



WOMEN'S PROJECT & PRODUCTIONS, INC.

Audited Financial Statements

June 30, 2017

Independent Auditor's Report

To the Board of Directors of
Women's Project & Productions, Inc.

Report on the Financial Statements

We have audited the accompanying financial statements of Women's Project & Productions, Inc. (the "Organization"), which comprise the statement of financial position as of June 30, 2017, and the related statements of activities, and cash flows for the year 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 audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the organization'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 organization'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

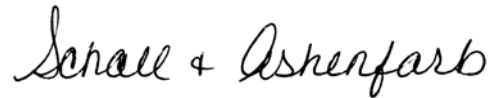
In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Women’s Project & Productions, Inc. as of June 30, 2017 and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information

We have previously audited the Organization’s 2016 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated December 1, 2016. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2016 consistent, in all material respects, with the audited financial statements from which it has been derived.

Other Matter

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The statement of functional expenses on page 13 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 to 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.



Schall & Ashenfarb
Certified Public Accountants, LLC

November 27, 2017

WOMEN'S PROJECT & PRODUCTIONS, INC.
STATEMENT OF FINANCIAL POSITION
AT JUNE 30, 2017
(With comparative totals at June 30, 2016)

	<u>6/30/17</u>	<u>6/30/16*</u>
Assets		
Cash and cash equivalents	\$179,209	\$85,545
Contributions and grants receivable	147,525	119,525
Prepaid expenses and other assets	46,097	13,769
Investments held for board designated reserve fund (Note 2)	253,492	252,703
Restricted cash held for board designated reserve fund	131,508	176,508
Property and equipment, at cost (net of accumulated depreciation) (Note 3)	15,807	19,262
Security deposits	<u>13,000</u>	<u>13,000</u>
Total assets	<u><u>\$786,638</u></u>	<u><u>\$680,312</u></u>
Liabilities and Net Assets		
Liabilities:		
Accounts payable and accrued expenses	\$50,966	\$42,414
Deferred revenue	<u>17,169</u>	<u>196</u>
Total liabilities	<u><u>68,135</u></u>	<u><u>42,610</u></u>
Net assets:		
Unrestricted	421,503	462,702
Temporarily restricted (Note 4)	<u>297,000</u>	<u>175,000</u>
Total net assets	<u><u>718,503</u></u>	<u><u>637,702</u></u>
Total liabilities and net assets	<u><u>\$786,638</u></u>	<u><u>\$680,312</u></u>

*Reclassified for comparative purposes

The attached notes and auditor's report are an integral part of these financial statements.

WOMEN'S PROJECT & PRODUCTIONS, INC.
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2017
(With comparative totals for the year ended June 30, 2016)

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Total 6/30/17</u>	<u>Total 6/30/16</u>
Public support and revenue:				
Contributions:				
Foundations	\$266,150	\$152,000	\$418,150	\$263,114
Individuals	46,960		46,960	126,996
Corporations	58,475	100,000	158,475	58,250
In-kind contributions (Note 6)	4,500		4,500	8,128
Government grants	112,900	45,000	157,900	65,000
Special event revenue (net of expenses with a direct benefit to donors)(Note 8)	157,234		157,234	153,887
Production and membership income	208,497		208,497	171,852
Interest and dividend income	3,674		3,674	4,179
Rental and other income	60,345		60,345	18,117
Net loss on investments (Note 2)	(2,685)		(2,685)	(392)
	<u>916,050</u>	<u>297,000</u>	<u>1,213,050</u>	<u>869,131</u>
Net assets released from restrictions and transfer:				
Satisfaction of restrictions	175,000	(175,000)	0	0
Total public support and revenue	<u>1,091,050</u>	<u>122,000</u>	<u>1,213,050</u>	<u>869,131</u>
Expenses:				
Program services:				
Productions	782,029		782,029	848,023
Labs	121,094		121,094	116,435
Total program services	<u>903,123</u>	<u>0</u>	<u>903,123</u>	<u>964,458</u>
Supporting services:				
Management and general	55,761		55,761	75,763
Fundraising	150,257		150,257	131,821
Advertising and promotion	23,108		23,108	21,256
Total supporting services	<u>229,126</u>	<u>0</u>	<u>229,126</u>	<u>228,840</u>
Total expenses	<u>1,132,249</u>	<u>0</u>	<u>1,132,249</u>	<u>1,193,298</u>
Change in net assets	(41,199)	122,000	80,801	(324,167)
Net assets - beginning of year	<u>462,702</u>	<u>175,000</u>	<u>637,702</u>	<u>961,869</u>
Net assets - end of year	<u><u>\$421,503</u></u>	<u><u>\$297,000</u></u>	<u><u>\$718,503</u></u>	<u><u>\$637,702</u></u>

The attached notes and auditor's report are an integral part of these financial statements.

WOMEN'S PROJECT & PRODUCTIONS, INC.
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2017
(With comparative totals for the year ended June 30, 2016)

	<u>6/30/17</u>	<u>6/30/16*</u>
Cash flows from operating activities:		
Change in net assets	\$80,801	(\$324,167)
Adjustments to reconcile change in net assets to net cash provided by/(used for) operating activities:		
Depreciation	3,455	3,897
Donated stock	(5,132)	(10,199)
Net loss on investments	2,685	392
Changes in assets and liabilities:		
Contributions and grants receivable	(28,000)	(86,003)
Prepaid expenses and other assets	(32,328)	2,499
Restricted cash	45,000	0
Security deposits	0	(13,000)
Accounts payable and accrued expenses	8,552	(1,864)
Deferred revenue	16,973	0
Net cash provided by/(used for) operating activities	<u>92,006</u>	<u>(428,445)</u>
Cash flows from investing activities:		
Transfers out of investment account	5,080	315,124
Purchases of investments (including reinvested income)	(3,422)	(3,882)
Acquisition of property and equipment	0	(2,013)
Net cash provided by investing activities	<u>1,658</u>	<u>309,229</u>
Net increase/(decrease) in cash and cash equivalents	93,664	(119,216)
Cash and cash equivalents - beginning of year	<u>85,545</u>	<u>204,761</u>
Cash and cash equivalents - end of year	<u><u>\$179,209</u></u>	<u><u>\$85,545</u></u>
*Reclassified for comparative purposes		
Supplemental data:		
Interest and taxes paid	<u><u>\$0</u></u>	<u><u>\$0</u></u>

The attached notes and auditor's report are an integral part of these financial statements.

WOMEN'S PROJECT & PRODUCTIONS, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2017

Note 1 - Organization and Summary of Significant Accounting Policies

a. Organization

Women's Project & Productions, Inc. ("the Organization") is a not-for-profit that is dedicated to producing and promoting theater created by women. The Organization produces fully realized productions at McGinn Cazale Theatre, oversees the development of theatrical works-in-progress, and provides a free two-year mentorship lab for emerging and mid-career playwrights, directors, and producers.

b. Basis of Accounting

The financial statements have been prepared on the accrual basis of accounting which is the process of recording revenue and expenses when earned or incurred, rather than received or paid.

c. Financial Statement Presentation

The Organization reports information regarding its financial position and activities according to the following classes of net assets:

- *Unrestricted* – represents all activity that has not been restricted by donors. The board of directors has set aside a "program fund" to ensure the long-term stability of the Organization and fund future operations. The balance in the "program fund" amounted to approximately \$385,000 and \$429,200 at June 30, 2017 and 2016, respectively.
- *Temporarily restricted* – represents donor-restricted contributions whose restrictions have not been met at year end but whose restrictions are anticipated to be met in the future.
- *Permanently restricted* – accounts for activity restricted by donors that must remain intact in perpetuity. The Organization did not have any permanently restricted net assets at June 30, 2017 or 2016.

d. Revenue Recognition

Contributions are recognized at the earlier of when cash is received or when the donor makes a promise to give that is, in substance, unconditional. Contributions are considered unrestricted unless the donor places a restriction on it, in which case they are recorded in the temporarily restricted class of net assets. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets. However, restricted contributions that are satisfied in the same period they are recognized are recorded as unrestricted.

All government grants are recognized as income when earned, either based on performance of certain milestones or by incurring expenses that can be reimbursed under the terms of the agreement.

- e. Cash and Cash Equivalents
The Organization considers all liquid investments with an initial maturity of three months or less to be cash and cash equivalents except for cash held with an investment custodian for long-term purposes.
- f. Concentrations of Credit Risk
Financial instruments which potentially subject the Organization to concentration of credit risk consist of cash accounts, a certificate of deposit, and investments. These have all been placed with financial institutions that management deems to be creditworthy. At times, balances may exceed federally insured limits. Investments are subject to market fluctuations and principal is not guaranteed. The Organization has not sustained any losses due to failure of any financial institution.
- g. Allowance for Doubtful Accounts
At June 30, 2017, all contributions and grants receivable are due within one year. All receivables are reviewed for collectability based on various factors such as historical experience and subsequent collections. Based on this review, management has deemed that no allowance for doubtful accounts is necessary.
- h. Investments
Investments are reflected at fair value, which is defined as the price that would be received to sell an asset or paid to transfer a liability (i.e., the “exit price”) in an orderly transaction between market participants at the measurement date. Realized and unrealized gains and losses are recognized in the statement of activities.
- i. Property and Equipment
Property and equipment are recorded at cost. Depreciation is computed using the straight-line method over the estimated useful lives of the respective assets, as follows:

Leasehold improvements – 39.5 years
Office equipment – 5-7 years
- j. Accrued Vacation
The Organization has not accrued for vacation earned but not yet taken because the amounts have not been determined. Management feels this would not be material.
- k. Advertising
Advertising costs are charged to operations when the advertising first takes place. Advertising expense was \$23,108 and \$21,256, for the years ended June 30, 2017 and June 30, 2016, respectively.
- l. 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 certain reported amounts and disclosures. Actual results could differ from those estimates.

m. Tax Status

Women's Project & Productions, Inc. has been notified by the Internal Revenue Service that it is exempt from Federal income taxes under Section 501(c)(3) of the Internal Revenue Code and has been designated as an organization which is not a private foundation.

n. Comparative Financial Information

The financial statements include certain prior-year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the Organization's financial statements for the year ended June 30, 2016, from which the summarized information was derived.

o. Accounting for Uncertainty of Income Taxes

The Organization does not believe its financial statements include any material, uncertain tax positions. Tax filings for periods ending June 30, 2014 and later are subject to examination by applicable taxing authorities.

p. Subsequent Events

Management has evaluated for potential recognition and disclosure events subsequent to the date of the statement of financial position through November 27, 2017, the date the financial statements were available to be issued. No events have occurred subsequent to the statement of financial position date through our evaluation date that would require adjustment to or disclosure in the financial statements.

q. New Accounting Pronouncement

On August 18, 2016, the Financial Accounting Standards Board (FASB) issued an Accounting Standards Update (ASU) No. 2016-14, *Presentation of Financial Statements of Not-for-Profit Entities*. The ASU, which becomes effective for the June 30, 2019 year, with early implementation permitted, focuses on improving the current net asset classification requirements and information presented in financial statements and notes that is useful in assessing a not-for-profit's liquidity, financial performance and cash flows.

FASB issued ASU No. 2014-09, *Revenue from Contracts with Customers*. The ASU, which becomes effective for the June 30, 2020 year, focuses on a principle based model. It highlights the identification of performance obligations of the contract, determining the price and allocating that price to the performance obligation so that revenue is recognized as each performance obligation is satisfied.

The Organization has not yet evaluated the impact these standards will have on future financial statements.

Note 2 - Investments

Accounting standards establish a fair value hierarchy giving the highest priority to quoted market prices in active markets and the lowest priority to unobservable data. All investments were measured using Level 1 inputs, which are the quoted prices in active markets for identical assets. The following summarizes the composition of investments:

	<u>6/30/17</u>	<u>6/30/16</u>
Money funds	\$12,211	\$8,704
Mutual funds – fixed income	<u>241,281</u>	<u>243,999</u>
Total	<u>\$253,492</u>	<u>\$252,703</u>

Level 1 securities are valued at the closing price reported on the active market they are traded on. This method produces a fair value calculation that may not be indicative of net realizable value or reflective of future values. The use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in different fair value measurements.

Net loss on investments consists of the following:

	<u>6/30/17</u>	<u>6/30/16</u>
Unrealized (loss)/gain on investments	(\$2,634)	\$3,853
Realized loss on sales of investments	<u>(51)</u>	<u>(4,245)</u>
Total	<u>(\$2,685)</u>	<u>(\$392)</u>

Note 3 - Property and Equipment

Property and equipment consist of the following:

	<u>6/30/17</u>	<u>6/30/16</u>
Leasehold improvements	\$26,300	\$26,300
Office equipment	<u>84,443</u>	<u>84,443</u>
	110,743	110,743
Less: accumulated depreciation	<u>(94,936)</u>	<u>(91,481)</u>
Total	<u>\$15,807</u>	<u>\$19,262</u>

Depreciation and amortization expense for the years ended June 30, 2017 and June 30, 2016 was \$3,455 and \$3,897, respectively.

Note 4 - Temporarily Restricted Net Assets

The following summarizes the activity of temporarily restricted net assets:

	<u>June 30, 2017</u>			
	<u>Balance</u>	<u>New</u>	<u>Released</u>	<u>Balance</u>
	<u>7/1/16</u>	<u>Contributions</u>	<u>from</u>	<u>6/30/17</u>
			<u>Restriction</u>	
Program restrictions:				
Mainstage Productions	\$0	\$45,000	\$0	\$45,000
STUFFED	75,000	0	(75,000)	0
Rent for Theater	50,000	50,000	(50,000)	50,000
Labs and Pipeline Festival	<u>0</u>	<u>100,000</u>	<u>0</u>	<u>100,000</u>
Total program restrictions	125,000	195,000	(125,000)	195,000
Time restrictions	<u>50,000</u>	<u>102,000</u>	<u>(50,000)</u>	<u>102,000</u>
Total	<u>\$175,000</u>	<u>\$297,000</u>	<u>(\$175,000)</u>	<u>\$297,000</u>

	<u>June 30, 2016</u>			
	<u>Balance</u> <u>7/1/15</u>	<u>New</u> <u>Contributions</u>	<u>Released</u> <u>from</u> <u>Restriction</u>	<u>Balance</u> <u>6/30/16</u>
Program restrictions:				
Developmental Theatre	\$20,000	\$0	(\$20,000)	\$0
STUFFED	0	75,000	0	75,000
Rent for Theater	0	50,000	0	50,000
History Matters	<u>30,427</u>	<u>0</u>	<u>(30,427)</u>	<u>0</u>
Total program restrictions	50,427	125,000	(50,427)	125,000
Time restrictions	<u>165,126</u>	<u>0</u>	<u>(115,126)</u>	<u>50,000</u>
Total	<u>\$215,553</u>	<u>\$125,000</u>	<u>(\$165,553)</u>	<u>\$175,000</u>

Note 5 - Line of Credit

The Organization has a line of credit in the amount of \$150,000 that pays interest at a variable rate. The full amount was unused at June 30, 2017 and 2016.

Note 6 - In-Kind Contributions

Donated services are recognized in circumstances where those services create or enhance non-financial assets or require specialized skills, are provided by individuals possessing those skills and would typically need to be purchased if not provided in-kind. The Organization recognized in-kind contributions consisting of the following:

	<u>June 30, 2017</u>			
	<u>Programs</u>	<u>Management</u> <u>and</u> <u>General</u>	<u>Fundraising</u>	<u>Total</u>
Gala fees	<u>\$0</u>	<u>\$0</u>	<u>\$4,500</u>	<u>\$4,500</u>

	<u>June 30, 2016</u>			
	<u>Programs</u>	<u>Management</u> <u>and</u> <u>General</u>	<u>Fundraising</u>	<u>Total</u>
Legal	\$3,276	\$232	\$120	\$3,628
Gala fees	<u>0</u>	<u>0</u>	<u>4,500</u>	<u>4,500</u>
Total	<u>\$3,276</u>	<u>\$232</u>	<u>\$4,620</u>	<u>\$8,128</u>

A substantial amount of management, administrative and fundraising duties are performed voluntarily by the board of directors. Those services have not been recorded as they do not meet the criteria outlined above.

Note 7 - Commitments and Contingencies

Government supported projects are subject to audit by the applicable granting agency.

The New York State Department of Labor has assessed the Organization based on an audit relating to a prior year's unemployment insurance. Although the audit is being contested, a

liability of approximately \$32,000 has been recorded.

The Organization entered into a sublease agreement in September 2015 for theater space in New York, New York. The lease runs through April 2018.

Future minimum payments will conclude during the fiscal year ending June 30, 2018 and amount to \$110,334.

Note 8 - Special Event

The Organization held an annual fundraising benefit. Direct expenses of the event that benefited donors have been netted with benefit income in the public support section of the statement of activities, while other event expenses have been shown as special events expense in the fundraising section of the statement of functional expenses.

A financial summary of the event is as follows:

	<u>6/30/17</u>	<u>6/30/16</u>
Gross revenue	\$200,551	\$194,300
Less: expenses with a direct benefit to donors	<u>(43,317)</u>	<u>(40,413)</u>
	157,234	153,887
Less: other event expenses	<u>(41,146)</u>	<u>(40,561)</u>
Total fundraising event	<u>\$116,088</u>	<u>\$113,326</u>

Note 9 - Multi-Employer Benefit Plan

The Organization participates in several multi-employer plans that provides defined benefits to certain contract labor covered by collective bargaining agreements. The "EIN/Pension Plan Number" column provides the Employer Identification Number ("EIN") and the three-digit plan number. The zone status is based on information that the Organization received from the plan and is certified by the plan's actuary. Among other factors, plans in the red zone are generally less than 65 percent funded, plans in the yellow zone are less than 80 percent funded and plans in the green zone are more than 80 percent funded.

Information on the Equity League Pension Trust Fund as of June 30, 2017 is as follows:

<u>EIN/Pension Plan Number</u>	<u>Plan End Date</u>	<u>PPA Zone Status</u>	<u>RP Status</u>	<u>Collective Bargaining Agreement Expiration Date</u>	<u>Contribution</u>
13-6696817/001	5/31/16	Green	N/A	4/30/18	<u>\$2,741</u>

Information on the United Scenic Artist Local 829 Pension Fund as of June 30, 2017 is as follows:

<u>EIN/Pension Plan Number</u>	<u>Plan End Date</u>	<u>PPA Zone Status</u>	<u>RP Status</u>	<u>Collective Bargaining Agreement Expiration Date</u>	<u>Contribution</u>
13-1982707/001	12/31/16	Green	N/A	Varies	<u>\$704</u>

Information on the SDC League Pension Fund as of June 30, 2017 is as follows:

<u>EIN/Pension Plan Number</u>	<u>Plan End Date</u>	<u>PPA Zone Status</u>	<u>RP Status</u>	<u>Collective Bargaining Agreement Expiration Date</u>	<u>Contribution</u>
13-6634482/001	8/31/16	Yellow	Implemented*	Varies	<u>\$464</u>

*A funding improvement plan was adopted on July 19, 2011.

WOMEN'S PROJECT & PRODUCTIONS, INC.
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2017

(With comparative totals for the year ended June 30, 2016)

	Program Services			Supporting Services			Total Expenses 6/30/17	Total Expenses 6/30/16
	Productions	Labs	Total	Management and General	Fundraising	Advertising and Promotion		
Salaries	\$243,049	\$81,159	\$324,208	\$25,664	\$13,270		\$38,934	\$388,749
Payroll taxes and employee benefits	64,354	15,374	79,728	4,861	2,514		7,375	112,810
Total salaries and related expenses	307,403	96,533	403,936	30,525	15,784	0	46,309	501,559
Artistic and technical fees	79,970		79,970				0	132,070
Outside professional fees	25,547	6,721	32,268	15,125	79,099		94,224	134,953
Production expenses	284,430		284,430				0	218,855
Occupancy costs	33,490	3,440	36,930	1,088	562		1,650	26,076
Equipment rental	2,389	798	3,187	252	130		382	4,405
Advertising and promotion			0			23,108	23,108	21,256
Telephone	4,438	1,207	5,645	382	197		579	6,430
Office expenses	10,549	3,949	14,498	1,071	9,738		10,809	24,282
Printing and postage	9,843	2,338	12,181	742	413		1,155	29,681
Bank and credit card fees	2,059	679	2,738	215	2,003		2,218	3,766
Special event expenses			0		84,463		84,463	80,574
Insurance	9,144	3,053	12,197	966	499		1,465	12,956
Miscellaneous	487	162	649	51	27		78	12,808
Dues and subscriptions	2,768	924	3,692	292	151		443	5,600
Repairs and maintenance	1,860	273	2,133	86	44		130	6,555
Travel and transportation	5,339	245	5,584	71	339		410	7,588
Bad debt expense			0	4,650			4,650	0
Depreciation	2,313	772	3,085	245	125		370	3,897
Total other expenses	474,626	24,561	499,187	25,236	177,790	23,108	226,134	731,752
Total program and supporting services expenses	782,029	121,094	903,123	55,761	193,574	23,108	272,443	1,233,311
Less: direct costs of special events					43,317		43,317	40,013
Total expenses	\$782,029	\$121,094	\$903,123	\$55,761	\$150,257	\$23,108	\$229,126	\$1,193,298

The attached notes and auditor's report are an integral part of these financial statements.