

NEW ENGLAND  
ARCHIVISTS, INC.

FINANCIAL STATEMENTS  
(UNAUDITED)

DECEMBER 31, 2018 AND 2017

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To the Executive Board  
New England Archivists, Inc.  
c/o Massachusetts State Archives  
Boston, MA 02125

Management is responsible for the accompanying financial statements of the New England Archivists, Inc. (a nonprofit organization), which comprise the statement of financial position as of December 31, 2018 and December 31, 2017 and the related statements of activities, functional expenses and cash flows for the years then ended, and the related notes to the financial statements in accordance with principles generally accepted in the United States of America. I have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. I did not audit or review the financial statements nor was I required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, I do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

A handwritten signature in black ink that reads "Robert J. Guimond CPA". The signature is written in a cursive style.

Robert J. Guimond, CPA  
June 10, 2019



NEW ENGLAND ARCHIVISTS, INC.  
 STATEMENTS OF FINANCIAL POSITION  
 DECEMBER 31, 2018 AND 2017  
 -See Accountant's Compilation Report-

	<u>2018</u>	<u>2017</u>
<u>Assets</u>		
Current:		
Cash and cash equivalents	\$ 103,987	\$ 115,476
Receivable	261	34
Prepaid expenses	1,438	638
Deposit -site	5,000	-
Deposit -bulk mail	255	281
Total current assets	110,941	116,429
Fixed assets:		
Computer & software	1,811	1,811
Accumulated depreciation	( 1,533)	( 1,256)
Total fixed assets	278	555
 Total Assets	 \$ 111,219	 \$ 116,984
<u>Liabilities</u>		
Current:		
Unearned sponsorships	-	2,025
Unearned dues	\$ 5,396	\$ 5,438
Total Liabilities	5,396	7,463
<u>Net Assets</u>		
Net assets without donor restrictions:		
General	95,627	98,363
Board designated	2,242	1,979
	97,869	100,342
Net assets with donor restrictions:	7,414	9,179
Total Net Assets	105,823	109,521
 Total Liabilities and Net Assets	 \$ 111,219	 \$ 116,984

The accompanying notes are an integral part of these unaudited financial statements.

NEW ENGLAND ARCHIVISTS, INC.  
 STATEMENTS OF ACTIVITIES  
 FOR THE YEARS ENDED DECEMBER 31, 2018 AND 2017  
 -See Accountant's Compilation Report-

	<u>2018</u>	<u>2017</u>
Without Donor Restrictions-		
Operating activities:		
Revenues and other support:		
Membership dues	\$ 21,314	\$ 21,146
Programs	68,895	43,455
Interest and dividends	300	143
Donations	50	35
Net assets released from restrictions	1,840	775
Total revenues and other support	<u>92,399</u>	<u>65,554</u>
Expenses:		
Programs	85,524	51,353
Supporting services:		
Management and general	8,808	7,605
Total expenses	<u>94,332</u>	<u>58,958</u>
Change in net assets without donor restrictions	<u>( 1,933)</u>	<u>6,596</u>
With Donor Restrictions-		
Operating activities:		
Revenues and other support:		
Donations	75	845
Net assets released from restrictions	<u>( 1,840)</u>	<u>( 775)</u>
Change in net assets with donor restrictions	<u>( 1,765)</u>	<u>70</u>
Change in net assets	( 3,698)	6,666
Net assets, beginning of year	<u>109,521</u>	<u>102,855</u>
Net assets, end of year	<u>\$ 105,823</u>	<u>\$ 109,521</u>

The accompanying notes are an integral part of these unaudited financial statements.

NEW ENGLAND ARCHIVISTS, INC.  
 STATEMENTS OF CASH FLOWS  
 FOR THE YEAR ENDED DECEMBER 31, 2018 AND 2017  
 -See Accountant's Compilation Report-

Direct Method

	<u>2018</u>	<u>2017</u>
Cash flows from operating activities:		
Cash received for dues	\$ 21,273	\$ 21,773
Cash received for programs	66,870	45,447
Cash received from donations	125	880
Interest/dividends received	299	143
Cash payments for awards/scholarships	( 4,052)	( 4,082)
Paid to vendors	<u>( 96,004)</u>	<u>( 53,860)</u>
Net cash provided by (used in) operating activities	<u>( 11,489)</u>	<u>10,301</u>
 Cash flows from investing:		
Purchase of equipment	<u>-</u>	<u>( 832)</u>
Net cash used in investing activities	<u>-</u>	<u>( 832)</u>
 Net increase (decrease) in cash	( 11,489)	9,469
Cash & equivalents, beginning of year	<u>115,476</u>	<u>106,007</u>
Cash & equivalents, end of year	<u>\$ 103,987</u>	<u>\$ 115,476</u>

The accompanying notes are an integral part of these unaudited financial statements.

NEW ENGLAND ARCHIVISTS, INC.  
STATEMENT OF FUNCTIONAL EXPENSES  
FOR THE YEAR ENDED DECEMBER 31, 2018  
-See Accountant's Compilation Report-

	<u>Awards</u>	<u>Spring</u>	<u>Fall</u>	<u>Workshops</u>
Accountant	\$ -	\$ -	\$ -	\$ -
Accounting software	-	-	-	-
Audio/Visual	-	14,169	-	-
Awards -A/V Prof Dev	390	-	-	-
Awards -DSA/AAA	-	1,762	-	-
Awards -Hass/Hale	1,000	-	-	-
Catering	-	28,264	3,456	87
Contract services	-	500	250	-
Dues & subscriptions	-	-	-	-
Donations	-	-	-	-
Election	-	-	-	-
Facilities	-	2,550	-	-
Fees	-	-	-	-
Honoraria/speaker fees	-	2,000	750	750
Insurance	-	-	-	-
Payment processing	-	1,033	183	56
Postage & delivery	-	7	-	-
Printing & reproduction	-	2,089	567	-
Promotion/Marketing	-	-	-	-
Scholarship	-	-	-	-
Supplies	-	275	68	45
Travel	82	559	-	582
Website	-	-	-	-
Refunds	-	4,587	40	310
Depreciation	-	-	-	-
Total 2018	\$ <u>1,472</u>	\$ <u>57,795</u>	\$ <u>5,314</u>	\$ <u>1,830</u>

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NEW ENGLAND ARCHIVISTS, INC.  
STATEMENT OF FUNCTIONAL EXPENSES  
FOR THE YEAR ENDED DECEMBER 31, 2018  
-See Accountant's Compilation Report-

	<u>Roundtables</u>	<u>Inclusion &amp; Diversity</u>	<u>Newsletter</u>
Accountant	\$ -	\$ -	\$ -
Accounting software	-	-	-
Audio/Visual	-	-	-
Awards -A/V Prof Dev	-	-	-
Awards -DSA/AAA	-	-	-
Awards -Hass/Hale	-	-	-
Catering	-	-	-
Contract services	379	-	3,000
Dues & subscriptions	-	-	-
Donations	-	-	-
Election	-	-	-
Facilities	-	-	-
Fees	-	-	-
Honoraria/speaker fees	-	-	-
Insurance	-	-	-
Payment processing	-	-	-
Postage & delivery	-	-	1,026
Printing & reproduction	-	-	13,808
Promotion/Marketing	-	-	-
Scholarship	-	900	-
Supplies	-	-	-
Travel	-	-	-
Website	-	-	-
Refunds	-	-	-
Depreciaton	-	-	-
Total 2018	\$ <u>379</u>	\$ <u>900</u>	\$ <u>17,834</u>

The accompanying notes are an integral part of these unaudited financial statements.



NEW ENGLAND ARCHIVISTS, INC.  
STATEMENT OF FUNCTIONAL EXPENSES  
FOR THE YEAR ENDED DECEMBER 31, 2018  
-See Accountant's Compilation Report-

	<u>Total Programs</u>	<u>Total Mgt/General</u>	<u>Total 2018</u>
Accountant	\$ -	\$ 1,700	\$ 1,700
Accounting software	-	574	574
Audio/Visual	14,169	-	14,169
Awards - A/V Prof Dev	390	-	390
Awards - DSA/AAA	1,762	-	1,762
Awards - Hale	1,000	-	1,000
Catering	31,807	-	31,807
Contract services	4,129	50	4,179
Dues & subscriptions	-	1,461	1,461
Donations	-	350	350
Election	-	91	91
Facilities	2,550	-	2,550
Fees	-	298	298
Honoraria/speaker fees	3,500	-	3,500
Insurance	-	769	769
Payment processing	1,272	611	1,883
Postage & delivery	1,033	203	1,236
Printing & reproduction	16,464	718	17,182
Promotion/Marketing	-	172	172
Scholarship	900	-	900
Supplies	388	129	517
Travel	1,223	-	1,223
Website	-	1,438	1,438
Refunds	4,937	(33)	4,904
Depreciaton	-	277	277
Total 2018	\$ <u>85,524</u>	\$ <u>8,808</u>	\$ <u>94,332</u>

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NEW ENGLAND ARCHIVISTS, INC.  
STATEMENT OF FUNCTIONAL EXPENSES  
FOR THE YEAR ENDED DECEMBER 31, 2017  
-See Accountant's Compilation Report-

	<u>Awards</u>	<u>Spring</u>	<u>Fall</u>	<u>Workshops</u>
Accountant	\$ -	\$ -	\$ -	\$ -
Accounting software	-	-	-	-
Audio/Visual	-	7,343	-	-
Awards -A/V Prof Dev	500	-	-	-
Awards -DSA/AAA	124	-	-	-
Awards -Hass	1,000	-	-	-
Catering	-	18,248	2,151	27
Compliance	-	-	-	-
Contract services	-	-	-	-
Dues & subscriptions	-	-	-	-
Election	-	-	-	-
Facilities	-	-	49	-
Fees	-	-	-	-
Honoraria/speaker fees	-	1,700	-	-
Insurance	-	-	-	-
Payment processing	-	760	104	10
Postage & delivery	-	-	-	-
Printing & reproduction	-	1,788	440	-
Scholarship	-	1,760	-	-
Supplies	-	235	106	-
Travel	-	667	-	-
Website	-	-	-	-
Total 2017	\$ <u>1,624</u>	\$ <u>32,501</u>	\$ <u>2,850</u>	\$ <u>37</u>

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NEW ENGLAND ARCHIVISTS, INC.  
STATEMENT OF FUNCTIONAL EXPENSES  
FOR THE YEAR ENDED DECEMBER 31, 2017  
-See Accountant's Compilation Report-

	<u>Roundtables</u>	<u>Inclusion &amp; Diversity</u>	<u>Meet ups</u>	<u>Newsletter</u>
Accountant	\$ -	\$ -	\$ -	\$ -
Accounting software	-	-	-	-
Audio/Visual	-	-	-	-
Awards -A/V Prof Dev	-	-	-	-
Awards -Haas	-	-	-	-
Catering	-	-	64	-
Compliance	-	-	-	-
Contract services	-	-	-	3,000
Dues & subscriptions	-	-	-	-
Election	-	-	-	-
Facilities	-	-	-	-
Fees	58	500	-	-
Honoraria/speaker fees	-	-	-	-
Insurance	-	-	-	-
Payment processing	-	-	-	-
Postage & delivery	-	-	-	1,238
Printing & reproduction	-	-	-	8,351
Scholarship	-	698	-	-
Supplies	-	155	-	-
Travel	-	-	-	-
Website	-	-	-	-
Total 2017	\$ <u>58</u>	\$ <u>1,353</u>	\$ <u>64</u>	\$ <u>12,589</u>

The accompanying notes are an integral part of these unaudited financial statements.

NEW ENGLAND ARCHIVISTS, INC.  
STATEMENT OF FUNCTIONAL EXPENSES  
FOR THE YEAR ENDED DECEMBER 31, 2017  
-See Accountant's Compilation Report-

	<u>Total Programs</u>	<u>Total Mgt/General</u>	<u>Total 2017</u>
Accountant	\$ -	\$ 1,500	\$ 1,500
Accounting software	-	380	380
Audio/Visual	7,343	-	7,343
Awards -A/V Prof Dev	-	-	500
Awards -DSA/AAA	-	-	124
Awards -Haas	-	-	1,000
Catering	20,490	-	20,490
Compliance	-	804	804
Contract services	3,000	-	3,000
Dues & subscriptions	-	2,508	2,508
Election	-	91	91
Facilities	49	-	49
Fees	558	291	849
Honoraria/speaker fees	1,700	-	1,700
Insurance	-	768	768
Payment processing	874	641	1,515
Postage & delivery	1,238	99	1,337
Printing & reproduction	10,579	117	10,696
Scholarship	2,458	-	2,458
Supplies	496	372	868
Travel	667	-	667
Website	-	34	34
Total 2017	<u>\$ 49,452</u>	<u>\$ 7,605</u>	<u>\$ 58,681</u>

The accompanying notes are an integral part of these unaudited financial statements.

NEW ENGLAND ARCHIVISTS, INC.  
NOTES TO THE UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEARS ENDED DECEMBER 31, 2018 AND 2017

**Note 1 - Organization & Summary of Significant Accounting Policies**

**Organization-**

New England Archivists, Inc. (NEA) was incorporated under a charter granted in 1973 by the Commonwealth of Massachusetts. The organization was established to foster the preservation and use of records of enduring value in New England and to improve the management and public awareness and understanding of such records. Membership is open to any individual or institution concerned with or interested in accession, administration, organization, preservation, or use of archival and manuscript material.

**Basis of presentation-**

The financial statements of New England Archivists, Inc. (NEA) have been prepared in accordance with U.S. generally accepted accounting principles (U.S. GAAP), which require NEA to report information regarding its financial position and activities according to the following net asset classifications:

Net assets without donor restrictions: Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the organization. These net assets may be used at the discretion of NEA's management and the board of directors.

Net assets with donor restrictions: Net assets subject to stipulations imposed by donors, and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of NEA or by the passage of time. Other donor restrictions are perpetual in nature, where by the donor has stipulated the funds be maintained in perpetuity.

Donor restricted contributions are reported as increases in net assets with donor restrictions. When a restriction expires, net assets are reclassified from net assets with donor restrictions to net assets without donor restrictions in the statements of activities.

**Measure of operations –**

The statements of activities report all changes in net assets, including changes in net assets from operating and nonoperating activities. Operating activities consist of those items attributable to NEA's ongoing member services and interest and dividends earned on investments. Nonoperating activities are limited to resources that generate return from investments and other activities considered to be of a more unusual or nonrecurring nature.

NEW ENGLAND ARCHIVISTS, INC.  
NOTES TO THE UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEARS ENDED DECEMBER 31, 2018 AND 2017

**Note 1 - Organization & Summary of Significant Accounting Policies (cont'd)**

**Cash and cash equivalents –**

NEA's cash consists of cash on deposit with banks. Cash equivalents represent money market funds or short-term investments with original maturities of three months or less from date of purchase.

**Concentration of credit and market risk -**

Financial instruments that potentially subject NEA to concentrations of credit and market risk consist primarily of cash and cash equivalents and investments. NEA's cash and cash equivalents have been placed with a high credit quality financial institution in accounts that are federally insured. NEA's investment is in a mutual fund that is expected to maintain a \$1 per share valuation resulting in limited exposure to market fluctuations.

**Equipment, net -**

Equipment is stated at cost at the date of purchase less accumulated depreciation. Depreciation is calculated using the straight-line method over an estimated useful life of 3-5 years. One-half year of depreciation is recorded in the year of addition.

**Fair value measurements –**

Fair value is defined as the price that would be received to sell an asset in the principal or most advantageous market for the asset in an orderly transaction between market participants on the measurement date. Fair value should be based on the assumptions market participants would use when pricing an asset. U.S. GAAP establishes a fair value hierarchy that prioritizes investments based on those assumptions. The fair value hierarchy gives the highest priority to quoted prices in active markets (observable inputs) and the lowest priority to an entity's assumptions (unobservable inputs). NEA groups assets at fair value in three levels, based on the markets in which the assets and liabilities are traded and the reliability of the assumptions used to determine fair value. These levels are:

- |         |  |
|---------|--|
| Level 1 | Unadjusted quote market prices for identical assets or liabilities in active markets as of the measurement date.   |
| Level 2 | Other observable inputs, either directly or indirectly including:<br>Quoted prices for similar assets/liabilities in active markets;<br>Quoted prices for identical or similar assets in non-active markets;<br>Inputs other than quoted prices that are observable for the asset/liability;<br>and, |

NEW ENGLAND ARCHIVISTS, INC.  
NOTES TO THE UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEARS ENDED DECEMBER 31, 2018 AND 2017

**Note 1 - Organization & Summary of Significant Accounting Policies (cont'd)**

	Inputs that are derived principally from or corroborated by other observable market data.
Level 3	Unobservable inputs that cannot be corroborated by observable market data.

**Contributions -**

Contributions received are recorded as net assets without donor restrictions or net assets with donor restrictions, depending on the existence and/or nature of any donor-imposed restrictions. Contributions that are restricted by the donor are reported as an increase in net assets without donor restrictions if the restriction expires in the reporting period in which the contribution is recognized. All other donor restricted contributions are reported as an increase in net assets with donor restrictions depending on the nature of restriction. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), 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.

**Unearned revenue -**

Dues collected are prorated over the member's year to which they relate. Sponsorships collected are recorded as revenue in the year to which they relate.

**Use of estimates -**

The preparation of financial statements in conformity with U.S. GAAP require 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. Actual results could differ from those estimates.

**Income Taxes -**

NEA is exempt from Federal income taxes under Section 501(c)(3), though it is subject to tax on business income unrelated to its exempt purpose. Management does not believe that there are any material uncertain tax positions that require recognition or disclosure in the financial statements.

NEW ENGLAND ARCHIVISTS, INC.  
NOTES TO THE UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEARS ENDED DECEMBER 31, 2018 AND 2017

**Note 1 - Organization & Summary of Significant Accounting Policies (cont'd)**

**Functional expenses-** The costs of providing program and other activities have been summarized on a functional basis in the statements of functional expenses. Accordingly, certain costs have been allocated among programs and supporting services benefited. Such allocations are determined by management on an equitable basis.

**Reclassifications-** Certain prior year amounts have been reclassified to conform to the current year presentation.

**New Accounting Pronouncement-** Financial Accounting Standards Board (FASB) issued ASU 2016-14, Not-for-Profit Entities -*Presentation of Financial Statements of Not-for-Profit Entities*. The update addresses the complexity and understandability of net asset classification, deficiencies in information about liquidity and availability of resources, and the lack of consistency in the type of information provided about expenses and investment return. NEA had adjusted the presentation of these statements accordingly. The ASU has been applied retrospectively to all period presented.

**Note 2 – Availability and Liquidity**

The following represents NEA’s financial assets at December 31, 2018 and 2017:

	<u>2018</u>	<u>2017</u>
Financial assets at year end:		
Cash and cash equivalents	\$ 103,987	\$ 115,476
Receivable	261	34
Total financial assets	<u>104,248</u>	<u>115,510</u>
Less amounts not available to be used within 1 year:		
Net assets with donor restrictions	7,414	9,179
Board designated restrictions	<u>2,242</u>	<u>1,979</u>
Financial assets available to meet general expenditures over the next year	\$ <u>94,592</u>	\$ <u>104,352</u>

As part of its liquidity plan, excess cash is invested in short term investments such as money market accounts.



NEW ENGLAND ARCHIVISTS, INC.  
 NOTES TO THE UNAUDITED FINANCIAL STATEMENTS  
 FOR THE YEARS ENDED DECEMBER 31, 2018 AND 2017

**Note 3 –Awards/Scholarships**

Hale:

Given annually to promote the professional development of archivists in the region. This award honors Dr. Richard W. Hale, Jr., who was Archivist of the Commonwealth of Massachusetts from 1961 to 1976 and a founding member of NEA.

Haas:

Given annually in support of a project that promotes increased cooperation, understanding, and knowledge between the archival and records management professions. This award honors Richard L. Haas, who held records management positions at Wright State University, University of Cincinnati, and Harvard University

A/V Professional Development:

Given annually to promote the professional development of members in the areas of moving image, recorded sound, and time-based media.

Member Meeting & Travel Scholarship:

New England Archivists also offers meeting and travel scholarships to help defray the cost of professional development for our members.

Salis Student Meeting & Travel Scholarship

Given annually to support the attendance at the annual Spring Meeting of New England Archivists student members who would otherwise be unable to attend or who would face undue financial hardship as a result of doing so.

**Note 4- Donor Restrictions**

Net assets subject to donor-imposed purpose restricted stipulations that will be met by actions of the organization.

	Hale	Haas	A/V Professional Development	Member Meeting/ Travel	Salis Student Meeting/ Travel	Total
1/1/17	\$7,692	\$ -0-	\$1,167	\$ -0-	\$250	\$9,109
Donations	20	275	75	75	400	845
Awards			(500)		(275)	(775)
12/31/17	\$7,712	\$275	\$742	\$75	\$375	\$9,179
Donations					75	75
Awards	(1,000)		(390)	(75)	(375)	(1,840)
12/31/18	\$6,712	\$275	\$352	\$-0-	\$75	\$7,414

NEW ENGLAND ARCHIVISTS, INC.  
NOTES TO THE UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEARS ENDED DECEMBER 31, 2018 AND 2017

**Note 5- Board Designated**

Board Designated:

Board-designated or appropriated amounts, are legally unrestricted, and are reported as part of net assets without donor restrictions.

	Hale	Haas	A/V Professional Development	Member Meeting/ Travel	Salis Student Meeting/ Travel	Total
1/1/17	\$1,366	\$ -0-	\$-0-	\$ -0-	\$-0-	\$1,366
Donations	20	1,000	75	75	400	1,570
Interest	43					43
Awards		(1,000)				(1,000)
12/31/17	\$1,429	\$-0-	\$75	\$75	\$400	\$1,979
Donations				50		50
Transfers		500		1,025	154	1,679
Awards				(1,170)	(296)	(1,466)
12/31/18	\$1,429	\$500	\$75	\$( 20)	\$258	\$2,242

**Note 6 –Subsequent events**

Management has evaluated all material subsequent events through June 10, 2019, the date the financial statements were available to be issued