



## INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of  
Housing Forward:

We have audited the accompanying financial statements of Housing Forward (the Organization) (a nonprofit organization), which comprise the statement of financial position as of December 31, 2018 and 2017, 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 audits to obtain reasonable assurance about whether the financial statements are free of material misstatement.

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

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

To the Board of Directors of  
Housing Forward  
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*Opinion*

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Housing Forward as of December 31, 2018 and 2017, 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.

  
DUGAN & LOPATKA

Warrenville, Illinois  
May 13, 2019

HOUSING FORWARD  
STATEMENT OF FINANCIAL POSITION  
DECEMBER 31, 2018 AND 2017

<u>ASSETS</u>	<u>2018</u>	<u>2017</u>
CURRENT ASSETS:		
Cash and cash equivalents	\$ 429,529	\$ 341,584
Cash held for others	2,512	-
Grants receivable	658,058	589,633
Prepaid expenses	24,610	31,504
	<hr/>	<hr/>
Total current assets	1,114,709	962,721
PROPERTY AND EQUIPMENT, net	104,493	97,645
OTHER ASSETS:		
Security deposits	182,725	109,453
	<hr/>	<hr/>
Total assets	<u>\$ 1,401,927</u>	<u>\$ 1,169,819</u>
<u>LIABILITIES AND NET ASSETS</u>		
CURRENT LIABILITIES:		
Accounts payable	\$ 355,433	\$ 211,519
Agency liability	2,512	-
Accrued expenses	110,098	103,272
Refundable advances	340,678	52,207
Deferred revenue	5,300	51,800
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Total current liabilities	814,021	418,798
NET ASSETS:		
Without donor restriction - Undesignated	427,015	541,463
- Board designated	110,000	110,000
With donor restriction	50,891	99,558
	<hr/>	<hr/>
Total net assets	587,906	751,021
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Total liabilities and net assets	<u>\$ 1,401,927</u>	<u>\$ 1,169,819</u>

The accompanying notes are an integral part of this statement.

HOUSING FORWARD  
STATEMENT OF ACTIVITIES  
FOR THE YEARS ENDED DECEMBER 31, 2018 AND 2017

	2018			2017		
	Without Donor Restriction	With Donor Restriction	Total	Without Donor Restriction	With Donor Restriction	Total
<b>SUPPORT AND REVENUE:</b>						
Public support -						
Contributions						
United Way	\$ 597,911	\$ 60,000	\$ 657,911	\$ 707,827	\$ 195,000	\$ 902,827
Special events	45,618	-	45,618	52,600	-	52,600
Program rent	310,764	-	310,764	241,304	-	241,304
Interest	193,167	-	193,167	145,895	-	145,895
Miscellaneous income	1,056	-	1,056	633	-	633
In-kind donations of space	189,659	-	189,659	187,296	-	187,296
In-kind donations of supplies and services	117,477	-	117,477	102,475	-	102,475
Total public support	490,317	-	490,317	353,568	-	353,568
	1,945,969	60,000	2,005,969	1,791,598	195,000	1,986,598
Fees and grants from governmental agencies -						
CDBG Cook County	33,005	-	33,005	42,418	-	42,418
ESG Cook County	397,143	-	397,143	351,372	-	351,372
Cook County Health	110,304	-	110,304	-	-	-
ESG Oak Park	99,651	-	99,651	142,808	-	142,808
CDBG Oak Park	29,861	-	29,861	31,316	-	31,316
FRAP Oak Park	7,679	-	7,679	-	-	-
DHHS - Illinois	351,709	-	351,709	156,004	-	156,004
FEMA	48,560	-	48,560	52,370	-	52,370
HUD	3,637,985	-	3,637,985	3,301,888	-	3,301,888
HUD - South Suburban PADS	68,178	-	68,178	161,228	-	161,228
IHDA	28,289	-	28,289	-	-	-
Community Mental Health Board of Oak Park Township	46,924	-	46,924	60,796	-	60,796
Serve Illinois Commission - AmeriCorps	119,733	-	119,733	141,442	-	141,442
Veteran Affairs	96,983	-	96,983	146,107	-	146,107
Proviso Township Mental Health Commission	49,503	-	49,503	40,772	-	40,772
CDBG - City of Berwyn	6,000	-	6,000	8,000	-	8,000
CEDA CSBG	59,543	-	59,543	48,280	-	48,280
Oak Park Township	18,166	-	18,166	21,030	-	21,030
Other	1,323	-	1,323	-	-	-
Total fees and grants	5,210,539	-	5,210,539	4,705,831	-	4,705,831
Net assets released from restrictions -						
Satisfaction of purpose restrictions	108,667	(108,667)	-	261,875	(261,875)	-
Total revenues and support	7,265,175	(48,667)	7,216,508	6,759,304	(66,875)	6,692,429

The accompanying notes are an integral part of this statement.

HOUSING FORWARD  
STATEMENT OF ACTIVITIES  
FOR THE YEARS ENDED DECEMBER 31, 2018 AND 2017

	2018		2017		Total
	Without Donor Restriction	With Donor Restriction	Without Donor Restriction	With Donor Restriction	
<b>FUNCTIONAL EXPENSES:</b>					
Program	\$ 6,305,749	\$ -	\$ 5,903,739	\$ -	\$ 5,903,739
Management and general	733,175	-	452,066	-	452,066
Fundraising	340,699	-	323,350	-	323,350
Total functional expenses	7,379,623	-	6,679,155	-	6,679,155
<b>CHANGE IN NET ASSETS</b>	(114,448)	(48,667)	80,149	(66,875)	13,274
NET ASSETS, Beginning of year	651,463	99,558	571,314	166,433	737,747
NET ASSETS, End of year	\$ 537,015	\$ 50,891	\$ 651,463	\$ 99,558	\$ 751,021

The accompanying notes are an integral part of this statement.

HOUSING FORWARD  
STATEMENT OF CASH FLOWS  
FOR THE YEARS ENDED DECEMBER 31, 2018 AND 2017

	<u>2018</u>	<u>2017</u>
CASH FLOWS FROM OPERATING ACTIVITIES:		
Change in net assets	<u>\$ (163,115)</u>	<u>\$ 13,274</u>
Adjustments to reconcile change in total net assets to net cash provided by (used in) operating activities:		
Depreciation	38,279	33,817
Changes in assets and liabilities:		
(Increase) in grants receivable	(68,425)	(329,669)
(Increase) decrease in prepaid expenses	6,894	(29,142)
(Increase) in security deposits	(73,272)	(24,868)
Increase in accounts payable	143,914	155,781
Increase in accrued expenses	6,826	30,838
Increase in refundable advances	288,471	2,938
Increase (decrease) in deferred revenue	<u>(46,500)</u>	<u>21,475</u>
Total adjustments	<u>296,187</u>	<u>(138,830)</u>
Net cash provided by (used in) operating activities	<u>133,072</u>	<u>(125,556)</u>
CASH FLOWS FROM INVESTING ACTIVITIES:		
Purchase of equipment	<u>(45,127)</u>	<u>(79,070)</u>
Net cash (used in) investing activities	<u>(45,127)</u>	<u>(79,070)</u>
NET CHANGE IN CASH AND CASH EQUIVALENTS	87,945	(204,626)
CASH AND CASH EQUIVALENTS, Beginning of year	<u>341,584</u>	<u>546,210</u>
CASH AND CASH EQUIVALENTS, End of year	<u>\$ 429,529</u>	<u>\$ 341,584</u>

The accompanying notes are an integral part of this statement.

**HOUSING FORWARD**  
**STATEMENT OF FUNCTIONAL EXPENSES**  
**FOR THE YEAR ENDED DECEMBER 31, 2018**

	Program Services							Supporting Services				
	Coordinated Entry	PADS Shelter	Support Center	Supportive Housing	Emergency Assistance	Rapid Re-Housing	Employment Readiness	Outreach and Engagement	Total Program Services	Management and General	Fundraising	Total
Salaries	\$ 201,039	\$ 111,844	\$ 148,843	\$ 570,537	\$ 144,411	\$ 73,955	\$ 66,918	\$ 210,093	\$ 1,527,640	\$ 444,738	\$ 179,055	\$ 2,151,433
Other benefits	12,449	7,147	20,703	126,247	28,135	14,816	8,500	45,458	263,455	36,577	16,985	317,017
Payroll taxes	18,898	8,234	11,333	57,968	13,133	7,050	6,102	16,946	139,574	20,921	17,687	178,182
Total salaries and related expenses	232,296	127,225	180,879	754,752	185,679	95,821	81,520	272,497	1,930,669	502,236	213,727	2,646,632
Professional fees and contracts	2,989	3,679	3,909	11,726	5,058	1,839	2,759	4,599	36,558	74,637	23,767	134,962
Board development	-	-	-	-	-	-	-	-	-	811	-	811
Occupancy	2,991	1,494	19,739	17,788	24,174	2,393	24,003	6,437	99,019	10,806	2,094	111,919
Food and supplies	1,276	15,034	12,354	8,098	1,991	1,003	1,351	2,290	43,397	28,016	692	72,105
Laundry	-	25,325	74	-	-	-	-	-	25,399	-	-	25,399
Volunteer and staff development	5,694	235	284	1,019	396	189	485	262	8,584	16,162	2,442	27,188
Equipment repair, rental and replacement	2,110	824	8,318	2,845	3,344	407	2,827	1,174	21,849	10,005	772	32,626
Individual and family assistance	28	9,309	5,759	2,049,396	72,617	123,865	1,354	3,490	2,265,818	374	19	2,266,211
Grants to sub-recipients	587,761	-	-	481,959	-	-	-	-	1,069,720	-	-	1,069,720
Other expenses	1,075	2,173	71,266	6,752	6,330	630	5,905	1,623	95,754	38,390	4,907	139,051
Postage	-	-	-	25	-	-	-	-	25	1,546	3,638	5,209
Printing	1,457	2,213	169	207	511	8	-	774	5,139	2,432	9,735	17,306
Travel and transportation	10,345	3,352	3,180	17,653	2,432	2,110	1,762	5,513	46,347	9,812	565	56,724
Insurance	1,002	1,151	1,902	4,399	1,506	637	821	1,592	13,010	9,970	1,105	24,085
Telephone and pagers	461	788	694	4,881	4,338	816	3,096	1,558	16,632	9,723	524	26,879
Fund-raising events	-	-	-	-	-	-	-	-	-	11	76,712	76,723
Depreciation	-	-	3,893	-	12,519	-	12,519	-	28,931	9,348	-	38,279
In-kind supplies and services	-	469,755	6,737	-	3,115	-	1,814	-	481,421	8,896	-	490,317
In-kind space	-	117,477	-	-	-	-	-	-	117,477	-	-	117,477
Total functional expenses	\$ 849,485	\$ 780,054	\$ 319,157	\$ 3,361,500	\$ 323,810	\$ 229,718	\$ 140,216	\$ 301,809	\$ 6,305,749	\$ 733,175	\$ 340,699	\$ 7,379,623

The accompanying notes are an integral part of this statement.

HOUSING FORWARD  
STATEMENT OF FUNCTIONAL EXPENSES  
FOR THE YEAR ENDED DECEMBER 31, 2017

	Program Services										Supporting Services		
	Coordinated Entry	PADS Shelter	Support Center	Supportive Housing	Emergency Assistance	Rapid Re-Housing	Employment Readiness	Outreach and Engagement	Management and		Total		
									General	Fundraising		Program Services	Total
Salaries	\$ 200,979	\$ 107,544	\$ 151,585	\$ 564,281	\$ 159,863	\$ 96,066	\$ 84,699	\$ 231,743	\$ 169,909	\$ 192,639	\$ 1,959,308		
Other benefits	11,153	8,228	18,092	90,768	18,746	19,751	12,579	27,314	22,350	16,703	245,684		
Payroll taxes	15,599	9,332	12,746	45,816	13,458	7,937	6,985	18,512	13,090	15,969	159,444		
Total salaries and related expenses	227,731	125,104	182,423	700,865	192,067	123,754	104,263	277,569	205,349	225,311	2,364,436		
Professional fees and contracts	3,033	4,532	4,032	10,501	5,639	1,607	3,142	5,580	25,387	3,555	67,008		
Board development	-	-	-	-	-	-	-	-	3,246	-	3,246		
Occupancy	3,008	1,690	23,295	19,561	12,457	2,683	12,590	6,688	11,900	2,729	96,601		
Food and supplies	609	15,521	3,249	5,141	5,026	1,578	4,673	1,676	12,470	1,134	51,077		
Laundry	-	26,630	-	-	-	-	-	-	-	-	26,630		
Volunteer and staff development	6,242	2,902	165	470	331	61	909	550	14,524	1,636	27,780		
Equipment repair, rental, and replacement	1,759	806	1,772	5,298	4,236	438	3,609	2,042	5,486	1,390	26,826		
Individual and family assistance	-	10,294	1,749	1,802,549	64,166	305,882	189	198	2,185,027	-	2,185,027		
Grants to sub-recipients	587,412	-	-	387,893	-	-	-	2,607	402	-	978,314		
Other expenses	1,346	2,223	23,754	5,870	5,443	781	4,199	2,919	120,645	7,526	174,706		
Postage	-	-	-	-	-	-	-	-	2,117	5,721	7,838		
Printing	7,857	2,609	44	422	334	141	563	669	2,264	8,628	23,531		
Travel and transportation	11,636	5,274	2,659	14,274	3,061	2,947	4,036	4,406	6,944	252	55,489		
Insurance	-	-	-	(12)	-	-	-	-	15,696	848	16,532		
Telephone and pagers	407	720	565	3,601	5,196	567	3,955	1,622	2,991	497	20,121		
Fund-raising events	-	-	-	-	-	-	-	-	-	64,133	64,133		
Depreciation	-	-	7,159	-	7,178	-	7,178	-	12,302	-	33,817		
In-kind supplies and services	-	296,462	7,858	-	19,664	-	13,126	6,115	10,343	-	353,568		
In-kind space	-	102,475	-	-	-	-	-	-	-	-	102,475		
Total functional expenses	\$ 851,040	\$ 597,242	\$ 258,724	\$ 2,956,433	\$ 324,788	\$ 440,439	\$ 162,432	\$ 312,641	\$ 452,066	\$ 323,350	\$ 6,679,155		

The accompanying notes are an integral part of this statement.



HOUSING FORWARD  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2018 AND 2017

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

Housing Forward (the Organization) was incorporated on August 7, 1992, in the State of Illinois as a not-for-profit corporation. The mission of the Organization is to transition people from housing crisis to housing stability. The Organization, with support of various congregations and partnering agencies, provides emergency shelter and meals, supportive services, case management, employment readiness, rapid-rehousing, transitional and permanent supportive housing programs and emergency assistance for persons experiencing homelessness or a financial crisis that may lead to homelessness. The Organization operates within West Suburban Cook County.

The financial statements were available to be issued on May 13, 2019, with subsequent events being evaluated through this date.

The following is a summary of the significant accounting policies applied by management in the preparation of the accompanying financial statements.

Basis of Accounting -

The Organization records its financial transactions and maintains its books and records on the accrual basis of accounting which recognizes revenue as it is earned and expenses as they are incurred.

Basis of Presentation -

The Organization is required to report information regarding its financial position and activities according to two classes of net assets: net assets without donor restrictions and net assets with donor restrictions.

*Without donor restrictions* - Net assets that are not subject to donor-imposed stipulations and may be expensed for any purpose in performing the primary objectives of the Organization. These net assets may be used at the discretion of management and the board of directors. As of December 31, 2018 and 2017, the Organization had designated \$110,000 as a reserve for future operations.

*With donor restrictions* - Net assets subject to donor-imposed stipulations. Some donor restrictions are temporary in nature; those restrictions will be met either by actions of the Organization and/or the passage of time. Other donor restrictions are perpetual in nature, where the donor has stipulated the funds be maintained in perpetuity.

Cash and Cash Equivalents -

For purposes of the statement of cash flows, the Organization considers all highly liquid instruments with an original maturity of three months or less to be cash equivalents.

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

Concentrations of Credit Risk -

Financial instruments which potentially subject the Organization to concentrations of credit risk consist principally of cash. The Organization places its cash and deposits with high credit quality financial institutions, however, deposits exceed the federally insured limits in some accounts from time to time.

Promises to Give -

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-free interest rates applicable to the years in which the promises are received. Amortization of the discounts is included in contribution revenue. Conditional promises to give are not included as support until the conditions are substantially met.

Grants Receivable -

Contract revenue from government agencies is recognized as the services are performed.

The Organization has received significant financial assistance from federal and state agencies. The disbursement of funds received under these programs generally requires compliance with terms and conditions specified in the grant agreements, and may be subject to audit by the grantor agencies. Any disallowed claims resulting from such audits could become a liability of the Organization.

Property and Equipment -

Property and equipment are carried at original cost or fair market value at date of receipt for donated assets less accumulated depreciation. The Organization follows the practice of capitalizing all expenditures for property and equipment in excess of \$1,000. Depreciation is computed using the straight-line method over the estimated useful lives of the assets ranging from three to ten years. Depreciation expense totaled \$38,279 and \$33,817 in 2018 and 2017, respectively.

Restricted and Unrestricted Revenue and Support -

Contributions received are recorded as without donor restrictions or with donor restrictions, depending on the existence and/or nature of any donor restrictions. 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 restrictions. Federal grant awards are classified as refundable advances until expended for the purposes of the grants.

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

Deferred Revenue -

Deferred revenue represents payments for special events that are received prior to year end but will not be occurring until 2019.

Use of Estimates -

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect reported amounts and disclosures. Actual results could differ from those estimates.

Allocation of Expenses -

The financial statements report certain categories of expenses that are attributed to more than one program or supporting function. Therefore, expenses require allocation on a reasonable basis that is consistently applied. The expenses that are allocated include salaries, benefits, payroll taxes, professional services, office expenses, occupancy, depreciation and other, which are allocated on the basis of estimates of time and effort.

Income Taxes -

The Organization has been determined by the Internal Revenue Service to be exempt from income tax under Section 501(c)(3) of the Internal Revenue Code. Accordingly, no provision for income tax has been established.

The Organization files income tax returns in the U.S. federal jurisdiction and Illinois. With few exceptions, the Organization is no longer subject to U.S. federal, state and local, or non-U.S. income tax examinations by tax authorities for years before 2015. The Organization does not expect a material net change in unrecognized tax benefits in the next twelve months.

New Accounting Pronouncement -

During 2018, the Organization adopted ASU 2016-14, Not-for-Profit Entities (Topic 958) – *Presentation of Financial Statements of Not-for-Profit Entities*. This update to ASU 958 addresses the complexity and understandability of net asset classification, deficiencies in information about liquidity and availability of resources, and the lack of consistency in the type of information provided about expenses and investment return. The Organization has adjusted the presentation of these statements accordingly. The ASU has been applied retrospectively to all periods presented.

(2) LIQUIDITY AND AVAILABILITY:

	December 31,	
	<u>2018</u>	<u>2017</u>
Financial Assets -		
Cash and cash equivalents	\$ 429,529	\$ 341,584
Grant receivable	<u>658,058</u>	<u>589,633</u>
Total financial assets	1,087,587	931,217
Donor imposed restrictions	<u>50,891</u>	<u>99,558</u>
Net financial assets after donor-imposed restrictions	1,036,696	831,659
Internal designations -		
Board advised funds	<u>110,000</u>	<u>110,000</u>
Financial assets available to meet cash needs for general expenditures that is without donor or other restrictions limiting their use within one year	<u>\$ 926,696</u>	<u>\$ 721,659</u>

The Organization receives contributions, some of which are restricted by donors to fund specific programs or projects. Such restricted funds are tracked for use for the identified program or project. Restricted contributions of \$60,000 and \$195,000 were received and included in financial assets for the years ended December 31, 2018 and 2017, respectively.

The Organization maintains a separate operating reserve account with a targeted balance of three months of operating and personnel expenses.

Amounts greater than these minimums can be designated by the Finance Committee with approval of the Board of Directors.

The Organization also maintains a separate capital reserve account consistent with expansion plans for the Organization. The balance is reviewed annually by the Finance Committee to determine the appropriateness of the balance in conjunction with the condition of the owned assets.

(3) PROPERTY AND EQUIPMENT:

Property and equipment consist of the following at December 31, 2018 and 2017:

	<u>2018</u>	<u>2017</u>
Office equipment	\$ 178,234	\$ 178,234
Site equipment	16,833	16,833
Leasehold improvements	49,065	42,988
Support Center expansion	<u>284,133</u>	<u>245,082</u>
	528,265	483,137
Less - Accumulated depreciation	<u>(423,772)</u>	<u>(385,492)</u>
	<u>\$ 104,493</u>	<u>\$ 97,645</u>

(4) LEASED FACILITIES:

The Organization leases certain space for its administrative offices under two leases expiring in February, 2020 and April, 2020. Rent expense paid under the leases amounted to \$84,758 and \$75,581 for the years ended December 31, 2018 and 2017, respectively, which includes \$1,500 monthly for utilities, and is included in occupancy expense in the statement of functional expenses.

The Organization also has a lease for a copier expiring in June, 2023. Rent expense paid under this lease amounted to \$14,937 and \$11,513 for the years ended December 31, 2018 and 2017, respectively.

The Organization pays monthly rental payments for transitional housing and rapid re-housing units.

The Organization also leased various units for permanent supportive housing. The leases expire at various dates through December, 2019. Rental assistance provided on these properties was approximately \$2,097,000 and \$2,009,000 for the years ended December 31, 2018 and 2017, respectively.

Minimum lease payments due for the years ending December 31 are as follows:

2019	\$ 116,775
2020	29,597
2021	3,096
2022	3,096
2023	<u>1,548</u>
	<u>\$ 154,112</u>

(5) LINE OF CREDIT:

The Organization had a \$250,000 line of credit from a bank, bearing interest at prime plus one percent and due in July, 2019. As of December 31, 2018 and 2017, the Organization has no borrowings.

(6) NET ASSETS WITH DONOR RESTRICTIONS:

Net assets with donor restrictions consisted of the following at December 31, 2018 and 2017:

	<u>2018</u>	<u>2017</u>
Supportive services	\$ -	\$ 34,119
Program rent	35,891	35,891
Healthy Families	-	25,000
Other	<u>15,000</u>	<u>4,548</u>
	<u>\$ 50,891</u>	<u>\$ 99,558</u>

(7) DONATED SERVICES, SUPPLIES AND SPACE:

Donated services in 2018 and 2017 included medical, legal services, food and volunteer time totaling \$490,317 and \$353,568, respectively, which are reflected in the statement of activities as in-kind contributions and program expenses.

The Organization receives donated clothing and other personal care items from various donors. Such donations have not been recorded because the value of such items cannot be reasonably determined.

The Organization uses various congregations in the local area to serve the community. The congregations provide shelter space throughout the year, with the majority occurring during the months of September through May. These congregations have not charged the Organization for use of space under any form of rental agreement. The annual lease value of this space, based upon the market value in the area, was \$117,477 and \$102,475 for the years ended December 31, 2018 and 2017, respectively. These amounts are included as in-kind contributions and program expenses in the statement of activities.

(8) RETIREMENT PLAN:

Effective January 1, 2008, the Organization adopted a Simple Retirement Plan for eligible employees. The Organization provided matching contributions of 3% for the years ended December 31, 2018 and 2017. Contributions to the plan were \$15,779 and \$15,066 for the years ended December 31, 2018 and 2017, respectively.

(9) CONCENTRATIONS OF GRANTS:

Housing Forward received approximately 50% and 49% of its total public support and revenue from U.S. Department of Housing and Urban Development for the years ended December 31, 2018 and 2017, respectively.