INTERNATIONAL INSTITUTE OF THE BAY AREA

Financial Statements
June 30, 2017
(With Comparative Totals for June 30, 2016)

INTERNATIONAL INSTITUTE OF THE BAY AREA

| TABLE OF CONTENTS | | | | | | |
|--|------|--|--|--|--|--|
| | Page | | | | | |
| INDEPENDENT AUDITOR'S REPORT | 1-2 | | | | | |
| FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2017 (WITH COMPARATIVE TOTALS FOR THE YEAR ENDED JUNE 30, 2016) | | | | | | |
| Statements of Financial Position | 3 | | | | | |
| Statements of Activities | 4 | | | | | |
| Statements of Functional Expenses | 5 | | | | | |
| Statements of Cash Flows | 6 | | | | | |
| Notes to Financial Statements | 7-14 | | | | | |



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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors /Trustees International Institute of the Bay Area San Francisco, California

Report on the Financial Statements

I have audited the accompanying financial statements of International Institute of the Bay Area (IIBA), which comprise the statement of financial position as of June 30, 2017, and the related statements of activities, cash flows and functional expenses for the year 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.

Auditor's Responsibility

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that I 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, I 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.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

INDEPENDENT AUDITOR'S REPORT (Continued)

Opinion

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of International Institute of the Bay Area as of June 30, 2017, and the results of its operations and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information

In my opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2017 is consistent, in all material respects, with the audited financial statements from which it has been derived.

Certified Public Accountant San Francisco, California

November 10, 2017

INTERNATIONAL INSTITUTE OF THE BAY AREA STATEMENTS OF FINANCIAL POSITION

For the Year Ended June 30, 2017

| | 2017 | 2016 | | |
|---|--------------|------------------|--|--|
| ASSETS | | | | |
| Current Assets | | | | |
| Cash and Cash Equivalents | \$ 477,742 | \$ 495,137 | | |
| Government and Grant Receivable, net (Note 8) | 645,132 | 363,051 | | |
| Prepaid Expenses | 49,116 | 40,096 | | |
| Other Current Asset | 6,000 | (-) | | |
| Total Current Assets | 1,177,990 | 898,284 | | |
| Deposits | 33,495 | 23,521 | | |
| Investments (Note 10) | 1,702,646 | 1,159,034 | | |
| TOTAL ASSETS | \$ 2,914,131 | \$ 2,080,839 | | |
| LIABILITIES AND NET ASSETS | | | | |
| Liabilities | | | | |
| Accounts Payable | \$ 42,366 | \$ 4,949 | | |
| Accrued Expenses (Note 9) | 158,214 | 124,655 | | |
| Deferred Revenue | ₩ | 81,434 | | |
| Fiscal Sponsorships | 23,960 | 22,736 | | |
| Other Current Liabilities | 103,826 | 104,307 | | |
| Total Current Liability | 328,366 | 338,081 | | |
| TOTAL LIABILITIES | 328,366 | 338,081 | | |
| Net Assets: | | | | |
| Net Assets Without Donor Restrictions | 2,096,108 | 1,412,808 | | |
| Net Assets With Donor Restrictions (Note 4) | 489,657 | 329,950 | | |
| Total Net Assets | 2,585,765 | 1,742,758 | | |
| TOTAL LIABILITIES AND NET ASSETS | \$ 2,914,131 | \$ 2,080,839 | | |

INTERNATIONAL INSTITUTE OF THE BAY AREA STATEMENTS OF ACTIVITIES

For the Year Ended June 30, 2017

| | thout Donor Restriction | With Donor Restriction | 2017 | 2016 |
|---|---|---------------------------|---|--|
| PUBLIC SUPPPORT AND REVENUE: PUBLIC SUPPORT: | | | | |
| Government Grants and Contracts Foundation Grants Contributions | \$ 1,793,853 | \$ - 1,206,333 | \$ 1,793,853 1,206,333 | \$ 1,018,351 840,802 |
| Total Public Support | 1,981,261 | 1,206,333 | 3,187,594 | 66,770 1,925,923 |
| REVENUE: | | | | |
| Fees for Services Unrealized Gain/Losses Donated Facilities and Services Other Income Realized Gain/Losses | 606,772 44,361 96,990 61,776 11,318 | 8 8 8 7 | 606,772 44,361 96,990 61,776 11,318 | 734,919 44,132 214,368 34,885 (47,691) |
| Total Revenue | 821,217 | | 821,217 | 980,613 |
| Net Assets Released from Restriction (Note 5) Satisfaction of program restrictions Total Public Support and Revenue | 1,046,626 3,849,104 | (1,046,626) 159,707 | 4,008,811 | 2,906,536 |
| EXPENSES | | | | |
| Program Services Management and General Fundraising Total Expenses | 2,905,731 230,292 29,781 | - | 2,905,731 230,292 29,781 | 2,653,542 191,994 21,829 |
| CHANGE IN NET ASSETS | 3,165,804 | 159,707 | 3,165,804 | 2,867,365 39,171 |
| NET ASSETS, beginning of year | 1,412,808 | 329,950 | 1,742,758 | 1,703,587 |
| NET ASSETS, end of year | \$ 2,096,108 | \$ 489,657 | \$ 2,585,765 | \$ 1,742,758 |

INTERNATIONAL INSTITUTE OF THE BAY AREA STATEMENTS OF FUNCTIONAL EXPENSES

For the Year Ended June 30, 2017

| | Imi | Francisco migration rogram | Im | Dakland migration 'rogram | Im | an Mateo migration 'rogram | Im | Antioch imigration Program | Napa migration 'rogram | Imi | onoma nigration rogram | | Total Program Services | Adn | ninistration | Fur | draising | 2017 Total | 2016 Total |
|-------------------------|-----|----------------------------------|----|---------------------------------|----|----------------------------------|----|----------------------------------|------------------------------|-----|------------------------------|-----|------------------------------|-----|--------------|-----|-----------|--------------|--------------|
| Salaries and Wages | \$ | 370,983 | \$ | 443,677 | \$ | 569,512 | \$ | 164,381 | \$ 235,493 | \$ | 47,617 | \$ | 1,831,663 | \$ | 187,585 | \$ | \$ | \$ 2,019,248 | \$ 1,759,744 |
| Payroll Taxes | | 26,526 | | 33,279 | | 41,990 | | 11,815 | 17,596 | | 3,595 | | 134,801 | | 12,864 | | * | 147,665 | 129,361 |
| Benefits | | 77,142 | | 57,728 | | 63,939 | | 19,786 | 32,506 | | 4,993 | | 256,094 | | 22,285 | | 22 | 278,379 | 237,548 |
| Professional Fees | | 1,203 | | 1,879 | | 5,393 | | 353 | 1,587 | | 363 | | 10,778 | | 25,541 | | ±2 | 36,319 | 26,150 |
| Occupancy Costs | | 41,723 | | 62,816 | | 23,315 | | 14,269 | 18,186 | | - | | 160,309 | | 21,136 | | € | 181,445 | 139,346 |
| Operating Expenses | | 39,030 | | 59,180 | | 145,984 | | 20,872 | 101,429 | | 5,575 | | 372,070 | | (59,952) | | +: | 312,118 | 287,823 |
| Staff/Board Develepment | | 6,233 | | 11,761 | | 11,562 | | 2,534 | 7,556 | | 3,266 | | 42,912 | | 20,716 | | - | 63,628 | 51,125 |
| Other Expenses | | | | 36 | | - | | 58 | 20 | | | | 114 | | 117 | | - | 231 | 71 |
| Fundraising | | 2 | | - | | - | | 127 | | | 12 | | - | | _ | | 29,781 | 29,781 | 21,829 |
| In-kind Expense | | 4,896 | | 65,621 | | 25,344 | _ | | 1,129 | | 8 | | 96,990 | | | _ | - 8 | 96,990 | 214,368 |
| TOTAL | \$ | 567,736 | | 735,977 | | 887,039 | \$ | 234,068 | \$ 415,502 | \$ | 65,409 | _\$ | 2,905,731 | \$ | 230,292 | \$ | 29,781 | \$ 3,165,804 | \$ 2,867,365 |

INTERNATIONAL INSTITUTE OF THE BAY AREA STATEMENTS OF CASH FLOWS

For the Year Ended June 30, 2017

| | 2017 | | 2016 | |
|---|------|-----------|---------------|--|
| Cash Flows from Operating Activities: | | | | |
| Change in Net Assets | \$ | 843,007 | \$ 39,171 | |
| Adjustments to Reconcile Change in Net Assets to Net Cash | | , | , | |
| Provided (Used) by Operating Activities: | | | | |
| Depreciation | | - | | |
| Unrealized Gain on Investments | | 44,361 | 44,132 | |
| Account Receivable | | (282,081) | 91,239 | |
| Prepaid Expenses and Deposits | | (18,994) | 6,908 | |
| Other Current Asset | | (6,000) | :#: | |
| Account Payable | | 37,417 | (18,475) | |
| Accrued Expenses | | 33,559 | 42,756 | |
| Deferred Revenue | | (81,434) | 50,184 | |
| Fiscal Sponsorships | | 1,224 | (386) | |
| Other Current Liabilities | | (481) | 25,481 | |
| Net Cash Provided (Used) by Operating Activities | | 570,578 | 281,010 | |
| Cash Flows from Investing Activities: | | | | |
| Increase of Investments | | (543,612) | (263,205) | |
| Unrealized Loss on Investments | | (44,361) | (44,132) | |
| Net Cash (Used) by Investing Activities | | (587,973) | (307,337) | |
| Net (Decrease) and Increase in Cash and Cash Equivalents | | (17,395) | (26,327) | |
| Cash and Cash Equivalents at Beginning of Year | | 495,137 | 521,464 | |
| Cash and Cash Equivalents at End of Year | \$ | 477,742 | \$ 495,137 | |

For the Year Ended June 30, 2017 (With Comparative Totals for the Year Ended June 30, 2016)

NOTE 1 – ORGANIZATION

The International Institute of the Bay Area (IIBA) is a non-profit corporation that was founded in 1918. With a diverse Board of Directors, and an annual budget averaging \$2.2 million, the mission of the IIBA is to welcome, educate and serve immigrants, refugees and their families as they join and contribute to the community. The website for the organization is www.iibayarea.org. Services are provided in San Francisco, San Mateo, Alameda, Napa, and Contra Costa Counties in Northern California. Support for IIBA's projects and programs comes from government, private foundations, corporations, service fees for immigration legal assistance, and individual donations.

The primary focus of the IIBA's service is to promote immigrant integration through expert legal and accredited immigration law assistance, citizenship preparation, English classes, and workshops that describe the rights and responsibilities of citizenship, civic engagement, community-building, and education. Additional services include medical interpretation for refugees and asylees, and training for employees of other social service organizations on immigration laws.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

<u>Accrual Basis</u> - The financial statements of International Institute of the Bay Area have been prepared on the accrual basis of accounting.

<u>Estimates</u> - 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 certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Accounts Receivable - Accounts receivable consist of receivables from participating employers for employee benefits. Based on prior write-off history, overall economic conditions, and the current aging status of its participating employers, IIBA has established an allowance for doubtful accounts at a level considered adequate to cover anticipated losses on outstanding accounts receivable. No allowance was recorded at June 30, 2017 or 2016 as the amount was not deemed to be material.

<u>Benefits</u> - IIBA provides dental, vision, disability, accidental death and dismemberment, and life insurance through policies with insurance companies covering eligible employees of member employers who elect to participate, and to the eligible dependents or designated beneficiaries of such employees.

<u>Furniture</u>, <u>Fixtures</u>, and <u>Equipment</u> - Furniture, fixtures, and equipment are recorded at cost and are depreciated using the straight line method over estimated useful lives. Depreciation expenses were \$0 and \$0 for the years ended June 30, 2017 and 2016, respectively.

For the Year Ended June 30, 2017 (With Comparative Totals for the Year Ended June 30, 2016)

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

<u>Income Taxes</u> - The Internal Revenue Service and the California Franchise Tax Board have determined that IIBA is exempt from federal and state income taxes under Internal Revenue Code Section (501)(c)(3) and the California Revenue and Taxation Code Section 23701 (d). IIBA has evaluated its current tax positions as of June 30, 2017 and is not aware of any significant uncertain tax positions for which a reserve would be necessary.

<u>Cash Equivalents</u> - For purpose of the statement of cash flows, IIBA considers all money market funds and other highly liquid investments with original maturities of three months or less when purchased to be cash equivalents.

The Organization maintains its cash balances at several financial institutions located in the San Francisco Bay Area. The balances are insured by the Federal Deposit Insurance Corporation up to \$250,000. All funds in a noninterest-bearing transaction account are insured in full by the FDIC through December 31, 2017.

<u>Concentration of Support and Revenues</u> - IIBA receives the majority of its financial support from government and foundation grants. The total comprised of 75% of total revenue and support for the fiscal year ended June 30, 2017, of which 45% were from government grants and 30% from foundation grants. An additional 15% of revenues were received from fees for services.

<u>Donated Facilities and Services</u> – IIBA receives substantial support from volunteers who donate their time to accomplish its purpose. These volunteers contribute legal services, which meets one of the conditions for the Organization to recognize revenue or expenses in their financial statements. Pursuant to ASC 958, one of the two conditions states "The services require specialized skills, are provided by someone who actually possesses those skills, and would have to be purchased if not donated."

During fiscal year 2017, IIBA chose to record these contributions as the values were readily determinable and specified by the donors. In-kind revenue and in-kind expense in the amount of approximately \$96,990 and \$214,368 for 2017 and 2016 respectively is recorded in the accompanying statement of activities.

Donated services are recognized as contributions in accordance with SFAS No. 116, Accounting for Contributions Received and Contributions Made, 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 agency. Volunteers also provided other immigration services throughout the year that are not recognized as contributions in the financial statements since the recognition criteria under SFAS No. 116 were not met.

Comparative information - The financial statements include certain prior year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with GAAP. Accordingly, such information should be read in conjunction with IIBA's financial statements for the year ended June 30, 2016 from which the summarized information was derived.

For the Year Ended June 30, 2017

(With Comparative Totals for the Year Ended June 30, 2016)

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Depreciations of Net Assets

Net assets without donor restriction

The portion of net assets that is not subject to donor-imposed restrictions (donor include other types of contributors, including makers of certain grants).

Net assets with donor restriction

The portion of net assets that is subject to donor-imposed restrictions (donor include other types of contributors, including makers of certain grants).

Subsequent Events - At the time of the audit, IIBA has evaluated all subsequent events through November 10, 2017, the date the financial statements were available to be issued, and determined that there is no material impact from the subsequent events.

NOTE 3 – RETIREMENT PLAN

The Organization sponsors an IRC section 403(b) retirement plan for all eligible employees who elect to participate. The Organization matches up to 3% of participating employee's compensation. Total retirement plan expense for the year ending June 30, 2017 and 2016 were \$31,974 and \$10,291, respectively.

NOTE 4 - NET ASSETS WITH DONOR RESTRICTION

Net assets with donor restrictions as of June 30, 2017 totaled \$489,657, which constitutes 18.94% of total net assets. This is not a substantial portion of the Organization's net assets, and has little impact on the Organization's use of resources.

All of the Organization's restricted net assets are restricted by purpose, as follows:

| Time restrictions: | 2017 | 2016 |
|---------------------------------------|------------|------------|
| Grove Foundation | \$ - | \$ 50,417 |
| Ready Bay Area | - | 10,316 |
| Deportation Prevention | 37,500 | - |
| The San Francisco Foundation | · | 16,667 |
| Van Loben Sels/Remberock Foundation | 10,417 | 5,000 |
| Soda Foundation | 240,000 | 52,500 |
| Atkinson Foundation | 5,625 | 3,750 |
| Napa Valley Community Foundation | 133,615 | 160,300 |
| Zellerbach Family Foundation | - | 17,500 |
| Asian Pacific Islander Legal Outreach | ** | 13,500 |
| Sunlight Giving | 62,500 | |
| Total | \$ 489,657 | \$ 329,950 |

For the Year Ended June 30, 2017

(With Comparative Totals for the Year Ended June 30, 2016)

NOTE 5-NET ASSETS RELEASED FROM DONOR RESTRICTION

Net assets were released from donor restrictions by incurring expenses satisfying the restricted purposed. For the fiscal years ended June 30, 2017, the net assets released from donor restrictions are as follows:

| Time restrictions: | 2017 | 2016 |
|---------------------------------------|--------------|------------|
| CRISP Collaborative | \$ 59,777 | \$ - |
| Ready Bay Area | 65,316 | 30,950 |
| Deportation Prevention | 37,500 | - |
| New America Campaign | 30,150 | g |
| The San Francisco Foundation | 16,667 | 29,166 |
| Van Loben Sels/Remberock Foundation | 19,583 | 10,000 |
| Soda Foundation | 132,500 | 102,500 |
| Atkinson Foundation | 5,625 | 3,750 |
| Silicon Valley Community Foundation | 40,000 | 40,000 |
| Grove Foundation | 50,417 | 59,583 |
| Self Help for the Elderly | 59,996 | - |
| Napa Valley Community Foundation | 160,300 | 241,100 |
| Bank of America Fellowship | 65,295 | = |
| Zellerbach Family Foundation | 202,500 | 87,500 |
| Asian Pacific Islander Legal Outreach | 13,500 | 27,000 |
| ILRC | | 11,250 |
| Kaiser Foundation | - | 22,000 |
| Sunlight Giving | 87,500 | |
| Total | \$ 1,046,626 | \$ 664,799 |

NOTE 6 - LEASE COMMITMENTS

IIBA entered into various leases agreements of office buildings (San Francisco, Fremont, Napa and Oakland) for operational purposes in its respective locations. Below are the future lease commitments as of June 30:

| | 2017 |
|-------|-----------|
| 2018 | \$ 82,243 |
| 2019 | 2,541 |
| 2020 | ses |
| Total | \$ 84,784 |

For the Year Ended June 30, 2017 (With Comparative Totals for the Year Ended June 30, 2016)

NOTE 7 – PROPERTY AND EQUIPMENT

Property and equipment at June 30, 2017 and 2016, consists of the following:

| | | 2017 | 20 | 16 |
|-------------------------------|-----------|---------|----|----------|
| Furniture and Equipment | \$ | 118,414 | \$ | 118,414 |
| Less Accumulated Depreciation | (118,414) | | (] | 118,414) |
| Total | \$ | | \$ | |

NOTE 8-ACCOUNTS RECEIVABLE

The components of accounts receivable at June 30, 2017 and 2016 are as follows:

| | 2017 | | 2 | 016 |
|---|------|---------|----|---------|
| Government Receivable | | | | |
| Office of Aging - Naturalization | \$ | 25,829 | \$ | 32,572 |
| Calworks Violence Against Women | | 17,204 | | 17,204 |
| City of Hayward | | 2,000 | | 1,776 |
| City of Redwood | | 27 | | 10,000 |
| DOE | | 7,284 | | 2,001 |
| Office of Civic Engagement | | 3,750 | | 3,750 |
| UCSF | | 6,159 | | 10,372 |
| Family Justice Center - Alameda County Family Project | | 2,594 | | 2,594 |
| Family Violence Center | | 10,656 | | 10,782 |
| Department of Public Health | | 17,475 | | 38,185 |
| Legal Aid Society of San Mateo | | 12,698 | | 2 |
| Total Government Receivable | | 105,649 | | 129,236 |

For the Year Ended June 30, 2017

(With Comparative Totals for the Year Ended June 30, 2016)

NOTE 8 – ACCOUNTS RECEIVABLE (Continued)

| | 2017 | 2016 |
|---|------------|------------|
| Foundation Grants | | |
| Napa Valley Community Foundation | | 160,300 |
| New American Campaign | 8,275 | 1,250 |
| Soda Foundation | 160,000 | * |
| Total Foundation Grants | 168,275 | 164,532 |
| Other Foundation/Agency Pass-through | | |
| Self Help for the Elderly | 22,497 | 4,167 |
| Asian Pacific Islander Legal Outreach (APILO) | 4,000 | 27,000 |
| Immigrant Legal Resource Center (ILRC) | 27,112 | 19,489 |
| Total Other Foundation/Agency Pass-through | 53,609 | 50,656 |
| Other Receivable | 14 | 18,627 |
| Community Legal Service East Palo Alto | 83,342 | ž. |
| California Department of Social Services | 234,257 | _ |
| Total Receivable | 317,599 | 18,627 |
| Total Account Receivable | \$ 645,132 | \$ 363,051 |

NOTE 9 - ACCRUED EXPENSES/ACCRUED COMPENSATED ABSENCES

IIBA employees are granted varying amounts of vacation and sick leave in accordance with the Organization's personnel policy. As such, IIBA accounts for compensated balances. A liability attributable to services already rendered and not contingent on a specific event that is outside the control of IIBA and employee is accrued as employees earn the rights to the benefits. As of June 30, 2017 and 2016, liability balance was at \$110,909 and \$86,809 respectively.

| | · | 2017 | 2016 | | |
|------------------|-----|---------|------|---------|--|
| Accrued Vacation | \$ | 110,909 | \$ | 86,809 | |
| Accrued Payroll | | 47,305 | | 37,846 | |
| Total | \$_ | 158,214 | \$ | 124,655 | |

For the Year Ended June 30, 2017 (With Comparative Totals for the Year Ended June 30, 2016)

NOTE 10-CONTINGENCIES

IIBA has received funds for programs that are subject to review and audit by the funding agencies. Although such audits could generate expenditure disallowances under terms of the contracts, it is believed that any required reimbursements will not be material.

NOTE 11 - FAIR VALUE MEASURMENTS

Fair value is defined as the exchange price that would be received for an asset or paid to transfer a liability (an exit price) in the principal or most advantageous market for the asset or liability in an orderly transaction between market participants on the measurement date.

The Organization determines the fair values of its assets and liabilities based on a fair value hierarchy that includes three levels of inputs that may be used to measure fair value.

Level 1 inputs are quoted prices (unadjusted) in active markets for identical assets or liabilities that the Organization has the ability to access at the measurement date. An active market is a market in which transactions occur with sufficient frequency and volume to provide pricing information on an ongoing basis.

Level 2 inputs are inputs other than quoted prices that are observable for the asset or liability, either directly or indirectly.

Level 3 inputs are unobservable inputs for the assets or liability.

Fair values of assets measured on recurring basis were as follows as of June 30, 2017:

| | Level 1 | | Level 2 | | Total | |
|------------------------------|---------|-----------|---------|----------|-------|-----------|
| Net Cash Equivalents | \$ | 17,871 | \$ | - | \$ | 17,871 |
| Equities | | 678,204 | | | | 678,204 |
| Corporation/Government Bonds | | 550,055 | | | | 550,055 |
| Mutual Funds | | 456,516 | | | | 456,516 |
| Total Assets | \$: | 1,702,646 | \$ | <u>-</u> | \$ | 1,702,646 |

For the Year Ended June 30, 2017 (With Comparative Totals for the Year Ended June 30, 2016)

NOTE 12 - LIQUIDITY AND AVAILABILITY

The Organization has \$583,391 of financial assets available within 1 year of the balance sheet date to meet cash needs for general expenditure consisting of cash of \$477,742, government receivable of \$105,649. None of the financial assets are subject to donor or other contractual restrictions that make them unavailable for general expenditure within one year of the balance sheet date. The receivables are expected to be collected within one year.

IIBA has a goal to maintain financial assets, which consists of cash and short term investments, on hand to meet at least 60 days of normal operating expenses, which are on average approximately \$200,000. IIBA has a policy to structure its financial assets to be available as its general expenditures, liabilities, and other obligations come due. IIBA invests cash in excess of daily requirements in various short term investments, including certificates of deposits (CDs).

NOTE 13 – CONCENTRATIONS

Financial instruments that potentially subject the Organization to concentrations of credit risk are primarily cash, short term investments and accounts receivable. The Organization places its cash in financial institutions that are insured in limited amounts by the Securities Investor Protection Corporation and the Federal Deposit Insurance Corporation. Cash balances at December 31, 2017 and 2016 exceed the balances covered by such insurance by \$173,604 and \$183,839, respectively.