

AUDITED FINANCIAL STATEMENTS

Years ended June 30, 2020 and 2019



WAMC

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INDEPENDENT AUDITOR'S REPORT

To the Board of Trustees WAMC

Financial Statements: We have audited the accompanying financial statements of WAMC (a nonprofit public telecommunications entity), which comprise the statements of financial position as of June 30, 2020 and 2019, and the related statements of activities 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.

Auditor's 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 WAMC as of June 30, 2020 and 2019, 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.

Albany, New York October 13, 2020

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WAMCSTATEMENTS OF FINANCIAL POSITION June 30, 2020 and 2019

	2020	2019
ASSETS		
CURRENT ASSETS Cash and cash equivalents Pledges receivable Underwriting and other receivables Other current assets	\$ 3,953,482 74,023 363,239 319,818	\$ 2,587,757 111,203 463,110 362,939
Total current assets	4,710,562	3,525,009
NET PROPERTY AND EQUIPMENT	5,060,689	5,223,742
INVESTMENTS	1,238,251	1,255,999
	\$11,009,502	\$10,004,750
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES Accounts payable Accrued compensation costs Deferred revenue Note payable, current portion Other current liabilities	\$ 119,981 360,521 220,699 289,697 65,734	\$ 47,184 348,112 349,939 - 78,085
Total current liabilities	1,056,632	823,320
NOTE PAYABLE, net of current portion	369,003	-
NET ASSETS Net assets without donor restriction	9,583,867 \$11,009,502	9,181,430 \$10,004,750

WAMC STATEMENTS OF ACTIVITIES Years Ended June 30, 2020 and 2019

2020	2019
REVENUE AND OTHER SUPPORT	
Programming:Member support\$4,010,963Underwriting2,776,763	\$3,558,278 3,198,045
Total programming 6,787,726	6,756,323
Grants:Corporation for Public Broadcasting517,142New York State Education Department59,516Programming and other grants115,000	414,695 58,471 135,017
Total grants	608,183
Other revenues:Performing arts studio159,391Rental revenue124,623Other support and revenue91,715	199,160 138,719 119,640
Total revenue and other support 7,855,113	7,822,025
EXPENSES Dragger and income	
Program services:Programming and production3,065,983Broadcasting1,426,972Program information319,649	2,949,729 1,408,968 289,289
Total program services 4,812,604	4,647,986
Supporting services: Fund raising 1,861,982 Management and general 782,302	2,019,809 868,512
Total supporting services	2,888,321
Total expenses	7,536,307
CHANGE IN NET ASSETS BEFORE INVESTMENT TRANSACTIONS 398,225	285,718
REALIZED AND UNREALIZED GAINS ON INVESTMENTS 4,212	30,021
CHANGE IN NET ASSETS 402,437	315,739
Net assets, beginning of year	8,865,691
Net assets, end of year \$9,583,867	\$9,181,430

WAMC STATEMENTS OF CASH FLOWS Years Ended June 30, 2020 and 2019

	2020	2019
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ 402,437	\$ 315,739
Adjustments to reconcile change in net assets to		
net cash provided by operating activities:		
Depreciation	463,596	481,947
Donation of securities	(78,829)	(34,434)
Realized and unrealized gains on investments	(4,212)	(30,021)
Changes in:		
Pledges receivable	37,180	(46,338)
Underwriting and other receivables	99,871	48,900
Other current assets	43,121	(202,211)
Accounts payable	72,797	(62,373)
Accrued compensation costs	12,409	16,665
Deferred revenue	(129,240)	7,865
Other current liabilities	(12,351)	(12,487)
Net cash provided by operating activities	906,779	483,252
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of investments	(276,498)	(327,560)
Proceeds from sale of investments	377,287	374,798
Acquisition of property and equipment	(300,543)	(339,676)
Net cash used in investing activities	(199,754)	(292,438)
CASH FLOWS FROM FINANCING ACTIVITIES		
Proceeds from note payable	658,700	
Net cash provided by financing activities	658,700	
Change in cash and cash equivalents	1,365,725	190,814
Cash and cash equivalents, beginning of year	2,587,757	2,396,943
Cash and cash equivalents, end of year	\$ 3,953,482	\$ 2,587,757

NOTE 1: ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES

<u>Organization</u> - WAMC is a nonprofit public telecommunications entity, organized in 1981, with broadcasting coverage in New York State and western New England. As a publicly supported radio station, WAMC receives substantially all of its support and revenue from listeners, corporate underwriters, and under various federal and state grants.

<u>Basis of Accounting</u> - WAMC's financial statements are prepared in accordance with generally accepted accounting principles and the principles of accounting and financial reporting for public telecommunications entities issued by the Corporation for Public Broadcasting (CPB). Under CPB accounting principles, the Statement of Activities is intended to present functional type expenditure classifications, which reflect both program and supporting services. The specific program and supporting services functional classifications, as presented in the financial statements, are defined by CPB.

<u>Financial Statement Presentation</u> - The financial statements of WAMC follow generally accepted accounting principles which establish standards for financial reporting by not-for-profit organizations and require that resources be classified for accounting and reporting purposes into certain net asset categories according to externally (donor) imposed restrictions. Accordingly, when applicable, WAMC records contributions received as net assets with donor restriction or net assets without donor restriction depending on the existence and/or nature of any donor restrictions.

<u>Cash and Cash Equivalents</u> - WAMC considers all highly liquid investments (such as money market accounts) to be cash equivalents. WAMC places its cash with high quality financial institutions. Cash balances, however, are generally in excess of FDIC insurance limits.

<u>Receivables</u> - Receivables, which principally arise from on-air acknowledgements of corporate underwriting, are periodically evaluated by management for collectability. Management has elected to record bad debt expense using the direct write-off method. At such time as underwriting or other receivables are determined to be uncollectible, accounts are written-off to bad debts. Generally accepted accounting principles require that the allowance method be used to reflect bad debt expense. However, the effect of the use of the direct write-off method is not materially different from the results that would have been obtained had the allowance method been followed. Pledges receivable, as more fully disclosed under Note 2, principally arise from member fund drives. Multi-year pledges, when applicable, are stated at fair value, using the present value of estimated future cash flows discounted at an appropriate rate.

<u>Other Current Assets</u> - Other current assets are principally comprised of amounts paid to program producers (for programming to be provided subsequent to the end of the fiscal year) and certain prepaid insurance costs.

<u>Property and Equipment</u> - As more fully disclosed under Note 3, property and equipment, including broadcast licenses acquired through the acquisition of property and equipment, is recorded at cost or, if donated, at fair value determined at date of acquisition. The carrying amounts of assets, and the related accumulated depreciation, are removed from the accounts at the time of asset disposition. Depreciation of property and equipment is computed utilizing the straight-line method over the estimated useful lives of the assets, ranging from 5 to 40 years. Maintenance costs and repairs are charged to expense as incurred.

<u>Investments</u> - Investments in marketable securities are reported at fair value. Fair value is the price that would be received to sell an asset in an orderly transaction between market participants at the measurement date. Realized and unrealized gains and losses are included in the Change in Net Assets for each year within the Statements of Activities. Interest and dividends are included in the Statements of Activities as a component of Other Revenues.

NOTE 1: ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES (Continued)

<u>Accrued Compensation Costs</u> - The liability account Accrued Compensation Costs includes salaries and related benefits earned by employees, but not yet paid, as of WAMC's fiscal year end.

<u>Barter Transactions</u> - WAMC provides certain broadcast services (principally underwriting) in exchange for certain vendor equipment, merchandise and services. The estimated fair value of the vendor equipment, merchandise or services received and the corresponding obligation to provide broadcast services are both recorded in the financial statements. Deferred barter costs are expensed or capitalized as they are used, consumed or received. Deferred barter revenue, a component of Deferred Revenue in the Statements of Financial Position, is recognized as the related underwriting is aired.

Revenue and Other Support - WAMC receives substantially all of its support and revenue from listeners, underwriters and under various federal and state grants. Member contributions, grants, programming and underwriting revenues are recorded as revenue in the period earned. Other support and revenue, a component of revenues on the statements of activities, was principally comprised of gifts under an automobile donation program and certain in-kind contributions.

<u>Income Taxes</u> - WAMC is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code. WAMC follows guidance issued by the Financial Accounting Standards Board regarding accounting for uncertainty in income taxes. The income tax positions taken by WAMC for any years open under the various statutes of limitations are that WAMC continues to be exempt from income taxes.

<u>Estimates and Assumptions</u> - The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements. Estimates also affect the reported amounts of revenues and expenses. Actual results could differ from those estimates.

<u>Subsequent Events</u> - Subsequent events have been evaluated through October 13, 2020, the date the financial statements were available to be issued.

<u>COVID-19 Pandemic</u> - Global and domestic responses to COVID-19 continue to rapidly evolve. Given the fluid nature of COVID-19 and the ongoing collective response to the outbreak, management is unable to determine the financial impact on WAMC. Management acknowledges, however, that COVID-19 could be disruptive and have an impact on its revenue, public support, and other activities.

<u>Reclassifications</u> - Certain 2019 financial statement line items have been reclassified to conform with the current year's presentation.

NOTE 2: PLEDGES RECEIVABLE

Pledges receivable principally include contributions and other commitments from various businesses, foundations, and individuals received in connection with WAMC's member fund drives. During the years ended June 30, 2020 and 2019, WAMC completed three member fund drives in each year – one in October, one in February, and one in June. The timing of the June fund drives is such that \$74,023 and \$111,203 was recognized as pledges receivable at June 30, 2020 and 2019, respectively, with the pledges receivable generally collected in July and August of the following fiscal year.

NOTE 3: PROPERTY AND EQUIPMENT

Property and equipment is comprised of the following:

	June 30				
	2020	2019			
Land	\$ 1,063,725	\$ 1,063,725			
Buildings and improvements	3,394,576	3,276,401			
Studio and other broadcast equipment	7,677,944	7,509,323			
Furniture and office equipment	1,055,980	1,042,233			
Transportation equipment	119,341	119,341			
	13,311,566	13,011,023			
Less accumulated depreciation	8,250,877	7,787,281			
Net property and equipment	\$ 5,060,689	\$ 5,223,742			

Depreciation expense was \$463,596 and \$481,947 for the years ended June 30, 2020 and 2019, respectively.

NOTE 4: INVESTMENTS

WAMC's financial reporting framework provides for a fair value hierarchy which prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets (Level 1 measurements) and the lowest priority to unobservable inputs (Level 3 measurements). The three levels of the fair value hierarchy are described as follows:

- <u>Level 1</u> inputs are unadjusted quoted market prices in active markets that are accessible at the measurement date for identical assets.
- <u>Level 2</u> inputs are inputs (other than quoted prices included in Level 1) that are observable for the asset, either directly or indirectly.
- <u>Level 3</u> inputs to the valuation methodology are unobservable and significant to the fair value measurement.

The asset's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used are designed to maximize the use of observable inputs and minimize the use of unobservable inputs.

A description of the valuation methodologies consistently used for investments follows:

Common stocks, corporate bonds and U.S. government securities: Valued at the closing price reported on the active market on which the individual securities are traded.

Mutual funds: Valued at the net asset value (NAV) of shares held.

NOTE 4: INVESTMENTS (Continued)

All of WAMC's investments at both June 30, 2020 and 2019 were classified utilizing Level 1 inputs.

The following table sets forth WAMC's investments:

	June 30, 2020					June 30, 2019						
	•	Fair Market Value		Cost Basis	U	nrealized Gain (Loss)		Fair Market Value		Cost Basis	Uı	nrealized Gain (Loss)
Equity Securities Equity Mutual Funds	\$	610,393 247.061	\$	490,072 179,865	\$		\$	637,567 234,086	\$	491,707 155,788	\$	145,860 78,298
Debt Security Mutual Funds Other Mutual Funds		311,396 69,401		318,040 68,190		(6,644) 1,211		320,018 64,328		327,912 56,982		(7,894) 7,346
	\$	1,238,251	\$ ^	1,056,167	\$	182,084	\$	1,255,999	\$ ^	1,032,389	\$	223,610

Realized and unrealized net gains on investment transactions, as presented in the Statements of Activities, are comprised of the following:

	Year E	nded June 30
	2020	2019
Realized gain	\$ 45,738	\$ 100,684
Unrealized loss	(41,526	(70,663)
Net gains	\$ 4,212	\$ 30,021

WAMC's investments are exposed to a variety of market uncertainties, including interest rate and credit risks. The level of risk is such that it is possible that changes in the values of WAMC's investments could occur in the near term and such changes could materially affect the future amounts reported in the financial statements.

NOTE 5: LINE OF CREDIT BORROWINGS

WAMC is a party to a 2017 revolving line of credit agreement with NBT Bank. Under the agreement, WAMC has available a \$500,000 line of credit, collateralized by all business assets. The agreement provides for borrowings at the prime lending rate (3.25% at June 30, 2020).

There were no borrowings under this credit facility in the years ending June 30, 2020 and 2019.

NOTE 6: NOTE PAYABLE

In April 2020, WAMC received loan proceeds of \$658,700 under the SBA's Paycheck Protection Program ("PPP"). The PPP, established by Congress as part of the Coronavirus Aid, Relief and Economic Security Act ("CARES Act"), provides for loans to qualifying businesses and not-for-profit organizations for amounts up to 2.5 times the average monthly payroll expenses of the qualifying entity. PPP Loans are forgivable, as long as the borrower uses the loan proceeds for eligible purposes, including payroll, benefits, rent and utilities, and maintains certain payroll metrics.

NOTE 6: NOTE PAYABLE (Continued)

The PPP Loan is evidenced by a promissory note, dated as of April 16, 2020, between WAMC, as Borrower, and NBT Bank, as Lender. The interest rate on the Note is fixed at 1% per annum, however no payments of principal or interest are due during the six-month period beginning on the date of the Note.

WAMC intends to use the proceeds for purposes consistent with the PPP guidelines. In order to obtain full forgiveness of the PPP Loan, WAMC must provide satisfactory documentation in accordance with applicable Small Business Administration guidelines. WAMC will be obligated to repay any portion of the principal amount of the Note that is not forgiven. The amount not forgiven is payable in monthly payments, beginning in November 2020, and continuing monthly until 24 months from the date of the Note.

WAMC is permitted to prepay the Note at any time without payment of any premium.

Future minimum principal payments under the Note, if not forgiven, are as follows:

Years Ending June 30	_	Amount		
2021 2022	\$	289,697 369,003		
	\$	658,700		

NOTE 7: LEASE OBLIGATIONS

WAMC leases various properties in connection with their utilization of broadcasting towers and transmitters at locations in New York and Massachusetts. Leases expire at various dates through 2028. Some of the leases contain renewal provisions with terms similar to the current agreements, and others with terms to be negotiated at the time of renewal. The approximate future minimum lease obligations are as follows:

Years Ending June 30	Amount
2021	\$ 286,000
2022	245,000
2023	208,000
2024	134,000
2025	92,000
Thereafter	103,000
	\$1,068,000

Total expense under all operating leases was approximately \$327,000 and \$345,000 for the years ended June 30, 2020 and 2019, respectively.

NOTE 8: RETIREMENT PLAN

WAMC participates in a salary reduction defined contribution retirement plan administered by TIAA-CREF, which covers all full-time employees. The plan provides that WAMC match each employee's elective deferrals up to 3.5% of total salary. WAMC's policy is to fund retirement expense accrued. Total retirement expense for the years ended June 30, 2020 and 2019 was approximately \$74,000 and \$69,100, respectively. Participant plan contributions are made on a tax-deferred basis in accordance with Section 403(b) of the Internal Revenue Code.

NOTE 9: NET ASSETS

Net assets without donor restriction are comprised of the following:

	June 30				
	2020	2019			
Board Designated First Amendment Fund Other net assets without donor restriction	\$ 958,283 8,625,584	\$ 945,039 8,236,391			
Total net assets without donor restriction	\$9,583,867	\$9,181,430			

In 2005, WAMC's Board of Trustees established the First Amendment Fund to promote and preserve the First Amendment, and the right of free speech that it guarantees, by providing a source of funding to support WAMC if special situations or needs should arise. Use of the First Amendment Fund is at the discretion of the Board of Trustees and, as such, the net assets in the Fund are classified as net assets without donor restriction – board designated.

Subsequent to June 30, 2020, the Board of Trustees established the Capital Improvement and Acquisition Fund in the amount of \$1,500,000 to fund future capital improvements and acquisitions. Use of the Capital Improvement and Acquisition Fund is at the discretion of the Board of Trustees and, as such, will be classified as net assets without donor restriction – board designated.

NOTE 10: DEFERRED GIVING ARRANGEMENTS

WAMC enters into deferred giving agreements with donors to accept and administer various charitable gift annuities. WAMC manages and invests these assets until the agreement expires and the assets are distributed. Split-interest agreements provide for payments to the donors or their beneficiaries based upon either the income earned on related investments or specified annuity amounts. Assets held under these arrangements approximated \$293,000 and \$331,000 at June 30, 2020 and 2019, respectively, and are reported as a component of Investments in the accompanying Statements of Financial Position (see Note 4).

Contribution revenue is recognized at the date the trust or annuity contract is established after recording liabilities for the present value of the estimated future payments expected to be made to the donors and/or other beneficiaries. The liabilities for these arrangements, which approximated \$65,700 and \$78,100 at June 30, 2020 and 2019, respectively, are adjusted annually for amortization of the discount and other changes in the estimate of future payments. Such liabilities are reported as a component of Other Current Liabilities in the accompanying Statements of Financial Position.

NOTE 11: LIQUIDITY AND AVAILABILITY

WAMC's significant financial assets available within one year of the statement of financial position date for general expenditures are as follows:

Cash and cash equivalents	\$3,953,482
Pledges receivable	74,023
Underwriting and other receivables	309,971
Investments	292,586
Net assets available for general expenditures	\$4,630,062

WAMC also has \$500,000 available under a line of credit at June 30, 2020, as described in detail under Note 5. In addition, WAMC generated approximately \$907,000 in operating cash flow in the year ending June 30, 2020. The nature of WAMC's operations is such that there is no reason to believe similar results will not occur in fiscal year 2021.

WAMC NOTES TO FINANCIAL STATEMENTS June 30, 2020 and 2019

NOTE 12: FUNCTIONAL CLASSIFICATION OF EXPENSES

WAMC's functional expenses for the year ending June 30, 2020 are as follows:

		Program Se	Services Supporting Servi		Supporting Services		_
	Programming and <u>Production</u>	Broadcasting	Program <u>Information</u>	Total Program <u>Services</u>	Fund <u>Raising</u>	Management and <u>General</u>	June 30, 2020 <u>Totals</u>
Salaries	\$1,148,847	\$ 395,379	\$ 94,783	\$1,639,009	\$1,259,041	\$ 229,124	\$3,127,174
Other payroll related expenses	243,145	81,513	26,224	350,882	225,177	52,172	628,231
Professional and consulting services	10,021	35,400	2,187	47,608	2,429	40,534	90,571
Office supplies	3,701	713	-	4,414	2,628	11,568	18,610
Telephone	29,503	19,774	1,004	50,281	14,558	11,200	76,039
Rentals	26,022	378,851	-	404,873	651	17,238	422,762
Building supplies and expense	-	17,023	-	17,023	-	7,425	24,448
Travel	22,670	5,114	79	27,863	18,141	2,890	48,894
Program acquisition and production costs	1,298,518	30,000	51,684	1,380,202	-	-	1,380,202
Printing and publications	54,058	-	101,128	155,186	34,088	3,800	193,074
Utilities	39,040	127,512	-	166,552	-	46,503	213,055
Insurance	53,816	35,585	8,531	97,932	15,684	26,199	139,815
Depreciation	19,935	256,832	-	276,767	-	186,829	463,596
Postage and shipping	468	260	-	728	41,948	14,812	57,488
Premiums	-	-	-	-	64,120	-	64,120
Repairs and maintenance	45,270	28,092	-	73,362	1,325	64,515	139,202
Dues and subscriptions	37,287	4,383	-	41,670	42,857	9,485	94,012
Computer networking	15,338	5,409	13,177	33,924	12,680	16,225	62,829
Credit card charges	-	-	-	-	98,091	24,584	122,675
Other expenses	18,344	5,132	20,852	44,328	28,564	17,199	90,091
	\$3,065,983	\$1,426,972	\$319,649	\$4,812,604	\$1,861,982	\$ 782,302	\$ 7,456,888

NOTE 12: FUNCTIONAL CLASSIFICATION OF EXPENSES (Continued)

WAMC's functional expenses for the year ending June 30, 2019 are as follows:

	Program Services				Supporting Services		
	Programming and <u>Production</u>	Broadcasting	Program Information	Total Program Services	Fund <u>Raising</u>	Management and <u>General</u>	June 30, 2019 <u>Totals</u>
Salaries	\$ 1,068,516	\$ 386,152	\$ 87,663	\$1,542,331	\$1,430,917	\$ 260,686	\$ 3,233,934
Other payroll related expenses	228,709	84,924	23,516	337,149	233,219	62,541	632,909
Professional and consulting services	7,162	19,741	-	26,903	4,275	46,823	78,001
Office supplies	8,614	1,904	747	11,265	3,762	11,859	26,886
Telephone	24,961	15,366	787	41,114	12,434	11,665	65,213
Rentals	31,823	399,025	-	430,848	163	17,609	448,620
Building supplies and expense	-	-	-	-	-	8,561	8,561
Travel	33,081	4,918	95	38,094	31,047	8,223	77,364
Program acquisition and production costs	1,243,669	30,000	49,936	1,323,605	-	-	1,323,605
Printing and publications	82,404	-	101,949	184,353	33,881	13,426	231,660
Utilities	40,427	129,450	-	169,877	-	50,413	220,290
Insurance	48,380	30,032	7,590	86,002	12,562	24,314	122,878
Depreciation	20,724	264,589	-	285,313	-	196,634	481,947
Postage and shipping	264	788	292	1,344	32,362	14,364	48,070
Premiums	-	-	-	-	68,796	-	68,796
Repairs and maintenance	45,569	29,338	-	74,907	2,721	69,957	147,585
Dues and subscriptions	38,214	3,676	20	41,910	28,509	7,478	77,897
Computer networking	14,008	4,467	12,026	30,501	13,580	12,497	56,578
Credit card charges	-	-	-	-	86,338	22,974	109,312
Other expenses	13,204	4,598	4,668	22,470	25,243	28,488	76,201
	\$2,949,729	\$1,408,968	\$ 289,289	\$4,647,986	\$2,019,809	\$ 868,512	\$7,536,307

Certain functional expenses, including salaries and other payroll related expenses, are allocated by management utilizing an allocation methodology based on estimated time worked by personnel in each category. All remaining expenses are reported to each program and support function based on actual expense incurred.