

**FIRST BOOK**  
**FINANCIAL STATEMENTS**  
**DECEMBER 31, 2010**

**FIRST BOOK**

**FINANCIAL STATEMENTS**

**DECEMBER 31, 2010**

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## INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of First Book  
Washington, D.C.

We have audited the accompanying statement of financial position of First Book (a not-for-profit organization) as of December 31, 2010, and the related statements of activities, functional expenses, and cash flows for the year then ended. These financial statements are the responsibility of First Book's management. 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 of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of First Book as of December 31, 2010 and the changes in its net assets and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

April 28, 2011

**FIRST BOOK**  
**STATEMENT OF FINANCIAL POSITION**  
**(AUDITED)**

**DECEMBER 31, 2010**

**ASSETS**

**CURRENT ASSETS**

Cash and cash equivalents	\$ 4,185,732
Cash, temporarily restricted	453,859
Grants receivable	166,854
Other receivable	121,390
Investments	33,167
Inventory	<u>13,737,088</u>

**TOTAL CURRENT ASSETS** 18,698,090

**PROPERTY AND EQUIPMENT**

Furniture and equipment	175,061
Less accumulated depreciation	< <u>152,497</u> >

**TOTAL PROPERTY AND EQUIPMENT** 22,564

**OTHER ASSETS**

Software, net of accumulated amortization of \$128,121	<u>-</u>
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**TOTAL OTHER ASSETS** -

**TOTAL ASSETS** \$ 18,720,654

The accompanying notes are an integral part of the financial statements.

FIRST BOOK

STATEMENT OF FINANCIAL POSITION (CONTINUED)  
(AUDITED)

DECEMBER 31, 2010

LIABILITIES

CURRENT LIABILITIES

Accounts payable	\$ 536,972
Accrued expenses	<u>70,382</u>

TOTAL CURRENT LIABILITIES 607,354

LONG-TERM LIABILITIES

-

TOTAL LIABILITIES 607,354

NET ASSETS

Unrestricted	16,542,166
Temporarily restricted	1,571,134
Permanently restricted	<u>-</u>

TOTAL NET ASSETS 18,113,300

TOTAL LIABILITIES AND NET ASSETS \$ 18,720,654

The accompanying notes are an integral part of the financial statements.

FIRST BOOK

STATEMENT OF ACTIVITIES  
(AUDITED)

FOR THE YEAR ENDED DECEMBER 31, 2010

REVENUE AND SUPPORT

Support	
Contributed goods and services	\$ 29,541,955
Public Support	4,650,964
RTL partnership income	<u>90,024</u>
<u>TOTAL SUPPORT</u>	<u>34,282,943</u>
Revenue	
Interest and dividend income	9,902
Realized loss on investments	< 1,051 >
Realized gain on currency exchange	1,378
Unrealized gain on investments	2,958
Other income	<u>-</u>
<u>TOTAL REVENUE</u>	<u>13,187</u>
Net assets released from restrictions	<u>5,656,061</u>
<u>TOTAL UNRESTRICTED SUPPORT AND REVENUE</u>	<u>39,952,191</u>

EXPENSES

Program services	30,126,889
Management and general	799,576
Fund-raising	<u>685,831</u>
<u>TOTAL EXPENSES</u>	<u>31,612,296</u>

INCREASE IN UNRESTRICTED NET ASSETS \$ 8,339,895

The accompanying notes are an integral part of the financial statements.

FIRST BOOK

STATEMENT OF ACTIVITIES (CONTINUED)  
(AUDITED)

FOR THE YEAR ENDED DECEMBER 31, 2010

CHANGES IN TEMPORARILY RESTRICTED NET ASSETS

Contributions	\$ 6,904,345
Net assets released from restrictions	< <u>5,656,061</u> >

<u>INCREASE IN TEMPORARILY RESTRICTED NET ASSETS</u>	<u>1,248,284</u>
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CHANGES IN PERMANENTLY RESTRICTED NET ASSETS	-
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INCREASE IN NET ASSETS	9,588,179
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<u>NET ASSETS AT BEGINNING OF YEAR</u>	<u>8,525,121</u>
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<u>NET ASSETS AT END OF YEAR</u>	<u>\$ 18,113,300</u>
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The accompanying notes are an integral part of the financial statements.

**FIRST BOOK**  
**STATEMENT OF FUNCTIONAL EXPENSES**  
**(AUDITED)**  
**FOR THE YEAR ENDED DECEMBER 31, 2010**

<u>EXPENSES</u>	Program Services	Management and General	Fund-raising	Total Expenses
Bank charges	\$ 67,700	\$ 3,761	3,761	\$ 75,222
Consulting	115,928	49,457	-	165,385
Contract labor	47,125	31,417	-	78,542
Depreciation and amortization	1,504	261	241	2,006
Donated books	22,346,826	-	-	22,346,826
Dues and subscriptions	13,102	2,271	2,096	17,469
Equipment and technology	68,793	5,322	2,322	76,437
Fees, licenses and permits	15,259	848	848	16,955
Insurance	18,469	3,201	2,955	24,625
Interest	7,447	-	-	7,447
Internet	3,936	219	219	4,374
Meetings and conferences	16,060	2,784	2,570	21,414
Miscellaneous	4,765	846	781	6,392
Office supplies	21,959	1,220	1,220	24,399
Payroll	1,798,364	533,889	477,690	2,809,943
Payroll taxes and employee benefits	322,828	95,840	85,751	504,419
Payroll service	4,249	1,261	1,129	6,639
Postage and shipping	614,967	-	32,367	647,334
Printing and publications	34,657	-	-	34,657
Professional fees	48,001	8,320	7,680	64,001
Program expenses - books	3,632,414	-	-	3,632,414
Program expenses - other	91,127	-	-	91,127
Rent	215,250	55,443	55,443	326,136
Taxes	11,426	-	-	11,426
Telephone	61,101	3,216	-	64,317
Travel and lodging	166,406	-	8,758	175,164
Warehouse costs	377,226	-	-	377,226
<b><u>TOTAL EXPENSES</u></b>	<b><u>\$ 30,126,889</u></b>	<b><u>\$ 799,576</u></b>	<b><u>\$ 685,831</u></b>	<b><u>\$ 31,612,296</u></b>

The accompanying notes are an integral part of the financial statements.



**FIRST BOOK**  
**STATEMENT OF CASH FLOWS**  
**(AUDITED)**  
**FOR THE YEAR ENDED DECEMBER 31, 2010**

Cash Flows From Operating Activities:

Increase in net assets	\$ 9,588,179
Adjustments to reconcile net assets to net cash provided by operating activities:	
Depreciation and amortization	2,006
Realized loss on investments	1,051
Unrealized gain on investments	< 2,958>
Non-cash contributions	< 25,322>
Increase in contributed inventory	< 7,045,350>
Decrease in grants receivable	87,996
Increase in other receivables	< 1,432>
Increase in purchased inventory	< 229,051>
Decrease in escrow deposit	34,665
Decrease in accounts payable	< 42,350>
Increase in accrued expenses	<u>16,066</u>
<u>Net Cash Provided By Operating Activities</u>	<u>2,383,500</u>

Cash Flows From Investing Activities:

Proceeds from sale of investments	26,879
Purchase of fixed assets	< <u>13,255</u> >
<u>Net Cash Provided By Investing Activities</u>	<u>13,624</u>

Cash Flows From Financing Activities:

Curtailed of note payable	< <u>1,200,000</u> >
<u>Net Cash Used In Financing Activities</u>	<u>&lt; 1,200,000</u> >

NET INCREASE IN CASH	1,197,124
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The accompanying notes are an integral part of the financial statements.

**FIRST BOOK**

**STATEMENT OF CASH FLOWS (CONTINUED)**  
**(AUDITED)**

**FOR THE YEAR ENDED DECEMBER 31, 2010**

NET INCREASE IN CASH	1,197,124
<u>CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR</u>	<u>3,442,467</u>
<u>CASH AND CASH EQUIVALENTS AT END OF YEAR</u>	<u>\$ 4,639,591</u>
SUPPLEMENTAL DISCLOSURES OF CASH FLOW INFORMATION:	
Cash paid during the year for interest	<u>\$ 18,185</u>

The accompanying notes are an integral part of the financial statements.

**FIRST BOOK**  
**NOTES TO FINANCIAL STATEMENTS**  
**(AUDITED)**

**DECEMBER 31, 2010**

**NOTE 1**      **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Nature of Activities**

First Book is a not-for-profit corporation formed for the purpose of providing children from low-income families the opportunity to read and own their first new books. This is done by working with existing literacy programs to distribute new books to children who, for economic reasons, have little or no access to books.

**Basis of Accounting**

The financial statements of First Book have been prepared utilizing the accrual method of accounting in accordance with accounting principles generally accepted in the United States of America.

**Inventory**

Inventories are stated at their cost or publisher's stated value on the date of their contribution to or purchase by First Book. The inventory at December 31, 2010 consisted of \$12,130,319 of books donated to First Book and \$1,606,769 of books purchased by First Book. Revenue from donated books is recognized at the time of the donation. Expense is recognized at the time of distribution.

**Property and Equipment**

First Book follows the practice of capitalizing all expenditures for equipment in excess of \$1,000. Depreciation is computed principally using the straight-line method over the estimated useful lives of the assets. Depreciation and amortization expense for the year ended December 31, 2010 was \$2,006.

**FIRST BOOK**  
**NOTES TO FINANCIAL STATEMENTS**  
**(AUDITED)**

**DECEMBER 31, 2010**

**NOTE 1**      **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Promises to Give**

All contributions are considered to be available for unrestricted use unless specifically restricted by the donor. Amounts received that are designated for future periods or restricted by the donor for specific purposes are reported as temporarily restricted or permanently restricted support that increases those net asset classes. 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.

**Contributed Goods and Services**

First Book receives donated books from a variety of publishers and booksellers which are distributed to children through First Book's programs. Contributed goods are reflected in the financial statements at the publisher's stated value of the goods.

First Book receives the occasional use of warehouse space from various other organizations for the storage of books prior to their distribution. The value of this donation is reflected in the financial statements at the donor's stated fair rental value of the space.

Volunteers provided services without charge which were not recognized as revenues. It was not practicable to place a value on these services.

Contributions of donated non-cash assets are recorded at their fair values in the year received.

**Income Tax Status**

First Book is a not-for-profit organization which is exempt from federal income taxes under Internal Revenue Code Section 501(c)(3). First Book has no unrelated business income.

**FIRST BOOK**  
**NOTES TO FINANCIAL STATEMENTS**  
**(AUDITED)**

**DECEMBER 31, 2010**

NOTE 1     SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Cash Equivalents

For the purposes of the statement of cash flows, First Book considers all highly liquid investments available for current use with an initial maturity of three months or less, when purchased, to be cash equivalents.

Investments

Investments in marketable securities with readily determinable fair values and all investments in debt securities are reported at their fair values in the statement of financial position. Unrealized gains and losses are included in the change in net assets. Investment income and gains restricted by a donor are reported as increases in unrestricted net assets if the restrictions are met (either by passage of time or by use) in the reporting period in which the income and gains are recognized.

Functional Allocation of Expenses

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

Pension

First Book sponsors a 401(k) and 403(b) cash or tax deferred profit sharing plan, covering all full-time employees.

Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

**FIRST BOOK**  
**NOTES TO FINANCIAL STATEMENTS**  
**(AUDITED)**

**DECEMBER 31, 2010**

**NOTE 1**      **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Financial Statement Presentation**

First Book has adopted Statement of Financial Accounting Standards (SFAS) No. 117 "Financial Statements for Not-for-Profit Organizations." Under SFAS No. 117, the Organization is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. As permitted by the statement, the Organization does not use fund accounting.

**Contributions**

First Book has also adopted SFAS No. 116, "Accounting for Contributions Received and Contributions Made." Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support depending on the existence or nature of any donor restrictions.

**Subsequent Events**

The date to which events occurring after December 31, 2010, the date of the most recent balance sheet, have been evaluated for possible adjustment to the financial statements or disclosure is April 28, 2011, which is the date on which the financial statement was available to be issued.

**NOTE 2**      **RESTRICTED NET ASSETS**

First Book reports contributions of cash and other assets as restricted support if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

**FIRST BOOK**  
**NOTES TO FINANCIAL STATEMENTS**  
**(AUDITED)**

**DECEMBER 31, 2010**

**NOTE 2**      **RESTRICTED NET ASSETS (CONTINUED)**

Temporarily restricted net assets consist of a grant receivable and cash available for the following purpose:

Purchase of books for donation	\$ 343,854
Purchase of books by First Book Marketplace Recipient Groups	<u>1,227,280</u>
Total temporarily restricted net assets	<u>\$ 1,571,134</u>

There are no permanently restricted net assets.

**NOTE 3**      **CONCENTRATION OF CREDIT RISK**

First Book currently holds cash accounts in two institutions substantially in excess of the FDIC insured limits of \$250,000. First Book has not experienced any losses in such accounts. First Book's exposure to credit loss in the event of failure of these institutions is represented by the difference between the FDIC insured limit and the total amounts on deposit. Accounts held in excess of FDIC insured at December 31, 2010 were \$1,916,456. All of the funds are held in sweep accounts invested daily in United States Government bonds. Because interest rates are minimal, as of January 1, 2011, the Sweep has been removed from all accounts in order to take advantage of the unlimited FDIC insurance on non-interest bearing accounts.

**NOTE 4**      **COMMITMENT**

First Book was obligated on a five year lease for 8,446 square feet of office space. On May 7, 2008 a lease amendment was signed extending the term of the lease and expanding the premises to include approximately 1,618 additional square feet. The lease amendment for 10,064 square feet of office space commenced on November 15, 2008 and terminates on July 31, 2012.

**FIRST BOOK**

**NOTES TO FINANCIAL STATEMENTS**  
**(AUDITED)**

**DECEMBER 31, 2010**

**NOTE 4**      **COMMITMENT (CONTINUED)**

Minimum future rental payments under the non-cancellable operating lease for each of the next two years are:

<u>Year Ending December 31,</u>	<u>Amount</u>
2011	\$ 340,481
2012	<u>204,299</u>
Total minimum future rental payments	<u>\$ 544,780</u>