

NEW ENGLAND
ARCHIVISTS, INC.

FINANCIAL STATEMENTS
(UNAUDITED)

DECEMBER 31, 2015 AND 2014

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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, 2015 and the related statements of activities, cash flows and functional expenses for the year 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
May 6, 2016



NEW ENGLAND ARCHIVISTS, INC.
 STATEMENTS OF FINANCIAL POSITION
 DECEMBER 31, 2015 AND 2014
 -See Accountant's Compilation Report-

	<u>2015</u>	<u>2014</u>
<u>Assets</u>		
Current:		
Cash	\$ 78,299	\$ 74,609
Marketable securities	15,974	15,972
Prepaid expenses	2,160	705
Receivable	668	-
Deposit –site	1,625	2,500
Deposit –bulk mail	145	230
Total current assets	98,871	94,016
Fixed assets:		
Computer & software	979	979
Accumulated depreciation	(979)	(979)
Total fixed assets	-	-
 Total Assets	 \$ 98,871	 \$ 94,016
<u>Liabilities</u>		
Current:		
Unearned dues	\$ 4,793	\$ 5,166
Total Liabilities	4,793	5,166
<u>Net Assets</u>		
Unrestricted:		
General	81,786	76,884
Hale Award –board designated	1,366	1,366
Temporarily restricted:		
Hale Award	8,614	9,560
Haas Award	-	290
A/V Professional Development	1,667	750
Member Meeting/Travel Scholarship	25	-
Salis Student Meeting/Travel Scholarship	620	-
Total Net Assets	94,078	88,850
 Total Liabilities and Net Assets	 \$ 98,871	 \$ 94,016

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, 2015 AND 2014
-See Accountant's Compilation Report-

	<u>2015</u>	<u>2014</u>
Changes in unrestricted net assets:		
Revenue, gains and other support:		
Membership dues	\$ 21,053	\$ 15,968
Meetings	44,629	32,091
Other support	52,980	-
Educational workshops	3,182	895
Vendor sponsorships	400	8,295
Newsletter ads	820	635
Mailing lists	50	50
Investment income	175	37
Donations	-	45
	<u>123,289</u>	<u>58,016</u>
Net assets released from restrictions	<u>1,290</u>	<u>2,000</u>
	124,579	60,016
Expenses and losses:		
Committees	5,425	6,641
Meetings	91,519	29,620
Inclusion & Diversity	93	-
Newsletter	14,230	12,165
Roundtables	220	145
Board and administrative	6,900	5,108
Awards -restricted	1,290	2,000
	<u>119,677</u>	<u>55,679</u>
Change in unrestricted net assets	<u>4,902</u>	<u>4,337</u>
Change in temporarily restricted net assets:		
Donations to A/V Professional Development	917	750
Donations to Member Meeting/Travel	25	-
Donations to Salis Student Meeting/Travel	620	-
Investment income	54	4
Net assets released from restrictions	<u>(1,290)</u>	<u>(2,000)</u>
Change in temporarily restricted net assets	<u>326</u>	<u>(1,246)</u>
Change in net assets	5,228	3,091
Net assets, beginning of year	<u>88,850</u>	<u>85,759</u>
Net assets, end of year	<u>\$ 94,078</u>	<u>\$ 88,850</u>

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NEW ENGLAND ARCHIVISTS, INC.
 STATEMENTS OF CASH FLOWS
 FOR THE YEAR ENDED DECEMBER 31, 2015 AND 2014
 -See Accountant's Compilation Report-

	<u>2015</u>	<u>2014</u>
Cash flows from operations:		
Received for dues	\$ 20,680	\$ 16,968
Received for meetings & workshops	100,123	32,986
Vendor sponsorships	400	8,295
Proceeds - sale of advertising & mailing lists	870	685
Donations	1,562	795
Interest/dividends received	229	42
Awards -restricted	(1,290)	(2,000)
Paid to suppliers	(118,882)	(55,474)
Net cash provided (used) by operations	<u>3,692</u>	<u>2,297</u>
Cash flows from investing activities:		
Marketable securities –reinvested income	(2)	(1)
Net cash provided (used) by investing	<u>(2)</u>	<u>(1)</u>
Net increase (decrease) in cash	3,690	2,296
Cash & equivalents, beginning of year	74,609	72,313
Cash & equivalents, end of year	<u>\$ 78,299</u>	<u>\$ 74,609</u>

Reconciliation of change in net assets to net cash provided by operations

Change in net assets	\$ 5,228	\$ 3,091
Reconciling items:		
(Increase) decrease in receivable	(668)	
(Increase) decrease in site deposit	875	(1,500)
(Increase) decrease in prepaid expenses	(1,455)	(705)
(Increase) decrease in bulk mail deposit	85	410
Increase (decrease) in unearned dues	(373)	1,001
Net cash provided (used) by operations	<u>\$ 5,028</u>	<u>\$ 2,297</u>

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NEW ENGLAND ARCHIVISTS, INC.
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2015
-See Accountant's Compilation Report-

	<u>Membership</u>	<u>Nominating</u>	<u>Education</u>	<u>Communications</u>
Accountant	\$ -	\$ -	\$ -	\$ -
Bank charges	-	-	-	-
Awards	-	-	-	-
Catering	178	-	768	-
Contract services	-	470	-	-
Dues & subscriptions	-	-	-	-
Facilities	-	-	-	-
Fees	-	-	-	-
Honoraria/speaker fees	-	-	1,084	-
Insurance	-	-	-	-
Licensing	-	-	-	-
Meeting ex	-	-	-	-
Payment processing	562	-	85	-
Postage & delivery	-	-	3	-
Printing & reproduction	-	-	-	501
Scholarship	-	-	-	-
Supplies	-	-	-	-
Travel	-	-	182	-
Miscellaneous	-	-	-	-
Total 2015	\$ <u>740</u>	\$ <u>470</u>	\$ <u>2,122</u>	\$ <u>501</u>
Total 2014	\$ <u>685</u>	\$ <u>897</u>	\$ <u>3,307</u>	\$ <u>395</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, 2015
-See Accountant's Compilation Report-

	<u>Web</u>	<u>Development</u>	Total <u>Committee</u>	<u>Spring</u>
Accountant	\$ -	\$ -	\$ -	\$ -
Bank charges	-	-	-	-
Awards	-	-	-	-
Catering	-	-	946	-
Contract services	-	-	470	-
Dues & subscriptions	1,080	-	1,080	-
Facilities	-	-	-	-
Fees	-	-	-	-
Honoraria/speaker fees	-	-	1,084	1,500
Insurance	-	-	-	-
Licensing	500	-	500	-
Meeting ex	-	-	-	81,769
Payment processing	-	-	647	952
Postage & delivery	1	11	15	375
Printing & reproduction	-	-	501	330
Scholarship	-	-	-	-
Supplies	-	-	-	72
Travel	-	-	182	350
Miscellaneous	-	-	-	-
Total 2015	<u>\$ 1,581</u>	<u>\$ 11</u>	<u>\$ 5,425</u>	<u>\$ 85,348</u>
Total 2014	<u>\$ 1,329</u>	<u>\$ 28</u>	<u>\$ 6,641</u>	<u>\$ 27,712</u>

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NEW ENGLAND ARCHIVISTS, INC.
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2015
-See Accountant's Compilation Report-

	<u>Fall</u>	<u>Total Meetings</u>	<u>Inclusion & Diversity</u>	<u>Newsletter</u>
Accountant	\$ -	\$ -	\$ -	\$ -
Bank charges	-	-	-	-
Awards	-	-	-	200
Catering	1,229	1,229	93	-
Contract services	-	-	-	3,000
Dues & subscriptions	-	-	-	-
Facilities	3,016	3,016	-	-
Fees	-	-	-	-
Honoraria/speaker fees	1,200	2,700	-	-
Insurance	-	-	-	-
Licensing	-	-	-	-
Meeting ex	-	81,769	-	-
Payment processing	161	1,113	-	-
Postage & delivery	-	375	-	1,133
Printing & reproduction	326	656	-	9,897
Scholarship	-	-	-	-
Supplies	64	136	-	-
Travel	175	525	-	-
Miscellaneous	-	-	-	-
Total 2015	<u>\$ 6,171</u>	<u>\$ 91,519</u>	<u>\$ 93</u>	<u>\$ 14,230</u>
Total 2014	<u>\$ 1,908</u>	<u>\$ 29,620</u>	<u>\$</u>	<u>\$ 12,165</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, 2015
-See Accountant's Compilation Report-

	<u>Roundtables</u>	<u>Board</u>	<u>Total 2015</u>	<u>Total 2014</u>
Accountant	\$ -	\$ 1,400	\$ 1,400	\$ 1,600
Bank charges	-	4	4	-
Awards	-	208	408	85
Catering	220	165	2,653	21,510
Contract services	-	-	3,470	5,363
Dues & subscriptions	-	1,449	2,529	1,622
Facilities	-	-	3,016	5,776
Fees	-	275	275	295
Honoraria/speaker fees	-	-	3,784	3,000
Insurance	-	769	769	769
Licensing	-	-	500	95
Meeting ex	-	-	81,769	700
Payment processing	-	17	1,777	1,404
Postage & delivery	-	63	1,586	1,524
Printing & reproduction	-	-	11,054	8,365
Scholarship	-	1,593	1,593	615
Supplies	-	394	530	598
Travel	-	175	882	172
Miscellaneous	-	388	388	186
Total 2015	\$ <u>220</u>	\$ <u>6,900</u>	\$ <u>118,387</u>	
Total 2014	\$ <u>145</u>	\$ <u>5,108</u>		\$ <u>53,679</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, 2015 AND 2014

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.

Income Tax Exemption:

The organization is exempt from Federal income taxes under the provisions of Section 501(a) of the Internal Revenue Code as an entity described in Section 501(c)(3). Management does not believe the financial statements include any uncertain tax positions.

Accrual Basis:

The financial statements of New England Archivists, Inc. have been prepared on the accrual basis.

Basis of Presentation:

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

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

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

Permanently restricted net assets - Net assets subject to donor-imposed stipulations that they be maintained permanently by the organization. Generally, the donors of these assets permit the organization to use all or part of the income earned on related investments for general or specific purposes.

Net assets of the two restricted classes are created only by donor-imposed restrictions on their use. All other net assets, including board-designated or appropriated amounts, are legally unrestricted, and are reported as part of the unrestricted class.

NEW ENGLAND ARCHIVISTS, INC.
NOTES TO THE UNAUDITED FINANCIAL STATEMENTS
FOR THE YEARS ENDED DECEMBER 31, 2015 AND 2014

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

Fixed Assets:

Computer and software are being depreciated using the straight-line method over an estimated useful life of 5 years. One-half year of depreciation is recorded in the year of addition.

Unearned revenue:

Dues collected are prorated over the member's year to which they relate.

Cash and cash equivalents:

Cash and cash equivalents consist of cash on hand, held in checking and other highly liquid debt instruments with a maturity of one year or less when purchased and are stated at cost plus accrued interest, which approximates market.

Marketable securities:

Marketable securities consist of certificates of deposit with a maturity beyond one year when purchased. They are reported at cost plus accrued interest, which approximates market. Equity and debt securities are measured at published rates and are reflected at these determined market values in the statement of financial position. Investments are valued under Level 1 of fair value measurement. Net unrealized gain or loss in the market value of investments is included in investment income in the statement of activities.

Concentration of credit and market risk:

Financial instruments that potentially expose the organization to concentrations of credit and market risk consist primarily of certificates of deposit and mutual funds. Certificates of deposit are maintained at high-quality financial institutions and credit exposure is limited to any one institution. Marketable securities do not represent significant concentrations of market risk inasmuch as the investment portfolio is adequately diversified among mutual funds.

Use of estimates:

The preparation of financial statements in conformity 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. Actual results could differ from those estimates.

NEW ENGLAND ARCHIVISTS, INC.
NOTES TO THE UNAUDITED FINANCIAL STATEMENTS
FOR THE YEARS ENDED DECEMBER 31, 2015 AND 2014

Note 2 – Marketable Securities

Cash was invested as follows:

	<u>2015</u>		<u>2014</u>	
	<u>Cost</u>	<u>Market</u>	<u>Cost</u>	<u>Market</u>
Money Market Funds	\$ 15,974	\$ 15,974	\$ 15,972	\$ 15,972
Equity Mutual Funds	-	-	-	-
Marketable securities	<u>\$ 15,974</u>	<u>\$ 15,974</u>	<u>\$ 15,972</u>	<u>\$ 15,972</u>

Money market funds attempt to maintain a NAV (net asset value) of \$1, which approximates market value. Equity mutual funds are reported at market value as determined from the NAV of the funds on December 31st. Investment income includes interest, dividends and realized gains/losses.

Note 3 – Hale Award

In honor of a founding member, the organization established the ‘Richard W. Hale Jr. Professional Award’. To promote the professional development of archivists in the region an annual award of \$1,000 may be given. Donations to fund the award are generally solicited from members. Donations during 2015 and 2014 of \$ -0- and \$ -0-, respectively, are recorded as temporarily restricted funds in the statement of activity. Income earned on unexpended funds that are separately invested is recorded as temporarily restricted. Additionally, the board has occasionally appropriated unrestricted funds and designated them as Hale award funds. An award of \$1,000 was made in 2015 and 2014. The awards were recorded as withdrawals from the restricted fund.

Note 4 – Haas Award

The ‘Richard L. Haas Records Management Award’ is given to an individual who proposes a project that promotes increased cooperation, understanding, and knowledge between archival and records management profession. Donations to fund the award are generally solicited from members. Donations during 2015 and 2014 of \$ -0- and \$ -0-, respectively, are recorded as restricted funds in the statement of activity. An award of \$575 and \$1,000 was made in 2015 and 2014, respectively. The awards were recorded as a withdrawal from the restricted fund. The withdrawal for 2015 exceeded restricted fund balance by \$285 and is reported as drawn from unrestricted funds.

NEW ENGLAND ARCHIVISTS, INC.
NOTES TO THE UNAUDITED FINANCIAL STATEMENTS
FOR THE YEARS ENDED DECEMBER 31, 2015 AND 2014

Note 5 – A/V Professional Development

Restricted donations of \$917 and \$750 was received in 2015 and 2014, respectively, to promote professional development in audio/visual disciplines.

Note 6 –Member Meeting & Travel Scholarship

Initial restricted donation of \$25 was received in 2015. Awards of \$1,308 were made from the general unrestricted fund.

Note 7 –Salis Student Meeting & Travel Scholarship

Initial restricted donations of \$620 were received in 2015. No awards were made in 2015.

Note 8 - Taxes

NEA, due to its qualification under Internal Revenue Code Section 501(c)(3), is an organization exempt from income tax. The exemption does not, however, extend to unrelated business income.

Unrelated business income is based on the aggregate of net advertising income and revenue from the sale of membership mailing lists and promotional memorabilia. The first \$1,000 of such income is not subject to tax. NEA did not incur a tax liability for its fiscal years ended December 31, 2015 and 2014.

Generally, tax returns remain open for examination for a period of three years.

Note 9 –Subsequent events

Management has evaluated all material subsequent events through May 6, 2016, the date the financial statements were available to be issued