

**SAVE**<sup>THE</sup>**BAY**

**SAVE**<sup>THE</sup>**BAY**  
**ACTION FUND**

**COMBINED  
FINANCIAL STATEMENTS**

*FOR THE YEARS ENDED*  
**SEPTEMBER 30, 2017 AND 2016**  
**WITH INDEPENDENT AUDITORS' REPORT THEREON**

# SAVE THE BAY and SAVE THE BAY ACTION FUND

(A California Not-For-Profit Corporation)  
September 30, 2017

## About Us

Save The Bay is the largest regional organization working to protect, restore, and celebrate San Francisco Bay. As its leading champion since 1961, Save The Bay protects the Bay from pollution and inappropriate shoreline development, making it cleaner and healthier for people and wildlife.

We restore habitat and secure strong policies to re-establish 100,000 acres of wetlands that are essential for a healthy Bay. We engage more than 40,000 supporters, advocates and volunteers to protect the Bay, and inspire the next generation of environmental leaders by educating thousands of students annually.

## History

For more than half a century, Save The Bay has given San Francisco Bay a voice and shown that Bay Area residents can work together to make positive changes in their communities. In 1961, San Francisco Bay was choked with sewage and industrial pollution, ringed with garbage dumps, and only 6 miles of its shoreline was accessible to the public. Filling and diking of the shallow Bay had destroyed 90 percent of its original wetlands and shrunk its size by one-third. Every city had its own plans to grow by filling in more the Bay. There was no Environmental Protection Agency, no Clean Water Act, no Endangered Species Act, and no effective regulations against rampant development in the Bay. The first Earth Day was still nine years away.

### Save The Bay Board of Directors as of September 30, 2017

<u>Name</u>	<u>Office</u>
Samuel Luoma	Chair
Anne Toth	Vice-Chair for Governance
William Leimbach	Vice-Chair for Internal Affairs
Lynda Sullivan	Vice-Chair for External Affairs
Donnie Fowler	Director
Ron Gonzales	Director
Christopher Hockett	Director
Michael Katz	Director
Henry Manayan	Director
Dean Meniktas	Director
Christopher Richard	Director
Stephen Thompson	Director
Andrew Williams	Director

#### **Executive Director**

David Lewis

#### **Chief Financial Officer, Secretary**

Robin Erickson

### Save The Bay Action Fund Board of Directors as of September 30, 2017

<u>Name</u>	<u>Office</u>
Don Weden	President
David Lewis	Secretary/Treasurer
Paul Peters	Director

# SAVE THE BAY and SAVE THE BAY ACTION FUND

(A California Not-For-Profit Corporation)  
September 30, 2017

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## INDEPENDENT AUDITORS' REPORT

### **The Board of Directors Save The Bay and Save The Bay Action Fund**

We have audited the accompanying combined financial statements of the Save The Bay and Save The Bay Action Fund (separate nonprofit organizations) which comprise the combined statements of financial position as of September 30, 2017 and 2016 and the related combined statements of activities and changes in net assets, cash flows and functional expenses for the years then ended, and the related notes to the combined financial statements.

#### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these combined 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 combined 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 combined financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the combined financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the combined financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the combined 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 combined 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 combined 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 combined financial statements referred to above present fairly, in all material respects, the financial position of Save The Bay and Save The Bay Action Fund as of September 30, 2017 and 2016 and the results of its operations and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

#### *Other Matters*

The combined financial statements of Save The Bay and Save The Bay Action Fund as of September 30, 2016 were audited by us and in our report dated January 20, 2017, we expressed an unmodified opinion on those combined financial statements. The prior year summarized comparative information is not intended to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. In our opinion, the summarized comparative information presented herein as of and for the year ended September 30, 2016 is consistent, in all material respects, with the audited combined financial statements from which it has been derived.

*Danville, California  
February 20, 2018*

*Regalia & Associates*

**SAVE THE BAY and SAVE THE BAY ACTION FUND**

**Combined Statements of Financial Position  
September 30, 2017 and 2016**

**ASSETS**

	2017	2016
Cash and cash equivalents	\$ 469,002	\$ 660,414
Certificates of deposit	952,928	450,044
Contracts receivable	30,220	22,383
Grants receivable	817,040	965,711
Accounts and donations receivable	17,999	2,158
Investments	88,439	88,289
Prepaid expenses and other assets	23,626	26,523
Deposits	16,874	17,144
Property and equipment, net	77,971	85,413
	<hr/>	<hr/>
Total assets	<b>\$ 2,494,099</b>	<b>\$ 2,318,079</b>

**LIABILITIES AND NET ASSETS**

Liabilities:

Accounts payable	\$ 88,934	\$ 62,400
Accrued payroll liabilities	128,775	140,842
Total liabilities	<hr/> 217,709	<hr/> 203,242

Net assets:

Unrestricted	1,710,630	1,324,152
Temporarily restricted	565,760	790,685
Total net assets	<hr/> 2,276,390	<hr/> 2,114,837
	<hr/>	<hr/>
	<b>\$ 2,494,099</b>	<b>\$ 2,318,079</b>

**SAVE THE BAY and SAVE THE BAY ACTION FUND**

**Combined Statement of Activities and Changes in Net Assets  
Year Ended September 30, 2017**

*(With Comparative Totals for the Year Ended September 30, 2016)*

<i>Changes in net assets:</i>	<b>Unrestricted Net Assets</b>	<b>Temporarily Restricted Net Assets</b>	<b>2017 Total</b>	<b>2016 Total</b>
<b>Support:</b>				
Government	\$ 97,580	\$ -	\$ 97,580	\$ 158,790
Foundation and corporate	472,251	900,350	<b>1,372,601</b>	1,776,959
Membership and individual	1,438,142	-	<b>1,438,142</b>	1,723,632
Bequests and memorials	257,885	-	<b>257,885</b>	35,750
In-kind contributions	153,971	-	<b>153,971</b>	12,300
Net assets released from restriction	1,125,275	(1,125,275)	-	-
<b>Total support</b>	<b>3,545,104</b>	<b>(224,925)</b>	<b>3,320,179</b>	<b>3,707,431</b>
<b>Revenue:</b>				
Rental income	42,000	-	<b>42,000</b>	29,000
Events	66,018	-	<b>66,018</b>	-
Investment income	9,259	-	<b>9,259</b>	6,558
Unrealized investment gains (losses)	(596)	-	<b>(596)</b>	1,172
Other	11,099	-	<b>11,099</b>	205,576
<b>Total revenue</b>	<b>127,780</b>	<b>-</b>	<b>127,780</b>	<b>242,306</b>
<b>Total support and revenue</b>	<b>3,672,884</b>	<b>(224,925)</b>	<b>3,447,959</b>	<b>3,949,737</b>
<b>Expenses:</b>				
Program	2,194,557	-	<b>2,194,557</b>	2,653,635
Management and general	504,168	-	<b>504,168</b>	475,236
Fundraising	587,681	-	<b>587,681</b>	702,234
<b>Total expenses</b>	<b>3,286,406</b>	<b>-</b>	<b>3,286,406</b>	<b>3,831,105</b>
Increase (decrease) in net assets	386,478	(224,925)	<b>161,553</b>	118,632
Net assets at beginning of year	1,324,152	790,685	<b>2,114,837</b>	1,996,205
<b>Net assets at end of year</b>	<b>\$ 1,710,630</b>	<b>\$ 565,760</b>	<b>\$ 2,276,390</b>	<b>\$ 2,114,837</b>

# SAVE THE BAY and SAVE THE BAY ACTION FUND

## Combined Statements of Cash Flows Years Ended September 30, 2017 and 2016

	2017	2016
<i>Operating activities:</i>		
Increase in net assets	\$ 161,553	\$ 118,632
Adjustments to reconcile to cash (used for) operating activities:		
Depreciation	7,442	13,570
Unrealized investment losses (gains)	596	(1,172)
Changes in:		
Contracts receivable	(7,837)	95,969
Grants receivable	148,671	(465,211)
Accounts receivable	(15,841)	65,092
Prepaid expenses and other assets	2,897	19,708
Deposits	270	250
Accounts payable and accrued expenses	26,534	(1,815)
Accrued payroll liabilities	(12,067)	4,050
Deferred Revenue	-	(28,341)
Cash provided by (used for) operating activities	312,218	(179,268)
 <i>Investing activities:</i>		
Acquisition of property and equipment	-	(5,570)
Purchases and reinvestment of investment income	(746)	(2,702)
Net increase in certificates of deposit	(502,884)	(546)
Cash used for investing activities	(503,630)	(8,818)
 Decrease in cash and cash equivalents	(191,412)	(188,086)
Cash and cash equivalents at beginning of year	660,414	848,500
 Cash and cash equivalents at end of year	\$ 469,002	\$ 660,414
 <i>Additional cash flow information:</i>		
 Taxes paid to Registry of Charitable Trusts	\$ 150	\$ 150
Interest paid	\$ -	\$ -

**SAVE THE BAY and SAVE THE BAY ACTION FUND**

**Combined Statement of Functional Expenses  
Year Ended September 30, 2017**

*(With Comparative Totals for the Year Ended September 30, 2016)*

	Program Services				Supporting Services		Totals	Totals
	Restore Bay Habitat	Bay Smart Communities	Education and Outreach	Total Program	Management and General	Fundraising	Sept 30 2017	Sept 30 2016
Salaries	\$ 493,145	\$ 213,401	\$ 402,544	\$ 1,109,090	\$ 296,474	\$ 298,719	\$ 1,704,283	\$ 1,805,638
Payroll taxes	46,142	16,024	28,572	90,738	21,359	22,994	135,091	146,379
Other employee benefits	54,061	19,569	33,452	107,082	25,177	27,420	159,679	168,850
Total salaries and related expenses	593,348	248,994	464,568	1,306,910	343,010	349,133	1,999,053	2,120,867
Grants	6,300	15,000	-	21,300	-	-	21,300	612,250
Professional services- legal	-	11,347	-	11,347	688	-	12,035	50,671
Professional services- accounting	-	-	-	-	39,771	-	39,771	34,895
Professional services- other	27,295	42,942	164,807	235,044	17,212	99,040	351,296	307,201
Advertising and promotion	-	7,125	42,490	49,615	-	16,794	66,409	93,815
Supplies	22,091	1,150	2,594	25,835	1,550	1,842	29,227	36,613
Telephone	1,736	404	728	2,868	544	582	3,994	4,420
Postage	1,379	525	8,447	10,351	3,674	5,150	19,175	29,340
Equipment rental/maintenance	3,407	1,170	2,111	6,688	1,577	1,686	9,951	12,222
Bank fees	-	-	-	-	11,643	-	11,643	11,870
Occupancy	84,534	29,020	52,368	165,922	39,118	41,830	246,870	195,700
Printing and publications	393	113	25,325	25,831	5,179	14,062	45,072	66,904
Information technology	32,727	15,778	37,042	85,547	15,119	24,274	124,940	102,213
Travel and meals	29,773	1,279	2,683	33,735	369	1,077	35,181	35,463
Conferences and meetings	111	620	284	1,015	3,351	711	5,077	8,531
Depreciation	5,824	289	522	6,635	390	417	7,442	13,570
Insurance	8,094	959	1,755	10,808	6,511	1,382	18,701	19,201
Dues, licenses, service fees	14,528	4,900	4,930	24,358	7,758	7,911	40,027	18,104
In-kind professional services	-	-	137,771	137,771	-	-	137,771	-
Miscellaneous expense	10,777	4,918	17,282	32,977	6,704	21,790	61,471	57,255
	<b>\$ 842,317</b>	<b>\$ 386,533</b>	<b>\$ 965,707</b>	<b>\$ 2,194,557</b>	<b>\$ 504,168</b>	<b>\$ 587,681</b>	<b>\$ 3,286,406</b>	<b>\$ 3,831,105</b>



Notes to Combined Financial Statements  
September 30, 2017

**1. Organization**

Save the Bay is a California nonprofit public benefit corporation founded in 1961 to preserve, restore, and protect the San Francisco Bay and Sacramento/San Joaquin River Delta Estuary as a healthy and biologically diverse ecosystem that is valued as essential to the well-being of the human community it sustains. The financial statements include the combined financial information of Save the Bay and Save the Bay Action Fund (collectively "STB"), a related 501(c)(4) nonprofit organization created in May 2014.

Program services of STB include restoring bay habitat, creating bay smart communities, and public education and outreach. STB's office is located in Oakland California and its primary sources of income are public and private grants and contributions.

**2. Summary of Significant Accounting Policies**

*Basis of Accounting*

The combined financial statements of STB have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America and, accordingly, reflect all significant receivables, payables, accrued assets, accrued liabilities, and net asset accounts. Intercompany transactions have been eliminated in the combined financial statements.

*Basis of Presentation*

Financial statement presentation follows the recommendations of the Financial Accounting Standards Board in its Accounting Standards Codification (ASC) 958.205, *Presentation of Financial Statements of Not-for-Profit Entities*. Under ASC 958.205, STB is required to report information regarding its combined financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets and permanently restricted net assets. STB has also adopted the provisions of ASC 958.205.55.31 thru 958.205.55.53, *Presentation of Financial Statements – Endowment Disclosures*.

*Support and Revenue Recognition*

STB records contributions in accordance with the recommendations of ASC 958.605, *Revenue Recognition of Not-for-Profit Entities*. Contributions received are recorded as unrestricted or temporarily restricted, depending on the existence and/or nature of any donor restrictions.

*Use of Estimates*

The preparation of combined financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of support, revenues, and expenses during the reporting period. Actual results could differ from those estimates.

*Receivables*

Contracts receivable and grants receivable are recognized as unrestricted or temporarily restricted contributed revenue when the written commitments are received. Accounts receivable are recorded as revenue when a valid contractual obligation exists.

Notes to Combined Financial Statements

2. Summary of Significant Accounting Policies *(continued)*

*Net Assets*

In accordance with accounting principles generally accepted in the United States of America, financial statements must present classes of net assets based on the following categories: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. Grants and contributions are classified in the appropriate net asset category based on the absence or existence of donor-imposed restrictions that limit the use of the donated assets if they are designated as support for future periods or future projects when they are received.

STB reports gifts of cash and other assets as temporarily restricted support if they are received with donor stipulations that limit the use of the donated assets or if they are designated as support for future periods. When a donor's intended purpose is met or a time restriction expires, the temporarily restricted net asset is transferred to unrestricted net assets and reported in the combined statement of activities and changes in net assets as amounts released from restrictions. Donor-restricted contributions where restrictions are met in the same reporting period in which they are contributed are reported as unrestricted support.

Permanently restricted net assets include those net assets that must be maintained in perpetuity in accordance with donor restrictions. There were no permanently restricted net assets as of September 30, 2017 and 2016.

Unrestricted net assets include all of those donated assets that have no restrictions or limitations imposed on their use. The Board of Directors may elect certain unrestricted funds to be set aside as Board-designated funds, which may not be spent without approval by the Board.

*Property and Equipment*

Property and equipment purchased by STB are recorded at cost. Property and equipment donated to STB are recorded at estimated fair value as of the date of the gift. Repairs and maintenance are charged to expense as incurred. Property and equipment are depreciated using the straight-line method over the estimated useful lives of the assets of between 3 and 20 years.

*Investments*

STB follows the provisions of ASC 958.320, *Investments – Debt and Equity Securities of Not-for-Profit Entities* and has estimated the fair value of its investments using available market information and other valuation methodologies. Accordingly, the estimates presented are not necessarily indicative of the amounts that STB could realize in a current market exchange. The use of different assumptions and/or estimation methods may have a material effect on the estimated fair value amounts. The estimates are based on pertinent information available to management as of September 30, 2017 and 2016. Although management is not aware of any factors that would significantly affect the estimated fair value amounts, current estimates of fair value may differ significantly from the statements presented.

Investments in mutual funds with readily determinable fair values and all investments in bank deposit accounts are reported at fair value with gains and losses included in the combined statement of activities and changes in net assets. Purchased investments are initially stated at cost. Investments received by gift are recorded at market value at the date of contribution.

Notes to Combined Financial Statements

2. Summary of Significant Accounting Policies *(continued)*

*Income Taxes*

Financial statement presentation follows the recommendations of ASC 740, *Income Taxes*. Under ASC 740, STB is required to report information regarding its exposure to various tax positions taken by STB and requires a two-step process that separates recognition from measurement. The first step is determining whether a tax position has met the recognition threshold; the second step is measuring a tax position that meets the recognition threshold. Management believes that STB has adequately evaluated its current tax positions and has concluded that as of September 30, 2017 and 2016, STB does not have any uncertain tax positions for which a reserve or an accrual for a tax liability would be necessary.

STB has received notification from the Internal Revenue Service and the State of California that it qualifies for tax-exempt status under Section 501(c)(3) of the Internal Revenue Code and Section 23701d of the California Revenue and Taxation Code. These exemptions are subject to periodic review by the taxing authorities and management is confident that STB continues to satisfy all federal and state statutes. STB receives unrelated business income (sublease rental income) requiring STB to file separate tax returns under federal and state statutes. Tax liabilities, if any exist, are accrued at the statutory tax rates in effect at the end of the fiscal year.

*Contributed Services and Costs*

Contributed services and costs are reflected at the fair value of the contributions received. The contributions of services and costs are recognized if they (a) create or enhance nonfinancial assets or (b) require specialized skills that are provided by individuals possessing those skills and would typically need to be purchased if not provided by donation. A substantial number of unpaid volunteers have made significant contributions of time to various departments or programs of STB. The value of this contributed time is not reflected in the combined financial statements since it is not susceptible to objective measurement or valuation.

*Reclassifications*

Certain reclassifications have been made to the 2016 combined financial statements in order to conform to the presentation used in 2017.

*Functional Allocation of Expenses*

The costs of providing STB's various programs and other activities have been summarized on a functional basis in the combined statement of activities and changes in net assets. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

*Comparative Financial Information*

The combined financial statements include certain prior-year summarized comparative information in total but not by net asset class. Such information should be read in conjunction with STB's combined financial statements for the year ended September 30, 2016, from which the summarized information was derived.

*Use of Estimates*

The preparation of combined 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 liabilities and disclosure of contingent assets and liabilities at the date of the combined financial statements and the reported amounts of revenues and expenses during the reported period. Accordingly, actual results could differ from those estimates.

# SAVE THE BAY and SAVE THE BAY ACTION FUND

## Notes to Combined Financial Statements

### 3. Cash and Cash Equivalents

Cash and cash equivalents consist of the following at September 30:

	2017	2016
Checking and other noninterest-bearing accounts	\$ 145,347	\$ 486,031
Savings and other accounts (bearing interest at rates ranging from 0.01% to 0.30%)	323,655	174,383
Total cash and cash equivalents	<u>\$ 469,002</u>	<u>\$ 660,414</u>

Cash and cash equivalents include all funds in banks (checking, savings and money market) with maturity dates of three months or less. From time to time, certain deposits may exceed balances insured by the Federal Deposit Insurance Corporation. Management attempts to limit its risk and exposure by only using highly rated financial institutions.

### 4. Receivables

Receivables consist of the following at September 30:

	2017	2016
Contracts receivable	\$ 30,220	\$ 22,383
Grants receivable	817,040	965,711
Accounts and donations receivable	17,999	2,158
Total receivables	<u>\$ 865,259</u>	<u>\$ 990,252</u>

Receivables represent amounts due from various sources, including foundations, federal and state agencies, individuals, and others. Receivables are stated at net realizable value. STB uses the direct write-off method with regards to receivables deemed uncollectible. Bad debt expenses amounted to \$750 and \$12,750 for the years ended September 30, 2017 and 2016, respectively, and are included with miscellaneous expense on the combined statements of functional expenses. Management has evaluated the receivables as of September 30, 2017 and determined that such amounts are fully collectible (based on the financial strength of the payees) and therefore no reserve for uncollectible amounts has been established.

### 5. Investments

Investments consist of the following at September 30:

	2017	2016
Mutual funds: Investment grade short-term bond fund	<u>\$ 88,439</u>	<u>\$ 88,289</u>

During the years ended September 30, 2017 and 2016, investment earnings amounted to \$9,259 and \$6,558, respectively. During the years ended September 30, 2017 and 2016, realized and unrealized gains (losses) amounted to (\$596) and \$1,172, respectively. Investments in mutual funds with readily determinable fair values are reported at fair value or amounts that approximate fair value. STB's management is responsible for routinely overseeing investment performance.

# SAVE THE BAY and SAVE THE BAY ACTION FUND

## Notes to Combined Financial Statements

### 6. Fair Value Measurements

Composition of assets utilizing fair value measurements at September 30, 2017 is as follows:

	<b>Total</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>
Certificates of deposit	\$ 952,928	\$ 952,928	\$ -	\$ -
Receivables	865,259	-	865,259	-
Investments	88,439	88,439	-	-
Deposits	16,874	-	-	16,874
<b>Totals</b>	<b>\$ 1,923,500</b>	<b>\$ 1,041,367</b>	<b>\$ 865,259</b>	<b>\$ 16,874</b>

Composition of assets utilizing fair value measurements at September 30, 2016 is as follows:

	<b>Total</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>
Certificates of deposit	\$ 450,044	\$ 450,044	\$ -	\$ -
Receivables	990,252	-	990,252	-
Investments	88,289	88,289	-	-
Deposits	17,144	-	-	17,144
<b>Totals</b>	<b>\$ 1,545,729</b>	<b>\$ 538,333</b>	<b>\$ 990,252</b>	<b>\$ 17,144</b>

Fair value measurements establish a fair value hierarchy that prioritizes the input used to measure fair value. This hierarchy consists of three broad levels: (a) Level 1 measurement reflects the value of the investments at quoted prices in active markets for identical assets, generally without any adjustments, (b) Level 2 assets and liabilities are valued based on "observable inputs" other than quoted active market prices, including quoted prices for similar assets or liabilities in active markets, quoted prices for identical or similar assets or liabilities in inactive markets, and interest rates and yield curves, and (c) Level 3 assets and liabilities are valued based on "unobservable inputs," such as a company's own estimates and pricing models.

Assets Classified as Level 3: Deposit assets are reflected at book value and are not stated at net realizable value or at the estimated present value of such future amounts.

### 7. Property and Equipment

Property and equipment consist of the following at September 30:

	<b>2017</b>	<b>2016</b>
Office furniture and equipment	\$ 85,104	\$ 133,680
Buildings	99,633	99,633
Less: accumulated depreciation	(106,766)	(147,900)
<b>Property and equipment, net</b>	<b>\$ 77,971</b>	<b>\$ 85,413</b>

Depreciation expense amounted to \$7,442 and \$13,570 for the years ended September 30, 2017 and 2016, respectively. During the year ended September 30, 2017, STB disposed of partially depreciated equipment with original cost basis of \$48,576. There were no disposals of property and equipment for the year ended September 30, 2016.

**Notes to Combined Financial Statements**

**8. Lease Commitments**

STB rents its corporate office facilities under a multi-year operating lease which expires July 31, 2019. As of September 30, 2017, STB is obligated to making monthly rental payments of \$17,380 for the office lease. STB also leases certain office equipment under a separate multi-year rental contract (requiring a monthly remittance of \$727) with an expiration date of June 1, 2021.

Rental expense for all of STB's operating leases amounted to \$246,870 and \$195,700 for the years ended September 30, 2017 and 2016, respectively. Future minimum rental payments under all operating leases extending beyond one year at September 30, 2017 are as follows:

Year ending September 30, 2018	\$ 224,618
Year ending September 30, 2019	193,111
Year ending September 30, 2020	8,725
Year ending September 30, 2021	6,544

STB subleases a portion of its corporate office space. Rental income for the years ended September 30, 2017 and 2016 amounted to \$42,000 and \$29,000, respectively.

**9. Allocation of Joint Costs**

STB follows the provisions of FASB ASC Subtopic 958-720, Not-for-Profit Entities–Other Expenses *Accounting for Joint Costs*. Under ASC 958-720, STB engaged in a number of activities (such as publication and distribution of newsletters and other informational materials) that included a fundraising appeal. As a result, STB incurred allocable joint expenditures and the costs of these activities were allocated between program activities, management and general activities, and fundraising activities as follows for the years ended September 30:

	2017	2016
Costs allocated to program activities	\$ 117,715	\$ 150,719
Costs allocated to management and general activities	3,679	5,500
Costs allocated to fundraising activities	62,536	77,717
Totals	\$ 183,930	\$ 233,936

**10. Compensated Absences**

Financial statement presentation follows the recommendations of ASC 710.25, *Compensated Absences*. Under ASC 710.25, STB is required to record a liability for the estimated amounts of compensation for future absences (accrued vacation). Employees are permitted to accrue a specific number of hours of vacation which is payable upon termination of the employee, and this amount has been reflected in the combined financial statements. Accrued payroll liabilities amounted to \$128,775 and \$140,842 at September 30, 2017 and 2016, respectively and are reflected as accrued liabilities on the combined statements of financial position.

**Notes to Combined Financial Statements**

**11. Commitments and Contingencies**

In the normal course of business there are outstanding various commitments and contingent liabilities, such as commitments to enter into contracts and future projects, which are not reflected in the combined financial statements. Such commitments and contingencies also include risks associated with various economic and operating factors, which include (a) Grant restrictions and donor conditions which obligate STB to fulfill certain requirements as set forth in grant instruments, (b) Funding levels which vary based on factors beyond STB’s control, such as generosity of donors and general economic conditions, (c) Employment and service agreements with key management personnel, and (d) Financial risks associated with funds on deposit at bank and investment brokerage accounts.

STB receives a portion of its support from federal, state, and local government agencies (amounting to 2.83% and 4.02% for the years ended September 30, 2017 and 2016, respectively). A significant reduction in the level of this support, if it were to occur, could have an impact on STB’s ability to fund certain programs and activities.

Management has evaluated all such events and believes that such commitments, contingencies and risks will not have a material adverse effect on the combined financial statements. Certain of the grants and contracts (including current and prior costs) are subject to audit and final acceptance by the granting agencies. Management is of the opinion that STB has complied with all material terms of the various grants and contracts.

**12. In-Kind Contributions**

In-kind contributions were valued as follows for the years ended September 30:

	<b>2017</b>	<b>2016</b>
In-kind services	\$ 137,771	\$ -
Equipment and vehicles	<b>16,200</b>	12,300
Total in-kind contributions	<b>\$ 153,971</b>	\$ 12,300

Volunteer Services: In addition to receiving specialized in-kind services, STB was also the beneficiary of volunteer work parties organized to carry out restoration projects removing 51,000 pounds of invasive species growing in San Francisco Bay, collecting seeds from native plants, and planting more than 32,000 seedlings to restore the bio-diversity and health of the bay. Although not recorded in the combined financial statements (because such volunteer efforts are not susceptible to objective measurement or valuation under ASC 958.605.30-11 *“Revenue Recognition of Not-For-Profit Entities”*), the value of these services was estimated at \$585,508 and \$690,523 for the years ended September 30, 2017 and 2016, respectively. A portion of the donated services was used to meet the matching requirement of certain grants from various federal and state agencies.

# SAVE THE BAY and SAVE THE BAY ACTION FUND

## Notes to Combined Financial Statements

### 13. Temporarily Restricted Net Assets

STB recognizes support from temporarily restricted net assets when the restrictions imposed by the donors have been satisfied or expired. Temporarily restricted net assets consist of the following at September 30:

	2017	2016
Outreach and Bay Day	\$ 31,375	\$ 39,000
Estuary Restoration and Education	396,385	422,435
Time restrictions	100,000	200,000
Restoration Policy and Funding	18,750	23,000
Bay Smart Communities	19,250	106,250
Total temporarily restricted	<u>\$ 565,760</u>	<u>\$ 790,685</u>

Temporarily restricted net assets were released from donor restrictions by incurring expenses satisfying the purposes specified by donors as follows during the years ended September 30:

	2017	2016
Outreach and Bay Day	\$ 215,125	\$ 146,255
Estuary Restoration and Education	619,900	325,077
Time restrictions	100,000	-
Restoration Policy and Funding	29,250	112,700
Bay Smart Communities	161,000	203,495
Total temporarily restricted released from restrictions	<u>\$ 1,125,275</u>	<u>\$ 787,527</u>

### 14. Related Party Transactions

Contributions from certain individuals on staff and members of the Board of Directors amounted to \$72,341 and \$91,419 during the years ended September 30, 2017 and 2016 respectively.

### 15. Retirement Plan

STB offers a defined contribution plan qualified under Internal Revenue Code Section 403(b) (the Plan). All employees who work at least 1,000 hours per year are eligible for participation in the Plan after one full year of employment, and become fully vested at that time. There were no contributions made by STB for the years ended September 30, 2017 and 2016.

### 16. Subsequent Events

In compliance with ASC 855, *Subsequent Events*, STB has evaluated subsequent events February 20, 2018, the date the combined financial statements were available to be issued and, in the opinion of management, there are no subsequent events which need to be disclosed.