

PRISONER VISITATION & SUPPORT

FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2023

(See Independent Accountants' Review Report)

TABLE OF CONTENTS

	Pages
Independent Accountants' Review Report	1-2
Financial Statements	
Statement of Financial Position	3
Statement of Activities	4
Statement of Functional Expenses	5
Statement of Cash Flows	6
Notes to Financial Statements	7-12



936 Easton Rd., PO Box 754, Warrington, PA 18976 | 130 Almshouse Rd., Suite 201A, Richboro, PA 18954
215-343-2727 | www.bbco-cpa.com

INDEPENDENT ACCOUNTANTS' REVIEW REPORT

Board of Directors
Prisoner Visitation & Support
Philadelphia, Pennsylvania

We have reviewed the accompanying financial statements of Prisoner Visitation & Support (a nonprofit organization), which comprise the statement of financial position as of December 31, 2023, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of entity management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Managements' 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.

Accountants' Responsibility

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion. We are required to be independent of Prisoner Visitation & Support and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our review.

Accountant's Conclusion

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

Bee, Bergvall & Company, P.C.
Certified Public Accountants

Warrington, PA
April 25, 2024

PRISONER VISITATION & SUPPORT

Statement of Financial Position

December 31, 2023

ASSETS

Current Assets	
Cash and Cash Equivalents	\$ 73,853
Investment Fund - Board Designated	<u>271,331</u>
Total Current Assets	<u>345,184</u>
 TOTAL ASSETS	 <u>\$ 345,184</u>

LIABILITIES AND NET ASSETS

Current Liabilities	
Accrued Expenses	\$ 24,525
Total Current Liabilities	<u>24,525</u>
 Net Assets	
Board Designated	271,331
Undesignated	<u>49,328</u>
Total Net Assets Without Donor Restrictions	<u>320,659</u>
 TOTAL LIABILITIES AND NET ASSETS	 <u>\$ 345,184</u>

See accompanying notes and Independent Accountant's Review Report

PRISONER VISITATION & SUPPORT

Statement of Activities

For the Year Ended December 31, 2023

Revenue and Support	
Contributions and Grants	\$ 358,088
Fundraising Events	455
Miscellaneous Income	<u>660</u>
Total Revenue and Support	<u>359,203</u>
Functional Expenses	
Program Services	88,449
Support Services:	
General and Administrative	67,198
Fundraising	<u>51,347</u>
Total Functional Expenses	<u>206,994</u>
Other	
Dividends and Interest	5,167
Unrealized gains (losses) on investments	<u>19,574</u>
Total Other	<u>24,741</u>
Change in Net Assets	176,950
Net Assets Without Donor Restriction, Beginning	<u>143,709</u>
Net Assets Without Donor Restriction, Ending	<u><u>\$ 320,659</u></u>

See accompanying notes and Independent Accountant's Review Report

PRISONER VISITATION & SUPPORT

Statement of Functional Expenses

For the Year Ended December 31, 2023

	<u>Program</u> <u>Services</u>	<u>General</u> <u>& Admin</u>	<u>Fund</u> <u>Raising</u>	<u>Total</u>
Salaries	\$ 41,522	\$ 32,043	\$ 30,174	\$ 103,739
Payroll Taxes	3,754	2,898	2,729	9,381
Employee Benefits	7,494	5,578	5,578	18,650
Bank Fees	-	209	1,677	1,886
Compliance Fees	247	823	248	1,318
Conferences	21,615	-	-	21,615
Consultant Fees	-	5,690	-	5,690
Information Technology	1,869	3,738	1,869	7,476
Insurance	3,932	3,931	-	7,863
Miscellaneous	558	558	2,499	3,615
Occupancy	4,334	4,728	2,758	11,820
Office Supplies	124	728	120	972
Other Fees	434	-	-	434
Payroll Fees	619	477	450	1,546
Postage	677	451	1,129	2,257
Printing	1,270	846	2,116	4,232
Professional Fees	-	4,500	-	4,500
Total Functional Expenses	<u>\$ 88,449</u>	<u>\$ 67,198</u>	<u>\$ 51,347</u>	<u>\$ 206,994</u>

See accompanying notes and Independent Accountant's Review Report

PRISONER VISITATION & SUPPORT

Statement of Cash Flows

For the Year Ended December 31, 2023

Cash Flows From Operating Activities	
Change in Net Assets	\$ 176,950
Adjustments to Reconcile Change in Net Assets to Net Cash Provided by (Used in) Operating Activities (Increase) Decrease In:	
Accrued Expenses	1,993
Unrealized (gain) loss on investments	<u>(19,574)</u>
Net Cash Provided by (Used in) Operating Activities	<u>159,369</u>
 Cash Flows From Investing Activities	
Purchase of Investments	<u>(180,167)</u>
 Net Increase (Decrease) in Cash and Cash Equivalents	(20,798)
 Cash and Cash Equivalents at Beginning of Year	<u>94,651</u>
 Cash and Cash Equivalents at End of Year	<u>\$ 73,853</u>

See accompanying notes and Independent Accountant's Review Report

PRISONER VISITATION & SUPPORT

Notes to the Financial Statements

December 31, 2023

NOTE 1. Nature of Operations

Prisoner Visitation & Support (the Organization) is a nationwide nonprofit organization of volunteers who visit federal and military prisons throughout the United States. Founded in 1968, the Organization has nearly 300 volunteers who visit in more than 70 prisons across the country. The Organization is guided by a volunteer Board of Directors and is authorized by both the Federal Bureau of Prisons and the Department of Defense to visit prisoners in their facilities.

The primary focus of the Organization is to provide prisoners with regular face-to-face contact from the world outside of prison to encourage personal growth and help them cope with prison life and to prepare them for a successful re-entry into society. The Organization gives priority to prisoners who do not ordinarily receive visits from family and friends, want or need visits, are in solitary confinement, on death row, or are serving long sentences.

The Organization is a non-sectarian, independent organization that has no political, religious, or social agenda. The Organization's role is to simply listen to prisoners, care about them, and discuss things that interest them, without judgement. In order to be the best visitors and support for those incarcerated, the Organization provides extensive initial and refresher training for volunteers throughout the year as well as in-person conference.

The Organization relies on hands-on support from visitors and other volunteers to assist its small staff in planning trainings, communicating with, and counseling visitors, fundraising, and coordinating with staff at the Federal Bureau of Prisons and Department of Defense.

NOTE 2. Summary of Significant Accounting Policies

Accounting Basis and Presentation: The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America. Under this basis, revenues are recognized when earned and expenses are recognized when incurred. Net assets and revenues, expenses, gains, and losses are classified based on the existence or absence of donor-imposed restrictions.

PRISONER VISITATION & SUPPORT

Notes to the Financial Statements

December 31, 2023

NOTE 2. Summary of Significant Accounting Policies (Continued)

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 restrictions.

Net Assets With Donor Restrictions - Net assets subject to donor-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. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both. For the year ended December 31, 2023, there were no net assets with donor restrictions.

Income Taxes: Income taxes are not provided for in the financial statements since the Organization is exempt from federal and state income taxes under section 501(c)(3) of the Internal Revenue Code and similar state provisions. The Organization is classified as a public charitable organization. The Organization's returns open audit periods are for the fiscal years ending 2020-2022.

Cash and Cash Equivalents: The Organization considers all highly liquid investments with an initial maturity of three months or less to be cash equivalents.

Investments: Investments in marketable securities with readily determinable fair values and all investments in debt securities are reported at their fair values in the statement of financial position. Unrealized gains and losses are included in the change in net assets.

Fair Value of Financial Instruments: The Organization follows Fair Value Measurements as required by the FASB Standards Codification, which applies to reported balances that are required or permitted to be measured at fair value under an existing accounting pronouncement. The Codification emphasizes that fair value is a market-based measurement, not an entity-specific measurement. Therefore, a fair value measurement should be determined based on the assumption that market participants would use in pricing the asset or liability and establishes a fair value hierarchy.

PRISONER VISITATION & SUPPORT

Notes to the Financial Statements

December 31, 2023

NOTE 2. Summary of Significant Accounting Policies (Continued)

The fair value hierarchy consists of three levels of inputs that may be used to measure fair value as follows:

Level 1 - Inputs that utilize quoted prices (unadjusted) in active markets for identical assets or liabilities that the Organization has the ability to access.

Level 2 - Inputs that include quoted prices for similar assets and liabilities in active markets and inputs that are observable for the asset or liability, either directly or indirectly, for substantially the full term of the financial instrument.

Fair values for these instruments are estimated using pricing models, quoted pricing models, quoted prices of securities with similar characteristics, or discounted cash flows.

Level 3 - Inputs that are unobservable inputs for the asset or liability, which are typically based on an entity's own assumptions, as there is little, if any, related market activity.

In instances where the determination of the fair value measurement is based on inputs from different levels of the fair value hierarchy, the level in the fair value hierarchy within which the entire fair value measurement falls is based on the lowest level input that is significant to the fair value measurement in its entirety. The Organization's investments as of December 31, 2023 were all considered Level 1.

Concentrations of Credit Risk: Financial instruments that potentially expose the Organization to concentrations of credit risk consist principally of cash and cash equivalents, and investments. The Organization principally utilizes a regional bank and investment companies to maintain its operating cash accounts and investments. At times, such balances may be in excess of the \$250,000 FDIC insurance limit or \$500,000 SIPC insurance for investments, not including market losses, thus exposing the Organization to a loss in the amount of the excess. At times, balances may exceed these limits.

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 the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of from those estimates.

PRISONER VISITATION & SUPPORT

Notes to the Financial Statements

December 31, 2023

NOTE 2. Summary of Significant Accounting Policies (Continued)

Revenue Recognition and Receivables: Contributions and grants are recorded as revenue without donor restrictions or revenue with donor restrictions depending on the existence and/or nature of any donor restrictions. Conditional promises to give – that is, those with a measurable performance or other barrier and a right of return – are recognized when the condition on which they depend are substantially met. Unconditional promises to give, due in the next year, are recorded at their net realizable value.

Unconditional promises to give, due in subsequent years, are reported at the present value of their realizable value using a risk adjusted discount rate. When a restriction expires, that is, when a stipulated time restriction ends or a 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.

Promises to give consist of unconditional promises to give and are stated at unpaid balances. As of December 31, 2023, there was no balance in promises to give.

Accrued Expenses: Accrued expenses consist of bonuses, accounting fees, and insurance that is unpaid as of December 31, 2023.

Allocation of Functional Expense: Allocation of expenses to program, fundraising, and management and general expense is done by the direct assignment to programs using these costs under the supervision of management. Expenses that are incurred for more than one function, such as a program service, are allocated based on the best available objective criteria. Payroll and payroll taxes are allocated based on percentage of staff time. Depreciation, travel, telephone, equipment rental and repair, facilities maintenance, utilities, insurance, and property taxes are allocated based on relative benefit.

Subsequent Events: The Organization has evaluated events and transactions for potential recognition or disclosure in the financial statements through the date of this report, which is the date the financial statements were available to be issued. No subsequent events have been recognized or disclosed.

PRISONER VISITATION & SUPPORT

Notes to the Financial Statements

December 31, 2023

NOTE 3. Donated Services

Prisoner Visitation & Support receives donated services that are integral to its operations. Those services are provided by volunteers who support the Organization by performing visits to people incarcerated in the nation's federal and military prisons. During the year ended December 31, 2023, the Organization received approximately 10,080 hours of volunteer time. The estimated value of these services, based on the estimated dollar value of volunteer time as calculated by Independent Sector, amounts to \$320,544. The value of these volunteer services is not reflected in the financial statements as they do not meet the criteria for recognition.

NOTE 4. Liquidity and Availability

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the balance sheet date, comprise the following:

Cash and Cash Equivalents	\$ 73,853
Investments	<u>271,331</u>
	<u>\$ 345,184</u>

Prisoner Visitation & Support regularly monitors liquidity required to meet its operating needs and commitments. The Organization maintains its financial assets in cash and cash equivalents with the goal of having funds available to fund near term operating needs as they become due.

NOTE 5. Concentrations

For the year ended December 31, 2023, the Organization received 38% of total contributions from a single donor.

PRISONER VISITATION & SUPPORT

Notes to the Financial Statements

December 31, 2023

NOTE 6. Retirement Plan

The Organization has a tax-sheltered retirement program for employees after the first year of service. Under this plan, the Organization contributes up to ten percent of eligible employee's salaries to the plan. For the year ended December 31, 2023, the Organization contributed \$6,650 to the plan and is included in employee benefits in the accompanying statement of functional expenses.

NOTE 7. Board Designated Investment Fund

In 2003, the Organization established a quasi-endowment fund with the Friends Fiduciary Corporation ("FFC"). Under the terms of the agreement, the fund is held and invested by FFC and any distributions are reinvested. As of December 31, 2023, the endowment fund has a value of \$271,331, which is reported in the statement of financial position as investment fund – board designated. This balance is also reported as net assets without donor restrictions – board designated in the statement of financial position.

The change in the Investment Fund – board designated is as follows:

Beginning Balance	\$ 71,590
Additions	175,010
Interest and Dividend Income	5,157
Net Realized and Unrealized Gain (Loss)	<u>19,574</u>
Ending Balance	<u>\$ 271,331</u>