Al-Anon Family Group Headquarters, Inc.

Financial Statements and Supplementary Information

Year Ended December 31, 2017
with Comparative Totals for 2016

DIXON HUGHES GOODMAN LLP

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DIXON HUGHES GOODMAN LLP

Independent Auditors' Report

Board of Trustees
Al-Anon Family Group Headquarters, Inc.
Virginia Beach, Virginia

We have audited the accompanying financial statements of Al-Anon Family Group Headquarters, Inc. (a nonprofit Organization), which comprise the statement of financial position as of December 31, 2017, 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 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 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 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 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 Al-Anon Family Group Headquarters, Inc. as of December 31, 2017, and the changes in net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

DIXON HUGHES GOODMAN LLP

Other Matters

Report on Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The schedule of functional expenses on page 15 is presented for the purpose of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, such information is fairly stated in all material respects in relation to the financial statements as a whole.

Report on Summarized Comparative Information

We have previously audited Al-Anon Family Group Headquarters, Inc.'s 2016 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated March 13, 2017. In our opinion, the summarized comparative information presented herein as of and for the year ended December 31, 2016, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Dixon Hughes Goodman LLP

Norfolk, Virginia
February 27, 2018

Al-Anon Family Group Headquarters, Inc.
Statement of Financial Position
December 31, 2017 with Comparative Totals for 2016

	Totals 2017	Comparative Totals 2016
ASSETS		
Cash	**$ 1,307,705**	$ 823,486
Accounts receivable	**178,806**	156,281
Inventories of books and other literature	**432,037**	578,542
Deferred charges and deposits	**168,583**	226,453
Investments	**6,601,457**	5,867,546
Property and equipment, net	**1,700,521**	1,842,402
Intangible assets, net	**124,685**	-
Total assets	**$ 10,513,794**	$ 9,494,710
LIABILITIES AND NET ASSETS		
Accounts payable and accrued expenses	**$ 289,141**	$ 273,599
Accrued postretirement health benefits	**791,866**	1,391,736
Unearned subscription income	**195,450**	177,203
Unearned convention and conference income	**590,503**	107,611
Total liabilities	**1,866,960**	1,950,149
Unrestricted net assets	**8,646,834**	7,544,561
Total liabilities and net assets	**$ 10,513,794**	$ 9,494,710

See accompanying notes.

Al-Anon Family Group Headquarters, Inc.
Statement of Activities
Year Ended December 31, 2017 with Comparative Totals for 2016

	General Fund	Reserve Fund	Building Fund	2017 Totals	2016 Comparative Totals
REVENUE					
Literature sales	$ 3,523,844	$ -	$ -	**$ 3,523,844**	$ 3,408,377
Cost of sales	752,976	-	-	**752,976**	622,775
Gross profit	2,770,868	-	-	**2,770,868**	2,785,602
Forum subscriptions	264,461	-	-	**264,461**	251,901
Contributions	1,972,931	-	-	**1,972,931**	2,098,098
Noncash contributions	145,628	-	-	**145,628**	187,767
Investment income	203,771	568,902	-	**772,673**	403,623
Total revenue	5,357,659	568,902	-	**5,926,561**	5,726,991
FUNCTIONAL EXPENSES					
Program services	2,830,337	-	-	**2,830,337**	3,101,427
Literature distribution services	821,661	-	-	**821,661**	842,177
General administration	1,772,160	(599,870)	-	**1,172,290**	1,564,841
Total functional expenses (benefit)	5,424,158	(599,870)	-	**4,824,288**	5,508,445
Change in net assets for year	(66,499)	1,168,772	-	**1,102,273**	218,546
Net assets, beginning of year	1,824,931	3,970,816	1,748,814	**7,544,561**	7,326,015
Transfers	104,532	-	(104,532)	**-**	-
Net assets, end of year	$ 1,862,964	$ 5,139,588	$ 1,644,282	**$ 8,646,834**	$ 7,544,561

Al-Anon Family Group Headquarters, Inc.
Statement of Cash Flows
Year Ended December 31, 2017 with Comparative Totals for 2016

	Totals 2017	Comparative Totals 2016
Cash flows from operating activities		
Contributions received	**$ 1,972,931**	$ 2,098,098
Literature sales	**4,266,919**	3,592,980
Payments for literature supplies	**(915,023)**	(557,656)
Payments for salaries and benefits	**(3,885,623)**	(3,496,793)
Payments to vendors	**(860,310)**	(1,495,431)
Net cash from operating activities	**578,894**	141,198
Cash flows from investing activities		
Sale of investments and transfers to operating cash	**1,310,161**	1,378,542
Purchases of investments	**(1,260,908)**	(1,189,600)
Purchases of intangibles	**(124,685)**	-
Purchases of property and equipment	**(19,243)**	(43,971)
Net cash from investing activities	**(94,675)**	144,971
Net change in cash	**484,219**	286,169
Cash, beginning of year	**823,486**	537,317
Cash, end of year	**$ 1,307,705**	$ 823,486
Reconciliation of change in net assets to net cash from (used for) operation activities		
Change in net assets	**$ 1,102,273**	$ 218,546
Adjustments to reconcile to net cash from operating activities		
Depreciation	**161,124**	175,134
Gain on investments (realized and unrealized)	**(750,517)**	(384,823)
Interest/dividend income reinvested	**(32,647)**	(29,211)
Change in operating assets and liabilities		
Accounts receivable	**(22,525)**	6,166
Inventories of books and other literature	**146,505**	(18,280)
Deferred charges and deposits	**57,870**	(70,740)
Accounts payable and accrued expenses	**15,542**	(46,839)
Accrued postretirement health benefits	**(599,870)**	293,983
Unearned subscription income	**18,247**	20,166
Unearned convention and conference income	**482,892**	(22,904)
Net cash from operating activities	**$ 578,894**	$ 141,198

See accompanying notes.

Notes to Financial Statements

1. Organization and Nature of Activities

Al-Anon Family Group Headquarters, Inc. (Organization) is a not-for-profit corporation that publishes and distributes books, pamphlets and other materials directly related to Al-Anon's program of assisting families and friends of alcoholics in dealing with the problems of alcoholism. It also assists in the formation of new Al-Anon and Alateen groups and coordinates policy among all such groups throughout the world.

2. Summary of Significant Accounting Policies

Comparative 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 generally accepted accounting principles. Accordingly, such information should be read in conjunction with the Organization's financial statements for 2016, from which the summarized information was derived.

Basis of accounting

The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America. In accordance with this method of accounting, revenue is recognized in the period in which it is earned and expenses are recognized in the period in which they are incurred.

Financial statement presentation

The Organization is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted, temporarily restricted, and permanently restricted.

The classes of net assets are described as follows:

> **Unrestricted amounts** represent unrestricted revenue and contributions received without donor-imposed restrictions. These funds are available for the overall operations of the Organization and can be designated by the Board of Trustees to fund certain projects. See Notes 4 and 7 related to Board designated Reserve and Building Funds. Unrestricted contributions and bequests are recognized as revenue when cash is received.
>
> **Temporarily restricted amounts** are those that are stipulated by donors for specific purposes or are inherently time restricted, such as promises to give. When a temporary restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions. The Organization does not accept restricted contributions and does not solicit promises to give. Therefore, there are no temporarily restricted net assets.
>
> **Permanently restricted amounts** are restricted to investments in perpetuity, the income from which is expendable in accordance with the conditions of each specific donation. The Organization has no permanently restricted net assets.

Cash and cash equivalents

The Organization considers all highly liquid investments purchased with maturities of three months or less and all certificates of deposit to be cash equivalents. Cash and cash equivalents may include checking accounts, savings accounts, repurchase agreements, commercial paper, and money market funds.

Accounts receivable

The Organization considers accounts receivable to be fully collectible; therefore, no allowance for doubtful accounts is required. The Organization’s policy is to charge off accounts receivable when management determines the receivable will not be collected.

Inventories of books and other literature

Inventories are recorded at cost under the first-in, first-out (FIFO) method of accounting. Slow-moving or obsolete items have been written-down to net realizable value.

Literature distributed without charge is not accounted for separately, but is included in the cost of sales. The cost of non-English literature is charged to expense in the year produced.

Investments

Investments are shown at quoted market prices to represent their fair value. Gains and losses on investments are recognized on sale or redemption on an average cost basis.

The Board of Trustees may authorize the transfer of net investment income from the Reserve Fund and the Building Fund to the General Fund. The Board has approved the transfer of up to 4% of the fair value of the investment portfolio based on a 36-month average from the Reserve Fund to the General Fund each year.

Property and equipment

Property and equipment are stated at cost and depreciated by the straight-line method over the following useful lives:

Building	40 years
Building improvements	10 years
Furniture and equipment	3 to 10 years

The Organization’s policy is to capitalize property and equipment purchased with a cost greater than $1,000.

Intangible assets

In accordance with accounting principles generally accepted in the United States of America (U.S. GAAP), the Organization does not amortize indefinite-lived intangible assets. Management evaluates the remaining useful life of an intangible asset that is not being amortized each reporting period to determine whether events and circumstances continue to support an indefinite useful life. If an intangible asset that is not being amortized is subsequently determined to have a finite useful life, it is amortized prospectively over its estimated remaining useful life. Amortizable intangibles will be amortized straight-line over the life of the agreements.

Unearned subscription income

The Organization sells subscriptions to a monthly publication called The Forum. The Organization records as unearned subscription income the prorated amount of subscriptions which have not been delivered.

Unearned convention and conference income

The Organization records convention and conference income received prior to the convention or conference as unearned convention or conference income.

Noncash contributions

The Organization recognizes contribution revenue for items or services that would be purchased, if not donated, at the fair value of those items at the time the donation is received. During the year ended December 31, 2017, the Organization recognized contribution revenue of $145,628 related to donated marketing services for keywords which link to the Organization's website. The value of the donated non-cash marketing services has been properly reflected in the statement of activities.

Convention income

The Organization records income related to conventions held net of related costs. No revenue related to conventions was recorded during 2017.

Direct conference costs

The Organization records income related to direct conference costs net of related costs. There was $119,916 of direct conference revenue and $182,274 of direct conference expense, resulting in a net expense of $62,358, which is included in the statement of activities in program services expense.

General service meetings

The Organization records income related to general services meetings net of related costs. There was $4,000 of general service meeting revenue and $5,496 of general service meeting expense, resulting in a net expense of $1,496, which is included in the statement of activities in program services expense.

Functional allocation of expenses

The total program cost of producing and distributing literature includes the cost of literature sold and total literature distribution services expense. Shipping and handling costs are also included. The total expense for 2017 includes cost of literature sold of $752,976, which is a reduction from literature sales in the statement of activities, plus literature distribution services expense of $821,661 for total costs of $1,574,637. Included in packing and shipping expense is $415,741 of revenue for shipping cost included in billed amounts for literature and $349,962 of expense, for a net gain of $65,779, which is included in literature distribution services expense on the statement of activities.

Included in general administration expenses is $34,043 for fundraising appeal letters.

The costs of providing the various programs and activities have been summarized on a functional basis in the schedule of functional expenses, which is shown as supplementary information. Accordingly, certain costs have been allocated among the programs and supporting services benefited. Expenses which can be directly associated with a function are charged directly.

Estimates

The preparation of financial statements in conformity with generally accepted accounting principles 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. Such estimates also affect the reported amounts of revenues and expenses during the reporting period. Actual results could vary from the estimates that were used.

Management made certain significant estimates in the calculation of liabilities for postretirement health benefits. Postretirement health benefits include estimates of employee retention and health care cost trends. It is reasonably possible that a change in these estimates will occur in the near term. The effects of changes in these estimates cannot be determined.

Concentration of credit risk

At times, the Organization has cash and cash equivalents at financial institutions in excess of the federally insured limit. The Federal Deposit Insurance Corporation (FDIC) covers $250,000 for substantially all depository accounts. The Organization places its cash and equivalents with high credit quality financial institutions.

Included in these financial statements are the operations of the Public Information (P.I.) office in Canada. Canadian source revenues are processed in the U.S. office, but deposited in a Canadian bank. Likewise, expenses of the Canadian P.I. office were disbursed from the Canadian bank account. Included in net realized gains is a foreign currency loss adjustment of $35,069.

At December 31, 2017, the Organization had cash deposits in a Canadian financial institution of $314,744 (U.S. dollars).

The Organization sells its publications to affiliated organizations in foreign countries and occasionally purchases foreign language publications from other countries, but not in significant quantities.

Income taxes

The Organization is exempt from federal and state income taxes under Section 501(c) (3) of the Internal Revenue Code and the statutes of the Commonwealth of Virginia; accordingly, the accompanying financial statements do not reflect a provision or liability for federal and state income taxes.

Presentation of sales taxes

The Organization's sales are subject to sales tax imposed by various jurisdictions. The Organization collects that sales tax from customers and remits it to the applicable jurisdiction. The Organization’s accounting policy is to exclude the tax collected and remitted from revenues and cost of sales.

Reclassifications

Certain reclassifications have been made to the comparative 2016 financial statements to conform to the 2017 financial statement presentation. Such reclassifications have no effect on the change in net assets as previously reported.

Subsequent events

In preparing these financial statements, the Organization has evaluated events and transactions for potential recognition or disclosure through February 27, 2018, the date the financial statements were available to be issued.

3. Retirement Plan

The Organization sponsors a defined contribution plan covering all eligible employees which includes a cash or deferred arrangement that is intended to qualify under section 401(k) of the Internal Revenue Code. The Organization’s contribution rate is 7.3% of the first $25,000 of salary and 11.5% of the excess over that amount. The first 3% of the Organization’s contribution is fully vested immediately due to the plan’s safe harbor provision. The contribution for 2017 was $236,704 and is included in employee benefits on the schedule of functional expenses.

4. Reserve Fund

In April 1970, the Board of Trustees funded the Reserve Fund in an initial amount of $80,000, the purpose of which was to set aside sufficient funds to ensure the continuation of the Organization's essential services and the funding of special projects. The objective for the fund was to maintain an amount equal to one year's operating expenses. Effective July 1, 1999, the Board of Trustees redefined one year's operating expenses to include all expenses of the Organization except for unusual, nonrecurring items in excess of $100,000. At the same time, the board stated that the Reserve Fund's assets would be measured against the objective using the lower of cost or fair value.

Transfers between funds are reviewed by the Board on a year-to-year basis. Due to net transfers and retained income during the years, the Reserve Fund balance was $5,139,588 at December 31, 2017.

5. Investments

Investments at December 31, 2017 are summarized as follows:

	Cost	Fair Value	Unrealized Gain (Loss)
Cash and cash equivalents	$ 44,982	$ 44,982	$ -
Mutual funds	255,977	232,985	(22,992)
Equity securities	2,747,142	4,276,438	1,529,296
Debt securities	2,094,291	2,047,052	(47,239)
	$ 5,142,392	$ 6,601,457	$ 1,459,065

Investment income for 2017 was as follows:

Interest and dividends	$ 83,135
Net realized gains	128,721
Net unrealized gains	621,796
Investment expenses	(60,979)
Net investment income	$ 772,673

6. Property and Equipment

Property and equipment consist of the following:

Property and equipment	
Land	$ 158,347
Building	2,791,878
Building improvements	533,115
Furniture and equipment	437,462
	3,920,802
Accumulated depreciation	(2,220,281)
	$ 1,700,521

Total depreciation expense for 2017 is $161,124. Depreciation on the building of $113,612 has been included in occupancy costs for 2017.

7. Intangible Assets

Intangible assets consisted of the following at December 31, 2017:

Trademarks	$ 124,685

Capitalized costs to date represents legal costs incurred to acquire trademarks. As of December 31, 2017 and the date these financial statements were issued, the trademarks were still in the process of being acquired. Once acquired, the Organization will assess whether they have a finite life and if they should be amortized in future periods. As such, no amortization expense was recorded during 2017.

8. Building Fund

In July 1995, the Organization established the Building Fund to account for the construction of a new headquarters office and warehouse in Virginia Beach, Virginia. Initial funding was obtained by City of Virginia Beach Development Authority Industrial Development Revenue Bonds (Series 1995) of $2,500,000. The final payment of these bonds was made in April 2010.

The final cost of the building was $2,791,878. The land was purchased during 1995 for $158,347. Initial furniture and equipment costs were $755,150, and were capitalized and transferred to the General Fund. Building improvements totaling $533,115 have been added to the Building Fund. Accumulated depreciation on the building and building improvements was $1,839,058 at December 31, 2017.

A transfer between the Building Fund and General Fund was made in the current year to accurately reflect the cost less accumulated depreciation of the land and building of $1,644,282 as of December 31, 2017. The annual transfer between the Building Fund and General fund reflects the net of any future building improvements and annual depreciation.

9. Postretirement Health Benefits

The Organization provides health care benefits for retired employees after age 60 with 20 years of service. Benefits are provided before age 65 through the Organization's normal employee health plan, and then through Medicare supplemental health insurance policies. The Organization bears the entire cost of the premiums.

The plan is unfunded. The assumed health care cost trend rate used to measure the expected cost of benefits covered by the plan is 2.5%. A discount rate of 2.75% has been used to measure the accrued postretirement health benefits liability. The following table sets forth the information regarding the plan at December 31, 2017:

Postretirement benefits liability	$ 791,866
Decrease in accrued benefits liability	$ 599,870
Benefits paid	$ 63,917

During 1996, the board authorized this liability to be carried by the Reserve Fund. Accordingly, the current year liability decrease of $599,870 was recorded in the Reserve Fund.

Effective January 1, 2018, the Organization elected to no longer offer postretirement health benefits. The exceptions are for those already retired, and active employees that were 65 years of age or older with 20 or more years of service prior to January 1, 2018. The new policy effect was recorded in the 2017 estimated liability.

10. Lease Commitments

The Organization leases office equipment under operating leases with varying expirations. Lease expense for office equipment was $24,455 in 2017.

In addition, the Organization leases virtual office space in Canada under a lease which expires May 31, 2019. Lease expense for this office space was $663 in 2017.

The minimum lease payments required under the above operating leases as of December 31, 2017 are as follows:

Year Ending December 31,	
2018	$ 23,094
2019	4,838
2020	1,773
	$ 29,705

11. Fair Value Measurements

The Organization defines fair value as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date and establishes a framework for measuring fair value. Accounting standards establish a three-level hierarchy for fair value measurements based upon the transparency of inputs to the valuation of an asset or liability as of the measurement date. Current accounting standards expands disclosures about instruments measured at fair value and applies to the other accounting pronouncements that require or permit fair value measurements.

The valuation hierarchy is based upon the transparency of inputs to the valuation of an asset or liability as of the measurement date. The three levels are defined as follows:

Level 1	Inputs to the valuation methodology are unadjusted quoted market prices for identical assets or liabilities in active markets that the Organization has the ability to access. Level 1 assets include equity and debt securities, as well as U.S. Treasury securities that are highly liquid and are actively traded in over-the-counter markets.
Level 2	Inputs to the valuation methodology include quoted prices for similar assets or liabilities in active markets, and inputs that are observable for the asset or liability, either directly or indirectly, for substantially the same term of the financial instrument. Level 2 assets include agency mortgage-backed debt securities whose value is determined using inputs that are observable in the market or can be derived principally from or corroborated by observable market data.
Level 3	Inputs to the valuation methodology are unobservable and significant to the fair value measurement.

A financial instrument's categorization within the valuation hierarchy is based upon the lowest level of input that is significant to the fair value measurement.

The following tables sets forth by level, within the fair value hierarchy, the Organization's assets and liabilities at fair value as of December 31, 2017:

	Level 1	Level 2	Level 3	Total
Mutual funds				
Fixed income	$ 232,985	$ -	$ -	$ 232,985
Equity securities				
Financial sector	1,348,360	-	-	1,348,360
Health care sector	1,013,349	-	-	1,013,349
Technology sector	774,457	-	-	774,457
Energy sector	569,851	-	-	569,851
Industrial sector	424,362	-	-	424,362
Services sector	65,144	-	-	65,144
Consumer discretionary sector	27,158	-	-	27,158
Consumer staples sector	20,536	-	-	20,536
Materials sector	13,472	-	-	13,472
Utilities sector	10,548	-	-	10,548
Real estate sector	4,372	-	-	4,372
Telecommunications sector	4,133	-	-	4,133
Other	696	-	-	696
Total	4,276,438	-	-	4,276,438
Debt securities				
U.S. Treasury securities	487,391	-	-	487,391
U.S. Corporate bonds	1,150,750	-	-	1,150,750
Mortgage-backed securities	-	408,911	-	408,911
Total	1,638,141	408,911	-	2,047,052
Total fair value measurements	$ 6,147,564	$ 408,911	$ -	$ 6,556,475

The methods described above may produce a fair value calculation that may not be indicative of net realizable value or reflective of future fair values. Furthermore, while the Organization believes the valuation methods are appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different estimate of fair value at the reporting date.

12. Commitments

The Organization has entered into a contract with Baltimore Convention Center for the Organization's 2018 Convention that will be held in July 2018. In the event of cancellation, the Organization may be responsible for the entire rental, up to a maximum of $113, 200 as of December 31, 2017.

Al-Anon Family Group Headquarters, Inc.

Supplementary Information

December 31, 2017

Al-Anon Family Group Headquarters, Inc.
Schedule of Functional Expenses
Year Ended December 31, 2017 with Comparative Totals for 2016

	Program Services	Literature Distribution Services	General Administration	2017 Totals	2016 Comparative Totals
Operating expenses:					
Salaries	$ 1,634,075	$ 611,805	$ 926,279	**$ 3,172,159**	$ 2,837,914
Employee benefits	397,421	149,877	166,166	**713,464**	658,879
	2,031,496	761,682	1,092,445	**3,885,623**	3,496,793
Occupancy costs	130,342	103,741	32,916	**266,999**	285,549
Packing and shipping (net)	-	(65,779)	-	**(65,779)**	(82,789)
Postage	147,951	2,891	36,943	**187,785**	195,336
Telephone	9,541	4,347	36,411	**50,299**	57,010
Stationery and supplies	35,534	331	42,842	**78,707**	71,286
Outreach activities	-	-	-	**-**	6,213
Office services and expenses	15,180	6,084	152,166	**173,430**	192,790
Credit card and bank fees	-	-	94,093	**94,093**	70,726
Repairs and maintenance	3,527	2,118	3,324	**8,969**	8,040
Travel and meetings	58,792	-	150,403	**209,195**	159,561
Direct conference costs	62,358	-	-	**62,358**	52,042
Professional fees	-	-	38,576	**38,576**	88,533
Printing	109,196	-	-	**109,196**	101,077
Canadian office	1,523	-	-	**1,523**	1,291
Office volunteers	-	70	-	**70**	1,690
Public service announcements	43,076	-	-	**43,076**	84,848
Miscellaneous expenses	-	200	20,535	**20,735**	66,947
Non-cash service expense	145,628	-	-	**145,628**	187,767
Total operating expenses	2,794,144	815,685	1,700,654	**5,310,483**	5,044,710
Nonoperating expenses:					
General service meeting	1,496	-	-	**1,496**	50,322
Membership survey	750	-	-	**750**	-
Depreciation	33,947	5,976	7,589	**47,512**	62,088
Postretirement health benefits	-	-	(535,953)	**(535,953)**	351,325
Total nonoperating expenses	36,193	5,976	(528,364)	**(486,195)**	463,735
Total expenses	$ 2,830,337	$ 821,661	$ 1,172,290	**$ 4,824,288**	$ 5,508,445