

CATHOLIC SOCIAL SERVICE BUREAU  
OF THE DIOCESE OF LEXINGTON, INC.

FINANCIAL STATEMENTS  
AND  
AUDITORS' REPORT

JUNE 30, 2008 AND 2007

CATHOLIC SOCIAL SERVICE BUREAU  
OF THE DIOCESE OF LEXINGTON, INC.

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## INDEPENDENT AUDITORS' REPORT

To the Board of Directors  
Catholic Social Service Bureau of the  
Diocese of Lexington, Inc.

We have audited the accompanying statements of financial position of the Catholic Social Service Bureau of the Diocese of Lexington, Inc., as of June 30, 2008 and 2007, and the related statements of activities and cash flows for the years then ended. These financial statements are the responsibility of the Bureau's management. Our responsibility is to express an opinion on these financial statements based on our audits.

We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Catholic Social Service Bureau of the Diocese of Lexington, Inc., as of June 30, 2008 and 2007, and the changes in its net assets and its cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.

Our audits were conducted for the purpose of forming an opinion on the basic financial statements taken as a whole. The schedule of functional expenses on page 9 is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audits of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

*Kring, Ray, Farley & Riddle, PSC*

Lexington, Kentucky  
August 13, 2008

CATHOLIC SOCIAL SERVICE BUREAU OF THE DIOCESE OF LEXINGTON, INC.  
STATEMENTS OF FINANCIAL POSITION  
JUNE 30, 2008 AND 2007

ASSETS

|                                                                        | <u>2008</u>       | <u>2007</u>       |
|------------------------------------------------------------------------|-------------------|-------------------|
| Current Assets:                                                        |                   |                   |
| Cash - operating                                                       | \$ 156,779        | \$ 111,491        |
| Cash - escrow                                                          | 98,200            | 51,085            |
| Cash - restricted                                                      | 34,053            | 33,334            |
| Accounts receivable (less allowance for doubtful<br>accounts of \$575) | 673               | 6,546             |
| Interest receivable                                                    | 4,023             | 3,520             |
| Total Current Assets                                                   | <u>293,728</u>    | <u>205,976</u>    |
| Property and Equipment:                                                |                   |                   |
| Leasehold improvements                                                 | 7,290             | 7,290             |
| Furniture and equipment                                                | 12,084            | 12,084            |
| Total Property and Equipment                                           | 19,374            | 19,374            |
| Less accumulated depreciation                                          | <u>17,496</u>     | <u>16,618</u>     |
| Net Property and Equipment                                             | <u>1,878</u>      | <u>2,756</u>      |
| Other Assets:                                                          |                   |                   |
| Investments                                                            | <u>204,143</u>    | <u>196,143</u>    |
| Total Assets                                                           | <u>\$ 499,749</u> | <u>\$ 404,875</u> |

LIABILITIES AND NET ASSETS

|                                  |                   |                   |
|----------------------------------|-------------------|-------------------|
| Current Liabilities:             |                   |                   |
| Accounts payable                 | \$ 3,574          | \$ 1,806          |
| Payroll taxes payable            | -                 | 40                |
| Accrued expenses                 | 8,340             | 7,495             |
| Total Current Liabilities        | 11,914            | 9,341             |
| Adoption Escrow                  | <u>98,200</u>     | <u>51,085</u>     |
| Total Liabilities                | <u>110,114</u>    | <u>60,426</u>     |
| Net Assets:                      |                   |                   |
| Unrestricted:                    |                   |                   |
| Operating                        | 151,440           | 114,973           |
| Board designated                 | 120,775           | 112,775           |
| Temporarily restricted           | 60,524            | 59,805            |
| Permanently restricted           | 56,896            | 56,896            |
| Total Net Assets                 | <u>389,635</u>    | <u>344,449</u>    |
| Total Liabilities and Net Assets | <u>\$ 499,749</u> | <u>\$ 404,875</u> |

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

CATHOLIC SOCIAL SERVICE BUREAU OF THE DIOCESE OF LEXINGTON, INC.  
STATEMENTS OF ACTIVITIES  
JUNE 30, 2008 AND 2007

|                                                          | <u>2008</u>       | <u>2007</u>       |
|----------------------------------------------------------|-------------------|-------------------|
| Unrestricted Net Assets:                                 |                   |                   |
| Revenues:                                                |                   |                   |
| Contributions                                            | \$ 322,676        | \$ 309,732        |
| United Way                                               | 78,555            | 66,823            |
| Grants                                                   | 1,976             | 9,535             |
| Special events                                           | 42,690            | 40,772            |
| Fees for services                                        | 89,763            | 125,080           |
| Interest income                                          | 10,234            | 8,677             |
| Miscellaneous                                            | 231               | 557               |
| Total Revenues                                           | <u>546,125</u>    | <u>561,176</u>    |
| Net Assets Released from Restrictions                    | 37,253            | 57,940            |
| Transfer                                                 | <u>(3,744)</u>    | <u>-</u>          |
| Total Revenues and Reclassifications                     | <u>579,634</u>    | <u>619,116</u>    |
| Expenses:                                                |                   |                   |
| Salaries                                                 | 276,180           | 273,073           |
| Employee benefits                                        | 43,074            | 44,389            |
| Payroll taxes                                            | 20,327            | 19,355            |
| Legal, accounting and other professional services        | 28,537            | 32,436            |
| Program expenses                                         | 39,250            | 50,778            |
| Professional development                                 | 840               | 4,352             |
| Office expenses and telephone                            | 6,208             | 6,104             |
| Fundraising expenses                                     | 6,886             | 7,853             |
| Occupancy expense                                        | 85,200            | 85,200            |
| Equipment maintenance                                    | 3,206             | 3,772             |
| Printing and publications                                | 1,683             | 2,245             |
| Advertising                                              | 10,737            | 8,389             |
| Travel and meetings                                      | 8,418             | 10,918            |
| Organization dues                                        | 3,502             | 2,262             |
| Depreciation and amortization                            | 878               | 2,560             |
| Miscellaneous                                            | 241               | 538               |
| Total Expenses                                           | <u>535,167</u>    | <u>554,224</u>    |
| Increase (Decrease) in Unrestricted Net Assets           | <u>44,467</u>     | <u>64,892</u>     |
| Temporarily Restricted Net Assets:                       |                   |                   |
| Contributions and grants                                 | 32,924            | 46,210            |
| Interest income                                          | 1,304             | 1,906             |
| Special events                                           | -                 | 1,872             |
| Net assets released from restrictions                    | (37,253)          | (57,940)          |
| Transfer                                                 | <u>3,744</u>      | <u>-</u>          |
| Increase (Decrease) in Temporarily Restricted Net Assets | <u>719</u>        | <u>(7,952)</u>    |
| Increase (Decrease) in Net Assets                        | 45,186            | 56,940            |
| Net Assets, beginning of year                            | <u>344,449</u>    | <u>287,509</u>    |
| Net Assets, end of year                                  | <u>\$ 389,635</u> | <u>\$ 344,449</u> |

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

CATHOLIC SOCIAL SERVICE BUREAU OF THE DIOCESE OF LEXINGTON, INC.  
STATEMENTS OF CASH FLOWS  
FOR THE YEARS ENDED JUNE 30, 2008 AND 2007

|                                                                                                       | <u>2008</u>       | <u>2007</u>       |
|-------------------------------------------------------------------------------------------------------|-------------------|-------------------|
| Cash Flows from Operating Activities:                                                                 |                   |                   |
| Change in net assets                                                                                  | \$ 45,186         | \$ 56,940         |
| Adjustments to Reconcile Change in Net Assets to<br>Net Cash Provided (Used) by Operating Activities: |                   |                   |
| Depreciation and amortization                                                                         | 878               | 2,560             |
| Change in operating assets and liabilities:                                                           |                   |                   |
| Accounts receivable                                                                                   | 5,873             | (299)             |
| Interest receivable                                                                                   | (503)             | (483)             |
| Accounts payable                                                                                      | 1,768             | (3,347)           |
| Accrued expenses and withholdings                                                                     | 805               | (4,698)           |
| Deferred revenue                                                                                      | -                 | (1,500)           |
| Adoption escrow                                                                                       | 47,115            | 19,885            |
| Net Cash Provided (Used) by Operating Activities                                                      | <u>101,122</u>    | <u>69,058</u>     |
| Cash Flows from Investing Activities:                                                                 |                   |                   |
| Purchase of investments                                                                               | <u>(8,000)</u>    | <u>(18,777)</u>   |
| Net Cash Provided (Used) by Investing Activities                                                      | <u>(8,000)</u>    | <u>(18,777)</u>   |
| Net Increase (Decrease) in Cash                                                                       | 93,122            | 50,281            |
| Cash and Cash Equivalents, beginning of year                                                          | <u>195,910</u>    | <u>145,629</u>    |
| Cash and Cash Equivalents, end of year                                                                | <u>\$ 289,032</u> | <u>\$ 195,910</u> |

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

CATHOLIC SOCIAL SERVICE BUREAU OF THE DIOCESE OF LEXINGTON, INC.  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2008 AND 2007

Note A - Summary of Significant Accounting Policies:

General Description - The Catholic Social Service Bureau of the Diocese of Lexington, Inc., (Bureau) is a Kentucky non-profit organization established to serve people of all backgrounds in the fifty counties of the Catholic Diocese of Lexington, Kentucky. The agency offers assistance in the following areas: counseling, emergency assistance, pregnancy counseling and adoption assistance. The Bureau is funded by the Catholic Diocese of Lexington, United Way, contributions, and fees which are based on clients' ability to pay. The Bureau operates under the direction of a corporate member, the Bishop of the Catholic Diocese of Lexington, and a fifteen member community board.

Basis of Accounting - The financial statements of the Catholic Social Service Bureau have been prepared on the accrual basis of accounting. Accordingly, revenues are recognized when they are earned and expenses are recognized when they are incurred. Management uses estimates and assumptions in preparing financial statements. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities and the reported revenues and expenses. Actual results could differ from these estimates.

Basis of Presentation - The Catholic Social Service Bureau reports information regarding its financial position and activities according to three classes of net assets:

Unrestricted Net Assets - Net assets that are not subject to donor-imposed stipulations.

Temporarily Restricted Net Assets - Net assets subject to donor-imposed stipulations that can be fulfilled by actions of the Catholic Social Service Bureau pursuant to those stipulations or that expire by the passage of time.

Permanently Restricted Net Assets - Net assets subject to donor-imposed stipulations that the assets be maintained permanently by the Catholic Social Service Bureau. Generally, the donor of such assets permits the Catholic Social Service Bureau to use all or part of the income earned on the assets.

Cash and Cash Equivalents - Cash and cash equivalents include highly liquid investments with a maturity at the time of acquisition of three months or less.

Investments - The Catholic Social Service Bureau carries investments in marketable securities with readily determinable fair values and all investments in debt securities at their fair values as determined by quoted market prices at the end of their fiscal year. Money market funds are carried at cost, which approximates fair value. Unrealized gains and losses are included in the changes in net assets in the accompanying Statements of Activities.

Income Taxes - The Catholic Social Service Bureau of the Diocese of Lexington, Inc., is a part of the Catholic Diocese of Lexington which is exempt from federal income tax under provisions of Section 501(c)(3) of the Internal Revenue Code.

Continued

CATHOLIC SOCIAL SERVICE BUREAU OF THE DIOCESE OF LEXINGTON, INC.  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2008 AND 2007

Note A - Summary of Significant Accounting Policies (Continued):

Property and Equipment - The Catholic Social Service Bureau capitalizes purchases greater than \$500 with an estimated useful life greater than one year. Property and equipment are stated at cost or, in the case of donated property, at the fair market value at the date of the gift. Depreciation is computed using the straight-line method over the estimated useful lives of the related assets, which range from 3 to 40 years. The cost of repairs and maintenance are expensed as incurred.

Grant Revenue - The Catholic Social Service Bureau receives grants to provide emergency services such as temporary housing, utilities and repairs for qualified individuals. Income from grants is recorded in the period to which the grants apply.

Concentration of Credit Risk - The Catholic Social Service Bureau provides credit, in the normal course of business, to its clients and granting agencies. Generally, no collateral or other security is required to support these receivables. Although, the Bureau is directly affected by economic conditions in the geographic area, management does not believe significant credit risk exists as of June 30, 2008 and 2007.

Note B - Board Designated Net Assets:

The Board of Directors has designated \$120,775 (\$112,775 as of June 30, 2007) of its operating funds as a cash reserve to be invested in an interest bearing account.

Note C - Temporarily Restricted Net Assets:

Temporarily restricted net assets are available for the following purposes:

|                                                        | <u>2008</u> | <u>2007</u> |
|--------------------------------------------------------|-------------|-------------|
| Funds restricted by Knight Foundation                  | \$ 17       | \$ 1,272    |
| Funds restricted by EFSP                               | 3,945       | 4,474       |
| Funds restricted for Emergency Services                | 3,097       | 1,857       |
| Funds restricted for Emergency Services - VIC          | 1,236       | 2,036       |
| Funds restricted by Pax Christi Church                 | 838         | 1,000       |
| Funds restricted by St. Peter Claver Church            | 1,210       | 1,937       |
| Funds restricted by St. Paul's Church                  | 5,099       | 6,885       |
| Funds restricted by St. Peter's Church                 | 4,272       | 6,118       |
| Funds restricted for St. Vincent de Paul - CCK Chapter | 406         | 1,012       |

Continued

CATHOLIC SOCIAL SERVICE BUREAU OF THE DIOCESE OF LEXINGTON, INC.  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2008 AND 2007

Note C - Temporarily Restricted Net Assets (Continued):

|                                                          | <u>2008</u>      | <u>2007</u>      |
|----------------------------------------------------------|------------------|------------------|
| Funds restricted for toiletries                          | \$ 215           | \$ 427           |
| Funds restricted by Mary Queen of the Holy Rosary Church | 1,727            | 3,949            |
| Funds restricted by St. Vincent de Paul - MQHR Chapter   | 3,480            | 980              |
| Funds restricted by St. Wahlburg                         | 2,643            | -                |
| Funds restricted for the Sanctuary Fund                  | 5,868            | 1,387            |
| Lyans Trust Fund Investment                              | <u>26,471</u>    | <u>26,471</u>    |
|                                                          | <u>\$ 60,524</u> | <u>\$ 59,805</u> |

Note D - Permanently Restricted Net Assets:

Permanently restricted net assets include the following:

|                                | <u>2008</u>      | <u>2007</u>      |
|--------------------------------|------------------|------------------|
| Memorial Trust Fund Investment | <u>\$ 56,896</u> | <u>\$ 56,896</u> |

Note E - Operating Leases:

The Organization leases office space at multiple locations under a month-to-month arrangement and under a lease which expired June 2008. The leases call for monthly rental of \$7,100. Total rent expense for June 30, 2008 and 2007, was \$85,200 for each year, respectively.

Note F - Major Contributor:

For the year ended June 30, 2008, the Bureau received approximately 53% of its annual revenue and other support from the Catholic Diocese of Lexington (53% for the year ended June 30, 2007).

Note G - Tax Deferred Annuity Plan:

The Organization maintains a tax-deferred annuity plan qualified under Section 403(b) of the Internal Revenue Code. The plan covers employees of the Organization with three years of service. The Organization contributes 3.25% of gross salaries for qualified employees who contribute at least 3% of gross salaries to the plan. Employees may make contributions to the plan up to the maximum amount allowed by the Internal Revenue Code. Plan expenses were \$8,192 and \$7,396 for the years ended June 30, 2008 and 2007, respectively.

CATHOLIC SOCIAL SERVICE BUREAU OF THE DIOCESE OF LEXINGTON, INC.  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2008 AND 2007

Note H - Advertising:

The Bureau uses advertising to promote its counseling and adoption services. The costs for advertising are expensed as incurred. Advertising costs were \$10,737 and \$8,389 for the years ended June 30, 2008 and 2007, respectively.

Note I - Concentrations of Credit Risk Arising From Cash Deposits in Excess of Insured Limits:

The Organization maintains cash balances at three financial institutions located in Central and Eastern Kentucky. Accounts at each institution are insured by the Federal Deposit Insurance Corporation up to \$100,000. At June 30, 2008, the Organization's uninsured cash balances totaled \$157,859 (\$31,504 as of June 30, 2007).

Note J - Investments:

The Catholic Social Service Bureau invests designated and restricted funds in a master investment trust managed by the Catholic Diocese of Lexington. The master trust is comprised of investments in money market funds, U.S. Government Securities, Corporate Stocks and Bonds and is maintained in accordance with the investment policy stipulated by the Finance Council of the Diocese. Interest of 4.0% (4.0% in 2007) is received on the invested funds with interest accrued semi-annually. Investment earnings as of June 30, 2008, were \$7,978 (\$7,092 in 2007).

Note K - Functional Expenses:

The costs of providing various programs and activities have been allocated among the programs and supporting services benefited.

## SUPPLEMENTAL INFORMATION

CATHOLIC SOCIAL SERVICE BUREAU OF THE DIOCESE OF LEXINGTON, INC.  
SCHEDULE OF FUNCTIONAL EXPENSES  
FOR THE YEAR ENDED JUNE 30, 2008

|                                                      | General and<br>Administrative | Harlan<br>Office | Prestonsburg<br>Office | Adoption<br>Services | Fundraising     | Pregnancy<br>Counseling | Emergency<br>Services | Counseling        | Total             |
|------------------------------------------------------|-------------------------------|------------------|------------------------|----------------------|-----------------|-------------------------|-----------------------|-------------------|-------------------|
| Salaries                                             | \$ 87,827                     | \$ 317           | \$ 23,931              | \$ 39,503            | \$ -            | \$ 37,513               | \$ 25,541             | \$ 61,548         | \$ 276,180        |
| Employee benefits                                    | 8,650                         | -                | 6,592                  | 7,014                | -               | 7,065                   | 6,100                 | 7,653             | 43,074            |
| Payroll taxes                                        | 6,604                         | -                | 1,724                  | 2,930                | -               | 2,728                   | 1,883                 | 4,458             | 20,327            |
| Legal, accounting and<br>other professional services | 6,424                         | 612              | 612                    | 9,423                | 225             | 1,283                   | 1,303                 | 8,655             | 28,537            |
| Program expenses                                     | -                             | -                | 231                    | 1,765                | -               | 658                     | 35,844                | 752               | 39,250            |
| Professional development                             | 462                           | -                | 75                     | -                    | -               | -                       | -                     | 303               | 840               |
| Event expenses                                       | -                             | -                | -                      | -                    | 6,886           | -                       | -                     | -                 | 6,886             |
| Office expenses and telephone                        | 2,556                         | 19               | 1,688                  | 293                  | 29              | 643                     | 654                   | 326               | 6,208             |
| Occupancy expense                                    | 27,223                        | -                | 1,200                  | 9,333                | -               | 9,333                   | 9,333                 | 28,778            | 85,200            |
| Equipment maintenance                                | 2,125                         | -                | 39                     | -                    | -               | 60                      | 285                   | 697               | 3,206             |
| Printing and publications                            | 1,219                         | 47               | 206                    | 25                   | -               | 30                      | -                     | 156               | 1,683             |
| Advertising                                          | 398                           | 150              | 46                     | 8,726                | -               | 472                     | -                     | 945               | 10,737            |
| Travel and meetings                                  | 3,497                         | -                | 1,232                  | 1,490                | 140             | 1,079                   | 438                   | 542               | 8,418             |
| Organization dues                                    | 3,092                         | -                | 60                     | 200                  | -               | -                       | -                     | 150               | 3,502             |
| Depreciation and amortization                        | -                             | -                | -                      | -                    | -               | -                       | 878                   | -                 | 878               |
| Miscellaneous                                        | 130                           | -                | -                      | -                    | -               | -                       | -                     | 111               | 241               |
| <b>Total Expenses</b>                                | <b>\$ 150,207</b>             | <b>\$ 1,145</b>  | <b>\$ 37,636</b>       | <b>\$ 80,702</b>     | <b>\$ 7,280</b> | <b>\$ 60,864</b>        | <b>\$ 82,259</b>      | <b>\$ 115,074</b> | <b>\$ 535,167</b> |
| <b>Percentage of Total Expenses</b>                  | <b>28.07%</b>                 | <b>0.21%</b>     | <b>7.03%</b>           | <b>15.08%</b>        | <b>1.36%</b>    | <b>11.37%</b>           | <b>15.38%</b>         | <b>21.50%</b>     | <b>100.00%</b>    |

See auditors' report.