

INSTITUTE FOR WOMEN'S
POLICY RESEARCH, INC.

REPORT AND FINANCIAL STATEMENTS

JUNE 30, 2018

INSTITUTE FOR WOMEN'S POLICY RESEARCH, INC.

REPORT AND FINANCIAL STATEMENTS

JUNE 30, 2018

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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Institute for Women's Policy Research, Inc.
Washington, DC

We have audited the accompanying financial statements of Institute for Women's Policy Research, Inc. (IWPR) (a District of Columbia not-for-profit organization) which comprises the statements of financial position as of June 30, 2018, and the related statements of activities and changes in net assets, functional expenses and cash flows for the eighteen month period beginning January 1, 2017 and ending June 30, 2018, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. 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 from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of IWPR's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Institute for Women's Policy Research as of June 30, 2018, and the related statements of activities and changes in net assets, functional expenses and cash flows for the eighteen month period beginning January 1, 2017 and ending June 30, 2018 in conformity with accounting principles generally accepted in the United States of America.

February 11, 2019

Nanette K Miller CPA PC

INSTITUTE FOR WOMEN'S POLICY RESEARCH, INC.
STATEMENTS OF FINANCIAL POSITION
AS OF JUNE 30, 2018

ASSETS

Cash and cash equivalents	\$	1,212,663
Grants and accounts receivable:		
Grants receivable		2,249,855
Accounts receivable		2,853
		2,252,708
Furniture, fixtures and equipment		143,075
Less: accumulated depreciation		(88,205)
		54,870
Other assets:		
Advances and prepaid expenses		14,377
Deposits		15,626
		30,003
<i>Total assets</i>	\$	3,550,244

LIABILITIES AND NET ASSETS

Accounts payable and accrued expenses	\$	63,258
Deferred revenue		337,224
Contract and grants payable		5,644
		406,126
Net assets:		
Net assets without donor restrictions		504,141
Net assets with donor restrictions		2,639,977
		3,144,118
<i>Total liabilities and net assets</i>	\$	3,550,244

INSTITUTE FOR WOMEN'S POLICY RESEARCH, INC.
STATEMENT OF ACTIVITY AND CHANGES IN NET ASSETS
FOR THE EIGHTEEN MONTH PERIOD BEGINNING JANUARY 1, 2017 THROUGH JUNE 30, 2018

	Without Donor Restrictions	With Donor Restrictions	Total
Revenue, support and gains:			
Foundation grants	\$ 473,954	\$ 2,338,474	\$ 2,812,428
Corporate grants	90,847	399,168	490,015
Government/affiliate grants and contracts	-	857,158	857,158
Organization grants and contributions	26,407	154,939	181,346
Individuals	145,908	130,202	276,110
Honoraria	5,458	-	5,458
Investment income	5,777	466	6,243
Other income	183	-	183
Total revenue, support and gains	<u>748,534</u>	<u>3,880,407</u>	<u>4,628,941</u>
Released from temporary restrictions	<u>3,178,265</u>	<u>(3,178,265)</u>	<u>-</u>
Expenses and losses:			
Program services	3,178,265	-	3,178,265
Project services	103,530	-	103,530
Total program/project services	<u>3,281,795</u>	<u>-</u>	<u>3,281,795</u>
General, administrative and support services	839,008	-	839,008
Fund raising	90,947	-	90,947
	<u>929,955</u>	<u>-</u>	<u>929,955</u>
Total expenses and losses	<u>4,211,750</u>	<u>-</u>	<u>4,211,750</u>
Change in net assets	(284,951)	702,142	417,191
Net assets, beginning	<u>789,092</u>	<u>1,937,835</u>	<u>2,726,927</u>
Net assets, ending	<u>\$ 504,141</u>	<u>\$ 2,639,977</u>	<u>\$ 3,144,118</u>

INSTITUTE FOR WOMEN'S POLICY RESEARCH, INC.
 STATEMENT OF FUNCTIONAL EXPENSES - PROGRAM SERVICES
 FOR THE EIGHTEEN MONTH PERIOD BEGINNING JANUARY 1, 2017 THROUGH JUNE 30, 2018

	Programs							
Poverty and Income Security	Work and Family	Employment, Education, and Economic Change	Democracy and Society	Health and Safety	Chamberlain Fellowship	Institutional Support	Total Programs	
Salaries and benefits	\$ 25,769	\$ 711,132	\$ 467,386	\$ 111,674	\$ 602,128	\$ 60,584	\$ 98,844	\$ 2,077,517
Research and program expenses	2,414	29,160	69,857	304	14,746	367	2,026	118,874
Meeting expense	284	11,717	41,178	118	845	-	4,288	58,430
Computer expenses	525	878	44,243	5,554	3,941	-	151	55,292
Publications and dissemination	532	1,592	10,167	80	601	-	3,375	16,347
Administrative expenses and direct allocations	10,143	338,044	294,748	57,739	93,452	-	52,977	847,103
Institutional and project development	-	855	1,579	-	1,188	87	993	4,702
Total expenses	\$ 39,667	\$ 1,093,378	\$ 929,158	\$ 175,469	\$ 716,901	\$ 61,038	\$ 162,654	\$ 3,178,265

INSTITUTE FOR WOMEN'S POLICY RESEARCH, INC.
STATEMENT OF FUNCTIONAL EXPENSES
PROJECT AND SUPPORT SERVICES
FOR THE EIGHTEEN MONTH PERIOD BEGINNING JANUARY 1, 2017 THROUGH JUNE 30, 2018

	Total Programs from Page 5	Projects				Support		
		Journal	Newsletter	Other	Total Projects	General/ Overhead	Fundraising	Total
Expense								
Salaries and benefits	\$ 2,077,517	\$ 42,121	\$ 8,209	\$ 2,250	\$ 52,580	\$ 166,617	\$ 52,642	\$2,349,356
Research and program expenses	118,874	5,083	1,951	-	7,034	21,573	610	148,091
Meeting expenses	58,430	193	-	-	193	9,769	99	68,491
Computer expenses	55,292	36	247	-	283	62,496	9,779	127,850
Publications and information dissemination	16,347	-	9,033	8	9,041	23,509	5,570	54,467
Office expenses and administrative direct allocations	847,103	23,370	9,236	1,250	33,856	543,052	22,168	1,446,179
Institutional development	4,702	397	146	-	543	11,992	79	17,316
Total Expense	\$ 3,178,265	\$ 71,200	\$ 28,822	\$ 3,508	\$ 103,530	\$ 839,008	\$ 90,947	\$4,211,750

See notes to financial statements.

INSTITUTE FOR WOMEN'S POLICY RESEARCH
STATEMENT OF CASH FLOWS
FOR THE FOR THE EIGHTEEN MONTH PERIOD BEGINNING JANUARY 1, 2017 THROUGH JUNE 30, 2018

CASH FLOW FROM OPERATING ACTIVITIES:

Change in net assets	\$ 417,191
 <i>Adjustments to reconcile to the change in net assets (used in) operating activities:</i>	
Depreciation and amortization	19,500
Decrease (Increase) in publications inventory	1,625
Decrease (Increase) in grants and accounts receivable	(589,761)
Decrease (Increase) in advances and prepaid expenses	11,376
Increase (decrease) in accounts payable and accrued expenses	(119,364)
Increase (decrease) in deferred revenue	83,057
Increase (decrease) in contract and grants payable	(105,550)
	<u>(281,926)</u>

CASH FLOW FROM INVESTING ACTIVITIES:

Purchase of fixed assets	(1,150)
	<u>(1,150)</u>

<i>TOTAL ADJUSTMENTS</i>	(283,076)
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<i>Cash and cash equivalents, beginning of period</i>	<u>1,495,739</u>
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<i>Cash and cash equivalents, end of period</i>	<u><u>\$ 1,212,663</u></u>
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There were no borrowings and related interest expense for the eighteen month period January 1, 2017 through June 30, 2018.

INSTITUTE FOR WOMEN'S POLICY RESEARCH, INC.
NOTES TO FINANCIAL STATEMENTS
FOR THE EIGHTEEN MONTH PERIOD FROM
JANUARY 1, 2017 THROUGH JUNE 30, 2018

1. ORGANIZATION

Institute for Women's Policy Research (The Organization or IWPR) was incorporated in the District of Columbia in 1987 as a nonprofit organization for the purposes of conducting and disseminating accessible, scholarly research on issues of concern to women to increase understanding of the situations of all women in the economy and society, to bring together members of research and policy communities that serve women, and to contribute to the development of policies to improve women's opportunities.

On May 3, 2018, IWPR's Board of Directors approved the change in the financial statement reporting end from a calendar year ending on December 31st to a fiscal year ending on June 30. The effective date of this approval of this change in fiscal year end is June 30, 2018.

2. SIGNIFICANT ACCOUNTING POLICIES

Basis of accounting

The financial statements of IWPR have been prepared on the accrual basis of accounting, in accordance with the Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) 958, Not-for-Profit Entities, including ASU No. 2016-14, Not-for-Profit Entities: Presentation of Financial Statements for Not-for-Profit Entities.

Basis of presentation

The accompanying financial statements are presented in accordance with Financial Accounting Standards Board Accounting Standards Codification (FASB ASC) Topic 958: Not-for Profit Entities. Contributions are recognized as revenue when they are received or unconditionally pledged. FASB ASC Topic 958 eliminates the utilization of fund accounting for financial reporting purposes and requires that net assets be classified as (1) net assets without donor restrictions; or (2) net assets with donor restrictions, depending on limitations placed on the net assets by donors. Net assets, revenues, expenses, gains and losses are classified based on the existence or absence of donor-imposed restrictions imposed at the time received. Accordingly, net assets of the Organization and changes therein are classified and reported as follows:

Net assets without donor restrictions - Net assets that are not subject to donor imposed stipulations.

Net assets with donor restrictions - Net assets subject to donor-imposed stipulations that may be met or will be met either by actions of the Organization and/or the passage of time.

Furniture, fixtures and equipment

Furniture, fixtures and equipment are recorded at cost and depreciated over the estimated useful lives of the asset between 7-15 years, using the straight-line method. Leasehold improvements are amortized over the greater of the lease term or the IRS guidelines of 39 years. Depreciation expense for the eighteen month period ended June 30, 2018 totaled \$19,500.

2. *SIGNIFICANT ACCOUNTING POLICIES (continued)*

Income taxes

IWPR is recognized by the Internal Revenue Service as a non-profit organization under Section 501(c)(3) of the Internal Revenue Code as other than a private foundation. Therefore, contributions to the Organization are tax deductible under Section 170 of the Internal Revenue Code.

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 financial statement date and the reported amounts of revenues and expenses during the years then ended. Actual results could differ from those estimates.

Uncertain tax positions

In accordance with Financial Accounting Standards Board Accounting Standards Codification 740-10, Accounting for Uncertainty of Income Taxes which clarifies the accounting for the recognition and measurement of the benefits of individual tax position in the financial statements, including those non-profit organizations. Tax positions must meet a recognition threshold of more-likely-than-not in order for the benefit of those tax positions to be recognized in the financial statements.

IWPR analyzes tax positions taken, including those related to the requirements set forth in IRC Sec. 501(c) to qualify as tax exempt organization, activities performed by volunteers and board members, the reporting of unrelated business income, and its status as a tax-exempt organization under D.C statute.

The Organization is not aware of any tax benefits arising from uncertain tax positions and there was no effect on the Organization's financial position or changes in net assets as a result of analyzing its tax positions. Fiscal years ending on or after December 31, 2014 remain subject to examination by federal and state authorities.

Functional expenses and allocations

The costs of providing the various programs and other operating activities have been summarized on a functional basis in the statement of functional expenditures. Certain costs that benefit a given program, as permitted by the grantor approved budget, have been directly allocated to that program. Additionally, certain indirect general and administrative costs have been allocated amongst the programs based on the approved allowable indirect cost rates as determined by each grantor and as specified in each grant document.

INSTITUTE FOR WOMEN'S POLICY RESEARCH, INC.
NOTES TO FINANCIAL STATEMENTS
FOR THE EIGHTEEN MONTH PERIOD FROM
JANUARY 1, 2017 THROUGH JUNE 30, 2018

2. SIGNIFICANT ACCOUNTING POLICIES (continued)

Cash equivalents

For purposes of the statement of cash flows, the Organization considers highly liquid investments purchased with a maturity of three months or less to be cash equivalents

Revenue Recognition

Contributions and all other donor-restricted contributions are reported as increases in net assets with donor restrictions depending on the nature of the restrictions. When a restriction expires, net assets with donor restrictions are reclassified as net assets no longer restricted and reported in the statement of activities as contributions released from donor restrictions.

Conditional promises to give are recognized only when the conditions on which they depend are substantially met and the promises become unconditional. Grants are either recorded as contributions or exchange transactions based on criteria contained in the grant award. Expenses associated with exchange or reimbursement of direct costs are expensed as incurred and grant funds are relating to these transactions are due and payable to the Organization. Net assets without donor restrictions received in advance of the donor specified award period are recorded as deferred revenue and recognized in the accounting period specified by the donor. Consulting, honoraria, and other income are recognized in the period earned.

In-kind contributions

In accordance with FASB ASC Topic 958, in-kind contributions, if any, are recorded at their estimated fair market value on the date the unconditional promise to give the asset is made and transfer of the asset is assured. In kind contributions are not included in the accompanying financial statements since the value of the donated services and materials can not be objectively measured.

Accounts payable and accrued expenses

As of June 30, 2018, accounts payable and accrued expenses consisted of:

Description	Amount
Vendors and other accrued expenses	\$ 8,847
Accrued vacation and other employee benefits	54,411
Total	\$ 63,258

INSTITUTE FOR WOMEN'S POLICY RESEARCH, INC.
NOTES TO FINANCIAL STATEMENTS
FOR THE EIGHTEEN MONTH PERIOD FROM
JANUARY 1, 2017 THROUGH JUNE 30, 2018

2. SIGNIFICANT ACCOUNTING POLICIES (continued)

Grants, contributions, and other accounts receivable

These amounts consist of grant amounts due to IWPR and are recorded at their estimated fair values on the date the unconditional promise to give from the donor is received by the Organization. As of December 31, grants, contributions, and other accounts receivable consisted of the following:

Donor	Amount
American Institute for Research	\$ 19,343
American University	29,989
AT&T	75,000
District Alliance for Safe Housing	26,805
Ford Foundation	800,000
Hewlett Packard Foundation	560,000
IMPAQ International	138,203
Kresge Foundation	150,000
National Council on Women	75,000
NoVo Foundation	100,000
Peterson Foundation	37,974
Portland State University	30,000
Qualcomm	35,000
U.S. Department of Justice - OVW	50,676
Women's Fund of Central Ohio	70,000
Other grants and accounts receivable	54,718
Total	\$ 2,252,708

3. PROPERTY, FURNITURE AND EQUIPMENT

Property, furniture and equipment consisted of the following as of December 31:

Description	Amount
Leasehold improvements	\$ 17,537
Computer hardware and software	82,753
Office furniture and equipment	42,785
Subtotal	143,075
Less: Accumulated depreciation	(88,205)
Total	\$ 54,870

INSTITUTE FOR WOMEN'S POLICY RESEARCH, INC.
NOTES TO FINANCIAL STATEMENTS
FOR THE EIGHTEEN MONTH PERIOD FROM
JANUARY 1, 2017 THROUGH JUNE 30, 2018

4. NET ASSETS WITH DONOR RESTRICTIONS

The aggregate amount of temporarily restricted net assets as of June 30, 2018:

Donor	Amount
Ford Foundation	\$ 475,000
IMPAQ International	41,380
Peterson Foundation	37,480
Hewlett	885,833
American University	9,505
Chicago Women in Trades	7,830
North Carolina SWS	86,364
AT&T	62,500
JFEW	5,833
Portland St	24,492
Women's Foundation of Colorado	46,667
JPMC Foundation	90,000
MK Chamberlain Fund	481,013
Kresge Foundation	137,500
Seattle Foundation	197,378
American Institute for Research	19,343
District Alliance for Safe Housing	8,146
District Alliance for Safe Housing - HOPWA	15,310
George Washington University	8,403
Total	\$ 2,639,977

5. RETIREMENT PLAN

IWPR offers a retirement plan to its employees, twenty-one years of age or older, who have worked for the Organization for six months. The policy of IWPR is to match the individual's contributions at 5%. The plan is funded through individually owned annuities issued by Teachers Insurance and Annuity Association (TIAA) and the College Retirement Equities Fund (CREF). Retirement plan expense for the eighteen month June 30, 2018 was \$103,002. As of June 30, 2018, the unfunded amount totaled \$5,808. On July 6, 2018 all outstanding retirement plan obligations as of June 30, 2018 have been fully funded.

INSTITUTE FOR WOMEN'S POLICY RESEARCH, INC.
NOTES TO FINANCIAL STATEMENTS
FOR THE EIGHTEEN MONTH PERIOD FROM
JANUARY 1, 2017 THROUGH JUNE 30, 2018

6. RELEASED FROM DONOR RESTRICTIONS

For the eighteen month period ended June 30, 2018 temporarily restricted net assets that have been released from grantor restrictions as follows:

Donor	Amount
Ford Foundation	\$ 450,968
IMPAQ International	191,570
Ford Foundation - Cross Cutting	29,167
ESS-TA	158,194
ESS-Res	460,830
University of Hawaii	43,000
Chicago Women in the Trades	121,965
European Commission	10,000
ECMC Foundation	327,500
Post Doc Fellow	125,432
Annie Casey Foundation	220,000
District Alliance for Safe Housing	47,211
District Alliance for Safe Housing - HOPWA	13,190
Florida Philanthropic Network	55,000
JFEW	29,167
Kresge Foundation	12,500
AEI	14,000
Peterson Foundation	12,494
JPMC Foundation	135,303
American University	20,484
AT&T	12,500
George Washington University	20,186
Walmart Foundation	139,637
Seattle Foundation	27,622
Hewlett Foundation	14,167
International Finance Corporation	100,787
HI SWS	25,000
Women's Foundation of Colorado	23,333
IN PFL	65,000
Qualcomm	108,011
Others	164,047
Total	\$ 3,178,265

INSTITUTE FOR WOMEN'S POLICY RESEARCH, INC.
 NOTES TO FINANCIAL STATEMENTS
 FOR THE EIGHTEEN MONTH PERIOD FROM
 JANUARY 1, 2017 THROUGH JUNE 30, 2018

7. COMMITMENTS AND CONTINGENCIES

The Organization is committed under an operating lease for office space located in Washington, DC commencing on January 15, 2010 and terminating on January 31, 2020. This lease is subjected to an adjustment for operating expense and real estate taxes. Base rent, including lease addenda, shall increase 2% for years 1-5, \$1.00/sq.ft increase plus 2% for year 6, and a 2% increase for years 7-10. For the eighteen month period ended June 30, 2018, rent expense and the pro-rata share of building operating expenses under this operating lease totaled \$369,540. Subsequent to the signing of the original lease, the Organization has entered into lease addenda for additional office space subject to the same terms and escalations as the original lease.

Future minimum lease payments under the original lease and subsequent addenda are as follows:

Year	Office Space	Storage
2018	\$ 250,769	\$ 6,406
2019	255,785	6,534
2020	260,900	6,665
	\$ 767,454	\$ 19,605

Additionally, IWPR is committed under operating leases for a copier and postage machine. These leases have not been capitalized since the effect to the financial statements is not material. Rent expense relating to equipment leases for the eighteen month period ended June 30, 2018 totaled \$10,284.

8. CONCENTRATIONS

At times during the year it is possible for IWPR to maintain cash balances at financial institutions in excess of the Federal Deposit Insurance Corporation (FDIC) limits of \$250,000 per financial institution/per organization on demand deposits, certificates of deposit, and money market accounts combined.

Additionally, IWPR at times may maintain securities and money market cash balances at securities brokerage firms. Securities Investor Protection Corporation (SIPC) protects balances up to \$500,000 for marketable securities and \$100,000 for money market cash held by brokerage firms. As of June 30, 2018, balances exceeding FDIC and SIPC insurance limits totaled \$228,187. Management considers the risk of loss relating to these bank accounts minimal.

INSTITUTE FOR WOMEN'S POLICY RESEARCH, INC.
NOTES TO FINANCIAL STATEMENTS
FOR THE EIGHTEEN MONTH PERIOD FROM
JANUARY 1, 2017 THROUGH JUNE 30, 2018

9. LIQUIDITY

The following reflects IWPR's financial assets as of the statement of financial position date, reduced by amounts not available for general use within one year of the statement of financial position date because of contractual or donor-imposed restrictions or internal designations. Amounts available include donor-restricted amounts that are available for general expenditure in the following year.

Current assets, excluding non-financial and non liquid assets	\$ 3,465,371
Subtract: Donor restricted net assets for specific purposes	(2,639,977)
Financial assets available to meet cash needs for general expenditure within one year	\$ 825,394

10. SUBSEQUENT EVENTS

Subsequent events have been reviewed through February 11, 2019 and no additional transactions were noted requiring adjustment to or disclosure in the financial statements as of and for the eighteen month period ended June 30, 2018.