

**WORKFORCE OUTSOURCES SERVICES, INC.  
d/b/a WORKFORCE OPPORTUNITY SERVICES**

**FINANCIAL STATEMENTS**

**SEPTEMBER 30, 2018 AND 2017**

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**Berard & Associates** CPA'S P.C.  
Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of  
Workforce Outsource Services, Inc.

We have audited the accompanying financial statements of Workforce Outsource Services, Inc. (a nonprofit organization) which comprise the statement of financial position as of September 30, 2018, and the related statements of activities 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. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of 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 Workforce Outsource Services, Inc. as of September 30, 2018, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

***Report on Summarized Comparative Information***

We have previously audited Workforce Outsource Services, Inc.'s September 30, 2017 financial statements and in our report dated January 10, 2018, expressed an unmodified opinion on those audited financial statements. In our opinion, the summarized comparative information presented herein as of and for the year ended September 30, 2017, is consistent, in all material respects, with the audited financial statements from which it has been derived.

*Berard & Associates CPA's P.C.*

Berard & Associates, CPA's P.C.  
Suffern, New York  
February 12, 2019

**Workforce Outsource Services, Inc.**  
**Statement of Financial Position**  
**September 30, 2018 and 2017**

	2018	2017
<b>CURRENT ASSETS</b>		
Cash and Cash Equivalents	\$ 5,090,551	\$ 4,558,325
Investments	500,187	-
Accounts Receivable	3,185,170	3,552,790
Prepaid Expenses	13,739	10,696
Short Term Loan Advances	2,983	12,895
Security Deposits	15,806	15,606
<b>TOTAL CURRENT ASSETS</b>	<b>8,808,436</b>	<b>8,150,312</b>
 <b>FURNITURE, FIXTURES &amp; EQUIPMENT</b>		
Furniture & Fixtures	187,339	187,339
Machinery & Equipment	7,245	7,245
Equipment In Kind Contribution	30,000	30,000
Web Site Development	90,036	80,511
Leasehold Improvements	658,080	658,080
Accumulated Depreciation	(471,938)	(313,049)
<b>NET PROPERTY, PLANT &amp; EQUIPMENT</b>	<b>500,762</b>	<b>650,126</b>
 <b>INTANGIBLE ASSETS</b>		
Organization Expense	8,149	8,149
Accumulated Amortization	(5,830)	(5,287)
<b>NET INTANGIBLE ASSETS</b>	<b>2,319</b>	<b>2,862</b>
 <b>TOTAL ASSETS</b>	<b>\$ 9,311,517</b>	<b>\$ 8,803,300</b>
 <b>CURRENT LIABILITIES</b>		
Accounts Payable	\$ 579,023	\$ 397,464
Loan Payable	-	2,854
Payroll and Payroll Tax Liabilities	358,532	410,626
<b>TOTAL CURRENT LIABILITIES</b>	<b>937,555</b>	<b>810,944</b>
 <b>TOTAL LIABILITIES</b>	<b>937,555</b>	<b>810,944</b>
 <b>NET ASSETS</b>		
Unrestricted		
Board Designated- Operating Reserve	3,142,862	3,400,145
Board Designated- Expansion	3,108,314	3,075,763
Unrestricted	6,251,176	6,475,908
Temporarily Restricted	2,122,786	1,516,448
Permanently Restricted	-	-
	<b>8,373,962</b>	<b>7,992,356</b>
 <b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>\$ 9,311,517</b>	<b>\$ 8,803,300</b>

See Accompanying Accountant's Report and Notes to Financial Statements

**Workforce Outsource Services, Inc.**  
**Statement of Activities**  
**Years Ended September 30, 2018 and 2017**

	Unrestricted	Temporarily Restricted	Permanently Restricted	2018 Total	2017 Total
<b>REVENUES AND OTHER SUPPORT</b>					
Charitable Contributions-Corporations	\$ 3,147,983	\$ 2,021,394	\$ -	\$ 5,169,377	\$ 3,405,874
Charitable Contributions-Other	240,860	-	-	240,860	176,211
Fundraising Revenue	153,000	-	-	153,000	170,481
Fundraising Expense	(60,768)	-	-	(60,768)	(63,152)
Inkind Donations	36,000	-	-	36,000	112,800
Program Services	7,389,184	-	-	7,389,184	10,463,793
Interest Income	7,414	-	-	7,414	5,636
Dividend Income	2,358	-	-	2,358	-
Realized gains	64	-	-	64	-
Unrealized loss	(1,486)	-	-	(1,486)	-
Miscellaneous Income	17,049	-	-	17,049	-
Net assets released from restrictions	1,415,056	(1,415,056)	-	-	-
<b>TOTAL REVENUES &amp; OTHER SUPPORT</b>	<b>\$ 12,346,714</b>	<b>\$ 606,338</b>	<b>\$ -</b>	<b>\$ 12,953,052</b>	<b>\$ 14,271,643</b>
<b>EXPENSES</b>					
Program Expenses	11,662,118	-	-	11,662,118	12,830,736
Fundraising Expenses	114,083	-	-	114,083	84,778
Management & General	795,245	-	-	795,245	685,065
<b>TOTAL EXPENSES</b>	<b>12,571,446</b>	<b>-</b>	<b>-</b>	<b>12,571,446</b>	<b>13,600,579</b>
Changes in Net Assets	(224,732)	606,338	-	381,606	671,064
Net Assets, Beginning	6,475,908	1,516,448	-	7,992,356	7,321,292
<b>NET ASSETS, ENDING</b>	<b>\$ 6,251,176</b>	<b>\$ 2,122,786</b>	<b>\$ -</b>	<b>\$ 8,373,962</b>	<b>\$ 7,992,356</b>

See Accompanying Accountant's Report and Notes to Financial Statements

**Workforce Outsource Services, Inc.**  
**Statement of Cash Flows**  
**Years Ended September 30, 2018 and 2017**

	2018	2017
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Change in Net Assets	\$ 381,606	\$ 671,064
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation & Amortization	159,432	104,842
Change in Fair Value of Investments	(187)	-
Change in Receivables	367,620	(539,275)
Change in Prepaid Expenses	(3,043)	(6,427)
Change in Short-Term Loan Advances	9,912	3,038
Change in Security Deposits	(200)	-
Change in Accounts Payable and Payroll Liabilities	129,465	(12,815)
Net Cash Provided/(Used) by Operating Activities	1,044,605	220,427
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Purchase of Equipment	(9,525)	(489,160)
Purchase of investments	(500,000)	-
Net Cash Provided/(Used) by Investing Activities	(509,525)	(489,160)
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>		
Payments on Loan Payable	(2,854)	(9,591)
Net Cash Provided/(Used) by Financing Activities	(2,854)	(9,591)
Net Increase/(Decrease) in Cash and Cash Equivalents	532,226	(278,324)
Cash and Cash Equivalents- Beginning	4,558,325	4,836,649
Cash and Cash Equivalents- Ending	\$ 5,090,551	\$ 4,558,325
<b>NON-CASH ITEMS:</b>		
In-kind contributions	\$ 36,000	\$ 112,800
<b>Supplemental Information:</b>		
Taxes Paid	NA	NA
Interest Paid	\$ -	\$ 56

See Accompanying Accountant's Report and Notes to Financial Statements

**Workforce Outsource Services, Inc.**  
**Statement of Functional Expenses**  
**Years Ended September 30, 2018 and 2017**

	Program Expenses	Management and General	Fundraising Expenses	2018 Expenses	2017 Expenses
Salaries	\$ 7,984,804	\$ 473,269	\$ 95,044	\$ 8,553,117	\$ 9,766,224
Payroll Taxes	647,268	41,759	6,960	695,987	793,746
Employee Benefits	530,200	34,206	5,701	570,107	697,981
<b>Total Salaries &amp; Related Expenses</b>	<b>\$ 9,162,272</b>	<b>\$ 549,234</b>	<b>\$ 107,705</b>	<b>\$ 9,819,211</b>	<b>\$ 11,257,951</b>
Student Transportation and Relocation	314,383	-	-	314,383	337,895
Student Education and Programs	927,175	-	-	927,175	602,391
Accounting and Legal	-	84,180	-	84,180	91,463
Depreciation & Amortization	156,243	3,189	-	159,432	104,842
Travel	260,589	8,229	5,486	274,304	315,518
Insurance	34,699	3,855	-	38,554	55,137
Office Expenses	185,763	61,921	-	247,684	182,821
Marketing & Public Relations	135,224	-	-	135,224	95,365
Payroll Service	-	43,505	-	43,505	44,318
Consulting Fees	42,020	16,798	-	58,818	77,275
Occupancy	192,249	21,361	-	213,610	207,922
Telephone & Computer	25,860	2,973	892	29,725	29,248
Recruitment	225,641	-	-	225,641	185,910
<b>Total Expenses</b>	<b>\$ 11,662,118</b>	<b>\$ 795,245</b>	<b>\$ 114,083</b>	<b>\$ 12,571,446</b>	<b>\$ 13,588,056</b>

See Accompanying Accountant's Report and Notes to Financial Statements

**WORKFORCE OUTSOURCES SERVICES, INC.  
d/b/a WORKFORCE OPPORTUNITY SERVICES  
NOTES TO FINANCIAL STATEMENTS  
SEPTEMBER 30, 2018 and 2017**

**Note 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**NATURE OF ACTIVITIES**

Workforce Outsource Services, Inc. is a non-profit agency, organized October 24, 2005 to provide educational training, professional development and employment to communities including low income and veteran. During 2018 the organization received 57% of its support from program revenue and 42% from contributions compared to 73% and 25%, respectively, for 2017.

**BASIS OF PRESENTATION**

Workforce Outsource Services, Inc. is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets.

**FUNCTIONAL EXPENSES**

Expenses are charged to each program based on expenditures incurred. Any program expenditures not directly chargeable are allocated to a program based on units of service.

**FINANCIAL STATEMENT PRESENTATION**

The Corporation is required to report information regarding its financial position and activities according to three classes of net assets, as applicable: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. It is the policy of the Corporation to account for temporarily restricted funds which are received and expended in the same year, to be recorded as unrestricted.

**CONTRIBUTIONS**

Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support depending on the existence and/or nature of any donor restrictions. Restricted net assets are reclassified to unrestricted net assets upon satisfaction of the time or purpose to be available for unrestricted net asset use unless specifically restricted by the donor.

All donor restricted contributions are reported as increases in temporarily or permanently restricted net assets depending on the nature of the restriction. When a restriction expires (that is, when a stipulated time restriction ends or purpose of 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.



**WORKFORCE OUTSOURCES SERVICES, INC.**  
**d/b/a WORKFORCE OPPORTUNITY SERVICES**  
**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2018 and 2017**

Note 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Cont'd)

INCOME TAX STATUS

The Organization is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. However, income from certain activities not directly related to the Organization's tax-exempt purpose is subject to taxation as unrelated business income. In addition, the Organization qualifies for the charitable contribution deductions under Section 170(b)(1)(A) and has been classified as an organization other than a private foundation under Section 509(a)(2).

The Organization recognizes the tax benefit associated with tax positions taken for tax return purposes when it is more likely than not the position will be sustained upon examination by a taxing authority. The Organization does not believe they have taken any material uncertain tax positions and, accordingly they have not recorded any liability for unrecognized tax benefits. The Organization has filed for and received income tax exemptions in the jurisdictions where required to do so.

Additionally, the Organization has filed Internal Revenue Service Form 990 informational returns, as required, and all other applicable returns in jurisdictions where so required. For the years ended September 30, 2018 and 2017, there were no interest or penalties recorded or included in the statement of activities.

USE OF ESTIMATES

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

CASH AND CASH EQUIVALENTS

For purposes of the statement of cash flows, the organization considers all highly liquid investments available for current use with an initial maturity of three months or less to be cash equivalents

ACCRUAL BASIS

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

COMPARATIVE FINANCIAL INFORMATION

The financial statements include certain prior-year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation inconformity with generally accepted accounting principles. Accordingly, such information should be read in conjunction with the Organization's financial statements for the year ended September 30, 2017 from which the summarized information was derived.

DONATED SERVICES AND MATERIALS

The Organization had donated legal for fiscal year ending September 30, 2018 of \$36,000 and donated legal services for fiscal year ending and educational services September 30, 2017 of \$112,800.

**WORKFORCE OUTSOURCES SERVICES, INC.**  
**d/b/a WORKFORCE OPPORTUNITY SERVICES**  
**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2018 and 2017**

Note 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Cont'd)

ACCOUNTS RECEIVABLE

Accounts receivable are stated at the amount management expects to collect from outstanding balances. Management provides for probable uncollectible amounts through a provision for bad debt expense and an adjustment to a valuation allowance based on its assessment of the current status of individual accounts. It is the Organization's policy to charge off uncollectible accounts receivable when management determines the receivable will not be collected.

Note 2: DESCRIPTION OF PROGRAMS

Workforce Outsource Services, Inc. trains and employs inner-city, rural and 'underserved' populations. The Organization also provided services for returning enlisted post 9-11 military veterans. The Organization forms strategic relationships with corporations, institutes of higher education, social-ventures and government agencies for training and jobs. The Organization has started expanding to other inner-cities across the country. To date services the organization has expanded their operation from New York in a number of states such as Florida, Indiana, Alabama, South Carolina, Washington DC, Virginia Michigan, Pennsylvania, North Carolina, Ohio, Texas, Iowa, Georgia, Connecticut, Oregon, Louisiana and New Jersey. Products and services include Software Engineering - Technical Specifications and Quality Assurance, Project Management, Database Design, Call Center Operations, Network Administration, Cyber security, Claims processing, Equipment mechanic, Sales Representative, Finance and accounting and E-Commerce Systems.

Workers at the Organization can receive extensive training in all of the above areas through concentrations programs at Columbia University, Rutgers, Penn State, University of Akron, North Carolina Charlotte, Georgia Institute of Technology, Collin College, Universal Technical institute, North East Iowa College, Western Connecticut State University, El Paso Community College, University of Texas El Paso, University of Michigan – Dearborn, Tennessee State and Louisiana State University. Workforce Outsource Services, Inc. is engaged in research activities and reporting that measure the intellectual, social, and self-esteem of its students engaged in the program.

Workforce Outsource Services also offers a community-based initiative to assist our local community in New York, Detroit and Dallas to take advantage of opportunities for advancement. This outreach, called WOS in the Community, enables us to provide a variety of training and opportunities to bolster the employment-related skills of residents.

Through this effort, we have established the WOS Learning Center to offer free workshops and classes that will help individuals navigate our ever-changing economic landscape. The workshops include Business Writing Essentials; Interviewing in Person and Over the Phone; Professionalism in the Workplace; and other interpersonal skills development such as teamwork, time-management and goal setting.

The research results are reported in aggregate and used solely towards the general awareness of how under-served populations respond to assistance and higher education. Research results are also published in academic peer-reviewed journals.

WOS On Demand is a national program to allow sponsoring corporations to assist underserved individuals or small groups as opposed to sponsoring a cohort.

**WORKFORCE OUTSOURCES SERVICES, INC.**  
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Note 2: DESCRIPTION OF PROGRAMS (Cont'd)

We have added a new pilot program during the year in the Tri-State, WOS Digital, an online platform that empowers corporate sponsors to search for early-career, diverse job-seekers for either short-term or long-term engagements. Corporate partners can search our database of candidates by location, skillsets, and education levels to meet their specific organizational needs.

When candidates join WOS Digital, they are provided with the network, tools, and resources needed to develop both their interpersonal and technical skills. Our dedicated team provides them with the guidance and support needed to move their careers forward, and once candidates have reached a proficient level of workplace readiness, they become searchable in our database.

After corporate partners select one or more of our candidates, WOS continues to work with both the corporate partner and candidate(s) to ensure the transition into the role and workplace is a success.

Note 3: INVESTMENTS AND FAIR VALUE MEASUREMENT

At September 30, 2018 and 2017 investments consisted of the following:

	2018		2017	
	Cost	Fair Value	Cost	Fair Value
Cash	\$ 4,835	\$ 4,835	\$ -	\$ -
Mutual Funds	\$ 496,837	\$ 495,352	\$ -	\$ -
Total	\$ 501,672	\$ 500,187	\$ -	\$ -

At September 30, 2018 investments consisted of the following:

	Fair Value	Quoted Prices In Active Markets For Identical Assets (Level 1)	Significant Other Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)
	Cash	\$ 4,835	\$ 4,835	\$ -
Mutual Funds	\$ 495,352	\$ 495,352	\$ -	\$ -
Total	\$ 500,187	\$ 500,187	\$ -	\$ -

At September 30, 2017 investments had a zero balance.

The Organization follows Financial Accounting Standards Board (FASB) guidance on *Fair Value Measurements* which defines fair value and establishes a fair value hierarchy organized into three levels based upon the input assumptions used in pricing assets. Level 1 inputs have the highest reliability and are related to assets with unadjusted quoted prices in active markets. Level 2 inputs relate to assets with

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**NOTES TO FINANCIAL STATEMENTS**  
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**Note 4: CONCENTRATIONS OF RISKS**

other than quoted prices in active markets which may include quoted prices for similar assets or liabilities or other inputs which can be corroborated by observable market data. Level 3 inputs are unobservable inputs and are used to the extent that observable inputs do not exist.

The Organization maintains cash balances in two banks, Citibank and J. P. Morgan Chase Bank. The balances at each financial institution are insured by the Federal Deposit Insurance Corporation limit of up to \$250,000. At September 30, 2018 the balance in both cash accounts exceeded the insured balance by \$4,633,962 and \$1,940,246, respectively.

**Note 5: FUND RAISING**

For the years ended September 30, 2018 and 2017 net fundraising revenue was \$92,232 and \$107,329

**Note 6: COMMITMENTS**

Workforce Outsources entered into a lease agreement to lease office space with the Interchurch Center for a ten-year period commencing on February 1, 2013 to January 31, 2023. On September 1, 2016 Workforce amended their lease to increase their square footage at this location. The lease agreement requires monthly payments of \$ 15,570. Total payments to Interchurch for the year ended September 30, 2018/2017 was \$193,707. In connection with the Lease Agreement Workforce has a security deposit of \$15,406.

Workforce Outsources entered into a one-year lease agreement for office space in Texas commencing October 1, 2017 to September 30, 2018. The lease agreement requires monthly payments of \$ 1,597.

The minimum lease future obligations are:

September 2019	\$186,840
September 2020	\$186,840
September 2021	\$186,840
September 2022	\$186,840
September 2023	\$ 62,280

**Note 7: OPERATING RESERVE**

The Organization has determined that it needs cash for operating reserves to cover at least three month's expenses.

**Note 8: LINE OF CREDIT**

The Organization has a \$1,000,000 line of credit with JP Morgan Chase which is collateralized with the assets for the organization. The balance at September 30, 2018 was \$0. The Interest rate is one-month LIBOR plus 2.23%.

**Note 9: INTERCHURCH CENTER LOAN PAYABLE**

On March 14, 2013, the organization entered into a reimbursable interest free loan agreement with the InterChurch Center for Construction in progress. The term of the loan is to make sixty equal payments

**WORKFORCE OUTSOURCES SERVICES, INC.**  
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**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2018 and 2017**

**Note 9: INTERCHURCH CENTER LOAN PAYABLE (Cont'd)**

over the first sixty months of the lease which commenced on January 31, 2013 and expires January 31, 2018. At September 30, 2018, the outstanding balance was zero.

**Note 10: PROPERTY, PLANT AND EQUIPMENT and ORGANIZATIONAL COSTS**

Equipment is recorded at cost if purchased or the fair market value at date of contribution. Assets with a cost of \$5,000 or greater are capitalized. Depreciation of equipment is provided on a straight-line basis over the estimated useful lives of the assets. Equipment, furniture and fixtures and the web site are depreciated over three to ten years. Leasehold Improvements are depreciated over the life of the lease. At September 30, 2018 the cost or fair market value of such assets were as follows:

	<u>9/30/2018</u>	<u>9/30/2017</u>
Equipment	\$ 7,245	\$ 7,245
Furniture and fixtures	187,339	187,339
Computers Donated	30,000	30,000
Web Site Development	90,036	80,511
Leasehold Improvements	658,080	658,080
Less: Accumulated depreciation	<u>471,938</u>	<u>(313,049)</u>
Net Assets	<u>\$ 500,762</u>	<u>\$ 650,126</u>

Depreciation expense was \$159,432 and \$104,842 for the fiscal years ended September 30, 2018 and 2017, respectively.

Organizational costs of \$8,149 are being amortized on a straight-line basis over 15 years. Amortization expense for the years ended September 30, 2018 and 2017 was \$543 and \$543. Accumulated amortization for the year ended September 30, 2018 and 2017 was \$5,830 and \$5,287.

**Note 11: EMPLOYEE BENEFIT PLAN:**

January 1, 2016, the Organization adopted a 401k pension plan covering all employees who have worked for one year and have completed 1,000 hours of service. Employees are eligible to contribute a percentage of salary to the maximum extent possible and subject to IRS allocation rules. The retirement plan allows for a matching contribution equal to a percentage of an employee's elective deferrals in an amount that the Organization will determine each year. The organization made a contribution to the Plan of 50% up to 4% for the plan year ended December 31, 2017. The employers' contribution to the Plan for the year ended September 30, 2018 and 2017 was \$19,420 and \$0.

**Note 12: SUBSEQUENT EVENTS**

Management has evaluated subsequent events after the balance sheet date through the date of issuance of our financial statements.