

LITERACY COUNCIL OF READING – BERKS, INC.
FINANCIAL STATEMENTS & AUDITOR'S REPORT
AND SUPPLEMENTARY INFORMATION
FOR THE YEAR ENDED DECEMBER 31, 2022

LITERACY COUNCIL OF READING – BERKS, INC.
(A Nonprofit Corporation)

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***We Want to Help
Our Clients Achieve
What They Want in Life
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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors

Literacy Council of Reading-Berks, Inc.

Opinion

We have audited the accompanying financial statements of Literacy Council of Reading-Berks, Inc. (a nonprofit organization), which comprise the statement of financial position as of December 31, 2022, and 2021, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of as of December 31, 2022, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

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

Responsibilities of Management for the Financial Statements

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

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Literacy Council of Reading-Berks, Inc.'s ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists.

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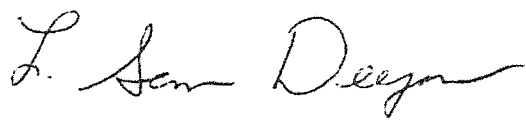
Member: Pennsylvania Institute of Certified Public Accountants

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

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

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

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

A handwritten signature in cursive script that reads "L. Samuel Deegan". The signature is written in dark ink and is positioned above the printed name and date.

L. Samuel Deegan, CPA, PC

October 6, 2023

LITERACY COUNCIL OF READING-BERKS, INC.
STATEMENTS OF FINANCIAL POSITION
DECEMBER 31, 2022 AND 2021

	<u>2022</u>	<u>2021</u>
ASSETS		
Cash and Cash Equivalents	\$ 67,299	\$ 50,130
Investments	123,001	211,185
Accounts Receivable	41,990	24,900
Land, Building, and Equipment (Net of Accumulated Depreciation)	<u>182,095</u>	<u>169,332</u>
TOTAL ASSETS	<u><u>\$ 414,385</u></u>	<u><u>\$ 455,547</u></u>
 LIABILITIES AND NET ASSETS		
LIABILITIES		
Line of Credit	\$ 27,033	\$ -
Employee Taxes Withheld and Accrued Payroll	9,277	11,023
Deferred Revenue	55,000	-
Accrued Expenses	528	1,129
Accrued Interest Payable	<u>249</u>	<u>-</u>
TOTAL LIABILITIES	<u>92,087</u>	<u>12,152</u>
 NET ASSETS		
With Donor Restrictions	-	-
Without Donor Restrictions	<u>322,298</u>	<u>443,395</u>
Total Net Assets	<u><u>322,298</u></u>	<u><u>443,395</u></u>
 TOTAL LIABILITIES AND NET ASSETS	 <u><u>\$ 414,385</u></u>	 <u><u>\$ 455,547</u></u>

LITERACY COUNCIL OF READING-BERKS, INC.
STATEMENTS OF ACTIVITIES
FOR THE YEARS ENDED DECEMBER 31, 2022 AND 2021

	<u>2022</u>	<u>2021</u>
Changes in Net Assets Without Donor Restrictions		
Support:		
Contributions	\$ 271,486	\$ 402,898
Gifts in Kind	4,488	
Tutoring Service Values	111,698	
Projects/Special Events	-	21,227
Total Support	<u>387,672</u>	<u>424,125</u>
Revenues:		
Government Grants	135,919	193,679
Sale of Tutor Supplies	871	1,135
Investment Income and Unrealized Gains	(38,248)	28,527
Outreach Literacy	43,049	5,900
Total Revenues	<u>141,591</u>	<u>229,241</u>
Total Revenues and Support	<u>529,263</u>	<u>653,366</u>
Expenses:		
Program Services:		
Tutoring	609,611	440,815
Supporting Services:		
Management and General	36,121	17,244
Fundraising	4,628	42,155
Total Expenses	<u>650,360</u>	<u>500,214</u>
Increase (Decrease) in Net Assets Without Donor Restriction	(121,097)	153,152
Net Assets at Beginning of the Year	<u>443,395</u>	<u>290,243</u>
Net Assets at End of the Year	<u><u>\$ 322,298</u></u>	<u><u>\$ 443,395</u></u>

See Notes to Financial Statements

LITERACY COUNCIL OF READING-BERKS, INC.
STATEMENT OF CASH FLOWS
FOR THE YEARS ENDED DECEMBER 31, 2022 AND 2021

	<u>2022</u>	<u>2021</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Increase/(Decrease) in Net Assets	\$ (121,097)	\$ 153,152
Adjustments to Reconcile Change in Net Assets to Net Cash Provided by Operating Activities		
Depreciation	14,422	13,167
(Increase) Decrease in Accounts Receivable	(17,090)	17,706
Increase in Deferred Revenue	55,000	-
Increase (Decrease) in Accrued Expenses	(352)	718
Increase (Decrease) in - Employee Taxes Withheld and Accrued Payroll	<u>(1,746)</u>	<u>4,951</u>
Total Adjustments	<u>50,234</u>	<u>36,542</u>
Net Cash Used by Operating Activities	<u>(70,863)</u>	<u>189,694</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Short Term Investments, net	88,183	(26,197)
Purchase of Fixed Assets	<u>(27,184)</u>	<u>(33,139)</u>
Net Cash Used by Investing Activities	<u>60,999</u>	<u>(59,336)</u>
CASH FLOWS FROM FINANCING ACTIVITIES		
Net Proceeds of Lending Activities	<u>27,033</u>	<u>(85,117)</u>
Netcash Provided (Used) by Financing Activities	<u>27,033</u>	<u>(85,117)</u>
NET INCREASE (DECREASE) IN CASH	17,169	45,241
CASH AT BEGINNING OF YEAR	<u>50,130</u>	<u>4,889</u>
CASH AT END OF YEAR	<u><u>\$ 67,299</u></u>	<u><u>\$ 50,130</u></u>
Supplemental Disclosure of Cash Flow Information:		
Cash Paid During the Year For:		
Interest	<u><u>\$ 954</u></u>	<u><u>\$ 588</u></u>

See Notes to Financial Statements

LITERACY COUNCIL OF READING - BERKS, INC.
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2022

	PROGRAM SERVICES		SUPPORTING SERVICES		TOTAL EXPENSES
	Tutoring	Management and General	Fundraising	Total	
Salaries	\$ 312,139	\$ 17,095	\$ 1,899	\$ 18,994	\$ 331,133
Payroll Taxes	23,167	1,000	516	1,516	24,683
Employee Benefits	21,473	1,017	113	1,130	22,603
Total Salaries and Related Expenses	<u>356,779</u>	<u>19,112</u>	<u>2,528</u>	<u>21,640</u>	<u>378,419</u>
Building Maintenance	6,303	1,418	158	1,576	7,879
Contract Services	-	-	-	-	-
Housekeeping Supplies	-	-	-	-	-
Membership Dues	3,249	589	-	589	3,838
Tutor Supplies	224	901	-	901	1,125
Program Supplies and Expenses	23,779	702	-	702	24,481
Utilities	4,973	373	-	373	5,346
Professional Tutoring Services Donated	111,698	-	-	-	111,698
Professional Education	-	-	-	-	-
Promotions	8,704	773	-	773	9,477
Funding Appeals	1,000	1,270	-	1,270	2,270
Janitorial Services	2,910	-	-	-	2,910
Professional Fees	14,183	1,283	-	1,283	15,466
Telephone	8,395	-	-	-	8,395
Equipment Maintenance	4,407	-	-	-	4,407
Postage	1,406	-	-	-	1,406
Office Supplies	16,694	1,083	-	1,083	17,777
Insurance	3,810	351	-	351	4,161
Meetings and Conferences	13,123	5,126	-	5,126	18,249
Projects	16,436	-	500	500	16,936
Bank Fees and Miscellaneous Charges	-	495	-	495	495
Interest Expense	-	1,203	-	1,203	1,203
Total Operating Expenses Before Depreciation	<u>598,073</u>	<u>34,679</u>	<u>3,186</u>	<u>37,865</u>	<u>635,938</u>
Depreciation	<u>11,538</u>	<u>1,442</u>	<u>1,442</u>	<u>2,884</u>	<u>14,422</u>
Total Operating Expenses	<u>609,611</u>	<u>36,121</u>	<u>4,628</u>	<u>40,749</u>	<u>650,360</u>

LITERACY COUNCIL OF READING - BERKS, INC.
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2021

	PROGRAM SERVICES		SUPPORTING SERVICES		TOTAL EXPENSES
	Tutoring	Management and General	Fundraising	Total	
Salaries	\$ 268,090	\$ 7,782	\$ 7,782	\$ 15,564	\$ 283,654
Payroll Taxes	21,112	555	555	1,110	22,222
Employee Benefits	20,283	533	533	1,066	21,349
Total Salaries and Related Expenses	309,485	8,870	8,870	17,740	327,225
Building Maintenance	14,584	1,823	1,823	3,646	18,230
Contract Services	-	-	-	-	-
Housekeeping Supplies	142	18	18	36	178
Membership Dues	2,015	252	252	504	2,519
Tutor Supplies	1,793	-	-	-	1,793
Program Supplies and Expenses	15,728	-	-	-	15,728
Utilities	3,513	439	439	878	4,391
Professional Tutoring Services Donated	24,230	-	-	-	24,230
Professional Education	1,130	-	-	-	1,130
Promotions	-	-	8,673	8,673	8,673
Funding Appeals	-	-	1,133	1,133	1,133
Janitorial Services	850	106	106	212	1,062
Professional Fees	23,882			-	23,882
Telephone	5,005	625	625	1,250	6,255
Equipment Maintenance	3,447	430	430	860	4,307
Postage	1,832	228	228	456	2,288
Office Supplies	11,653	1,456	1,456	2,912	14,565
Insurance	3,272	409	409	818	4,090
Meetings and Conferences	7,719	-	-	-	7,719
Projects			16,377	16,377	16,377
Bank Fees and Miscellaneous Charges	-	684	-	684	684
Mortgage Interest	-	588	-	588	588
Total Operating Expenses Before Depreciation	430,280	15,928	40,839	56,767	487,047
Depreciation	10,535	1,316	1,316	2,632	13,167
Total Operating Expenses	440,815	17,244	42,155	59,399	500,214

LITERACY COUNCIL OF READING-BERKS, INC.
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022

NOTE 1– SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Activities

The Literacy Council of Reading-Berks, Inc. is a non-profit organization established to teach reading and writing, oral and auditory English skills, and their application in daily living to the English and Non-English-speaking adult population of Berks County. The Organization is supported mainly through donor contributions, grants, and the United Way.

Financial Statement Presentation

The Organization is required to report information regarding its financial position and activities according to two net asset classes:

Net Assets Without Donor Restrictions are available for use at the discretion of the Board and/or management for general operating purposes. From time to time the Board may designate a portion of these net assets for specific purposes which makes them unavailable for use at management's discretion.

Net Assets with Donor Restrictions consists of assets whose use is limited by donor-imposed, time and or purpose restrictions. The Organization reports gifts of cash and other assets as revenue with donor restrictions if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is when a stipulate time restriction ends or purpose restriction is accomplished, the net assets are reclassified as net assets without donor restriction and reported in the statement of activities as net assets released from restrictions.

On December 31, 2022, and December 31, 2021, there were no Net Assets with donor restrictions.

Land, Buildings and Equipment

All expenditures for land, buildings and equipment and the fair value of donated assets are capitalized at cost. Depreciation is computed over the estimated useful lives of assets.

LITERACY COUNCIL OF READING-BERKS, INC.
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022

Investments

Investments in marketable securities with readily determinable fair values and all investments in debt securities are reported at their fair value in the statement of financial position. Unrealized gains and losses are included in the change in net assets.

Cash and Cash Equivalents

For the statements of cash flows, the Organization considers all highly liquid investments available for current use with an initial maturity of three months or less to be cash equivalents.

Advertising

The organization expenses all advertising as incurred.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results may differ from those estimates.

Expense Allocation

The costs of providing various programs and other activities have been summarized on a functional basis in the statements of activity and in the statement of functional expenses. Accordingly, certain costs have been allocated among departments and programs. The general approach of LCRB in allocating costs to departments, grants, and contracts is as follows: All allowable direct costs are charged directly to departments using staff salary expense/hours as the basis for the allocation. Allowable direct costs that can be identified to more than one program is further prorated individually using staff expense/hours of the program to the total department salary/hours as the base most appropriate to the cost being prorated.

LITERACY COUNCIL OF READING-BERKS, INC.
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022

NOTE 2 – LAND, BUILDING, AND EQUIPMENT DEPRECIATION

Depreciation of buildings and equipment is provided on a straight-line basis over the estimated useful lives of assets. As of December 31, 2022, the basis of such assets was as follows:

	Balance on January 1, 2022	Additions and Transfers	Deletions and Transfers	Balance on December 31, 2022
Building Improvements	\$ 172,898	-	-	\$ 172,898
Buildings	271,606	-	-	271,606
Equipment	28,991	27,184	-	56,175
Totals	473,495	27,184	-	500,679
Accumulated Depreciation	(304,162)	(14,422)	-	(318,584)
Total	\$ 169,333	12,762	-	\$ 182,095

Depreciation is computed using the straight-line method rates based on the following useful lives:

	<u>Years</u>
Land and Buildings	30
Building Improvements	15
Equipment	5 - 7

Depreciation expense recorded during 2022 totaled \$14,422.

LITERACY COUNCIL OF READING-BERKS, INC.
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022

NOTE 2 – LAND, BUILDING, AND EQUIPMENT DEPRECIATION - continued

	Balance on January 1, 2021	Additions and Transfers	Deletions and Transfers	Balance on December 31, 2021
Building Improvements	\$ 139,759	33,139	-	\$ 172,898
Buildings	271,606	-	-	271,606
Equipment	28,991	-	-	28,991
Totals	440,356	-	-	473,495
Accumulated Depreciation	(290,995)	(13,167)	-	(304,162)
Total	\$ 149,361	(13,167)	-	\$ 169,333

Depreciation is computed using the straight-line method rates based on the following useful lives:

	<u>Years</u>
Land and Buildings	30
Building Improvements	15
Equipment	5 - 7

Depreciation expense recorded during 2020 totaled \$13,167.

NOTE 3 – DONATED MATERIALS AND SERVICES

Donated materials are reflected as contributions at their estimated values at date of receipt. Donated services are recognized at their fair market value at date of receipt only when they require specialized skills, are provided by individuals possessing those skills, and would need to be purchased if not provided by donation. During 2022 and 2021, donated materials and services reflected in the financial statements, which included advertising, printing, and tutoring services totaled \$116,186 and \$28,988, respectively. During 2022, donated tutoring services were recorded in the amount of \$111,698 and advertising services and books donated totaled \$4,488. During 2021, tutoring services were recorded in the amount of \$24,230 while items donated for other programs totaled \$4,768.

LITERACY COUNCIL OF READING-BERKS, INC.
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022

NOTE 4 – INVESTMENTS

The Organization held \$211,185 and \$184,987 on December 31, 2022, and 2021 respectively, in investments. Short-term investments are stated at fair value. Long-term investments are stated at fair value. Fair values and unrealized appreciation (depreciation) on December 31, 2022, are summarized as follows:

	Cost	2022 Fair Market Value	Unrealized Gains/(Losses)
Cash and Sweep Balances	\$ 3,844	\$ 3,844	\$ -
Stocks	75,025	79,882	4,857
Mutual Funds	<u>44,090</u>	<u>39,275</u>	<u>(4,815)</u>
	\$ 122,959	\$ 123,001	\$ 42

Fair values and unrealized appreciation (depreciation) on December 31, 2021, are summarized as follows:

	Cost	Fair Market Value	Unrealized Gains/(Losses)
Cash and Sweep Balances	\$ 7,131	\$ 7,131	\$ -
Stocks	96,828	136,458	39,630
Mutual Funds	<u>59,236</u>	<u>67,596</u>	<u>8,360</u>
	\$ 163,195	\$ 211,185	\$ 47,990

All investments are considered Level 1 on the fair value hierarchy. Level 1 fair value measurement is based on unadjusted quoted prices in active markets that are accessible to the Organization for identical assets. These provide the most reliable evidence and are used to measure fair value whenever available.

LITERACY COUNCIL OF READING-BERKS, INC.
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022

NOTE 4 – INVESTMENTS - continued

The following schedule summarizes the investment return and its classification in the statement of activities for the years ended:

	December 31, 2022, Without Donor Restrictions	December 31, 2021, Without Donor Restrictions
Interest and dividend income- net	\$ 1,347	\$ 3,927
Net realized and unrealized (losses)	(39,595)	24,600
Total investment return	<u>\$ (38,248)</u>	<u>\$ 28,527</u>

NOTE 5 – LINE OF CREDIT

Line of Credit

The Organization opened a \$28,000 line of credit during April of 2022. The line of credit bears a fixed interest rate and may be renewed after 400 months. The outstanding balance on December 31, 2022, totaled \$27,033, carrying an interest rate of 8.00%.

NOTE 6 – GOVERNMENT GRANTS

The Organization receives various federal and state grants passed through the Reading Area Community College on a fee for service basis. The Organization classifies these grants as exchange transactions about the nature of the revenue rather than public support since it is deemed that the potential public benefit is at least equal to the amount of the grant.

NOTE 7 – INCOME TAXES

The Organization is organized and registered under the Internal Revenue Code Section 501(c)(3) and the Pennsylvania Charitable Funds Act. Under these Federal and state regulations, the Organization is exempt from Federal and state corporate income taxes.

LITERACY COUNCIL OF READING-BERKS, INC.
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022

NOTE 8 – CONCENTRATION OF CREDIT RISK

The Organization maintains an account with one stock brokerage firm. The accounts contain cash and securities. Balances are fully covered (with a limit of \$100,000 for cash) by Securities Investor Protection Corporation (SIPC). As of December 31, 2022, and 2021 respectively, there is no excess in cash. Checking accounts held in financial institutions are fully insured by the FDIC.

NOTE 9 – LIQUIDITY AND AVAILABILITY OF FINANCIAL RESOURCES

The Organization must maintain adequate resources to meet the needs of the organization's general expenditures within one year. As part of its liquidity management, LCRB has a policy to structure its financial assets to be available as general expenditures, liabilities, and other obligations become due. LCRB invests its cash more than daily needs in mutual funds. Financial assets available for general expenditure, that is without donor or other restrictions, limiting their use, within one year of the balance sheet date, comprise the following:

The Organization has \$ 967 available on a revolving line of credit.

	<u>2022</u>	<u>2021</u>
Checking	\$ 67,299	\$ 50,130
Money Market Funds and Stocks	<u>123,001</u>	<u>211,185</u>
Total	<u>\$ 190,300</u>	<u>\$ 261,315</u>

NOTE 10 – OPERATING LEASES

The Organization leases copier equipment under various noncancelable agreements that expire annually and require various minimum annual rentals.

Total rent/lease expense for the years ended December 31, 2022, and 2021, totaled \$4,407 and \$4,307, respectively.

NOTE 11 – COMPENSATED ABSENCES

Employees of the organization are entitled to paid vacation, sick days, and personal days off, depending on length of service. No provision has been made for the cost of vacation or sick time available because the company maintains a "use it or lose it" policy.

LITERACY COUNCIL OF READING-BERKS, INC.
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022

NOTE 12 – SUBSEQUENT EVENTS

Management has considered subsequent events through October 6, 2023, the date of the financial statements.



L. SAMUEL DEEGAN, P.C.

Certified Public Accountant

321 West Market Street

Pottsville, PA 17901

Telephone (570) 622-2011

Fax (570) 622-1399

***We Want to Help
Our Clients Achieve
What They Want in Life
and Have Fun Doing It.***

October 6, 2023

Commonwealth of Pennsylvania
Department of State
Bureau of Charitable Organizations
207 North Office Building
Harrisburg, PA 17120

Dear Sir or Madam:

Enclosed find:

1. BCO-10 Renewal application for Literacy Council of Reading-Berks.
2. Audited financial statements for the year ended December 31, 2022.
3. Copy of the Organization's 990 for the year ended December 31, 2022.
4. Check payable to the Commonwealth of Pennsylvania for \$150.00 for the filing fee.

Sincerely,

Literacy Council of Reading –Berks

L. Samuel Deegan, CPA – PC
Certified Public Accountant

Business Development Specialists
Member: American Institute of Certified Public Accountants
Member: Pennsylvania Institute of Certified Public Accountants

Mail to:

Pennsylvania Department of State
Bureau of Corporations and Charitable Organizations
207 North Office Building
Harrisburg, PA 17120

See www.dos.pa.gov/charities for more information

**Charitable Organization
Registration Statement**

BCO-10 (rev. 8/2017)

Fee: See instructions

Read all instructions prior to completing form.

Certificate number: 08736
(N/A if initial registration)

Fiscal year ended: 12 / 31 / 2022
MM DD YYYY

FEIN: 2 3 - 2 0 0 4 9 5 7

If this is a voluntary registration, check and complete the applicable box(es). For a registration to be voluntary, at least one of the following must apply:

☐ Organization is exempt from registration because

☐ Organization does not solicit contributions in Pennsylvania

1. Legal name of organization: Literacy Council of Reading-BERks, Inc.

☐ Check if name change and give previous name _____

2. All other names used to solicit contributions: None

3. Contact person: Ryan Breisch Contact's e-mail: Ryan@lcrb.org

4. Principal address of organization: 35 S Dwight Street Mailing address (if different than principal address):
West Lawn, PA 19609

County: Berks Phone number: 1-610-670-9660

800 number: _____ Fax number: 1-610-927-4876

Email (if different than Contact's email): _____

Website: www.lcrb.org

5. Type of organization (e.g. non-profit corporation, unincorporated association, etc.):
Non Profit

Where established: Pennsylvania Date established:* 6/16/1990

*Initial registrants must submit copies of organizational documents such as charter, articles of incorporation, constitution or other organizational instrument and by-laws.

- West Lawn, PA 19609

- Form BCO-10 (rev. 8/2017)

10. Has the organization been granted IRS tax-exempt status? ☒ Yes ☐ No

A. If "Yes," under which IRS code section: 501(c)(3) and attach a copy of the IRS exemption letter if not previously submitted.

B. Has the organization's tax-exempt status ever been denied, revoked or modified? ☐ Yes ☒ No
(If "Yes," attach a copy of the denial, revocation or modification and subsequent reinstatement, if any, and if not previously submitted.)

11. Was the organization required to file any type of IRS 990 return, including 990, 990EZ, 990PF or 990N and applicable schedules, for its most recently completed fiscal year? ☒ Yes ☐ No

(If "Yes," attach a copy of the most recently filed 990, 990EZ, 990PF or 990N and include all schedules.
If "No," attach an explanation of why the organization is exempt from filing an IRS 990 return. An organization that is not required to file an IRS 990 return or an organization that files a 990N, 990EZ or 990PF, must file a Pennsylvania public disclosure form (BCO-23).)

12. Manner in which contributions are solicited (e.g. direct mail, telephone, internet, etc.):
Direct mail, Radio, Television, and newspapers.

13. A clear description of the specific programs for which contributions are used or will be used, and a statement describing whether such programs are planned or in existence.

Literacy Council of Reading-Berks provides training to volunteers to become literacy tutors.
They also teach adults to read, write, and speak English.

14. Is the organization registered to solicit contributions in any other state or municipality?
☐ Yes ☒ No (If "Yes," list all states and municipalities. Attach a separate sheet if necessary.)

15. Is any person compensated, or does the organization intend to compensate any person, who solicits contributions in Pennsylvania, including, but not limited to, employees of the organization and professional solicitors? (Do not check "Yes" if the organizations only uses or intend to only use a professional fundraising counsel.) ☐ Yes ☒ No

If "Yes," give the date the person or entity started or will start soliciting contributions from Pennsylvania residents: / /
Month Day Year

16. Names, addresses, and telephone numbers of all professional solicitors the organization uses or intends to use to solicit contributions from Pennsylvania residents. For each entry, include the beginning and ending dates of all contracts and dates Pennsylvania residents were first solicited, or will be solicited: (Attach a separate sheet if necessary)

NONE

17. Names, addresses, and telephone numbers of all professional fundraising counsel the organizations uses or intends to use to provide services with respect to the solicitation of contributions from Pennsylvania residents. For each entry, include the beginning and ending dates of all contracts and dates services began, or will begin, with respect to soliciting contributions from Pennsylvania residents: (Attach a separate sheet if necessary)

NONE

18. Names, addresses, and telephone numbers of any commercial coventurers under contract with the organization: (Attach a separate sheet if necessary)

NONE

19. If the registering charity is a parent organization located in Pennsylvania, does the organization elect to file a combined registration covering all of its Pennsylvania affiliates? (See note "Affiliate and Parent Organization") ☐ Yes ☐ No ☒ Not Applicable

If "Yes," give all names and certificate numbers of the affiliate organizations:

(Each affiliate whose parent organization files an IRS 990 group return must submit a copy of the parent organization's 990 group return and file a public disclosure form (BCO-23) for each affiliate.)

20. Is the registering charity a Pennsylvania affiliate of a parent organization, which elected to file a combined registration on the registering charity's behalf? (See note "Affiliate and Parent Organization") ☐ Yes ☐ No ☒ Not Applicable

If "Yes," provide the name and, if available, certificate number of the parent organization.

(Each affiliate whose parent organization files an IRS 990 group return must submit a copy of the parent organization's 990 group return and file a public disclosure form (BCO-23) for each affiliate.)

Legal name of parent organization

Pennsylvania certificate number

21. Provide the names and addresses of all officers, directors, trustees and principal salaried executive staff officers. (Attach separate sheet if necessary. A reference to the 990 or the BCO-23 is not sufficient.)

SEE ATTACHED.

22. Names of the individuals or officers of the organization who: (Attach a separate sheet if necessary)

A. Are in charge of solicitation activities:

Ryan Breisch

B. Have final responsibility for the custody of contributions:

Ryan Breisch

C. Have final responsibility for final distribution of contributions:

Ryan Breisch

D. Are responsible for custody of financial records:

Ryan Breisch

23. Are any officers, directors, trustees, or employees related by blood, marriage, or adoption to:

A. Any other officer, director, trustee, or employee? ☐ Yes ☒ No

B. Any officer, agent, or employee of any professional fundraising counsel or solicitor under contract with organization? ** ☐ Yes ☒ No

C. Any officers, agents or employees of any supplier or vendor providing goods or services? **
☐ Yes ☒ No

** (this includes any officer, director, trustee, or employee of the charitable organization who is also an officer, director, trustee, employee or owner of a professional fundraising counsel, professional solicitor, supplier or vendor)

If "Yes" is checked to any of the above, attach a list of related individuals including names, business, and residence addresses of related parties.

24. Has the organization or any of its present officers, directors, executive personnel or trustees ever:

A. Been found to have engaged in unlawful practices in the solicitation of contributions or administration of charitable assets or been enjoined from soliciting contributions or currently has such proceedings pending in this or any other jurisdiction? ☐ Yes ☒ No

B. Had its registration or license to solicit contributions denied, suspended, or revoked by any governmental agency? ☐ Yes ☒ No

C. Entered into any legally enforceable agreement (such as a consent agreement, an assurance of voluntary compliance or discontinuance or any similar agreement) with any district attorney, Office of Attorney General, or other local or state governmental agency? ☐ Yes ☒ No

(If "Yes" is checked in response to any of the above, attach a written explanation, including the reasons for actions, and copies of all relevant documents.)

Certification – This registration statement must be signed by two different officers of the organization, one of whom shall be the chief fiscal officer or the equivalent.

I certify that the information provided in this registration, including all statements and attached documentation, is true and correct to the best of my knowledge, information and belief. I understand that the falsification of any statement or documentation made is subject to the penalties of 18 Pa.C.S. §4904 (relating to unsworn falsification to authorities) and 10 P.S. §162.17 (relating to administrative enforcement and penalties).

Signature of Chief Fiscal Officer

Date

Type or print name and title of Chief Fiscal Officer

Signature of Other Authorized Officer

Date

Type or print name and title of Other Authorized Officer

Checklist for registration:

- ☐ Completed registration statement properly signed and dated.
- ☐ A copy of the IRS 990/990EZ/990PF/990N Return and required schedules, signed and dated by an authorized officer
- ☐ Public Disclosure Form BCO-23 (if required)
- ☐ Applicable Financial Statements (audited, reviewed, compiled or internally prepared)
- ☐ Registration fee and any late filing fees
- ☐ Initial Registrants Only: IRS determination letter, articles of incorporation or charter and by-laws.

See Instructions for more information on completing this form and attachments.

Literacy Council of Reading-Berks, Inc.
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May 1, 2022 to April 30, 2023

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Literacy Council of Reading-Berks, Inc.
Board of Directors
May 1, 2022 to April 30, 2023

Pamela L. VanFossen (2025)

Attorney, Masano Bradley

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****Must leave Board for one year upon expiration of term***