Combined Audited Financial Statements With Supplemental Information

American Alliance of Orthopaedic Executives American Association of Orthopaedic Executives

December 31, 2022 and 2021



Table of Contents

Independent Auditor's Report	1-2
Financial Statements	
Combined Statements of Financial Position	
Combined Statements of Activities and Changes in Net Assets	
Combined Statements of Functional Expenses	5
Statements of Cash Flows Notes to Financial Statements	
Supplemental Information	
Combining Statements of Financial Position	
Combining Statements of Activities and Changes in Net Assets	17-18
Combining Statements of Functional Expenses	19-20
Schedule of Lead Auditor	21



INDEPENDENT AUDITOR'S REPORT

To the Board of Directors American Alliance of Orthopaedic Executives Indianapolis, Indiana

Opinion

We have audited the accompanying combined financial statements (financial statements) of American Alliance of Orthopaedic Executives and American Association of Orthopaedic Executives (collectively AAOE), which comprise the combined statements of financial position as of December 31, 2022 and 2021, and the related combined statements of activities and changes in net assets (deficits), cash flows, and combined functional expenses for the years then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the combined financial position of AAOE as of December 31, 2022 and 2021, and the combined statements of activities and changes in net assets (deficits), cash flows, and combined functional expenses for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of AAOE and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for 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.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about AAOE's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements, including omissions, are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Page | 1

Auditor's Responsibilities for the Audit of the Financial Statements (continued)

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to
 fraud or error, and design and perform audit procedures responsive to those risks. Such
 procedures include examining, on a test basis, evidence regarding the amounts and disclosures
 in the financial statements.
- Obtain an understanding of internal control relevant to the audit 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 AAOE's internal control. Accordingly, no such opinion is
 expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about AAOE's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Report on Supplemental Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying supplemental information is presented for purposes of additional analysis and is not a required part of the financial statements for the years ended December 31, 2022 and 2021. 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 audits 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 for the years ended December 31, 2022 and 2021 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, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Donovan CPAs Indianapolis, Indiana

DNOVAN

March 24, 2023

Combined Statements of Financial Position December 31, 2022 and 2021

	2022	2021
ASSETS		
Current Assets		
Cash and cash equivalents	\$ 715,346	\$ 578,765
Accounts receivable	20,301	29,104
Prepaid expenses	95,687	95,981
Total current assets	831,334	703,850
Fixed Assets		
Leasehold improvements	8,600	8,600
Office equipment	73,562	67,886
Total fixed assets	82,162	76,486
Accumulated depreciation	(65,096)	(54,265)
Net fixed assets	17,066	22,221
Long-term assets		
Investments	508,449	591,026
Total long-term assets	508,449	591,026
Total Assets	\$1,356,849	\$ 1,317,097
LIABILITIES AND NET ASSETS		
Liabilities		
Accounts payable	\$ 59,213	\$ 43,755
Accrued payroll and taxes	79,829	88,799
Employer deferred taxes payable	, -	12,418
Deferred revenue	905,304	798,495
Total Liabilities	1,044,346	943,467
Net Assets		
Without donor restrictions	312,503	373,630
Total Net Assets	312,503	373,630
Total Liabilities and Net Assets	\$1,356,849	\$ 1,317,097

Combined Statements of Activities and Changes in Net Assets For the Years Ended December 31, 2022 and 2021

	2022	2021
Operating Revenue	Ф 470.040	ф 4FO OO7
Memberships	\$ 470,912 1,423,430	\$ 453,237 1,186,297
Conference Education	64,388	58,173
Data warehouse	55,960	114,867
Operations	221,957	187,368
Interest and dividends	12,155	107,300
Other	12, 155 144,350	126,850
	2,393,152	
Total operating revenue	2,393,132	2,137,714
Operating Expenses		
Program		
Membership	1,241,891	1,016,933
Conference	1,039,894	821,766
Education	60,795	74,733
Management and general	11,897	47,169
Total operating expenses	2,354,477	1,960,601
Non-Operating Revenue (Expenses)		
PPP loan forgiveness	-	141,290
Gains (losses) on investments	(99,802)	23,675
Total non-operating revenue (expenses)	(99,802)	164,965
Net Increase (Decrease) In		
Net Assets Without Donor Restrictions	(61,127)	342,078
	(01, 127)	J 1 2,070
Net Assets Without Donor	373 630	31 552
Restrictions, Beginning of Year	373,630	31,552
Net Assets Without Donor		
Restrictions, End of Year	\$ 312,503	\$ 373,630

Combined Schedules of Functional Expenses For the Years Ended December 31, 2022 and 2021

				Total	Management		2022
	Membership	Conference	Education	Program	and General	Fundraising	Totals
Expenses							
Salaries and wages	\$ 531,290	\$ 167,520	15,636	\$ 714,446	\$ -	\$ -	\$ 714,446
Retirement	22,188	-	-	22,188	-	-	22,188
Other employee benefits	74,391	-	-	74,391	-	-	74,391
Payroll taxes	50,183	-	-	50,183	-	-	50,183
Legal	6,869	-	-	6,869	2,250	-	9,119
Accounting	14,405	-	1,100	15,505	2,788	_	18,293
Advocacy	32,970	_	-	32,970	-	_	32,970
Other professional fees	31,660	_	16,750	48,410	_	_	48,410
Advertising	71,338	17,389	-	88,727	_	_	88,727
Office	89,708	4,260	_	93,968	1,299	_	95,267
Information technology	80,163	116,328	27,309	223,800	2,000	_	225,800
Occupancy	55,138	110,020	27,505	55,138	2,000	_	55,138
Travel and transportation	12,011	- 14,221	-	26,232	-	-	26,232
•			-		-	-	
Conferences	62,079	572,686	-	634,765	-	-	634,765
Depreciation	7,271	-	-	7,271	3,560	-	10,831
Insurance	10,524	6,941	-	17,465	-	-	17,465
Outside sales contract	89,703	140,549	-	230,252	<u> </u>	-	230,252
Total expenses	\$1,241,891	\$1,039,894	\$ 60,795	\$ 2,342,580	\$ 11,897	\$ -	\$2,354,477
				T-4-1	N4		0004
	Manahanahin	Camfananaa	Calumatian	Total	Management		2021
	Membership	Conference	Education	Program	and General	Fundraising	Totals
Expenses	¢ 400 640	\$ 167,334	20.056	\$ 606,830	¢.	¢.	ф ene 020
Salaries and wages Retirement	\$ 400,640 18,612	\$ 167,334	38,856	\$ 606,830 18,612	\$ -	\$ -	\$ 606,830 18,612
	64,112	-	-	64,112	-	-	64,112
Other employee benefits Payroll taxes	43,908	_	-	43,908	-	-	43,908
Legal	43,900	_	_	4,110	350	-	4,460
Accounting	13,844	_	1,070	14,914	2,654	_	17,568
Advocacy	6,045	_	1,070	6,045	2,004	_	6,045
Other professional fees	74,221	_	_	74,221	36,168	_	110,389
Advertising	24,556	20,546	225	45,327	635	_	45,962
Office	60,881	1,058	-	61,939	1,802	_	63,741
Information technology	83,935	86,971	34,582	205,488	2,000	_	207,488
Occupancy	53,314	-	-	53,314	-	-	53,314
Travel and transportation	1,495	12,599	-	14,094	-	-	14,094
Conferences	57,388	451,105	-	508,493	-	-	508,493
Depreciation	6,760	-	-	6,760	3,560	-	10,320
Insurance	3,352	7,155	-	10,507	-	-	10,507
Outside sales contract	99,760	74,998	-	174,758	-	-	174,758
Total expenses	\$1,016,933	\$ 821,766	\$ 74,733	\$ 1,913,432	\$ 47,169	\$ -	\$1,960,601

Combined Statements of Cash Flows For the Years Ended December 31, 2022 and 2021

	2022	2021
Reconciliation of Changes in Net Assets to Net Cash Provided By (Used In) Operating Activities	Ф (C4 407)	¢ 242.070
Change in net assets	\$ (61,127)	\$ 342,078
Adjustments to Reconcile Increase in Net Assets to		
Net Cash Provided By (Used In) Operating Activities		
PPP loan forgiveness	-	(141,290)
Depreciation expense	10,831	10,320
(Gain) loss on investments	82,577	(39,506)
Decrease (increase) in accounts receivable	8,803	893
Decrease (increase) in prepaid expenses	294	19,174
Increase (decrease) in accounts payable	15,458	(8,838)
Increase (decrease) in accrued payroll and taxes	(8,970)	(8,765)
Increase (decrease) in employer deferred taxes	(12,418)	(13,200)
Increase (decrease) in deferred revenue	106,809	(189,469)
Net Cash Provided By (Used In) Operating Activities	142,257	(28,603)
Cash Flow From Investing Activities		
Purchase of fixed assets	(5,676)	-
Net Cash Used In Investing Activities	(5,676)	_
Cash Flow from Financing Activities		
Proceeds on PPP Loan	_	141,290
Net Cash Provided By Financing Activities		141,290
		- <u>·</u>
Net Increase in Cash and Cash Equivalents	136,581	112,687
Cash and Cash Equivalents, Beginning of Year	578,765	466,078
Cash and Cash Equivalents, End of Year	\$ 715,346	\$ 578,765

Notes to Financial Statements For the Years Ended December 31, 2022 and 2021

Note 1 - Nature of Activities

Background

The financial statements include the activity of American Alliance of Orthopaedic Executives and American Association of Orthopaedic Executives, collectively referenced as AAOE. AAOE's purpose is to promote the professional development of the orthopaedic manager, encourage stimulation of interest and research in orthopaedic practice management and the representation of concerns and ideas of a broad base of orthopaedic administrators on health care related issues.

Services provided to members include access to educational resources, forums, and webinars, an electronic data warehouse, recurring newsletters and informational mailings about the orthopaedic industry, representation on health care related issues, and networking opportunities.

American Alliance of Orthopaedic Executives (Alliance) was founded under the laws of Indiana in 2016.

American Association of Orthopaedic Executives (Association) was founded in 1969 and was later incorporated as a nonprofit organization under the laws of the State of Alabama in 1991.

Programs

AAOE has the following programs:

- <u>Membership Activities</u> Provide members with practice management tools, resources, professional development, and network opportunities to keep up to date in the orthopaedic industry.
- <u>Conferences</u> Provide conferences to members for continued education and updates in the orthopaedic industry.
- Education Provide learning opportunities in the orthopaedic industry.

Fundraising

AAOE has no fundraising activities.

Note 2 - Significant Accounting Policies

Basis for Combination

Significant intercompany transactions are eliminated during the combination process. Since Alliance and Association utilize the same board of directors and officers, management believes a combination is appropriate and presents a clearer financial presentation. All significant intercompany transactions and balances are eliminated in the combined financial statements.

Accounting Method

AAOE's financial statements are prepared on the accrual basis of accounting.

Use of Estimates

The preparation of 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 revenues, expenses, and other changes during the reporting period. Actual results could differ from those estimates.

Note 2 – Significant Accounting Policies (continued)

Subsequent Events

AAOE evaluated subsequent events through March 24, 2023, which is the date the financial statements were available to be issued. This evaluation determined that there are no subsequent events that necessitated further disclosure in and/or adjustments to the accompanying financial statements.

Cash and Cash Equivalents

For the purpose of the statements of cash flows, AAOE considers all highly liquid instruments with a maturity of three months or less to be considered cash and cash equivalents. The carrying amount of cash approximates fair value due to the type of investments and the maturity dates. There are no cash equivalents, except for money market funds.

Accounts Receivable

Accounts receivable are stated at the amount AAOE's management expects to collect from outstanding balances. AAOE's management provides for probable uncollectable amounts through a provision for bad debt expense and an adjustment to a valuation allowance based on its assessment of the current status of individual accounts receivable. The allowance for doubtful accounts as of December 31, 2022 and 2021 is \$0 and \$0, respectively, due to subsequent collection on accounts receivable. AAOE's bad debt expense is \$0 and \$0, during the years ended December 31, 2022 and 2021, respectively.

Fixed Assets

AAOE's fixed assets are stated at cost and depreciated over the estimated useful lives of three to ten years using the straight-line method. AAOE capitalizes items over \$500 that have a useful life of one year or more. Expenditures for additions are capitalized. When office equipment is sold, retired, or otherwise disposed of, the related cost and accumulated depreciation are eliminated from the accounts and any resulting gain or loss is credited or charged to income.

Donated Assets

Donations of property and equipment and other assets are recorded as revenue at their estimated or quoted fair value at the date of donation. Such donations are reported as revenue without donor restrictions unless the donor has restricted the donated asset to a specific purpose. Assets with explicit restrictions regarding their use and contributions of cash that must be used for specific purposes are reported as restricted revenue. If donor stipulations regarding how long these donated assets must be maintained are absent, AAOE reports expirations of donor restrictions when the donated or acquired assets are placed in service as instructed by the donor. AAOE reclassifies net assets with donor restrictions to net assets without donor restrictions at that time.

Employer Deferred Taxes Payable

The Coronavirus, Aid, Relief and Economic Security Act (CARES Act) allows employers to defer the deposit and payment of the AAOE's share of Social Security taxes. The payroll tax deferral period began on March 27, 2020 and ended December 31, 2020. The deferred deposits of the AAOE's share of Social Security taxes are due in two installments of at least 50% on December 31, 2021, and 2022 to avoid penalties and interest. At December 31, 2022 and 2021, AAOE's employer deferred tax payable amounts to \$0 and \$12,418, respectively. AAOE elected to present the entire amount as current liabilities.

Note 2 – Significant Accounting Policies (continued)

Deferred Revenue

Income from membership dues, conference income, and webinar sponsorships is deferred and recognized over the periods to which the income relates and when the events will occur. AAOE's deferred revenue consists of the following:

	2022	2021
Rent	\$ 2,621	\$ 8,435
Memberships	324,643	231,041
Conferences	465,859	382,503
Sponsorships and other	112,181	176,516
	\$ 905.304	\$ 798.495

Net Assets

The financial statements are prepared in accordance with Financial Statements of Not-for-Profit Organizations. This requires, among other things, that the financial statements report the changes in and total of each of the net asset classes, based upon donor restrictions, as applicable. Net assets are classified as either without or with donor restrictions. The following class of net assets and a brief description is as follows:

Net Assets Without Donor Restrictions – These amounts are not subject to usage restrictions based on donor-imposed requirements and include general assets and liabilities of AAOE. These amounts also include previously restricted assets where restrictions are met or expired. The net assets without donor restrictions may be used freely at the direction of management to support AAOE's purpose and operations.

Net Assets With Donor Restrictions – These amounts are subject to usage limitations based on donor-imposed or grantor restrictions. These restrictions may be temporary or may be based on a particular use. Restrictions may be met by the passage of time or by management's actions. Certain assets may be restricted in perpetuity. When a restriction expires, the amount is reclassified to without donor restrictions and reported in the statement of activities as net assets released from restrictions. AAOE does not have net assets with donor restrictions at December 31, 2022 and 2021.

Membership

AAOE's membership dues are for January 1st through December 31st and are billed in October for the following calendar year. All membership dues collected before December 31st are kept in a deferred membership account until January 1st, and then become recognized as revenue. AAOE does not record receivables, as there is no contractual obligation to join. Members who join in the middle of the calendar year are billed at a pro-rated amount for the remaining calendar year.

Conferences

Conference revenue is accumulated in a deferred revenue account until the conference date. After the conference date, the amounts are recognized as revenue.

Education

AAOE offers on demand webinars and educational meetings with doctors. Once amounts are collected, they are recognized as revenue. If education amounts are received in advance of services to be performed, AAOE classifies these amounts as deferred revenue until services are performed.

Allocation of Functional Expenses

The costs of providing various programs and other activities are summarized on a functional basis in the statement of activities and changes in net assets and statement of functional expenses. Accordingly, AAOE's costs are allocated among the programs and supporting services, which benefit from those costs based on estimates of time and effort spent on the related activities.

Note 2 – Significant Accounting Policies (continued)

Advertising Expense

AAOE expenses advertising costs as they incur. For the years ended December 31, 2022 and 2021, general advertising expenses are \$71,338 and \$25,416, respectively, and conference advertising expenses are \$17,389 and \$20,546, respectively.

Income Taxes

Alliance and Association are exempt from federal and state income tax under the provisions of Section 501(c)(6) and 501(c)(3), respectively, of the Internal Revenue Code; therefore, no provision for income taxes is made in the financial statements. Alliance is classified as an entity that is not a private foundation within the meaning of Section 509(a).

Generally accepted accounting principles in the United States require AAOE to examine its tax positions for uncertain positions. AAOE is not aware of any tax positions that are more likely than not to change in the next 12 months, or that would not sustain an examination by applicable taxing authorities. AAOE's policy is to recognize penalties and interest as incurred in its statements of activities as a component of operating expenses, which total \$0 for the years ended December 31, 2022 and 2021.

AAOE's federal and state income tax returns are subject to examination by the applicable tax authorities, generally for three years after the later of the original or extended due date.

Reclassification

Certain accounts in the 2021 financial statements are reclassified for comparative purposes to conform with the presentation in the 2022 financial statements. Total assets, liabilities, net assets, and changes in net assets are unchanged due to these reclassifications.

Note 3 - Investments and Fair Value

AAOE adopted the provisions of Fair Value Measurements (Fair Value) for measurement of investments that are recognized or disclosed at fair value in the financial statements on a recurring basis. Fair Value is defined as the price that would be received to sell an asset or pay to transfer a liability in an orderly transaction between market participants at the measurement date. Interest earned is recorded on the accrual bases and dividends are recorded on the ex-dividend date. Purchases and sales of investments are recorded on the trade date. Gains and losses on the sales of investments are determined using the specific-identification method. Realized and unrealized gains and losses on investments are included in the statement of activities.

Fair Value establishes a hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1 measurements) and the lowest priority to measurements involving significant unobservable inputs (Level 3 measurements).

The three levels of the fair value hierarchy are as follows:

- Level 1 inputs are quoted prices (unadjusted) in active markets for identical assets or liabilities that AAOE has the ability to access at the measurement date.
- Level 2 inputs are inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly.
- Level 3 inputs are unobservable inputs for the asset or liability.

Note 3 – Investments and Fair Value (continued)

AAOE does not have any level 2 or 3 investments for the years ended December 31, 2022 and 2021. A summary of the methods and significant assumptions used to estimate the fair values of financial instruments is as follows:

Short-term financial instruments – The fair value of short-term financial instruments, including
cash and cash equivalents, accounts receivable, accounts payable, and accrued liabilities,
approximates their carrying value due to the short-term nature of these instruments. AAOE's
investments primarily consist of money market funds, Federal Government and Corporate Bonds
and stocks, and mutual funds. The investments are carried at fair value on quoted prices in active
markets (all Level 1 measurements) and traded in active exchange markets, such as the New
York Stock Exchange.

AAOE's investments consist of the following as of December 31, 2022 and 2021:

	Dec	December 31, 2022					
	Costs or Original	Market	Unrealized				
	Donated Value	Value	Gain (loss)				
Money Market Funds	\$ 14,798	\$ 14,798	\$ 0				
Mutual Funds							
Fixed Income	359,079	314,210	(44,869)				
Equity	<u> 170,591</u>	194,239	23,648				
	\$ 544,468	\$ 523,247	\$(21,221)				
	Dec	ember 31, 2021					
	Costs or Original	Market	Unrealized				
	Donated Value	Value	Gain (loss)				
Money Market Funds	\$ 19,946	\$ 19,946	\$ 0				
Mutual Funds							
Fixed Income	342,055	343,438	1,383				
Equity	<u> 175,518</u>	247,588	72,070				
	<u>\$ 537,519</u>	<u>\$ 610,972</u>	<u>\$73,453</u>				

Included in gains (losses) on investments on the statements of activities and changes net assets are the following gains and losses for the years ended December 31, 2022 and 2021:

	2022	2021
Unrealized Gain (Loss)	\$ (21,221)	\$ 73,453
Realized Gain (Loss)	<u>(73,151)</u>	<u>(43,958)</u>
	<u>\$ (94,372)</u>	\$ 29,495

Note 4 – Retirement Plan

AAOE has a 401(k) plan that is available for all employees. Employees are eligible after three months of service. AAOE matches 100% of the first 4% that an employee contributes. During the years ended December 31, 2022 and 2021, AAOE made matching contributions of \$22,188 and \$18,612, respectively.

Note 5 - Paycheck Protection Program

In February 2021, AAOE received funding in the amount of \$141,290, under the PPP round two funding. The PPP, established as part of the CARES Act, provides for loans to qualifying organizations for amounts up to 2.5 times of the average monthly payroll expenses of the qualifying organization.

At December 31, 2021, AAOE recognized revenue of \$141,290 as they determined eligible expenses and other conditions were met regarding the funding. AAOE received confirmation that the entire amount was forgiven on September 15, 2021.

Note 6 – Operating Leases

AAOE entered into a non-cancelable operating lease arrangement on December 3, 2015, for office space. The lease terms began on January 1, 2016, with a term of 89 months expiring May 31, 2023. The lease agreement included five months of rent abatement for 2016. During the year ended December 31, 2020, AAOE received a six-month rental rate reduction of ½ the agreed upon rate. Due to this, the lease was amended and extended for an additional 3 months, expiring on August 31, 2023. AAOE did not adopt the lease standard due to the leases being under 1 year.

The lease is \$16.50 per square foot with rate increases each year. In accordance with accounting for leases under professional standards, AAOE amortized the total lease payments over the term of the lease. As of December 31, 2022 and 2021, AAOE has a deferred rent payable of \$2,621 and \$8,435, respectively. Rent expense amounts to \$49,108 and \$48,779, respectively, for the years ended December 31, 2022 and 2021.

AAOE has a copy machine lease for \$200 per month plus usage that expired in June 2020. AAOE has a new copy machine lease for \$353 per month plus usage for three years. The lease began on June 1, 2020. Copier lease expense amounts to \$6,030 and \$4,534 for the years ended December 31, 2022 and 2021, respectively, and is included in occupancy on the statement of functional expenses.

Future minimum lease payments on leases having non-cancelable terms beyond December 31, 2022 are as follows:

2023 <u>\$38,514</u>

Note 7 - Related Party Transactions

The relationship between Alliance and Association is disclosed in Note 1. Below are some of the key elements from the shared service agreement between Alliance and Association:

- <u>Payroll</u> Alliance has agreements with Association for payroll and payroll-related expenses. Association leases employees for daily operations from Alliance. Alliance charged \$15,636 and \$38,857, respectively, for payroll and payroll-related expenses for the years ended December 31, 2022 and 2021.
- <u>Due to Alliance/Due from Association</u> Alliance is reimbursed for shared day-to-day operating expenses. Amounts owed to the Alliance from the Association for operating expenses as of December 31, 2022 and 2021 are \$142,947 and \$111,821, respectively.

Note 8 – Liquidity Management

AAOE's liquidity management consists of the following quantitative and qualitative measurements:

<u>Quantitative Measurement</u> - AAOE's resources available for general use within one year at December 31, 2022 and 2021 are:

	2022	 2021
Financial assets	\$ 831,334	\$ 703,850
Not available within one year (prepaid expenses)	(95,687)	(95,981)
Less current obligations	(1,044,346)	(943,467)
Financial assets available for general use within one	\$ (308,699)	\$ (335,598)

Qualitative Measurement - AAOE receives a significant amount of its support through memberships and conferences. Because the memberships and conferences require resources to be used in a particular manner or in a future period, AAOE must maintain sufficient resources to meet those responsibilities. Thus, financial assets may not be available for general expenditure within one year. In the course of business, management structures AAOE's financial assets to be available as its general expenditures, liabilities, and other obligations come due, and endeavors to maintain cash balances equal to approximately three months of non-conference operating expenses and deferred revenue.

Note 9 - Concentrations and Commitments

Concentration in Credit Risk

AAOE maintains cash balances in financial institutions. The bank accounts are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. The total uninsured balances in these accounts as of December 31, 2022 and 2021 are \$440,932 and \$303,369, respectively.

Commitments

AAOE contracts hotels for future conferences. The contracts carry cancellation policies which can penalize AAOE under a set schedule in the event of cancellation. It is the intent of AAOE to honor all outstanding contracts. AAOE has contracted this to a third-party vendor, which expires on December 31, 2022.

Supplemental Information

Combining Statements of Financial Position December 31, 2022

	Alliance		Association		Elimination			2022 Total
ASSETS								
Current Assets								
Cash and cash equivalents	\$	681,009	\$	34,337	\$	-	\$	715,346
Accounts receivable		20,301		-		-		20,301
Accounts receivable, related party		142,947		-	(1	42,947)		-
Prepaid expenses		94,520		1,167		_		95,687
Total current assets		938,777		35,504	(1	42,947)		831,334
Fixed Assets								
Leasehold improvements		8,600		_		-		8,600
Office equipment		33,284		40,278		-		73,562
Total fixed assets		41,884		40,278		-		82,162
Accumulated depreciation		(24,818)		(40,278)				(65,096)
Net fixed assets		17,066		-		-		17,066
Long-term assets								
Investments		321,885		186,564		-		508,449
Total long-term assets		321,885		186,564				508,449
Total Assets	\$1	,277,728	\$	222,068	\$ (1	42,947)	\$1	,356,849
LIABILITIES AND NET ASSETS								
Liabilities								
Accounts payable	\$	54,435	\$	4,778	\$	_	\$	59,213
Accrued payroll and taxes	•	79,829	·	· -	·	-	•	79,829
Employer deferred taxes payable		-		_		-		-
Accounts payable, related party		-		142,947	(1	42,947)		-
Deferred revenue		905,304		-	·	-		905,304
Total Liabilities	1	,039,568		147,725	(1	42,947)	1	,044,346
Net Assets		000 400		74.040				0.40 500
Without donor restrictions		238,160		74,343				312,503
Total Net Assets		238,160		74,343				312,503
Total Liabilities and Net Assets	\$1	,277,728	\$	222,068	\$ (1	42,947)	\$1	,356,849

Combining Statements of Financial Position December 31, 2021

ASSETS	Alliance		Association		Elimination			2021 Total
Current Assets								
Cash and cash equivalents	\$	520,902	\$	57,863	\$	_	\$	578,765
Accounts receivable	Ψ	29,104	Ψ	<i>31</i> ,003	Ψ	_	Ψ	29,104
Accounts receivable, related party		111,821		_	(1:	11,821)		-
Prepaid expenses		94,814		1,167	ζ.	-		95,981
Total current assets		756,641		59,030	(1	11,821)		703,850
Fixed Assets								
Leasehold improvements		8,600		-		-		8,600
Office equipment		27,608		40,278				67,886
Total fixed assets		36,208		40,278		-		76,486
Accumulated depreciation		(17,547)		(36,718)		-		(54,265)
Net fixed assets		18,661		3,560				22,221
Long-term assets								
Investments		373,194		217,832				591,026
Total long-term assets		373,194		217,832		-		591,026
Total Assets	\$	1,148,496	\$	280,422	\$ (1	11,821)	\$1	,317,097
LIABILITIES AND NET ASSETS								
Liabilities								
Accounts payable	\$	37,225	\$	6,530	\$	_	\$	43,755
Accrued payroll and taxes	•	88,799	·	, <u>-</u>	·	_	•	88,799
Employer deferred taxes payable		12,418		-		-		12,418
Accounts payable, related party		-		111,821	(1	11,821)		-
Deferred revenue		798,495		-		-		798,495
Total Liabilities		936,937		118,351	(1	11,821)		943,467
Net Assets								
Net assets without donor restriction		211,559		162,071				373,630
Total Net Assets		211,559		162,071		-		373,630
Total Liabilities and Net Assets	\$	1,148,496	\$	280,422	\$ (1	11,821)	\$1	,317,097

Combining Statements of Activities and Change in Net Assets December 31, 2022

	2022						
	Alliance	Association	Total				
Operating Revenue							
Memberships	\$ 470,912	\$ -	\$ 470,912				
Conference	1,423,430	-	1,423,430				
Education	64,388	-	64,388				
Data warehouse	39,400	16,560	55,960				
Operations	221,957	-	221,957				
Interest and dividends	7,864	4,291	12,155				
Other	144,350	-	144,350				
Total operating revenue	2,372,301	20,851	2,393,152				
Operating Expenses							
Program	4 0 4 4 0 0 4		4 0 4 4 0 0 4				
Membership	1,241,891	-	1,241,891				
Conference	1,039,894	-	1,039,894				
Education	-	60,795	60,795				
Management and general	-	11,897	11,897				
Fundraising	-						
Total operating expenses	2,281,785	72,692	2,354,477				
Non-Operating Revenue (Expenses) PPP loan forgiveness	-	-	-				
Gains (losses) on investments	(63,915)	(35,887)	(99,802)				
Total non-operating revenue (expenses)	(63,915)	(35,887)	(99,802)				
Net Increase (Decrease) In							
Net Assets Without Donor Restrictions	26,601	(87,728)	(61,127)				
Net Assets Without Donor							
Restrictions, Beginning of Year	211,559	162,071	373,630				
Net Assets Without Donor							
Restrictions, End of Year	\$ 238,160	\$ 74,343	\$ 312,503				

Combining Statements of Activities and Change in Net Assets December 31, 2021

	2021					
	Alliance	Association	Total			
Operating Revenue						
Memberships	\$ 453,237	\$ -	\$ 453,237			
Conference	1,186,297	-	1,186,297			
Education	58,173	-	58,173			
Data warehouse	25,480	89,387	114,867			
Operations	187,368	-	187,368			
Interest and dividends	7,569	3,353	10,922			
Other	126,850	-	126,850			
Total operating revenue	2,044,974	92,740	2,137,714			
Expenses						
Program	4 040 000		4 040 000			
Membership	1,016,933	-	1,016,933			
Conference	821,766	-	821,766			
Education	-	74,733	74,733			
Management and general	-	47,169	47,169			
Fundraising	-	-	-			
Total expenses	1,838,699	121,902	1,960,601			
Non-Operating Revenue (Expenses)						
PPP loan forgiveness	141,290	-	141,290			
Gains (losses) on investments	21,184	2,491	23,675			
Total expenses	162,474	2,491	164,965			
Net Increase (Decrease) In						
Net Assets Without Donor Restrictions	368,749	(26,671)	342,078			
Net Assets Without Donor						
Restrictions, Beginning of Year	(157,190)	188,742	31,552			
Net Assets Without Donor						
Restrictions, End of Year	\$ 211,559	\$ 162,071	\$ 373,630			

Combining Schedules of Functional Expenses For the Years Ended December 31, 2022 and 2021

	Alliance												
						Total	Mana	agement				2022	
	Mei	mbership	Со	Conference		Program		and General		Fundraising		Total	
Expenses													
Salaries and wages	\$	531,290	\$	167,520	\$	698,810	\$	-	\$	-	\$	698,810	
Retirement		22,188		-		22,188		-		-		22,188	
Other employee benefits		74,391		-		74,391		-		-		74,391	
Payroll taxes		50,183		-		50,183		-		-		50,183	
Legal		6,869		-		6,869		-		-		6,869	
Accounting		14,405		-		14,405		-		-		14,405	
Advocacy		32,970		-		32,970		-		-		32,970	
Other professional fees		31,660		-		31,660		-		-		31,660	
Advertising		71,338		17,389		88,727		-		-		88,727	
Office		89,708		4,260		93,968		-		-		93,968	
Information technology		80,163		116,328		196,491		-		-		196,491	
Occupancy		55,138		-		55,138		-		-		55,138	
Travel and transportation		12,011		14,221		26,232		-		-		26,232	
Conferences		62,079		572,686		634,765		-		-		634,765	
Depreciation		7,271		-		7,271		-		-		7,271	
Insurance		10,524		6,941		17,465		-		-		17,465	
Outside sales contract		89,703		140,549		230,252		-		-		230,252	
Total expenses	\$1	,241,891	\$1	,039,894	\$2	,281,785	\$	-	\$		\$2	2,281,785	

	Alliance											
						Total	Management					2021
	Me	mbership	Conference		Program		and General		Fundraising			Total
Expenses												
Salaries and wages	\$	400,640	\$	167,334	\$	567,974	\$	-	\$	-	\$	567,974
Retirement		18,612		-		18,612		-		-		18,612
Other employee benefits		64,112		-		64,112		-		-		64,112
Payroll taxes		43,908		-		43,908		-		-		43,908
Legal		4,110		-		4,110		-		-		4,110
Accounting		13,844		-		13,844		-		-		13,844
Advocacy		6,045		-		6,045		-		-		6,045
Other professional fees		74,221		-		74,221		-		-		74,221
Advertising		24,556		20,546		45,102		-		-		45,102
Office		60,881		1,058		61,939		-		-		61,939
Information technology		83,935		86,971		170,906		-		-		170,906
Occupancy		53,314		-		53,314		-		-		53,314
Travel and transportation		1,495		12,599		14,094		-		-		14,094
Conferences		57,388		451,105		508,493		-		-		508,493
Depreciation		6,760		-		6,760		-		-		6,760
Insurance		3,352		7,155		10,507		-		-		10,507
Outside sales contract		99,760		74,998		174,758		-		-		174,758
Total expenses	\$1	,016,933	\$	821,766	\$1	,838,699	\$	-	\$	-	\$ 1	,838,699

Combining Schedules of Functional Expenses (continued) For the Years Ended December 31, 2022 and 2021

	Association									
	Management							2022		
	E	ducation	and	d General	Fund	draising	Totals			
Expenses		_								
Salaries and wages	\$	15,636	\$	-	\$	-	\$	15,636		
Retirement		-		-		-		-		
Other employee benefits		-		-		-		-		
Payroll taxes		-		-		-		-		
Legal		-		2,250		-		2,250		
Accounting		1,100		2,788		-		3,888		
Advocacy		-		-		-		-		
Other professional fees		16,750		-		-		16,750		
Advertising		-		-		-		-		
Office		-		1,299		-		1,299		
Information technology		27,309		2,000		-		29,309		
Occupancy		-		-		-		-		
Travel and transportation		-		-		-		-		
Conferences		-		-		-		-		
Depreciation		-		3,560		-		3,560		
Insurance		-		-		-		-		
Outside sales contract		-		-		-		-		
Total expenses	\$	60,795	\$	11,897	\$	-	\$	72,692		

	Association								
	Ec	lucation		nagement I General	Fund	draising		2021 Totals	
Expenses									
Salaries and wages	\$	38,856	\$	-	\$	-	\$	38,856	
Retirement		-		-		-		-	
Other employee benefits		-		-		-		-	
Payroll taxes		-		-		-		-	
Legal		-		350		-		350	
Accounting		1,070		2,654		-		3,724	
Advocacy		-		-		-		-	
Other professional fees		-		36,168		-		36,168	
Advertising		225		635		-		860	
Office		-		1,802		-		1,802	
Information technology		34,582		2,000		-		36,582	
Occupancy		-		-		-		-	
Travel and transportation		-		-		-		-	
Conferences		-		-		-		-	
Depreciation		-		3,560		-		3,560	
Insurance		-		-		-		-	
Outside sales contract		-		-		-		-	
Total expenses	\$	74,733	\$	47,169	\$		\$	121,902	

Schedule of Lead Auditor For the Year Ended December 31, 2022

Auditor Information: Donovan CPAs

9292 N. Meridian Street, Suite 150

Indianapolis, IN 46260

Phone Number: (317) 844-8300

Fax Number: (317) 745-6545

Auditor Contact: David W. Lemler, CPA

Auditor Contact Title: Partner

Auditor Contact Email: <u>dlemler@cpadonovan.com</u>