

NEW ENGLAND
ARCHIVISTS, INC.

FINANCIAL STATEMENTS
(UNAUDITED)

DECEMBER 31, 2014 AND 2013

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To the Executive Board
New England Archivists, Inc.
c/o Massachusetts State Archives
Boston, MA 02125

I have reviewed the accompanying statements of financial position of the New England Archivists, Inc. (a nonprofit organization) as of December 31, 2014 and 2013, and the related statements of activities and cash flows for the years then ended, and the related statement of functional expenses for the years ended December 31, 2014 and 2013. A review includes primarily applying analytical procedures to management's financial data and making inquiries of Association's management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements taken as a whole. Accordingly, I do not express such an opinion.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

My responsibility is to conduct the review in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. Those standards require me to perform procedures to obtain limited assurance that there are no material modifications that should be made to the financial statements. I believe that the results of my procedures provide a reasonable basis for my report.

Based on my review, I am not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with generally accepted accounting principles in the United States of America.

A handwritten signature in black ink that reads "Robert J. Guimond CPA". The signature is written in a cursive style.

Robert J. Guimond, CPA
May 4, 2015



NEW ENGLAND ARCHIVISTS, INC.
STATEMENTS OF FINANCIAL POSITION
DECEMBER 31, 2014 AND 2013
-See Accountant's Review Report-

	<u>2014</u>	<u>2013</u>
<u>Assets</u>		
Current:		
Cash	\$ 74,609	\$ 72,313
Marketable securities	15,972	15,971
Prepaid expenses	705	-
Deposit –site	2,500	1,000
Deposit –bulk mail	230	640
Total current assets	94,016	89,924
Fixed assets:		
Computer & software	979	979
Accumulated depreciation	(979)	(979)
Total fixed assets	-	-
 Total Assets	 \$ 94,016	 \$ 89,924
<u>Liabilities</u>		
Current:		
Unearned dues	\$ 5,166	\$ 4,165
Accounts payable	-	-
Total Liabilities	5,166	4,165
<u>Net Assets</u>		
Unrestricted:		
General	76,884	72,547
Hale Award –board designated	1,366	1,366
Temporarily restricted:		
Hale Award	9,560	10,556
Haas Award	290	1,290
A/V Award	750	-
Total Net Assets	88,850	85,759
 Total Liabilities and Net Assets	 \$ 94,016	 \$ 89,924

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, 2014 AND 2013
-See Accountant's Review Report-

	<u>2014</u>	<u>2013</u>
Changes in unrestricted net assets:		
Revenue, gains and other support:		
Membership dues	\$ 15,968	\$ 13,503
Meetings	32,091	24,034
Educational workshops	895	2,657
Vendor sponsorships	8,295	7,450
Newsletter ads	635	1,400
Mailing lists	50	50
Investment income	37	163
Miscellaneous	-	92
Donations and Grants	45	7,140
	<u>58,016</u>	<u>56,489</u>
Net assets released from restrictions	2,000	1,000
	<u>60,016</u>	<u>57,489</u>
Expenses and losses:		
Committees	6,641	6,685
Meetings	29,620	26,494
Newsletter	12,165	14,056
Roundtables	145	-
Board and administrative	5,108	3,700
40 th Anniversary	-	16,009
Awards	2,000	1,000
Depreciation	-	92
	<u>55,679</u>	<u>68,036</u>
Change in unrestricted net assets	<u>4,337</u>	<u>(10,547)</u>
Change in temporarily restricted net assets:		
Donations to Hale Award	-	-
Donations to Haas Award	-	500
Donations to A/V Award	750	-
Investment income	4	8
Net assets released from restrictions	(2,000)	(1,000)
Change in temporarily restricted net assets	<u>(1,246)</u>	<u>(492)</u>
Change in net assets	3,091	(11,039)
Net assets, beginning of year	85,759	96,798
Net assets, end of year	<u>\$ 88,850</u>	<u>\$ 85,759</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, 2014 AND 2013
 -See Accountant's Review Report-

	<u>2014</u>	<u>2013</u>
Cash flows from operations:		
Received for dues	\$ 16,968	\$ 15,401
Received for meetings & workshops	32,986	26,691
Vendor sponsorships	8,295	7,450
Proceeds - sale of books, advertising & mailing lists	685	1,450
Donations and Grants	795	7,640
Interest/dividends received	42	171
Awards	(2,000)	(1,000)
Paid to suppliers	(55,474)	(67,816)
Net cash provided (used) by operations	<u>2,297</u>	<u>(9,921)</u>
Cash flows from investing activities:		
Marketable securities –reinvested income	(1)	(2)
Net cash provided (used) by investing	<u>(1)</u>	<u>(2)</u>
Net increase (decrease) in cash	2,296	(9,923)
Cash & equivalents, beginning of year	72,313	82,236
Cash & equivalents, end of year	<u>\$ 74,609</u>	<u>\$ 72,313</u>

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

Change in net assets	\$ 3,091	\$ (11,039)
Reconciling items:		
Depreciation	-	92
(Increase) decrease in site deposit	(1,500)	(1,000)
(Increase) decrease in prepaid expenses	(705)	
(Increase) decrease in bulk mail deposit	410	128
Increase (decrease) in unearned dues	1,001	1,898
Increase (decrease) in accounts payable	-	-
Net cash provided (used) by operations	<u>\$ 2,297</u>	<u>\$ (9,921)</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, 2014
-See Accountant's Review Report-

	<u>Membership</u>	<u>Nominating</u>	<u>Education</u>	<u>Communications</u>
Accountant	\$ -	\$ -	\$ -	\$ -
Advertising	-	-	-	-
Awards	-	-	-	-
Books	-	-	-	-
Catering	214	-	1,352	-
Contract services	-	897	-	-
Dues & subscriptions	-	-	-	-
Facilities	-	-	750	-
Fees	-	-	-	-
Honoraria/speaker fees	-	-	1,000	-
Insurance	-	-	-	-
Licensing	-	-	-	-
Meeting ex	-	-	-	-
Payment processing	471	-	33	-
Postage & delivery	-	-	-	27
Printing & reproduction	-	-	-	358
Refunds	-	-	-	-
Scholarship	-	-	-	-
Supplies	-	-	-	10
Travel	-	-	172	-
Miscellaneous	-	-	-	-
Total 2014	<u>\$ 685</u>	<u>\$ 897</u>	<u>\$ 3,307</u>	<u>\$ 395</u>
Total 2013	<u>\$ 823</u>	<u>\$ 375</u>	<u>\$ 2,948</u>	<u>\$ 1,253</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, 2014

-See Accountant's Review Report-

	<u>Web</u>	<u>Development</u>	Total Committee	<u>Spring</u>
Accountant	\$ -	\$ -	\$ -	\$ -
Advertising	-	-	-	-
Awards	-	-	-	-
Books	-	-	-	-
Catering	-	-	1,566	18,836
Contract services	-	-	897	-
Dues & subscriptions	1,234	-	1,234	-
Facilities	-	-	750	4,126
Fees	-	-	-	-
Honoraria/speaker fees	-	-	1,000	2,000
Insurance	-	-	-	-
Licensing	95	-	95	-
Meeting ex	-	-	-	690
Payment processing	-	3	507	792
Postage & delivery	-	25	52	222
Printing & reproduction	-	-	358	861
Refunds	-	-	-	-
Scholarship	-	-	-	-
Supplies	-	-	10	185
Travel	-	-	172	-
Miscellaneous	-	-	-	-
Total 2014	<u>\$ 1,329</u>	<u>\$ 28</u>	<u>\$ 6,641</u>	<u>\$ 27,712</u>
Total 2013	<u>\$ 1,244</u>	<u>\$ 42</u>	<u>\$ 6,685</u>	<u>\$ 24,280</u>

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NEW ENGLAND ARCHIVISTS, INC.
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2014
-See Accountant's Review Report-

	<u>Fall</u>	<u>Total Meetings</u>	<u>Newsletter</u>	<u>Roundtables</u>
Accountant	\$ -	\$ -	\$ -	\$ -
Advertising	-	-	-	-
Awards	-	-	-	-
Books	-	-	-	-
Catering	595	19,431	-	145
Contract services	-	-	3,966	-
Dues & subscriptions	-	-	-	-
Facilities	900	5,026	-	-
Fees	-	-	-	-
Honoraria/speaker fees	-	2,000	-	-
Insurance	-	-	-	-
Licensing	-	-	-	-
Meeting ex	10	700	-	-
Payment processing	105	897	-	-
Postage & delivery	-	222	1,179	-
Printing & reproduction	126	987	7,020	-
Refunds	-	-	-	-
Scholarship	-	-	-	-
Supplies	172	357	-	-
Travel	-	-	-	-
Miscellaneous	-	-	-	-
Total 2014	<u>\$ 1,908</u>	<u>\$ 29,620</u>	<u>\$ 12,165</u>	<u>\$ 145</u>
Total 2013	<u>\$ 2,214</u>	<u>\$ 26,494</u>	<u>\$ 14,056</u>	<u>\$ 0</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, 2014

-See Accountant's Review Report-

	<u>Board</u>	<u>40th Anniversary</u>	<u>Total 2014</u>	<u>Total 2013</u>
Accountant	\$ 1,600	\$ -	\$ 1,600	\$ 1,250
Advertising	-	-	-	-
Awards	85	-	85	216
Books	-	-	-	-
Catering	368	-	21,510	20,666
Contract services	500	-	5,363	14,377
Dues & subscriptions	388	-	1,622	1,671
Facilities	-	-	5,776	4,809
Fees	295	-	295	252
Honoraria/speaker fees	-	-	3,000	4,315
Insurance	769	-	769	766
Licensing	-	-	95	502
Meeting ex	-	-	700	
Payment processing	-	-	1,404	-
Postage & delivery	71	-	1,524	1,627
Printing & reproduction	-	-	8,365	12,429
Refunds	-	-	0	63
Scholarship	615	-	615	1,197
Supplies	231	-	598	486
Travel	-	-	172	1,696
Miscellaneous	186	-	186	622
Total 2014	\$ <u>5,108</u>	\$ <u>0</u>	\$ <u>53,679</u>	
Total 2013	\$ <u>3,700</u>	\$ <u>16,009</u>		\$ <u>66,944</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, 2014 AND 2013

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, 2014 AND 2013

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

Fixed Assets:

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

Unearned revenue:

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

Cash and cash equivalents:

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

Marketable securities:

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

Concentration of credit and market risk:

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

Use of estimates:

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

NEW ENGLAND ARCHIVISTS, INC.
NOTES TO THE UNAUDITED FINANCIAL STATEMENTS
FOR THE YEARS ENDED DECEMBER 31, 2014 AND 2013

Note 2 – Marketable Securities

Cash was invested as follows:

	<u>2014</u>		<u>2013</u>	
	<u>Cost</u>	<u>Market</u>	<u>Cost</u>	<u>Market</u>
Money Market Funds	\$ 15,972	\$ 15,972	\$ 15,971	\$ 15,971
Equity Mutual Funds	-	-	-	-
Marketable securities	<u>\$ 15,972</u>	<u>\$ 15,972</u>	<u>\$ 15,971</u>	<u>\$ 15,971</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 2014 and 2013 of \$ -0- and \$ -0-, respectively, are recorded as temporarily restricted funds in the statement of activity. Income earned on unexpended funds that are separately invested is recorded as temporarily restricted. Additionally, the board has occasionally appropriated unrestricted funds and designated them as Hale award funds. An award of \$1,000 was made in 2014 and 2013. The awards were recorded as withdrawals from the restricted fund.

Note 4 – Haas Award

The ‘Richard L. Haas Records Management Award’ is given to an individual who proposes a project that promotes increased cooperation, understanding, and knowledge between archival and records management profession. Donations to fund the award are generally solicited from members. Donations during 2014 and 2013 of \$ -0- and \$ 500, respectively, are recorded as restricted funds in the statement of activity. An award of \$1,000 was made in 2014. The award was recorded as a withdrawal from the restricted fund.

NEW ENGLAND ARCHIVISTS, INC.
NOTES TO THE UNAUDITED FINANCIAL STATEMENTS
FOR THE YEARS ENDED DECEMBER 31, 2014 AND 2013

Note 5 – A/V Award

An initial restricted donation of \$750 was received in 2014 to promote professional development in audio/visual disciplines.

Note 6 - 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, 2014 and 2013.

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

Note 7 –Subsequent events

Management has evaluated all material subsequent events through May 4, 2015, the date the financial statements were available to be issued