

THE MISSION
THAT BECAME
A MOVEMENT



2012 Annual Report

VISION

We will lead the effort to eliminate poverty in our community.



MISSION

Cincinnati Works will partner with all willing and capable people living in poverty to assist them in advancing to economic self-sufficiency through employment.



Dear Friends *and* Supporters—

For 16 years Cincinnati Works has been serving our community to eliminate poverty, and daily we are reminded of the importance of our work. With one in every four of our neighbors and friends living in poverty, your support of our efforts continues to change lives for the better - and 2012 was an outstanding year for improving the lives of Members in our community.

Here is what we have accomplished together during the past year:

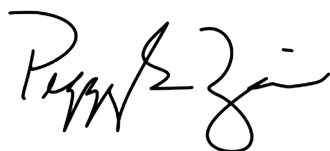
- Through your support, we successfully employed more than 538 Cincinnatians - a 24% increase over the number of employees placed last year.
- Together, we developed a new Job Readiness Training curriculum with TiER1 Performance Solutions, which helps our Members remain competitive in an ever-changing job market.
- We expanded by opening an additional office at the CityLink Center - making this the third Cincinnati Works location - broadening our outreach and direct service to Members.
- We have become a national model for how to successfully help impoverished individuals climb over barriers to achieve sustainable employment and self-sufficiency. With your support, nonprofits from across the country want to collaborate with us to replicate our business model in their cities.

We surpassed our own goals to reach new milestones in the past year, thanks to the diligence and dedication of our staff, board, financial supporters, employers and volunteers. What began as the mission and vision of one couple has blossomed into a movement.

As we pause to celebrate the incredible progress we have made in 16 years, we know there is much work ahead. With 80,000 Cincinnatians currently in poverty willing and capable of work, we remain focused on helping others transition to steady employment. We look forward to celebrating their success in years to come.

Read on for success stories from our collective efforts this past year!

With gratitude,



Peggy E. Zink
President



David Herche
Chairman



Cincinnati Works Staff—

Nakiya Averhart, *Director of Recruiting*

Christine Brelsford, *Executive Assistant*

Carol Buschhaus, *Workshop Facilitator and Volunteer Coordinator*

Latonio Chambers, *Workshop Facilitator and Employment Coach*

Dion Crockett, *Employment Coach*

Whitney DeMasters, *Marketing Coordinator*

Shauntel Dobbins, *Income and Work Support Coach*

Jacque Edmerson, *Director of Clinical Services, Tri-Health*

Doug Green, *Advancement Coach*

Laura Hartung, *Director of Advancement Services*

Gloria Hill, *Customer Service Representative*

Adrienne Hillman, *Legal Coordinator*

Linda Humphries, *Recruiter and Chaplain*

Susan Jaeschke, *Advancement Coach*

Madeleine Kipperman, *Director of Employment Services*

Nancy McKee, *Employment Coach*

Janet McMickens, *Financial Coach, SmartMoney*

Vickie Mertz, *Business Development Manager*

Mitch Morris, *Phoenix Outreach and Mentor*

Glenna Parks, *Director of Quality and Process Improvement*

Everly Rose, *Director of Career Development*

Aimee Ryan, *Employment Coach*

Gale Sheldon, *Director of Development*

Sherry Sims, *Employment Coach*

Shirley Smith, *Communications Specialist*

Tom Stilgenbauer, *Chief Financial Officer*

Jessica Thompson, *Employment Coach*

Peggy Zink, *President*

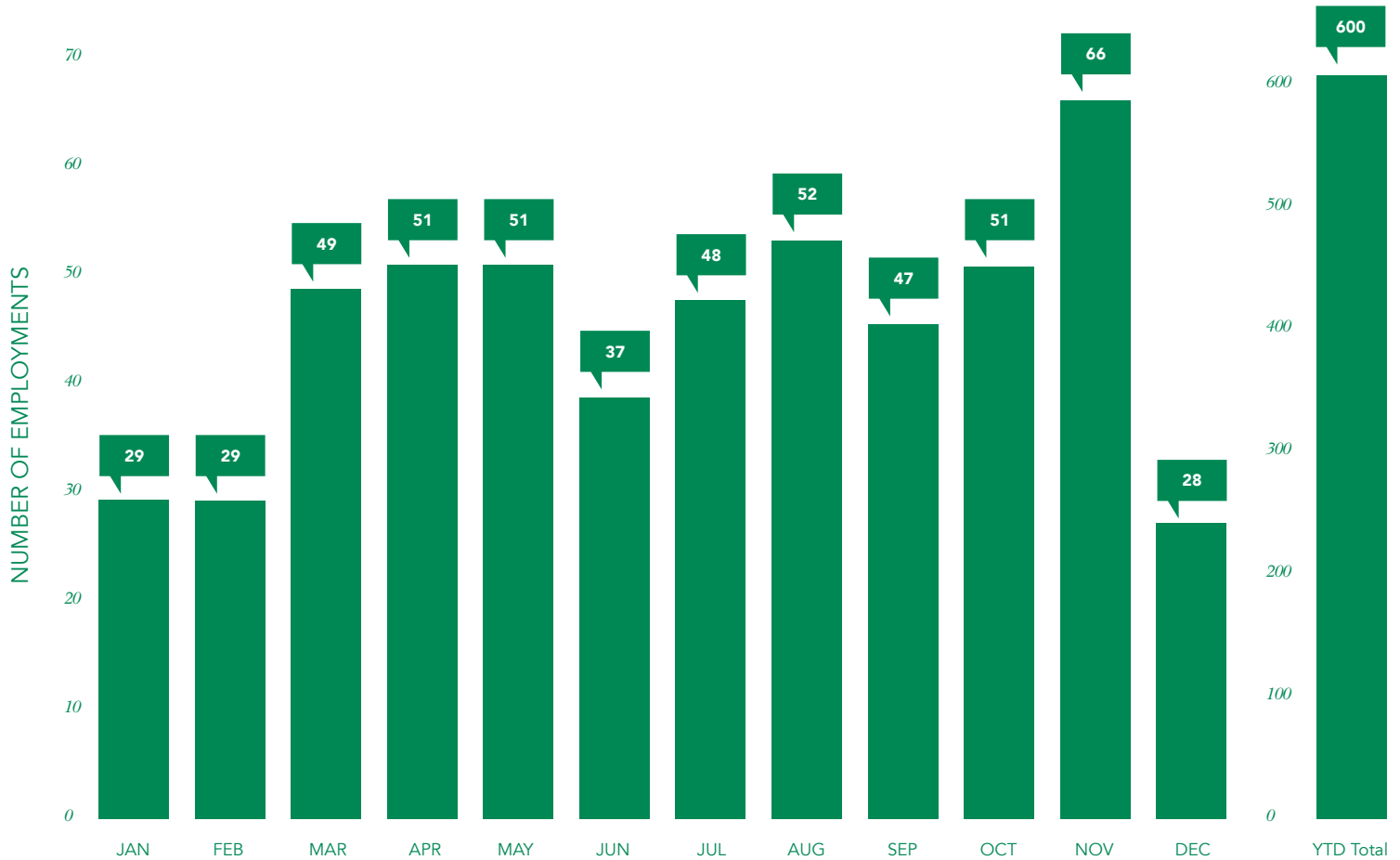


A Year in the Numbers

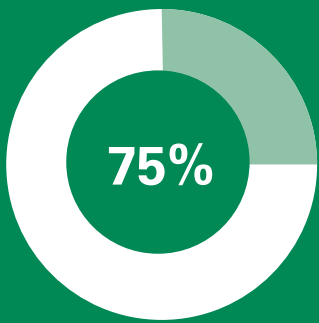
2012 YTD EMPLOYMENT WAGES



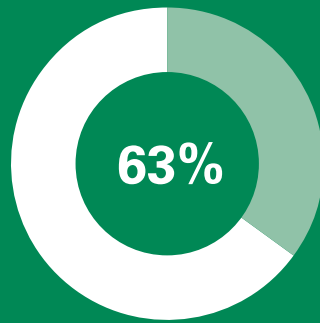
2012 YTD JOB PLACEMENTS



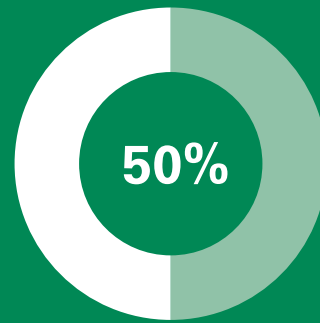
2012 YTD JOB RETENTION



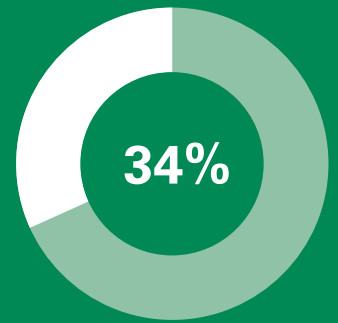
*Retention —
Continuous Employment*



*Retention —
3 Months One Job*




*Retention —
6 Months One Job*



*Retention —
12 Months One Job*


Retention—Continuous: The percentage of people placed in a job within the last 12 months who are still employed, whether in the same job or different jobs.

Retention—3/6/12 Months: The percentage of people placed in a job 3/6/12 months ago who are still employed in that same job.



JOB READINESS TRAINING

Ricky Cooper—



Ricky Cooper, a Cincinnati Works Phoenix Member, came to Cincinnati Works from the referral of a good friend who was already a Member. His friend had invited him to attend one of our Phoenix Program Support Group meetings, which are held weekly to help those from unstable backgrounds transition into the workplace.

For Ricky, his problems with finding employment stem from his difficulty to rise above parts of his past that inhibit him from attaining future success and fully understanding what employers seek in a qualified job candidate. However his first impression of Cincinnati Works through the Phoenix Program - and later, Job Readiness Training - highlighted just how we could assist him in his mission to find gainful employment and become economically self-sufficient.

Ricky is one of the first Members to experience Cincinnati Works' new Job Readiness curriculum, which was revised and implemented in October 2012. Despite Ricky's years of previous work experience and additional certifications, he found our training program to "add to what I already had and taught me how to help myself." Ricky explains that "the interactive exercises like creating a great resume, communicating properly with employers, completing applications, and successfully interviewing all showed me that the things I thought I knew I really didn't. It kind of humbled me and brought me down to earth."

In early 2012, Cincinnati Works partnered with TiER1 Performance Solutions to create the new Job Readiness Training curriculum to help make Members more marketable in an ever-changing job market. Our revised Job Readiness Training still focuses on professionalism and employer expectations. However, the new curriculum emphasizes the importance of soft skills and ways to build confidence to help our Members find practical ways to remove barriers that keep them from finding employment.

TiER1 CEO Greg Harmeyer explains, "This fully-immersive experience is a totally different way of training in this context. We incorporate role playing where staff members demonstrate situations they're teaching, which compel workshop participants to really learn, experience and evaluate job skills as they see them. These are world-class training activities that the best companies in the world use, applied to people who need the help and don't usually get the opportunity to grow that way."

the interactive exercises like creating a great resume, communicating properly with employers, completing applications, and successfully interviewing all showed me that the things I thought I knew I really didn't. It kind of humbled me and brought me down to earth.

Ricky tells us that his appreciation for Cincinnati Works' Job Readiness Training stems from the powerful messaging that made him feel like a person who has significance. "You're leading people on how to be more professional without being negative and in your face. You work with us. You don't just look at us like another number," he said. "The way Cincinnati Works involves a lot of staff members in the workshop created an energy that drew me in and made me want to do things to help myself." Ricky says he will never forget the lessons he has learned and feels confident of his future. "I made some bone headed decisions in the past and I have a lot of work to do to better myself." In reflecting on our Job Readiness Training, Ricky proclaims, "Cincinnati Works has brought life to me and I look forward to being one of the self-sufficient Members who are able to help other people! I want to leave a good legacy."





NEW CITYLINK CENTER



Cincinnati Works Expands—

Friends, Supporters, Members and City Leaders joined together last November to celebrate the opening of the new CityLink Center, giving Cincinnati Works an additional office location in the West End. There, individuals can find much-needed support to break free from poverty and work toward self-sufficiency with hope.

In addition to our offices in Downtown Cincinnati and Price Hill, Cincinnati Works now serves as one of five community partners residing in the CityLink Center to provide integrated services to eliminate poverty and meet the needs of our city.

Joshua Lyles was one of the first individuals to become a Cincinnati Works Member at CityLink. Joshua had been actively pursuing employment for six months prior to coming to Cincinnati Works. He explains how he tried for months to find a job without success. "Online application processes businesses use today make it difficult to make a strong first impression. To employers, I become just another resume, another number," he said.

Frustrated by his job search process, he came to Cincinnati Works for help. Just three weeks later, Joshua was ringing the Cincinnati Works "Bell of Success" through the halls of the CityLink Center, celebrating his new employment opportunity with Citi Bank. "I was thrilled. So excited in fact, I was unsure of what to do next!" Joshua said. To his and our surprise, Joshua was extended an employment opportunity immediately concluding his second interview and was even offered more money than he had anticipated!

As Joshua continues to follow the Cincinnati Works Program Model, he is already establishing new goals for himself. He hopes to further his education, as well as continue working with his employment coach to build the skills and trades necessary for him to transition into our Advancement Program and work toward a desired career path.

To his and our surprise, Joshua was extended an employment opportunity immediately concluding his second interview and was even offered more money than he had anticipated!

Like Joshua, many of our Members are looking for support and advocacy on their behalf. For 16 years Cincinnati Works has been serving our community's marginalized citizens - the chronically unemployed and underemployed - and we continue addressing and helping individuals holistically to help them lead successful lives. "The development and opening of the CityLink Center is an exciting time for Cincinnati Works and our Members because for the first time, people throughout the city are uniting to create a movement and help our residents reach economic self-sufficiency," said Peggy Zink, President of Cincinnati Works. With three locations throughout the city of Cincinnati, we continue to evolve and expand our sphere of influence to reach the masses!

SUCCESS IN PROGRESS

Advancement Program—

Sarah Emison is one of many Cincinnatians who suffered from the onset of the economic recession. In 2008, Sarah's life radically changed when she found herself released from a company that was forced to make significant cutbacks and changes in management that resulted in numerous layoffs. Her new life of relying on unemployment checks and ongoing job search was as she recalls, "one of the lowest points in my life." Sarah describes how "with every job application, I could see my hope dwindling as fast as my resources." Although Sarah struggled immensely to find gainful employment, her motivation was unwavering and was what eventually led her to Cincinnati Works.

Sarah came to our organization upon hearing of her friends' accomplishments thanks to the assistance of Cincinnati Works. Determined, she did not waste any time before enrolling and completing our Job Readiness Training. Come late 2009, Sarah actively participated in Job Search and was highly engaged in our programs, taking full advantage of all the resources Cincinnati Works offers active Members. Within a few short months, Sarah was extended an employment opportunity with The Christ Hospital, working in the Hospitality Center. Her employment with The Christ Hospital was exactly what she looking for! Stability, income, benefits - The Christ Hospital offered Sarah more than just employment; she had a chance to regain her economic independence!

While working at The Christ Hospital, Sarah decided to further her education. After working at The Christ Hospital for only a month, she began attending Cincinnati State, registering as full-time student in the Medical Administrative Assistant Technology Program. In February of 2011, Sarah left The Christ Hospital to pursue a different position at the University of Cincinnati Counseling Center. Sarah strategically used her new employment as an opportunity to enhance her work-related skills in her area of study, while she used her work experience to satisfy the onsite field requirements of Cincinnati State's curriculum.

Sarah reached out to us in September 2012 - nearly three years after she first came to Cincinnati Works to tell us about her "success in progress" and to thank us for our support and services. In her letter she writes, "I want to thank you for your help. I remember when I first started at the hospital, and I did not have any work clothes or shoes. [Cincinnati Works] put me in contact with people from Dress for Success, where I received an outfit. And more importantly, I was reminded that someone was in my corner. [Cincinnati Works'] support helped me in a time where I was at my lowest."

*I was reminded that someone was in my corner.
[Cincinnati Works'] support helped me in a
time where I was at my lowest.*

Despite her struggles on the journey toward economic self-sufficiency, she has found joy in building a new future for herself through the Advancement Program. Sarah has learned how to finance her education, find an apartment within her budget, rebuild her credit and pay her bills. She adds, "My credit card balance is the lowest I have ever seen it, and I actually have money in my savings account - a first for me!" Everyday Sarah feels empowered and reassures us that she is doing well.

Sarah has a lot to be proud of. From graduating with honors from Cincinnati State with her Associate in Applied Business, to being accepted into Xavier University where she is expected to graduate with her Bachelor of Science in 2015, she is consistently advancing to reach economic self-sufficiency and is continuing to better herself daily. When we asked Sarah how she felt about her life and her future, she summed it up in three words - "success in progress." We look forward to hearing more about Sarah's progress and success as she continues to advance to economic self-sufficiency.





AMERICAN DREAM

Economic Self-Sufficiency—

Harold D'Souza, his wife Dancy, and their two sons Bradly and Rohan came to the United States on February 5, 2003. Their courage to sell everything they ever possessed, leave India and travel to the United States stemmed from their desire to provide their children with the best - new and grander opportunities.





I was dying, starving and distressed, and my instability greatly affected my family.

Back in 2009, Cincinnati Works celebrated the success of Harold D'Souza, a Member of Cincinnati Works, who was internally promoted at Cincinnati Children's Hospital to become a Senior Supply Chain Associate. Within 12 months of employment, Harold had accomplished the first of many goals he and his family were looking to achieve upon coming to the United States. Like some of our Members, Harold and his family suffered from situational poverty. However, the obstacles and circumstances this man and his family have overcome are some of the most horrific secrets the streets of our city hold.

Harold, Dancy, and their two sons Bradley and Rohan came to the United States on February 5, 2003. Their courage to sell everything they ever possessed, leave India and travel to the United States stemmed from their desire to provide their children with the best - new and grander opportunities. With the encouragement and support of family members, Harold was connected to an employer that promised him and his family a job, a place to live and ultimately, well-being. Trusting his family members and the established relationship with his employer, Harold and Dancy did as they were told, surrendering their papers and money to begin a dream life here.

After coming to Cincinnati, the D'Souzas found themselves struggling. For months, Harold and his wife worked 16-hour days in a family restaurant without pay, while continuing to live in a one-bedroom apartment attached to the restaurant, with two growing boys. After months of no progress, no possessions and no money, the couple began to recognize the scope of their decisions and that their dreams to provide for their sons may never occur. They realized they were being used by others they trusted.

A Way Out:

Harold and his family were one of the many families that have been integrated into human trafficking right here in Cincinnati. Deceived by family members and taken advantage of by their employer, the D'Souzas had nowhere to go and no one to turn to. Their employer threatened the legitimacy of their citizenship, and they were forced to come up with answers on their own. Harold reflects, "This was one of the most fearful times in



my life. I was dying, starving and distressed, and my instability greatly affected my family.”

Harold recalls the times when the first snow hit and the difficulties he had to clothe his children during the cold weather months. “I wasn’t getting paid for my work. I didn’t have the money to buy my children snow jackets and gloves; they had jackets, but nothing to keep them truly warm.” Harold continued, “Who could I go to for assistance? I didn’t want to get arrested and deported.” Harold sought out agencies and organizations committed to helping people. However, in the early 2000s, there were not any agencies in Cincinnati that recognized victims of labor trafficking.

Eventually, Harold found his way to Cincinnati Works. Jodie Ganote, the previous Legal Coordinator for Cincinnati Works and current Member of the Phoenix Advisory Board, assisted Harold by helping him and his wife get visas that permitted them to work in the United States. She also educated him on the rights and benefits he and his family were eligible for. Harold states that “Cincinnati Works revived my dreams and helped me overcome the hurdles that I and my wife were engrossed in.” Harold proclaims that “Freedom, peace, a job - Cincinnati Works gave these to my family!”

Moving Forward:

As a Cincinnati Works Member, Harold and his family stroll through our halls to utilize every service we provide. From Job Readiness Training to Advancement, Harold has followed the Cincinnati Works business model and used our legal, counseling and financial services. The entire D’Souza family attended a Wednesday Financial Education Seminar. Everly Rose, Advancement Coach for Cincinnati Works, remembers how our financial seminar served as both an educational and bonding experience for this family. She explains, “Harold and his family all came because as parents and role models, they want to be better with their finances. But they also want to educate their children.” According to Everly, “This is how we break the cycle of poverty - supporting and educating parents to pass these tools on to their children.”

In 2011 the D’Souzas became first-time home owners, and the family is hoping to receive their green card and obtain permanent residency in 2013. Both Bradley and Rohan are doing exceptionally well in school and are highly involved in their community. Bradley, 17, has received numerous awards for his academic accomplishments. He is an ambassador and member of the National Society of High School Scholars and has been invited to attend the Presidential Inauguration. Bradley is also considering furthering his education, looking into universities such as Stanford University and the University of Cincinnati. Rohan, 14, is also an exceptional student, receiving recognition for his academic achievements. Like his brother, he has donated over 1,100 hours in volunteer services.

Earlier this year, President of Cincinnati Works Peggy Zink received a letter from Bradley. Enclosed in the letter was a \$10 bill and a note that read:

Dear Peggy,

Thank you for all you have done for me and my family. Please accept this \$10.00 from my first paycheck as a gift back to you who have all given me so much. Please share my gratitude toward Gloria, Glenna, Jodi and all.

Growing blessings,

Bradley D’Souza

Harold says that “Cincinnati Works saved my family!” But we know our relationship with the D’Souza family is mutually beneficial: their willingness to share their story eliminated the stigmas associated with human trafficking and inspired others suffering from the bonds of slavery to seek legal advocacy. As the D’Souzas continue to pursue their American dream, we have no doubt that their family will create a legacy in our city that inspires all of us to be better neighbors.

Cincinnati Works Financial Statements

As of and for the years ended December 31, 2012 & 2011

Statements of Financial Position

	2012	2011
Assets		
Cash and cash equivalents	\$198,522	\$405,073
Investments	1,557,928	1,350,615
Prepaid expenses and other assets	40,932	21,839
Contributions receivable, net	969,598	1,186,052
Furniture and equipment, net	40,870	36,180
Restricted cash and cash equivalents	264,052	367,309
Restricted investments	36,985	33,095
Total assets	\$3,108,887	\$3,400,163
Liabilities		
Accounts payable	\$11,439	\$7,915
Accrued expenses	71,162	69,656
Total liabilities	82,601	77,571
Net Assets		
Unrestricted	1,867,569	1,808,352
Temporarily restricted	1,129,342	1,484,865
Permanently restricted	29,375	29,375
Total net assets	3,026,286	3,322,592
Total liabilities and net assets	\$3,108,887	\$3,400,163

Statements of Cash Flows

	2012	2011
Cash flows from operating activities:		
Change in net assets	\$(296,306)	\$(278,604)
Adjustments to reconcile change in net assets to net cash (used in) provided by operating activities:		
Depreciation	14,936	6,721
Donated equipment	(1,187)	(21,569)
Net realized and unrealized (gain) loss on investments	(89,412)	50,298
Donated investments	(26,386)	(26,414)
Changes in assets and liabilities:		
Contributions receivable	216,454	585,869
Prepaid expenses and other assets	(19,093)	3,512
Accounts payable	3,524	7,915
Accrued expenses	1,506	(7,094)
Net cash (used in) provided by operating activities	(195,964)	320,634
Cash flows from investing activities:		
Purchases of furniture and equipment	(18,439)	(21,332)
Purchases of investments	(571,879)	(642,006)
Sales and maturities of investments	476,968	519,499
Purchases of restricted investments	(494)	(423)
Net cash used in investing activities:	(113,844)	(144,262)
Net (decrease) increase in cash and cash equivalents	(309,808)	176,372
Cash and cash equivalents at beginning of year	772,382	596,010
Cash and cash equivalents at end of year	\$462,574	\$772,382

Statements of Activities

	2012	2011
CHANGE IN UNRESTRICTED NET ASSETS		
Revenues, gains and other support:		
Contributions and grants	\$613,406	\$583,351
Investment return	126,647	(7,603)
Contributed goods and services	98,452	118,801
Other income	61,701	44,525
Net assets released from restrictions	1,011,838	1,018,877
Total revenues and other support	1,912,044	1,757,951
Expenses:		
Job readiness program	718,513	692,453
Advancement program	157,792	174,437
Capacity building	58,616	110,133
Next Step	82,373	90,221
Phoenix	203,687	103,526
CityLink	51,679	—
Total program services	1,272,660	1,170,670
Management and general	289,535	128,482
Fundraising	202,958	204,290
Nonrecurring costs	87,674	23,000
Total support services	580,167	355,772
Total expenses	1,852,827	1,526,442
Change in unrestricted net assets	59,217	231,509
CHANGES IN TEMPORARILY RESTRICTED NET ASSETS		
Revenues, and other support:		
Contributions and grants	656,315	508,764
Net assets released from restrictions	(1,011,838)	(1,018,877)
Change in temporarily restricted net assets	(355,523)	(510,113)
Change in net assets	(296,306)	(278,604)
Net assets, beginning of year	3,322,592	3,601,196
Net assets, end of year	\$3,026,286	\$3,322,592





Statements of Functional Expenses

As of and for the years ended December 31, 2012 & 2011

2012	JOB READINESS	ADVANCEMENT	CAPACITY BUILDING	NEXT STEP	PHOENIX	CITYLINK	MANAGEMENT AND GENERAL	FUNDRAISING	NON RECURRING COSTS	TOTAL
Salaries, wages and benefits	\$535,986	\$113,919	\$55,479	\$61,077	\$150,781	\$38,821	\$224,106	\$125,758	\$22,350	\$1,328,277
Occupancy and utilities	60,402	12,858	—	7,053	17,425	—	24,611	13,163	—	135,512
Equipment and supplies	19,768	4,203	—	2,291	5,656	3,081	8,128	4,388	—	47,515
Professional services	67,128	19,402	2,895	7,970	19,634	9,073	27,810	29,589	65,324	248,825
Direct job seeker and advancement expenses	12,148	2,570	242	1,376	3,490	704	4,880	2,667	—	28,077
Marketing	—	—	—	—	—	—	—	27,393	—	27,393
Other	23,081	4,840	—	2,606	6,701	—	—	—	—	37,228
TOTAL EXPENSES	\$718,513	\$157,792	\$58,616	\$82,373	\$203,687	\$51,679	\$289,535	\$202,958	\$87,674	\$1,852,827

2011	JOB READINESS	ADVANCEMENT	CAPACITY BUILDING	NEXT STEP	PHOENIX	CITYLINK	MANAGEMENT AND GENERAL	FUNDRAISING	NON RECURRING COSTS	TOTAL
Salaries, wages and benefits	\$533,676	\$102,852	\$80,561	\$72,060	\$83,883	—	\$105,326	\$148,314	\$23,000	\$1,149,672
Occupancy and utilities	68,433	12,986	4,611	8,712	9,677	—	12,362	11,276	—	128,057
Equipment and supplies	14,139	2,564	1,263	2,099	2,504	—	2,260	2,243	—	27,072
Professional services	44,118	47,368	21,932	4,926	5,526	—	6,620	6,116	—	136,606
Direct job seeker and advancement expenses	21,699	6,534	493	1,101	453	—	—	—	—	30,280
Marketing	—	—	—	—	—	—	—	34,580	—	34,580
Other	10,388	2,033	1,272	1,324	1,483	—	1,914	1,761	—	20,175
TOTAL EXPENSES	\$692,453	\$174,337	\$110,132	\$90,222	\$103,526	—	\$128,482	\$204,290	\$23,000	\$1,526,442



Report of Independent Certified Public Accountants

Grant Thornton, LLP

We have audited the accompanying financial statements of Cincinnati Works, Inc. (a not-for-profit organization), which comprise the statements of financial position as of December 31, 2012 and 2011, and the related statements of activities, functional expenses and cash flows for the years then ended, and the related notes to the financial statements.

Management's responsibility for the financial statements

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

Auditors responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Cincinnati Works, Inc. as of December 31, 2012 and 2011, and the results of its operations and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.



—Cincinnati, Ohio March 5 2013

Cincinnati Works, Inc. Notes to Financial Statements

December 31, 2012 and 2011

Note A – Nature Of Operations

Cincinnati Works, Inc. (the "Organization") is a not-for-profit corporation serving the Greater Cincinnati community, whose mission is to partner with all willing and capable people living in poverty to assist them in advancing to economic self-sufficiency through employment. The Organization's revenue and other support are derived principally from contributions and grants

The Organization serves the Greater Cincinnati community through the Job Readiness Program and the Advancement Program. The Job Readiness Program provides job seekers with soft skills to be successful, promotable employees. This program focuses on job acquisition and retention. The Advancement Program provides assistance to workers striving to increase wages and meet career goals. This program is targeted at workers earning below self-sufficiency wages.

Capacity building is a strategic initiative designed to reach more people living in poverty in the Greater Cincinnati Region. The Phoenix Program is designed to reach individuals most at risk of becoming victims or offenders of gun violence primarily as a result of gang interaction. The goal is to rescue young people from the streets, allowing them to become contributing citizens. The Next Step Program focuses on foster youth who find that they are "aging out" of the foster care system and are in need of help transitioning to a stable future as young adults. Cincinnati Works, Inc. provides workforce development services to CityLink, which is a non-profit that offers the poor/working poor a path to self-sufficiency through a program of bundled services.

Note B – Summary of Significant Accounting Policies

1. Basis of Presentation

The financial statements of the Organization are presented on the accrual basis of accounting. Net assets, revenues, gains and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, net assets and changes therein are classified as follows:

Unrestricted – Net assets that are not subject to donor-imposed stipulations.

Temporarily restricted – Net assets subject to donor-imposed stipulations that will be met either by actions of the Organization and/or the passage of time.

Permanently restricted – Net assets subject to donor imposed stipulations that must be maintained permanently by the Or-

ganization. Generally, the donors of these assets permit the Organization to use all or part of the income earned on related investments for general purposes.

Contributions and grants are recorded in the appropriate net asset class when the promise to give is received. When a donor stipulated time or purpose restriction ends, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions. Temporarily restricted gifts for which the restriction is met in the same period are recorded as temporarily restricted and then released from restriction.

Contributions to be received after one year are discounted at a rate commensurate with the risk involved. Amortization of the discount is recorded as additional contribution revenue and used in accordance with donor-imposed restrictions, if any, on the contributions.

Contributions of services are recognized as revenue at their estimated fair value only when the services received require specialized skills possessed by the individuals providing the service and their service would typically need to be purchased if not donated. Recorded contributed services are primarily related to counseling services and are recorded in salaries and wages. Significant contributions for public service announcements were made in 2012 and 2011, but have not been recorded, because they do not meet these requirements. In 2012 and 2011, donated goods and services benefited the Job Readiness program by \$54,053 and \$81,262, the Advancement program by \$4,504 and \$9,000, the Next Step program by \$9,009 and \$0, the Phoenix program by \$22,522 and \$0, and General and Administrative by \$7,177 and \$8,544, respectively. Donated equipment of \$1,187 and \$21,569 was capitalized in 2012 and 2011, respectively.

2. Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues, expenses, gains, losses and other changes in net assets during the reporting period. Actual results could differ from those estimates.

3. Cash and Cash Equivalents

The Organization considers all liquid investments with original maturities of three months or less to be cash equivalents. At December 31, 2012 and 2011, cash equivalents, including restricted cash equivalents, consisted of money market funds, which generally invest in highly liquid commercial paper.

At December 31, 2012, there was no cash held in excess of federally insured limits. Investments in money market funds are not insured or guaranteed by the U.S. government and totaled \$404,433 at December 31, 2012.

4. Furniture and Equipment

The Organization's policy is to capitalize furniture and equipment purchased or donated having a cost in excess of \$1,000. All items are recorded at cost less accumulated depreciation. Computer equipment, software and licenses are depreciated on a straight-line basis over a three-year period. Furniture is depreciated on a straight-line basis over a five-year period.

Furniture of \$16,227 and \$12,928 and equipment of \$46,300 and \$29,973 were recorded as assets at December 31, 2012 and 2011, respectively. Accumulated depreciation totaled \$21,657 and \$6,721 at December 31, 2012 and 2011, respectively. Depreciation expense was \$14,936 and \$6,721 for 2012 and 2011, respectively.

5. Investments and Investment Return

Investments are reported at fair value, except for certificates of deposit, which are valued at amortized cost. 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. See Note E for discussion of fair value measurements.

Investment return for 2012 and 2011 included interest and dividend income of \$37,235 and \$42,695, respectively, and net realized and unrealized gains (losses) of \$89,412 and (\$50,298), respectively.

Unrestricted investments are summarized as follows at year end:

	2012	2011
Certificates of deposit	\$251,741	\$200,217
Asset-backed securities	15,222	18,774
U.S. government and agency obligations	127,429	178,329
Corporate bonds	257,210	257,667
Mutual funds	767,568	597,028
International bonds	53,218	—
Exchange-traded funds	85,540	98,600
	<u>\$1,557,928</u>	<u>\$1,350,615</u>

Restricted investments amounting to \$36,985 and \$33,095 at December 31, 2012 and 2011, respectively, consist primarily of mutual funds. These investments are restricted as they represent permanently restricted net assets.

6. Other Income

Other income consists of reimbursements by other not-for-profit organizations for employment assistance services provided by Cincinnati Works employees.

7. Income Taxes

The Organization is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code and a similar provision

of state law. However, the Organization may be subject to federal income tax on any unrelated business income.

As required by the uncertain tax position guidance in FASB Accounting Standards Codification ("ASC") 740, Income Taxes, the Organization recognizes the financial statement benefit of a tax position only after determining that the relevant tax authority would more likely than not sustain the position following an audit. The Organization applied the uncertain tax position guidance in ASC 740 to all tax positions for which the statute of limitations remained open. The Organization did not recognize any liabilities for unrecognized tax benefits in 2012 or 2011.

8. Functional Allocation of Expenses

The costs of providing the various programs and other activities have been summarized on a functional basis in the statements of activities. Certain costs have been allocated among the benefited programs and supporting services based on direct identification, time studies and other methods. Non-recurring costs are one time charges that are not anticipated to occur in the future. In 2012 these include costs for leadership and consulting for workshop redesign. In 2011, these include costs for personal recognition.

9. Reclassification

Certain amounts in the 2011 financial statements have been reclassified to conform with the 2012 presentation.

Note C – Contributions Receivable, Net

Contributions receivable at December 31, consisted of the following:

	2012	2011
Due within one year	\$774,461	\$676,015
Due in one to five years	202,500	525,000
	976,961	1,201,015
Less unamortized discount	(7,363)	(14,963)
	<u>\$969,598</u>	<u>\$1,186,052</u>

Discount rates, which are based on 5-year U.S. Treasury rates, were approximately 0.72% and 0.83% for 2012 and 2011, respectively.

At December 31, 2012 and 2011, approximately 72% and 70%, respectively, of total contributions receivable are due from five and four contributors, respectively. During 2012 and 2011, approximately 32% and 49%, respectively, of the Organization's total contributions and grants were provided by three and five contributors, respectively.

Note D – Net Assets

1. Permanently Restricted Net Assets

Permanently restricted net assets are restricted to investment in perpetuity. The income on which is expendable to support any activity of the Organization if appropriated for expenditure by the Board of Trustees.

2. Temporarily Restricted Net Assets

Temporarily restricted net assets at December 31 are available for the following purposes:

	2012	2011
Use in future years	\$628,101	\$730,204
Facilities and equipment	7,192	18,257
Advancement program	290,723	447,263
Next Step program	70,010	119,523
Phoenix program	—	68,514
CityLink program	75,000	50,000
Staff development	23,061	33,294
Other	35,255	17,810
	<u>\$1,129,342</u>	<u>\$1,484,865</u>

3. Net Assets Released from Restrictions

Net assets were released from donor restrictions by incurring expenses satisfying the restricted purpose or by the passage of time. A summary of restrictions satisfied is as follows:

	2012	2011
Time restriction expired	\$353,167	\$431,583
Facilities and equipment	14,365	19,562
Staff development	10,534	8,269
Technology	7,188	4,000
Job readiness program	194,829	200,000
Advancement program	201,540	135,199
Next Step program	79,513	86,577
Phoenix program	110,728	95,858
Employer development	—	13,320
CityLink program	30,000	—
Other	9,974	24,509
	<u>\$1,011,838</u>	<u>\$1,018,877</u>

Note E – Fair Value Measurements

Financial instruments measured at fair value on a recurring basis using quoted prices for identical instruments in an active market (or level 1 inputs) include common stocks, exchange-traded funds, mutual funds, and some corporate bonds. Financial instruments measured at fair value using inputs based on quoted market prices for similar instruments in active markets (or level 2 inputs) include asset-backed securities, corporate bonds and U.S. government and agency obligations. The Organization does not hold any financial instruments measured at fair value on a recurring basis using significant unobservable inputs (or Level 3 inputs).

The Organization's investments in certificates of deposit are carried at amortized cost. These investments do not qualify as securities as defined by ASC 320, *Investments – Debt and Equity Securities*, thus the fair value disclosures required by ASC 820, *Fair Value Measurements*, are not provided.

(NOTE E - CONTINUED)

The following tables summarize the valuation of financial instruments measured at fair value on a recurring basis in the statement of financial position at December 31, 2012 and 2011.

	Balances at December 31, 2012	Quoted prices in active markets for identical assets	Significant other observable inputs	Significant unobservable inputs
		(Level 1)	(Level 2)	(Level 3)
Investments and restricted investments:				
Corporate bonds	\$257,210	\$51,690	\$205,520	—
U.S. government and agency obligations	127,429	—	127,429	—
Asset-backed securities	15,222	—	15,222	—
International bonds	53,218	—	53,218	—
Mutual funds:				
Large cap global and domestic	332,360	332,360	—	—
Small and mid-cap domestic	97,709	97,709	—	—
Developing International	49,696	49,696	—	—
Emerging Markets	114,547	114,547	—	—
Alternative strategies	148,763	148,763	—	—
Other	59,617	59,617	—	—
Exchange-traded funds - real estate	85,540	85,540	—	—
	\$1,341,311	\$939,922	\$401,389	—

	Balances at December 31, 2011	Quoted prices in active markets for identical assets	Significant other observable inputs	Significant unobservable inputs
		(Level 1)	(Level 2)	(Level 3)
Investments and restricted investments:				
Corporate bonds	\$257,667	\$76,520	\$181,147	—
U.S. government and agency obligations	178,329	—	178,329	—
Asset-backed securities	18,774	—	18,774	—
Mutual funds:				
Large cap global and domestic	305,362	305,362	—	—
Small and mid-cap domestic	67,126	67,126	—	—
Developing International	41,960	41,960	—	—
Emerging Markets	50,611	50,611	—	—
Alternative strategies	105,520	105,520	—	—
Other	57,497	57,497	—	—
Exchange-traded funds - real estate	98,600	98,600	—	—
	\$1,181,446	\$803,196	\$378,250	—

Note F – Office Lease

The Organization leases its office space under a noncancelable operating lease which is subject to terms of renewal and escalation clauses. Rent expense for 2012 and 2011 amounted to \$92,813 each year. Future minimum lease payments are as follows:

YEAR ENDING DECEMBER 31	
2013	\$92,700
2014	95,481
2015	98,345
2016	101,295
2017	104,334

During 2012 and 2011, a Co-Founder subleased certain office space and reimbursed the Organization for this and certain other office expenses totaling \$9,000 each year.

Note G – Retirement Plan

The Organization has a defined contribution plan (the "Plan") covering substantially all employees. Under the terms of the Plan, the Organization has the discretion to make contributions to the Plan. In addition, employees may elect to participate in the salary deferral portion of the Plan. Participants vest in employer contributions 20% each year and are fully vested after five years. Retirement Plan expenses amounted to \$67,820 and \$57,688 for 2012 and 2011, respectively.

Note H – Subsequent Events

The Organization evaluated its December 31, 2012 financial statements for subsequent events through March 5, 2013, the date the financial statements were available to be issued. The Organization is not aware of any subsequent events which would require recognition or disclosure in the financial statements.



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