

HAND IN HAND/MANO EN MANO

FINANCIAL STATEMENTS

December 31, 2013 and 2012





## INDEPENDENT AUDITOR'S REPORT

Board of Directors  
of Hand in Hand/Mano En Mano

### ***Report on the Financial Statements***

We have audited the accompanying financial statements of Hand in Hand/Mano En Mano, which comprise the statements of financial position as of December 31, 2013 and 2012, and the related statements of activities and changes in net assets, and cash flows for the years 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 audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

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

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

### ***Opinion***

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Hand in Hand/Mano En Mano as of December 31, 2013 and 2012, and the results of its operations and its cash flows for the years then ended, in accordance with accounting principles generally accepted in the United States of America.

**Report on Supplementary Information**

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The supplementary information included in Schedules 1 through 3 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.

A handwritten signature in cursive script that reads "Otis Atwell".

Certified Public Accountants

August 5, 2014  
South Portland, Maine

HAND IN HAND/MANO EN MANO  
STATEMENTS OF FINANCIAL POSITION

December 31, 2013 and 2012

	2013	2012
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
Cash - Unrestricted	\$ 68,349	\$ 47,560
Cash - Restricted (Note 4)	4,979	7,204
Cash - Escrows		
Tax and Insurance	2,079	1,850
Replacement Reserve	46,259	29,740
Tenant Security Deposits	2,900	3,450
Total Cash	124,566	89,804
Prepaid Expenses	-	2,251
Total Current Assets	124,566	92,055
<b>PROPERTY AND EQUIPMENT (Note 2)</b>		
Land	111,255	111,255
Building	1,181,501	1,181,501
Equipment	28,103	28,103
Total	1,320,859	1,320,859
Less Accumulated Depreciation	85,174	51,577
Net Property and Equipment	1,235,685	1,269,282
<b>TOTAL ASSETS</b>	\$ 1,360,251	\$ 1,361,337
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT LIABILITIES</b>		
Accounts Payable	\$ 1,769	\$ -
Tenant Security Deposits	2,900	3,450
Current Portion of Long-term Debt	11,519	16,320
Total Current Liabilities	16,188	19,770
<b>LONG-TERM LIABILITIES (Note 2)</b>		
Note Payable - Coastal Enterprises Inc.	132,632	143,394
Note Payable - USDA Rural Development	166,447	171,137
Total	299,079	314,531
Less Current Portion	11,519	16,320
Total Non-Current Liabilities	287,560	298,211
<b>TOTAL LIABILITIES</b>	303,748	317,981
<b>NET ASSETS</b>		
Unrestricted Net Assets	1,051,524	1,036,152
Temporarily Restricted Net Assets (Note 4)	4,979	7,204
<b>TOTAL NET ASSETS</b>	1,056,503	1,043,356
<b>TOTAL LIABILITIES AND NET ASSETS</b>	\$ 1,360,251	\$ 1,361,337

See accompanying notes to the financial statements.

## HAND IN HAND/MANO EN MANO

## STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS

For the Year Ended December 31, 2013

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Total</u>
<b>INCOME</b>			
Foundation Grants	\$ 92,177	\$ -	\$ 92,177
Contributions	29,828	125	29,953
Program Service Fees (Note 5)	471,161	-	471,161
Tenant Rent	34,122	-	34,122
Tenant Subsidy	55,611	-	55,611
Miscellaneous	3,051	-	3,051
Interest	79	-	79
	<u>686,029</u>	<u>125</u>	<u>686,154</u>
<b>EXPENSES</b>			
Administrative	51,740	-	51,740
Program Services (Note 5)	498,775	2,350	501,125
Maintenance	15,969	-	15,969
Utilities	11,511	-	11,511
Occupancy (Note 5)	29,237	-	29,237
Fundraising	5,425	-	5,425
Depreciation	33,597	-	33,597
Insurance	7,298	-	7,298
Real Estate Taxes	5,000	-	5,000
Interest	12,105	-	12,105
	<u>670,657</u>	<u>2,350</u>	<u>673,007</u>
Increase (Decrease) in Net Assets	15,372	(2,225)	13,147
Net Assets, Beginning of Year	<u>1,036,152</u>	<u>7,204</u>	<u>1,043,356</u>
Net Assets, End of Year	<u>\$ 1,051,524</u>	<u>\$ 4,979</u>	<u>\$ 1,056,503</u>

See accompanying notes to the financial statements.

## HAND IN HAND/MANO EN MANO

## STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS

For the Year Ended December 31, 2012

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Total</u>
<b>INCOME</b>			
Foundation Grants	\$ 129,500	\$ 784	\$ 130,284
Contributions	28,292	6,311	34,603
Program Service Fees (Note 5)	151,042	-	151,042
Tenant Rent	30,280	-	30,280
Tenant Subsidy	56,465	-	56,465
Miscellaneous	3,605	-	3,605
Interest	97	-	97
	<u>399,281</u>	<u>7,095</u>	<u>406,376</u>
<b>EXPENSES</b>			
Administrative	55,205	-	55,205
Program Services	238,388	3,000	241,388
Maintenance	23,269	-	23,269
Utilities	14,262	-	14,262
Occupancy	13,787	-	13,787
Fundraising	10,276	-	10,276
Depreciation	33,354	-	33,354
Insurance	5,317	-	5,317
Real Estate Taxes	5,000	-	5,000
Interest	10,500	-	10,500
	<u>409,358</u>	<u>3,000</u>	<u>412,358</u>
Increase (Decrease) in Net Assets	(10,077)	4,095	(5,982)
Net Assets, Beginning of Year	<u>1,046,229</u>	<u>3,109</u>	<u>1,049,338</u>
Net Assets, End of Year	<u>\$ 1,036,152</u>	<u>\$ 7,204</u>	<u>\$ 1,043,356</u>

See accompanying notes to the financial statements.

## HAND IN HAND/MANO EN MANO

## STATEMENTS OF CASH FLOWS

For the Years Ended December 31, 2013 and 2012

	<u>2013</u>	<u>2012</u>
Cash Flows from Operating Activities:		
Increase (Decrease) in Net Assets	\$ 13,147	\$ (5,982)
Adjustments to Reconcile Increase (Decrease) in Net Assets to Net Cash Provided by Operating Activities:		
Depreciation	33,597	33,354
Changes in Operating Assets and Liabilities:		
Prepaid Expenses	2,251	(2,251)
Accounts Payable	1,769	(269)
Tenant Security Deposits	(550)	-
Net Cash Provided by Operating Activities	<u>50,214</u>	<u>24,852</u>
Cash Flows from Investing Activities:		
Net Deposits to Restricted Escrows	(16,198)	(24,113)
Purchases of Property and Equipment	-	(15,702)
Net Cash Used by Investing Activities	<u>(16,198)</u>	<u>(39,815)</u>
Cash Flows from Financing Activities:		
Repayment of Long-term Debt	(15,452)	(15,713)
Proceeds from Long-term Debt	-	28,102
Net Cash Provided (Used) by Financing Activities	<u>(15,452)</u>	<u>12,389</u>
Net Increase (Decrease) in Cash	18,564	(2,574)
Cash at Beginning of Year	<u>54,764</u>	<u>57,338</u>
Cash at End of Year	<u>\$ 73,328</u>	<u>\$ 54,764</u>
Supplemental Disclosure of Cash Flows Information:		
Cash Paid During the Year for:		
Interest	<u>\$ 12,105</u>	<u>\$ 10,500</u>

See accompanying notes to the financial statements.



HAND IN HAND/MANO EN MANO  
NOTES TO THE FINANCIAL STATEMENTS

NOTE 1 - ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization - Hand in Hand/Mano En Mano is a not-for-profit organization established to build a stronger community in Downeast Maine by working with diverse populations to provide affordable housing and educational opportunities, remove barriers to health and social services and advocate for social justice.

Method of Accounting - The financial statements of the organization are prepared on the accrual basis of accounting, and include only those assets, liabilities and results of operations which relate to Hand in Hand/Mano En Mano.

Property and Equipment - Property and equipment are stated at cost and are being depreciated using the straight-line method over their estimated useful lives. Repairs and maintenance are expensed and renewals are capitalized as incurred. When assets are retired or disposed of, their costs and related accumulated depreciation are removed from the accounts and resulting gains or losses are reflected in income.

Income Taxes - No provision for taxes on income is made in the organization's financial statements since the organization is exempt from federal and state income taxes under Section 501(c)(3) of the Internal Revenue Code and similar state provisions.

Cash - For purposes of reporting cash flows, cash includes cash on hand and amounts due from banks. The statement of cash flows does not include restricted escrows and tenant security deposits in cash. Tenant security deposits are held in trust and may be returned to the tenants.

Grants and Contributions - Grants and contributions received are recorded as unrestricted, temporarily restricted or permanently restricted net assets depending on the existence or nature of any donor restrictions.

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

Subsequent Events - Subsequent events have been evaluated through August 5, 2014, the date the financial statements were available to be issued.

HAND IN HAND/MANO EN MANO  
NOTES TO THE FINANCIAL STATEMENTS  
(Continued)

NOTE 2 - NOTES PAYABLE

The Organization has a loan with Coastal Enterprise Inc. The loan bears interest of 6.5% per annum and is secured by real property. During 2011, loan advances totaled \$133,919. During 2012, an additional \$28,102 was advanced under the loan. The loan balances at December 31, 2013 and 2012 were \$132,632 and \$143,394, respectively. The loan is being amortized as follows:

Monthly payments of \$1,653 are due through March 1, 2018, with all outstanding principal and interest due at that time.

The Organization has a mortgage loan with USDA - Rural Development. The loan bears interest of 1% per annum. Monthly payments of \$532 are due until the maturity date of March 1, 2044. The balance of the loan as of December 31, 2013 and 2012 was \$166,447 and \$171,137, respectively.

Maturities of long-term debt for the next five years and thereafter are as follows:

2014	\$ 11,519
2015	13,056
2016	13,644
2017	14,312
2018	104,262
Thereafter	142,286
	\$ 299,079

NOTE 3 - FUNCTIONAL EXPENSES

The costs of providing the program are summarized on a functional basis as follows:

	2013	2012
Program Services		
Program Expenses	\$ 615,842	\$ 346,877
Supporting Services		
General and Administrative	51,740	55,205
Fundraising	5,425	10,276
	\$ 673,007	\$ 412,358

HAND IN HAND/MANO EN MANO

NOTES TO THE FINANCIAL STATEMENTS  
(Continued)

NOTE 4 - TEMPORARILY RESTRICTED NET ASSETS

Temporary restrictions on net assets at December 31, 2013 and 2012 are related to funds raised from various sources which are to be used to provide educational assistance to local individuals. At December 31, 2013 and 2012, the Organization had \$4,979 and \$7,204, respectively, of cash on hand which could only be used for scholarships.

NOTE 5 - PROGRAM SERVICES FEES

During 2013 the Organization executed an agreement with the State of Maine Department of Education to provide a student centered educational summer program for the eligible children of migratory workers as documented by the Department of Education Maine Migrant Education Program, during the blueberry harvest in Washington County. During 2013 the Organization received \$284,673 from the Maine Department of Education to run the program. Program service and occupancy expenses increased from 2012 to 2013 primarily related to running the summer program.

NOTE 6 - RENTAL ASSISTANCE AGREEMENT

The Organization has entered into a rental assistance agreement with USDA, Rural Development which provides assistance for all apartment units.

NOTE 7 - COMMITMENT

The Organization has agreed to fund a replacement reserve account to fund expected future costs for its apartments as follows:

Replacement Reserve	\$1,375 / month
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## SUPPLEMENTARY INFORMATION

HAND IN HAND/MANO EN MANO  
COMBINING STATEMENT OF FINANCIAL POSITION

December 31, 2013

ASSETS

	Operations	Apartments	Elimination	Total
<b>CURRENT ASSETS</b>				
Cash - Unrestricted	\$ 51,280	\$ 17,069	\$ -	\$ 68,349
Cash - Restricted	4,979	-	-	4,979
Cash - Escrows				
Tax and Insurance	-	2,079	-	2,079
Replacement Reserve	-	46,259	-	46,259
Tenant Security Deposits	-	2,900	-	2,900
Total Current Assets	<u>56,259</u>	<u>68,307</u>	<u>-</u>	<u>124,566</u>
<b>PROPERTY AND EQUIPMENT</b>				
Land	-	111,255	-	111,255
Building	-	1,181,501	-	1,181,501
Equipment	3,394	24,709	-	28,103
Total	3,394	1,317,465	-	1,320,859
Less Accumulated Depreciation	<u>3,394</u>	<u>81,780</u>	<u>-</u>	<u>85,174</u>
Net Property and Equipment	<u>-</u>	<u>1,235,685</u>	<u>-</u>	<u>1,235,685</u>
<b>OTHER ASSETS</b>				
Investment in Hand in Hand Apartments	1,004,979	-	(1,004,979)	-
Total Other Assets	<u>1,004,979</u>	<u>-</u>	<u>(1,004,979)</u>	<u>-</u>
<b>TOTAL ASSETS</b>	<u>\$ 1,061,238</u>	<u>\$ 1,303,992</u>	<u>\$ (1,004,979)</u>	<u>\$ 1,360,251</u>

LIABILITIES AND NET ASSETS

<b>CURRENT LIABILITIES</b>				
Accounts Payable - Operations	\$ -	\$ 1,769	\$ -	\$ 1,769
Tenant Security Deposits	-	2,900	-	2,900
Current Portion of Long-term Debt	-	11,519	-	11,519
Total Current Liabilities	<u>-</u>	<u>16,188</u>	<u>-</u>	<u>16,188</u>
<b>LONG-TERM LIABILITIES</b>				
Note Payable - Coastal Enterprises Inc.	-	132,632	-	132,632
Note Payable - USDA Rural Development	-	166,447	-	166,447
Less Current Portion	-	299,079	-	299,079
Less Current Portion	<u>-</u>	<u>11,519</u>	<u>-</u>	<u>11,519</u>
Total Non-Current Liabilities	<u>-</u>	<u>287,560</u>	<u>-</u>	<u>287,560</u>
<b>TOTAL LIABILITIES</b>	<u>-</u>	<u>303,748</u>	<u>-</u>	<u>303,748</u>
<b>NET ASSETS</b>				
Unrestricted Net Assets	1,056,259	1,000,244	(1,004,979)	1,051,524
Temporarily Restricted Net Assets	4,979	-	-	4,979
<b>TOTAL NET ASSETS</b>	<u>1,061,238</u>	<u>1,000,244</u>	<u>(1,004,979)</u>	<u>1,056,503</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<u>\$ 1,061,238</u>	<u>\$ 1,303,992</u>	<u>\$ (1,004,979)</u>	<u>\$ 1,360,251</u>

HAND IN HAND/MANO EN MANO  
COMBINING STATEMENT OF FINANCIAL POSITION

December 31, 2012

	ASSETS			
	Operations	Apartments	Elimination	Total
<b>CURRENT ASSETS</b>				
Cash - Unrestricted	\$ 39,402	\$ 8,158	\$ -	\$ 47,560
Cash - Restricted	7,204	-	-	7,204
Cash - Escrows				
Tax and Insurance Escrow	-	1,850	-	1,850
Reserve Escrow	-	29,740	-	29,740
Tenant Security Deposits	-	3,450	-	3,450
Total Cash	46,606	43,198	-	89,804
Prepaid Expenses	2,251	-	-	2,251
Total Current Assets	48,857	43,198	-	92,055
<b>PROPERTY AND EQUIPMENT</b>				
Land	-	111,255	-	111,255
Building	-	1,181,501	-	1,181,501
Equipment	3,394	24,709	-	28,103
Total	3,394	1,317,465	-	1,320,859
Less Accumulated Depreciation	2,991	48,586	-	51,577
Net Property and Equipment	403	1,268,879	-	1,269,282
<b>OTHER ASSETS</b>				
Investment in Hand in Hand Apartments	1,004,979	-	(1,004,979)	-
Total Other Assets	1,004,979	-	(1,004,979)	-
<b>TOTAL ASSETS</b>	<b>\$ 1,054,239</b>	<b>\$ 1,312,077</b>	<b>\$ (1,004,979)</b>	<b>\$ 1,361,337</b>
<b>LIABILITIES AND NET ASSETS</b>				
<b>CURRENT LIABILITIES</b>				
Accounts Payable	\$ -	\$ -	\$ -	\$ -
Tenant Security Deposits	-	3,450	-	3,450
Current Portion of Long-term Debt	-	16,320	-	16,320
Total Current Liabilities	-	19,770	-	19,770
<b>LONG-TERM LIABILITIES</b>				
Note Payable - Coastal Enterprises, Inc.	-	143,394	-	143,394
Notes Payable - USDA, Rural Development	-	171,137	-	171,137
	-	314,531	-	314,531
Less Current Portion	-	16,320	-	16,320
Total Non-Current Liabilities	-	298,211	-	298,211
<b>TOTAL LIABILITIES</b>	<b>-</b>	<b>317,981</b>	<b>-</b>	<b>317,981</b>
<b>NET ASSETS</b>				
Unrestricted Net Assets	1,047,035	994,096	(1,004,979)	1,036,152
Temporarily Restricted Net Assets	7,204	-	-	7,204
<b>TOTAL NET ASSETS</b>	<b>1,054,239</b>	<b>994,096</b>	<b>(1,004,979)</b>	<b>1,043,356</b>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>\$ 1,054,239</b>	<b>\$ 1,312,077</b>	<b>\$ (1,004,979)</b>	<b>\$ 1,361,337</b>

## HAND IN HAND/MANO EN MANO

## COMBINING STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS

For the Year Ended December 31, 2013

	<u>Operations</u>	<u>Apartments</u>	<u>Elimination</u>	<u>Total</u>
<b>INCOME</b>				
Foundation Grants	\$ 92,177	\$ -	\$ -	\$ 92,177
Contributions	29,953	-	-	29,953
Program Service Fees (Note 5)	471,161	-	-	471,161
Tenant Rent	-	34,122	-	34,122
Tenant Subsidy	-	55,611	-	55,611
Miscellaneous	-	3,051	-	3,051
Interest	50	29	-	79
	<u>593,341</u>	<u>92,813</u>	<u>-</u>	<u>686,154</u>
<b>EXPENSES</b>				
Administrative	43,845	7,895	-	51,740
Program Services (Note 5)	501,125	-	-	501,125
Maintenance	-	15,969	-	15,969
Utilities	-	11,511	-	11,511
Occupancy (Note 5)	29,237	-	-	29,237
Fundraising	5,425	-	-	5,425
Depreciation	403	33,194	-	33,597
Insurance	4,965	2,333	-	7,298
Real Estate Taxes	-	5,000	-	5,000
Interest	1,342	10,763	-	12,105
	<u>586,342</u>	<u>86,665</u>	<u>-</u>	<u>673,007</u>
Increase (Decrease) in Net Assets	6,999	6,148	-	13,147
Net Assets, Beginning of Year	<u>1,054,239</u>	<u>994,096</u>	<u>(1,004,979)</u>	<u>1,043,356</u>
Net Assets, End of Year	<u>\$ 1,061,238</u>	<u>\$ 1,000,244</u>	<u>\$ (1,004,979)</u>	<u>\$ 1,056,503</u>

## HAND IN HAND/MANO EN MANO

## COMBINING STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS

For the Year Ended December 31, 2012

	<u>Operations</u>	<u>Apartments</u>	<u>Elimination</u>	<u>Total</u>
<b>INCOME</b>				
Foundation Grants	\$ 130,284	\$ -	\$ -	\$ 130,284
Development Grant	34,603	-	-	34,603
Contributions	151,042	-	-	151,042
Tenant Rent	-	30,280	-	30,280
Tenant Subsidy	-	56,465	-	56,465
Miscellaneous	-	3,605	-	3,605
Interest	69	28	-	97
	<u>315,998</u>	<u>90,378</u>	<u>-</u>	<u>406,376</u>
<b>EXPENSES</b>				
Administrative	41,716	13,489	-	55,205
Program Services	241,388	-	-	241,388
Maintenance	-	23,269	-	23,269
Utilities	-	14,262	-	14,262
Occupancy	13,787	-	-	13,787
Fundraising	10,276	-	-	10,276
Depreciation	815	32,539	-	33,354
Insurance	3,146	2,171	-	5,317
Real Estate Taxes	-	5,000	-	5,000
Interest	-	10,500	-	10,500
	<u>311,128</u>	<u>101,230</u>	<u>-</u>	<u>412,358</u>
Increase (Decrease) in Net Assets	4,870	(10,852)	-	(5,982)
Net Assets, Beginning of Year	<u>1,049,369</u>	<u>1,004,948</u>	<u>(1,004,979)</u>	<u>1,049,338</u>
Net Assets, End of Year	<u>\$ 1,054,239</u>	<u>\$ 994,096</u>	<u>\$ (1,004,979)</u>	<u>\$ 1,043,356</u>



## SCHEDULE OF EXPENSES

For the Year Ended December 31, 2013

	Operations	Apartments	Total
<b>ADMINISTRATIVE</b>			
Management Fees	\$ -	\$ 4,260	\$ 4,260
Advertising	263	56	319
Travel and Conferences	582	-	582
Audit	2,300	2,600	4,900
Accounting	2,652	-	2,652
Professional Fees	3,199	-	3,199
Legal	-	116	116
Information Technology	2,840	-	2,840
Wages	25,415	800	26,215
Payroll Taxes and Benefits	2,625	-	2,625
Dues and Subscriptions	586	-	586
Other	3,383	63	3,446
Total Administrative	<u>43,845</u>	<u>7,895</u>	<u>51,740</u>
<b>PROGRAM SERVICES</b>			
Advertising	880	-	880
Travel and Conferences	53,542	-	53,542
Accounting	322	-	322
Professional Fees	28,033	-	28,033
Information Technology	14,922	-	14,922
Scholarships	7,000	-	7,000
Wages	320,959	-	320,959
Payroll Taxes and Benefits	38,510	-	38,510
Contract Labor	9,817	-	9,817
Other	27,140	-	27,140
Total Program Services	<u>501,125</u>	<u>-</u>	<u>501,125</u>
<b>MAINTENANCE</b>			
Caretaker Salary	-	7,200	7,200
Supplies	-	267	267
Contract	-	4,867	4,867
Snow Removal	-	2,725	2,725
Grounds	-	910	910
Total Maintenance	<u>-</u>	<u>15,969</u>	<u>15,969</u>
<b>UTILITIES</b>			
Electric	-	2,224	2,224
Fuel	-	7,872	7,872
Garbage and Trash Removal	-	1,415	1,415
Total Utilities	<u>-</u>	<u>11,511</u>	<u>11,511</u>
<b>OCCUPANCY</b>			
Total Occupancy	<u>29,237</u>	<u>-</u>	<u>29,237</u>
<b>FUNDRAISING</b>			
Advertising	488	-	488
Travel and Conferences	262	-	262
Accounting	3	-	3
Information Technology	11	-	11
Wages	3,484	-	3,484
Payroll Taxes and Benefits	374	-	374
Dues	407	-	407
Other	396	-	396
Total Fundraising	<u>5,425</u>	<u>-</u>	<u>5,425</u>
<b>DEPRECIATION</b>			
Total Depreciation	<u>403</u>	<u>33,194</u>	<u>33,597</u>
<b>INSURANCE</b>			
Total Insurance	<u>4,965</u>	<u>2,333</u>	<u>7,298</u>
<b>REAL ESTATE TAXES</b>			
Total Real Estate Taxes	<u>-</u>	<u>5,000</u>	<u>5,000</u>
<b>INTEREST</b>			
Total Interest	<u>1,342</u>	<u>10,763</u>	<u>12,105</u>
Total Expenses	<u>\$ 586,342</u>	<u>\$ 86,665</u>	<u>\$ 673,007</u>

## HAND IN HAND/MANO EN MANO

## SCHEDULE OF EXPENSES

For the Year Ended December 31, 2012

	Operations	Apartments	Total
<b>ADMINISTRATIVE</b>			
Management Fees	\$ -	\$ 4,318	\$ 4,318
Advertising	254	63	317
Travel and Conferences	3,617	-	3,617
Audit	-	7,500	7,500
Accounting	1,144	-	1,144
Professional Fees	2,300	-	2,300
Legal	-	408	408
Information Technology	3,134	-	3,134
Wages	23,894	800	24,694
Payroll Taxes and Benefits	2,039	-	2,039
Dues and Subscriptions	225	-	225
Other	5,109	400	5,509
Total Administrative	<u>41,716</u>	<u>13,489</u>	<u>55,205</u>
<b>PROGRAM SERVICES</b>			
Advertising	801	-	801
Travel and Conferences	12,071	-	12,071
Professional Fees	4,175	-	4,175
Information Technology	3,935	-	3,935
Scholarships	4,630	-	4,630
Wages	184,332	-	184,332
Payroll Taxes and Benefits	16,969	-	16,969
Contract Labor	5,800	-	5,800
Dues and Subscriptions	350	-	350
Other	8,325	-	8,325
Total Program Services	<u>241,388</u>	<u>-</u>	<u>241,388</u>
<b>MAINTENANCE</b>			
Caretaker Salary	-	7,000	7,000
Supplies	-	1,554	1,554
Contract	-	2,909	2,909
Painting and Decorating	-	105	105
Snow Removal	-	2,500	2,500
Grounds	-	8,158	8,158
Furniture and Fixtures	-	1,043	1,043
Total Maintenance	<u>-</u>	<u>23,269</u>	<u>23,269</u>
<b>UTILITIES</b>			
Electric	-	2,604	2,604
Fuel	-	7,696	7,696
Garbage and Trash Removal	-	3,962	3,962
Total Utilities	<u>-</u>	<u>14,262</u>	<u>14,262</u>
<b>OCCUPANCY</b>			
Total Occupancy	<u>13,787</u>	<u>-</u>	<u>13,787</u>
<b>FUNDRAISING</b>			
Advertising	1,873	-	1,873
Travel and Conferences	753	-	753
Accounting	93	-	93
Professional Fees	2,050	-	2,050
Information Technology	289	-	289
Wages	4,267	-	4,267
Payroll Taxes and Benefits	364	-	364
Dues	375	-	375
Other	212	-	212
Total Fundraising	<u>10,276</u>	<u>-</u>	<u>10,276</u>
<b>DEPRECIATION</b>			
	<u>815</u>	<u>32,539</u>	<u>33,354</u>
<b>INSURANCE</b>			
	<u>3,146</u>	<u>2,171</u>	<u>5,317</u>
<b>REAL ESTATE TAXES</b>			
	<u>-</u>	<u>5,000</u>	<u>5,000</u>
<b>INTEREST</b>			
	<u>-</u>	<u>10,500</u>	<u>10,500</u>
Total Expenses	<u>\$ 311,128</u>	<u>\$ 101,230</u>	<u>\$ 412,358</u>