A.J. MUSTE MEMORIAL INSTITUTE, INC
FINANCIAL REPORT
JUNE 30, 2014 AND 2013

# A.J. MUSTE MEMORIAL INSTITUTE, INC FOR THE YEARS ENDED JUNE 30, 2014 AND 2013

#### TABLE OF CONTENTS

	Page <u>Number</u>
Accountant's Report	. 1-2
Statement of Financial Position	. 3
Statement of Activities and Changes in Net Assets	. 4
Statements of Functional Expenses	. 5-6
Schedule of Building Rental Expenses	. 7
Statement of Cash Flows	. 8
Notes to Financial Statements	. 9-17

#### Ross Wisdom CPA, PLLC

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#### INDEPENDENT AUDITOR'S REPORT

To the Board of Directors AJ Muste Memorial Institute, Inc. 339 Lafayette Street New York, NY 10012

We have audited the accompanying financial statements of AJ Muste Memorial, Inc. (a nonprofit organization), which comprise the statement of financial position as of June 30, 2014 and 2013, 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 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 of 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 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.

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 AJ Muste Memorial Institute, Inc. as of June 30, 2014 and 2013, 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.

Ross Wisdom CPA, PLLC

Certified Public Accountant

New York, NY December 8, 2014

### A. J. MUSTE MEMORIAL INSTITUTE, INC. STATEMENT OF FINANCIAL POSITION AS OF JUNE 30, 2014 AND 2013

#### ASSETS

	2014	2013
Current assets		
Cash (note 3)	\$34,803	\$452,127
Investments - (note 5)	815,131	667,339
Literature inventory (note 4)	32,761	33,799
Grants and bequests receivable		2,526
Rents receivable	10,969	25,922
Prepaid and other assets	40,391	48,644
Total current assets	934,055	1,230,357
Property and equipment		
Land	55,000	55,000
Building	37,736	37,736
Building improvements	219,365	219,365
Furniture and equipment	12,789	12,789
Library	3,629	3,629
Less: Depreciation and amortization	(157,472)	(151,129)
Total property & equipment (net)	171,047	177,390
TOTAL ASSETS	\$1,105,102	\$1,407,747
LIABILITIES & NET ASSETS		
	2014	2013
Current liabilities		
Accounts payable and accrued expenses	\$7,200	\$4,850
Pension payable (note 8)		480
Tenants security deposits	25,401	23,587
Grants payable (note 6)	43,003	60,919
Total current liabilities	75,604	89,836
Net assets		
Unrestricted net assets	228,255	77,026
Unrestricted board designated funds (note 7)	502,470	440,273
Temporarily restricted net assets - Endowment Fund (note 7)	298,773	503,958
Total net assets	1,029,498	1,021,257
TOTAL LIABILITIES AND NET ASSETS	\$1,105,102	\$1,111,093

### A. J. MUSTE MEMORIAL INSTITUTE, INC. STATEMENT OF ACTIVITIES FOR THE YEARS ENDED JUNE 30, 2014 AND 2013

	2014	2013
Support and Revenue		
Unrestricted revenue and support		
Grants and contributions	\$544,329	\$770,474
Rental income and air rights access - (building)	287,470	286,586
Literature income (net)	336	1,082
Interest, dividend and capital gains income	25,337	26,871
Net unrealized gains	38,486	18,584
Net assets released from restrictions	292,038	2,600
TOTAL SUPPORT AND REVENUE	1,187,996	1,106,197
Expenses		
Program services	934,924	657,799
Management and general	71,233	66,535
Fundraising	33,695	26,698
Net realized losses	125	11
Building expenses (net)	231,247	178,009
TOAL EXPENSES	1,271,224	929,052
Increase (decrease) in unrestricted net assets	(83,228)	177,145
Temporarily restricted net assets		
Grants and contributions	60,841	51,860
Investment income	15,813	12,905
Net unrealized gains	10,199	
Net assets released from restrictions	(292,038)	(2,600)
Increase (decrease) in temporarily restricted net assets	(205,185)	62,165
Increase (decrease) in net assets	(288,413)	239,310
Net assets at the beginning of year	1,317,911	1,078,601
NET ASSETS AT THE END OF THE YEAR	\$1,029,498	\$1,317,911

### A. J. MUSTE MEMORIAL INSTITUTE, INC. STATEMENT OF FUNCTIONAL EXPENSES FOR THE YEAR ENDED JUNE 30, 2014

			Management	
		Program	and	Fund-
	Total	Services	General	Raising
Grants	\$790,519	\$790,519		
Officers' compensation (net)	84,736	58,256	\$15,888	\$10,592
Other salaries and wages	22,027	6,118	9,790	6,119
Pension plan contributions (note 8)	7,767	4,824	1,781	1,162
Employee benefits	14,801	7,717	4,720	2,364
Payroll taxes	8,578	5,389	1,928	1,261
Accounting fees	7,200		7,200	
Advertising	460		460	
Amortization	159	119	40	
Bank charges	1,317		1,317	
Consultants	26,156	23,370	2,786	
Depreciation	1,427	1,070	357	
Filing fees	275		275	
Insurance	1,882	966	498	418
Internet service	9,560	3,945	1,905	3,710
Miscellaneous	513		513	
Occupancy	40,808	30,606	10,202	
Payroll service fees	828	520	186	122
Postage and delivery	3,340	413	172	2,755
Printing and publications	4,620	810		3,810
Professional fees	8,249		7,149	1,100
Supplies	2,376		2,376	
Telephone	2,254	282	1,690	282
TOTAL EXPENSES	\$1,039,852	\$934,924	\$71,233	\$33,695

A. J. MUSTE MEMORIAL INSTITUTE, INC. STATEMENT OF FUNCTIONAL EXPENSES FOR THE YEAR ENDED JUNE 30, 2013

			Management	
		Program	and	Fund-
	Total	Services	General	Raising
Grants	\$551,822	\$551,822		
Officers' compensation (net)	83,200	57,200	\$15,600	\$10,400
Other salaries and wages	16,115	5,195	6,720	4,200
Pension plan contributions (note 8)	6,674	4,430	1,351	893
Employee benefits	11,137	6,809	2,759	1,569
Payroll taxes	8,126	5,105	1,826	1,195
Accounting fees	13,950		13,950	
Amortization	159	119	40	
Bank charges	811		811	
Consultants	2,931		2,931	
Depreciation	1,427	1,070	357	
Filing fees	550		550	
Insurance	4,998	126	4,817	55
Internet service	1,104	455	220	429
Occupancy	31,413	23,560	7,853	
Payroll service fees	852	535	192	125
Postage and delivery	4,665	577	240	3,848
Printing and publications	3,231	566		2,665
Professional fees	2,495		1,405	1,090
Staff development	45		45	
Supplies	3,491		3,491	
Telephone	1,836	230	1,377	229
TOTAL EXPENSES	\$751,032	\$657,799	\$66,535	\$26,698

### A. J. MUSTE MEMORIAL INSTITUTE, INC. SCHEDULE OF BUILDING EXPENSES FOR THE YEARS ENDED JUNE 30, 2014 AND 2013

	2014	2013
Amortization	\$476	\$476
Bid assessments	770	1,541
Conferences and conventions	197	1,196
Depreciation	4,281	4,281
Electricity	15,803	14,465
Employee benefits	7,403	9,312
Fines and penalties	950	
Fuel	25,052	18,591
Insurance	26,685	21,383
Legal and professional fees	21,329	855
Maintenance and repairs	57,534	40,997
Membership fees		550
Officers' compensation	21,184	20,800
Other salaries and wages	16,690	15,664
Payroll service fees	304	313
Payroll taxes	3,149	2,983
Pension plan contributions (note 8)	2,804	2,125
Permits and fees	2,156	148
Postage and delivery	103	144
Printing and copying	143	100
Property taxes	54,657	38,814
Refuse Removal	4,399	3,970
Supplies	683	1,004
Telephone	563	459
Travel	617	1,097
Water and sewer	4,123	8,154
Total building expenses	272,055	209,422
Less: allocation of building expenses		
to Institute for occupancy (15%)	(40,808)	(31,413)
NET BUILDING EXPENSES	\$231,247	\$178,009

### A. J. MUSTE MEMORIAL INSTITUTE, INC. STATEMENT OF CASH FLOWS FOR THE YEARS ENDED JUNE 30, 2014 AND 2013

	2014	2013
Cash flows from operating activities		
Increase (decrease) in net assets	(288,413)	\$239,310
Adjustments to reconcile increase in net assets		
to net cash provided by operating activities:		
Depreciation	6,343	6,343
(Increase) decrease in assets		
Literature inventory	1,039	(1,070)
Receivables	17,479	(9,302)
Prepaid expenses	8,253	(22,154)
Increase (decrease) in liabilities		
Accounts payable and accrued expenses	4,164	2,570
Pension payable	(298)	662
Grants payable	(17,916)	60,919
Net cash provided (used) by operating activities	(269,349)	277,278
Cash flows from investing activities  Increase in investment assets		
Acquisition of Short-term investments	(101,912)	(137,487)
Unrealized gains	(48,685)	(18,584)
Sales of Short-term investments	2,622	496
Net cash provided (used) by investing activities	(147,975)	(155,575)
Cash flows from financing activities	0	0
Net increase (decrease) in cash and cash equivalents	(417,324)	121,703
Beginning cash & cash equivalents	452,127	330,424
Ending cash & cash equivalents	\$34,803	\$452,127

#### NOTE 1 - ORGANIZATION AND DESCRIPTION OF OPERATIONS

A.J. Muste Memorial Institute, Inc was incorporated as a not-for-profit corporation under New York State law to provide nonviolence advocacy and education by giving financial aid to organizations which provide educational materials and organize workshops in non-violence dealing with disarmament, human rights and related issues.

Organization and Tax Status: A.J. Muste Memorial Institute, Inc was incorporated under the Not-For-Profit Corporation Law of New York State and was formed solely for charitable and educational purposes within the meaning of Section 501 C (3) of the Internal Revenue Code of 1954.

#### NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### Financial Statements Presentation

The financial statements have been prepared on the accrual basis in accordance with generally accepted accounting principles accepted in the United States of America. They are presented in Accounting provisions of accordance with the of Not-For-Profit 958, "Financial Statements Codification Organization". Under the provisions of Codification 958, net assets, revenues, expenses, gains & 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:

<u>Unrestricted Net Assets - Net assets that are not subject to donor-imposed restrictions</u>, but may be designated for specific purposes by the action of the Board of Directors or otherwise limited by contractual arrangements with outside parties.

Temporarily Restricted Net Assets - Net assets subject to donor imposed restrictions that may be fulfilled either by actions of the Organization pursuant to those stipulations and/or the passage of time. When a restriction expires, temporarily restricted net assets are classified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

<u>Permanently Restricted Net Assets - Net assets subject to donorimposed restrictions that the Organization maintains. Generally, the donors of these assets permit the Organization to use all or part of the income earned on any related investments for general or specific purposes.</u>

Revenues are reported as increases in unrestricted net assets unless the use of the related assets is limited by donor imposed restrictions. Expenses are reported as decreases in unrestricted net assets. Expiration of temporarily restrictions of net assets (i.e., the donor-stipulated purpose has been fulfilled and/or the stipulated time period has lapsed) are reported as reclassification between the applicable classes of net assets.

#### Cash and Cash Equivalents

For purpose of the Statement of Cash Flows, cash and cash equivalents are defined as demand deposits at banks and certificates of deposit with purchases maturities of less than ninety days.

#### Revenue Recognition

A Contribution is recognized when the donor makes a promise to give that is, in substance, unconditional. Grant revenue is recognized as earned, expenses as incurred. Contributions of assets other than cash are recorded at fair value at the date of donation. In accordance with the provision of Accounting Standards Codification 9598-608 Accounting for Contributions Received and Contributions Made", contributions that are restricted by the donor are reported as increases in unrestricted net assets if the restriction expires in the fiscal year in which the contribution are recognized.

All donor-restricted contributions are reported as increases in temporarily or permanently restricted net assets, depending on the nature of the restriction. When a restriction expires, temporarily restricted net assets, depending on the nature of the restriction are classified to unrestricted net assets.

#### Donated Facilities and Services

Contributions of donated non-cash assets are recorded at their fair market values in the period received. Donated services are recognized as contributions in accordance with the provision of Accounting Standards Codification 958-605, if the services (a) create or enhance non-financial assets or (b) require specialized skills, are performed by people with those skills, and would otherwise be purchased by the Organization. During the years June 30, 2014 and 2013 donated services were not recorded.

#### Functional Allocation of Expenses

The costs of providing the various programs and other activities have been summarized on a functional basis in the statement of activities. Costs are allocated between fund raising, management and general expense or the appropriate program based on evaluations of the related benefits and actual hours. 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.

#### 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 at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

#### Income Taxes

The Organization is exempt from federal and state taxes under 501 ( c )( 3 ) of the Internal Revenue Code, and the not-forprofit corporation laws of New York State, and is considered by the Internal Revenue Service to be an Organization other than a private foundation. The Organization adopted the Financial Standards Codification 740, Accounting for Uncertainty in standard addresses the accounting for Taxes. The recognized in an entity's income taxes uncertainties in financial statements and prescribes a threshold of "more likely than not" for recognition and nonrecognition of tax positions taken or expected to be taken in the tax returns.

Financial Standards Codification 740 also provides related guidance on measurement, classification, interest and penalties, and disclosure. There was no material impact to the Organization's financial statements as a result of the adoption of Financial Standards Codification 740. The past three years remain open for examination by tax authorities (form 990).

#### Property and Equipment

Purchases of property & equipment are recorded at cost. Donations of property and equipment are recorded as support at their estimated fair value. Such donations are reported as unrestricted support unless the donor has restricted the donated asset to a specific purpose. Property and equipment are depreciated using the straight-line method over the expected useful lives of the assets.

#### Fair Value of Financial Instruments

The Organization has adopted Accounting Standards Codification 825, the fair Value Option for Financial Assets and Financial Liabilities - Including an Amendment of Accounting Standards Codification 320. A provision of Codification 825 permits an entity to measure financial instruments and certain other items at estimated fair value. Most of the provisions of Codification 825 are elective; however, the amendment to Accounting Standards Codification 320, Accounting for Certain Investments in Debt and Equity Securities, applies to all entities that own trading and available-for-sale securities, The fair value option created by Accounting Standards Codification 825 permits an entity to measure eligible items at fair value as of specified election The fair value option (a) may generally be applied instrument by instrument, (b) is irrevocable unless a new election date occurs, and (c) must be applied to the entire instrument and not only a portion of the instrument. Adoption of the Accounting Standards Codification 825 did not have a significant impact on the Organization's results of operations and financial condition.

The Organization's financial instruments consist principally of cash and cash equivalents, prepaid expenses, receivables, investments, other assets, accounts payable, and accrued expenses. The Organization believes all of the financial instruments' recorded values approximate fair value.

Recent Accounting Pronouncements - In August 2008, FASB issued Accounting Standards Codification 958, Endowments for Not-for-Profit Foundation: Net Asset Classification of Funds Subject to Enacted Version of the Uniform Prudent Management Institutional Funds Act and Enhanced Disclosures for Endowment Funds. Accounting Standards Codification 958 responds to accounting questions raised by the model Uniform Prudent Management of Institutional Funds Act (UPMIFA) that was approved Law Commission the Uniform Uniform to modernize by the Management of Institutional Funds Act of 1972 (UMIFA) governing the investment and management of donor-restricted endowment funds by not-for-profit Foundation. Among UPMIFA's more significant changes is the elimination of UMIFA's concept dollar threshold, the amount below which historic Foundation could not spend from the fund, in favor of a more robust set of guidelines about what constitutes prudent spending.

The provisions of Accounting Standards Codification 958 expand disclosures about the Foundation's endowment funds (both donor-restricted and board-designated). In addition, Accounting Standards Codification 958 requires that the portion of a donor-restricted endowment fund that is not classified as permanently restricted net asset be classified as temporarily restricted net assets until appropriated for expenditure. The Organization has adopted the provisions under Accounting Standards Codification 958.

#### NOTE 3 - CASH AND CASH EQUIVALENTS

Cash and cash equivalents are considered to be all highly liquid debt instruments with a maturity date of 90 days or less from the date of purchase. As June 30, 2014 and 2013, these accounts consist primarily of cash in bank as follows:

	<u>2014</u>	<u> 2013</u>
Amalgamated Bank	\$ 6,376	\$ 425,535
Maxim Group	28,176	26,342
Pax World Fund	251	<u>250</u>
Total cash	34,803	<u>\$ 452,127</u>

#### NOTE 4 - LITERATURE INVENTORY

Inventory is stated cost determined by the first-in, first-out method. The ending balances at June 30, 2014 and 2013 were \$32,761 and \$33,799 respectively.

#### NOTE 5 - INVESTMENTS

Investments in marketable securities are presented in the financial statements at fair market value in accordance with SFAS 124. At June 30, 2014 and 2013 the aggregate fair market value was as follows:

	2014	<u>2013</u>
Maxim Group - Stocks	\$ 102,505	\$ 80,923
Maxim Group - Mutual Funds	6,556	5,496
Parnassus Investments	2,347	1,825
Pax World Mutual Fund	<u>703,723</u>	<u>579,095</u>
Total	<u>\$ 815,131</u>	<u>\$ 667,339</u>

Investments include net unrealized gains and (losses) for the year ended June 30, 2014 and 2013 of \$48,685 and \$18,584 respectively.

#### NOTE 6 - GRANTS PAYABLE

This account consists of grants awarded by the organization during the year which were outstanding as of June 30, 2014 and 2013. Details of Grants Payable at June 30,:

	<u> 2014</u>	<u> 2013</u>
AS220		\$ 2,000
Asociacion Servicio Paz & Justicia de		
Costa Rica (SERPAJ-CR)		15,000
Clarkston Community Center	\$ 1,700	
Community Futures Collective		2,000
Deep Dish TV	4,410	4,410
Eritrean Antimilitarist Initiative		4,800
FERAPAD	1,958	
Granny Peace Brigade	675	
Jewish Voice for Peace		2,000
Minnesota Arms Spending Alternative Project		2,000
Met Council Research and Education Fund	3,375	3,375
Nonviolence International	2,800	
NYS Youth Leadership Council	2,025	2,025
Paper Tiger TV	5,400	5,400
Prisoners Legal Services of Massachusetts	2,000	
Socialist Party USA	2,160	2,160
Solidarity Uganda		2,549
TASSC	2,000	
War Resisters League	 <u>14,500</u>	 13,200
Total	\$ 43,003	\$ 60,919

### NOTE 7 - TEMPORARILY RESTRICTED ENDOWMENT & BOARD DESIGNATED FUNDS

The Organization has two temporarily restricted endowment funds, The Sara Bilezikian Peace Internship Endowment Fund and The Paul G. Schmidt Endowment Fund.

The Sara Bilezikian Peace Internship Endowment has principal balance of \$100,200 be invested to provide stipends and support the engagement of young people in nonviolence activism, organizing and educational work for peace and social justice. The investment income earned as of June 30, 2014 and 2013 totaled \$7,100 and \$8,283.

The Paul G. Schmidt Endowment Fund agreement stipulates that an endowment of \$145,841 be invested to provide support for the educational work of the War Resisters League on peace, disarmament, non-violence, conscientious objection, militarism and related issues. The Investment income earned as of June 30, 2014 and 2013 totaled \$8,713 and \$4,714.

Temporarily Restricted Funds Detail:	<u>2014</u>	2013
International Peace Bureau International Solidarity Movement		\$ 242,587 2,724
Jahalin Association Movement for Justice in El Barrio	\$ 5,277	418 30,000
Palestine-Israel Journal The Sara Bilezikian Peace Intership	139	·
Endowment The Paul G. Schmidt Endowment Fund	129,197 164,160	113,177 94,127
Vamos Unidos	0	<u>20,925</u>
TOTAL	\$ 298,773	\$ 503,958
TOTAL  Board Designated Funds Detail:	<u>\$ 298,773</u> <u>2014</u>	<u>\$ 503,958</u> <u>2013</u>
Board Designated Funds Detail:  Adalys Vazquez Solidarity Travel Fund	<b>2014</b> \$ 9,240	<b>2013</b> \$ 9,240
Board Designated Funds Detail:  Adalys Vazquez Solidarity Travel Fund Freeman Intership Endowment	2014	2013
Board Designated Funds Detail:  Adalys Vazquez Solidarity Travel Fund	\$ 9,240 117,544 14,438 24,986	2013 \$ 9,240 106,267 14,350 14,199
Board Designated Funds Detail:  Adalys Vazquez Solidarity Travel Fund Freeman Intership Endowment Counter Recruitment Fund	<b>2014</b> \$ 9,240 117,544 14,438	<b>2013</b> \$ 9,240 106,267 14,350

#### Unrestricted

Board	Temporarily
Designated	Restricted

·	Funds	Funds	6/30/14	6/30/13_
Beg. Balance 6/30/13	\$440,273	\$503,958	\$944,231	\$812,019
Grants & Contrib.	30,305	60,841	91,146	130,339
Investment income	51,071	26,012	77,083	51,633
Net assets disburs.  Ending Bal. 6/30/14	(19,179) <b>\$502,470</b>	(292,038) <b>\$298,773</b>	(311,217) \$801,243	( 49,760) <b>\$944,231</b>

#### NOTE 8 - PENSION PLAN

The organization has a defined contribution money purchase plan, which covers all employees meeting specific age and length of service requirements. Pension expense charged to operations for the year ended June 30, 2014 and 2013 was \$10,571 and \$8,799. Pension payable at June 30, 2014 and 2013 was \$0. and \$480.

#### NOTE 9 - CONCENTRATION OF CREDIT RISK

Financial instruments that potentially subject A.J. Muste Memorial Institute, Inc to concentration of credit risk consist principally of demand deposits accounts in financial institutions. As of the date of this report, Federal Depository Insurance Coverage limits have been increased to \$250,000; the Organization did not account balances in excess of coverage limits of \$175,535 at June 30, 2013.

#### NOTE 10 - RELATED PARTY TRANSACTIONS

There were no related party transactions identified for the fiscal years ended June 30, 2014 and 2013.

#### NOTE 11 - SUBSEQUENT EVENTS

No subsequent events of material nature came to our attention warranting adjustment or disclosure as of the date of this report.

#### NOTE 12 - PRIOR PERIOD ADJUSTMENT

Sponsored funds received prior to June 30, 2013 were previously reported under unrestricted funds. Accordingly, unrestricted funds were overstated by 296,654 and temporarily restricted funds were understated by the same amount. This adjustment has no effect on current year statement of activities.