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**WASHINGTON OFFICE ON LATIN AMERICA
FINANCIAL STATEMENTS
AND
INDEPENDENT AUDITORS' REPORT
DECEMBER 31, 2017 AND 2016**

MATTHEWS, CARTER & BOYCE
RESPECT. CONFIDENCE. TRUST.

WASHINGTON OFFICE ON LATIN AMERICA

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DECEMBER 31, 2017 AND 2016

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Independent Auditors' Report

Board of Directors
Washington Office on Latin America
Washington, DC

Report on the Financial Statements

We have audited the accompanying financial statements of Washington Office on Latin America (a nonprofit organization) which comprise the statements of financial position as of December 31, 2017 and 2016, and the related statements of activities and changes in net assets, 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 audits 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 auditors' 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 auditors consider 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 Washington Office on Latin America as of December 31, 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.

Fairfax, VA
May 2, 2018

WASHINGTON OFFICE ON LATIN AMERICA

STATEMENTS OF FINANCIAL POSITION

DECEMBER 31, 2017 AND 2016

ASSETS

| | 2017 | 2016 |
|---|----------------------------|----------------------------|
| CURRENT ASSETS | | |
| Cash and cash equivalents | \$ 431,080 | \$ 874,618 |
| Grants and contracts receivable | 1,418,315 | 1,772,500 |
| Pledges receivable | 78,500 | 41,000 |
| Contributions receivable | 102,084 | 33,665 |
| Other receivables | 16,462 | 8,007 |
| Prepaid expenses and other | 71,126 | 75,747 |
| Total Current Assets | <u>\$ 2,117,567</u> | <u>\$ 2,805,537</u> |
| OTHER ASSETS | | |
| Pledges receivable, net of current portion | \$ 15,000 | \$ 45,000 |
| Property and equipment, net | 212,087 | 74,644 |
| Investments | 886,862 | 814,581 |
| Security deposits | 24,190 | 27,056 |
| Total Other Assets | <u>\$ 1,138,139</u> | <u>\$ 961,281</u> |
| TOTAL ASSETS | <u><u>\$ 3,255,706</u></u> | <u><u>\$ 3,766,818</u></u> |
| | | |
| LIABILITIES AND NET ASSETS | | |
| CURRENT LIABILITIES | | |
| Accounts payable and accrued expenses | \$ 91,591 | \$ 70,764 |
| Deferred revenue | 52,974 | 28,573 |
| Deferred rent and lease incentive | 27,993 | 56,627 |
| Total Current Liabilities | <u>\$ 172,558</u> | <u>\$ 155,964</u> |
| LONG-TERM LIABILITIES | | |
| Deferred rent and lease incentive, net of current portion | <u>\$ 275,297</u> | <u>\$ 30,815</u> |
| Total Long-Term Liabilities | <u>\$ 275,297</u> | <u>\$ 30,815</u> |
| Total Liabilities | <u>\$ 447,855</u> | <u>\$ 186,779</u> |
| NET ASSETS | | |
| Unrestricted | | |
| Board-designated | \$ 777,488 | \$ 814,581 |
| Undesignated | - | 138,637 |
| Total Unrestricted Net Assets | <u>\$ 777,488</u> | <u>\$ 953,218</u> |
| Temporarily restricted net assets | <u>2,030,363</u> | <u>2,626,821</u> |
| Total Net Assets | <u>\$ 2,807,851</u> | <u>\$ 3,580,039</u> |
| TOTAL LIABILITIES AND NET ASSETS | <u><u>\$ 3,255,706</u></u> | <u><u>\$ 3,766,818</u></u> |

The accompanying notes are an integral part of these financial statements.

WASHINGTON OFFICE ON LATIN AMERICA

STATEMENTS OF ACTIVITIES AND CHANGES IN NET ASSETS

FOR THE YEARS ENDED DECEMBER 31, 2017 AND 2016

| | 2017 | | | 2016 | | |
|--|---------------------|------------------------|---------------------|---------------------|------------------------|---------------------|
| | Unrestricted | Temporarily Restricted | Total | Unrestricted | Temporarily Restricted | Total |
| REVENUE AND SUPPORT | | | | | | |
| Grants and contributions | \$ 595,585 | \$ 1,596,824 | \$ 2,192,409 | \$ 436,236 | \$ 3,713,703 | \$ 4,149,939 |
| Contract services revenue | 45,062 | - | 45,062 | 128,179 | - | 128,179 |
| Special event - gala | 304,375 | - | 304,375 | 366,093 | - | 366,093 |
| Less cost of direct benefit to gala donors | (55,687) | - | (55,687) | (32,813) | - | (32,813) |
| Pledges | - | 80,500 | 80,500 | - | 57,000 | 57,000 |
| Investment income | 72,605 | - | 72,605 | 46,850 | - | 46,850 |
| Programs and publications | 8,300 | - | 8,300 | 21,500 | - | 21,500 |
| Donated services | 3,000 | - | 3,000 | 73,209 | - | 73,209 |
| Net assets released from restrictions | 2,273,782 | (2,273,782) | - | 2,511,519 | (2,511,519) | - |
| Total Revenue and Support | \$ 3,247,022 | \$ (596,458) | \$ 2,650,564 | \$ 3,550,773 | \$ 1,259,184 | \$ 4,809,957 |
| EXPENSES | | | | | | |
| Program services | \$ 2,628,173 | \$ - | \$ 2,628,173 | \$ 2,857,755 | \$ - | \$ 2,857,755 |
| Supporting services | | | | | | |
| General and administrative | \$ 381,588 | \$ - | \$ 381,588 | \$ 326,057 | \$ - | \$ 326,057 |
| Fundraising | 412,991 | - | 412,991 | 345,529 | - | 345,529 |
| Total Supporting Services | \$ 794,579 | \$ - | \$ 794,579 | \$ 671,586 | \$ - | \$ 671,586 |
| Total Expenses | \$ 3,422,752 | \$ - | \$ 3,422,752 | \$ 3,529,341 | \$ - | \$ 3,529,341 |
| CHANGE IN NET ASSETS | \$ (175,730) | \$ (596,458) | \$ (772,188) | \$ 21,432 | \$ 1,259,184 | \$ 1,280,616 |
| NET ASSETS, BEGINNING OF YEAR | 953,218 | 2,626,821 | 3,580,039 | 931,786 | 1,367,637 | 2,299,423 |
| NET ASSETS, END OF YEAR | \$ 777,488 | \$ 2,030,363 | \$ 2,807,851 | \$ 953,218 | \$ 2,626,821 | \$ 3,580,039 |

The accompanying notes are an integral part of these financial statements.

WASHINGTON OFFICE ON LATIN AMERICA

STATEMENT OF FUNCTIONAL EXPENSES

FOR THE YEAR ENDED DECEMBER 31, 2017

| Expenses | Program Services | Supporting Services | | Total Supporting Services | Total Expenses |
|-------------------------------------|---------------------|-------------------------------|-------------------|---------------------------------|---------------------|
| | | General and Administrative | Fundraising | | |
| Salaries | \$ 1,435,437 | \$ 214,642 | \$ 206,141 | \$ 420,783 | \$ 1,856,220 |
| Employee benefits and payroll taxes | 295,513 | 49,453 | 42,937 | 92,390 | 387,903 |
| Occupancy | 166,529 | 27,240 | 22,525 | 49,765 | 216,294 |
| Travel | 277,757 | 17,371 | 31,842 | 49,213 | 326,970 |
| Consultants | 198,515 | 6,294 | 29,550 | 35,844 | 234,359 |
| Meetings and receptions | 37,225 | 8,257 | 26,563 | 34,820 | 72,045 |
| Communications | 56,055 | 1,262 | 19,478 | 20,740 | 76,795 |
| Printing and publications | 23,423 | 986 | 12,565 | 13,551 | 36,974 |
| Depreciation and amortization | 51,697 | 7,731 | 7,424 | 15,155 | 66,852 |
| Professional services | 13,983 | 5,500 | 1,687 | 7,187 | 21,170 |
| Telephone | 33,716 | 6,296 | 4,803 | 11,099 | 44,815 |
| Equipment rental/purchase | 2,226 | 506 | 338 | 844 | 3,070 |
| Office supplies | 6,720 | 2,312 | 1,009 | 3,321 | 10,041 |
| Taxes and insurance | 8,067 | 1,339 | 1,171 | 2,510 | 10,577 |
| Subscriptions/reference materials | 11,931 | 2,040 | 1,143 | 3,183 | 15,114 |
| Postage | - | 254 | 3,144 | 3,398 | 3,398 |
| Recruitment | - | 1,343 | - | 1,343 | 1,343 |
| Repairs and maintenance | 1,456 | 243 | 206 | 449 | 1,905 |
| Bank and credit card fees | - | 7,287 | - | 7,287 | 7,287 |
| Dues/fees/licenses | 1,233 | 4,405 | 95 | 4,500 | 5,733 |
| Staff development | 6,690 | 16,827 | 370 | 17,197 | 23,887 |
| Total Expenses | \$ 2,628,173 | \$ 381,588 | \$ 412,991 | \$ 794,579 | \$ 3,422,752 |

The accompanying notes are an integral part of these financial statements.

WASHINGTON OFFICE ON LATIN AMERICA

STATEMENT OF FUNCTIONAL EXPENSES

FOR THE YEAR ENDED DECEMBER 31, 2016

| Expenses | Program Services | Supporting Services | | Total Supporting Services | Total Expenses |
|-------------------------------------|---------------------|-------------------------------|-------------------|---------------------------------|---------------------|
| | | General and Administrative | Fundraising | | |
| Salaries | \$ 1,347,691 | \$ 135,073 | \$ 181,472 | \$ 316,545 | \$ 1,664,236 |
| Employee benefits and payroll taxes | 309,578 | 31,013 | 41,979 | 72,992 | 382,570 |
| Occupancy | 220,760 | 22,269 | 29,915 | 52,184 | 272,944 |
| Travel | 426,107 | 16,837 | 22,988 | 39,825 | 465,932 |
| Consultants | 334,049 | - | 2,000 | 2,000 | 336,049 |
| Meetings and receptions | 26,962 | 7,436 | 28,704 | 36,140 | 63,102 |
| Communications | 34,910 | - | 4,056 | 4,056 | 38,966 |
| Printing and publications | 35,048 | 1,980 | 16,429 | 18,409 | 53,457 |
| Depreciation and amortization | 26,228 | 2,629 | 3,532 | 6,161 | 32,389 |
| Professional services | 21,990 | 75,336 | 2,230 | 77,566 | 99,556 |
| Telephone | 36,252 | 5,210 | 4,866 | 10,076 | 46,328 |
| Equipment rental/purchase | 4,674 | 693 | 449 | 1,142 | 5,816 |
| Office supplies | 7,763 | 1,269 | 1,200 | 2,469 | 10,232 |
| Taxes and insurance | 8,514 | 870 | 1,152 | 2,022 | 10,536 |
| Subscriptions/reference materials | 11,857 | 779 | 926 | 1,705 | 13,562 |
| Postage | 450 | 255 | 2,761 | 3,016 | 3,466 |
| Recruitment | 3,202 | 12,764 | 669 | 13,433 | 16,635 |
| Repairs and maintenance | 15 | 4,924 | - | 4,924 | 4,939 |
| Bank and credit card fees | 705 | 69 | 87 | 156 | 861 |
| Dues/fees/licenses | - | 5,215 | - | 5,215 | 5,215 |
| Staff development | 1,000 | 1,436 | 114 | 1,550 | 2,550 |
| Total Expenses | \$ 2,857,755 | \$ 326,057 | \$ 345,529 | \$ 671,586 | \$ 3,529,341 |

The accompanying notes are an integral part of these financial statements.

WASHINGTON OFFICE ON LATIN AMERICA

STATEMENTS OF CASH FLOWS

FOR THE YEARS ENDED DECEMBER 31, 2017 AND 2016

| | <u>2017</u> | <u>2016</u> |
|--|---------------------|--------------------|
| CASH FLOWS FROM OPERATING ACTIVITIES | | |
| Change in net assets | \$ (772,188) | \$ 1,280,616 |
| Adjustments to reconcile change in net assets to net cash - operating activities: | | |
| Depreciation and amortization | 66,852 | 32,389 |
| Unrealized (gains) on investments | (53,480) | (29,260) |
| (Increase) decrease in: | | |
| Grants and contracts receivable | 354,185 | (1,222,785) |
| Pledges receivable | (7,500) | 9,000 |
| Contributions receivable | (68,419) | 98,295 |
| Other receivables | (8,455) | 22,202 |
| Prepaid expenses and other | 4,621 | (6,596) |
| Security deposits | 2,866 | - |
| Increase (decrease) in: | | |
| Accounts payable and accrued expenses | 20,827 | 9,437 |
| Deferred revenue | 24,401 | (13,047) |
| Deferred rent and lease incentive | 215,848 | (46,747) |
| | <u>\$ (220,442)</u> | <u>\$ 133,504</u> |
| CASH FLOWS FROM INVESTING ACTIVITIES | | |
| Purchase of investments - reinvested dividends and earnings | \$ (18,801) | \$ (17,201) |
| Purchase of property and equipment | (204,295) | (23,425) |
| | <u>\$ (223,096)</u> | <u>\$ (40,626)</u> |
| NET CHANGE IN CASH | <u>\$ (443,538)</u> | <u>\$ 92,878</u> |
| CASH, BEGINNING OF YEAR | <u>874,618</u> | <u>781,740</u> |
| CASH, END OF YEAR | <u>\$ 431,080</u> | <u>\$ 874,618</u> |

There were no non-cash investing or financing activities during the years ended December 31, 2017 or 2016.

The accompanying notes are an integral part of these financial statements.

WASHINGTON OFFICE ON LATIN AMERICA

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2017 AND 2016

Note 1. **Organization**

Washington Office on Latin America (WOLA or the Organization) was incorporated on July 27, 1981 as a District of Columbia nonprofit organization. The Organization is an independent, locally-controlled organization with a volunteer Board of Directors.

WOLA is a leading research and advocacy organization advancing human rights in the Americas. The Organization envisions a future where public policies protect human rights and recognize human dignity, and where justice overcomes violence. WOLA tackles problems that transcend borders and demand cross-border solutions. The Organization creates strategic partnerships with courageous people making social change – advocacy organizations, academics, religious and business leaders, artists, and government officials. Together, WOLA and its partners advocate for more just societies in the Americas.

Note 2. **Summary of Significant Accounting Policies**

This summary of WOLA's significant accounting policies is presented to assist in understanding the financial statements.

WOLA prepares its financial statements on the accrual basis of accounting. Under this method of accounting, revenue is recognized when earned, and expenses are recognized when the related goods or services are received.

Financial Statement Presentation

Financial statement presentation follows the requirements of the Financial Accounting Standards Board Accounting Standards Codification (ASC) Topic 958-205, Presentation of Financial Statements for Not-for-Profit Entities. Under this guidance, WOLA is required to report information regarding its financial positions and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets.

Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support, depending on the existence and/or nature of any donor restrictions.

Income Taxes

The Internal Revenue Service has determined that WOLA is tax-exempt under Section 501(c)(3) of the Internal Revenue Code. The Organization is subject to a tax on income from any unrelated business. WOLA did not have any unrelated business income during the years ended December 31, 2017 or 2016.

WASHINGTON OFFICE ON LATIN AMERICA

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2017 AND 2016

Note 2. Summary of Significant Accounting Policies (Continued)

Income Taxes (Concluded)

WOLA has adopted the recognition requirements for uncertain income tax positions as required by generally accepted accounting principles, with no cumulative effect adjustment required. Income tax benefits and liabilities are recognized for income tax positions taken or expected to be taken in a tax return, only when it is determined that the income tax position will more-likely-than-not be sustained upon examination by taxing authorities. WOLA has analyzed the tax positions taken for filing with the Internal Revenue Service and all state jurisdictions where it operates. WOLA believes that income tax filing positions will be sustained upon examination and does not anticipate any adjustments that would result in a material adverse effect on WOLA's financial condition, results of operations or cash flows. Accordingly, WOLA has not recorded any reserves, or related accruals for interest and penalties for uncertain income tax positions at December 31, 2017 or 2016.

Cash and Cash Equivalents

For financial statement purposes, WOLA considers all interest bearing deposits, except for cash and money market funds held in professionally managed investment accounts, to be cash equivalents.

Financial Instruments and Credit Risk

WOLA maintains its cash and cash equivalents with a commercial financial institution in which the aggregate balance may exceed, at times, the Federal Deposit Insurance Corporation (FDIC) insured limit of \$250,000 per depositor per institution. WOLA has never experienced, nor does management anticipate, any losses on its funds.

Credit risk associated with accounts receivable and promises to give is considered to be limited due to high historical collection rates.

Investments are monitored by the Investment Committee of the Board of Directors. Although the fair values of investments are subject to fluctuation on a year-to-year basis, WOLA believes that the investment policies and guidelines are prudent for the long-term welfare of the organization.

Fair Value

The carrying amounts reflected in the financial statements for cash and cash equivalents accounts approximate the respective fair values due to the short maturities of those instruments.

WASHINGTON OFFICE ON LATIN AMERICA

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2017 AND 2016

Note 2. Summary of Significant Accounting Policies (Continued)

Fair Value (Concluded)

In accordance with the ASC, WOLA has categorized its financial instruments, based on the priority of the inputs to the valuation technique, into a three-level fair value hierarchy. The fair value hierarchy gives the highest priority to quoted prices in active markets for identical assets or liabilities (Level 1) and the lowest priority to unobservable inputs (Level 3). If the inputs used to measure the financial instrument fall within different levels of the hierarchy, the categorization is based on the lowest level input that is significant to the fair value measurement of the instrument. Investments recorded in the Statements of Financial Position are categorized based on the inputs to valuation techniques as follows:

- Level 1. These are investments where values are based on unadjusted quoted prices for identical assets in an active market that WOLA has the ability to access.
- Level 2. These are investments where values are based on quoted prices in markets that are not active, or model inputs that are observable either directly or indirectly for substantially the full-term of the investments.
- Level 3. These are investments where values are based on prices or valuation techniques that require inputs that are both unobservable and significant to the overall fair value measurement. These inputs reflect assumptions by management about what market participants would use in pricing the investments. These investments include non-readily marketable securities that do not have an active market.

Property and Equipment, Leasehold Improvements, Depreciation and Amortization

Property and equipment, including software, and leasehold improvements with an original cost of \$2,000 or more, are carried at cost, or if donated, at the approximate fair market value at the date of donation. Items with an original cost or fair market value at the date of donation of less than \$2,000 are expensed when acquired. Depreciation is provided for in amounts sufficient to relate the cost of depreciable assets to operations over their estimated service lives using a straight-line method from three to seven years for property and equipment, and over the life of the lease in the case of leasehold improvements.

Donated Materials and Services

WOLA records the value of donated goods and services when there is an objective basis available to measure their value and when WOLA would have otherwise had to purchase the goods or services. During 2017 and 2016, WOLA received donated services valued at \$3,000 and \$73,209, respectively. These services are included in professional services in the Statement of Functional Expenses.

WOLA generally pays for services requiring specific expertise. While many individuals volunteer their time and perform a variety of tasks that assist WOLA in its work, these services do not meet the criteria for recognition as contributed services.

Grants, Contributions, Pledges and Other Receivables

Grants, contributions and pledges received are recognized when the donor makes a promise to give to WOLA that is, in substance, unconditional. All other donor-restricted support is reported as an increase in temporarily or permanently restricted net assets, depending on the nature of the restriction. When a restriction expires (that is, when a stipulated time restriction ends or the purpose of the restriction is accomplished), temporarily restricted net assets are reclassified to unrestricted net assets and reported in the Statement of Activities and Changes in Net Assets as net assets released from restrictions.

WASHINGTON OFFICE ON LATIN AMERICA

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2017 AND 2016

Note 2. Summary of Significant Accounting Policies (Concluded)

Grants, Contributions, Pledges and Other Receivables (Concluded)

Other accounts receivable are recorded at the lower of cost or fair value. The risk of loss on the receivables is the balance due at the time of default. All receivables are unsecured.

WOLA uses the allowance method to determine uncollectible grants, contributions, pledges and other receivables. The allowance is based on prior years' experience and management's analysis of specific promises made. Management has determined that no allowance is necessary as of December 31, 2017 or 2016.

WOLA's revenue stream varies from year to year due to the fact that WOLA has throughout its history received large grants in a particular year that are then disbursed over a period of one to five years. This revenue stream results in WOLA reflecting income in one year, generally followed by one to five years of losses as WOLA disburses the funds to comply with grant requirements.

Deferred Revenue

Deferred revenue represents payments received for services that have not yet been performed.

Classification of Net Assets

WOLA's net assets are reported as follows:

- Unrestricted net assets represent the portion of expendable funds that are available for the general support of WOLA's operations.
- Temporarily restricted net assets represent amounts that are specifically restricted by donors or grantors for various purposes or time periods.

Functional Allocation of Expenses

The costs of providing the various programs and supporting services have been summarized on a functional basis in the Statements of Activities and Changes in Net Assets. Costs that can be identified with a particular program or support function are charged directly to that program or function. Salaries and related costs have been allocated among the programs and supporting services based upon timesheets and management's best estimates of the proportion of these costs applicable to each program. Other allocable costs have been allocated to program expenses and supporting services based upon management's best estimates.

Use of Estimates

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

Reclassifications

A time restricted grant in the prior year's financial statements was recorded as unrestricted. It has been reclassified as restricted for current year's presentation. The reclassification had no effect on the previously reported total change in net assets.

WASHINGTON OFFICE ON LATIN AMERICA

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2017 AND 2016

Note 3. Investments

WOLA invests in professionally managed portfolios. Such investments are exposed to various risks such as interest rate, market and credit. Due to the level of risk associated with such investments and the level of uncertainty related to changes in the value of such investments, it is at least reasonably possible that changes in risks in the near term could materially affect investment balances and the amounts reported in the financial statements.

Investment securities are carried at fair value based on quoted prices in active markets (all Level 1 inputs) and consist of the following at December 31:

| | 2017 | | 2016 | |
|--------------|-------------------|-------------------|-------------------|-------------------|
| | Cost | Fair Value | Cost | Fair Value |
| Equity funds | \$ 208,390 | \$ 325,646 | \$ 217,438 | \$ 268,753 |
| Bond funds | 523,412 | 518,161 | 501,646 | 504,798 |
| REIT funds | 31,544 | 43,055 | 26,138 | 41,030 |
| | <u>\$ 763,346</u> | <u>\$ 886,862</u> | <u>\$ 745,222</u> | <u>\$ 814,581</u> |

Return on investments and interest income on bank accounts consists of the following for the years ended December 31:

| | 2017 | 2016 |
|------------------------|------------------|------------------|
| Interest and dividends | \$ 18,805 | \$ 17,081 |
| Capital gains | 320 | 509 |
| Net unrealized gains | <u>53,480</u> | <u>29,260</u> |
| Total Return | <u>\$ 72,605</u> | <u>\$ 46,850</u> |

The investment account represents the amount that has been set aside by the Board of Directors as a reserve. Recent market conditions have resulted in an unusually high degree of volatility which could impact the value of the investments after the date of these financial statements.

Note 4. Grants, Contracts and Pledges Receivable

Grants and contracts receivable consisted of the following as of December 31:

| | 2017 | 2016 |
|---------------------------------|---------------------|---------------------|
| Amounts due in: | | |
| Less than one year | \$ 1,418,315 | \$ 1,772,500 |
| One to five years | - | - |
| Grants and contracts receivable | <u>\$ 1,418,315</u> | <u>\$ 1,772,500</u> |

Pledges receivable consisted of the following as of December 31:

| | 2017 | 2016 |
|--------------------|------------------|------------------|
| Amounts due in: | | |
| Less than one year | \$ 78,500 | \$ 41,000 |
| One to five years | <u>15,000</u> | <u>45,000</u> |
| Pledges receivable | <u>\$ 93,500</u> | <u>\$ 86,000</u> |

WASHINGTON OFFICE ON LATIN AMERICA

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2017 AND 2016

Note 5. Property and Equipment

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

| | <u>2017</u> | <u>2016</u> |
|---|-------------------|------------------|
| Leasehold improvements | \$ 199,952 | \$ 235,262 |
| Furniture and equipment | 57,617 | 52,590 |
| Website | <u>43,190</u> | <u>68,600</u> |
| | \$ 300,759 | \$ 356,452 |
| Less, accumulated depreciation and amortization | <u>(88,672)</u> | <u>(281,808)</u> |
| Net Property and Equipment | <u>\$ 212,087</u> | <u>\$ 74,644</u> |

Depreciation expense totaled \$16,177 and \$15,399 for years ended December 31, 2017 and 2016, respectively.

Note 6. Tax Shelter Annuity Plan

WOLA has adopted a plan to purchase annuity contracts for its employees under the provisions of Section 403(b) of the Internal Revenue Code. The plan was issued by TIAA-CREF. The annual plan contribution is up to a five percent matching contribution of eligible employees' salaries. Retirement plan expense for the years ended December 31, 2017 and 2016 was \$45,558 and \$56,136 respectively.

Note 7. Lease Commitments, Deferred Rent and Deferred Lease Incentive

WOLA signed a lease for office space in December 2007, with a commencement date of July 1, 2008 and an expiration date of June 30, 2018. The lease agreement was renegotiated and extended in December 2016 with amendments in April and November of 2017. The lease extension commenced on July 1, 2017 and expires on June 30, 2024. The extended lease agreement provides for:

- a decrease in the square footage that is being rented,
- an annual increase of 2.5% to the base rent,
- an option to extend the lease for an additional five-year term,
- additional rent for the increase in real estate taxes and operating costs over the base year costs for WOLA's proportionate share of such costs,
- rent was abated for the period July through November 2017,
- the security deposit was decreased from \$27,056 to \$24,190, and
- the landlord provided WOLA with an improvement allowance not to exceed \$208,380 to be used for designing and constructing tenant improvements.

Rent expense under this lease will be recognized over the life of the lease on a straight-line basis. Straight-line rent expense over the life of the lease will be \$290,131 for each of the years 2018 through 2023 and \$145,066 for the year ending December 31, 2024. During 2017 the variance between the straight-line rent expense and the rent paid/abated was recorded as deferred rent in the amount of \$121,333.

WASHINGTON OFFICE ON LATIN AMERICA

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2017 AND 2016

Note 7. Lease Commitments, Deferred Rent and Deferred Lease Incentive (Concluded)

As of December 31, 2017 WOLA has incurred \$199,952 of tenant improvements which qualify for the improvement allowance. This amount is recorded as leasehold improvements and deferred lease incentive in the statement of financial position. The leasehold improvements will be amortized over the life of the lease on a straight-line basis. The deferred lease incentive will be amortized against rent expense over the life of the lease on a straight-line basis. For the year ended December 31, 2017, \$13,997 has been recorded as amortization of this deferred lease incentive to reduce rent expense.

WOLA leases office equipment under an agreement, which expires in September 2021. The monthly payment under this lease is \$556. Annual payments are \$6,669.

The future minimum lease payments on an annual basis are as follows:

| Year Ending December 31, | Amount |
|-----------------------------|---------------------|
| 2018 | \$ 295,032 |
| 2019 | 302,256 |
| 2020 | 309,653 |
| 2021 | 315,557 |
| 2022 | 318,300 |
| Thereafter | <u>491,395</u> |
| Total | <u>\$ 2,032,193</u> |

In March 2016, WOLA entered into a sublease agreement for a portion of the office space for a lease term commencing on April 1, 2016 and expiring on September 30, 2017. The rental income is reported as a reduction of occupancy expense. All subleases expired in 2017 and were not renewed. There is no future minimum rental income from subleases.

Note 8. Concentrations

Donors

Two donors accounted for approximately 37% of total revenue in 2017. Three donors accounted for approximately 78% of grants and contracts receivable at December 31, 2017.

Two donors accounted for 53% of total revenue in 2016. Two donors accounted for approximately 77% of grants and contracts receivable at December 31, 2016.

Note 9. Temporarily Restricted Net Assets

Temporarily restricted net assets are available for the following purposes as of December 31:

| | 2016 | Additions | Releases | 2017 |
|--------------------|---------------------|---------------------|---------------------|---------------------|
| Program Activities | \$ 975,850 | \$ 1,596,824 | \$ 1,403,085 | \$ 1,169,589 |
| Time Restricted | 1,544,971 | - | 792,696 | 752,274 |
| Pledges | <u>106,000</u> | <u>80,500</u> | <u>78,000</u> | <u>108,500</u> |
| Total | <u>\$ 2,626,821</u> | <u>\$ 1,677,324</u> | <u>\$ 2,273,782</u> | <u>\$ 2,030,363</u> |

WASHINGTON OFFICE ON LATIN AMERICA

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2017 AND 2016

Note 9. Temporarily Restricted Net Assets (Concluded)

| | <u>2015</u> | <u>Additions</u> | <u>Releases</u> | <u>2016</u> |
|--------------------|---------------------|---------------------|---------------------|---------------------|
| Program Activities | \$ 918,396 | \$ 2,089,953 | \$ 2,032,499 | \$ 975,850 |
| Time Restricted | 354,241 | 1,623,750 | 433,020 | 1,544,971 |
| Pledges | <u>95,000</u> | <u>57,000</u> | <u>46,000</u> | <u>106,000</u> |
| Total | <u>\$ 1,367,637</u> | <u>\$ 3,770,703</u> | <u>\$ 2,511,519</u> | <u>\$ 2,626,821</u> |

Note 10. Subsequent Events

Management has evaluated subsequent events through May 2, 2018, the date on which the financial statements were available to be issued. Management determined that no subsequent event has occurred that requires disclosure in the financial statements.