

Financial Statements and Report of Independent Certified Public Accountants

International Research & Exchanges Board, Inc.

June 30, 2013 and 2012

## Contents

Report of Independent Certified Public Accountants	3–4
Financial Statements	
Statements of Financial Position	5
Statements of Activities and Changes in Net Assets	6
Statements of Cash Flows	7–8
Notes to Financial Statements	9–21



### **Report of Independent Certified Public Accountants**

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Board of Directors International Research & Exchanges Board, Inc.

### **Report on the Financial Statements**

We have audited the accompanying financial statements of International Research & Exchange Board, Inc. (IREX), which comprise the statements of financial position as of June 30, 2013 and 2012, and the related statements of activities and changes in net assets 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 and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. 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 IREX'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 IREX'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 International Research & Exchange Board, Inc. as of June 30, 2013 and 2012, and its statements of activities and changes in net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

### Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report, dated November 5, 2013, on our consideration of the IREX's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the IREX's internal control over financial reporting and compliance.

Show Thornton LAP

McLean, Virginia November 5, 2013

## **Statements of Financial Position**

June 30,		2013	2012
Assets			
Current Assets			
Cash and cash equivalents	\$	3,247,441 \$	1,692,715
Restricted cash		269,703	_
Short-term investments		7,618,360	7,789,599
Grants receivable, net of reserve for potential			
disallowed costs of approximately \$123,200			
and \$183,907 for 2013 and 2012, respectively		2,512,617	3,226,779
Prepaid expenses and other assets	_	1,325,088	2,179,154
Total current assets		14,973,209	14,888,247
Property and equipment, net		3,042,831	375,768
Long-term investments		7,422,725	6,204,056
Total Assets	\$	25,438,765 \$	21,468,071
Current Liabilities			
Accounts payable and accrued expenses	\$	3,526,995 \$	4,439,135
Deferred rent - current		_	83,660
Deferred revenue		9,493,249	9,142,392
Total Current Liabilities		13,020,244	13,665,187
Deferred rent - non current		2,760,178	_
Other non-current liabilities		269,703	_
Total Liabilities		16,050,125	13,665,187
Net Assets			
Unrestricted assets		7,283,651	5,753,518
Temporarily restricted		720,989	665,366
Permanently restricted		1,384,000	1,384,000
Total net assets		9,388,640	7,802,884
Total Liabilities and Net Assets	\$	25,438,765 \$	21,468,071

Statements of Activities and Changes in Net Assets

Yea	r ende	ed Jun	e 30.	2013
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		Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Revenue and Support					
Federal grants and contracts	\$	54,049,766 \$	_ \$	<b>—</b> \$	54,049,766
Private grants and contracts		12,467,578	_	_	12,467,578
Contributions		28,605	_	_	28,605
Other revenue	_	2,479	_	_	2,479
		66,548,428	_	_	66,548,428
In-kind support		4,559,175	_	_	4,559,175
<b>Total Revenue and Other Support</b>		71,107,603	_	_	71,107,603
Expenses					
Program activities		60,268,231	_	_	60,268,231
In-kind expenses		4,563,775	_	_	4,563,775
Total Program Expenses		64,832,006	_	_	64,832,006
Other Expenses General administration		5,663,156	_	_	5,663,156
Total Expenses		70,495,162		_	70,495,162
Change in Net Assets Before Investment Return		612,441	_	_	612,441
Investment Return, net		917,692	55,623	_	973,315
Change in Net Assets		1,530,133	55,623	_	1,585,756
Net Assets, beginning of year		5,753,518	665,366	1,384,000	7,802,884
Net Assets, end of year	\$	7,283,651 \$	720,989 \$	1,384,000 \$	9,388,640

Statements of Activities and Changes in Net Assets

Year	ended	Inne	30	2012

		Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Revenue and Support					
Federal grants and contracts	\$	59,729,146 \$	_ \$	<b>—</b> \$	59,729,146
Private grants, contributions, and contracts		10,387,077	_	_	10,387,077
Other revenue	_	15,683			15,683
		70,131,906	_	_	70,131,906
In-kind support		6,583,934			6,583,934
<b>Total Revenue and Other Support</b>		76,715,840	_	_	76,715,840
Expenses					
Program activities		64,521,947	_	_	64,521,947
In-kind expenses	_	6,583,955			6,583,955
<b>Total Program Expenses</b>		71,105,902	_	_	71,105,902
Other Expenses					
General administration		5,734,152			5,734,152
<b>Total Expenses</b>		76,840,054	_	_	76,840,054
Change in Net Assets Before Investment Return		(124,214)	_	_	(124,214)
Investment Return, net		37,778	146,822	_	184,600
Change in Net Assets		(86,436)	146,822	_	60,386
Net Assets, beginning of year		5,839,954	518,544	1,384,000	7,742,498
Net Assets, end of year	\$	5,753,518 \$	665,366 \$	1,384,000 \$	7,802,884

## **Statements of Cash Flows**

Year ended June 30,	2013	2012	
Cash Flows Provided by (Used in) Operating Activities			
Change in net assets	\$ 1,585,756 \$	60,386	
Adjustments to reconcile change in net assets to net cash			
provided by operating activities:			
Depreciation	297,346	237,858	
Net realized and unrealized gain on investments	(839,058)	(61,374)	
Changes in assets and liabilities			
Grants receivable, net	714,162	83,198	
Prepaid expenses and other assets	854,066	(568,604)	
Accounts payable and accrued expenses	(912,141)	166,259	
Deferred rent	2,676,519	(91,028)	
Deferred revenue	350,857	1,530,781	
Net Cash Provided by Operating Activities	4,727,507	1,357,476	
<b>Cash Flows from Provided by (Used in) Investing Activities</b>			
Purchase of investments	(1,919,883)	(2,527,912)	
Proceeds from sale of investments	1,711,511	1,596,350	
Purchase of property and equipment	(2,964,409)	(76,791)	
Net Cash (Used in) Investing Activities	(3,172,781)	(1,008,353)	
<b>Change in Cash and Cash Equivalents</b>	1,554,726	349,123	
Cash and Cash Equivalents, beginning of year	1,692,715	1,343,592	
Cash and Cash Equivalents, end of year	\$ 3,247,441 \$	1,692,715	

**Notes to Financial Statements** 

June 30, 2013 and 2012

### NOTE A34SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

### Nature of Operations

The International Research & Exchanges Board, Inc. (IREX), is an international nonprofit organization dedicated to the advancement of knowledge. Central to its mission is the empowering of individuals and institutions to participate meaningfully in civil society. IREX contributes to the development of students, scholars, policymakers, business leaders, journalists, and other professionals; strengthens independent media, academic, public, and nongovernmental institutions; and makes the knowledge and skills developed through its programs available to universities, foundations, policymakers, and the corporate sector. IREX administers programs between the United States and the countries of Eastern Europe, the New Independent States (NIS), Asia, the Near East and Africa. A significant portion of IREX's operations is carried out in foreign countries.

IREX receives funds from the Department of State (DOS), Agency for International Development (AID), other federal agencies, and private-sector sources. Approximately 81 percent and 78 percent of the funds received in 2013 and 2012, respectively, were through awards from the United States (U.S.) government.

### **Basis of Presentation**

IREX prepares its financial statements on the accrual basis of accounting.

To comply with the legal requirements of certain host countries, IREX has registered these field offices as representational offices of IREX. All activities of these entities are reflected in the accompanying financial statements.

### Revenue Recognition

Grants, cooperative agreements, and contracts are awarded to the organization from U.S. government agencies and private organizations for the purpose of implementing mission-related projects. Grants, cooperative agreements, and contracts received from U.S. government agencies are accounted for as exchange transactions, and accordingly, revenue is recognized when the qualifying expenditures are made. Revenue is recognized based on actual indirect rates incurred, billings are rendered using approved provisional rates. Any necessary adjustments will be recorded when final rates are approved by the U.S. government. Final negotiated rates have been approved through 2011.

Grants or contracts from private organizations may be accounted for as either exchange transactions or contributions, depending on the nature of the award. In an exchange transaction, revenue is recognized when the qualifying expenditures are made. Funds received related to these transactions not expended at year-end are recorded as refundable advances. In a contribution transaction, revenue is recognized when the commitment is made by the donor. Funds received as donor-restricted contributions, but not expended at year-end are recorded as temporarily restricted net assets. The assets are released from restriction as revenue when the satisfaction of the restriction has been met.

Unconditional promises to give are recognized as revenue in the period received. Conditional promises to give are recognized only when the conditions on which they depend are substantially met and the promises become unconditional.

Notes to Financial Statements—Continued

*June 30, 2013 and 2012* 

### NOTE A34SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES—Continued

### Classification of Net Assets

The net assets, revenue, expenses, gains and losses of IREX are classified based on the existence, or absence, of donor-imposed restrictions. Accordingly, the net assets of IREX and the changes therein, are classified and reported as such:

*Unrestricted*–Unrestricted revenues and operating expenses of IREX. Current investment earnings are available to support current operations.

**Temporarily Restricted**—Contributions restricted, as to time or purpose, by the donor. When the purpose or time period restriction is met, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

**Permanently Restricted**—Funds that are restricted by donors requiring that the principal be invested in perpetuity. The earnings on these funds are unrestricted and are used for operations in accordance with a spending policy approved by the Board of Directors.

### **Expenses**

Costs that can be identified specifically with a particular cost objective or project are charged directly to the applicable grant, cooperative agreement, or contract. Indirect costs are allocated to all applicable awards and functions based on actual costs incurred.

### Cash and Cash Equivalents

For financial statement purposes, IREX considers all highly liquid investment instruments purchased with a maturity of three months or less to be cash equivalents except for those held in brokerage accounts or held for other than operating purposes which are classified as investments.

As of June 30, 2013 and 2012, IREX held cash in foreign accounts designated for program purposes totaling \$1,583,227 and \$868,189, respectively.

### **In-Kind Support**

IREX receives in-kind contributions of tuition, materials, supplies, facilities, and other services from a number of contributors. These amounts are reflected as revenues and expenses at the estimated fair value when received in the accompanying statement of activities.

Notes to Financial Statements—Continued

*June 30, 2013 and 2012* 

### NOTE A34SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES—Continued

### Fixed Assets

Fixed assets are carried at cost. Depreciation of fixed assets is provided on the straight-line method over estimated useful lives of three to five years. Maintenance, repairs, and renewals, which neither materially add to the value of the property nor appreciably prolong its life, are charged to expense as incurred. Gains or losses on dispositions of fixed assets, if any, are included in the accompanying statements of activities and changes in net assets.

IREX occasionally purchases and expenses equipment for overseas projects with funds received from the U.S. government and private grantors. As provided by the terms of the awards, title to the assets remains with the recipient, IREX, but the grantor generally retains control of the disposition of the equipment at the conclusion of the project. In most cases, at the conclusion of the project, the equipment is donated to local organizations. Proceeds, if any, from the sale of equipment are returned to the respective grantor.

IREX capitalizes certain costs associated with computer software developed or obtained for internal use and website development. IREX's policy provides for the capitalization of external direct costs of materials and services. Costs associated with preliminary project stage activities, and post implementation stage activities, such as training and maintenances, are expensed as incurred. Costs capitalized are amortized over the useful life of the software or website on a straight-line basis which has been estimated at three years.

#### **Income Tax**

IREX is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code and has been classified by the Internal Revenue Service as an organization that is not a private foundation.

Under provisions of the Internal Revenue Code Section 501 (c) (3), and applicable state regulations, IREX is exempt from taxes except or unrelated business income. For financial statement purposes IREX is required to record a liability for any material tax position taken which does not meet the minimum thresholds of "more likely than not" to be successful under regulatory challenge. No provision for income taxes has been recorded in 2013 and 2012 since management believes there is no material unrelated business income or material uncertain tax positions requiring the recognition of a liability.

### Fair Value of Financial Instruments

The framework for measuring fair value provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1 measurements) and the lowest priority to unobservable inputs (Level 3 measurements). The three levels of the fair value hierarchy are described below:

*Level 1* – Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets that IREX has the ability to access.

Notes to Financial Statements—Continued

*June 30, 2013 and 2012* 

### NOTE A34SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES—Continued

### Fair Value of Financial Instruments—Continued

Level 2 – Inputs to the valuation methodology include quoted prices for similar assets or liabilities in active markets; quoted prices for identical or similar assets or liabilities in inactive markets; inputs other than quoted prices that are observable for the assets or liability; inputs that are derived principally from or corroborated by observable market data by correlation or other means. If the asset or liability has a specified (contractual) term, the Level 2 input must be observable for substantially the full term of the asset or liability.

Level 3 – Inputs to the valuation methodology are unobservable and significant to the fair value measurement.

The asset's or liability's fair value measurement within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs.

### Using Estimates in Preparing Financial Statements

In preparing financial statements in conformity with accounting principles generally accepted in the United States of America, management is required to make estimates and assumptions that affect the reported amounts of assets and liabilities and the disclosure of contingent assets and liabilities at the date of the financial statements and revenue and expenses during the reporting period. Actual results could differ from those estimates.

#### Concentration of Credit Risk

Financial instruments which potentially subject the Company to concentrations of credit risk consist primarily of cash and cash equivalents. At times, the Company maintains cash balances in financial institutions which may exceed federally insured limits. The Company has not experienced any losses in its accounts and believes it is not exposed to significant credit risk on its cash and cash equivalents.

#### Reclassifications

Program advances relating to cash held by the IREX field offices of \$1,583,227 and \$868,189 for the years ended June 30, 2013 and 2012, respectively, have been reclassified from programs advances to cash and cash equivalents. Also, the statement of cash flows has been updated to reflect the ending cash and cash equivalents balance for the years ended June 30, 2013 and 2012, as a result of this reclassification.

Notes to Financial Statements—Continued

June 30, 2013 and 2012

## NOTE B—INVESTMENTS

Investments comprised of the following as of June 30:

	2013	2012
Short-term investments: Money market reserves and certificates of deposit	\$ 7,618,360	\$ 7,789,599
Total Short-term investments	7,618,360	7,789,599
Long-term investments: U.S. equity securities Fixed income securities	 5,000,675 2,422,050	4,139,804 2,064,252
Total Long-term investments	\$ 7,422,725	\$ 6,204,056
Total Investments	\$ 15,041,085	\$ 13,993,655

Investment return consists of the following for the years ended June 30:

		2013	2012		
Unrealized gains (loss) Realized gains Investment interest and dividends Investment management fees	\$	716,292 122,766 193,816 (54,561)	\$	(145,078) 206,452 178,052 (51,560)	
Less: Interest on restricted investments classified as other income		978,313		187,866	
	<u> </u>	973,315	Ċ	(3,266)	
Investment return, net	<u>ş</u>	913,313	\$	184,600	

Notes to Financial Statements—Continued

*June 30, 2013 and 2012* 

### NOTE C—FAIR VALUE

The following is a description of the valuation methodologies and inputs used for assets and liabilities measured at fair value, as well as the general classification pursuant to the valuation hierarchy.

### **Mutual Funds**

Investments in mutual funds are valued at the closing price reported on the active market on which the individual securities are traded.

### **Equity Securities**

Investments in equity securities valued at the quoted prices in an active market are classified within Level 1 of the fair value hierarchy.

### Fixed Income Securities

When quoted prices are available in an active market, fixed income securities are classified within Level 1 of the fair value hierarchy. Quoted prices in inactive markets are classified within Level 2. If quoted market prices are not available or accessible, then fair values are estimated using discounted cash flow models.

Notes to Financial Statements—Continued

*June 30, 2013 and 2012* 

### NOTE C—FAIR VALUE—Continued

The following table sets forth IREX's short and long term investments measured at fair value within the fair value hierarchy as of June 30, 2013:

	Level 1	Level 2	Level 3	Total
Money market funds U.S. equity securities Fixed income securities	\$ 7,618,360 5,000,675 470,208	\$ 100,457 — 1,851,385	\$ _ _ _	\$ 7,718,817 5,000,675 2,321,593
	\$ 13,089,243	\$ 1,951,842	\$ 	\$ 15,041,085

The following table sets forth IREX's short and long term investments measured at fair value within the fair value hierarchy as of June 30, 2012:

	Level 1	Level 2	Level 3	Total
Money market funds U.S. equity securities Fixed income securities	\$ 7,789,599 4,139,805 886,187	\$ 	\$ _	7,789,599 4,139,805 2,064,251
	\$ 12,815,591	\$ 1,178,064	\$ _ 9	3 13,993,655

Investments in certificates of deposit and money market accounts are carried at amortized cost. These investments do not qualify as securities and therefore the fair value disclosures are not provided. Investments qualifying as securities are stated at fair value.

Notes to Financial Statements—Continued

*June 30, 2013 and 2012* 

### NOTE D—PROPERTY AND EQUIPMENT

Property and equipment consist of the following at June 30:

	2013	2012
Furniture, equipment and computer software Leasehold improvements	\$ 1,342,112 2,948,870	\$ 1,233,693 92,880
Accumulated depreciation	 4,290,982 (1,248,151)	1,326,573 (950,805)
	\$ 3,042,831	\$ 375,768

The Organization recorded depreciation expense of \$297,344 and \$237,858 for the year ended June 30, 2013 and 2012, respectively.

### NOTE E—TEMPORARILY RESTRICTED NET ASSETS

Temporarily restricted net assets were released from restrictions by incurring expenses satisfying the program restriction. Temporarily restricted net assets at June 30, 2013 are as follows:

	alance 30, 2012	In	vestment Gains	Rele	et Assets eased from estriction	Balance ne 30, 2013
NEH endowment-supported programs	\$ 665,366	\$	55,623	\$	_	\$ 720,989

Temporarily restricted net assets were released from restrictions by incurring expenses satisfying the program restriction. Temporarily restricted net assets at June 30, 2012 are as follows:

	alance 30, 2011	In	vestment Gains	Relea	t Assets sed from striction	Balance le 30, 2012
NEH endowment-supported programs	\$ 518,544	\$	146,822	\$	_	\$ 665,366

Notes to Financial Statements—Continued

*June 30, 2013 and 2012* 

#### NOTE F—PERMANENTLY RESTRICTED NET ASSETS

Permanently restricted net assets at June 30, 2013 and 2012 consist of the following endowment funds:

	2013	2012
National Endowment for Humanities (NEH) Andrew W. Mellon Foundation (Mellon)	\$ 384,000 \$ 1,000,000	384,000 1,000,000
	\$ 1,384,000 \$	1,384,000

Investment income earned on the Mellon endowment funds is available for general unrestricted purposes.

Investment income earned on the NEH endowment funds is to be used for support of humanities activities in education, public programming, scholarly research, and preservation and is temporarily restricted until used for that purpose.

### Interpretation of Relevant Law

The Management of IREX has interpreted the District of Columbia "Uniform Prudent Management of Institutional Funds Act of 2007" (the Act), absent explicit donor stipulations to the contrary, to require IREX to act in good faith and with the care that an ordinarily prudent person in a like position would exercise under similar circumstances in making determinations to appropriate or accumulated endowment funds, taking into account both its obligation to preserve the value of the endowment and its obligation to use the endowment to achieve the purposes for which it was donated. IREX classifies as permanently restricted net assets (a) the original value of gifts donated to the permanent endowment, (b) the original value of subsequent gifts to the permanent endowment, and (c) accumulations to the permanent endowment required by the applicable donor gift instrument, if applicable.

### **Endowment Spending Policy**

On an annual basis, and subject to actual investment performance, the President of IREX is authorized to allocate, assign and earmark an amount equal to 5% of IREX's endowment to be used to pay operating expenses. Should the total return from the endowment funds be less than 5%, 80% of the amount earned will be made available for use as operating expenses, and the remaining earnings must be reinvested.

### **Endowment Investment Policies**

IREX's investments are managed in accordance with the Board adopted Investment Policy Statement. IREX's investment policy is to achieve a long term competitive rate of return on investments, net of expense, that is equal to or exceeds the appropriate benchmark returns over a three-year rolling period without additional risk as measured by the variability of returns. The investments are expected to produce a total return exceeding the median of a universe of managers with similar styles.

Notes to Financial Statements—Continued

June 30, 2013 and 2012

### NOTE F—PERMANENTLY RESTRICTED NET ASSETS—Continued

### Funds with Deficiencies

From time to time, the fair value of assets associated with the individual donor restricted endowment funds may fall below the level that the donor requires IREX to retain as a fund of perpetual duration. Deficiencies of this nature for the NEH Endowment are reported in unrestricted net assets if the NEH Temporary Restricted Funds prior years' accumulated investment income is not sufficient to cover the deficit. Any deficiencies for the Mellon Endowment are covered by unrestricted net assets.

	emporarily Restricted	ermanently Restricted	Total
Donor restricted endowment funds	\$ 720,989	\$ 1,384,000	\$ 2,104,989

Changes in permanently restricted net assets for the year ended June 30, 2013 is as follows:

	mporarily estricted	rmanently Restricted	Total
Endowment net assets, beginning of the year	\$ 665,366	\$ 1,384,000	\$ 2,049,366
Investment return Investment income	10,791	_	10,791
Net appreciation (realized and unrealized)	44,832	_	44,832
Total investment return	55,623		55,623
Appropriation of endowment assets per donor request			
Endowment net assets, end of year	\$ 720,989	\$ 1,384,000	\$ 2,104,989

Notes to Financial Statements—Continued

June 30, 2013 and 2012

## NOTE F—PERMANENTLY RESTRICTED NET ASSETS—Continued

### Funds with Deficiencies—Continued

	Temporarily Restricted			rmanently Sestricted	Total	
Donor restricted endowment funds	\$	665,366	\$	1,384,000	\$	2,049,366
Changes in permanently restricted net assets for the	year en	ded June 30,	2012	2 is as follow	s:	
		mporarily		rmanently		Tatal

	porarily stricted	rmanently Sestricted	Total
Endowment net assets, beginning of the year	\$ 518,544	\$ 1,384,000	\$ 1,902,544
Investment return Investment income Net appreciation (realized and	54,050	_	54,050
unrealized)	 92,772		92,772
Total investment return	146,822	_	146,822
Appropriation of endowment assets per donor request	 		
Endowment net assets, end of year	\$ 665,366	\$ 1,384,000	\$ 2,049,366

Notes to Financial Statements—Continued

June 30, 2013 and 2012

#### NOTE G—RETIREMENT PLAN

IREX has a defined contribution retirement plan, which covers eligible employees after two years of service. When employees contribute a minimum of 5 percent of their annual compensation in this plan, IREX will match up to a maximum of 10 percent of the annual compensation. IREX's matching contribution increases to 15 percent for employees after 10 years of service. During 2013 and 2012, IREX contributed \$558,027 and \$559,115, respectively, to the plan.

### NOTE H—COMMITMENTS AND CONTINGENCIES

### Leases

IREX leases certain facilities and equipment under non-cancelable operating lease agreements. Approximate future minimum lease payments are as follows:

ears ending June 30,	
2014	\$ 1,978,381
2015	1,706,350
2016	1,735,424
2017	1,774,702
2018	1,785,812
Thereafter	12,834,589

Rent expense for the years ended June 30, 2013 and 2012 (including field offices) was \$2,640,976 and \$2,572,124, respectively.

The Washington D.C. office lease provides for rent abatements, tenant improvement allowances, and escalation clauses, the value of which is amortized over the life of the lease. Deferred rent represents the difference between the minimum rental payments in accordance with the lease, and straight-line amortization of lease incentives.

Notes to Financial Statements—Continued

June 30, 2013 and 2012

### NOTE I—COSTS SUBJECT TO AUDIT

Costs incurred by IREX are subject to the regulations of granting agencies and may be disallowed after review and audit. Final negotiated rates have been approved through 2012. Management has established a reserve of approximately \$123,000 and \$184,000 for potential disallowed costs for as of June 30, 2013 and 2012, respectively. Management believes adjustments, if any, in excess of this reserve would not be material to the financial statements or major programs.

### NOTE J—SUBSEQUENT EVENTS

IREX evaluated its June 30, 2013 financial statements for subsequent events through November 5, 2013, the date the financial statements were available to be issued. IREX is not aware of any subsequent events which would require recognition or disclosure in the financial statements.