



KENNEBUNK FREE LIBRARY ASSOCIATION

REVIEW OF FINANCIAL STATEMENTS

YEAR ENDED JUNE 30, 2018

KENNEBUNK FREE LIBRARY ASSOCIATION

REVIEW OF FINANCIAL STATEMENTS

YEAR ENDED JUNE 30, 2018

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INDEPENDENT ACCOUNTANTS' REVIEW REPORT

**CUMMINGS
LAMONT
& McNAMEE, P.A.**

November 13, 2018

*"Trusted Advisors for
over 50 years!"*

To the Board of Trustees
Kennebunk Free Library Association
Kennebunk, Maine

We have reviewed the accompanying financial statements of Kennebunk Free Library Association (a nonprofit organization), which comprise the statement of financial position as of June 30, 2018, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management's Responsibility for the Financial Statements

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

Accountants' Responsibility

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

Accountants' Conclusion

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

Supplementary Information

The supplementary information included in schedule of functional expenses is presented for purposes of additional analysis and is not a required part of the basic financial statements. The information is the representation of management. We have reviewed the information and, based on our review, we are not aware of any material modifications that should be made to the information in order for it to be in accordance with accounting principles generally accepted in the United States of America. We have not audited the information and, accordingly, do not express an opinion on such information.

Cummings, Lamont & McNamee, P.A.

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Kennebunk, Maine**

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KENNEBUNK FREE LIBRARY ASSOCIATION

STATEMENT OF FINANCIAL POSITION

(SEE INDEPENDENT ACCOUNTANTS' REVIEW REPORT)

JUNE 30, 2018

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
ASSETS				
Cash and cash equivalents	\$ 79,703	\$ 27,763	\$ -	\$ 107,466
Accounts receivable	100	-	-	100
Investments	1,652,650	-	24,887	1,677,537
Prepaid expenses	3,291	-	-	3,291
Property and equipment, net	764,983	-	-	764,983
Total Assets	\$ 2,500,727	\$ 27,763	\$ 24,887	\$2,553,377
LIABILITIES				
Accrued expenses	\$ 16,402	\$ -	\$ -	\$ 16,402
Deferred income	29,034	-	-	29,034
Total Liabilities	45,436	-	-	45,436
NET ASSETS				
Unrestricted:				
Board designated funds	1,669,873	-	-	1,669,873
Board designated fixed asset fund	764,983	-	-	764,983
Undesignated net assets	20,435	-	-	20,435
Temporarily restricted	-	27,763	-	27,763
Permanently restricted	-	-	24,887	24,887
Total Net Assets	2,455,291	27,763	24,887	2,507,941
Total Liabilities and Net Assets	\$ 2,500,727	\$ 27,763	\$ 24,887	\$2,553,377

See Notes to Financial Statements

KENNEBUNK FREE LIBRARY ASSOCIATION

STATEMENT OF ACTIVITIES

(SEE INDEPENDENT ACCOUNTANTS' REVIEW REPORT)

YEAR ENDED JUNE 30, 2018

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total</u>
SUPPORT AND REVENUE				
Town of Kennebunk contribution	\$ 564,896	\$ -	\$ -	\$ 564,896
Town of Arundel contribution	14,000	-	-	14,000
Annual appeal	66,614	-	-	66,614
Other contributions and bequests	2,802	18,879	-	21,681
Fines and fees	15,593	-	-	15,593
Fundraising and special events	46,519	6,819	-	53,338
Interest and dividends	44,241	-	-	44,241
Gains (losses) on investments	65,605	-	-	65,605
Café income	331	-	-	331
Net assets released from restrictions	23,239	(23,239)	-	-
Total Support and Revenue	<u>843,840</u>	<u>2,459</u>	<u>-</u>	<u>846,299</u>
EXPENSES				
Program services	663,454	-	-	663,454
Management and general	113,842	-	-	113,842
Fundraising and special events	80,836	-	-	80,836
Total Expenses	<u>858,132</u>	<u>-</u>	<u>-</u>	<u>858,132</u>
OTHER INCOME				
Other income	2,194	-	-	2,194
Total Other Income	<u>2,194</u>	<u>-</u>	<u>-</u>	<u>2,194</u>
CHANGE IN NET ASSETS	(12,098)	2,459	-	(9,639)
NET ASSETS, BEGINNING OF YEAR	<u>2,467,389</u>	<u>25,304</u>	<u>24,887</u>	<u>2,517,580</u>
NET ASSETS, END OF YEAR	<u>\$ 2,455,291</u>	<u>\$ 27,763</u>	<u>\$ 24,887</u>	<u>\$ 2,507,941</u>

See Notes to Financial Statements

KENNEBUNK FREE LIBRARY ASSOCIATION

STATEMENT OF CASH FLOWS

(SEE INDEPENDENT ACCOUNTANTS' REVIEW REPORT)

YEAR ENDED JUNE 30, 2018

CASH FLOWS FROM OPERATING ACTIVITIES

Change in net assets	\$	(9,639)
Adjustments to reconcile changes in net assets to net cash provided by (used in) operating activities:		
Depreciation		85,842
(Gains) losses on investments		(65,605)
Changes in operating assets and liabilities:		
Prepaid expenses		477
Accrued expenses		4,134
Deferred income		(174)
		<u>15,035</u>
Net cash provided by (used in) operating activities		<u>15,035</u>

CASH FLOWS FROM INVESTING ACTIVITIES

Proceeds from sale of investments		224,001
Payments for purchase of property and equipment		(17,957)
Purchases of investments		(288,123)
		<u>(82,079)</u>
Net cash provided by (used in) investing activities		<u>(82,079)</u>

NET INCREASE (DECREASE) IN CASH (67,044)

CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR 174,510

CASH AND CASH EQUIVALENTS, END OF YEAR \$ 107,466

SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION

Cash paid during the year for interest	\$	<u>-</u>
Cash paid during the year for income taxes	\$	<u>-</u>

SCHEDULE OF NONCASH INVESTING AND FINANCING TRANSACTIONS:

There were no noncash investing and financing activities during the year ended June 30, 2018.

See Notes to Financial Statements

KENNEBUNK FREE LIBRARY ASSOCIATION

NOTES TO FINANCIAL STATEMENTS

(SEE INDEPENDENT ACCOUNTANTS' REVIEW REPORT)

YEAR ENDED JUNE 30, 2018

Note 1 - Summary of Significant Accounting Policies

Nature of Activities - The Kennebunk Free Library Association (the "Association") is a not-for-profit Maine corporation organized April 24, 1882. The Association strives to meet the educational and recreational needs of the Town of Kennebunk and its surrounding communities. The Association embraces its responsibility to develop and to promote the use of resources that contribute to literacy and life-long learning. The Association's principal sources of revenue are contributions from the Town of Kennebunk and an annual appeal, fines and fees, special events and investment income.

Basis of Accounting - The financial statements of the Association have been prepared on the accrual basis of accounting and accordingly reflect all significant receivables, payables and other liabilities.

Basis of Presentation - Financial statement presentation follows the recommendations of the Financial Accounting Standards Board in its Statement of Financial Accounting Standards, *Financial Statements of Not-for-Profit Organizations*. Under this statement, the Association is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. A description of the three net asset categories is as follows:

Unrestricted net assets include the following:

Undesignated Net Assets represent unrestricted accumulated earnings of the Association that have not been designated by the Association's Board of Trustees for any particular purpose.

Designated Net Assets represent funds that have been set aside by the Association's Board and designated to be used for various purposes.

Temporarily restricted net assets include accumulated donations for which donor imposed restrictions have not been met. These assets are released from restrictions as expenditures are made in accordance with the restrictions called for under the terms of the original donations.

Permanently restricted net assets include accumulated donations which require, by donor restriction, that the corpus be invested in perpetuity and only the income be made available for program operations in accordance with those restrictions imposed by the donor.

Cash and Cash Equivalents - For purposes of the Statement of Cash Flows, the Association considers all highly liquid investments with an initial maturity of three months or less to be cash equivalents.

Accounts Receivable - Accounts receivable are stated at the amount management expects to collect from outstanding balances. Management considers accounts receivable to be delinquent based on the date of unpaid invoices. Management provides for probable uncollectible amounts through a provision for bad debt expense and an adjustment to a valuation allowance based on its assessment of the current status of individual accounts. Balances that are still outstanding after management has used reasonable collection efforts are written off through a charge to the valuation allowance and a reduction to accounts receivable.

Donated Assets - Donated marketable securities and other noncash donations are recorded as contributions at their estimated fair values at the date of donation.

Donated Services - Donated services are reflected in the financial statements at the fair value of the services received only if the services (a) create or enhance nonfinancial assets or (b) require specialized skills that are provided by individuals possessing those skills and would typically need to be purchased if not provided by donation. See Note 8.

KENNEBUNK FREE LIBRARY ASSOCIATION

NOTES TO FINANCIAL STATEMENTS

(SEE INDEPENDENT ACCOUNTANTS' REVIEW REPORT)

YEAR ENDED JUNE 30, 2018

Note 1 - Summary of Significant Accounting Policies (continued)

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

Expense Allocation - The costs of providing various programs and other activities have been summarized on a functional basis in the Statement of Activities. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

Income Tax Status - The Association is exempt from federal and state income taxes under Section 501(c)(3) of the Internal Revenue Code. In addition, the Association qualifies for the charitable contribution deduction under Section 170(b)(1)(A) and has been classified as an organization that is not a private foundation under Section 509(a)(2).

The federal tax return of the Association is subject to examination, generally for three years after it was filed.

Investments - The Association carries investments in marketable securities with readily determinable fair values and all investments in debt securities at their fair values in the Statement of Financial Position. Unrealized gains and losses are included in the change in net assets in the accompanying Statement of Activities.

Promises to Give - Unconditional promises to give are recorded as received. Unconditional promises to give due in subsequent years are recorded at their present value, using risk-free interest rates applicable to the years in which the promises are received to discount the amounts. Conditional promises to give are recognized when the conditions on which they depend are substantially met.

Concentrations of Credit Risk - The Association maintains bank balances at two banks and a brokerage house, and deposits are insured by the FDIC and SIPC, respectively. At times, the cash balances may exceed insured limits.

Other Concentrations - The Association's principal source of revenue consists of appropriations from the Town of Kennebunk which represented 67% of the Association's total revenue for the year ended June 30, 2018.

Property and Equipment - Purchased land, buildings, furnishings and equipment are carried at cost. Contributed assets are carried at their fair market value at the time of the gift. Major additions are included in the property accounts while maintenance and repairs which do not improve or extend the life of the assets are expensed currently. Depreciation is computed using the straight-line method of depreciation over the assets' estimated service lives. Library books and other resource materials are not reported as an asset, but are reported as an expense when acquired.

Recognition of Donor-Restricted Contributions - Support that is restricted by the donor is reported as an increase in temporarily or permanently restricted net assets, depending on the nature of the restriction. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), temporarily restricted net assets are reclassified to unrestricted net assets and reported in the Statement of Activities as net assets released from restrictions. Restricted contributions whose restrictions are met in the same reporting period are recorded as unrestricted contributions.

KENNEBUNK FREE LIBRARY ASSOCIATION

NOTES TO FINANCIAL STATEMENTS

(SEE INDEPENDENT ACCOUNTANTS' REVIEW REPORT)

YEAR ENDED JUNE 30, 2018

Note 2 - Cash

Cash is available for the following purposes as of June 30, 2018:

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Total</u>
Unrestricted:			
Board designated memorial fund	\$ 100	\$ -	\$ 100
Undesignated	62,380	-	62,380
Temporarily restricted	<u>-</u>	<u>27,763</u>	<u>27,763</u>
 Total	 \$ <u>62,480</u>	 \$ <u>27,763</u>	 \$ <u>90,243</u>

Note 3 - Fair Values of Assets

Effective January 1, 2008, the Association adopted Statement of Financial Accounting Standards, *Fair Value Measurements*, which provides a framework for measuring fair value under GAAP. This standard defines fair value as the exchange price that would be received for an asset or paid to transfer a liability (an exit price) in the principal or most advantageous market for the asset or liability in an orderly transaction between market participants on the measurement date. This standard requires that valuation techniques maximize the use of observable inputs and minimize the use of unobservable inputs. This standard also established a fair value hierarchy, which prioritizes the valuation inputs into three broad levels.

There are three general valuation techniques that may be used to measure fair value, as described below:

- 1) Market approach - Uses prices and other relevant information generated by market transactions involving identical or comparable assets or liabilities. Prices may be indicated by pricing guides, sale transactions, market trades, or other resources;
- 2) Cost approach - Based on the amount that currently would be required to replace the service capacity of an asset (replacement cost); and
- 3) Income approach - Uses valuation techniques to convert future amounts to a single present amount based on current market expectations about the future amounts (includes present value techniques, and option-pricing models). Net present value is an income approach where a stream of expected cash flows is discounted at an appropriate market interest rate.

<u>Description</u>	<u>Fair Values</u>	<u>Quoted Prices in Active Markets for Identical Assets (Level 1)</u>	<u>Significant Other Observable Inputs (Level 2)</u>	<u>Significant Unobservable Inputs (Level 3)</u>
Equity mutual funds	\$ 995,754	\$ 995,754	\$ -	\$ -
Fixed income mutual funds	<u>681,783</u>	<u>681,783</u>	<u>-</u>	<u>-</u>
 Total	 \$ <u>1,677,537</u>	 \$ <u>1,677,537</u>	 \$ <u>-</u>	 \$ <u>-</u>

Fair value for investments is determined by reference to quoted market prices and other relevant information generated by market transactions.

KENNEBUNK FREE LIBRARY ASSOCIATION

NOTES TO FINANCIAL STATEMENTS

(SEE INDEPENDENT ACCOUNTANTS' REVIEW REPORT)

YEAR ENDED JUNE 30, 2018

Note 4 - Investments

Investments as of June 30, 2018, are summarized as follows:

		<u>Cost</u>		<u>Fair Value</u>
Equity mutual funds	\$	716,213	\$	995,754
Fixed income mutual funds		<u>701,443</u>		<u>681,783</u>
Total	\$	<u>1,417,656</u>	\$	<u>1,677,537</u>

The following schedule summarizes the investment return and its classification in the Statement of Activities for the year ended June 30, 2018:

		<u>Unrestricted</u>
Investment income	\$	44,241
Net realized and unrealized gains		<u>65,605</u>
Total investment return	\$	<u>109,846</u>

Note 5 - Property and Equipment

Property and equipment consists of the following at June 30, 2018:

Land	\$	100,338
Buildings		2,134,033
Furnishings		95,300
Equipment		<u>90,410</u>
		2,420,081
Less accumulated depreciation		<u>1,655,098</u>
Total property and equipment, net	\$	<u>764,983</u>

Note 6 - Temporarily Restricted Net Assets

Temporarily restricted net assets are available for the following purposes:

Program and books	\$	25,891
Other		21
VHS		<u>1,851</u>
Total	\$	<u>27,763</u>

KENNEBUNK FREE LIBRARY ASSOCIATION

NOTES TO FINANCIAL STATEMENTS

(SEE INDEPENDENT ACCOUNTANTS' REVIEW REPORT)

YEAR ENDED JUNE 30, 2018

Note 6 - Temporarily Restricted Net Assets (continued)

Net assets were released from donor restrictions by incurring expenses satisfying the purpose or time restrictions specified by donors as follows:

Purpose restrictions accomplished:

Program and Books	\$	22,320
VHS		338
Other		<u>581</u>
Total	\$	<u>23,239</u>

Note 7 - Endowment Funds

In January 2009, the Financial Accounting Standards Board (FASB) issued FASB Staff Position, *Endowments of Not-for-Profit Organizations: Net Asset Classification of Funds Subject to an Enacted Version of the Uniform Prudent Management of Institutional Funds Act, and Enhanced Disclosures for All Endowment Funds* ("the Staff Position"). The Staff Position provides guidance on the net asset classification of donor-restricted endowment funds for a nonprofit organization that is subject to an enacted version of the Uniform Prudent Management of Institutional Funds Act of 2006 (UPMIFA). The Staff Position also requires additional disclosures about an organization's endowment fund (both donor restricted endowment funds and board-designated endowment funds) whether or not the organization is subject to UPMIFA.

The State of Maine enacted UPMIFA in 2009, the provisions of which apply to endowment funds existing on or established after that date. The Association adopted the Staff Position on February 28, 2012. The purpose of the Association's Endowment Fund is to lessen the burden on the taxpayers and fund the Association's operating and capital expenditures. The Fund is managed with a total return orientation that focuses on the production of income as well as maintaining and growing the real value of the endowment and subsequent distributions. The target asset allocation of the endowment is 60% equity securities, 35% fixed-income securities and 5% cash and cash equivalents. The spending policy of the Endowment Fund is to allocate no less than 3% and no more than 5% of the Fund's three year rolling average to the following year's budgeted revenue to support operating and capital expenditures.

As of June 30, 2018, the Association had endowment funds totaling \$1,694,760 consisting of both donor-restricted funds and funds designated by the Board of Trustees to function as endowment. As required by generally accepted accounting principles, net assets associated with endowment funds, including funds designated by the Board of Trustees to function as endowments, are classified and reported based on the existence or absence of donor-imposed restrictions.

The Board of Trustees of the Association has interpreted the Maine Prudent Management of Institutional Funds Act (MPMIFA) as requiring the preservation of the fair value of the original gift as of the gift date of the donor-restricted endowment funds absent explicit donor stipulations to the contrary. As a result of this interpretation, the Association classifies as permanently restricted net assets (a) the original value of gifts donated to the permanent endowment, (b) the original value of subsequent gifts to the permanent endowment, and (c) accumulations to the permanent endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added to the fund.

As of June 30, 2018, the Board of Trustees of the Association had designated \$1,669,873 of unrestricted net assets as a general endowment fund to support the mission of the Association. Since that amount resulted from an internal designation and is not donor-restricted, it is classified and reported as unrestricted net assets.

KENNEBUNK FREE LIBRARY ASSOCIATION

NOTES TO FINANCIAL STATEMENTS

(SEE INDEPENDENT ACCOUNTANTS' REVIEW REPORT)

YEAR ENDED JUNE 30, 2018

Note 7 - Endowment Funds (continued)

Endowment net asset composition by fund as of June 30, 2018 is as follows:

	<u>Unrestricted</u>	<u>Permanently Restricted</u>	<u>Total Net Endowment Assets</u>
Donor-designated endowment funds	\$ -	\$ 24,887	\$ 24,887
Board-designated endowment funds	<u>1,669,873</u>	<u>-</u>	<u>1,669,873</u>
Total	\$ <u>1,669,873</u>	\$ <u>24,887</u>	\$ <u>1,694,760</u>

Changes in endowment net assets as of June 30, 2018 are as follows:

	<u>Unrestricted</u>	<u>Permanently Restricted</u>	<u>Total Net Endowment Assets</u>
Endowment net assets, beginning of year	\$ 1,185,717	\$ 24,887	\$ 1,210,604
Contributions	419,274	-	419,274
Investment income net of fees	44,135	-	44,135
Distributions	(44,859)	-	(44,859)
Investment gains on endowment	<u>65,606</u>	<u>-</u>	<u>65,606</u>
Total	\$ <u>1,669,873</u>	\$ <u>24,887</u>	\$ <u>1,694,760</u>

Note 8 - Donated Services

A substantial number of volunteers have donated significant amounts of their time in the Association's operations, program services and fundraising activities. This time is not recognized in the financial statements because it does not meet the criteria described in Note 1.

Note 9 - Subsequent Events

Subsequent events have been evaluated by management through November 13, 2018, which is the date the financial statements were available to be issued. There were no material subsequent events at November 13, 2018 that require disclosure in the financial statements.

KENNEBUNK FREE LIBRARY ASSOCIATION

SCHEDULE OF FUNCTIONAL EXPENSES

(SEE INDEPENDENT ACCOUNTANTS' REVIEW REPORT)

YEAR ENDED JUNE 30, 2018

	Program Services	Management and General	Fundraising and Special Events	Total
Adult programming	\$ 889	\$ -	\$ -	\$ 889
Annual appeal	-	-	3,437	3,437
Bank service charges	-	635	-	635
Building repairs and maintenance	8,546	221	89	8,856
Café expenses	202	-	-	202
Collection (books, etc.)	61,207	-	-	61,207
Depreciation	82,838	2,146	858	85,842
Equipment repairs	1,997	511	-	2,508
Insurance	4,895	1,481	64	6,440
Investment advisory fees	-	5,988	-	5,988
Juvenile programming	2,223	-	-	2,223
Library technology (computers)	11,682	2,618	2,617	16,917
Maintenance contracts	6,849	177	71	7,097
Medical insurance	38,451	6,577	5,565	50,593
Meetings and conferences	716	716	-	1,432
Miscellaneous	2,467	2,668	78	5,213
Payroll processing	1,306	223	189	1,718
Payroll taxes	27,923	4,777	4,042	36,742
Postage	2,609	1,302	-	3,911
Professional dues	893	775	-	1,668
Professional fees	-	16,935	-	16,935
Promotion	-	576	-	576
Road race	-	-	5,687	5,687
Salaries and wages	366,283	62,654	53,015	481,952
Snow removal	2,794	72	29	2,895
Special events	-	-	4,510	4,510
Supplies - maintenance	1,014	155	-	1,169
Supplies - custodial	1,645	43	17	1,705
Supplies - library and office	2,950	453	-	3,403
Supplies - photocopying	2,050	314	-	2,364
Telephone	1,825	782	-	2,607
Utilities	27,223	705	282	28,210
Workers compensation insurance	1,977	338	286	2,601
Total Expenses	\$ 663,454	\$ 113,842	\$ 80,836	\$ 858,132