

**CENTER FOR CIVIC EDUCATION**

**SINGLE AUDIT REPORTS AND  
FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED JULY 31, 2020**

**VASIN, HEYN & COMPANY**

*ABOVE THE BRIGHT LINE*

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AN ACCOUNTANCY CORPORATION  
CERTIFIED PUBLIC ACCOUNTANTS | AUDITORS AND ADVISERS



# Center for Civic Education

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# VASIN, HEYN & COMPANY

ABOVE THE BRIGHT LINE

AN ACCOUNTANCY CORPORATION

CERTIFIED PUBLIC ACCOUNTANTS | AUDITORS AND ADVISERS

## INDEPENDENT AUDITORS' REPORT

To the Board of Directors of  
Center for Civic Education  
(A California Non-Profit Corporation)  
Calabasas, California

### *Report on the Financial Statements*

We have audited the accompanying financial statements of Center for Civic Education (A California Non-Profit Corporation), which comprise the statement of financial position as of July 31, 2020, 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.

### *Auditors' 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 auditors' 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.

## **INDEPENDENT AUDITORS' REPORT - Continued**

### ***Opinion***

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Center for Civic Education as of July 31, 2020, 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.

### ***Emphasis of Matter***

As described in Note 10 to the consolidated financial statements, the World Health Organization declared the novel strain of coronavirus (COVID-19) a global pandemic on March 11, 2020 and recommended containment and mitigation measures worldwide. The ultimate financial impact and duration of these events cannot be reasonably estimated at this time. Our opinion is not modified with respect to that matter.

### ***Change in Accounting Principles***

As described in Note 2 to the financial statements, Center for Civic Education has adopted ASU 2014-09 *Revenue from Contracts with Customers*, and ASU 2018-08, *Not-for-Profit Entities, Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made*. Our opinion is not modified with respect to that matter.

### ***Report on Summarized Comparative Information***

We previously audited Center for Civic Education's 2019 financial statements, and we expressed an unmodified opinion on those audited financial statements in our report dated December 20, 2019. In our opinion, the summarized comparative information presented herein as of and for the year ended July 31, 2019, is consistent, in all material respects, with the audited financial statements from which it has been derived.

The summary financial statements do not contain all the disclosures required by accounting principles generally accepted in the United States of America. Reading the summary financial statements, therefore, is not a substitute for reading the audited financial statements of Center for Civic Education.

### ***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* (CFR) 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.

## INDEPENDENT AUDITORS' REPORT - Continued

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

In accordance with *Government Auditing Standards*, we have also issued our report dated March 2, 2021, on our consideration of Center for Civic Education'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 solely describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Center for Civic Education'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 Center for Civic Education's internal control over financial reporting and compliance.

Voxen, Hryn + Co.

Calabasas, California  
March 2, 2021

**CENTER FOR CIVIC EDUCATION**  
**(A California Non-Profit Corporation)**  
**STATEMENT OF FINANCIAL POSITION**  
**JULY 31, 2020**  
**(WITH COMPARATIVE TOTALS FOR 2019)**

|                                         | <u>2020</u>                | <u>2019</u>                |
|-----------------------------------------|----------------------------|----------------------------|
| <b>ASSETS</b>                           |                            |                            |
| Cash and cash equivalents               | \$ 587,712                 | \$ 672,420                 |
| Contracts receivable                    | 133,079                    | 91,265                     |
| Accounts receivable                     | 124,820                    | 212,014                    |
| Inventory                               | 181,824                    | 129,581                    |
| Deposits and prepaid expenses           | 9,921                      | 6,480                      |
| Investments at fair value               | 2,538,759                  | 2,238,247                  |
| Property and equipment, net             | <u>2,117</u>               | <u>3,451</u>               |
| Total assets                            | <u><u>\$ 3,578,232</u></u> | <u><u>\$ 3,353,458</u></u> |
| <b>LIABILITIES</b>                      |                            |                            |
| Accounts payable                        | \$ 212,560                 | \$ 230,175                 |
| Accrued payroll and related liabilities | 83,088                     | 104,233                    |
| Contract advances                       | 70,447                     | 198,836                    |
| Loans payable                           | <u>387,634</u>             | <u>-</u>                   |
| Total liabilities                       | 753,729                    | 533,244                    |
| <b>COMMITMENTS AND CONTINGENCIES</b>    |                            |                            |
| <b>NET ASSETS</b>                       |                            |                            |
| Without donor restrictions              | <u>2,824,503</u>           | <u>2,820,214</u>           |
| Total net assets                        | <u>2,824,503</u>           | <u>2,820,214</u>           |
| Total liabilities and net assets        | <u><u>\$ 3,578,232</u></u> | <u><u>\$ 3,353,458</u></u> |

See accompanying auditors' reports and notes to financial statements.

**CENTER FOR CIVIC EDUCATION**  
**(A California Non-Profit Corporation)**  
**STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED JULY 31, 2020**  
**(WITH COMPARATIVE TOTALS FOR 2019)**

|                                                         | <u>2020</u>                    | <u>2019</u>                    |
|---------------------------------------------------------|--------------------------------|--------------------------------|
| <b>REVENUE AND SUPPORT</b>                              |                                |                                |
| Governmental service contracts                          | \$ 1,447,437                   | \$ 2,680,949                   |
| Economic Injury Disaster Loan advance                   | 10,000                         | -                              |
| Sales of educational materials                          | 645,570                        | 723,956                        |
| Grants and contributions                                | 55,141                         | 71,985                         |
| Other service contracts                                 | -                              | 370,525                        |
| In-kind contributions                                   | -                              | 1,138                          |
| Interest and dividend income                            | 52,568                         | 53,299                         |
| Realized and unrealized gain (loss) on investments, net | <u>147,944</u>                 | <u>58,373</u>                  |
| <br>Total revenue and support                           | <br>2,358,660                  | <br>3,960,225                  |
| <b>EXPENSES</b>                                         |                                |                                |
| Program services                                        | 1,977,158                      | 3,289,001                      |
| Support services                                        | <u>377,213</u>                 | <u>432,096</u>                 |
| <br>Total expenses                                      | <br><u>2,354,371</u>           | <br><u>3,721,097</u>           |
| <br><b>CHANGE IN NET ASSETS</b>                         | <br>4,289                      | <br>239,128                    |
| <br><b>NET ASSETS - beginning of year</b>               | <br><u>2,820,214</u>           | <br><u>2,581,086</u>           |
| <br><b>NET ASSETS - end of year</b>                     | <br><u><u>\$ 2,824,503</u></u> | <br><u><u>\$ 2,820,214</u></u> |

See accompanying auditors' reports and notes to financial statements.

**CENTER FOR CIVIC EDUCATION**  
**(A California Non-Profit Corporation)**  
**STATEMENT OF FUNCTIONAL EXPENSES**  
**FOR THE YEAR ENDED JULY 31, 2020**  
**(WITH COMPARATIVE TOTALS FOR 2019)**

|                                      | Program Services                           |                                                 |                           |                                  |                                  |                                    | Support Services             |                                          | 2020                        | 2019                        |
|--------------------------------------|--------------------------------------------|-------------------------------------------------|---------------------------|----------------------------------|----------------------------------|------------------------------------|------------------------------|------------------------------------------|-----------------------------|-----------------------------|
|                                      | U.S.<br>Department<br>of Education<br>(30) | Paycheck<br>Protection<br>Program (PPP)<br>(90) | Private<br>Donors<br>(70) | We The People<br>Program<br>(45) | International<br>Program<br>(35) | Other<br>and<br>Publishing<br>(80) | Total<br>Program<br>Services | General<br>and<br>Administrative<br>(20) | Total<br>Agency<br>Expenses | Total<br>Agency<br>Expenses |
| <b>SALARIES AND RELATED EXPENSES</b> |                                            |                                                 |                           |                                  |                                  |                                    |                              |                                          |                             |                             |
| Salaries and wages                   | \$ 601,102                                 | \$ 158,181                                      | \$ -                      | \$ 88,714                        | \$ 7,730                         | \$ 39,086                          | \$ 894,813                   | \$ 204,146                               | \$ 1,098,959                | \$ 1,277,717                |
| Defined contribution                 | 89,031                                     | 23,727                                          | -                         | 13,307                           | 1,160                            | 5,863                              | 133,088                      | 31,095                                   | 164,183                     | 192,261                     |
| Employee benefits                    | 72,548                                     | 20,183                                          | -                         | 11,018                           | 1,002                            | 4,566                              | 109,317                      | 25,622                                   | 134,939                     | 143,038                     |
| Payroll taxes                        | 44,604                                     | 333                                             | -                         | 7,279                            | 641                              | 14,712                             | 67,569                       | 15,811                                   | 83,380                      | 106,033                     |
|                                      | 807,285                                    | 202,424                                         | -                         | 120,318                          | 10,533                           | 64,227                             | 1,204,787                    | 276,674                                  | 1,481,461                   | 1,719,049                   |
| <b>OTHER EXPENSES</b>                |                                            |                                                 |                           |                                  |                                  |                                    |                              |                                          |                             |                             |
| Auditing and legal services          | -                                          | -                                               | -                         | -                                | -                                | 4,801                              | 4,801                        | 20,288                                   | 25,089                      | 20,611                      |
| Bank and credit card fees            | -                                          | -                                               | -                         | -                                | -                                | 9,894                              | 9,894                        | -                                        | 9,894                       | 10,802                      |
| Board of directors meetings          | -                                          | -                                               | -                         | -                                | -                                | -                                  | -                            | 8,237                                    | 8,237                       | 6,181                       |
| Computer expenses                    | -                                          | -                                               | -                         | -                                | -                                | 45                                 | 45                           | 12,615                                   | 12,660                      | 21,650                      |
| Contractual services                 | 13,350                                     | -                                               | -                         | 45,140                           | -                                | 874                                | 59,364                       | 7,487                                    | 66,851                      | 90,695                      |
| Cost of sales                        | -                                          | -                                               | -                         | -                                | -                                | 126,810                            | 126,810                      | -                                        | 126,810                     | 203,597                     |
| Cost share                           | (94,940)                                   | -                                               | -                         | -                                | -                                | 94,940                             | -                            | -                                        | -                           | -                           |
| Depreciation                         | -                                          | -                                               | -                         | -                                | -                                | -                                  | -                            | 1,334                                    | 1,334                       | 1,333                       |
| Educational materials                | 11,228                                     | -                                               | -                         | 120                              | -                                | 250                                | 11,598                       | -                                        | 11,598                      | 31,357                      |
| General travel                       | -                                          | -                                               | -                         | -                                | -                                | 377                                | 377                          | 6,505                                    | 6,882                       | 8,190                       |
| In-kind, travel expenses             | -                                          | -                                               | -                         | -                                | -                                | -                                  | -                            | -                                        | -                           | 1,138                       |
| Insurance                            | -                                          | -                                               | -                         | -                                | -                                | -                                  | -                            | 8,020                                    | 8,020                       | 7,942                       |
| Leadership & training workshops      | 39,495                                     | -                                               | -                         | -                                | -                                | -                                  | 39,495                       | -                                        | 39,495                      | -                           |
| Materials distributions              | 235                                        | -                                               | -                         | -                                | -                                | 42,413                             | 42,648                       | -                                        | 42,648                      | 54,255                      |
| National hearings                    | -                                          | -                                               | -                         | 14,649                           | -                                | -                                  | 14,649                       | -                                        | 14,649                      | 219,449                     |
| Office space and utilities           | 36,564                                     | 11,749                                          | -                         | 5,894                            | 503                              | 2,341                              | 57,051                       | 13,443                                   | 70,494                      | 75,456                      |
| Participant stipends                 | 2,650                                      | -                                               | -                         | -                                | -                                | -                                  | 2,650                        | -                                        | 2,650                       | 21,214                      |
| Postage and delivery                 | 11                                         | -                                               | -                         | 62                               | -                                | -                                  | 73                           | 1,347                                    | 1,420                       | 7,893                       |
| Presidential academies               | -                                          | -                                               | -                         | -                                | -                                | -                                  | -                            | -                                        | -                           | 295,664                     |
| Printing and publication             | -                                          | -                                               | -                         | -                                | -                                | 690                                | 690                          | 3,602                                    | 4,292                       | 5,751                       |
| Program promotions                   | -                                          | -                                               | -                         | 7,334                            | 662                              | 9,495                              | 17,491                       | 589                                      | 18,080                      | 38,544                      |
| Public relations                     | -                                          | -                                               | -                         | -                                | -                                | 513                                | 513                          | -                                        | 513                         | 66                          |
| Research and evaluation              | 171,582                                    | -                                               | 336                       | -                                | -                                | -                                  | 171,918                      | -                                        | 171,918                     | -                           |
| Staff and consultant travel          | 6,214                                      | -                                               | -                         | 571                              | -                                | 7                                  | 6,792                        | -                                        | 6,792                       | 37,647                      |
| Subcontracts, national               | -                                          | -                                               | -                         | 39,990                           | -                                | -                                  | 39,990                       | -                                        | 39,990                      | 42,806                      |
| Subcontracts, teacher training       | 153,909                                    | -                                               | -                         | -                                | -                                | -                                  | 153,909                      | -                                        | 153,909                     | 771,478                     |
| Supplies                             | -                                          | -                                               | -                         | -                                | -                                | 759                                | 759                          | 3,002                                    | 3,761                       | 4,056                       |
| Telephone                            | -                                          | 3,202                                           | -                         | -                                | -                                | -                                  | 3,202                        | 9,314                                    | 12,516                      | 11,600                      |
| Training and consulting services     | -                                          | -                                               | -                         | -                                | -                                | 7,652                              | 7,652                        | 4,756                                    | 12,408                      | 12,673                      |
| Total functional expenses            | 1,147,583                                  | 217,375                                         | 336                       | 234,078                          | 11,698                           | 366,088                            | 1,977,158                    | 377,213                                  | 2,354,371                   | 3,721,097                   |
| Indirect expenses                    | 299,854                                    | -                                               | -                         | 46,471                           | 3,457                            | 27,431                             | 377,213                      | (377,213)                                | -                           | -                           |
| <b>TOTAL EXPENSES</b>                | <u>1,447,437</u>                           | <u>217,375</u>                                  | <u>336</u>                | <u>280,549</u>                   | <u>15,155</u>                    | <u>393,519</u>                     | <u>2,354,371</u>             | <u>-</u>                                 | <u>2,354,371</u>            | <u>3,721,097</u>            |

See accompanying auditors' reports and notes to financial statements.

**CENTER FOR CIVIC EDUCATION**  
**(A California Non-Profit Corporation)**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED JULY 31, 2020**  
**(WITH COMPARATIVE TOTALS FOR 2019)**

|                                                                                                                | <u>2020</u> | <u>2019</u> |
|----------------------------------------------------------------------------------------------------------------|-------------|-------------|
| <b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>                                                                   |             |             |
| Change in net assets                                                                                           | \$ 4,289    | \$ 239,128  |
| Adjustments to reconcile increase (decrease) in net assets to net cash provided (used) by operating activities |             |             |
| Depreciation                                                                                                   | 1,334       | 1,333       |
| Realized and unrealized (gain) loss on investments, net                                                        | (147,944)   | (58,373)    |
| (Increase) decrease in:                                                                                        |             |             |
| Contracts receivable                                                                                           | (41,814)    | 198,554     |
| Accounts receivable                                                                                            | 87,194      | 180,275     |
| Inventory                                                                                                      | (52,243)    | 77,412      |
| Deposits and prepaid expenses                                                                                  | (3,441)     | 1,927       |
| Increase (decrease) in:                                                                                        |             |             |
| Accounts payable                                                                                               | (17,615)    | 133,539     |
| Checks written in excess of cash balance                                                                       | -           | (98,640)    |
| Accrued payroll and related liabilities                                                                        | (21,145)    | (4,024)     |
| Contract advances                                                                                              | (128,389)   | 154,538     |
| Total adjustments                                                                                              | (324,063)   | 586,541     |
| Net Cash Provided (Used) by Operating Activities                                                               | (319,774)   | 825,669     |
| <b>CASH FLOWS FROM INVESTING ACTIVITIES:</b>                                                                   |             |             |
| Purchases of investments                                                                                       | (100,000)   | (100,000)   |
| Dividends reinvested                                                                                           | (52,568)    | (53,249)    |
| Net Cash Provided (Used) by Investing Activities                                                               | (152,568)   | (153,249)   |
| <b>CASH FLOWS FROM FINANCING ACTIVITIES:</b>                                                                   |             |             |
| Proceeds from loans payable                                                                                    | 387,634     | -           |
| Net Cash Provided (Used) by Financing Activities                                                               | 387,634     | -           |
| <b>NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS</b>                                                    | (84,708)    | 672,420     |
| <b>CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR</b>                                                          | 672,420     | -           |
| <b>CASH AND CASH EQUIVALENTS AT END OF YEAR</b>                                                                | \$ 587,712  | \$ 672,420  |
| <b>Supplemental Disclosure:</b>                                                                                |             |             |
| In-kind contributions                                                                                          | \$ -        | \$ 1,138    |

See accompanying auditors' reports and notes to financial statements.

**CENTER FOR CIVIC EDUCATION**  
**(A California Non-Profit Corporation)**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JULY 31, 2020**

**1. DESCRIPTION OF ORGANIZATION**

The Center for Civic Education (the “Center”) is a nonprofit tax-exempt organization whose main activity is the development of civic education programs for elementary and secondary school students.

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The Center prepares its financial statements in accordance with generally accepted accounting principles (GAAP) promulgated in the United States of America. The significant accounting and reporting policies used by the Center are described below to enhance the usefulness and understandability of the financial statements.

*Net Assets*

The financial statements report net assets and changes in net assets in two classes that are based upon the existence or absence of restrictions on use that are placed by its donors, as follows:

- *Net assets without donor restrictions.* Net assets without donor restrictions are resources available to support operations. The only limits on the use of net assets without donor restrictions are the broad limits resulting from the nature of the organization, the environment in which it operates, the purposes specified in its corporate documents and its application for tax-exempt status, and any limits resulting from contractual agreements with creditors and others that are entered into in the course of its operations.
- *Net assets with donor restrictions.* Net assets with donor restrictions are resources that are restricted by a donor for use for a particular purpose or in a particular future period or are limited by donor-imposed restrictions that neither expire by being used in accordance with a donor’s restriction nor by the passage of time. The Center’s unspent contributions are classified in this class if the donor limited their use, as are the unspent appreciation of its donor-restricted endowment funds. When a donor’s restriction is satisfied, either by using the resources in the manner specified by the donor or by the passage of time, the expiration of the restriction is reported in the financial statements by reclassifying the net assets from with donor restrictions to without donor restrictions. Net assets restricted for acquisition of buildings or equipment (or less commonly, the contribution of those assets directly) are reported as with donor restrictions until the specified asset is placed in service by the Center, unless the donor provides more specific directions about the period of its use. The Center did not have any net assets with donor restrictions at July 31, 2020.

**CENTER FOR CIVIC EDUCATION  
(A California Non-Profit Corporation)  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JULY 31, 2020**

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued**

All revenues and net gains are reported as increases in net assets without donor restrictions in the statement of activities unless the use of the related resources is subject to donor restrictions. All expenses and net losses other than losses on endowment investments are reported as decreases in net assets without donor restrictions.

*Cash and Cash Equivalents*

Cash and cash equivalents are short term, interest bearing, highly liquid investments with original maturities of three months or less, unless the investments are held for meeting restrictions of a capital or endowment nature.

*Contracts and Accounts Receivables*

Receivables consist of contracts and subrecipient accounts receivable for published materials and are stated at the amount management expects to collect from outstanding balances. Receivables are primarily unsecured amounts due from grantors on cost reimbursement or performance grants. The Center uses the allowance method of accounting for receivables determined to be potentially uncollectable. In management's opinion, all contracts and accounts receivables were collectible at year-end. No allowance for doubtful accounts for contracts and other receivables is considered necessary at July 31, 2020.

*Inventory*

Inventory is stated at the lower of cost or market, using the first-in, first-out method.

*Deposits and Prepaid Expenses*

Deposits, prepaid insurance and other costs are expensed ratably over their respective terms of agreement.

*Investments at Fair Value*

The Center invests cash in excess of its immediate needs in investment accounts. Investments are reported at fair value. The fair values for investments are estimated using a maturity based on interest rates.

**CENTER FOR CIVIC EDUCATION  
(A California Non-Profit Corporation)  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JULY 31, 2020**

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued**

*Property and Equipment, Net*

Property and equipment are reported in the statement of financial position at cost, if purchased, and at fair value at the date of donation, if donated. All land, buildings, and property are capitalized. Equipment is capitalized if it has a cost of \$5,000 or more and a useful life when acquired of more than 1 year. Repairs and maintenance that do not significantly increase the useful life of the asset are expensed as incurred. Depreciation is computed using the straight-line method over the estimated useful lives of the assets, as follows:

|                                   |                      |
|-----------------------------------|----------------------|
| Computer hardware and peripherals | 5 years              |
| Computer software                 | 3 years              |
| Furniture and fixtures            | Up to 10 years       |
| General office equipment          | 5 years              |
| Leasehold Improvements            | Remaining lease term |

Property and equipment are reviewed for impairment when a significant change in the asset's use or another indicator of possible impairment is present. No impairment losses were recognized in the financial statements in the current period.

*Vacation Policy*

Accrued vacation benefits are accrued on a monthly basis. Full-time and part-time employees accrue vacation time based upon years of service as follows:

| <u>Years Employed</u> | <u>Regular Full Time Non-Exempt<br/>Employees Annualized Accrual</u> |
|-----------------------|----------------------------------------------------------------------|
| 1+ - 2 years          | 15.4 Days                                                            |
| 2+ - 20 years         | 20.6 Days                                                            |
| 20+ years             | 25.7 Days                                                            |

  

| <u>Years Employed</u> | <u>Regular Full Time Exempt<br/>Employees Annualized Accrual</u> |
|-----------------------|------------------------------------------------------------------|
| 1 year                | 15.4 Days                                                        |
| 1+ - 5 years          | 20.6 Days                                                        |
| 5+ years              | 25.7 Days                                                        |

Regular part-time employees receive paid vacation time in proportion to the number of hours they normally are scheduled to work.

Vacation can be accrued over to the following year, up to a maximum of one year's accrual. Unused vacation leave will be paid at the time of termination. Total accrued vacation at July 31, 2020, was \$82,843.

**CENTER FOR CIVIC EDUCATION  
(A California Non-Profit Corporation)  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JULY 31, 2020**

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued**

*Accounting for Contributions*

Contributions, including unconditional promises to give, are recognized when received. All contributions are reported as increases in net assets without donor restrictions unless use of the contributed assets is specifically restricted by the donor. Amounts received that are restricted by the donor to use in future periods or for specific purposes are reported as increases in net assets with donor restrictions, consistent with the nature of the restriction. Unconditional promises with payments due in future years have an implied restriction to be used in the year the payment is due, and therefore are reported as donor restricted until the payment is due unless the contribution is clearly intended to support activities of the current fiscal year or is received with donor restrictions. Conditional promises, such as matching grants, are not recognized until they become unconditional, that is, until all conditions on which they depend are substantially met.

*Contributed Goods and Services*

Contributions of goods received that are measurable are recorded as revenue at their estimated fair value when received. Contributions of services are recognized if the services received meet any of these criteria: (1) if they create or enhance nonfinancial assets and (2) if they require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation.

The Center benefits from personal services provided by a substantial number of volunteers. Those volunteers have donated significant amounts of time and services in the organization's program operations and in its fund-raising campaigns. However, the majority of the contributed services do not meet the criteria for recognition in financial statements.

*Government Revenue*

Government revenue is recognized when the qualifying costs are incurred for cost-reimbursement grants or contracts or when a unit of service is provided for performance grants. Government revenue from federal agencies, when exceeding certain dollar thresholds during the fiscal year, is subject to independent audit under the Uniform Guidance and review by grantor agencies. The review could result in the disallowance of expenditures under the terms of the grant or reductions of future grant funds. Based on prior experience, the Center's management believes that costs ultimately disallowed, if any, would not materially affect the financial position of the Center.

**CENTER FOR CIVIC EDUCATION  
(A California Non-Profit Corporation)  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JULY 31, 2020**

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued**

*Revenue Recognition*

Revenues from government agencies, program service fees, and other third-party payors for services provided under such contracts are recognized when earned by the Center. All gifts, bequests, and other public support are included in net assets without donor restrictions unless specifically restricted by the donor or the terms of the gift or grant instrument. Amounts received in excess of balances earned are recognized as liabilities in Contract Advances.

*Income Taxes*

The Center is exempt from Federal income taxes under Section 501(c)(3) of the Internal Revenue Code and California income taxes under section 23701(d) of the California Revenue and Taxation Code. The IRS classified the organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

The Center has adopted Financial Accounting Standards Board Accounting Standards Codification (ASC) Section 740-10, which clarifies the accounting for uncertainty in income taxes. ASC Section 740-10 prescribes a recognition threshold and measurement attribute for the financial statement recognition and measurement of a tax position taken or expected to be taken in a tax return. ASC Section 740-10 requires that an organization recognize in the financial statements the impact of the tax position if that position will more likely than not be sustained on audit, based on the technical merits of the position. As of and for the year ended July 31, 2020, the Center had no material unrecognized tax benefits, tax penalties or interest.

The Center's Forms 990, *Return of Organization Exempt from Income Tax*, for each of the tax years ended July 31, 2019, 2018, and 2017, are subject to examination by the IRS, generally for 3 years after they were filed.

**CENTER FOR CIVIC EDUCATION  
(A California Non-Profit Corporation)  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JULY 31, 2020**

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued**

*Accounting Pronouncements Adopted*

In May 2014, the FASB issued ASU 2014-09, *Revenue from Contracts with Customers (Topic 606)*. ASU 2014-09 outlines a single, comprehensive model for companies to use in accounting for revenue arising from contracts with customers. The core principle of the revenue model is that revenue is recognized when a customer obtains control of a good or service. The change in accounting principle was adopted on the retrospective basis which resulted in no change to revenue previously reported and, also had no effect on the revenue recognized for the year ended July 31, 2020.

In June 2018, the Financial Accounting Standards Board (FASB) issued ASU 2018-08, *Not-for-Profit Entities (Topic 958), Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made*. ASU 2018-08 clarifies and improves guidance for contributions received and contributions made and provides guidance to organizations on how to account for certain exchange transactions. This clarifies whether to account for transactions as contributions or as exchange transactions. In addition, it clarifies whether a contribution is conditional. As a result, it enhances comparability of financial information among not-for-profit entities. The change in accounting principle was adopted on a modified prospective basis in 2019. As a result, there was no cumulative-effect adjustment to opening net assets without donor restrictions or opening net assets with donor restrictions as of August 1, 2019. There was no financial effect of adopting the new accounting principles on contributions for the year ended July 31, 2020.

*Indirect Costs*

Costs that benefit the operations of the entire organization are allocated according to an indirect cost allocation plan.

**CENTER FOR CIVIC EDUCATION  
(A California Non-Profit Corporation)  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JULY 31, 2020**

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued**

*Expense Recognition and Allocation*

The cost of providing the Center's programs and other activities is summarized on a functional basis in the statement of activities and statement of functional expenses. Expenses that can be identified with a specific program or support service are charged directly to that program or support service. Costs common to multiple functions have been allocated among the various functions benefited.

General and administrative expenses include those costs that are not directly identifiable with any specific program, but which provide for the overall support and direction of the Center.

Fundraising costs are expensed as incurred, even though they may result in contributions received in future years. The Center generally conducts its fundraising activities in conjunction with its other activities. In the few cases in which it does, such as when the annual report or donor acknowledgements contain requests for contributions, joint costs have been allocated between fundraising and management and general expenses in accordance with standards for accounting for costs of activities that include fundraising. Fundraising costs are not significant because with over \$55,141 of contributions revenue in the financial statements it's not reasonable that no related expenses were incurred. Management has determined that fundraising costs are not significant.

*Use of Estimates*

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of revenues and expenses during the reporting period and the reported amounts of assets and liabilities at the date of the financial statements. On an ongoing basis, the Center's management evaluates the estimates and assumptions based upon historical experience and various other factors and circumstances. The Center's management believes that the estimates and assumptions are reasonable in the circumstances; however, the actual results could differ from those estimates.

*Reclassifications*

Certain amounts in the 2019 comparative totals have been reclassified to conform with the 2020 reporting format.

*Comparative Totals*

The Statement of Functional Expenses includes certain prior-year summarized comparative information in total but not by functional class. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the Center's financial statements for the year ended July 31, 2019, from which the summarized information was derived.

**CENTER FOR CIVIC EDUCATION  
(A California Non-Profit Corporation)  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JULY 31, 2020**

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued**

*Fair Value Measurements*

The Center reports its fair value measures using a three-level hierarchy that prioritizes the inputs used to measure fair value. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction in the principal or most advantageous market at the measurement date under current market conditions regardless of whether that price is directly observable or estimated using another valuation technique. Inputs used to determine fair value refer broadly to the assumptions that market participants would use in pricing the asset or liability including assumptions about risk. Inputs may be observable or unobservable. Observable inputs are inputs that reflect the assumptions market participants would use in pricing the asset or liability based on market data obtained from sources independent of the reporting entity. Unobservable inputs are inputs that reflect the reporting entity's own assumptions about the assumptions market participants would use in pricing the asset or liability based on the best information available. This hierarchy, established by GAAP, requires that entities maximize the use of observable inputs and minimize the use of unobservable inputs when measuring fair value. The three levels of inputs used to measure fair value are as follows:

- *Level 1* - Quoted prices for identical assets or liabilities in active markets to which the Center has access at the measurement date.
- *Level 2* - Inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly. Level 2 inputs include:
  - quoted prices for similar assets or liabilities in active markets;
  - quoted prices for identical or similar assets in markets that are not active;
  - observable inputs other than quoted prices for the asset or liability (for example, interest rates and yield curves); and
  - inputs derived principally from, or corroborated by, observable market data by correlation or by other means.
- *Level 3* - Unobservable inputs for the asset or liability. Unobservable inputs should be used to measure the fair value to the extent that observable inputs are not available.

The carrying amounts of cash and cash equivalents and accounts receivable approximate fair value because of the terms and relatively short maturity of these financial instruments. The stocks, bonds, short-term reserves and mutual funds are valued at quoted market prices, which represent the net asset value of shares held by the Center at year end.

The carrying amounts of liabilities, approximate fair value because of the relatively short maturity of these financial instruments.

When available, the Center measures fair value using Level 1 inputs because they generally provide the most reliable evidence of fair value.

**CENTER FOR CIVIC EDUCATION**  
**(A California Non-Profit Corporation)**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JULY 31, 2020**  
**(CONTINUED)**

**3. CASH AND CASH EQUIVALENTS**

Cash in banks and on hand at July 31, 2020, consisted of the following:

Concentration of risk:

|               |                   |
|---------------|-------------------|
| Deposits:     | <u>Amount</u>     |
| Cash in banks | <u>\$ 587,712</u> |
| Total cash    | <u>\$ 587,712</u> |

Cash balances held in banks are insured up to \$250,000 by the Federal Deposit insurance Corporation (FDIC). The Organization maintains its cash in bank deposit accounts that at times may exceed federally insured limits. The Organization has not experienced any losses in such accounts. Uninsured balances at July 31, 2020 were approximately \$359,070.

**4. CONTRACTS AND ACCOUNTS RECEIVABLE**

Receivables at July 31, 2020 consisted of following:

|                                                    |                   |
|----------------------------------------------------|-------------------|
|                                                    | <u>Amount</u>     |
| Contract receivable – U.S. Department of Education | <u>\$ 133,079</u> |
| Accounts receivable                                | <u>124,820</u>    |
| Total                                              | <u>\$ 257,899</u> |

In management's opinion, all contracts and accounts receivables were collectible at year-end. No allowance for doubtful accounts for contracts and accounts receivables is considered necessary at July 31, 2020.

**5. INVENTORY**

Inventories consist of finished goods purchased for resale. Inventories are stated at the lower of cost, determined by the first-in, first-out method. Inventory at the year ended July 31, 2020 was \$181,824.

**CENTER FOR CIVIC EDUCATION**  
**(A California Non-Profit Corporation)**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JULY 31, 2020**  
**(CONTINUED)**

**6. INVESTMENTS AT FAIR VALUE**

In January 2010, the FASB issued Accounting Standards Update 2010-06, "Fair Value Measurements and Disclosures (Topic 820)" ("ASU 2010-06"). This guidance amends the disclosure requirements related to recurring and nonrecurring fair value measurements and requires new disclosures on the transfers of assets and liabilities between Level 1 and Level 2 of the fair value measurement hierarchy, including the reasons and the timing of the transfers. Additionally, the guidance requires a rollforward of activities on purchases, sales, issuance and settlements of the assets and liabilities measured using Level 3 measurements.

The guidance became effective for the reporting period beginning January 1, 2010, except for the disclosure on the rollforward activities for Level 3 fair value measurements, which became effective for the reporting year ending July 31, 2012. Management assessed the impact ASU 2010.06, and believed it did not have a material effect on its financial statements.

The Center measures fair value in accordance with FASB ASC 820-10. FASB ASC 820-10 establishes a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. This hierarchy consists of three broad levels; Level 1 inputs consist of unadjusted quoted prices in active markets for identical assets and have the highest priority, Level 2 inputs, other than the quoted prices in active markets, are observable either directly or indirectly, and Level 3 unobservable inputs in which there is little or no market data, which requires the Center to develop its own assumptions. The Center uses appropriate valuation techniques based on the available inputs to measure the fair value of its investments. When available, the Center measures fair value using Level 1 inputs because they generally provide the most reliable evidence of fair value. Level 3 inputs are only used when Level 1 or Level 2 inputs are not available. All assets reported at fair value at July 31, 2020, are Level 1 inputs.

Investments consisted of the following at July 31, 2020:

|                     | <u>Total</u>        | <u>Level 1</u>      |
|---------------------|---------------------|---------------------|
| Mutual Funds:       |                     |                     |
| Bonds               | \$ 853,137          | \$ 853,137          |
| Stocks - equities   | 1,563,251           | 1,563,251           |
| Short-term reserves | <u>122,371</u>      | <u>122,371</u>      |
| Total investments   | <u>\$ 2,538,759</u> | <u>\$ 2,538,759</u> |

At July 31, 2020, the Center does not have any investments measured using Level 2 or Level 3 inputs.

The composition of the investment return reported in the statement of activities as follows:

|                                               | <u>Amount</u>     |
|-----------------------------------------------|-------------------|
| Interest and dividend income, net of expenses | \$ 52,568         |
| Interest from cash and cash equivalents       | -                 |
| Realized gain/(loss) on investments           | 16,609            |
| Unrealized gain/(loss) on investments         | <u>131,335</u>    |
| Total investments return                      | <u>\$ 200,512</u> |

**CENTER FOR CIVIC EDUCATION**  
**(A California Non-Profit Corporation)**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JULY 31, 2020**  
**(CONTINUED)**

**7. PROPERTY AND EQUIPMENT, NET**

Property and equipment, net consists of the following at July 31, 2020:

|                               | <u>Amount</u>    |
|-------------------------------|------------------|
| Computers                     | \$ 115,102       |
| Less Accumulated Depreciation | <u>(112,985)</u> |
| Property and Equipment, net   | <u>\$ 2,117</u>  |

Total depreciation expense for the year ended July 31, 2020 was \$1,334.

**8. LOANS PAYABLE**

*Small Business Act Loan Payable*

In June 2020 the Center obtained an Economic Injury Disaster Loan. The loan has a maturity date of June 2050 and calls for monthly payments including interest of \$641 with a fixed interest rate at 2.75%. The balance owed at July 31, 2020 was \$150,000. No interest expense was charged during the year ended July 31, 2020. Future minimum payments on the Small Business Act loan payable at July 31, are as follows:

| <u>Year Ending July 31,</u> | <u>Amount</u>     |
|-----------------------------|-------------------|
| 2021                        | \$ 1,282          |
| 2022                        | 7,692             |
| 2023                        | 7,692             |
| 2024                        | 7,692             |
| 2025                        | 7,692             |
| Thereafter                  | <u>117,950</u>    |
| Total                       | <u>\$ 150,000</u> |

*Paycheck Protection Program Loan*

During the year ended July 31, 2020 the Center received a Paycheck Protection Program (PPP) loan for \$237,634 to address the impact of the COVID-19 pandemic described in Note 10.

The PPP, which was established as part of the Coronavirus Aid, Relief and Economic Security Act ("CARES Act"), provides for loans to qualifying organizations for amounts up to 2.5 times of the average monthly payroll expenses of the qualifying organization. The loan and accrued interest is forgivable after either eight weeks or twenty-four weeks as long as the borrower uses the loan proceeds for eligible purposes such as payroll, benefits, rent and utilities, and maintains its payroll levels.

The amount of loan forgiveness may be reduced if the borrower terminates employees without cause or reduces salaries during the covered period. Any reductions in employment or salary will not reduce the amount of loan forgiveness if cured by December 31, 2020.

**CENTER FOR CIVIC EDUCATION**  
**(A California Non-Profit Corporation)**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JULY 31, 2020**  
**(CONTINUED)**

**9. COMMITMENTS AND OBLIGATIONS UNDER OPERATING LEASES**

The Center leases several office facilities under various operating lease. Future minimum lease payments are as follows:

| <u>Year Ending July 31,</u> | <u>Amount</u>    |
|-----------------------------|------------------|
| 2021                        | \$ 49,204        |
| 2022                        | 32,223           |
| 2023                        | 8,115            |
| Total                       | <u>\$ 89,542</u> |

Total rent and other related expenses for the year ended July 31, 2020 was \$70,494.

**10. CONTINGENCIES**

*Grant Awards*

From time to time, the Center may have certain contingent liabilities that arise in the ordinary course of its business activities. The Center accrues contingent liabilities when it is probable that future expenditures will be made and such expenditures can be reasonably estimated. In the opinion of management there are no pending claims of which the outcome is expected to result in a material adverse effect on the financial position, results of operations or cash flows of the Center.

The Center has received local, state, and federal funds for specific purposes that are subject to review and audit by the contracting agencies. Although such audits could generate expenditure disallowances under terms of the grants or contracts, it is management's opinion that any required reimbursements will not be material.

*COVID-19*

On March 11, 2020 the World Health Organization declared the novel strain of coronavirus (COVID-19) a global pandemic and recommended containment and mitigation measures worldwide. The ultimate financial impact and duration of these events cannot be reasonably estimated at this time.

**CENTER FOR CIVIC EDUCATION**  
**(A California Non-Profit Corporation)**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JULY 31, 2020**  
**(CONTINUED)**

**11. PENSION PLAN**

The Center maintains a defined contribution pension plan covering substantially all eligible employees. The plan calls for yearly contributions by the Center to eligible participating employees. During the year ended July 31, 2020, the Center contributed \$164,183 to the plan.

**12. LIQUIDITY AND FUNDS AVAILABLE**

The total financial assets held by the Center at July 31, 2020 and the amount of those financial assets that could be made available for general expenditure within one year of the date of the statement of financial position are summarized in the following table:

|                                                                                        | <u>July 31, 2020</u> |
|----------------------------------------------------------------------------------------|----------------------|
| Financial assets:                                                                      |                      |
| Cash and cash equivalents                                                              | \$ 587,712           |
| Contracts receivable                                                                   | 133,079              |
| Accounts receivable                                                                    | 124,820              |
| Investments                                                                            | <u>2,538,759</u>     |
| Total financial assets                                                                 | 3,384,370            |
| Less liabilities:                                                                      |                      |
| Accounts payable and accrued expenses                                                  | (212,560)            |
| Accrued payroll and related liabilities                                                | (83,088)             |
| Contract advances                                                                      | (70,447)             |
| Loans payable                                                                          | <u>(150,000)</u>     |
| Total liabilities                                                                      | <u>(516,095)</u>     |
| Financial assets available to meet cash needs for general expenditures within one year | <u>\$ 2,868,275</u>  |

The Center's goal is generally to maintain financial assets to meet 60 days of operating expenses (approximately \$250,000). As part of its liquidity plan, the Center bills government-funded contracts in accordance with funding terms and conditions or receives periodic advances from funders, generally monthly. Amounts available for expenditure over the period of the next twelve months are dependent on governmental funder's payment cycles which vary from 30 to 60 days. Excess cash, if any, is briefly held in the Center's checking account. The Center does not have a line of credit available to meet cash flow needs.

**CENTER FOR CIVIC EDUCATION**  
**(A California Non-Profit Corporation)**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JULY 31, 2020**  
**(CONTINUED)**

**13. CONCENTRATION RISK**

Amounts held in financial institutions occasionally are in excess of the Federal Deposit Insurance Corporation and Securities Investor Protection Corporation limits. The Center deposits its cash with high quality financial institutions, and management believes the organization is not exposed to significant credit risk on those amounts.

The majority of the Center's contributions and grants are received from corporations, foundations, and individuals and from agencies located throughout the state of California. As such, the Center's ability to generate resources via contributions and grants is dependent upon the economic health of that area and of the state of California. An economic downturn could cause a decrease in contributions and grants that coincides with an increase in demand for the Center's services.

The Center's investments are subject to various risks, such as interest rate, credit, and overall market volatility risks. Further, because of the significance of the investments to the Center's financial position and the level of risk inherent in most investments, it is reasonably possible that changes in the values of these investments could occur in the near term and such changes could materially affect the amounts reported in the financial statements. Management is of the opinion that the diversification of its invested assets among the various asset classes should mitigate the impact of changes in any one class.

**14. SUBSEQUENT EVENTS**

The Center has evaluated events subsequent to July 31, 2020, to assess the need for potential recognition or disclosure in the financial statements. Such events were evaluated through March 2, 2021, the date the financial statements were available to be issued. Events occurring after that date have not been evaluated to determine whether a change in the financial statements would be required. Based upon this evaluation, it was determined that no other subsequent events occurred that require recognition or additional disclosure in the financial statements.

**GOVERNMENT AUDIT SECTION**



**VASIN, HEYN & COMPANY**

*ABOVE THE BRIGHT LINE*



AN ACCOUNTANCY CORPORATION

CERTIFIED PUBLIC ACCOUNTANTS | AUDITORS AND ADVISERS

**INDEPENDENT AUDITORS' 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 of  
Center for Civic Education  
(A California Non-Profit Corporation)  
Calabasas, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Center for Civic Education (A California Non-Profit Corporation), which comprise the statement of financial position as of July 31, 2020, and the related statements of activities, functional expenses 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, 2021.

***Internal Control Over Financial Reporting***

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

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

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

### ***Compliance and Other Matters***

As part of obtaining reasonable assurance about whether Center for Civic Education's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. 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.

Vorwin, Hays + Co.

Calabasas, California  
March 2, 2021

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

To the Board of Directors of  
Center for Civic Education  
(A California Non-Profit Corporation)  
Calabasas, California

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

We have audited Center for Civic Education's (A California Non-Profit Corporation) compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of Center for Civic Education's major federal programs for the year ended July 31, 2020. Center for Civic Education's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

***Management's Responsibility***

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

***Auditors' Responsibility***

Our responsibility is to express an opinion on compliance for each of Center for Civic Education's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)*. Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Center for Civic Education'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 Center for Civic Education's compliance.

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

In our opinion, Center for Civic Education 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 July 31, 2020.

### ***Report on Internal Control Over Compliance***

Management of Center for Civic Education 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 Center for Civic Education's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Center for Civic Education'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 the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

*Vorstin, Hagen + Co.*

Calabasas, California  
March 2, 2021

**CENTER FOR CIVIC EDUCATION  
(A California Non-Profit Corporation)  
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED JULY 31, 2020  
(FEIN 95-3546790)**

| <b>Federal Grantor,<br/>Pass-Through Grantor<br/>Program Title</b>                                                                           | <b>Federal CFDA<br/>Number</b> | <b>Contract<br/>Number</b> | <b>Direct (D)<br/>Pass (P)</b> | <b>Grant<br/>Amount</b>     | <b>Revenue<br/>Recognized</b> | <b>Federal<br/>Expenditures</b> | <b>Passed to<br/>Subrecipients</b> |
|----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|----------------------------|--------------------------------|-----------------------------|-------------------------------|---------------------------------|------------------------------------|
| <b>U.S. Department of Education</b>                                                                                                          |                                |                            |                                |                             |                               |                                 |                                    |
| James Madison Legacy Project Year 1                                                                                                          | 84.367D                        | U367D150010                | <b>D</b>                       | \$ 6,136,579                | \$ 1,375                      | \$ 1,375                        | \$ 1,000                           |
| James Madison Legacy Project Year 2                                                                                                          | 84.367D                        | U367D150010                | <b>D</b>                       | 5,313,205                   | (8,939)                       | (8,939)                         | (8,939)                            |
| James Madison Legacy Project Year 3                                                                                                          | 84.367D                        | U367D150010                | <b>D</b>                       | <u>5,340,992</u>            | <u>891,394</u>                | <u>891,394</u>                  | <u>53,112</u>                      |
| <b>Supporting Effective Instruction State Grants (formerly Improving Teacher<br/>Quality State Grants)</b>                                   | <b>84.367D</b>                 |                            |                                | <b>16,790,776</b>           | <b>883,830</b>                | <b>883,830</b>                  | <b>45,173</b>                      |
| Strengthening Democracy through History and Civics: American History and<br>Civics Presidential Academies and Congressional Academies Year 1 | 84.422A                        | U422A170004                | <b>D</b>                       | 589,820                     | 91,483                        | 91,483                          | -                                  |
| Strengthening Democracy through History and Civics: American History and<br>Civics Presidential Academies and Congressional Academies Year 2 | 84.422A                        | U422A180004                | <b>D</b>                       | <u>551,982</u>              | <u>84,350</u>                 | <u>84,350</u>                   | <u>-</u>                           |
| <b>American History and Civics Education</b>                                                                                                 | <b>84.422A</b>                 |                            |                                | <b>1,141,802</b>            | <b>175,833</b>                | <b>175,833</b>                  | <b>-</b>                           |
| Project Citizen Research Program                                                                                                             |                                |                            |                                |                             |                               |                                 |                                    |
| <b>Education Research, Development and Dissemination</b>                                                                                     | <b>84.305A</b>                 | <b>R305A190360</b>         | <b>D</b>                       | <u>\$ 959,847</u>           | <u>\$ 387,774</u>             | <u>\$ 387,774</u>               | <u>\$ 108,735</u>                  |
| <b>Total U.S. Department of Education</b>                                                                                                    |                                |                            |                                | <u><b>\$ 18,892,425</b></u> | <u><b>\$ 1,447,437</b></u>    | <u><b>\$ 1,447,437</b></u>      | <u><b>\$ 153,908</b></u>           |
| <b>TOTAL FEDERAL EXPENDITURES</b>                                                                                                            |                                |                            |                                | <u><b>\$ 18,892,425</b></u> | <u><b>\$ 1,447,437</b></u>    | <u><b>\$ 1,447,437</b></u>      | <u><b>\$ 153,908</b></u>           |

**CENTER FOR CIVIC EDUCATION**  
**(A California Non-Profit Corporation)**  
**NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**  
**FOR THE YEAR ENDED JULY 31, 2020**  
**(FEIN 95-3546790)**

**1. BASIS OF PRESENTATION**

The accompanying Schedule of Expenditures of Federal Awards (the "Schedule") includes the federal grant activity of Center for Civic Education under programs of the federal government for the year ended July 31, 2020. The information in this schedule is presented in accordance with the requirements of the Uniform Guidance. Because the schedule presents only a selected portion of the operations of Center for Civic Education, it is not intended to and does not present the financial position, changes in net assets or cash flows of Center for Civic Education.

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)*, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Negative amounts shown on the Schedule represent adjustments or credits made in the normal course of business to amounts reported as expenditures in prior years. Pass-through entity identifying numbers are presented where available.

**3. DE MINIMIS INDIRECT COST RATE**

Center for Civic Education did not elect to use the 10% de minimis indirect cost rate for the year ended July 31, 2020.

**4. LOAN AND LOAN GUARANTEE**

Center for Civic Education did not have any balances of loan and loan guarantee programs outstanding at July 31, 2020 for loans described in 2 CFR section 200.50(b).

**CENTER FOR CIVIC EDUCATION  
(A California Non-Profit Corporation)  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED JULY 31, 2020**

**Section I - Summary of Auditors' Results**

*Financial Statements*

Type of auditors' report issued on whether the financial statements audited were prepared in accordance with GAAP:

Unmodified

Internal control over financial reporting:

• Material weakness(es) identified?

\_\_\_\_\_ Yes        X   No

• Significant deficiency(ies) identified?

\_\_\_\_\_ Yes        X   None Reported

Noncompliance material to financial statements noted?

\_\_\_\_\_ Yes        X   No

*Federal Awards*

Internal control over major federal programs:

• Material weakness(es) identified?

\_\_\_\_\_ Yes        X   No

• Significant deficiency(ies) identified?

\_\_\_\_\_ Yes        X   None Reported

Type of auditors' report issued on compliance for major federal programs:

Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?

\_\_\_\_\_ Yes        X   No

Identification of major federal programs:

CFDA Number(s)

Name of Federal Program or Cluster

84.305A

Education Research, Development and  
Dissemination

Dollar threshold used to distinguish between type A and type B programs:

\$750,000

Auditee qualified as low-risk auditee?

  X   Yes      \_\_\_\_\_ No

**Section II - Financial Statement Findings**

No matters were reported.

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

No matters were reported.

**CENTER FOR CIVIC EDUCATION  
(A California Non-Profit Corporation)  
SCHEDULE OF CURRENT AND PRIOR YEARS FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED JULY 31, 2020**

**CURRENT YEAR FINDINGS AND QUESTIONED COSTS:**

**2020 Findings:**

There were no 2020 findings noted.

**2020 Questioned Costs:**

There were no 2020 questioned costs noted.

**PRIOR YEAR FINDINGS AND QUESTIONED COSTS:**

**2019 Findings:**

There were no 2019 findings noted.

**2019 Questioned Costs:**

There were no 2019 questioned costs noted.

**2018 Findings:**

There were no 2018 findings noted.

**2018 Questioned Costs:**

There were no 2018 questioned costs noted.