

CIVIC VENTURES, dba ENCORE.ORG

**Financial Statements for the Years Ended
December 31, 2019 and 2018
and Independent Auditors' Report**

CIVIC VENTURES, dba ENCORE.ORG

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INDEPENDENT AUDITORS' REPORT

To the Board of Directors of
Civic Ventures, dba Encore.org
San Francisco, California

We have audited the accompanying financial statements of Civic Ventures, dba Encore.org (a nonprofit corporation) (the "Organization") which comprise the statements of financial position as of December 31, 2019 and 2018, 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.

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 audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the 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 Organization'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 Organization'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 the Organization as of December 31, 2019 and 2018, 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.

Harrison & Lane, a.c.

Pleasanton, California

April 15, 2020

CIVIC VENTURES, dba ENCORE.ORG

**STATEMENTS OF FINANCIAL POSITION
DECEMBER 31, 2019 AND 2018**

<u>ASSETS</u>	<u>2019</u>	<u>2018</u>
CURRENT ASSETS:		
Cash and cash equivalents	\$ 5,173,116	\$ 4,177,508
Contributions and grants receivable	326,972	2,098,793
Other receivables	1,974	-
Advances to other organizations	595,768	-
Prepaid expenses	16,170	15,686
	<u>6,114,000</u>	<u>6,291,987</u>
Contributions and grants receivable, net	-	247,900
Deposits	12,798	15,515
Property and equipment, net	40,555	64,764
	<u>6,167,353</u>	<u>6,620,166</u>
	<u>\$ 6,167,353</u>	<u>\$ 6,620,166</u>
<u>LIABILITIES AND NET ASSETS</u>		
LIABILITIES:		
Accounts payable	\$ 52,612	\$ 80,280
Grants payable	112,451	70,000
Other accrued expenses	220,309	217,804
	<u>385,372</u>	<u>368,084</u>
	<u>\$ 385,372</u>	<u>\$ 368,084</u>
NET ASSETS:		
Without donor restrictions:		
Undesignated	826,670	892,469
Board designated operating reserve	2,000,000	2,000,000
	<u>2,826,670</u>	<u>2,892,469</u>
Total without donor restrictions	2,826,670	2,892,469
With donor restrictions	2,955,311	3,359,613
	<u>5,781,981</u>	<u>6,252,082</u>
Total net assets	5,781,981	6,252,082
	<u>\$ 5,781,981</u>	<u>\$ 6,252,082</u>
Total liabilities and net assets	<u>\$ 6,167,353</u>	<u>\$ 6,620,166</u>

See notes to financial statements.

CIVIC VENTURES, dba ENCORE.ORG

**STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2019**

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total</u>
REVENUE AND SUPPORT:			
Contributions and grants:			
Corporations	\$ -	\$ 1,337,000	\$ 1,337,000
Foundations	194,633	1,660,550	1,855,183
Individuals	86,132	-	86,132
Program service fees	358,625	-	358,625
Membership	32,225	-	32,225
Other income	63,645	-	63,645
	<u>735,260</u>	<u>2,997,550</u>	<u>3,732,810</u>
Net assets released from restrictions	<u>3,401,852</u>	<u>(3,401,852)</u>	<u>-</u>
	<u>4,137,112</u>	<u>(404,302)</u>	<u>3,732,810</u>
EXPENSES:			
Program services:			
Generation to Generation	1,913,415	-	1,913,415
Catalyze Pathways & Opportunities	1,060,708	-	1,060,708
Change the Narrative	272,373	-	272,373
Build the Field	317,746	-	317,746
Other programs	195,998	-	195,998
	<u>3,760,240</u>	<u>-</u>	<u>3,760,240</u>
Support services:			
General and administrative	317,273	-	317,273
Fundraising	125,398	-	125,398
	<u>442,671</u>	<u>-</u>	<u>442,671</u>
	<u>4,202,911</u>	<u>-</u>	<u>4,202,911</u>
CHANGE IN NET ASSETS	<u>(65,799)</u>	<u>(404,302)</u>	<u>(470,101)</u>
NET ASSETS, BEGINNING OF YEAR,	<u>2,892,469</u>	<u>3,359,613</u>	<u>6,252,082</u>
NET ASSETS, END OF YEAR	<u>\$ 2,826,670</u>	<u>\$ 2,955,311</u>	<u>\$ 5,781,981</u>

See notes to financial statements.

CIVIC VENTURES, dba ENCORE.ORG

**STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2018**

	Without Donor Restrictions	With Donor Restrictions	Total
REVENUE AND SUPPORT:			
Contributions and grants:			
Corporations	\$ -	\$ 443,000	\$ 443,000
Foundations	558,499	2,500,758	3,059,257
Individuals	79,596	-	79,596
Program service fees	557,612	-	557,612
Membership	38,040	-	38,040
Other income	37,324	-	37,324
	<u>1,271,071</u>	<u>2,943,758</u>	<u>4,214,829</u>
Net assets released from restrictions	<u>5,086,038</u>	<u>(5,086,038)</u>	<u>-</u>
	<u>6,357,109</u>	<u>(2,142,280)</u>	<u>4,214,829</u>
EXPENSES:			
Program services:			
Generation to Generation	2,315,031	-	2,315,031
Catalyze Pathways & Opportunities	2,265,275	-	2,265,275
Build the Field	607,614	-	607,614
Change the Narrative	178,529	-	178,529
Other programs	114,076	-	114,076
	<u>5,480,525</u>	<u>-</u>	<u>5,480,525</u>
Support services:			
General and administrative	518,175	-	518,175
Fundraising	110,337	-	110,337
	<u>628,512</u>	<u>-</u>	<u>628,512</u>
	<u>6,109,037</u>	<u>-</u>	<u>6,109,037</u>
CHANGE IN NET ASSETS	<u>248,072</u>	<u>(2,142,280)</u>	<u>(1,894,208)</u>
NET ASSETS, BEGINNING OF YEAR,	<u>2,644,397</u>	<u>5,501,893</u>	<u>8,146,290</u>
NET ASSETS, END OF YEAR	<u>\$ 2,892,469</u>	<u>\$ 3,359,613</u>	<u>\$ 6,252,082</u>

See notes to financial statements.

CIVIC VENTURES, dba ENCORE.ORG

STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2019

	Program Services						Support Services			Total
	Catalyze Pathways & Opportunities	Change the Narrative	Build the Field	Generation to Generation	Other Programs	Total Program	General and Administrative	Fundraising	Common Cost	
Salaries	\$ 371,326	\$ 171,897	\$ 240,889	\$ 1,283,640	\$ 113,290	\$ 2,181,042	\$ 188,568	\$ 53,505	\$ -	\$ 2,423,115
Grants and assistance	387,326	-	-	80,250	-	467,576	-	-	-	467,576
Professional fees	171,300	-	1,200	49,336	26,650	248,486	25,018	34,630	375	308,509
Other employee benefits	26,284	13,786	27,125	146,268	13,245	226,708	24,715	8,970	380	260,773
Payroll taxes	36,475	10,057	20,651	102,438	9,839	179,460	17,997	4,956	-	202,413
Travel	8,269	55,760	3,705	44,733	13,035	125,502	3,489	7,272	-	136,263
Pension plan	14,737	8,514	11,938	62,805	5,748	103,742	9,067	2,623	-	115,432
Occupancy	-	-	-	10,800	-	10,800	-	-	72,995	83,795
Printing and publications	14,363	5,983	264	15,175	3,272	39,057	-	461	6,824	46,342
Conferences and meetings	1,074	-	-	2,637	-	3,711	27,499	-	1,000	32,210
Depreciation	-	-	-	17,496	-	17,496	-	-	8,041	25,537
Supplies	5,344	688	154	4,751	2,038	12,975	394	397	6,248	20,014
Telecommunications	1,750	728	1,380	5,000	1,673	10,531	345	308	7,709	18,893
Staff development	553	975	240	7,283	1,330	10,381	2,232	123	3,580	16,316
Advertising	89	-	-	15,363	342	15,794	-	-	-	15,794
Other expense	-	-	-	-	-	-	3,201	10,000	-	13,201
Insurance	-	-	-	-	-	-	3,394	-	8,804	12,198
Bank charges	-	-	-	-	-	-	-	-	2,091	2,091
Postage and delivery	430	37	194	617	112	1,390	122	104	260	1,876
Equipment rental and maintenance	-	-	-	-	-	-	-	-	563	563
Total expenses before allocation	1,039,320	268,425	307,740	1,848,592	190,574	3,654,651	306,041	123,349	118,870	4,202,911
Common cost allocation	21,388	3,948	10,006	64,823	5,424	105,589	11,232	2,049	(118,870)	-
Total	<u>\$ 1,060,708</u>	<u>\$ 272,373</u>	<u>\$ 317,746</u>	<u>\$ 1,913,415</u>	<u>\$ 195,998</u>	<u>\$ 3,760,240</u>	<u>\$ 317,273</u>	<u>\$ 125,398</u>	<u>\$ -</u>	<u>\$ 4,202,911</u>

See notes to financial statements.

CIVIC VENTURES, dba ENCORE.ORG

STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2018

	Program Services						Support Services			Total
	Catalyze Pathways & Opportunities	Change the Narrative	Build the Field	Generation to Generation	Other Programs	Total Program	General and Administrative	Fundraising	Common Cost	
Salaries	\$ 743,457	\$ 129,064	\$ 324,391	\$ 1,402,915	\$ 64,112	\$ 2,663,939	\$ 295,575	\$ 28,304	\$ -	\$ 2,987,818
Grants and assistance	993,200	-	-	6,669	-	999,869	-	-	-	999,869
Professional fees	289,611	600	43,031	209,330	7,281	549,853	79,292	72,000	-	701,145
Other employee benefits	59,558	9,632	33,576	161,516	8,505	272,787	43,378	3,904	403	320,472
Payroll taxes	59,989	5,305	25,732	112,459	5,052	208,537	25,900	2,578	-	237,015
Travel	33,611	19,664	18,930	93,550	11,068	176,823	14,322	230	-	191,375
Conferences and meetings	6,723	-	105,010	25,513	1,944	139,190	19,438	-	475	159,103
Pension plan	28,393	6,384	14,605	67,093	3,182	119,657	14,614	723	-	134,994
Printing and publications	13,474	3,131	21,869	63,520	5,914	107,908	1,103	1,074	11,553	121,638
Occupancy	-	-	-	10,931	-	10,931	-	-	92,820	103,751
Advertising	234	-	-	30,624	766	31,624	-	-	-	31,624
Depreciation	-	-	-	17,619	-	17,619	-	-	12,264	29,883
Staff development	2,032	939	852	20,141	979	24,943	1,099	-	2,958	29,000
Telecommunications	3,292	670	1,879	6,700	1,020	13,561	1,150	147	9,400	24,258
Supplies	1,035	152	2,820	9,282	771	14,060	594	-	3,741	18,395
Insurance	-	-	-	-	-	-	4,455	-	8,210	12,665
Bank charges	-	-	-	-	-	-	6	-	2,820	2,826
Postage and delivery	588	37	730	594	34	1,983	6	78	154	2,221
Other expense	-	-	-	-	-	-	985	-	-	985
Total expenses before allocation	2,235,197	175,578	593,425	2,238,456	110,628	5,353,284	501,917	109,038	144,798	6,109,037
Common cost allocation	30,078	2,951	14,189	76,575	3,448	127,241	16,258	1,299	(144,798)	-
Total	<u>\$ 2,265,275</u>	<u>\$ 178,529</u>	<u>\$ 607,614</u>	<u>\$ 2,315,031</u>	<u>\$ 114,076</u>	<u>\$ 5,480,525</u>	<u>\$ 518,175</u>	<u>\$ 110,337</u>	<u>\$ -</u>	<u>\$ 6,109,037</u>

See notes to financial statements.

CIVIC VENTURES, dba ENCORE.ORG

STATEMENTS OF CASH FLOWS FOR THE YEARS ENDED DECEMBER 31, 2019 AND 2018

	<u>2019</u>	<u>2018</u>
CASH FLOWS FROM OPERATING ACTIVITIES:		
Change in net assets	\$ (470,101)	\$ (1,894,208)
Adjustments to reconcile change in net assets to cash flows from operating activities:		
Depreciation and amortization	25,537	29,883
Amortization of discount on long term contributions and grants receivable	(1,974)	(6,500)
Gain on sale of property and equipment	-	(177)
Changes in assets and liabilities that provided (used) cash:		
Contributions and grants receivable	2,019,721	1,458,356
Advances to other organizations	(595,768)	-
Prepaid expenses	(484)	8,079
Accounts payable	(27,668)	(61,642)
Grants payable	42,451	20,500
Deferred revenue	-	-
Other accrued expenses	2,505	40,695
	<u>994,219</u>	<u>(405,014)</u>
Net cash provided by (used in) operating activities		
CASH FLOWS FROM INVESTING ACTIVITIES:		
Return of long term lease deposits	2,717	1,350
Purchases of property and equipment	(1,328)	-
Proceeds from sale of property and equipment	-	350
	<u>1,389</u>	<u>1,700</u>
Net cash provided by investing activities		
NET CHANGE IN CASH AND CASH EQUIVALENTS	995,608	(403,314)
CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR	<u>4,177,508</u>	<u>4,580,822</u>
CASH AND CASH EQUIVALENTS AT END OF YEAR	<u>\$ 5,173,116</u>	<u>\$ 4,177,508</u>

See notes to financial statements.

CIVIC VENTURES, dba ENCORE.ORG

NOTES TO FINANCIAL STATEMENTS DECEMBER 31, 2019 AND 2018

1. ORGANIZATION

Civic Ventures, dba Encore.org (the “Organization”) was organized in 1997 as a California nonprofit public benefit corporation to engage in charitable and educational activities that reframe the debate about aging in America and redefine the second half of life as a source of social and individual renewal.

The Organization is building a movement to make it easier for millions of people to pursue second acts for the greater good. These acts are referred to as *encore careers* - jobs that combine personal meaning, continued income and social impact - in the second half of life. Through an inventive program portfolio, original research, strategic alliances and the power of people’s life stories, the Organization demonstrates the value of experience in solving society’s greatest problems - from education to the environment, health care to homelessness. The Organization is increasingly focusing its work on the value of intergenerational opportunities to make the social change it is striving to achieve.

The Organization’s program portfolio includes:

Change the Narrative - Program to build encore awareness and understanding through innovative initiatives that include Thought Leadership.

Catalyze Pathways and Opportunities - Program to make encore accessible by providing pathways, tools and resources and includes Research, The Encore Prize, and Encore Fellowship Network.

Build the Field - Program to leverage leadership and build the movement through Convenings and Encore Network.

Generation to Generation - A national campaign designed to mobilize older adults to dedicate their time, talents, and expertise to help children thrive.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting - The financial statements of the Organization are prepared on the accrual basis of accounting and in conformity with accounting principles generally accepted in the United States of America specific to nonprofit organizations.

Classification of Net Assets - The Organization reports information regarding its financial position and activities according to two classes of net assets, as applicable: net asset without donor restrictions and net assets with donor restrictions.

- Net Assets Without Donor Restrictions - Net assets available for use in general operations and not subject to donor (or certain grantor) restrictions.
- Net Assets With Donor Restrictions - Net assets subject to donor imposed restrictions.

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 the reported amount of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Accordingly, actual results could differ from those estimates.

Cash and Cash Equivalents - Cash and cash equivalents are all highly liquid investments with an original maturity of three months or less.

Contributions and Grants Receivable - Unconditional contributions and grants receivable are reported at fair value and are recognized in the period promised. Delinquent contributions and grants receivable do not accrue interest. The Organization continually monitors the credit worthiness of each account and recognizes allowances for estimated bad debts on accounts that are no longer estimated to be collectible. The Organization regularly adjusts any allowance for subsequent collections and final determination that a receivable is no longer collectible. Bad debt recoveries are included in income as realized. The Organization had no allowance for bad debts at December 31, 2019 and 2018, respectively.

Property and Equipment - The Organization capitalizes property and equipment over \$1,000. Purchased property and equipment is capitalized at cost. Donations of property and equipment are recorded as contributions at their estimated fair value. Such donations, if restricted to a specific purpose by the donor, are reported as unrestricted contributions if the restrictions expire and the donated or acquired assets are placed in service in the fiscal period in which the contributions are recognized. All other assets donated with explicit restrictions regarding their use and contributions of cash that must be used to acquire property and equipment are reported as restricted contributions. Absent donor stipulations regarding how long those donated assets must be maintained, the Organization reports expirations of donor restrictions on restricted contributions when the donated or acquired assets are placed in service. The Organization reclassifies net assets with restrictions to net assets without restrictions at that time. Property and equipment are depreciated using the straight-line method over estimated useful lives ranging from three to five years.

Revenue Recognition - Contributions and grants are recognized as revenue in the period unconditionally promised or received. The Organization reports contributions in the net assets with donor restrictions class if they are received with donor stipulations as to their use, or if the contribution contains an implied time restriction. They are initially reported in the net assets with donor restrictions class, even if it is anticipated such restrictions will be met in the current reporting period. If contributions are received without donor stipulations or an implied time restriction, they are considered unrestricted funds and are included as part of the Organization's net assets without donor restrictions.

Revenue from program service fees are non-reciprocal, and are recognized upon the completion of any conditions.

Grants and assistance - The Organization awards subgrants and pass-through awards to others as part of the Encore Fellowship Network. Grants are expensed after the unconditional promise to give is approved, and the grantee has been notified and has accepted the award. Conditional grants are recognized as grant expense in the period in which the recipient meets the terms of the condition. Grants paid prior to recipients meeting conditions are recognized on the statements of financial position as advances to other organizations. As of December 30, 2019, conditional grants payable totaled \$134,549. Conditional grants payable are not recorded in the accompanying financial statements until the conditions are met.

Income Taxes - Under provision of Section 501(c)(3) of the Internal Revenue Code and Section 23701d of the California Revenue and Taxation Code, the Organization is exempt from income taxes, except for net income from unrelated business income. There were no unrelated business activities in 2019. The Organization recognized tax expense of approximately \$1,500 on unrelated business activities in 2018.

The Organization has evaluated its tax positions for all open tax years. Currently, the 2016 through 2018 information returns are open and subject to examination. In management's judgment there are no uncertain tax positions as of December 31, 2019 and 2018.

Advertising - The Organization expenses advertising costs as incurred.

Functional Expense Classification - The Organization charges and allocates its expenses on a functional basis among its program and support services. Expenses that can be identified with the program or support service are assigned directly. Expenses common to several functions are allocated based on a measure of usage that best relates to the particular expense.

Credit Risk - Financial instruments which potentially subject the Organization to credit risk consist principally of cash and cash equivalents and contributions and grants receivable. The Organization places its cash and cash equivalent balances with high credit quality financial institutions, which at times may exceed insured limits. The Organization does not require collateral for its receivables, and has not experienced any losses in such amounts during the years ended December 31, 2019 and 2018. Management believes that the Organization is not exposed to any significant credit risk with respect to its cash and receivable balances.

Change in Accounting Principle - During 2019, the Organization adopted the Financial Accounting Standards Board's Accounting Standards Update 2018-08, *Not-for-Profit Entities* (Topic 958): Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made. This update assists organizations in evaluating whether transactions should be accounted for as contributions (nonreciprocal transactions) or as exchange (reciprocal) transactions. In addition, it provides new criteria to determine whether a contribution is conditional or unconditional. As a result, it enhances comparability of financial information among not-for-profit entities. The Organization adopted the update using a modified prospective method effective January 1, 2019. Under the modified prospective method, this ASU only applies to agreements not completed or entered into (revenue or expense that has not yet been recognized) as of January 1, 2019. As a result, the 2018 financial statements are not restated and there was no cumulative-effect adjustment to opening net assets as of January 1, 2019. As a result of the update, the Organizations grants and assistance to other organizations have been classified as conditional, deferring some expenses and recognizing prepaid expenses that were not deferred in 2018.

3. CONTRIBUTIONS AND GRANTS RECEIVABLE

Unconditional promises to give due in more than one year are recognized at fair value using present value techniques and a discount rate of 0.85%.

	<u>2019</u>	<u>2018</u>
Contributions and grants receivable	\$ 326,972	\$ 2,348,793
Less: unamortized discount	<u>-</u>	<u>(2,100)</u>
Net contributions and grants receivable	<u>\$ 326,972</u>	<u>\$ 2,346,693</u>

4. PROPERTY AND EQUIPMENT

Property and equipment consisted of the following at December 31, 2019 and 2018:

	<u>2019</u>	<u>2018</u>
Technology	\$ 157,882	\$ 160,204
Furniture and equipment	<u>36,901</u>	<u>36,901</u>
Property and equipment at cost	194,783	197,105
Less: Accumulated depreciation	<u>(154,228)</u>	<u>(132,341)</u>
Net property and equipment	<u>\$ 40,555</u>	<u>\$ 64,764</u>

Depreciation expense was \$25,537 and \$29,883 for the years ended December 31, 2019 and 2018.

5. NET ASSETS WITH DONOR RESTRICTIONS

Net assets with donor restrictions consisted of the following at December 31, 2019 and 2018:

	<u>2019</u>	<u>2018</u>
Generation to Generation	\$ 1,595,958	\$ 2,347,094
Encore Fellowship Network	1,079,098	345,286
Encore Movement Initiative	<u>280,255</u>	<u>667,233</u>
Total net assets with donor restrictions	<u>\$ 2,955,311</u>	<u>\$ 3,359,613</u>

6. LIQUIDITY AND AVAILABILITY

Financial assets available for general expenditures within one year at December 31, 2019 and 2018 consisted of the following:

	<u>2019</u>	<u>2018</u>
Cash and cash equivalents	\$ 5,173,116	\$ 4,177,508
Contributions and grants receivable, net	326,972	2,346,693
Other receivables	<u>1,974</u>	<u>-</u>
	5,502,062	6,524,201
Less: Contributions and grants receivable due after one year, net	<u>-</u>	<u>(247,900)</u>
Total financial assets available to meet cash needs for general expenditures within one year	<u>\$ 5,502,062</u>	<u>\$ 6,276,301</u>

The Organization has a goal to maintain financial assets, which consists of cash (checking and money market accounts) on hand in the form of a reserve in the amount of \$2 million dollars, which should cover approximately six months of normal operating expenses, which average \$325,000 a month. Any request to access the operating reserve must be reviewed and approved by the Finance Committee and the Board of Directors.

7. RETIREMENT PLAN

The Organization has a defined contribution plan (the "Plan") covering all employees who meet minimum requirements. The Plan conforms to the provisions set by the Internal Revenue Service Code Section 403(b). The Organization may make discretionary contributions based on eligible employees' annual compensation, which are fully vested upon contribution. The Organization contributed \$115,432 and \$134,994 to the Plan during the years ended December 31, 2019 and 2018.

8. OPERATING LEASES

The Organization leases office space under non-cancelable and month to month lease agreements in San Francisco and New York, respectively.

Rent expense totaled \$83,795 and \$103,751 for the years ended December 31, 2019 and 2018. Future minimum lease payments are as follows:

<u>Year end December 31,</u>	
2020	\$ 67,248
2021	<u>22,596</u>
Total	<u>\$ 89,844</u>

9. CONCENTRATIONS

Two donors comprised 94% of contributions and grants receivable, and two donors comprised 59% of contributions and grant revenue for the year ended December 31, 2019.

10. SUBSEQUENT EVENTS

Subsequent events have been evaluated through April 15, 2020, which is the date the financial statements were available to be issued.

Subsequent to year end, the World Health Organization characterized a novel strain of coronavirus (“Covid19”) as a pandemic. As of the date through which the Organization has evaluated subsequent events, the Organization believes it understands the risk associated with the Covid19 pandemic. The Organization is in the process of evaluating risk mitigation procedures related to the virus’ impact, if any, on all aspects of the Organization’s business transactions with customers and vendors, and human interaction within and outside of the Organization.