

**THE ALLIANCE FOR
THE CHESAPEAKE BAY, INC.**

FINANCIAL REPORT

DECEMBER 31, 2021

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**ANDERSON
DAVIS**

INDEPENDENT AUDITOR'S REPORT

Board of Directors
The Alliance for the Chesapeake Bay, Inc.
Annapolis, Maryland

Opinion

We have audited the financial statements of The Alliance for the Chesapeake Bay, Inc. (a not-for-profit organization), which comprise the Statements of Financial Position as of December 31, 2021 and 2020, and the related Statements of Activities, Functional Expenses, and Cash Flows for the years then ended, and the related notes to the financial statements.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of The Alliance for the Chesapeake Bay, Inc. as of December 31, 2021 and 2020, 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.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of The Alliance for the Chesapeake Bay, Inc. and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for 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.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about The Alliance for the Chesapeake Bay, Inc. 's ability as a going concern for one year after the date that the financial statements are issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about The Alliance for the Chesapeake Bay, Inc.'s ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control–related matters that we identified during the audit.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated September 20, 2022 on our consideration of The Alliance for the Chesapeake Bay, Inc. 's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of The Alliance for the Chesapeake Bay, Inc. 's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering The Alliance for the Chesapeake Bay, Inc. 's internal control over financial reporting and compliance.

Anderson, Davis & Associates, CPA

Glen Burnie, Maryland
September 20, 2022

THE ALLIANCE FOR THE CHESAPEAKE BAY, INC.

STATEMENTS OF FINANCIAL POSITION

December 31, 2021 and 2020

	<u>2021</u>	<u>2020</u>
ASSETS		
Current assets		
Cash	\$ 753,890	\$ 1,016,568
Grants receivable	3,312,280	1,963,694
Prepaid expenses	<u>37,318</u>	<u>21,815</u>
Total current assets	<u>4,103,488</u>	<u>3,002,077</u>
Equipment		
Office equipment	14,638	14,638
Less: accumulated depreciation	<u>(14,638)</u>	<u>(14,638)</u>
	<u>-</u>	<u>-</u>
Total assets	<u><u>\$ 4,103,488</u></u>	<u><u>\$ 3,002,077</u></u>
LIABILITIES AND NET ASSETS		
Current liabilities		
Accounts payable	\$ 652,667	\$ 589,844
Accrued expenses	76,046	87,855
Deferred revenue	<u>1,075,355</u>	<u>834,939</u>
Total liabilities	<u>1,804,068</u>	<u>1,512,638</u>
Net assets		
Without donor restrictions		
Operations	766,564	940,860
Board designated net assets	<u>400,000</u>	<u>-</u>
	<u>1,166,564</u>	<u>940,860</u>
With donor restrictions	<u>1,132,856</u>	<u>548,579</u>
Total net assets	<u>2,299,420</u>	<u>1,489,439</u>
Total liabilities and net assets	<u><u>\$ 4,103,488</u></u>	<u><u>\$ 3,002,077</u></u>

See the Independent Auditor's Report and the Notes to the Financial Statements.

THE ALLIANCE FOR THE CHESAPEAKE BAY, INC.

STATEMENT OF ACTIVITIES

For the Year Ended December 31, 2021

	<u>Without donor restrictions</u>	<u>With donor restrictions</u>	<u>Total</u>
Revenues and other support:			
Grants and contracts	\$ -	9,901,692	\$ 9,901,692
Public support	308,361	-	308,361
Taste of the Chesapeake event	108,929	-	108,929
Other income	36,423	-	36,423
Investment income, net	191	-	191
Net assets released from restrictions (Note 8):			
Satisfaction of program restrictions	<u>9,317,415</u>	<u>(9,317,415)</u>	<u>-</u>
Total revenues and other support	<u>9,771,319</u>	<u>584,277</u>	<u>10,355,596</u>
 Expenses:			
Programs	8,388,419	-	8,388,419
Management and general	1,111,761	-	1,111,761
Fundraising	<u>45,435</u>	<u>-</u>	<u>45,435</u>
Total expenses	<u>9,545,615</u>	<u>-</u>	<u>9,545,615</u>
 Change in net assets	<u>225,704</u>	<u>584,277</u>	<u>809,981</u>
 Net assets, beginning of year	<u>940,860</u>	<u>548,579</u>	<u>1,489,439</u>
 Net assets, end of year	<u>\$ 1,166,564</u>	<u>\$ 1,132,856</u>	<u>\$ 2,299,420</u>

See the Independent Auditor's Report and the Notes to the Financial Statements.

THE ALLIANCE FOR THE CHESAPEAKE BAY, INC.

STATEMENT OF ACTIVITIES

For the Year Ended December 31, 2020

	<u>Without donor restrictions</u>	<u>With donor restrictions</u>	<u>Total</u>
Revenues and other support:			
Grants and contracts	\$ -	\$ 7,571,156	\$ 7,571,156
Public support	372,103	-	372,103
Taste of the Chesapeake event	97,979	-	97,979
Other income	19,800	-	19,800
Investment income, net	315	-	315
Net assets released from restrictions (Note 8):			
Satisfaction of program restrictions	<u>7,915,212</u>	<u>(7,915,212)</u>	<u>-</u>
Total revenues and other support	<u>8,405,409</u>	<u>(344,056)</u>	<u>8,061,353</u>
 Expenses:			
Programs	7,165,579	-	7,165,579
Management and general	932,156	-	932,156
Fundraising	<u>45,042</u>	<u>-</u>	<u>45,042</u>
Total expenses	<u>8,142,777</u>	<u>-</u>	<u>8,142,777</u>
 Operating income (loss)	262,632	(344,056)	(81,424)
 Non-operating gains:			
Gain on forgiveness of Paycheck Protection Program loan	<u>402,900</u>	<u>-</u>	<u>402,900</u>
 Change in net assets	<u>665,532</u>	<u>(344,056)</u>	<u>321,476</u>
 Net assets, beginning of year	<u>275,328</u>	<u>892,635</u>	<u>1,167,963</u>
 Net assets, end of year	<u>\$ 940,860</u>	<u>\$ 548,579</u>	<u>\$ 1,489,439</u>

See the Independent Auditor's Report and the Notes to the Financial Statements.

THE ALLIANCE FOR THE CHESAPEAKE BAY, INC.**STATEMENT OF FUNCTIONAL EXPENSES**

For the Year Ended December 31, 2021

	<u>Programs</u>	<u>Management and General</u>	<u>Fundraising</u>	<u>Total</u>
Personnel costs	\$ 2,397,140	\$ 730,891	\$ 3,384	\$ 3,131,415
Project costs	5,872,607	-	-	5,872,607
Bank fees	-	5,611	-	5,611
Conferences and meetings	-	788	-	788
Travel	104,165	2,071	-	106,236
Rent and occupancy	-	201,664	-	201,664
Telephone	14,496	8,786	-	23,282
Insurance	-	15,689	-	15,689
Interest	11	-	-	11
Office supplies, postage, and printing	-	21,226	40,533	61,759
Professional fees and contract labor	-	125,035	-	125,035
Fundraising events	-	-	1,518	1,518
	<u>\$ 8,388,419</u>	<u>\$ 1,111,761</u>	<u>\$ 45,435</u>	<u>\$ 9,545,615</u>

See the Independent Auditor's Report and the Notes to the Financial Statements.

THE ALLIANCE FOR THE CHESAPEAKE BAY, INC.**STATEMENT OF FUNCTIONAL EXPENSES**

For the Year Ended December 31, 2020

	<u>Programs</u>	<u>Management and General</u>	<u>Fundraising</u>	<u>Total</u>
Personnel costs	\$ 2,030,633	\$ 616,762	\$ 19,589	\$ 2,666,984
Project costs	5,040,376	-	-	5,040,376
Bank fees	-	6,636	-	6,636
Conferences and meetings	-	1,758	-	1,758
Travel	77,747	1,667	-	79,414
Rent and occupancy	-	197,639	-	197,639
Telephone	12,433	10,774	-	23,207
Insurance	-	19,268	-	19,268
Interest	2,247	-	-	2,247
Office supplies, postage, and printing	2,143	19,829	16,887	38,859
Miscellaneous	-	46	-	46
Professional fees and contract labor	-	57,777	-	57,777
Fundraising events	-	-	8,566	8,566
	<u>\$ 7,165,579</u>	<u>\$ 932,156</u>	<u>\$ 45,042</u>	<u>\$ 8,142,777</u>

See the Independent Auditor's Report and the Notes to the Financial Statements.

THE ALLIANCE FOR THE CHESAPEAKE BAY, INC.

STATEMENTS OF CASH FLOWS

For the years ended December 31, 2021 and 2020

	<u>2021</u>	<u>2020</u>
Cash flows from operating activities:		
Change in net assets	\$ 809,981	\$ 321,476
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Paycheck Protection Program loan forgiveness	-	(402,900)
Changes in assets and liabilities:		
(Increase) decrease in:		
Grants receivable	(1,348,586)	(172,528)
Prepaid expenses	(15,503)	(17,453)
(Decrease) increase in:		
Accounts payable	62,823	(322,515)
Accrued expenses	(11,809)	36,618
Deferred revenue	240,416	834,939
	<u>(262,678)</u>	<u>277,637</u>
Cash flows from investing activities:	<u>-</u>	<u>-</u>
Cash flows from financing activities:		
Paycheck Protection Program loan proceeds	-	402,900
Economic Injury Disaster Loan proceeds	-	150,000
Economic Injury Disaster Loan principal payments	-	(150,000)
	<u>-</u>	<u>402,900</u>
Net (decrease) increase in cash	(262,678)	680,537
Cash, beginning of year	<u>1,016,568</u>	<u>336,031</u>
Cash, end of year	<u>\$ 753,890</u>	<u>\$ 1,016,568</u>
Supplementary Information:		
Interest paid	<u>\$ 11</u>	<u>\$ 2,247</u>
Taxes paid	<u>\$ -</u>	<u>\$ -</u>

See the Independent Auditor's Report and the Notes to the Financial Statements.

NOTES TO THE FINANCIAL STATEMENTS

Note 1. ORGANIZATION AND PURPOSE

The Alliance for the Chesapeake Bay, Inc. (the Organization) was incorporated in Maryland in August 1973 and was formed to serve as a neutral forum where Bay-related issues may be analyzed and considered, for the purpose of providing its membership, responsible officials, and the public with a basis for making informed decisions concerning the management of the resources of the Chesapeake Bay. The Alliance for the Chesapeake Bay, Inc. is a nonstock, not-for-profit entity.

The Organization's mission statement states:

"The Alliance brings together communities, companies, and conservationists to improve our lands and waters."

Founded in 1971, The Alliance for the Chesapeake Bay, Inc. is funded by individuals, businesses, governments, and private foundations. The Organization maintains offices in Annapolis, Maryland, Richmond, Virginia, Lancaster, Pennsylvania, and the District of Columbia.

Note 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting

The Organization maintains its financial records and prepares its financial statements on the accrual basis of accounting. Therefore, revenues and related assets are recognized when earned, and expenses and related liabilities are recognized when the obligations are incurred.

Basis of Presentation

The Organization follows the Financial Accounting Standards Board's Accounting Standards Update (ASU) No. 2016-14 — *Not-for-Profit Entities (Topic 958): Presentation of Financial Statements of Not-for-Profit Entities*. This provision requires the Organization to classify net assets into two categories according to donor-imposed restrictions: net assets without donor restrictions and net assets with donor restrictions.

Net assets without donor restrictions – Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the organization. These net assets may be used at the discretion of the Organization's management and Board of Directors.

Net assets with donor restrictions – Net assets subject to stipulations imposed by donors and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of the Organization or by the passage of time. Other donor restrictions are perpetual in nature, where by the donor has stipulated the funds be maintained in perpetuity.

Cash

The Organization considers all highly liquid investments with a maturity of three months or less when purchased to be cash equivalents. At December 31, 2021, the Organization held \$253,891 in excess of federally insured limits.

Income Taxes

The Organization is a not-for-profit entity and is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code. Therefore, contributions to the Organization are tax deductible under Section 170 of the Internal Revenue Code.

The Organization adopted the recommendations of the Financial Accounting Standards Board (FASB) in its Accounting Standards Codification (ASC) for Accounting of Uncertainty in Income Taxes without any material effect to the financial statements. These recommendations clarify the accounting for uncertainty in income taxes by prescribing the recognition threshold a tax position is required to meet before being recognized in the financial statements. They also provide guidance on de-recognition, classification, interest and penalties, accounting in interim periods, disclosure, and transition.

NOTES TO THE FINANCIAL STATEMENTS

Note 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Income Taxes (continued)

Income tax benefits are recognized for income tax positions taken or expected to be taken in a tax return, only when it is determined that the income tax position will more-likely-than-not be sustained upon examination by taxing authorities. The Organization has analyzed tax positions taken for filing with the Internal Revenue Service and all state jurisdictions where it operates. The Organization believes that income tax filing positions will be sustained upon examination and does not anticipate any adjustments that would result in a material adverse effect on the Organization's financial condition, results of operations or cash flows. Accordingly, the Organization has not recorded any reserves, or related accruals for interest and penalties for uncertain income tax positions at December 31, 2021 and 2020. With few exceptions, the Organization's tax returns remain open for three years for federal and state examination.

Donated Services and Goods

As required by FASB ASC 958-605-25, *Accounting for Contributions Received and Contributions Made*, donated services include assistance which creates or enhances non-financial assets or requires specialized skills provided by individuals possessing those skills. Those services would typically need to be purchased if not donated and are recorded by the Organization at their fair value in the period such services are delivered.

Estimates

The preparation of financial statements in conformity with generally accepted accounting principles accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Grants Receivable

Grants receivable at December 31, 2021 and 2020 consist mainly of grants and contracts earned, but not yet received. No allowance for uncollectible accounts has been recorded at December 31, 2021 and 2020, due to any potential uncollectible amounts determined by management as immaterial.

Functional expenses

The costs of providing program and other activities have been summarized on a functional basis in the statements of activities. Accordingly, certain costs have been allocated among program services and supporting services benefited. Such allocations are determined by management on an equitable basis.

The expenses that are allocated include the following:

<u>Expense</u>	<u>Method of Allocation</u>
Salaries and benefits	Time and effort
Office supplies, postage, and printing	Time and effort
Travel	Time and effort
Other	Time and effort

Revenue Recognition

The Organization follows the Financial Accounting Standards Board's Accounting Standards Update (ASU) 2014-09, *Revenue from Contracts with Customers (Topic 606)* and ASU 2018-08, *Clarifying the Scope and Accounting Guidance for Contributions Received and Contributions Made*. These updates require revenue recognition to depict the transfer of promised goods or services to customers in an amount that reflects the consideration a company expects to receive in exchange for those goods or services and provide guidance in evaluating whether transactions should be accounted for as contributions or exchanges, respectively. In addition, update ASU 2018-08 introduces the concept of barriers in providing additional guidance on identifying conditions that would preclude the recognition of a contribution as revenue.

NOTES TO THE FINANCIAL STATEMENTS

Note 2. **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

Revenue Recognition (continued)

The Organization recognizes revenue from grants as work progresses on the related mission. The performance obligations are, generally, performed prior to the Organization receiving the funds from related grants; therefore, revenue is recognized in the year in which the work is performed. Revenue received which relates to subsequent years is recorded as deferred revenue in the Statement of Financial Position.

The Organization recognizes contributions when cash, securities, or other assets; an unconditional promise to give; or a notification of a beneficial interest is received. Conditional promises to give—that is, those with a measurable performance or other barrier and a right of return—are not recognized until the conditions on which they depend have been met.

Contributions are considered to be without donor restrictions unless specifically restricted by the donor. Donor restricted contributions are reported as increases in net assets with donor restrictions. When a restriction expires (that is, when a stipulated time restriction ends or the purpose of the restriction is accomplished), net assets are reclassified from net assets with donor restrictions to net assets without donor restrictions in the Statement of Activities. Revenue received with donor restrictions that are met in the same reporting period is reported as support without donor restrictions, and increases net assets without donor restrictions.

Contributions receivable are reported in the Statement of Financial Position at the outstanding contribution balance adjusted for any write-offs and an allowance for potentially uncollectible contributions. The Organization had no contributions receivable for the years ended December 31, 2021 and 2020.

Contributions of assets other than cash are recorded at their estimated fair value at the date of gift. Contributions to be received after one year are discounted at an adjusted risk-free rate of return. Amortization of the discount is recorded as additional contribution revenue and used in accordance with donor-imposed restrictions, if any, on the contributions.

Contributions of cash restricted for the acquisition of long-lived assets are reported as restricted support that increases net assets with donor restrictions. The restrictions are released when the long-lived assets are acquired or placed in service by the Organization. Contributions of property and equipment are recorded as revenue without donor restrictions unless donor stipulations specify how the assets are to be used.

Subsequent Events

The Organization has evaluated events and transactions for potential recognition or disclosure through September 20, 2022, the date the financial statements were available to be issued.

Note 3. **LIQUIDITY AND AVAILABILITY OF FINANCIAL ASSETS**

The following reflects the Organization's financial assets as of the statement of financial position date, reduced by the amounts not available for general use because of contractual or donor-imposed restrictions within one year of the statement of financial position date.

	<u>2021</u>	<u>2020</u>
Financial assets available at year end		
Cash	\$ 753,890	\$ 1,016,568
Grants receivable	3,312,280	1,963,694
Total financial assets	4,066,170	2,980,262
Less amounts not available to be used within one year		
Endowments	400,000	-
Net assets with donor restrictions	1,132,856	548,579
Financial assets available for general use	<u>\$ 2,533,314</u>	<u>\$ 2,431,683</u>

NOTES TO THE FINANCIAL STATEMENTS

Note 3. **LIQUIDITY AND AVAILABILITY OF FINANCIAL ASSETS (continued)**

The financial assets available for general use cover approximately three months of expenses. The majority of the Organization's expenses are program expenses reimbursed through restricted grants.

Note 4. **PROPERTY AND EQUIPMENT**

Property and equipment is stated at cost. The Organization chooses to capitalize fixed asset additions of \$10,000 and greater. Depreciation is provided on the straight-line method over the estimated useful life of the asset. Office equipment is depreciated over a useful life of 5 years. There was no depreciation expense recorded in 2021 or 2020 as all assets have been fully depreciated.

Note 5. **DEFERRED REVENUE**

The following table provides information about significant changes in the contract liabilities for the year ended December 31, 2021:

Deferred revenue at December 31, 2020	\$	834,939
Revenue recognized that was included in deferred revenue at the beginning of the year		(834,939)
Increase in deferred revenue due to cash and contracts received during the year		<u>1,075,355</u>
Deferred revenue at December 31, 2021	\$	<u>1,075,355</u>

Note 6. **LINE OF CREDIT**

The Organization has a line of credit agreement with a bank for an amount up to \$115,000. This line of credit is renewable each year. As of December 31, 2021 and 2020, there was no balance or draws on the line of credit. The line of credit is secured by all personal property of the Organization and is payable on demand. Interest is due monthly at prime plus two percent. The interest rate was 5.25% as of December 31, 2021. There was no interest expense for the years ended December 31, 2021 and 2020.

Note 7. **DESIGNATION OF NET ASSETS WITHOUT DONOR RESTRICTIONS**

The Board of Directors of the Organization has designated amounts of net assets without donor restriction, which are set aside for specific programs.

The following shows designated net asset without donor restrictions activity for the year ended December 31, 2021:

Designated Net Assets without Donor Restriction at January 1, 2021	\$	-
Board Approved Designations		400,000
Investment Income, net		-
Releases from Designation		<u>-</u>
Designated Net Assets without Donor Restriction at December 31, 2021	\$	<u>400,000</u>

Note 8. **NET ASSETS WITH DONOR RESTRICTIONS**

Net assets with donor restrictions at December 31, 2021 and 2020 are available for the following purposes:

	<u>2021</u>	<u>2020</u>
Various federal, state, and private agency programs	\$ <u>1,132,856</u>	\$ <u>548,579</u>

NOTES TO THE FINANCIAL STATEMENTS

Note 9. **NET ASSETS RELEASED FROM RESTRICTIONS**

During the years ended December 31, 2021 and 2020, net assets were released from donor/grantor restrictions by incurring expenses satisfying the restricted purposes or by occurrence of other events specified by donors/grantors.

Purpose restrictions accomplished:

	2021	2020
Various expenses related to performance of federal, State, and private agency programs	\$ 9,317,415	\$ 7,915,212

Note 10. **CONCENTRATION OF REVENUES**

During the years ended December 31, 2021 and 2020, the Organization recognized revenues from United States Environmental Protection Agency of approximately \$4,396,907 and \$4,790,291, respectively, for program services performed. This represents 42% and 57% of all revenues recognized by the Organization as a whole in 2021 and 2020, respectively.

The Organization receives grants from various agencies of the U.S. Government. Such grants are subject to audit under the provisions of Uniform Guidance. The ultimate determination of amounts received under the U.S. Government grants is based upon the allowance of costs reported to and accepted by the U.S. Government. Audits in accordance with Uniform Guidance have been completed for the Organization for all required years through 2021. Until such audits have been accepted by the U.S. Government, there exists a contingency to refund any amount received in excess of allowable costs. Management is of the opinion that no additional material liability will result from such audits.

Note 11. **RETIREMENT PLAN**

The Organization has a 403(b)(7) retirement plan whereby eligible employees can contribute to his or her own custodial account, through salary reduction, with certain limitations, as outlined in the Plan document. The Organization updated their retirement plan to include an employer match of 4% of employee deferred wages after one year of service during the year ended December 31, 2020. The match expense was \$60,441 and \$13,065 for the year ended December 31, 2021 and 2020, respectively.

Note 12. **RENTAL COMMITMENTS**

The Organization leases office space in Annapolis, Lancaster, Richmond, and the District of Columbia. The rate for the Annapolis office is \$6,752 per month and increases 3% annually. The lease expires February 1, 2023.

Total rent expense on these leases for 2021 and 2020 was \$187,557 and \$173,967. During 2021 and 2020, the Organization subleased office space in their Annapolis office. The Organization received approximately \$14,400 and \$19,800 respectively, for 2021 and 2020, in lease payments for the subleased office space, which is recorded in other income on the Statements of Activities. Future minimum lease payments are as follows:

2022	\$ 159,032
2023	\$ 78,216
2024	\$ 56,368
2025	\$ 46,212
2026 and beyond	\$ 51,575

NOTES TO THE FINANCIAL STATEMENTS

Note 13. **DISASTER RELIEF LOANS**

During the year ended December 31, 2020, the Organization obtained a \$402,900 loan under the Paycheck Protection Program (PPP) created as part of the relief efforts related to COVID-19 and administered by the Small Business Administration. The loan is uncollateralized and is fully guaranteed by the Federal government. The Organization had 24 weeks after the funding of the loan (covered period) to apply the loan proceeds toward certain permitted uses that would then serve as the basis for calculating the amount of loan forgiveness. The loan was forgiven during the year ended December 31, 2020 and the loan forgiveness revenue is treated as gain on extinguishment of debt in accordance with ASC 470 and is included in non-operating gains in the Statements of Activities.

During the year ended December 31, 2020, the Organization applied for and received an Economic Injury Disaster Loan from the Small Business Administration for the purpose of meeting financial obligations and operating expenses that could have been met had the pandemic not occurred. The loan is for \$150,000 with a 2.75% interest rate with a 30-year maturity. Payments on this loan were deferred for one year. The Organization paid off the loan, including any accrued interest, during the year ended December 31, 2020. Total interest expense for this loan was \$2,247.

Note 14. **ENDOWMENT FUNDS**

During the year ended December 31, 2021, the Organization has established a Board-designated endowment to help perpetuate the existence of the Organization and protect against future conditions which may alter its ability to operate. This endowment is a result of an internal designation and not restrictions placed by donors. Accordingly, income earned on investments related to the Board-designated endowment is not restricted and is included in income without donor restrictions.

Interpretation of Relevant Law

The Organization classifies as perpetually restricted net assets (a) the original value of gifts donated to the permanent endowment, (b) the original value of subsequent gifts donated to the permanent endowment, and (c) accumulations to the permanent endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added to the fund. The remaining portion of the donor-restricted endowment fund that is not classified in purpose restricted net assets is classified as time restricted net assets until those amounts are appropriated for expenditure by the Organization in a manner consistent with the standard of prudence prescribed by UPMIFA (Uniform Prudent Management of Institutional Funds Act).

In accordance with UPMIFA, the Organization considers the following factors in making a determination to appropriate or accumulate donor-restricted endowment funds:

- 1) The duration and preservation of the fund
- 2) The purposes of the Organization and the donor-restricted endowment fund
- 3) General endowment conditions
- 4) The possible effect of inflation and deflation
- 5) The expected total return from income and the appreciation of investments
- 6) Other resources of the Organization
- 7) The investment policies of the Organization.

From time to time, the fair value of assets associated with individual donor-restricted endowment funds may fall below the level that current law requires the Organization to retain for a fund of perpetual duration. In accordance with accounting principles generally accepted in the United States of America, deficiencies of this nature are reported in net assets with restrictions. Such deficiencies may result from unfavorable market fluctuations. There is no such deficiency as of December 31, 2021.

NOTES TO THE FINANCIAL STATEMENTS

Note 14. ENDOWMENT FUNDS (continued)

Investment Policies

The objectives of the investment policy is to support the mission of the Organization, target an annual growth rate of at least 4-6%, and grow the principal balance of the endowment over time. The intent of investment policy is to have a moderate risk profile, though it is understood that there can be considerable volatility in the shorter term. Funds are to be invested in a diverse manner across industries while considering companies and funds that have stated environmental, social and governance policies that generally align with the mission of the Alliance. However, this is a directional but not exclusionary guideline. The Organization would like to match their mission with their investments as much as possible without sacrificing return or increasing volatility.

The Finance Committee of the Board will assist the Organization's senior staff in providing oversight of the endowment funds. The Finance Committee will report to the Board on the status of investments and any proposed changes to the investment policy. Additionally, the Organization will engage an external Investment Advisor and Investment Custodian to manage the funds in accordance the Organization's fund objectives. The Organization intends to engage 1 North Wealth Services as an investment manager and advisor for all the investments in the endowment.

Policy for the Appropriation of Endowment Assets for Expenditure

The endowment fund is intended to exist in perpetuity and that any distributions from the fund will be at the discretion of the Board of Directors. The amount of annual distributions will follow a formula described within the policy to provide 5% of the endowment balance on an annual basis for projects determined by the Alliance senior staff. The first such distribution is expected to be in July 2023 to allow sufficient time for investment and growth of the funds and to account for any near-term volatility in the investments.

Endowment net asset composition by Type of Fund as of December 31, 2021:

	<u>Without donor restrictions</u>	<u>Total</u>
Board-designated endowment funds	\$ 400,000	\$ 400,000
Accumulated investment gains	-	-
Total funds	<u>\$ 400,000</u>	<u>\$ 400,000</u>

The Organization had the following changes in endowment net assets for the year ended December 31, 2021:

	<u>Without donor restrictions</u>	<u>Total</u>
Endowment net assets, beginning of year	\$ -	\$ -
Investment income, net	-	-
Contributions	400,000	400,000
Appropriation of endowment for expenditure	-	-
Endowment net assets, end of year	<u>\$ 400,000</u>	<u>\$ 400,000</u>