

THE CATOCTIN FOUNDATION, INC.  
DBA:  
LOUDOUN FREE CLINIC

AUDITED FINANCIAL STATEMENTS  
YEAR ENDED JUNE 30, 2024

DUNHAM, AUKAMP & RHODES, PLC  
Certified Public Accountants  
Chantilly, Virginia

**THE CATOCTIN FOUNDATION, INC.**  
**DBA:**  
**LOUDOUN FREE CLINIC**

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# **Dunham, Aukamp & Rhodes, PLC**

*Certified Public Accountants*

4443 Brookfield Corporate Drive, Suite 110  
Chantilly, VA 20151

## **INDEPENDENT AUDITOR'S REPORT**

To the Board of Directors  
The Catoctin Foundation, Inc.  
DBA: Loudoun Free Clinic

We have audited the accompanying financial statements of The Catoctin Foundation, Inc., DBA: Loudoun Free Clinic (a nonprofit organization), which comprise the statement of financial position as of June 30, 2024, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of The Catoctin Foundation, Inc., DBA: Loudoun Free Clinic as of June 30, 2024, 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.

### **Basis for Opinion**

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of The Catoctin Foundation, Inc., DBA: Loudoun Free Clinic and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### **Responsibilities of Management 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 and for 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.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in aggregate, that raise substantial doubt about The Catoctin Foundation, Inc., DBA: Loudoun Free Clinic's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

## Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements, including omissions, are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion of the effectiveness of The Catoctin Foundation, Inc., DBA: Loudoun Free Clinic's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about The Catoctin Foundation, Inc., DBA: Loudoun Free Clinic's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

*Dunham, Aubrey + Rhodes, PLLC*

Certified Public Accountants  
Chantilly, Virginia

December 23, 2024

**THE CATOCTIN FOUNDATION, INC.**

**DBA:**

**LOUDOUN FREE CLINIC**

**STATEMENT OF FINANCIAL POSITION**

**June 30, 2024**

**ASSETS**

Current Assets	
Cash and cash equivalents	\$ 827,961
Contracts and grants receivable	83,139
Prepaid expenses	20,412
Total Current Assets	<u>931,512</u>
Property and Equipment	
Office and medical equipment	188,728
Leasehold improvements	341,517
Less: Accumulated depreciation and amortization	(241,819)
Total Property and Equipment	<u>288,426</u>
Other Assets	
Right of use asset	3,305
Total Other Assets	<u>3,305</u>
Total Assets	<u>\$ 1,223,243</u>

**LIABILITIES AND NET ASSETS**

Current Liabilities	
Accounts payable	\$ 18,562
Accrued payroll liability	13,450
Accrued leave	30,466
Revenue deferral	8,250
Lease liability, current portion	2,849
Total Current Liabilities	<u>73,577</u>
Long-Term Liabilities	
Lease liability, net of current portion	719
Total Liabilities	<u>74,296</u>
Net Assets	
Without donor restrictions	1,117,880
With donor restrictions	31,067
Total Net Assets	<u>1,148,947</u>
Total Liabilities and Net Assets	<u>\$ 1,223,243</u>

The accompanying notes are an integral part of these financial statements.

**THE CATOCTIN FOUNDATION, INC.**

**DBA:**

**LOUDOUN FREE CLINIC**

**STATEMENT OF ACTIVITIES  
For the Year Ended June 30, 2024**

	Without Donor <u>Restrictions</u>	With Donor <u>Restrictions</u>	<u>Total</u>
Revenues and Support			
Contributed goods and services	\$ 1,963,776	\$ -	\$ 1,963,776
Grants and contributions	527,822	8,800	536,622
Contracts	382,521	-	382,521
Interest income	29,877	-	29,877
Gala event, net of expenses of \$39,451	17,231	-	17,231
Loss on disposal of equipment	(362)	-	(362)
Net assets released from restriction:			
Satisfaction of grant restriction	41,733	(41,733)	-
	<u>2,962,598</u>	<u>(32,933)</u>	<u>2,929,665</u>
Total Revenues and Support			
Expenses			
Program services	2,619,221	-	2,619,221
Management and general	217,640	-	217,640
Fundraising	87,035	-	87,035
	<u>2,923,896</u>	<u>-</u>	<u>2,923,896</u>
Total Expenses			
Change in Net Assets	38,702	(32,933)	5,769
Net Assets at Beginning of Year	<u>1,079,178</u>	<u>64,000</u>	<u>1,143,178</u>
Net Assets at End of Year	<u>\$ 1,117,880</u>	<u>\$ 31,067</u>	<u>\$ 1,148,947</u>

**THE CATOCTIN FOUNDATION, INC.**

**DBA:**

**LOUDOUN FREE CLINIC**

**STATEMENT OF FUNCTIONAL EXPENSES**

**For the Year Ended June 30, 2024**

	Support Services			Total Support Services	Total
	Program Services	Management and General	Fundraising		
Medical services	\$ 1,677,582	\$ -	\$ -	\$ -	\$ 1,677,582
Salaries and benefits	590,352	66,827	24,139	90,966	681,318
Rent	222,977	18,149	18,149	36,298	259,275
Consultants	37,949	69,497	34,883	104,380	142,329
Depreciation and amortization	26,766	13,789	-	13,789	40,555
VAFC management fee	-	18,634	-	18,634	18,634
Development expense	4,003	2,669	6,672	9,341	13,344
Board of directors	-	12,125	-	12,125	12,125
Pharmaceutical expense	9,413	-	-	-	9,413
Books and subscriptions	7,793	-	-	-	7,793
Insurance	7,292	-	-	-	7,292
Equipment	7,089	-	-	-	7,089
Accounting	-	6,875	-	6,875	6,875
Medical supplies	6,544	-	-	-	6,544
Outreach	6,379	-	-	-	6,379
Marketing	5,000	-	-	-	5,000
Miscellaneous	-	3,326	-	3,326	3,326
Office supplies and equipment	2,373	791	-	791	3,164
Payroll processing	-	2,980	-	2,980	2,980
Fundraising	-	-	2,657	2,657	2,657
Translation	2,527	-	-	-	2,527
Staff development	895	-	535	535	1,430
Taxes and licenses	1,276	-	-	-	1,276
Membership	1,269	-	-	-	1,269
General office	334	779	-	779	1,113
Printing	739	-	-	-	739
Recruiting	509	30	-	30	539
Travel and meetings	-	519	-	519	519
Postage	160	159	-	159	319
Volunteer	-	318	-	318	318
Business expenses	-	173	-	173	173
<b>Total Expenses</b>	<b>\$ 2,619,221</b>	<b>\$ 217,640</b>	<b>\$ 87,035</b>	<b>\$ 304,675</b>	<b>\$ 2,923,896</b>

The accompanying notes are an integral part of these financial statements.

**THE CATOCTIN FOUNDATION, INC.**

**DBA:**

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**STATEMENT OF CASH FLOWS**

**For the Year Ended June 30, 2024**

Cash Flows from Operating Activities	
Change in net assets	\$ 5,769
Adjustments to reconcile change in net assets to net cash provided by operating activities	
Depreciation and amortization	40,555
Loss on disposal of equipment	362
Changes in operating assets and liabilities:	
Decrease in contributions receivable	25,315
Increase in prepaid expenses	(3,269)
Decrease in right of use assets	2,345
Increase in accounts payable	8,103
Increase in accrued payroll liability	2,621
Decrease in accrued leave	(4,737)
Increase in revenue deferral	7,134
Decrease in lease liability	(2,082)
	<hr/>
Net cash provided by operating activities	82,116
	<hr/>
Change in cash and cash equivalents	82,116
Cash and cash equivalents, beginning of year	<hr/> 745,845
Cash and cash equivalents, end of year	<hr/> <hr/> \$ 827,961



**THE CATOCTIN FOUNDATION, INC.**  
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**NOTES TO FINANCIAL STATEMENTS**

NOTE 1 – Organization and Significant Accounting Policies

The Catoctin Foundation, Inc., DBA: Loudoun Free Clinic (Clinic) was incorporated under the laws of the Commonwealth of Virginia on May 5, 1998. The Clinic operates to provide healthcare services to the uninsured and low income residents of Loudoun County. The Clinic's primary sources of funds are from contributions from the local hospital, state and local governments, foundations, corporations and individuals.

The following is a summary of significant accounting policies followed in the preparation of these financial statements:

- a) Basis of Accounting – The Clinic prepares its financial statements in accordance with generally accepted accounting principles, which involves the application of accrual accounting; consequently, revenues and gains are recognized when earned, and expenses and losses are recognized when incurred.
- b) Basis of Presentation – The Clinic is required to report information regarding its financial position and activities according to two classes of net assets as follows:
  - Without Donor Restrictions – represents resources which have met applicable award restrictions and/or resources generated by sources other than from the award.
  - With Donor Restrictions – represents resources recognized as restricted support until such a time when all associated restrictions have been met or contains a stipulation that permanently restricted the use of such funds but allows earnings from the funds to be used in a certain manner prescribed by the donor. As of June 30, 2024, the Clinic had \$31,067 in net assets with donor restrictions.
- c) Revenue and Support Recognition – Contributions received and unconditional promises to give are measured at their fair values and are reported as an increase in net assets. The Clinic reports gifts of cash and other assets as restricted support if they are received with donor restrictions that limit the use of the donated assets, or if they are designated as support for future periods. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, net assets with donor restrictions are to be reclassified to net assets without donor restrictions and reported in the statement of activity as net assets released from restrictions. Donor-restricted contributions whose restrictions are met in the same reporting period are reported as support without donor restrictions.

Contributions of services are recognized if the services received (a) create or enhance nonfinancial assets or (b) require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation.

- d) Cash and Cash Equivalents – The Clinic considers substantially all highly liquid investments with an initial maturity of three months or less when purchased to be cash equivalents.

**THE CATOCTIN FOUNDATION, INC.**  
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**NOTES TO FINANCIAL STATEMENTS**  
(Continued)

NOTE 1 – Organization and Significant Accounting Policies (Continued)

- e) Use of Estimates – The preparation of financial statements in conformity with U.S. generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.
- f) Contracts and Grants Receivable – The Clinic contracts with state and local governments, and solicits pledges and grants from individuals, corporations, foundations, local businesses and Federal and State governmental entities. Given the nature of the underlying funding documents, the Clinic’s current contracts and grants are accounted for as conditional promises-to-give where by revenue is recognized as the contract or grant conditions are met and/or as allowable costs are incurred. Depending upon the funding status as of the end of the reporting period, the clinic may reflect a contract or grant receivable or deferred revenue based upon an analysis of cost incurred to draws received and the continued availability of the funding.

Due to the nature of the contracts and grants, and given the amount that is expected to be collected by the Clinic, as of June 30, 2024, contracts and grants receivable are reported net of a reserve for doubtful accounts of \$-0-.

- g) Property and Equipment – Office furniture and equipment and leasehold improvements are recorded at cost for purchased items with an initial cost exceeding \$1,000 and market value at the date of gift for donated items. Expenditures for maintenance and repairs are charged against income as incurred; betterments, which increase the value or materially extend the life of the related assets, are capitalized.

Depreciation and amortization are computed on the straight-line basis over the estimated useful lives of the assets. Depreciation and amortization expense for the year ended June 30, 2024 was \$40,555. The estimated useful life of property and equipment and leasehold improvements ranges from 3 to 10 years.

- h) Donated Goods – Donated materials, equipment and other assets are reflected as contributions in the accompanying financial statements at their estimated fair market values at the date of the gift.
- i) Income Tax – The Clinic has been granted tax exempt status under the Internal Revenue Code Section 501(c)(3) on all income other than unrelated business income. Accordingly, no provision for income tax has been provided in the accompanying financial statements. The Clinic has been classified as an organization that is not a private foundation.
- j) Concentration of Credit Risk – The Clinic has a risk of maintaining deposits in excess of federally insured limits. These items are identified as a concentration of credit risk requiring disclosure, regardless of the degree of risk. The risk is managed by maintaining all deposits in high quality financial institutions. The Clinic has not experienced any losses on its cash accounts.

**THE CATOCTIN FOUNDATION, INC.**  
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**NOTES TO FINANCIAL STATEMENTS**  
(Continued)

NOTE 1 – Organization and Significant Accounting Policies (Continued)

- k) Uncertain Tax Positions – As of June 30, 2024, the Clinic has no uncertain tax positions that qualify for either recognition or disclosure in the financial statements. The tax years subject to examination by the taxing authorities are the years ended June 30, 2021 through 2023.
- l) Advertising Costs – Advertising costs are expensed when incurred.

NOTE 2 – SIMPLE IRA Retirement Plan

The Clinic sponsors a SIMPLE IRA retirement plan in accordance with section 408(p) of the Internal Revenue Code. The Clinic may make elective matching contributions of up to 3% of compensation for the calendar year to the SIMPLE IRA. For the fiscal year ending June 30, 2024, the Clinic made contributions totaling \$14,988.

NOTE 3 – Contributed Goods and Services

Contributed services are reported in the financial statements for voluntary donations of services when those services: (1) Create or enhance non-financial assets; or (2) Require specialized skills provided by individuals possessing those skills and are services that would be typically purchased if not provided by donation. For the year ended June 30, 2024, \$40,714 of contributed services was recorded, which represents 336 hours contributed by licensed doctors and healthcare professionals.

For the year ended June 30, 2024, the Clinic was able to obtain free radiology and lab services from various professional organizations in the amount of \$1,636,868.

For the year ended June 30, 2024, the Clinic received \$26,919 in fundraising and office supplies from donors.

NOTE 4 – Donated Supplies

The pharmaceutical suppliers for the Clinic donated pharmaceuticals to be used in the Prescription Assistance Program in the approximate amount of \$1,788,856. This value was determined by estimating what the cost to the Clinic would have been if it had purchased the inventory. Since the Clinic merely acts as an agent for the pharmaceutical companies by passing the medication through to its intended beneficiaries, the donation, distribution and resulting inventories of the pharmaceuticals are not reflected in these financial statements.

NOTE 5 – Functional Allocation of Expenses

The Clinic's operating costs have been allocated between program, management and general, and fundraising expenses based on direct identification when possible, and allocation if a single expenditure benefits more than one program or function. Expenditures that require allocation are allocated on either a personnel-cost or square-footage basis, whichever is more reasonable for the expenditure.

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**NOTES TO FINANCIAL STATEMENTS**  
(Continued)

NOTE 6 – Right-of-Use Asset

Right-of-use asset activity for the year ended June 30, 2024, was as follows:

	<u>Balance @ July 1, 2023</u>	<u>Increases</u>	<u>Decreases</u>	<u>Balance @ June 30, 2024</u>
Right-of-use asset being amortized				
Leased Equipment	\$8,586	\$ -	\$ -	\$8,586
Less Accumulated Amortization for:				
Leased Equipment	<u>2,936</u>	<u>2,345</u>	<u>-</u>	<u>5,281</u>
Right-of-Use Asset, Net	<u>\$5,650</u>	<u>\$(2,345)</u>	<u>\$ -</u>	<u>\$3,305</u>

NOTE 7 – Lease Commitments

The Clinic leases clinic and office space from Inova Health Care Services at no cost through a five year operating lease which expires in December 2025. \$259,275 has been recognized as an in-kind contribution and rent expense for the estimated fair market value of the leased space for the year ended June 30, 2024.

The Clinic has an operating lease for the clinic’s copier that expires in September 2025. The lease requires a monthly payment of \$249. Copier lease expense for the year ended June 30, 2024 was \$3,177.

Future minimum lease payments for the Clinic’s lease are due as follows:

Fiscal year ending June 30,	
2025	\$2,992
2026	<u>748</u>
Total undiscounted cash flows	3,740
Less: Present value discount	<u>( 172)</u>
Total lease liabilities	<u>\$3,568</u>

The components of lease expense were as follows for the year ended June 30, 2024:

Operating lease expense	<u>\$3,177</u>
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The lease term and discount rate used as of June 30, 2024, were as follows:

Remaining lease term in years	1.25
Discount rate	4.0%

NOTE 8 – Economic Dependency

The Clinic receives support from Inova Loudoun Hospital, both financially and through an in-kind lease of the Clinic’s operating and office space. Total support for the fiscal year ended June 30, 2024, was \$489,275. Any interruption in this level of support would have an effect on the Clinic’s programs and activities.

**THE CATOCTIN FOUNDATION, INC.**  
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**LOUDOUN FREE CLINIC**

**NOTES TO FINANCIAL STATEMENTS**  
(Continued)

NOTE 9 – Net Assets with Donor Restrictions

Net assets with donor restrictions include donor restricted funds which are available for various purposes. As of June 30, 2024, net assets with donor restrictions are available for the following activities:

100 Women Strong	\$ 15,798
Claude Moore Foundation	9,000
Kaiser	<u>6,269</u>
Total Net Assets with Donor Restrictions	<u>\$ 31,067</u>

Net assets were released from donor restrictions by incurring expenses, satisfying the purpose or time restrictions specified by donors as follows:

Claude Moore Foundation	\$ 21,000
Kaiser	13,731
100 Women Strong	<u>7,002</u>
Total Net Assets with Donor Restrictions	<u>\$ 41,733</u>

NOTE 10 – Liquidity and Availability of Financial Assets

The Clinic has \$880,033 of financial assets available within one year of the statement of financial position date to meet cash needs for general expenditures. The contributions receivable are subject to implied time restrictions but are expected to be collected within one year. The Clinic monitors its liquidity so that it is able to meet its operating needs and other contractual commitments while maximizing the investment of its excess operating cash. The Clinic has a goal to maintain financial assets on hand to meet 120 days of normal operating expenses, not including contributed medical services. On average, 120 days of normal operating expenses are approximately \$415,000. The Clinic has the following financial assets that could readily be made available within one year of the statement of financial position date to fund expenses without limitations:

Cash and cash equivalents	\$827,961
Contracts and grants receivable	83,139
Less: net assets with donor restriction	<u>(31,067)</u>
Net assets available within one year	<u>\$880,033</u>

NOTE 11 – Evaluation of Subsequent Events

In October 2024, the Clinic signed a 5-year operating lease for its office phone system. The lease calls for a monthly lease payment of \$383.

The Clinic’s management has evaluated subsequent events through December 23, 2024, the date which the financial statements were available to be issued.