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March 22, 2021

Board of Directors  
Indiana Resource Center for Families with Special Needs, Inc.  
d/b/a In\*Source  
1703 S. Ironwood Drive  
South Bend, IN 46613

We have reviewed the report of Indiana Resource Center for Families with Special Needs, Inc. d/b/a In\*Source, which was opined upon by Cullar & Associates, PC, Independent Public Accountants, for the period July 1, 2018 to June 30, 2019. Per the *Independent Auditor's Report* the financial statements included in the report present fairly the financial condition of Indiana Resource Center for Families with Special Needs, Inc. d/b/a In\*Source, as of June 30, 2019 and the results of its operations for the period then ended, on the basis of accounting described in the report.

In our opinion, Cullar & Associates, PC prepared the audit report in accordance with the guidelines established by the State Board of Accounts.

The audit report is filed with this letter in our office as a matter of public record.

*Paul D. Joyce*  
Paul D. Joyce, CPA  
State Examiner

*FINANCIAL AND COMPLIANCE REPORT*

**INDIANA RESOURCE CENTER FOR FAMILIES WITH SPECIAL NEEDS, INC.**  
D/B/A IN\*SOURCE

June 30, 2019 and 2018

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**INDEPENDENT AUDITOR'S REPORT ON THE FINANCIAL STATEMENTS  
AND SUPPLEMENTARY INFORMATION**

To the Board of Directors  
Indiana Resource Center for Families With Special Needs, Inc.  
South Bend, Indiana

**Report on the Financial Statements**

We have audited the accompanying financial statements of Indiana Resource Center for Families With Special Needs, Inc., which comprise the statements of financial position as of June 30, 2019 and 2018, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to 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.

***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 and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. 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 Indiana Resource Center for Families With Special Needs, Inc. as of June 30, 2019 and 2018,

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.

### ***Adoption of New Accounting Standard***

As discussed in Note 1 to the financial statements, in 2019 Indiana Resource Center for Families With Special Needs, Inc. adopted Accounting Standards Update No. 2016-14, *Not-for-Profit Entities (Topic 958): Presentation of Financial Statements of Not-for-Profit Entities*. Our opinion is not modified with respect to this matter.

### **Report on Supplementary Information**

Our audits were 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*, and *Uniform Compliance Guidelines for Examination of Entities Receiving Financial Assistance from Government Sources* issued by the Indiana State Board of Accounts, 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 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 as a whole.

### **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated February 20, 2020 on our consideration of Indiana Resource Center for Families With Special Needs, Inc.'s internal control over financial reporting and on our 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 our 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 Indiana Resource Center for Families With Special Needs, Inc.'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 Indiana Resource Center for Families With Special Needs, Inc.'s internal control over financial reporting and compliance.

*Cullen & Associates, P.C.*

South Bend, Indiana  
February 20, 2020

**INDIANA RESOURCE CENTER FOR FAMILIES WITH SPECIAL NEEDS, INC.**

**STATEMENTS OF FINANCIAL POSITION**

June 30, 2019 and 2018

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	<u>2019</u>	<u>2018</u>
<b>Assets:</b>		
Cash and cash equivalents	\$ 671	\$ 70,110
Grants and contracts receivable	200,085	153,307
Prepaid expenses	25,466	25,608
Property and equipment	<u>13,041</u>	<u>25,036</u>
<i>Total assets</i>	<u>\$ 239,263</u>	<u>\$ 274,061</u>
 <b>Liabilities and Net Assets:</b>		
Liabilities:		
Note payable, bank	\$ 68,600	\$ 121,100
Accounts payable and accrued liabilities	97,596	74,797
Capital lease obligation	<u>12,736</u>	<u>21,945</u>
<i>Total liabilities</i>	<u>178,932</u>	<u>217,842</u>
 Net Assets, without donor restrictions	 <u>60,331</u>	 <u>56,219</u>
 <i>Total liabilities and net assets</i>	 <u>\$ 239,263</u>	 <u>\$ 274,061</u>

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The accompanying notes are an integral part of these financial statements.

**INDIANA RESOURCE CENTER FOR FAMILIES WITH SPECIAL NEEDS, INC.**

STATEMENTS OF ACTIVITIES

Years Ended June 30, 2019 and 2018

	<u>2019</u>	<u>2018</u>
<b>Revenue, Support, and Gains:</b>		
Government-funded grants and contracts:		
Collaborative Parent Involvement Project	\$ 1,597,874	\$ 1,553,972
Parent Training and Information Center	382,042	375,478
Disability and Rehabilitative Services	-	38,428
School-to-Work	163	3,798
Project Launch	15,437	3,040
Parent Technical Assistance Center	18,150	-
Digital Presence	4,000	-
Contributions	1,918	4,626
Special events	6,327	2,637
<i>Total revenue, support, and gains</i>	<u>2,025,911</u>	<u>1,981,979</u>
<b>Expenses and Losses:</b>		
Program services expenses:		
Collaborative Parent Involvement Project	1,485,975	1,452,563
Parent Training	355,721	353,255
Disability and Rehabilitative Services	-	42,018
Parent Technical Assistance Center	13,830	-
School-to-Work	154	3,528
Project Launch	11,592	2,943
<i>Total program services expenses</i>	<u>1,867,272</u>	<u>1,854,307</u>
Supporting services expenses:		
Management and general	133,998	128,725
Fundraising	292	591
<i>Total supporting services expenses</i>	<u>134,290</u>	<u>129,316</u>
Loss from payroll service bankruptcy	20,237	-
<i>Total expenses and losses</i>	<u>2,021,799</u>	<u>1,983,623</u>
<b>Change in net assets, without donor restrictions</b>	4,112	(1,644)
Net assets, without donor restrictions, beginning of year	<u>56,219</u>	<u>57,863</u>
<i>Net assets, without donor restrictions, end of year</i>	<u>\$ 60,331</u>	<u>\$ 56,219</u>

The accompanying notes are an integral part of these financial statements.

**INDIANA RESOURCE CENTER FOR FAMILIES WITH SPECIAL NEEDS, INC.**  
**STATEMENT OF FUNCTIONAL EXPENSES**  
Year Ended June 30, 2019

	Collaborative Parent <u>Involvement</u>	Parent Training <u>Training</u>	Parent Technical Assistance <u>Center</u>	School- To-Work <u>To-Work</u>	Project Launch <u>Launch</u>	Management and General <u>and General</u>	Fund- raising <u>raising</u>	<u>Totals</u>
Personnel:								
Salaries and wages	\$ 987,217	\$ 233,466	\$ 12,302	\$ 137	\$ 5,890	\$ 75,081	\$ -	\$ 1,314,093
Retirement	48,943	11,623	588	7	294	3,724	-	65,179
Other benefits	152,031	40,548	-	-	-	8,505	-	201,084
Payroll taxes	<u>75,804</u>	<u>17,998</u>	<u>940</u>	<u>10</u>	<u>463</u>	<u>5,744</u>	-	<u>100,959</u>
<i>Total personnel</i>	1,263,995	303,635	13,830	154	6,647	93,054	-	1,681,315
Stipends	475	-	-	-	-	-	-	475
Travel	38,748	9,857	-	-	4,059	2,093	-	54,757
Occupancy	37,705	13,524	-	-	-	1,951	-	53,180
Communications	47,185	8,467	-	-	-	-	-	55,652
Equipment maintenance	10,637	2,206	-	-	-	-	-	12,843
Printing	3,141	699	-	-	-	-	-	3,840
Office supplies	32,492	6,252	-	-	236	2,457	-	41,437
Postage	5,429	908	-	-	-	319	-	6,656
Literature	596	125	-	-	-	-	-	721
Professional fees	-	-	-	-	-	15,525	-	15,525
Contracted services	15,884	3,282	-	-	-	12,000	-	31,166
Training and conferences	18,568	4,289	-	-	650	-	-	23,507
Interest	1,310	292	-	-	-	5,860	-	7,462
Depreciation	9,810	2,185	-	-	-	-	-	11,995
Other	-	-	-	-	-	739	292	1,031
<i>Totals</i>	<u>\$ 1,485,975</u>	<u>\$ 355,721</u>	<u>\$ 13,830</u>	<u>\$ 154</u>	<u>\$ 11,592</u>	<u>\$ 133,998</u>	<u>\$ 292</u>	<u>\$ 2,001,562</u>

The accompanying notes are an integral part of these financial statements.

**INDIANA RESOURCE CENTER FOR FAMILIES WITH SPECIAL NEEDS, INC.**  
**STATEMENT OF FUNCTIONAL EXPENSES**  
Year Ended June 30, 2018

	Collaborative Parent <u>Involvement</u>	Parent Training <u>Training</u>	Disability and Rehabilitative <u>Services</u>	School- To-Work <u>To-Work</u>	Project Launch <u>Launch</u>	Management and General <u>and General</u>	Fund- raising <u>raising</u>	<u>Totals</u>
Personnel:								
Salaries and wages	\$ 948,769	\$ 229,845	\$ 24,327	\$ 1,852	\$ 1,423	\$ 93,832	\$ -	\$ 1,300,048
Retirement	52,646	12,674	1,929	99	76	6	-	67,430
Other benefits	153,729	37,865	2,846	8	10	-	-	194,458
Payroll taxes	<u>76,595</u>	<u>18,544</u>	<u>1,968</u>	<u>150</u>	<u>116</u>	<u>9</u>	-	<u>97,382</u>
<i>Total personnel</i>	1,231,739	298,928	31,070	2,109	1,625	93,847	-	1,659,318
Stipends	575	-	-	-	-	-	-	575
Travel	43,868	12,101	341	1,292	1,318	-	-	58,920
Occupancy	30,690	13,420	8,858	-	-	2,017	-	54,985
Communications	44,225	7,995	754	43	-	-	-	53,017
Equipment maintenance	12,486	2,557	491	-	-	-	-	15,534
Printing	5,392	1,365	-	-	-	-	-	6,757
Office supplies	31,963	6,647	416	-	-	-	-	39,026
Postage	5,624	1,143	61	14	-	211	-	7,053
Literature	689	155	-	-	-	-	-	844
Professional fees	-	-	-	-	-	15,162	-	15,162
Contracted services	14,799	3,028	-	-	-	12,000	-	29,827
Training and conferences	17,950	3,287	-	70	-	-	-	21,307
Interest	1,983	412	-	-	-	4,922	-	7,317
Depreciation	10,580	2,199	-	-	-	-	-	12,779
Other	-	18	27	-	-	566	591	1,202
<i>Totals</i>	<u>\$ 1,452,563</u>	<u>\$ 353,255</u>	<u>\$ 42,018</u>	<u>\$ 3,528</u>	<u>\$ 2,943</u>	<u>\$ 128,725</u>	<u>\$ 591</u>	<u>\$ 1,983,623</u>

The accompanying notes are an integral part of these financial statements.

**INDIANA RESOURCE CENTER FOR FAMILIES WITH SPECIAL NEEDS, INC.**

**STATEMENTS OF CASH FLOWS**

Years Ended June 30, 2019 and 2018

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<b>Change in Cash and Cash Equivalents:</b>	<u>2019</u>	<u>2018</u>
Cash Flows from Operating Activities:		
Cash received from government-funded grants and contracts	\$ 1,970,888	\$ 2,221,561
Cash received from others	8,245	7,263
Cash for salaries, benefits, and payroll taxes	(1,681,879)	(1,735,298)
Cash paid to vendors and others	(297,522)	(305,137)
Interest paid	<u>(7,462)</u>	<u>(7,317)</u>
<i>Net cash provided by (used in) operating activities</i>	<u>(7,730)</u>	<u>181,072</u>
Cash Flows from Financing Activities:		
Net (payments) on note payable, bank	(52,500)	(104,665)
Payments on capital lease obligations	<u>(9,209)</u>	<u>(8,933)</u>
<i>Net cash (used in) financing activities</i>	<u>(61,709)</u>	<u>(113,598)</u>
<b>Net change in cash and cash equivalents</b>	(69,439)	67,474
Cash and cash equivalents, beginning of year	70,110	2,636
<i>Cash and cash equivalents, end of year</i>	<u>\$ 671</u>	<u>\$ 70,110</u>

**Reconciliation of Change in Net Assets to Net Cash**

**Provided by (Used In) Operating Activities:**

Change in net assets	\$ 4,112	\$ (1,644)
Add (deduct) items not requiring (providing) cash:		
Depreciation	11,995	12,779
(Increase) decrease in grants and contracts receivable	(46,778)	246,845
(Increase) decrease in prepaid expenses	142	(4,141)
Increase (decrease) in accounts payable and accrued liabilities	<u>22,799</u>	<u>(72,767)</u>
<i>Net cash provided by (used in) operating activities</i>	<u>\$ (7,730)</u>	<u>\$ 181,072</u>

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The accompanying notes are an integral part of these financial statements.

**INDIANA RESOURCE CENTER FOR FAMILIES WITH SPECIAL NEEDS, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
June 30, 2019 and 2018

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**NOTE 1. NATURE OF ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES**

Nature of Organization:

Indiana Resource Center for Families with Special Needs, Inc., doing business as In\*Source, (the Organization, we, us, our) is an Indiana nonprofit corporation that administers programs designed to gather and disseminate information on education services for the handicapped, to cooperate with public and private agencies in increasing educational opportunities for the handicapped, and to counsel parents of handicapped persons so as to enable their children to reach their fullest potential as persons and citizens. Our operations are supported primarily by grants from governmental agencies.

Significant Accounting Policies:

*Use of Estimates:*

The process of preparing financial statements in conformity with accounting principles generally accepted in the United States of America requires the use of estimates and assumptions regarding certain types of assets, liabilities, revenues, and expenses. Such estimates primarily related to unsettled transactions and events as of the date of the financial statements. Accordingly, upon settlement, actual results may differ from estimated amounts. Significant estimates used in the accompanying financial statements include:

- Revenue recognized from government-funded grants and contracts. We earn revenue from awards that are governed by federal and State cost principles and other administrative and programmatic regulations and are subject to audit by regulatory authorities. It is at least reasonably possible that revenue earned under such awards will be adjusted upon audit.
- The allocation of expenses among functions. Expenses that are directly identifiable with functions are charged to those functions. Expenses related to more than one function are allocated to functions based on estimates of employee time spent on functions, space used by function, and other factors driving costs.

*Net Asset Classes:*

Net assets, revenues, gains, and losses are classified based on the existence or absence of donor or grantor-imposed restrictions. Accordingly, net assets and changes therein are classified and reported as follows:

- *Net assets without donor restrictions* – Net assets available for use in general operations and not subject to donor restrictions.
- *Net assets with donor restrictions* – Net assets subject to donor-imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity; however, we not received any such net assets. Donor-imposed restrictions are released when a restriction expires; that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was

**INDIANA RESOURCE CENTER FOR FAMILIES WITH SPECIAL NEEDS, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
June 30, 2019 and 2018

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restricted has been fulfilled, or both. We had no net assets with donor restrictions at either June 30, 2019 or 2018.

*Cash and Cash Equivalents:*

We consider highly liquid financial instruments with original maturities of three months or less and that are neither held for nor restricted by donors for long-term purposes to be cash and cash equivalents.

*Grants and Contracts Receivable:*

Unconditional promises to give (grants and contracts receivable) that are expected to be collected within one year are recorded at net realizable value. Unconditional promises to give expected to be collected in future years are initially recorded at fair value, using present value techniques incorporating risk-adjusted discount rates designed to reflect the assumptions market participants would use in pricing the asset. In subsequent years, amortization of the discounts is included in revenue in the statements of activities. The allowance for uncollectable promises to give based on historical experience, an assessment of economic conditions, and a review of subsequent collections. Promises to give are written-off when deemed uncollectable.

*Property and Equipment:*

Property and equipment is recorded at cost, if purchased, or at fair value at the date of donation, if donated. Depreciation is computed by the straight-line method over the estimated useful life of the assets, generally from three to five years.

*Revenue and Revenue Recognition:*

Revenue is recognized when earned. Revenue from fee-for-service awards is recognized when eligible services are rendered under the terms of the awards. Revenue from cost-reimbursement awards are recognized when costs allowable under the terms of the awards are incurred. Program service fees and payments under cost-reimbursable contracts received in advance are deferred to the applicable period in which the related services are performed or expenditures are incurred, respectively. 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.

We consider unconditional contributions to be available for unrestricted use unless specifically restricted by donor. When a donor 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 statements of activities as net assets released from restrictions.

Contributions of goods and property are recorded at fair value at the date contributed. Contributions of the use of facilities at no charge or at below-market charge are recorded at fair value, less any charges. Contributions of services that create or enhance non-financial assets or that require specialized skills, are provided by individuals possessing those skills,

**INDIANA RESOURCE CENTER FOR FAMILIES WITH SPECIAL NEEDS, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
June 30, 2019 and 2018

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and would typically need to be purchased if not donated, are recorded at their fair value in the period received.

*Functional Allocation of Expenses:*

The costs of program and supporting services activities have been summarized on a functional basis in the statements of activities. The statements of functional expenses present the natural classification detail of expenses by function and report certain categories of expenses that are attributed to more than one program or supporting function. Therefore, expenses require allocation on a reasonable basis that is consistently applied. The expenses that are allocated include personnel, insurance, communications, office supplies, equipment maintenance, and others, which are allocated on the basis of estimates of time and effort or other factors driving expenses.

*Income Taxes:*

We are exempt from income tax under Internal Revenue Code Section 501(c)(3) and a similar section of the Indiana Code, except for taxes on unrelated business income. Consequently, the accompanying financial statements generally contain no provision for income taxes. The Internal Revenue Service classifies the Organization as other than a private foundation under Internal Revenue Code Section 509(a)(1).

We recognize the tax benefit from an uncertain tax position only if it is more likely than not that the position will be sustained on examination by taxing authorities based on the technical merits of the position. The tax benefits recognized in the financial statements from such a position are measured based on the largest benefit that has a greater than 50% likelihood of being realized upon ultimate settlement. Examples of tax positions include our tax-exempt status and positions related to the potential sources of unrelated business taxable income. Management has not identified any uncertain tax positions taken or expected to be taken in a tax return, and there are no unrecognized tax benefits recorded as liabilities in the accompanying financial statements. We classify interest and penalties, if any, associated with uncertain tax positions as a component of income tax expense. There was no accrued interest or penalties related to unrecognized tax benefits at either June 30, 2019 or 2018, or any interest or penalties expense related to unrecognized tax benefits for the years then ended. We are no longer subject to examination by the Internal Revenue Service or the State of Indiana for periods ended prior to June 30, 2016.

*Recent Accounting Pronouncements and Accounting Changes:*

In 2019, we adopted Accounting Standards Update No. 2016-14, *Not-for-Profit Entities (Topic 958): Presentation of Financial Statements of Not-for-Profit Entities*. This guidance is intended to improve the net asset classification requirements and the information presented in the financial statements and notes about liquidity, financial performance, and cash flows. The main provisions of this guidance include presentation of two net asset classes instead of the previous three; recognition of underwater endowment funds as a reduction of net assets with donor restrictions; and enhanced disclosures for board-designated amounts, composition of net assets without donor restrictions, and liquidity. There were no net asset reclassifications made as a result of adopting the new standard. In addition, we have elected to change the reporting of our statements of financial position from a classified to an unclassified

INDIANA RESOURCE CENTER FOR FAMILIES WITH SPECIAL NEEDS, INC.

NOTES TO FINANCIAL STATEMENTS

June 30, 2019 and 2018

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presentation, which we believe will provide more useful information to users of our financial statements.

*Subsequent Events Information:*

The date through which events occurring subsequent to June 30, 2019 have been evaluated for possible adjustment to the financial statements or disclosure is February 20, 2020, date on which the financial statements were available to be issued

**NOTE 2. LIQUIDITY AND AVAILABILITY**

Financial assets available for general expenditure (that is, without donor or other restrictions limiting their use) within one year of June 30, 2019 are as follows:

Cash and cash equivalents	\$	671
Grants receivable		<u>200,085</u>
<i>Total financial assets available for general expenditure</i>	\$	<u><u>200,756</u></u>

**NOTE 3. GRANTS RECEIVABLE**

Grants receivable at both June 30, 2019 and 2018 consist of amounts unconditionally promised to us for various programs. All amounts are expected to be collected in the next year, and no allowance for doubtful accounts is considered necessary.

At June 30, 2019, we had also received approximately \$2,200,000 in conditional promises to give in excess of allowable costs incurred under cost-reimbursement grants. Such promises will be recognized as revenue if and when allowable costs are incurred.

**NOTE 4. PROPERTY AND EQUIPMENT**

Property and equipment consist of the following at June 30, 2019 and 2018, respectively:

	<u>2019</u>	<u>2018</u>
Equipment	\$ 84,129	\$ 84,129
Less accumulated depreciation	<u>(71,088)</u>	<u>(59,093)</u>
<i>Net property and equipment</i>	<u><u>\$ 13,041</u></u>	<u><u>\$ 25,036</u></u>

**NOTE 5. NOTE PAYABLE, BANK**

Note payable, bank, with balances of \$68,600 and \$121,100 at June 30, 2019 and 2018, respectively, represent borrowings on a \$300,000 bank line of credit that expires in June 2020. The line bears interest at 100 basis points over Wall Street Journal Prime and is secured by all of our business assets. The interest rate in effect at June 30, 2019 was 6.50%.

**INDIANA RESOURCE CENTER FOR FAMILIES WITH SPECIAL NEEDS, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
June 30, 2019 and 2018

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**NOTE 6. LEASE INFORMATION**

We lease certain equipment under a capital lease requiring monthly payments of \$901 through September 2020. The asset and liability under that lease were recorded at the lower of the present value of the minimum lease payments or the fair value of the asset. The asset is being amortized over the lesser of the related lease term or the estimated useful life. Amortization of the capital-leased asset included in depreciation expense was \$8,677 for both the years ended June 30, 2019 and 2018. The net book value of the capital-leased asset is as follows at June 30, 2019 and 2018, respectively:

	<u>2019</u>	<u>2018</u>
Gross cost of asset	\$ 43,387	\$ 43,387
Less accumulated depreciation	<u>(33,262)</u>	<u>(24,585)</u>
<i>Net book value of capital leased asset</i>	<u>\$ 10,125</u>	<u>\$ 18,802</u>

We also lease office facilities under an operating lease expiring in June 2020.

Total minimum future rental payments under these leases at June 30, 2019 for each of the next two years and in the aggregate are as follows:

	<u>Capital Lease</u>	<u>Operating Lease</u>	<u>Totals</u>
2020	\$ 10,810	\$ 33,000	\$ 43,810
2021	<u>2,703</u>	<u>-</u>	<u>2,703</u>
<i>Totals</i>	13,513	<u>\$ 33,000</u>	<u>\$ 46,513</u>
Less imputed interest	<u>(777)</u>		
<i>Obligation under capital lease</i>	<u>\$ 12,736</u>		

Total rent expense under the operating lease and other short-term leases was \$33,975 and \$37,575 for the years ended June 30, 2019 and 2018, respectively.

**NOTE 7. RETIREMENT PLAN**

We maintain a defined-contribution retirement plan that covers substantially all of its full-time employees. Retirement expense was \$65,179 and \$67,430 for the years ended June 30, 2019 and 2018, respectively.

**NOTE 8. CONCENTRATIONS**

Our contributors and activities are concentrated in Indiana. Accordingly, our contributions and other sources of support and revenue may be affected by conditions in that area. In addition, of total revenues for the year ended June 30, 2019, approximately 79% was earned from one state grant and approximately 19% was earned from one federal grant. Of total revenues for the year ended June 30, 2018, approximately 80% was earned from two state grants and approximately 19% was earned from one federal grant.

**INDIANA RESOURCE CENTER FOR FAMILIES WITH SPECIAL NEEDS, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
June 30, 2019 and 2018

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Financial instruments that expose us to concentrations of credit risk consist primarily of grants receivable. Of total grants receivable, approximately 87% and 89% was due from Indiana Department of Education at June 30, 2019 and 2018, respectively.

**INDIANA RESOURCE CENTER FOR FAMILIES WITH SPECIAL NEEDS, INC.**

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**

Year Ended June 30, 2019

<u>Grantor/Pass-Through Grantor/Program Title</u>	<u>Federal CFDA Number</u>	<u>Pass-Through Entity Identifying Number</u>	<u>Provided Through to Subrecipients</u>	<u>Total Expenditures</u>
<i>Department of Education:</i>				
Passed-Through Indiana Department of Education:				
Special Education Cluster (IDEA):				
Special Education Grants to States	84.027	#19694	\$ -	\$ 1,597,874
Passed-Through PACER Center, Inc.:				
Rehabilitation Services Demonstration and Training Programs	84.235	H235F140021	-	15,437
Special Education Parent Information Centers	84.328	H328M140004	-	382,042
Passed-Through Wisconsin Family Assistance Center for Education, Training and Support, Inc.:				
Special Education Parent Information Centers	84.328	N/A	-	22,150
<i>Total Department of Education programs</i>			<u>-</u>	<u>2,017,503</u>
<i>Department of Health and Human Services:</i>				
Passed-Through Indiana University:				
ACL National Institute on Disability, Independent Living, and Rehabilitation Research	93.433	BL-4646063-IN	-	163
<b>Total expenditures of federal awards</b>			<u>\$ -</u>	<u>\$ 2,017,666</u>

The accompanying notes are an integral part of this schedule.

**INDIANA RESOURCE CENTER FOR FAMILIES WITH SPECIAL NEEDS, INC.**  
**NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**  
Year Ended June 30, 2019

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**NOTE 1. BASIS OF PRESENTATION**

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal and nonfederal award activities of Indiana Resource Center for Families with Special Needs, Inc. The information in the 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* (the Uniform Guidance). Because the Schedule presents only a selected portion of the operations of Indiana Resource Center for Families with Special Needs, Inc., it is not intended to and does not present our financial position, changes in net assets, or cash flows of Indiana Resource Center for Families with Special Needs, Inc.

**NOTE 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

**NOTE 3. INDIRECT COST RATE**

Indiana Resource Center for Families with Special Needs, Inc. has elected not to use the 10-percent de minimis indirect cost rate allowed under the Uniform Guidance.

**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***

To the Board of Directors  
Indiana Resource Center for Families With Special Needs, Inc.  
South Bend, Indiana

We 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 Indiana Resource Center for Families With Special Needs, Inc. (the Organization), which comprise the statement of financial position as of June 30, 2019, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to financial statements, and have issued our report thereon dated February 20, 2020.

**Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Organization's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization'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.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that have not been identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Organization's financial statements are free from material misstatement, we 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 determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our 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 our 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.

*Cullen & Associates, P.C.*

South Bend, Indiana  
February 20, 2020



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

To the Board of Directors  
Indiana Resource Center for Families With Special Needs, Inc.  
South Bend, Indiana

**Report on Compliance for Each Major Federal Program**

We have audited Indiana Resource Center for Families With Special Needs, Inc.'s compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of Indiana Resource Center for Families With Special Needs, Inc.'s major federal programs for the year ended June 30, 2019. Indiana Resource Center for Families With Special Needs, Inc.'s major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

***Management's Responsibility***

Management is responsible for compliance with the requirements of federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

***Auditor's Responsibility***

Our responsibility is to express an opinion on compliance for each of Indiana Resource Center for Families With Special Needs, Inc.'s major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our 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). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Indiana Resource Center for Families With Special Needs, Inc.'s compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of Indiana Resource Center for Families With Special Needs, Inc.'s compliance.

***Opinion on Each Major Federal Program***

In our opinion, Indiana Resource Center for Families With Special Needs, Inc. 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, 2019.

## Report on Internal Control over Compliance

Management of Indiana Resource Center for Families With Special Needs, Inc. is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Indiana Resource Center for Families With Special Needs, Inc.'s internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program 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 internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Indiana Resource Center for Families With Special Needs, Inc.'s 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 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.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

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

*Cullen & Associates, P.C.*

South Bend, Indiana  
February 20, 2020

**INDIANA RESOURCE CENTER FOR FAMILIES WITH SPECIAL NEEDS, INC.**  
**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**  
Year Ended June 30, 2019

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**Section I – Summary of Auditor’s Results**

*FINANCIAL STATEMENTS*

Type of report auditor issued on whether the financial statements were prepared in accordance with accounting principles generally accepted in the United States of America	Unmodified
Internal control over financial reporting-	
Material weaknesses identified?	No
Significant deficiencies identified?	None reported
Noncompliance material to financial statements noted?	No

*FEDERAL AWARDS*

Internal control over major programs-	
Material weaknesses identified?	No
Significant deficiencies identified?	None reported
Type of auditor’s report issued on compliance for major federal programs-	Unmodified
Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?	No

Identification of major federal programs:

<u>CFDA Number</u>	<u>Name of Federal Program or Cluster</u>
84.328	Special Education Parent Information Centers

Dollar threshold used to distinguish between Type A and Type B programs-	\$750,000
Auditee qualified as low-risk auditee?	Yes

**INDIANA RESOURCE CENTER FOR FAMILIES WITH SPECIAL NEEDS, INC.**  
**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**  
Year Ended June 30, 2019

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**Section II – Financial Statement Findings**

There were no financial statement findings.

**Section III – Federal Award Findings and Questioned Costs**

There were no findings or questioned costs in the major federal award programs audit.

**INDIANA RESOURCE CENTER FOR FAMILIES WITH SPECIAL NEEDS, INC.**  
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS  
Year Ended June 30, 2019

There were no findings in the June 30, 2018 audit.