

**Association for the Study of African American Life and History**  
**Audit and Finance Committee**  
**Report to the Executive Council**  
**May 31, 2020**

Members of the Audit and Finance Committees include: Jeff Banks, Natanya Duncan, Gladys Mack, and Gilbert Smith. Ex-Officio: Sylvia Cyrus and Evelyn Brooks Higginbotham.

Since ASALH's last Executive Council (EC) in person meeting in February, the Audit and Finance Committee met several times. The following activities occurred since February 2020.

**Audit:** The draft December 31, 2019 financial statement audit and IRS 990 tax return status will be presented by SB&Company at the June EC meeting. **Both the audit and tax return are to be approved by the EC.** In summary, the audit was able to be completed, along with the annual 990 tax return in time for the June EC meeting. In summary, ASALH had a year-end cash balance of \$276,000, revenue of \$1,545,000 expense of \$1,421,000 for a net income of \$124,000.

**Finance:**

- Financial Statements: The April financials were provided this month and are being reviewed by this committee. See the attached.
- Operations: For April 30, 2020, ASALH generated \$531,161 in revenue (\$414,666 in 2019) and \$446,532 in expenses (\$328,957 in 2019), which resulted in net income of \$84,629 (\$85,709 in 2019). Of the revenue, the highest revenue components were: \$217,000 – luncheon; \$96,000 – membership; \$82,000 publications (JAAH Royalties \$29,000, BHB \$33,000, Posters \$10,000, Books \$1,000. Deferred revenues were \$117,000 as of April 30, 2020, of which \$100,000 represent the NY Life grant and \$17,000 represents Fire subscriptions. The luncheon generated \$38,000 in net income, compared to \$14,000 last year.
- Financial Position: At April 30, 2020, ASALH had \$536,637 in cash and cash equivalents and net assets were approximately \$367,000. Cash, along with Accounts Receivables and Prepaid Expenses total approximately \$556,000. With an estimated \$40,000 monthly cash use, the cash balance covers over 13 months of cash use. The cash balance includes \$64,000 from the Payroll Protection Plan loan. Another \$5,000 was received in May for the Small Business Administration loan. Both loans may be forgiven once ASALH provides financial information to the lenders two months after the loans.
- Accounting and Financial Management: The McIntyre firm continues to provide accounting services for ASALH, including the National Parks Services contracts. As of this report, the Audit and Finance Committee is considering proposals for merchant services.
- Fiscal Year Budget: ASALH has submitted a \$161,000 grant proposal to the National Endowment for the Humanities. To assure that the budget remains balanced, the Audit and Finance Committee is requesting that any non-budgeted items be submitted to the Audit and Finance committee before such items are incurred. The committee is reviewing the 2020 budget due to the impact of the corona virus. Further, this committee is recommending approval of the attached procurement policy during the July EC call meeting.