

# **Financial Statements and Supplementary Information**

For the Year Ended September 30, 2018 (With Summarized Financial Information for the Year Ended September 30, 2017)



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#### **INDEPENDENT AUDITORS' REPORT**

To the Board of Directors of the National Committee for Responsive Philanthropy

We have audited the accompanying financial statements of the National Committee for Responsive Philanthropy (NCRP), which comprise the statement of financial position as of September 30, 2018, and the related statements of activities and cash flows for the year 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.

#### **Auditors' Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit 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 auditors' 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 entity'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 entity'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.

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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 the National Committee for Responsive Philanthropy as of September 30, 2018, 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.

#### **Other Matters**

Report on Summarized Comparative Information

The financial statements NCRP as of and for the year ended September 30, 2017, were audited by Raffa, P.C., whose practice was combined with Marcum LLP as of October 1, 2018, and whose audit report dated January 23, 2018, expressed an unmodified opinion on those statements. In our opinion, the summarized comparative information presented herein as of and for the year ended September 30, 2017, is consistent, in all material respects, with the audited financial statements from which it has been derived.

### Report on Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The schedule of functional expenses on page 15 is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Washington, DC January 22, 2019

Marcun LLP

# STATEMENT OF FINANCIAL POSITION

**September 30, 2018** 

(With Summarized Financial Information as of September 30, 2017)

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	 2018	 2017
ASSETS		
Cash and cash equivalents	\$ 330,213	\$ 791,187
Grants, contributions and contracts receivable, net	1,385,006	973,628
Prepaid expenses and other assets	59,607	16,149
Investments	756,619	341,546
Security deposit	11,677	11,677
Property and equipment, net	 85,893	 63,132
TOTAL ASSETS	\$ 2,629,015	\$ 2,197,319
LIABILITIES AND NET ASSETS Liabilities		
Accounts payable	\$ 47,904	\$ 50,053
Accrued expenses	58,623	49,012
Deferred rent	 130,689	 78,601
TOTAL LIABILITIES	 237,216	 177,666
Net Assets		
Unrestricted		
Undesignated	170,180	332,369
Board-designated	 756,619	 641,546
Total Unrestricted	926,799	973,915
Temporarily restricted	 1,465,000	 1,045,738
TOTAL NET ASSETS	 2,391,799	 2,019,653
TOTAL LIABILITIES AND NET ASSETS	\$ 2,629,015	\$ 2,197,319

# STATEMENT OF ACTIVITIES

# For the Year Ended September 30, 2018 (With Summarized Financial Information for the Year Ended September 30, 2017)

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SUPPORT AND REVENUE	Unrestricted	Temporarily Restricted	2018 Total	2017 Total
Foundation grants – specific projects	\$ 200,506	\$ 1,515,000	\$ 1,715,506	\$ 510,000
Foundation grants – general support	641,500	317,500	959,000	1,763,050
Contributions and sponsorships	68,826	-	68,826	55,927
Contract fees	34,400	-	34,400	27,200
Investment income	21,532	-	21,532	36,656
Miscellaneous	701	-	701	330
Net assets released from restrictions:				
Satisfaction of program restrictions	854,977	(854,977)	-	-
Satisfaction of time restrictions	558,261	(558,261)		
TOTAL SUPPORT				
AND REVENUE	2,380,703	419,262	2,799,965	2,393,163
EXPENSES Program Services:				
Initiatives	1,291,826	-	1,291,826	1,322,287
Communications	323,561	-	323,561	302,361
Policy	226,928	-	226,928	56,942
Movements	133,916	-	133,916	334,147
New project development	97,284		97,284	15,980
Total Program Services	2,073,515		2,073,515	2,031,717
Supporting Services:				
Administrative	106,581	_	106,581	89,354
Fundraising	247,723	_	247,723	127,317
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Total Supporting Services	354,304		354,304	216,671
TOTAL EXPENSES	2,427,819		2,427,819	2,248,388
CHANGE IN NET ASSETS	(47,116)	419,262	372,146	144,775
NET ASSETS, BEGINNING OF YEAR	973,915	1,045,738	2,019,653	1,874,878
NET ASSETS, END OF YEAR	\$ 926,799	\$ 1,465,000	\$ 2,391,799	\$ 2,019,653

# STATEMENT OF CASH FLOWS

# For the Year Ended September 30, 2018

# (With Summarized Financial Information for the Year Ended September 30, 2017) Increase (Decrease) in Cash and Cash Equivalents

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	2018	2017
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ 372,146	\$ 144,775
Adjustments to reconcile change in net assets to net cash		
provided by operating activities:		
Depreciation and amortization	32,904	39,999
Realized and unrealized gain on investments	(4,228)	(25,563)
Changes in assets and liabilities:		
Accounts receivable	-	22,934
Grants, contributions and contracts receivable	(426,372)	158,783
Change in Discount on receivables	14,994	-
Prepaid expenses and other assets	(43,458)	12,412
Security deposit	-	(294)
Accounts payable	(2,149)	24,376
Accrued expenses	9,611	7,334
Deferred rent	 52,088	 54,363
NET CASH PROVIDED BY OPERATING ACTIVITIES	 5,536	439,119
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchases of investments	(855,559)	(27,466)
Proceeds from sales of investments	444,714	221,458
Purchases of property and equipment	 (55,665)	 (23,925)
NET CASH PROVIDED BY (USED IN)		
INVESTING ACTIVITIES	(466,510)	 170,067
NET INCREASE (DECREASE) IN		
CASH AND CASH EQUIVALENTS	(460,974)	609,186
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	791,187	 182,001
CASH AND CASH EQUIVALENTS, END OF YEAR	\$ 330,213	\$ 791,187

#### NOTES TO FINANCIAL STATEMENTS For the Year Ended September 30, 2018

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1. Organization and Summary of Significant Accounting Policies

#### **Organization**

The National Committee for Responsive Philanthropy (NCRP) is a publicly supported organization exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code (the IRC).

NCRP's mission statement communicates the purpose of the organization:

NCRP promotes philanthropy that serves the public good, is responsive to people and communities with the least wealth and opportunity, and is held accountable to the highest standards of integrity and openness.

NCRP's vision statement communicates the organization's vision for a democratic society and philanthropy's role in it:

We envision a fair, just and democratic society in which the common good is recognized as a high priority; where a robust public sector is empowered to protect, preserve and extend the commonly held resources and the public interest; where a vital nonprofit sector provides voice and value to those most in need; and where all people enjoy equality of opportunity, access and fair treatment without discrimination based on race, gender, sexual orientation, physical ability, economic status, national origin or other identities.

To achieve the organization's mission and vision, NCRP conducts original research, publishes thought-provoking content, provides tools for grantmakers, engages the philanthropic and nonprofit sectors in productive dialogue, and advocates for improved public policies. These activities are funded primarily through foundation grants.

NCRP's programs consist of the following activities:

*Initiatives* – NCRP carried out several initiatives to improve philanthropy during the fiscal year:

The organization's "As the South Grows" initiative helped funders understand why they should invest in social change work in the South, and also how to do it effectively. NCRP produced five reports for this project, conducted private briefings for large funders interested in improving their work in the South and presented at philanthropy conferences about its findings.

The organization's "Philamplify" initiative had a major breakthrough this year when NCRP released a new self-assessment toolkit for foundations. "Power Moves" helps funders understand how well they are building, sharing and wielding power in pursuit of equity and justice.

Another priority initiative this past year was work to advance racial equity in philanthropy.

#### NOTES TO FINANCIAL STATEMENTS For the Year Ended September 30, 2018

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1. Organization and Summary of Significant Accounting Policies (continued)

#### **Organization (continued)**

**Communications** – NCRP also stimulates critical thinking in the philanthropic sector with a robust communications program. The organization publishes "Responsive Philanthropy," a popular journal. It also maintains a blog and has a robust presence on social media. Additionally, NCRP helps reporters from mainstream media understand philanthropy, and staff from the organization regularly comment for relevant stories.

**Policy** – NCRP also works to promote sensible public policy that recognizes how society is better off when both government and philanthropy are strong and are viewed as viable ways to pursue the common good. During the fiscal year, NCRP educated policymakers and the public about how the federal estate tax serves as an important incentive for charitable giving and therefore should not be repealed.

**Movements** – NCRP is committed to helping drive more philanthropic funding to social movements; the organization spent time this year deepening relationships with movement leaders, especially those in the fields of immigrant rights, democracy and economic equity.

**New project development** – NCRP spent time developing new projects that will be carried out in future years. One of those will be an effort to help high-net-worth donors get more impact from their philanthropy.

#### **Cash and Cash Equivalents**

NCRP considers all highly liquid investments not held for long-term investment purposes, with purchased maturities of three months or less, to be cash equivalents.

#### **Investments**

Investments consist of interest-bearing cash deposits, mutual funds and exchange-traded funds. These investments are reported at fair value. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Unrealized gains or losses on investments are determined by the change in fair value at the beginning and end of the reporting period. Purchases and sales of securities are recorded on a trade-date basis. Interest income is recorded on the accrual basis. Dividends are recorded on the ex-dividend date.

#### **Fair Value Measurement**

Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) Topic 820, *Fair Value Measurement*, defines fair value, establishes a framework for measuring fair value in accordance with accounting principles generally accepted in the United States of America (GAAP), and requires disclosures about fair value measurements for assets and liabilities measured at fair value on a recurring basis. The ASC emphasizes that fair value is a market-based measurement, not an entity-specific measurement, and therefore a fair value

# NOTES TO FINANCIAL STATEMENTS For the Year Ended September 30, 2018

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1. Organization and Summary of Significant Accounting Policies (continued)

#### Fair Value Measurement (continued)

measurement should be determined based on the assumptions that market participants would use in pricing the asset or liability. As a basis for considering market participant assumptions in fair value measurements, the ASC established a fair value hierarchy based upon the transparency of the inputs to the valuation of an asset or liability. These inputs may be observable, whereby market participant assumptions are developed based on market data obtained from independent sources, and unobservable, whereby assumptions about market participant assumptions are developed by the reporting entity based on the best information available in the circumstances.

The three levels of the fair value hierarchy are described as follows:

Level 1 – Inputs based on quoted prices (unadjusted) in active markets for identical assets or liabilities accessible at the measurement date.

Level 2 – Inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly, such as quoted prices for similar assets or liabilities in active markets.

Level 3 – Unobservable inputs for the asset or liability, including the reporting entity's own assumptions in determining the fair value measurement.

As of September 30, 2018, only NCRP's investments, as described in Note 3 of these financial statements, were measured at fair value on a recurring basis.

#### Property and Equipment and Related Accumulated Depreciation and Amortization

Property and equipment primarily consist of office furniture and equipment, computers, and expenses related to NCRP's website, which are recorded at cost. Depreciation is provided on a straight-line basis over the estimated useful lives of the assets, generally three years for computer equipment and five years for office furniture and equipment. Website costs are amortized over three years. NCRP capitalizes property and equipment with a cost of \$1,000 or more and an economic life in excess of one year. Costs incurred in the development of the website are expensed during the preliminary and post-implementation operation stages, including data conversion, training and maintenance costs. Costs incurred during the website's development stage are capitalized. Expenditures for major repairs or improvements are capitalized; expenditures for minor repairs and maintenance are expensed when incurred. The cost of property and equipment retired or disposed of is removed from the accounts along with the related accumulated depreciation, and any gain or loss is reflected in the accompanying statement of activities.

#### **Classification of Net Assets**

The net assets of NCRP are reported as follows:

 Unrestricted net assets represent the portion of expendable funds that are available for support of NCRP's operations. Board-designated funds represent amounts to be used as a reserve fund.

#### NOTES TO FINANCIAL STATEMENTS For the Year Ended September 30, 2018

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1. Organization and Summary of Significant Accounting Policies (continued)

## **Classification of Net Assets (continued)**

 Temporarily restricted net assets represent amounts that are specifically restricted by donors or grantors for various purposes or future time periods.

#### **Revenue Recognition**

NCRP reports gifts of cash and other assets as temporarily restricted support if they are received with donor stipulations that limit the use of donated assets. When a donor restriction expires, that is, when a stipulated time restriction ends or the purpose of a restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the accompanying statement of activities as net assets released from restrictions. Donor-restricted grants and contributions whose restrictions are met in the same reporting period in which they are received or promised are reported as unrestricted support.

Unrestricted contributions and grants are reported as revenue in the fiscal year in which the payments are received and/or unconditional promises to give are made. Revenue recognized on contributions that have been committed to NCRP but have not been received is reflected as grants, contributions and contracts receivable in the accompanying statement of financial position. Conditional promises to give are not included in foundation grants until the conditions in the grant are substantially met.

#### **Functional Allocation of Expenses**

The costs of providing the various programs and other activities of NCRP have been allocated among the programs and supporting services benefited, based on direct costs and an allocated portion of shared costs based on the benefits received by those programs and supporting services.

#### Use of Estimates

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

2. Grants, Contributions and Contracts Receivable

Grants, contributions and contracts receivable represent grants and contributions from foundations and corporations. As of September 30, 2018, all grants and contributions receivable were considered fully collectible and were expected to be received as follows:

Less than one year	\$ 875,000
One to five years	 525,000
Total	1,400,000
Less: Discount to Present Value	 (14,994)
Grants, Contributions and Contracts Receivable, Net	\$ 1.385.006

The discount rate used for the year ended September 30, 2018, was 2.94%.

# NOTES TO FINANCIAL STATEMENTS For the Year Ended September 30, 2018

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#### 3. Investments and Fair Value Measurement

Investments at fair value consisted of the following as of September 30, 2018:

Mutual funds	\$ 616,969
Interest-bearing cash deposits	104,916
Exchange-traded funds	34,734
Total Investments	\$ 756,61 <u>9</u>

Investment income is summarized as follows for the year ended September 30, 2018:

Interest and dividend income	\$ 17,304
Realized gain	2,989
Unrealized gain	 1,239
Total Investment Income	\$ 21.532

As of September 30, 2018, NCRP used the following fair value measurement:

	<u>_</u> F	Total air Value	ir Ma Id	oted Prices n Active arkets for dentical Assets Level 1)	O Obs In	nificant ther ervable puts vel 2)	Unob Ir	nificant servable nputs evel 3)
Mutual funds:								
Short-term bonds	\$	130,286	\$	130,286	\$	-	\$	-
Intermediate-term bonds		97,547		97,547		-		-
Intermediate government		90,419		90,419		-		-
Large growth		83,960		83,960		-		-
Global natural resources		66,799		66,799		-		-
Foreign		61,774		61,774		-		-
High-yield bonds		32,752		32,752		-		-
Mid-cap blend		26,799		26,799		-		-
Small blend		26,633		26,633		-		-
Exchange-traded funds:								
Large blend		<u>34,734</u>		<u>34,734</u>		-		-
Investments Measured in Fair Value Hierarchy		651,703	<u>\$</u>	651,703	<u>\$</u>	<u>-</u>	<u>\$</u>	<u>-</u>
Interest-bearing cash deposits		104 <u>,916</u>						
Total Investments	\$	756,619						

## NOTES TO FINANCIAL STATEMENTS For the Year Ended September 30, 2018

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# 3. Investments and Fair Value Measurement (continued)

NCRP used the following methods and significant assumptions to estimate fair value for assets recorded at fair value:

Mutual funds - Valued using quoted market prices for identical assets in active markets.

Exchange-traded funds – Valued at the closing price reported in an active market in which the individual securities are traded.

# 4. Property and Equipment and Accumulated Depreciation and Amortization

NCRP held the following property and equipment as of September 30, 2018:

Website	\$	90,386
Furniture and equipment		79,087
Software		<u>51,165</u>
Total Property and Equipment		220,638
Less: Accumulated Depreciation and Amortization		(134,745)
Property and Equipment, Net	<u>\$</u>	85,893

Depreciation and amortization expense was \$32,904 for the year ended September 30, 2018.

#### 5. Line of Credit

NCRP entered into a line of credit agreement in June 2017 with a borrowing limit of \$208,000. Borrowings under the line of credit bear interest at the lender's liquidly access line index rate plus 4%, which was 6.3% at September 30, 2018. The line of credit is collateralized by NCRP's investment brokerage account. As of September 30, 2018, there was no outstanding balance on this line of credit.

#### 6. Temporarily Restricted Net Assets

Net assets were restricted for the following purposes as of September 30, 2018:

Racial equality in philanthropy	\$	850,000
Time-restricted grants		500,000
IT capacity building		50,000
As the South Grows		50,000
Power moves		15,000
Total Temporarily Restricted Assets	<u>\$</u>	1,465,000

## NOTES TO FINANCIAL STATEMENTS For the Year Ended September 30, 2018

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# 7. Commitments and Contingencies

# **Operating Lease**

NCRP rents office space for its headquarters under a noncancelable operating lease that extends through May 31, 2027. The lease agreement calls for an initial monthly rental payment of \$11,383, annual rent escalations of 2.5% and rent abatement for a period of 10 months over the course of the first three years of the lease term. Further, the lease contains a tenant termination clause upon completion of the seventh lease year, and a five-year option to extend the lease.

Under GAAP, all fixed rent increases and rent abatements are recognized on a straight-line basis over the term of the lease. The difference between this expense and the required lease payments is reflected in deferred rent in the accompanying statement of financial position.

Future minimum lease payments required under the leases are as follows:

For the Year Ending September 30,	
2019	\$ 144,103
2020	147,705
2021	151,816
2022	157,704
2023	161,647
Thereafter	628,052
Total	<u>\$ 1,391,027</u>

Total office rent expense, including NCRP's proportionate share of real estate taxes and operating and maintenance costs, was \$157,818 for the year ended September 30, 2018.

#### **Employment Agreement**

On December 1, 2018, NCRP amended the employment agreement with its President and Chief Executive Officer to extend it through January 3, 2022. Under the terms of the agreement, NCRP is to pay the President and Chief Executive Officer amounts for compensation, benefits and allowances, unless NCRP terminates the agreement for cause. If NCRP terminates the agreement for reasons other than cause, the President and Chief Executive Officer is entitled to receive severance pay equal to six months of his then-current annual compensation and any earned but unused vacation.

#### 8. Concentration of Credit Risk

Financial instruments which potentially subject NCRP to a concentration of credit risk consist principally of cash balances maintained at various creditworthy financial institutions. While the amount at a given bank, at times, exceeds the amount guaranteed by federal agencies and, therefore, bears some risk, NCRP has not experienced, nor does it anticipate, any losses on its funds. At September 30, 2018, the amount in excess of the Federal Deposit Insurance Corporation insured limit of \$250,000 was approximately \$104,000.

## NOTES TO FINANCIAL STATEMENTS For the Year Ended September 30, 2018

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#### 9. Pension Plan

NCRP's employees are eligible to participate in a defined contribution retirement plan. Contributions are made by NCRP to the plan at the rate of 8% of an employee's salary. An employee is immediately vested in the amount contributed to his or her participant account. Pension expense totaled \$104,708 for the year ended September 30, 2018.

#### 10. Income Taxes

NCRP is a nonprofit organization exempt from federal taxes on income other than net unrelated business income under Section 501(c)(3) of the IRC. No provision for federal or state income taxes was required as of September 30, 2018, as NCRP had no taxable net unrelated business income.

NCRP follows the authoritative guidance relating to accounting for uncertainty in income taxes included in FASB ASC Topic 740, *Income Taxes*. These provisions provide consistent guidance for the accounting for uncertainty in income taxes recognized in an entity's financial statements and prescribe a threshold of "more likely than not" for recognition and derecognition of tax positions taken or expected to be taken in a tax return. NCRP performed an evaluation of uncertainty in income taxes for the year ended September 30, 2018, and determined that there were no matters that would require recognition in the financial statements or that may have any effect on its tax-exempt status. As of September 30, 2018, the statute of limitations for tax years 2015 through 2017 remained open with the U.S. federal jurisdiction and/or the various states and local jurisdictions in which NCRP files tax returns. It is NCRP's policy to recognize interest and penalties related to uncertainty in income taxes, if any, in income tax expense. As of September 30, 2018, NCRP had no accruals for interest and/or penalties.

#### 11. Summarized Financial Information

The financial statements include certain prior year summarized comparative information in total but not by net asset class and functional area. Such information does not include sufficient detail to constitute a presentation in conformity with GAAP. Accordingly, such information should be read in conjunction with NCRP's financial statements for the year ended September 30, 2017, from which the summarized information was derived.

#### 12. Reclassifications

Certain reclassifications have been made to the 2017 financial statement balances to conform to the presentation of these 2018 financial statements.

# NOTES TO FINANCIAL STATEMENTS For the Year Ended September 30, 2018

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# 13. Subsequent Events

In preparing these financial statements, NCRP has evaluated events and transactions for potential recognition or disclosure through January 22, 2019, the date the financial statements were available to be issued. Other than the subsequent extension of the President and Chief Executive Officer's employment contract described in Note 7, there were no subsequent events that require recognition or disclosure in the financial statements.



# **SCHEDULE OF FUNCTIONAL EXPENSES**

For the Year Ended September 30, 2018

(With Summarized Financial Information for the Year Ended September 30, 2017)

**Program Services** 

	Program Services												Supporting Services									
	Initiatives		Communications			Policy	Movements		New Project Development		Total Program Services		Administrative		Fundraising		Total Supporting Services		2018 Total			2017 Total
Salaries	\$	624,937	\$	170,455	\$	105,256	\$	67,930	\$	51,585	\$	1,020,163	\$	187,140	\$	117,526	\$	304,666	\$	1,324,829	\$	1,175,196
Payroll taxes and fringe benefits	·	189,591	·	51,696	·	31,932	·	20,608	·	15,644	·	309,471	·	56,791	·	35,650	·	92,441	·	401,912	·	334,522
Rent and other overhead		10,820		2,921		1,718		1,203		859		17,521		219,548		-		219,548		237,069		223,901
Professional fees		69,439		9,118		29,516		3,125		4,118		115,316		58,371		-		58,371		173,687		183,815
Travel, meals and entertainment		99,751		16,548		11,661		14,530		5,280		147,770		10,882		85		10,967		158,737		141,440
Dues and subscriptions		20,757		5,428		2,824		1,992		1,412		32,413		6,513		-		6,513		38,926		47,811
Depreciation and amortization		-		-		-		-		-		-		32,904		-		32,904		32,904		39,999
Insurance		-		-		-		-		-		-		17,926		-		17,926		17,926		13,638
State registrations		3,967		1,105		650		455		325		6,502		-		10,247		10,247		16,749		6,672
Printing		12,504		82		1,330		34		24		13,974		163		-		163		14,137		18,247
Bank and credit card fees		-		-		-		-		-		-		7,092		-		7,092		7,092		5,404
Miscellaneous		683		190		112		78		56		1,119		433		-		433		1,552		1,178
Training and development		-		129		-		-		-		129		729		370		1,099		1,228		5,774
Postage, mailing and delivery		531		12		7		5		14		569		266		9		275		844		5,290
Advertising		122		6		4		3		2		137		90		-		90		227		501
Grant expense		-		-		-		-		-		-		-		-		-		-		45,000
Indirect cost allocation		258,724		65,871		41,918		23,953		17,965		408,431		(492,267)		83,836		(408,431)		-		
TOTAL EXPENSES	\$	1,291,826	\$	323,561	\$	226,928	\$	133,916	\$	97,284	\$	2,073,515	\$	106,581	\$	247,723	\$	354,304	\$	2,427,819	\$	2,248,388