

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

**THE BOTTOM LINE, INC.**

**JUNE 30, 2013 AND 2012**

**THE BOTTOM LINE, INC.**

**JUNE 30, 2013 AND 2012**

**CONTENTS**

	Page
Independent auditor's report	1
Financial statements:	
Statements of financial position	2
Statements of activities	3 - 4
Statements of functional expenses	5 - 6
Statements of cash flows	7
Notes to financial statements	8 - 15

**Independent Auditor's Report**

To the Board of Directors  
The Bottom Line, Inc.  
Boston, Massachusetts

We have audited the accompanying financial statements of The Bottom Line, Inc.(a not-for-profit corporation) which comprise the statements of financial position as of June 30, 2013 and 2012, and the related statements of activities, functional expenses and cash flows for the years then ended and the related notes to the financial statements.

**Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

**Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits 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 misstatements.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

**Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of The Bottom Line Inc. as of June 30, 2013 and 2012, and the changes in its net assets and its cash flows for the years then ended, in conformity with accounting principles generally accepted in the United States of America

*Cohen + Associates, LLC*

Certified Public Accountants  
September 26, 2013

**THE BOTTOM LINE, INC.**  
**STATEMENTS OF FINANCIAL POSITION**  
**JUNE 30, 2013 AND 2012**

**ASSETS**

	2013	2012
Current assets:		
Cash and cash equivalents	\$ 2,735,779	\$ 2,128,881
Pledges receivable	1,911,462	1,218,879
Prepaid expenses and other assets	70,249	44,245
	4,717,490	3,392,005
Property and equipment:		
Database and website	141,563	141,563
Furniture and equipment	343,266	281,334
Leasehold improvements	71,078	52,767
	555,907	475,664
Accumulated depreciation	(380,294)	(291,635)
	175,613	184,029
Other assets:		
Deposits	37,274	35,895
Lease acquisition costs, net	13,495	22,257
Pledges receivable	1,053,000	75,000
	1,103,769	133,152
<b>TOTAL ASSETS</b>	<b>\$ 5,996,872</b>	<b>\$ 3,709,186</b>

**LIABILITIES AND NET ASSETS**

Current liabilities:		
Accounts payable	\$ 79,001	\$ 22,283
Accrued expenses	92,416	68,183
Scholarships payable	134,500	23,000
	305,917	113,466
Deferred rent	47,754	47,166
Net assets:		
Unrestricted	2,728,100	2,150,002
Temporarily restricted	2,915,101	1,398,552
	5,643,201	3,548,554
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>\$ 5,996,872</b>	<b>\$ 3,709,186</b>

See auditor's report and notes to financial statements.

**THE BOTTOM LINE, INC.**  
**STATEMENTS OF ACTIVITIES**  
**YEAR ENDED JUNE 30, 2013**

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Total</u>
Revenue and support:			
Contributions	\$ 738,781	\$ 4,153,004	\$ 4,891,785
Scholarship contributions	0	169,413	169,413
Special events	1,167,451	0	1,167,451
Cost of special events	(239,139)	0	(239,139)
Program revenue	105,050	0	105,050
Interest	1,593	0	1,593
Net assets released from satisfaction of program restriction	<u>2,805,868</u>	<u>(2,805,868)</u>	<u>0</u>
	<u>4,579,604</u>	<u>1,516,549</u>	<u>6,096,153</u>
Expenses:			
Program services	3,240,926	0	3,240,926
Administration	309,642	0	309,642
Fundraising	<u>450,938</u>	<u>0</u>	<u>450,938</u>
	<u>4,001,506</u>	<u>0</u>	<u>4,001,506</u>
Change in net assets	578,098	1,516,549	2,094,647
Net assets, beginning of year	<u>2,150,002</u>	<u>1,398,552</u>	<u>3,548,554</u>
Net assets, end of year	<u>\$ 2,728,100</u>	<u>\$ 2,915,101</u>	<u>\$ 5,643,201</u>

See auditor's report and notes to financial statements.

**THE BOTTOM LINE, INC.**  
**STATEMENTS OF ACTIVITIES**  
**YEAR ENDED JUNE 30, 2012**

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Total</u>
Revenue and support:			
Contributions	\$ 409,715	\$ 1,580,824	\$ 1,990,539
Scholarship contributions	0	65,250	65,250
Special events	819,574	45,124	864,698
Cost of special events	(193,929)	0	(193,929)
Program revenue	87,100	0	87,100
Interest and other income	12,058	0	12,058
Net assets released from satisfaction of program restriction	<u>1,911,533</u>	<u>(1,911,533)</u>	<u>0</u>
	<u>3,046,051</u>	<u>(220,335)</u>	<u>2,825,716</u>
Expenses:			
Program services	2,313,561	0	2,313,561
Administration	273,694	0	273,694
Fundraising	<u>288,810</u>	<u>0</u>	<u>288,810</u>
	<u>2,876,065</u>	<u>0</u>	<u>2,876,065</u>
Change in net assets	169,986	(220,335)	(50,349)
Net assets, beginning of year	<u>1,980,016</u>	<u>1,618,887</u>	<u>3,598,903</u>
Net assets, end of year	<u>\$ 2,150,002</u>	<u>\$ 1,398,552</u>	<u>\$ 3,548,554</u>

See auditor's report and notes to financial statements.

**THE BOTTOM LINE, INC.**  
**STATEMENTS OF FUNCTIONAL EXPENSES**  
**YEAR ENDED JUNE 30, 2013**

	<u>Program Services</u>	<u>Administration</u>	<u>Fundraising</u>	<u>Total</u>
<b>EXPENSES:</b>				
Personnel:				
Salaries and wages	\$ 1,937,776	\$ 124,482	\$ 333,695	\$ 2,395,953
Payroll taxes and benefits	305,379	36,523	48,943	390,845
	<u>2,243,155</u>	<u>161,005</u>	<u>382,638</u>	<u>2,786,798</u>
Occupancy	<u>322,918</u>	<u>24,914</u>	<u>27,491</u>	<u>375,323</u>
Scholarships	<u>222,090</u>	<u>0</u>	<u>0</u>	<u>222,090</u>
Operational:				
Depreciation and amortization	87,745	3,616	6,061	97,422
Equipment maintenance	17,168	461	941	18,570
Insurance	5,047	1,938	427	7,412
Miscellaneous	759	4,657	2,354	7,770
Postage and shipping	3,736	1,011	3,354	8,101
Printing and publications	6,181	648	10,091	16,920
Professional fees	27,750	49,899	1,758	79,407
Program expenses	168,335	0	0	168,335
Staff recruitment and training	28,859	18,469	7,571	54,899
Supplies	17,898	5,307	1,894	25,099
Technology	72,211	28,334	2,979	103,524
Telecommunications	17,074	9,383	3,379	29,836
	<u>452,763</u>	<u>123,723</u>	<u>40,809</u>	<u>617,295</u>
Total expenses	<u>\$ 3,240,926</u>	<u>\$ 309,642</u>	<u>\$ 450,938</u>	<u>\$ 4,001,506</u>
Percent	<u>81%</u>	<u>8%</u>	<u>11%</u>	<u>100%</u>

See auditor's report and notes to financial statements.

**THE BOTTOM LINE, INC.**  
**STATEMENTS OF FUNCTIONAL EXPENSES**  
**YEAR ENDED JUNE 30, 2012**

	<u>Program Services</u>	<u>Administration</u>	<u>Fundraising</u>	<u>Total</u>
<b>EXPENSES:</b>				
Personnel:				
Salaries and wages	\$ 1,370,488	\$ 131,432	\$ 194,567	\$ 1,696,487
Payroll taxes and benefits	<u>216,823</u>	<u>35,645</u>	<u>31,533</u>	<u>284,001</u>
	<u>1,587,311</u>	<u>167,077</u>	<u>226,100</u>	<u>1,980,488</u>
Occupancy	<u>278,572</u>	<u>14,793</u>	<u>17,799</u>	<u>311,164</u>
Scholarships	<u>74,281</u>	<u>0</u>	<u>0</u>	<u>74,281</u>
Operational:				
Depreciation and amortization	82,091	3,309	5,052	90,452
Equipment maintenance	13,020	167	655	13,842
Insurance	4,981	1,535	318	6,834
Miscellaneous	942	2,690	4,904	8,536
Postage and shipping	16,222	772	2,706	19,700
Printing and publications	5,256	3,421	10,954	19,631
Professional fees	60,017	35,505	1,245	96,767
Program expenses	91,370	0	0	91,370
Staff recruitment and training	14,177	20,552	11,878	46,607
Supplies	15,698	2,421	951	19,070
Technology	50,902	16,189	3,989	71,080
Telecommunications	<u>18,721</u>	<u>5,263</u>	<u>2,259</u>	<u>26,243</u>
	<u>373,397</u>	<u>91,824</u>	<u>44,911</u>	<u>510,132</u>
Total expenses	<u>\$ 2,313,561</u>	<u>\$ 273,694</u>	<u>\$ 288,810</u>	<u>\$ 2,876,065</u>
Percent	<u>80%</u>	<u>10%</u>	<u>10%</u>	<u>100%</u>

See auditor's report and notes to financial statements.



**THE BOTTOM LINE, INC.**  
**STATEMENTS OF CASH FLOWS**  
**YEARS ENDED JUNE 30, 2013 AND 2012**

	<u>2013</u>	<u>2012</u>
Operating activities:		
Change in net assets:	\$ 2,094,647	\$ (50,349)
Adjustments to reconcile changes in net assets to net cash provided by operating activities:		
Depreciation and amortization	97,421	90,451
Capitalized in kind donations		0
(Increase) decrease in assets:		
Restricted cash	0	102,950
Pledges receivable	(1,670,583)	121,738
Prepaid expenses and other assets	(27,383)	(26,522)
Increase (decrease) in liabilities:		
Accounts payable	56,718	(17,965)
Accrued expenses	24,233	41,585
Scholarship grants payable	111,500	(91,450)
Deferred rent	588	3,492
Net cash provided by operating activities	<u>687,141</u>	<u>173,930</u>
Investing activity:		
Purchase of property and equipment	<u>(80,243)</u>	<u>(70,757)</u>
Net cash used in investing activity	<u>(80,243)</u>	<u>(70,757)</u>
Net increase in cash	606,898	103,173
Cash and cash equivalents, beginning of year	<u>2,128,881</u>	<u>2,025,708</u>
Cash and cash equivalents, end of year	<u>\$ 2,735,779</u>	<u>\$ 2,128,881</u>

See auditor's report and notes to financial statements.

**THE BOTTOM LINE, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2013 AND 2012**

**1. Nature of activities:**

The Bottom Line, Inc. (the "Organization"), a not-for-profit corporation located in Boston and Worcester, Massachusetts and New York, New York, was formed in January 1997 under the laws of the Commonwealth of Massachusetts. The mission of the Organization is to provide "at risk" students with assistance in applying to college, succeeding at college and finding financial assistance to meet the costs of higher education. The Organization operates exclusively for charitable and educational purposes and is supported primarily through contributions and fundraising events.

**2. Summary of significant accounting policies:**

**Financial statement presentation:**

The financial statements have been prepared on the accrual basis of accounting. Accordingly, assets are recorded when the Organization obtains the rights of ownership or is entitled to claims for receipt, and liabilities are recorded when the obligation is incurred.

**Classification of net assets:**

The Bottom Line's net assets and changes in net assets are required to be reported into three classes; unrestricted, temporarily restricted and permanently restricted; according to externally (donor) imposed restrictions as follows:

Unrestricted Net Assets - Assets and contributions that are not subject to donor-imposed restrictions or for which restrictions have expired.

Temporarily Restricted Net Assets - carry specific, donor-imposed restrictions on the expenditures or other use of contributed funds. Temporary restrictions may expire either because of the passage of time or because certain actions are taken which fulfill the restrictions. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

Permanently Restricted Net Assets - are those that are subject to donor-imposed restrictions which will never lapse, thus requiring that the funds be retained permanently to use or expend part or all of the economic benefits derived from the donated assets. The Organization currently has no net assets reportable as permanently restricted net assets.

**THE BOTTOM LINE, INC.**  
**NOTES TO FINANCIAL STATEMENTS (CONTINUED)**  
**JUNE 30, 2013 AND 2012**

**2. Summary of significant accounting policies (Continued):**

**Use of estimates:**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and 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. Actual results could differ from those estimates.

**Cash and cash equivalents:**

The Organization considers all money market mutual funds and short-term debt securities purchased with a maturity of three months or less, when purchased, to be cash equivalents.

The Organization maintains its cash in bank deposit accounts which exceed federally insured limits and in uninsured money market mutual funds. The company has not experienced any losses in such accounts. The Organization believes it is not exposed to any significant credit risk on such accounts.

**Property and equipment:**

The cost of property and equipment is depreciated over the estimated useful lives of the related assets. Depreciation is computed on the straight line method.

Maintenance and repairs are charged to operations when incurred. Betterments and renewals are capitalized. When property and equipment is sold or otherwise disposed of, the asset account and related accumulated depreciation accounts are relieved, and any gain or loss is included in operations.

The useful lives of property and equipment for purposes of computing depreciation are as follows:

Equipment	5 – 10 years
Leasehold improvements	Life of Lease

Depreciation and amortization expense totaled \$97,423 and \$90,452 in 2013 and 2012, respectively.

**THE BOTTOM LINE, INC.**  
**NOTES TO FINANCIAL STATEMENTS (CONTINUED)**  
**JUNE 30, 2013 AND 2012**

**2. Summary of significant accounting policies (Continued):**

**Fair value of financial instruments**

The Organization's significant financial instruments are cash and cash equivalents and pledges receivable. The Organization believes that the carrying value of its financial instruments approximates their fair value because of the short term maturity of those instruments.

**Recognition of donor restrictions:**

All donor-restricted support is reported as an increase in temporarily or permanently restricted net assets depending on the nature of the restriction. Contributions and pledges intended for use in future periods are recorded as temporarily restricted net assets. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets.

**Contributions, gifts and grants:**

The Organization records contributions, gifts and grants as receivables and revenue. The Organization distinguishes between contributions received for each net asset category in accordance with donor imposed restrictions. Contributions are recorded as revenue when the pledge is verified or received. Contributions are considered to be available for unrestricted use unless specifically restricted by the donor or grantor. Contributions of assets other than cash are recorded at their fair value, and as of the date the gift is received. Conditional promises to give, which depend on the occurrence of a specified future and uncertain event to bind the promisor, are recognized when the conditions on which they depend are substantially met.

The Organization recognizes donated services that create or enhance nonfinancial assets or that require specialized skills, as provided by individuals possessing those skills, and would typically need to be purchased if not donated. The Organization recorded \$7,502 and \$1,511 of donated goods and services in 2013 and 2012, respectively. Substantially all of the donated services were professional fees in 2013 and professional fees for capitalized lease acquisition costs in 2012.

During 2013 and 2012, a significant amount of contributions were provided by a few contributors. It is always considered reasonably possible that benefactors, grantors or contributors might be lost in the near term.

**THE BOTTOM LINE, INC.**  
**NOTES TO FINANCIAL STATEMENTS (CONTINUED)**  
**JUNE 30, 2013 AND 2012**

**2. Summary of significant accounting policies (Continued):**

**Income taxes:**

The Organization is a tax-exempt entity, qualifying under section 501(c)(3) of the Internal Revenue Code. The tax exempt status qualifies for both Federal and State taxing authorities; therefore, there is no provision for income taxes. The Organization has not taken any tax positions which would be classified as uncertain. The Organization files returns of organizations exempt from income tax with US and Massachusetts jurisdictions. The Organization's tax returns for the years 2009 through 2012 are subject to examination by these jurisdictions, generally for three years after they were filed.

**Advertising:**

The Organization expenses advertising costs as incurred.

**Functional expenses:**

The cost of providing the various programs and other activities of the Organization has been summarized on a functional basis in the statement of activities. Accordingly, certain costs have been allocated between the program and supporting services benefitted.

**THE BOTTOM LINE, INC.**  
**NOTES TO FINANCIAL STATEMENTS (CONTINUED)**  
**JUNE 30, 2013 AND 2012**

**3. Pledges receivable:**

The Organization has unconditional pledges from several donors at June 30, 2013 and 2012. 84% and 70% of the pledges receivable were from major donors at June 30, 2013 and 2012, respectively. The Organization believes all pledges are collectible as of June 30, 2013. Pledges receivable with a due date extending beyond one year are discounted at a .19% rate.

The Organization's future benefit from pledges at June 30, is as follows:

	<u>2013</u>	<u>2012</u>
Receivable in one year or less	\$ 1,911,462	\$ 1,218,879
Receivable in over one year and up to five years	<u>1,055,000</u>	<u>75,000</u>
Total pledges to be received in the future	2,966,462	1,293,879
Allowances for uncollectible pledges and discount to net present value	<u>(2,000)</u>	<u>0</u>
Net pledges to be received in the future	<u>\$ 2,964,462</u>	<u>\$ 1,293,879</u>

During 2008, the Organization received restricted grants totaling \$795,000 that contained donor conditions regarding matching fund requirements and future program goals and benchmarks in 2009 through 2013. Since these grants represented conditional promises to give they were not recorded as contributions until donor conditions were met. As of June 30, 2012 all of these conditions had been met.

During 2013, the Organization received restricted grants totaling \$3,720,000 that contained donor conditions regarding matching fund requirements and future program goals and benchmarks in 2014 through 2017. Since these grants represent conditional promises to give they are not recorded as contributions until donor conditions are met. As of June 30, 2013 \$360,000 of these conditions had been met and the remaining balance of these conditional promises to give were \$3,360,000.

**4. Note payable, bank:**

Bank of America provides short term financing to a maximum of \$150,000 through a revolving demand note. Interest is paid monthly at the banks floating prime rate plus 100 basis points. The note is secured by a security interest on all business assets. The note matures February, 2014. As of June 30, 2013, there were no advances on this note.

**THE BOTTOM LINE, INC.**  
**NOTES TO FINANCIAL STATEMENTS (CONTINUED)**  
**JUNE 30, 2013 AND 2012**

**5. Restrictions on net assets:**

Temporarily restricted net assets are available for the following purposes:

	<u>2013</u>	<u>2012</u>
Time restriction	\$ 400,000	\$ 750,000
Specific purpose restrictions:		
Scholarships	50,736	64,990
Boston	397,285	335,000
New York	1,519,747	248,562
National office	<u>547,333</u>	<u>0</u>
Total temporarily restricted net assets	\$ <u>2,915,101</u>	\$ <u>1,398,552</u>

**6. Net assets released from restrictions:**

Net assets were released from donor restrictions by incurring expenses satisfying the restricted purposes specified by donors as follows:

	<u>2013</u>	<u>2012</u>
Purpose of restriction accomplished:		
Time restriction	\$ 300,000	\$ 279,000
Specific purpose restrictions:		
Scholarships	183,666	62,805
Boston	1,129,580	829,662
New York	874,961	476,001
Worcester	155,936	161,565
National office	<u>111,725</u>	<u>102,500</u>
Total restrictions released	\$ <u>2,805,868</u>	\$ <u>1,911,533</u>

**7. Scholarships:**

Scholarships authorized but unpaid at year-end are reported as liabilities. Scholarships authorized and payable at June 30, are as follows:

	<u>2013</u>	<u>2012</u>
To be paid in less than one year	\$ <u>134,500</u>	\$ <u>23,000</u>

**THE BOTTOM LINE, INC.**  
**NOTES TO FINANCIAL STATEMENTS (CONTINUED)**  
**JUNE 30, 2013 AND 2012**

**8. Special fundraising events:**

The following schedule represents the results of the Organization's special fundraising events:

Year ended June 30, 2013

	<u>Gross Revenues</u>	<u>Direct Costs</u>	<u>Net Revenues</u>
Get in, graduate and go far events:			
Boston	\$ 745,783	\$ 148,992	\$ 596,791
New York	168,109	34,676	133,433
Worcester	38,780	7,543	31,237
Boston marathon	122,995	30,601	92,394
Rodman ride for kids	86,811	9,358	77,453
Other	4,973	7,969	(2,996)
	<u>\$ 1,167,451</u>	<u>\$ 239,139</u>	<u>\$ 928,312</u>

Year ended June 30, 2012

	<u>Gross Revenues</u>	<u>Direct Costs</u>	<u>Net Revenues</u>
Get in, graduate and go far events:			
Boston	\$ 530,514	\$ 127,511	\$ 403,003
New York	110,267	21,926	88,341
Worcester	25,455	6,996	18,459
Boston marathon	142,996	25,630	117,366
Rodman ride for kids	45,124	8,267	36,857
Other	10,342	3,599	6,743
	<u>\$ 864,698</u>	<u>\$ 193,929</u>	<u>\$ 670,769</u>



**THE BOTTOM LINE, INC.**  
**NOTES TO FINANCIAL STATEMENTS (CONTINUED)**  
**JUNE 30, 2013 AND 2012**

**9. Operating leases:**

The Organization leases its premises under various operating leases. The Organization is obligated to pay a share of the property's operating expenses and real estate taxes. The Organization also leases space for program events on a short term as needed basis and office equipment.

Minimum future rental payments under all non-cancelable operating leases and lease extensions are as follows:

Year ending June 30,	
2014	\$ 354,744
2015	254,564
2016	246,433
2017	187,518
2018	187,156
Thereafter	<u>93,578</u>
	<u>\$ 1,323,993</u>

Rent expense totaled \$310,521 and \$281,125 in 2013 and 2012, respectively.

**10. Retirement plan:**

The Organization maintains a qualified retirement plan (the Plan) under Section 403(b) of the Internal Revenue Code. Under the provisions of the Plan, employees can elect to have a portion of their salary withheld and contributed to the Plan, subject to Internal Revenue Service limitations. The plan does not allow contributions by the Organization.

**11. Subsequent events:**

The Organization has evaluated subsequent events through September 26, 2013, the date which the financial statements were ready to be issued.