

SHELTER, INC.

(A California Nonprofit Public Benefit Corporation)

**COMBINED FINANCIAL STATEMENTS WITH
INDEPENDENT AUDITOR'S REPORT**

FOR THE FISCAL YEAR ENDED JUNE 30, 2017

SHELTER, INC.
(A California Nonprofit Public Benefit Corporation)

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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
SHELTER, INC.
Concord, California

Report on the Financial Statements

We have audited the accompanying financial statements of SHELTER, INC. a nonprofit organization), which comprise the statement of financial position as of June 30, 2017, and the related statements of activities, functional expenses, 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.

Auditor's 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 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 SHELTER, INC.'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 SHELTER, INC. 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 SHELTER, INC. as of June 30, 2017, 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.

Other Matters

Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements 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 March 2, 2018, on our consideration of SHELTER, 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 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 the effectiveness of the SHELTER's 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 SHELTER, INC.'s internal control over financial reporting and compliance.



Oakland, California
March 2, 2018

BASIC FINANCIAL STATEMENTS

SHELTER, INC.

(A California Nonprofit Public Benefit Corporation)

**COMBINED STATEMENT OF FINANCIAL POSITION
JUNE 30, 2017**

ASSETS

Current assets	
Cash and equivalents	\$ 945,989
Accounts receivables - net	
Trade	8,304
Grants	1,367,396
Other	11,222
Inventory	59,268
Investments	2,469
Prepaid expenses	153,443
Total current assets	<u>2,548,091</u>
Noncurrent assets	
Investments	83,654
Restricted deposits	162,491
Landlord deposits	116,947
Property and equipment - net	5,170,230
Total noncurrent assets	<u>5,533,322</u>
Total assets	<u>\$ 8,081,413</u>

LIABILITIES AND NET ASSETS

Current liabilities	
Accounts payable and accrued expenses	\$ 712,626
Deferred revenue	82,554
Interest payable	208,934
Notes payable – current	73,478
Total current liabilities	<u>1,077,591</u>
Noncurrent liabilities	
Tenant security deposits	151,573
Notes payable – long-term	3,092,354
Total noncurrent liabilities	<u>3,243,927</u>
Total liabilities	4,321,518
Net assets	
Unrestricted	3,266,594
Temporarily restricted	447,672
Permanently restricted	45,629
Total net assets	<u>3,759,895</u>
Total liabilities and net assets	<u>\$ 8,081,413</u>

See independent auditor's report and accompanying notes to financial statements.

SHELTER, INC.*(A California Nonprofit Public Benefit Corporation)***COMBINED STATEMENT OF ACTIVITIES
FOR THE FISCAL YEAR ENDED JUNE 30, 2017**

	<u>Unrestricted</u>	<u>Temporarily restricted</u>	<u>Permanently restricted</u>	<u>Total</u>
OPERATING REVENUES				
Contributions	\$ 1,592,770	\$ 645,742	\$ -	\$ 2,238,512
Federal grants	1,747,194	-	-	1,747,194
Other grants	5,416,910	-	-	5,416,910
Rental income - net of vacancies	905,551	-	-	905,551
Revenue from special events	224,625	-	-	224,625
Less: Cost of special events	(49,662)	-	-	(49,662)
Other income	45,890	-	-	45,890
In-kind contribution	370,324	-	-	370,324
Net assets released from restrictions	594,399	(570,789)	(23,610)	-
Total operating revenues	<u>10,848,001</u>	<u>74,953</u>	<u>(23,610)</u>	<u>10,899,345</u>
OPERATING EXPENSES				
Program service	9,091,704	-	-	9,091,704
Management and general	1,344,117	-	-	1,344,117
Fundraising	512,153	-	-	512,153
Total operating expenses	<u>10,947,976</u>	<u>-</u>	<u>-</u>	<u>10,947,976</u>
Operating income (loss)	<u>(99,973)</u>	<u>74,953</u>	<u>(23,610)</u>	<u>(48,631)</u>
NONOPERATING INCOME(LOSS)				
Interest income	5,102	-	-	5,102
Interest expense	(127,818)	-	-	(127,818)
Net realized and unrealized gain(loss) on investments	2,730	-	-	2,730
Gain on disposal of property	501,951	-	-	501,951
Total nonoperating income (loss)	<u>381,965</u>	<u>-</u>	<u>-</u>	<u>381,965</u>
Change in net assets	281,992	74,953	(23,610)	333,334
Net assets, beginning of year	<u>2,984,602</u>	<u>372,720</u>	<u>69,239</u>	<u>3,426,561</u>
Net assets, end of year	<u>\$ 3,266,594</u>	<u>447,673</u>	<u>45,629</u>	<u>\$ 3,759,895</u>

See independent auditor's report and accompanying notes to financial statements.

SHELTER, INC.

(A California Nonprofit Public Benefit Corporation)

**COMBINED STATEMENTS OF FUNCTIONAL EXPENSES
FOR THE FISCAL YEAR ENDED JUNE 30, 2017**

	<u>Program services</u>	<u>Management and general</u>	<u>Fundraising</u>	<u>Total</u>
Salaries and benefits	\$ 3,041,192	\$ 863,395	\$ 414,842	\$ 4,319,429
Payroll taxes	151,266	53,201	26,690	231,157
Rent and other client assistance	4,205,608	846	1,985	4,208,439
Repairs and maintenance	563,864	22,578	-	586,442
Donated supplies	357,625	-	-	357,625
Professional fees	154,390	181,394	6,562	342,345
Administrative expenses	445,764	197,989	62,074	705,827
Depreciation and amortization	<u>171,995</u>	<u>24,716</u>	<u>-</u>	<u>196,711</u>
Total operating expenses as shown on the statements of activities	9,091,704	1,344,117	512,153	10,947,975
Interest	127,136	684	-	127,820
Cost of special events	<u>-</u>	<u>-</u>	<u>49,662</u>	<u>49,662</u>
Total expenses	<u>\$ 9,218,840</u>	<u>\$ 1,344,801</u>	<u>\$ 561,815</u>	<u>\$ 11,125,456</u>

See independent auditor's report and accompanying notes to financial statements.

SHELTER, INC.
COMBINED STATEMENTS OF CASH FLOWS
FOR THE FISCAL YEAR ENDED JUNE 30, 2017

Cash flows from operating activities

Change in net assets	\$	333,334
Adjustments to reconcile change in net assets to net cash provided by (used in) operating activities:		
Depreciation and amortization		196,711
Gain on disposal of property		(501,951)
Unrealized (gain) loss on investments		(2,730)
Forgiveness of mortgage payable		(12,284)
(Increase) decrease in assets:		
Accounts receivable		19,725
Grants receivable		195,294
Other receivables		4,116
Inventory		(12,739)
Prepaid expenses and other assets		(116,020)
Increase (decrease) in liabilities		
Accounts payable and accrued expenses		(326,884)
Advances on government contracts		(101,149)
Interest payable		11,015
Deferred revenue		(31,477)
Other liabilities		(2,431)
Net cash provided by (used in) in operating activities		<u>(347,470)</u>

Cash flows from investing activities

Purchase of property and equipment	(53,750)
Net (loss) proceeds from disposal of property and equipment	691,329
Purchase of investments	(201,018)
Proceeds from sale and maturities of investments	260,876
Net (increase) decrease in restricted deposits	(8,398)
Net (increase) decrease in other deposits	36,310
Net cash provided by (used in) investing activities	<u>725,349</u>

Cash flows from financing activities

Payment of notes payable	(129,093)
Net cash provided by (used in) financing activities	<u>(129,093)</u>
Increase (decrease) in cash	248,788
Beginning cash and equivalents	697,201
Ending cash and equivalents	\$ <u><u>945,989</u></u>

Supplemental information

Interest paid	\$	116,803
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See independent auditor's report and accompanying notes to financial statements.

SHELTER, INC.
(A CALIFORNIA NONPROFIT PUBLIC BENEFIT CORPORATION)

NOTES TO THE COMBINED FINANCIAL STATEMENTS

Note 1. Nature of activities and summary of significant accounting policies

Nature of Activities

SHELTER, INC. was incorporated as a California nonprofit public benefit corporation on November 17, 1986. The Board of Supervisors' Contra Costa County Task Force on Homelessness created SHELTER, INC. and it serves as the primary service agency for homeless individuals and families in Contra Costa County, California. The mission of SHELTER, INC. is to prevent and end homelessness among low-income residents of Contra Costa County by providing resources that lead to self-sufficiency.

SHELTER, INC.'s work encompasses three main elements:

- **Preventing Homelessness:** Prevention is a cost-effective and humane strategy for addressing the needs of families and individuals who are at-risk of homelessness, usually as a result of an unexpected event which temporarily makes them unable to meet their rent obligations. Depending on their level of risk, households are offered individualized intensive case management along with financial assistance either on a one-time basis or as short term (typically 3 to 12 months) support as they stabilize their housing and develop resources for greater financial self-sufficiency.
- **Ending the Cycle of Homelessness:** SHELTER, INC. provides homeless families and individuals with interim and permanent housing opportunities and services to help them regain housing and increased self-sufficiency. This Housing First approach is designed to help reduce the incidences and duration of homelessness for low-income and disadvantaged people who are eligible under a variety of publicly-funded housing programs. Services that are critical to success include one-on-one case management, housing search assistance, employment services, education, mental health counseling, and budgeting guidance.
- **Providing Affordable Housing:** Affordable housing means having a safe place to live at a price you can afford. It currently takes 4.5 full-time minimum wage jobs to afford a two-bedroom apartment in Contra Costa County. SHELTER, Inc. owns and master leases units that offer safe, quality rental units at affordable rents or which are subsidized for eligible program participants to increase the stock of units accessible to vulnerable families and individuals.

Principles of Consolidation

The combined financial statements include the activities of two commonly controlled not-for-profit entities namely, Affordable Housing Association of Pittsburg (AHAP) and New Century Center (NCC). All material intercompany balances and transactions have been eliminated from the combined financial statements.

Note 1. Nature of activities and summary of significant accounting policies (Continued)

Basis of Accounting

The accompanying financial statements have been prepared in accordance with accounting principles generally accepted in the United States of America, which involves the application of accrual accounting; consequently, revenues and gains are recognized when earned, and expenses and losses are recognized when incurred.

Financial Statement Presentation

Financial statement presentation follows the requirement of the Financial Accounting Standard Board. Under FASB ASC 958, SHELTER, INC. is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted, temporarily restricted, and permanently restricted.

Unrestricted Net Assets consist of all resources not subject to donor-imposed restrictions. A portion of these net assets may be designated by the Board of Directors for specific purposes.

Temporarily Restricted Net Assets consist of resources subject to donor-imposed stipulations that may be fulfilled by actions of SHELTER, INC. to meet the stipulations or that become unrestricted at the date specified by the donor. The donor-restricted assets are resources for (a) support of specific operating activities; (b) investment for specified term; (c) use in a specific future period; or (d) acquisition of long-lived assets.

Permanently Restricted Net Assets consist of assets subject to donor-imposed stipulations that they be retained and invested permanently by SHELTER, INC. to use all or part of the investment return on these net assets for specified or unspecified purposes.

Cash and Cash Equivalents

SHELTER, INC. considers all highly liquid investments available for current use with an initial maturity of three months or less to be cash equivalents. The carrying amount approximates fair value because of the short maturity of those instruments.

Not included as cash are funds restricted as to their use, regardless of liquidity, such as security deposits, replacement reserves, operating reserves residual receipts and mortgage impound deposits.

Accounts Receivable

Accounts receivable are stated at unpaid balances, less an allowance for doubtful accounts. SHELTER, INC. uses the allowance method to determine uncollectible receivable. The allowance is based on prior years' experience and management's analysis of specific promises made. SHELTER, INC. charges off uncollectible contributions receivable when management determines amounts are not collectable. No allowance was recorded as of June 30, 2017 since all amounts are expected to be collected in full.

Note 1. Nature of activities and summary of significant accounting policies (Continued)

Inventory

Inventory consists of donated goods and is stated at cost which is the fair market value at the time of acquisition.

Investments

Investments are carried at their fair values based on quoted prices in active markets in the Statement of Financial Position. Investments in mutual funds are valued based on the underlying assets in the funds. Unrealized gains and losses are included in the change in net assets in the accompanying Statement of Activities.

Investments in real estate properties held for future sale are reported at cost which includes acquisition cost and improvement costs.

Fair Value of Financial Instruments

SHELTER, INC. adopted the provisions for fair value measurements contained in the Accounting Standards Codification ASC 820, Fair Value Measurements and Disclosures (formerly SFAS No. 157, Fair Value Measurements). This standard applies to financial instruments and defines fair value as “the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date (exit price).”

The standard establishes a consistent framework for measuring fair value and expands disclosure requirements about fair value measurements. ASC 820, among other things, requires to maximize the use of observable inputs and to minimize the use of unobservable inputs when measuring fair value.

Fair Value Hierarchy

ASC 820 discusses valuation techniques, such as the market approach (comparable market prices), the income approach (present value of future income or cash flow), and the cost approach (cost to replace the service capacity of an asset or replacement cost). The statement utilizes a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value into three broad levels. The following is a brief description of those three levels:

Level 1 – Valuation is based upon quoted prices for identical instruments traded in active markets.

Level 2 – Valuation is based upon quoted prices for similar instruments in active markets, quoted prices for identical or similar instruments in markets that are not active and model based valuation techniques for which all significant assumptions are observable in the market.

Level 3 – Valuation is generated from model-based techniques that use significant assumptions not observable in the market. These unobservable assumptions reflect our estimates of assumptions that market participants would use in pricing the asset or liability. Valuation techniques include use of option pricing models, discounted cash flows models and similar techniques.

Note 1. Nature of activities and summary of significant accounting policies (Continued)

Property, Equipment and Deferred Costs

All acquisitions of property and equipment in excess of \$5,000 and all expenditures for repairs, maintenance, or improvements that significantly prolong the useful lives of the assets are capitalized. Purchased property and equipment is capitalized at cost. Donations of property and equipment are recorded as contributions at their estimated fair value. Such donations are reported as unrestricted contributions unless the donor has restricted the donated asset to a specific purpose. Property and equipment are depreciated using the straight-line method over estimated useful lives of the assets.

Deferred costs are incurred in order to obtain permanent financing for the purchase of certain properties. Deferred costs are stated at cost and amortized on a straight-line basis.

The useful lives of the assets are estimated as follows:

Buildings	30 to 40 years
Building improvements	10 to 30 years
Furniture and equipment	5 to 10 years
Deferred costs	10 to 30 years

SHELTER, INC. reviews its investments in property for impairment whenever events or changes in circumstances indicate that the carrying value of any of their properties may not be recoverable. Recoverability is measured by a comparison of the carrying amount of the real estate to the future net undiscounted cash flows expected to be generated by the rental property. If the real estate is considered to be impaired, the impairment to be recognized is measured at the amount by which the carrying amount of the real estate exceeds the fair value of such property.

Revenue Recognition

Contributions are recognized as revenue when they are unconditionally communicated. Grants represent contributions if resource providers receive no value in exchange for the assets transferred. Contributions are recorded at their fair value as unrestricted support, temporarily restricted support or permanently restricted support, depending on the absence or existence of donor-imposed restrictions as applicable.

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 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 statement of activities as net assets released from restrictions.

Contributions restricted for the purchase of long-lived assets are reported as unrestricted support when expended for that purpose.

Government contracts, which are funded on a reimbursement basis, are shown as unrestricted grant revenue.

Note 1. Nature of activities and summary of significant accounting policies (Continued)
Revenue Recognition (Continued)

Forgivable loans are amortized over the period of the loan and the portion of the debt forgiven each year is recognized as income.

Income Taxes

SHELTER, INC. is a not-for-profit organization that is exempt from federal income tax on income under Section 501(c)(3) of the Internal Revenue Code and from state franchise tax under California Revenue and Taxation Code Section 23701 (d). However, income from activities not directly related to its tax-exempt purpose is subject to taxation as unrelated business income. There was no tax on unrelated business income for year ended June 30, 2017.

Functional Allocation of Expenses

The costs of the programs and supporting services have been reported on a functional basis in the statement of functional expenses. Expenses that can be identified with a specific program or supporting service are charged directly to the program or supporting service. Expenses which apply to more than one functional category have been allocated based on the percentage of total salaries within each department.

Use of Estimates

The preparation of financial statements in conformity with U.S. generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

Note 2. Cash and Cash Equivalents

Cash and cash equivalents consisted of the following at June 30, 2017:

Petty cash	\$	725
Cash in bank		<u>945,264</u>
Total cash and equivalents	\$	<u><u>945,989</u></u>

FASB ASC 825 requires disclosure of significant concentrations of credit risk arising from all financial instruments. Financial instruments that potentially subject the Organization to concentrations of credit risk consist of cash deposits and investments.

At times, a portion of the cash balances may not be insured by (FDIC). The FDIC insures cash balances held in banks up to \$250,000 for each bank. The potential concentration of credit risk pertaining to cash balances will vary throughout the year depending upon the level of cash deposits versus amounts insured. As of June 30, 2017, deposits in amount of \$775,751 were not FDIC insured.

Note 3. Investments

Investments consisted of the following at June 30, 2017:

Short-term investments	\$	2,469
Long-term investments		<u>83,654</u>
Total investments	\$	<u><u>86,123</u></u>

Investments amounting to 83,654 were restricted and classified as noncurrent assets as of June 30, 2017.

Fair values of assets measured on a recurring basis at June 30, 2017 are as follows:

	<u>Fair value measurements at reporting date</u> <u>using quoted prices</u>			
	<u>Fair value</u>	<u>In active markets for identical assets (Level 1)</u>	<u>Significant other observable inputs (Level 2)</u>	<u>Significant unobservable inputs (Level 3)</u>
Sweep balances	\$ 83,654	\$ 83,654	\$ -	\$ -
Fixed income mutual funds	-	-	-	-
Equity mutual funds	<u>2,469</u>	<u>2,469</u>	-	-
Total investments	\$ <u><u>86,123</u></u>	\$ <u><u>86,123</u></u>	\$ -	\$ -

All assets have been valued using a market approach. Financial assets valued using level 1 inputs are based on unadjusted quoted market prices within active markets. There were no changes in the valuation techniques and related inputs.

The following schedule summarizes the investment return in the statement of activities:

Unrealized gain (loss) on investments	\$	2,730
Realized gain (loss) on sale of investments		-
Net realized and unrealized loss on investments		<u>2,730</u>
Interest and dividend income		<u>4,684</u>
Total	\$	<u><u>7,414</u></u>

The investment management and support fees for the year ended June 30, 2017 were \$2,158.

Note 3. Investments (Continued)

Endowment Investment

SHELTER, INC.'s endowment consists of an individual fund established for a variety of purposes. Its endowment includes donor-restricted funds. As required by generally accepted accounting principles, net assets associated with endowment funds are classified and reported based on the existence or absence of donor-imposed restrictions. The endowment fund is permanently restricted at \$45,629 for the year ending June 30, 2017.

Investment Return Objectives, Risk Parameters and Strategies. The endowment fund has been created with the purpose of moving the organization toward self-sufficiency. To this end, the investment objectives are to protect the fund corpus, provide current income to meet service needs, and allow for capital appreciation of the fund. Endowment assets are invested in a well-diversified asset mix, which includes mutual funds investing in equity and debt securities.

Spending Policy. SHELTER, INC. does not have a specific policy of appropriating the net appreciation for endowments. SHELTER, INC.'S executive committee meets periodically and decides whether or not any earnings will be distributed.

Note 4. Restricted Deposits

Restricted deposits for the year ended June 30, 2017 consist of the following:

Mortgage escrow deposits:

Insurance – Victoria Apartments	\$	4,848
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Replacement reserves:

Victoria Apartments	58,939
Mary McGovern House	12,955
Barret Street Apartments	16,785
Sunset Apartments	1,070

Operating reserves:

Mary McGovern House	1,937
Sunset Apartments	449

Residual receipts:

Victoria Apartments	29,607
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Security deposits:

Victoria Apartments	10,012
Santa Fe Property	4,667

Cash with third-party restrictions	21,222
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Total	\$	<u>162,491</u>
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Note 4. Restricted Deposits (Continued)

Replacement Reserve

SHELTER, INC. is required to maintain reserves for replacements and repair of property and equipment in accordance with various regulatory agreements.

Operating Reserve

SHELTER, INC. is required to maintain operating reserves in accordance with the lenders' regulatory agreements.

Residual Receipts

SHELTER, INC. is required to deposit surplus cash, as defined by HUD, into a separate bank account in accordance with the HUD regulatory agreement. Withdrawals from the account are subject to approval by HUD.

Security Deposits

In accordance with HUD regulations, and other regulatory agreements, SHELTER, INC. is required to maintain funds equal to or in excess of the related liability for tenant security deposits in a separate bank account in the name of SHELTER, INC.

Note 5. Property and Equipment

Property and equipment is summarized as follows:

	June 30, 2016	Additions	Disposals	June 30, 2017
Not subject to depreciation				
Land	\$ 1,518,838	\$ -	\$ -	\$ 1,518,838
Construction in progress	5,750	-	(5,750)	-
Total not subject to depreciation	1,524,588	-	(5,750)	1,518,838
Subject to depreciation				
Building and improvement	5,241,595	59,500	(218,181)	5,082,914
Furniture and equipment	461,027	-	-	461,027
Vehicles	108,767	-	-	108,767
Total subject to depreciation	5,811,389	59,500	(218,181)	5,652,708
Less accumulated depreciation	(1,833,408)	(196,711)	28,803	(2,001,316)
Total property and equipment - net	\$ <u>5,502,569</u>	\$ <u>(137,211)</u>	\$ <u>(195,128)</u>	\$ <u>5,170,230</u>

Note 5. Property and Equipment (Continued)

Land, and building and improvements consist principally of condominiums, multifamily apartments, and one commercial office building.

The depreciation expense for the year ended June 30, 2017 was \$196,711.

Note 6. Line of Credit

SHELTER, INC. had an open line of credit with City National Bank (CNB) amounting to \$300,000 that was utilized during the year. As of June 30, 2017, the balance in the line of credit was \$0.

Note 7. Notes Payable

Notes payable are secured by the property unless otherwise noted and consist of the following:

	<u>Interest Payable</u>	<u>Principal</u>
<u>NCC</u>		
Sun West Mortgage, in the original amount of \$304,200, insured by HUD. The loan bears interest at 8.25% per annum and requires monthly payments of \$2,285. The mortgage matures on August 1, 2029. Interest expense for the year ended June 30, 2017 was \$17,648.	\$ 1,445	\$ 210,165
City of Concord, in the original amount of \$381,500 bears no interest and requires annual payments of 100% of residual receipts are due through 2034.	-	379,391
Contra Costa County HOPWA loan bears no interest and is expected to be forgiven at end of 36-year term. Debt forgiveness recognized for the year ended June 30, 2017 was \$5,944. ⁽¹⁾	-	107,000

Note 7. Notes Payable (Continued)

	<u>Interest Payable</u>	<u>Principal</u>
<u>Landings</u>		
Contra Costa County HOPWA loan, in the original amount of \$200,000 and bears 3% interest. Debt is forgivable after 60 years thus, debt forgiveness is recorded over the period of the loan for 60 years and interest is not accrued. Debt forgiveness recognized was \$3,333 for the year ended June 30, 2017. ⁽¹⁾	\$ -	\$ 123,889
Contra Costa County HOME loan, in the original amount of \$125,030. The loan bears no interest and requires payment upon maturity on December 2034. ⁽¹⁾	-	125,030
Northern CA Community Loan Fund, was refinanced to \$77,953. The loan bears interest of 6% for 60 months. The monthly payment is \$1,507. Interest expense for the year ended June 30, 2017 was \$2,118.	130	26,143
<u>Next Step</u>		
Contra Costa County CDBG loan, in the original amount of \$134,100. The loan bears no interest, originally matures in May 2038 and can be extended up to May 2058. The loan is expected to be forgiven at the end of the 60-year term. Debt forgiveness recognized was \$2,235 for the year ended June 30, 2017. ⁽¹⁾	-	91,263
Contra Costa County CDBG loan, in the original amount of \$32,400 and bears 3% interest. The loan originally matures in July 2043 and can be extended up to July 2053. The loan is expected to be forgiven at the end of the 50-year term. Debt forgiveness recognized was \$648 for the year ended June 30, 2017. ⁽¹⁾	-	23,652
<u>Sunset Apartments</u>		
Department of Housing and Community Development, 30-year note in the original amount of \$94,975, bears 3% interest per annum and matures in September 2026. Interest expense the year ended June 30, 2017 was \$2,889.	59,977	94,975
<u>Mary McGovern House</u>		
Department of Housing and Community Development, in the original amount of \$200,000, bears interest at 3% and matures in June 2026. Interest expense the year ended June 30, 2017 was \$6,083.	126,300	200,000

Note 7. Notes Payable (Continued)

	<i>Interest Payable</i>	<i>Principal</i>
<u><i>Barrett Street Apartments</i></u>		
JP Morgan Chase, in the original amount of \$221,550. The loan bears interest at 7.15% per annum and requires monthly payment of \$1,496 through maturity on December 1, 2032. Interest expense for the year ended June 30, 2017 was \$12,224.	\$ 1,000	\$ 167,782
<u><i>Ellis Street</i></u>		
This property was sold during fiscal year 2016-17.		
Citicorp Mortgage, in the original amount of \$32,000. The loan bears interest at rates based on the monthly weighted average cost index calculated by Federal Home Loan Bank plus 3% and requires monthly payments of \$219 through maturity on July 1, 2019. Interest expense for the year ended June 30, 2017 was \$94.	-	-
This property was sold during fiscal year 2016-17.		
Chase, in the original amount of \$36,000. The loan bears interest at rates based on 11th District Cost of Funds Index plus 2.85%-3.00% and requires monthly payments through maturity on June 1, 2024. Interest expense for the year ended June 30, 2017 was \$218.	-	-
This property was sold during fiscal year 2016-17.		
Chase, in the original amount of \$36,000. The loan bears interest at rates based on 11th District Cost of Funds Index plus 2.85%-3.00% and requires monthly payments through maturity on May 1, 2024. Interest expense for the year ended June 30, 2017 was \$118.	-	-
This property was sold during fiscal year 2016-17.		
Chase, in the original amount of \$36,000. The loan bears interest at rates based on 11th District Cost of Funds Index plus 2.85%-3.00% and requires monthly payments through maturity on June 1, 2024. Interest expense for the year ended June 30, 2017 was \$15.	-	-

Note 7. Notes Payable (Continued)

	<u>Interest Payable</u>	<u>Principal</u>
<u>1333 Willow Pass Road</u>		
City National Bank, in the original amount of \$1,500,000. The loan bears interest at 4.5% per annum and requires monthly payments of \$8,393. Interest expense for the year ended June 30, 2017 was \$68,946.	4,267	1,417,676
HERO Program, in the original amount of \$210,000. The loan bears interest at 6.25% per annum and requires annual installments of \$22,407, to be paid through their property tax bill. Interest expense for the year ended June 30, 2017 was \$15,815.	\$ 15,815	\$ 198,864
Totals	208,934	3,165,832
Less: current portion	-	(73,478)
Long term portion	\$ 208,934	\$ 3,092,354

⁽¹⁾These loans are expected to be forgiven at the end of the term provided that the SHELTER, INC. operates the property in compliance with the agreements. It is management's intent to comply with these restrictions throughout the term of the loan and accordingly accrues forgiveness, using straight-line method over the entire term of mortgage and reports mortgage payable balance net of forgiveness. The amounts of loan reported are stated net of the amounts forgiven which as of June 30, 2017 was \$242,900.

Principal payments on notes payable for the next five years, excluding those expected to be forgiven, are subject to changes in net cash flow and are estimated as follows:

<u>For the year ending June 30,</u>	
2018	\$ 73,478
2019	69,795
2020	64,952
2021	58,930
2022	62,521
<u>Thereafter</u>	<u>1,492,094</u>
Total	\$ <u>1,821,769</u>

Note: Excludes any expected forgiveness

Note 8. Temporarily Restricted Net Assets

The composition of temporarily restricted net assets and the changes in temporarily restricted net assets as of June 30, 2017 is as follows:

<u>Purpose</u>	<u>June 30, 2016</u>	<u>Additions</u>	<u>Released</u>	<u>June 30, 2017</u>
Mountain View Program	\$ 144,435	\$ 228,775	\$ (138,525)	\$ 234,685
Supportive Housing Program	53,985	84,550	(103,487)	35,048
General Prevention	123,668	227,821	(199,014)	152,475
Supportive Services for Veteran Families	10,729	7,250	(10,667)	7,312
Adopt-A-Family	8,689	26,347	(16,884)	18,152
Other	6,213	71,000	(77,213)	-
Administrative	25,000	-	(25,000)	-
Total	\$ <u>372,719</u>	\$ <u>645,742</u>	\$ <u>(570,789)</u>	\$ <u>447,672</u>

Note 9. Special Event

SHELTER, INC. had one fundraising event, Swing for Shelter, during the year ended June 30, 2017. The revenue for the event was derived from selling individual tickets and sponsorship. The income and expenses for the event were as follows:

	<u>Revenue</u>	<u>Expenses</u>
Swing for Shelter	\$ 224,625	\$ 49,662

Note 10. Donated Services and Other In-Kind Contributions

Donated services are recognized as contributions if the services (a) create or enhance nonfinancial assets or (b) require specialized skills, are performed by people with those skills, and would otherwise be purchased by the Organization.

During the year ended June 30, 2017, SHELTER, INC. received a significant amount of donated services from unpaid volunteers who assist in Swing for Shelter event setup and other program related services that do not satisfy the criteria for recognition under *FASB ASC 958-605-25-16*.

The management estimated that SHELTER, INC. received about 13,266 hours from various volunteers.

In-kind contributions mainly consists of donated goods for various SHELTER, INC. programs. For the year ended June 30, 2017, SHELTER, INC. received \$370,324 in donated goods as in-kind contribution.

Note 11. Commitments and Contingencies

SHELTER, INC. has elected to be self-insured for state unemployment claims. Under this method, the State of California bills SHELTER, INC. on a quarterly basis for all the claims paid on behalf of SHELTER, INC. Management estimated future liability for unemployment claims as of June 30, 2017 to be \$16,879.

SHELTER, INC. receives various support and revenue that are subject to compliance with the requirements and regulations of these grantors. The management believes that it has substantially complied with these requirements and regulations.

SHELTER, INC. is especially vulnerable to the inherent risks associated to revenue that is substantially dependent on government funding, public support, and contributions. Its continued growth and well-being is contingent upon successful achievement of its long-term revenue-raising goals.

Note 12. Subsequent Events

In accordance with ASC 855, Subsequent Events topic, SHELTER, INC. evaluated subsequent events for recognition and disclosure through March 2, 2018, the date these financial statements were available to be issued. Management concluded that no material subsequent events have occurred since June 30, 2017 that required recognition or disclosure in such financial statements.

SUPPLEMENTARY INFORMATION

SHELTER, INC.
(A California Nonprofit Public Benefit Corporation)
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2017

Federal Grantor/Pass-Through Grantor/Program Title	Federal CFDA Number	Agency or Pass-Through Number	Current Federal Expenditures
<u>U.S. Department of Housing and Urban Development</u>			
Supportive Housing Program:			
<i>Direct awards</i>			
Lyle Morris Family Center	14.235		\$ 39,153
Pittsburg Family Center	14.235		76,478
Reach Plus	14.235		216,263
Transitional Housing Program (THP)	14.235		293,638
Permanent Step	14.235		191,086
Reach Family Rapid Rehousing	14.235		210,846
Total Supportive Housing Program*			1,027,464
Community Development Block Grant:			
<i>Pass-through awards</i>			
Emergency Housing and Homeless Assistance	14.218	Contra Costa County	21,225
Emergency Housing and Homeless Assistance	14.218	City of Concord	10,000
Emergency Housing and Homeless Assistance	14.218	City of Walnut Creek	4,647
Emergency Housing and Homeless Assistance	14.218	City of Antioch	10,000
Emergency Housing and Homeless Assistance	14.218	City of Pittsburg	11,756
Total Community Development Block Grant			57,628
Emergency Shelter Grant Program			
<i>Pass-through awards</i>			
Federal Emergency Shelter Grant	14.231	Contra Costa County	173,877
Total U.S. Department of Housing and Urban Development			1,258,969
<u>SSVF</u>			
<i>Direct awards</i>			
Supportive Services for Veteran Families	64.033		622,375
Total U.S. Department of Veteran Affairs*			662,375
<u>U.S. Department of Homeland Security</u>			
Emergency Food and Shelter National Board Program			
<i>Pass-through awards</i>			
Emergency Food and Shelter	97.024	Contra Costa Local Board	57,380
Total U.S. Department of Homeland Security			57,380
Total Federal Awards			\$ 1,978,724

* Tested as a major program

The Accompanying Notes to the Schedule of Expenditures of Federal Awards are an Integral Part of this Schedule.

SHELTER, INC.
(A CALIFORNIA NONPROFIT PUBLIC BENEFIT CORPORATION)
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2017

Note 1. Basis of Presentation

The accompanying schedule of expenditures of federal awards includes the federal grant and loan activities of SHELTER, INC. and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of *OMB Compliance Supplement, Audits of States, Local Governments, and Nonprofit Organization*. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.

Note 2. Program Cost

The amounts shown as current year expenses represent only the federal grant portion of the program costs. Entire program costs, including the City, State and County portion, are more than shown.

Note 3. Indirect Cost Rate

SHELTER, INC. has not elected to use the 10% de minimis indirect cost rate allowed under the Uniform Guidance.

Note 4. Prior Year's Expenditures

The schedule below provides information regarding balances of loans for which continuing compliance is required.

SHELTER, INC.
(A California Nonprofit Public Benefit Corporation)
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2017

Federal Grantor/Pass-Through Grantor/Program Title	Federal CFDA Number	Agency or Pass-Through Number	Current Federal Expenditures*
<u>U.S. Department of Housing and Urban Development</u>			
<u>New Century Center</u>			
<i>Pass-through awards</i>			
Section 223(f)/207 mortgage insurance for the purchase of existing multifamily housing projects	14.155	Contra Costa County	\$ 210,167
Housing Opportunities for Persons with AIDS:	14.241	Contra Costa County	<u>214,000</u>
			<u>424,167</u>
<u>SHELTER, Inc.</u>			
Supportive Housing Program			
<i>Pass-through awards</i>			
Permanent Housing for Handicapped Homeless Program - Sunset	14.235	Department of Housing and Community Development	94,975
Community Development Block Grant			
<i>Pass-through awards</i>			
Community Development Loan for Next Step	14.218	Contra Costa County	91,262
Community Development Rehab Loan for Next Step	14.218	Contra Costa County	23,652
Housing Opportunities for Persons with AIDS			
<i>Pass-through awards</i>			
Housing Opportunities for persons with AIDS HOPWA loan for Landings	14.241	Contra Costa County	200,000
Home Investment Partnerships Program HOME loan for Landings	14.239	Contra Costa County	<u>125,030</u>
			<u>534,919</u>
Total Federal Awards			\$ <u><u>959,086</u></u>

OTHER AUDITOR'S REPORTS



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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
SHELTER, INC.
Concord, California

We have audited, 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, the financial statements of (a nonprofit organization), which comprise the statement of financial position as of June 30, 2017, and related statement of activities, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated March 2, 2018.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered SHELTER, INC.’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 opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of SHELTER, INC.’s internal control. Accordingly, we do not express an opinion on the effectiveness of SHELTER, Inc’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 combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity’s financials 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 first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies or material weaknesses. Given these limitations, during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weakness may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether SHELTER, INC.'s financial statements are free of 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.

A handwritten signature in cursive script, appearing to read "J. Smith", is located below the text of the report.

Oakland, California
March 2, 2018



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

To the Board of Directors
SHELTER, INC.
Concord, California

Report on Compliance for Each Major Federal Program

We have audited SHELTER, 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 SHELTER, INC.'s major federal programs for the year ended June 30, 2017. SHELTER, 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 laws, regulations, contracts, and grants applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of SHELTER, 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 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 SHELTER, 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 SHELTER, INC.'s compliance.

Opinion on Each Major Federal Program

In our opinion, SHELTER, 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, 2017.

Report on Internal Control Over Compliance

Management of SHELTER, 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 SHELTER, 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 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 SHELTER, 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 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 Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of Federal Awards Required by Uniform Guidance

We have audited the financial statements of SHELTER, INC. SHELTER, INC.as of and for the year ended June 30, 2017, and have issued our report thereon dated March 2, 2018, which contained an unmodified opinion on those financial statements. Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by Uniformed Guidance and is not a required

part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements 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 schedule of expenditure of federal awards is fairly stated in all material respects in relation to the financial statements as a whole.

A handwritten signature in cursive script, appearing to read "D. J. [unclear]".

Oakland, California
March 2, 2018

FINDINGS AND RECOMMENDATIONS

SHELTER, INC.
(A California Nonprofit Public Benefit Corporation)
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
JUNE 30, 2017

SECTION I—SUMMARY OF AUDITOR’S RESULTS

Financial Statements

Type of auditors’ report issued: Unqualified

Internal control over financial reporting:

Material weakness(es) identified? _____ Yes X No

Significant deficiencies identified that are
not considered to be material weakness(es)? _____ Yes X None reported

Noncompliance material to financial statements noted? _____ Yes X No

Federal Awards

Internal control over major programs:

Material weakness(es) identified? _____ Yes X No

Significant Deficiencies identified that are
not considered to be material weakness(es)? _____ Yes X None reported

Type of auditors’ report issued on compliance
for major programs: Unqualified

Any audit findings disclosed that are required
to be reported in accordance with
Uniformed Guidance? _____ Yes X No

Identification of Major Programs

<u>CFDA Number</u>	<u>Name of Federal Program or Cluster</u>
14.235	Supportive Housing Program
64.033	Supportive Services for Veteran Families
Dollar threshold used to distinguish between type A and type B programs: \$ <u>750,000</u>	

SHELTER, INC.
(A California Nonprofit Public Benefit Corporation)
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
JUNE 30, 2017

Auditee qualified as low-risk auditee? X Yes No

SECTION II—FINANCIAL STATEMENT FINDINGS

No findings.

SECTION III—FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

No findings.

SECTION IV—STATE AWARD FINDINGS AND QUESTIONED COSTS

No findings.

SCHEDULE OF PRIOR AUDIT FINDINGS

No matters were reported.