

PROJECT ACCESS NORTHWEST

FINANCIAL STATEMENTS
With Independent Auditor's Report

YEARS ENDED DECEMBER 31, 2019 AND 2018



PROJECT ACCESS NORTHWEST
FINANCIAL STATEMENTS
YEARS ENDED DECEMBER 31, 2019 AND 2018

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INDEPENDENT AUDITOR'S REPORT

September 22, 2020

Board of Directors
Project Access Northwest
Seattle, Washington

We have audited the accompanying financial statements of Project Access Northwest (a nonprofit corporation), which comprise the statements of financial position as of December 31, 2019 and 2018, and the related statements of activity, functional expenses and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

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

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

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

Opinion

In our opinion, the financial statements referred to in the first paragraph of this letter present fairly, in all material respects, the financial position of Project Access Northwest 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.

Jacobson Jarvis & Co, PLLC

Jacobson Jarvis & Co, PLLC

PROJECT ACCESS NORTHWEST
STATEMENTS OF FINANCIAL POSITION
DECEMBER 31, 2019 AND 2018

	<u>2019</u>	<u>2018</u>
<u>ASSETS</u>		
Current Assets		
Cash	\$ 475,388	\$ 581,499
Certificates of deposit	-	50,000
Promises to give	304,310	528,555
Grants and contracts receivable, net of allowance of \$12,684 and \$0	26,343	52,488
Prepaid expense	2,330	3,226
Total Current Assets	<u>808,371</u>	<u>1,215,768</u>
Long-term Promises to Give	-	262,500
Property and Equipment	193,586	193,586
Less: Accumulated Depreciation	<u>(166,800)</u>	<u>(147,706)</u>
Net Property and Equipment	<u>26,786</u>	<u>45,880</u>
	<u>\$ 835,157</u>	<u>\$ 1,524,148</u>
<u>LIABILITIES AND NET ASSETS</u>		
Current Liabilities		
Accounts payable and accrued expenses	\$ 102,623	\$ 112,915
Deferred revenue	-	53,854
Total Current Liabilities	<u>102,623</u>	<u>166,769</u>
Net Assets		
Without donor restriction	264,132	401,235
With donor restriction	468,402	956,144
Total Net Assets	<u>732,534</u>	<u>1,357,379</u>
	<u>\$ 835,157</u>	<u>\$ 1,524,148</u>

PROJECT ACCESS NORTHWEST

STATEMENTS OF ACTIVITY

YEARS ENDED DECEMBER 31, 2019 AND 2018

	2019			2018		
	Without Donor Restriction	With Donor Restriction	Total	Without Donor Restriction	With Donor Restriction	Total
Public Support and Revenue						
Annual appeal and contributions	\$ 391,048	\$ 147,737	\$ 538,785	\$ 625,716	\$ 725,000	\$ 1,350,716
Contract revenue	579,643	-	579,643	654,885	-	654,885
Premium assistance support	-	170,000	170,000	-	335,000	335,000
Government grants	-	214,005	214,005	246,223	-	246,223
Other income	195	-	195	248	-	248
Net assets released from time restrictions	205,500	(205,500)	-	28,000	(28,000)	-
Net assets released from purpose restrictions	813,984	(813,984)	-	431,008	(431,008)	-
Total Public Support and Revenue	<u>1,990,370</u>	<u>(487,742)</u>	<u>1,502,628</u>	<u>1,986,080</u>	<u>600,992</u>	<u>2,587,072</u>
Expenses						
Program services	1,755,379		1,755,379	1,703,067		1,703,067
Management and general	176,601		176,601	181,497		181,497
Fundraising	195,493		195,493	168,508		168,508
Total Expenses	<u>2,127,473</u>		<u>2,127,473</u>	<u>2,053,072</u>		<u>2,053,072</u>
Change in Net Assets	(137,103)	(487,742)	(624,845)	(66,992)	600,992	534,000
Net Assets - beginning of year	<u>401,235</u>	<u>956,144</u>	<u>1,357,379</u>	<u>468,227</u>	<u>355,152</u>	<u>823,379</u>
Net Assets - end of year	<u>\$ 264,132</u>	<u>\$ 468,402</u>	<u>\$ 732,534</u>	<u>\$ 401,235</u>	<u>\$ 956,144</u>	<u>\$ 1,357,379</u>

PROJECT ACCESS NORTHWEST

STATEMENTS OF FUNCTIONAL EXPENSES

YEARS ENDED DECEMBER 31, 2019 AND 2018

	2019				2018			
	Program Services	Management and General	Fundraising	Total	Program Services	Management and General	Fundraising	Total
Salaries and wages	\$1,033,467	\$ 68,717	\$ 124,501	\$ 1,226,685	\$ 973,404	\$ 48,371	\$ 106,760	\$1,128,535
Payroll taxes and employee benefits	224,302	11,086	17,719	253,107	227,457	7,355	11,565	246,377
	<u>1,257,769</u>	<u>79,803</u>	<u>142,220</u>	<u>1,479,792</u>	<u>1,200,861</u>	<u>55,726</u>	<u>118,325</u>	<u>1,374,912</u>
Professional services	151,394	73,012	7,774	232,180	180,325	98,127	9,151	287,603
Insurance premiums	202,665	-	-	202,665	178,006	-	-	178,006
Facilities and equipment	53,925	2,682	4,685	61,292	50,702	4,923	3,728	59,353
Travel and meetings	23,150	6,377	20,337	49,864	19,807	4,303	25,068	49,178
Operations	22,356	3,369	3,869	29,594	28,719	4,597	7,843	41,159
Telephone, telecommunications	17,881	528	1,028	19,437	15,640	415	767	16,822
Depreciation	16,779	943	1,372	19,094	20,381	1,561	1,652	23,594
Bad debt expense	-	-	12,684	12,684	-	-	-	-
Insurance	3,883	7,965	374	12,222	4,667	7,137	-	11,804
Business expense	3,757	1,806	1,023	6,586	3,657	2,079	1,426	7,162
Professional development	600	983	17	1,600	244	1,850	366	2,460
Advertising	1,220	45	110	1,375	58	44	182	284
Miscellaneous	-	(912)	-	(912)	-	735	-	735
Total Expenses	<u>\$1,755,379</u>	<u>\$ 176,601</u>	<u>\$ 195,493</u>	<u>\$ 2,127,473</u>	<u>\$1,703,067</u>	<u>\$ 181,497</u>	<u>\$ 168,508</u>	<u>\$2,053,072</u>

PROJECT ACCESS NORTHWEST

STATEMENTS OF CASH FLOWS

YEARS ENDED DECEMBER 31, 2019 AND 2018

	<u>2019</u>	<u>2018</u>
Cash Flows from Operating Activities		
Cash received from:		
Donors	\$ 826,352	\$ 871,389
Contract revenue	530,227	705,950
Premium assistance support	320,000	340,000
Government grants	235,712	186,886
Other	195	248
Cash paid to:		
Employees	(1,487,830)	(1,349,989)
Vendors	(378,102)	(467,656)
Premiums	(202,665)	(178,006)
Net Cash (Used) Provided by Operating Activities	<u>(156,111)</u>	<u>108,822</u>
Cash Flows from Investing Activities		
Maturity of certificates of deposit	50,000	-
Purchases of property and equipment	-	(9,622)
Net Cash Provided (Used) by Investing Activities	<u>50,000</u>	<u>(9,622)</u>
Change in Cash	(106,111)	99,200
Cash - beginning of year	<u>581,499</u>	<u>482,299</u>
Cash - end of year	<u><u>\$ 475,388</u></u>	<u><u>\$ 581,499</u></u>
Reconciliation of Change in Net Assets to Cash		
Flows from Operating Activities		
Change in net assets	\$ (624,845)	\$ 534,000
Adjustments to reconcile change in net assets to net cash (used) provided by operating activities		
Depreciation	19,094	23,594
Change in:		
Promises to give	486,745	(467,117)
Grants and contracts receivable	26,145	(5,605)
Prepaid expense	896	10,010
Accounts payable and accrued expenses	(10,292)	16,607
Deferred revenue	(53,854)	(2,667)
Net Cash (Used) Provided by Operating Activities	<u><u>\$ (156,111)</u></u>	<u><u>\$ 108,822</u></u>

See notes to financial statements.

PROJECT ACCESS NORTHWEST

NOTES TO FINANCIAL STATEMENTS

YEARS ENDED DECEMBER 31, 2019 AND 2018

NOTE A - ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES

Project Access Northwest collaborates with providers in King, Snohomish and Kitsap County health care communities to open doors to medical and dental care for individuals with limited access.

Lack of access to specialty medical and dental services has long been a problem for low income uninsured and underinsured patients throughout the nation, and certainly in Washington State. There is a federal system of support for people with primary care needs through the community health centers, which are the safety net clinics in our communities. There are numerous specialty medical services that many people require, but no similar safety net exists for those specialty services. When the patients served in the primary care clinics need specialty care, Project Access Northwest works with clinicians to help those patients. Care Coordinators facilitate specialty medical services for under and uninsured residents of King, Kitsap and Snohomish counties. Specialty dental care is also available in King and Snohomish counties. Without Project Access Northwest's services, the needs of these residents place an increased burden on strained emergency rooms, community clinics and public health department programs.

Project Access Northwest's staff coordinate all aspects for donated care provided by 1,727 volunteer medical and dental specialty care providers at no cost to their clients. Of the 5,829 patients served in 2019 alone: Interpreters were provided for 32 patient languages in need of a wide-range of services including but not limited to Physical Therapy, Gastroenterology, Gynecology, Ophthalmology, General Surgery and Cardiology. Of those 32 patient languages, 73% of our clients in 2019 spoke Spanish, 17.8% spoke English and 8.4% spoke other languages. 98% of patients in 2019 were uninsured. 2% of patients in 2019 were enrolled in Medicaid.

Collaborating with all of the hospitals and hospital systems in its three-county service area, the case management services benefit the patient and the healthcare system. A healthier patient whose quality of life is improved can obtain or go back to work, has a primary care physician, and the major medical issue is resolved. The healthcare systems' emergency departments' charity care is reduced because costs are lowered by treating an issue or disease before it becomes serious and costly. Physicians benefit because patients arrive at their offices prepared, with an interpreter if necessary, and understanding the process of obtaining care and treatment. Office protocol for uninsured patients is just like that of insured patients and both clinicians and patient have a positive outcome.

In 2019, Project Access Northwest's Care Coordinators scheduled more than 5,800 specialty care appointments and placed and answered an estimated five-times as many phone calls and emails in service of those appointments. As a result, the organization increased access to services; ensured people were returned to health, their families and their communities; and reduced the costs of the care for partners and the larger health care environment.

PROJECT ACCESS NORTHWEST

NOTES TO FINANCIAL STATEMENTS

YEARS ENDED DECEMBER 31, 2019 AND 2018

NOTE A - ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES (Continued)

Health Home Program: Over the course of the program, staff created life-changing and life-saving health action plans for 721 individuals throughout King, Kitsap and Snohomish counties in Washington State. In facilitating these plans, staff completed 3,200 face-to-face or telephonic client visits in order to schedule appointments, arrange services and to meet their needs.

Dental Program in 2019: Project Access Northwest partnered with Northwest Kidney Centers to provide dental clearances for transplants for three patients, and we connected five more with dentures. We are grateful for this partnership with Northwest Kidney Centers, which allows us to provide this important specialty to those needing a transplant.

With the support of many hospitals in our service area, the organization was able to purchase health insurance on the Health Care Exchange for 56 members through five different insurance carriers. Through this Premium Assistance Program, the organization is able to ensure patients have access to appropriate health care before their medical need results in an emergency department visit or a more extensive problem.

Adoption of new accounting pronouncements

FASB Accounting Standards Codification Topic 606, Revenue from Contracts with Customers, as amended, supersedes or replaces nearly all GAAP revenue recognition guidance. These standards establish a new contract and control-based revenue recognition model, change the basis for deciding when revenue is recognized over time or at a point in time, and expand disclosures about revenue. Project Access Northwest has implemented Topic 606 and has adjusted the presentation in these financial statements accordingly. The amendments have been applied retrospectively to all periods presented. Analysis of various provisions of this standard resulted in no significant changes in the way the Project Access Northwest recognizes revenue from contracts with customers, and therefore no changes to the previously issued audited financial statements were required on a retrospective basis.

In June 2018, FASB issued ASU 2018-08, Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made. This standard assists entities in evaluating whether transactions should be accounted for as contributions or exchange transactions and determining whether a contribution is conditional. Project Access Northwest has implemented the provisions of ASU 2018-08 applicable to both contributions received and to contributions made in the accompanying financial statements under a modified prospective basis. Analysis of the terms of agreements that were not completed as of January 1, 2019, the effective date of this standard, resulted in no changes to the previously issued audited financial statements.

PROJECT ACCESS NORTHWEST

NOTES TO FINANCIAL STATEMENTS

YEARS ENDED DECEMBER 31, 2019 AND 2018

NOTE A - ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES (Continued)

Basis of presentation

Net assets, revenues, gains, and losses are classified based on the existence or absence of donor- or grantor-imposed restrictions. Accordingly, net assets and changes therein are classified and reported as follows:

Net Assets Without Donor Restrictions – Net assets available for use in general operations and not subject to donor (or certain grantor) restrictions.

Net Assets With Donor Restrictions – Net assets subject to donor- (or certain grantor-) imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Net assets with donor restrictions are purpose and time restricted as follows at December 31:

	<u>2019</u>	<u>2018</u>
Purpose restricted:		
Kitsap County	\$ 40,000	\$ 40,000
Premium Assistance	165,902	298,144
Care Coordination	<u>62,500</u>	<u>212,500</u>
Total purpose restricted	268,402	550,644
Time restricted:	<u>200,000</u>	<u>405,500</u>
Total Net Assets with Donor Restriction	<u>\$ 468,402</u>	<u>\$ 956,144</u>

Contributions restricted by donors are reported increases in net assets with donor restrictions when received. 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 statement of activities as net assets released from restriction. Gifts of long-lived assets and gifts of cash restricted for the acquisition of long-lived assets are released from restriction when the assets are placed in service.

Cash

Cash represents checking and savings accounts.

Cash deposits in excess of insured limits

Project Access Northwest maintains its cash in bank accounts that may exceed federally insured limits at times during the year. Project Access Northwest has not experienced any losses in these accounts, and management does not believe it is exposed to any significant credit risk.

PROJECT ACCESS NORTHWEST

NOTES TO FINANCIAL STATEMENTS

YEARS ENDED DECEMBER 31, 2019 AND 2018

NOTE A - ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES (Continued)

Fair value measurements

In accordance with financial accounting standards, a three-tiered hierarchy of input levels is used for measuring fair value. Financial accounting standards defines fair value as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Valuation techniques utilized to determine fair value are consistently applied. The three tiers of inputs used for fair value measurements are as follows:

Level 1: Fair values are based on quoted prices in active markets for identical assets and liabilities.

Level 2: Fair values are based on observable inputs that include: quoted market prices for similar assets or liabilities; quoted market prices that are not in an active market; or other inputs that are observable in the market and can be corroborated by observable market data for substantially the full term of the assets.

Level 3: Fair values are calculated by the use of pricing models and/or discounted cash flow methodologies, and may require significant management judgment or estimation. These methodologies may result in a significant portion of the fair value being derived from unobservable data.

At December 31, 2019 and 2018, Project Access Northwest had no items carried at fair value on a recurring basis. Assets and liabilities recorded at fair value on a nonrecurring basis using level 2 inputs generally include donated goods, facilities, and services. Long-term promises to give are valued on a nonrecurring basis using the net present value of future cash flows discounted at a risk-free rate of return which is a level 3 input.

Promises to give

In accordance with financial accounting standards, unconditional promises to give are recognized as support in the period received and as assets, decreases of liabilities, or expenses, depending on the form of the benefits received. Unconditional promises to give at December 31 are as follows:

	<u>2019</u>	<u>2018</u>
Receivable in less than one year	\$ 304,310	\$ 528,555
Receivable in one to five years	<u>-</u>	<u>262,500</u>
	<u>\$ 304,310</u>	<u>\$ 791,055</u>

Management believes that all unconditional promises to give are fully collectible and the discount on long-term promises is immaterial.

Receivables

Receivables are stated at net realizable value.

PROJECT ACCESS NORTHWEST

NOTES TO FINANCIAL STATEMENTS

YEARS ENDED DECEMBER 31, 2019 AND 2018

NOTE A - ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES (Continued)

Property and equipment

Property and equipment are recorded at estimated fair value at donation date for donated assets and cost for purchased assets. Assets with a cost of \$1,000 or greater are capitalized. Depreciation is provided using the straight-line method over the estimated useful lives of the assets, principally 3 to 10 years. Leasehold improvements are amortized over the remaining life of the lease.

Support and revenue recognition

Project Access Northwest recognizes revenue from services provided under contract when the services are performed. Project Access Northwest records special events revenue equal to the cost of direct benefits to donors, and contribution revenue for the difference.

Project Access Northwest recognizes contributions when cash, securities or other assets, an unconditional promise to give, or notification of a beneficial interest is received. Conditional promises to give, that is, those with a measurable performance or other barrier, and a right of return or release, are not recognized until the conditions on which they depend have been met. Project Access Northwest's government contracts and grants are conditioned upon certain performance requirements and the incurrence of allowable qualifying expenses. Consequently, as of December 31, 2019, conditional contributions and grants for which no amounts had been received in advance totaling \$187,500 have not been recognized in the accompanying financial statements.

Donated goods and services

Contributed materials have been recorded on the basis of rates that otherwise would have been paid for similar goods. Donated services are recorded as in-kind contributions and are recognized as revenue at estimated values at the date of receipt if they (a) create or enhance non-financial assets, or (b) require specialized skills and would need to be purchased if not provided by donation. Corresponding expenses are recognized as the assets and services are utilized.

For the years ended December 31, 2019 and 2018, in-kind contributions consisted of \$2,000 and \$4,120, respectively, for materials and facilities and \$47,178 and \$3,090, respectively, for services. The goods and services provided consist of professional accounting, marketing and healthcare services; donated space for an offsite service location; and postage and mailing services.

Advertising

Advertising costs are expensed as incurred.

PROJECT ACCESS NORTHWEST

NOTES TO FINANCIAL STATEMENTS

YEARS ENDED DECEMBER 31, 2019 AND 2018

NOTE A - ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES (Continued)

Functional allocation of expenses

The costs of providing the various programs and other activities have been summarized on a functional basis in the statements of activity and of functional expenses. Where possible, specific expenses have been charged directly to the appropriate category. When functions are shared or costs are intermingled, expenses are allocated based on estimated percentage of effort (such as research and evaluation services and IT services).

Use of estimates

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

Federal income taxes

The Internal Revenue Service has recognized Project Access Northwest as exempt from federal income taxes under provision of Section 501(a) of the Internal Revenue Code as an entity described in Section 501(c)(3) and not as a private foundation.

NOTE B - LIQUIDITY

Project Access Northwest manages its liquidity and reserves following three guiding principles: operating within a prudent range of financial soundness and stability, maintaining adequate liquid assets to fund near-term operating needs, and maintaining sufficient reserves to provide reasonable assurance that long-term obligations will be discharged.

In order to assure that Project Access Northwest has the financial resources to continue to operate in order to fulfill its mission, it has a goal of having a reserve fund equal to 25% of its annual approved expenses. It is expected that it may take time to build to that level. Until that level is reached, the organization intends that 5% of all undesignated revenue will be put into a reserve account on a quarterly basis.

Once that level is obtained, further undesignated revenue will go into general operations. With the approval of each year's budget, it is expected that the amount desired in the reserve fund may change. To achieve these targets, Project Access Northwest forecasts future cash flows and monitors its liquidity, and monitors reserves at least annually.

Project Access Northwest considers contributions with donor restrictions for use in current programs that are ongoing, major, and central to its annual operations to be available to meet cash needs for general expenditures. General expenditures include programmatic, administrative and general expenses.

PROJECT ACCESS NORTHWEST

NOTES TO FINANCIAL STATEMENTS

YEARS ENDED DECEMBER 31, 2019 AND 2018

NOTE B – LIQUIDITY (Continued)

The table below presents financial assets available for general expenditures within one year at December 31:

	<u>2019</u>	<u>2018</u>
Total financial assets	\$ 806,041	\$ 1,475,042
Less amounts not available within one year		
Promises to give due in more than one year	<u>-</u>	<u>(262,500)</u>
Financial assets available to meet cash needs for general expenditures within one year	<u>\$ 806,041</u>	<u>\$ 1,212,542</u>

NOTE C – RETIREMENT PLAN

Project Access Northwest offers a retirement savings plan (the plan) under section 401(k) of the Internal Revenue Code. After one year of service, the employer will contribute up to 3% of the eligible compensation annually to the plan in a dollar-for-dollar match to the employee contribution. The employee may contribute to a higher level as defined by the Internal Revenue Service. Employer contributions to the plan totaled \$13,225 and \$12,207, respectively, for the years ended December 31, 2019 and 2018.

NOTE D - LINE OF CREDIT

Project Access Northwest has a \$100,000 revolving line of credit with no expiration date. Bank advances on the line of credit are payable on demand and carry interest at 11%. The line of credit was not utilized during the years ending December 31, 2019 or 2018 and there was no outstanding balance at December 31, 2019 or 2018.

NOTE E – LEASE OBLIGATIONS

Project Access Northwest leases office space under a lease that expires on December 31, 2022. The lease may be terminated by either party with 180 day written notice. Rental expense incurred under this lease for the years ended December 31, 2019 and 2018 was \$58,785 and \$54,420, respectively. Related future expected rental payments on this lease are:

2020	\$ 60,444
2021	64,068
2022	<u>64,068</u>
	<u>\$ 188,580</u>

PROJECT ACCESS NORTHWEST

NOTES TO FINANCIAL STATEMENTS

YEARS ENDED DECEMBER 31, 2019 AND 2018

NOTE F - SUBSEQUENT EVENTS

Management has evaluated events occurring subsequent to December 31, 2019 through September 22, 2020, which is the date the financial statements were available to be issued and has recognized in the financial statements the effects of all subsequent events that provide additional evidence about conditions that existed at December 31, 2019, including the estimates inherent in the processing of financial statements.

On March 11, 2020, the World Health Organization declared the outbreak of a novel coronavirus (COVID-19) as a pandemic which continues to spread throughout the United States. On March 23, 2020 the Governor of Washington declared a health emergency and issued an order to close all nonessential businesses until further notice.

Management continues to evaluate the financial impact of the COVID-19 pandemic and has concluded that while it is likely that the virus will have a negative effect on the Organization's financial position, change in net assets, and cash flows, the specific impact is not readily determinable as of the date of these financial statements. In addition, Project Access Northwest has obtained a \$318,200 Paycheck Protection Program loan as part of its emergency response plan. The financial statements do not include any adjustments that might result from the outcome of this uncertainty.