

CHURCH OF THE HOLY APOSTLES
REVIEWED FINANCIAL STATEMENTS
DECEMBER 31, 2022

CHURCH OF THE HOLY APOSTLES
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INDEPENDENT ACCOUNTANTS' REVIEW REPORT

To the Vestry of
Church of the Holy Apostles
Houston, Texas

We have reviewed the accompanying financial statements of Church of the Holy Apostles (a nonprofit organization), which comprise the statement of financial position as of December 31, 2022, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement whether due to fraud or error.

Accountants' Responsibility

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

We are required to be independent of Church of the Holy Apostles and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our review.

Accountants' Conclusion

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

nctp cpas, pllc

Katy, Texas
May 23, 2023

www.nctp-cpas.com

Main Location | 700 Westgreen Blvd. Katy, TX 77450 | 832-287-1709
1104 Rayford Blvd. Spring, TX 77386 | 9600 Bellaire Blvd ste.#207. Houston, TX 77036 |
500 E. Saint John Ave. Ste.# 2.620. Austin, TX 78752 |
350 Nursery Rd. Ste.# 1101., The Woodlands, TX 77380

CHURCH OF THE HOLY APOSTLES
STATEMENT OF FINANCIAL POSITION
DECEMBER 31, 2022

ASSETS

Current Assets

Cash and cash equivalents	\$ 249,979
Investments - unrestricted	52,337
Other current assets	<u>9,733</u>
Total Current Assets	312,049

Other Assets

Cash restricted for ministry and facility purposes	93,343
Investments - restricted	<u>10,911</u>
Total Other Assets	104,254

Non-Current Assets

Lease assets, net	6,639
Property and Equipment, Net	
Property and equipment	7,928,913
Accumulated depreciation	<u>(4,709,293)</u>
Total Property and Equipment, Net	3,219,620
Total Non-Current Assets	<u>3,226,259</u>

TOTAL ASSETS \$ 3,642,562

LIABILITIES AND NET ASSETS

Current Liabilities

Accounts payable	\$ 1,724
Accrued expenses	19,381
Deferred donations	9,700
Lease liabilities	2,761
Note payable - current portion	<u>42,325</u>
Total Current Liabilities	75,891

Non-Current Liabilities

Lease liabilities	3,878
Note payable, net of current portion & debt issuance costs	<u>1,505,390</u>
Total Non-Current Liabilities	1,509,268

Total Liabilities 1,585,159

Net Assets

Without donor restriction	1,953,149
With donor restriction	<u>104,254</u>
Total Net Assets	<u>2,057,403</u>

TOTAL LIABILITIES AND NET ASSETS \$ 3,642,562

See accompanying notes to financial statements.

CHURCH OF THE HOLY APOSTLES
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2022

NET ASSETS WITHOUT DONOR RESTRICTIONS

REVENUES

Contributions and support	\$ 842,075
Missions and outreach offering	18,724
Rental income	48,060
Investments losses, net	(2,988)
Other income	23,543
TOTAL REVENUES WITHOUT DONOR RESTRICTIONS	<u>929,414</u>

Net assets released from restrictions

Restrictions satisfied by payments	<u>165,710</u>
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TOTAL REVENUES WITHOUT DONOR RESTRICTIONS	1,095,124
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EXPENDITURES

Program services	1,073,093
Fundraising	9,579
General & administrative	<u>202,671</u>
TOTAL EXPENDITURES	<u>1,285,343</u>

DECREASE IN NET ASSETS WITHOUT DONOR RESTRICTIONS	<u>(190,219)</u>
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NET ASSETS WITH DONOR RESTRICTIONS

REVENUES

Contributions and support	82,000
Capital campaign offering	2,205
Mission and outreach offering	95,595
Investments losses, net	(4,271)
TOTAL REVENUES WITH DONOR RESTRICTIONS	<u>175,529</u>

Net assets released from restrictions

Restrictions satisfied by payments	<u>(165,710)</u>
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INCREASE IN NET ASSETS WITH DONOR RESTRICTIONS	9,819
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DECREASE IN NET ASSETS	(180,400)
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NET ASSETS, BEGINNING OF YEAR	<u>2,237,803</u>
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NET ASSETS, AT END OF YEAR	<u><u>\$ 2,057,403</u></u>
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See accompanying notes to financial statements.

CHURCH OF THE HOLY APOSTLES
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2022

	PROGRAM SERVICES							
	WORSHIP	DISCIPLESHP	MISSION & OUTREACH	FAMILY	TOTAL PROGRAM SERVICES	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Expenses								
Payroll and benefits	\$ 172,059	\$ 66,154	\$ 20,689	\$ 145,907	\$ 404,809	\$ -	\$ 85,890	\$ 490,699
Missions and outreach	-	-	52,833	11,887	64,720	9,579	-	74,299
Ministry	19,268	12,693	171	15,628	47,759	-	350	48,109
Operations	15,908	5,469	1,695	12,063	35,135	-	7,101	42,236
Facilities and equipment	74,998	28,416	8,726	65,672	177,812	-	36,552	214,364
Diocesan expenditures	38,454	14,785	4,583	32,609	90,430	-	19,196	109,626
Interest	17,094	6,572	2,037	14,495	40,198	-	8,533	48,731
Depreciation	85,158	32,742	10,149	72,214	200,263	-	42,510	242,773
Other operating expenses	5,088	1,956	606	4,315	11,965	-	2,540	14,505
Total Expenses	\$ 428,026	\$ 168,787	\$ 101,488	\$ 374,791	\$ 1,073,093	\$ 9,579	\$ 202,671	\$ 1,285,343

See accompanying notes to financial statements.

CHURCH OF THE HOLY APOSTLES
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2022

Cash flows from operating activities	
Decrease in net assets	\$ (180,400)
Depreciation	242,773
Unrealized losses on investments	7,259
Amortization of debt issuance cost	2,140
Adjustments to reconcile decrease in net assets to net cash provided by operating activities:	
Increase in other current assets	1,293
Decrease in accounts payable	(4,182)
Decrease in accrued expenses	(10,863)
Decrease in deferred donations	(24,100)
Net cash provided by operating activities	<u>33,920</u>
Cash flows from investing activities	
Proceeds from sale of investments	28,000
Purchase of property and equipment	(103,752)
Net cash used in investing activities	<u>(75,752)</u>
Cash flows from financing activities	
Loan repayment	(46,291)
Net cash used in financing activities	<u>(46,291)</u>
Net decrease in cash	(88,123)
Cash, cash equivalents and restricted cash	
Beginning of year	431,446
End of year	<u>\$ 343,323</u>
Supplemental disclosure	
Cash paid for interest	<u>\$ 46,591</u>

See accompanying notes to financial statements.

CHURCH OF THE HOLY APOSTLES
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022

NOTE 1 — ORGANIZATION

Church of the Holy Apostles (the “Church” or “COTHA”) began in 1994 as a mission church of the Episcopal Diocese of Texas. The Church was incorporated as a Texas Nonprofit Corporation in 1999. In 2000, the Church moved into our current facility on Grand Parkway, Katy, Texas.

COTHA is a Biblically faithful community that connects people to Christ through love in action.

COTHA wants to be the example of the church that Jesus described in the book of Acts and that Christians modeled in the early Christian movement. We believe the importance of a relationship with Jesus Christ that transforms every part of who we are, so that we represent God and His kingdom to the world.

Our Core Values

Worship — we are called to “worship the Lord in the beauty of holiness,” Psalm 96:9. Our worship combines a blend of the rich traditional liturgy of the Episcopal faith along with contemporary music and praise.

Discipleship — is the process of becoming fully devoted followers of Jesus Christ. We endeavor to provide a wide variety of opportunities which teach biblical truth to all ages and stages of discipleship and formation.

Mission & Outreach — is sharing the message of hope in Jesus Christ to a broken and dying world. As a Gospel imperative, it is best evidenced through our love in action. We seek to show God’s love in action through annual adult mission trips to Guatemala and Africa along with regional youth and adult mission activities.

Family — we believe that families and youth are central pillars to our church and community. We strive to strengthen all families by providing them with a strong Biblical spiritual foundation and formation through our educational and social activities which are centered around basic Christian values.

NOTE 2 — SIGNIFICANT ACCOUNTING POLICIES

This summary of significant accounting policies of the Church is presented to assist in understanding the Church’s financial statements. The financial statements and notes are the representation of the Church’s management, who is responsible for their integrity and objectivity. These accounting policies conform to accounting principles generally accepted in the United States of America.

Basis of Accounting

The financial statements of the Church have been prepared using the accrual basis of accounting. Consequently, support and revenues and the related assets are recognized when earned and expenses are recognized when a liability is incurred. Accordingly, the financial statements are intended to present assets, liabilities, revenues, expenses and changes in net assets in conformity with accounting principles generally accepted in the United States of America.

CHURCH OF THE HOLY APOSTLES
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022

Basis of Presentation

The Church reports information regarding its financial position and activities according to two classes of net assets:

- *Net assets without donor restrictions* include those net assets whose use is not restricted by donor-imposed restrictions, even though their use may be limited in other respects, for specific purposes by action of the Vestry or Trustees.
- *Net assets with donor restrictions* include contributions restricted by the donor for specific purposes or future time periods. These donor-imposed stipulations may be fulfilled by actions of the Church. When a purpose restriction is accomplished or a time restriction ends, these net assets with donor restrictions are released to net assets without donor restrictions. Other donor restrictions can be permanent in nature, i.e., those resources subject to donor-imposed restrictions that neither expire by the passage of time nor can be fulfilled or otherwise removed by actions of the Church.

Use of estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States 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

For purposes of the statement of cash flows, the Church considers all highly liquid debt instruments purchased with a maturity of three months or less to be cash equivalents.

Restricted Cash

Restricted cash is maintained in separate bank accounts and includes contributions restricted by donors for either time or use. Restricted cash is not available for operating purposes.

Investments

Investments at year-end are stated at fair value. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. All the Church's investments are in mutual funds for which a readily determinable fair value exists. Realized and unrealized gains or losses in the fair value of investments are included in the statement of activities in the appropriate net asset classification.

Property and Equipment

All acquisitions of property and equipment in excess of \$2,000 and all expenditures for repairs, maintenance, or improvements that significantly prolong the useful lives of the assets are capitalized. Purchases of property and equipment are recorded at cost. Donations of property and equipment are recorded as support at fair value at date of gift. Such donations are reported as unrestricted support unless the donor has restricted the donated asset to a specific purpose.

CHURCH OF THE HOLY APOSTLES
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022

Depreciation is calculated using the straight-line method over the estimated useful lives of the assets. Useful lives range from 5 to 30 years. Depreciation expense is allocated to program and general expenses.

Contributions

Contributions received are recorded as increases in net assets with or without restriction depending on the existence or nature of any donor restrictions. Net assets with restriction are reclassified to net assets without restriction upon satisfaction of the time or purpose restrictions.

Donated goods and services

The Church receives donated services from a variety of unpaid volunteers to assist with maintenance and repairs around the buildings and occasionally for some office work. No amounts have been recognized in the statement of activities because the criteria for recognition of such volunteer effort under FASB ASC 958 have not been satisfied.

Income Taxes

The Church is a non-profit organization statutorily exempt from federal income taxation under Section 501(c)(3) of the Internal Revenue Code. The Church has no uncertain tax positions that qualify for recognition or disclosure in the financial statements.

Concentrations

The Church receives a substantial portion of its revenue from its contributions, which is concentrated in and around West Houston.

Functional Allocation of Expenses

Expenses for the Church have been disaggregated in the Statement of Functional Expenses by both, natural and functional expense classifications. Expenses that directly relate to a program, have been allocated to that said category on the Statement of Functional Expenses. Other expenses have been allocated based on management's estimate, or time devoted by the Church's staff.

Adoption of Accounting Standards Update (ASU) 2018-08

In June 2018, the FASB issued ASU 2018-08, *Not-for-Profit Entities (Topic 958), Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made*. The ASU clarifies and improves guidance for contributions received and contributions made and provides guidance to organizations on how to account for certain exchange transactions. This change is preferable in that it clarifies whether to account for transactions as contributions or as exchange transactions. In addition, it clarifies whether a contribution is conditional. As a result, it enhances comparability of financial information among not-for-profit entities.

CHURCH OF THE HOLY APOSTLES
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022

The Church has adopted the principles of ASU 2018-08 retrospectively as of December 31, 2022. As a result, there was no cumulative effect adjustment to opening net assets. Additionally, the Church's management has determined that this ASU has no effect on the Church's financial statements as the Church does not enter into any exchange transactions and does not receive conditional contributions. All of the Church's contributions and support are considered unconditional.

Leases

In February 2016, the FASB issued ASU 2016-02, including subsequent related ASU amendments, that supersedes ASC 840 Leases and replaces it with ASU – *Leases (Topic 842)*.

The Church adopted the standard effective January 1, 2022 and recognized and measured leases existing at, or entered into after January 1, 2022 (the beginning of the period of adoption) through a cumulative effect adjustment, with certain practical expedients available. The Church has elected the package of practical expedients to account for any existing capital leases and operating leases as finance leases and operating leases, respectively, under the new guidance, without reassessing (a) whether the contracts contain leases under Topic 842, (b) whether the classification of capital leases or operating lease would be different in accordance with Topic 842, or (c) whether the unamortized initial direct costs before transition would have met the definition of initial direct costs in Topic 842 at lease commencement. There was no impact to net assets as of January 1, 2022 as a result of adopting the new standard. See Note 9 for further information.

Subsequent Events

Subsequent events have been evaluated through May 23, 2023, which is the date the financial statements were issued.

NOTE 3 — CASH, CASH EQUIVALENTS AND RESTRICTED CASH

The following table provides a reconciliation of cash, cash equivalents, and restricted cash reported within the statements of financial position that sum to the totals of the same such amounts in the statement of cash flows:

	<u>2022</u>
Cash - unrestricted	\$ 249,979
Cash - restricted for ministry purposes	93,343
	<u>\$ 343,322</u>

CHURCH OF THE HOLY APOSTLES
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022

NOTE 4 — INVESTMENTS

Investments include funds to be held for future Church needs. The funds are held in two separate mutual funds. As of December 31, 2022, investments consist of the following:

Balance at January 1, 2022	\$	98,507
Withdrawals / redemptions		(28,000)
Change in market value		(7,259)
Net change in investments		(35,259)
Balance at December 31, 2022	\$	63,248

The following schedule summarizes the net investment income, and its classification in the statement of activities for the year ended December 31, 2022:

		2022
Unrealized losses	\$	(7,259)
Investments, net	\$	(7,259)

NOTE 5 — FAIR VALUE MEASUREMENTS

Generally accepted accounting principles require that certain assets and liabilities be reported at fair value and establish a hierarchy that prioritizes inputs used to measure fair value. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. The three levels of the fair value hierarchy are as follows:

Level 1 – Inputs are unadjusted quoted prices in active markets for identical assets or liabilities that the reporting entity has the ability to access at the reporting date.

Level 2 – Inputs are other than quoted prices included in Level 1, which are either directly observable or can be derived from or corroborated by observable market data at the reporting date.

Level 3 – Inputs are not observable and are based on the reporting entity’s assumptions about the inputs market participants would use in pricing the asset or liability.

Assets measured at fair value at December 31, 2022 are as follows:

	Quoted Market Prices in Active Markets (Level 1)	Other Observable Inputs (Level 2)	Unobservable Inputs (Level 3)
Mutual funds - unrestricted	\$ 52,337	\$ -	\$ -
Mutual funds - restricted	10,911	-	-
Total Assets at Fair Value	\$ 63,248	\$ -	\$ -

CHURCH OF THE HOLY APOSTLES
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022

NOTE 6 — PROPERTY AND EQUIPMENT, NET

As of December 31, 2022, Property and Equipment, Net consists of the following:

	2022
Building	\$ 6,927,948
Land	766,184
Furniture, fixtures and equipment	226,851
Software	7,930
Total	7,928,913
Less: accumulated depreciation	(4,709,293)
Property and equipment, net	\$ 3,219,620
Lease assets, net	\$ 6,639

Depreciation expense for the year ended December 31, 2022 is \$242,773.

NOTE 7 — NOTE PAYABLE

At December 31, 2022, Note Payable consists of the following:

Note payable of 1,645,000 bearing interest at 1.99% scheduled over 12 monthly payments of \$6,987.69. Effective June 24, 2022, interest will be adjusted to 3.80% scheduled over 119 monthly payments of \$8,492.63. Loan matures and is due on June 24, 2031. Note payable balance equals to \$1,565,903 at December 31, 2022, less debt issuance costs balance of \$18,188, for a net balance of \$1,547,715.	\$ 1,547,715
Less current portion	1,547,715 (42,325)
Total long-term portion of notes payable	\$ 1,505,390

CHURCH OF THE HOLY APOSTLES
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022

At December 31, 2022, future minimum principal payments are as follows:

	Minimum Principal Payments
2023	\$ 42,325
2024	43,820
2025	45,704
2026	47,496
2027 & thereafter	1,386,558
	<u>\$ 1,565,903</u>

The Church follows the provision of Accounting Standards (ASU) No. 2015-03, *Interest: Imputation of interest (Subtopic 835-30): Simplifying the Presentation of Debt Issuance Costs*, wherein the debt issuance cost related to the debt refinancing is presented as a net of the total notes payable balance and is amortized against interest expense.

NOTE 8 — NET ASSETS

The Church has both net assets without donor restrictions and net assets with donor restrictions. Net assets without donor restrictions are those funds that the Church can use in their daily operations as their use is not limited by a donor. Net assets without donor restrictions consist of unrestricted contributions and support, missions and outreach offerings, investment income, and other income.

Net assets with donor restrictions consist of restricted contributions, capital campaign offering, and missions and outreach offerings that limit the use of the funds for a particular purpose or time frame. When the donor's restriction is satisfied, the funds are re-classified from net assets with donor restrictions to net assets without donor restrictions. As of December 31, 2022, net assets with donor restrictions are classified on the statement of financial position as follows:

	<u>2022</u>
Cash restricted for ministry and facility purposes	\$ 93,343
Investments - restricted	10,911
Total net assets with donor restrictions	<u>\$ 104,254</u>

CHURCH OF THE HOLY APOSTLES
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022

At December 31, 2022, Net Assets consist of the following:

	2022
Net assets without donor restrictions	\$ 1,953,149
Net assets with donor restrictions	104,254
	\$ 2,057,403

NOTE 9 — OPERATING LEASES

As disclosed in Note 1, the Church has adopted the provisions of Topic 842 to reflect balances of lease assets and their corresponding lease liabilities. The Church leases a copier and a postage meter machine that will both expire in 2025. The lease assets and lease liabilities were calculated at the net present value of the guaranteed lease payments over the term of each lease using a discount rate of 3.0% as stated in the lease agreement.

At December 31, 2022, as presented on the Statement of Financial Position, lease assets, net of depreciation, are \$6,639; and lease liabilities current and noncurrent portions are \$2,761 and \$3,878, respectively.

At December 31, 2022, future minimum payments under the noncancelable operating leases are as follows:

Year ending December 31,	Minimum Payments
2023	\$ 2,920
2024	2,920
2025	1,043
Total	\$ 6,882
Less effect of discounting	243
Lease liabilities recognized	\$ 6,639

NOTE 10 — PENSION AND POSTRETIREMENT BENEFIT PLANS

As mandated by the Constitution and Canons of the Episcopal Church, the Church makes contributions to the Church Pension Plan for all eligible clergy and lay employees.

Clergy: The Church Pension Plan is a Defined Benefit Plan. Contributions to the pension plan are based on Total Assessable Compensation, which generally consists of cash salary, housing allowance, and social security tax reimbursements. Total contribution expense to the Church Pension Plan for the year ended December 31, 2022 is \$23,686.

Lay Employees: The Lay Defined Contribution Plan is a qualified plan under Section 401(a) of the Internal Revenue Code, but as a Church plan, it is not subject to ERISA. Lay employees who

CHURCH OF THE HOLY APOSTLES
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022

meet plan employment requirements are eligible to participate in the Lay Pension Plan. The Church is required to contribute 5% of eligible compensation and match up to 4% of lay employee elected contributions. Total contribution expenses to the Lay Pension Plan for the year ended December 31, 2022 is \$14,572.

NOTE 11 — CONCENTRATION OF CREDIT RISK

The financial instruments that potentially subject the Church to concentration of credit risk consist primarily of cash and cash equivalent accounts in financial institutions, which from time to time could exceed the Federal Depository Insurance Coverage (“FDIC”) limit of \$250,000. Management monitors the financial institutions holding the Church’s deposits to ensure that all deposits are kept in high quality financial institutions. As of December 31, 2022, \$91,203 of the Church’s cash balance is not covered by the FDIC.

NOTE 12 — LIQUIDITY AND AVAILABILITY

The following reflects the Church’s financial assets as of December 31, 2022, reduced by amounts not available for general use because of donor imposed restrictions for building and ministry programs, within one year of the statement of financial position date:

	2022
Financial Assets, at year-end:	
Cash and cash equivalents	\$ 249,979
Cash restricted for ministry and facility purposes	93,343
Investments - unrestricted	52,337
Investments - restricted	10,911
Total Financial Assets, at year-end	406,570
 Less: Donor imposed-restrictions	
Donor restrictions (building and ministry programs)	(104,254)
 Financial assets available to meet cash needs for general expenditures within one year	 \$ 302,316

The Church has \$302,316 of financial assets available for unrestricted operations consisting of unrestricted cash of \$249,979 and short-term investments of \$52,337. These financial assets are not subject to donor or other contractual restrictions that make them unavailable for general expenditure within one year of the statement of financial position date. The current balance is sufficient to cover more than three months of operating expenses excluding depreciation of approximately \$86,881 per month.