# Report of the Treasurer



#### INDEPENDENT AUDITORS' REPORT

The Council American Antiquarian Society

We have audited the accompanying statement of financial position of the American Antiquarian Society as of August 31, 2004 and the related statements of activities and cash flows for the year 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 audit. The prior year summarized comparative financial information has been derived from the Society's 2003 financial statements and, in our report dated October 13, 2003, we expressed an unqualified opinion on those 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 the American Antiquarian Society as of August 31, 2004, and the results of its activities and its cash flows for the year then ended, in conformity with accounting principles generally accepted in the United States of America.

Our audit was made for the purpose of forming an opinion on the basic financial statements taken as a whole. The supplemental schedule is presented for purposes of additional analysis and is not a required part of the basic financial statements. The supplemental schedule 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 those basic financial statements taken as a whole.

Ballus Lynch, LLP

Worcester, Massachusetts October 7, 2004

# STATEMENT OF FINANCIAL POSITION

AUGUST 31, 2004 (With Summarized Financial Information for 2003)

	General	General Plant Endow		Endowment To		
	Fund	Fund	Fund	2004	2003	
Assets	,PK					
Current assets						
Cash and cash equivalents	\$ 612,120	S -	S -	\$ 612,120	\$ 2,175,447	
Pledges receivable, net	2,415	529,667	127,080	659,162	938,122	
Grants and other receivables	33,890	-		33,890		
Prepaid expenses	72,998			72,998	19,359	
Total current assets	721,423	529,667	127,080	1,378,170	3,132,928	
Long-term pledges receivable, net		897,574	2,689	900,263	1,024,572	
Property, plant, and equipment, net		10,099,880	1000	10,099,880	10,478,054	
Investments	3,671,933	-	40,296,871	43,968,804	42,109,083	
Deposits with bank trustee		934,111		934,111	946,837	
Unamortized bond issuance costs, net	10.00	95,586		95,586	129,322	
Due from (to) other funds	(1,098,039)	1,707,559	(609,520)			
Collection			-	-		
	\$ 3,295,317	\$ 14,264,377	\$ 39,817,120	\$ 57,376,814	\$ 57,820,796	
Liabilities and Net Assets						
Current liabilities						
Current maturities of long-term debt	\$ -	\$ 2,211,051	s -	\$ 2,211,051	\$ 2,085,897	
Accounts payable, trade	19,963			19,963	143,528	
Accrued and other liabilities	157,166			157,166	77,870	
Total current liabilities	177,129	2,211,051	100	2,388,180	2,307,295	
Long-term debt, less current maturities		4,828,052		4,828,052	7,039,103	
Net assets						
Unrestricted	2,699,816	6,884,215	1,156,597	10,740,628	10,938,660	
Temporarily restricted	418,372	341,059	19,604,074	20,363,505	18,606,989	
Permanently restricted			19,056,449	19,056,449	18,928,749	
Total net assets	3,118,188	7,225,274	39,817,120	50,160,582	48,474,398	
	\$ 3,295,317	\$ 14,264,377	\$ 39,817,120	\$ 57,376,814	\$ 57,820,796	

See accompanying notes to financial statements.

# STATEMENT OF ACTIVITIES

# YEAR ENDED AUGUST 31, 2004 (With Summarized Financial Information for 2003)

	General		Plant	Ende	Endowment		Totals		
	Fund	_	Fund	F	und	_	2004	_	2003
Changes in unrestricted net assets									
Revenue, gains, and other support									
Contributions, gifts, grants	\$ 623,481	S	31,905	S	148.015	S	803,401	S	511,866
Investment return	429,225		2,094		101010		431,319	-	539,971
Auxiliary activities	500,010		2,007				500,010		565,484
Net assets released from restrictions	2,486,200	_	-		-	_	2,486,200		2,649,370
Total	4,038,916		33,999		148,015		4,220,930		4,266,691
Expenses									
Program services									
Library	1,831,388		599,391				2,430,779		2,320,837
Academic and public programs	965,137		27,023				992,160		1,035,042
Collection purchases Supporting services	363,601		-		-		363,601		416,071
Management and general	451,082		2,261		100		453,343		503,393
Development office	178,428	_	651		-		179,079	_	175,742
Total	3,789,636	_	629,326		-		4,418,962		4,451,085
Increase (decrease) in unrestricted net assets	249,280		(595,327)		148,015		(198,032)		(184,394)
Changes in temporarily restricted net assets									
Contributions, gifts, grants	239,767		6,079				245,846		265,153
Investment return	4,608		(198)	3,9	992,460		3,996,870		3,752,674
Net assets released from restrictions	(432,244)			(2,0	053,956)		(2,486,200)		(2,649,370)
Imposition of donor restriction		_	-	_		_		_	(95,194)
Increase (decrease) in temporarily									
restricted net assets	(187,869)	_	5,881		938,504	_	1,756,516	_	1,273,263
Changes in permanently restricted net assets									
Contributions, gifts, grants				1	127,700		127,700		1,078,075
Imposition of donor restriction	-	_			-	_	-	_	95,194
Increase in permanently restricted net assets	20.	_			127,700	_	127,700		1,173,269
Increase (decrease) in net assets	61,411		(589,446)	2,2	214,219		1,686,184		2,262,138
Net assets, beginning of year	3,056,777	_	7,814,720	37,6	502,901		48,474,398		46,212,260
Net assets, end of year	\$ 3,118,188	\$	7,225,274	\$ 39,8	317,120	S	50,160,582	S	48,474,398

See accompanying notes to financial statements.

# STATEMENT OF CASH FLOWS

# YEAR ENDED AUGUST 31, 2004 (With Summarized Financial Information for 2003)

	2004	2003
Cash flows from operating activities:		
Increase in net assets	\$ 1,686,184	\$ 2,262,138
Adjustments to reconcile decrease in net assets to net cash	3 1,000,104	0 2,202,100
provided by (used in) operating activities:		
Depreciation and amortization	459,915	455,846
Net investment gains	(2,787,277)	(2,810,872)
Contributions restricted for:	(2,707,211)	(2,010,072)
Long-term investment	(127,700)	(1,078,075)
Expenditures for capital improvements	(6,079)	(131,965)
(Increase) decrease in operating assets:	(0,079)	(131,903)
Pledges receivable, net	16,250	3,490
Grants and other receivables	(33,890)	(14,399)
The state of the s		(14,399)
Prepaid expenses	(53,639)	
Increase (decrease) in operating liabilities:	(122.555)	(77 400)
Accounts payable, trade	(123,565)	(77,488)
Accrued and other liabilities	79,296	42,645
Total adjustments	(2,576,689)	(3,610,818)
	_(2,0.5,000)	(Lipson and Lipson and
Net cash used in operating activities	(890,505)	(1,348,680)
Cash flows from investing activities:		
Proceeds from sales and maturities of investments	2,032,553	9,210,944
Payments for purchases of investments	(1,104,997)	(9,557,876)
Expenditures for property, plant, and equipment	(48,005)	(289,877)
Net cash provided by (used in) investing activities	879,551	(636,809)
Cash flows from financing activities:		
Payments of long-term debt	(2,085,897)	
Contributions restricted for:	(2,003,037)	
Long-term investment	173,364	1,075,417
Expenditures for capital improvements	347,434	1,145,353
Change in deposits with bank trustee	12,726	(43,792)
change in acposits white came tracked	22,720	(15,132)
Net cash provided by (used in) financing activities	(1,552,373)	2,176,978
Net increase (decrease) in cash and cash equivalents	(1,563,327)	191,489
Cash and cash equivalents, beginning of year	2,175,447	1,983,958
Cash and cash equivalents, end of year	\$ 612,120	\$ 2,175,447
Supplemental disclosures of cash flow information:		
Cash paid during the year for:		
Interest	\$ 169,411	\$ 143,043

See accompanying notes to financial statements.

#### NOTES TO FINANCIAL STATEMENTS

# 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### Organization

The American Antiquarian Society (the "Society") supports and maintains a research library of American history and culture. The Society collects, organizes, preserves, and makes available for use printed and manuscript materials dating principally from 1639 to 1876. In addition, the Society provides educational programs, offers research fellowships, and produces scholarly publications.

# Method of accounting

The financial statements of the Society have been prepared on the accrual basis of accounting. Accordingly, assets are recorded when the Society obtains the rights of ownership or is entitled to claims for receipt, and liabilities are recorded when the obligation is incurred.

#### Accounting 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 revenue and expenses. Actual results could differ from those estimates.

# Financial statement presentation

The Society presents information regarding its financial position and activities according to three categories of funds described as follows:

General fund - Resources principally for the general operations of the Society.

<u>Plant fund</u> - Resources of a property, plant, and capital equipment nature, as well as resources reserved for the acquisitions of such assets.

Endowment fund - Resources that are subject either to external donor imposed restrictions or to internal designations imposed by the Society's governing board, requiring that principal be invested, and spending of income and gains be subject to a prudent spending rule. Accumulated appreciation from funds so restricted or designated are also included in the endowment fund.

The Society additionally presents information regarding its financial position and activities according to three classifications of net assets described as follows:

<u>Unrestricted</u> - All resources over which the governing board has discretionary control. The governing board of the Society may elect to designate such resources for specific purposes. This designation may be removed at the board's discretion.

<u>Temporarily Restricted</u> - Resources accumulated through donations or grants for specific operating or capital purposes. Such resources will become unrestricted when the requirements of the donor or grantee have been satisfied through expenditure for the specified purpose or program or through the passage of time.

<u>Permanently Restricted</u> - Endowment resources accumulated through donations or grants that are subject to the restriction in perpetuity that the principal be invested. Investment income and appreciation may be either an unrestricted or temporarily restricted resource when earned, determined according to the gift instruments and relevant state law.

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 Society's financial statements for the year ended August 31, 2003, from which the summarized information was derived.

# NOTES TO FINANCIAL STATEMENTS (Continued)

# 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

# Cash and cash equivalents

For purposes of these financial statements, the Society considers all unrestricted money market funds and highly liquid debt instruments with original maturities of three months or less to be cash equivalents.

The Society maintains its cash in bank deposit accounts which, at times, may exceed federally insured limits. The Society has not experienced any losses in such accounts. The Society believes it is not exposed to any significant credit risk on cash and cash equivalents.

# Pledges receivable

Unconditional promises to give that are expected to be collected within one year are recorded at their net realizable value. Unconditional promises to give that are expected to be collected in future years are recorded at the present value of estimated future cash flows. The discounts on those amounts are computed using a risk free interest rate applicable to the year in which the promise is received. Accretion of the discount is included in contributions and gifts revenue. Conditional promises to give are not included as support until such time as the conditions are substantially met.

# Property, plant, and equipment

Property, plant, and equipment are carried at cost or at fair value as of the date of the gift. Depreciation is computed using straight-line and accelerated methods.

#### Investments

Investments in equity securities with readily determinable fair values and all debt securities are reported at fair value. Gains or losses on investments are reported in the statement of activities as increases or decreases in unrestricted net assets unless their use is temporarily or permanently restricted by explicit donor stipulations or by law.

Investment income is recorded in unrestricted assets unless its use is temporarily or permanently restricted by law or explicit donor stipulations.

State law has been interpreted to require that, unless explicitly stated otherwise by the donor, realized and unrealized appreciation on permanently restricted assets should be classified in a restricted net asset classification until appropriated for use by the governing board. Accordingly, based on the terms of the underlying gift instruments, net investment gains and losses of the Society are classified as temporarily restricted. The governing board annually establishes a spending rate from a total investment return to support current operations. To the extent that investment income does not provide this level of support, net investment gains are appropriated for operations.

# Deposits with bank trustee

Deposits with bank trustee are reported at fair value. Gains and losses on deposits with bank trustee are reported in the statement of activities as increases or decreases in unrestricted net assets.

# NOTES TO FINANCIAL STATEMENTS (Continued)

# 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

#### Bond issuance costs

Bond issuance costs represent fees and other costs associated with obtaining long-term financing. Such costs are being amortized on a straight-line basis over the terms of the financing.

# Collection

As allowed by accounting principles generally accepted in the United States of America and following the practices of many libraries and museums, the Society has not capitalized its collection of items of historical nature and other related objects purchased or donated. The collection is held for public education or research in furtherance of public service rather than financial gain. The Society continually reviews its collection and may deaccess or acquire additional items. Expenditures for additional collection items are presented as a reduction in the appropriate class of net assets.

# Contributions, gifts, grants

Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support depending on the existence and nature of any donor restrictions. Contributions may include actual gifts or promises to give. Such contributions are considered to be available for unrestricted use unless specifically restricted by the donor or grantor. Contribution of assets other than cash are recorded at their fair value on the date of the gift. Gifts of long-lived assets are reported as unrestricted support, unless specifically restricted by the donor. Time restrictions on gifts of long-lived assets, if any, expire when the assets are acquired. Restricted gifts or promises to give are required to be reported as restricted support in the period received and are then reclassified to unrestricted net assets upon satisfaction of the donor restriction.

# Functional expenses

The expenses incurred to provide the various programs and other activities of the Society have been summarized on a functional basis in the statement of activities. Accordingly, certain costs have been allocated to the programs and supporting services benefited.

# 2 - PLEDGES RECEIVABLE

Payments of pledges as of August 31, 2004 are expected to be received as follows:

2005 2006		\$ 1	693,734
Less:	Allowance for uncollectible pledges Unamortized discount	1	,698,234 81,954 56,855
		S 1	,559,425

# NOTES TO FINANCIAL STATEMENTS (Continued)

# 3 - PROPERTY, PLANT, AND EQUIPMENT

Property, plant, and equipment, together with estimated useful lives, consists of the following:

	Estimated Useful Lives	2004	2003
Land, buildings, and improvements Equipment	10 - 39 years 5 - 6 years	\$ 11,609,101 1,275,695	\$ 11,593,002 1,243,789
Less: Accumulated depreciation and amortization		12,884,796 2,784,916	12,836,791 2,358,737
		\$ 10,099,880	\$ 10,478,054

Depreciation and amortization expense was \$426,179 and \$422,109 in 2004 and 2003, respectively.

# 4 - INVESTMENTS

Investments are included in the following classes of net assets:

	26	004	20	003
	Carrying Value	Fair Value	Carrying Value	Fair Value
Unrestricted Temporarily restricted Permanently restricted	\$ 5,134,021 18,068,000 18,978,885	\$ 4,780,185 20,209,734 18,978,885	\$ 6,212,855 18,033,497 18,823,907	\$ 5,524,416 17,760,760 18,823,907
	\$ 42,180,906	\$ 43,968,804	\$ 43,070,259	\$ 42,109,083

Investments are composed of the following:

	2	004	2	2003		
	Carrying Value	Fair Carrying Value Value				Fair Value
Mutual funds						
Fixed income	\$ 8,372,773	\$ 8,743,306	\$ 12,333,264	\$ 12,642,905		
Equity	19,813,110	20,170,078	20,996,947	18,440,526		
Corporate stocks	5,711,287	6,829,127	7,209,043	8,384,647		
Pooled funds	4,400,000	4,342,557				
Money market funds	3,883,736	3,883,736	531,005	531,005		
Corporate bonds	TO LE		2,000,000	2,110,000		
	\$ 42,180,906	\$ 43,968,804	\$ 43,070,259	\$ 42,109,083		

# NOTES TO FINANCIAL STATEMENTS (Continued)

# 4 - INVESTMENTS (Continued)

The following tabulation summarizes the relationship between carrying value and fair value of investments:

	Carrying Value	Fair Value	Net Investment Gains (Losses)
Balance, August 31, 2004	\$ 42,180,906	\$ 43,968,804	\$ 1,787,898
Balance, August 31, 2003	\$ 43,070,259	\$ 42,109,083	(961,176)
Net unrealized investment gains			2,749,074
Net realized investment gains			38,203
Net investment gains for the year			\$ 2,787,277

Investment return is reflected in the financial statements as follows:

and		Interest and ividends	Net Realized Investment Gains (Losses)		Net Unrealized Investment Gains		Total	
Unrestricted Temporarily restricted Permanently restricted	S	97,096 1,543,816	S	(379) 38,582	\$	334,602 2,414,472	\$	431,319 3,996,870
	\$	1,640,912	S	38,203	\$	2,749,074	\$	4,428,189

# 5 - DEPOSITS WITH BANK TRUSTEE

The Society's bonds payable indentures require the maintenance of restricted construction and debt service reserves and replacement funds on deposit with a bank trustee. Deposits with bank trustee are held in various escrow accounts and are available for the following purposes:

		2004		2003
Property, plant, and equipment improvements and acquisition Future debt service	S	127,698 806,413	\$	127,473 819,364
	S	934,111	s	946,837
Deposits with bank trustee are carried at fair value, and	are compos	sed of the follo	wing:	
		2004		2003
Mutual funds - fixed income Cash and cash equivalents	S	934,111	s	939,823 7,014
	2	934,111	8	946,837

# NOTES TO FINANCIAL STATEMENTS (Continued)

# 6 - LONG-TERM DEBT

Long-term debt consists of the following:

		2004		2003
Bonds payable, secured by deposits with bank trustee, interest due in monthly installments at variable rates (1.30% as of August 31, 2004) through June 2004, at which time varying annual principal installments ranging between \$2,211,051 and \$2,484,338 plus monthly interest at variable rates are due through June 2007.	\$	7,039,103	s	9,125,000
Less: Current maturities of long-term debt	_	2,211,051	_	2,085,897
	\$	4,828,052	\$	7,039,103
Maturities of long-term debt in subsequent years are as follow	VS:			
Year Ended August 31				
2005	S	2,211,051		
2006		2,343,714		
2007		2,484,338		

\$ 7,039,103

2,486,200

2,649,370

# 7 - RESTRICTED NET ASSETS

Temporarily restricted net assets are available for the following purposes:

	2004	2003
Appreciation on permanently restricted net assets available for appropriation under the spending rule	\$ 19,604,074	\$ 17,665,570
**	418,372	606,241
Expenditures for program activities		
Expenditures for capital improvements	341,059	335,178
	\$ 20,363,505	\$ 18,606,989
Net assets were released from temporary donor restrict restricted purpose or by occurrence of other events specified by donors as		penses satisfying the
	2004	2003
Expenditures for program activities	\$ 432,244	\$ 356,097
Investment return designated for current operations	2,053,956	2,293,273

# NOTES TO FINANCIAL STATEMENTS (Continued)

# 7 - RESTRICTED NET ASSETS (Continued)

Permanently restricted net assets are restricted to:

	2004	2003
Investment in perpetuity, the income and appreciation from which is expendable to support any activities of the Society  Investment in perpetuity, the income and appreciation from which is	\$ 3,367,717	\$ 3,367,717
expendable to support specified program activities of the Society	15,688,732	15,561,032
	\$ 19,056,449	\$ 18,928,749

# 8 - RETIREMENT PLAN

The Society has a defined contribution pension plan which covers all eligible employees. The Plan is funded on a current basis and is administered by Teachers Insurance Annuity Association - College Retirement Equities Fund (TIAA-CREF). Retirement plan expense was \$107,654 and \$101,580 in 2004 and 2003, respectively.

# 9 - TAX-EXEMPT STATUS

The Society qualifies as a tax-exempt, not-for-profit organization under Section 501(c)(3) of the Internal Revenue Code. Accordingly, no provision for income tax is required.

# FUNCTIONAL EXPENSES

YEAR ENDED AUGUST 31, 2004 (With Summarized Financial Information for 2003)

Staff expenses Professional services rellowships and speakers Buildings and grounds		Academic		Management				
taff expenses rocksional services ellowships and speakers		and Public	Collection	Management	Development			
raff expenses rofessional services ellowships and speakers uildings and grounds	Library	Programs	Purchases	General	Office	2004	20	2003
ofessional services Ellowships and speakers groundings and grounds	\$ 1,427,739	\$ 417,101	60	\$ 348,809	\$ 152,250	\$ 2,345,899	\$ 2,38	2,382,263
llowships and speakers uildings and grounds	3,724	42,014		58,338		104,076	10	102,115
uildings and grounds		282,303		5,400		287,703	3(	309,650
	233,605	40,459	2	7,496	30	281,590	2	276,206
nsurance	35,852	5,703	,	3,259	1,630	46,444		6,734
Office and library operations	36,131	50,154	1	5,290	4,733	96,308	)[	102,701
urchase of goods for resale		3,048	4	,		3,048		2,566
inancial services	1		1	5,058		5,058		5,871
omputer operations	81,267	19,972	,	7,561	2,488	111,288	0	97,905
rinting	7,489	76,793		309	13,945	98,536	5	90,062
rograms and events	5,581	27,109	,	3,758	3,352	39,800		52,906
Collection purchases		*	363,601			363,601	4	416,071
Licenses and taxes	*	481		5,804		6,285		7,146
Total expenses before depreciation,								
amortization and interest	1,831,388	965,137	363,601	451,082	178,428	3,789,636	3,8	3,852,196
Depreciation and amortization	438,038	19,749		1,652	476	459,915	4	455,846
nterest	161,353	7,274	i	609	175	169,411		143,043
Total	\$ 2,430,779	\$ 992,160	\$ 363,601	\$ 453,343	\$ 179,079	\$ 4,418,962	\$ 4,4	4,451,085

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September 1, 2002-August 31, 2003

# \$1000 and over

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