

INSTITUTE FOR POLICY STUDIES

FINANCIAL STATEMENTS AND INDEPENDENT AUDITORS' REPORT

December 31, 2012 and 2011

INSTITUTE FOR POLICY STUDIES

Financial Statements

December 31, 2012 and 2011

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INDEPENDENT AUDITORS' REPORT

To the Board of Trustees
Institute for Policy Studies

We have audited the accompanying financial statements of Institute for Policy Studies, which comprise the statements of financial position as of December 31, 2012 and 2011, and the related statements of activities 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.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audits 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 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 auditors consider 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 Institute for Policy Studies as of December 31, 2012 and 2011, 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.

HAN GROUP LLC

HAN GROUP LLC
McLean, Virginia
July 18, 2013

INSTITUTE FOR POLICY STUDIES

Statements of Financial Position

December 31, 2012 and 2011

	2012	2011
Assets		
Cash and cash equivalents	\$ 304,184	\$ 95,524
Contributions and grants receivable	174,829	883,217
Other receivables	22,063	6,977
Investments	1,602,907	822,175
Prepaid expenses and deposits	61,758	67,138
Property and equipment, net	81,708	56,745
Artwork	15,900	15,900
Total assets	<u>\$ 2,263,349</u>	<u>\$ 1,947,676</u>
Liabilities and Net Assets		
Liabilities		
Accounts payable	\$ 98,429	\$ 105,889
Accrued vacation	38,597	75,814
Annuity liability	149,781	47,377
Capital lease obligation	77,600	36,644
Deferred rent liability	32,062	29,894
Total liabilities	<u>396,469</u>	<u>295,618</u>
Net Assets		
Unrestricted	1,022,872	617,380
Temporarily restricted	844,008	1,034,678
Total net assets	<u>1,866,880</u>	<u>1,652,058</u>
Total liabilities and net assets	<u>\$ 2,263,349</u>	<u>\$ 1,947,676</u>

See accompanying notes.

INSTITUTE FOR POLICY STUDIES

Statement of Activities

Year Ended December 31, 2012

	Unrestricted	Temporarily Restricted	Total
Revenue and Support			
Contributions and grants	\$ 1,116,386	\$ 2,490,161	\$ 3,606,547
Investment income	52,965	-	52,965
Seminar and special event income	29,994	-	29,994
Rent income	37,748	-	37,748
Royalty	36,788	-	36,788
Change in value of split-interest agreements	(9,808)	-	(9,808)
Other	19,076	-	19,076
Net assets released from restrictions:			
Satisfaction of purpose restrictions	2,680,831	(2,680,831)	-
Total revenue and support	<u>3,963,980</u>	<u>(190,670)</u>	<u>3,773,310</u>
Expenses			
Program services:			
New Economy	1,629,974	-	1,629,974
Common Security	756,414	-	756,414
Fiscal Sponsors	477,383	-	477,383
Special Projects	201,692	-	201,692
Other programs	30,113	-	30,113
Total program services	<u>3,095,576</u>	<u>-</u>	<u>3,095,576</u>
Supporting services:			
Administrative	310,365	-	310,365
Fundraising	152,547	-	152,547
Total supporting services	<u>462,912</u>	<u>-</u>	<u>462,912</u>
Total expenses	<u>3,558,488</u>	<u>-</u>	<u>3,558,488</u>
Change in Net Assets	405,492	(190,670)	214,822
Net Assets, beginning of year	<u>617,380</u>	<u>1,034,678</u>	<u>1,652,058</u>
Net Assets, end of year	<u>\$ 1,022,872</u>	<u>\$ 844,008</u>	<u>\$ 1,866,880</u>

See accompanying notes.

INSTITUTE FOR POLICY STUDIES

Statement of Activities

Year Ended December 31, 2011

	Unrestricted	Temporarily Restricted	Total
Revenue and Support			
Contributions and grants	\$ 1,468,742	\$ 2,598,301	\$ 4,067,043
Investment income	45,007	-	45,007
Seminar and special event income	28,389	-	28,389
Rent income	24,118	-	24,118
Royalty	17,415	-	17,415
Change in value of split-interest agreements	(6,368)	-	(6,368)
Other	1,332	-	1,332
Net assets released from restrictions:			
Satisfaction of purpose restrictions	2,533,068	(2,533,068)	-
Total revenue and support	<u>4,111,703</u>	<u>65,233</u>	<u>4,176,936</u>
Expenses			
Program services:			
New Economy	1,523,989	-	1,523,989
Common Security	922,062	-	922,062
Special Projects	612,941	-	612,941
Total program services	<u>3,058,992</u>	<u>-</u>	<u>3,058,992</u>
Supporting services:			
Administrative	227,918	-	227,918
Fundraising	225,688	-	225,688
Total supporting services	<u>453,606</u>	<u>-</u>	<u>453,606</u>
Total expenses	<u>3,512,598</u>	<u>-</u>	<u>3,512,598</u>
Change in Net Assets	599,105	65,233	664,338
Net Assets, beginning of year	<u>18,275</u>	<u>969,445</u>	<u>987,720</u>
Net Assets, end of year	<u>\$ 617,380</u>	<u>\$ 1,034,678</u>	<u>\$ 1,652,058</u>

See accompanying notes.

INSTITUTE FOR POLICY STUDIES
 Statements of Cash Flows
 Years Ended December 31, 2012 and 2011

	2012	2011
Cash Flows from Operating Activities		
Change in net assets	\$ 214,822	\$ 664,338
Adjustments to reconcile change in net assets to net cash provided by (used in) operating activities:		
Unrealized and realized (gain) loss on investments	(31,270)	23,002
Fair value of donated stock	(25,272)	-
Loss from capital lease termination	4,445	404
Depreciation	23,769	34,909
Change in value of split-interest agreement	9,808	6,368
Change in operating assets and liabilities:		
Decrease (increase) in contributions and grants receivable	708,388	(845,717)
(Increase) decrease in other receivable	(15,086)	1,631
Decrease in prepaid expenses and deposits	5,380	2,909
Decrease in accounts payable	(7,460)	(23,498)
(Decrease) increase in accrued vacation	(37,217)	23,900
Increase (decrease) in annuity liability	92,596	(7,741)
Increase in deferred rent liability	2,168	28,372
Net cash provided by (used in) operating activities	<u>945,071</u>	<u>(91,123)</u>
Cash Flows from Investing Activities		
Purchases of investments	(1,509,465)	(437,025)
Proceeds from sales of investments	785,275	603,220
Purchases of property and equipment	-	(4,876)
Net cash (used in) provided by investing activities	<u>(724,190)</u>	<u>161,319</u>
Cash Flows from Financing Activities		
Payments on capital lease obligation	(12,221)	(10,798)
Net cash used in financing activities	<u>(12,221)</u>	<u>(10,798)</u>
Net Increase in Cash and Cash Equivalents	208,660	59,398
Cash and Cash Equivalents, beginning of year	<u>95,524</u>	<u>36,126</u>
Cash and Cash Equivalents, end of year	<u>\$ 304,184</u>	<u>\$ 95,524</u>

See accompanying notes.

INSTITUTE FOR POLICY STUDIES

Notes to Financial Statements

December 31, 2012 and 2011

1. Nature of Operations

Institute for Policy Studies (the Institute), founded in 1963, is a transnational center for research, education and social invention. The Institute sponsors critical examination of the assumptions and policies that define America's posture on domestic and international issues and offers alternative strategies and visions. Areas of focus include domestic policy, national security, international economics and human rights. A tax-exempt, nonprofit organization that accepts no government funds, the Institute guards the freedom of its scholars to be both critical and creative.

The work of the Institute reflects the realization that the social and political problems facing the United States – militarism, environmental decay and economic injustice – are all part of a larger global context. In an effort to seek alternatives to these problems, in 1973, the Institute established its international program, which addresses the fundamental disparity between the rich and poor and nations of the world, investigates its causes and develops alternatives for its remedy. The activities of the Institute are funded primarily through contributions and grants from other organizations and foundations.

2. Summary of Significant Accounting Policies

Basis of Presentation

The Institute prepares its financial statements on the accrual basis of accounting and in accordance with accounting principles generally accepted in the United States of America.

Cash and Cash Equivalents

Cash and cash equivalents consist of monies held in demand deposit accounts and highly liquid investments with initial maturity dates of three months or less. However, cash equivalents exclude money market funds and other cash held within investment accounts, which are normally held for a longer period of time.

Contributions and Grants Receivable

Unconditional promises to give that are expected to be collected within one year are recorded at net realizable value. Unconditional promises to give that are expected to be collected in future years are recorded at the present value of their estimated future cash flows. The discounts on those amounts are computed using risk-free interest rates appropriate for the expected term of the promise to give. Amortization of the discount is included in contributions and grants revenue in the accompanying statements of activities.

2. Summary of Significant Accounting Policies (continued)

Contributions and Grants Receivable (continued)

The Institute uses the allowance method to determine uncollectible contributions and grants receivable. The allowance is based on management's analysis of specific contributions. As a result, it is possible that the Institute's estimate of the carrying amount of contributions and grants receivable could change in the near term. At December 31, 2012 and 2011, there was no allowance for doubtful accounts or discount as the entire balance has been deemed by management to be fully collectible within one year.

Investments

Investments consist of cash and money market funds, government securities, equity securities, municipal bonds and corporate fixed income. Investments in cash and money market funds, government securities, equity securities, municipal bonds and corporate fixed income are recorded in the financial statements 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. Interest, dividends and realized gains or losses are recorded as investment income when earned. Fluctuations in the fair market value of the investment portfolio are recorded as unrealized gains or losses.

Property and Equipment

Property and equipment over \$1,000 with a projected useful life exceeding one year are capitalized and recorded at cost. Depreciation is computed using straight-line method over the estimated useful lives of the assets, which range from three to seven years. Leasehold improvements are amortized using the straight-line method over the lesser of the lease term or their estimated useful lives.

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 income or expense in the accompanying statements of activities. Major additions are capitalized, while replacements, maintenance and repairs that do not improve or extend the lives of the respective assets are expensed as incurred.

Artwork

Artwork consists of donated photographs and sketches and is carried at its recorded value, which is the estimated fair market value at the time of donation. The artwork is not depreciated.

INSTITUTE FOR POLICY STUDIES

Notes to Financial Statements

December 31, 2012 and 2011

2. Summary of Significant Accounting Policies (continued)

Gift Annuities

The Institute has received irrevocable gift annuities from several donors. The donors give the Institute a cash contribution and, in return, the Institute agrees to make payments to the donor for the remaining life of the donor or the donor's designated beneficiary. A liability is recorded in the accompanying statements of financial position at the present value of the expected future payments owed by the Institute under these agreements based on current rates in the Internal Revenue Service's (IRS) actuarial tables for annuities.

Actuarial gains or losses resulting from changes in assumptions used to calculate the liability for the present value of future annuity payments are recorded as increases or decreases in the respective net asset class on the accompanying statements of activities. Upon the donor's death, the remaining liability is eliminated and recognized as revenue.

Classification of Net Assets

The net assets of the Institute are reported as follows:

- *Unrestricted net assets* represent the portion of expendable funds that are available for support of the Institute's operations and are not subject to donor-imposed stipulations.
- *Temporarily restricted net assets* represent amounts that are subject to donor-imposed restrictions to be used for a particular purpose or within a specific time period.

Revenue Recognition

The Institute 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 purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported on the accompanying statements of activities as net assets released from restrictions.

Unrestricted contributions and grants are reported as revenue in the year in which the unconditional promises or amounts are received. Amounts promised to the Institute, but not yet received, are included in contributions and grants receivable in the accompanying statements of financial position. Conditional promises to give are not recognized as revenue until the conditions are substantially met.

2. Summary of Significant Accounting Policies (continued)

Revenue Recognition (continued)

Contribution revenue from charitable gift annuities is recognized at the date the agreement is established, net of the liability recorded for the present value of the estimated future payments to be made to the respective donors or other beneficiaries. The present value of payments to beneficiaries of charitable gift annuities is calculated using discount rates, which represent the risk-free rates in existence at the date of the gift. Gains or losses resulting from changes in assumptions used to calculate the discount are recorded as change in value of split interest of agreements in the accompanying statements of activities.

Revenue from all other sources is recognized when earned.

Functional Allocation of Expenses

The cost of providing the various programs and other activities has been summarized on a functional basis in the accompanying statements of activities. Accordingly, certain indirect costs have been allocated among the programs and supporting services benefited based on management's estimate of shared costs.

Use of Estimates

The preparation of 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 reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Reclassifications

Certain amounts from the 2011 financial statements have been reclassified to conform to the 2012 financial statement presentation.

3. Concentrations of Credit Risks

The Institute maintains cash deposits with various financial institutions that may, from time to time, exceed insurable limits. Management periodically assesses the financial condition of the institutions and believes that the risk of any loss is minimal.

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

INSTITUTE FOR POLICY STUDIES

Notes to Financial Statements

December 31, 2012 and 2011

4. Investments

The Institute's investments consist of the following at December 31:

	<u>2012</u>	<u>2011</u>
Cash and money market funds	\$ 642,507	\$ 113,646
Government securities	550,305	396,923
Equity securities	388,589	290,439
Municipal bonds	11,489	11,153
Corporate fixed income	<u>10,017</u>	<u>10,014</u>
Total	<u>\$ 1,602,907</u>	<u>\$ 822,175</u>

Investment income consists of the following for the years ended December 31:

	<u>2012</u>	<u>2011</u>
Unrealized gain (loss)	\$ 23,727	\$ (5,039)
Interest and dividends	21,695	22,005
Realized gain	<u>7,543</u>	<u>28,041</u>
Total	<u>\$ 52,965</u>	<u>\$ 45,007</u>

5. Fair Value of Financial Instruments

The Institute adopted the provisions of Accounting Standards Codification (ASC) Topic 820, *Fair Value Measurements*, for financial assets and liabilities measured on a recurring basis. ASC defines fair value, establishes a framework for measuring fair value in accordance with generally accepted accounting principles and requires disclosures about fair value measurements.

ASC emphasizes that fair value is a market-based measurement, not an entity-specific measurement, and, therefore, a fair value 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, 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.

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Notes to Financial Statements

December 31, 2012 and 2011

5. Fair Value of Financial Instruments (continued)

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

- *Level 1* - Inputs based on unadjusted, quoted market prices in active markets for identical assets or liabilities accessible at the measurement date.
- *Level 2* - Inputs based on quoted prices in markets that are not active or model inputs that are observable, either directly or indirectly, for substantially the full term of the asset or liability, 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.

The following tables summarize the Institute's investments which are measured at fair value on a recurring basis, aggregated by type and the fair value hierarchy level which those measurements were made.

December 31, 2012:

	<u>Total Fair Value</u>	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
Investments:				
Cash and money market funds	\$ 642,507	\$ 642,507	\$ -	\$ -
Government securities	550,305	550,305	-	-
Equity securities	388,589	388,589	-	-
Municipal bonds	11,489	-	11,489	-
Corporate fixed income	10,017	-	10,017	-
	<u>1,602,907</u>	<u>1,581,401</u>	<u>21,506</u>	<u>-</u>
Total	<u>\$ 1,602,907</u>	<u>\$ 1,581,401</u>	<u>\$ 21,506</u>	<u>\$ -</u>

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Notes to Financial Statements

December 31, 2012 and 2011

5. Fair Value of Financial Instruments (continued)December 31, 2011:

	Total Fair Value	Level 1	Level 2	Level 3
Investments:				
Cash and money market funds	\$ 113,646	\$ 113,646	\$ -	\$ -
Government securities	396,923	396,923	-	-
Equity securities	290,439	290,439	-	-
Municipal bonds	11,153	-	11,153	-
Corporate fixed income	10,014	-	10,014	-
Total	<u>\$ 822,175</u>	<u>\$ 801,008</u>	<u>\$ 21,167</u>	<u>\$ -</u>

6. Property and Equipment

The Institute held the following property and equipment at December 31:

	2012	2011
Furniture and equipment	\$ 103,553	\$ 103,553
Equipment under capital leases	95,791	60,080
Total property and equipment	199,344	163,633
Less: accumulated depreciation	(117,636)	(106,888)
Property and equipment, net	<u>\$ 81,708</u>	<u>\$ 56,745</u>

7. Annuity Liability

The Institute is a beneficiary of several charitable gift annuity trusts. Under the terms of the agreements, the Institute is obligated to pay fixed annual amounts ranging from \$300 to \$11,000 to the original donor or designated beneficiary as long as the beneficiaries are living. The net present value of the obligation under charitable gift annuities, using actuarial tables based on the beneficiaries' expected life, amounted to \$149,781 and \$47,377 at December 31, 2012 and 2011, respectively.

INSTITUTE FOR POLICY STUDIES

Notes to Financial Statements

December 31, 2012 and 2011

8. Commitments

Operating Leases

The Institute has entered into non-cancellable operating lease agreements for office space that expires through February 29, 2016. Under the terms of these leases, base rent is subject to annual increases ranging from 2.5% to 3.0% over the previous year's adjusted rent. Under accounting principles generally accepted in the United States of America, all fixed-rent increases are recognized on a straight-line basis over the term of the lease. Total rent expense was \$283,795 and \$253,285 for the years ended December 31, 2012 and 2011, respectively. Future minimum lease payments required under these operating leases are as follows:

For the years ending December 31:

2013	\$	237,581
2014		243,521
2015		249,609
2016		<u>42,207</u>
Total future minimum lease payments	\$	<u>772,918</u>

Capital Leases

The Institute leases office equipment under long-term capital lease agreements that expire through November 2017. The capital lease assets are included in property and equipment at a total cost of \$78,609 and \$32,178 with related accumulated amortization of \$18,758 and \$24,283 at December 31, 2012 and 2011, respectively. The future minimum lease payments required under these capital leases are as follows at December 31, 2012:

For the years ending December 31:

2013	\$	22,512
2014		22,512
2015		15,065
2016		14,388
2017		<u>13,189</u>
Total future minimum lease payments		87,666
Less: amount representing interest		<u>(10,066)</u>
Capital lease obligation	\$	<u>77,600</u>

INSTITUTE FOR POLICY STUDIES

Notes to Financial Statements

December 31, 2012 and 2011

9. Temporarily Restricted Net Assets

Temporarily restricted net assets are available for the following at December 31:

	<u>2012</u>	<u>2011</u>
Global Economy	\$ 310,732	\$ 227,496
Climate Justice	178,942	270,887
Newman Fellowship	105,202	258,453
Break the Chain	77,939	24,230
Inequality Boston	64,841	42,877
New Mexico Fellowship	41,238	15,500
FPIF-Right Web	25,931	25,931
New Economy Working Group	14,841	15,007
Economic Hardship Project	7,808	80,777
Lessons of the 60's	6,774	-
Letelier/Moffitt	4,504	-
Cuba Film	4,001	-
Resource Rights	926	63,961
New Priorities Network	329	-
Other Worlds Haiti	-	9,459
Cvijeto Job	-	100
Total temporarily restricted net assets	<u>\$ 844,008</u>	<u>\$ 1,034,678</u>

10. Conditional Contribution for the Raskin Freedom Fund

On April 30, 2007, the HKH Foundation awarded the Institute a conditional gift of \$1,000,000 for the Raskin Freedom Fund. The gift is conditional upon the Institute's satisfaction of a two-to-one matching requirement and is to be released in \$100,000 increments every time the Institute receives \$200,000 in other support for the endowment. The Institute met the matching requirement throughout 2011 and 2012 and recorded \$650,000 and \$350,000 in contribution revenue from the HKH Foundation for the years ended December 31, 2012 and 2011, respectively.

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Notes to Financial Statements

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11. Pension Plan

The Institute sponsors a 403(b) tax-deferred annuity plan for its employees. Employees are eligible to participate in the plan immediately upon commencement of employment. Participating employees may contribute a portion of their income on a tax-deferred basis and the Institute matches 100% of the employee elective deferrals up to a maximum of 4% of each employee's compensation after the employee has completed two years of service. Employees are fully vested in the plan at the time of enrollment. Pension expenses were \$29,724 and \$40,707 for the years ended December 31, 2012 and 2011, respectively.

12. Income Taxes

The Institute is recognized as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code and is exempt from income taxes except for taxes on unrelated business activities. No tax expense was recorded in the accompanying financial statements for the years ended December 31, 2012 and 2011 as there were no unrelated business activities.

ASC topic 740-10, *Income Taxes*, provides guidance for reporting uncertainty in income taxes. The Institute has performed an evaluation of uncertain tax positions for the years ended December 31, 2012 and 2011, and determined that no material uncertain tax positions qualify for either recognition or disclosure in the financial statements. Information returns for the years ended December 31, 2009 or later remain subject to examination by various taxing authorities.

13. Supplemental Cash Flow Information

	<u>2012</u>	<u>2011</u>
Interest paid	<u>\$ 3,206</u>	<u>\$ 10,850</u>
Noncash Investing and Financing Activities:		
Equipment acquired through capital lease	<u>\$ 63,611</u>	<u>\$ -</u>

14. Subsequent Events

In preparing these financial statements, the Institute has evaluated events and transactions for potential recognition or disclosure through July 18, 2013, the date the financial statements were available to be issued.