

## *The Report of the Treasurer*

ON August 31, 1980, the market value of the invested funds of the Society was \$5,790,620 compared to \$5,505,873 at the end of the past fiscal year. The carrying value of these stocks and bonds on August 31, 1980, was \$5,024,421 whereas a year ago it stood at \$5,080,006.

During the past year our portfolio performed only moderately well when measured against the records of the Standard & Poor Index and the Dow Jones Industrial Average and we experienced a net trading loss of \$190,691. In order to improve income, our investment advisors reduced the weight of the equities in the portfolio from 72 percent a year ago to 64 percent at this year's end. The remainder was in cash or fixed income securities. Yield on our investments was 6.2 percent.

Support and revenue to the Society from all sources amounted to \$886,624 whereas expenditures amounted to \$938,357, resulting in a deficiency of \$51,733 in support and revenue to cover expenses. Gifts from members and friends for the annual, budgeted expenses of the Society totaled \$93,924 and gifts of \$90,929 were received for specific purposes. In addition, the endowment funds of the Society were increased by \$168,497, chiefly through a generous bequest received from the estate of the late Nathaniel Wheeler.

The investment portfolio of the Society continues to be managed by FMR Investment Management Service, Inc., and the accounts of the Society are audited by McCarthy, Hargrave & Company. The Society's financial statements have been prepared in accordance with *Accounting Principles and Reporting Practices for Certain Nonprofit Organizations*.

Bruce G. Daniels  
*Treasurer*

The Treasurer herewith presents his report of cash receipts and disbursements for the fiscal year ended August 31, 1980.

BALANCE SHEET, AUGUST 31, 1980

	Unrestricted		Current	Endowment		Total
	Operating	Investment	Restricted	Plant	Endowment	Total
ASSETS						
Current assets:						
Cash	\$ 9,347	\$ —	\$ 16,663	\$ —	\$ —	\$ 26,010
Interest receivable	54,488					54,488
Marketable securities (Note B)	107,505	628,189	91,469	4,901		832,064
Pledges and other receivables	108,513		69,220			177,733
Total current assets	279,853	628,189	177,352	4,901		1,090,295
Pledges receivable					16,640	16,640
Marketable securities (Note B)					4,097,357	4,097,357
Land, buildings, and equipment—at cost						
less accumulated depreciation (Note C)						
	<u>\$279,853</u>	<u>\$628,189</u>	<u>\$177,352</u>	<u>\$1,634,672</u>	<u>\$4,113,997</u>	<u>1,629,771</u>
						<u>\$6,834,063</u>

LIABILITIES AND FUND BALANCES

Current liabilities:						
Accounts payable	\$ 32,670	\$ —	\$ —	\$ —	\$ —	\$ 32,670
Unexpended government grants (Note E)			16,663			16,663
Matching funds for government grants	198,650					198,650
Unexpended endowment fund income (Note E)			4,267			4,267
Deferred amounts (Note E)	48,533		156,422	4,901		209,856
Total current liabilities	279,853		177,352	4,901		462,106
Fund balances:						
Unrestricted		628,189				628,189
Plant fund				1,629,771		1,629,771
Restricted					4,113,997	4,113,997
		<u>628,189</u>		<u>1,629,771</u>	<u>4,113,997</u>	<u>6,371,957</u>
	<u>\$279,853</u>	<u>\$628,189</u>	<u>\$177,352</u>	<u>\$1,634,672</u>	<u>\$4,113,997</u>	<u>\$6,834,063</u>

The accompanying notes are an integral part of the financial statements.

STATEMENT OF SUPPORT, REVENUE, AND EXPENSES AND CHANGES IN FUND BALANCES  
YEAR ENDED AUGUST 31, 1980

	Operating	Unrestricted Investment	Total	Current Restricted	Plant	Endowment	Total
SUPPORT AND REVENUE (Exhibit I):							
Support	\$ 130,324	\$ 97,734	\$ 228,058	\$ 204,834	\$ —	\$ —	\$ 432,892
Revenue	264,122	( 35,834)	228,348	225,384			453,732
TOTAL SUPPORT AND REVENUE	394,506	61,900	456,406	430,218			886,624
EXPENSES (Exhibit II):							
Program services	362,748		362,748	368,575	28,611		759,934
Supporting services	63,362	82,029	145,391	61,643	9,459		216,493
TOTAL EXPENSES	426,110	82,029	508,139	430,218	38,070		976,427
Excess (deficiency) of support and revenue over expenses before capital additions	( 31,604)	( 20,129)	( 51,733)		( 38,070)		( 89,803)
CAPITAL ADDITIONS:							
Contributions					75,120	25,060	100,180
Net (losses) on investment transactions					( 154,857)	( 154,857)	( 154,857)
Excess (deficiency) of support and revenue over expenses after capital additions	( 31,604)	( 20,129)	( 51,733)		37,050	( 129,797)	( 144,480)
FUND BALANCES, beginning of year		679,922	679,922	1,593,721	4,243,794		6,516,437
TRANSFER:							
Funding of operating deficit	31,604	( 31,604)					
FUND BALANCES, end of year	\$ —	\$ 628,189	\$ 628,189	\$ —	\$ 1,629,771		\$ 4,113,997

*The accompanying notes are an integral part of the financial statements.*

EXHIBIT I: SCHEDULE OF SUPPORT AND REVENUE  
YEAR ENDED AUGUST 31, 1980

	Operating	Unrestricted Investment	Total	Current Restricted	Total
SUPPORT AND REVENUE:					
Support:					
Annual giving and contributions	\$ 93,924	\$97,734	\$191,658	\$ —	\$191,658
Special gifts for purchase of specific items				25,438	25,438
Government grants				156,572	156,572
Mellon Foundation grants for operations and education	36,400		36,400	22,824	59,224
TOTAL SUPPORT	<u>\$190,324</u>	<u>\$97,734</u>	<u>\$288,058</u>	<u>\$204,884</u>	<u>\$492,892</u>
Revenue:					
Fees and readex reimbursement	\$ 5,948	\$ —	\$ 5,948	\$ 28,014	\$ 33,962
Photoduplication fees, net	6,318		6,318		6,318
Investment income	182,697		182,697	166,297	348,994
Trust fund income	51,196		51,196		51,196
Realized (losses) on investment transactions		( 35,834)	( 35,834)		( 35,834)
Sale of <i>Proceedings</i>	12,757		12,757		12,757
Sale of duplicates	5,266		5,266		5,266
Publication fund income				31,073	31,073
TOTAL REVENUE	<u>\$264,182</u>	<u>( \$35,834)</u>	<u>\$228,348</u>	<u>\$225,384</u>	<u>\$453,732</u>

*The accompanying notes are an integral part of the financial statements.*

EXHIBIT II: SCHEDULE OF PROGRAM AND SUPPORTING SERVICES EXPENSES  
YEAR ENDED AUGUST 31, 1980

	Operating	Unrestricted Investment	Total	Current Restricted	Plant	Total
PROGRAM SERVICES:						
Library	\$198,425	\$ —	\$198,425	\$ —	\$17,389	\$215,814
Bookbinding	11,112		11,112	743	337	12,192
Publications	36,926		36,926	17,395	180	54,501
Daniels Fellowships				16,129	170	16,299
Newspaper preservation	27,971		27,971	27,231	8,798	64,000
Manuscripts department	20,587		20,587	7,036	480	28,103
Education office				20,723	125	20,848
Graphic arts				27,955	809	28,764
Government grant expenses				135,747		135,747
Publication fund expenses				31,073		31,073
Readex project				21,853	323	22,176
Other fellowships and book purchases	67,727		67,727	62,690		130,417
Total program services expenses	\$362,748	\$ —	\$362,748	\$368,575	\$28,611	\$759,934
SUPPORTING SERVICES:						
Administration	\$ 63,362	\$ —	\$ 63,362	\$ 61,643	\$ 9,279	\$134,284
Development office		44,103	44,103		180	44,283
Investment management fee		37,926	37,926			37,926
Total supporting services expenses	\$ 63,362	\$32,029	\$145,391	\$ 61,643	\$ 9,459	\$216,493

The accompanying notes are an integral part of the financial statements.

STATEMENT OF CHANGES IN FINANCIAL POSITION, YEAR ENDED AUGUST 31, 1980

	Operating	Unrestricted Investment	Total	Current Restricted	Plant	Total
Sources of Working Capital:						
Excess (deficiency) of support and revenue over expenses before capital additions	(\$151,604)	(\$20,129)	(\$ 51,733)	\$ —	(\$38,070)	(\$ 89,803)
Capital additions					75,120	75,120
Excess (deficiency) of support and revenue over expenses after capital additions	( 31,604)	( 20,129)	( 51,733)		37,050	( 14,683)
Add item not requiring use of working capital—depreciation					38,070	38,070
Total Sources of Working Capital	( 31,604)	( 20,129)	( 51,733)		75,120	23,387
Uses of Working Capital:						
Purchase of equipment	( 31,604)	31,604				75,120
Transfers between funds	( 31,604)	31,604			75,120	75,120
Total Uses of Working Capital	\$ —	(\$51,733)	(\$ 51,733)	\$ —	\$ —	(\$ 51,733)
INCREASE (DECREASE) IN WORKING CAPITAL						
Changes in Working Capital Components:						
Increase (decrease) in current assets:						
Cash	(\$ 29,428)	\$ —	(\$ 29,428)	(\$ 5,709)	\$ —	(\$ 35,137)
Interest receivable	36,915		36,915			36,915
Marketable securities	35,946	( 51,733)	( 15,787)	( 25,679)	( 20,272)	( 61,733)
Pledges and other receivables	108,513		108,513	69,220		177,733
	151,946	( 51,733)	100,213	37,832	( 20,272)	117,773
Increase (decrease) in current liabilities:						
Accounts payable	6,521		6,521			6,521
Unexpended government grants				( 5,709)		( 5,709)
Matching funds for government grants	181,825		181,825			181,825
Unexpended endowment income				( 1,506)		( 1,506)
Deferred amounts	( 36,400)		( 36,400)	45,047	( 20,272)	( 11,625)
	151,946		151,946	37,832	( 20,272)	169,506
INCREASE (DECREASE) IN WORKING CAPITAL	\$ —	(\$51,733)	(\$ 51,733)	\$ —	\$ —	(\$ 51,733)

The accompanying notes are an integral part of the financial statements.

## NOTES TO FINANCIAL STATEMENTS

Year ended August 31, 1980

A. *Summary of Significant Accounting Policies*

The financial statements of the American Antiquarian Society have been prepared on the accrual basis. Under this method of accounting, expenses are recorded when incurred and income is recorded when earned. The significant accounting policies followed are described below to enhance the usefulness of the financial statements to the reader.

1. **Fund Accounting:** To ensure observance of limitations and restrictions placed on the use of resources available to the Society, the accounts of the Society are maintained in accordance with the principles of fund accounting. This is the procedure by which resources for various purposes are classified for accounting and reporting purposes into funds established according to their nature or objectives. Separate accounts are maintained for each fund; however, in the accompanying financial statements the funds that have similar characteristics have been combined into fund groups. Accordingly, all financial transactions have been recorded and reported by fund group. The assets, liabilities, and fund balances of the Society are reported in five self-balancing fund groups as follows: (a) *Unrestricted operating funds* represent the portion of expendable funds that are available for support of Society operations. (b) *Unrestricted investment funds* represent the portion of expendable funds that have been invested in marketable securities, and are also available for support of Society operations. (c) *Current restricted funds* represent resources restricted for particular operating purposes. (d) *Plant funds* represent resources restricted for plant acquisitions and funds expended for plant. (e) *Endowment funds* represent funds that are subject to restriction of gift instruments requiring in perpetuity that the principle be invested and the income only be used.

2. **Expendable Restricted Resources:** Operating, current restricted, and plant funds restricted by the donor, grantor, or other outside party for particular operating purposes or for plant acquisitions are deemed to be earned and reported as revenues of operating funds or as additions to plant funds, respectively, when the Society has incurred expenditures in compliance with the specific restrictions.

Such amounts received but not yet earned are reported as restricted deferred amounts.

3. **Plant Assets and Depreciation:** Uses of operating funds for plant acquisitions are accounted for as transfers to plant funds. Proceeds from the sale of plant assets, if unrestricted, are transferred to operating fund balances, or, if restricted, to deferred amounts restricted for plant acquisitions. Depreciation of buildings is provided over the estimated useful life of the asset on a declining balance method. Depreciation on equipment is provided over the estimated useful lives on the straight-line method. Depreciation is included as an expense of the plant fund.

4. **Marketable Securities:** Marketable securities are recorded at the lower of cost or market value by fund group. The investment management fee is charged to the unrestricted investment fund if the Society incurs a net loss on security transactions and is allocated to unrestricted investment and endowment funds in the event of net gains on security transactions.

5. **Library:** Books and other valuable items in the Society's library are not carried at any value in the financial statements.

6. **Pension Plan:** The Society makes contributions to a defined contribution retirement plan for all eligible employees. Pension expense amounted to \$30,497 for the year ended August 31, 1980.

7. **Mellon Foundation Grant:** The grants for operations and education are restricted for use over a period of five years. For accounting purposes, the grants will be recognized as income in the year they are used.

#### *B. Marketable Securities*

Market values and unrealized appreciation at August 31, 1980, are summarized as follows:

	<i>Cost</i>	<i>Quoted market value</i>	<i>Unrealized appreciation</i>
Operating funds	\$ 107,505	\$ 124,011	\$ 16,506
Unrestricted investment funds	628,189	724,640	96,451
Current restricted funds	91,469	105,513	14,044
Plant funds	4,901	5,654	753
Endowment funds	4,097,357	4,726,459	629,102
	<u>\$4,929,421</u>	<u>\$5,686,277</u>	<u>\$756,586</u>



Marketable securities consisted of the following at August 31, 1980:

	<i>Cost</i>	<i>Market value</i>
Common stocks	\$3,224,209	\$3,982,706
Corporate bonds	876,469	839,150
U.S. notes	828,082	863,760
Uninvested cash	661	661
	<u>\$4,929,421</u>	<u>\$5,686,277</u>

Marketable securities are pooled on a market value basis, with each individual fund subscribing to or disposing of units on the basis of market value per unit at the beginning of the calendar quarter within which the transaction takes place.

The following tabulation summarizes changes in relationships between cost and market values of the pooled assets.

	<i>Pooled assets</i>		<i>Net gains</i>	<i>Market value per unit</i>
	<i>Market</i>	<i>Cost</i>		
August 31, 1980	\$5,686,277	\$4,929,421	\$756,856	\$.9989
August 31, 1979	5,505,873	5,080,056	425,817	.9807
Unrealized net gain for year			331,039	
Realized net losses for year			( 190,691)	
Total net gain for year			<u>\$140,348</u>	<u>\$.0182</u>

### C. Plant Assets and Depreciation

A summary of plant assets as of August 31, 1980, follows:

Land and building	\$1,635,342
Building equipment and improvements	250,679
Other real estate	205,000
	<u>2,091,021</u>
Less accumulated depreciation	461,250
	<u>\$1,629,771</u>

### D. Functional Allocation of Expenses

The costs of providing various programs and other activities have been summarized on a functional basis in the statement of support, revenue, and expenses and changes in fund balances. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

*E. Changes in Deferred Amounts*

The following is a summary of the activity in deferred amounts for the year ended August 31, 1980:

	<i>Unrestricted operating</i>	<i>Current restricted</i>	<i>Plant fund</i>
Balances at			
beginning of year	\$84,933	\$139,520	\$25,173
Additions:			
Contributions and bequests		105,301	54,848
Government grants		150,864	
Other income		47,094	
Investment income		164,791	
	<u>84,933</u>	<u>607,570</u>	<u>80,021</u>
Deductions—Funds expended			
during the year	<u>36,400</u>	<u>430,218</u>	<u>75,120</u>
Balances at end of year	<u>\$48,533</u>	<u>\$177,352</u>	<u>\$ 4,901</u>

*F. Income Taxes*

The Society qualifies as a tax exempt, nonprofit organization under Section 501(c)3 of the Internal Revenue Code. Accordingly, no provision for federal income tax is required.

McCARTHY, HARGRAVE & Co.  
WORCESTER PLAZA, 440-446 MAIN STREET  
WORCESTER, MASSACHUSETTS 01608

Mr. Bruce G. Daniels, Treasurer  
American Antiquarian Society  
Worcester, Massachusetts

We have examined the balance sheet of the American Antiquarian Society as of August 31, 1980, and the related statements and schedules of support, revenue, and expenses and changes in fund balances and changes in financial position for the year then ended. Our examination was made in accordance with generally accepted auditing standards and, accordingly, included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

In our opinion, the financial statements referred to above present fairly the financial position of the American Antiquarian Society as

of August 31, 1980, and the results of operations, changes in fund balances, and changes in financial position for the year then ended, in conformity with generally accepted accounting principles applied on a basis consistent with that of the preceding year.

McCarthy, Hargrave & Co.  
*Certified Public Accountants*

October 6, 1980

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