

**AIDS Legal Referral Panel  
of the  
San Francisco Bay Area**

Financial Statements &  
Independent Auditor's Report  
for the Year Ended  
December 31, 2018

**COOK &  
COMPANY**

A PROFESSIONAL ACCOUNTANCY CORPORATION

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A PROFESSIONAL ACCOUNTANCY CORPORATION

## **Independent Auditor's Report**

To the Board of Directors  
AIDS Legal Referral Panel of the San Francisco Bay Area  
San Francisco, California

We have audited the accompanying financial statements of AIDS Legal Referral Panel of the San Francisco Bay Area (a nonprofit organization), which comprise the statement of financial position as of December 31, 2018, the related statements of activities and changes in net assets, functional expenses, and cash flows for the year 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 audit. We conducted our audit 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 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 an assessment of the risks of the 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 above present fairly, in all material respects, the financial position of AIDS Legal Referral Panel of the San Francisco Bay Area as of December 31, 2018, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### ***Report on Summarized Comparative Information***

We have previously audited the December 31, 2017, financial statements of AIDS Legal Referral Panel of the San Francisco Bay Area and our report dated June 14, 2018 expressed an unmodified opinion on those audited financial statements. In our opinion, the summarized comparative information presented herein as of and for the year ended December 31, 2017, is consistent, in all material respects, with the audited financial statements from which it has been derived.

A handwritten signature in blue ink that reads "Cook &amp; Company".

A Professional Accountancy Corporation  
May 15, 2019

## AIDS Legal Referral Panel of the San Francisco Bay Area

### Statement of Financial Position December 31, 2018 with Comparative Totals for December 31, 2017

|   | 12/31/2018   | 12/31/2017<br>(Note 2) |
|---|--------------|------------------------|
| ASSETS                                      |              |                        |
| Current Assets:                             |              |                        |
| Cash & cash equivalents                     | \$ 658,480   | \$ 712,246             |
| Certificates of deposit, current            | 118,473      | 206,416                |
| Grants & contracts receivable               | 288,697      | 168,497                |
| Prepaid expenses                            | 36,393       | 30,726                 |
| Total current assets                        | 1,102,043    | 1,117,885              |
| Certificates of deposit, long-term (Note 3) | 569,623      | 517,445                |
| Other assets                                | 9,996        | 9,995                  |
| TOTAL ASSETS                                | \$ 1,681,662 | \$ 1,645,325           |
| LIABILITIES & NET ASSETS                    |              |                        |
| Current Liabilities:                        |              |                        |
| Accounts payable                            | \$ 53,965    | \$ 67,075              |
| Accrued compensated absences                | 93,286       | 79,352                 |
| Total liabilities                           | 147,251      | 146,427                |
| Net Assets                                  |              |                        |
| Without donor restrictions                  |              |                        |
| Undesignated                                | 1,172,682    | 1,170,214              |
| Board-designated operating reserve (Note 4) | 250,000      | 250,000                |
| Total without donor restrictions            | 1,422,682    | 1,420,214              |
| With donor restrictions (Note 5)            | 111,729      | 78,684                 |
| Total net assets                            | 1,534,411    | 1,498,898              |
| TOTAL LIABILITIES & NET ASSETS              | \$ 1,681,662 | \$ 1,645,325           |

See accompanying notes to financial statements  
and independent auditor's report.

## AIDS Legal Referral Panel of the San Francisco Bay Area

### Statement of Activities and Changes in Net Assets for the Year Ended December 31, 2018 with Comparative Totals for the Year Ended December 31, 2017

|                                       | Without<br>Donor<br>Restrictions | With<br>Donor<br>Restrictions | 2018<br>Total       | 2017<br>Total<br>(Note 2) |
|---------------------------------------|----------------------------------|-------------------------------|---------------------|---------------------------|
| Support & Revenue:                    |                                  |                               |                     |                           |
| Government grants & contracts         | \$ 962,102                       | \$ 40,840                     | \$ 1,002,942        | \$ 924,517                |
| Other grants & contributions          | 287,893                          | 210,700                       | 498,593             | 422,892                   |
| Net assets released from restriction: |                                  |                               |                     |                           |
| Satisfaction of donor restrictions    | 218,495                          | (218,495)                     | -                   | -                         |
| In-kind legal services (Notes 2,6)    | 993,411                          |                               | 993,411             | 1,168,108                 |
| Special events, net (Note 7)          | 144,080                          |                               | 144,080             | 138,037                   |
| Cy pres awards                        | -                                |                               | -                   | 16,612                    |
| Interest                              | 8,977                            |                               | 8,977               | 8,031                     |
| Changes in value of investments       | (32,378)                         |                               | (32,378)            | 20,443                    |
| Miscellaneous                         | 30,764                           |                               | 30,764              | 5,389                     |
| <b>Total support &amp; revenue</b>    | <b>2,613,344</b>                 | <b>33,045</b>                 | <b>2,646,389</b>    | <b>2,704,029</b>          |
| Expenses:                             |                                  |                               |                     |                           |
| Program services                      | 2,309,896                        |                               | 2,309,896           | 2,407,184                 |
| General & administrative              | 120,821                          |                               | 120,821             | 105,528                   |
| Fundraising                           | 180,159                          |                               | 180,159             | 165,856                   |
| <b>Total expenses</b>                 | <b>2,610,876</b>                 | <b>-</b>                      | <b>2,610,876</b>    | <b>2,678,568</b>          |
| <b>CHANGE IN NET ASSETS</b>           | <b>2,468</b>                     | <b>33,045</b>                 | <b>35,513</b>       | <b>25,461</b>             |
| <b>NET ASSETS, January 1</b>          | <b>1,420,214</b>                 | <b>78,684</b>                 | <b>1,498,898</b>    | <b>1,473,437</b>          |
| <b>NET ASSETS, December 31</b>        | <b>\$1,422,682</b>               | <b>\$ 111,729</b>             | <b>\$ 1,534,411</b> | <b>\$ 1,498,898</b>       |

See accompanying notes to financial statements  
and independent auditor's report.

## AIDS Legal Referral Panel of the San Francisco Bay Area

### Statement of Functional Expenses for the Year Ended December 31, 2018 with Comparative Totals for the Year Ended December 31, 2017

|  | <b>Program<br/>Services</b> | <b>General &amp;<br/>Administrative</b> | <b>Fundraising</b> | <b>2018<br/>Total</b> | <b>2017<br/>Total<br/>(Note 2)</b> |
|--|-----------------------------|---|--------------------|-----------------------|------------------------------------|
| In-kind legal services (Notes 2,5)   | \$ 993,411                  |   |                    | \$ 993,411            | \$ 1,168,108                       |
| Salaries   | 910,295                     | \$ 55,459                               | \$ 107,614         | 1,073,368             | 1,005,836                          |
| Payroll taxes  | 77,555                      | 3,822                                   | 4,999              | 86,376                | 81,705                             |
| Employee benefits  | 116,308                     | 5,705                                   | 7,461              | 129,474               | 115,640                            |
| Professional fees / contract services  | 37,118                      | 31,653                                  | 20,263             | 89,034                | 80,682                             |
| Rent   | 93,286                      | 4,591                                   | 6,004              | 103,881               | 100,172                            |
| Office expenses & supplies   | 47,190                      | 3,887                                   | 6,489              | 57,566                | 54,336                             |
| Travel   | 1,202                       | 6,588                                   | 9,755              | 17,545                | 5,972                              |
| Insurance  | 22,365                      | 255                                     | 334                | 22,954                | 25,279                             |
| Dues & subscriptions   | 8,756                       | 1,069                                   | 943                | 10,768                | 9,540                              |
| Special event production   | -                           | -                                       | 60,574             | 60,574                | 64,266                             |
| Other  | 2,410                       | 7,792                                   | 507                | 10,709                | 10,197                             |
| Total expenses by function   | 2,309,896                   | 120,821                                 | 224,943            | 2,655,660             | 2,721,733                          |
| Less expenses included with revenues<br>on the statement of activities           |                             |   |                    |                       |                                    |
| Direct expenses of fundraising events  | -                           | -                                       | (44,784)           | (44,784)              | (43,165)                           |
| Total expenses included in the expense section<br>on the statement of activities | \$ 2,309,896                | \$ 120,821                              | \$ 180,159         | \$ 2,610,876          | \$ 2,678,568                       |

See accompanying notes to financial statements  
and independent auditor's report.

## AIDS Legal Referral Panel of the San Francisco Bay Area

### Statement of Cash Flows for the Year Ended December 31, 2018 with Comparative Totals for the Year Ended December 31, 2017

|   | 2018              | 2017<br>(Note 2)  |
|---|-------------------|-------------------|
| <b><i>Cash flows from operating activities:</i></b>   |                   |                   |
| Change in net assets  | \$ 35,513         | \$ 25,461         |
| Adjustments to reconcile change in net assets<br>to net cash provided (used) by operating activities: |                   |                   |
| Change in value of investments  | 32,378            | (20,443)          |
| Changes in assets and liabilities:  |                   |                   |
| (Increase) decrease in grants & contracts receivable  | (120,200)         | (13,686)          |
| (Increase) decrease in prepaid expenses and deposits  | (5,668)           | (802)             |
| Increase (decrease) in accounts payable   | (13,110)          | 30,899            |
| Increase (decrease) in accrued vacation   | 13,934            | 19,216            |
|   | (57,153)          | 40,645            |
| <b>Cash provided (used) by operating activities:</b>  | <b>(57,153)</b>   | <b>40,645</b>     |
| <b><i>Cash flows from investing activities:</i></b>   |                   |                   |
| Redemptions/(purchases) of certificates of deposit  | 3,387             | 8,394             |
| <b>Cash provided (used) by investing activities:</b>  | <b>3,387</b>      | <b>8,394</b>      |
| <b>Cash provided (used) during year</b>   | <b>(53,766)</b>   | <b>49,039</b>     |
| Cash & cash equivalents:  |                   |                   |
| <b>Beginning of year, January 1</b>   | <b>712,246</b>    | <b>663,207</b>    |
| <b>End of year, December 31</b>   | <b>\$ 658,480</b> | <b>\$ 712,246</b> |

See accompanying notes to financial statements  
and independent auditor's report.

# AIDS Legal Referral Panel of the San Francisco Bay Area

## Notes to Financial Statements December 31, 2018

### 1. The Organization

#### Nature of activities

The AIDS Legal Referral Panel of the San Francisco Bay Area (ALRP or the Organization) is a nonprofit organization that was founded in 1983 to help people with HIV/AIDS maintain or improve their health by resolving their legal issues. ALRP accomplishes this by providing free and low-cost legal services to people with HIV/AIDS in the San Francisco Bay Area.

ALRP is the only institution in the San Francisco Bay Area solely dedicated to providing free and low-cost legal assistance and education on virtually any civil matter to persons living with HIV/AIDS. This includes such widely disparate areas as housing, bankruptcy/credit, immigration, employment, insurance, confidentiality matters, family law, government benefits, and public accommodations. This is accomplished through either direct representation of clients by one of ALRP's staff attorneys or by careful placement of clients with one of ALRP's Panel attorneys.

The Organization aims to provide legal counsel and representation on often-complex legal matters with respect to HIV/AIDS for a community of individuals often least able to afford it, and to leverage the resources of the private bar for the public good. In the process, ALRP increases resources dedicated to the public interest through the private market, and increases the skill and capacity of the legal community to handle the intricacies of HIV/AIDS-related law and representation.

ALRP is exempt from income taxes under Internal Revenue Code Section 501(c)(3) and is governed by a board of directors.

#### Major Funding

The Organization's largest source of support is in the form of grants from local government agencies, as well as in-kind legal services provided by attorneys from the community. A significant amount of support is also received through foundation grants and private contributions.

### 2. Summary of Significant Accounting Policies

#### Basis of Accounting

The accompanying financial statements are prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America. Under the accrual basis of accounting, support is recognized when it is awarded, revenue is recognized when it is earned and expenses are recognized when they are incurred.

#### Basis of Presentation

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

**Net assets without donor restrictions**, which includes resources not subject to, or no longer subject to, donor-imposed stipulations.



# AIDS Legal Referral Panel of the San Francisco Bay Area

## Notes to Financial Statements December 31, 2018

**Net assets with donor restrictions**, which includes resources whose use is limited by donor-imposed time and/or purpose restrictions.

Revenue and support are reported as increases in *net assets without donor restrictions* unless use of the contributed assets is limited by donor-imposed stipulations. All expenses, including those funded by restricted contributions, are reported as decreases in *net assets without donor restrictions*. Gains and losses on investments and other assets or liabilities are reported as increases or decreases in *net assets without donor restrictions* unless they are encumbered by explicit donor stipulation or by law. Expirations of donor-restrictions (i.e. the donor-stipulated purpose has been fulfilled and/or the stipulated time-period has elapsed) are reported as reclassifications between the applicable classes of net assets.

### Cash and Cash Equivalents

Cash and cash equivalents consist of funds held in bank checking, savings and money market accounts.

### Investments

Investments consist of certificates of deposit with an initial maturity period greater than three months. Certificates that mature within one year of the balance sheet date are classified as current assets, while those with remaining maturities of one to five years are presented as long-term assets.

### Grants & Contracts Receivable

Grants receivable are recorded based on formal promises received from donors. Contracts receivable are reported at the amount management expects to collect from government agencies on balances outstanding at year-end. All amounts are deemed fully collectible within one year of the balance sheet date.

### Fair Value of Financial Instruments

The carrying amounts of cash and cash equivalents, receivables, and accounts payable approximate fair value because of the short maturity of these instruments.

### Compensated Absences

Accrued compensated absences include employee vacation time and compensatory time that has been earned but not used. At the discretion of management, employees may also qualify for up to three weeks of paid sabbatical leave after each period of seven years of service. Decisions regarding whether employees will be allowed a sabbatical leave are made by senior management on a case by case basis. Since employees *qualify* for sabbatical leave but are not *entitled* to it, it does not represent an obligation of the Organization and therefore it is not reflected in the compensated absences liability. The unrecorded amount of total possible unused sabbatical benefits attributable to employees' service through December 31, 2018 is estimated to be approximately \$30,000.

### In-kind Services

The Organization relies on in-kind services provided by attorneys. Each year, volunteer attorneys are asked to report their contributed hours, which are valued and recorded at \$350 each. In addition, the Organization calculates and records an estimate of hours contributed, but not reported, based on the average hours contributed by each reporting volunteer. Due to the fact that certain assumptions must be made when calculating and recording estimates, it is at least

# AIDS Legal Referral Panel of the San Francisco Bay Area

## Notes to Financial Statements December 31, 2018

reasonably possible that the actual value of services received differs from the amount recorded in the financial statements.

### Functional Expenses

The Organization presents its expenses by function and natural category. The compensation expense for certain employees is allocated to various functions according to management's estimate of time and effort.

| <u>Position</u>             | <u>Functional Expense Allocation</u>                            |
|-----------------------------|---|
| Executive Director          | 65% Program Services, 25% Management & General, 10% Development |
| Development Director        | 15% Program Services, 85% Development                           |
| Office Manager / Bookkeeper | 50% Program Services, 50% Management & General                  |

All other staff positions are charged entirely to *program services*.

Other shared costs, consisting of employee fringe benefits, rent, office expenses and general liability insurance are allocated based on overall time and effort expended on each function.

Other expenses are charged directly to the appropriate function based on specific identification.

### Income Taxes

As a 501(c)(3) public charity, the Organization is exempt from income taxes except on activities unrelated to its mission. As management believes that all of ALRP's activities are directly related to its mission, no provision has been made for income tax expense. The Organization's federal *Return of Organization Exempt from Income Tax* (Form 990) filings for the tax years ending in 2016 through 2018 are subject to examination by the Internal Revenue Service, generally for three years after they were filed. The Organization's *California Exempt Organization Annual Information Return* filings for the tax years ending in 2015 through 2018 are subject to examination by California's Franchise Tax Board, generally for four years after they were filed.

### Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

### New Accounting Pronouncement

These financial statements reflect the provisions of Accounting Standards Update No. 2016-14—*Not-for-Profit Entities (Topic 958): Presentation of Financial Statements of Not-for-Profit Entities* (ASU 2016-14), which was issued by the Financial Accounting Standards Board (FASB) in August 2016 and effective for calendar years ending in 2018 and beyond.

This update 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 amongst not-for-profit entities. A key change required by ASU 2016-14 is the net asset class captions displayed in not-for-profit financial statements. Amounts previously reported as *unrestricted net assets* are now reported as *net assets without donor restrictions*, and amounts previously reported as *temporarily restricted net assets* and *permanently restricted net assets* are now reported as *net assets with donor restrictions*. A footnote on liquidity has also been added (Note 12).

# AIDS Legal Referral Panel of the San Francisco Bay Area

## Notes to Financial Statements December 31, 2018

### Comparative Data

The financial statement information for the year ended December 31, 2017, presented for comparative purposes, is not intended to be a complete financial statement presentation. For a complete presentation, please refer to the financial statement for that fiscal year.

### **3. Fair Value Measurements – Investments in Certificates of Deposit**

The Organization values its investments on a recurring basis in accordance with FASB ASC #820, which establishes a fair value framework in accordance with generally accepted accounting principles. ASC #820 clarifies the definition of fair value, taking the position that fair value is the exchange price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the valuation date.

There are three defined levels in the fair value hierarchy:

Level 1 – Unadjusted quoted prices for identical assets or liabilities in active markets that are accessible at the measurement date.

Level 2 – Prices or valuations based on observable inputs other than quoted prices in active markets for identical assets and liabilities

Level 3 – Prices or valuation techniques that require inputs that are both significant to the fair value measurement and are unobservable (i.e. supported by little or no market activity).

Fair value of assets measured on a recurring basis at December 31, 2018, consists of certificates of deposit with various maturity dates:

|                         | <u>Fair Value</u> | <u>Quoted Prices<br/>in Active<br/>Markets for<br/>Identical<br/>Assets<br/>(Level 1)</u> | <u>Significant<br/>Other<br/>Observable<br/>Inputs<br/>(Level 2)</u> | <u>Significant<br/>Unobservable<br/>Inputs<br/>(Level 3)</u> |
|-------------------------|-------------------|---|--|--|
| Certificates of Deposit |                   |   |  |  |
| Maturing:               |                   |   |  |  |
| Within one year         | \$118,473         | \$118,473   |  |  |
| In one to five years    | <u>569,623</u>    | <u>569,623</u>  |  |  |
| Total                   | \$688,096         | \$688,096   |  |  |

### **4. Board-Designated Net Assets**

The Board of Directors has designated a portion of the Organization's *net assets without donor restrictions* to support future services in the event of possible funding reductions.

# AIDS Legal Referral Panel of the San Francisco Bay Area

## Notes to Financial Statements December 31, 2018

### 5. Net Assets with Donor Restrictions

Net assets with donor restrictions represent funds that are designated for the following:

|   |              |
|---|--------------|
| Housing advocacy                        | \$70,000     |
| Senior programming                      | 21,855       |
| New phone system                        | 12,700       |
| Other activities & projects             | <u>7,174</u> |
| Total temporarily restricted net assets | \$111,729    |

### 6. In-Kind Legal Services

|   |                |
|---|----------------|
| Services reported (approx. 2,132 hrs. at \$350 ea.)           | \$746,209      |
| Additional services estimated (approx. 706 hrs. at \$350 ea.) | <u>247,202</u> |
| Total in-kind services recorded                               | \$993,411      |

### 7. Special Event

|   |                 |
|---|-----------------|
| Gross revenue & support                 | \$188,864       |
| Less: cost of direct benefits to donors | <u>(44,784)</u> |
| Total future minimum lease payments     | \$144,080       |

### 8. Operating Leases

ALRP rents its Mission Street office under an operating lease that expires in February 2029. The agreement establishes monthly rent at \$7,600 as of December 31, 2018, plus \$802 per month for building operating expenses. These monthly rates increase by approximately 3% per year throughout the duration of the lease. In addition, ALRP is responsible for its pro rata share of increases in the building's property taxes. Future minimum rental payments are as follows:

|                                     |                |
|-------------------------------------|----------------|
| 2019                                | \$100,824      |
| 2020                                | 103,444        |
| 2021                                | 106,588        |
| 2022                                | 109,742        |
| 2023                                | 112,898        |
| Thereafter                          | <u>633,904</u> |
| Total future minimum lease payments | \$1,167,400    |

# **AIDS Legal Referral Panel of the San Francisco Bay Area**

## **Notes to Financial Statements December 31, 2018**

### **9. Line of Credit**

The Organization has access to a bank line of credit of \$75,000, none of which was drawn as of December 31, 2018. The line charges interest at a variable rate, currently 11.5% annually.

### **10. Concentration of Revenue**

Approximately 61% of the Organization's revenue and support (excluding in-kind support) is derived from contracts with the City & County of San Francisco (CCSF). Should funding from CCSF be decreased, ALRP could experience a contraction in its services.

### **11. Contingencies – Satisfaction of Donor Requirements**

The Organization receives grants and contributions that are restricted for a specific program or purpose. If such restrictions are not met in accordance with the funding source agreement, there is the possibility that funds would have to be returned to the donor. It is management's opinion that all donor conditions have been met for grants and contributions that have been recorded directly to unrestricted net assets or released from temporarily restricted net assets.

### **12. Management's Liquidity Disclosure**

AIDS Legal Referral Panel believes that it has sufficient liquidity to meet ongoing cash needs for general expenditures within one year of the balance sheet date. The Panel prioritizes preservation of capital and liquidity over investment gains.

Accounts with readily accessible cash available at the close of any business day include various checking, savings, and money market accounts whose year-end balances totaled \$616,490, which is greater than four months of operating spending.

There was an additional \$288,697 in grants receivable, all of which will be paid within one year of the date of the balance sheet, as well as \$118,473 in certificates of deposit coming due within one year.

Together, these sources represent sufficient cash to continue the Panel's operations for approximately seven months. Donor restrictions on this cash all pertain to the ongoing operation of the Panel's programs and the restricted cash can be used to meet current cash needs throughout the year.

The Panel also conducts vigorous fundraising campaigns throughout the year and has ongoing government contracts. Deficit budgets are permitted only up to the available amount in the Panel's Board-Designated Fund.

# **AIDS Legal Referral Panel of the San Francisco Bay Area**

## **Notes to Financial Statements December 31, 2018**

### **13. Management's Review of Subsequent Events**

In preparing these financial statements, management has evaluated events for potential recognition or disclosure through May 15, 2019, the date the financial statements were available to be issued.