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**THE NATIONAL SECURITY ARCHIVE FUND, INC.  
FINANCIAL STATEMENTS  
AND  
INDEPENDENT AUDITORS' REPORT  
DECEMBER 31, 2013 AND 2012**

**MATTHEWS, CARTER & BOYCE**  
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**THE NATIONAL SECURITY ARCHIVE FUND, INC.**

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**MATTHEWS, CARTER & BOYCE**  
CPAs • ADVISORS

## Independent Auditors' Report

The Board of Directors  
The National Security Archive Fund, Inc.  
Washington, DC

We have audited the accompanying financial statements of The National Security Archive Fund, Inc., which comprise the statements of financial position as of December 31, 2013 and 2012, 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*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America. This includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### *Auditors' Responsibility*

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditors consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### *Opinion*

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of The National Security Archive Fund, Inc. as of December 31, 2013 and 2012, and the changes in its net assets and cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Fairfax, Virginia  
November 6, 2014

THE NATIONAL SECURITY ARCHIVE FUND, INC.

STATEMENTS OF FINANCIAL POSITION

DECEMBER 31, 2013 AND 2012

	<u>2013</u>	<u>2012</u>
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	\$ 2,620,958	\$ 2,903,641
Foundation grants receivable, short term - unrestricted	750,000	-
Foundation grants receivable, short term - restricted	873,000	921,700
Individual gifts receivable, short term - restricted	25,000	-
Royalties due from co-publishers	153,967	191,333
Other receivables	148	4,148
Prepaid expenses	47,278	58,693
	<u>\$ 4,470,351</u>	<u>\$ 4,079,515</u>
<b>NON-CURRENT ASSETS</b>		
Foundation grants receivable, long term - unrestricted, net	\$ 735,000	\$ -
Foundation grants receivable, long term - restricted, net	427,000	-
Property, plant and equipment, net	79,697	111,682
	<u>\$ 1,241,697</u>	<u>\$ 111,682</u>
	<u>\$ 5,712,048</u>	<u>\$ 4,191,197</u>
<b>TOTAL ASSETS</b>		
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT LIABILITIES</b>		
Accounts payable	\$ 16,217	\$ 7,287
Accrued expenses	37,500	25,000
	<u>\$ 53,717</u>	<u>\$ 32,287</u>
	<u>\$ 5,712,048</u>	<u>\$ 4,191,197</u>
<b>NET ASSETS</b>		
Unrestricted	\$ 3,225,507	\$ 2,258,446
Temporarily restricted	2,432,824	1,900,464
	<u>\$ 5,658,331</u>	<u>\$ 4,158,910</u>
	<u>\$ 5,712,048</u>	<u>\$ 4,191,197</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>		

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

**THE NATIONAL SECURITY ARCHIVE FUND, INC.**  
**STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS**  
**FOR THE YEAR ENDED DECEMBER 31, 2013**

(With comparative totals for the year ended December 31, 2012)

	Unrestricted	Temporarily Restricted	2013 Total	2012 Total
<b>REVENUE AND OTHER SUPPORT</b>				
Gifts from individuals	\$ 3,295	\$ 25,200	\$ 28,495	\$ 4,300
Grants from foundations:				
Received in the current year	116,102	1,025,500	1,141,602	815,000
Receivable in future years , net of discount	1,485,000	1,300,000	2,785,000	15,000
Royalties, honoraria, and sale of materials	527,063	-	527,063	655,049
Net assets released from restriction	1,818,340	(1,818,340)	-	-
	<u>\$ 3,949,800</u>	<u>\$ 532,360</u>	<u>\$ 4,482,160</u>	<u>\$ 1,489,349</u>
<b>EXPENSES</b>				
Program expenses	<u>\$ 2,669,050</u>	<u>\$ -</u>	<u>\$ 2,669,050</u>	<u>\$ 2,710,274</u>
Supporting services:				
Management and general	\$ 254,902	\$ -	\$ 254,902	\$ 247,238
Fund raising	58,787	-	58,787	56,806
	<u>\$ 313,689</u>	<u>\$ -</u>	<u>\$ 313,689</u>	<u>\$ 304,044</u>
Total Supporting Services	<u>\$ 313,689</u>	<u>\$ -</u>	<u>\$ 313,689</u>	<u>\$ 304,044</u>
Total Expenses	<u>\$ 2,982,739</u>	<u>\$ -</u>	<u>\$ 2,982,739</u>	<u>\$ 3,014,318</u>
<b>CHANGE IN NET ASSETS</b>	<u>\$ 967,061</u>	<u>\$ 532,360</u>	<u>\$ 1,499,421</u>	<u>\$ (1,524,969)</u>
<b>NET ASSETS, BEGINNING OF YEAR</b>	<u>2,258,446</u>	<u>1,900,464</u>	<u>4,158,910</u>	<u>5,683,879</u>
<b>NET ASSETS, END OF YEAR</b>	<u><u>\$ 3,225,507</u></u>	<u><u>\$ 2,432,824</u></u>	<u><u>\$ 5,658,331</u></u>	<u><u>\$ 4,158,910</u></u>

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

**THE NATIONAL SECURITY ARCHIVE FUND, INC.**

**STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS**

**FOR THE YEAR ENDED DECEMBER 31, 2012**

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>2012 Total</u>
<b>REVENUE AND OTHER SUPPORT</b>			
Gifts from individuals	\$ 4,300	\$ -	\$ 4,300
Grants from foundations:			
Received in the current year	103,000	712,000	815,000
Receivable in future years , net of discount	-	15,000	15,000
Royalties, honoraria, and sale of materials	655,049	-	655,049
Net assets released from restriction	<u>2,320,402</u>	<u>(2,320,402)</u>	<u>-</u>
 Total Revenue and Other Support	 <u>\$ 3,082,751</u>	 <u>\$ (1,593,402)</u>	 <u>\$ 1,489,349</u>
<b>EXPENSES</b>			
Program expenses	<u>\$ 2,710,274</u>	<u>\$ -</u>	<u>\$ 2,710,274</u>
Supporting services:			
Management and general	\$ 247,238	\$ -	\$ 247,238
Fund raising	<u>56,806</u>	<u>-</u>	<u>56,806</u>
 Total Supporting Services	 <u>\$ 304,044</u>	 <u>\$ -</u>	 <u>\$ 304,044</u>
 Total Expenses	 <u>\$ 3,014,318</u>	 <u>\$ -</u>	 <u>\$ 3,014,318</u>
 <b>CHANGE IN NET ASSETS</b>	 <u>\$ 68,433</u>	 <u>\$ (1,593,402)</u>	 <u>\$ (1,524,969)</u>
 <b>NET ASSETS, BEGINNING OF YEAR</b>	 <u>2,190,013</u>	 <u>3,493,866</u>	 <u>5,683,879</u>
 <b>NET ASSETS, END OF YEAR</b>	 <u><u>\$ 2,258,446</u></u>	 <u><u>\$ 1,900,464</u></u>	 <u><u>\$ 4,158,910</u></u>

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

**THE NATIONAL SECURITY ARCHIVE FUND, INC.**

**STATEMENT OF FUNCTIONAL EXPENSES**

**FOR THE YEAR ENDED DECEMBER 31, 2013**

**(With comparative totals for the year ended December 31, 2012)**

	Program	Management and General	Fund Raising	2013 Total	2012 Total
<b>EXPENSE</b>					
Staff salaries	\$ 1,618,077	\$ 155,700	\$ 41,600	\$ 1,815,377	\$ 1,849,214
Staff benefits and insurance	573,481	49,438	10,836	633,755	613,261
Professional fees, consultants, and honoraria	155,390	17,300	-	172,690	215,443
Rent, document storage, and parking	106,752	3,156	-	109,908	120,114
Travel, meetings, and conferences	105,997	1,548	2,221	109,766	73,222
Depreciation and amortization	42,251	-	-	42,251	43,726
Computer equipment, supplies, and services	33,818	7,210	-	41,028	33,771
Office equipment, supplies, and services	20,680	2,599	23	23,302	27,223
Telephone equipment and services	21,287	-	-	21,287	20,294
Books, subscriptions, directories, and dues	11,485	-	-	11,485	14,091
Printing and publications	1,420	-	-	1,420	3,186
Postage	297	167	6	470	773
Allocation to supporting services	(21,885)	17,784	4,101	-	-
<b>TOTAL EXPENSES</b>	<b>\$ 2,669,050</b>	<b>\$ 254,902</b>	<b>\$ 58,787</b>	<b>\$ 2,982,739</b>	<b>\$ 3,014,318</b>

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

THE NATIONAL SECURITY ARCHIVE FUND, INC.

STATEMENT OF FUNCTIONAL EXPENSES

FOR THE YEAR ENDED DECEMBER 31, 2012

EXPENSE	Program	Management and General	Fund Raising	Total
Staff salaries	\$ 1,651,914	\$ 155,700	\$ 41,600	\$ 1,849,214
Staff benefits and insurance	555,135	47,940	10,186	613,261
Professional fees, consultants, and honoraria	202,943	12,500	-	215,443
Rent, document storage, and parking	117,174	2,940	-	120,114
Travel, meetings, and conferences	70,879	1,330	1,013	73,222
Depreciation and amortization	43,726	-	-	43,726
Computer equipment, supplies, and services	26,837	6,934	-	33,771
Office equipment, supplies, and services	3,732	19,484	4,007	27,223
Telephone equipment and services	20,294	-	-	20,294
Books, subscriptions, directories, and dues	14,091	-	-	14,091
Printing and publications	3,026	160	-	3,186
Postage	523	250	-	773
<b>TOTAL EXPENSES</b>	<b>\$ 2,710,274</b>	<b>\$ 247,238</b>	<b>\$ 56,806</b>	<b>\$ 3,014,318</b>

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



**THE NATIONAL SECURITY ARCHIVE FUND, INC.**

**STATEMENTS OF CASH FLOWS**

**FOR THE YEARS ENDED DECEMBER 31, 2013 AND 2012**

	2013	2012
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Change in net assets	\$ 1,499,421	\$ (1,524,969)
Adjustments to reconcile change in net assets to net cash used in operating activities:		
Depreciation and amortization	\$ 42,251	\$ 43,726
(Increase) Decrease In:		
Foundation grants receivable	(1,863,300)	928,300
Royalties due from co-publisher	37,366	159,263
Other receivables	(21,000)	(2,900)
Prepaid expenses	11,415	5,170
Increase (Decrease) In:		
Accounts payable and accrued expenses	21,430	4,020
	\$ (1,771,838)	\$ 1,137,579
Total adjustments		
Net Cash Used in Operating Activities	\$ (272,417)	\$ (387,390)
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Payments for capital expenditures	\$ (10,266)	\$ (3,054)
<b>DECREASE IN CASH AND CASH EQUIVALENTS</b>	\$ (282,683)	\$ (390,444)
<b>CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR</b>	2,903,641	3,294,085
<b>CASH AND CASH EQUIVALENTS, END OF YEAR</b>	\$ 2,620,958	\$ 2,903,641

There were no non-cash investing or financing activities for the year ended December 31, 2013 or 2012.

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

# THE NATIONAL SECURITY ARCHIVE FUND, INC.

## NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2013 AND 2012

### Note 1. Organization and Nature of Activities

The National Security Archive Fund, Inc. (the NSAF) is a District of Columbia non-profit corporation. The NSAF is the corporate base for two projects, the National Security Archive (the Archive) and the Center for National Security Studies (the CNSS).

The Archive (founded in 1985) collects, analyzes, and publishes unclassified and declassified documents bearing upon U.S. foreign policy and related topics in international affairs. Its published collections of documents are used by the students and faculty of colleges and universities in the U.S. and abroad, and by journalists, researchers, and non-governmental organizations throughout the world. It also undertakes research projects and conferences to facilitate the study and open discussion of world events and trends.

The CNSS (founded in 1973) conducts programs addressing the relationship between civil liberties and measures undertaken to protect national security. The CNSS's operations are located in the Washington, DC office of the Open Society Institute.

Since 1995 the Archive has been located in the Gelman Library at The George Washington University (GWU) in Washington, DC. Although the Archive and GWU are separate legal entities, the Archive provides many materials and services to GWU students and faculty (including direct access to Archive document collections; research-assistant positions and internships for GWU students; assistance in the use of the U.S. Freedom of Information Act in scholarly research; and participation in frequent collaborative activities including seminars, conferences, and research projects) and receives access to various GWU facilities (including office space and telephone services; information-technology equipment and support; university library, on-campus parking, and athletic facilities; participation in the services of the Washington Research Library Consortium; and advice and assistance from GWU faculty in the formulation and undertaking of Archive research projects). The services and opportunities GWU and the Archive provide each other are significant and mutually beneficial, including many intangible elements. The fair value of the services provided and received is reflected in the NSAF's financial statements where appropriate.

### Note 2. Summary of Significant Accounting Policies

#### Basis of Accounting

The accompanying financial statements of the NSAF have been prepared on the accrual basis, which conforms to accounting principles generally accepted in the United States of America.

#### Basis of Presentation

The NSAF follows Accounting Standards Codification Topic 958, *Not-for-Profit Entities* (FASB ASC 958). FASB ASC 958 specifies that financial statements provided by not-for-profit organizations include statements of financial position, statements of activities, and statements of cash flows. FASB ASC 958 further provides that net assets be classified as unrestricted, temporarily restricted, or permanently restricted based on the existence or absence of donor-imposed restrictions. However, the NSAF does not currently hold permanently restricted net assets.

# THE NATIONAL SECURITY ARCHIVE FUND, INC.

## NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2013 AND 2012

### Note 2. Summary of Significant Accounting Policies (Continued)

The NSAF's net assets have been grouped into the following two classes:

**Unrestricted net assets** – Unrestricted net assets represent resources that are not restricted, either temporarily or permanently, by donor-imposed stipulations. They are available for support of all organizational operations and services.

**Temporarily Restricted net assets** – Temporarily restricted net assets represent contributions and other inflows of assets whose use is limited by donor-imposed stipulations. These restrictions are temporary in that they expire either by the passage of time or by the fulfillment of certain actions of the NSAF pursuant to those stipulations. When the time period restriction is met, or the specific purpose is attained, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restriction.

#### Management Estimates and Uncertainties

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 and disclosure of contingent assets and liabilities at the date of the financial statements and reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

#### Cash and Cash Equivalents

Cash and cash equivalents consist of highly liquid bank accounts. At December 31, 2013 and 2012, the NSAF's cash and cash equivalents were held by one bank; the balance on deposit at times may exceed the amount insured by federal agencies. The NSAF does not believe that, as a result of this concentration, it is subject to any unusual financial risk beyond the normal risk associated with commercial banking relationships.

#### Grants Receivable

The NSAF accounts for grants and contributions under FASB ASC 958. FASB ASC 958 requires the NSAF to record a receivable to reflect the promises of donors to make future grants. Under Accounting Standards Codification Topic 820, *Fair Value Measurement* (FASB ASC 820), grants receivable are initially recorded at fair value and are discounted to their net present value using an appropriate market rate.

#### Property, Plant, and Equipment

Property, plant, and equipment are recorded at cost at the date of purchase or fair market value at the date of donation. Computer and office equipment are depreciated using the straight-line method over their estimated useful lives of five years. Leasehold improvements are amortized using the straight-line method over the shorter of the estimated lives of the assets or the remaining life of the lease.

# THE NATIONAL SECURITY ARCHIVE FUND, INC.

## NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2013 AND 2012

### Note 2. Summary of Significant Accounting Policies (Concluded)

#### Revenue Recognition

Foundation grants to the NSAF, whether restricted or unrestricted, are recorded as revenue when committed by the grantors. Unconditional promises to give that are expected to be collected in future years are recorded at the present value of the amounts expected to be collected based on a market rate of return.

Royalties due to the NSAF from publishers are recorded as revenue in the periods in which they are earned from the sale of publications or subscriptions. Royalties due at December 31, 2013 and 2012 were \$153,967 and \$191,333, respectively.

#### Income Taxes

The NSAF is exempt from Federal and state income taxes under Section 501(c)(3) of the Internal Revenue Code and the applicable state income tax regulations, except for taxes on unrelated business income. Because the NSAF had no unrelated business income for the years ended December 31, 2013 or 2012, no provision for income taxes has been made in the accompanying financial statements.

FASB ASC 740, *Income Taxes* prescribes a model for how an entity should recognize, measure, present, and disclose in its financial statements uncertain tax positions that the entity has taken or expects to take on a tax return. FASB ASC 740 requires an entity to recognize the benefit of tax positions when it is "more likely than not" that the provision will be sustainable based on the merits of the position taken by an entity. The NSAF has analyzed its tax positions, and has concluded that no liability should be recorded related to any uncertain tax positions. The NSAF is not aware of any tax positions that it believes will change materially in the next twelve months. If this position changes, the NSAF will assess the impact of any such matters on its financial position and results of operations.

#### Grantees and Indemnifications

The NSAF may enter into service agreements with service providers in which it agrees to indemnify the service provider against certain losses and liabilities arising from the service provider's performance under the agreement. Generally, such indemnification obligations do not apply in situations in which the service provider is grossly negligent, engages in willful misconduct, or acts in bad faith. The NSAF is not aware of any liability under such service agreements for the years ended December 31, 2013 or 2012.

# THE NATIONAL SECURITY ARCHIVE FUND, INC.

## NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2013 AND 2012

### Note 3. Defined Contribution Retirement Plan

In April 2002, the NSAF established a defined-contribution retirement plan for its employees under Section 403(b) of the Internal Revenue Code. All non-temporary employees may make contributions to accounts under the plan on a pre-tax basis, subject to the maximums provided by law. In cases in which employees who are at least 21 years of age and who have been employed by the NSAF for at least two years without a break in service contribute five percent or more of their salaries, the NSAF makes contributions to their retirement accounts established under the plan equal to ten percent of their salaries. The NSAF's contributions to employees' accounts under the plan totaled \$151,922 and \$157,100 for the years ended December 31, 2013 and 2012.

### Note 4. Commitments

Under the terms of a license agreement, the NSAF pays GWU \$50,000 a year for office space and certain related facilities and services. The agreement, which commenced in January 1995, runs in automatically renewable five-year periods and is cancelable upon nine months' notice by either party.

The NSAF leases office equipment from commercial suppliers under non-cancelable leases; future gross minimum annual rental payments to be paid under these leases as of December 31, 2013 totaled \$36,427 (payable during 2014 through 2018).

Rent expense under the lease agreements for the years ended December 31, 2013 and 2012 totaled \$9,056 and \$10,795, respectively.

### Note 5. Foundation Grants Receivable

As of December 31, 2013 and 2012, the NSAF held the following multi-year grant commitments:

	<u>2013</u>	<u>2012</u>
Grants receivable	\$ 2,810,500	\$ 921,700
Less discount	(25,500)	-
Less current portion	<u>(1,623,000)</u>	<u>-</u>
Net Grants Receivable	<u>\$ 1,162,000</u>	<u>\$ 921,700</u>

The anticipated collections of the grants receivable based upon the stated payment terms are as follows:

<u>Year Ending</u> <u>December 31,</u>	
2014	\$ 1,623,000
2015	937,500
2016	<u>250,000</u>
	<u>\$ 2,810,500</u>

**THE NATIONAL SECURITY ARCHIVE FUND, INC.**

**NOTES TO FINANCIAL STATEMENTS**

**DECEMBER 31, 2013 AND 2012**

**Note 6. Property, Plant, and Equipment**

As of December 31, 2013 and 2012, property, plant, and equipment consisted of the following:

	<u>2013</u>	<u>2012</u>
Leasehold improvements	\$ 181,824	\$ 181,824
Computer and office equipment	<u>171,628</u>	<u>161,362</u>
	\$ 353,452	\$ 343,186
Accumulated depreciation and amortization	<u>(273,755)</u>	<u>(231,504)</u>
	<u>\$ 79,697</u>	<u>\$ 111,682</u>

Depreciation and amortization expense was \$42,251 and \$43,726 for the years ended December 31, 2013 and 2012.

**Note 7. Composition of Temporarily Restricted Net Assets**

As of December 31, 2013 and 2012, the NSAF held temporarily restricted net assets for the following purposes:

	<u>2013</u>	<u>2012</u>
Latin America Programs	\$ 114,828	\$ 164,132
U.S.-Russia Relations and Nuclear Weapons Policy Programs	1,094,500	562,120
Freedom of Information Law Programs: United States	242,108	242,108
Freedom of Information Law Programs: International	21,067	46,913
U.S.-Iran Relations Program	-	512
Broadly-based Human Rights Programs	-	70,200
Smith Bagley Research Center	52,500	82,500
Center for National Security Studies	<u>907,821</u>	<u>731,979</u>
	<u>\$ 2,432,824</u>	<u>\$ 1,900,464</u>

Temporarily restricted net assets were released from restriction for the following purposes during the years ended December 31, 2013 and 2012:

	<u>2013</u>	<u>2012</u>
Latin America Programs	\$ 299,304	\$ 269,319
U.S.-Russia Relations and Nuclear Weapons Policy Programs	577,120	552,881
Freedom of Information Law Programs: United States	350,000	326,892
Freedom of Information Law Programs: International	104,346	368,503
U.S.-Iran Relations Program	512	33,629
Broadly-based Human Rights Programs	127,700	373,220
Smith Bagley Research Center (current year's amortization)	30,000	30,000
Center for National Security Studies	<u>329,358</u>	<u>365,958</u>
	<u>\$ 1,818,340</u>	<u>\$ 2,320,402</u>

**Note 8. Subsequent Events**

The NSAF has performed an evaluation of subsequent events through November 6, 2014, which is the date the financial statements were available to be issued, noting no events that affect the financial statements as of December 31, 2013.