

NEW ENGLAND
ARCHIVISTS, INC.

FINANCIAL STATEMENTS
(UNAUDITED)

DECEMBER 31, 2016 AND 2015

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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, 2016 and December 31, 2015 and the related statements of activities, 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.

The statement of functional expenses for the year ended December 31, 2016 is presented for purposes of additional analysis and is not a required part of the 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
August 3, 2017



NEW ENGLAND ARCHIVISTS, INC.
 STATEMENTS OF FINANCIAL POSITION
 DECEMBER 31, 2016 AND 2015
 -See Accountant's Compilation Report-

	<u>2016</u>	<u>2015</u>
<u>Assets</u>		
Current:		
Bank accounts	\$ 106,007	\$ 94,273
Prepaid expenses	1,155	2,160
Receivable	-	668
Deposit –site	-	1,625
Deposit –bulk mail	504	145
Total current assets	107,666	98,871
Fixed assets:		
Computer & software	979	979
Accumulated depreciation	(979)	(979)
Total fixed assets	-	-
 Total Assets	 \$ 107,666	 \$ 98,871
<u>Liabilities</u>		
Current:		
Unearned dues	\$ 4,811	\$ 4,793
Total Liabilities	4,811	4,793
<u>Net Assets</u>		
Unrestricted:		
General	92,380	81,786
Hale Award –board designated	1,366	1,366
Temporarily restricted:		
Hale Award	7,692	8,614
A/V Professional Development	1,167	1,667
Member Meeting/Travel Scholarship	-	25
Salis Student Meeting/Travel Scholarship	250	620
Total Net Assets	102,855	94,078
 Total Liabilities and Net Assets	 \$ 107,666	 \$ 98,871

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, 2016 AND 2015
-See Accountant's Compilation Report-

	<u>2016</u>	<u>2015</u>
Changes in unrestricted net assets:		
Revenue, gains and other support:		
Membership dues	\$ 21,660	\$ 21,053
Meetings	38,496	44,629
Other support	-	52,980
Educational workshops	7,627	3,182
Vendor sponsorships	5,945	400
Newsletter ads	845	820
Mailing lists	-	50
Investment income	27	175
Donations	100	-
	<u>74,700</u>	<u>123,289</u>
Net assets released from restrictions	<u>2,117</u>	<u>1,290</u>
	76,817	124,579
Expenses and losses:		
Committees	245	5,425
Meetings/workshops	40,431	91,519
Inclusion & Diversity	838	93
Newsletter	14,505	14,230
Roundtables	152	220
Board and administrative	7,812	6,900
Awards -unrestricted	123	-
Awards -restricted	2,117	1,290
	<u>66,223</u>	<u>119,677</u>
Change in unrestricted net assets	<u>10,594</u>	<u>4,902</u>
Change in temporarily restricted net assets:		
Donations to A/V Professional Development	-	917
Donations to Member Meeting/Travel	-	25
Donations to Salis Student Meeting/Travel	250	620
Investment income	50	54
Net assets released from restrictions	<u>(2,117)</u>	<u>(1,290)</u>
Change in temporarily restricted net assets	<u>(1,817)</u>	<u>326</u>
Change in net assets	8,777	5,228
Net assets, beginning of year	<u>94,078</u>	<u>88,850</u>
Net assets, end of year	\$ <u><u>102,855</u></u>	\$ <u><u>94,078</u></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, 2016 AND 2015
 -See Accountant's Compilation Report-

	<u>2016</u>	<u>2015</u>
Cash flows from operations:		
Received for dues	\$ 21,678	\$ 20,680
Received for meetings & workshops	46,791	100,123
Vendor sponsorships	5,945	400
Proceeds - sale of advertising & mailing lists	845	870
Donations	350	1,562
Interest/dividends received	77	229
Awards -unrestricted	(123)	(285)
Awards -restricted	(2,117)	(1,290)
Scholarships	(1,979)	(1,308)
Paid to suppliers	(59,733)	(117,289)
Net cash provided (used) by operations	<u>11,734</u>	<u>3,692</u>
Net increase (decrease) in cash	11,734	3,692
Cash & equivalents, beginning of year	94,273	90,581
Cash & equivalents, end of year	<u>\$ 106,007</u>	<u>\$ 94,273</u>

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

Change in net assets	\$ 8,777	\$ 5,228
Reconciling items:		
(Increase) decrease in receivable	668	(668)
(Increase) decrease in site deposit	1,625	875
(Increase) decrease in prepaid expenses	1,005	(1,455)
(Increase) decrease in bulk mail deposit	(359)	85
Increase (decrease) in unearned dues	18	(373)
Net cash provided (used) by operations	<u>\$ 11,734</u>	<u>\$ 3,692</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, 2016
-See Accountant's Compilation Report-

	<u>Awards</u>	<u>Spring</u>	<u>Fall</u>	<u>Workshops</u>
Accountant	\$ -	\$ -	\$ -	\$ -
Audio/Visual		5,813	-	-
Awards -A/V Prof Dev	500	-	-	-
Awards -DSA/AAA	123	-	-	-
Awards -Hale	972	-	-	-
Catering	-	22,203	1,055	254
Contract services	-	-	-	-
Dues & subscriptions	-	-	-	-
Election		-	-	-
Facilities	-	250	1,250	-
Fees	-	-	-	477
Honoraria/speaker fees	-	2,500	-	1,000
Insurance	-	-	-	-
Payment processing	-	895	135	101
Postage & delivery	-	-	-	-
Printing & reproduction	-	936	385	40
Promotion/marketing	-	-	-	-
Scholarship	645	1,144	-	-
Supplies	-	283	44	58
Travel	-	1,410	-	199
Website	-	-	-	-
Total 2016	\$ <u>2,240</u>	\$ <u>35,434</u>	\$ <u>2,869</u>	\$ <u>2,129</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, 2016
-See Accountant's Compilation Report-

	<u>Roundtables</u>	<u>Inclusion & Diversity</u>	<u>Meet ups</u>	<u>Newsletter</u>
Accountant	\$ -	\$ -	\$ -	\$ -
Audio/Visual	-	-	-	-
Awards - A/V Prof Dev	-	-	-	-
Awards - DSA/AAA	-	-	-	-
Awards - Hale	-	-	-	-
Catering	-	-	245	-
Contract services	-	-	-	3,000
Dues & subscriptions	-	-	-	-
Election	-	-	-	-
Facilities	-	-	-	-
Fees	-	-	-	-
Honoraria/speaker fees	-	-	-	-
Insurance	-	-	-	-
Payment processing	-	-	-	-
Postage & delivery	-	-	-	741
Printing & reproduction	-	-	-	10,764
Promotion/marketing	-	-	-	-
Scholarship	-	810	-	-
Supplies	152	28	-	-
Travel	-	-	-	-
Website	-	-	-	-
Total 2016	<u>\$ 152</u>	<u>\$ 838</u>	<u>\$ 245</u>	<u>\$ 14,505</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, 2016
-See Accountant's Compilation Report-

	<u>Total</u> <u>Programs</u>	<u>Total</u> <u>Admin</u>	<u>Total</u> <u>2016</u>
Accountant	\$ -	\$ 1,400	\$ 1,400
Audio/Visual	5,813	-	5,813
Awards -A/V Prof Dev	-	-	500
Awards -DSA/AAA	-	-	123
Awards -Hale	-	-	972
Catering	23,757	-	23,757
Contract services	3,000	-	3,000
Dues & subscriptions	-	2,100	2,100
Election	-	543	543
Facilities	1,500	-	1,500
Fees	477	300	777
Honoraria/speaker fees	3,500	-	3,500
Insurance	-	768	768
Payment processing	1,131	598	1,729
Postage & delivery	741	215	956
Printing & reproduction	12,125	-	12,125
Promotion/marketing	-	1,005	1,005
Scholarship	1,954	-	2,599
Supplies	565	442	1,007
Travel	1,609	-	1,609
Website	-	441	441
Total 2016	\$ <u>56,172</u>	\$ <u>7,812</u>	\$ <u>66,224</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, 2016 AND 2015

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, 2016 AND 2015

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 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.

NEW ENGLAND ARCHIVISTS, INC.
NOTES TO THE UNAUDITED FINANCIAL STATEMENTS
FOR THE YEARS ENDED DECEMBER 31, 2016 AND 2015

Note 2 – Marketable Securities

Cash was invested as follows:

	<u>2016</u>		<u>2015</u>	
	<u>Cost</u>	<u>Market</u>	<u>Cost</u>	<u>Market</u>
Money Market Funds	\$ 15,989	\$ 15,989	\$ 15,974	\$ 15,974
Equity Mutual Funds	-	-	-	-
Marketable securities	<u>\$ 15,989</u>	<u>\$ 15,989</u>	<u>\$ 15,974</u>	<u>\$ 15,974</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 2016 and 2015 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 \$972 and \$1,000 were made in 2016 and 2015, respectively. The awards were recorded as withdrawals from the restricted fund.

Note 4 – A/V Professional Development

Restricted donations of \$-0- and \$917 were received in 2016 and 2015, respectively, to promote professional development in audio/visual disciplines. An award of \$500 was made in 2016.

Note 5 –Member Meeting & Travel Scholarship

Initial restricted donation of \$25 was received in 2015. An award of \$25 was made in 2016.

Note 6 –Salis Student Meeting & Travel Scholarship

Restricted donations of \$250 and \$620 were received in 2016 and 2015, respectively. Awards of \$620 made in 2016.

NEW ENGLAND ARCHIVISTS, INC.
NOTES TO THE UNAUDITED FINANCIAL STATEMENTS
FOR THE YEARS ENDED DECEMBER 31, 2016 AND 2015

Note 7 - 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, 2016 and 2015.

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

Note 8 –Subsequent events

Management has evaluated all material subsequent events through August 3, 2017, the date the financial statements were available to be issued