

THE VIRGINIA COLLEGE FUND

**FINANCIAL STATEMENTS
AND SUPPLEMENTARY INFORMATION**

YEARS ENDED MAY 31, 2017 AND 2016

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HARRIS, HARDY & JOHNSTONE, P.C.
CERTIFIED PUBLIC ACCOUNTANTS

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
The Virginia College Fund
Richmond, Virginia

Report on the Financial Statements

We have audited the accompanying financial statements of The Virginia College Fund (the "Fund") (a nonprofit organization), which comprise the statements of financial position as of May 31, 2017 and 2016, and the related statements of activities and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

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

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of The Virginia College Fund as of May 31, 2017 and 2016, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Report on Supplementary Information

Our audits were conducted for the purpose of forming an opinion on the financial statements taken as a whole. The accompanying schedules of supporting services are presented for purposes of additional analysis and are 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 audits 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 or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements taken as a whole.

Harris, Hardy ; Johnstone, P.C.

Richmond, Virginia
August 14, 2017

THE VIRGINIA COLLEGE FUND

STATEMENTS OF FINANCIAL POSITION

MAY 31, 2017 AND 2016

	<u>2017</u>	<u>2016</u>
ASSETS		
CURRENT ASSETS		
Cash and cash equivalents	\$ 491,751	\$ 610,377
Contributions receivable	172,574	3,531
Other	525	525
TOTAL CURRENT ASSETS	<u>664,850</u>	<u>614,433</u>
PROPERTY AND EQUIPMENT		
Office equipment and furniture	5,733	5,733
Less accumulated depreciation	5,463	5,160
NET PROPERTY AND EQUIPMENT	<u>270</u>	<u>573</u>
	<u>\$ 665,120</u>	<u>\$ 615,006</u>
LIABILITIES AND NET ASSETS (DEFICIT)		
CURRENT LIABILITIES		
Undistributed contributions and interest income, net	\$ 666,815	\$ 617,355
Accounts payable and other	7,531	4,363
TOTAL CURRENT LIABILITIES	<u>674,346</u>	<u>621,718</u>
NET ASSETS (DEFICIT), unrestricted	<u>(9,226)</u>	<u>(6,712)</u>
	<u>\$ 665,120</u>	<u>\$ 615,006</u>

See Independent Auditor's Report and Notes to Financial Statements

THE VIRGINIA COLLEGE FUND

STATEMENTS OF ACTIVITIES

YEARS ENDED MAY 31, 2017 AND 2016

	<u>2017</u>	<u>2016</u>
SUPPORT AND REVENUE		
Support:		
Public contributions	\$ 671,378	\$ 616,848
Membership assessments	225,959	288,757
TOTAL SUPPORT	<u>897,337</u>	<u>905,605</u>
Revenue:		
Interest income	437	506
TOTAL SUPPORT AND REVENUE	<u>897,774</u>	<u>906,111</u>
EXPENSES		
Program services:		
Distributions to member colleges	636,815	587,355
Supporting services:		
Personnel	198,051	260,893
General overhead	27,654	23,305
Fundraising	37,768	27,777
TOTAL EXPENSES	<u>900,288</u>	<u>899,330</u>
INCREASE (DECREASE) IN UNRESTRICTED NET ASSETS (DEFICIT)	(2,514)	6,781
UNRESTRICTED NET ASSETS (DEFICIT), BEGINNING OF YEAR	<u>(6,712)</u>	<u>(13,493)</u>
UNRESTRICTED NET ASSETS (DEFICIT), END OF YEAR	<u>\$ (9,226)</u>	<u>\$ (6,712)</u>

See Independent Auditor's Report and Notes to Financial Statements

THE VIRGINIA COLLEGE FUND

STATEMENTS OF CASH FLOWS

YEARS ENDED MAY 31, 2017 AND 2016

	<u>2017</u>	<u>2016</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Increase (decrease) in unrestricted net assets (deficit)	\$ (2,514)	\$ 6,781
Adjustments to reconcile increase (decrease) in unrestricted net assets (deficit) to net cash used in operating activities		
Depreciation	303	474
(Increase) decrease in:		
Contributions receivable	(169,043)	(3,531)
Increase (decrease) in:		
Undistributed contributions and interest income, net	49,460	(120,027)
Accounts payable and other	<u>3,168</u>	<u>(4,189)</u>
NET CASH USED IN OPERATING ACTIVITIES	<u>(118,626)</u>	<u>(120,492)</u>
NET DECREASE IN CASH AND CASH EQUIVALENTS	(118,626)	(120,492)
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	<u>610,377</u>	<u>730,869</u>
CASH AND CASH EQUIVALENTS, END OF YEAR	<u><u>\$ 491,751</u></u>	<u><u>\$ 610,377</u></u>

See Independent Auditor's Report and Notes to Financial Statements

THE VIRGINIA COLLEGE FUND

NOTES TO FINANCIAL STATEMENTS

MAY 31, 2017 AND 2016

NOTE A - NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Activities

The Virginia College Fund (the "Fund") is a Virginia not-for-profit association of four small, private colleges in Virginia. Its objective is to solicit contributions from foundations, businesses, and individuals in support of its member colleges.

Summary of Significant Accounting Policies

Basis of Accounting

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

Basis of Presentation

The Fund is required to report information regarding its financial position and activities according to three classes of net assets based on the existence or absence of donor-imposed restrictions as follows: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. The Fund has no temporarily or permanently restricted net assets.

Estimates

Management uses estimates and assumptions in preparing the financial statements. These estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of any contingent assets and liabilities, and the reported amounts of revenues and expenses. Actual results could differ from the estimates.

Cash and Cash Equivalents

For purposes of the statement of cash flows, the Fund considers all highly liquid investments with an initial maturity of three months or less to be cash equivalents.

Property and Equipment

Property and equipment are stated at cost. Depreciation is computed using primarily accelerated methods over the estimated useful lives of the related assets. Depreciation expense of \$303 and \$474 for the years ended May 31, 2017 and 2016, respectively, is included in general overhead expenses.

Public Contributions

Public contributions received are required to be recorded as unrestricted, temporarily restricted, or permanently restricted. Since the Fund merely acts as a conduit for the collection of public contributions that pass through annually to its member colleges, all public contributions are considered unrestricted by the Fund. Any donor restrictions on use of the contributions are recognized by the member colleges in their financial statements.

Advertising Costs

Advertising costs are expensed as incurred and totaled \$645 and \$1,812 for the years ended May 31, 2017 and 2016, respectively. This expense is included in fundraising expenses.

THE VIRGINIA COLLEGE FUND

NOTES TO FINANCIAL STATEMENTS - Continued

MAY 31, 2017 AND 2016

NOTE A - NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

Income Taxes

The Fund is exempt from federal income taxes as defined under Section 501(c)(3) of the Internal Revenue Code. However, income from certain activities not directly related to the Fund's tax-exempt purpose could be subject to taxation as unrelated business income. In addition, the Fund qualifies for the charitable contribution deduction under Section 170(b)(1)(A) and has been classified as an organization other than a private foundation under Section 509(a)(1).

Uncertain Tax Positions

The accounting standard on accounting for uncertainty in income taxes addresses the determination of whether tax benefits claimed or expected to be claimed on a tax return should be recorded in the financial statements. Under that guidance, the Fund may recognize the tax benefit from an uncertain tax position only if it is more likely than not that the tax position will be sustained on examination by taxing authorities based on the technical merits of the position. Examples of tax positions include the tax-exempt status of the Fund and various positions related to the potential sources of unrelated business taxable income (UBTI). The Fund has recognized no uncertain tax positions for the year ended May 31, 2017. The Fund is generally no longer subject to examination by the Internal Revenue Service for years prior to May 31, 2014.

NOTE B - DISTRIBUTIONS TO MEMBER COLLEGES

Under Article XIII of the Bylaws of the Fund, the distribution of public contributions received and interest income to the member colleges is based on the following formula:

75% in equal shares to the member colleges and the remaining
25% to the member colleges on the basis of relative enrollment

For the years ended May 31, 2017 and 2016, the Executive Committee of the Board of Directors agreed to withhold \$7,500 from each member college's June 2017 and 2016 distributions in order to reduce cash flow problems for the Fund during the summer months. The amounts withheld constitute advances on the membership assessments for the following year.

Net distributions due to the member colleges for the years ended May 31, 2017 and 2016 were as follows:

	<u>2017</u>	<u>2016</u>
Averett University	\$ 162,818	\$ 153,180
Bluefield College	153,220	140,325
Eastern Mennonite University	152,084	137,767
Ferrum College	168,693	156,083
	<u>\$ 636,815</u>	<u>\$ 587,355</u>

THE VIRGINIA COLLEGE FUND

NOTES TO FINANCIAL STATEMENTS - Continued

MAY 31, 2017 AND 2016

NOTE C - CONCENTRATION OF RISK

The Fund maintains its cash balances at three financial institutions. From time to time, these balances are in excess of Federal Deposit Insurance Corporation limits. The Fund anticipates no losses related to the uninsured totals.

NOTE D - PENSION PLAN

The Fund maintains a defined contribution pension plan under Internal Revenue Code Section 403(b) covering its employees. The total expense of \$10,293 and \$10,784 for the years ended May 31, 2017 and 2016, respectively, is included in personnel expenses.

NOTE E - OPERATING LEASE

The Fund leases its office space under the terms of a three-year lease which commenced on August 1, 2014. The lease requires an initial monthly base rent of \$978, with a three percent escalation each year of the lease term. The lease contains one three-year renewal option but is currently being renegotiated for reduced square footage.

The fund has also entered into a one-year sublease agreement for a portion of its current square footage. The sublease commenced on August 1, 2016 and requires monthly rent of \$500.

Net rent expense was \$7,388 and \$8,527 for the years ended May 31, 2017 and 2016, respectively.

Future minimum base rentals under the current lease, net of sublease income, are as follows at May 31, 2017:

<u>Year Ending May 31,</u>	
2018	<u>\$ 1,075</u>

NOTE F - SUBSEQUENT EVENTS

In the preparation of the financial statements, the Fund considered subsequent events through August 14, 2017, which was the date the financial statements were available for release.

SUPPLEMENTARY INFORMATION

THE VIRGINIA COLLEGE FUND

SCHEDULE OF SUPPORTING SERVICES

YEAR ENDED MAY 31, 2017

	<u>Budget</u>	<u>Actual</u>	Actual (Over) Under <u>Budget</u>
Personnel			
Salaries	\$ 153,745	\$ 154,215	\$ (470)
Insurance benefits	19,965	23,895	(3,930)
Payroll taxes	11,272	9,648	1,624
Pension costs	8,915	10,293	(1,378)
Incentive	2,229	-	2,229
	<u>196,126</u>	<u>198,051</u>	<u>(1,925)</u>
General overhead			
Rent	9,833	7,388	2,445
Accounting	6,000	7,123	(1,123)
Contingency	6,000	-	6,000
Telephone and internet	5,200	4,774	426
Equipment maintenance	1,500	3,552	(2,052)
Insurance - other	1,500	1,910	(410)
Office expense	1,300	2,604	(1,304)
Office equipment/depreciation	-	303	(303)
	<u>31,333</u>	<u>27,654</u>	<u>3,679</u>
Fundraising			
Travel	12,900	9,392	3,508
Printing and publications	3,000	2,245	755
Meetings and activities	2,600	3,698	(1,098)
Memberships	2,500	3,070	(570)
Promotions	2,000	645	1,355
Postage	2,000	698	1,302
Web and marketing design	2,000	5,987	(3,987)
Professional development	1,500	1,965	(465)
Strategic planning study	-	10,068	(10,068)
	<u>28,500</u>	<u>37,768</u>	<u>(9,268)</u>
TOTAL SUPPORTING SERVICES	<u><u>\$ 255,959</u></u>	<u><u>\$ 263,473</u></u>	<u><u>\$ (7,514)</u></u>

See Independent Auditor's Report

THE VIRGINIA COLLEGE FUND
SCHEDULE OF SUPPORTING SERVICES
YEAR ENDED MAY 31, 2016

	<u>Budget</u>	<u>Actual</u>	Actual (Over) Under <u>Budget</u>
Personnel			
Salaries	\$ 198,262	\$ 195,604	\$ 2,658
Insurance benefits	43,308	41,311	1,997
Payroll taxes	12,500	13,194	(694)
Pension costs	11,767	10,784	983
	<u>265,837</u>	<u>260,893</u>	<u>4,944</u>
General overhead			
Rent	9,408	8,527	881
Accounting	5,500	5,500	-
Telephone	5,200	4,760	440
Equipment maintenance	1,500	1,580	(80)
Office expense	1,500	1,429	71
Insurance - other	1,250	1,035	215
Office equipment/depreciation	312	474	(162)
	<u>24,670</u>	<u>23,305</u>	<u>1,365</u>
Fundraising			
Travel and travel contingency	14,150	15,290	(1,140)
Meetings and activities	2,600	3,608	(1,008)
Memberships	2,500	2,540	(40)
Printing and publications	3,000	2,313	687
Promotions	2,000	1,812	188
Postage	2,000	1,429	571
Professional development	1,500	785	715
Web and marketing design	500	-	500
	<u>28,250</u>	<u>27,777</u>	<u>473</u>
TOTAL SUPPORTING SERVICES	<u><u>\$ 318,757</u></u>	<u><u>\$ 311,975</u></u>	<u><u>\$ 6,782</u></u>

See Independent Auditor's Report