# ORAL HISTORY ASSOCIATION FINANCIAL STATEMENTS AND INDEPENDENT ACCOUNTANT'S REVIEW REPORT YEARS ENDED DECEMBER 31, 2023 AND 2022

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### INDEPENDENT ACCOUNTANT'S REVIEW REPORT YEARS ENDED DECEMBER 31, 2023 AND 2022

### **TABLE OF CONTENTS**

	PAGE
INDEPENDENT ACCOUNTANT'S REVIEW REPORT	1
FINANCIAL STATEMENTS	
Statements of Financial Position	2
Statements of Activities	3
Statements of Functional Expenses	4
Statements of Cash Flows	5
Notes to Financial Statements	6 – 12



### INDEPENDENT ACCOUNTANT'S REVIEW REPORT

To the Board of Directors of Oral History Association

I have reviewed the accompanying financial statements of Oral History Association (a nonprofit organization), which comprise the statements of financial position as of December 31, 2023 and 2022, and the related statements of activities, functional expenses and cash flows for the years then ended, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, I do not express such an opinion.

### 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.

### Accountant's Responsibility

My responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require me to perform procedures to obtain limited assurance as a basis for reporting whether I am aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. I believe that the results of my procedures provide a reasonable basis for my conclusion.

I am required to be independent of Oral History Association and to meet my other ethical responsibilities, in accordance with the relevant ethical requirements related to my review.

#### Accountant's Conclusion

Based on my review, I am not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

Murfreesboro, Tennessee

August 5, 2024

### ORAL HISTORY ASSOCIATION STATEMENTS OF FINANCIAL POSITION DECEMBER 31, 2023 AND 2022

ASSETS	2023	2022
Current Assets Cash and cash equivalents Accounts receivable Prepaid expenses Investments	\$ 86,022 8,794 15,985 797,009	\$ 211,544 33,747 14,886 684,134
Total Assets	\$ 907,810	\$ 944,311
LIABILITIES AND NET ASSETS  Current Liabilities  Accounts payable and accrued expenses  Contract liabilities	\$ 28,962 51,110	\$ 147,885 65,549
Total Liabilities	80,072	213,434
Net Assets Without donor restrictions Without donor restrictions (board designated)	30,729 797,009	46,743 684,134
Total Net Assets	827,738	730,877
Total Liabilities and Net Assets	\$ 907,810	\$ 944,311

### ORAL HISTORY ASSOCIATION STATEMENTS OF ACTIVITIES YEARS ENDED DECEMBER 31, 2023 AND 2022

	2	2023		2022	
Unrestricted revenue and support: Publications Membership dues Annual meeting Contributions Grant income Workshops In-kind income Other income Interest and dividends		35,434 86,327 117,348 30,154 204,942 300 109,443 5,205 20,910 610,063	<b>\$</b>	24,579 68,861 76,679 25,918 647,556 1,557 89,965 4,806 11,001 950,922	
Expenses Program services: Member services NEH grant Supporting services: Management and general Fundraising		332,246 195,426 90,447 9,424		342,207 613,674 84,159 9,189	
TOTAL EXPENSES	<del></del>	627,543	1	1,049,229	
CHANGE IN NET ASSETS FROM OPERATIONS		(17,480)		(98,307)	
Nonoperating activities Investment return, net		114,341		(103,949)	
CHANGE IN NET ASSETS		96,861		(202,256)	
NET ASSETS, BEGINNING OF YEAR		730,877		933,133	
NET ASSETS, END OF YEAR	\$	827,738	\$	730,877	

### ORAL HISTORY ASSOCIATION STATEMENTS OF FUNCTIONAL EXPENSES YEARS ENDED DECEMBER 31, 2023 AND 2022

		Year e	nded December	31, 2023			Year e	nded December	31, 2022	
	Member Services	NEH Grant	Management and General	Fundraising	Total	Member Services	NEH Grant	Management and General	Fundraising	Total
Expenses			and General	Tundraising		_ Oel vices	<u> </u>	and General	Tundraising	10(8)
Advocacy	<b>s</b> -	\$ -	\$ -	<b>s</b> -	<b>s</b> -	\$ 2,500	\$ -	<b>s</b> -	\$ -	\$ 2,500
Annual meeting	128,633	-	•	•	128,633	167,269	-	•	_	167,269
Bank charges	-	_	5,805	-	5,805		-	5,586	-	5,586
Contributions and awards	5,200	_	-	-	5,200	•		•	-	-
Council meetings	17,084	-	-	-	17,084	18,478	-	-	-	18,478
Insurance	1,814	_	2,267	454	4,535	238	1,964	2,752	550	5,504
Membership dues	770	-	-	-	770	2,292	1,001	-	-	2,292
Office expense	467	_	583	117	1,167	985	_	1,231	246	2,462
Professional fees	-	_	7,847		7,847	-	-	7,843		7,843
Publications	36,422	_	-	_	36,422	39,529	-	- ,040	_	39,529
Rent expense	4,084	_	4,084	672	8,840	2,597	-	1,655	253	4,505
Scholarships and grant expenses	13,453	195,426	-	-	208,879	14,525	594,416	-,500	-	608,941
Strategic planning	-	100,420	471	_	471	14,020	-	8,390	_	8,390
Technology	14,503	_	2,719	906	18,128	11,983	_	2,247	749	14,979
Transition expense	14,500	_	1,238	-	1,238		_	2,946	-	2,946
Travel	6,148	_	1,200	_	6,148	4,038	-	2,040	_	4,038
Webinar initiatives	-	_	894	_	894	-,,,,,,	2,499	-	-	2,499
Website/marketing		_	12,004	_	12,004	_	_,	623	_	623
Workshops	_	_	-	-		2,003	-	-	-	2,003
Wages and benefits	59,504	-	8,371	_	67,875	-	14,795	2,611	-	17,406
University administration - in-kind	44,164		44,164	7,275	95,603	75,770		48,275	7,391	131,436
TOTAL EXPENSES	\$ 332,246	\$195,426	\$ 90,447	\$ 9,424	\$ 627,543	\$ 342,207	\$613,674	\$ 84,159	\$ 9,189	\$1,049,229

## ORAL HISTORY ASSOCIATION STATEMENTS OF CASH FLOWS YEARS ENDED DECEMBER 31, 2023 AND 2022

	2023	2022
Cash Flows from Operating Activities:		
Change in net assets	\$ 96,861	\$ (202,256)
Adjustments to reconcile change in net assets to		
net cash provided by (used in) operating activities-		
Net realized and unrealized (gain) loss on investments	(114,341)	103,949
(Increase) decrease in:		
Accounts receivable	24,953	3,161
Prepaid expenses	(1,099)	11,244
Increase (decrease) in:		
Accounts payable	(118,923)	101,732
Unearned revenue	(14,439)	5,839
NET CASH (USED IN) PROVIDED BY OPERATING ACTIVITIES	 (126,988)	23,669
Cash Flows from Investing Activities:		
Proceeds from investments, including certificates of deposit	41,158	491,670
Purchase of investments, including certificates of deposit	(39,692)	(435,744)
·	 	
NET CASH PROVIDED BY (USED IN) INVESTING ACTIVITIES	 1,466	55,926_
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	(125,522)	79,595
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	 211,544	131,949
CASH AND CASH EQUIVALENTS, END OF YEAR	\$ 86,022	\$ 211,544

### NOTE 1 - NATURE OF THE ORGANIZATION

Oral History Association (the Organization) is a 501(c)(3) organization incorporated in the State of New York. The Organization is a membership organization that provides a means for effective cooperation among people concerned with documenting and preserving oral history. The Organization engages with policy makers, educators, and others to help foster best practices and encourages support for oral history and oral historians. The Organization also publishes a journal as well as newsletters and pamphlets.

### NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

### **Basis of Presentation**

The accompanying financial statements of the Organization have been prepared on the accrual basis of accounting in accordance with U.S. generally accepted accounting principles (GAAP).

The Organization reports information regarding its financial position and activities according to the following net asset classifications:

<u>Net Assets Without Donor Restrictions</u> – Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the Organization. These assets may be used at the discretion of the Organization's management and council.

<u>Net Assets With Donor Restrictions</u> – Net assets subject to stipulations imposed by donors and grantors. Some donor restrictions may be temporary in nature; those restrictions will be met by actions of the Organization or by the passage of time. Other donor restrictions may be perpetual in nature, where by the donor has stipulated the funds be maintained in perpetuity.

Revenues are reported as increases in net assets without donor restriction unless use of the related assets is limited by donor-imposed restrictions. Expenses are reported as decreases in net assets without donor restriction. Gains and losses on investments and other assets or liabilities are reported as increases or decreases in net assets without donor restrictions unless their used is restricted by explicit donor stipulation or by law. Expirations or donor restrictions on the net assets (i.e., the donor-stipulated purpose has been fulfilled and/or the stipulated time period has elapsed) are reported as reclassifications between the applicable classes of net assets. The Organization has adopted a policy to classify donor restricted contributions as without donor restrictions to the extent that donor restrictions were met in the year the contributions were received.

### Measure of Operations

The statements of activities report all changes in net assets, including changes in net assets from operating and nonoperating activities. Operating activities consist of those items attributable to the Organization's ongoing member services and interest and dividends earned on investments. Nonoperating activities are limited to resources that generate return from investments and other activities considered to be of a more unusual or nonrecurring nature.

### NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

### **Use of Estimates**

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

### Cash and Cash Equivalents

The Organization considers all short-term investments with an original maturity of three months or less to be cash equivalents except for those amounts that are held in the investment portfolio.

### Investments

The Organization carries investments in marketable securities with readily determinable fair values at their fair values in the statements of financial position. Realized and unrealized gains and losses are included as nonoperating activities in the accompanying statements of activities.

Purchases and sales of securities are reflected on a trade-date basis. Gains and losses on sales of securities are based on average cost and are recorded in the statements of activities in the period in which the securities are sold. Interest is recorded when earned. Dividends are accrued as of the ex-dividend date.

### **Income Taxes**

The Organization has received a letter effective June 1968, from the Internal Revenue Service stating that the Organization has been recognized as exempt from Federal Income Taxes under Section 501(c)(3) of the Internal Revenue Code and the Organization has been determined by the Internal Revenue Service not to be a private foundation within the meaning of Section 509(a)(2) of the Internal Revenue Code. No income tax provision has been included in the financial statements. There was no unrelated business income for the years ended December 31, 2023 and 2022.

### Contributions

Contributions received are recorded as net assets without donor restrictions or net assets with donor restrictions, depending on the existence and/or nature of any donor-imposed restrictions. Contributions that are restricted by the donor are reported as an increase in net assets without donor restrictions if the restriction expires in the reporting period in which the contribution is recognized. All other donor restricted contributions are reported as an increase in net assets with donor restrictions, depending on the nature of restriction. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statements of activities as net assets released from restrictions.

### Contributions of Services

Contributions of services are recognized if the services received create or enhance nonfinancial assets or require specialized skills, are provided by individuals possessing these skills, and would typically need to be purchased if not provided by donation.

### NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

### **Grant Revenue**

Grant revenue is recognized when the qualifying costs are incurred for cost-reimbursement grants or contracts or when a unit of service is provided for performance grants. Grant revenue from federal agencies is subject to independent audit under the Office of Management and Budget's audit requirements for federal awards and review by grantor agencies. The review could result in the disallowance of expenditures under the terms of the grant or reduction of future grant funds. The Organization's management believes if any costs were disallowed, those amounts would not materially affect the financial position of the Organization.

### Reclassifications

Certain reclassifications have been made to the 2022 financial statements to conform to the 2023 presentation.

### **NOTE 3 - REVENUES**

Revenue is recognized under *Revenue from Contracts with Customers* (ASC 606) when the Organization transfers the promised goods or services to a customer in an amount that reflects consideration that is expected to be received for those goods and services.

Contract balances – Timing differences among revenue recognition may result in contract assets or liabilities. Contract liabilities on the accompanying statements of financial position totaled \$51,110 and \$65,549 as of December 31, 2023 and 2022, respectively. Deferred revenue represents income from membership dues. The membership dues are deferred when received prior to their annual contract period and amortized over the terms of the membership contract period as earned. Life memberships are deferred and amortized over a period of 20 years, which is estimated to represent the average membership period of members during their lifetime.

Accounts receivable – The Organization accounts for potential losses in accounts receivable using the allowance method. Management believes accounts receivable are fully collectible at December 31, 2023 and 2022. As a result, no allowance for uncollectible accounts has been provided.

Performance obligations and revenue recognition — A performance obligation is a promise in a contract to transfer a distinct good or service to the customer and is the unit of account under ASC 606. The transaction price is allocated to each distinct performance obligation and recognized as revenue when, or as, the performance obligation is satisfied. The Organization's revenue within the scope of ASC 606 consists of revenue from membership dues, publication royalties licensed to a third party, and annual meeting registration fees. The contract performance obligation for membership dues is performed over the respective contract or membership period, which runs for the same period as the Organization's fiscal year. Membership dues include subscription to the *Oral History Review* and related newsletters and other publications. These subscriptions run concurrent to the members' contract period, therefore the Organization does not consider these items to be separate performance obligations. Royalty income for the Organization's license agreement for its publications is recognized under terms of this agreement, which provide for an advance payment at the beginning of the year, with settlement of remaining royalty payments by the end of the year. For the annual meeting registration fees, the contract obligation is satisfied at the time of the meeting over the fiscal year to which the fee relates.

### NOTE 3 - REVENUES (CONTINUED

Practical expedients and exemptions – There are several practical expedient and exemptions allowed under ASC 606 that impact timing of revenue recognition and disclosures. The one practical expedient the Organization applied in the adoption and application of ASC 606 allows the Organization to elect to treat similar contracts as part of a portfolio of contracts. The contracts have the same provision terms and management has the expectation that the results will not be materially different from the consideration of each individual contract.

The following table provides information about significant changes in the contract liabilities for the year ended December 31, 2023:

	Membership dues			ies
		2023		2022
Deferred revenue, beginning of year	\$	65,549	\$	59,710
Revenue recognized that was included in deferred				
revenue at the beginning of year		(37,849)		(37,621)
Increase in deferred revenue due to cash received				
during the period		23,410		43,460
Deferred revenue, end of year	\$	51,110	\$	65,549
·		<del></del>		

### NOTE 4 - LIQUIDITY AND AVAILABILITY OF FINANCIAL ASSETS

The Organization's goal is generally to maintain financial assets to meet one year of operating expenses. As part of its liquidity plan, excess cash is invested in short-term investments, including certificate of deposits or money market accounts.

Financial assets:		
Cash and cash equivalents	\$	86,022
Accounts receivable		8,794
Investments	7	797,009
Financial assets, at year-end		391,825
Less those unavailable for general expenditure within one year Board designated investments for long-term purposes		797,009
Financial assets available to meet cash needs for general expenditures within one year	\$	94,816

### **NOTE 5 - ENDOWMENT**

### **Board-designated Endowment**

For the years ended December 31, 2023, the Council had designated \$797,009 and \$684,134, respectively, of unrestricted net assets as a general endowment fund to support the mission of the Organization. This amount is classified as "Investments" on the accompanying statements of financial position. Since that amount resulted from an internal designation and is without donor restrictions, it is classified and reported as net assets without donor restrictions under the subclassification board-designated endowment.

### NOTE 5 - ENDOWMENT (CONTINUED)

### Return Objectives, Risk Parameter and Spending Policy

The Organization has a spending policy of appropriating for distribution each year 5% of its board-designated endowment fund's average fair value of the prior 12 quarters through the calendar year-end preceding the fiscal year in which the distribution is planned. In establishing this policy, the Organization considered the long-term expected investment return on its endowment. Accordingly, over the long term, the Organization expects the current spending policy to allow its general endowment fund to grow at an average of 5% annually. This is consistent with the Organization's objective to maintain the purchasing power of the endowment assets as well as to provide additional real growth through investment return.

To achieve that objective, the Organization has adopted an investment policy that attempts to maximize total return consistent with an acceptable level of risk. Endowment assets are invested in a well-diversified asset mix, which includes equity and debt securities, that is intended to result in a consistent inflation-protected rate of return that has sufficient liquidity to make an annual distribution of 5%, while growing the fund. Accordingly, the Organization expects its endowment assets, over time, to produce an average rate of return of approximately 8% annually. Actual returns in any given year vary from this amount. Investment risk is measured in terms of the total endowment fund; investment assets and allocations between asset classes and strategies are managed to not expose the fund to unacceptable levels of risk.

The activities in the Organization's board-designated endowment for the years ended December 31 were as follows:

	 2023		2022
Endowment net assets, beginning of year	\$ 684,134	\$	792,756
Endowment investment return:			
Investment income, net of fees	20,886		10,883
Net appreciation (depreciation) in investments	114,341		(103,949)
Contributions	18,806		15,404
Appropriation of endowment assets for			
expenditure - spending rate	 (41,158)	·	(30,960)
Endowment net assets, end of year	\$ 797,009	\$_	684,134

### **NOTE 6 - FAIR VALUE MEASUREMENTS**

The Organization utilizes a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value into three levels:

**Level 1** consists of quoted prices (unadjusted) in active markets for identical assets or liabilities accessible at the measurement date.

**Level 2** includes inputs other than quoted prices in Level 1 directly or indirectly observable for the assets or liabilities.

**Level 3** are unobservable inputs for the assets or liabilities.

### NOTE 6 - FAIR VALUE MEASUREMENTS (CONTINUED)

The following investments are considered Level 1 by the Organization:

	2023	2022
Federal Money Market Fund	\$ 302,338	\$ 328,914
FTSE Social Index Fund	494,671	355,220
	\$ 797,009	\$ 684,134

### NOTE 7 - CONTRACT AND IN-KIND REVENUE

The Organization is party to an agreement with Baylor University (Baylor), whereby Baylor provides the Organization office space and furnishings, computer equipment and software, necessary office equipment and salaries for administrative personnel. The agreement was effective January 1, 2023 and had an initial five-year term from January 1, 2023 through December 31, 2027. Under the agreement the Organization paid Baylor for certain project expenses which are paid on a cost-reimbursable basis as outlined by the agreement. The remainder of the costs incurred by Baylor have been considered an in-kind donation by the Organization. These in-kind costs primarily consist of salaries and benefits for the Executive Director and Assistant Director, who are Baylor employees. In the prior year 2022, the Organization operated under a similar arrangement with Middle Tennessee State University.

The fair value of donated salaries and benefits associated with these agreements was \$95,603 and \$81,422 and the fair value of donated rent was \$8,840 and \$4,505 for the years ended December 31, 2023 and 2022, respectively. In-kind amounts recognized for salaries and benefits are based on budgets provided in the agreement with Baylor. In-kind amounts for rent are based on comparative rates for professional office space in the Waco, Texas area. The Organization recorded in-kind revenue, administration expense, and rent expense for the years ended December 31, 2023 and 2022 for these amounts.

### **NOTE 8 - RISKS AND CONCENTRATIONS**

The Organization maintains deposits at a local financial institution. Deposits at this institution were within U.S. Federal Deposit Insurance Coverage (FDIC) of \$250,000 at December 31, 2023.

### NOTE 9 – FUNCTIONAL ALLOCATION OF EXPENSES

The Organization's operating expenses have been allocated between program, management and general, and fundraising expenses based on direct identification when possible, and allocation if a single expenditure benefits more than one program or function. Expenditures that require allocation are allocated on a personnel-cost basis, based on the estimated time and effort personnel spend in a service area.

### **NOTE 10 - INCOME TAXES**

The Organization applies the guidance on accounting for uncertain tax positions in FASB ASC 740 *Income Taxes*. There were no unrecognized tax benefits or related liabilities at December 31, 2023.

The Organization files Federal Form 990 in the United States. Federal Forms 990 filed before December 31, 2019 are no longer subject to examination.

### **NOTE 11 – SUBSEQUENT EVENTS**

The Organization has evaluated subsequent events through August 5, 2023, which is the date the financial statements were available to be issued. The Organization is not aware of any material subsequent events.