

FINANCIAL STATEMENTS



**FOR THE YEARS ENDED
DECEMBER 31, 2019 AND 2018**

THE INTERNATIONAL CENTER FOR JOURNALISTS, INC.

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CPAs & ADVISORS

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
The International Center for Journalists, Inc.
Washington, D.C.

We have audited the accompanying financial statements of The International Center for Journalists, Inc. (ICFJ), which comprise the statements of financial position as of December 31, 2019 and 2018, 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.

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 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 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 ICFJ as of December 31, 2019 and 2018, 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.

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MEMBER OF CPAMERICA INTERNATIONAL, AN AFFILIATE OF CROWE GLOBAL
MEMBER OF THE AMERICAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS' PRIVATE COMPANIES PRACTICE SECTION

Other Matter

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The Schedule of Endowment and Quasi-Endowment Investment Activities on page 25 is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

A handwritten signature in cursive script that reads "Gelman Rosenberg & Freedman".

September 14, 2020

THE INTERNATIONAL CENTER FOR JOURNALISTS, INC.

STATEMENTS OF FINANCIAL POSITION
AS OF DECEMBER 31, 2019 AND 2018

ASSETS

	<u>2019</u>	<u>2018</u>
CURRENT ASSETS		
Cash and cash equivalents	\$ 3,585,974	\$ 427,912
Investments (Notes 2 and 11)	8,668,939	9,433,011
Advances and other receivables	372,925	459,166
Grants and pledges receivable (Note 3)	11,835,263	13,640,030
Prepaid expenses	<u>197,884</u>	<u>108,274</u>
Total current assets	<u>24,660,985</u>	<u>24,068,393</u>
FIXED ASSETS		
Furniture and leasehold improvements	116,251	116,251
Office equipment	17,438	17,438
Computer equipment	<u>90,788</u>	<u>90,788</u>
	224,477	224,477
Less: Accumulated depreciation and amortization	<u>(202,849)</u>	<u>(187,163)</u>
Net fixed assets	<u>21,628</u>	<u>37,314</u>
NON-CURRENT ASSETS		
Deposits	23,270	23,270
Intangible asset (website), net of accumulated amortization of \$91,166 and \$13,271, respectively	29,542	107,437
Grants and pledges receivable, net of current maturities and discount (Note 3)	<u>2,942,114</u>	<u>-</u>
Total non-current assets	<u>2,994,926</u>	<u>130,707</u>
TOTAL ASSETS	<u>\$ 27,677,539</u>	<u>\$ 24,236,414</u>

LIABILITIES AND NET ASSETS

	<u>2019</u>	<u>2018</u>
CURRENT LIABILITIES		
Accounts payable and accrued expenses	\$ 1,483,970	\$ 1,139,439
Deferred rent (Note 9)	<u>31,342</u>	<u>23,134</u>
Total current liabilities	<u>1,515,312</u>	<u>1,162,573</u>
NON-CURRENT LIABILITIES		
Deferred rent, net of current portion (Note 9)	<u>132,040</u>	<u>161,843</u>
Total liabilities	<u>1,647,352</u>	<u>1,324,416</u>
NET ASSETS		
Without donor restrictions:		
Undesignated	984,895	884,190
Board designated (Notes 4 and 12):		
Long-Term Reserve Fund	1,167,372	1,066,622
Kay Fanning Visitors' Fund	688,600	614,841
Winship Connection Fund	392,954	338,184
Ruth Ewing Fund	351,101	307,720
President's Fund	<u>193,002</u>	<u>151,976</u>
Total without donor restrictions	3,777,924	3,363,533
With donor restrictions (Notes 5 and 12)	<u>22,252,263</u>	<u>19,548,465</u>
Total net assets	<u>26,030,187</u>	<u>22,911,998</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 27,677,539</u>	<u>\$ 24,236,414</u>

THE INTERNATIONAL CENTER FOR JOURNALISTS, INC.

STATEMENTS OF ACTIVITIES AND CHANGES IN NET ASSETS
FOR THE YEARS ENDED DECEMBER 31, 2019 AND 2018

	2019		
	Without Donor Restrictions	With Donor Restrictions	Total
SUPPORT AND REVENUE			
Grants, contributions and program fees (Notes 8 and 10)	\$ 1,343,897	\$ 20,219,798	\$ 21,563,695
Information fees and other	147,987	-	147,987
Investment income (loss) (Note 2)	56,469	103,632	160,101
Appropriation of endowment investment earnings for general support (Note 12)	193,623	-	193,623
Net assets released from donor restrictions (Note 6)	<u>18,043,675</u>	<u>(18,043,675)</u>	<u>-</u>
Total support and revenue	<u>19,785,651</u>	<u>2,279,755</u>	<u>22,065,406</u>
EXPENSES			
Program Services	<u>16,428,468</u>	<u>-</u>	<u>16,428,468</u>
Supporting Services:			
General and Administrative	1,808,830	-	1,808,830
Development	581,721	-	581,721
Fundraising	<u>765,177</u>	<u>-</u>	<u>765,177</u>
Total supporting services	<u>3,155,728</u>	<u>-</u>	<u>3,155,728</u>
Total expenses	<u>19,584,196</u>	<u>-</u>	<u>19,584,196</u>
Changes in net assets from operations before other items	201,455	2,279,755	2,481,210
OTHER ITEMS (NON-OPERATING)			
Grant funds rescinded by donors (Note 13)	-	(65,522)	(65,522)
Investment income (loss) - endowment (Notes 2 and 12)	276,193	619,931	896,124
Appropriation of endowment investment earnings for general support (Note 12)	<u>(63,257)</u>	<u>(130,366)</u>	<u>(193,623)</u>
Changes in net assets	414,391	2,703,798	3,118,189
Net assets at beginning of year, as restated	<u>3,363,533</u>	<u>19,548,465</u>	<u>22,911,998</u>
NET ASSETS AT END OF YEAR	<u>\$ 3,777,924</u>	<u>\$ 22,252,263</u>	<u>\$ 26,030,187</u>

2018		
Without Donor Restrictions	With Donor Restrictions	Total
\$ 1,167,953	\$ 16,862,953	\$ 18,030,906
112,154	-	112,154
16,802	(6,011)	10,791
289,390	-	289,390
<u>11,500,819</u>	<u>(11,500,819)</u>	<u>-</u>
<u>13,087,118</u>	<u>5,356,123</u>	<u>18,443,241</u>
<u>10,230,915</u>	<u>-</u>	<u>10,230,915</u>
1,621,721	-	1,621,721
543,001	-	543,001
<u>701,979</u>	<u>-</u>	<u>701,979</u>
<u>2,866,701</u>	<u>-</u>	<u>2,866,701</u>
<u>13,097,616</u>	<u>-</u>	<u>13,097,616</u>
(10,498)	5,356,123	5,345,625
-	(574,352)	(574,352)
(86,802)	(200,167)	(286,969)
<u>(173,680)</u>	<u>(115,710)</u>	<u>(289,390)</u>
(270,980)	4,465,894	4,194,914
<u>3,634,513</u>	<u>15,082,571</u>	<u>18,717,084</u>
<u>\$ 3,363,533</u>	<u>\$ 19,548,465</u>	<u>\$ 22,911,998</u>

See accompanying notes to financial statements.

THE INTERNATIONAL CENTER FOR JOURNALISTS, INC.

STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2019

	<u>Supporting Services</u>				<u>Total Supporting Services</u>	<u>Total Expenses</u>
	<u>Program Services</u>	<u>General and Administrative</u>	<u>Development</u>	<u>Fundraising</u>		
Salaries	\$ 1,494,385	\$ 750,351	\$ 398,651	\$ 321,435	\$ 1,470,437	\$ 2,964,822
Fringe benefits (Note 7)	585,568	285,724	158,157	125,269	569,150	1,154,718
Professional services	2,991,679	157,561	12,183	107,121	276,865	3,268,544
Meeting and conferences	88,349	1,636	1,177	149,734	152,547	240,896
Occupancy (Note 9)	-	346,149	-	-	346,149	346,149
Travel	879,551	56,672	9,976	16,208	82,856	962,407
Knight Fellows cost	718,515	-	-	-	-	718,515
Awards and project grants	3,358,364	-	-	14,000	14,000	3,372,364
Subgrants	4,415,211	-	-	-	-	4,415,211
Subcontracts	628,163	-	-	-	-	628,163
Participant support cost	1,107,485	1,085	-	-	1,085	1,108,570
Other operating cost	161,198	209,652	1,577	31,410	242,639	403,837
TOTAL	\$ 16,428,468	\$ 1,808,830	\$ 581,721	\$ 765,177	\$ 3,155,728	\$ 19,584,196

THE INTERNATIONAL CENTER FOR JOURNALISTS, INC.

STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2018

	<u>Supporting Services</u>				<u>Total Supporting Services</u>	<u>Total Expenses</u>
	<u>Program Services</u>	<u>General and Administrative</u>	<u>Development</u>	<u>Fundraising</u>		
Salaries	\$ 1,349,010	\$ 624,833	\$ 378,779	\$ 276,451	\$ 1,280,063	\$ 2,629,073
Fringe benefits (Note 7)	521,824	240,939	146,360	106,820	494,119	1,015,943
Professional services	1,334,172	159,756	1,033	73,466	234,255	1,568,427
Meeting and conferences	130,014	1,250	-	160,446	161,696	291,710
Occupancy (Note 9)	-	333,287	-	-	333,287	333,287
Travel	292,552	46,428	14,503	39,786	100,717	393,269
Knight Fellows cost	1,229,865	858	-	-	858	1,230,723
Awards and project grants	743,607	-	-	14,000	14,000	757,607
Subgrants	2,433,452	-	-	-	-	2,433,452
Subcontracts	439,648	-	-	-	-	439,648
Participant support cost	1,570,711	-	-	-	-	1,570,711
Other operating cost	186,060	214,370	2,326	31,010	247,706	433,766
TOTAL	\$ 10,230,915	\$ 1,621,721	\$ 543,001	\$ 701,979	\$ 2,866,701	\$ 13,097,616

THE INTERNATIONAL CENTER FOR JOURNALISTS, INC.

STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED DECEMBER 31, 2019 AND 2018

	<u>2019</u>	<u>2018</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Changes in net assets	\$ 3,118,189	\$ 4,194,914
Adjustments to reconcile changes in net assets to net cash provided (used) by operating activities:		
Depreciation and amortization	93,581	27,253
Realized and unrealized (gain) loss on investments	(899,410)	408,235
Discount on long-term grants	234,886	-
Decrease (increase) in:		
Advances and other receivables	86,241	(409,910)
Grants and pledges receivable	(1,372,233)	(4,869,778)
Prepaid expenses	(89,610)	148,050
Increase (decrease) in:		
Accounts payable and accrued expenses	344,531	375,416
Deferred rent	<u>(21,595)</u>	<u>(13,578)</u>
Net cash provided (used) by operating activities	<u>1,494,580</u>	<u>(139,398)</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of investments	(1,106,512)	(3,150,595)
Proceeds from sale of investments	2,769,994	3,312,866
Purchase of furniture and equipment	-	(5,578)
Website development	<u>-</u>	<u>(88,577)</u>
Net cash provided by investing activities	<u>1,663,482</u>	<u>68,116</u>
Net increase (decrease) in cash and cash equivalents	3,158,062	(71,282)
Cash and cash equivalents at beginning of year	<u>427,912</u>	<u>499,194</u>
CASH AND CASH EQUIVALENTS AT END OF YEAR	<u>\$ 3,585,974</u>	<u>\$ 427,912</u>

THE INTERNATIONAL CENTER FOR JOURNALISTS, INC.

NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2019 AND 2018

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES AND GENERAL INFORMATION

Organization -

The International Center for Journalists, Inc. (ICFJ) is at the forefront of the news revolution. ICFJ's programs empower journalists and engage citizens with new technologies and best practices. ICFJ's networks of reporters and media entrepreneurs are transforming the field. ICFJ believes that better journalism leads to better lives.

Basis of presentation -

The accompanying financial statements are presented on the accrual basis of accounting, and in accordance with the Financial Accounting Standards Board (FASB) Accounting Standards Update (ASU) 2016-14, *Presentation of Financial Statements of Not-for-Profit Entities*. As such, net assets are reported within two net asset classifications: without donor restrictions and with donor restrictions. Descriptions of the two net asset categories are as follows:

- **Net Assets Without Donor Restrictions** - Net assets available for use in general operations and not subject to donor restrictions are recorded as "net assets without donor restrictions". Assets restricted solely through the actions of the Board are referred to as Board Designated and are also reported as net assets without donor restrictions.
- **Net Assets With Donor Restrictions** - Net assets may be subject to donor-imposed stipulations that are more restrictive than ICFJ mission and purpose. Some donor imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Donor imposed restrictions are released when the restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both. Other donor imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Gifts of long-lived assets and gifts of cash restricted for the acquisition of long-lived assets are recognized as revenue without donor restrictions when the assets are placed in service.

New accounting pronouncements adopted -

During 2019, ICFJ adopted Accounting Standards Update (ASU) 2014-09, *Revenue from Contracts with Customers* (Topic 606), as amended. The ASU provides a framework for recognizing revenue and is intended to improve comparability of revenue recognition practices across for-profit and non-profit entities. Analysis of the various provisions of this standard resulted in no significant changes in the way ICFJ recognized revenue; however, the presentation and disclosures of revenue have been enhanced. ICFJ has elected to opt out of all (or certain) disclosures not required for nonpublic entities and also elected a modified retrospective approach for implementation.

Also during 2019, ICFJ adopted ASU 2018-08, *Not-for-Profit Entities* (Topic 958): *Clarifying the Scope and Accounting Guidance for Contributions Received and Contributions Made*. This guidance is intended to clarify and improve the scope and the accounting guidance for contributions received and contributions made. Key provisions in this guidance include clarification regarding the accounting for grants and contracts as exchange transactions or contributions, and improve guidance to better distinguish between conditional and unconditional contributions. ICFJ adopted the ASU using a modified prospective basis.

THE INTERNATIONAL CENTER FOR JOURNALISTS, INC.

NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2019 AND 2018

1. **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES AND GENERAL INFORMATION**
(Continued)

Cash and cash equivalents -

ICFJ considers all cash and other highly liquid investments, including certificates of deposit, with maturities of three months or less to be cash equivalents, and excluding money market funds held by investment managers in the amount of \$1,356,273 and \$2,219,499 for the years ended December 31, 2019 and 2018, respectively.

Bank deposit accounts are insured by the Federal Deposit Insurance Corporation ("FDIC") up to a limit of \$250,000. At times during the year, ICFJ maintains cash balances in excess of the FDIC insurance limits. Management believes the risk in these situations to be minimal.

Investments -

Investments are recorded at their readily determinable fair value. Interest, dividends, realized and unrealized gains and losses on undesignated net assets without donor restriction are included in investment income net of investment expenses provided by external investment advisors in the accompanying Statements of Activities and Changes in Net Assets.

Interest, dividends, realized and unrealized gains and losses on Board designated net assets and net assets with donor restriction are included as an other item net of investment expenses paid to external investment advisors in the accompanying Statements of Activities and Changes in Net Assets.

Investment risks and uncertainties -

ICFJ invests in various investment securities. Investment securities are exposed to various risks such as interest rates, market and credit risks.

Due to the level of risk associated with certain investment securities, it is at least reasonably possible that changes in the values of investment securities will occur in the near term and that such changes could materially affect the amounts reported in the financial statements.

Grants and pledges receivable -

Grants and pledges receivable approximate fair value. Receivables that are expected to be collected in future years are recorded at fair value, measured as the present value of their future cash flows. The discounts on these amounts are computed using risk-adjusted interest rates applicable to the years in which the promises are received. Amortization of the discounts is included in grants and contribution revenue. Management considers all amounts to be fully collectible. Accordingly, an allowance for doubtful accounts has not been established.

Fixed assets -

Furniture, equipment, leasehold improvements and intangible assets purchased in excess of \$2,500 are capitalized and stated at cost. Furniture and equipment are depreciated over the estimated useful lives of the assets, which range from three to five years, using the straight-line method. Leasehold improvements are amortized over the life of the lease. Expenditures for major repairs and maintenance are capitalized; expenditures for minor repairs and maintenance costs are expensed when incurred. All equipment purchased with grant funds is expensed the year it is purchased.

THE INTERNATIONAL CENTER FOR JOURNALISTS, INC.

NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2019 AND 2018

1. **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES AND GENERAL INFORMATION**
(Continued)

Intangible assets (website) -

Website development costs are amortized over three years once placed in service, using the straight-line method. Costs incurred for the ongoing maintenance of the existing website are expensed as incurred.

Income taxes -

ICFJ is exempt from Federal income taxes under Section 501(c)(3) of the Internal Revenue Code. Accordingly, no provision for income taxes has been made in the accompanying financial statements. ICFJ is not a private foundation.

Uncertain tax positions -

For the years ended December 31, 2019 and 2018, ICFJ has documented its consideration of FASB ASC 740-10, *Income Taxes*, that provides guidance for reporting uncertainty in income taxes and has determined that no material uncertain tax positions qualify for either recognition or disclosure in the financial statements.

Grants, contributions and program fees -

The majority of ICFJ's revenue is received through contributions as well as grants from the U.S. and foreign governments, international organizations and other entities. Grants, contributions and program fees are recognized in the appropriate category of net assets in the period received. ICFJ performs an analysis of the individual transactions to determine if the revenue they should follow the contributions rules or if they should be considered an exchange transaction, depending on whether the transaction is reciprocal or nonreciprocal. For grants, contributions and program fees, revenue is recognized upon notification of the award and satisfaction of all conditions, if applicable. Conditional promises to give are not recognized until the condition on which they depend are substantially met. Grants, contributions and program fees that are unconditional that have donor restrictions are recognized as "without donor restrictions" only to the extent of actual expenses incurred in compliance with the donor-imposed restrictions and satisfaction of time restrictions; such funds in excess of expenses incurred are shown as net assets with donor restrictions in the accompanying financial statements.

Information fees -

Information fees revenue is recognized as performance obligations are satisfied and transaction price is determined based on costs/sales price.

Use of estimates -

The 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 the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Accordingly, actual results could differ from those estimates.

Functional allocation of expenses -

The costs of providing the various programs and other activities have been summarized on a functional basis in the Statements of Activities and Changes in Net Assets. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

THE INTERNATIONAL CENTER FOR JOURNALISTS, INC.

NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2019 AND 2018

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES AND GENERAL INFORMATION
(Continued)

Functional allocation of expenses (continued) -

Certain costs which are not specifically identifiable to a specific function, but benefit several functional areas have been allocated based upon ICFJ's cost allocation policy.

Fair value measurement -

ICFJ adopted the provisions of FASB ASC 820, *Fair Value Measurement*. FASB ASC 820 defines fair value, establishes a framework for measuring fair value, establishes a fair value hierarchy based on the quality of inputs (assumptions that market participants would use in pricing assets and liabilities, including assumptions about risk) used to measure fair value, and enhances disclosure requirements for fair value measurements. ICFJ accounts for a significant portion of its financial instruments at fair value or considers fair value in their measurement.

New accounting pronouncement (not yet adopted) -

FASB issued ASU 2019-01, *Leases* (Topic 842). The ASU changes the accounting treatment for operating leases by recognizing a lease asset and lease liability at the present value of the lease payments in the Statement of Financial Position and disclosing key information about leasing arrangements. The ASU is effective for non public entities beginning after December 15, 2020. Early adoption is permitted. The ASU can be applied at the beginning of the earliest period presented using a modified retrospective approach or applied at the beginning of the period of adoption recognizing a cumulative-effect adjustment.

ICFJ plans to adopt the new ASU at the required implementation date and management is currently in the process of evaluating the adoption method and the impact of the new standard on its accompanying financial statements.

2. INVESTMENTS

Investments consisted of the following at December 31, 2019 and 2018:

	Fair Value	
	2019	2018
Money market funds	\$ 1,356,273	\$ 2,219,499
Mutual funds	5,406,949	4,938,446
Corporate bonds and certificates of deposit	1,384,437	2,015,536
Equities	<u>521,280</u>	<u>259,530</u>
TOTAL INVESTMENTS	<u>\$ 8,668,939</u>	<u>\$ 9,433,011</u>

These balances included donor restricted funds and Board designated funds (Schedule 1).

Included in investment income (loss) are the following:

	2019	2018
Interest and dividends, net of fees of \$37,563 and \$36,642, respectively	\$ 156,815	\$ 132,057
Realized and unrealized gain (loss)	<u>899,410</u>	<u>(408,235)</u>
TOTAL INVESTMENT INCOME (LOSS)	<u>\$ 1,056,225</u>	<u>\$ (276,178)</u>

THE INTERNATIONAL CENTER FOR JOURNALISTS, INC.

**NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2019 AND 2018**

3. GRANTS AND PLEDGES RECEIVABLE

As of December 31, 2019 and 2018 contributors to ICFJ have made unconditional written promises to give, of which \$14,777,377 and \$13,640,030, respectively, remained due and outstanding.

Amounts due beyond one year of the Statement of Financial Position date have been recorded at the present value of the estimated cash flows, using a discount rate of 4.75%.

Following is a schedule of amounts due, by year, as of December 31, 2019 and 2018:

	2019	2018
Foundations and U.S. Government agencies	\$ 13,272,767	\$ 12,473,152
Corporations	1,143,500	711,120
Individuals and estates	361,110	455,758
NET GRANTS AND PLEDGES RECEIVABLE	\$ 14,777,377	\$ 13,640,030

Following is a schedule of maturities, by year, of grants and pledges receivable at December 31, 2019 and 2018:

	2019	2018
2020	\$ 11,835,263	\$ 13,640,030
2021	1,079,000	-
2022	1,141,000	-
2023	957,000	-
Total	15,012,263	13,640,030
Less: Allowance to discount balance to present value	(234,886)	-
TOTAL GRANTS AND PLEDGES RECEIVABLE	\$ 14,777,377	\$ 13,640,030

4. BOARD DESIGNATED NET ASSETS

Long-Term Reserve Fund:

The Long-Term Reserve Fund was established as a reserve for ICFJ's future cash needs. Transfers to or from the Long-Term Reserve Fund or to the Operating Fund must be approved by either the President or the Treasurer.

Kay Fanning Visitors' Fund:

The Kay Fanning Visitors' Fund was established to support the Kay Fanning Visitors' Program, which provides visiting journalists with information, resources and on-going support. At the Direction of the Board of Directors, the Organization may spend four percent of a three-year rolling average of the assets in the endowment.

THE INTERNATIONAL CENTER FOR JOURNALISTS, INC.

**NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2019 AND 2018**

4. BOARD DESIGNATED NET ASSETS (Continued)

Winship Connection Fund:

The Board of Director's established the Winship Connection Fund (the Fund) with a designation of \$300,000 in 2012. The purpose of the Fund is to support the general operations of ICFJ. At the direction of the Board of Directors, the Organization may spend four percent of a three-year rolling average of the assets in the endowment.

Ruth Ewing Fund:

The Board of Director's established the Ruth Ewing Fund (the Fund) with a designation of \$300,000 in 2015. The purpose of the Fund is to support the general operations of ICFJ. At the direction of the Board of Directors, the Organization may spend four percent of a three-year rolling average of the assets in the endowment.

President's Fund:

The Board of Director's established the President's Fund (the Fund) with a designation of \$179,000 in 2015. An additional amount of \$27,250 was added during 2015. During 2018, \$54,274 of the original amounts designated were appropriated. The purpose of the Fund is to support the general operations of ICFJ. At the direction of the Board of Directors, the Organization may spend four percent of a three-year rolling average of the assets in the endowment.

5. NET ASSETS WITH DONOR RESTRICTIONS

Net assets with donor restrictions consist of the following at December 31, 2019 and 2018:

	<u>2019</u>	<u>2018</u>
Subject to expenditure for specified purpose:		
Programs	\$ 18,035,802	\$ 15,794,545
Quasi-Endowment: Special Projects Fund	816,572	692,937
Accumulated Gains on Donor Restricted Endowments	902,268	536,335
Subject to passage of time:		
General Support	100,000	127,027
Endowments to be invested in perpetuity:		
General Endowment Fund	916,383	916,383
Founders' Fund	752,173	752,173
Kay Fanning Endowment Fund	141,500	141,500
Howard Endowment Fund	<u>587,565</u>	<u>587,565</u>
TOTAL NET ASSETS WITH DONOR RESTRICTIONS	<u>\$ 22,252,263</u>	<u>\$ 19,548,465</u>

The Special Projects Fund was established by contributions from the families of ICFJ's Co-Founders. The Fund was established to enable ICFJ to place itself on the cutting edge of its journalism education business and to respond promptly to unusual demands for its services, including training and international journalism and research.

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NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2019 AND 2018

6. NET ASSETS RELEASED FROM RESTRICTIONS

The following net assets with donor restrictions were released from donor restrictions by incurring expenses (or through the passage of time) which satisfied the restricted purposes specified by the donors:

	<u>2019</u>	<u>2018</u>
General support (passage of time)	\$ 27,027	\$ 49,324
Programs	<u>18,016,648</u>	<u>11,451,495</u>
TOTAL NET ASSETS RELEASED FROM RESTRICTIONS	<u>\$ 18,043,675</u>	<u>\$ 11,500,819</u>

Total releases include indirect expenses, which are included in General and Administration in the accompanying Statement of Functional Expenses.

7. RETIREMENT PLAN

ICFJ participates in a retirement plan that covers employees who meet certain employment and age requirements. ICFJ will match an employee's contribution based on the Plan requirements. Retirement plan contributions for 2019 and 2018 totaled \$142,386 and \$130,655, respectively.

8. CONTINGENCY

ICFJ receives grants from various agencies of the United States Government. Such grants are subject to audit under the provisions of *Title 2 U.S. Code of Federal Regulations (CFR) Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*. The ultimate determination of amounts received under the United States Government grants is based upon the allowance of costs reported to and accepted by the United States Government as a result of the audits.

Audits in accordance with the applicable provisions have been completed for all required fiscal years through 2019. Until such audits have been accepted by the United States Government, there exists a contingency to refund any amount received in excess of allowable costs. Management is of the opinion that no material liability will result from such audits.

9. LEASE COMMITMENT

During 2012, ICFJ signed a ten and a half year lease for space, for which occupancy began in April 2013. The lease includes a six-month rent abatement and an annual rent increase of 2.5%.

Accounting principles generally accepted in the United States of America require that the total rent commitment should be recognized on a straight-line basis over the term of the lease. Accordingly, the difference between the actual monthly payments and the rent expense being recognized for financial statement purposes is recorded as a deferred rent liability on the Statements of Financial Position. Rent expense, including ICFJ's share of the building's operating expenses for the years ended December 31, 2019 and 2018, totaled \$346,149 and \$333,287, respectively. Deferred rent totaled \$163,382 and \$184,977 as of December 31, 2019 and 2018, respectively.

ICFJ signed a new, 149 month lease with a commencement date of October 1, 2020 and will be ending the previous lease. The fee of \$444,278 for canceling the previous lease was covered by the new landlord. The lease also includes five months of rent abatement and a tenant improvement allowance of up to \$945,773.

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9. LEASE COMMITMENT (Continued)

Minimum lease payments required under the aforementioned leases are as follows:

Year Ending December 31,

2020	\$ 280,101
2021	382,593
2022	470,000
2023	481,783
2024	493,827
Thereafter	<u>4,523,958</u>
	<u>\$ 6,632,262</u>

10. CONCENTRATION OF REVENUE

During 2019 and 2018, approximately 17% and 42%, respectively of ICFJ's unrestricted revenue was earned from grants awarded directly or indirectly by agencies of the United States Government. In addition, during 2019 approximately 38% of ICFJ's unrestricted revenue was earned from grants from one corporate donor. Approximately 35% and 58%, respectively of ICFJ's total revenue for the years ended December 31, 2019 and 2018, respectively, was derived from grants awarded directly or indirectly by agencies of the United States Government. 31% was derived from one corporate donor.

Management of ICFJ has no reason to believe that relationships with these donors will be discontinued in the foreseeable future. However, any interruption with respect to these relationships (i.e. the failure to renew grant agreements or withholding of funds) could potentially affect ICFJ's ability to finance ongoing operations.

11. FAIR VALUE MEASUREMENT

In accordance with FASB ASC 820, *Fair Value Measurement*, ICFJ 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 instruments fall within different levels of 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 ICFJ has the ability to access.

Level 2. These are investments where values are based on quoted prices for similar instruments in active markets, quoted prices for identical or similar instruments in markets that are not active, or model-based valuation techniques that utilize inputs that are observable either directly or indirectly for substantially the full-term of the investments.

Level 3. These are investments where inputs to the valuation methodology are unobservable and significant to the fair value measurement.

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**NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2019 AND 2018**

11. FAIR VALUE MEASUREMENT (Continued)

Following is a description of the valuation methodology used for investments measured at fair value. There were no transfers between levels in the fair value hierarchy during the years ended December 31, 2019 and 2018. Transfers between levels are recorded at the end of the reporting period, if applicable.

- *Money market funds* - The money market fund is an open-end funds that are registered with the Securities and Exchange Commission (SEC) and is deemed to be actively traded.
- *Mutual funds* - Valued at the daily closing price as reported by the fund. Mutual funds held by ICFJ are open-end mutual funds that are registered with the SEC. These funds are required to publish their daily value and to transact at that price. Mutual funds held by ICFJ are deemed to be actively traded.
- *Corporate bonds* - Fair value is based upon current yields available on comparable securities of issuers with similar ratings, the security's terms and conditions, and interest rate and credit risk.
- *Certificates of deposit* - Generally valued at original cost plus accrued interest, which approximates fair value.
- *Equities* - Fair value is based upon the closing price reported on the active market in which the individual equities are traded.

The table below summarizes, by level within the fair value hierarchy, ICFJ's investments as of December 31, 2019:

	2019			
	Level 1	Level 2	Level 3	Total
Asset Class:				
Money market funds	\$ 1,356,273	\$ -	\$ -	\$ 1,356,273
Mutual funds	5,406,949	-	-	5,406,949
Corporate bonds and certificates of deposit	-	1,384,437	-	1,384,437
Equities	<u>521,280</u>	<u>-</u>	<u>-</u>	<u>521,280</u>
TOTAL	<u>\$ 7,284,502</u>	<u>\$ 1,384,437</u>	<u>\$ -</u>	<u>\$ 8,668,939</u>

The table below summarizes, by level within the fair value hierarchy, ICFJ's investments as of December 31, 2018:

	2018			
	Level 1	Level 2	Level 3	Total
Asset Class:				
Money market funds	\$ 2,219,499	\$ -	\$ -	\$ 2,219,499
Mutual funds	4,938,446	-	-	4,938,446
Corporate bonds and certificates of deposit	-	2,015,536	-	2,015,536
Equities	<u>259,530</u>	<u>-</u>	<u>-</u>	<u>259,530</u>
TOTAL	<u>\$ 7,417,475</u>	<u>\$ 2,015,536</u>	<u>\$ -</u>	<u>\$ 9,433,011</u>

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**NOTES TO FINANCIAL STATEMENTS
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12. ENDOWMENT FUNDS

At December 31, 2019 and 2018, ICFJ's endowment funds consisted of the following:

General Endowment Fund:

The General Endowment Fund's net assets at December 31, 2019 and 2018, consisted of \$916,383. Contributions received are restricted by the donors to remain in-perpetuity. Realized and unrealized gains and losses are accumulated in net assets with donor restrictions (Note 5). At the direction of the Board, the Organization may spend four percent of a three-year rolling average of the assets in the endowment.

Founders' Fund:

The Founders' Fund's net assets at December 31, 2019 and 2018, consisted of \$752,173. Contributions received are restricted to remain in-perpetuity. Realized and unrealized gains and losses are accumulated in net assets with donor restrictions (Note 4). At the direction of the Board, the Organization may spend four percent of a three-year rolling average of the assets in the endowment.

Kay Fanning Endowment Fund:

The Kay Fanning Endowment Fund's endowment net assets at December 31, 2019 and 2018, consisted of \$141,500. Contributions received are restricted to remain in-perpetuity. The interest and dividends generated from the contributions are to be used towards the Visitors' Program.

Howard Endowment Fund:

The Howard Endowment Fund was created by a gift received in 2014. endowment net assets related to this fund at December 31, 2019 and 2018 consisted of \$587,565. Contributions received are restricted to remain in-perpetuity. At the direction of the Board, the Organization may spend four percent of a three-year rolling average of the assets in the endowment.

ICFJ's endowment funds consist of donor-restricted endowment funds and funds designated by the governing Board to function as endowments. As required by GAAP, net assets associated with endowment funds, including funds designated by the Board of Directors to function as endowments, are classified and reported based on the existence or absence of donor-imposed restrictions. The Board of Directors is subject to the Uniform Prudent Management of Institutional Funds Act (UPMIFA) and, thus classifies amounts in its donor-restricted endowment funds as net assets with donor restrictions because those assets are time restricted until the governing Board appropriates such amounts for expenditures. Most of those net asset also are subject to purpose restrictions that must be met before reclassifying those net assets to net assets without donor restrictions.

The governing Board has interpreted UPMIFA as not requiring the maintenance of purchasing power of the original gift amount contributed to an endowment fund, unless a donor stipulates the contrary. As a result of this interpretation, when reviewing its donor-restricted endowment funds, ICFJ considers a fund to be underwater if the fair value of the fund is less than the sum the (a) the original value of initial and subsequent gift amounts donated to the fund and (b) any accumulations to the fund that are required to be maintained in perpetuity in accordance with the direction of the applicable donor gift instrument. ICFJ has interpreted UPMIFA to permit spending from underwater funds in accordance with the prudent measures required under the law.

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12. ENDOWMENT FUNDS (Continued)

Additionally, in accordance with UPMIFA, ICFJ considers the following factors in making a determination to appropriate or accumulate donor-restricted endowment funds:

- The duration and preservation of the fund;
- The purpose of the organization and the donor-restricted endowment fund;
- General economic conditions and the possible effect of inflation and deflation;
- The expected total return from income and the appreciation of investments; and
- Investment policies of the Organization.

Endowment net asset composition by type of fund as of December 31, 2019, are as follows:

	<u>2019</u>		
	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total</u>
Board designated endowment funds	\$ 1,625,657	\$ -	\$ 1,625,657
Donor-restricted endowment funds:			
Original donor-restricted gift amount and amounts required to be maintained in perpetuity by donor	-	2,397,621	2,397,621
Quasi-Endowment (Special Projects Fund)	-	816,572	816,572
Accumulated investment earnings	<u>-</u>	<u>902,268</u>	<u>902,268</u>
TOTAL	<u>\$ 1,625,657</u>	<u>\$ 4,116,461</u>	<u>\$ 5,742,118</u>

Endowment net asset composition by type of fund as of December 31, 2018, are as follows:

	<u>2018</u>		
	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total</u>
Board designated endowment funds	\$ 1,412,721	\$ -	\$ 1,412,721
Donor-restricted endowment funds:			
Original donor-restricted gift amount and amounts required to be maintained in perpetuity by donor	-	2,397,621	2,397,621
Quasi-Endowment (Special Projects Fund)	-	692,937	692,937
Accumulated investment earnings	<u>-</u>	<u>536,335</u>	<u>536,335</u>
TOTAL	<u>\$ 1,412,721</u>	<u>\$ 3,626,893</u>	<u>\$ 5,039,614</u>

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NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2019 AND 2018

12. ENDOWMENT FUNDS (Continued)

Changes in endowment net assets for the years ended December 31, 2019 and 2018, are as follows:

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total</u>
Endowment net assets, at December 31, 2017 as restated	\$ 1,673,203	\$ 3,942,770	\$ 5,615,973
Net investment loss	(86,802)	(200,167)	(286,969)
Appropriation of endowment assets for general support	<u>(173,680)</u>	<u>(115,710)</u>	<u>(289,390)</u>
Endowment net assets at December 31, 2018	1,412,721	3,626,893	5,039,614
Net investment income	276,193	619,931	896,124
Appropriation of endowment assets for general support	<u>(63,257)</u>	<u>(130,366)</u>	<u>(193,623)</u>
ENDOWMENT NET ASSETS AT DECEMBER 31, 2019	<u>\$ 1,625,657</u>	<u>\$ 4,116,458</u>	<u>\$ 5,742,115</u>

Funds with Deficiencies -

From time to time, the fair value of assets associated with individual donor-restricted endowment funds may fall below the level that the donor or UPMIFA requires the organization to retain as a fund of perpetual duration.

As of December 31, 2019 and 2018, the endowment funds did not have a deficiency related to the fair value of the endowment net assets.

Return Objectives and Risk Parameters -

ICFJ has adopted investment and spending policies for endowment assets that attempt to provide a predictable stream of funding to programs supported by its endowment while seeking to maintain the purchasing power of the endowment assets.

Endowment assets include those assets of donor-restricted funds that ICFJ must hold in-perpetuity or for a donor-specified period(s) as well as Board designated funds.

Under this policy, as approved by the Board of Directors, the endowment assets are invested in a manner that is intended to support ICFJ programs on a long-term basis, while achieving reasonable growth. ICFJ's invested funds are intended to achieve their objectives over market cycle time periods.

Returns will be monitored on a quarterly and annual basis by Staff with the expectation that the funds and individual managers will outperform the benchmarks over rolling three-year time periods. The benchmarks will be 1) Consumer Price Index plus 3%; 2) Three-month U.S. Treasury Bill Index plus 3.5%; and 3) An index comprised of a blend of indices whose mix approximates that of each fund's mix.

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NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2019 AND 2018

12. **ENDOWMENT FUNDS (Continued)**

Strategies Employed for Achieving Objectives -

To satisfy its long-term rate-of-return objectives, ICFJ relies on a total return strategy in which investment returns are achieved through both capital appreciation (realized and unrealized) and current yield (interest and dividends). ICFJ targets a diversified asset allocation that places a greater emphasis on equity-based investments to achieve its long-term return objectives within prudent risk constraints.

Spending Policy and How the Investment Objectives Relate to Spending Policy -

ICFJ's spending policy establishes what is reasonable and prudent spending from ICFJ's endowment funds. During 2015, the Board resolved to use a four percent of a three-year rolling average of assets in the endowment (excluding endowments with spending policies restricted by donors). ICFJ will calculate the average assets in the endowment over the previous three years every September 30th, and earmark four percent for spending in the following year. The Finance and Audit Committee may determine that the spending percentage in any year should be reduced due to insufficient annual income. Annual income in excess of spending will be re-invested in the endowment assets.

ICFJ recognizes that from time to time annual investment returns may fall short of the spending policy in effect. Nonetheless, the Board recognizes the long-term nature of the endowment and the need for positive, real rates of return over market cycle (3 - 5) year time periods.

13. **GRANT FUNDS RESCINDED BY DONORS**

During the 2019 and 2018 fiscal years, several donors rescinded grant funds that had previously been committed to ICFJ due to project plan revisions and deteriorating political environments within certain countries. As a result, \$65,522 and \$574,352, respectively, of grant commitments previously recorded as revenue with donor restrictions have been written off in their respective years.

14. **AVAILABILITY OF FINANCIAL ASSETS (LIQUIDITY)**

Financial assets available for use for general expenditures within one year of the Statements of Financial Position, comprise the following at December 31, 2019 and 2018:

	<u>2019</u>	<u>2018</u>
Cash and cash equivalents	\$ 3,585,974	\$ 427,912
Investments	8,668,939	9,433,011
Advances and other receivables	372,925	459,166
Grants and pledges receivable	14,777,377	13,640,030
Less: Donor restricted funds restricted for purpose	(22,152,263)	(19,421,438)
Less: Board designated funds	<u>(2,793,029)</u>	<u>(2,479,343)</u>
FINANCIAL ASSETS AVAILABLE TO MEET CASH NEEDS FOR GENERAL EXPENDITURES WITHIN ONE YEAR	<u>\$ 2,459,923</u>	<u>\$ 2,059,338</u>

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**NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2019 AND 2018**

14. AVAILABILITY OF FINANCIAL ASSETS (LIQUIDITY) (Continued)

ICFJ is substantially supported by restricted contributions. Because a donor's restriction requires resources to be used in a particular manner or in a future period, ICFJ must maintain sufficient resources to meet those responsibilities to its donors. Thus, financial assets may not be available for general expenditure within one year. As part of ICFJ's liquidity management, it has a policy to structure its financial assets to be available as its general expenditures, liabilities, and other obligations come due. In addition, ICFJ invests cash in excess of daily requirements in short-term investments. Occasionally, the Board designates a portion of any operating surplus to its long-term reserve, which was \$1,167,372 and \$1,066,622 as of December 31, 2019 and 2018, respectively. This is a fund established by the governing Board that may be drawn upon in the event of financial distress or an immediate liquidity need resulting from events outside the typical life cycle of converting financial assets to cash or settling financial liabilities.

15. SUBSEQUENT EVENTS

In preparing these financial statements, ICFJ has evaluated events and transactions for potential recognition or disclosure through September 14, 2020, the date the financial statements were issued.

On March 11, 2020, the World Health Organization (WHO) declared the Coronavirus disease (COVID-19) a global pandemic. As a result of the spread of COVID-19, economic uncertainties have arisen which may impact ICFJ's operations. The overall impact is unknown at this time.

On May 3rd, 2020, ICFJ entered into a two-year promissory note agreement in the amount of \$660,000 with a 1% fixed interest rate under the Paycheck Protection Program. The promissory note calls for monthly principal and interest payments amortized over the term of the promissory note beginning in November 2020, unless otherwise forgiven. Under the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), the promissory note may be forgiven by the Small Business Administration in whole or in part.

SUPPLEMENTAL INFORMATION

THE INTERNATIONAL CENTER FOR JOURNALISTS, INC.

SCHEDULE OF ENDOWMENT AND QUASI-ENDOWMENT INVESTMENT ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2019

	Contributions, Pledges and Other Additions Received as of December 31, 2019	Less: Pledges Receivable at December 31, 2019	Total Amount Invested at December 31, 2019	Cumulative Appreciation	Fair Value of Total Amount Invested at December 31, 2019
Endowment Net Assets with Donor Restrictions to be Maintained in Perpetuity:					
General Endowment Fund	\$ 916,383	\$ -	\$ 916,383	\$ 358,062	\$ 1,274,445
Founders' Endowment Fund	752,173	-	752,173	382,080	1,134,253
Kay Fanning Endowment Fund	141,500	-	141,500	64,428	205,928
Howard Endowment Fund	587,565	-	587,565	97,698	685,263
	<u>2,397,621</u>	<u>-</u>	<u>2,397,621</u>	<u>902,268</u>	<u>3,299,889</u>
Endowment Net Assets with Donor Restriction not Required to be Maintained in Perpetuity:					
Special Projects Fund	499,236	-	499,236	317,336	816,572
	<u>499,236</u>	<u>-</u>	<u>499,236</u>	<u>317,336</u>	<u>816,572</u>
Endowment Net Assets without Donor Restriction (Board Designated):					
Kay Fanning Visitors' Fund	344,523	-	344,523	344,077	688,600
Winship Connection Fund	300,000	-	300,000	92,954	392,954
Ruth Ewing Fund	300,000	-	300,000	51,101	351,101
President's Fund	151,976	-	151,976	41,026	193,002
	<u>1,096,499</u>	<u>-</u>	<u>1,096,499</u>	<u>529,158</u>	<u>1,625,657</u>
TOTAL	<u>\$ 3,993,356</u>	<u>\$ -</u>	<u>\$ 3,993,356</u>	<u>\$ 1,748,762</u>	<u>\$ 5,742,118</u>