



CITIZENS INN, INC. AND INN TRANSITION, INC.

FINANCIAL STATEMENTS

JUNE 30, 2023



CITIZENS INN, INC. AND INN TRANSITION, INC.

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## INDEPENDENT AUDITORS' REPORT

To the Board of Directors  
Citizens Inn, Inc. and Inn Transition, Inc.  
Peabody, Massachusetts

### Opinion

We have audited the accompanying combined financial statements of Citizens Inn, Inc. and Inn Transition, Inc. (non-profit organizations), which comprise the combined statement of financial position as of June 30, 2023, and the related combined statements of activities and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the combined financial statements referred to above present fairly, in all material respects, the financial position of Citizens Inn, Inc. and Inn Transition, Inc. as of June 30, 2023, and the changes in their net assets and their 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 (GAAS). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statement section of our report. We are required to be independent of Citizens Inn, Inc 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 combined 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.

**Walpole Office**  
85 West Street Suite F-302  
Walpole, MA 02081

**Phone:** (781) 449-3346  
**Fax:** (508) 759-6762  
Website  
[www.tdacpas.com](http://www.tdacpas.com)

**Cape Cod Office**  
258 Main Street Suite A-1  
Buzzards Bay, MA 02532

To the Board of Directors  
Citizens Inn, Inc. and Inn Transition, Inc.  
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### **Auditors' Responsibilities for the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statement as a whole is 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 GAAS 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 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 statement. In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statement, 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 statement.
- 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 on the effectiveness of Citizens Inn, Inc. and Inn Transition, Inc. 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 statement.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Citizens Inn, Inc. and Inn Transition, Inc. 's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, 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.

To the Board of Directors  
Citizens Inn, Inc. and Inn Transition, Inc.  
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## Other Matters

### *Report on Summarized Comparative Information*

We have previously audited Citizens Inn, Inc. and Inn Transition, Inc.'s 2022 combined financial statements, and we expressed an unmodified audit opinion on those combined financial statements in our report dated February 26, 2024. The prior year summarized comparative information is not intended to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2022, is consistent, in all material respects, with the audited combined financial statements from which it has been derived.

## Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated February 26, 2024 on our consideration of Citizens Inn, Inc. and Inn Transition, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters.

The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Citizens Inn, Inc. and Inn Transition, Inc.'s internal control over financial reporting and compliance.

Our audit was made for the purpose of forming an opinion on the financial statements of Citizens Inn, Inc. and Inn Transition, Inc., taken as whole. The supplementary information included in Schedules A, B, and other supplementary schedules is presented solely for the purposes of additional analysis and is not a required part of the basic financial statements. Such information is the representation of Citizens Inn, Inc. and Inn Transition, Inc.'s management and has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and, accordingly, we do not express an opinion on it.

*Treeful Damaso Aniceto, Inc.*

February 26, 2024



**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL  
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT  
OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE  
WITH GOVERNMENT AUDITING STANDARDS**

To the Board of Directors  
Citizens Inn, Inc. and Inn Transition, Inc.  
Peabody, Massachusetts

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the combined financial statements of Citizens Inn, Inc. and Inn Transition, Inc. which comprises the statement of financial position as of and for the year ended June 30, 2023, and the related statements of activities, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated February 26 2024.

**Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Citizens Inn, Inc. and Inn Transition, Inc.'s internal control over financial reporting (internal control) to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control. Accordingly, we do not express an opinion on the effectiveness of the Entity's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

To the Board of Directors  
Citizens Inn, Inc. and Inn Transition, Inc.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Citizens Inn, Inc. and Inn Transition, Inc.'s financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of this Report**

This report is intended solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Treeful Damasso Aniceto, Inc.*

February 26, 2024



ORGANIZATION : Citizens Inn, Inc.

FEIN: 222540856

STATEMENT OF FINANCIAL POSITION AS OF  
(BALANCE SHEET)

06/30/2023

WITH COMPARATIVE TOTALS AS OF

6/30/2022

	CURRENT OPERATIONS	PLANT	ENDOWMENT	CUSTODIAN	TOTAL THIS YEAR	TOTAL LAST YEAR
<b>ASSETS</b>						
1 Cash and Cash Equivalents	256,138				256,138	461,668
2 Accounts Receivable, Program Services	350,642				350,642	216,439
3 Allowance for Doubtful Accounts	(3,999)				(3,999)	(3,999)
4 Net Accounts Receivable, Program Services	346,643				346,643	212,440
5 Contributions Receivable	504,902				504,902	196,635
6 Notes Receivable						
7 Prepaid Expenses	107,365				107,365	53,651
8 Other Accounts Receivable						
9 Other Current Assets	2,040				2,040	2,150
10 Short-Term Investments						
11 <b>TOTAL CURRENT ASSETS</b>	1,217,088				1,217,088	926,544
12 Land, Buildings, and Equipment		8,319,783			8,319,783	8,107,582
13 Accumulated Depreciation		(2,987,207)			(2,987,207)	(2,708,063)
14 Net Land, Buildings and Equipment		5,332,576			5,332,576	5,399,519
15 Long-Term Investments						
16 Other Assets	58,557	57,919			116,476	53,956
17 Due From Other Funds						
18 <b>TOTAL ASSETS</b>	1,275,645	5,390,495			6,666,140	6,380,019
<b>LIABILITIES AND NET ASSETS</b>						
19 Accounts Payable	243,888				243,888	104,657
20 Subcontract Payable						
21 Accrued Expenses	147,960				147,960	134,259
22 Current Notes Payable		253,752			253,752	
23 Current Portion Long-Term Debt		94,864			94,864	90,562
24 Deferred Revenue	29,341				29,341	2,303
25 Other Current Liabilities	30,644				30,644	23,800
26 <b>TOTAL CURRENT LIABILITIES</b>	451,833	348,616			800,449	355,581
27 Long-Term Notes & Mortgage Payable		4,018,835			4,018,835	4,176,162
28 Other Liabilities	57,781				57,781	
29 Due to Other Funds						
30 <b>TOTAL LIABILITIES</b>	509,614	4,367,451			4,877,065	4,531,743
<b>NET ASSETS</b>						
31 Without Donor Restrictions	425,398	1,023,044			1,448,442	1,758,276
32 With Donor Restrictions	340,633				340,633	90,000
33						
34 <b>TOTAL NET ASSETS</b>	766,031	1,023,044			1,789,075	1,848,276
35 <b>TOTAL LIABILITIES AND NET ASSETS</b>	1,275,645	5,390,495			6,666,140	6,380,019

See Accompanying Notes to the Financial Statements

ORGANIZATION : Citizens Inn, Inc.

FEIN: 222540856

**STATEMENT OF ACTIVITIES FOR THE YEAR ENDED**

**06/30/2023** WITH COMPARATIVE TOTALS FOR THE YEAR ENDED

**06/30/2022**

	<b>Without Donor Restrictions</b>	<b>With Donor Restrictions</b>		<b>TOTAL THIS YEAR</b>	<b>TOTAL LAST YEAR</b>
<b>REVENUES, GAINS, AND OTHER SUPPORT</b>					
1 Contributions, Gifts, Legacies, Bequests & Special Events	930,032	449,785		1,379,817	1,173,425
2 In-Kind Contributions	2,836,653			2,836,653	3,219,333
3 Grants	8,000			8,000	4,000
4 Program Service Fees	2,866,287			2,866,287	2,632,102
5 Federated Fundraising Organization Allocation					
6 Investment Revenue	355			355	683
7 Revenue from Commercial Products & Services	11,559			11,559	3,000
8 Other	6,144			6,144	1,022,894
9 Net Assets Released From Restrictions:					
10 Satisfaction of Program Restrictions	199,152	(199,152)			
11 Satisfaction of Equipment Acquisition Restrictions					
12 Expiration of Time Restrictions					
13 <b>TOTAL REVENUE, GAINS, AND OTHER SUPPORT</b>	<b>6,858,182</b>	<b>250,633</b>		<b>7,108,815</b>	<b>8,055,437</b>
<b>EXPENSES AND LOSSES</b>					
14 Administration (Management & General)	661,624			661,624	638,574
15 Fundraising	460,492			460,492	405,284
16 Total Program Services	6,045,900			6,045,900	6,185,378
17 <b>TOTAL EXPENSES</b>	<b>7,168,016</b>			<b>7,168,016</b>	<b>7,229,236</b>
18 Losses					
19 <b>TOTAL EXPENSES AND LOSSES</b>	<b>7,168,016</b>			<b>7,168,016</b>	<b>7,229,236</b>
<b>CHANGES IN NET ASSETS:</b>					
20 Property & Equipment Acquisitions from Unrestricted Funds					
21 Transfer of Realized Endowment Fund Appreciation					
22 Return to Donor					
23 Other Increases (Decreases)					
24 <b>TOTAL CHANGES IN NET ASSETS</b>	<b>(309,834)</b>	<b>250,633</b>		<b>(59,201)</b>	<b>826,201</b>
25 <b>NET ASSETS AT BEGINNING OF YEAR</b>	<b>1,758,276</b>	<b>90,000</b>		<b>1,848,276</b>	<b>1,022,075</b>
26 <b>NET ASSETS AT END OF YEAR</b>	<b>1,448,442</b>	<b>340,633</b>		<b>1,789,075</b>	<b>1,848,276</b>

See Accompanying Notes to Financial Statements

ORGANIZATION : Citizens Inn, Inc. FEIN: 222540856

Statement of Functional Expenses for the Year Ended: 06/30/2023

	<b>SUPPORTING SERVICES</b>			<b>PROGRAM SERVICES</b>
	<b>TOTALS</b>	<b>ADMINISTRATION (MNGT. &amp; GEN.)</b>	<b>FUND RAISING</b>	<b>TOTAL ALL PROGRAMS</b>
1. Employee Compensation & Related Expenses	2,315,425	457,241	282,699	1,575,485
2. Occupancy	791,908	48,782	12,100	731,026
3. Other Program / Operating Expense	508,982	5,637	9,251	494,094
4. Subcontract Expense				
5. Direct Administrative Expense	3,272,557	142,544	154,952	2,975,061
6. Other Expenses				
7. Depreciation of Buildings and Equipment	279,144	7,420	1,490	270,234
<b>8. TOTAL EXPENSES</b>	<b>7,168,016</b>	<b>661,624</b>	<b>460,492</b>	<b>6,045,900</b>

See Accompanying Notes to Financial Statements

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**ORGANIZATION :** Citizens Inn, Inc. **FEIN:** 222540856

**Statement of Functional Expenses for the Year Ended:** 06/30/23

	PROGRAM #	PROGRAM #	PROGRAM #	PROGRAM #	PROGRAM #
	<u>9</u>	<u>10</u>			
1. Employee Compensation & Related Expenses		<u>537,273</u>			
2. Occupancy		<u>120,443</u>			
3. Other Program / Operating Expense	<u>2,000</u>	<u>108,504</u>			
4. Subcontract Expense					
5. Direct Administrative Expense	<u>6,800</u>	<u>2,873,722</u>			
6. Other Expenses					
7. Depreciation of Buildings and Equipment		<u>122,123</u>			
<b>8. TOTAL EXPENSES</b>	<u>8,800</u>	<u>3,762,065</u>			

See Accompanying Notes to Financial Statements

ORGANIZATION : Citizens Inn, Inc.

FEIN: 222540856

STATEMENT OF CASH FLOWS for the YEAR ENDED

06/30/2023

INDIRECT METHOD

	<b>TOTAL</b>
<b>Cash Flows from Operating Activities:</b>	
1 Changes in Net Assets	(59,201)
Adjustments to Reconcile Change In Net Assets to Net	
Cash provided by/(used in) Operating Activities:	
2 Depreciation	279,144
3 Losses	
4 Increase/Decrease in Net Accounts Receivable	(134,203)
5 Increase/Decrease in Prepaid Expenses	(53,714)
6 Increase/Decrease in Contributions Receivable	(308,267)
7 Increase/Decrease in Accounts Payable	139,231
8 Increase/Decrease in Accrued Expenses	13,702
9 Increase/Decrease in Deferred Revenue	27,038
10 Increase/Decrease in Subcontract Payable	
11 Contributions Restricted for Long-Term Investment	
12 Net Unrealized and Realized Gains on Long-Term Investments	
13 Other Cash Used in/Provided by Operating Activities	2,215
14 Net Cash Provided by/(used in) Operating Activities	(94,055)
<b>Cash Flows from Investing Activities:</b>	
15 Insurance Proceeds	
16 Purchase(s) of Capital Assets (Land, Bldgs. & Equip.)	(212,201)
17 Proceeds from Sale(s) of Investments	
18 Purchase(s) of Investments	
19 Purchase(s) of Assets Restricted To Long-Term Investment	
20 Other Investing Activities	
21 Net Cash Provided by/(used in) Investing Activities	(212,201)
<b>Cash from Financing Activities:</b>	
Proceeds from Contributions Restricted For:	
22 Investment in Endowment	
23 Investment in Term Endowment	
24 Investment in Plant (Land Bldgs. & Equip.)	
Other Financing Activities:	
25 Contributions Restricted for Long-Term Investment	
26 Interest and Dividends Restricted for Reinvestment	
27 Payments on Notes Payable	
28 Payments on Long-Term Debt	(79,274)
29 Other Finance Payments/Receipts	180,000
30 Net Cash Provided by/(used in) Financing Activities	100,726

See Accompanying Notes to the Financial Statements

ORGANIZATION : Citizens Inn, Inc.

FEIN: 222540856

STATEMENT OF CASH FLOWS for the YEAR ENDED 06/30/2023

INDIRECT METHOD

31	<b>Net Increase/(Decrease) in Cash and Cash Equivalents</b>	<u>(205,530)</u>
32	<b>Cash and Cash Equivalents at Beginning of Year</b>	<u>461,668</u>
33	<b>Cash and Cash Equivalents at End of Year</b>	<u>256,138</u>

**Supplemental Disclosure of Cash Flow Information:**

34	Cash Paid During the Year for Interest	<u>74,623</u>
35	Cash Paid During the Year for Taxes/Other	<u></u>

**Supplemental Data for Noncash Investing and Financing Activities:**

36	Gifts of Equipment	<u></u>
37	Other Noncash Investing and Financing Activities	<u></u>
38		<u></u>
39		<u></u>
40		<u></u>

See Accompanying Notes to the Financial Statements

**CITIZENS INN, INC. AND INN TRANSITION, INC.**  
**NOTES TO COMBINED FINANCIAL STATEMENTS**  
**JUNE 30, 2023**

**NOTE 1 – NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The Organization was incorporated in Massachusetts as a nonprofit Organization on June 20, 1983. The stated purpose is to provide shelter and support services for families experiencing homelessness, develop and maintain permanent affordable housing and advocate for social and economic issues for low-income families. In an effort to propel further the mission of the Organization, the Organization merged in 1999 with the Communities Land Trust (also known as Inn Homes). This effort is devoted to preserving and creating affordable housing opportunities for low-income individuals and families. Inn Transition, Inc. was incorporated in Massachusetts as a nonprofit Organization on November 28, 2007. The stated purpose is to own, manage, and maintain residential real estate for the housing and benefit of families experiencing homelessness and low-income families. The Organizations operate five programs:

**Family Emergency Shelter – Inn Between**

The Inn Between, opened in 1985 provides emergency shelter to 26 families experiencing homelessness referred by the Department of Housing and Community Development (DHCD). The shelter also includes one family in its "community room" which is not funded by DHCD. The families are housed at two congregate shelters in Peabody at 25 Holten Street and 42 Washington Street. Larger families are served through the Inn Between Scattered Sites, sheltering families experiencing homelessness in apartments in Peabody and Lynn, Massachusetts. Families experience homelessness for many diverse and complex reasons which include high rents, low-paying jobs, lack of education and training, bad credit history, addiction, and domestic violence. The main objectives are to assist families in accessing affordable housing, fostering family preservation and independence, helping each family to reach its social and economic potential. We approach this work with a trauma informed housing first methodology making sure the focus is on housing stability while providing programming for the parents and children we serve through our Children's Enrichment Center and Career Link programs.

**Family Sober Living Inn Transition**

The Inn Transition, opened in 1990, provides sober-living transitional housing for eight families experiencing homelessness and is funded by the Commonwealth of Massachusetts, Department of Public Health.

**CITIZENS INN, INC. AND INN TRANSITION, INC.**  
**NOTES TO COMBINED FINANCIAL STATEMENTS**  
**JUNE 30, 2023**

**NOTE 1 – NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES –**  
**Continued**

Families arrive from more intensive treatment programs to complete their early recovery at Inn Transition. This program emphasizes relapse prevention, financial and personal independence, education and job skill improvement leading to work opportunities, childcare and housing. Programming from the Children’s Enrichment Program includes parent-child workshops, resiliency building in kids, expressive arts therapy, yoga and nutrition.

In December 2007, the Organization acquired the properties at 40-42 Washington Street, Peabody, where the Inn Transition is located. The property, which had been leased for many years, was purchased to facilitate the development, construction and renovation of program space and family rooms. A complete renovation of the Inn Transition building resulted in living and program space that is exceptional, allowing for 16 families to be served comfortably and with dignity. Also, at that time, the Inn Transition Condominium Association was formed. This association is comprised of 2 units, Inn Transition Inc. at 42 Washington Street (the entire Inn Transition shelter facility) and the program offices are at 40 Washington Street.

**Low Income Housing Inn Homes**

Through Inn Homes, the Organization currently owns three apartment buildings in Peabody with a total of 8 units. These units are a combination of studio, one, two, and three-bedroom apartments. All of the units are rented below market rate to very low-income families. In December 2021, the Organization sold two apartment buildings on Lowe Street and Northend Street recognizing a gain on the sale of the properties of \$1,018,989 and re during the fiscal year ended June 30, 2022. The Organization also recognized debt forgiveness of \$120,609 during the fiscal year ended June 30, 2022 as part of the release of the affordable housing restriction through the North Shore Home Consortium.

**Housing Stabilization**

Another accomplishment for the Organization was being awarded a Housing Search & Stabilization (HS&S) contract as part of the same 2009 DHCD re-contracting. This program provides services to 25 CAH families experiencing homelessness.



**CITIZENS INN, INC. AND INN TRANSITION, INC.**  
**NOTES TO COMBINED FINANCIAL STATEMENTS**  
**JUNE 30, 2023**

**NOTE 1 – NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES –**  
**Continued**

**Housing Stabilization-continued**

The HS&S program provides intensive housing search aimed at decreasing the length of stay at the shelters as well as providing a minimum of twelve months housing stabilization services once a family is relocated to an apartment. The Housing Search and Stabilization Specialist remains in contact with each family, once housed, for over a year to ensure each family remains secure and independent. The Organization provides stabilization services for families moving on to permanent housing. On November 1, 2020, Citizens Inn entered into a contract with Peabody Housing authority to assist families in their portfolio in assessing the risk posed to their tenancy and preventing eviction and potential homelessness. During fiscal year June 30, 2023, this work was expanded to the Resource Center at Citizens Inn Haven from Hunger at 71 Wallis Street.

**Career Link**

Career Link is a shelter-to-work program designed to provide residents with career counseling, skills development, job search assistance, GED tutoring, help with college entrance and financial aid applications, mentoring, and establishing connections in the community.

**Haven from Hunger**

In July of 2017, Citizens Inn merged with Haven from Hunger, creating one organization to better help local families and individuals leave hunger and homelessness behind. Haven from Hunger's work at the time of merger included a food pantry and a community meals program at 71 Wallis Street in Peabody. The Organization has reinstated the summer lunch program for Peabody students on summer break who no longer have access to free and reduced food at school. During the pandemic, food was provided during the school year, while cafeterias were closed. The Organization completed a successful pilot of our culinary training program for clients in partnership with North Shore Community College. Renovations were made to the kitchen, allowing the Organization to create a revenue stream by renting out the commercial kitchen when not in use by other programming.

**CITIZENS INN, INC. AND INN TRANSITION, INC.**  
**NOTES TO COMBINED FINANCIAL STATEMENTS**  
**JUNE 30, 2023**

**NOTE 1 – NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES –**  
**Continued**

The Organization is the sole owner of Inn Transition, Inc. The activity of this affiliate has been combined in these financial statements to provide a more meaningful financial presentation. The combined financial statements have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP). The significant accounting policies followed by Citizens Inn, Inc. and Inn Transition, Inc. are set forth below:

**Financial Statement Presentation**

The Organization reports information regarding its financial position and activities according on two classes of net assets that are based upon the existence or absence of restrictions on use that are placed by its donors: net assets without donor restrictions and net assets with donor restrictions. Net assets with donor restrictions are subject to donor-imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Net assets without donor restrictions are resources available to support operations and not subject to donor restrictions. The only limits on the use of net assets without donor restrictions are the broad limits resulting from the nature of the Organization, the environment in which it operates, the purposes specified in its corporate documents and its application for tax-exempt status, and any limits resulting from contractual agreements with creditors and others that are entered into in the course of its operations.

The Organization's unspent contributions are reported in net assets with donor contributions if the donor limited their use, as are promised contributions that are not yet due. Contributions of property and equipment or cash restricted to acquisition of property and equipment are reported as net assets with donor restrictions if the donor has restricted the use of the property or equipment to a particular program. These restrictions expire when the assets are placed in service.

**CITIZENS INN, INC. AND INN TRANSITION, INC.**  
**NOTES TO COMBINED FINANCIAL STATEMENTS**  
**JUNE 30, 2023**

**NOTE 1 – NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES –**  
**Continued**

When a donor's restriction is satisfied, either by using the resources in the manner specified by the donor or by the passage of time, the expiration of the restrictions is reported in the financial statements by reclassifying the net assets from net assets with donor restrictions to net assets without donor restrictions. The Organization has Net Assets with Donor Restrictions of \$340,633 as of June 30, 2023.

**Management Estimates**

The preparation of the combined 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.

**Cash and Cash Equivalents**

The Organizations consider all highly liquid investments available for current use with an initial maturity of three months or less to be cash equivalents.

**Accounts Receivable**

Accounts receivables are stated at the amount management expects to collect from outstanding balances. Management provides for probable uncollectible amounts through a provision for bad debt expense and an adjustment to a valuation allowance based on its assessment of the current status of individual accounts. Balances that are outstanding after management has used reasonable collection efforts are written off through a charge to the valuation allowance and a credit to accounts receivable. The Organization does not have a policy to accrue interest on receivables. As of June 30, 2023, management has determined any allowance would be immaterial.

Except for tenant accounts receivable, the Organization has no policies requiring collateral or other security to secure the accounts receivable. The Organization maintains tenant security deposit accounts totaling \$5,144 in the name of the tenants and the Organization at local banks. Tenant security deposits are used as collateral in the event of non-payment of rent. The Organization has a policy to collect one month's security deposit from tenants.

**CITIZENS INN, INC. AND INN TRANSITION, INC.**  
**NOTES TO COMBINED FINANCIAL STATEMENTS**  
**JUNE 30, 2023**

**NOTE 1 – NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES –**  
**Continued**

**Promises to Give**

Contributions are recognized when the donor makes a promise to give to the Organization that is, in substance, unconditional. Unconditional promises to give are recognized as revenue and as assets, net of allowances, in the period in which the promises are made. Unconditional promises to give are recorded, in the year received, at the present value of estimated future cash flows. Conditional promises to give are recognized only when the conditions on which they depend are substantially met and when the promises become unconditional. Unconditional promises to give are periodically reviewed to estimate an allowance for doubtful accounts. Management estimates the allowance by review of historical experience and a specific review of collections trends that differ from scheduled collections on individual promises. As of June 30, 2023, management has determined any allowance would be immaterial.

**Property and Equipment**

Acquisitions of property and equipment in excess of \$2,500 are capitalized at cost or if donated, fair value on the date of receipt. Depreciation is provided for in amounts sufficient to relate the cost of depreciable assets to operations over their estimated service lives. Improvements, including planned major maintenance activities are capitalized, while expenditures for routine maintenance and repairs are charged to expense as incurred. Upon disposal of depreciable property, the appropriate property accounts are reduced by the related costs and accumulated depreciation. The resulting gains and losses are reflected in the combined statement of activities.

The Organizations compute depreciation using the straight-line method over the following estimated lives:

Buildings	27 ½ years
Buildings and improvements	15-40 years
Leasehold improvements	15 years
Playground	5-10 years
Furniture and equipment	3-10 years

**CITIZENS INN, INC. AND INN TRANSITION, INC.**  
**NOTES TO COMBINED FINANCIAL STATEMENTS**  
**JUNE 30, 2023**

**NOTE 1 – NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES –**  
**Continued**

**Impairment of Long-Lived Assets**

The Organizations review its investment in real estate for impairment whenever events or changes in circumstances indicate that the carrying value of such property may not be recoverable. Recoverability is measured by a comparison of the carrying amount of the real estate to the future net undiscounted cash flow expected to be generated by the property and any estimated proceeds from the eventual disposition of the real estate. If the real estate is considered to be impaired, the impairment to be recognized is measured at the amount by which the carrying amount of the real estate exceeds the fair value of such property. There were no impairment losses recognized as of June 30, 2023.

**Leases**

Effective July 1, 2022, the Organization adopted the FASB ASU 2016-02, Leases (ASC 842), which replaced the existing guidance for leases using the transition method introduced by ASU 2018-11. Under ASC 842, a right-of-use asset and lease liability is recorded for all leases and the statement of activities reflects the lease expense for the operating leases and amortization/interest expense for the financing leases. The balance sheet amount recorded for existing leases at the date of adoption of ASC 842 is calculated using the applicable incremental borrowing rate at the date of adoption. The adoption of the lease standard did not result in a cumulative catch-up adjustment to the opening balance of net assets.

The new standard provided various practical expedients, which were assessed to determine the ultimate impact of the new standard upon adoption. The Organization elected the package of practical expedients, which permits the Organization to not to reassess (1) whether any expired or existing contracts are or contain leases, (2) the lease classification for any expired or existing leases and (3) any initial direct costs for any existing leases as of the effective date.

**CITIZENS INN, INC. AND INN TRANSITION, INC.**  
**NOTES TO COMBINED FINANCIAL STATEMENTS**  
**JUNE 30, 2023**

**NOTE 1 – NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued**

The Organization also elected the practical expedients to not apply the recognition requirements in the standard to a lease that at commencement date has a term of twelve months or less and does not contain a purchase option that is reasonably certain to exercise and to not separate lease and related non-lease components.

The Organization leases its facilities under a non-cancelable operating lease. Right-of-use asset represents the right to use an underlying asset for the lease term, and the lease liabilities represent the obligation to make lease payments arising from the lease. Right-of-use assets and lease liabilities are recognized at the commencement date based on the present value of the lease payments over the lease term. As this lease did not provide an implicit rate, the Organization uses the federal borrowing rate in determining the present value of lease payments. This lease agreement does include options to extend the lease, but these are not included in these financial statements as the certainty of exercising these options is not reasonably certain.

**Income Taxes**

The Organizations qualify as agencies formed for charitable purposes under Section 501(c)(3) of the Internal Revenue Code (IRC) and therefore are not subject to income tax. The Organizations are not private foundations under Section 509(a)(J). Certain unrelated business income, as defined in the IRC, is subject to federal income tax. For the year ended June 30, 2023, there was no liability for tax on unrelated business income.

Inn Transition, Inc. is exempt from federal and state income tax under Section 501(c)2 of the Internal revenue Code and therefore is not subject to income tax. Accordingly, no provision for income taxes is included in the combined financial statements.

For the year ended June 30, 2023, the Organizations have determined that they have not taken any tax positions which would result in an uncertainty requiring recognition in the accompanying combined financial statements. The Organizations' tax returns for the years ended June 30, 2021 through 2023 are subject to examination by the Internal Revenue Service.

**CITIZENS INN, INC. AND INN TRANSITION, INC.**  
**NOTES TO COMBINED FINANCIAL STATEMENTS**  
**JUNE 30, 2023**

**NOTE 1 – NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES –**  
**Continued**

**Revenue Recognition**

The Organizations earns revenue as follows:

Grants

Grants are received from state governmental agencies and various other grantors associated with specific programs. Various grants are subject to certain barriers according to each agreement whereby revenue is recognized as the barrier is met. Grants that are unconditional recognize contribution revenue that increases net assets with donor restrictions when the grant is received or promised to give, and amounts are released from restrictions when the restriction has been met. Grants with donor restrictions received and released in the same period are included in grants and donations without donor restrictions.

Contributions with and without Donor Restrictions

In accordance with ASU 2018-08, which clarifies the accounting guidance for not-for-profit entities surrounding contributions received and contributions made, the Organization must evaluate whether a contribution or promise is conditional or unconditional based on barriers that must be overcome. Contributions without donor restrictions are recognized as revenue when received or unconditionally promised. Contributions with donor restrictions are recorded as revenue and increase net assets with donor restrictions. Contributions of property and equipment are also reported as revenue and increase in net assets with donor restrictions if the donor restricted the use of the property or equipment to a particular program, as are contributions of cash restricted to the purchase of property and equipment. Donor restrictions on contributions of property and equipment or assets restricted for purchase of property and equipment are considered to expire when the assets are placed in service. 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.

**CITIZENS INN, INC. AND INN TRANSITION, INC.**  
**NOTES TO COMBINED FINANCIAL STATEMENTS**  
**JUNE 30, 2023**

**NOTE 1 – NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES –**  
**Continued**

Special Events

Special event revenue is primarily derived from contributions collected and fees charged for admission at various sponsored events. Special event contributions and fees are recognized as income when received. The majority of special event revenue is derived from the Fall Gala event. Revenue derived from these events totaled \$287,835.

Rental income and rental subsidies

Rental income and rental subsidies are derived from residential rent and rent subsidies from low to moderate income families. Rental revenue is recognized as occupancy is provided.

Contributed Services and Gifts in Kind

Donated materials are reported as contributions in the combined financial statements at their estimated fair values at the time of receipt. Donated services are similarly reported when services are performed which would otherwise have been purchased or performed by Organization personnel.

Substantially all of the Organizations' revenue are derived from its activities in Massachusetts. Excluding in-kind donations, the Organization derived approximately 62% of its total revenue from state governmental agencies, 21% from foundations and individual donors, 7% from special events 4% from rental activities and 6% from city and local grants during the year ended June 30, 2023. All revenue is recorded at the estimated net realizable amounts.



**CITIZENS INN, INC. AND INN TRANSITION, INC.**  
**NOTES TO COMBINED FINANCIAL STATEMENTS**  
**JUNE 30, 2023**

**NOTE 1 – NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES –**  
**Continued**

**Compensated Absences**

Employees accrue vacation based on length of service and is prorated for employees working 24-39 hours per week and may be permitted to carry over a maximum of 40 hours to the succeeding year. Sick time is accrued for employees working over 24 hours per week and prorated for 24-39 hours per week and may be permitted to carry over 80 hours. Employees working less than a 24-hour week accrue sick time at the state minimum. As of June 30, 2023, estimated liabilities for vacation time included in accrued expenses was \$64,343.

**Summarized Financial Information for 2022**

The combined financial statements include certain prior year summarized comparative information in total but not by net asset class. Also, the combined financial statements do not include a full presentation of the combined statement of functional expenses, as certain prior year summarized comparative information is presented in total but not by functional classification. In addition, the combined financial statements do not include full financial statement disclosures for the prior year. Such information does not include sufficient detail to constitute a presentation in conformity with U.S. GAAP. Accordingly, such information should be read in conjunction with the Organization's combined financial statements for the year ended June 30, 2022, from which the summarized information was derived.

**Subsequent Events**

The Organization is required to consider events subsequent to the financial statement date for potential adjustment to or disclosure in the financial statements. Therefore, the Organization has performed an evaluation of subsequent events on February 26, 2024, the date the Organization's combined financial statements were available for issuance and has identified the following event that occurred after the end of the fiscal year ended June 30, 2023, but before the financial statements were available to be issued:

**CITIZENS INN, INC. AND INN TRANSITION, INC.**  
**NOTES TO COMBINED FINANCIAL STATEMENTS**  
**JUNE 30, 2023**

**NOTE 1 – NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued**

**Subsequent Events-continued**

After the fiscal year-end, the Organization was awarded \$800,000 under the American Rescue Plan Act (ARPA) through the North Shore HOME Consortium. The grant funds are intended to renovate the 29 Holten Street property. As of the date of these financial statements, the Organization has not recognized any grant revenue related to this award as the conditions for recognition under ASC 958-605, Not for Profit Entities-Revenue Recognition, have not been met. The Organization will recognize the grant revenue in the fiscal year when both the revenue recognition criteria are met and the qualifying expenses are incurred.

No other significant subsequent events that would require adjustment to or disclosure in the financial statements has been identified by the Organization as of February 26, 2024.

**NOTE 2 – RISKS AND UNCERTAINTIES**

**Concentrations of Credit Risk**

The Organizations maintain their cash balances at several financial institutions located in Massachusetts. The cash balances are insured by the Federal Deposit Insurance Corporation. At times these balances may exceed the federal insurance limits; however, the Organization has not experienced any losses with respect to its bank balances in excess of government provided insurance. Management believes that no significant concentration of credit risk exists with respect to these cash balances as of June 30, 2023.

**NOTE 3 – EMPLOYEE BENEFITS**

**Section 125 Plan**

The Organization has a plan that qualifies as a "Cafeteria Plan" under Section 125 of the IRC. The plan allows the Organization's employees to pay for medical and dental insurance on a pre-tax basis. All employees whose customary employment is at least 24 hours per week are eligible to participate in the plan.

**CITIZENS INN, INC. AND INN TRANSITION, INC.**  
**NOTES TO COMBINED FINANCIAL STATEMENTS**  
**JUNE 30, 2023**

**NOTE 3 – EMPLOYEE BENEFITS (Continued)**

**Defined Contribution Plan**

The Organization has a defined contribution pension plan that qualifies as a tax-sheltered account under Section 401(k) of the IRC for the benefit of eligible employees. Employees who are scheduled 20 or more hours per week are eligible to participate after six months of service. Under the plan, eligible employees can invest pre-tax dollars. The employees are not taxed on contributions or earnings until they receive distributions from the account. The Organization contributes, on behalf of the participants, a 2% match of the participant's contributions. The Organization's contributions under this plan amounted to \$20,958 for the year ended June 30, 2023.

**NOTE 4 – ACCOUNTS RECEIVABLE**

Accounts receivable is composed of the following amounts as of June 30, 2023:

Federal, state and local funds	\$ 348,360
Rental and other	<u>2,282</u>
	350,642
Contributions	<u>504,902</u>
Total	<u><u>\$ 855,544</u></u>

**NOTE 5 – DEBT**

**Lines of Credit**

The Organization has a line of credit of \$75,000 with Eastern Bank, with interest at 8.75% as of June 30, 2023. The line is secured by the property at 12 Fulton Street. There was a balance due of \$73,752 as of June 30, 2023.

The Organization has a line of credit of \$250,000 with North Shore Bank with interest at 9.25% as of June 30, 2023. The line is secured by the Organization's general business assets. There was a balance due of \$180,000 as of June 30, 2023.

**CITIZENS INN, INC. AND INN TRANSITION, INC.  
NOTES TO COMBINED FINANCIAL STATEMENTS  
JUNE 30, 2023**

**NOTE 5- DEBT – continued**

Long term debt consisted of the following as of June 30, 2023:

Mortgage Notes	Collateralized by Real Estate in Peabody, MA	Principal Balance 6/30/2023	Original Amount	Monthly Install- ments	Amort. Period Years	Interest Rate	Payable - Maturity
Rockland Trust	25 Holten St.	\$228,681	\$325,000	\$1,792	25	5.38%	May, 2037
M&T Bank	29 Holten St.	127,083	\$230,000	\$1,232	30	4.75%	August, 2034
North Shore Bank	40 Washington St.	70,275	\$132,000	\$701	30	6.35%	March, 2033
North Shore Bank	42 Washington St.	132,005	\$400,000	\$2,770	30	5.50%	December, 2027
M&T Bank	84R Central St.	86,159	\$157,036	\$860	30	3.74%	October, 2034
Eastern Bank	71 Wallis St.	472,989	\$500,000	\$1,354	30	4.37%	February, 2031
North Shore Bank	12 Fulton St.	183,952	\$200,000	\$1,464	15	3.85%	November, 2036
		<u>\$1,301,143</u>					

**Amortizing**

**Mortgage Notes Payable – Forgivable or Deferred**

The Organization’s deferred and forgivable mortgage notes payable are collateralized with real estate and are convertible to a grant upon expiration of restrictions.

Lender	Collateralized by Real Estate in Peabody, MA	Principal Balance 6/30/2023	Original Amount	Amort. Period Years	Interest Rate	Maturity
North Shore Home Consortium	10 Elm St.	125,000	\$125,000	N/A	N/A	N/A
City of Peabody Community Preservation Fund	10 Elm St.	220,000	\$220,000	N/A	N/A	N/A
North Shore Home Consortium	84R Central St.	103,524	\$103,524	N/A	N/A	N/A
North Shore Home Consortium	84R Central St.	29,032	\$29,032	N/A	N/A	N/A
Massachusetts Department of Housing	42 Washington St.	160,000	\$160,000	N/A	N/A	N/A
North Shore Home Consortium	42 Washington St.	225,000	\$225,000	30	N/A	December, 2037
City of Peabody Home Funds	42 Washington St.	50,000	\$50,000	30	N/A	December, 2037
Massachusetts DHCD-Housing Stabilization Fund	42 Washington St.	700,000	\$700,000	50	N/A	December, 2058
North Shore Bank	42 Washington St.	400,000	\$400,000	N/A	N/A	N/A
North Shore Home Consortium	42 Washington St.	50,000	\$50,000	N/A	N/A	N/A
CEDAC HIF V Program	42 Washington St.	750,000	\$750,000	30	N/A	N/A
		<u>\$2,812,556</u>				

**CITIZENS INN, INC. AND INN TRANSITION, INC.  
NOTES TO COMBINED FINANCIAL STATEMENTS  
JUNE 30, 2023**

**NOTE 5 – DEBT- Continued**

Maturities of mortgage notes payable are as follows:

2024	\$	94,864
2025		99,374
2026		104,102
2027		90,408
2028		75,980
Thereafter		<u>836,415</u>
Total		<u>\$ 1,301,143</u>

**NOTE 6 – DONATED GOODS AND SERVICES**

The Organization does not recognize any support, revenue or expense from goods and services contributed by donors or volunteers, unless the services create or enhance non-financial assets or require special skills, are provided by individuals possessing those skills and typically need to be purchased if not provided by donation.

The value of clothing and other goods donated to the Organization is measured by using the Salvation Army Donation Value Guide. Contributed services and gifts in kind for the year ended June 30, 2023 totaled \$1,021.

The Organization receives donated food from various sources for the Haven from Hunger program with a large portion donated from the Greater Boston Food Bank. The value of this donated food is valued at \$1.92 per pound, determined by Feeding America which results in a value of \$1,764,789 including amounts from USDA of \$284,169.

**NOTE 7 – OPERATING LEASES**

The Organization rents scattered sites on one-year leases to meet the state families experiencing homelessness’ housing needs beyond the capacity of their own facilities during fiscal year 2023. These leases do not meet the requirements under FASB ASU 2016-02, Leases (ASC 842). Total rental expense for the year ended June 30, 2023, was \$237,298.

**CITIZENS INN, INC. AND INN TRANSITION, INC.  
NOTES TO COMBINED FINANCIAL STATEMENTS  
JUNE 30, 2023**

**NOTE 7 – OPERATING LEASES- Continued**

In accordance with FASB ASC 842, the Organization has classified the lease at the main offices on 81 Main Street, Peabody, Massachusetts as qualifying operating lease and recognized on the accompanying balance sheet at June 30, 2023 an operating lease right-of-use asset and a corresponding operating lease liabilities equivalent to the discounted future lease payments.

The following summarizes the undiscounted cash flows for the remaining years under the operating lease at June 30, 2023:

<u>Year ending June 30:</u>	<u>Amount</u>
2024	\$ 18,842
2025	18,900
2026	19,542
2027	<u>3,267</u>
Total lease payments	60,551
Less: imputed interest	<u>(2,631)</u>
	<u><u>\$ 57,920</u></u>

The weighted average remaining non-cancellable lease term for the operating lease was 49 months. The weighted average discount rate for the operating lease was 2.88%.

In addition, the Organization has several vehicle and equipment leases expiring at various dates through March 6, 2026.

Future minimum lease payments under vehicle operating leases that have remaining terms in excess of one year as of June 30, 2023, are as follows:

<u>Year ending June 30:</u>	<u>Amount</u>
2024	\$ 7,486
2025	7,486
2026	<u>3,743</u>
Total	<u><u>\$ 18,715</u></u>

**CITIZENS INN, INC. AND INN TRANSITION, INC.**  
**NOTES TO COMBINED FINANCIAL STATEMENTS**  
**JUNE 30, 2023**

**NOTE 8 – COMMITMENTS AND CONTINGENCIES**

The Organization receives a portion of its funding from government agencies. The ultimate determination of amounts received under these programs generally is based upon allowable costs reported to and audited by the government.

The Organization's operations are concentrated in the social service provider field. As such, the Organization operates in a heavily regulated environment. The operations of the Organization are subject to administrative directives, rules and regulations of federal, state and local regulatory agencies, including, but not limited to the following:

Commonwealth of Massachusetts:  
Executive Office of Housing & Livable Communities (formerly DHCD)  
Department of Public Health

Such administrative directives, rules and regulations are subject to change by an act of Congress, act of the state and local legislature or an administrative change mandated by the Commonwealth of Massachusetts agencies listed above. Such changes may occur with little notice or inadequate funding to pay for the related cost, including the additional administrative burden, to comply with a change. Additionally, contractual funding may decrease or be withdrawn with little notice.

**NOTE 9 – LIQUIDITY AND AVAILABILITY OF FINANCIAL ASSETS**

The Organization has \$1,111,682 of financial assets available within one year of the statement of financial position date to meet cash needs for general expenditures consisting of cash of \$256,138, accounts receivable of \$350,642, and contributions receivable of \$504,902. The financial assets of \$340,633 are subject to donor restrictions that make them unavailable for general expenditure, leaving \$771,049 available for general expenditure within one year of the statement of financial position date. The Organization has a policy to structure its financial assets to be available as its general expenditures, liabilities, and other obligations come due.

**CITIZENS INN, INC. AND INN TRANSITION, INC.**  
**NOTES TO COMBINED FINANCIAL STATEMENTS**  
**JUNE 30, 2023**

**NOTE 10 – FUNCTIONAL ALLOCATION OF EXPENSES**

The costs of providing various programs and other activities have been summarized on a functional basis in the combined statement of activities and in the combined statement of functional expenses. Directly identifiable expenses are charged to programs and supporting services. Expenses related to more than one function are allocated to programs and supporting services. Administration expenses include those expenses that are not directly identifiable with any other specific function but provide for the overall support and direction of the Organization. Payroll and associated costs are allocated to functions based upon time studies. Occupancy costs are allocated based upon approximate facility usage.

**NOTE 12 – RELATED PARTY TRANSACTIONS**

The Organization has members of the Board of Directors who are associated with banks that do business with the Organization. Those individuals are not in positions to influence decision or processes by those banks on behalf of the Organization. The Organization also has members of the Board of Directors who are licensed attorneys who provide pro bono legal services to the Organization. There is new Board Member who is also a vendor providing snow removal and landscaping services. The value of these services is immaterial as of June 30, 2023.

**NOTE 13 – NOT-FOR-PROFIT PROVIDER SURPLUS REVENUE RETENTION**

The Commonwealth of Massachusetts, Operational Services Division (OSD), has established a Not-for-Profit Provider Surplus Revenue Retention Policy (Retained Surplus) in 808 CMR 1.19(3). In accordance with this policy, the Organization is entitled to retain an annual net surplus from the revenues and expenses associated with services provided to Commonwealth purchasing agencies of up to 20% per year of said revenues. Surpluses may be used for any of the Organization's established charitable purposes, provided that no portion of the surplus may be used for non-reimbursable cost set forth in 808 CMR 1.05, the free care prohibition excepted. OSD shall be responsible for determining the amount of the surplus that may be retained in any given year and may determine whether any excess surplus shall be used to reduce future prices or be recouped. OSD computations indicate accumulated surplus retention is not in excess of regulatory limits. As of June 30, 2023, the Organization has no liability to the Commonwealth of Massachusetts.



SUPPLEMENTARY INFORMATION

ORGANIZATION: Citizens Inn, Inc.

ORGANIZATION SUPPLEMENTAL INFORMATION SCHEDULE A - Unaudited

FY END: 6/30/2023

FEIN: 222540856

REVENUE	Total Organization	Admin.(M&G)	Fund Raising	Total All Prog
1R Contributions, Gifts, Legacies, Bequests	930,032	1,292	774,160	154,580
2R Gov. In-Kind/Capital Budget		XXXXXXXXXX	XXXXXXXXXX	
3R Private In-Kind	2,836,653	625	842	2,835,186
4R Total Contributions and In-Kind	3,766,685	1,917	775,002	2,989,766
5R Mass Gov. Grant		XXXXXXXXXX	XXXXXXXXXX	
6R Other Grant (exclud. Fed.Direct)	8,000		8,000	
7R Total Grants	8,000		8,000	
8R Dept. of Mental Health (DMH)		XXXXXXXXXX	XXXXXXXXXX	
9R Dept. of Developmental Services(DDS/DMR)		XXXXXXXXXX	XXXXXXXXXX	
10R Dept. of Public Health (DPH)	586,279			586,279
11R Dept. of Children and Families (DCF/DSS)		XXXXXXXXXX	XXXXXXXXXX	
12R Dept. of Transitional Assist (DTA/WEL)		XXXXXXXXXX	XXXXXXXXXX	
13R Dept. of Youth Services (DYS)		XXXXXXXXXX	XXXXXXXXXX	
14R Health Care Fin & Policy (HCF)-Contract		XXXXXXXXXX	XXXXXXXXXX	
15R Health Care Fin & Policy (HCF)-UCP		XXXXXXXXXX	XXXXXXXXXX	
16R MA. Comm. For the Blind (MCB)		XXXXXXXXXX	XXXXXXXXXX	
17R MA. Comm. for Deaf & H H (MCD)		XXXXXXXXXX	XXXXXXXXXX	
18R MA. Rehabilitation Commission (MRC)		XXXXXXXXXX	XXXXXXXXXX	
19R MA. Off. for Refugees & Immigr.(ORI)		XXXXXXXXXX	XXXXXXXXXX	
20R Dept. of Early Educ. & Care (EEC)-Contract		XXXXXXXXXX	XXXXXXXXXX	
21R Dept. of Early Educ. & Care (EEC)-Voucher		XXXXXXXXXX	XXXXXXXXXX	
22R Dept. of Correction (DOC)		XXXXXXXXXX	XXXXXXXXXX	
23R Dept. of Elementary & Secondary Educ. (DOE)		XXXXXXXXXX	XXXXXXXXXX	
24R Parole Board (PAR)		XXXXXXXXXX	XXXXXXXXXX	
25R Veteran's Services (VET)		XXXXXXXXXX	XXXXXXXXXX	
26R Ex. Off. of Elder Affairs (ELD)		XXXXXXXXXX	XXXXXXXXXX	
27R Div. of Housing & Community Develop(OCDD)	1,806,197			1,806,197
28R POS Subcontract		XXXXXXXXXX	XXXXXXXXXX	
29R Other Mass. State Agency POS		XXXXXXXXXX	XXXXXXXXXX	
30R Mass State Agency Non - POS		XXXXXXXXXX	XXXXXXXXXX	
31R Mass. Local Govt/Quasi-Govt. Entities	245,979			245,979
32R Non-Mass. State/Local Government		XXXXXXXXXX	XXXXXXXXXX	
33R Direct Federal Grants/Contracts	77,917			77,917
34R Medicaid - Direct Payments		XXXXXXXXXX	XXXXXXXXXX	
35R Medicaid - MBHP Subcontract		XXXXXXXXXX	XXXXXXXXXX	
36R Medicare		XXXXXXXXXX	XXXXXXXXXX	
37R Mass. Govt. Client Stipends		XXXXXXXXXX	XXXXXXXXXX	
38R Client Resources		XXXXXXXXXX	XXXXXXXXXX	
39R Mass. Publicly sponsored client offsets	88,628			88,628
40R Other Publicly sponsored client offsets	61,287			61,287
41R Private Client Fees (excluding 3rd Pty)		XXXXXXXXXX	XXXXXXXXXX	
42R Private Client 3rd Pty/other offsets		XXXXXXXXXX	XXXXXXXXXX	
43R Total Assistance and Fees	2,866,287			2,866,287
44R Federated Fundraising		XXXXXXXXXX	XXXXXXXXXX	
45R Commercial Activities	11,559			11,559
46R Non-Charitable Revenue				
47R Investment Revenue	355	355		
48R Other Revenue	6,144	4,204		1,940
49R Allocated Admin (M&G) Revenue	XXXXXXXXXX			
50R Released Net Assets-Program	199,152			199,152
51R Released Net Assets-Equipment				
52R Released Net Assets-Time				
53R TOTAL REVENUE	6,858,182	6,476	783,002	6,068,704
54R TOTAL EXPENSE = 56E	7,168,016		561,150	6,606,866
55R OPERATING RESULTS	(309,834)	6,476	221,852	(538,162)

EXPENSE	Total Organization	Admin (M&G)	Fund Raising	Total All Programs
1E Total Direct Prog.Staff FTE/Exp 101-138	23.01	1,207,912	XXXX	XXXXXXX
2E Chief Executive Officer - FTE/Exp.	1.00	136,936	0.75	102,682
3E Chief Financial Officer - FTE/Exp.	2.00	188,129	1.00	93,355
4E Accting/Clerical/Support FTE/Expense	4.53	375,331	2.30	190,695
5E Admin Maint/House-Grndskeeping FTE/Exp		2,353		
6E Total Admin Employee FTE/Expense 410	7.53	702,749	4.05	386,732
7E Commercial Products & Svcs/Mktng FTE/Exp				XXXX
8E Total FTE/Salary/Wages	30.54	1,910,661	4.05	386,732
9E Payroll Taxes 150		202,783		37,957
10E Fringe Benefits 151		198,678		31,970
11E Accrual Adjustments		3,303		582
12E Total Employee Compensation & Rel. Exp.		2,315,425		457,241
13E Facility and Prog. Equip.Expenses 301, 390		313,800		22,353
14E Facility & Prog. Equip. Depreciation 301		279,144		1,490
15E Facility Operation/Maint./Furn.390		407,341		12,855
16E Facility General Liability Insurance 390		70,767		13,574
17E Total Occupancy		1,071,052		56,202
18E Direct Care Consultant 201		1,318		
19E Temporary Help 202		244,221		
20E Clients and Caregivers Reimb./Stipends 203			XXXXXXXXXX	XXXXXXXXXX
21E Subcontracted Direct Care 206			XXXXXXXXXX	XXXXXXXXXX
22E Staff Training 204		19,210	4,909	8,980
23E Staff Mileage / Travel 205		3,441	687	271
24E Meals 207		31,896		
25E Client Transportation 208		4,726	XXXXXXXXXX	XXXXXXXXXX
26E Vehicle Expenses 208		51,575	41	
27E Vehicle Depreciation 208				
28E Incidental Medical /Medicine/Pharmacy 209			XXXXXXXXXX	XXXXXXXXXX
29E Client Personal Allowances 211		71,947		XXXXXXXXXX
30E Provision Material Goods/Svs./Benefits 212		8,189		XXXXXXXXXX
31E Direct Client Wages 214			XXXXXXXXXX	XXXXXXXXXX
32E Other Commercial Prod. & Svcs. 214				
33E Program Supplies & Materials 215		72,459	XXXXXXXXXX	XXXXXXXXXX
34E Non Charitable Expenses				
35E Other Expense				
36E Total Other Program Expense		508,982	5,637	9,251
37E Management Fees 410				XXXXXXXXXX
38E Fundraising Fees 410			XXXXXXXXXX	XXXXXXXXXX
39E Legal Fees 410				XXXXXXXXXX
40E Audit Fees 410		22,475	22,475	
41E Management Consultant 410				XXXXXXXXXX
42E Other Professional Fees & Other Admin. Expenses 410		284,200	120,069	154,110
43E Leased Office/Program Office Equip.410,390				
44E Office Equipment Depreciation 410				
45E Admin. Vehicle Expenses 410				XXXXXXXXXX
46E Admin. Vehicle Depreciation 410				XXXXXXXXXX
47E Directors & Officers Insurance 410				XXXXXXXXXX
48E Program Support 216		2,965,882	XXXXXXXXXX	842
49E Professional Insurance 410				
50E Working Capital Interest 410				
51E Total Direct Administrative Expense		3,272,557	142,544	154,952
52E Admin (M&G) Reporting Center Allocation		XXXXXXXXXX	(661,624)	100,658
53E Total Reimbursable & Fundraising Expense		7,168,016		561,150
54E Direct State/Federal Non-Reimbursable Expense				XXXXXXXXXX
55E Allocation of State/Fed Non-Reimbursable Expense		XXXXXXXXXX		
56E TOTAL EXPENSE = 56R		7,168,016		561,150

Note to Readers : Please see Schedule B Note to Readers regarding appropriate Non-Reimbursable Exp.

COMPENSATION DISCLOSURE Enter all compensation (salary, benefit packages, vehicles, consultant payments, loans, etc.) from the entity & its related parties/affiliates to organization principals. Attach schedule of non-salary items.

Name & Title	Reporting Entity Compensation		Compensation from Other Entities	
	Salary	Other	Salary	Other
1C Carolina Trujillo, Executive Director	136,500			
2C Michele Greaney, Director of Finance	93,084			
3C				
4C				
5C				

MA. Surplus Revenue Retention	Starting Balance	Expended Amount	Accrual Amount	Liability Amt.
Prior Year Ma. Revenue				

Comm. of MA cost reimbursement overbilling (preliminary calc. subject to adjustment)

NON-REIMBURSABLE EXPENSE DETAIL	Total Organization	Admin (M&G)	Fund Raising	Total All Programs
1N Direct Employee Compensation & Related Exp.				XXXXXXXXXX
2N				XXXXXXXXXX
3N Direct Other Program/Operating				XXXXXXXXXX
4N Direct Subcontract Expense				XXXXXXXXXX
5N Direct Administrative Expense				XXXXXXXXXX
6N Direct Other Expense				XXXXXXXXXX
7N Direct Depreciation				XXXXXXXXXX
8N Total Direct Non-Reimbursable (must tie to 54E)				XXXXXXXXXX
9N Total Direct and Allocated Non-Reimbursable (54E+55E)				XXXXXXXXXX
10N Eligible Non-Reimb./Fundraising Exp. Revenue Offsets	3,208,893	6,476		3,202,417
11N Capital Budget Revenue Adjustments				XXXXXXXXXX
12N Excess of Non-Reimb./Fundraising Expense over Offsets	(3,208,893)	(6,476)		(3,202,417)
Description of Admin (M&G) Direct Non-Reimbursable Exp.				

ORGANIZATION: Citizens Inn, Inc.

PROGRAM SUPPLEMENTAL INFORMATION SCHEDULE B - Unaudited

FY END: 45107

FEIN: 222540856

UFR Program Number: 1

Program Name: Inn Between

Description: Homeless Family Shelter

Catalog of Federal Domestic Assistance #: B

\*Program Type: 25

Program Address: 25 Hollen Street

Peabody

MA

01960

# Weeks operated during audit period (e.g., 52): 52

# operating hours/week (e.g., 40): 40

Note to Readers: This schedule should be read in context with F.S. Notes and all other UFR information. In many instances the presence of significant planned to actual variances or non-reimbursable expenses (e.g., In-Kind donations) may be appropriate and desirable.

\* Program Type codes: 21 = SPED; 22 = HCFP/Medicaid Class Rate; 23 = Negotiated Unit Rate; 24 = Negotiated Accommodations Rate; 25= Non-negotiated Accommodations Rate; 26 = Other Non-negotiated Unit Rate; 27 = Cost Reimbursement; NA = Not Applicable

Table with columns: REVENUE, STAFFING # hours/yr = 1.00 FTE, FTE, Salary/Wage, EXPENSE - ACTUAL/PLANNED, FTE, Actual, Planned, % Var. Includes rows for 1R-53R and 1N-12N.

Table with columns: Subcontractor Name, FEIN, Expense Amt. Includes rows 1SDC-5SDC.

Table with columns: Dept, Contract ID -11 Characters, MMARS Code. Includes rows 1C-5C.

Table with columns: State Dept, Payor Name, Payor's FEIN. Includes rows 1PS-3PS.

Comm. Of MA Surplus Rev. Retention Share 168,055

PREPARER COMMENTS:

ORGANIZATION: Citizens Inn, Inc.

PROGRAM SUPPLEMENTAL INFORMATION SCHEDULE B - Unaudited

FY END: 6/30/2023

FEIN: 222540856

UFR Program Number: 2 Program Name: The Inn Transition Description: Sober-Living Transitional Catalog of Federal Domestic Assistance #: B

\*Program Type: 25 Program Address: 42 Washington Street Peabody MA 01960 # Weeks operated during audit period (e.g., 52): 52.00 # operating hours/week (e.g., 40): 40.00

Note to Readers: This schedule should be read in context with F.S. Notes and all other UFR information. In many instances the presence of significant planned to actual variances or non-reimbursable expenses (e.g., In-Kind donations) may be appropriate and desirable.

\* Program Type codes: 21 = SPED; 22 = HCFP/Medicaid Class Rate; 23 = Negotiated Unit Rate; 24 = Negotiated Accommodations Rate; 25= Non-negotiated Accommodations Rate; 26 = Other Non-negotiated Unit Rate; 27 = Cost Reimbursement; NA = Not Applicable

Table with columns: REVENUE, STAFFING # hours/yr = 1.00 FTE: 2080, FTE, Salary/Wage, EXPENSE - ACTUAL/PLANNED, FTE, Actual, Planned, % Var. Includes rows for 1R-53R and 1S-7SS.

SUBCONTRACTED DIRECT CARE EXPENSE DETAIL table with columns: Subcontractor Name, FEIN, Expense Amt. Includes rows 1SDC-5SDC.

MASSACHUSETTS CONTRACT INFORMATION and POS SUBCONTRACT INFORMATION tables with columns: Dept, Contract ID, MMARS Code, State Dept, Payor Name, Payor's FEIN.

NON-REIMBURSABLE EXPENSE DETAIL table with columns: Description, Expense Amount. Includes rows 1N-12N.

Comm. Of MA Surplus Rev. Retention Share (14,408) PREPARER COMMENTS:

ORGANIZATION: Citizens Inn, Inc.

PROGRAM SUPPLEMENTAL INFORMATION SCHEDULE B - Unaudited

FY END: 6/30/2023

FEIN: 222540856

UFR Program Number: 3 Program Name: Inn Homes Description: Housing Services Catalog of Federal Domestic Assistance #: B

Program Address: 40 Washington Street Peabody MA 01960 # Weeks operated during audit period (e.g., 52): 52.00 # operating hours/week (e.g., 40): 40.00

Note to Readers: This schedule should be read in context with F.S. Notes and all other UFR information. In many instances the presence of significant planned to actual variances or non-reimbursable expenses (e.g., In-Kind donations) may be appropriate and desirable.

\* Program Type codes: 21 = SPED; 22 = HCFP/Medicaid Class Rate; 23 = Negotiated Unit Rate; 24 = Negotiated Accommodations Rate; 25= Non-negotiated Accommodations Rate; 26 = Other Non-negotiated Unit Rate; 27 = Cost Reimbursement; NA = Not Applicable

Table with columns: REVENUE, STAFFING # hours/yr = 1.00 FTE: 2080, FTE, Salary/Wage, EXPENSE - ACTUAL/PLANNED, FTE, Actual, Planned, % Var. Rows include 1R Contrib., Gifts, Leg., Bequests, Spec. Ev., 2R Gov. In-Kind/Capital Budget, etc.

SERVICE STATISTICS table with columns: 1SS Enter defined unit of service: FAMILIES, 2SS Enter total unit capacity, 3SS Publicly sponsored clients, 4SS Privately sponsored clients, 5SS Free Care clients, 6SS Total: 15, 7SS suspended for FY '08 filings.

MASSACHUSETTS CONTRACT INFORMATION table with columns: Dept, Contract ID -11 Characters, MMARS Code, 1C, 2C, 3C, 4C, 5C. POS SUBCONTRACT INFORMATION table with columns: State Dept, Payor Name, Payor's FEIN, 1PS, 2PS, 3PS.

SUBCONTRACTED DIRECT CARE EXPENSE DETAIL table with columns: Subcontractor Name, FEIN, Expense Amt., 1SDC, 2SDC, 3SDC, 4SDC, 5SDC.

Comm. Of MA Surplus Rev. Retention Share

NON-REIMBURSABLE EXPENSE DETAIL table with columns: Description, 1N Direct Employee Compensation & Related Exp., 2N Direct Occupancy, 3N Direct Other Program/Operating, 4N Direct Subcontract Expense, 5N Direct Administrative Expense, 6N Direct Other Expense, 7N Direct Depreciation, 8N Total Direct Non-Reimbursable (Tie to 54E), 9N Total Direct and Allocated Non-Reimb. (54E+55E), 10N Eligible Non-Reimbursable Exp. Revenue Offsets, 11N Capital Budget Revenue Adjustment, 12N Excess of Non-Reimbursable Expense Over Offsets.

Table with columns: Description, 114,793, 94,279, (20,414), (subject to OSD adjustment).

PREPARER COMMENTS:



ORGANIZATION: Citizens Inn, Inc.

PROGRAM SUPPLEMENTAL INFORMATION SCHEDULE B - Unaudited

FY END: 6/30/2023

FEIN: 222540856

UFR Program Number: 4 Program Name: Housing Search and Stabilization Description: Stabilization/Housing Worker Catalog of Federal Domestic Assistance #: B

Program Type: 27 Program Address: 40 Washington Street Peabody MA 01960 # Weeks operated during audit period (e.g., 52): 52.00 # operating hours/week (e.g., 40): 40.00

Note to Readers: This schedule should be read in context with F.S. Notes and all other UFR information. In many instances the presence of significant planned to actual variances or non-reimbursable expenses (e.g., In-Kind donations) may be appropriate and desirable.

\* Program Type codes: 21 = SPED; 22 = HCFP/Medicaid Class Rate; 23 = Negotiated Unit Rate; 24 = Negotiated Accommodations Rate; 25= Non-negotiated Accommodations Rate; 26 = Other Non-negotiated Unit Rate; 27 = Cost Reimbursement; NA = Not Applicable

Table with columns: REVENUE, STAFFING # hours/yr = 1.00 FTE, FTE, Salary/Wage, EXPENSE - ACTUAL/PLANNED, FTE, Actual, Planned, % Var. Includes rows for 1R-53R and 1N-12N.

Table with columns: Subcontractor Name, FEIN, Expense Amt. Includes sections for MASSACHUSETTS CONTRACT INFORMATION and POS SUBCONTRACT INFORMATION.

Table with columns: Description, Expense. Includes sections for NON-REIMBURSABLE EXPENSE DETAIL and OPERATING RESULTS.

PREPARER COMMENTS:

ORGANIZATION: Citizens Inn, Inc.

PROGRAM SUPPLEMENTAL INFORMATION SCHEDULE B - Unaudited

FY END: 6/30/2023

FEIN: 222540856

UFR Program Number: 8 Program Name: Career Link Description: Career Link Catalog of Federal Domestic Assistance #: B

Program Address: 81 Main Street Peabody MA 01960 # Weeks operated during audit period (e.g., 52): 52.00 # operating hours/week (e.g., 40): 40.00

Note to Readers: This schedule should be read in context with F.S. Notes and all other UFR information. In many instances the presence of significant planned to actual variances or non-reimbursable expenses (e.g., In-Kind donations) may be appropriate and desirable.

\* Program Type codes: 21 = SPED; 22 = HCFP/Medicaid Class Rate; 23 = Negotiated Unit Rate; 24 = Negotiated Accommodations Rate; 25= Non-negotiated Accommodations Rate; 26 = Other Non-negotiated Unit Rate; 27 = Cost Reimbursement; NA = Not Applicable

Table with columns: REVENUE, STAFFING # hours/yr = 1.00 FTE: 2080, FTE, Salary/Wage, EXPENSE - ACTUAL/PLANNED, FTE, Actual, Planned, % Var. Rows include 1R Contrib., Gifts, Leg., Bequests, Spec. Ev., 2R Gov. In-Kind/Capital Budget, etc.

SERVICE STATISTICS table with columns: 1SS Enter defined unit of service, 2SS Enter total unit capacity, 3SS Publicly sponsored clients, 4SS OSD's Program, 5SS Performance Report (D-1), 6SS Internet filing system, 7SS suspended for FY '08 filings.

MASSACHUSETTS CONTRACT INFORMATION table with columns: Dept, Contract ID -11 Characters, MMARS Code. Rows 1C, 2C, 3C, 4C, 5C.

SUBCONTRACTED DIRECT CARE EXPENSE DETAIL table with columns: Subcontractor Name, FEIN, Expense Amt. Rows 1SDC, 2SDC, 3SDC, 4SDC, 5SDC.

POS SUBCONTRACT INFORMATION table with columns: State Dept, Payor Name, Payor's FEIN. Rows 1PS, 2PS, 3PS.

Comm. Of MA Surplus Rev. Retention Share

NON-REIMBURSABLE EXPENSE DETAIL table with columns: Description, Expense Amount. Rows 1N Direct Employee Compensation & Related Exp., 2N Direct Occupancy, etc.

Table with columns: Description, Expense Amount. Rows 3N Direct Other Program/Operating, 4N Direct Subcontract Expense, etc.

PREPARER COMMENTS:

ORGANIZATION: Citizens Inn, Inc.

PROGRAM SUPPLEMENTAL INFORMATION SCHEDULE B - Unaudited

FY END: 6/30/2023

FEIN: 222540856

UFR Program Number: 9 Program Name: Homework Program Description: Children's Enrichment Catalog of Federal Domestic Assistance #: B

\*Program Type: 25 Program Address: 25 Hollen Street Peabody MA 01960 # Weeks operated during audit period (e.g., 52): 52.00 # operating hours/week (e.g., 40): 40.00

Note to Readers: This schedule should be read in context with F.S. Notes and all other UFR information. In many instances the presence of significant planned to actual variances or non-reimbursable expenses (e.g., In-Kind donations) may be appropriate and desirable.

\* Program Type codes: 21 = SPED; 22 = HCFP/Medicaid Class Rate; 23 = Negotiated Unit Rate; 24 = Negotiated Accommodations Rate; 25= Non-negotiated Accommodations Rate; 26 = Cost Reimbursement; NA = Not Applicable

Table with columns: REVENUE, STAFFING # hours/yr = 1.00 FTE: 2080, FTE, Salary/Wage, EXPENSE - ACTUAL/PLANNED, FTE, Actual, Planned, % Var. Rows include 1R Contrib., Gifts, Leg., Bequests, Spec. Ev., 2R Gov. In-Kind/Capital Budget, etc.

SERVICE STATISTICS table with columns: 1SS Enter defined unit of service: CHILDREN, 2SS Enter total unit capacity, 3SS Publicly sponsored clients, 4SS OSD's Program, 5SS Performance Report (D-1), 6SS Internet filing system, 7SS suspended for FY '08 filings.

MASSACHUSETTS CONTRACT INFORMATION table with columns: Dept, Contract ID -11 Characters, MMARS Code. Rows include 1C, 2C, 3C, 4C, 5C.

SUBCONTRACTED DIRECT CARE EXPENSE DETAIL table with columns: Subcontractor Name, FEIN, Expense Amt. Rows include 1SDC, 2SDC, 3SDC, 4SDC, 5SDC.

POS SUBCONTRACT INFORMATION table with columns: State Dept, Payor Name, Payor's FEIN. Rows include 1PS, 2PS, 3PS.

Comm. Of MA Surplus Rev. Retention Share (4,000)

PREPARER COMMENTS:

NON-REIMBURSABLE EXPENSE DETAIL table with columns: Description, Expense Amount. Rows include 1N Direct Employee Compensation & Related Exp., 2N Direct Occupancy, 3N Direct Other Program/Operating, etc.



ORGANIZATION: Citizens Inn, Inc.

PROGRAM SUPPLEMENTAL INFORMATION SCHEDULE B - Unaudited

FY END: 6/30/2023

FEIN: 222540856

UFR Program Number: 10 Program Name: Haven from Hunger Description: Food Pantry, Community Meals, and Resource Center Catalog of Federal Domestic Assistance #: B

Program Type: N/A Program Address: 71 Wallis Street Peabody MA 01960 # Weeks operated during audit period (e.g., 52): 52.00 # operating hours/week (e.g., 40): 40.00

Note to Readers: This schedule should be read in context with F.S. Notes and all other UFR information. In many instances the presence of significant planned to actual variances or non-reimbursable expenses (e.g., In-Kind donations) may be appropriate and desirable.

\* Program Type codes: 21 = SPED; 22 = HCFP/Medicaid Class Rate; 23 = Negotiated Unit Rate; 24 = Negotiated Accommodations Rate; 25= Non-negotiated Accommodations Rate; 26 = Other Non-negotiated Unit Rate; 27 = Cost Reimbursement; NA = Not Applicable

Main financial table with columns: REVENUE, STAFFING # hours/yr = 1.00 FTE, FTE, Salary/Wage, EXPENSE - ACTUAL/PLANNED, FTE, Actual, Planned, % Var. Includes rows for 1R-39S and 1SS-28S.

Summary tables: MASSACHUSETTS CONTRACT INFORMATION, NON-REIMBURSABLE EXPENSE DETAIL, POS SUBCONTRACT INFORMATION, SUBCONTRACTED DIRECT CARE EXPENSE DETAIL, and Comm. Of MA Surplus Rev. Retention Share.

PREPARER COMMENTS:

**CITIZENS INN, INC. AND INN TRANSITION, INC.  
SUPPLEMENTAL SCHEDULES  
FOR THE YEAR ENDING JUNE 30, 2023**

**Other Revenue, Line 48r**

Miscellaneous Revenue	6,142
Total Line 48r	\$ 6,142

**Other Professional Fees & Other Admin, Expenses, Line 42e**

Special event expenses	\$ 127,300
Office expense	40,072
Payroll fees	37,109
Other consultants	20,193
Dues, subscriptions and fees	13,408
Public relations	10,228
Meetings	10,071
Telephone and internet	9,111
Losses	9,058
Bank fees	3,968
Outreach/sponsorship	1,608
Licenses	1,459
Printing and postage	615
Total Line 42e	\$ 284,200

**Schedule of Vehicles, Line 26E**

<u>Make, Model, Year</u>	<u>Line</u>	<u>Cost</u>	<u>Date</u>	<u>Use</u>	<u>Garaged</u>
				Client	81 Main Street
2023 Toyota Sienna	26e	\$43,355	12/7/2022	transportation	Peabody MA 01960
				Client	81 Main Street
2023 Toyota Sienna	26e	\$43,427	11/14/2022	transportation	Peabody MA 01960



**Walpole Office**  
85 West Street, Suite F-302  
Walpole, MA 02081

**Phone** (781) 449-3346  
**Fax** (508) 759-6761  
**Website** <https://www.tdacpas.com>

**Cape Cod Office**  
258 Main Street, Suite A-1  
Buzzards Bay, MA 02532