

**CANDLELIGHTERS CHILDHOOD
CANCER FAMILY ALLIANCE, INC.**

**Report on Audits of Financial Statements
for the years ended December 31, 2019 and 2018**

**Nagesh & Carter
Certified Public Accountants**

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INDEPENDENT AUDITOR'S REPORT

Board of Directors
Candlelighters Childhood Cancer Family Alliance, Inc.

We have audited the accompanying financial statements of Candlelighters Childhood Cancer Family Alliance, Inc. (a not for profit organization) which comprise the statements of financial position as of December 31, 2019 and 2018, and the related statements of activities, cash flows and functional expenses for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depends on the auditor's judgment, including the assessment of the risk 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, presents fairly, in all material respects, the financial position of Candlelighters Childhood Cancer Family Alliance, Inc. as of December 31, 2019 and 2018, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Nagesh & Carter PLLC

Houston, TX
August 7, 2020

**CANDLELIGHTERS CHILDHOOD
CANCER FAMILY ALLIANCE, INC.**
Statements of Financial Position
as of December 31, 2019 and 2018

Assets

	2019	2018
Cash and cash equivalents	\$ 685,829	\$ 580,881
Prepaid expenses - events	18,468	14,344
Deposits and prepaid rent	2,153	2,153
Property and equipment	54,397	45,304
Less: accumulated depreciation	(45,172)	(43,775)
Net Property and equipment	9,225	1,529
Total Assets	\$ 715,675	\$ 598,907

Liabilities and Net Assets

Deferred revenue - future events	\$ 28,586	\$ 12,880
Total liabilities	28,586	12,880
Net Assets:		
Without donor restrictions	687,089	586,027
Total net assets	687,089	586,027
Total liabilities and net assets	\$ 715,675	\$ 598,907

See accompanying notes to financial statements

**CANDLELIGHTERS CHILDHOOD
CANCER FAMILY ALLIANCE, INC.**
Statements of Activities
for the years ended December 31, 2019 and 2018

	<u>2019</u>	<u>2018</u>
Revenues and support		
Contributions	\$ 385,566	\$ 479,379
In-kind contributions	191,338	165,029
Special events revenue	715,961	594,067
Less: Cost of direct benefit to donors	<u>(137,981)</u>	<u>(125,734)</u>
Net revenues from special events	577,980	468,333
Investment income (loss)	<u>19,458</u>	<u>(8,322)</u>
Total revenues and support	<u>1,174,342</u>	<u>1,104,419</u>
Expenses:		
Programs and services	769,401	684,901
Management and general	114,226	96,068
Fundraising	<u>189,654</u>	<u>161,885</u>
Total Expenses	<u>1,073,281</u>	<u>942,854</u>
Change in net assets without donor restrictions	<u>101,061</u>	<u>161,565</u>
Net assets, beginning of year	<u>586,027</u>	<u>424,462</u>
Net assets, end of year	<u>\$ 687,089</u>	<u>\$ 586,027</u>

See accompanying notes to financial statements

**CANDLELIGHTERS CHILDHOOD
CANCER FAMILY ALLIANCE, INC.
Statements of Cash Flows
for the years ended December 31, 2019 and 2018**

	<u>2019</u>	<u>2018</u>
Cash flows from operating activities:		
Changes in net assets, increase (decrease)	\$ 101,061	\$ 161,565
Adjustments to reconcile change in net assets to net cash used in operating activities:		
Changes in operating assets and liabilities:		
Depreciation expense	1,397	805
Decrease (increase) in prepaids and deposits	(4,124)	(8,629)
Increase (decrease) in deferred revenue	15,707	(15,670)
Net cash provided (used) by operating activities	<u>114,041</u>	<u>138,071</u>
Cash flows from investing activities:		
Purchase of capital assets	<u>(9,093)</u>	<u>-</u>
Net cash used for investing activities	<u>(9,093)</u>	<u>-</u>
Net change in cash and cash equivalents	104,948	138,071
Cash and cash equivalents at beginning of year	580,881	442,810
Cash and cash equivalents at end of year	<u>\$ 685,829</u>	<u>\$ 580,881</u>

See accompanying notes to financial statements

**CANDLELIGHTERS CHILDHOOD
CANCER FAMILY ALLIANCE, INC.
Statement of Functional Expenses
for the year ended December 31, 2019**

	Program Services						Total Program Expenses	Management and General	Fundraising	Total
	Programs Services and Events	Parent Consultant	Adopt A Family	Family Camp	Newsletter	Parking Validation				
Salaries and payroll taxes	\$ 165,360	\$ 137,879					\$ 303,239	\$ 37,687	\$ 165,384	\$ 506,310
Employer Contribution 401K Plan	7,802						7,802	970	4,255	13,026
Employee parking	-	5,347					5,347			5,347
Adopt a Family expenses	-		\$ 3,349				3,349			3,349
Adopt a Family - in-kind contributions	-		191,338				191,338			191,338
Transportation	15,936						15,936			15,936
Family camp expenses	-			\$ 62,523			62,523			62,523
Family Assistance	14,673						14,673			14,673
Meal passes	2,000						2,000			2,000
Memorial events and funds	4,812						4,812			4,812
Newsletter expenses	-				\$ 19,642		19,642			19,642
Patient parking expenses	-					\$ 90,000	90,000			90,000
Support Meetings	7,364						7,364			7,364
Supplies and general	4,464						4,464			4,464
Office supplies and expenses	12,123						12,123	20,516	4,663	37,302
Merchant cards and bank fees	6,945						6,945		8,489	15,434
Insurance	1,184						1,184	2,003	455	3,642
Rent office	8,125						8,125	13,751	3,125	25,001
Maintenance office	1,675						1,675	2,835	644	5,154
Telephone and internet	2,093						2,093	3,541	805	6,439
Computer and software expense	3,057						3,057	5,173	1,176	9,406
Utilities	1,257						1,257	2,127	483	3,867
Professional fees	-						-	24,855		24,855
Depreciation expense	453						453	768	175	1,395
Total functional expenses	\$ 259,323	\$ 143,226	\$ 194,687	\$ 62,523	\$ 19,642	\$ 90,000	\$ 769,401	\$ 114,226	\$ 189,654	\$ 1,073,281

See accompanying notes to financial statements

**CANDLELIGHTERS CHILDHOOD
CANCER FAMILY ALLIANCE, INC.
Statement of Functional Expenses
for the year ended December 31, 2018**

	Program Services						Total Program Expenses	Management and General	Fundraising	Total
	Programs Services and Events	Parent Consultant	Adopt A Family	Family Camp	Newsletter	Parking Validation				
Salaries and payroll taxes	\$ 158,856	\$ 116,385					\$ 275,241	\$ 27,090	\$ 140,588	\$ 442,919
Employer Contribution 401K Plan	7,529						7,529	741	3,846	12,116
Employee parking	-	5,425					5,425			5,425
Adopt a Family expenses	-		\$ 1,928				1,928			1,928
Adopt a Family - in-kind contributions	-		165,029				165,029			165,029
Transportation	11,280						11,280			11,280
Family camp expenses	-			\$ 58,876			58,876			58,876
Family Assistance	5,151						5,151			5,151
Meal passes	4,000						4,000			4,000
Memorial events and funds	5,738						5,738			5,738
Newsletter expenses	-				\$ 12,032		12,032			12,032
Patient parking expenses	-					\$ 86,084	86,084			86,084
Support Meetings	7,273						7,273			7,273
Supplies and general	5,540						5,540			5,540
Office supplies and expenses	9,970						9,970	16,872	3,835	30,677
Merchant cards and bank fees	5,325						5,325		6,508	11,833
Insurance	1,235						1,235	2,089	475	3,799
Rent office	9,603						9,603	16,253	3,694	29,549
Maintenance office	1,968						1,968	3,331	757	6,056
Telephone and internet	3,971						3,971	6,720	1,527	12,218
Computer and software expense	274						274	463	105	842
Utilities	1,168						1,168	1,976	449	3,593
Professional fees	-						-	20,090		20,090
Depreciation expense	261						261	443	101	805
Total functional expenses	\$ 239,142	\$ 121,810	\$ 166,957	\$ 58,876	\$ 12,032	\$ 86,084	\$ 684,901	\$ 96,068	\$ 161,885	\$ 942,854

See accompanying notes to financial statements

CANDLELIGHTERS CHILDHOOD CANCER FAMILY ALLIANCE, INC.

Notes to Financial Statements

1. Description of Organization

Mission

The mission of Candlelighters Childhood Cancer Family Alliance (“Candlelighters”) is to provide emotional, educational, and practical support to children with cancer and their families. In addition, Candlelighters desires to promote childhood cancer awareness and the need for childhood cancer education and research in our community.

Brief History of Candlelighters

Candlelighters began in 1989 with two parent support groups from the Houston Medical Center: one at Texas Children’s Cancer Center and one at MD Anderson Cancer Center. The Texas Children’s Hospital group sought formal incorporation, and in 1992 Candlelighters Childhood Cancer Family Alliance was legally formed. In the fall of 1992 they invited the MD Anderson Parent Group to join them and the two organizations merged into one.

Candlelighters provide programs and services for families of children with childhood cancer and long-term survivors of childhood cancer in our area. Candlelighters families are eligible for our services, with priority given to families in need.

PROGRAMS and SERVICES:

The Parent Consultant Program was developed to directly meet the needs of families at the treatment centers and to inform them of potential resources and help through Candlelighters. Each Parent Consultant had or has a child with cancer and knows what it is like to be the custodial parent of a child with cancer. The Parent Consultant provides emotional support, educational support and practical support to families being treated at the Texas Medical Center. This unique program consists of four parent consultants serving childhood cancer families at MD Anderson Cancer Center Pediatrics and Texas Children’s Cancer Center.

A newsletter distributed 4 times a year for all families has articles on school issues, emotional support and childhood cancer. The quarterly newsletter connects all our families with a calendar of events and happenings, articles from long-term survivors and patients on treatment, memorials, and photos and articles of interest to our families, our sponsors and our donors.

**CANDLELIGHTERS CHILDHOOD
CANCER FAMILY ALLIANCE, INC.**

Notes to Financial Statements

1. Description of Organization, continued

PROGRAMS and SERVICES, continued:

Toiletry bags are available for families who are in the hospital and need personal toiletry items. Families often arrive at the hospital after an emergency or following a doctor visit and are not prepared for a hospital stay. Candlelighters provide personal toiletry items needed for that unexpected stay.

Parking Validations are available to pay part of the parking expense during hospital stays or clinic visits. Following the emotional support provided by Candlelighters, parking assistance continues to be the top practical need requested from our families. To a parent who stays with an ill child for weeks, even months, paying for parking can become a tremendous financial burden. Parking vouchers are distributed by Candlelighters Parent Consultants. In 2019, 9,000 parking validations were distributed.

Meal Passes for five dollars of cafeteria food are available. Patients' meals are taken care of while the child is in the hospital, however, the meals of the parents staying with the children or the young siblings at the hospital are not taken care of. Help with meal passes for the hospital cafeteria is vital to the parents who stay with their child 24 hours a day. This becomes a costly burden over the weeks and months. Also, food is not provided while the patient is in clinic. Therefore, Candlelighters provides \$5 meal passes for the hospital cafeteria. These passes are used primarily for families who are in-patient for long time periods. In 2019, 400 meal passes were provided.

Gas Gift Certificates for use at major gas stations are available. Coupled with parking fees, the costs of actually traveling to the hospital, especially on multiple days and weeks, became a struggle for many of our families. In many instances, one parent accompanies the child, while the other parent arrives at the hospital after work doubling the gas and parking costs. In 2019, 200 gas gift certificates were distributed.

Memorial Fund for assistance of \$250.00 for funeral related expenses. The funeral assistance is paid directly to a funeral home in one of the 13 counties served by Candlelighters. In 2019, Candlelighters assisted 23 families with funeral expenses.

**CANDLELIGHTERS CHILDHOOD
CANCER FAMILY ALLIANCE, INC.**

Notes to Financial Statements

1. Description of Organization, continued:

PROGRAM and SERVICES, Continued:

Camp CLIFF (Children Loved In Families Forever) a unique camp that includes the entire family, providing a weekend away from cancer. Families enjoy a camping experience and an opportunity to spend time away from the hectic routines of hospitals and treatments. Camp is provided at no charge to Candlelighters families. In 2019, a total of 253 campers attended the annual weekend camp.

Adopt-A- Family for the Holidays program provides hope, support and practical help to families during the holiday season. Our Adopt-A-Family program pairs organizations, companies, and community members with a Candlelighters family, spreading holiday cheer to childhood cancer families. Sponsors purchase gifts for all the family members and deliver them to the family. Adopt-A-Family guidelines request that sponsors purchase a maximum of three gifts totaling \$50 or less for each family member. In 2019, a total of 390 families, or 1,828 family members were adopted.

Fall Family Festival, held in October each year, is a fun event for the entire family with food, games, carnival events, recreational activities, and surprises. In 2019, a total of 500 children and their families attended Fall Festival.

Summer Surprises is held each summer at Texas Children's and MD Anderson Hospitals. Volunteers deliver gifts to children in the hospital or at the clinic. The event includes handing out gifts and sweets to all of the childhood cancer patients and their siblings. It brings some "holiday" cheer in the middle of summer to children undergoing treatment at the cancer centers. Our Summer Surprises volunteers conduct a toy drive and/or purchase toys for the program, wrap gifts and label them, deliver the gifts to Texas Children's Cancer Clinic and hospital and host a party at MD Anderson and distribute toys. In 2019, over 800 presents were delivered to children with cancer and siblings in the hospitals and clinics.

**CANDLELIGHTERS CHILDHOOD
CANCER FAMILY ALLIANCE, INC.**

Notes to Financial Statements

2. Summary of Significant Accounting Policies

BASIS OF PRESENTATION

The accompanying financial statements have been prepared in accordance with U.S. generally accepted accounting principles (“US GAAP”) which require the Organization to report information regarding its financial position and activities according to the following net asset classifications:

Net assets without restrictions: Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the Organization. These net assets may be used at the discretion of the Organization’s, management and the board of directors.

Net assets with donor restrictions: Net assets subject to stipulations imposed by donors, and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of the Organization, or by the passage of time. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds be maintained in perpetuity.

Donor restricted contributions are reported as increases in net assets with donor restrictions. When a restriction expires, net assets are reclassified from net assets with donor restrictions to net assets without donor restrictions in the statements of activities.

MEASUREMENT OF OPERATIONS

The statement of activities reports all changes in net assets, including changes in net assets from operating and non-operating activities. Operating activities consist of those items attributable to the Organization’s ongoing consultant services and interest and dividends earned on investments. Non-operating activities are related to resources that generate return from investments and other activities considered to be of a more unusual or nonrecurring nature.

CASH AND CASH EQUIVALENTS

Cash consist of amounts maintained in demand deposit accounts and cash on hand. Cash equivalents are highly liquid investments with a maturity of 90 days or less.

**CANDLELIGHTERS CHILDHOOD
CANCER FAMILY ALLIANCE, INC.**

Notes to Financial Statements

2. Summary of Significant Accounting Policies, continued

CONTRIBUTIONS

Contributions received are recorded as net assets without donor restrictions or net assets with donor restrictions, depending on the existence and/or nature of any donor imposed restrictions. Contributions that are restricted by the donor are reported as an increase in net assets with out donor restriction if the restriction expires in the reporting period in which the contribution is recognized. All other donor restricted contributions are reported as an increases in net assets with donor restrictions, depending on the nature of restriction. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statements of activities as net assets released from restrictions.

Contributed property and equipment are recorded at fair value at the date of donation. Contributions with donor-imposed stipulations regarding how long the contributed assets must be used are recorded as net assets with donor restrictions; otherwise, the contribution are recorded as net assets without donor restrictions.

In-kind donations- Through its Adopt A Family Program Candlelighters' received donations totaling \$191,338 and \$165,029 for the years ended December 31, 2019 and 2018, respectively. Such amounts which are based upon information provided by third parties, are recorded at their estimated fair value determined on the date of contribution and are reported as contributions in-kind and supporting services on the accompanying statements of activities and statements of functional expenses.

Contributions receivable – Unconditional promises to give that are expected to be collected within one year are recorded at net realizable value. Unconditional promises to give that are expected to be collected in future years are recorded at the present value of their estimated future cash flows. The discounts on those amounts are computed using risk-adjusted interest rates applicable to the years in which the promises are received. Discount amortization is included in contribution revenue. Conditional promises to give are not included as support until the conditions are met. Candlelighters' had no outstanding contribution receivables as of December 31, 2019 and 2018 respectively.

**CANDLELIGHTERS CHILDHOOD
CANCER FAMILY ALLIANCE, INC.**

Notes to Financial Statements

2. Significant Accounting Policies, continued

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.

FUNCTIONAL ALLOCATION OF EXPENSES

The cost of providing the various programs and activities have been summarized on a functional basis in the statement of functional expenses. Accordingly, certain costs have been allocated among programs and supporting services benefited.

DEPRECIATION AND AMORTIZATION

Property and equipment are stated at cost if purchased, or at fair value at the date of gift if donated. Candlelighters' policy is to capitalize all purchases of property and equipment with a cost in excess of \$500 and estimated useful life more than one year. Depreciation is computed using the straight-line method. The estimated useful life of property and equipment used in determining depreciation is 5-7 years. Depreciation expense totaled \$1,395 and \$805 for the years ended December 31, 2019 and 2018 respectively.

INVESTMENTS

Investments are reported at cost, if purchased, or at fair value, if donated. Thereafter, investments are reported at their fair values in the statements of financial position, and changes in fair value are reported as investment return in the statements of activities.

Purchases and sales of securities are reflected on a trade-date basis. Gains and losses on sales of securities are based on average cost and are recorded in the statements of activities in the period in which the securities are sold. Interest is recorded when earned. Dividends are accrued as of the ex-dividend date.

INCOME TAXES

No Federal income taxes are payable by Candlelighters and none have been provided for in the accompanying financial statements as it is exempt under Internal Revenue Code section 501(c)(3), the Organization has determined that there are no material uncertain tax position that require recognition or disclosure in the financial statements.

**CANDLELIGHTERS CHILDHOOD
CANCER FAMILY ALLIANCE, INC.**

Notes to Financial Statements

2. Significant Accounting Policies, continued

FAIR VALUE MEASUREMENTS

Fair value is defined as the price that would be received to sell an asset in the principal or most advantageous market for the asset in an orderly transaction between market participants on the measurement date. Fair value should be based on the assumptions market participants would use when pricing an asset. US GAAP establishes a fair value hierarchy that prioritizes investments based on those assumptions. The fair value hierarchy gives the highest priority to quoted prices in active markets (observable inputs) and the lowest priority to an entity's assumptions (unobservable inputs). Candlelighters groups assets at fair value in three levels, based on the markets in which the assets and liabilities are traded and the reliability of the assumptions used to determine fair value. These levels are:

- Level 1 Unadjusted quoted market prices for identical assets or liabilities in active markets as of the measurement date.
- Level 2 Other observable inputs, either directly or indirectly, including:
 - Quoted prices for similar assets/liabilities in active markets;
 - Quoted prices for identical or similar assets in non-active markets;
 - Inputs other than quoted prices that are observable for the asset/liability; and,
 - Inputs that are derived principally from or corroborated by other observable market data.
- Level 3 Unobservable inputs that cannot be corroborated by observable market data.

RECLASSIFICATIONS

Certain prior year amounts have been reclassified to conform to the current year presentation.

**CANDLELIGHTERS CHILDHOOD
CANCER FAMILY ALLIANCE, INC.**

Notes to Financial Statements

3. Cash & Cash Equivalents

The following is a summary of cash and cash equivalents as of December 31,

	<u>2019</u>	<u>2018</u>
Cash on hand and business checking accounts	463,852	\$ 378,332
Certificates of deposits	<u>221,977</u>	<u>202,549</u>
Total cash and cash equivalents	<u>\$ 685,829</u>	<u>\$ 580,881</u>

Candlelighters maintain cash in bank deposit accounts which at times may exceed FDIC limits. The Organization has not experienced any losses on such accounts and believes they are not exposed to any significant credit risk on cash and cash equivalents.

4. Availability and Liquidity

The following represents Candlelighters's financial assets at December 31, 2019 and 2018:

	<u>2019</u>	<u>2018</u>
Financial assets at year end:		
Cash and cash equivalents	<u>\$ 685,829</u>	<u>\$ 580,881</u>
Total financial assets	<u>685,829</u>	<u>580,881</u>
Less amounts not available to be used in within one year	<u>-</u>	<u>-</u>
Financial assets available to meet general expenditures over the next twelve months	<u>\$ 685,829</u>	<u>\$ 580,881</u>

Candlelighters's goal is generally to maintain financial assets to meet 90 days of operating expenses (approximately \$175,000). As part of its liquidity plan, excess cash is invested in short-term investments, including money market accounts and certificates of deposit.

5. Lease Commitments

Candlelighters occupy its office space under a non-cancelable operating lease, the lease is for a five-year period ending December 31, 2021. Rent expense totaled \$25,001 and \$29,549 for the years ended December 31, 2019 and 2018 respectively.

**CANDLELIGHTERS CHILDHOOD
CANCER FAMILY ALLIANCE, INC.**

Notes to Financial Statements

5. Commitments and Contingencies, continued

Future lease obligation:

December 31,	
2020	\$ 20,588
2021	21,067
Total	<u>\$ 41,655</u>

6. Employee Benefit Plan

The Organization has a retirement plan under which employees may defer a portion of their annual compensation, pursuant to Section 401(k) of the Internal Revenue Code. All employees who have completed at least three months of service is eligible to participate in the plan. Employer will match Employees contribution dollar for dollar up to 5% of the employee's annual salary. The Organization matching contribution totaled \$13,026 and \$12,116 for the years ended December 31, 2019 and 2018 respectively.

7. Compensated Absences

Employees of the Organization are entitled to paid vacation, paid sick days, and personal days off; compensation for this time has not been accrued since they cannot be reasonably estimated. The Organization's policy is to recognize these costs when actually paid to employees.

8. Subsequent Events

The Organization has evaluated subsequent events through August 7, 2020 the date which the financial statements were available to be issued.