# **SEATTLE ARTS & LECTURES**

# FINANCIAL STATEMENTS WITH INDEPENDENT AUDITORS' REPORT

**JUNE 30, 2017 AND 2016** 



#### INDEPENDENT AUDITORS' REPORT

To the Board of Directors Seattle Arts & Lectures Seattle, Washington

We have audited the accompanying financial statements of Seattle Arts & Lectures (a nonprofit organization), which comprise the statements of financial position as of June 30, 2017 and 2016, and the related statements of activities, functional expenses, and cash flows for the years then ended, 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.

#### Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the 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 the entity'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 Seattle Arts & Lectures as of June 30, 2017 and 2016, 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.

Jones & Associates PLLC, CPAs

ones & associates LLC, CPAs

February 8, 2018

# SEATTLE ARTS & LECTURES STATEMENTS OF FINANCIAL POSITION JUNE 30, 2017 AND 2016

ACCEPTEC	 2017	2016
ASSETS  Cash and cash equivalents Accounts receivable Pledges receivable Prepaid expenses and other assets Property and equipment, net	\$ 728,098 28,988 205,785 78,994 46,805	\$ 486,540 23,939 126,600 56,991 1,225
	\$ 1,088,670	\$ 695,295
LIABILITIES AND NET ASSETS		
LIABILITIES		
Accounts payable and accrued expenses	\$ 52,346	\$ 50,715
Deferred revenue	 196,159	123,803
	 248,505	174,518
NET ASSETS		
Unrestricted	565,008	311,182
Temporarily restricted	275,157	209,595
	 840,165	 520,777
	\$ 1,088,670	\$ 695,295

# SEATTLE ARTS & LECTURES STATEMENT OF ACTIVITIES YEAR ENDED JUNE 30, 2017

	Un	nrestricted	mporarily estricted	Total
REVENUE AND SUPPORT				
Program service fees				
Public events	\$	813,570	\$ -	\$ 813,570
Education programs		199,692	-	199,692
Total program service fees		1,013,262	-	1,013,262
Contributions		351,495	226,657	578,152
Gifts in kind		619,865	-	619,865
Special events		374,946	-	374,946
Government grants and contracts		41,077	26,000	67,077
Other		12	_	12
Released from restrictions		187,095	(187,095)	-
Total revenue and support		2,587,752	65,562	2,653,314
EXPENSES				
Program services		1,395,990	-	1,395,990
Management and general		593,928	_	593,928
Fundraising		344,008	-	344,008
Total expenses		2,333,926	-	 2,333,926
CHANGE IN NET ASSETS		253,826	65,562	319,388
NET ASSETS				
Beginning of year		311,182	209,595	520,777
End of year	\$	565,008	\$ 275,157	\$ 840,165

# SEATTLE ARTS & LECTURES STATEMENT OF ACTIVITIES YEAR ENDED JUNE 30, 2016

	Un	restricted_	mporarily estricted	Total
REVENUE AND SUPPORT				_
Program service fees				
Public events	\$	529,164	\$ -	\$ 529,164
Education programs		145,038	-	145,038
Total program service fees		674,202	-	 674,202
Contributions		284,013	190,595	474,608
Gifts in kind		496,270	-	496,270
Special events		303,957	-	303,957
Government grants and contracts		58,577	-	58,577
Other		33	-	33
Released from restrictions		140,835	(140,835)	-
Total revenue and support		1,957,887	49,760	2,007,647
EXPENSES				
Program services		1,151,883	_	1,151,883
Management and general		483,414	_	483,414
Fundraising		263,980	-	263,980
Total expenses		1,899,277	-	1,899,277
CHANGE IN NET ASSETS		58,610	49,760	108,370
NET ASSETS				
Beginning of year		252,572	 159,835	412,407
End of year	\$	311,182	\$ 209,595	\$ 520,777

# SEATTLE ARTS & LECTURES STATEMENT OF FUNCTIONAL EXPENSES YEAR ENDED JUNE 30, 2017

					Program Serv	ices						
	Literary	Poetry	Sherman		SAL		Pilot WITS	Writers in		Management	Fund-	
	Arts Series	Series	Alexie Loves	WYNK	Presents	Hinge	Summer Camp	the Schools	Total	and General	raising	Total
Salaries and payroll taxes	\$ 75,047	\$ 39,046	\$ 30,899	\$ 34,580	\$ 40,543	\$ 12,430	\$ 27,386	\$ 103,916	\$ 363,847	\$ 40,029	\$ 139,085	\$ 542,961
Employee benefits	7,049	3,697	2,927	3,286	3,851	1,231	2,573	9,961	34,575	3,734	13,543	51,852
Total payroll expenses	82,095	42,743	33,826	37,866	44,394	13,662	29,959	113,877	398,422	43,763	152,628	594,813
Advertising	2,458	628	1,045	470	1,140	250	920	50	6,961	-	-	6,961
In kind advertising	-	-	-	-	-	-	-	-	-	503,961	-	503,961
Artists' fees	60,500	12,075	10,950	28,075	15,500	500	19,625	272,220	419,445	-	50	419,495
In kind artists' fees	-	-	-	-	-	-	-	21,000	21,000	-	-	21,000
Food and beverage	14,453	7,831	2,992	689	5,078	137	345	2,479	34,004	645	59,346	93,995
In kind food and beverage	5,484	2,238	3,963	3,224	729	153	-	1,714	17,505	-	8,222	25,727
Design and printing	13,132	6,669	5,723	5,381	7,714	1,868	762	8,528	49,778	1	10,354	60,133
In kind printing	754	392	310	347	407	124	-	-	2,334	-	4,200	6,534
Book bundles	10,661	-	28,349	-	59,623	1,923	-	-	100,556	-	-	100,556
Program production	40,964	3,046	6,635	2,920	20,992	941	543	5,250	81,291	3	8,707	90,002
In kind program production	886	466	369	414	2,485	155	330	1,729	6,834	479	1,656	8,968
Technology support	7,070	3,713	2,939	3,300	3,867	1,234	2,471	9,471	34,065	3,611	12,669	50,345
Occupancy	4,363	2,293	1,815	2,038	2,389	764	1,624	6,052	21,339	2,357	8,154	31,850
Hall rental	24,902	7,247	7,399	3,185	26,520	1,002	8,913	272	79,440	578	131	80,148
In kind hall rental	-	_	-	-	-	-	2,750	1,575	4,325	-	500	4,825
Office and telephone	3,226	1,693	1,341	1,505	1,763	561	1,075	4,003	15,168	4,042	5,915	25,125
Credit card and bank fees	8,935	1,173	3,284	2,105	7,797	432	1,476	145	25,347	56	6,895	32,299
Professional fees	1,696	520	712	911	1,248	168	147	11,684	17,086	33,599	6,877	57,561
Artists' travel	4,267	6,476	6,438	3,143	6,405	154	-	542	27,426	- -	-	27,426
Depreciation	101	53	42	47	55	18	37	140	492	54	188	735
Postage and mailing	2,889	1,630	1,197	1,335	1,564	483	285	1,382	10,765	434	3,354	14,553
Photography	1,900	1,700	1,050	600	1,000	250	450	1,872	8,822	-	3,450	12,272
In kind photography	-	-	-	-	-	-	-	-	-	-	500	500
Staff travel	1,141	740	444	422	512	114	585	7,826	11,784	343	1,298	13,425
In kind auction items	, -	-	-	-	-	-	-	-	-	-	48,350	48,350
Book purchases	212	549	68	92	89	27	1	763	1,801	1	565	2,367
ī	\$ 292,089	\$ 103,875	\$ 120,892	\$ 98,069	\$ 211,271	\$ 24,922	\$ 72,298	\$ 472,574	\$ 1,395,990	\$ 593,928	\$ 344,008	\$ 2,333,926

# SEATTLE ARTS & LECTURES STATEMENT OF FUNCTIONAL EXPENSES YEAR ENDED JUNE 30, 2016

	Program Services									
	Literary	Poetry		SAL		Writers in		Management	Fund-	
	Arts Series	Series	WYNK	Presents	Hinge	the Schools	Total	and General	raising	Total
Salaries and payroll taxes	\$ 87,366	\$ 32,138	\$ 27,527	\$ 41,351	\$ 4,641	\$ 119,473	\$ 312,496	\$ 32,213	\$ 115,018	\$ 459,727
Employee benefits	8,019	2,953	2,531	3,798	423	10,910	28,634	2,937	10,815	42,386
Total payroll expenses	95,385	35,091	30,058	45,149	5,064	130,383	341,130	35,150	125,833	502,113
Advertising	-	-	-	-	-	-	-	5,207	-	5,207
In kind advertising	-	-	-	-	-	-	-	409,612	-	409,612
Artists' fees	49,000	10,675	23,325	24,725	2,500	213,995	324,220	100	-	324,320
In kind artists' fees	-	-	-	-	-	23,000	23,000	-	-	23,000
Food and beverage	16,520	6,890	450	4,486	78	1,206	29,630	679	46,429	76,738
In kind food and beverage	4,340	1,580	-	1,320	-	1,296	8,536	-	4,563	13,099
Design and printing	13,524	5,172	3,983	7,731	1,065	7,040	38,515	26	8,740	47,281
In kind printing	-	-	-	-	-	-	-	-	3,600	3,600
Book bundles	47,544	-	-	45,681	-	-	93,225	-	-	93,225
Program production	34,502	5,365	7,415	11,431	335	3,811	62,859	-	8,425	71,284
In kind program production	125	43	35	60	8	7,183	7,454	-	-	7,454
Technology support	7,216	2,658	2,278	3,418	380	9,858	25,808	2,725	9,479	38,012
Occupancy	5,240	1,930	1,655	2,482	276	7,170	18,753	1,930	6,894	27,577
Hall rental	31,096	3,144	3,069	17,658	1,110	629	56,706	21	76	56,803
In kind hall rental	1,035	-	-	-	-	1,575	2,610	-	-	2,610
Office and telephone	9,611	3,529	3,015	4,556	514	12,320	33,545	8,984	11,870	54,399
Credit card and bank fees	10,924	3,683	2,994	5,062	689	105	23,457	391	101	23,949
Professional fees	1,138	125	407	760	118	2,163	4,711	16,340	3,445	24,496
Artists' travel	6,742	4,758	2,474	7,234	594	-	21,802	-	-	21,802
Depreciation	140	51	44	66	7	191	499	52	184	735
Postage and mailing	3,630	1,287	1,066	1,727	220	2,278	10,208	477	4,942	15,627
Photography	2,293	1,011	1,159	2,190	252	2,538	9,443	4	163	9,610
In kind photography	414	144	117	198	27	-	900	-	1,050	1,950
Staff travel	1,317	786	396	686	99	2,238	5,522	233	579	6,334
In kind auction items	-	-	-	-	-	-	-	-	24,775	24,775
Bad debt	-	-	-	-	-	-	-	763	-	763
Program development	205	71	58	98	13	260	705	-	-	705
In kind office furniture	1,932	712	610	915	102	2,644	6,915	712	2,543	10,170
Book purchases	432	546	84	141	19	508	1,730	8	289	2,027
	\$ 344,305	\$ 89,251	\$ 84,692	\$ 187,774	\$ 13,470	\$ 432,391	\$ 1,151,883	\$ 483,414	\$ 263,980	\$ 1,899,277

# SEATTLE ARTS & LECTURES STATEMENTS OF CASH FLOWS YEARS ENDED JUNE 30, 2017 AND 2016

	 2017	2016
CASH FLOWS FROM OPERATING ACTIVITIES  Cash received from program fees and other earned income Cash received from contributions and grants Cash paid to employees, artists and suppliers	\$ 1,085,630 935,941 (1,733,698) 287,873	\$ 721,727 823,735 (1,398,993) 146,469
CASH FLOWS FROM INVESTING ACTIVITIES Purchase of property and equipment	(46,315)	_
	 (10,313)	
NET CHANGE IN CASH AND CASH EQUIVALENTS	241,558	146,469
CASH AND CASH EQUIVALENTS		
Beginning of the year	 486,540	 340,071
End of the year	\$ 728,098	\$ 486,540

## Note 1 – Nature of Activities and Summary of Significant Accounting Policies

Nature of Activities – Founded in 1987, Seattle Arts & Lectures (the Organization) is a nonprofit organization devoted to championing the literary arts by inspiring and engaging readers and writers in the greater Puget Sound region. The Organization provides children and adults with opportunities to meet writers and cultural thinkers; to read and reflect upon novels, poems, and other literary works; to encounter new ideas and artistic creations; to develop their own writing; and to engage in meaningful and open discussions about literature, culture and society. These activities are essential to the development of a more creative, thoughtful and democratic society.

During the year ended June 30, 2017, the Organization sponsored eight major programs:

- <u>Literary Arts Series</u> The Organization's hallmark program, the Literary Arts Series brings to Seattle leading cultural thinkers and writers of our time. 10,770 people attended the program during the year.
- Writers in the Schools (WITS) The Organization's award-winning language arts education program, dedicated to improving reading and writing in K-12 public schools through in-school residencies with local professional writers. WITS directly served approximately 7,800 students and over 160 teachers in the Seattle, Highline, Shoreline, and Port Townsend school districts.
- <u>Poetry Series</u> This series showcases established and emerging poets for readings and conversations. These events reached 2,043 people.
- <u>Women You Need to Know</u> A three-part series featuring and celebrating amazing women authors, artists, and thinkers, presented in partnership with Women's Funding Alliance and Hedgebrook. The series reached 2,802 people during the year.
- <u>SAL Presents</u> A diverse program that brings an evolving roster of authors, artists, and prominent thinkers speaking about their latest work at various venues. The program served 5,771 people.
- <u>Hinge</u> Hinge is an accessibly-priced series celebrating the written word in all corners of contemporary culture and society. From the arts to racial equity, these events are designed to engage a younger, more diverse audience. The series reached 971 people during the year.
- <u>Sherman Alexie Loves</u> In addition to being an award-winning novelist, poet, and playwright, Sherman Alexie is also a voracious reader and ardent champion for emerging authors. This new three part series featured three evenings of conversations with authors and artists that Alexie loves, and served 2,972 people in our 2016/17 season.
- <u>Pilot WITS Summer Camp</u> In the summers of 2016 and 2017, SAL piloted summer creative writing camps as a strategy to engage new students in workshops to help them develop and share their authentic voices through poems, short stories, and comics. In 2016, we engaged 53 students through two-week long classes which were held at the School of Visual Concepts in downtown Seattle.

## SEATTLE ARTS & LECTURES NOTES TO FINANCIAL STATEMENTS JUNE 30, 2017 AND 2016

#### **Note 1 – Nature of Activities and Summary of Significant Accounting Policies (Continued)**

**Basis of Accounting and Presentation** – The financial statements of the Organization have been prepared on the accrual basis of accounting and report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. There were no permanently restricted net assets at June 30, 2017 and 2016.

<u>Unrestricted</u> – Net assets which are free of donor-imposed restrictions. Contains all revenues, expenses, gains and losses that are not changes in permanently or temporarily restricted net assets.

<u>Temporarily restricted</u> – Net assets whose use by the Organization is limited by donor-imposed stipulations that either expire by passage of time or that can be fulfilled by actions of the Organization pursuant to those stipulations. When a temporary restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restriction. It is the Organization's policy to recognize restricted contributions in the unrestricted net asset class if the restrictions have been met in the same year.

Cash and Cash Equivalents – For purposes of the statements of cash flows, the Organization considers all unrestricted highly liquid investments with an initial maturity of three months or less to be cash and cash equivalents. At June 30, 2017 and 2016, cash and cash equivalents consist of checking and savings accounts. The Organization maintains certain cash and cash equivalents in bank accounts that may exceed federally insured limits at times during the year. The Organization has not experienced any losses in these accounts, and management does not believe it is exposed to any significant credit risk.

Accounts Receivable – Accounts receivable consist primarily of amounts due from school districts for services provided. All account balances are due in less than one year. The Organization provides for losses on accounts receivable using the allowance method. The allowance is based on experience, third-party contracts, and other circumstances, which may affect the Organization's ability to meet their obligations. It is the Organization's policy to charge off uncollectible accounts receivable when management determines the receivable will not be collected. No allowance for uncollectible balances has been established by management based upon the Organization's historical experience in the collection of balances due.

**Pledges Receivable** – Pledges receivable are unconditional promises to give and are recognized as revenues and assets in the period received. Pledges receivable that are expected to be collected in more than one year have not been discounted to the present value of estimated cash flows based on the Organization's determination that the discount would not be material to the financial statements. No allowance for uncollectible pledges has been established by management based upon the Organization's historical experience in the collection of balances due.

## SEATTLE ARTS & LECTURES NOTES TO FINANCIAL STATEMENTS JUNE 30, 2017 AND 2016

#### Note 1 – Nature of Activities and Summary of Significant Accounting Policies (Continued)

**Property and Equipment** – Property and equipment is carried at cost. Donated property and equipment are carried at the approximate fair value at the date of donation. The Organization capitalizes assets if the cost or value at time of donation is \$1,000 or more with a useful life greater than one year. Depreciation is computed using the straight-line method, currently over a period of three to seven years.

**Deferred Revenue** – Program service fees received in advance are recognized over the periods to which the fees relate.

**Program Service Fees** – The Organization receives program service fees in the form of ticket sales and handling fees for public program events and school fees and camp registration fees for the education program. These fees are recognized as revenue when the services are performed.

**Contributions** – Contributions (including those received through special events) and certain grants are recorded as increases in unrestricted or temporarily restricted net assets, depending on the existence and/or nature of donor or grantor restrictions.

**Gifts in Kind** — Gifts in kind include donated services, facilities and goods that are recorded as contributions at their estimated fair value at the date of donation. Gifts in kind of donated services are recognized as contributions if the services (a) create or enhance nonfinancial assets or (b) require specialized skills, are performed by people with those skills, and would otherwise be purchased by the Organization.

Government Contracts – Revenues from government grants and contracts are recognized when the qualified expense is incurred and are subject to audit and retroactive adjustment made by the funding agencies. The adjustments would be recorded at the time that such amounts can first be reasonably determined, normally upon notification by the government agency. There were no adjustments resulting from government audits during the years ended June 30, 2017 and 2016.

**Advertising** – The Organization uses advertising to promote its programs among the audiences it serves. The costs of advertising are expensed when the related program activity occurs. In accordance with accounting principles generally accepted in the United States of America, advertising expenses are classified as management and general in the statement of functional expenses.

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

**Estimates** – Management uses estimates and assumptions in preparing financial statements. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenues and expenses. Actual results could differ from those estimates.

## Note 1 – Nature of Activities and Summary of Significant Accounting Policies (Continued)

**Income Tax Status** – The Organization is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. The Organization qualifies for the charitable contribution deduction under Section 170(b)(1)(A) and has been classified as an organization other than a private foundation under Section 509(a)(2).

**Subsequent Events** – Subsequent events were evaluated through February 8, 2018, which is the date the financial statements were available to be issued.

## Note 2 – Pledge Receivable

Pledge receivable consists of the following at June 30:

	 2017	 2016		
Receivable in less than one year	\$ 205,785	\$ 104,100		
Receivable in one to five years	 _	 22,500		
	\$ 205,785	\$ 126,600		

## **Note 3 – Property and Equipment**

Property and equipment consists of the following at June 30:

	 2017	 2016		
Computer equipment	\$ 2,205	\$ 2,205		
Website design	 134,547	 88,232		
	136,752	90,437		
Less accumulated depreciation	 (89,947)	 (89,212)		
	\$ 46,805	\$ 1,225		

## **Note 4 – Temporarily Restricted Net Assets**

Temporarily restricted net assets are composed of the following restrictions at June 30:

	2017	2016		
Bridge to 30	\$ 88,199	\$	-	
Writers in the Schools program	57,500		77,535	
Time restriction	53,958		50,060	
Public Programs Series	22,000		25,000	
Development capacity	15,000		30,000	
Sherman Series	15,000		15,000	
Poetry Series	12,500		-	
Literary Arts Series	10,000		12,000	
WYNK	1,000			
	\$ 275,157	\$	209,595	

Net assets were released from donor restrictions by incurring expenses satisfying the purpose or time restrictions specified by donors as follows during the years ended June 30:

	 2017	2016		
Time restriction satisfied	\$ 50,060	\$ 91,335		
Program restriction accomplished	 137,035	49,500		
	\$ 187,095	\$ 140,835		

#### Note 5 – Gifts in Kind

Gifts in kind are composed of the following during the years ended June 30:

	2017	2016		
Donated advertising	\$ 503,961	\$	409,612	
Donated auction items	48,350		24,775	
Other donated goods	41,229		34,323	
Total donated goods	 593,540	,	468,710	
Donated facilities	4,825		2,610	
Donated services	21,500		24,950	
	\$ 619,865	\$	496,270	

#### Note 5 – Gifts in Kind (Continued)

Gifts in kind were utilized for the following purposes during the years ended June 30:

	 2017	 2016
Program services	\$ 41,839	\$ 49,416
Management and general	510,429	410,324
Fundraising	67,597	36,530
	\$ 619,865	\$ 496,270

Donated advertising for upcoming programs is included in management and general on the statement of functional expenses as required by accounting principles generally accepted in the United States of America.

#### **Note 6 – Lease Commitment**

In June 2016, the Organization entered into a non-cancelable operating lease for office space through May 2020. Rent expense under this lease was \$31,850 and \$2,650 during the year ended June 30, 2017 and 2016, respectively. The following is a schedule of future minimum lease payments under this lease during the years ending June 30:

2018	\$ 32,125
2019	32,425
2020	29,975
	\$ 94,525

## Note 7 - Related Party Transaction

A member of the Organization's Board of Directors during the years ended June 30, 2017 and 2016 was also the Chief Executive Officer of the Organization's primary printing vendor. This vendor has been providing printing services to the Organization for many years prior to the current year related party transactions. The Organization paid the vendor \$44,423 and \$38,385 for printing during the years ended June 30, 2017 and 2016, respectively.

#### Note 8 – Concentration

At the years ended June 30, 2017 and 2016, 43% and 60% of pledges receivable were due from three sources, respectively.