# AUDITED FINANCIAL STATEMENTS

For the Years Ended December 31, 2011 and 2010

# AUDITED FINANCIAL STATEMENTS December 31, 2011 and 2010

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# **INDEPENDENT AUDITORS' REPORT**

August 24, 2012

Syelan Tetter of Conydon, P.A.

Board of Directors National Space Society Washington, DC

We have audited the accompanying statements of financial position of the **National Space Society** (a nonprofit organization) as of December 31, 2011 and 2010, and the related statements of activities and change in net assets and cash flows for the years then ended. These financial statements are the responsibility of the Society's management. 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 includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the **National Space Society** as of December 31, 2011 and 2010, and the changes in its net assets and its cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.

Our audits were conducted for the purpose of forming an opinion on the basic financial statements taken as a whole. The schedules of functional expenses on pages 14-15 are presented for purposes of additional analysis and are not a required part of the 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 financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the 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 financial statements as a whole.

Rockville, Maryland

STATEMENTS OF FINANCIAL POSITION December 31, 2011 and 2010

# **ASSETS**

CURRENT ASSETS	#*************************************	2011		2010
Cash and cash equivalents NOTES A, B and D Accounts receivable, net NOTE A Prepaid expenses	\$	42,857 41,595 1,046	\$	84,068 57,318 1,042
TOTAL CURRENT ASSETS	-	85,498	<u> </u>	142,428
OTHER ASSETS				
Investments NOTES A, C, and D		70,803		106,790
TOTAL ASSETS	\$	156,301	\$	249,218
LIABILITIES AND NET ASSETS				
CURRENT LIABILITIES				
Accounts payable - trade Accrued expenses Deferred revenue NOTE A Other current liabilities	\$	25,952 4,004 46,978 13,300	\$	19,140 2,844 48,766 0
TOTAL CURRENT LIABILITIES		90,234		70,750
COMMITMENTS AND CONTINGENCIES NOTES D and F				
NET ASSETS NOTES A and E				
Unrestricted net assets	***************************************	66,067		178,468
TOTAL NET ASSETS		66,067	****	178,468
TOTAL LIABILITIES AND NET ASSETS	\$	156,301	\$	249,218

# STATEMENTS OF ACTIVITIES

	December 31, 2011						
	U	nrestricted	Temporarily Restricted		Total	%	
REVENUES NOTE A							
Membership	\$	399,817	\$ 0	\$	399,817	50.1	
Contributions and grants		242,645	0		242,645	30.4	
Conference		127,513	0		127,513	16.0	
Investment income		2,248	0		2,248	0.3	
List rental, advertising and royalties		510	0		510	0.1	
Publications		12,914	0		12,914	1.6	
Bequests		15,434	0		15,434	1.9	
Other revenue		26	0		26	0.0	
Realized/unrealized gain/(loss) on investments NOTE Net assets released from restrictions:	С	(2,921)	0		(2,921)	(0.4)	
Satisfaction of program restrictions NOTES A and E		0	0	_	0	0.0	
TOTAL REVENUES		798,186	0	_	798,186	100.0	
EXPENSES NOTE A PROGRAM EXPENSES Education and communication		590,813	0		590,813	74.0	
Policy and research		237,609	0		237,609	29.8_	
TOTAL PROGRAM EXPENSES		828,422	0	· ····	828,422	103.8	
SUPPORTING SERVICES							
Management and general		68,056	0		68,056	8.5	
Fundraising		14,109	0		14,109	1.8	
TOTAL SUPPORTING SERVICES		82,165	0		82,165	10.3	
TOTAL EXPENSES		910,587	0		910,587	114.1	
INCREASE (DECREASE) IN NET ASSETS		(112,401)	0		(112,401)	(14.1)	
NET ASSETS AT BEGINNING OF YEAR NOTE A		178,468	0	-	178,468		
NET ASSETS AT END OF YEAR	\$	66,067	\$ 0		66,067		

# STATEMENTS OF ACTIVITIES

	December 31, 2010						
		Unrestricted	Temporarily Restricted		Total	%	
REVENUES NOTE A	-						
Membership	\$	450,363	\$ 0	\$	450,363	53.0	
Contributions and grants		234,975	0		234,975	27.7	
Conference		112,808	0		112,808	13.3	
Investment income		2,226	0		2,226	0.3	
List rental, advertising and royalties		7,966	0		7,966	0.9	
Publications		2,093	0		2,093	0.2	
Bequests		27,358	0		27,358	3.2	
Other revenue		225	0		225	0.0	
Realized/unrealized gain on investments NOTE C Net assets released from restrictions:		11,275	0		11,275	1.3	
Satisfaction of program restrictions NOTES A and E		0	0		0	0.0	
TOTAL REVENUES		849,289	0	•	849,289	100.0	
EXPENSES NOTE A PROGRAM EXPENSES		552.046	0		552.046		
Education and communication		553,046	0		553,046	65.1	
Policy and research		255,121	0	-	255,121	30.0	
TOTAL PROGRAM EXPENSES		808,167	0	·	808,167	95.2	
SUPPORTING SERVICES							
Management and general		65,083	0		65,083	7.7	
Fundraising		14,650	0		14,650	1.7	
TOTAL SUPPORTING SERVICES		79,733	0		79,733	9.5	
TOTAL EXPENSES		887,900	0		887,900	104.5	
INCREASE (DECREASE) IN NET ASSETS		(38,611)	0		(38,611)	(4.5)	
NET ASSETS AT BEGINNING OF YEAR NOTE A		217,079	0	************	217,079		
NET ASSETS AT END OF YEAR	\$	178,468	\$ 0	\$	178,468		

# STATEMENTS OF CASH FLOWS

CASH FLOWS FROM OPERATING ACTIVITIES		2011		2010
Increase (decrease) in net assets	\$	(112,401)	\$	(38,611)
Adjustments to reconcile change in net				
assets to net cash provided (used) in operating activities:				
(Gain) loss on disposal of fixed assets		0		0
Unrealized (gain) loss on investments NOTE C		8,290		(13,090)
(Increase) decrease in operating assets				
Accounts receivable		15,723		(30,117)
Prepaid expenses		(4)		1,414
Increase (decrease) in operating liabilities				
Accounts payable		6,812		1,381
Accrued expenses		1,160		2,687
Deferred revenue		(1,788)		(6,187)
Other current liabilities		13,300		0
NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES		(68,908)		(82,523)
CASH FLOW FROM INVESTING ACTIVITIES				
Proceeds from sales of marketable securities		27,697		0
Purchases of marketable securities available for sale		0	***************************************	(148)
NET CASH PROVIDED (USED) BY INVESTING ACTIVITIES		27,697	·	(148)
NET INCREASE (DECREASE)				
IN CASH AND CASH EQUIVALENTS		(41,211)		(82,671)
BEGINNING CASH AND CASH EQUIVALENTS	***************************************	84,068		166,739
ENDING CASH AND CASH EQUIVALENTS NOTES A, B and D	\$	42,857	\$	84,068

NOTES TO FINANCIAL STATEMENTS December 31, 2011 and 2010

#### NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

This summary of significant accounting policies of the National Space Society (the "Society") is presented to assist in understanding the Society's financial statements. The financial statements and notes are representations of the Society's management who is responsible for their integrity and objectivity. These accounting policies conform to generally accepted accounting principles in the United States of America, and have been consistently applied in the preparation of the financial statements.

# Purpose of the Society:

The Society is an educational, non-profit membership organization dedicated to the creation of a space faring civilization. The Society was formed under the laws of the District of Columbia on June 13, 1974. The Society's vision is of "People living and working in thriving communities beyond the Earth, and the use of the vast resources of space for the dramatic betterment of humanity." To meet this vision, the Society has as its mission statement, "to promote social, economic, technological, and political change in order to expand civilization beyond Earth, to settle space and to use the resulting resources to build a hopeful and prosperous future for humanity."

# The Society's significant accounting policies are as follows:

# Basis of Accounting:

The financial statements of the Society have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America. Under the accrual basis of accounting, revenues are recorded as earned and expenses are recorded at the time liabilities are incurred.

#### ASC Codification:

During June 2009, the FASB issued SFAS No. 168 "The FASB Accounting Standards Codification (ASC) and the Hierarchy of Generally Accepted Accounting Principles - A Replacement of FASB Statement No. 162," (now codified within ASC No. 105, Generally Accepted Accounting Principles (GAAP) (ASC No. 105)). ASC No. 105 establishes the Codification as the single source of authoritative GAAP recognized by the FASB to be applied by nongovernmental entities. All guidance contained in the Codification carries an equal level of authority. Following this statement, FASB will not issue new standards in the form of statements, FASB Staff Positions or Emerging Issues Task Force Abstracts. Instead, it will issue Accounting Standards Updates, which will serve only to: (1) update the Codification; (2) provide background information about the guidance; and (3) provide the bases for conclusions on the change(s) in the Codification. ASC No. 105 is effective for financial statements issued for interim and annual periods ending after September 15, 2009. The adoption of ASC No. 105 did not have any impact on the results of operations or financial position.

NOTES TO FINANCIAL STATEMENTS December 31, 2011 and 2010

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

#### Basis of Presentation:

Financial statement presentation follows the recommendations of the FASB ASC 958-205-55, *Not-for-Profit Entities—Presentation of Financial Statements—Implementation Guidance and Illustrations*. Under FASB ASC 958-205-55, the Society is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets.

Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted net assets depending on the existence or nature of any donor restrictions. Support that is temporarily restricted by the donor is reclassified to unrestricted net assets when the time restriction, if any expires and/or the purpose of the restriction is accomplished.

### Income Tax Status:

The Society is exempt from income tax under Section 501(c)(3) of the Internal Revenue Code. Income from nonexempt functions is subject to income taxes to the extent that the revenue exceeds related costs. No material amount of net unrelated business taxes was due by the Society at December 31, 2011. In addition, the internal Revenue Service has determined the Society is not a "private foundation."

The Society follows the accounting standard on accounting for uncertainty in income taxes, which addresses the determination of whether tax benefits claimed or expected to be claimed on a tax return should be recorded in the financial statements. Under this guidance, the Society may recognize the tax benefit from an uncertain tax position only if it is more likely than not that the tax position will be sustained on examination by taxing authorities, based on the technical merits of the position. The tax benefits recognized in the financial statements from such a position are measured based on the largest benefit that has a greater than 50% likelihood of being realized upon ultimate settlement. The guidance on accounting for uncertainty in income taxes also addresses de-recognition, classification, interest and penalties on income taxes, and accounting in interim periods.

Management evaluated Society's tax positions and concluded that the Society had taken no uncertain tax positions that require adjustment to the financial statements to comply with the provisions of this guidance. With few exceptions, Society is no longer subject to income tax examinations by the U.S. federal, state or local tax authorities for years before 2009.

NOTES TO FINANCIAL STATEMENTS December 31, 2011 and 2010

# NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

### Cash and Cash Equivalents:

For purposes of the statement of cash flows, the Society considers all unrestricted highly liquid investments with an initial maturity of three months or less to be cash equivalents. The cash and cash equivalents balance consists of unrestricted amounts as of December 31, 2011 and 2010.

#### Member Dues and Other Receivables:

Member dues and other accounts receivable from members are stated at net realizable value. Management considers all accounts to be essentially collectible, and therefore no allowance for doubtful accounts has been established as of December 31, 2011.

### Revenue Recognition and Deferred Revenue:

Revenues are recognized during the period in which they relate. Therefore revenues collected in advance are reflected as deferred revenue on the statements of financial position.

### Net Asset Classification:

The Society has elected to adopt Accounting Standards Codification (ASC) 958 Not-for-Profit Entities (formerly Statement of Financial Accounting Standards (SFAS) No. 117, *Financial Statements of Not-for-Profit Organizations*). Under FASB ASC 958-205, the Society is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. Permanently restricted net assets contain donor-imposed restrictions that require that contributed funds be maintained by the Society in perpetuity. The Society has no permanently restricted net assets as of December 31, 2011 and 2010. Temporarily restricted net assets contain donor-imposed use limits on contributed funds that relate to specific periods of time or specified purposes. The Society has no temporarily restricted net assets as of December 31, 2011 and 2010. Unrestricted net assets are funds received that do not include any restriction as to the use by the donor. The Society's Board may subsequently designate unrestricted net assets for a specified purpose.

# Contributions and Grants:

Unrestricted and temporarily restricted contributions and grants are recorded as revenue in the year the notification is received from the donor. Temporarily restricted contributions and grants are recognized as unrestricted support only to the extent of actual expenses incurred in compliance with the donor-imposed restrictions and satisfaction of time restrictions.

NOTES TO FINANCIAL STATEMENTS

December 31, 2011 and 2010

# NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

#### Investments:

The Society has adopted Accounting Standards Codification (ASC) 958 Not-for-Profit Entities (formerly Statement of Financial Accounting Standards (SFAS) No. 124, *Accounting for Certain Investments Held by Not-for-Profit Organizations*). Under FASB ASC 958-320, investments in marketable equity securities with readily determinable fair values and all investments in marketable debt securities are valued at their fair values in the statement of financial position. Realized and unrealized gains and losses are included in the change in net assets.

# Use of Estimates:

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

# Functional Allocation of Expenses:

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

# NOTE B - CASH AND CASH EQUIVALENTS

Cash and cash equivalents at December 31, 2011 and 2010, consist of the following:

	2011	2010
Demand deposits Money market funds	\$ 40,367 	\$ 66,210 17,858
Total cash and cash equivalents	<u>\$ 42,857</u>	<u>\$ 84,068</u>

### **NOTE C - INVESTMENTS**

The Society invests in equity securities, debt securities (bond funds), and corporate debt securities. Primary emphasis is placed on long-term growth of income and principal through the use of equities. Secondary emphasis is placed on the generation of a high level of income and the preservation of capital through fixed income investments. Fair values for investments are determined by reference to quoted market prices and other relevant information generated by market transactions (all level 1 measurements).

NOTES TO FINANCIAL STATEMENTS December 31, 2011 and 2010

# **NOTE C – INVESTMENTS (Continued)**

Investments at December 31, 2011 are comprised of the following:

	<u>Fa</u>	<u>ir Value</u>
Bonds Common stocks and options	\$	21,487 49,316
Total investments	\$	70,803
Net gain (loss) on market value of securities is summarized as follows	:	
Net realized gain (loss) on sales of investments Net unrealized gain (loss) on market changes in investments	\$	5,369 (8,290)
	<u>\$</u>	(2,921)
Investments at December 31, 2010 are comprised of the following:	<u>Fa</u>	<u>ir Value</u>
Bonds Common stocks and options	\$	28,988 77,502
Total investments	<u>\$</u>	106,490
Net gain (loss) on market value of securities is summarized as follows	•   •	
Net realized gain (loss) on sales of investments Net unrealized gain (loss) on market changes in investments	\$	(1,815) 13,090
	<u>\$</u>	11,275

# NOTE D - COMMITMENTS AND CONTINGENCIES

# Concentrations of Credit Risk:

Financial instruments that potentially subject the Society to concentrations of credit risk consist principally of cash held with banks and brokers in excess of the insurance limitations of the Federal Deposit Insurance Corporation (FDIC) and/or the Securities Investor Protection Corporation (SIPC). The Society does not have any concentration of credit risk as of December 31, 2011.

NOTES TO FINANCIAL STATEMENTS

December 31, 2011 and 2010

# NOTE D – COMMITMENTS AND CONTINGENCIES (Continued)

# Management Services and Headquarters:

On March 1 2009, the Society entered into a contract with Association Management Strategies (AMS), to provide management services and headquarters for a fee of \$12,467 and \$3,100 respectively, per month. This agreement was renewed in March of 2010 and continued with monthly management service and headquarter fees of \$12,778 and \$3,255 respectively, through February 28, 2011, at which time the agreement expired. For the year ended December 31, 2010, the Society paid AMS a total of \$191,466 under this agreement. On March 1, 2011, the Society renewed its contract agreement with Association Management Strategies (AMS), to provide management services and headquarters for a fee of \$12,970 and \$3,304 respectively, per month. This agreement expired on August 31, 2011. On September 1, 2011, the Society renewed its contract agreement with AMS to provide management services and headquarters for a fee of \$12,970 and \$1,500 respectively, per month. This agreement continued through December 31, 2011, at which time the agreement expired (See NOTE F – SUBSEQUENT EVENT). For the year ended December 31, 2011, the Society paid AMS a total of \$187,591 under this agreement.

### Fair Value of Financial Instruments:

Generally accepted accounting principles define fair value, establish a framework for measuring fair value, and establish a fair value hierarchy that prioritizes the inputs to valuation techniques. 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. A fair value measurement assumes that the transaction to sell the asset or transfer the liability occurs in the principal market for the asset or liability or, in the absence of a principal market, the most advantageous market. Valuation techniques that are consistent with the market, income or cost approach are used to measure fair value.

The fair value hierarchy prioritizes the inputs to valuation techniques used to measure fair value into three broad levels:

<u>Level 1</u> – These inputs are quoted prices (unadjusted) in active markets for identical assets or liabilities that the Society has the ability to access.

<u>Level 2</u> – These are inputs (other than quoted prices included within level 1) that are observable for the asset or liability, either directly or indirectly. These inputs may include quoted prices for the identical instrument on an inactive market, prices for similar instruments, interest rates, default rates and other similar data.

<u>Level 3</u> – These are unobservable inputs for the asset or liability and rely on management's own assumptions about the assumptions that market participants would use in pricing the asset or liability. The unobservable inputs should be developed based on the best information available in the circumstances and may include the Society's own data.

NOTES TO FINANCIAL STATEMENTS

December 31, 2011 and 2010

# **NOTE D – COMMITMENTS AND CONTINGENCIES (Continued)**

### Fair Value of Financial Instruments (Continued):

The Society estimates that the fair value of all financial instruments at December 31, 2010 and 2009 do not differ materially from the aggregate carrying values of its financial instruments recorded in the accompanying statement of financial position.

# Fair Value Measurements on a Recurring Basis As of December 31, 2011

	 Level 1	Le	Level 2		vel 3	Total	
Investments	\$ 70,803	\$	0	\$	0	\$	70,803

# Fair Value Measurements on a Recurring Basis As of December 31, 2010

	I	Level 1	<u>Le</u>	Level 2		vel 3	Total		
Investments	\$	106,790	\$	0	\$	0	\$	106,790	

#### NOTE E – TEMPORARILY RESTRICTED NET ASSETS

It is the Society's policy to release temporarily restricted net assets in the period in which the restriction is satisfied. There were no temporarily restricted net assets at December 31, 2011 and December 31, 2010.

# NOTE F - SUBSEQUENT EVENTS

In preparing the financial statements, the Society has evaluated events and transactions for potential recognition or disclosure through August 24, 2012, the date of the audit report.

# Management Services and Headquarters:

On January 1, 2012, the Society renewed its contract agreement with Association Management Strategies (AMS), to provide management services and headquarters for a fee of \$8,031 per month. This agreement will continue through December 31, 2012, at which time the agreement will expire.

NOTES TO FINANCIAL STATEMENTS December 31, 2011 and 2010

# **NOTE F – SUBSEQUENT EVENTS (Continued)**

# Receipt of Distribution:

On June 29, 2012, National Space Society received \$150,000 distribution from Gale T. Williams, Trustee of the John R. Klugh 1990 Trust which was dated February 10, 1990. The money received represents NSS's interest in 50% of the remaining assets of the Trust, less a reserve. Pursuant to the terms of the Trust, NSS received its share for its general charitable and educational purposes, and particularly for research oriented toward creation of a new human extraterrestrial civilization.

# SCHEDULE OF FUNCTIONAL EXPENSES

		rogram Services	<u> </u>	<u></u>			
	Education and Communication	Policy and Research	Total Program Services	Management and General	Fundraising	Total Supporting Services	Total Expenses
Accommodations and meals	\$ 4,738	\$ 3,959	\$ 8,697	\$ 476	0	\$ 476	\$ 9,173
Accounting and legal	9,075	3,890	12,965	1,111	741	1,852	14,817
Advertising	3,085	0	3,085	0	0	0	3,085
Association - management fee and							·
facility expense - NOTE D	114,899	49,243	164,142	14,069	9,380	23,449	187,591
Authors and artwork	5,025	0	5,025	0	0	0	5,025
Bank charges	0	0	0	2,154	0	2,154	2,154
Building expense	1,395	0	1,395	2,508	0	2,508	3,903
Computer services	21,629	0	21,629	4,233	0	4,233	25,862
Conferences and registration expenses	160,114	1,525	161,639	(429)	0	(429)	161,210
Copy service	847	0	847	282	0	282	1,129
Courier	955	955	1,910	43	0	43	1,953
Credit card fees	0	0	0	9,662	0	9,662	9,662
Design and layout	36,678	0	36,678	339	0	339	37,017
Dues and subscriptions	0	0	0	250	0	250	250
Equipment purchase	0	0	0	3,755	0	3,755	3,755
Email list management	3,060	0	3,060	(925)	0	(925)	2,135
Employee recruiting	0	0	0	0	0	0	0
Express / overnight delivery	4,425	0	4,425	3,149	0	3,149	7,574
Insurance	4,496	1,927	6,423	551	367	918	7,341
Interest expense	0	0	0, .20	989	0	989	989
Mailing services	2,637	22,822	25,459	0	0	0	25,459
Office supplies	25	323	348	3,710	0	3,710	4,058
Parking	0	0	0	0	0	0	0
PayPal expenses	3,691	0	3,691	0	0	0	3,691
Payroll and related taxes	42,570	18,245	60,815	7,046	3,475	10,521	71,336
Postage and delivery	25,843	43,704	69,547	1,659	0	1,659	71,206
Press/public relations	3,600	45,704	3,600	0	0	0	3,600
Printing and copying services	109,493	58,191	167,684	219	146	365	168,049
Projects	1,691	0,151	1,691	. 0	0	0	1,691
Recruitment incentives	5,261	10,355	15,616	0	0	0	15,616
Refunds	5,228	10,333	5,313	0	0	0	5,313
Shipping and handling	528	0	528	27	0	27	555
Scholarships	5,000	0	5,000	0	0	0	5,000
State registrations	0,000	0	0,000	5,860	0	5,860	5,860
Teleconference, telephone and	U	U	U	5,000	U	3,000	2,000
telemarketing expense	0	0	. 0	3,310	0	2 210	3,310
Temporary help	3,000			3,310 0	0	3,310 0	
Travel/transportation	11,545	22,385 0	25,385 11,545	3,848	0	3,848	25,385 15,393
Video	280	0	280	3,848 160	0	3,848 160	15,393
				**************************************	<u> </u>	·······	
TOTAL	\$ 590,813	\$ 237,609	\$ 828,422	\$ 68,056	\$ 14,109	\$ 82,165	\$ 910,587

# SCHEDULE OF FUNCTIONAL EXPENSES

	P	rogram Services	<u> </u>	S			
	Education and Communication	Policy and Research	Total Program Services	Management and General	upporting Service Fundraising	Total Supporting Services	Total Expenses
Accommodations and meals	\$ 435	\$ 1,600	\$ 2,035	\$ 9,782	0	\$ 9,782	\$ 11,817
Accounting and legal	12,406	5,317	17,723	1,519	1,013	2,532	20,255
Advertising	242	0	242	0	0	0	242
Association - management fee and							
facility expense - NOTE D	117,273	50,260	167,533	14,360	9,573	23,933	191,466
Authors and artwork	2,610	0	2,610	0	0	0	2,610
Bank charges	0	0	0	1,594	0	1,594	1,594
Building expense	1,172	0	1,172	1,964	0	1,964	3,136
Computer services	17,057	0	17,057	2,411	0	2,411	19,468
Conferences and registration expenses	131,059	10,760	141,819	561	0	561	142,380
Copy service	795	0	795	265	0	265	1,060
Courier	907	908	1,815	0	0	0	1,815
Credit card fees	0	0	0	8,068	0	8,068	8,068
Design and layout	31,180	0	31,180	0	0	0	31,180
Dues and subscriptions	0	0	0	135	0	135	135
Email list management	3,060	0	3,060	925	0	925	3,985
Employee recruiting	0	0	0	0	0	0	0
Express / overnight delivery	1,816	0	1,816	1,576	0	1,576	3,392
Insurance	4,785	2,051	6,836	586	391	978	7,814
Mailing services	1,385	3,605	4,990	0	0	0	4,990
Office supplies	429	0	429	1,977	0	1,977	2,406
Parking	0	0	0	0	0	0	0
PayPal expenses	3,023	0	3,023	0	0	0	3,023
Payroll and related taxes	40,833	17,500	58,333	6,663	3,333	9,996	68,329
Postage and delivery	33,366	52,503	85,869	998	0	998	86,867
Press/public relations	0	0	0	0	0	0	0
Printing and copying services	131,276	89,263	220,539	510	340	850	221,389
Projects	0	0	0	0	0	0	0
Recruitment incentives	289	271	560	802	0	802	1,362
Refunds	4,452	1,524	5,976	0	0	0	5,976
Shipping and handling	266	0	266	50	0	50	316
Scholarships	2,500	0	2,500	0	0	0	2,500
State registrations	0	0	_,,,,,	3,109	0	3,109	3,109
Teleconference, telephone and	· ·	Ü	· ·	3,107	Ö	3,103	5,105
telemarketing expense	0	25	25	4,233	0	4,233	4,258
Temporary help	1,363	19,534	20,897	0	0	0	20,897
Travel/transportation	8,867	0	8,867	2,955	0	2,955	11,822
Video	200	0	200	40	0	40	240
TOTAL	\$ 553,046	\$ 255,121	\$ 808,167	\$ 65,083	\$ 14,650	\$ 79,733	\$ 887,900