



**RESOURCES FOR CHILDREN WITH SPECIAL NEEDS, INC.
d/b/a INCLUDEnyc**

Audited Financial Statements

December 31, 2017
and
December 31, 2016

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of
Resources for Children with Special Needs, Inc.
d/b/a INCLUDEnyc

Report on the Financial Statements

We have audited the accompanying financial statements of Resources for Children with Special Needs, Inc. d/b/a INCLUDEnyc (the "Organization"), which comprise the statements of financial position as of December 31, 2017 and December 31, 2016, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

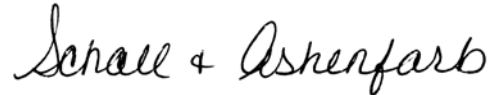
Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audits to obtain reasonable assurance about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

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

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

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Resources for Children with Special Needs, Inc. d/b/a INCLUDEnyc as of December 31, 2017 and December 31, 2016, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.



Schall & Ashenfarb
Certified Public Accountants, LLC

April 10, 2018

RESOURCES FOR CHILDREN WITH SPECIAL NEEDS, INC.
d/b/a INCLUDEnyc
STATEMENTS OF FINANCIAL POSITION
AT DECEMBER 31, 2017 AND 2016

	<u>12/31/17</u>	<u>12/31/16</u>
Assets		
Cash and cash equivalents	\$641,197	\$422,325
Government grants receivable	900,806	561,689
Contributions receivable	176,081	40,208
Fixed assets, net of accumulated depreciation (Note 3)	35,394	22,818
Security deposit and prepaid expenses	46,968	38,185
Investments (Note 4)	<u>586,535</u>	<u>514,353</u>
Total assets	<u><u>\$2,386,981</u></u>	<u><u>\$1,599,578</u></u>
Liabilities and Net Assets		
Liabilities:		
Accounts payable and accrued expenses	\$88,966	\$72,039
Deferred rent	<u>40,026</u>	<u>41,411</u>
Total liabilities	<u><u>128,992</u></u>	<u><u>113,450</u></u>
Net assets:		
Unrestricted	1,604,211	1,174,158
Temporarily restricted (Note 6)	552,771	210,963
Permanently restricted (Note 7)	<u>101,007</u>	<u>101,007</u>
Total net assets	<u><u>2,257,989</u></u>	<u><u>1,486,128</u></u>
Total liabilities and net assets	<u><u>\$2,386,981</u></u>	<u><u>\$1,599,578</u></u>

The attached notes and auditor's report are an integral part of these financial statements.

RESOURCES FOR CHILDREN WITH SPECIAL NEEDS, INC.
d/b/a INCLUDEnyc
STATEMENTS OF ACTIVITIES
FOR THE YEARS ENDED DECEMBER 31, 2017 AND 2016

	<u>12/31/17</u>	<u>12/31/16</u>
Changes in unrestricted net assets:		
Support and revenue:		
Government grants	\$2,248,701	\$1,941,181
Foundation contributions	149,998	56,038
Individual donations	173,668	108,445
Program service revenue	50,535	25,427
Rental income (Note 8)	5,600	43,850
Special events proceeds (net of expenses with a direct benefit to donor) (Note 10)	429,872	195,260
Interest income	7,509	5,259
Net assets released from restrictions (Note 6)	271,680	256,303
Total unrestricted support and revenue	<u>3,337,563</u>	<u>2,631,763</u>
Expenses:		
Program services	2,366,306	2,042,740
Management and general	222,380	295,172
Fundraising	348,750	240,177
Total expenses	<u>2,937,436</u>	<u>2,578,089</u>
Net increase in unrestricted net assets from operations	<u>400,127</u>	<u>53,674</u>
Non-operating activities:		
Realized and unrealized gain on investments	29,926	10,561
Total non-operating activities	<u>29,926</u>	<u>10,561</u>
Net increase in unrestricted net assets	<u>430,053</u>	<u>64,235</u>
Changes in temporarily restricted net assets:		
Contributions	595,000	119,000
Interest income	3,676	2,627
Realized and unrealized gain on investments	14,812	5,385
Net assets released from restrictions	<u>(271,680)</u>	<u>(256,303)</u>
Net increase/(decrease) in temporarily restricted net assets	<u>341,808</u>	<u>(129,291)</u>
Net increase/(decrease) in total net assets	771,861	(65,056)
Net assets - beginning of year	<u>1,486,128</u>	<u>1,551,184</u>
Net assets - end of year	<u><u>\$2,257,989</u></u>	<u><u>\$1,486,128</u></u>

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RESOURCES FOR CHILDREN WITH SPECIAL NEEDS, INC.
d/b/a INCLUDEnyc
STATEMENTS OF FUNCTIONAL EXPENSES
FOR THE YEARS ENDED DECEMBER 31, 2017 AND 2016

	December 31, 2017				December 31, 2016			
	Program Services	Management and General	Fundraising	Total Expenses	Program Services	Management and General	Fundraising	Total Expenses
Salaries	\$1,515,441	\$118,095	\$215,332	\$1,848,868	\$1,197,884	\$176,905	\$137,379	\$1,512,168
Payroll taxes and benefits	298,903	23,293	42,472	364,668	261,049	38,552	29,938	329,539
Total personnel services	1,814,344	141,388	257,804	2,213,536	1,458,933	215,457	167,317	1,841,707
Printing, design and promotion	32,362	626	11,945	44,933	31,526	393	11,190	43,109
Occupancy	192,361	14,990	27,333	234,684	184,731	27,281	21,186	233,198
Sub-contractors	61,302			61,302	101,831			101,831
Professional fees and consultants	63,544	30,867	11,670	106,081	72,061	17,234	14,408	103,703
Postage, delivery and fulfillment	9,917	645	2,776	13,338	8,311	512	3,158	11,981
Equipment lease and rentals	28,170	1,807	3,847	33,824	22,590	2,041	2,362	26,993
Credit card processing fees		7,454		7,454		7,660		7,660
Dues and membership fees	393	1,162	410	1,965	507	654	410	1,571
Insurance	8,258	408	1,061	9,727	11,064	1,107	1,292	13,463
Office supplies and website	42,980	18,102	9,961	71,043	58,529	17,544	3,334	79,407
Program supplies	42,077			42,077	17,295			17,295
Space rentals	9,790			9,790	8,150			8,150
Telephone and communications	25,503	1,987	3,624	31,114	22,074	3,259	2,532	27,865
Travel, conference and meetings	31,700	2,663	900	35,263	41,654	1,516	385	43,555
Special event expenses			16,907	16,907			12,203	12,203
Depreciation	3,605	281	512	4,398	3,484	514	400	4,398
Total expenses	<u>\$2,366,306</u>	<u>\$222,380</u>	<u>\$348,750</u>	<u>\$2,937,436</u>	<u>\$2,042,740</u>	<u>\$295,172</u>	<u>\$240,177</u>	<u>\$2,578,089</u>

The attached notes and auditor's report are an integral part of these financial statements.

RESOURCES FOR CHILDREN WITH SPECIAL NEEDS, INC.
d/b/a INCLUDEnyc
STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED DECEMBER 31, 2017 AND 2016

	<u>12/31/17</u>	<u>12/31/16</u>
Cash flows from operating activities:		
Change in net assets	\$771,861	(\$65,056)
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation	4,398	4,398
Realized and unrealized gain on investments	(44,738)	(15,946)
Changes in assets and liabilities:		
Government grants receivable	(339,117)	64,255
Contributions receivable	(135,873)	149,153
Security deposit and prepaid expenses	(8,783)	2,408
Accounts payable and accrued expenses	16,927	(84,882)
Security deposit payable	0	(4,000)
Deferred rent	(1,385)	1,939
Total adjustments	<u>(508,571)</u>	<u>117,325</u>
Net cash provided by operating activities	<u>263,290</u>	<u>52,269</u>
Cash flows from investing activities:		
Acquisitions of fixed assets	(16,974)	0
Purchase of investments	(27,444)	(17,832)
Net cash used for investing activities	<u>(44,418)</u>	<u>(17,832)</u>
Cash flows from financing activities:		
Repayments of loan payable	0	(10,854)
Net cash flow used for financing activities	<u>0</u>	<u>(10,854)</u>
Net increase in cash and cash equivalents	218,872	23,583
Cash and cash equivalents - beginning of year	<u>422,325</u>	<u>398,742</u>
Cash and cash equivalents - end of year	<u><u>\$641,197</u></u>	<u><u>\$422,325</u></u>
Supplemental disclosure:		
Interest paid	<u>\$0</u>	<u>\$308</u>
Income taxes paid	<u>\$0</u>	<u>\$0</u>

The attached notes and auditor's report are an integral part of these financial statements.

RESOURCES FOR CHILDREN WITH SPECIAL NEEDS, INC.
d/b/a INCLUDEnyc
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2017 AND 2016

Note 1 - Organization

Resources for Children with Special Needs, Inc. d/b/a INCLUDEnyc (the "Organization") was organized in New York on September 25, 1981 as a non-profit corporation. The Organization's mission is to promote positive futures and enhance quality of life for New York City children and youth with disabilities, ages birth through 26, and their families. The Organization empowers families of children and youth with any disability with the knowledge, confidence, and skills to make informed decisions, effectively access and navigate systems and services, and to advocate for themselves and other young people with disabilities and their families. The Organization supports educators, youth workers, and other professionals to partner with families for successful, person-centered services, and to support and promote a family voice in the policy process.

The Organization has been notified by the Internal Revenue Service that it is a not-for-profit organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code and has not been determined to be a private foundation.

Note 2 - Summary of Significant Accounting Policies

a. Basis of Accounting

The financial statements have been prepared on the accrual basis of accounting which is the process of recognizing revenue and expenses when earned or incurred rather than received or paid.

b. Basis of Presentation

The Organization reports information regarding their financial position and activities according to the following classes of net assets:

- *Unrestricted* – relates to all activity without donor-imposed restrictions and activity with donor-imposed restrictions, which expire within the same period.
- *Temporarily restricted* – relates to contributions of cash and other assets with donor stipulations that make clear the assets' restriction, either due to a program nature or by the passage of time.
- *Permanently restricted* – relates to contributions of cash and other assets whereby the assets must remain intact due to restrictions placed by the donor. The income from these assets has not been restricted by the donor and has been reflected in the temporarily restricted class of net assets until appropriated by the board of directors for expenditure.

c. Contributions

Contributions received without restrictions or that are restricted by the donor where the restriction expires in the same year, are reported as an increase in unrestricted net assets. All other donor-restricted support is reported as an increase in temporarily or permanently restricted net assets, depending on the nature of the restriction. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statements of activities as net assets released from restriction.

Conditional contributions are recognized when the condition on which they depend are substantially met.

d. Cash and Cash Equivalents

Cash and cash equivalents include cash held in banks and money market funds other than those held by the investment manager.

e. Concentration of Credit Risk

Financial instruments which potentially subject the Organization to concentration of credit risk consist of cash, money market accounts and investment securities which have been placed with high-quality financial institutions that management deems to be creditworthy. Investments are subject to market value fluctuations and principal is not guaranteed. At times, balances may exceed federally insured limits. While at year end there were material uninsured balances, management feels they have little risk and has not experienced any losses due to bank failure.

f. Government Grants

All government grants have been recognized as income when earned, either based on performance of certain milestones or by incurring expenses that can be reimbursed under the terms of the grant agreement. The difference between cash received and revenue recognized is reflected as government grants receivable or refundable advances.

g. Contributions Receivable

The Organization records promises to give from foundations and individual contributions as revenue in the period the promise is considered unconditional. All contributions receivable are expected to be received in less than one year, and have been recorded at net realizable value.

h. Allowance for Uncollectible Receivables

Management has not established a reserve for uncollectible government grant and contributions receivables because all receivables are considered to be fully collectible based on specific analysis and historical experience. Write-offs, if any, will be recorded as expenses in the year they are deemed to be uncollectible.

i. Capitalization Policies

Items of property and equipment and leasehold improvements that have a long-term benefit and exceed certain predetermined levels are recorded at cost. Routine maintenance and repair costs that do not materially extend the estimated useful lives of property and equipment are expensed as incurred.

j. Investments

Investments are recorded at fair value, which refers to the price that would be received to sell an asset in an orderly transaction between market participants at the measurement date. Unrealized gains and losses are included as non-operating income.

Donated securities are recorded at fair value on the date of the gift and, except as otherwise required by the donor, are immediately sold by the Organization. Since it is the Organization's policy to sell the donated securities upon receipt, the contributions are classified as operating activities in the statements of cash flows unless the donor restricts the use of the contributed resources to long-term purposes, in which case those cash receipts are classified as cash flows from financing activities.

Donated stock totaled \$16,375 and \$10,053 during the years ended December 31, 2017 and December 31, 2016, respectively.

k. Deferred Rent

The Organization recognizes rent expense evenly over the life of the lease using the straight-line method and records deferred rent for the cumulative amount that expenses exceed actual payments. In the latter stages of the lease, deferred rent will be reduced as the amount of payments exceeds the expense recorded.

l. In-Kind Services

Donated services are recognized in circumstances where those services create or enhance non-financial assets or require specialized skills, are provided by individuals possessing those skills and would typically need to be purchased if not provided in-kind. During the year ended December 31, 2017, the Organization received \$15,000 of in-kind professional fees, \$2,900 of in-kind program supplies and \$4,300 of in-kind event expenses.

The Organization pays for most services requiring specific expertise. Board members and other individuals volunteer their time and perform a variety of tasks that assist the Organization. These services do not meet the criteria of in-kind services and have not been recorded in the financial statements.

m. Management Estimates

The preparation of financial statements in accordance with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Actual results could differ from those estimates.

n. Expense Allocation

The costs of providing various programs and other activities have been summarized on a functional basis in the financial statements. Accordingly, certain costs have been allocated among the programs and supporting services benefited. Management and general expenses include those expenses that are not directly identifiable with any other specific function but provide for the overall support and direction of the Organization.

o. Subsequent Events

Management has evaluated for potential recognition and disclosure events subsequent to the date of the statements of financial position through April 10, 2018, the date the financial statements were available to be issued. No events have occurred subsequent to the statements of financial position date, through our evaluation date that would require adjustment to or disclosure in the financial statements.

p. Accounting for Uncertainty of Income Taxes

The Organization does not believe its financial statements include any material, uncertain tax positions. Tax filings for years ended December 31, 2014 and later are subject to examination by applicable taxing authorities.

q. New Accounting Pronouncements

On August 18, 2016, the Financial Accounting Standards Board (FASB) issued an Accounting Standards Update (ASU) No. 2016-14, *Presentation of Financial Statements of Not-for-Profit Entities*. The ASU, which becomes effective for the December 31, 2018 fiscal year, with early implementation permitted, focuses on improving the current net asset classification requirements and information presented in the financial statements and notes that is useful in assessing a not-for-profit's liquidity, financial performance and cash flows.

FASB issued ASU No. 2014-09, *Revenue from Contracts with Customers*. The ASU, which becomes effective for the December 31, 2019 year, focuses on a principle-based model. It highlights the identification of performance obligations of the contract, determining the price and allocating that price to the performance obligation so that revenue is recognized as each performance obligation is satisfied.

In addition, FASB issued ASU No. 2016-02, *Leases*. The ASU which becomes effective for the December 31, 2020 year, requires the full obligation of long-term leases to be recorded as a liability with a corresponding "right to use asset" on the statement of financial position.

The Organization has not yet evaluated the impact these standards will have on future financial statements.

Note 3 - Fixed Assets

Fixed assets consist of the following:

	<u>12/31/17</u>	<u>12/31/16</u>
Equipment	\$85,194	\$68,220
Leasehold improvements	<u>39,019</u>	<u>39,019</u>
	124,213	107,239
Less: accumulated depreciation	<u>(88,819)</u>	<u>(84,421)</u>
Total	<u>\$35,394</u>	<u>\$22,818</u>

Note 4 - Investments

Accounting standards have established a fair value hierarchy giving the highest priority to quoted market prices in active markets and the lowest priority to unobservable data. The fair value hierarchy is categorized into three levels based on the inputs as follows:

- Level 1 - Valuations based on unadjusted quoted prices in active markets for identical assets or liabilities that the Organization has the ability to access.
- Level 2 - Valuations based on quoted prices in markets that are not active or for which all significant inputs are observable, either directly or indirectly.
- Level 3 - Valuations based on inputs that are unobservable and significant to the overall fair value measurement.

The following summarizes the composition of investments:

	<u>December 31, 2017</u>			
	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
Mutual funds – equities	\$233,119	\$0	\$0	\$233,119
Mutual funds – bonds	<u>259,388</u>	<u>0</u>	<u>0</u>	<u>259,388</u>
Total	<u>\$492,507</u>	<u>\$0</u>	<u>\$0</u>	\$492,507
Money markets and other cash equivalents				<u>94,028</u>
Total investments				<u>\$586,535</u>

	<u>December 31, 2016</u>			
	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
Mutual funds – equities	<u>\$252,890</u>	<u>\$0</u>	<u>\$0</u>	\$252,890
Money markets and other cash equivalents				<u>261,463</u>
Total investments				<u>\$514,353</u>

Level 1 securities are valued at the closing price reported on the active market that they are traded on.

Note 5 - Loans Payable

There were no outstanding amounts due on the business revolving credit line at December 31, 2017. The credit line has a maximum amount of \$100,000 with interest payable at prime plus 1% (4.25% at year end). During 2016, the Organization repaid the full balance of \$10,854 that was outstanding as of the previous year end.

Note 6 - Temporarily Restricted Net Assets

The following summarizes the changes in temporarily restricted net assets:

	<u>December 31, 2017</u>			
	Balance		Released	Balance
	<u>1/1/17</u>	<u>Increases</u>	from <u>Restrictions</u>	<u>12/31/17</u>
Programs:				
Equipment	\$8,742	\$0	(\$8,742)	\$0
Community Services	126,938	180,000	(131,938)	175,000
Infrastructure Support	0	80,000	0	80,000
Project Possibility	<u>0</u>	<u>335,000</u>	<u>(125,000)</u>	<u>210,000</u>
Total program restricted	<u>135,680</u>	<u>595,000</u>	<u>(265,680)</u>	<u>465,000</u>
Time restricted:				
General operations	6,000	0	(6,000)	0
Endowment	<u>69,283</u>	<u>18,488</u>	<u>0</u>	<u>87,771</u>
Total time restricted	<u>75,283</u>	<u>18,488</u>	<u>(6,000)</u>	<u>87,771</u>
Total restrictions	<u>\$210,963</u>	<u>\$613,488</u>	<u>(\$271,680)</u>	<u>\$552,771</u>
	<u>December 31, 2016</u>			
	Balance		Released	Balance
	<u>1/1/17</u>	<u>Increases</u>	from <u>Restrictions</u>	<u>12/31/17</u>
Programs:				
Equipment	\$0	\$13,000	(\$4,258)	\$8,742
Community Services	120,000	100,000	(93,062)	126,938
Infrastructure Support	25,000	0	(25,000)	0
Project Possibility	<u>133,983</u>	<u>0</u>	<u>(133,983)</u>	<u>0</u>
Total program restricted	<u>278,983</u>	<u>113,000</u>	<u>(256,303)</u>	<u>135,680</u>
Time restricted:				
General operations	0	6,000	0	6,000
Endowment	<u>61,271</u>	<u>8,012</u>	<u>0</u>	<u>69,283</u>
Total time restricted	<u>61,271</u>	<u>14,012</u>	<u>0</u>	<u>75,283</u>
Total restrictions	<u>\$340,254</u>	<u>\$127,012</u>	<u>(\$256,303)</u>	<u>\$210,963</u>

Note 7 - Permanently Restricted Net Assets

The endowment includes donations that were restricted by donors to be held in perpetuity and investments designated by the Board of Directors to be retained for future appropriation.

Interpretation of Relevant Law

The Organization follows New York Prudent Management of Institutional Funds Act (“NYPMIFA”), which the Board of Directors has interpreted as requiring certain amounts to be retained permanently. Absent explicit donor stipulations to the contrary, the fair value of the original gift will be preserved as of the gift date of all donor-restricted endowment funds. However, under certain circumstances, the fair value of the original gift can be appropriated in a manner consistent with the standard of prudence specifically prescribed by NYPMIFA.

As a result of this interpretation, permanently restricted net assets consist of: (a) the original value of gifts donated to the permanent endowment, (b) the original value of subsequent gifts to the permanent endowment, and (c) accumulations to the permanent endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added to the fund.

Absent any specific donor stipulations, the remaining portion of the donor-restricted endowment fund that is not classified in permanently restricted net assets is classified as temporarily restricted net assets until those amounts are appropriated for expenditure by the board of directors. Endowment investments not restricted by donors (added to investments by the board of directors) are considered unrestricted.

Spending Policies

In accordance with NYPMIFA, the Organization considers the following factors in making a determination to appropriate or accumulate donor-restricted endowment funds:

- (1) The duration and preservation of the fund;
- (2) The purposes of the Organization and the donor-restricted endowment fund;
- (3) General economic conditions;
- (4) The possible effect of inflation and deflation;
- (5) The expected total return from income and the appreciation of investments;
- (6) Other resources available;
- (7) The investment policies;
- (8) Where appropriate and circumstances would otherwise warrant, alternatives to expenditure of the endowment fund, giving due consideration to the effect that such alternatives may have on the Organization.

There is no formal spending policy, and interest, dividends and other market value gains are being accumulated for future appropriation, if deemed prudent and necessary.

Changes in endowment net assets as of December 31, 2017:

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total</u>
Endowment net assets, beginning of year	\$344,063	\$69,283	\$101,007	\$514,353
Interest and dividend income	7,429	3,676	0	11,105
Donated stock/transfers in	16,339	0	0	16,339
Net gains on investments	<u>29,926</u>	<u>14,812</u>	<u>0</u>	<u>44,738</u>
Endowment net assets, end of year	<u>\$397,757</u>	<u>\$87,771</u>	<u>\$101,007</u>	<u>\$586,535</u>

Changes in endowment net assets as of December 31, 2016:

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total</u>
Endowment net assets, beginning of year	\$318,297	\$61,271	\$101,007	\$480,575
Interest and dividend income	5,152	2,627	0	7,779
Donated stock/transfers in	10,053	0	0	10,053
Net gains on investments	<u>10,561</u>	<u>5,385</u>	<u>0</u>	<u>15,946</u>
Endowment net assets, end of year	<u>\$344,063</u>	<u>\$69,283</u>	<u>\$101,007</u>	<u>\$514,353</u>

Endowment net asset composition by type of fund as of December 31, 2017:

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total</u>
Donor-restricted	\$0	\$87,771	\$101,007	\$188,778
Board-designated	<u>397,757</u>	<u>0</u>	<u>0</u>	<u>397,757</u>
Total	<u>\$397,757</u>	<u>\$87,771</u>	<u>\$101,007</u>	<u>\$586,535</u>

Endowment net asset composition by type of fund as of December 31, 2016:

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total</u>
Donor-restricted	\$0	\$69,283	\$101,007	\$170,290
Board-designated	<u>344,063</u>	<u>0</u>	<u>0</u>	<u>344,063</u>
Total	<u>\$344,063</u>	<u>\$69,283</u>	<u>\$101,007</u>	<u>\$514,353</u>

Endowment Investment Policies

The investment policy for endowment assets is consistent with the investment policy of unrestricted investments. A total return strategy is used and investment returns are achieved through both capital appreciation (realized and unrealized) and current yield (interest and dividends). A diversified asset allocation strategy is used that places a greater emphasis on equity-based investments to achieve its long-term return objectives within prudent risk constraints.

Funds with Deficiencies

From time-to-time, the fair value of assets associated with individual donor-restricted endowment funds may fall below the level that the donor or NYPMIFA requires to be retained as a fund of perpetual duration. There were no such deficiencies as of December 31, 2017 or 2016.

Note 8 - Commitments

Office space is occupied under a non-cancelable lease for specified base rents plus certain escalations including real estate taxes. The lease covers the period of February 2012 through January 2022. Rent expense was \$216,294 and \$213,157 for the years ended December 31, 2017 and 2016, respectively.

Minimum future obligations are as follows:

Year ending:	December 31, 2018	\$188,717
	December 31, 2019	192,041
	December 31, 2020	195,365
	December 31, 2021	198,689
	December 31, 2022	<u>16,581</u>
		<u>\$791,393</u>

The Organization sub-leased a portion of its office space under an agreement that expired on December 31, 2016. Rental income was \$43,850 for the year ended December 31, 2016. In connection with this agreement, a security deposit of \$4,000 was held by the Organization on behalf of the subtenant. This security deposit was returned to the subtenant as of December 31, 2016. During the year ended December 31, 2017, the Organization sub-leased an office on a month-to-month basis. Rental income was \$5,600 for the year ended December 31, 2017.

Equipment leases are not material.

Note 9 - Retirement Plan

The Organization maintains two tax deferred 403(b) retirement plans. Under the first plan, all employees may participate by designating a percentage of their salaries, subject to regulatory limits, to be contributed to the plan on a pre-tax basis. No employer contributions are made to the plan. The second plan, which became effective on January 1, 2015, also allows all employees to participate by designating a percentage of their salaries, subject to regulatory limits, to be contributed to the plan on a pre-tax basis. The employer matches contributions to the plan up to 2%. The Organization contributed \$23,000 and \$19,000 towards this plan during the years ended December 31, 2017 and 2016, respectively.

Note 10 - Special Events

A summary of the special event activity from the annual gala is as follows:

	<u>12/31/17</u>	<u>12/31/16</u>
Gross revenue	\$461,792	\$224,445
Less: expenses with a direct benefit to donor	<u>(31,920)</u>	<u>(29,185)</u>
	429,872	195,260
Less: other event expenses	<u>(16,907)</u>	<u>(12,203)</u>
Net revenue from event	<u>\$412,965</u>	<u>\$183,057</u>