# WASHINGTON POISON CENTER FINANCIAL STATEMENTS YEARS ENDED JUNE 30, 2021 AND 2020

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#### **INDEPENDENT AUDITORS' REPORT**

Board of Directors Washington Poison Center Seattle, Washington

We have audited the accompanying financial statements of Washington Poison Center (a nonprofit corporation), which comprise the statement of financial position as of June 30, 2021 and 2020, and the related statements of activities, 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.

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

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



Board of Directors
Washington Poison Center

## **Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Washington Poison Center as of June 30, 2021 and 2020 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.

## CliftonLarsonAllen LLP

Bellevue, Washington REPORT DATE

# WASHINGTON POISON CENTER STATEMENTS OF FINANCIAL POSITION JUNE 30, 2021 AND 2020

	2021	2020
ASSETS		
CURRENT ASSETS  Cash and Cash Equivalents Grants and Other Receivables Inventories Prepaids and Other Assets Total Current Assets	\$ 3,619,047 445,453 15,512 7,687 4,087,699	\$ 3,038,412 572,975 18,761 15,157 3,645,305
EQUIPMENT AND LEASEHOLD IMPROVEMENTS, NET	305,658	340,817
Total Assets	\$ 4,393,357	\$ 3,986,122
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES  Accounts Payable  Accrued Liabilities  Current Portion of Capital Lease Obligations  Total Current Liabilities	\$ 19,776 247,173 8,474 275,423	\$ 16,242 386,278 4,183 406,703
DEFERRED LEASE LIABILITY	63,071	81,685
CAPITAL LEASE OBLIGATIONS, LESS CURRENT PORTION ABOVE	525	
Total Liabilities	339,019	488,388
NET ASSETS Without Donor Restrictions With Donor Restrictions Total Net Assets	4,054,338	3,480,987 16,747 3,497,734
Total Liabilities and Net Assets	\$ 4,393,357	\$ 3,986,122

# WASHINGTON POISON CENTER STATEMENT OF ACTIVITIES YEAR ENDED JUNE 30, 2021

	Without Donor Restrictions	With Donor Restrictions	Total	
PUBLIC SUPPORT AND REVENUE				
Contract Revenue	\$ 4,070,165	\$ -	\$ 4,070,165	
Contributions	459,962	-	459,962	
Other Revenue	77,255	-	77,255	
In-Kind Contributions	29,000	-	29,000	
Interest Income	3,423	-	3,423	
Net Assets Released from Purpose				
Restrictions	16,747	(16,747)	-	
Total Public Support and Revenue	4,656,552	(16,747)	4,639,805	
EXPENSES				
Program Services	3,494,864	-	3,494,864	
Management and General	542,234	-	542,234	
Fundraising	46,103	-	46,103	
Total Expenses	4,083,201		4,083,201	
CHANGE IN NET ASSETS	573,351	(16,747)	556,604	
Net Assets - Beginning of Year	3,480,987	16,747	3,497,734	
NET ASSETS - END OF YEAR	\$ 4,054,338	\$ -	\$ 4,054,338	

# WASHINGTON POISON CENTER STATEMENT OF ACTIVITIES YEAR ENDED JUNE 30, 2020

	Without Donor With Donor Restrictions Restrictions			Total	
PUBLIC SUPPORT AND REVENUE			 		
Contract Revenue	\$	4,309,784	\$ -	\$	4,309,784
Contributions		458,601			458,601
Other Revenue		135,544	-		135,544
In-Kind Contributions		48,500	-		48,500
Interest Income		4,378	_		4,378
Net Assets Released from Purpose					
Restrictions		34,562	(34,562)		-
Total Public Support and Revenue		4,991,369	(34,562)		4,956,807
EXPENSES					
Program Services		3,717,978	-		3,717,978
Management and General		506,955	-		506,955
Fundraising		59,311	_		59,311
Total Expenses		4,284,244	-		4,284,244
CHANGE IN NET ASSETS		707,125	(34,562)		672,563
Net Assets - Beginning of Year		2,773,862	51,309	-	2,825,171
NET ASSETS - END OF YEAR	\$	3,480,987	\$ 16,747	\$	3,497,734

# WASHINGTON POISON CENTER STATEMENT OF FUNCTIONAL EXPENSES YEAR ENDED JUNE 30, 2021

	Program Services	Management and General	Fundraising	Total
Salaries and Wages	\$ 2,441,479	\$ 382,594	\$ 16,401	\$ 2,840,474
Payroll Taxes	185,285	38,866	158	224,309
Employee Benefits	260,650	58,613	184	319,447
Total Salaries, Taxes, and Benefits	2,887,414	480,073	16,743	3,384,230
Maintenance and Service	98,926	568	33	99,527
Occupancy	101,006	16,153	563	117,722
Printing and Publications	1,779	296	10	2,085
Medical Direction	103,837	-	-	103,837
Telephone	24,000	-	-	24,000
Professional Fees	100,397	18,721	592	119,710
Depreciation	81,319	13,520	472	95,311
Travel	3,595	3	-	3,598
Supplies	1,880	1,830	315	4,025
Miscellaneous	4,397	715	14	5,126
Insurance	24,732	4,112	143	28,987
Advertising and Marketing	10,391	-	-	10,391
Human Resources	23,790	3,955	138	27,883
Lobbying	-	-	27,000	27,000
Educational Materials	13,343	-	-	13,343
Staff Development	293	-	-	293
Postage and Shipping	3,773	627	22	4,422
Memberships	9,992	1,661	58	11,711
Total Expenses	\$ 3,494,864	\$ 542,234	\$ 46,103	\$4,083,201

# WASHINGTON POISON CENTER STATEMENT OF FUNCTIONAL EXPENSES YEAR ENDED JUNE 30, 2020

	Program Services	Management and General	Fundraising	Total
Salaries and Wages	\$ 2,479,972	\$ 397,332	\$ 11,145	\$ 2,888,449
Payroll Taxes	196,904	27,923	908	225,735
Employee Benefits	236,430	13,686	1,258	251,374
Total Salaries, Taxes, and Benefits	2,913,306	438,941	13,311	3,365,558
Maintenance and Service	141,797	9,762	4,881	156,440
Occupancy	110,341	7,596	3,798	121,735
Printing and Publications	95,910	5,934	2,454	104,298
Medical Direction	102,316	-	· -	102,316
Telephone	72,846	5,015	2,508	80,369
Professional Fees	61,192	18,893	_	80,085
Depreciation	64,840	4,464	2,231	71,535
Travel	29,162	1,733	_	30,895
Supplies	9,002	620	310	9,932
Miscellaneous	6,619	365	303	7,287
Insurance	27,775	-	-	27,775
Advertising and Marketing	8,465	-	-	8,465
Human Resources	1,275	12,402	-	13,677
Lobbying	-	-	27,075	27,075
Educational Materials	49,914	-	-	49,914
Staff Development	8,766	991	-	9,757
Postage and Shipping	6,510	-	1,960	8,470
Memberships	7,942	240	479	8,661
Total Expenses	\$ 3,717,978	\$ 506,956	\$ 59,310	\$4,284,244

# WASHINGTON POISON CENTER STATEMENTS OF CASH FLOWS YEARS ENDED JUNE 30, 2021 AND 2020

	2021		2020	
RECONCILIATION OF CHANGE IN NET ASSETS TO NET CASH				
PROVIDED BY OPERATING ACTIVITIES				
Change in Net Assets	\$	556,604	\$	672,563
Adjustments to Reconcile Change in Net Assets to Net Cash				
Provided by Operating Activities		05.044		74 500
Depreciation		95,311		71,536
Change in Assets and Liabilities:				(440 = 04)
Grants and Other Receivables		127,522		(112,701)
Inventories		3,249		2,488
Prepaids and Other Assets		7,470		66,374
Accounts Payable		3,534		(78,462)
Accrued Liabilities		(139,105)		108,195
Deferred Lease Liability		(18,614)		(11,212)
Net Cash Provided by Operating Activities		635,971		718,781
CASH FLOWS FROM INVESTING ACTIVITIES				
Purchases of Equipment and Leasehold Improvements		(60, 152)		(171,093)
Net Cash Used by Investing Activities		(60,152)		(171,093)
CASH FLOWS FROM FINANCING ACTIVITIES				
Changes in Capital Lease Obligations		4,816		(8,578)
Net Cash Used by Financing Activities	-	4,816	-	(8,578)
		500.005		500 440
CHANGES IN CASH AND CASH EQUIVALENTS		580,635		539,110
Cash and Cash Equivalents - Beginning of Year		3,038,412		2,499,302
CASH AND CASH EQUIVALENTS - END OF YEAR	\$	3,619,047	\$	3,038,412

#### NOTE 1 ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES

## **Organization**

The Washington Poison Center (the Center) is an independent, 501(c)(3), nonprofit organization that provides emergency management and safety information on chemical, pharmaceutical, and natural substances to the general public and to health care providers throughout Washington State. A professional staff of pharmacists, nurses, and poison information providers is available 24 hours a day, 365 days per year and is supported by a physician medical toxicologist. Residents and health care providers throughout the state utilize the services of the Center to manage crises, including accidental pediatric ingestions, food poisonings, abuse, and intentional overdose. With 138,528 calls 67,534 cases managed in the current year, the Center is currently one of the highest call-volume poison centers in the country.

As one of 55 poison centers nationwide, the Washington Poison Center is the public health safety net for poison and toxic exposures in Washington State. The Center's unique wraparound care model follows patients from initial call to resolution, with a dedicated expert level team of certified specialists in poison information checking in every step of the way.

The Washington Poison Center serves as a resource for public policy makers and public health leaders in forecasting emerging public health trends. The Center's medical staff is regularly called upon to present toxic trends and best practices in treatment to medical professionals throughout Washington State.

In addition to being the home of Mr. Yuk, the Washington Poison Center offers a wide variety of programs aimed at preventing harm from poisoning through expertise, collaboration, clinical and public health education. The Center's current programs include:

- Training of community health educators on poison prevention, medication safety, ecigarettes and more.
- Support for Public Health and Emergency Preparedness operations at the local, state, and federal level.
- Clinical rotations for emergency medical residents, medical students, occupational medicine fellows, paramedic students, nursing, and pharmacy students.
- Management of Take Back Your Medicine website.
- Public Health Education at health fairs, community events, and activities.
- Specific educational programs focused on selected vulnerable populations including young children, older adults, refugees, and non-English speaking populations.
- School assembly presentations and parent trainings.

## NOTE 1 ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

#### **Grants and Contracts from Government Agencies**

A portion of Washington Poison Center's revenue is derived from cost reimbursable federal, state, county, and private contracts and grants, which are conditioned upon certain performance requirements and/ or the incurrence of allowable qualifying expenses. Amounts received are recognized as revenue when Washington Poison Center has incurred expenditures in compliance with specific contract or grant provisions. Amounts received prior to incurring qualifying expenditures are reported as refundable advances in the statement of financial position. There were no refundable advances at June 30, 2020. Amounts remaining under conditional grants from government agencies totaled approximately \$38,000.

Revenue is earned when eligible expenditures, as defined in each grant or contract, are made. Revenue recognized from cost reimbursable federal, state, county, and private grants and contracts totaled \$4,309,784 for the year ended June 30, 2020. Expenditures under government contracts are subject to review by the granting authority. To the extent, if any, that such a review reduces expenditures allowable under these contracts, the Center will record such disallowance at the time the final assessment is made.

## **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. The board of directors of the Center has established an operating reserve totaling \$1,152,876 and \$639,538 as of June 30, 2021 and 2020. These board-designated funds are a component of net assets without donor 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.

## NOTE 1 ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

The Center's net assets with donor restrictions are subject to expenditure for specific purposes as follows as of June 30:

	2021		 2020
Cannabis Prevention Program	\$		\$ 16,747
Total	\$	-	\$ 16,747

Contributions restricted by donors are reported as 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 and Cash Equivalents**

Cash and cash equivalents consist of general checking, savings, money market accounts, and certificates of deposit. The Center maintains its cash and cash equivalents in bank accounts that may exceed federally insured limits at times during the year. The Center has not experienced any losses in these accounts, and management does not believe it is exposed to any significant credit risk.

## NOTE 1 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 define 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.

The Center had no assets or liabilities carried at fair value on a recurring basis (at least annually) as of June 30, 2021 or 2020. Assets and liabilities carried at fair value on a nonrecurring basis using Level 2 inputs generally include donated materials and services. The Center also uses fair value concepts to test various long-lived assets for impairment.

#### Inventory

Inventory is stated at the lower of cost or market under the first-in, first-out method of accounting, and consists of educational materials.

## **Promises to Give**

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. Promises to give are stated at net realizable value. Conditional promises to give are recognized when the conditions on which they depend are substantially met. The Center had no promises to give as of June 30, 2021.

#### **Receivables**

Receivables are stated at the amount management expects to collect from outstanding balances. Management provides for probable uncollectible amounts through a charge to earnings and a credit to a valuation allowance based on its assessment of the current status of individual accounts. Balances that are still outstanding after management has used reasonable collection efforts are written off through a charge to the valuation allowance and a credit to accounts or pledges receivable. For the years ended June 30, 2021 and 2020, management expects to collect all receivables. Accordingly, no allowance for uncollectible amounts has been recorded.

## NOTE 1 ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

## **Equipment and Leasehold Improvements**

Equipment and leasehold improvements are stated at cost if purchased by the Center directly and fair value at the date of donation if received through donation. Depreciation and amortization are computed using the straight-line method over the estimated useful lives of the various assets, which range from three to seven years for equipment. Amortization on leasehold improvements is based on the shorter of the useful life of the asset or the term of the lease. The Center capitalizes all equipment and leasehold improvements with a purchase price or fair value of \$1,500 or more. Equipment and leasehold improvements consisted of the following at June 30:

	 2021	 2020
Computer and Telephone Equipment	\$ 462,971	\$ 412,321
Furniture, Fixtures, and Office Equipment	196,293	206,190
Vehicle	27,880	27,880
Leasehold Improvements	 100,958	 100,958
Subtotal	 788,102	 747,349
Less: Accumulated Depreciation and Amortization	 (482,444)	(406,532)
Net Equipment and Leasehold Improvements	\$ 305,658	\$ 340,817

## **Donated Materials and Services**

The Center periodically receives donated materials and services. Donated goods are recorded at fair value at the date of receipt. Donated services are recorded only if specific professional expertise is provided or the services are for constructing a fixed asset, in accordance with financial accounting standards.

For the year ended June 30, 2021, the Center received donated telephone services valued at \$24,000 in support of their program activities, office space valued at \$5,000 in support of their program activities.

For the year ended June 30, 2020, the Center received donated telephone services valued at \$24,000 in support of their program activities, office space valued at \$5,000 in support of their program activities, various computer software valued at \$19,500 supporting program activities.

## **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 activities 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 employee counts or estimated percentage of effort.

## Advertising Expenses

The Center recognizes advertising expenses at cost as incurred.

## NOTE 1 ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

#### Concentrations

The Center is primarily funded under various grants and contracts with federal, state, and local agencies. The Center's future viability may be dependent on continued funding from these sources. Grants and contracts from federal, state, and local agencies accounted for 87% and 83% of total support and revenue for 2021 and 2020, respectively. As of June 30, 2021 and 2020, accounts receivable from grants and contracts from federal, state, and local agencies totaled \$445,453 and \$569,525, respectively, which accounted for 99% and 98%, respectively, of total receivables.

## **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 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 Washington Poison Center 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 2 LIQUIDITY

The Center regularly monitors the availability of resources required to meet its operational needs and contractual obligations. Income from donor-restricted grants are restricted for specific purposes and all other revenue is available for general use. As part of the Center's liquidity management plan, the Center invests cash in excess of daily requirements in certificates of deposit and money market funds. As part of the Center's cash management policy, an operating reserve fund has been established to support on-going operations. The operating reserve balance was \$1,152,876 and \$639,358 as of June 30, 2021 and 2020.

The following table reflects the Center's financial assets as of June 30:

	 2021	 2020
Total Financial Assets	\$ 4,064,500	\$ 3,611,387
Less: Restrictions on the Use of Financial Assets:		
Purpose Restricted Net Assets	-	(16,747)
Board-Designated Net Assets for Operational Reserves	 (1,152,876)	 (639,358)
Financial Assets Available for Operations	_	 _
Within One Year	\$ 2,911,624	\$ 2,955,282

## NOTE 3 RETIREMENT PLAN

The Center has a 401(k) salary deferral plan for eligible employees who have 90 days of service and have attained the age of 21. For the years ended June 30, 2021 and 2020, the board of directors approved a company matching contribution of up to 4% of gross salary for employees who contribute to the plan after one year of employment. Total contributions to the plan for 2021 and 2020 were \$73,341 and \$53,728, respectively.

#### NOTE 4 OPERATING LEASE

In October 2018, the Center entered into a 61-month lease extension on their current office location which expires November 2023. The extension included one month of free rent and a \$91,697 tenant improvement allowance. In accordance with financial accounting standards, rent expense is recognized on a straight-line basis and a related deferred lease liability was recorded. Rent expense, including common area charges, under the lease totaled \$113,521 and \$105,267 for the years ended June 30, 2021 and 2020, respectively.

Future minimum lease payments, deferred rent, and rent expense under the lease are as follows:

			CI	hange in	
	N	/linimum	Rent		
Year Ending June 30,	Leas	se Payment	Leas	se Liability	Expenses
2022		134,684		(22,440)	112,244
2023		138,520		(26,276)	112,244
2024		58,571		(10,785)	47,786
Total	\$	331,775	\$	(59,501)	\$ 272,274

## NOTE 5 CAPITAL LEASE OBLIGATIONS

The Center leases certain office equipment under noncancelable capital leases, with a total recorded cost of \$27,709, and related accumulated depreciation of \$27,709. Total monthly payments are \$830, including interest of 4.5% - 6% per annum. Interest expense totaled \$525 and \$467 for the years ended June 30, 2021 and 2020, respectively.

Scheduled lease payments for the years ending June 30 are as follows:

Year Ending June 30,	A	Amount		
2022	\$	8,999		
Total		8,999		
Less: Amount for Interest		(525)		
Total		8,474		
Less: Current Portion		2,954		
Total	\$	11,428		

#### NOTE 6 RISKS AND UNCERTAINTIES

The Center's operations may be affected by the recent and ongoing outbreak of the coronavirus disease 2019 (COVID-19), which was declared a pandemic by the World Health Organization in March 2020. Multiple jurisdictions in the U.S. have declared a state of emergency, and it is anticipated that resulting impacts will continue for some time. Future operating functions that may be changed include potential decrease in future government funding. Changes to the operating environment may increase operating costs. Management believes the Center is taking appropriate actions to mitigate the negative impact. However, the full impact of COVID-19 is unknown and cannot be reasonably estimate as these events occurred subsequent to year-end and are still developing.

#### NOTE 7 SUBSEQUENT EVENTS

Management has evaluated events occurring subsequent to June 30, 2021 through REPORT DATE, 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 June 30, 2021, including the estimates inherent in the processing of financial statements.