# NAVAL HISTORICAL FOUNDATION

WASHINGTON, D.C.

FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION

FOR THE YEAR ENDED DECEMBER 31, 2009



# **Independent Auditors' Report**

Board of Directors Naval Historical Foundation Washington, D.C.

We have audited the accompanying statement of financial position of Naval Historical Foundation as of December 31, 2009, and the related statements of activities, changes in net assets, and cash flows for the year then ended. These financial statements are the responsibility of the Foundation's management. Our responsibility is to express an opinion on these financial statements based on our audit. The prior year summarized comparative information has been derived from the Foundation's 2008 financial statements and, in our report dated April 30, 2009, we expressed an unqualified opinion on those financial statements.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the 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 audit provides 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 Naval Historical Foundation as of December 31, 2009, and the changes in its net assets and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Bethesda, Maryland April 21, 2010 Certified Public Accountants

Councilor Buchanan + Mitchell, P.C.

# Statement of Financial Position December 31, 2009

(With Comparative Totals as of December 31, 2008)

	2009	2008
Assets		
Current Assets		
Cash	\$ 860,125	\$ 908,085
Promises to Give Accounts Receivable	507,500 177,065	160,000 16,509
Accrued Interest Receivable	6,083	7,538
Prepaid Expenses	5,922	5,468
Total Current Assets	1,556,695	1,097,600
Investments	1,113,991	908,868
Promises to Give	786,904	570,880
Property and Equipment	<del></del>	
Furniture, Fixtures, and Equipment	110,596	110,596
Less Accumulated Depreciation	(94,484)	(87,302)
Net Property and Equipment	16,112_	23,294
Artifact Collection (Notes 2 and 10)		
Total Assets	<u>\$ 3,473,702</u>	\$ 2,600,642
Liabilities and Net Assets		
Current Liabilities		
Accounts Payable and Accrued Expenses	\$ 51,493	\$ 10,690
Deferred Revenue	57,191	466,038
Total Current Liabilities	108,684	476,728
Net Assets		
Unrestricted	1,430,555	1,130,105
Temporarily Restricted	1,934,463	993,809
Total Net Assets	3,365,018	2,123,914
<b>Total Liabilities and Net Assets</b>	<u>\$ 3,473,702</u>	\$ 2,600,642

# Statement of Activities For the Year Ended December 31, 2009 (With Comparative Totals for the Year Ended December 31, 2008)

	Unrestricted Temporarily Restricted		Total 2009	Total 2008
Operating Revenues				
Net Sales Historical Services	Ф 00.2 <i>65</i>	<b>c</b>	e 00.375	Ф 110.024
•	\$ 88,365	\$ -	\$ 88,365	\$ 118,034
Operating Expenses	72,119		72,119	88,347
Total Net Sales	16,246		16,246	29,687
Support and Other Revenues				
Donations	112,181	1,441,172	1,553,353	1,157,727
Contract - Museum	1,536,446	-, ,	1,536,446	884,442
Facility Rental	48,000	-	48,000	47,400
Membership Dues	44,031	-	44,031	32,369
Royalties - Navy Book/Calendar/Store	18,000	_	18,000	24,713
Other Revenues	1,757	_	1,757	984
Net Assets Released from Restrictions	500,518	(500,518)		-
Total Support and Other Revenues	2,260,933	940,654	3,201,587	2,147,635
<b>Total Operating Revenues</b>	2,277,179	940,654	3,217,833	2,177,322
Operating Expenses				
Program Expenses				
Naval Historical Foundation	196,473	-	196,473	296,943
Museum Support	1,686,992	-	1,686,992	869,865
Naval History and Heritage Command				•
Support	42,023	-	42,023	84,401
Total Program Expenses	1,925,488	-	1,925,488	1,251,209
Office Administration and Management	96,653	-	96,653	102,161
Fund-Raising	231,882		231,882	142,204
Total Operating Expenses	2,254,023		2,254,023	1,495,574
Excess of Operating Revenues Over				
Operating Expenses	23,156	940,654	963,810	681,748
Investment Income				
Interest and Dividends	32,279	-	32,279	43,964
Net Investment Gain (Loss)	151,826	-	151,826	(210,078)
Other Revenue - Sales of Artifacts	93,189		93,189	33,279
Increase in Net Assets	\$ 300,450	\$ 940,654	\$ 1,241,104	\$ 548,913

# Statement of Changes in Net Assets For the Year Ended December 31, 2009 (With Comparative Totals for the Year Ended December 31, 2008)

		Unrestricted				
		Board Designated				
		Artifact				
		Collection	Total	Temporarily	Total	Total
	Operating	Support	Unrestricted	Restricted	2009	2008
Balance at Beginning of Year	\$1,083,013	\$ 47,092	\$1,130,105	\$ 993,809	\$2,123,914	\$1,575,001
Increase in Net Assets	239,616	60,834	300,450	940,654	1,241,104	548,913
Balance at End of Year	\$1,322,629	\$ 107,926	\$1,430,555	\$1,934,463	\$3,365,018	\$2,123,914

# Statement of Cash Flows For the Year Ended December 31, 2009 (With Comparative Totals for the Year Ended December 31, 2008)

	2009	2008
Cash Flows from Operating Activities		
Increase in Net Assets	\$ 1,241,104	\$ 548,913
Adjustments to Reconcile Increase in Net Assets to	, ,	•
Net Cash (Used in) Provided by Operating Activities		
Stock Donation	(25,802)	<u></u>
Depreciation	7,181	10,565
Net Investment (Gain) Loss	(151,826)	210,078
(Increase) Decrease in Assets	, , ,	•
Promises to Give	(563,524)	(305,478)
Accounts Receivable	(160,556)	3,517
Accrued Interest Receivable	1,455	1,784
Prepaid Expenses	(454)	(180)
Increase (Decrease) in Liabilities	` ,	` ,
Accounts Payable and Accrued Expenses	40,804	(2,084)
Deferred Revenue	(408,847)	385,667
Net Cash (Used in) Provided by		
Operating Activities	(20,465)	852,782
Cash Flows from Investing Activities		
Sales and Redemptions of Investments	32,040	6,571
Purchases of Investments	(59,535)	(63,362)
Purchases of Property and Equipment		(7,702)
Net Cash Used in Investing Activities	(27,495)	(64,493)
Net (Decrease) Increase in Cash	(47,960)	788,289
Cash at Beginning of Year	908,085	119,796
Cash at End of Year	\$ 860,125	\$ 908,085

# Notes to Financial Statements December 31, 2009

#### 1. ORGANIZATION

Naval Historical Foundation (the "Foundation") was incorporated as a nonprofit organization in the District of Columbia on March 13, 1926.

The Foundation is organized for educational and literary purposes, to acquire and preserve artifacts and memorabilia pertaining to the history and traditions of the United States Navy, and to diffuse knowledge respecting such history and traditions. The Foundation operates a store in the National Museum of the United States Navy and an historic photograph and document reproduction service as part of a support agreement with the Naval Historical Center in the Washington, D.C., Navy Yard. Besides offering a nationwide oral history program and a naval speakers service, the Foundation co-sponsors naval history conferences and symposia with other naval heritage organizations, and provides important financial support for the United States Navy's history programs and National Museum of the United States Navy.

#### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### **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 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.

# **Promises to Give**

Promises to give that are scheduled to be received after the end of the reporting period are shown as increases in temporarily restricted net assets and reclassified to unrestricted net assets when the purpose or time restriction is met. Promises to give subject to donor-imposed stipulations that the corpus be maintained permanently are recognized as increases in permanently restricted net assets. Conditional promises to give are not recognized until they become unconditional, that is, when the conditions on which they depend are substantially met. Contributions to be received after one year are discounted at the risk-adjusted rate applicable to the years in which the promises are to be received. Amortization of any discount is recorded as contribution support. Management believes all promises to give are collectible at December 31, 2009.

# Notes to Financial Statements December 31, 2009

# 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

### **Accounts Receivable**

Accounts receivable are stated at unpaid balances, less an allowance for doubtful accounts, if any. The Foundation provides for losses on accounts receivable using the allowance method. The allowance is based on experience and other circumstances, which may affect the ability of customers to meet their obligations. Receivables are considered impaired if full payments are not received in accordance with the contractual terms. It is the Foundation's policy to charge off uncollectible accounts receivable when management determines the receivables will not be collected. The Foundation's management believes that accounts receivable are fully collectible at December 31, 2009.

#### **Investments**

Investments in securities are reported at fair value and, accordingly, gains or losses resulting from market fluctuations are recognized in the statement of activities in the period in which they occur.

# **Property and Equipment**

Property and equipment additions in excess of \$1,000 are capitalized. Depreciation is computed using the straight-line method over the estimated useful lives of the assets ranging from five to seven years. Depreciation expense for 2009 was \$7,181.

#### **Artifact Collection**

The Foundation does not capitalize its historical collection. The historical collection consists of documents and artifacts of historical significance that are held for educational, research, and curatorial purposes. Each of the items is cataloged, preserved, and cared for, and activities verifying their existence and assessing their condition are performed continuously. Proceeds from deaccessions are reflected as increases in unrestricted net assets.

# United States Navy Contract Revenue and Cost Recognition and Deferred Revenue

The Foundation recognizes revenue from its fixed-price contract with the United States Navy on the percentage-of-completion method, measured by the percentage of cost incurred to date to estimated total cost for the contract. That method is used because management considers total cost to be the best available measure of progress on the contract. Because of inherent uncertainties in estimating costs, it is at least reasonably possible that the estimates used will change within the near term.

# Notes to Financial Statements December 31, 2009

# 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

# United States Navy Contract Revenue and Cost Recognition and Deferred Revenue (Continued)

The contract cost includes all direct Foundation personnel and other costs and contractors' fees. Billings to the United States Navy in excess of revenue recognized are reported as deferred revenue on the statement of financial position.

### **Net Assets**

To ensure observance of limitations and restrictions placed on the use of resources available to the Foundation, its accounts are maintained by classes of net assets. Consequently, resources are classified for accounting and reporting purposes into three classes of net assets: unrestricted, temporarily restricted, and permanently restricted net assets.

#### **Donated Facilities**

The Foundation occupies premises, without charge, located in a government-owned building. There is no clearly measurable or objective basis for determining the estimated fair rental value of the government-owned premises. Accordingly, no value has been reflected in the statement of activities.

#### **Income Taxes**

The Foundation is generally exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code. However, the Foundation is subject to federal and state income taxes to the extent that it generates unrelated business income. The Foundation had no unrelated business income for the year ended December 31, 2009.

# **Comparative Information**

The financial statements include certain prior-year summarized comparative information in total, but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the Foundation's financial statements for the year ended December 31, 2008, from which the summarized information was derived.

### Reclassifications

Certain accounts in the prior-year financial statements have been reclassified to conform with the presentation in the current-year financial statements.

# Notes to Financial Statements December 31, 2009

### 3. Promises to Give

Promises to give are due to be collected as follows:

# For the Years Ending December 31,

2010	\$	507,500
2011		407,500
2012		407,500
2013		105,000
		1,427,500
Discounted at 5%		(133,096)
Present Value of Promises to Give	<u>\$</u>	1,294,404

# 4. INVESTMENTS AND FAIR VALUE MEASUREMENTS

As of December 31, 2009, the Foundation's only assets or liabilities measured at fair value on a recurring basis consisted of the following:

	<u>F</u>	Level 1 <u>Inputs</u>	
Money Market Fund	\$	40,519	\$ 40,519
U.S. Government Obligations		160,737	160,737
Corporate Obligations		183,892	183,892
Equities		230,875	230,875
Mutual Funds - Equities		362,351	362,351
Mutual Funds - Fixed Income		135,617	 135,617
	<u>\$</u>	1,113,991	\$ 1,113,991

Financial assets valued using Level 1 inputs are based on unadjusted quoted market prices within active markets.

Financial assets valued using Level 2 inputs, if any, are based primarily on quoted prices for similar assets in active or inactive markets.

# Notes to Financial Statements December 31, 2009

# 4. INVESTMENTS AND FAIR VALUE MEASUREMENTS (CONTINUED)

Financial assets valued using Level 3 inputs, if any, are based on unobservable inputs to measure fair value to the extent that observable inputs are not available, thereby allowing for situations in which there is little, if any, market activity for the asset or liability at the measurement date. The fair value measurement objective is to determine an exit price from the perspective of a market participant that holds the asset or owes the liability. Therefore, unobservable inputs reflect the Foundation's judgment about the assumptions that market participants would use in pricing the asset or liability (including assumptions about risk). Unobservable inputs are developed based on the best information available in the circumstances, which might include the Foundation's own data.

None of the Foundation's financial assets are valued using Level 2 or Level 3 inputs.

Investment return consisted of the following:

Interest and Dividends	\$ 32,279
Net Realized and Unrealized Gain on Investments	 151,826
Total Investment Return	\$ 184,105

### 5. TEMPORARILY RESTRICTED NET ASSETS

At December 31, 2009, the Foundation had temporarily restricted net assets for the following project:

Cold War Gallery Project \$ 1,934,463

During 2009, temporarily restricted net assets were released from restrictions for the following projects based on satisfaction of the purpose restrictions:

Oral History Project	\$ 10,76	05
Cold War Gallery Project	489,8	<u>13</u>
Total	\$ 500,5	<u>18</u>

### 6. RETIREMENT PLAN

The Foundation has a 403(b) plan for all eligible employees who meet length of service requirements. The Foundation matches up to 5% of compensation deferred by employees. The retirement plan cost for the year ended December 31, 2009, was \$14,584.

# Notes to Financial Statements December 31, 2009

### 7. UNITED STATES NAVY CONTRACT

In September 2007, the Foundation entered into a fixed-price contract that covers the acquisition, installation, and maintenance of exhibits in the National Museum of the United States Navy. The award amount for these services is \$3 million.

Costs for the year ended December 31, 2009, on this project that have been included as part of the Museum Support program expenses are as follows:

Contractors \$ 1,399,823

### 8. NATIONAL MUSEUM OF THE UNITED STATES NAVY EVENTS

During 2007, the Foundation was granted a license by the United States Navy to generate revenue in support of the National Museum of the United States Navy through the rental of facilities to the public, commercial and non-profit entities, state and local governments, and other federal agencies. This facilities rental program permits the Foundation to offer individuals and organizations the opportunity to hold events in a setting where the history and heritage of the United States Navy can be experienced and appreciated. This program supports the Foundation's mission of promoting increased support for the United States Navy's historical programs in general and its museums in particular. Proceeds from these events will be made available to the National Museum of the United States Navy through current gift acceptance polices of the United States Department of the Navy.

#### 9. OPERATING LEASE

The Foundation leases a copier under a lease that expires in 2013. Rental expense for the year ended December 31, 2009, was \$5,664.

Minimum future lease payments under the lease are as follows:

# For the Years Ending December 31,

2010 2011	\$ 5,664 5,664
2012	5,664
2013	 1,416
Total Minimum Future Lease Payments	\$ 18,408

# Notes to Financial Statements December 31, 2009

### 10. ARTIFACT COLLECTION

The Foundation has catalogued approximately 4,000 documents and artifacts of historical interest, obtained as donations during the 83-year life of the Foundation. The collection is not included in the financial accounts of the Foundation because its value is not determinable at a reasonable cost. Although the historical collection has not been valued, management believes that it has significant value. The collection is being dispersed through donation to appropriate government and non-profit museum, library, and archival organizations.

The Foundation maintains the collection in a secured facility at the Washington Navy Yard in Washington, D.C. Expenses of maintaining the collection of \$32,355 are included in Naval Historical Foundation program expenses on the statement of activities.

### 11. Subsequent Events

The Foundation has evaluated subsequent events through April 21, 2010, the date on which the financial statements were available to be issued.



# Independent Auditors' Report on Supplementary Information

Board of Directors Naval Historical Foundation Washington, D.C.

Our report on our audit of the basic financial statements of Naval Historical Foundation for 2009 appears preceding page 1. That audit was made for the purpose of forming an opinion on the basic financial statements taken as a whole. The information in the accompanying pages 13 to 16 is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

Bethesda, Maryland April 21, 2010

Certified Public Accountants

Councilor, Buchanan + Mitchell, P.C.

# Combining Schedule of Historical Services Operating Expenses For the Year Ended December 31, 2009 (With Comparative Totals for the Year Ended December 31, 2008)

	Unrestricted							
	Board Designated Artifact Collection					Total		Total
	Operating		Support		2009		2008	
Historical Services Operating Expenses								
Bank Service Charges	\$	5,233	\$	_	\$	5,233	\$	4,638
Consultant		539		_		539		2,425
Depreciation		2,242		-		2,242		1,682
Equipment		2,288		_		2,288		4,951
Insurance		90		-		90		125
Postage and Shipping		6,899		-		6,899		6,741
Salaries, Benefits, and Payroll Taxes		48,805		_		48,805		61,526
Supplies		5,219		-		5,219		5,046
Telephone		804		-		804		1,213
Total Historical Services								
Operating Expenses	\$	72,119	\$		\$	72,119	\$	88,347

# Combining Schedule of Expenses For the Year Ended December 31, 2009 (With Comparative Totals for the Year Ended December 31, 2008)

	Unrestricted							
	Desi Ar Col		Board esignated Artifact collection Support				Total 2008	
Naval Historical Foundation								
Advertising	\$	4,466	\$	<u>.</u>	\$	4,466	\$	2,524
Artifact Collection Support		_	•	1,216	_	1,216	•	35,884
Awards		750		, -		750		1,150
Bank Service Charges		3,656		_		3,656		2,741
Conferences		13,092		-		13,092		3,188
Consultants		1,697		-		1,697		1,057
Depreciation		3,951		-		3,951		7,219
Equipment		7,378		-		7,378		5,964
Facility Rental Expenses		38,043		-		38,043		53,525
Insurance		5,394		-		5,394		4,580
Internet		350		-		350		298
Miscellaneous		3,700		-		3,700		5,353
Oral History - Other		10,812		-		10,812		13,254
Postage and Shipping		6,469		-		6,469		5,201
Printing		7,316		-		7,316		8,532
Publications		1,910		-		1,910		4,136
Salaries, Benefits, and Payroll Taxes		67,748		-		67,748		126,170
Subscriptions		1,330		-		1,330		1,085
Supplies		4,581		104		4,685		4,146
Telephone		4,625		-		4,625		3,915
Travel		1,045		6,840		7,885		7,021
Total Naval Historical								
Foundation	\$	188,313	_\$_	8,160	<u>\$</u>	196,473		296,943
Museum Support								
Advertising	\$	_	\$	-	\$	-	\$	1,335
Cold War Gallery Support	•	111,987	•	_	•	111,987	•	25,511
Contractors - Cold War Gallery		1,399,823		_		1,399,823		617,593
Contractors - Other		262		-		262		14,112
Miscellaneous		-		8,795		8,795		89
Printing		-		-		- <del></del>		469
Salaries, Benefits, and Payroll Taxes		166,125				166,125		210,756
Total Museum Support		1,678,197	\$	8,795	<u>\$</u>	1,686,992	\$	869,865

# Combining Schedule of Expenses For the Year Ended December 31, 2009 (With Comparative Totals for the Year Ended December 31, 2008)

	Unrestricted							
	(	Operating	Board Designated Artifact Collection Support		Total 2009			Total 2008
Naval History and Heritage Command Support								
Art Gallery	\$	-	\$	1,268	\$	1,268	\$	1,597
Contemporary History	•	552	•	-	•	552	•	828
Curator		-		2,610		2,610		1,147
Early History		_		-		_,		450
Front Office		487		_	20	487		22,971
Library				5,530	•	5,530		3,887
Miscellaneous		500		-		500		4,807
Operational Archives		-		5,992		5,992		3,519
Salaries, Benefits, and Payroll Taxes		19,383		5,772		19,383		44,624
Senior Historian		4,490		_		4,490		-
Telephone		1,211		_		1,211		571
Telephone		1,211				1,411		3/1
Total Naval History and Heritage								
Command Support	\$	26,623	_\$	15,400	\$	42,023	\$	84,401
			<u> </u>			,		
Office Administration and								
Management								
Advertising	\$	1,116	\$	_	\$	1,116	\$	631
Bank Service Charges		714		_	-	714	•	664
Consultants		-		_				123
Depreciation		988		-		988		1,664
Equipment		1,844		-		1,844		1,491
Insurance		974		_		974		1,145
Internet		88		-		88		97
Investment Fees		6,238		-		6,238		6,571
Miscellaneous		773		_		773		2,555
Postage and Shipping		1,617		_		1,617		1,303
Printing		-,017		_		1,017		932
Professional Services		54,803		_		54,803		47,724
Salaries, Benefits, and Payroll Taxes		24,801		_		24,801		34,858
Subscriptions		333		_		333		249
Supplies		1,156		_		1,156		1,033
Telephone		1,208		_		1,208		1,121
Telephone		1,200				1,200		1,121
Total Office Administration								
and Management	\$	96,653	\$	-	_\$	96,653	\$	102,161
	Ť				<u></u>		<u> </u>	,
Fund-Raising								
Cold War Gallery Campaign	\$	99,390	\$	-	\$	99,390	\$	59,763
Salaries, Benefits, and Payroll Taxes		132,492		-	-	132,492		82,441
• • •						. ,		
Total Fund-Raising	_\$_	231,882	\$	•	\$	231,882	\$	142,204

# Schedule of Changes in Investments For the Year Ended December 31, 2009

	Cost		Unrealized Gain (Loss)		Fair Market Value	
Beginning of Year	\$	947,352	\$	(38,484)	\$	908,868
Interest and Dividends (A)		33,733		-		33,733
Realized Gain		11,378		-		11,378
Unrealized Gain		-		140,448		140,448
Investment Management Fees		(6,238)		-		(6,238)
Stock Donations		25,802		-		25,802
End of Year		1,012,027		101,964		1,113,991
(A) Interest and Dividends - Accrual Basis					\$	32,279
Less 2008 Checking Account Interest					_	(1)
Interest and Dividends from Investments - Accrual Basis						32,278
Add Accrued Interest at Beginning of Year						7,538
Less Accrued Interest at End of Year						(6,083)
Interest and Dividends from Investments - Cash Basis						33,733