FAIR HOUSING ADVOCATES OF NORTHERN CALIFORNIA

SAN RAFAEL, CALIFORNIA

FINANCIAL STATEMENTS AND SINGLE AUDIT REPORT

FOR THE YEAR ENDED

JUNE 30, 2023

Hiep Pham, CPA Inc.

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INDEPENDENT AUDITOR'S REPORT

Board of Directors Fair Housing Advocates of Northern California San Rafael, California

Report on the Audit of the Financial Statements

Opinion

I have audited the accompanying financial statements of Fair Housing Advocates of Northern California (a nonprofit organization), which comprise the statement of financial position as of June 30, 2023, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements.

In my opinion, the financial statements present fairly, in all material respects, the financial position of Fair Housing Advocates of Northern California as of June 30, 2023, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

I conducted my 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. My responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of my report. I am required to be independent of Fair Housing Advocates of Northern California and to meet my other ethical responsibilities in accordance with the relevant ethical requirements relating to my audit. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Responsibilities of Management for the Financial Statements

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

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Fair Housing Advocates of Northern California's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

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

In performing an audit in accordance with generally accepted auditing standards and Government Auditing Standards, I:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Fair Housing Advocates of Northern California's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in my judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Fair Housing Advocates of Northern California's ability to continue as a going concern for a reasonable period of time.

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

Supplementary Information

My audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the 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 financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In my opinion, the accompanying schedule of expenditures of federal awards is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, I have also issued my report dated December 19, 2023, on my consideration of Fair Housing Advocates of Northern California's internal control over financial reporting and on my tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of my testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Fair Housing Advocates of Northern California's 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 Fair Housing Advocates of Northern California's internal control over financial reporting and compliance.

Report on Summarized Comparative Information

The financial statements of Fair Housing Advocates of Northern California as of June 30, 2022, and for the year then ended were audited by other auditors. Those auditors expressed an unmodified opinion on those financial statements in their report dated December 20, 2022. In my opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2022, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Hiep Pham, CPA Inc.

Fremont, California December 19, 2023

FAIR HOUSING ADVOCATES OF NORTHERN CALIFORNIA <u>STATEMENTS OF FINANCIAL POSITION</u> June 30, 2023 (With Comparative Totals for June 30, 2022)

	2023			2022
ASSETS				
Current assets:				
Cash and cash equivalents	\$	2,288,873	\$	2,112,818
Investments		1,162,575		1,063,297
Grants receivable		308,073		472,974
Total current assets		3,759,521		3,649,089
Non-current assets:				
Operating lease right-of-use asset, net of accumulated				
amortization		43,032		81,060
Security deposits		2,400		2,400
Total non-current assets		45,432		83,460
Total assets	\$	3,804,953	\$	3,732,549
LIABILITIES AND NET ASSETS				
Current liabilities:				
Accounts payable and accrued expenses	\$	65,143	\$	52,107
Deferred revenue		1,136,462		1,208,000
Operating lease liability, current portion		42,149		39,259
Total current liabilities		1,243,754		1,299,366
Long-term liabilities:				
Operating lease liability, net of current portion		3,599		45,747
Total long-term liabilities		3,599		45,747
Total liabilities		1,247,353		1,345,113
Net assets:				
Net assets without donor restrictions		2,520,614		2,347,170
Net assets with donor restrictions	_	36,986	_	40,266
Total net assets		2,557,600		2,387,436
Total liabilities and net assets	\$	3,804,953	\$	3,732,549

FAIR HOUSING ADVOCATES OF NORTHERN CALIFORNIA <u>STATEMENTS OF ACTIVITIES</u> For the Year Ended June 30, 2023 (With Comparative Totals for the Year Ended June 30, 2022)

	Without Donor Restrictions	With Donor Restrictions	Total 2023	Total 2022
Revenues:				
Grants and contributions	\$ 1,340,878	\$ 63,000	\$ 1,403,878	\$ 1,201,200
Settlements	135,050	π -	135,050	835,188
Conferences and seminars	31,824	_	31,824	28,639
Gain on extinguishment of debt	-	-	-	143,162
Investment return, net	109,943	-	109,943	(173,207)
Other income	15,979	-	15,979	-
Net assets released from restrictions	66,280	(66,280)	-	-
Total revenues	1,699,954	(3,280)	1,696,674	2,034,982
Expenses:				
Program services	1,263,560	-	1,263,560	918,666
Total program services	1,263,560		1,263,560	918,666
Support services:				
Management and general	238,236	-	238,236	212,151
Fundraising	24,714	-	24,714	10,407
Total supportive services	262,950		262,950	222,558
Total expenses	1,526,510	_	1,526,510	1,141,224
Change in net assets	173,444	(3,280)	170,164	893,758
Net assets, beginning of period	2,347,170	40,266	2,387,436	1,493,678
Net assets, end of period	<u>\$ 2,520,614</u>	\$ 36,986	\$ 2,557,600	\$ 2,387,436

FAIR HOUSING ADVOCATES OF NORTHERN CALIFORNIA STATEMENTS OF FUNCTIONAL EXPENSES

For the Year Ended June 30, 2023 (With Comparative Totals for the Year Ended June 30, 2022)

			Support Services										
	Program Services		Management and General				Fu	Fundraising Subtotal		Subtotal		Total 2023	Total 2022
Expenses:													
Salaries and wages	\$	859,279	\$	137,176	\$	22,443	\$	159,619	\$	1,018,898	\$ 821,421		
Payroll taxes		68,076		9,740		1,877		11,617		79,693	65,609		
Employee benefits		70,391		26,140		145		26,285		96,676	74,622		
Pass through expense		4,780		-		-		-		4,780	7,642		
Training		12,684		-		-		-		12,684	14,527		
Professional services		121,098		33,593		99		33,692		154,790	50,012		
Advertising		3,336		74		-		74		3,410	3,145		
Equipment		2,327		4,807		-		4,807		7,134	18,614		
Insurance		954		4,554		-		4,554		5,508	7,450		
Bank fees		539		9,973		150		10,123		10,662	8,514		
Occupancy		46,933		5,563		-		5,563		52,496	50,510		
Office expenses		4,395		750		-		750		5,145	3,376		
Program subcontractors		52,302		-		-		-		52,302	2,000		
Testing expense		6,627		-		-		-		6,627	2,071		
Other expenses		9,839		5,866		-		5,866		15,705	 11,711		
Total expenses	\$	1,263,560	\$	238,236	\$	24,714	\$	262,950	\$	1,526,510	\$ 1,141,224		

FAIR HOUSING ADVOCATES OF NORTHERN CALIFORNIA <u>STATEMENTS OF CASH FLOWS</u> For the Year Ended June 30, 2023 (With Comparative Totals for the Year Ended June 30, 2022)

	2023		2022
Cash flows from operating activities:			
Change in net assets	\$	170,164	\$ 893,758
Adjustments to reconcile change in net assets			
to net cash provided by operating activities:			
Net realized and unrealized (gains)/losses			
on investments		(87,039)	192,206
Amortization of operating lease		38,028	36,518
Loss on disposition of fixed assets		-	580
Changes in certain assets and liabilities:			
Grants receivable		164,901	(308,806)
Accounts payable and accrued expenses		13,036	482
Deferred revenue		(71,538)	1,064,837
Operating lease liability		(39,258)	 (36,527)
Net cash provided (used) by operating activities		188,294	 1,843,048
Cash flows from investing activities:			
Purchase of investments		(12,239)	(10,804)
Net cash provided (used) by investing activities		(12,239)	 (10,804)
Net increase (decrease) in cash		176,055	1,832,244
Cash and cash equivalents, beginning of period		2,112,818	 280,574
Cash and cash equivalents, end of period	\$	2,288,873	\$ 2,112,818

NOTE 1 - GENERAL

Founded in 1982 as a program of the Marin Housing Center - now known as Homeward Bound - Fair Housing Advocates of Northern California (formerly Fair Housing of Marin) became an independent non-profit dedicated to equal housing opportunity in 1984. Fair Housing Advocates of Northern California (the Organization) is the only housing counseling agency in Marin County certified by the US Department of Housing and Urban Development (HUD). The Organization provides varying levels of fair housing services and mortgage foreclosure prevention services as well as advisory and training services in Marin, Sonoma (except the city of Petaluma), Solano, and other counties. The Organization's services to clients are available at no charge in both English and Spanish.

NOTE 2 - <u>SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES</u>

A. <u>Basis of Accounting</u>

The financial statements and records of the Organization are prepared on the accrual basis of accounting and, therefore, include all support and revenues when earned and all expenses when incurred, regardless of whether the support and revenues or expenses were received or paid as of the end of the period. Grants are recognized as support when earned in accordance with the terms of each grant or agreement. Contributions are recognized at their fair value as revenues in the period received.

B. Basis of Presentation

The financial statements are presented in accordance with Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) 958 and the provisions of the American Institute of Certified Public Accountants (AICPA) *Audit and Accounting Guide for Not-for-Profit Organizations.* Under the provisions, net assets and revenues, and gains and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, the net assets of the Organization and changes therein are classified as follows:

<u>Net Assets without Donor Restrictions</u> - Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the Organization. The Organization's board may designate assets without restrictions for specific operational purposes from time to time.

<u>Net Assets with Donor Restrictions</u> - Net assets subject to stipulations imposed by donors and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of the Organization or by the passage of time. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds be maintained in perpetuity.

C. Cash and Cash Equivalents

For purposes of reporting the statement of cash flows, cash and cash equivalents include cash on deposit with financial institutions with a maturity of three months or less.

NOTE 2 - <u>SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES</u> (continued)

D. Investments

Investments are recorded at fair market value. The Organization's investments are valued in accordance with fair value measurements. The Organization invests in a pooled investment fund at the Marin Community Foundation. Gains and losses that result from market fluctuations are recognized in the period such fluctuations occur as part of net assets without donor restrictions. Realized gains or losses resulting from sales or maturities are the differences between the investment's cost basis and the sale or maturity settlement of this investment. Dividend and interest income are accrued when earned. Investment return is presented net of investment fees.

E. Grants Receivable

Grants receivable are comprised of amounts and commitments due from various federal and local government agencies for program-related activities. The Organization uses the direct write-off method with regards to receivables deemed uncollectible. During the years ended June 30, 2023 and June 30, 2022, the Organization recognized no bad debts. Management has evaluated the receivables as of June 30, 2023 and June 30, 2022 and determined that such amounts are fully collectible based on historical experience, an assessment of economic conditions, and a review of subsequent collections.

F. Fixed Assets

The Organization's policy is to record acquisitions of property and equipment at cost or, if donated, at fair market value on the date of donation. Depreciation expense is calculated using the straight-line method over the estimated useful lives of the assets. When assets are sold or otherwise disposed, the cost and related depreciation or amortization are removed from the accounts, and any resulting gain or loss is included in the statement of activities.

The costs of maintenance and repairs are expensed currently. The Organization reviews the carrying values of all assets for impairment whenever events or circumstances indicate that the carrying value of an asset may not be recoverable from the estimated economic utility and/or future cash flows expected to result from its use and eventual disposition.

G. Deferred Revenue

A transfer of assets (i.e., cash received) that is related to a conditional contribution is accounted for as deferred revenue in the accompanying statements of financial position until the conditions have been substantially met or explicitly waived by the donor or grantor.

H. Grants

Grants awarded by government agencies or passed through to the Organization from another donor that received funding from the government agencies are generally considered nonreciprocal transactions restricted by the awarding agency for certain purposes. Revenue is recognized when qualified expenditures are incurred and conditions under the grant agreement are met.

NOTE 2 - <u>SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES</u> (continued)

I. <u>Revenue Recognition</u>

Revenue is recognized in accordance with authoritative guidance, including ASU 2018-08, Not-for-Profit Entities (Topic 605) and ASU No. 2014-09, Revenue from Contracts with Customers (Topic 606).

Contributions are recognized when cash, securities or other assets, an unconditional promise to give, or notification of a beneficial interest is received. Conditional promises to give are not recognized until the conditions on which they depend have been substantially met. A transfer of funds with a conditional promise to contribute are accounted for as a refundable advance until the conditions have been substantially met. Certain payments received include both elements of contributed income and earned income, and management evaluates such transactions to determine the proper revenue rules to apply and to bifurcate the revenue components. When applicable, revenue earned under a contractual arrangement (an "exchange transaction") is recognized when earned and therefore measured as services are provided in accordance with Topic 606.

Contributions received are recorded as net assets without donor restrictions or net assets with donor restrictions, depending on the existence and/or nature of any donor-imposed restrictions. Contributions that are restricted by the donor are reported as an increase in net assets without donor restrictions if the restriction expires in the reporting period in which the contribution is recognized.

J. Donated Goods and Services

In-kind contributions are recognized as follows: Donated goods are recorded at their estimated fair market value on the date of donation. Donated services are recognized as contributions in accordance with FASB ASC 958, *Accounting for Contributions Received and Contributions Made*, if the services (a) create or enhance nonfinancial assets or (b) require specialized skills, are performed by people with those skills, and would otherwise be purchased by the Organization.

K. Advertising

Advertising costs are expensed as incurred. Advertising expenses amounted to \$3,410 and \$3,145 during the years ended June 30, 2023 and June 30, 2022, respectively.

NOTE 2 - <u>SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES</u> (continued)

L. Functional Allocation of Expenses

The costs of providing program and other activities have been summarized on a functional basis in the statements of activities in accordance with the requirements of ASU 2016-14, Not-for-Profit Entities (Topic 958) – Presentation of Financial Statements of Not-for-Profit Entities, which requires the Organization to report expenses by their natural classification. Every natural expense must be broken out into individual functional categories on an analysis of expenses by their nature and function. Accordingly, certain costs have been allocated among services and supporting services benefited. Such allocations are determined by management on an equitable basis. A majority of expenses (salaries, wages, and payroll taxes, professional services) have been allocated based on time and effort using the Organization's payroll allocations. Other expenses (depreciation and amortization, insurance, and occupancy) have been allocated based on other rational and consistent methods.

M. Indirect Costs

The U.S. Department of Housing and Urban Development approved the use of the indirect cost rate of 23.48% with an expiration date of December 6, 2025. During the years ended June 30, 2023 and June 30, 2022, the approved indirect rate of 23.48% is charged to each applicable grant on a regular basis.

N. Concentration of Credit Risk

Financial instruments that potentially subject the Organization to credit risk consist primarily of cash and cash equivalents, investments and grants receivable.

The Organization maintains cash and cash equivalents and investments with commercial banks and other major financial institutions. Cash equivalents include overnight investments, and money market funds. At times, such amounts might exceed Federal Deposit Insurance Corporation (FDIC) limits. The Organization maintains investments in a pooled investment fund at the Marin Community Foundation which potentially expose the Organization to concentrations of investment risk. Subject to market fluctuations, management does not consider this risk a particular concern at this time.

The Organization is vulnerable to the inherent risk associated with revenue that is substantially dependent on public support and contributions. The continued growth and well being of the Organization are contingent upon successful achievement of its long-term revenue-raising goals. Management is taking steps to address potential changes in funding levels and reduce Organization's exposure to these fluctuations.

O. Contingencies

The Organization participates in numerous grants. Disbursement of funds received under these grants requires compliance with terms and conditions specified in the grant agreement and is subject to audit by the grantor agency. Any disallowed costs resulting from such an audit could become a liability of the general fund or other applicable funds.

NOTE 2 - <u>SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES</u> (concluded)

P. <u>Use of Estimates</u>

The financial statements have been prepared in conformity with U.S. generally accepted accounting principles and, as such, include amounts based on informed estimates and judgments of management with consideration given to materiality. Actual results could differ from those estimates.

Q. Risk Management

The Organization is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the Organization carries commercial insurance.

R. <u>Subsequent Events</u>

In preparing these financial statements, the Organization has evaluated events and transactions for potential recognition or disclosure through December 19, 2023, the date the financial statements were available to be issued.

S. <u>Comparative Financial Information</u>

The financial statements include certain prior-year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with generally accepted accounting principles. Accordingly, such information should be read in conjunction with Fair Housing Advocates of Northern California's financial statements for the year ended June 30, 2022, from which the summarized information was derived.

NOTE 3 - INCOME TAXES

The Organization is exempt from Federal income taxes under Section 501(c)(3) of the Internal Revenue Code. The Organization is also exempt from California franchise taxes under Section 23701(d) of the Revenue and Taxation Code and, therefore, has made no provision for Federal or California income taxes. Contributors, donors, and grantors may obtain tax benefits. In addition, the Organization has been determined by the Internal Revenue Service not to be a "private foundation" within the meaning of Section 509(a) of the Code.

NOTE 3 - INCOME TAXES (concluded)

The Organization adopted the recognition requirements for uncertain income tax positions as required by generally accepted accounting principles, with no cumulative effect adjustment required. Income tax benefits are recognized for income tax positions taken or expected to be taken in a tax return, only when it is determined that the income tax position will more-likely-thannot be sustained upon examination by taxing authorities. The Organization has analyzed tax positions taken for filing with the Internal Revenue Service and all state jurisdictions where it operates. The Organization believes that income tax filing positions will be sustained upon examination and does not anticipate any adjustments that would result in a material adverse effect on the Organization's financial condition, results of operations or cash flows. Accordingly, the Organization has not recorded any reserves, or related accruals for interest and penalties for uncertain income tax positions at June 30, 2023 and June 30, 2022. The Organization is subject to routine audits by taxing jurisdictions; however, there are currently no audits for any tax periods in progress.

NOTE 4 - CASH AND CASH EQUIVALENTS

The cash balances as of June 30 are as follows:

	2023	2022
Bank of the West	\$ 107,057	\$ 5,028
Mechanics Bank	2,500	2,500
Union Bank	75,058	75,048
Wells Fargo Bank	2,104,062	2,030,046
Petty cash	196	 196
Total	<u>\$ 2,288,873</u>	\$ 2,112,818

The account balances were insured under the \$250,000 blanket umbrella by the Federal Deposit Insurance Corporation (FDIC). The remaining balances were uninsured and held by the financial institutions in the Organization's name. It is the opinion of management that the solvency of the financial institutions is not of particular concern at this time.

NOTE 5 - <u>INVESTMENTS</u>

Investments consist entirely of units of a pooled investment fund with the Marin Community Foundation. The Organization records the pooled investment fund at its contract value. Contract value represents the amount the Organization would realize upon sale, transfer, exchange or liquidation of the investment when transacted with the investment custodian. Contract value of the units of the pooled investment fund is the Organization's share of the fair value of the underlying investments, determined by the Marin Community Foundation, net of certain custodial and administrative fees.

The Organization records interest, dividends, gains, losses and changes in contract value (unrealized appreciation and depreciation), net of custodial and administrative fees, as net investment income.

NOTE 5 - INVESTMENTS (concluded)

The investment activity for the years ended June 30 is as follows:

	2023	2022
Account balances, beginning of period	\$ 1,063,297	\$ 1,244,699
Interest and dividend income	12,239	10,804
Net realized and unrealized gains and (losses)	 87,039	 (192,206)
Account balances, end of period	\$ 1,162,575	\$ 1,063,297

During the year ended June 30, 2023, the Marin Community Foundation that holds the pooled investment fund invests funds of the Organization has the following asset allocation. Equity Pool of 50%, Fixed Income Pool of 25%, and Future First Pool of 25%.

NOTE 6 - SUMMARY OF FAIR VALUE EXPOSURE

FASB ASC 820-10 and subsections, *Fair Value Measurements and Disclosures* clarifies the definition of fair value for financial reporting, establishes a framework for measuring fair value, and requires additional disclosure about the use of fair value measurements in an effort to make the measurement of fair value more consistent and comparable. The Organization has adopted FASB ASC 820-10 for its financial assets and liabilities measured on a recurring and nonrecurring basis.

FASB ASC 820-10 defines fair value as the amount that would be received from the sale of an asset or paid for the transfer of a liability in an orderly transaction between market participants, i.e. an exit price. To estimate an exit price, a three-tier hierarchy is used to prioritize the inputs:

Level 1: Quoted prices in active markets for identical securities.

Level 2: Other significant observable inputs (including quoted prices for similar securities, interest rates, prepayment spreads, credit risk, etc.)

Level 3: Significant unobservable inputs (including the Organization's own assumptions in determining the fair value of investments).

The inputs and methodology used for valuing the Organization's financial assets and liabilities are not indicators of the risks associated with those investments.

The following table provides fair value measurement information for financial assets and liabilities measured at fair value on a recurring basis as of June 30:

	2023		2022
Level 1: Quoted prices	\$	-	\$ -
Level 2: Other significant observable inputs		1,162,575	1,063,297
Level 3: Significant unobservable inputs			
Total	\$	1,162,575	\$ 1,063,297

NOTE 6 - <u>SUMMARY OF FAIR VALUE EXPOSURE</u> (concluded)

FSP FAS 157-4, which supersedes FSP FAS 157-3, provides further clarification on SFAS 157 in determining an inactive market and a non-distressed transaction. The above investments for June 30 are further classified in accordance with FSP FAS 157-4 as follows:

	Total			
2023	Investment	Level 1	Level 2	Level 3
Pooled Investment Fund	<u>\$ 1,162,575</u>	\$	<u>\$ 1,162,575</u>	<u>\$</u>
	Total			
2022	Investment	Level 1	Level 2	Level 3
Pooled Investment Fund	<u>\$ 1,063,297</u>	<u>\$</u>	<u>\$ 1,063,297</u>	<u>\$</u>

NOTE 7 - ACCRUED VACATION

Financial statement presentation follows the recommendations of ASC 710.25, Compensated Absences. Under ASC 710.25, The Organization is required to record a liability for the estimated amounts of compensation for future absences. Employees are permitted to accrue a specific number of hours of vacation which is payable upon termination of the employee. Annual leave accruals are recorded in the financial statements as an accrued liability based on hourly rates in effect at the end of the fiscal year. Accrued payroll liabilities amounted to \$62,141 and \$49,257 at June 30, 2023 and June 30, 2022, respectively, and are included with accounts payable and accrued expenses on the statements of financial position.

NOTE 8 - <u>DEFERRED REVENUE</u>

Deferred revenue as of June 30 are as follows:

		2023	2022
Fannie Mae Settlement*	\$	1,133,000	\$ 1,208,000
Sonoma County ARPA		3,462	
Total	<u>\$</u>	1,136,462	\$ 1,208,000

*In February 2022, the Organization received \$1,998,188 (net of fees) from a settlement from Fannie Mae. The unrestricted portion of \$790,188 was recognized as income during the year ended June 30, 2022. According to the settlement agreement, the balance of \$1,208,000 has been set aside to be reinvested into the community and disbursed to other organizations. This amount was recognized as deferred revenue in the statement of financial position.

NOTE 9 - OPERATING LEASE RIGHT-OF-USE ASSET AND LIABILITY

The Organization rents its corporate office facilities under a multi-year operating lease expiring on July 31, 2024. The office lease stipulates a monthly rental payment of \$3,504 as of June 30, 2023 with annual increases approximating 3% per year.

The total expenses for rent were \$40,818 and \$40,815 for the years ended June 30, 2023 and June 30, 2022, respectively.

In accordance with ASU 2016-02, Leases, the Organization reflects the present value of future operating lease payments (discounted at an appropriate borrowing rate) as a "Right of Use" asset and a corresponding lease liability. The weighted average discount rate associated with the calculation of the present value of the future lease payments was 4.0%.

Amounts recognized as right-of-use assets related to operating leases are included in the accompanying Statement of Financial Position, while related lease liabilities are included in the operating lease liabilities. As of June 30, right-of-use assets and lease liabilities related to operating leases were as follows:

	2023		2022
Operating lease right-of-use asset	\$ 187,123	\$	187,123
Less accumulated amortization	 (144,091)		(106,063)
Operating lease right-of-use asset, net	\$ 43,032	<u>\$</u>	81,060
	2023		2022
Operating lease liability:			
Operating lease liability, current portion	\$ 42,149	\$	39,259
Operating lease liability, net of current portion	 3,599		45,747
Total	\$ 45,748	\$	85,006

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During the year ended June 30, 2023, the Organization had the following cash and non-cash activities associated with the leases:

Cash paid for amounts included in the measureme	ent of leas	se liabilities:
Operating cash flows from operating leases	\$	41,946

Future minimum lease payments under these agreements are as follows:

Year Ending June 30, 2024	\$ 43,214
Year Ending June 30, 2025	 3,610
Total	46,824
Less effects of discounting	 (1,076)
Lease liabilities recognized	\$ 45,748

NOTE 10 - GAIN ON EXTINGUISHMENT OF DEBT

In April 2020, the Organization obtained an SBA Paycheck Protection Program (PPP) loan through Mechanics Bank in the amount of \$143,162 to finance operations during the Coronavirus Pandemic. However, in August 2021 the PPP loan and accrued interest payable were forgiven in accordance with the requirements of the Paycheck Protection Program, including the provisions of Section 1106 of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) (P.L. 116-136), as interpreted and clarified by Interim Final Rule published at 13 CFR Part 120 and by any other relevant regulation promulgated or guidance issued by the U.S. Small Business Administration (SBA) or U.S. Treasury. During the year ended June 30, 2022, the amount of \$143,162 was recognized as gain on extinguishment of debt in the statement of activities.

NOTE 11 - NET ASSETS WITH DONOR RESTRICTIONS

	В	ginning alance /30/22	Con	tributions	R	Releases	В	Ending alance /30/23
Subject to Expenditure for								
Specified Purpose House Accessibility								
Partnership Marin Community	\$	10,266	\$	-	\$	(4,780)	\$	5,486
Foundation Total	\$	30,000 40,266	\$	<u>63,000</u> <u>63,000</u>	\$	(61,500) (66,280)	\$	31,500 36,986

Net assets with donor restrictions as of June 30 were available for the following purposes:

NOTE 12 - AVAILABILITY OF FINANCIAL ASSETS

The following reflects the Organization's financial assets as of June 30, reduced by amounts not available for general use within one year of the year-end date because of contractual or donor-imposed restrictions or internal designations. Amounts not available include amounts set aside for long-term investing in the operating and other reserves that could be drawn upon if the governing board approves that action.

	2023	2022
Cash and cash equivalents	\$ 2,288,873	\$ 2,112,818
Investments	1,162,575	1,063,297
Grants receivable	 308,073	 472,974
Total financial assets	3,759,521	3,649,089
Donor-imposed restrictions	 (36,986)	 (40,266)
Financial assets available to meet cash needs		
for general expenditures within one year	\$ 3,722,535	\$ 3,608,823

NOTE 12 - <u>AVAILABILITY OF FINANCIAL ASSETS</u> (concluded)

The Organization's goal is to maintain financial assets to meet 3 months of operating expenses (approximately \$250,000). As part of its liquidity management, the Organization has a policy to structure its financial assets to be available as its general expenditures, liabilities, and other obligations become due.

NOTE 13 - <u>RECLASSIFICATIONS</u>

Certain amounts in the June 30, 2022 financial statements have been reclassified to conform to the June 30, 2023 presentation. These reclassifications have no effect on the change in net assets as previously reported.

FAIR HOUSING ADVOCATES OF NORTHERN CALIFORNIA SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

For the Year Ended June 30, 2023

Federal Award Source/Federal Program Name/Cluster Name	Federal Assistance Listing Number	Award Identification	Award Amount	Amount Expended	Federal Amount Passed Through to Subrecipients
U.S. Department of Housing and Urban Development:					
Direct awards:					
Comprehensive Housing Counseling Program	14.169	HC220921006	\$ 33,798	\$ 28,919	<u>\$ -</u>
Total federal assistance listing number 14.169			33,798	28,919	
Education and Outreach Initiative (EOI)	14.416	FEOI210037	125,000	62,500	
Total federal assistance listing number 14.416			125,000	62,500	
Fair Housing Organization Initiative (FHOI)	14.417	FHOI210006	250,000	125,000	-
Total federal assistance listing number 14.417			250,000	125,000	-
Private Enforcement Initiative (PEI)	14.418	FPEI190035	375,000	312,500	-
Private Enforcement Initiative (PEI) American Rescue Plan	14.418	FPE2I22007	350,000	233,332	-
Private Enforcement Initiative (PEI)	14.418	FPEI220095	425,000	70,833	
Total federal assistance listing number 14.418			1,150,000	616,665	
CDBG Cluster:					
Passed through from the City of Santa Rosa:					
Fair Housing CDBG	14.218 & 14.228	N/A	56,451	56,451	-
Passed through from Marin County:					
Fair Housing Counseling and Education CDBG	14.218 & 14.228	N/A	65,000	65,000	-
Passed through from Sonoma County:					
Fair Housing Education and Enforcement CDBG	14.218 & 14.228	N/A	78,098	78,098	-
Fair Housing Education and Enforcement CDBG COVID	14.218 & 14.228	N/A	25,000	25,000	-
Fair Housing Education and Enforcement CDBG American Rescue Plan	14.218 & 14.228	N/A	261,606	96,324	-
Passed through from the City of Vallejo: Public Service Activities and Social Services Activities CDBG	14.218 & 14.228	N/A	30,000	30,000	
Total CDBG Cluster	14.210 & 14.220	11/11	516,155	350,873	
Total federal programs			\$ 2,074,953	\$ 1,183,957	\$ -

FAIR HOUSING ADVOCATES OF NORTHERN CALIFORNIA NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS For the Year Ended June 30, 2023

NOTE 1 - BASIS OF PRESENTATION

The Schedule of Expenditures of Federal Awards includes the federal grant activity of Fair Housing Advocates of Northern California and is presented on the accrual basis. The information in this schedule is presented in accordance with the 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). The amounts reported in the accompanying Schedule of Expenditures of Federal Awards agree, in all material respects, to amounts reported within Fair Housing Advocates of Northern California's financial statements.

NOTE 2 - PASS-THROUGH ENTITIE'S IDENTIFYING NUMBER

When federal awards were received from a pass-through entity, the Schedule of Expenditures of Federal Awards shows, if available, the identifying number assigned by the pass-through entity. When no identifying number is shown, Fair Housing Advocates of Northern California determined that no identifying number is assigned for the program or Fair Housing Advocates of Northern California was unable to obtain an identifying number from the pass-through entity.

NOTE 3 - FEDERAL ASSISTANCE LISTING NUMBERS

The Federal assistance listing number included in the accompanying Schedule of Expenditures of Federal and State Awards was determined based on the program name, review of the award contract, and the Office of Management and Budget's Federal assistance listing numbers.

NOTE 4 - INDIRECT COSTS

Fair Housing Advocates of Northern California elected not to use the 10% de minimis cost rate as covered in the Uniform Guidance Part 200.414 Indirect (F&A) Costs.

The U.S. Department of Housing and Urban Development approved the use of the indirect cost rate of 23.48% with an expiration date of December 6, 2025. During the years ended June 30, 2023 and June 30, 2022, the approved indirect rate of 23.48% is charged to each applicable grant on a regular basis.

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 Fair Housing Advocates of Northern California San Rafael, California

I 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 Fair Housing Advocates of Northern California (a nonprofit organization), which comprise the statement of financial position as of June 30, 2023, 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 my report thereon dated December 19, 2023.

Report on Internal Control over Financial Reporting

In planning and performing my audit of the financial statements, I considered Fair Housing Advocates of Northern California's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing my opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Fair Housing Advocates of Northern California's internal control. Accordingly, I do not express an opinion on the effectiveness of Fair Housing Advocates of Fair Housing Advocates of Northern California'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.

My 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 my audit I did not identify any deficiencies in internal control that I consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether Fair Housing Advocates of Northern California's financial statements are free from material misstatement, I 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 financial statements. However, providing an opinion on compliance with those provisions was not an objective of my audit, and accordingly, I do not express such an opinion. The results of my 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 my 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.

Hiep Pham, CPA Inc.

Fremont, California December 19, 2023

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

Board of Directors Fair Housing Advocates of Northern California San Rafael, California

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

I have audited Fair Housing Advocates of Northern California's compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of Fair Housing Advocates of Northern California's major federal programs for the year ended June 30, 2023. Fair Housing Advocates of Northern California's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In my opinion, Fair Housing Advocates of Northern California 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, 2023.

Basis for Opinion on Each Major Federal Program

I conducted my 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). My responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of my report.

I am required to be independent of Fair Housing Advocates of Northern California and to meet my other ethical responsibilities, in accordance with relevant ethical requirements relating to my audit. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion on compliance for each major federal program. My audit does not provide a legal determination of Fair Housing Advocates of Northern California's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to Fair Housing Advocates of Northern California's federal programs.

Auditor's Responsibilities for the Audit of Compliance

My objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on Fair Housing Advocates of Northern California's compliance based on my audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about Fair Housing Advocates of Northern California's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, I:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding Fair Housing Advocates of Northern California's compliance with the compliance requirements referred to above and performing such other procedures as I considered necessary in the circumstances.
- Obtain an understanding of Fair Housing Advocates of Northern California's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances 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 Fair Housing Advocates of Northern California's internal control over compliance. Accordingly, no such opinion is expressed.

I am required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that I identified during the audit.

Report on 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 a 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 is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of 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.

My consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance that I consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance that I consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance that I consider to be material weaknesses, as defined above.

My audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of my 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.

Hiep Pham, CPA Inc.

Fremont, California December 19, 2023

FAIR HOUSING ADVOCATES OF NORTHERN CALIFORNIA SCHEDULE OF FINDINGS AND QUESTIONED COSTS For the Year Ended June 30, 2023

Section I - Summary of Auditor's Results

Financial statements

1.	Type of auditor's report issued:	Unmodified
2.	Internal control over financial reporting:	
	A. Material weaknesses identified?	No
	B. Significant deficiency(ies) identified that are not considered to be material weaknesses?	None reported
	C. Noncompliance which is material to the financial statements noted?	1

Federal awards

3.	Int	ernal control over major programs:	
	А.	Material weaknesses identified?	No
	В.	Significant deficiency(ies) identified that are not considered to be	
		material weaknesses?	None reported
	C.	Type of auditor's report issued on compliance for major programs:	Unmodified
	D.	Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?	No

Major programs

Federal Assistance		Amount
Listing Number	Federal Program Name or Cluster Name	Expended
14.418	Private Enforcement Initiative (PEI)	\$ 616,665
14.218 & 14.228	Community Development Block Grants (CDBG)	350,873
	Cluster	
4. Dollar thresh	old to distinguish between Type A and Type B programs:	\$ 750,000
5. Auditee qualit	fies as a low-risk auditee?	No
1		
Section II - Financia	al Statement Findings	None noted
	<u> </u>	
Section III - Federal	Award Findings and Questioned Costs	None noted

FAIR HOUSING ADVOCATES OF NORTHERN CALIFORNIA <u>STATUS OF PRIOR AUDIT FINDINGS</u> For the Year Ended June 30, 2023

There were no prior year audit findings.