

U.S. - Japan Council

Financial Statements For The Year Ended
December 31, 2013 and Independent
Auditors' Report

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INDEPENDENT AUDITORS' REPORT

Board of Directors
U.S.-Japan Council

We have audited the accompanying financial statements of the U.S.-Japan Council (a nonprofit organization), which comprise the statement of financial position as of December 31, 2013, and the related statements of activities, functional expenses, 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 controls 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 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 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 U.S.-Japan Council as of December 31, 2013, 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.



February 24, 2014

U.S.-JAPAN COUNCIL

STATEMENT OF FINANCIAL POSITION
DECEMBER 31, 2013

<u>ASSETS</u>	<u>Notes</u>	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Total</u>
CURRENT ASSETS:				
Cash and cash equivalents	2	\$ 457,488	\$ 1,120,319	\$ 1,577,807
Time certificates of deposit	2	20,416		20,416
Grants and pledges receivable:				
TOMODACHI	2,6		2,133,883	2,133,883
Other		75,010		75,010
Due from USJC - Japan	6	228,178		228,178
Prepaid expenses		13,777		13,777
Total current assets		<u>794,869</u>	<u>3,254,202</u>	<u>4,049,071</u>
PROPERTY AND EQUIPMENT, net of accumulated depreciation	2,3	<u>21,209</u>		<u>21,209</u>
TOTAL ASSETS		<u>\$ 816,078</u>	<u>\$ 3,254,202</u>	<u>\$ 4,070,280</u>
<u>LIABILITIES AND NET ASSETS</u>				
CURRENT LIABILITIES:				
Accounts payable:				
TOMODACHI	6	\$ 454,216		\$ 454,216
Other		18,148		18,148
Deferred revenue	2	30,500		30,500
Accrued expenses		6,577		6,577
Accrued vacation		40,694		40,694
Total current liabilities		<u>550,135</u>		<u>550,135</u>
COMMITMENTS	5			
NET ASSETS	2,4,6	<u>265,943</u>	<u>\$ 3,254,202</u>	<u>3,520,145</u>
TOTAL LIABILITIES AND NET ASSETS		<u>\$ 816,078</u>	<u>\$ 3,254,202</u>	<u>\$ 4,070,280</u>

See notes to financial statements.

U.S.-JAPAN COUNCIL

STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2013

	<u>Notes</u>	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Total</u>
SUPPORT AND REVENUE:				
Support:				
Donations	2	\$ 393,483	\$	\$ 393,483
Revenue:				
Programs	6	1,051,127	\$ 3,089,661	1,051,127
TOMODACHI				3,089,661
Interest income		64		64
In-kind contributions		29,341	78,517	107,858
Foreign currency exchange adjustment		(237,502)		(237,502)
Net assets released from restriction:				
Restriction satisfied by performance	2	2,846,980	(2,846,980)	0
Total support and revenue		<u>4,083,493</u>	<u>321,198</u>	<u>4,404,691</u>
FUNCTIONAL EXPENSES (see statement of functional expense):				
Program services				
TOMODACHI	6	3,015,372		3,015,372
General education		1,194,150		1,194,150
Management and general		130,444		130,444
Fundraising		78,517		78,517
Total functional expenses		<u>4,418,483</u>	<u>0</u>	<u>4,418,483</u>
Change in net assets		(334,990)	321,198	(13,792)
NET ASSETS, JANUARY 1, 2013		600,933	2,933,004	3,533,937
NET ASSETS, DECEMBER 31, 2013		\$ <u>265,943</u>	\$ <u>3,254,202</u>	\$ <u>3,520,145</u>

See notes to financial statements.

U.S.-JAPAN COUNCIL

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2013

INCREASE IN CASH AND CASH EQUIVALENTS

CASH FLOWS FROM OPERATING ACTIVITIES:

Change in net assets	\$ (13,792)
Adjustments to reconcile the change in net assets to net cash provided by operating activities:	
Depreciation and amortization	7,629
Changes in:	
Grants and pledges receivable - TOMODACHI	180,617
Grants and pledges receivable - other	(71,993)
Receivable, other	132,837
Prepaid expenses	(3,947)
Accounts payable - TOMODACHI	454,216
Accounts payable - other	10,164
Deferred revenue	(86,133)
Accrued expenses	(3,107)
Accrued vacations	13,388
Earthquake Relief Fund payable	(38,017)
Net cash provided by operating activities	<u>581,862</u>

CASH FLOWS FROM INVESTING ACTIVITIES:

Increase in time certificates of deposit	(56)
Purchase of property and equipment	<u>(2,621)</u>
Net cash used in investing activities	<u>(2,677)</u>

NET INCREASE IN CASH AND CASH EQUIVALENTS 579,185

CASH AND CASH EQUIVALENTS, JANUARY 1, 2013 998,622

CASH AND CASH EQUIVALENTS, DECEMBER 31, 2013 \$ 1,577,807

See notes to financial statements.

U.S.-JAPAN COUNCIL

NOTES TO FINANCIAL STATEMENTS DECEMBER 31, 2013

1. GENERAL

The U.S.-Japan Council (USJC) is a nonprofit, public benefit corporation incorporated in the state of California in December 2008 to promote people-to-people relations on national and community levels between the United States of America and Japan. The USJC has offices in Washington, DC, Los Angeles, California and Tokyo, Japan.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with generally accepted accounting principles.

Recognition of donor restrictions - Contributions received are recorded as unrestricted or temporarily restricted support depending on the existence or nature of donor restrictions. The two net asset classes are based solely on the existence or absence of donor-imposed restrictions. Amounts that are received for future periods or restricted by the donor for specific purposes are reported as temporarily restricted or permanently restricted support that increases these net asset classes. However, if a restriction is fulfilled in the same time period in which the contribution is received, the USJC reports the support as unrestricted.

- a. Permanently restricted net assets result from contributions whose use is limited by donor-imposed stipulations that neither expire by the passage of time nor can be fulfilled or otherwise removed by USJC's actions. USJC currently has no permanently restricted net assets.
- b. Temporarily restricted net assets result from contributions whose use is limited by donor-imposed stipulations that either expire by passage of time or can be fulfilled and removed by actions of USJC pursuant to these stipulations. The net assets may be temporarily restricted for various purposes, such as use in future periods or use for specific purposes. USJC currently has a temporarily restricted net asset balance of \$3,254,202 (TOMODACHI) which includes \$1,120,319 of cash and cash equivalents and \$2,133,883 of pledges receivable.
- c. In the absence of donor-imposed restrictions, net assets are classified as unrestricted.

Cash and cash equivalents - USJC considers highly liquid investments with a maturity of three months or less when purchased to be cash equivalents. USJC maintains its cash in bank deposit accounts which, at times, may exceed the federally insured limits. USJC believes it is not exposed to any significant credit risk on these cash deposits.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Property and equipment - Property and equipment are stated at cost or, if donated, at the approximate fair value at the date of donation. Depreciation is determined on the straight-line method over the estimated useful lives of the assets. Repairs and maintenance are charged as expense when incurred.

Income taxes - The Internal Revenue Service has classified the organization as exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code. Under the statute of limitations, USJC is open to examination by the Internal Revenue Service for the years ended December 31, 2010 through December 31, 2013.

Deferred revenue - Deferred revenue represents temporarily restricted funds received from grantors and foundations that are received in advance and will benefit subsequent periods.

Functional expenses - USJC allocates its expenses on a functional basis among its various programs and support services. Expenses that can be identified with a specific program and support service are allocated directly according to their natural expenditure classifications. Other expense that are common to several functions are allocated by direct labor costs.

In-kind contributions - USJC received donated office space in California with an approximate fair market value of \$14,492. USJC received in-kind legal services to support the TOMODACHI initiative in the amount of \$16,000. Other in-kind donations include air travel, food and beverages for meetings and receptions.

Use of estimates - Management uses estimates and assumptions in preparing its financial statements. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported public support revenues and expenses. Actual results could differ from those estimates and assumptions.

Fair value of financial instruments - The carrying amounts of cash and cash equivalents, receivables, accounts payable, and accrued expenses approximate fair value because of the short maturities of these instruments.

3. PROPERTY AND EQUIPMENT

The major classes of property and equipment and the estimated useful lives in computing depreciation are as follows:

	<u>Amount</u>	<u>Lives</u>
Office equipment	\$ 34,853	3 years
Less accumulated depreciation	<u>13,644</u>	
	<u>\$ 21,209</u>	

Depreciation expense for property and equipment amounted to \$7,629 for the year.

4. RESTRICTIONS ON NET ASSETS

Temporarily restricted net assets are available for the following purpose (see note 6):

TOMODACHI	\$ <u>3,254,202</u>
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5. COMMITMENTS

The USJC has a noncancelable lease for its office facilities which expires May 2014. Rent expense for the year amounted to \$81,361, which includes \$14,492 of donated office space.

The minimum future rental is \$31,737. A three year lease renewal is being finalized.

6. TOMODACHI

USJC and the U.S Embassy in Tokyo formed a public-private partnership "TOMODACHI", to support long-term recovery of Japan following the March 11, 2011 Great East Japan Earthquake. TOMODACHI supports programs in educational exchange and leadership development that invest in the next generation of young Japanese and Americans in ways that deepen the friendship between the United States and Japan.

TOMODACHI raises funds from contributors in the U.S. and Japan. Donors have the option of contributing to the U.S.-Japan Council (US) or to a separate and independent public benefit corporation, U.S.-Japan Council (Japan). Management and program services are provided to U.S.-Japan Council (Japan) through a Management Agreement to support TOMODACHI activities in Japan

In 2013, U.S.-Japan Council (US) received \$3,089,661 in total contributions for TOMODACHI which included multi-year pledges. This included \$961,000 of accrued contributions committed prior to year-end. All multi-year pledges (with unconditional restriction) were recognized fully as income in 2013 based on Generally Accepted Accounting Principles (GAAP). The total direct program and program support expenses of \$3,015,372 as of December 31, 2013 were \$2,626,279 and \$389,093 respectively. A portion of the 2013 direct program expenses were offset by approximately \$1,100,000 of revenue recognized in 2012.

7. EARTHQUAKE RELIEF FUND

USJC officially concluded its Earthquake Relief Fund as of December 31, 2012. Final distributions were made February 2013 on actions by the Board of Directors at its December 2012 meeting.

8. SUBSEQUENT EVENTS

The Organization had no reportable subsequent events for the period ended December 31, 2013 through the issuance of the financial statements.

U.S.-JAPAN COUNCIL

STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2013

	Program Services			Supporting Services		
	General Education	TOMODACHI	Total Programs	Management And General	Fundraising	Total
Salaries	\$ 395,961	\$ 263,733	\$ 659,694	\$ 78,535	\$ 47,121	\$ 785,350
Payroll taxes and employee benefits	130,541	6,813	137,354	16,352	9,811	163,517
TOMODACHI program services		2,626,279	2,626,279			2,626,279
Programs and events - general education	477,399		477,399			477,399
Program consultant		5,095	5,095			5,095
Depreciation	5,432	1,173	6,605	640	384	7,629
Fees	10,766	2,065	12,831	1,110	916	14,857
In-kind services	46,458	30,377	76,835	10,426	6,255	93,516
Insurance	5,262	1,266	6,528	777	466	7,771
Meetings	11,762	229	11,991	1,427	856	14,274
Office expenses	1,189	2,750	3,939	863	520	5,322
Postage		1,247	1,247	148	89	1,484
Printing	9,789	4,446	14,235	1,695	1,017	16,947
Professional services	26,635	8,712	35,347	4,208	2,525	42,080
Rent	49,545	22,101	71,646	6,822	4,093	82,561
Supplies	3,632	2,295	5,927	706	423	7,056
Taxes and licenses	822	717	1,539	183	110	1,832
Telephone and internet	13,724	16,203	29,927	3,563	2,138	35,628
Training	886		886	106	63	1,055
Travel	4,347	19,871	24,218	2,883	1,730	28,831
TOTAL	\$ 1,194,150	\$ 3,015,372	\$ 4,209,522	\$ 130,444	\$ 78,517	\$ 4,418,483

See notes to financial statements.