

### Coastal Kids Preschool

Providing an inclusive, developmentally appropriate education for preschool children of all incomes and abilities

December 27, 2024

Town of Damariscotta 21 School St. Damariscotta, ME 04543

Dear Board of Selectmen,

On behalf of Coastal Kids Preschool, I would like to express our sincere gratitude for your continued support of our mission. For three decades, we have been proud to offer a high-quality, developmentally appropriate preschool program that serves children of all incomes and abilities. We remain deeply committed to supporting children with disabilities and are honored to be the largest provider of early childhood special education services in midcoast Maine.

In the past year alone, we had the privilege of serving 119 children and their families, 18 of whom are from Damariscotta. Additionally, Coastal Kids Preschool employs 29 local residents in teaching and administrative roles, further strengthening our community ties. The availability of full-time childcare also supports countless family members who are part of the Damariscotta workforce.

As an accredited institution with the National Association for the Education of Young Children (NAEYC) and a Maine Roads to Quality (MRTQ) Rising Star Level 5 provider, we are committed to maintaining the highest standards of care and education. However, providing this level of excellence requires more than tuition alone. Tuition covers just 70% of our annual operating budget, with the remaining 30% supported by private donations, grants, and local government funding.

We are seeking a \$4,000 contribution from the Town of Damariscotta for the upcoming year to help cover essential programmatic costs, including operational expenses, facilities maintenance, classroom supplies, and financial aid. Your generous support enables us to continue providing affordable, inclusive education to local families who face financial barriers to quality care. While we are proud to serve as a vital community resource, demand for our services exceeds the available spaces in our program, and we currently have a waiting list.

We were grateful to have received \$2,000 a year from the Town of Damariscotta since 2020, and we respectfully request an increase in support to \$4,000. Your investment in Coastal Kids Preschool helps ensure that we can fulfill our mission to provide a nurturing, inclusive, and developmentally appropriate environment for all children in our community.

Thank you once again for your ongoing support and consideration. We deeply appreciate your commitment to the children and families of those that live and work in Damariscotta, and we look forward to continuing our partnership.

Sincerely

Abiliverson

Development Director

### **BOARD OF DIRECTORS**

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Gail Page Vice President

Karen Moran Secretary

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Jennifer Caron

EDUCATION DIRECTOR Sara Larson

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Coastal Kids Preschool is a 501(c)(3) nonprofit organization, EIN 22-3126832, and an Equal Opportunity Employer.

Petition to the Town of Damariscotta to raise/appropriate funds for	Petition to th	e Town of	Damariscotta to	o raise/	appropriate	funds for
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Coastal Kids Preschool



We, the undersigned registered voters residing in the Town of Damariscotta, request the following article to be submitted to the lotters of Damariscotta at the June 2024 Annual Town Meeting.

Artic	cle: To see if the Town will vote to rai	se or appropriate the sum of <u>\$ 4,00</u>	0.00 COASTAL KIL	\$		
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1/4	Niall Lessard	Miall Trund	8 Fi	od Policy +	for remaining	Submissions
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10	Litia Hanfold		28 Water :	3, 3	10.00.	Ha
Circu	lator's Oath			-	10 - 50 -	
I here	eby make oath that I am the Circulato		res to this petition were m	nac B		my knowledge
	pelief, each signature is that of the pe		BIGAIL B. IVE	n .	9 + U Q + 5 + U C + - )	er e
Signa	ture of Notary	Printed Name	Debrah L Ambe	019	<u> </u>	
Subs	cribed to and sworn before me on thi	s date: Novem ber 6, 2021	4	¥	162 11 +	07=
Regis	trar's Certification	A	0 .		三思和一。	202
			Invalid <u>3</u>		SCEMBER.	A.S.
	eby certify that the names of all the p ture of Registrar		he voting list as qualified to Rebeux J. Bar		vernor of the State of	Maine.



FINANCIAL STATEMENTS June 30, 2023 and 2022

## COASTAL KIDS PRESCHOOL TABLE OF CONTENTS

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### INDEPENDENT ACCOUNTANTS' REVIEW REPORT

To Board of Directors and Management Coastal Kids Preschool Damariscotta, ME

We have reviewed the accompanying financial statements of Coastal Kids Preschool (a nonprofit organization), which comprise the statements of financial position as of June 30, 2023 and 2022, and the related statements of activities, functional expenses and cash flows for the years 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 company 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 engagements 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 reasonable basis for our conclusion.

We are required to be independent of Coastal Kids Preschool 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.

Bath, ME

December 21, 2023

One River, CPAs

# COASTAL KIDS PRESCHOOL STATEMENTS OF FINANCIAL POSITION

June 30, 2023 and 2022

		2023	2022
Assets			
Current assets:			
Cash	\$	209,163	186,431
Accounts receivable, net		7,688	15,016
Total current assets		216,851	201,447
Property and equipment:			
Property and equipment, net		1,056,272	1,066,864
Total property and equipment		1,056,272	1,066,864
rotal property and equipment		1,030,272	1,000,004
Other assets:			
Right of use asset - finance lease		19,874	-
Total other assets		19,874	-
Total assets	\$	1,292,997	1,268,311
Liabilities and net assets Current liabilities:			
Current portion of lease liability - finance lease	\$	4,309	-
Accounts payable		6,435	11,569
Accrued payroll		59,554	31,503
Deferred Revenue		7,802	
Total current liabilities	-	78,100	43,072
Long-term liabilities:			
Lease liability - finance lease, net of current portion		15,721	#
Total long-term liabilities		15,721	-
Total liabilities		93,821	43,072
Net assets:			
Without donor restrictions		1,113,698	1,221,567
With donor restrictions		85,478	3,672
Total net assets		1,199,176	1,225,239
Total liabilities and net assets	\$	1,292,997	1,268,311

# COASTAL KIDS PRESCHOOL STATEMENTS OF ACTIVITIES Years Ended June 30,

		2023			2022	
	Without Donor Restrictions	With Donor Restrictions	Total	Without Donor Restrictions	With Donor Restrictions	Total
Revenues, gains and other support:						
Tuition and fees	\$ 869,868	1	898,868	725,410	Ū	725,410
Contributions	84,816	17,050	101,866	1,141,056	3,285	1.144.341
Foundation grants	89,725	68,041	157,766	76,832		76,832
Federal and state grants	207,735	T	207,735	157,320		157,320
Events		,	1	319	ı	319
Interest income	10,308	1	10,308	80	ĭ	80
Net assets released from restrictions	3,285	(3,285)	1	4,113	(4,113)	r
Total revenues, gains and other support	1,265,737	81,806	1,347,543	2,105,130	(828)	2,104,302
Expenses and losses:						
Program services	1,036,010	ť	1,036,010	1,079,515	i	1,079,515
Supporting services:						
General & administration	219,031	Ē	219,031	208,037	ì	208,037
Fundraising	118,565		118,565	31,531	1	31,531
Total supporting services	337,596	ı	337,596	239,568	1	239,568
Total expenses	1,373,606		1,373,606	1,319,083		1,319,083
Loss on early retirement of notes payable	1	ı	ľ	8,280	Ē	8,280
Total expenses and losses	1,373,606	Ī	1,373,606	1,327,363	1	1,327,363
Change in net assets without donor restrictions	(107,869)	81,806	(26,063)	797,777	(828)	776,939
Net assets, beginning of year	1,221,567	3,672	1,225,239	443,800	4,500	448,300
Net assets, end of year	\$ 1,113,698	85,478	1,199,176	1,221,567	3,672	1,225,239

# COASTAL KIDS PRESCHOOL STATEMENT OF FUNCTIONAL EXPENSES Year Ended June 30, 2023

			0,	Supporting Services		
		Program Services	General & Administration	Fundraising	Supporting Subtotal	Total Expenses
Expenses:	l					-
Salaries and wages	↔	814,125	148,023	95,157	243,180	1,057,305
Payroll taxes		71,685	13,034	8,379	21,413	93,098
Interest expense		ť	•	585	585	585
Depreciation and amortization		40,720	2,262	2,262	4,524	45,244
Repairs and maintenance		29,930	1,663	1,663	3,326	33,256
Utilities		17,922	966	995	1,991	19,913
Classroom supplies and curriculum		16,918	ľ	•	•	16,918
Employee benefits		11,811	2,147	1,381	3,528	15,339
Insurance		15,182	2,847	948	3,795	18,977
Office expense		3,742	28,064	5,612	33,676	37,418
Office supplies		891	4,754	297	5,051	5,942
Professional fees		1,987	10,596	662	11,258	13,245
Professional development		2,906	528	340	868	3,774
Equipment rental		554	2,954	184	3,138	3,692
Events expense		i	1	100	100	100
Grant expenses		6,532	•	1	1	6,532
Advertising		1,105	1,104	1	1,104	2,209
Miscellaneous expenses	1	ı	59	1	59	59
Total expenses	<del>&amp;</del>	1,036,010	219,031	118,565	337,596	1,373,606

# COASTAL KIDS PRESCHOOL STATEMENT OF FUNCTIONAL EXPENSES

Year Ended June 30, 2022

				Supporting Services		
		Program Services	General & Administration	Fundraising	Supporting Subtotal	Total Expenses
Expenses:	į			7		
Salaries and wages	↔	824,861	149,071	19,876	168,947	993,808
Payroll taxes		65,958	11,920	1,590	13,510	79,468
Interest expense		28,301	2,130	Î	2,130	30,431
Depreciation		41,476	2,183	T	2,183	43,659
Repairs and maintenance		33,566	1,767	ſ	1,767	35,333
Utilities		20,234	1,065	•	1,065	21,299
Classroom supplies and curriculum		14,180	ľ	•	1	14,180
Employee benefits		15,431	3,665	193	3,858	19,289
Insurance		12,179	2,673	•	2,673	14,852
Office expense		7,129	8,478	3,661	12,139	19,268
Office supplies		1,766	7,065	, 1	7,065	8,831
Professional fees		3,135	12,540	ı	12,540	15,675
Professional development		2,175	242		242	2,417
Equipment rental		1,309	5,235	ī	5,235	6,544
Events expense		1	•	5,422	5,422	5,422
Grant expense		1,738	ı	y	1	1,738
Advertising		789	r	789	789	1,578
Uncollectible tuition expense		5,288	ť	ï	1	5,288
Miscellaneous expenses	l	1	8		က	က
Total expenses	<del>69</del>	1,079,515	208,037	31,531	239,568	1,319,083

See independent accountants' review report and accompanying notes to the financial statements.

## COASTAL KIDS PRESCHOOL STATEMENTS OF CASH FLOWS

### Years Ended June 30, 2023 and 2022

		2023	2022
Cash flows from operating activities:  Change in net assets  Adjustment to reconcile change in net assets to	\$	(26,063)	776,939
net cash provided by operating activities:  Depreciation and amortization  Loss on early retirement of notes payable		45,244 -	43,659 8,280
(Increase) decrease in operating assets:  Accounts receivable		7,328	2,763
Increase (decrease) in operating liabilities:  Accounts payable		(5,134)	8,957
Accrued payroll  Deferred revenue  Net cash provided by operating activities		28,051 7,802 57,228	7,138
Cash flows from investing activities:		31,228	047,730
Purchase of property and equipment  Net cash used in investing activities		(31,595) (31,595)	(20,167)
Cash flows from financing activities:  Principal payments on notes payable		_	(1,012,084)
Payments on finance lease liability  Net cash used in financing activities	·	(2,901) (2,901)	(1,012,084)
Net increase (decrease) in cash		22,732	(184,515)
Cash, beginning of year		186,431	370,946
Cash, end of year	\$	209,163	186,431
Supplemental disclosures of cash flow information:			
Cash paid during the year for: Interest	\$	585	58,317
Schedule of noncash financing activities:  Addition of right of use asset and lease liability	\$	22,931	

### NOTE 1 - NATURE OF ACTIVITIES AND SIGNIFICANT ACCOUNTING POLICIES

### Organization and Purpose

Coastal Kids Preschool (the Organization) provides developmentally appropriate educational opportunities for Lincoln County preschool children and is accredited by the National Association for the Education of Young Children, a voluntary accreditation system that sets professional standards for early childhood education programs and helps families identify high quality programs for their children. Coastal Kids Preschool serves children that are one and one-half years old to seven years old through a language based, developmentally appropriate curriculum in an inclusive setting. Approximately one-third of the licensed spaces are allocated for children with special needs. The school is supported primarily through tuition, donor contributions, and grants.

### Basis of presentation

The financial statements of Coastal Kids Preschool have been prepared on an accrual basis in accordance with U.S. generally accepted accounting principles (U.S. GAAP).

### Use of Estimates

The preparation of financial statements in accordance with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Accordingly, actual results could differ from those estimates.

### Cash

For purposes of the statement of financial position and the statement of cash flows, cash consists of cash on deposit with banks.

### Credit Risk

The Organization maintains cash balances with banks that are members of the Federal Deposit Insurance Corporation (FDIC). At times, the Organization's cash balances may have exceeded FDIC insured limits. The Organization has not experienced any losses in these accounts, and management does not believe it is exposed to significant risk.

### Accounts Receivable

Accounts Receivable are stated at the amount management expects to collect from outstanding balances. Management provides for probable uncollectible amounts through a charge to earnings and a credit to valuation allowance based on its assessment of the current status of individual accounts. Balances that are still outstanding after management has used reasonable collection efforts are written-off through a charge to the valuation allowance and a credit to trade accounts receivable. Allowance for doubtful accounts was \$0 at June 30, 2023 and 2022.

### Property and Equipment

The Organization capitalizes property and equipment over \$1,000. Purchased property and equipment is capitalized at cost. The cost of depreciable property and equipment is depreciated using the straight-line method over the estimated useful lives ranging from five years for office equipment to forty years for buildings. Expenditures for maintenance, repairs, and minor renewals and betterments are expensed when incurred.

### NOTE 1 - NATURE OF ACTIVITIES AND SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

### Net Assets

Net assets, revenues, gains, and losses are classified based on the existence or absence of donor or grantor-imposed restrictions. Accordingly, net assets and changes therein are classified and reported as follows:

Net Assets Without Donor Restrictions – Net assets available for use in general operations and not subject to donor (or certain grantor) restrictions.

Net Assets With Donor Restrictions – Net assets subject to donor- (or certain grantor-) 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. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Gifts of long-lived assets are recognized as revenue when the assets are placed in service. Gifts of cash restricted for the acquisition of long-lived assets are recognized as revenue at the time of acquisition of such long-lived assets. The Organization reports contributions restricted by donors as increases in net assets without donor restrictions if the restrictions expire (that is, when a stipulated time restriction ends or purpose restriction is accomplished) in the reporting period in which the revenue is recognized. All other donor-restricted contributions are reported as increases in net assets with donor restrictions, depending on the nature of the restrictions. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statements of activities as net assets released from restrictions.

### Revenue and Revenue Recognition

Revenue is recognized when earned. Tuition revenues come from contracts with customers. Tuition payments received in advance are deferred to the applicable period in which the related services are performed or expenditures are incurred, respectively. Tuition payments come from private pay customers, MaineCare and Maine Child Development Services (CDS). Billing occurs quarterly for MaineCare, bi-weekly for CDS, and monthly for private pay customers. Private pay customers' payments are generally due upon receipt, but a late charge will be incurred if received after the 15<sup>th</sup> of each month. Some customers can sign-up for weekly payments, whereby payment must be received by the first day of each week. During the year-ended June 30, 2023, the Organization changed procedures so that no services were provided to customers if they were a week behind on payments. The Organization does offer scholarships to low-income families that do not qualify for MaineCare. Once a scholarship application is submitted to the Organization and approved, the reduction in revenues is recorded.

Contributions are recognized when cash, securities or other assets, an unconditional promise to give, or notification of a beneficial interest is received. Conditional promises to give are not recognized until the conditions on which they depend have been substantially met.

### Contributed Services

Directors and officers have made a significant contribution of their time to develop the organization and its programs. No amounts have been recognized in the accompanying statements of activities because the criteria for recognition of such efforts under U.S. GAAP have not been satisfied.

### Functional Allocation of Expenses

The costs of program and supporting services activities have been summarized on a functional basis in the statements of activities. The statements of functional expenses present the natural classification detail of expenses by function. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

### NOTE 1 - NATURE OF ACTIVITIES AND SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

### Functional Allocation of Expenses, Continued

The expenses that are allocated include the following:

Expense	Method of Allocation
Salaries and wages	Time and effort
Employee benefits	Time and effort
Payroll taxes	Time and effort
Insurance	Square footage
Interest	Square footage
Professional fees	Time and effort
Utilities	Square footage
Office expense	Time and effort
Office supplies	Time and effort
Miscellaneous expenses	Time and effort
Depreciation	Square footage
Advertising	Time and effort

### Income Tax Status

The Organization is a not-for-profit organization that is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code and classified by the Internal Revenue Service as other than a private foundation. Management believes there are no uncertain tax positions with the Internal Revenue Service that require disclosure in its financial statements. The Organization is open to audit under the statute of limitations by the Internal Revenue Service and state taxing authorities for three years after filing of the related tax forms.

### Recent Accounting Pronouncements

### Leases

In February 2016, FASB issued ASU 2016-02, Leases. This new standard provides users of the financial statements a more accurate picture of the assets and the long-term financial obligations of entities that lease. The standard is for a dual-model approach; a lessee would account for most existing capital leases as Type A leases, and most existing operating leases as Type B leases. Both would be reported on the balance sheet of the entity for leases with a term exceeding 12 months. The Organization adopted this standard on July 1, 2022, using the modified retrospective method through cumulative effect adjustment to beginning net assets, however, it was determined there were no material changes, so there was no adjustment to beginning net assets recorded. The adoption of this standard resulted in a new asset and liability line for right of use assets and lease liabilities. Assets were increased by \$22,931 and liabilities were increased by \$22,931.

### Subsequent Events

Management has evaluated subsequent events through the date of this report, the date the financial statements were available to be issued and determined that any subsequent events that would require recognition or disclosure have been considered in the preparation of the financial statements.

### NOTE 2 - LIQUIDITY AND AVAILABILITY

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the statement of June 30, 2023, comprise the following:

Cash, net of cash subject to donor restrictions	\$	128,685
Accounts receivable, net	_	7,688
	\$_	136,373

As part of its liquidity plan, excess cash is maintained, and the Organization has two lines of credit with \$35,000 of availability at June 30, 2023.

### NOTE 3 - PROPERTY AND EQUIPMENT

Property and equipment consist of the following at June 30:

	2023	2022
Land	\$ 131,671	131,671
Land improvements	119,643	100,680
Building and building improvements	1,250,579	1,237,947
Equipment and furniture	79,674	79,674
	1,581,567	1,549,972
Accumulated depreciation	(525,295)	(483,108)
	\$ 1,056,272	1,066,864

### NOTE 4 - LINES OF CREDIT

The Organization maintains a \$10,000 Overdraft Protection line of credit with Bath Savings Institution, which renews annually unless either party terminates the line of credit. This line is uncollateralized. Drawings on this line of credit are subject to interest at the *Wall Street Journal* Prime rate plus 1.09% (9.34% at June 30, 2022). There were no balances on this line of credit at June 30, 2023 and 2022.

The Organization maintains a \$25,000 revolving line of credit with Bath Savings Institution, which renews annually unless either party terminates the line of credit. This line is uncollateralized. Drawings on this line of credit are subject to interest at the *Wall Street Journal* Prime rate (8.25% at June 30, 2022). There were no balances on this line of credit at June 30, 2023 and 2022.

### **NOTE 5 - LEASE LIABILITY**

The Organization leases a copier machine for the office, and started a new copier machine lease in October 2022, which the Organization determined to be a finance lease. The Organization assesses whether an arrangement qualifies as a lease (i.e., conveys the right to control the use of an identified asset for a period of time in exchange for consideration) at inception and only reassesses its determination if the terms and conditions of the arrangement are changed. The Organization has elected to account for its lease and non-lease components as a single lease. Leases with an initial term of 12 months or less are not recorded on the statements of financial position, which the prior copier machine lease was determined to qualify under. The new copier machine lease has a remaining term of 4.3 years at June 30, 2023 and has been discounted at 4.14%, by electing to use the risk-free treasury rate.

### NOTE 5 - LEASE LIABILITY, CONTINUED

Maturities of the finance lease liability at June 30, 2023 are as follows:

Years ending June 30:		
2024	\$	5,040
2025		5,040
2026		5,040
2027		5,040
2028	_	1,680
Total lease payments		21,840
Less: interest	_	(1,810)
Present value of lease liability	\$	20,030

The following summarizes the line items in the statements of activities which include the components of lease expense for the year ended June 30, 2023 and 2022:

		2023	2022
Short-term operating lease expense included in management and general expenses	\$	1,424	5,695
Finance lease costs:			
Amortization of lease assets included in			
management and general expenses	\$	3,057	=
Interest on lease liability included in			
management and general expenses		585	=
Total finance lease costs	\$	3,642	-

The operating cash outflows from finance leases consisted of \$585 for the year ended June 30, 2023.

### NOTE 6 - RESTRICTIONS ON NET ASSETS

Net assets with donor restrictions were as follows at June 30:

	_	2023	2022
Specific Purpose			
Development assistant	\$	387	387
Sea Otter classroom		5,000	-
Scholarships		19,477	3,285
Scholarship and professional development fund		46,614	-
Playground		14,000	
	\$	85,478	3,672

Net assets released from net assets with donor restrictions are as follows for the years ended June 30:

	 2023	2022
Satisfaction of Purpose Restrictions	 	
Development Assistant	\$ -	4,113
Scholarships	 3,285	
<i>y</i>	\$ 3,285	4,113

### NOTE 7 - CONCENTRATION OF REVENUE SOURCES

Approximately 48% of the Organization's revenues, gains and other support are provided from one donor for the year ended June 30, 2022.