

**FLORIDA CHAPTER OF THE AMERICAN
PLANNING ASSOCIATION, INC.**

FINANCIAL STATEMENTS

DECEMBER 31, 2013

FLORIDA CHAPTER OF THE AMERICAN PLANNING ASSOCIATION, INC.
TABLE OF CONTENTS
DECEMBER 31, 2013

	<u>Page(s)</u>
Independent Auditors' Report	1 - 2
Financial Statements	
Statement of Financial Position	3
Statement of Activities	4
Statement of Cash Flows	5
Notes to Financial Statements	6 - 8

INDEPENDENT AUDITORS' REPORT

To the Board of Directors,
Florida Chapter of the American Planning Association, Inc.

Report on the Financial Statements

We have audited the accompanying financial statements of Florida Chapter of the American Planning Association, Inc., which comprise the statement of financial position as of December 31, 2013, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

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

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

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

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

- 1 -

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Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Florida Chapter of the American Planning Association, Inc. as of December 31, 2013, 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.

James Moore & Co., P.L.

Tallahassee, Florida
May 23, 2014

FLORIDA CHAPTER OF THE AMERICAN PLANNING ASSOCIATION, INC.
STATEMENT OF FINANCIAL POSITION
DECEMBER 31, 2013

ASSETS

Current assets

Cash and cash equivalents	\$ 807,065
Certificates of deposit	69,562
Accounts receivable, net	74,364
Prepaid expenses	19,961
Total current assets	<u>970,952</u>

Furniture and equipment, net 912

Total Assets \$ 971,864

LIABILITIES AND NET ASSETS

Current liabilities

Accounts payable	\$ 3,533
Accrued leave	7,496
Deferred revenue	4,030
Total current liabilities	<u>15,059</u>

Net assets, unrestricted 956,805

Total Liabilities and Net Assets \$ 971,864

The accompanying notes to financial statements
are an integral part of this statement.

FLORIDA CHAPTER OF THE AMERICAN PLANNING ASSOCIATION, INC.
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2013

Unrestricted	
Support and revenues	
Dues	\$ 215,890
Conference	283,865
Advertising	16,025
Interest	1,695
Other	48,086
Total support and revenues	<u>565,561</u>
Expenses	
Administrative	191,736
Conference	171,157
Governmental affairs	58,498
Newsletter	23,861
Professional development	2,200
Membership services	37,166
Section support	55,490
Special programs	878
Depreciation	408
Total expenses	<u>541,394</u>
Increase in net assets	<u>24,167</u>
Net assets, beginning of year	932,638
Net assets, end of year	<u><u>\$ 956,805</u></u>

The accompanying notes to financial statements
are an integral part of this statement.

**FLORIDA CHAPTER OF THE AMERICAN PLANNING ASSOCIATION, INC.
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2013**

Cash flows from operating activities	
Cash received from members and other	\$ 554,555
Cash paid to suppliers and employees	(554,246)
Interest received	1,695
Net cash provided by operating activities	2,004
 Cash flows from investing activities	
Proceeds from certificates of deposit	3,455
 Net increase in cash and cash equivalents	 5,459
 Cash and cash equivalents, beginning of year	 801,606
 Cash and cash equivalents, end of year	 \$ 807,065
 Reconciliation of increase in net assets to net cash provided by operating activities:	
Increase in net assets	\$ 24,167
Adjustments to reconcile increase in net assets to net cash provided by operating activities:	
Depreciation	408
Increase in accounts receivable	(11,326)
Increase in prepaid expenses	(10,275)
Decrease in accounts payable	(3,533)
Increase in accrued leave	548
Increase in deferred revenue	2,015
Total adjustments	(22,163)
 Net cash provided by operating activities	 \$ 2,004

The accompanying notes to financial statements
are an integral part of this statement.

FLORIDA CHAPTER OF THE AMERICAN PLANNING ASSOCIATION, INC.
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2013

(1) **Summary of Significant Accounting Policies:**

The following is a summary of the more significant accounting policies and practices of Florida Chapter of the American Planning Association, Inc. (the "Association") which affect significant elements of the accompanying financial statements.

(a) **General**—The Florida Chapter of the American Planning Association, Inc. is organized to advance the art and science of planning that will contribute to the public well-being of Florida communities. The Association holds an annual conference, sponsors educational workshops, conducts legislative programs and provides public information to and about the planning profession.

(b) **Income Taxes**—The Association is generally exempt from the payment of income taxes under Section 501(c)(3) of the Internal Revenue Code. Therefore, no provisions for income taxes have been made in the accompanying financial statements. The Association files income tax return in the U.S. federal jurisdiction. The Association's income tax returns for the past three years are subject to examination by tax authorities and may change upon examination.

The Association has reviewed and evaluated the relevant technical merits of each of its tax positions in accordance with accounting principles generally accepted in the United States of America for accounting for uncertainty in income taxes, and determined that there are no uncertain tax positions that would have a material impact on the financial statements of the Association.

(c) **Cash and Cash Equivalents**—For purposes of reporting cash flows, cash and cash equivalents include cash on hand, amounts due from banks, and certificates of deposit with original maturities of 90 days or less.

(d) **Use of Estimates**—The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

(e) **Basis of Accounting**—The Association prepares its financial statements on the accrual basis of accounting, and accordingly revenues are recognized when earned and expenses are recognized when the obligation is incurred.

(f) **Basis of Presentation**—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.

(g) **Revenue Recognition**—Revenues are recognized when the earnings process is substantially complete and goods have been delivered or services performed.

(h) **Advertising**—The Association expenses advertising costs as incurred.

FLORIDA CHAPTER OF THE AMERICAN PLANNING ASSOCIATION, INC.
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2013

(1) **Summary of Significant Accounting Policies:** (Continued)

(i) **Accounts Receivable**—Accounts receivables are stated at the amount management expects to collect from balances outstanding at year-end. Based on management's assessment of the credit history with customers having outstanding balances and current relationships with them, it has concluded that realization losses on balances outstanding at year-end will be immaterial. The Association estimates the allowance for doubtful accounts based on an analysis of specific customers, taking into consideration the age of past due amounts and an assessment of the customer's ability to pay.

(j) **Furniture and Equipment**—Furniture and equipment acquired by the Association are considered to be owned by the Association. Furniture and equipment with a value greater than \$500 and an estimated useful life of at least one year are recorded at cost when purchased or at estimated fair market value when contributed. Depreciation is computed using the straight-line method over the estimated useful lives of the assets, ranging from three to seven years.

(k) **Accrued Leave**—The Association compensates its employees for unused vacation leave upon termination of employment. The amount of the change in accrued leave for all employees from one year to the next is reported as an expense during the current year.

(2) **Concentrations of Credit Risk:**

The more significant concentrations of credit risk are as follows:

(a) **Demand and Time Deposits**—The Association maintains demand and time deposits with several financial institutions. The Association has no policy requiring collateral to support its demand and time deposits, although deposits at the financial institutions are insured up to Federal Deposit Insurance Corporation limits.

(b) **Accounts Receivable**— The Association's receivables are for amounts due from members. The Association has no policy requiring collateral or other security to support its receivables.

(3) **Retirement Plan:**

The Association has a defined contribution retirement plan that covers substantially all eligible fulltime employees. The rate of contributions is 12% of covered payroll. Retirement expense for the year ended December 31, 2013 was \$9,718.

(4) **Deferred Revenue:**

During the year ended December 31, 2013, the Association collected revenue for a public policy workshop that will be held in 2014. These collections, totaling \$4,030, are recognized as deferred revenue at December 31, 2013.

FLORIDA CHAPTER OF THE AMERICAN PLANNING ASSOCIATION, INC.
NOTES TO FINANCIAL STATEMENTS
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(5) **Operating Lease:**

The Association leases building space under an operating lease expiring through 2017. Total rental expense for the year ended December 31, 2013 was \$11,079. Minimum future rental payments under this non-cancelable operating lease having a remaining term in excess of one year as of December 31, 2013 are as follows:

Year	Amount
2014	\$ 6,480
2015	6,674
2016	6,875
2017	7,081
2018	—
Total minimum future rental payments	\$ 27,110

(6) **Property and Equipment:**

Major classifications of property and equipment at December 31, 2013 are as follows:

Furniture & equipment	\$	3,442
Computers		5,029
		8,471
Less: accumulated depreciation		7,559
Net property and equipment	\$	912

(7) **Subsequent Events:**

The Association has evaluated events and transactions for potential recognition or disclosure in the financial statements through May 23, 2014, the date which the financial statements were available to be issued. No subsequent events have been recognized or disclosed.