# NATIONAL HUMAN SERVICES ASSEMBLY AND SUBSIDIARY

CONSOLIDATED FINANCIAL STATEMENTS AND INDEPENDENT AUDITORS' REPORT

December 31, 2020



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#### INDEPENDENT AUDITORS' REPORT

To the Board of Directors National Human Services Assembly and Subsidiary

We have audited the accompanying consolidated financial statements of National Human Services Assembly and Subsidiary (collectively, the Organization), which comprise the statement of financial position as of December 31, 2020, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the consolidated financial statements.

#### Management's Responsibility for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated 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 consolidated 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 consolidated 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 consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditors consider internal control relevant to the entity's preparation and fair presentation of the consolidated 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 consolidated 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 consolidated financial statements referred to above present fairly, in all material respects, the financial position of National Human Services Assembly and Subsidiary as of December 31, 2020, 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.

#### **Report on Supplementary Information**

Our audit was conducted for the purpose of forming an opinion on the consolidated financial statements as a whole. The supplementary information on pages 16 – 17 is presented for purposes of additional analysis and is not a required part of the consolidated 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 consolidated financial statements. The information has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the consolidated financial statements or to the consolidated 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 consolidated financial statements as a whole.

HAN GROUP UC

HAN GROUP LLC Washington, DC December 9, 2021

### NATIONAL HUMAN SERVICES ASSEMBLY AND SUBSIDIARY Consolidated Statement of Financial Position

December 31, 2020

Assets		
Cash and cash equivalents	\$	280,299
Accounts receivable	Ŷ	201,948
Prepaid expenses and other assets		52,788
Investments		127,661
Property and equipment, net		44,292
Total assets	\$	706,988
Liabilities and Net Assets		
Liabilities		
Accounts payable and accrued expenses	\$	21,763
Dividends payable		89,297
Deferred revenue		14,158
Total liabilities		125,218
Net Assets		
Without donor restrictions		581,770
Total net assets		581,770
Total liabilities and net assets	\$	706,988

#### NATIONAL HUMAN SERVICES ASSEMBLY AND SUBSIDIARY

Consolidated Statement of Activities Year Ended December 31, 2020

		nout Donor estrictions	ith Donor estrictions	Total
Revenue and Support				
PurchasingPoint <sup>®</sup> , net of dividends				
to members	\$	573,072	\$ -	\$ 573,072
Membership dues		224,737	-	224,737
Contributions		147,256	-	147,256
Sublease revenue		64,368	-	64,368
Net investment income		7,093	-	7,093
Other income		25,114	-	25,114
Net assets released from restrictions:				
Satisfaction of purpose restrictions		164,738	 (164,738)	 -
Total revenue and support		1,206,378	 (164,738)	 1,041,640
Expenses				
Program services:				
PurchasingPoint <sup>®</sup> Program		505,797	-	505,797
Reframing Initiative and Other Programs		307,986	 -	 307,986
Total program services		813,783	 	 813,783
Supporting services:				
Membership services		155,200	-	155,200
Management and general		139,269	-	139,269
Fundraising		9,729	 	 9,729
Total supporting services		304,198	 -	 304,198
Total expenses		1,117,981	 	 1,117,981
Change in Net Assets		88,397	(164,738)	(76,341)
Net Assets, beginning of year		493,373	 164,738	 658,111
Net Assets, end of year	\$ 581,770		\$ 	\$ 581,770

#### NATIONAL HUMAN SERVICES ASSEMBLY AND SUBSIDIARY Consolidated Statement of Functional Expenses Year Ended December 31, 2020

	Prog	rams	;	_	Supporting Services									
	urchasing- Point <sup>®</sup> Program	Ini	Reframing tiative and Other Programs	Total Program Services		mbership ervices		anagement Id General	_ Fu	ndraising		Total Supporting Services		Total
Salaries and related expenses	\$ 280,571	\$	107,716	\$ 388,287	\$	64,031	\$	17,074	\$	4,269	\$	85,374	\$	473,661
Occupancy	143,772		77,057	220,829		42,611		11,511		2,841		56,963		277,792
Consultants	45,903		114,519	160,422		37,079		9,886		2,472		49,437		209,859
Professional services	2,118		1,336	3,454		-		90,201		-		90,201		93,655
Office expenses	5,924		5,134	11,058		5,015		6,708		28		11,751		22,809
Other expenses	 27,509		2,224	 29,733		6,464		3,889		119		10,472		40,205
Total Expenses	\$ 505,797	\$	307,986	\$ 813,783	\$	155,200	\$	139,269	\$	9,729	\$	304,198	\$	1,117,981

Consolidated Statement of Cash Flows Year Ended December 31, 2020

Cash Flows from Operating Activities	
Change in net assets	\$ (76,341)
Adjustments to reconcile change in net assets to net cash	
provided by operating activities:	
Depreciation and amortization	37,588
Realized and unrealized gain on investment	(7,090)
Change in operating assets and liabilities:	
Accounts receivable	79,985
Prepaid expenses and other assets	(34,372)
Membership receivable	2,331
Accounts payable and accrued expenses	(70,521)
Dividends payable	(34,219)
Deferred revenue	(3,842)
Deferred rent	 (79,178)
Net cash used in operating activities	 (185,659)
Cash Flows from Investing Activities	
Purchases of property and equipment	 (1,446)
Net cash used in investing activities	 (1,446)
Net Decrease in Cash and Cash Equivalents	(187,105)
Cash and Cash Equivalents, beginning of year	 467,404
Cash and Cash Equivalents, end of year	\$ 280,299

#### 1. Nature of Operations

National Human Services Assembly ("National Assembly"), incorporated in the state of New York in 1946, is a leading voice in this nation's human service sector and promotes collaboration among engaged organizations to advance the collective power, knowledge, strategy, and systems that build well-being within individuals and or communities. In aggregate, members, their affiliates, and local service networks collectively reach nearly every household in America – as consumers, donors, or volunteers.

In its dual role of convener and sector leader, the National Assembly focuses on providing members, their networks, and the communities they serve with a robust set of programs, resources, public policy support, and tools to strengthen their organizations. Through educating, supporting, and sharing best practices with human service experts on staff, the National Human Services Assembly, by extension, builds stronger communities nationwide.

The National Assembly has a wholly owned subsidiary, NABS, which was incorporated in the State of Delaware in October 2007. The purpose of NABS is to facilitate group purchasing by National Assembly members and others.

#### 2. Summary of Significant Accounting Policies

#### Principles of Consolidation

The accompanying consolidated financial statements include the accounts of National Assembly and NABS (collectively, the Organization) due to the presence of common control, economic interest, and ownership. All significant inter-company balances and transactions between National Assembly and its controlled entity have been eliminated during consolidation.

#### **Basis of Accounting**

The accompanying consolidated financial statements of the Organization have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America (GAAP). Consequently, revenue is recognized when earned and expenses are recognized when the obligation is incurred.

#### Cash and Cash Equivalents

The Organization considers all highly liquid instruments, which are to be utilized for current operations and which have an original maturity of three months or less, to be cash and cash equivalents. All other highly liquid instruments, which are to be used for the long-term purposes of the Organization, are classified as investments.

#### Accounts Receivable

The Organization's accounts receivable consists primarily of amounts due from the PurchasingPoint program administered by NABS. There was no allowance recorded at December 31, 2020 as the entire balance has been deemed by management to be fully collectible within one year. If an amount becomes uncollectible, it is expensed when that determination is made.

#### **Investments**

Investments are measured at fair value and are composed of money market funds and fixed income mutual funds. 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. Investment income is presented net of investment advisory and management fees, if any, on the accompanying consolidated statement of activities. Net realized and unrealized gains or losses on investments are included in net investment income. Money market funds held in the investment portfolios are included in investments on the accompanying consolidated statement of financial position.

#### Property and equipment

Property and equipment over \$1,000 with a projected useful life exceeding one year are capitalized and recorded at cost or fair value at date of contribution. Depreciation is computed using the straight-line method over the estimated useful lives of the related assets.

#### Dividends Payable

NABS operates the PurchasingPoint<sup>®</sup> program. Periodically throughout the year, NABS receives patronage dividends for the program. A certain percentage of these dividends are distributed to participating members of the programs at the discretion of the Board of Directors. As of December 31, 2020, dividends payable to participative members were \$89,297 and are presented as Dividends payable on the accompanying consolidated statement of financial position.

#### Classification of Net Assets

- *Net Assets Without Donor Restrictions* represent funds that are not subject to donor-imposed stipulations and are available for support of the Organization's general operations.
- Net Assets With Donor Restrictions represent funds that are subject to donor-imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. The Organization did not have any donor-imposed restrictions which are perpetual in nature at December 31, 2020.

#### Revenue Recognition

#### PurchasingPoint ®

PurchasingPoint <sup>®</sup> dues and service fees are generally collected in advance of services being provide and are considered exchange transactions and are recognized in revenue as the benefit to the end user is made available. Amounts received for which the benefits are not yet available are included in deferred revenue. At December 31, 2020 there was no deferred revenue related to Purchasing Point <sup>®</sup>

#### Membership Dues

Membership dues are on a calendar year basis and are generally billed prior to the new membership year. Membership dues are recognized over the year as the benefits are provided to members by the Organization. Dues received in advance, which are applicable to the following year, are recorded in deferred revenue. Conversely any unpaid dues are recorded in accounts receivable. There were \$14,158 of deferred member dues at December 31, 2020, which are included in deferred revenue on the accompanying consolidated statement of financial position.

#### Contributions

Contributions without conditions are recognized upon notification of the award and are reported as support with donor restrictions if they are received with donor stipulations that limit the use of donated assets. Contributions with donor-imposed restrictions are reclassified to net assets without donor restrictions when those restrictions are met in compliance with the donor-imposed purpose restrictions and for the expiration of donor-imposed time restrictions. These reclassifications are reported on the accompanying consolidated statement of activities as net assets released from restrictions.

Conditional promises to give, that is, those with a measurable performance or other barrier and a right of return, are recognized in revenue once the conditions on which they depend have been met. Amounts received in advance of the conditions being met are recorded as refundable advances. The Organization did not hold any refundable advances or conditional contributions for which the conditions were to be met in future periods at December 31, 2020.

Donated marketable securities and other non-cash donations are recorded as contributions at their estimated fair market values at the date of donation

#### Sublease Revenue

The Organization subleased a portion of its office space to local nonprofit organizations. Sublease revenue was generally received in the month the space was provided. Any amounts received in advance were recorded as deferred revenue, conversely any amounts due after the month space was provided were recorded in accounts receivable. The sub-lease ended in November 2020 and there was no deferred sublease rent at December 31, 2020

#### Revenue Recognition

#### Paycheck Protection Program Conditional Contribution

The Organization received a Small Business Administration (SBA), Paycheck Protection Program (PPP) loan in May 2020 in the amount of \$142,097. The loan was unsecured, carried an interest rate of 1% per annum, and had a two-year repayment schedule, with a deferment of up to ten months after the end of the covered period.

The Organization's policy is to account for the PPP loan as a conditional contribution. The Organization fully met the conditions prior to December 31, 2020 and applied for full forgiveness under the provisions of the Coronavirus Aid, Relief, and Economic Security Act (CARES). Accordingly, this amount is included in contributions on the accompanying consolidated statement of activities.

Subsequent to year-end, in 2021, the Organization received full forgiveness of the PPP loan.

#### Functional Allocation of Expenses

The costs of providing program and supporting services have been summarized on a functional basis on the accompanying consolidated statement of activities. The statement of functional expenses presents expenses by function and natural classification. The Organization incurs expenses that directly relate to, and can be assigned to, a specific program or supporting activity. The Organization also conducts a number of activities which benefit both its program objectives as well as supporting services. These costs, which are not specifically attributable to a specific program or supporting services benefited based on the distribution of labor. Expenses allocated include salaries and related expenses, occupancy, consultants, office expenses and other expenses.

#### Pending Accounting Pronouncements

In February 2016, FASB issued ASU 2016-02, *Leases (Topic 842)*. The core principles of ASU 2016-02 change the way organizations will account for their leases by recognizing lease assets and related liabilities on the consolidated statement of financial position and disclosing key information about leasing arrangements. ASU 2016-02 is effective for non-public entities for fiscal years beginning after December 15, 2021.

In September 2020, the FASB issued ASU 2020-07, *Not-for-Profit Entities (Topic 958): Presentation and Disclosures by Not-for-Profit Entities for Contributed Nonfinancial Assets.* The core principles of ASU 2020-07 address the measurement of nonfinancial contributions and increase the transparency of contributed nonfinancial assets through enhancements to presentation and disclosure. The amendments in the update are to be applied on a retrospective basis. ASU 2020-07 is effective for non-public entities for fiscal years beginning after June 15, 2021.

Management is currently evaluation the impact of ASU 2016-02 and ASU 2020-07 on the Organization's consolidated financial statements.

#### Use of Estimates

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

#### 3. Concentrations

The Organization's cash and cash equivalents are held in accounts at certain commercial financial institutions. At times, balances may exceed the Federal Deposit Insurance Corporation (FDIC) limit or the Securities Investor Protection Corporation (SIPC) limits per depositor, per institution. The Organization has not experienced any losses to date as it relates to FDIC or SIPC insurance limits, monitors the credit worthiness of these institutions and believes that the risk of any loss is minimal.

In addition, the Organization invests funds in a professionally managed portfolio of marketable securities. Such investments are exposed to market and credit risks. Therefore, the Organization's investments may be subject to significant fluctuations in fair value. As a result, the investment balances reported on the accompanying consolidated financial statements may not be reflective of the portfolio's value during subsequent periods.

During the year ended December 31, 2020, revenue from two sources accounted for approximately 71% of the Organization's revenue and support. Additionally, a receivable due from one source comprised approximately 99% of total receivables at December 31, 2020.

#### 4. Investments

The Organization's investments consist of the following at December 31, 2020:

Fixed-income mutual funds	\$ 120,476
Money market funds	7,185
Total investments	\$ 127,661

#### 5. Fair Value Measurements

The three levels of the fair value hierarchy for recurring fair value measurements are prioritized based on the inputs to valuation techniques used to measure fair value and are as follows:

• Level 1: Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets that the Organization has the ability to access.

#### 5. Fair Value Measurements (continued)

- Level 2: Inputs to the valuation methodology include (1) quoted prices for similar assets or liabilities in active markets; (2) quoted prices for identical or similar assets or liabilities in inactive markets; (3) inputs other than quoted prices that are observable for the asset or liability; and (4) inputs that are derived principally from or corroborated by observable market data by correlation or other means. If the asset or liability has a specified (contractual) term, the Level 2 input must be observable for substantially the full term of the asset or liability.
- Level 3: Inputs to the valuation methodology are unobservable and significant to the fair value measurement.

The following is a summary of input levels used to determine fair values, measured on a recurring basis, of investments at December 31, 2020:

		Level 1	L	evel 2	Total			
Fixed-income mutual funds Money market funds	\$ 120,476 -		\$	- 7,185	\$	120,476 7,185		
Total investments at fair value	\$	120,476	\$	7,185	\$	127,661		

#### 6. Property and Equipment

The Organization held the following property and equipment at December 31, 2020:

Website	\$ 475,662
Software	34,844
Equipment	13,397
	523,903
Less: accumulated depreciation and amortization	 (479,611)
Property and equipment, net	\$ 44,292

#### 7. Liquidity and Availability of Resources

The following schedule reflects the Organization's financial assets as of December 31, 2020, reduced by amounts not available for general use within one year. All financial assets listed below are considered to be convertible to cash within one year.

Financial Assets:

Cash and cash equivalents	\$ 280,299
Accounts receivable	201,948
Investments	127,661
Financial assets available to meet cash needs for general	
expenditures within one year	\$ 609,908

The Organization's policy is to structure its financial assets to become available as general expenditures, liabilities and other obligations become due. The Organization operates with a balanced budget and without any short or long term non-operating debt. Additionally, the Organization has a line of credit of up to \$50,000 upon which it may draw, should the need arise.

#### 8. Net Assets With Donor Restrictions

During the year ended December 31, 2020, releases from net assets with donor restrictions were for the following:

Satisfaction of purpose restrictions:	
Reframing Initiative	\$ 164,738
Total net assets released from donor restrictions	\$ 164,738

#### 9. Commitments and Contingencies

#### Leases

In August 15, 2011, the Organization entered into a non-cancelable operating lease agreement for office space with an expiration date of February 28, 2022. In lieu of a security deposit the Organization maintained a letter of credit. The lease agreement included escalation clauses relating to increases in the consumer price index, real estate taxes and operating costs, as well as the abatement of payments for a portion of the lease commitment.

#### 9. Commitments and Contingencies (continued)

#### Leases (continued)

The defined escalation clause and abatement in the lease gave rise to a deferred lease obligation, which was amortized on a straight-line basis over the term of the lease.

In October 2020, the Organization entered into an agreement with the landlord for early termination of the obligations under the lease. Under the terms of the agreement, the lease was terminated on November 30, 2020. The agreed terms included a termination payment of \$43,597 and the return of the letter of credit in the amount of \$17,123 on the termination date. The termination payment was made on October 2020 and ended all obligations under the lease agreement.

Total rental expense for the year ended December 31, 2020 was \$218,540 and is included in occupancy on the accompanying consolidated statement of functional expenses.

#### Line of Credit

The Organization has a line of credit with a commercial bank that provides for advances of up to \$50,000. At December 31, 2020 the annual interest rate on the line was 10%. There was no outstanding balance as of December 31, 2020.

#### 10. Income Taxes

Under Section 501(c)(3) of the Internal Revenue Code, the National Assembly is a nonprofit organization and is exempt from federal taxes on income other than net unrelated business income. National Assembly did not have any material unrelated business income tax liability for the year ended December 31, 2020.

National Assembly follows the authoritative guidance relating to accounting for uncertainty in income taxes included in Accounting Standards Codification Topic 740-10, 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. It is National Assembly's policy to recognize interest and/or penalties related to uncertain tax positions, if any, in income tax expenses.

NABS, the wholly owned subsidiary, is taxed as a corporation and incurred income tax expense of \$19,923 for the year ended December 31, 2020 which is included in other expenses on the accompanying consolidated statement of functional expenses.

The Organization performed an evaluation of uncertain tax positions for the year ended December 31, 2020 and determined that there were no matters that would require recognition in the consolidated financial statements or that may have any effect on its tax-exempt status. The statute of limitations generally remains open for three tax years with the U.S. federal jurisdiction or the various states and local jurisdictions in which the Organization files tax returns.

#### 11. Subsequent Events

In preparing these consolidated financial statements, the Organization has evaluated events and transactions for potential recognition or disclosure through December 9, 2021, the date the consolidated financial statements were available to be issued. There were no subsequent events that require recognition of, or disclosure in, the consolidated financial statements, other than as disclosed in Note 2, *Summary of Significant Accounting Policies, Paycheck Protection Program Conditional Contribution.* 

#### SUPPLEMENTAL INFORMATION

NATIONAL HUMAN SERVICES ASSEMBLY AND ITS CONTROLLED ENTITIES Consolidating Schedule of Financial Position December 31, 2020

	National Assembly			NABS Eliminations			Сс	nsolidated
Assets								
Cash and cash equivalents	\$	29,684	\$	250,615	\$	-	\$	280,299
Accounts receivable		1,625		200,323		-		201,948
Prepaid expenses and other assets		22,570		30,218		-		52,788
Due from affiliated entity		-		509,831		(509,831)		-
Investments		12,185		120,476		(5,000)		127,661
Property and equipment, net		38,968		5,324		-		44,292
Total assets	\$	105,032	\$	1,116,787	\$	(514,831)	\$	706,988
Liabilities and Net Assets Liabilities								
Accounts payable and accrued expenses	\$	17,637	\$	4,126	\$	-	\$	21,763
Dividend payable		-		89,297		-		89,297
Due to affiliated entity		509,831		-		(509,831)		-
Deferred revenue		-		14,158		-		14,158
Total liabilities		527,468		107,581		(509,831)		125,218
Net Assets (Deficit)								
Without donor restrictions		(422,436)		-		-		(422,436)
Retained Earnings		-		1,004,206		-		1,004,206
Common Stock		-		5,000		(5,000)		-
Total net assets (deficit)		(422,436)		1,009,206		(5,000)		581,770
Total liabilities and net assets (deficit)	\$	105,032	\$	1,116,787	\$	(514,831)	\$	706,988

## NATIONAL HUMAN SERVICES ASSEMBLY AND ITS CONTROLLED ENTITIES Consolidating Schedule of Activities December 31, 2020

	National Assembly	NABS	Eliminations	С	onsolidated
Change in Net Assets Without Donor Restrictions		 11/12/0	Linnationio		
Revenue and Support					
Purchasing Point, net of dividends					
to members	\$ -	\$ 573,072	\$-	\$	573,072
Membership dues	224,737	-	-		224,737
Grants and contributions	147,256	-	-		147,256
Rental income	64,368	-	-		64,368
Investment income	33	7,060	-		7,093
Other income	1,114	24,000	-		25,114
Net assets released from restrictions	 164,738	 -	-		164,738
Total revenue and support	 602,246	 604,132			1,206,378
Expenses and Losses					
Program services:					
PurchasingPoint Program	-	505,797	-		505,797
Reframing Initiatives and Other Programs	 307,986	 -			307,986
Total program services	 307,986	 505,797			813,783
Supporting services:					
Membership services	155,200	-	-		155,200
Management and general	99,109	40,160	-		139,269
Fundraising	 9,729	 -			9,729
Total supporting services	 264,038	 40,160			304,198
Total expenses	 572,024	 545,957			1,117,981
Change in net assets without donor restrictions	\$ 30,222	\$ 58,175	<u>\$</u> -	\$	88,397
Change in Net Assets With Donor Restrictions					
Net assets released from restrictions	 (164,738)	 			(164,738)
Change in net assets with donor restrictions	 (164,738)	 			(164,738)
Change in Net Assets	(134,516)	58,175	-		(76,341)
Net Assets, beginning of period	 (287,920)	 946,031			658,111
Net Assets, end of period	\$ (422,436)	\$ 1,004,206	\$-	\$	581,770