
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For the Year Ended June 30, 2017, with Comparative Totals for 2016

long-lived assets are placed in service. Long-lived assets are recorded at their fair market value on the date of receipt.

K. Donated Services and Materials

Donated services are recognized as contributions in accordance with FASB 958-605 if the services enhance or create nonfinancial assets, require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation. Donated services are recorded as contributions at their estimated fair market value at the date of donation and/or actual rates of pay.

Donations of property and equipment are recorded as contributions at their estimated fair value at the date of donation. Such donations are reported as increases in unrestricted net assets unless the donor has restricted the donated asset to a specific purpose. Assets donated with explicit restrictions regarding their use and contributions of cash that must be used to acquire property and equipment are reported as restricted contributions. Absent donor stipulations regarding how long those donated assets must be maintained, NICOA reports expirations of donor restrictions when the donated or acquired assets are placed in service as instructed by the donor. NICOA reclassifies temporarily restricted net assets to unrestricted net assets when the restrictions have been satisfied.

A number of volunteers have donated time to NICOA's program and administration. As these services do not qualify for recognition as donated services in accordance with FASB 958-605, they are not recorded as revenue and expense.

L. Income Taxes

NICOA is exempt from state and federal income taxes on related income under Section 501 (a) of the Internal Revenue Code as an organization described in Section 501(c)(3). NICOA is classified as other than a private foundation.

M. Uncertain Tax Provisions

NICOA files their Federal Form 990 tax return in the U.S. federal jurisdiction and the online charitable registration in the Office of the Attorney General for the State of New Mexico. NICOA is generally no longer subject to examination by the Internal Revenue Service and the New Mexico Taxation and Revenue Department for fiscal years before 2014. The organization is not currently under audit nor has the organization been contacted by any of these jurisdictions. Management believes that they are operating within their tax-exempt purpose. NICOA recognizes interest accrued related to unrecognized tax benefits in interest expenses and penalties in operating expenses, when applicable. No provision for the effects of uncertain tax positions has been recorded for the years ended June 30, 2017 and 2016.

N. Compensated Absences Payable

NICOA accrues annual leave as the benefit is earned by employees. Eligible employees accrue annual leave based upon their FTE status and according to tenure of employment. Immediately upon hire, employees earn 4 hours of annual leave each pay period. After one year of employment, employees will earn 5 hours each pay period. After three years, employees will earn 6 hours per pay period up to a maximum of 19.50 days of vacation.

NATIONAL INDIAN COUNCIL ON AGING, INC.
NOTES TO FINANCIAL STATEMENTS
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Employees also earn an additional amount of paid annual leave based on a certain number of years with NICOA as follows:

<u>Years of Service</u>	<u>Hours</u>
10	40
15	60
20	80
25	100
30	120

Annual leave pay is not granted in lieu of taking the actual time off. Annual leave hours accrued by employees over 80 hours at fiscal year-end are not lost to the employee, however a limit of 80 hours is used for the annual leave accrual calculation. Accrued annual leave for each employee can be carried over to the following calendar year, up to a maximum of 80 hours.

O. Financial Instruments

NICOA believes the carrying amount of its federal grants receivable and accounts payable approximates fair value due to their short maturity.

P. Use of Estimates

The preparation of financial statements in conformity with US generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Q. Advertising

The cost of advertising is expensed when incurred or when the first advertising takes place. NICOA does not participate in direct-response advertising, which requires the capitalization and amortization of related costs.

R. Concentrations of Credit Risk

NICOA maintains its cash balances in financial institutions located in Albuquerque, New Mexico. These balances occasionally exceed insured limits of the Federal Deposit Insurance Corporation. NICOA has not experienced any losses in these accounts and believes it is not exposed to any significant credit risk related to the uninsured cash balances.

S. Prior Year Comparative Totals

The financial statements include certain prior-year summarized comparative information in total but not in each net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with NICOA's financial statements for the year ended June 30, 2016, from which the summarized information was derived.

T. Reclassifications

Certain reclassifications may have been made to the 2016 summarized financial statement information to conform to the current year presentation.

NATIONAL INDIAN COUNCIL ON AGING, INC.
NOTES TO FINANCIAL STATEMENTS
For the Year Ended June 30, 2017, with Comparative Totals for 2016

Note 2. Cash and Cash Equivalents

At June 30, cash and cash equivalents were the following:

	<u>2017</u>	<u>2016</u>
US Bank:		
Operating	\$ 45,089	151,887
Payroll	19,578	8,496
Petty cash	100	100
	<u>\$ 64,767</u>	<u>160,483</u>

Note 3. Receivables

NICOA uses the allowance method to value estimated uncollectible grants receivable. The estimate is based on historical evidence and other known facts and circumstances. Balance over 90 days old are considered delinquent and are analyzed for collectability.

Receivable as of June 30 are as follows:

	<u>2017</u>	<u>2016</u>
Federal grants	\$ 299,011	360,020
Other	79,399	34,400
	<u>378,410</u>	<u>394,420</u>
Less: Allowance for doubtful accounts	-	-
	<u>\$ 378,410</u>	<u>394,420</u>

Management considers all receivables fully collectible, and therefore, no allowance has been recorded.

Note 4. Property and Equipment and Depreciation

Property and equipment at June 30 include:

	<u>2016</u>	<u>Additions</u>	<u>Deletions</u>	<u>2017</u>
Furniture, fixtures, & equipment	\$ 30,959	-	(30,959)	-
Less: Accumulated depreciation	(30,959)	-	30,959	-
Total, net	<u>\$ -</u>	<u>-</u>	<u>-</u>	<u>-</u>

A significant portion of property and equipment has been acquired with grant funds and title may revert to the resource provider if the use assets acquired with grant funds does not conform to grantor requirements. During FY17 NICOA removed all obsolete items.

Note 5. Payroll Related Liabilities and Compensated Absences

Payroll related liabilities and compensated absences at June 30 were as follows:

	<u>2017</u>	<u>2016</u>
Accrued payroll	\$ 97,985	227,204
Accrued payroll taxes	21,135	51,587
Compensated absences	21,813	23,928
Other	-	492
	<u>\$ 140,933</u>	<u>303,211</u>

NATIONAL INDIAN COUNCIL ON AGING, INC.
NOTES TO FINANCIAL STATEMENTS
For the Year Ended June 30, 2017, with Comparative Totals for 2016

Note 6. Deferred Revenues

Deferred revenues at June 30 consisted of the following:

	2017	2016
Conference registration	\$ 10,000	68,972
Other	-	697
	\$ 10,000	69,669

Note 7. Retirement Plan

NICOA's retirement plan consists of SIMPLE IRA accounts. NICOA contributes 2% of employees' earnings once an employee becomes eligible to participate, after 180 days of employment. NICOA's contributions to the retirement plan were as follows:

	2017	2016
Retirement Plan Contributions	\$ 19,186	16,582
	\$ 19,186	16,582

Note 8. Commitments and Contingencies

Grant and Indirect Cost Rate Finalization

The grants managed by NICOA are subject to a closing audit process by federal granting agencies subsequent to the end of a grant period. Included in federal and other program grant expenses in the accompanying statement of activities are funds paid to general and administrative costs, and indirect costs charged to each program based on a provisional allocation rate. Final indirect cost rates through 2016 and provisional rates through 2017 have been approved by the U.S. Department of Labor. In 2017, NICOA operated under a provisional rate approved by the U.S. Department of Labor of 18%. For the current year financials, NICOA made a reasonable estimate in the amount of \$39,031 for recording additional indirect costs and the suitable grant revenue resulting from an expected 21.78% final rate to be approved in the few months by the Department of Labor Department of Cost Determination. Only the SCSEP grant was impacted, because the grant was not fully spent. When the 21.78% Indirect Cost rate is approved, the \$39,031 will be drawn down from the federal government, the grant receivable cleared and the closing grant documents to the Department of Labor will be revised.

Concentration of Revenue

NICOA receives the majority of its funding from federal grants, which are subject to possible cutbacks due to changes in funding priorities. Should NICOA lose program funding, management believes that NICOA would be able to receive program funding from other resources. NICOA is actively seeking donations from sources other than federal entities. Concentration of revenues is as follows:

Concentrations	2017	2016
Federal grants	\$ 6,071,500	6,205,736
In-kind (federal match)	711,390	749,659
Total revenue	\$ 7,358,463	7,293,092
Concentration percentage	92%	95%

Note 9. Subsequent Events

Subsequent events are events or transactions that occur after the statement of financial position date but before the financial statements are issued. NICOA recognizes in the

NATIONAL INDIAN COUNCIL ON AGING, INC.
NOTES TO FINANCIAL STATEMENTS
For the Year Ended June 30, 2017, with Comparative Totals for 2016

financial statements the effects of all subsequent events that provide additional evidence about conditions that existed at the date of the statement of financial position, including the estimates inherent in the process of preparing the financial statements. NICOA's financial statements do not recognize subsequent events that provide evidence about conditions that did not exist at the date of the statement of financial position but arose after the statement of financial position date and before financial statements are available to be issued. NICOA has evaluated subsequent events through November 22, 2017, which is the date the financial statements were available to be issued.

NATIONAL INDIAN COUNCIL ON AGING, INC.
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
For the Year Ended June 30, 2017

Federal Grantor/Pass Through Grantor/Program Title	Federal Catalog Domestic Assistance Number	Pass-Through Entity Identifying number	Amount Expended
<u>U.S. Department of Labor</u>			
<i>Direct Programs</i>			
Senior Community Service Employment Program	17.235*	AD-26908-15-55-A-35	\$ 4,780
Senior Community Service Employment Program	17.235*	AD-29494-16-55-A-35	4,973,165
<i>Indirect Programs</i>			
Senior Community Service Employment Program	17.235*	341_PY2016	<u>830,327</u>
Total U.S. Department of Labor			<u>5,808,272</u>
<u>U.S. Department of Healthy and Human Services</u>			
Administration for Community Living			
AOA-Health Disparities Among Minority Elders-Tech. Assistance Ctr.	93.048	90HD00012-01-00	46,316
AOA-Health Disparities Among Minority Elders-Tech. Assistance Ctr.	93.048	90HD00012-02-00	<u>216,912</u>
Total U.S. Department of Health and Human Services			<u>263,228</u>
Total Expenditures of Federal Awards			<u>\$ 6,071,500</u>
<u>Reconciliation to Financial Statements</u>			
Federal award expenditures reported on the SEFA			\$ 6,071,500
Federal revenues per the Statement of Activities			<u>6,071,500</u>
Difference			<u>\$ -</u>

* Denotes major program

Selected Disclosures

1) The accompanying schedule of expenditures of federal awards includes the federal grant activity of the NICOA and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of *Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* .

2) NICOA had no subrecipients as of June 30, 2017.

3) There were no federal awards expended in the form of non-cash assistance outstanding at year-end.

4) NICOA did not use the 10% de minimis indirect cost rate.



**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED
ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE
WITH GOVERNMENT AUDITING STANDARDS**

Board of Directors
National Indian Council on Aging, Inc.

We have audited, in accordance with the 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, the financial statements of the National Indian Council on Aging, Inc. (NICOA)(a nonprofit organization), 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, and have issued our report thereon dated November 22, 2017.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered NICOA's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of NICOA's internal control. Accordingly, we do not express an opinion on the effectiveness of NICOA's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether NICOA's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However,

November 22, 2017

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL
OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER
MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS
PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING
STANDARDS, *continued*

providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Hinkle & Landers, P.C.

Hinkle + Landers, P.C.
Albuquerque, NM
November 22, 2017



**INDEPENDENT AUDITOR’S REPORT ON COMPLIANCE
FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL
OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE**

Board of Directors
National Indian Council on Aging, Inc.

Report on Compliance for Each Major Federal Program

We have audited National Indian Council on Aging, Inc. (NICOA)’s, compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of NICOA’s major federal programs for the year ended June 30, 2017. NICOA’s major federal programs are identified in the summary of auditor’s results section of the accompanying schedule of findings and questions costs.

Management’s Responsibility

Management is responsible for compliance with the requirements of federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor’s Responsibility

Our responsibility is to express an opinion on compliance for each of the NICOA’s major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the NICOA’s compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the NICOA’s compliance.

Opinion on Each Major Federal Program

In our opinion, NICOA complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2017.

Report on Internal Control Over Compliance

Management of the NICOA is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the NICOA's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the NICOA's internal control over compliance.

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.



Hinkle + Landers, P.C.
Albuquerque, NM
November 22, 2017

**NATIONAL INDIAN COUNCIL ON AGING, INC.
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
For the Year Ended June 30, 2017**

SECTION I - SUMMARY OF AUDITOR'S RESULTS

Financial Statements

1. Type of auditor's report issued **Unmodified**

Internal control over financial reporting:

- | | |
|---|----|
| 1. Material weakness(es) identified | No |
| 2. Significant deficiency(ies) identified | No |
| 3. Noncompliance material to financial statements noted | No |

Federal Awards

Internal control over major programs:

- | | |
|---|----|
| 1. Material weakness(es) identified | No |
| 2. Significant deficiencies(s) identified | No |

Type of auditor's report issued on compliance for major program **Unmodified**

Any audit findings disclosed that are required to be reported in accordance with 2 CFR section 200.516(a)? No

Identification of major programs:

<u>CFDA Number</u>	<u>Name of Federal Program or Cluster</u>
17-235	Senior Community Service Employment Program

Dollar threshold used to distinguish between Type A and Type B programs \$750,000

Auditee qualified as low-risk Auditee Yes

**NATIONAL INDIAN COUNCIL ON AGING, INC.
 SCHEDULE OF FINDINGS AND QUESTIONED COSTS
 For the Year Ended June 30, 2017**

SECTION II and III—SUMMARY OF FINDINGS

FINANCIAL AND FEDERAL FINDINGS

Finding	Status of Current and Prior Year Findings	Type of Finding
PRIOR YEAR		
None	N/A	N/A
CURRENT YEAR		
None	N/A	N/A

* Legend for Type of Findings

- A. Material Weakness in Internal Control Over Financial Reporting
- B. Significant Deficiency in Internal Control Over Financial Reporting
- C. Other Matters Involving Internal Control Over Financial Reporting
- D. Material Weakness in Internal Control Over Compliance of Federal Awards
- E. Significant Deficiency in Internal Control Over Compliance of Federal Awards
- F. Instance of Noncompliance with Federal Awards