



(A California Not-for-profit)

**Financial Statements  
and  
Independent Accountants' Review Report**

**December 31, 2024**



# Write Around Portland

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For the Year Ended December 31, 2024

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**The Governing Body of**  
Write Around Portland  
Portland, OR

### **Independent Accountants' Review Report**

We have reviewed the accompanying financial statements of Write Around Portland, which comprise the statement of financial position as of December 31, 2024, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of company 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.

#### ***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.

#### ***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 Write Around Portland, and to meet our ethical responsibilities, in accordance with the relevant ethical requirements to our review.

#### ***Accountants' 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.

#### ***Report on 2023 Financial Statements***

The financial statements of Write Around Portland for the year ended December 31, 2023, were reviewed by other accountants whose report dated June 26, 2024, stated that, based on their review, they are not aware of any material modifications that should be made to the financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

A handwritten signature in blue ink that reads 'Smith Marion &amp; Co.' in a cursive script.

April 1, 2025  
Redlands, CA

**Write Around Portland**  
Statement of Financial Position  
December 31, 2024

**ASSETS**

**Current Assets**

Cash and equivalents - operating	\$ 278,697
Grants and contracts receivable	16,550
Prepays and deposits	4,270
Inventory	8,819
<b>Total Current Assets</b>	<b>308,336</b>

**Other Assets**

Right-of-use assets, net	7,407
<b>Total Other Assets</b>	<b>7,407</b>

<b>TOTAL ASSETS</b>	<b>\$ 315,743</b>
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**LIABILITIES AND NET ASSETS**

**Current Liabilities**

Accounts payable	\$ 1,273
Accrued wages payable	5,250
Lease liability - current portion	8,207
<b>Total Current Liabilities</b>	<b>14,730</b>

<b>TOTAL LIABILITIES</b>	<b>14,730</b>
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**Net Assets**

**Without Donor Restrictions**

Undesignated	301,013
<b>Total without Donor Restrictions</b>	<b>301,013</b>

**With Donor Restrictions**

Time restrictions	-
<b>Total with Donor Restrictions</b>	<b>-</b>

<b>TOTAL NET ASSETS</b>	<b>301,013</b>
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<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>\$ 315,743</b>
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**Write Around Portland**

## Statement of Activities

For the Year Ended December 31, 2024

	Without Donor Restrictions	With Donor Restrictions	Total
<b>REVENUE, SUPPORT, AND GAINS</b>			
Foundations and grants	\$ 87,700	\$ -	\$ 87,700
Workshops	10,354	-	10,354
Government grants	60,143	-	60,143
Contributions	140,036	-	140,036
Sales	2,573	-	2,573
Events	55,993	-	55,993
Interest income	665	-	665
Miscellaneous income	21,869	-	21,869
Net assets released from restriction	10,000	(10,000)	-
<b>TOTAL REVENUE, SUPPORT, AND GAINS</b>	<b>389,333</b>	<b>(10,000)</b>	<b>379,333</b>
<b>EXPENSES AND LOSSES</b>			
Program services expense	259,913	-	259,913
Supporting services expense			
Management and general	20,368	-	20,368
Fundraising	135,500	-	135,500
<b>Total Supporting Services Expense</b>	<b>155,868</b>	<b>-</b>	<b>155,868</b>
<b>TOTAL EXPENSES AND LOSSES</b>	<b>415,781</b>	<b>-</b>	<b>415,781</b>
<b>Change in Net Assets</b>	<b>(26,448)</b>	<b>(10,000)</b>	<b>(36,448)</b>
<b>Net Assets, Beginning of Year</b>	<b>327,461</b>	<b>10,000</b>	<b>337,461</b>
<b>Net Assets, End of Year</b>	<b>\$ 301,013</b>	<b>\$ -</b>	<b>\$ 301,013</b>

**Write Around Portland**  
Statement of Functional Expenses  
For the Year Ended December 31, 2024

	<b>Program Services</b>	<b>Management and General</b>	<b>Fundraising</b>	<b>Total</b>
Personnel cost	\$ 188,603	\$ 5,548	\$ 83,207	\$ 277,358
Events expenses	-	-	15,162	15,162
Licenses and fees	3,956	117	1,745	5,818
Fees for professional services	-	11,557	1,727	13,284
Volunteers	1,290	38	569	1,897
Grants	10,608	312	4,680	15,600
Bank charges and fees	-	135	315	450
Office expense	7,521	221	3,318	11,060
Postage and shipping	3,030	1,120	-	4,150
Learning material	6,697	197	2,955	9,849
Professional development	1,971	58	870	2,899
Advertising and marketing	20,698	609	9,131	30,438
Meetings and retreats	347	10	153	510
Software and apps	2,798	82	1,234	4,114
Facilities and equipment	37	1	17	55
Rent and occupancy	12,357	363	5,452	18,172
Insurance	-	-	4,965	4,965
<b>Total Expenses by Function</b>	<b>\$ 259,913</b>	<b>\$ 20,368</b>	<b>\$ 135,500</b>	<b>\$ 415,781</b>

**Write Around Portland**  
Statement of Cash Flows  
For the Year Ended December 31, 2024

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**CASH FLOWS FROM OPERATING ACTIVITIES**

Change in net assets	\$ (36,448)
<i>Adjustments to reconcile change in net assets to net cash from (used for) operating activities:</i>	
Reduction in right-of-use asset	17,111
<i>Change in assets and liabilities:</i>	
Grants and contracts receivable	17,325
Prepays and deposits	(71)
Accounts payable	213
Accrued liabilities	(17,174)
Lease liability	(18,650)
<b>Net Cash from (Used for) Operating Activities</b>	<b><u>(37,694)</u></b>

**CASH FLOWS FROM INVESTING ACTIVITIES**

<b>Net Cash from (Used for) Investing Activities</b>	<b><u>-</u></b>
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**CASH FLOWS FROM FINANCING ACTIVITIES**

<b>Net Cash from (Used for) Financing Activities</b>	<b><u>-</u></b>
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<b>Net Change in Cash and Equivalents</b>	<b>(37,694)</b>
<b>Cash and Equivalents, Beginning of Year</b>	<b><u>316,391</u></b>
<b>Cash and Equivalents, End of Year</b>	<b><u><u>\$ 278,697</u></u></b>

## **Note 1 - Summary of Significant Accounting Policies**

### **Nature of Organization**

Write Around Portland (the Organization) is a nonprofit organization incorporated in the State of Oregon. The Organization provides high quality, skillfully facilitated writing workshops in safe, accessible, and respectful environments for people to write and share in community, holds community readings to promote the exchange of stories and publishes anthologies to connect writers and readers. The Organization is supported through grants and contributions and fees for workshops.

### **Basis of Accounting**

The financial statements of the Organization have been prepared in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP), on the accrual basis of accounting and, accordingly, reflect all significant receivables, payables, and other liabilities.

### **Basis of Presentation**

We report information regarding our financial position and activities according to two classes of net asset: Net assets without donor restrictions and net assets with donor restrictions. The following provides an explanation of net assets categories included in the accompanying financial statements:

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

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

### **Cash and Cash Equivalents**

For purposes of the statements of cash flows, we consider all highly liquid investments available for current use with an initial maturity of three months or less to be cash.

### **Grants and Contracts Receivable**

Accounts receivable represent consideration from state and local government agencies, of which the Organization has an unconditional right to receive. Accounts receivables are stated at the amount management expects to collect from outstanding balances. We consider all receivables fully collectible at year end. Accordingly, no allowance for receivables has been established at year end.



**Compensated Absences**

The Organizations' vacation policy establishes that regular and part-time employees are eligible to earn paid vacation. Full-time employees are entitled to 24 days of paid time off. A leader can decide not to accrue vacation time but will not be paid and decision is permanent. Upon termination of an employee, any accrued compensated absences that remain unused are payable to the employee in full. Accrued vacation as of December 31, 2024, was \$4,142.

**Leases**

The Organization determines if an arrangement is or contains a lease at inception. Leases are included in right-of-use (ROU) assets and lease liabilities in the statement of financial position. ROU assets and lease liabilities reflect the present value of the future minimum lease payments over the lease term, and ROU assets also include prepaid or accrued rent. Operating lease expense is recognized on a straight-line basis over the lease term. The Organization does not report ROU assets and lease liabilities for its short-term leases (leases with a term of 12 months or less). Instead, the lease payments of those leases are reported as lease expense on a straight-line basis over the lease term.

**Revenues**

The Organization recognizes contributions when cash, securities, or other assets; an unconditional promise to give; or a 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 – are not recognized until the conditions on which they depend have been met.

A portion of our revenue is derived from cost-reimbursable federal and state 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 the Organization has incurred expenditures in compliance with specific contract or grant provisions. Amounts received prior to incurring qualifying expenditures are reported as grant advances in the statement of financial position.

**Advertising Costs**

Advertising costs are expensed as incurred. During 2024, advertising costs totaled \$30,438.

**Functional Allocation of Expenses**

The costs of program and supporting services activities have been summarized on a functional basis in the statement of activities. The statement of functional expenses presents the natural classification detail of expenses by function. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

**Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires us 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 revenues and expenses during the reporting period. Actual results could differ from those estimates.

**Income Taxes**

The Organization has been approved as a tax-exempt organization under Internal Revenue Code Section 501(c)(3) and applicable state laws. It is management's opinion that none of the Organization's present activities are subject to unrelated business income taxes. Therefore, no provision for income taxes has been recorded in the accompanying financial statements. The Organization's federal exempt organization information returns are subject to examination by the Internal Revenue Service, generally for three years after they are filed.

**Subsequent Events**

We have evaluated subsequent events through April 1, 2025, the date on which the financial statements were available to be issued.

**Note 2 – Liquidity and Availability**

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

Cash and equivalents - operating	\$ 278,697
Grants and contracts receivable	<u>16,550</u>
Total funds available for general expenditure within one year of the statement of financial position date	<u><u>\$ 295,247</u></u>

**Note 3 – Leases**

The Organization evaluated current contracts to determine which met the criteria of a lease. The right-of-use (ROU) assets represent the Organization's right to use underlying assets for the lease term, and lease liabilities represent the Organization's obligation to make lease payments arising from these leases. The ROU assets and lease liabilities were calculated based on the present value of future lease payments over the lease terms. The Organization has made an accounting policy election to use a risk-free rate in lieu of its incremental borrowing rate to discount future lease payments.

The Organization entered into operating leases for office spaces, with monthly payments through 2025.

For the year ended December 31, 2024, total operating lease cost was \$17,928.

The composition of right-of-use assets are as follows for the fiscal year ending December 31, 2024:

Right-of-use assets - operating	
Office space	\$ 36,909
Accumulated amortization - operating	<u>(29,502)</u>
	<u><u>\$ 7,407</u></u>
Lease liability - operating	\$ 8,207

The following summarizes the cash flow information related to operating leases for the year ended December 31, 2024:

Cash paid for amounts included in the measurements of lease liabilities:

Operating cash flows for operating leases	\$ 19,468
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Weighted average lease terms and discount rate as of December 31, 2024, were as follows:

Weighted average remaining lease term (years)	0.41
Weighted average discount rate	4.54%

The following operating payments are expected to be paid for each of the following years ending December 31, as follows:

2025	\$ 8,270
2026	-
2027	-
2028	-
2029	-
Thereafter	-
	<u>8,270</u>
Less present value discount	<u>(63)</u>
Lease liability	<u><u>\$ 8,207</u></u>

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