SEARCH INSTITUTE

FINANCIAL STATEMENTS

YEARS ENDED DECEMBER 31, 2020 AND 2019



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SEARCH INSTITUTE TABLE OF CONTENTS YEARS ENDED DECEMBER 31, 2020 AND 2019

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INDEPENDENT AUDITORS' REPORT

Board of Directors Search Institute Minneapolis, Minnesota

We have audited the accompanying financial statements of Search Institute (a nonprofit organization), which comprise the balance sheets as of December 31, 2020 and 2019 and the related statements of activities, functional expenses, 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.

Auditors' 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. Those standards require that we plan and perform the audits 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.



Board of Directors Search Institute

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Search Institute as of December 31, 2020 and 2019, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

CliftonLarsonAllen LLP

Clifton Larson Allen LLP

Minneapolis, Minnesota April 12, 2021

SEARCH INSTITUTE BALANCE SHEETS DECEMBER 31, 2020 AND 2019

	2020	2019
ASSETS		
CURRENT ASSETS Cash and Cash Equivalents Investments Prepaid Expenses Inventory, Net Accounts Receivable, Net Grants Receivable Total Current Assets	\$ 648,860 2,777,099 126,496 46,565 73,221 100,000 3,772,241	\$ 799,416 2,426,980 111,810 61,539 177,769 535,000 4,112,514
PROPERTY, PLANT, AND EQUIPMENT Office Furniture and Equipment Website and Software Leasehold Improvements Total Less: Accumulated Depreciation and Amortization Total Property, Plant, and Equipment, Net	727,430 224,058 263,950 1,215,438 (993,293) 222,145	720,239 224,058 263,950 1,208,247 (911,053) 297,194
OTHER ASSETS Beneficial Interest in Assets Held by Others Total Other Assets Total Assets	31,154 31,154 \$ 4,025,540	29,460 29,460 \$ 4,439,168
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES Accounts Payable Accrued Liabilities Deferred Revenue - Consulting Deferred Revenue - Curriculum and Training Deferred Lease Credits Total Current Liabilities	\$ 53,892 253,470 126,355 64,439 35,321 533,477	\$ 238,084 124,003 61,660 39,910 33,193 496,850
DEFERRED LEASE CREDITS - LONG-TERM	129,632	164,954
Total Liabilities	663,109	661,804
NET ASSETS Without Donor Restrictions With Donor Restrictions Total Net Assets Total Liabilities and Net Assets	1,078,498 2,283,933 3,362,431 \$ 4,025,540	987,292 2,790,072 3,777,364 \$ 4,439,168

SEARCH INSTITUTE STATEMENTS OF ACTIVITIES YEARS ENDED DECEMBER 31, 2020 AND 2019

		2020		2019		
	Without Donor	With Donor		Without Donor	With Donor	
	Restrictions	Restrictions	Total	Total Restrictions		Total
OPERATING SUPPORT AND REVENUE						
Grants	\$ -	\$ 1,655,113	\$ 1,655,113	\$ -	\$ 1,152,079	\$ 1,152,079
Consulting	587,986	-	587,986	773,359	-	773,359
Curriculum Sales and Training	817,413	-	817,413	1,251,269	-	1,251,269
Rental Income	4,800	-	4,800	4,800	-	4,800
Contributions	39,100	-	39,100	45,063	-	45,063
Royalties	9,664	-	9,664	56,513	-	56,513
Change in Value of Beneficial Interest	-	1,694	1,694	-	3,040	3,040
Other Income	35,504	-	35,504	33,320	-	33,320
Subtotal	1,494,467	1,656,807	3,151,274	2,164,324	1,155,119	3,319,443
Net Assets Released from Restrictions	2,162,946	(2,162,946)	-	1,910,162	(1,910,162)	-
Total Operating Support and Revenue	3,657,413	(506,139)	3,151,274	4,074,486	(755,043)	3,319,443
OPERATING EXPENSE						
Program Services	3,051,856	-	3,051,856	3,250,057	-	3,250,057
Management and General	508,981	-	508,981	745,203	-	745,203
Fundraising	5,370	-	5,370	3,148	-	3,148
Total Operating Expense	3,566,207		3,566,207	3,998,408		3,998,408
CHANGE IN NET ASSETS	91,206	(506,139)	(414,933)	76,078	(755,043)	(678,965)
Net Assets - Beginning of Year	987,292	2,790,072	3,777,364	911,214	3,545,115	4,456,329
NET ASSETS - END OF YEAR	\$ 1,078,498	\$ 2,283,933	\$ 3,362,431	\$ 987,292	\$ 2,790,072	\$ 3,777,364

SEARCH INSTITUTE STATEMENTS OF FUNCTIONAL EXPENSES YEARS ENDED DECEMBER 31, 2020 AND 2019

		20	020			2	019	
	•	Management				Management		
	Program	and General	Fundraising	Total	Program	and General	Fundraising	Total
Payroll	\$ 1,686,390	\$ 287,472	\$ 4,228	\$ 1,978,090	\$ 1,353,602	\$ 463,017	\$ 1,151	\$ 1,817,770
Fringe Benefits and Payroll Taxes	395,078	67,347	991	463,416	293,820	100,505	250	394,575
Office Expenses	75,398	46,640	66	122,104	86,496	25,145	1,535	113,176
•	73,390	40,040	00	122,104	842	23, 143	1,555	842
Printing, Advertising, and Promotion	66.004	1 220	-	- 60 111		10.040	- 70	
Travel and Business Meeting	66,884	1,230	-	68,114	278,208	12,949	78	291,235
Professional and Outside Services	380,925	40,110	-	421,035	591,643	64,514	-	656,157
Pass-Through Grants	172,879	-	-	172,879	387,870	-	-	387,870
Insurance	33,736	5,739	17	39,492	26,424	9,381	22	35,827
Occupancy and Maintenance	140,647	23,927	68	164,642	131,709	46,761	112	178,582
Cost of Publications and Surveys Sold	38,240	-	-	38,240	38,362	-	-	38,362
Bad Debt Expense	-	15,956	-	15,956	-	2,571	-	2,571
Total Expenses Before Depreciation	2,990,177	488,421	5,370	3,483,968	3,188,976	724,843	3,148	3,916,967
Depreciation and Amortization	61,679	20,560	-	82,239	61,081	20,360	-	81,441
Total Expenses	\$ 3,051,856	\$ 508,981	\$ 5,370	\$ 3,566,207	\$ 3,250,057	\$ 745,203	\$ 3,148	\$ 3,998,408
	86%	14%	0%	100%	81%	19%	0%	100%

SEARCH INSTITUTE STATEMENTS OF CASH FLOWS YEARS ENDED DECEMBER 31, 2020 AND 2019

	2020		2019	
CASH FLOWS FROM OPERATING ACTIVITIES				
Change in Net Assets	\$	(414,933)	\$	(678,965)
Adjustments to Reconcile Change in Net Assets to Net				
Cash Provided by Operating Activities:				
Depreciation and Amortization		82,239		81,441
Increase (Decrease) in Allowance for Doubtful Accounts		15,000		-
Change in Investment Value in Beneficial Interests Held by Others		(1,694)		(3,040)
Unrealized (Gain) Loss on Investments		1,465		(22,389)
(Increase) Decrease in Assets:				,
Prepaid Expenses		(14,686)		(18,836)
Inventory		14,974		(2,524)
Accounts Receivable		89,548		226,355
Grants Receivable		435,000		1,379,613
Increase (Decrease) in Liabilities:		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		,,
Accounts Payable		(184,192)		(8,767)
Accrued Liabilities		129,467		12,380
Deferred Contract Revenue		89,224		(57,063)
Deferred Lease Credits		(33,194)		(30,703)
Net Cash Provided by Operating Activities		208,218		877,502
CASH FLOWS FROM INVESTING ACTIVITIES				
Purchases of Property, Plant, and Equipment		(7,190)		(18,307)
Purchases of Investments		(3,772,584)		(1,504,867)
Proceeds from Sale of Investments		3,421,000		603,994
Net Cash Used by Investing Activities		(358,774)		(919,180)
NET DECREASE IN CASH AND CASH EQUIVALENTS		(150,556)		(41,678)
Cash and Cash Equivalents - Beginning of Year		799,416		841,094
CASH AND CASH EQUIVALENTS - END OF YEAR	\$	648,860	\$	799,416

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization and Nature of Business

Search Institute (the Institute) is a Minnesota nonprofit corporation that engages in research and educational services that promote the well-being of children and adolescents. The Institute fulfills its mission by engaging in in-depth applied research and evaluation, and by conducting surveys that explore young people's needs and the effectiveness of youth-serving programs. The Institute's primary sources of revenues are contracts, contributions from corporations and private foundations, and sales of training workshops and conferences, survey services, research-based books, and materials.

Financial Statement Presentation

Net assets and revenues, expenses, gains, and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, net assets of the Institute and changes therein are classified and reported as follows:

Without Donor Restrictions – Those resources not subject to donor-imposed restrictions. The Institute has discretionary control over these resources.

With Donor Restrictions – Those resources subject to donor-imposed restrictions which will be satisfied by actions of the Institute or passage of time. There are also resources that are restricted by donors to investment in perpetuity. The income may be expended for such purpose as specified by the donor, or if none, then for any purpose of the Institute.

Revenues are reported as increases in net assets without donor restriction unless use of the related asset is limited by donor-imposed restrictions. Donor-restricted contributions, the restrictions of which are met in the same year as the gift is made, are reported as with donor restrictions contributions in the current year. Expenses are reported as decreases in net assets without donor restrictions. Expirations of net assets with donor restrictions are reported as reclassifications between the applicable classes of net assets.

Accounting Estimates

Management uses estimates and assumptions in preparing financial statements in accordance with accounting principles generally accepted in the United States of America. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenues and expenses. Actual results could vary from the estimates that were used.

Cash and Equivalents

The Institute deposits its temporary cash investments in high credit quality financial institutions. At times, such investments may be in excess of Federal Deposit Insurance Corporation insurance limits. Cash and cash equivalents include cash on hand, savings, and money market accounts.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Receivables

Accounts, contracts, and grants receivable are stated at net realizable value. Bad debts are provided on the reserve method based on historical experience and management's evaluation of outstanding receivables at the end of each year. When all collection efforts have been exhausted, the accounts are written off against the related allowance. The allowance for uncollectible accounts was \$50,000 and \$35,000 at December 31, 2020 and 2019, respectively.

At December 31, 2020, three organizations comprised 72% of accounts receivable and one organization comprised 100% of grants receivable. At December 31, 2019, one organization comprised 21% of accounts receivable and one organization comprised 100% of grants receivable.

Inventory

Inventory consists of published books and books in the process of being published. Inventory is valued at the lower net realizable value or cost. An allowance for excess and obsolete inventory has been recorded for books, which may not be saleable based on historical data. The allowance for obsolescence was \$20,000 and \$12,667 at December 31, 2020 and 2019, respectively.

<u>Investments</u>

Investments are recorded at fair value. Investment income, including gains and losses on investments, is recorded as increases or decreases in in net assets without donor restrictions unless its use is limited by donor-imposed restrictions or law.

Beneficial Interests in Assets Held by Others

The Institute's beneficial interest in a donor-designated fund with The Minneapolis Foundation is recognized as an asset. The governing instrument of The Minneapolis Foundation states that The Minneapolis Foundation shall have the sole and exclusive right to manage, control, and conduct the affairs of the donor-designated fund and to modify any direction, restriction or condition, and the timing of distributions from the fund. However, the Institute named itself as the beneficiary and as a result is recognized as an asset.

Office Furniture and Equipment

Office furniture and equipment acquisitions in excess of \$1,000 are recorded at cost. Depreciation is computed using the straight-line method over an estimated useful life of five years.

Website and Software

Website and software acquisitions in excess of \$1,000 are recorded cost. Depreciation is computed using the straight-line method over an estimated useful life of three years.

Leasehold Improvements

Leasehold improvements are recorded at cost and are being amortized over the shorter of the useful life or the term of the lease.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Grants

Grant revenue is recognized when notification is received, absent any condition clauses on recognition. Expenditures under grant contracts are subject to review by the granting authority. To the extent, if any, that such a review reduces expenditures allowable under these contracts, the Institute will record such disallowance at the time the determination is made. Four organizations comprised 100% of grant revenue for the year ended December 31, 2020, and two organizations comprised 99% of grant revenue for the year ended December 31, 2019.

Consulting Revenue

Consulting revenue relates to amounts received from organizations and governmental agencies to fund various projects undertaken by the Institute. Performance obligations are determined based on the services, milestones, or other obligations as outlined in each consulting contract. Revenue for performance obligations is satisfied over time and is recognized based on actual charges incurred using the input method. The Institute believes that this method provides a faithful depiction of the transfer of services over the term of the performance obligation based on the inputs needed to satisfy the obligation. Expenses are recorded as incurred. Amounts received related to contract revenue and not yet earned, are recorded as deferred contract revenue. In 2020, two organizations comprised 62% of consulting revenue. In 2019, four organizations comprised 38% of consulting revenue.

Curriculum Sales and Training

Curriculum sales relate to amounts received in exchange for survey services, research-based books, and materials. The revenue is recognized at the time of the sale, using the point in time method. Training revenue is recognized when the conference or workshop is held, also using the point in time method. All revenues are recognized based on the outputs provided in the contracts. Amounts received in advance are recorded as deferred revenue.

Contributions

Contributions are recognized as revenue in the period received or pledged. All contributions are considered to be available for use without donor restriction unless specifically restricted by the donor. Contributions to be received after one year are discounted to reflect the time value of money. Conditional promises to give are not recognized as contribution revenue and receivables until the conditions have been substantially met.

Shipping and Handling Fees

The Institute charges a fee to customers for reimbursement of shipping and handling costs associated with sales of publications. For the years ended December 31, 2020 and 2019, the Institute recorded shipping and handling fees of \$10,513 and \$14,857, respectively, which are included in curriculum sales revenue on the statements of activities.

Functional Allocation of Expense

Salaries and related expenses are allocated to the program and supporting services based on actual time employees spend on each function. The remaining expenses are allocated as a percentage of direct labor hours devoted to that function or using another systematic methodology.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Advertising Costs

Advertising costs are charged to operations when the advertising takes place. Advertising expense was \$-0- and \$842 for the years ended December 31, 2020 and 2019, respectively.

Tax-Exempt Status

The Institute qualifies as a tax-exempt organization described in Section 501(c)(3) and is not a private foundation under Section 509(a)(2) of the Internal Revenue Code. As such, it is subject to federal and state income taxes on net unrelated business income. The Institute currently has no unrelated business income.

The Institute follows a policy that clarifies the accounting for uncertainty in income taxes recognized in an organization's financial statements. The policy prescribes a recognition threshold and measurement principles for the financial statement recognition and measurement of tax positions taken or expected to be taken on a tax return that are not certain to be realized.

Fair Value Measurements

The Institute has categorized its financial instruments, based on the priority of the inputs to the valuation technique, into a three-level fair value hierarchy. The fair value hierarchy gives the highest priority to quoted prices in active markets for identical assets or liabilities (Level 1) and the lowest priority to unobservable inputs (Level 3). If the inputs used to measure the financial instruments fall within different levels of the hierarchy, the categorization is based on the lowest level input that is significant to the fair value measurement of the instrument.

Financial assets and liabilities valued at fair value are categorized based on the inputs to the valuation techniques as follows:

Level 1 – Financial assets and liabilities, whose values are based on unadjusted quoted prices for identical assets or liabilities in an active market that the Institute has the ability to access.

Level 2 – Financial assets and liabilities whose values are based on quoted prices in markets that are not active or model inputs that are observable either directly or indirectly for substantially the full term of the asset or liability. Level 2 inputs include the following:

- quoted prices for similar assets or liabilities in active markets;
- quoted prices for identical or similar assets or liabilities in nonactive markets;
- pricing models whose inputs are observable for substantially the full term of the asset or liability; and prices for similar assets or liabilities in active markets;
- pricing models whose inputs are derived principally from or corroborated by observable market data through correlation or other means for substantially the full term of the asset or liability for similar assets or liabilities in active markets.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Fair Value Measurements (Continued)

Level 3 – Financial assets and liabilities, whose values are based on prices or valuation techniques that require inputs that are both unobservable and significant to the overall fair value measurement. These inputs reflect management's own assumptions about the assumptions a market participant would use in pricing the asset or liability. Securities valued using Level 3 inputs include funds held on behalf of the Institute at The Minneapolis Foundation. The inputs used to determine the funds held are based on the underlying value of the holdings as well as the Institute's proportionate share of The Master Fund at The Minneapolis Foundation.

Subsequent Events

Subsequent events have been evaluated through April 12, 2021, which is the date the financial statements were available to be issued.

NOTE 2 LIQUIDITY

The Institute receives significant contributions restricted by donors, and considers contributions restricted for programs which are ongoing, major, and central to its annual operations to be available to meet cash needs for general expenditures. For the years ended December 31, 2020 and 2019, restricted contributions of \$1,655,113 and \$1,152,079, respectively, were included in financial assets available to meet cash needs for general expenditures within one year. The Institute manages its liquidity and reserves following three guiding principles: Operating within a prudent range of financial soundness and stability, maintaining adequate liquid assets to fund near-term operating needs, and maintaining sufficient reserves to provide reasonable assurance that long-term obligations will be discharged.

The Institute has a liquidity goal to maintain current financial assets less current liabilities at a minimum of 30 days operating expenses. The Institute has a goal to target a year-end balance of reserves of unrestricted, undesignated net assets at approximately 90 days of expected expenditures. To achieve these targets, the entity forecasts its future cash flows and monitors its liquidity quarterly and monitors its reserves annually.

The level of liquidity and reserves was managed within these requirements as of December 31:

	2020		2019
Financial Assets:	 		
Cash and Equivalents	\$ 648,860	\$	799,416
Accounts Receivable, Net	73,221		177,769
Grants Receivable, Net	100,000		535,000
Investments	 2,777,099		2,426,980
Total Financial Assets	 3,599,180		3,939,165
Less:			
Donor-Imposed Restrictions	 (2,252,779)		(2,760,612)
Net Financial Assets	\$ 1,346,401	\$	1,178,553

NOTE 3 INVESTMENTS

The following tables present a summary of investment holdings as of December 31. The tables also present the fair value hierarchy for the balances of the assets of the Institute measured at fair value on a recurring basis as of December 31:

2020									
Lev	el 1	Lev	el 2	I	_evel 3	Fair	Value		Total
\$	-	\$	-	\$	31,154	\$	_	\$	31,154
	,		-		-		-		3,254
1,01	5,839 -		-		-	1,75	- 58,006		,015,839 ,758,006
\$ 1,01	9,093	\$	-	\$	31,154	\$ 1,75	58,006	\$ 2	,808,253
2019									
						Hel	d at		
Lev	el 1	Lev	el 2		_evel 3	Fair	Value		Total
\$	-	\$	-	\$	29,460	\$	-	\$	29,460
	-		-		-		-		-
	-		-		-		-		-
	_		-		_	2,42	26,980	2	,426,980
\$		\$		\$	29,460	\$ 2,42	26,980	\$ 2	,456,440
	\$ 1,01 \$ 1,01 Leve	3,254 1,015,839 - \$1,019,093 Level 1 \$ - -	\$ - \$ 3,254 1,015,839 - \$ 1,019,093 \$ \$ Level 1 Level 1	\$ - \$ - \$ - \$ 1,015,839 -	\$ - \$ - \$ 3,254	Level 1 Level 2 Level 3 \$ - \$ 31,154 3,254 - - 1,015,839 - - - - - \$ 1,019,093 \$ - \$ 31,154 2019 Level 1 Level 2 Level 3 \$ - \$ 29,460 - - - - - - - - - - - - -	Assertion	Level 1 Level 2 Level 3 Assets Not Held at Fair Value	Level 1 Level 2 Level 3 Fair Value

Level 3 Assets and Liabilities

The following tables provide a summary of changes in fair value of the Institute's Level 3 financial asset, the beneficial interest in assets held by others, for the years ended December 31, 2020 and 2019:

	 2020
Balance - January 1, 2020	\$ 29,460
Unrealized Loss in Net Asset Value	2,824
Withdrawals	 (1,130)
Balance - December 31, 2020	\$ 31,154
	 2019
Balance - January 1, 2019	\$ 26,420
Unrealized Gain in Net Asset Value	4,444
Withdrawals	 (1,404)
Balance - December 31, 2019	\$ 29,460

The Institute's assets at The Minneapolis Foundation are held in the "Master Fund." The Minneapolis Foundation invests the Master Fund's assets in a diversified portfolio consisting principally of domestic and foreign fixed income and equity securities.

NOTE 4 GRANTS RECEIVABLE

The Institute's grants receivable as of December 31, 2020 and 2019 were \$100,000 and \$535,000, respectively. All grants receivable are due within the next 12 months. Management does not believe an allowance is warranted for the grant receivable balance based on past experience with the grantors.

NOTE 5 LINE OF CREDIT

The Institute has a \$100,000 revolving line of credit agreement bearing interest at 7% (based on prime plus 3.75%) as of December 31, 2020. There were no advances under the line of credit as of December 31, 2020. The line of credit is unsecured.

NOTE 6 NET ASSETS WITH DONOR RESTRICTIONS

Net assets with donor restrictions were as follows at December 31:

	2020		2019	
Purpose Restrictions:				
Einhorn Family Charitable Trust	\$	93,177	\$ 736,555	
Altria Family Partnerships		415,487	586,349	
Schulze Family Foundation		-	25,643	
Ting Foundation Peer Relationships		5,582	11,109	
Altria Get Connected		96,059	264,868	
WEM Foundation Measuring What Matters		125,232	384,853	
Lilly Endowment Faith Community Relationships		-	117,282	
Gates Foundation Social Capital		380,507	633,953	
Carlson Family Foundation		248,043	-	
Gates Foundation Resource Dissemination		488,708	-	
Altria Family Engagement Resources		399,984	 	
Total Purpose Restrictions		2,252,779	2,760,612	
Beneficial Interest in Assets Held by Others		31,154	 29,460	
Total Net Assets With Donor Restrictions	\$	2,283,933	\$ 2,790,072	
Net Assets Released from Restrictions				
		2020	 2019	
Purpose Restriction	\$	2,162,946	\$ 1,910,162	

NOTE 7 RETIREMENT PLAN

The Institute sponsors a 403(b) retirement plan for all eligible employees. The Institute matches contributions at 0.5% of employee contributions, with a cap of \$1,500 per employee, up to 3% of employee contributions. Employees must be 21 years of age and work at the Institute for three months prior to receiving matching contributions. Total contributions by the Institute for the years ended December 31, 2020 and 2019 were \$40,514 and \$36,112, respectively.

NOTE 8 COMMITMENTS

Rental expense for office space and equipment was \$106,017 in 2020 and \$103,525 in 2019 based on agreements which expire on various dates through 2021. In 2017, the Institute signed a new office lease, with escalating rental payments, over an 87-month lease term. The lease for office space expires in 2025. Minimum annual payments under terms of these operating leases are as follows:

Year Ending December 31,	<i>H</i>	Amount		
2021	\$	104,108		
2022		105,658		
2023		108,149		
2024		110,641		
2025		18,509		
Total	\$	447,065		

NOTE 9 RISKS AND UNCERTAINTIES

The Coronavirus Disease 2019 (COVID-19) has recently affected global markets, supply chains, employees of companies, and our communities. As a result, COVID-19 may impact various parts of the Institute's 2021 operations and financial results. Management believes the Institute is taking appropriate actions to mitigate the negative impact. However, the full impact of COVID-19 is unknown and cannot be reasonably estimated as these events are still developing.

