

PENNSYLVANIA DISTRICT BOARD OF TRUSTEES MEETING
BOARD MEETING MINUTES
March 15, 2021

The third meeting of the 2020-21 Pennsylvania District Kiwanis Board of Trustees was held on March 15, 2021 at 7:00PM via Zoom. All members of the board were present for the meeting. Guests included Counselling Kiwanis International Trustee David Hurrelbrink, Membership Growth Chair Tiffany Callaio, Audit Chair Richard Eby, Division 12N Lt. Governor Conrad Schlesinger, Past Governors Judy and Bob Raub, Lt. Governor Dan Spirer and Lauren Fenner of the accounting firm Brown Schultz Fritz & Sheridan (BSSF). Governor Don Smith presided.

There were two items on agenda. They were the review, discussion and potential approval of the 2020-21 Audited Financial statement and the Form 990EZ for the year ending September 30, 2020, both of which were prepared by BSSF. Both documents were provided to the board prior to this meeting and they are attached.

District Executive Director/Secretary/Treasurer Kevin Thomas addressed the financial statements. Several points were highlighted. In summary, the statements indicate that in the last year the District's financial position improved in all aspects. Board member questions and concerns were addressed along with those of any guests.

Lauren Fenner spoke on behalf of BSSF and provided highlights and comments and addressed board member questions.

A motion was made, seconded and approved without dissent to accept and approve the Financial Statements and the Form 990EZ as presented with one minor correction to the Form 990EZ, that being the website listed (pakiwanis.org instead of Kiwanis.org).

With no further business to discuss, the meeting was adjourned at 7:23PM.

Respectfully submitted,



Kevin E. Thomas
Executive Director/Secretary/Treasurer

**KIWANIS INTERNATIONAL
NTL HDQ K23 PA DISTRICT
AND KEY CLUB INTERNATIONAL
H23 PA DISTRICT**

**YEAR ENDED
SEPTEMBER 30, 2020**



CERTIFIED PUBLIC ACCOUNTANTS & BUSINESS ADVISORS

A Professional Corporation

**KIWANIS INTERNATIONAL NTL HDQ K23 PA DISTRICT
AND KEY CLUB INTERNATIONAL H23 PA DISTRICT**

YEAR ENDED SEPTEMBER 30, 2020

TABLE OF CONTENTS

	Page
Independent auditor's report	1-2
Consolidated financial statements:	
Statement of financial position	3
Statement of activities	4
Statement of functional expenses	5
Statement of cash flows	6
Notes to financial statements	7-14
Supplementary information:	
Consolidating statement of financial position	15
Consolidating statement of activities	16-18



Independent Auditor's Report

Board of Trustees
Kiwanis International NTL HDQ K23 PA District
Harrisburg, Pennsylvania

Report on the Consolidated Financial Statements

We have audited the accompanying consolidated financial statements of the Kiwanis International NTL HDQ K23 PA District and Key Club International H23 PA District (collectively, the Organization), which comprise the consolidated statement of financial position as of September 30, 2020 and the related consolidated statements of activities, functional expenses and cash flows for the year then ended and the related notes to the consolidated financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated 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 consolidated 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 consolidated 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 consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Organization's preparation and fair presentation of the consolidated 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 Organization'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 consolidated financial statements.

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

Basis for Qualified Opinion

The activity as of and for the year ended September 30, 2020 for Key Club International H23 PA District (Key Club) is reported on the cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States.

Qualified Opinion

In our opinion, except for the effects on the consolidated financial statements of reporting the Key Club International H23 PA District's activity on the cash basis, the consolidated financial statements referred to above present fairly, in all material respects, the financial position of the Organization as of September 30, 2020, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

As discussed in Note 10 to the financial statements, the net assets as of the beginning of the year have been restated to include the net assets of Key Club International H23 PA District as of October 1, 2019. Our opinion is not modified with respect to this matter.

Report on Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the consolidated financial statements as a whole. The consolidating statement of financial position as of September 30, 2020 and the consolidating statement of activities for the year then ended on pages 15 through 18 are presented for the purpose of additional analysis of the consolidated financial statements rather than to present the financial position and results of operations of the individual organizations and are not a required part of the consolidated financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the consolidated financial statements. The information has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the consolidated financial statements or to the consolidated financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, except for the effects of Key Club being reported on the cash basis of accounting as explained in the Basis for Qualified Opinion paragraph of this report, the supplementary information is fairly stated in all material respects in relation to the consolidated financial statements as a whole.

Brown Schultz Steidan & Fritz

Camp Hill, Pennsylvania
February 16, 2021

**KIWANIS INTERNATIONAL NTL HDQ K23 PA DISTRICT
AND KEY CLUB INTERNATIONAL H23 PA DISTRICT**

CONSOLIDATED STATEMENT OF FINANCIAL POSITION
SEPTEMBER 30, 2020

ASSETS

Current assets:

Cash and cash equivalents:

Cash in bank	\$ 55,610
Money market fund	577

Total cash and cash equivalents	56,187
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Accounts receivable	6,078
Inventory	291
Prepaid expenses	441

Total current assets	62,997
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Security deposit	1,450
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Total assets	\$ 64,447
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LIABILITIES AND NET ASSETS

Liabilities, all current:

Accounts payable	\$ 9,509
Credit card payable	3,406
Line of credit	9,475
Accrued expenses	21,265
Paycheck Protection Program loan	13,962

Total liabilities, all current	57,617
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Net assets:

Without donor restrictions	2,221
With donor restrictions	4,609

Total net assets	6,830
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Total liabilities and net assets	\$ 64,447
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See notes to consolidated financial statements.

**KIWANIS INTERNATIONAL NTL HDQ K23 PA DISTRICT
AND KEY CLUB INTERNATIONAL H23 PA DISTRICT**

CONSOLIDATED STATEMENT OF ACTIVITIES
YEAR ENDED SEPTEMBER 30, 2020

	Without donor restrictions	With donor restrictions	Total
Revenues:			
Dues	\$ 177,933		\$ 177,933
Conventions and events	31,811		31,811
Revenue for services provided to related parties	9,800		9,800
Key leader program revenue and contributions	200		200
District raffle	14,587		14,587
Other:			
Revenue	7,531	\$ 1,286	8,817
Events	7,362		7,362
Contributions	2,000		2,000
Interest income	324		324
Total revenues	251,548	1,286	252,834
Expenses			
Program:			
PA District	80,131		80,131
Circle K	5,145		5,145
Key Club	47,273		47,273
Total program	132,549		132,549
Management and general	56,263		56,263
Fundraising	7,790		7,790
Total expenses	196,602		196,602
Change in net assets	54,946	1,286	56,232
Net assets:			
Beginning of the year, restated	(52,725)	3,323	(49,402)
End of the year	\$ 2,221	\$ 4,609	\$ 6,830

See notes to consolidated financial statements.

**KIWANIS INTERNATIONAL NTL HDQ K23 PA DISTRICT
AND KEY CLUB INTERNATIONAL H23 PA DISTRICT**

**CONSOLIDATED STATEMENT OF FUNCTIONAL EXPENSES
YEAR ENDED SEPTEMBER 30, 2020**

	PA District	Circle K	Key Club	Total program	Management and general	Fundraising	Total
Salaries and wages	\$ 40,190	\$ 3,525		\$ 43,715	\$ 26,793		\$ 70,508
Annual convention	9,716		\$ 9,172	18,888			18,888
Midwinter convention	1,427			1,427			1,427
Key Leader program expenses	1,747			1,747			1,747
Building rent	8,550	750		9,300	5,700		15,000
Professional fees					12,932		12,932
District raffles						\$ 7,790	7,790
Payroll taxes	3,391	297		3,688	2,261		5,949
Executive director expenses	1,065	93		1,158	711		1,869
Lieutenant governor's training	440			440			440
Equipment leasing	1,544	135		1,679	1,030		2,709
Telephone and internet	1,683	148		1,831	1,121		2,952
Interest					1,885		1,885
Membership growth and development	2,052			2,052			2,052
Other events	3,142		9,800	12,942			12,942
Insurance					2,060		2,060
Lieutenant governor expenses	400		1,624	2,024			2,024
Supplies and printing	1,492	131	5,517	7,140	994		8,134
Keystone Kiwanian editor	1,000			1,000			1,000
Awards	650		452	1,102			1,102
Equipment maintenance	135	12		147	89		236
Governor's travel	755		538	1,293			1,293
Employee benefits	405	36		441	269		710
Executive director international convention	10			10			10
Web page fees and maintenance			480	480	94		574
Circle K administrator	105			105			105
Postage	131	12		143	87		230
Trustee board meeting expense			12,890	12,890	191		13,081
Governor international convention			2,100	2,100			2,100
District board international convention			4,700	4,700			4,700
Miscellaneous expense	70	6		76	46		122
Builders Club administrator	31			31			31
	<u>\$ 80,131</u>	<u>\$ 5,145</u>	<u>\$ 47,273</u>	<u>\$ 132,549</u>	<u>\$ 56,263</u>	<u>\$ 7,790</u>	<u>\$ 196,602</u>

See notes to consolidated financial statements.

**KIWANIS INTERNATIONAL NTL HDQ K23 PA DISTRICT
AND KEY CLUB INTERNATIONAL H23 PA DISTRICT**

CONSOLIDATED STATEMENT OF CASH FLOWS
YEAR ENDED SEPTEMBER 30, 2020

Cash flows from operating activities:	
Changes in net assets	\$ 56,232
Adjustments:	
Addition of Key Club	1,370
Changes in assets and liabilities:	
(Increase) decrease in assets:	
Accounts receivable	(5,778)
Inventory	371
Prepaid expenses	1,113
Increase (decrease) in liabilities:	
Accounts payable	2,952
Credit card payable	(22,521)
Accrued expenses	8,411
Due to other affiliates	(1,335)
	<u>40,815</u>
Net cash provided by operating activities	
Cash flows from financing activities:	
Net repayments on line of credit	(10,165)
Proceeds from Paycheck Protection Program loan	13,962
	<u>3,797</u>
Net cash provided by financing activities	
Increase in cash	44,612
Cash and cash equivalents:	
Beginning of year	<u>11,575</u>
End of year	<u>\$ 56,187</u>
Supplementary cash flows information, interest paid	\$ 1,885

See notes to consolidated financial statements.

**KIWANIS INTERNATIONAL NTL HDQ K23 PA DISTRICT
AND KEY CLUB INTERNATIONAL H23 PA DISTRICT**

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED SEPTEMBER 30, 2020

1. Nature of activities and summary of significant accounting policies:

The Kiwanis International NTL HDQ K23 PA District (the District) is a nonprofit corporation organized under the laws of the Commonwealth of Pennsylvania for the purpose of promoting Kiwanis objectives and providing support to local Kiwanis clubs throughout Pennsylvania. The District derives substantially all of its revenues from Pennsylvania-based Kiwanis clubs and their members. The District also supports Circle K clubs throughout Pennsylvania. Circle K clubs are organized on college or university campuses and blend community service and leadership training with the opportunity to meet other college students around the world.

The Key Club International H23 PA District (the Club) is a student-led nonprofit corporation organized under the laws of the Commonwealth of Pennsylvania for the purpose of opportunities to provide service, build character and develop leadership.

Principles of consolidation:

The consolidated financial statements include the District and the Club (collectively, the Organization). The Club is consolidated since the District has the ability to appoint the oversight committee of the Club and has the ultimate responsibility for the Club. All significant inter-entity balances and transactions have been eliminated in consolidation.

Basis of accounting:

The District's financial statements have been prepared on the accrual basis of accounting and, accordingly, present all significant receivables, payables and other liabilities.

The Club's financial statements have been prepared on the cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. The Club records revenue when received rather than when earned and expenses are recorded when paid rather than when the obligation is incurred.

**KIWANIS INTERNATIONAL NTL HDQ K23 PA DISTRICT
AND KEY CLUB INTERNATIONAL H23 PA DISTRICT**

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED SEPTEMBER 30, 2020

1. Nature of activities and summary of significant accounting policies (continued):

Basis of presentation:

The Organization follows the requirements of Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) 958, *Not-for-Profit Entities*. Under FASB ASC 958, the Organization is required to report information regarding its financial position and activities in two classes of net assets: net assets without donor restrictions and net assets with donor restrictions.

Net assets without donor restrictions - Net assets that are not subject to donor-imposed stipulations.

Net assets with donor restrictions - Net assets subject to donor-imposed stipulations that are restricted for a specified purpose or passage of time. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restriction.

Accounts receivable:

Accounts receivable are stated at outstanding balances reduced by any amounts charged off and any allowance for doubtful accounts. The Organization periodically reviews the receivables and charges off balances that are deemed uncollectible. The allowance for doubtful accounts is calculated based on historical experience and management's evaluation of outstanding receivables at the end of each year. Management has determined that an allowance for doubtful accounts is not necessary at September 30, 2020.

Inventory:

The Organization values inventory using the lower of cost (first-in, first-out) or net realizable value method.

Property and equipment:

The Organization capitalizes all expenditures for property and equipment in excess of \$500. Purchased property and equipment is recorded at cost. Depreciation expense is calculated using the straight-line method over the estimated useful lives of the respective assets. The Organization's property and equipment with a cost of \$34,369 were fully depreciated as of September 30, 2020.

**KIWANIS INTERNATIONAL NTL HDQ K23 PA DISTRICT
AND KEY CLUB INTERNATIONAL H23 PA DISTRICT**

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED SEPTEMBER 30, 2020

1. Nature of activities and summary of significant accounting policies (continued):

Support and revenue recognition:

The Organization reports contributions (nonexchange transactions) of cash and other assets as restricted support if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statements of activities as net assets released from restrictions.

Membership dues are recorded as revenues during the applicable membership period. Program income is recorded as revenue when the events occur.

Contributed services:

A substantial number of unpaid volunteers have made significant contributions of their time to present the Organization's program. These services do not meet the criteria for recognition as contributed services and are not reflected in the accompanying consolidated financial statements.

Functional allocation of expenses:

The costs of providing program and supporting services have been summarized on a functional basis. Accordingly, certain costs have been allocated based on management's estimate of staff time spent on the various programs and supporting services. Costs directly related to a program or supporting service are charged directly to that program or supporting service.

Use of estimates:

The preparation of financial statements in accordance with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and the disclosure of contingent assets and liabilities, if any, at the date of the consolidated financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**KIWANIS INTERNATIONAL NTL HDQ K23 PA DISTRICT
AND KEY CLUB INTERNATIONAL H23 PA DISTRICT**

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED SEPTEMBER 30, 2020

1. Nature of activities and summary of significant accounting policies (continued):

Recently issued accounting standards:

FASB Accounting Standards Update (ASU) 2014-09, *Revenue from Contracts with Customers (Topic 606)*, with effective dates amended by FASB ASU 2015-14, was supposed to be effective for the Organization's 2020 fiscal year end. However, FASB ASU 2020-05 allowed implementation to be delayed one more year. The Organization elected the one year deferral making ASU 2014-09 effective for Organization's 2021 fiscal year end. The standard identifies specific steps to be applied to properly recognize revenue from customer contracts. Under the standard, revenue recognition is determined using a five-step model which identifies customer contracts, identifies performance obligations in each contract, determines transaction price, allocates transaction price to performance obligations and recognizes revenue when or as the performance obligations are satisfied. The standard permits the use of either the retrospective or cumulative effect transition method. Management is evaluating the effect that ASU 2014-09 will have on the Organization's consolidated financial statements. The Organization has not yet selected a transition method, nor has it determined the effect of this standard on its ongoing financial reporting.

FASB ASU 2016-02, *Leases*, will require lessees to recognize assets and liabilities on the statements of financial position for the rights and obligations created by all leases with terms of more than 12 months. Disclosures will also be required by lessees to meet the objective of enabling users of the consolidated financial statements to assess the amount, timing and uncertainty of cash flows arising from leases. FASB ASU 2020-05 delayed the original effective date of the standard. The standard is now effective for reporting periods beginning after December 15, 2021 and interim reporting periods within annual reporting periods beginning after December 15, 2022. Management has not yet determined the impact of this update on the Organization's consolidated financial statements.

2. Adoption of new accounting pronouncement:

In June 2018, the FASB issued ASU 2018-08, *Not-for-Profit Entities (Topic 958): Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made*. This guidance is intended to clarify and improve the scope and the accounting guidance for contributions received and contributions made. Key provisions in this guidance include clarification regarding the accounting for grants and contracts as exchange transactions or contributions and improved guidance to better distinguish between conditional and unconditional contributions.

Effective October 1, 2019, the Organization adopted ASU 2018-08. There was no quantitative impact on the Organization's financial statements as a result of the adoption.

**KIWANIS INTERNATIONAL NTL HDQ K23 PA DISTRICT
AND KEY CLUB INTERNATIONAL H23 PA DISTRICT**

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED SEPTEMBER 30, 2020

3. Liquidity and availability of financial assets:

Financial assets available for general expenditures, that is, without donor restrictions or other designations limiting their use, within one year of the statement of financial position, comprise the following as of September 30, 2020:

Financial assets:	
Cash in bank	\$ 55,610
Money market fund	577
Accounts receivable	<u>6,078</u>
Total financial assets	62,265
Net assets with donor restrictions	<u>(4,609)</u>
Total financial assets available within one year	<u><u>\$ 57,656</u></u>

As part of the Organization's liquidity management, it has a policy to structure its financial assets to be available as its general expenditures, liabilities and other obligations become due. The Organization's primary sources of cash flow are from dues, an annual convention and various events. To manage unanticipated liquidity needs, the Organization maintains a \$40,000 line of credit with a bank that can be drawn upon as needed. The available balance to be drawn on the line of credit at September 30, 2020 was \$30,525.

4. Concentration of credit risk:

The Organization maintains its cash accounts with two financial institutions. At times during the year ended September 30, 2020, the Organization's cash balances may have exceeded the federally insured limit of \$250,000. As of September 30, 2020, the Organization did not have any uninsured cash balances.

5. Line of credit and Paycheck Protection Program loan:

The Organization has an authorized \$40,000 line of credit with Mid Penn Bank. Interest is payable monthly at the bank's prime rate (4.56% as of September 30, 2020). Borrowings under the line of credit are collateralized by all assets of the Organization. The line of credit is subject to an annual review by the bank. The outstanding balance at September 30, 2020 was \$9,475.

**KIWANIS INTERNATIONAL NTL HDQ K23 PA DISTRICT
AND KEY CLUB INTERNATIONAL H23 PA DISTRICT**

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED SEPTEMBER 30, 2020

5. Line of credit and Paycheck Protection Program loan (continued):

In April 2020, the Organization received funding totaling \$13,962 from the Paycheck Protection Program (PPP), a government program authorizing loans to small businesses to cover payroll costs, rent and utility costs over a 24-week period. The loan may come due if the Organization uses the funds for anything other than the costs noted above or does not incur enough of the qualified costs. No payments are due for the first six months. To the extent that all or part of the loan is not forgiven, the Organization will be required to pay equal monthly payments of principal and accrued interest will be due and payable each of the months 7 through 24 until the unpaid principal balance and all accrued interest on the note is paid in full. The note has an interest rate of 1%. The Organization expects the PPP loan to be forgiven in 2021 based on its initial projections.

6. Leases:

The Organization entered into an operating lease expiring September 30, 2021 for office space. The lease requires payments of \$1,250 per month.

The Organization also entered into an operating lease for a copier. The lease expired December 2019. The lease required payments of \$304 per month. The Organization entered into a new copier lease during the year ended September 30, 2020. The lease requires payments of \$135 per month and expires in December 2025.

Future minimum lease payments consist of the following as of September 30:

2021	\$ 16,620
2022	1,620
2023	1,620
2024	1,620
2025	<u>405</u>
	<u>\$ 21,885</u>

Total rental expenses amounted to \$17,709 for the year ended September 30, 2020.

**KIWANIS INTERNATIONAL NTL HDQ K23 PA DISTRICT
AND KEY CLUB INTERNATIONAL H23 PA DISTRICT**

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED SEPTEMBER 30, 2020

7. Net assets with donor restrictions:

The Organization's net assets with donor restrictions are restricted for the following purposes as of September 30, 2020:

Key Leader Program	\$ 3,323
Member support initiative	<u>1,286</u>
	<u>\$ 4,609</u>

8. Tax status:

Kiwanis has been recognized as a tax-exempt organization under the provisions of the Internal Revenue Code (IRC) Section 501(c)(4). Key Club applied for and received tax-exempt status from the Internal Revenue Service (IRS) under IRC Section 501(c)(4), which was in good standing through March 31, 2013. Subsequent to that year end, Key Club cannot determine if Form 990s were filed, and thus, is requesting confirmation from the IRS as to their tax-exempt status and will seek reinstatement if necessary.

9. Impact of COVID-19 pandemic on consolidated financial statements:

In December 2019, a novel strain of coronavirus (COVID-19) was reported to have surfaced in China. The World Health Organization has declared COVID-19 to constitute a "Public Health Emergency of International Concern" and characterized COVID-19 as a pandemic. The U.S. government has also implemented enhanced screenings, quarantine requirements and travel restrictions in connection with the COVID-19 outbreak. The spread of this virus has caused business disruption to many industries, due to state government-imposed shutdowns of businesses and other results of the illness, such as cancellation of large group events. While the Organization expects this matter may negatively impact its results, the extent of the impact of COVID-19 on the Organization's operations is highly uncertain and cannot be predicted.

During the year ended September 30, 2020, the Organization needed to cancel/postpone various special events. The Organization is planning on making as many events and conventions virtual as possible. These changes significantly affected conventions and events revenue in 2020 and are also expected to negatively impact conventions and events revenue in 2021.

10. Net assets restatement:

Net assets as of the beginning of the year have been restated to include Key Club's net assets of \$1,370.

***KIWANIS INTERNATIONAL NTL HDQ K23 PA DISTRICT
AND KEY CLUB INTERNATIONAL H23 PA DISTRICT***

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED SEPTEMBER 30, 2020

11. Subsequent events:

The Organization has evaluated subsequent events through February 16, 2021, the date which the consolidated financial statements were available to be issued.

**KIWANIS INTERNATIONAL NTL HDQ K23 PA DISTRICT
AND KEY CLUB INTERNATIONAL H23 PA DISTRICT**

CONSOLIDATING STATEMENT OF FINANCIAL POSITION
YEAR ENDED SEPTEMBER 30, 2020
(See independent auditor's report)

	<u>Kiwanis</u>	<u>Key Club</u>	<u>Eliminations</u>	<u>Total</u>
ASSETS				
Current assets:				
Cash and cash equivalents:				
Cash in bank	\$ 23,952	\$ 31,658		\$ 55,610
Money market fund	577			577
Total cash and cash equivalents	24,529	31,658		56,187
Accounts receivable	6,078			6,078
Due from Key Club	19,217		\$ (19,217)	-
Inventory	291			291
Prepaid expenses	441			441
Total current assets	50,556	31,658	(19,217)	62,997
Security deposit	1,450			1,450
Total assets	\$ 52,006	\$ 31,658	\$ (19,217)	\$ 64,447
LIABILITIES AND NET ASSETS (DEFICIT)				
Liabilities, all current:				
Accounts payable	\$ 9,509			\$ 9,509
Credit card payable	3,406			3,406
Line of credit	9,475			9,475
Accrued expenses	21,265			21,265
Paycheck Protection Program loan	13,962			13,962
Total liabilities, all current	57,617			57,617
Net assets (deficit):				
Without donor restrictions	(10,220)	\$ 31,658	\$ (19,217)	2,221
With donor restrictions	4,609			4,609
Total net assets (deficit)	(5,611)	31,658	(19,217)	6,830
Total liabilities and net assets	\$ 52,006	\$ 31,658	\$ (19,217)	\$ 64,447

See notes to consolidated financial statements.

**KIWANIS INTERNATIONAL NTL HDQ K23 PA DISTRICT
AND KEY CLUB INTERNATIONAL H23 PA DISTRICT**

CONSOLIDATING STATEMENT OF ACTIVITIES
YEAR ENDED SEPTEMBER 30, 2020
(See independent auditor's report)

	Kiwanis		Total	Key Club		Eliminations	Consolidated
	Without donor restrictions	With donor restrictions		Without donor restrictions	Without donor restrictions		
Revenues:							
Dues	\$ 114,980		\$ 114,980	\$ 62,953			\$ 177,933
Conventions and events	19,428		19,428	12,383			31,811
Revenue for services provided to related parties	24,800		24,800		\$ (15,000)		9,800
Key leader program revenue and contributions	200		200				200
District raffle	14,587		14,587				14,587
Other:							
Revenue	7,477	\$ 1,286	8,763	54			8,817
Events				7,362			7,362
Contributions				2,000			2,000
Interest income	175		175	149			324
Total revenues	181,647	1,286	182,933	84,901	(15,000)		252,834
Expenses:							
Salaries and wages	70,508		70,508				70,508
Annual convention	9,716		9,716	9,172			18,888
Midwinter convention	1,427		1,427				1,427
Key Leader program expenses	1,747		1,747				1,747
Building rent	15,000		15,000				15,000
Professional fees	12,932		12,932				12,932
District raffles	7,790		7,790				7,790
Payroll taxes	5,949		5,949				5,949

(continued)

**KIWANIS INTERNATIONAL NTL HDQ K23 PA DISTRICT
AND KEY CLUB INTERNATIONAL H23 PA DISTRICT**

CONSOLIDATING STATEMENT OF ACTIVITIES (CONTINUED)
YEAR ENDED SEPTEMBER 30, 2020
(See independent auditor's report)

	Kiwanis		Key Club		Eliminations	Consolidated
	Without donor restrictions	With donor restrictions	Total	Without donor restrictions		
Expenses (continued):						
Executive director expenses	\$ 1,869	\$ 1,869	\$ 1,869	\$		\$ 1,869
Lieutenant governor's training	440	440	440			440
Equipment leasing	2,709	2,709	2,709			2,709
Telephone and internet	2,952	2,952	2,952			2,952
Interest	1,885	1,885	1,885			1,885
Membership growth and development	2,052	2,052	2,052			2,052
Other events	3,142	3,142	3,142	\$ 2,140	\$ 7,660	12,942
Insurance	2,060	2,060	2,060			2,060
Lieutenant governor expenses	400	400	400	1,624		2,024
Supplies and printing	2,617	2,617	2,617	5,517		8,134
Keystone Kiwanian editor	1,000	1,000	1,000			1,000
Awards	650	650	650	452		1,102
Equipment maintenance	236	236	236			236
Governor's travel	755	755	755	538		1,293
Employee benefits	710	710	710			710
Executive director international convention	10	10	10			10
Web page fees and maintenance	94	94	94	480		574
Circle K administrator	105	105	105			105
Postage	230	230	230			230
Trustee board meeting expense	191	191	191	12,890		13,081
Governor international convention				2,100		2,100

(continued)
17

**KIWANIS INTERNATIONAL NTL HDQ K23 PA DISTRICT
AND KEY CLUB INTERNATIONAL H23 PA DISTRICT**

CONSOLIDATING STATEMENT OF ACTIVITIES (CONTINUED)
YEAR ENDED SEPTEMBER 30, 2020
(See independent auditor's report)

	Kiwanis		Key Club		Eliminations	Consolidated
	Without donor restrictions	With donor restrictions	Without donor restrictions	Total		
Expenses (continued):						
District board international convention			\$ 4,700		\$ (15,000)	\$ 4,700
Kiwanis District administrative fees			15,000	122		-
Miscellaneous expense	\$ 122			31		122
Builders Club administrator	31					31
Total expenses	149,329		54,613	149,329	(7,340)	196,602
Change in net assets	32,318	\$ 1,286	30,288	33,604	(7,660)	56,232
Net assets:						
Beginning of the year, restated	(42,538)	3,323	1,370	(39,215)	(11,557)	(49,402)
End of the year	\$ (10,220)	\$ 4,609	\$ 31,658	\$ (5,611)	\$ (19,217)	\$ 6,830

See notes to consolidated financial statements.



BROWN SCHULTZ SHERIDAN & FRITZ
CERTIFIED PUBLIC ACCOUNTANTS & BUSINESS ADVISORS

A Professional Corporation

Filing Instructions

**Kiwanis International Pennsylvania
District**

Short Form Exempt Organization Tax Return

Taxable Year Ended September 30, 2020

Date Due: August 16, 2021

Remittance: None is required. Your Form 990-EZ for the tax year ended September 30, 2020 shows no balance due.

Signature: You are using a Personal Identification Number (PIN) for signing your return electronically. Sign the IRS e-file Authorization and mail it as soon as possible to:

Brown Schultz Sheridan & Fritz
210 Grandview Ave
Carpenter Hill, PA 17017

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Other: Initial and file the copies of the IRS e-file Signature Authorization and the Form 990-EZ. Retain them for your records. If previously signed and returned no further action is required for Form 8879-EO.

Your return is being filed electronically with the IRS and is not required to be mailed. Mailing a paper copy of your return to the IRS will delay the processing of your return.

Form **990-EZ**

Short Form Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

OMB No. 1545-0047

2019

Open to Public
Inspection

Department of the Treasury
Internal Revenue Service

Do not enter social security numbers on this form, as it may be made public.

Go to www.irs.gov/Form990EZ for instructions and the latest information.

A For the 2019 calendar year, or tax year beginning 10/01/19, and ending 09/30/20

B Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	C Name of organization KIWANIS INTERNATIONAL PENNSYLVANIA DISTRICT		D Employer identification number **-***0767
	Number and street (or P.O. box, if mail is not delivered to street address)		Room/suite
	2793 OLD POST ROAD SUITE 12		E Telephone number 717-540-9300
	City or town, state or province, country, and ZIP or foreign postal code HARRISBURG PA 17110		F Group Exemption Number ▶

G Accounting Method: Cash Accrual Other (specify) **H** Check if the organization is not required to attach Schedule B (Form 990, 990-EZ, or 990-PF).

I Website: **WWW.KIWANIS.ORG**

J Tax-exempt status (check only one) 501(c)(3) 501(c)(**4**) (insert no.) 4947(a)(1) or 527

K Form of organization: Corporation Trust Association Other

L Add lines 5b, 6c, and 7b to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets (Part II, column (B)) are \$500,000 or more, file Form 990 instead of Form 990-EZ **▶** \$ **182,933**

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (see the instructions for Part I)

Check if the organization used Schedule O to respond to any question in this Part I

Revenue	1	Contributions, gifts, grants, and similar amounts received	1	1,286
	2	Program service revenue including government fees and contracts	2	51,905
	3	Membership dues and assessments	3	114,980
	4	Investment income	4	175
	5a	Gross amount from sale of assets other than inventory		
	5b	Less: cost or other basis and sales expenses		
	5c	Gain or (loss) from sale of assets other than inventory (subtract line 5b from line 5a)		
	6	Gaming and fundraising events:		
	6a	Gross income from gaming (attach Schedule G if greater than \$15,000)	6a	
6b	Gross income from fundraising events (not including contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000)	6b	14,587	
6c	Less: direct expenses from gaming and fundraising events	6c	7,790	
6d	Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)	6d	6,797	
7a	Gross sales of inventory, less returns and allowances	7a		
7b	Less: cost of goods sold	7b		
7c	Gross profit or (loss) from sales of inventory (subtract line 7b from line 7a)	7c		
8	Other revenue (describe in Schedule O)	8		
9	Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8 ▶	9	175,143	
Expenses	10	Grants and similar amounts paid (list in Schedule O)	10	
	11	Benefits paid to or for members	11	
	12	Salaries, other compensation, and employee benefits	12	77,167
	13	Professional fees and other payments to independent contractors	13	12,932
	14	Occupancy, rent, utilities, and maintenance	14	15,000
	15	Printing, publications, postage, and shipping	15	3,847
	16	Other expenses (describe in Schedule O)	16	32,595
17	Total expenses. Add lines 10 through 16 ▶	17	141,541	
Net Assets	18	Excess or (deficit) for the year (subtract line 17 from line 9)	18	33,602
	19	Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)	19	-39,213
	20	Other changes in net assets or fund balances (explain in Schedule O)	20	
	21	Net assets or fund balances at end of year. Combine lines 18 through 20 ▶	21	-5,611

For Paperwork Reduction Act Notice, see the separate instructions.

Form 990-EZ (2019)

Part II Balance Sheets (see the instructions for Part II)

Check if the organization used Schedule O to respond to any question in this Part II

	(A) Beginning of year		(B) End of year
22 Cash, savings, and investments	11,575	22	24,529
23 Land and buildings	0	23	
24 Other assets (describe in Schedule O)	15,523	24	27,477
25 Total assets	27,098	25	52,006
26 Total liabilities (describe in Schedule O)	66,311	26	57,617
27 Net assets or fund balances (line 27 of column (B) must agree with line 21)	-39,213	27	-5,611

Part III Statement of Program Service Accomplishments (see the instructions for Part III)

Check if the organization used Schedule O to respond to any question in this Part III

What is the organization's primary exempt purpose?
SEE SCHEDULE O

Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title.

Expenses
(Required for section 501(c)(3) and 501(c)(4) organizations; optional for others.)

28 VARIOUS DISTRICT ACTIVITIES PROMOTING KIWANIS OBJECTIVES, PROVIDE AND ENCOURAGE COMMUNITY SERVICE AT THE LOCAL LEVEL.	(Grants\$) If this amount includes foreign grants, check here <input type="checkbox"/>	28a	70,324
29 MEMBERSHIP CONVENTIONS HELD TO UPDATE MEMBERS ON VARIOUS LOCAL AND WORLDWIDE PROJECTS. TRAINING PROVIDED TO MEMBERS FOR A BENEFIT OF SERVICE & BETTERMENT TO LOCAL COMMUNITIES.	(Grants\$) If this amount includes foreign grants, check here <input type="checkbox"/>	29a	11,153
30 VARIOUS SERVICE LEADERSHIP PROGRAMS FOR YOUTH AND ADULTS WITH DISABILITIES, THROUGH SERVICE TO OTHERS.	(Grants\$) If this amount includes foreign grants, check here <input type="checkbox"/>	30a	3,799
31 Other program services (describe in Schedule O)	(Grants\$) If this amount includes foreign grants, check here <input type="checkbox"/>	31a	
32 Total program service expenses (add lines 28a through 31a)		32	85,276

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Part IV List of Officers, Directors, Trustees, and Key Employees (list each one, even if not compensated — see the instructions for Part IV)

Check if the organization used Schedule O to respond to any question in this Part IV

(a) Name and title	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC) (if not paid, enter -0-)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
KEVIN THOMAS EXECUTIVE DIRECTOR	32.00	46,000	0	0
MICHAEL HAVEN GOVERNOR	30.00	0	0	0
DONALD SMITH GOVERNOR-ELECT	25.00	0	0	0
PHILIP WEBER IMMED. PAST GOVERNOR	15.00	0	0	0
ROGER JAMES REGION I TRUSTEE	10.00	0	0	0
BARBARA BYERS REGION II TRUSTEE	10.00	0	0	0
BARBARA HARER REGION III TRUSTEE	10.00	0	0	0
MATTHEW WISE REGION IV TRUSTEE	10.00	0	0	0
BENJAMIN OSTERHOUT REGION V TRUSTEE	10.00	0	0	0
MICHAEL COOLBAUGH REGION VI TRUSTEE	10.00	0	0	0
LILLIAN MATAJA REGION VII TRUSTEE	10.00	0	0	0

Part V Other Information (Note the Schedule A and personal benefit contract statement requirements in the instructions for Part V.) Check if the organization used Schedule O to respond to any question in this Part V

	Yes	No
33 Did the organization engage in any significant activity not previously reported to the IRS? If "Yes," provide a detailed description of each activity in Schedule O		X
34 Were any significant changes made to the organizing or governing documents? If "Yes," attach a conformed copy of the amended documents if they reflect a change to the organization's name. Otherwise, explain the change on Schedule O. See instructions		X
35a Did the organization have unrelated business gross income of \$1,000 or more during the year from business activities (such as those reported on lines 2, 6a, and 7a, among others)?		X
b If "Yes" to line 35a, has the organization filed a Form 990-T for the year? If "No," provide an explanation in Schedule O		
35b		
c Was the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization subject to section 6033(e) notice, reporting, and proxy tax requirements during the year? If "Yes," complete Schedule C, Part III		X
35c		
36 Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If "Yes," complete applicable parts of Schedule N		X
37a Enter amount of political expenditures, direct or indirect, as described in the instructions		
37a		
b Did the organization file Form 1120-POL for this year?		X
37b		
38a Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee; or were any such loans made in a prior year and still outstanding at the end of the tax year covered by this return?		X
38a		
b If "Yes," complete Schedule L, Part II, and enter the total amount involved		
38b		
39 Section 501(c)(7) organizations. Enter:		
a Initiation fees and capital contributions included on line 9		
39a		
b Gross receipts, included on line 9, for public use of club facilities		
39b		
40a Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under: section 4911; section 4912; section 4955		
b Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year, or did it engage in an excess benefit transaction in a prior year that has not been reported on a return for Form 990 or Form 990-EZ? If "Yes," complete Schedule L, Part III		X
40b		
c Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4955, and 4958		
40c		
d Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax on the 40c reimbursed by the organization		
40c		
e All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If "Yes," complete Form 8886-T		X
40e		
41 List the states with which a copy of this return is filed	NONE	
42a The organization's books are in care of	KEVIN E. THOMAS, EXECUTIVE DIRECTOR telephone no. 717-540-9300	
	2793 OLD POST ROAD SUITE 12	
Located at	HARRISBURG PA	ZIP + 4 17110
b At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)? If "Yes," enter the name of the foreign country		X
42b		
See the instructions for exceptions and filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).		
c At any time during the calendar year, did the organization maintain an office outside the United States? If "Yes," enter the name of the foreign country		X
42c		
43 Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041 — Check here and enter the amount of tax-exempt interest received or accrued during the tax year		
43		
44a Did the organization maintain any donor advised funds during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ		X
44a		
b Did the organization operate one or more hospital facilities during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ		X
44b		
c Did the organization receive any payments for indoor tanning services during the year?		X
44c		
d If "Yes" to line 44c, has the organization filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O		
44d		
45a Did the organization have a controlled entity within the meaning of section 512(b)(13)?		X
45a		
b Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," Form 990 and Schedule R may need to be completed instead of Form 990-EZ. See instructions		X
45b		

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	Yes	No
46 Did the organization engage, directly or indirectly, in political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I	46	X

Part VI Section 501(c)(3) Organizations Only

All section 501(c)(3) organizations must answer questions 47-49b and 52, and complete the tables for lines 50 and 51.

Check if the organization used Schedule O to respond to any question in this Part VI

	Yes	No
47 Did the organization engage in lobbying activities or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II	47	
48 Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E	48	
49a Did the organization make any transfers to an exempt non-charitable related organization?	49a	
b If "Yes," was the related organization a section 527 organization?	49b	

50 Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees, and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and title of each employee	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation

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f Total number of other employees paid over \$100,000

51 Complete this table for the organization's five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and business address of each independent contractor	(b) Type of service	(c) Compensation

d Total number of other independent contractors each receiving over \$100,000

52 Did the organization complete Schedule A? Note: All section 501(c)(3) organizations must attach a completed Schedule A

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here

Signature of officer: KEVIN THOMAS

Date: EXECUTIVE DIRECTOR

Type or print name and title

Paid Preparer Use Only

Print/Type preparer's name: JOHN W BONAWITZ

Preparer's signature: JOHN W BONAWITZ

Date: _____

Check if self-employed

PTIN: *****

Firm's name: BROWN SCHULTZ SHERIDAN & FRITZ

Firm's address: 210 GRANDVIEW AVE, CAMP HILL, PA 17011-1706

Firm's EIN: **~***4159

Phone no: 717-761-7171

May the IRS discuss this return with the preparer shown above? See instructions

SCHEDULE O
(Form 990 or 990-EZ)

Supplemental Information to Form 990 or 990-EZ

OMB No. 1545-0047

2019

Open to Public
Inspection

Department of the Treasury
Internal Revenue Service

Complete to provide information for responses to specific questions on
Form 990 or 990-EZ or to provide any additional information.

▶ Attach to Form 990 or 990-EZ.

▶ Go to www.irs.gov/Form990 for the latest information.

Name of the organization **KIWANIS INTERNATIONAL PENNSYLVANIA
DISTRICT**

Employer identification number
**** - *** 0767**

FORM 990-EZ, PART I, LINE 16 - OTHER EXPENSES

DESCRIPTION AMOUNT

EXPENSES

OFFICE EXPENSE	\$	5,661
GOVERNOR'S TRAVEL	\$	755
ANNUAL CONVENTION	\$	9,716
MIDWINTER CONVENTION	\$	1,427
TRUSTEE BOARD MEETING	\$	191
ED INTL CONVENTION	\$	10
INTEREST EXPENSE	\$	1,225
INSURANCE EXPENSE	\$	2,060
KEY LEADER EXPENSE	\$	1,747
EXECUTIVE DIRECTOR EXPS	\$	1,869
MEMBERSHIP GROWTH	\$	2,052
AWARDS	\$	650
OTHER EVENTS	\$	3,142
OTHER EXPENSES	\$	1,430
TOTAL	\$	32,595

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FORM 990-EZ, PART II, LINE 24 - OTHER ASSETS

DESCRIPTION	BEG. OF YEAR	END OF YEAR
ACCOUNTS RECEIVABLE	\$ 11,857	\$ 25,295
INVENTORIES FOR SALE OR USE	\$ 662	\$ 291
PREPAID EXPENSES AND DEFERRED CHARGES	\$ 1,554	\$ 441
SECURITY DEPOSIT	\$ 1,450	\$ 1,450

Name of the organization

Employer identification number

KIWANIS INTERNATIONAL PENNSYLVANIA

-*0767

TOTAL \$ 15,523 \$ 27,477

FORM 990-EZ, PART II, LINE 26 - OTHER LIABILITIES

DESCRIPTION	BEG. OF YEAR	END OF YEAR
ACCOUNTS PAYABLE AND ACCRUED EXPENSES	\$ 46,671	\$ 34,180
UNSECURED NOTES AND LOANS PAYABLE	\$ 0	\$ 13,962
MORTGAGE AND OTHER NOTES PAYABLE	\$ 19,640	\$ 9,475

FORM 990-EZ, PART III - PRIMARY EXEMPT PURPOSE

KIWANIS EMPOWERS COMMUNITIES TO IMPROVE THE WORLD BY MAKING A DIFFERENCE IN THE LIVES OF CHILDREN.

DRAFT

32077 Kiwanis International Pennsylvania

_*0767

Federal Statements

FYE: 9/30/2020

DISTRICT RAFFLE

Gross receipts

<u>Code</u>	<u>Description</u>	<u>Amount</u>
		\$ 14,587
TOTAL		\$ 14,587

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