

**ST. CLAIR CHILDREN'S ADVOCACY CENTER, INC.**

**AUDITED FINANCIAL STATEMENTS  
AND INDEPENDENT AUDITOR'S REPORT**

**APRIL 30, 2018**

**ST. CLAIR CHILDREN'S ADVOCACY CENTER, INC.**

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**AUDITED FINANCIAL STATEMENTS**

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## **INDEPENDENT AUDITOR'S REPORT**

To the Board of Directors of  
St. Clair Children's Advocacy Center, Inc.

We have audited the accompanying financial statements of St. Clair Children's Advocacy Center, Inc. (a nonprofit organization), which comprise the statement of financial position as of April 30, 2018, and the related statements of activities, statement of 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 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 auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not to 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 St. Clair Children's Advocacy Center, Inc. as of April 30, 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.

*Bain + Company, P.C.*

Pell City, Alabama

September 28, 2018

**ST. CLAIR CHILDREN'S ADVOCACY CENTER, INC.**  
**STATEMENT OF FINANCIAL POSITION**  
**AS OF APRIL 30, 2018**

**ASSETS**

**CURRENT ASSETS**

|                             |                       |
|-----------------------------|-----------------------|
| Cash and cash equivalents   | \$ 216,704            |
| Prepaid insurance           | <u>3,250</u>          |
| <b>Total Current Assets</b> | <u><u>219,954</u></u> |

**PROPERTY & EQUIPMENT**

|                                       |                       |
|---------------------------------------|-----------------------|
| Building                              | 156,737               |
| Improvements                          | 47,080                |
| Furniture, fixtures & equipment       | <u>22,607</u>         |
| <b>Total Property &amp; Equipment</b> | <u>226,424</u>        |
| Less: accumulated depreciation        | <u>113,906</u>        |
| <b>Net Property &amp; Equipment</b>   | <u><u>112,518</u></u> |

|                     |                                 |
|---------------------|---------------------------------|
| <b>TOTAL ASSETS</b> | <b>\$ <u><u>332,472</u></u></b> |
|---------------------|---------------------------------|

*See independent auditor's report.  
The accompanying notes are an integral part of  
these financial statements.*

**ST. CLAIR CHILDREN'S ADVOCACY CENTER, INC.**  
**STATEMENT OF FINANCIAL POSITION (CONTINUED)**  
**AS OF APRIL 30, 2018**

**LIABILITIES**

**CURRENT LIABILITIES**

|                                  |                   |
|----------------------------------|-------------------|
| Accounts payable                 | \$ 725            |
| Payroll taxes payable            | 3,832             |
| Accrued compensated absences     | <u>7,561</u>      |
| <b>Total Current Liabilities</b> | <u>12,118</u>     |
| <br><b>Total Liabilities</b>     | <br><u>12,118</u> |

**NET ASSETS**

|                            |                |
|----------------------------|----------------|
| Without donor restrictions | 236,001        |
| With donor restrictions    | <u>84,353</u>  |
| <b>Total Net Assets</b>    | <u>320,354</u> |

|   |                          |
|---|--------------------------|
| <b>TOTAL LIABILITIES AND NET ASSETS</b> | <b>\$ <u>332,472</u></b> |
|---|--------------------------|

*See independent auditor's report.*  
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*these financial statements.*



**ST. CLAIR CHILDREN'S ADVOCACY CENTER, INC.**  
**STATEMENT OF ACTIVITIES**  
**YEAR ENDED APRIL 30, 2018**

|  | <u>Without Donor<br/>Restrictions</u> | <u>With Donor<br/>Restrictions</u> | <u>Total</u>      |
|--|---------------------------------------|------------------------------------|-------------------|
| <b>REVENUE AND OTHER SUPPORT</b>                   |                                       |                                    |                   |
| Contributions                                      | \$ 17,322                             | \$ -                               | \$ 17,322         |
| Grants   | 4,000                                 | 170,964                            | 174,964           |
| Revenue from services rendered                     | 14,744                                | -                                  | 14,744            |
| Special events                                     | 15,884                                | -                                  | 15,884            |
| Interest income                                    | 1,142                                 | -                                  | 1,142             |
| Net assets released from restrictions:             |                                       |                                    |                   |
| Satisfaction of program restrictions               | 165,590                               | (165,590)                          | -                 |
| Satisfaction of equipment acquisition restrictions | 4,922                                 | (4,922)                            | -                 |
| Total net assets released from restrictions        | <u>170,512</u>                        | <u>(170,512)</u>                   | <u>-</u>          |
| <b>Total Revenue and Other Support</b>             | <u>223,604</u>                        | <u>452</u>                         | <u>224,056</u>    |
| <br><b>EXPENSES</b>                                |                                       |                                    |                   |
| Program services                                   | 165,345                               | -                                  | 165,345           |
| General and administrative                         | 44,733                                | -                                  | 44,733            |
| Fundraising  | <u>1,983</u>                          | <u>-</u>                           | <u>1,983</u>      |
| <b>Total Expenses</b>                              | <u>212,061</u>                        | <u>-</u>                           | <u>212,061</u>    |
| <br><b>CHANGES IN NET ASSETS</b>                   | 11,543                                | 452                                | 11,995            |
| Net assets at beginning of year                    | <u>224,458</u>                        | <u>83,901</u>                      | <u>308,359</u>    |
| Net assets at end of year                          | <u>\$ 236,001</u>                     | <u>\$ 84,353</u>                   | <u>\$ 320,354</u> |

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these financial statements.*

**ST. CLAIR CHILDREN'S ADVOCACY CENTER, INC.**  
**STATEMENT OF FUNCTIONAL EXPENSES**  
**YEAR ENDED APRIL 30, 2018**

| Functional Expenses:      | Support<br>Services       | Program Services  |                  |                 | Total<br>Program<br>Services | Fundraising     | Total             |
|---------------------------|---------------------------|-------------------|------------------|-----------------|------------------------------|-----------------|-------------------|
|                           | Management<br>and General | Interview         | Schools          | Transitions     |                              |                 |                   |
| Salaries                  | \$ 13,982                 | \$ 91,077         | \$ 8,206         | \$ 5,585        | \$ 104,868                   | \$ -            | \$ 118,850        |
| Payroll taxes             | 1,269                     | 8,233             | 742              | 505             | 9,480                        | -               | 10,749            |
| Employee benefits         | -                         | 2,650             | -                | -               | 2,650                        | -               | 2,650             |
| Conferences and seminars  | -                         | 3,813             | -                | -               | 3,813                        | -               | 3,813             |
| Depreciation              | 8,329                     | -                 | -                | -               | -                            | -               | 8,329             |
| Education expenses        | -                         | 287               | 416              | 38              | 741                          | -               | 741               |
| Equipment rent            | 35                        | -                 | -                | -               | -                            | -               | 35                |
| Flowers and gifts         | -                         | 2,786             | -                | -               | 2,786                        | -               | 2,786             |
| Insurance                 | 8,382                     | -                 | -                | -               | -                            | -               | 8,382             |
| Janitorial                | -                         | 1,800             | -                | -               | 1,800                        | -               | 1,800             |
| Membership dues           | 915                       | 926               | -                | -               | 926                          | -               | 1,841             |
| Office supplies           | 40                        | 1,989             | -                | -               | 1,989                        | -               | 2,029             |
| Postage                   | -                         | 595               | -                | -               | 595                          | -               | 595               |
| Printing and publications | 174                       | 1,283             | 5,019            | -               | 6,302                        | -               | 6,476             |
| Professional fees         | 7,210                     | -                 | -                | -               | -                            | -               | 7,210             |
| Public relations          | 2,147                     | 2,459             | 862              | -               | 3,321                        | 1,983           | 7,451             |
| Repairs and maintenance   | 1,455                     | 5,876             | -                | -               | 5,876                        | -               | 7,331             |
| Security fees             | -                         | 275               | -                | -               | 275                          | -               | 275               |
| Subscriptions             | 634                       | 599               | -                | -               | 599                          | -               | 1,233             |
| Supplies                  | 161                       | 6,382             | 38               | -               | 6,420                        | -               | 6,581             |
| Telephone                 | -                         | 5,257             | -                | -               | 5,257                        | -               | 5,257             |
| Travel                    | -                         | 1,805             | 165              | -               | 1,970                        | -               | 1,970             |
| Utilities                 | -                         | 5,677             | -                | -               | 5,677                        | -               | 5,677             |
|                           | <u>\$ 44,733</u>          | <u>\$ 143,769</u> | <u>\$ 15,448</u> | <u>\$ 6,128</u> | <u>\$ 165,345</u>            | <u>\$ 1,983</u> | <u>\$ 212,061</u> |

*See independent auditor's report.  
The accompanying notes are an integral part of  
these financial statements.*



**ST. CLAIR CHILDREN'S ADVOCACY CENTER, INC.**  
**STATEMENT OF CASH FLOWS**  
**YEAR ENDED APRIL 30, 2018**

**CASH FLOWS FROM OPERATING ACTIVITIES**

|   |               |
|---|---------------|
| Increase in net assets  | \$ 11,995     |
| Adjustments to reconcile net cash provided by operating activities: |               |
| Depreciation  | 8,329         |
| Changes in operating assets and liabilities:                        |               |
| Decrease in prepaid expenses  | (525)         |
| Increase in accounts payable  | 725           |
| Increase in payroll taxes payable                                   | 44            |
| Decrease in accrued compensated absences                            | (1,726)       |
| Net cash provided by operating activities                           | <u>18,842</u> |

**CASH FLOWS FROM INVESTING ACTIVITIES**

|   |                   |
|---|-------------------|
| Payments for property and equipment       | (8,058)           |
| Net cash used by investing activities     | <u>(8,058)</u>    |
| Net increase in cash                      | 10,784            |
| Cash and cash equivalents, May 1, 2017    | <u>205,920</u>    |
| Cash and cash equivalents, April 30, 2018 | <u>\$ 216,704</u> |

*See independent auditor's report.*  
*The accompanying notes are an integral part of*  
*these financial statements.*

**ST. CLAIR CHILDREN'S ADVOCACY CENTER, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**APRIL 30, 2018**

**NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES**

**A. Nature of Activities**

The St. Clair Children's Advocacy Center operates the Children's Place as a resource and training facility in areas that enhance family functioning. It serves as a base for educational services aimed at preventing child abuse and neglect. It is a forum where agency representatives and professionals who deal with abused children gather and coordinate their work to assist victims and their families. It provides training and education for professionals and non-professionals who deal with child abuse and victimization.

The Children's Place provides a non-threatening environment where children who are believed to be sexually or severely physically abused and their non-offending family members can go for evaluation, intervention, evidence-gathering, and counseling. As tragic as any particular case of child abuse is, St. Clair County is fortunate to have relatively small numbers of cases. Therefore, the Advocacy Center expends many of its resources on prevention. Educational services include: In-services for community and civic organizations; prepared childbirth classes; parenting classes; and child abuse prevention classes.

The Advocacy Center is funded primarily by public support and grants from governmental agencies.

**B. Presentation**

The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with generally accepted accounting principles. Net assets and revenues, expenses, gains, and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, net assets of the Advocacy Center and changes therein are classified and reported as follows:

Net assets without donor restrictions - Net assets that are not subject to donor-imposed stipulations.

Net assets with donor restrictions - Net assets subject to donor-imposed stipulations that may or will be met, either by actions of the Advocacy Center and/or the passage of time. When a restriction expires, 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.

**ST. CLAIR CHILDREN'S ADVOCACY CENTER, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**APRIL 30, 2018**

**C. Promises to Give**

Contributions, including unconditional promises to give, are recorded as made. Unconditional promises to give due in more than one year are recognized at fair value. All contributions are available for unrestricted use unless specifically restricted by the donor. Contributions that are restricted by the donor are reported as increases in net assets without donor restrictions if the restrictions expire in the fiscal year in which the contributions are recognized. All other donor-restricted contributions are reported as increases in net assets with donor restrictions depending on the nature of the restrictions. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions.

Current funds include unrestricted and restricted resources available for support of operations. Property and equipment are included with the current unrestricted fund as allowed because property and equipment are often purchased with unrestricted funds but may be purchased with a combination of restricted and unrestricted resources, and it may not be clear whether assets purchased with restricted funds continue to bear the original donor restrictions.

**D. Cash and Cash Equivalents**

For purposes of the statement of cash flows, the Advocacy Center considers all highly liquid investments available for current use with an initial maturity of three months or less to be cash equivalents.

Per United Way requirements, the Advocacy Center maintains a six-month cash reserve (certificate of deposit).

**E. Prepaid Insurance**

Premium amounts are recorded for the amount that covers the unexpired portion of the Advocacy Center's insurance policies.



**ST. CLAIR CHILDREN'S ADVOCACY CENTER, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**APRIL 30, 2018**

**F. Property & Equipment**

Expenditures for fixed assets are stated at cost. The Advocacy Center capitalizes asset purchases over \$500, and lesser amounts are expensed. Donated assets are recorded at their estimated fair market values at the date of donation. Such donations are reported as contributions without donor restrictions unless the donor has restricted the donated asset to a specific purpose.

Depreciation of fixed assets is calculated on the straight-line method over the following estimated useful lives:

|                           |           |
|---------------------------|-----------|
| Equipment                 | 5-7 years |
| Furniture and fixtures    | 7 years   |
| Building and improvements | 39 years  |

**G. Accounts Payable**

Accounts payable is recorded for those expenses incurred on or before year-end but not yet paid at that date.

**H. Payroll Taxes Payable**

Payroll taxes payable is recorded for those expenses incurred on or before year-end but not yet paid at that date.

**I. Compensated Absences**

Compensated absences are the amount of vacation time that is earned as an employee benefit. Sick leave is not included, as this is not payable upon termination. This amount is based on the employee's right to receive compensation attributable to services already rendered.

**J. Contributed Services**

The Advocacy Center does not recognize any support, revenue or expense from services contributed by volunteers, because of the nature of the contributed services. If any support, revenue or expense were recorded it would be determined based on the difference of any amount paid to an individual and the comparable compensation which would be paid to an individual if they were to occupy these paid positions.

**ST. CLAIR CHILDREN'S ADVOCACY CENTER, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**APRIL 30, 2018**

**K. Functional Allocation of Expenses**

The cost of providing the program services and support activities has been summarized on a functional basis in the statement of activities. Accordingly, certain costs have been allocated among the programs and supporting services benefited. Certain costs, such as those derived from donor-imposed funds, are only used for their intended purpose and allocated among the program and supporting services on the *Statement of Functional Expenses*; this statement disaggregates functional expense classifications by their natural expense classifications.

**L. Income Tax Status**

The Advocacy Center is exempt from federal income taxes under Internal Revenue Code Section 501(c)(3) and therefore has made no provision for federal income taxes. The Advocacy Center is not considered a private foundation by the Internal Revenue Service.

**M. 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.

**NOTE 2 – LIQUIDITY AND AVAILABILITY OF FINANCIAL ASSETS**

The following reflects the Advocacy Center's financial assets as of the balance sheet date, reduced by amounts not available for general use because of contractual or donor-imposed restrictions within one year of the balance sheet date. Donor-restricted amounts that are available for use within one year for general purposes include the allocations from United Way, Alabama Network of Child Advocacy Centers (ANCAC), and the National Children's Alliance (NCA).

|   |                   |
|---|-------------------|
| Financial assets at year-end  | \$ 216,704        |
| Less amounts not available to be used within one year:                                    |                   |
| Net assets with donor restrictions  | <u>(84,353)</u>   |
| Financial assets available to meet cash needs<br>for general expenditures within one year | <u>\$ 132,351</u> |



**ST. CLAIR CHILDREN'S ADVOCACY CENTER, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**APRIL 30, 2018**

**NOTE 2 – LIQUIDITY AND AVAILABILITY OF FINANCIAL ASSETS** *(Continued)*

The Advocacy Center is substantially supported by restricted contributions. Because a donor's restriction requires resources to be used in a particular manner or in a future period, the Advocacy Center must maintain sufficient resources to meet those responsibilities to its donors. Thus, financial assets may not be available for general expenditure within one year. As part of the Advocacy Center's liquidity management, it has a policy to structure its financial assets to be available as its general expenditures, liabilities, and other obligations come due.

The Advocacy Center also manages its liquid resources by maintaining a checking account and a certificate of deposit at a financial institution. Per United Way requirements, the Advocacy Center maintains a six-month cash reserve (certificate of deposit).

**NOTE 3 – CASH AND CASH EQUIVALENTS**

At year end, cash and cash equivalents consisted of the following:

|                                 |                   |
|---------------------------------|-------------------|
| Cash - checking                 | \$ 126,528        |
| Cash - certificates of deposit  | <u>90,176</u>     |
| Total cash and cash equivalents | <u>\$ 216,704</u> |

**NOTE 4 – PREPAID INSURANCE**

Prepaid premium insurance represents the portion of the Advocacy Center's insurance policies that have not yet expired as of the balance sheet date. Prepaid insurance at April 30, 2018 is \$3,250.

**ST. CLAIR CHILDREN'S ADVOCACY CENTER, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**APRIL 30, 2018**

**NOTE 5 – PROPERTY & EQUIPMENT**

For the year ended April 30, 2018, activity in fixed assets was as follows:

|   | <u>Balance</u><br><u>5/1/2017</u> | <u>Additions</u>       | <u>Deletions</u>   | <u>Balance</u><br><u>4/30/2018</u> |
|---|-----------------------------------|------------------------|--------------------|------------------------------------|
| <b>Property &amp; Equipment</b>                 |                                   |                        |                    |                                    |
| Building  | \$ 156,737                        | \$ -                   | \$ -               | \$ 156,737                         |
| Improvements                                    | 47,080                            | -                      | -                  | 47,080                             |
| Furniture, fixtures & equipment                 | 14,548                            | 8,058                  | -                  | 22,606                             |
| Total property & equipment<br>being depreciated | <u>218,365</u>                    | <u>8,058</u>           | <u>-</u>           | <u>226,423</u>                     |
| Less: accumulated depreciation                  | <u>(105,576)</u>                  | <u>(8,329)</u>         | <u>-</u>           | <u>(113,905)</u>                   |
| <b>Net Property &amp; Equipment</b>             | <u><u>\$ 112,789</u></u>          | <u><u>\$ (271)</u></u> | <u><u>\$ -</u></u> | <u><u>\$ 112,518</u></u>           |

Depreciation expense for the year ended April 30, 2018 was calculated using the straight-line method as follows:

|                                 |                        |
|---------------------------------|------------------------|
| <u>Expense</u>                  |                        |
| Building                        | \$ 4,128               |
| Improvements                    | 1,980                  |
| Furniture, fixtures & equipment | 2,221                  |
| Total depreciation expense      | <u><u>\$ 8,329</u></u> |

**NOTE 6 – PAYROLL TAXES PAYABLE**

Payroll taxes payable is recorded for those expenses incurred on or before fiscal year-end but not yet paid at that date. Payroll taxes payable at April 30, 2018 is \$3,832.

**NOTE 7 – COMPENSATED ABSENCES**

Compensated absences are based on the employee's right to receive compensation attributable to services already rendered. The amount accrued at April 30, 2018 is \$7,561.

**ST. CLAIR CHILDREN'S ADVOCACY CENTER, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**APRIL 30, 2018**

**NOTE 8 – CASH FLOW INFORMATION**

Cash consists of cash on hand and on deposit at financial institutions.

The Advocacy Center did not pay interest during the year ended April 30, 2018.

The Advocacy Center is exempt from income taxes under Internal Revenue Code Section 501(c)(3), therefore no income taxes were paid.

The Advocacy Center spent \$8,058 in investing activities, which related to asset purchases during the current fiscal year. There were no other investing activities for the year ended April 30, 2018.

There were no non-cash financing arrangements during the year ended April 30, 2018.

**NOTE 9 – FAIR VALUE OF FINANCIAL INSTRUMENTS**

The carrying value of cash, receivables and accounts payable approximates fair value due to the short maturity of these instruments.

**NOTE 10 – NET ASSETS RELEASED FROM RESTRICTIONS**

Net assets were released from donor restrictions by incurring expenses satisfying the restricted purposes or by occurrence of other events specified by donors during the year ended April 30, 2018:

|  |                   |
|--|-------------------|
| Net assets released from restrictions:             |                   |
| Satisfaction of program restrictions               | \$ 165,590        |
| Satisfaction of equipment acquisition restrictions | <u>4,922</u>      |
| Total net assets released from restrictions        | <u>\$ 170,512</u> |

**NOTE 11 - RETIREMENT PLAN**

The Advocacy Center instituted the Internal Revenue Code Section 403(b) Tax Sheltered Annuity Retirement Plan. This is an elective plan in which full-time employees are eligible to participate after six months. Employees are entitled to a \$150 quarterly contribution and the full-time director is entitled to a \$300 quarterly contribution once eligible.

**ST. CLAIR CHILDREN'S ADVOCACY CENTER, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**APRIL 30, 2018**

**NOTE 12 – EVALUATION OF SUSEQUENT EVENTS**

In preparing the financial statements, management evaluated subsequent events through September 28, 2018, the date the financial statements were issued.