

HARVEY & MARTIN, PLLC

CAPE ANN MUSEUM, INC.

AUDITED FINANCIAL STATEMENTS  
FOR THE YEARS ENDED  
DECEMBER 31, 2019 AND 2018

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Of Counsel

## INDEPENDENT AUDITOR'S REPORT

March 31, 2020

To the Board of Directors  
Cape Ann Museum, Inc.  
27 Pleasant Street  
Gloucester, Massachusetts 01930

We have audited the accompanying financial statements of Cape Ann Museum, Inc. (a nonprofit organization), which comprise the statements of financial position as of December 31, 2019 and 2018, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

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

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's 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 audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's 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.

HARVEY & MARTIN, PLLC

**Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Cape Ann Museum as of December 31, 2019 and 2018, 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.

Yours truly,

A handwritten signature in cursive script that reads "Harvey. Martin PLLC".

Gloucester, Massachusetts

CAPE ANN MUSEUM, INC.

STATEMENTS OF FINANCIAL POSITION  
DECEMBER 31, 2019 AND 2018

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<b>--ASSETS--</b>	<u>2019</u>	<u>2018</u>
<b>CURRENT ASSETS:</b>		
Cash and cash equivalents (Notes 2 and 14)	\$ 1,572,629	\$ 1,028,239
Unconditional promises to give (Note 11)	250,000	5,300
Inventory - gift shop (Note 2)	72,685	73,945
Prepaid insurance	17,059	21,752
Deposits	<u>100</u>	<u>63,146</u>
Total current assets	<u>1,912,473</u>	<u>1,192,382</u>
PROPERTY AND EQUIPMENT - NET (Note 4)	<u>10,252,894</u>	<u>6,193,590</u>
<b>OTHER ASSETS:</b>		
Investments (Notes 3 and 12)	12,228,691	10,884,586
Unconditional promises to give (Note 11)	2,396,689	9,289
Collections (Note 5)	<u>1</u>	<u>1</u>
Total other assets	<u>14,625,381</u>	<u>10,893,876</u>
TOTAL	<u>\$ 26,790,748</u>	<u>\$ 18,279,848</u>
<b>--LIABILITIES AND NET ASSETS--</b>		
<b>CURRENT LIABILITIES:</b>		
Line of credit (Note 7)	\$ 2,907,631	\$ 167,500
Accounts payable and accrued expenses	502,592	368,910
Loan payable - collection (Note 6)	-	17,500
Deferred membership revenue (Note 8)	<u>20,770</u>	<u>23,945</u>
TOTAL	<u>3,430,993</u>	<u>577,855</u>
<b>NET ASSETS: (Notes 9 and 10)</b>		
Without donor restrictions:		
Unrestricted	13,100,742	11,645,817
Board designated endowment	3,000,000	3,000,000
With donor restrictions	<u>7,259,013</u>	<u>3,056,176</u>
Total net assets	<u>23,359,755</u>	<u>17,701,993</u>
TOTAL	<u>\$ 26,790,748</u>	<u>\$ 18,279,848</u>

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

CAPE ANN MUSEUM, INC.

STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED DECEMBER 31, 2019

	<u>Without Donor Restrictions</u>			<u>With Donor Restrictions</u>	<u>2019 TOTAL</u>
	<u>Operating</u>	<u>Non- Operating</u>	<u>Total</u>		
Revenue:					
Memberships	\$ 379,227	\$ -	\$ 379,227	\$ -	\$ 379,227
Donations	489,612	-	489,612	5,256,980	5,746,592
Bequests	-	32,434	32,434	-	32,434
Admissions	200,673	-	200,673	-	200,673
Sales	203,120	-	203,120	-	203,120
Exhibits, programs, and events	135,839	-	135,839	-	135,839
Grants	22,400	-	22,400	215,383	237,783
Endowment draw	332,200	(262,877)	69,323	(69,323)	-
Interest income	1,902	-	1,902	-	1,902
Investment income, net	-	230,652	230,652	60,577	291,229
Net realized/unrealized gains	-	1,246,351	1,246,351	338,724	1,585,075
Net assets released from restrictions	<u>857,043</u>	<u>742,461</u>	<u>1,599,504</u>	<u>(1,599,504)</u>	<u>-</u>
Total revenue and support	<u>2,622,016</u>	<u>1,989,021</u>	<u>4,611,037</u>	<u>4,202,837</u>	<u>8,813,874</u>
Expenses:					
Programs	1,960,564	427,682	2,388,246	-	2,388,246
Management and general	412,767	26,882	439,649	-	439,649
Fundraising	<u>246,230</u>	<u>81,987</u>	<u>328,217</u>	<u>-</u>	<u>328,217</u>
Total expenses	<u>2,619,561</u>	<u>536,551</u>	<u>3,156,112</u>	<u>-</u>	<u>3,156,112</u>
CHANGE IN NET ASSETS	2,455	1,452,470	1,454,925	4,202,837	5,657,762
NET ASSETS - BEGINNING	<u>(118,997)</u>	<u>14,764,814</u>	<u>14,645,817</u>	<u>3,056,176</u>	<u>17,701,993</u>
NET ASSETS - ENDING	<u>\$ (116,542)</u>	<u>\$ 16,217,284</u>	<u>\$ 16,100,742</u>	<u>\$ 7,259,013</u>	<u>\$ 23,359,755</u>

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

CAPE ANN MUSEUM, INC.

STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED DECEMBER 31, 2018

	<u>Without Donor Restrictions</u>			<u>With Donor Restrictions</u>	<u>2018 TOTAL</u>
	<u>Operating</u>	<u>Non- Operating</u>	<u>Total</u>		
Revenue:					
Memberships	\$ 361,406	\$ -	\$ 361,406	\$ -	\$ 361,406
Donations	328,916	-	328,916	722,758	1,051,674
Bequests	-	85,000	85,000	-	85,000
Admissions	69,879	-	69,879	-	69,879
Sales	117,718	-	117,718	-	117,718
Exhibits, programs, and events	144,593	-	144,593	-	144,593
Grants	18,740	-	18,740	223,240	241,980
Interest income	1,173	-	1,173	233	1,406
Investment income, net	-	248,847	248,847	63,443	312,290
Net realized/unrealized losses	-	(559,486)	(559,486)	(148,479)	(707,965)
Net assets released from restrictions	<u>599,852</u>	<u>737,546</u>	<u>1,337,398</u>	<u>(1,337,398)</u>	<u>-</u>
Total revenue and support	<u>1,642,277</u>	<u>511,907</u>	<u>2,154,184</u>	<u>(476,203)</u>	<u>1,677,981</u>
Expenses:					
Programs	1,123,853	403,082	1,526,935	-	1,526,935
Management and general	378,488	-	378,488	-	378,488
Fundraising	<u>256,100</u>	<u>-</u>	<u>256,100</u>	<u>-</u>	<u>256,100</u>
Total expenses	<u>1,758,441</u>	<u>403,082</u>	<u>2,161,523</u>	<u>-</u>	<u>2,161,523</u>
CHANGE IN NET ASSETS	(116,164)	108,825	(7,339)	(476,203)	(483,542)
NET ASSETS - BEGINNING	<u>(2,833)</u>	<u>14,655,989</u>	<u>14,653,156</u>	<u>3,532,379</u>	<u>18,185,535</u>
NET ASSETS - ENDING	<u>\$ (118,997)</u>	<u>\$ 14,764,814</u>	<u>\$ 14,645,817</u>	<u>\$ 3,056,176</u>	<u>\$ 17,701,993</u>

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

CAPE ANN MUSEUM, INC.  
STATEMENT OF FUNCTIONAL EXPENSES  
FOR THE YEAR ENDED DECEMBER 31, 2019

	<u>PROGRAM</u>	MANAGEMENT AND <u>GENERAL</u>	<u>FUNDRAISING</u>	2019 <u>TOTAL</u>
Payroll and benefits	\$ 565,773	\$ 182,788	\$ 121,859	\$ 870,420
Payroll and taxes	<u>44,408</u>	<u>14,347</u>	<u>9,565</u>	<u>68,320</u>
Total payroll and related expenses	610,181	197,135	131,424	938,740
Accounting and legal	6,095	52,790	-	58,885
Advertising and public relations	79,127	-	-	79,127
Collections	178,419	-	-	178,419
Cost of sales	102,521	-	-	102,521
Exhibits, programs, and events	418,347	-	49,400	467,747
Information technology	25,741	8,316	5,544	39,601
Insurance	78,959	29,573	-	108,532
Interest expense	34,028	6,454	-	40,482
Member services	52,714	-	-	52,714
Office and other	75,298	20,540	13,692	109,530
Outside services	66,187	28,704	79,000	173,891
Repairs and maintenance	176,653	-	-	176,653
Security	96,436	31,156	20,771	148,363
Utilities	<u>118,725</u>	<u>38,099</u>	<u>25,399</u>	<u>182,223</u>
Total expenses before depreciation	2,119,431	412,767	325,230	2,857,428
Depreciation and amortization	<u>268,815</u>	<u>26,882</u>	<u>2,987</u>	<u>298,684</u>
Total expenses	<u>\$ 2,388,246</u>	<u>\$ 439,649</u>	<u>\$ 328,217</u>	<u>\$ 3,156,112</u>

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

CAPE ANN MUSEUM, INC.

STATEMENT OF FUNCTIONAL EXPENSES  
FOR THE YEAR ENDED DECEMBER 31, 2018

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	<u>PROGRAM</u>	MANAGEMENT AND <u>GENERAL</u>	<u>FUNDRAISING</u>	2018 <u>TOTAL</u>
Payroll and benefits	\$ 463,657	\$ 170,985	\$ 111,575	\$ 746,217
Payroll and taxes	<u>39,108</u>	<u>14,069</u>	<u>9,285</u>	<u>62,462</u>
Total payroll and related expenses	502,765	185,054	120,860	808,679
Accounting and legal	-	39,020	-	39,020
Advertising and public relations	45,630	-	-	45,630
Collections	33,846	-	-	33,846
Cost of sales	71,320	-	-	71,320
Exhibits, programs, and events	100,990	-	52,849	153,839
Information technology	20,042	1,318	2,740	24,100
Insurance	26,576	4,353	2,684	33,613
Interest expense	6,180	-	-	6,180
Member services	78,529	-	-	78,529
Miscellaneous	5,422	3,615	-	9,037
Office and other	59,337	10,906	12,056	82,299
Outside services	36,734	79,717	60,276	176,727
Repairs and maintenance	115,151	12,795	-	127,946
Security	7,306	-	-	7,306
Utilities	<u>156,922</u>	<u>15,692</u>	<u>1,744</u>	<u>174,358</u>
Total expenses before depreciation	1,266,750	352,470	253,209	1,872,429
Depreciation and amortization	<u>260,185</u>	<u>26,018</u>	<u>2,891</u>	<u>289,094</u>
Total expenses	<u>\$ 1,526,935</u>	<u>\$ 378,488</u>	<u>\$ 256,100</u>	<u>\$ 2,161,523</u>

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



CAPE ANN MUSEUM, INC.

STATEMENTS OF CASH FLOWS  
FOR THE YEARS ENDED DECEMBER 31, 2019 AND 2018

	<u>2019</u>	<u>2018</u>
OPERATING ACTIVITIES:		
Increase (decrease) in net assets	\$ 5,657,762	\$ (483,542)
Adjustments:		
Depreciation and amortization	298,684	289,094
Realized and unrealized (gains) losses on investments	(1,585,075)	707,965
Contributions received for long-term purposes	-	(5,000)
(Increase) decrease in operating assets:		
Unconditional promises to give	(2,632,100)	21,711
Prepaid insurance	4,693	1,836
Inventory	1,260	(4,375)
Deposits	63,146	(31,250)
Increase (decrease) in operating liabilities:		
Accounts payable and accrued expenses	133,682	265,676
Deferred membership revenue	(3,175)	(9,103)
CASH PROVIDED BY OPERATING ACTIVITIES	<u>1,938,877</u>	<u>753,012</u>
INVESTING ACTIVITIES:		
Purchase of property and equipment	(4,357,988)	(265,151)
Deposits on property and equipment	(100)	(31,896)
Purchase of investments	(5,267,443)	(4,639,871)
Proceeds from sales of investments	5,508,413	4,663,694
CASH USED BY INVESTING ACTIVITIES	<u>(4,117,118)</u>	<u>(273,224)</u>
FINANCING ACTIVITIES:		
Contribution to endowment	-	5,000
Net proceeds on line of credit	2,740,131	20,000
Principal payments on long-term debt	(17,500)	(17,500)
CASH PROVIDED BY FINANCING ACTIVITIES	<u>2,722,631</u>	<u>7,500</u>
NET CHANGE IN CASH AND CASH EQUIVALENTS	544,390	487,288
CASH AND CASH EQUIVALENTS - BEGINNING	<u>1,028,239</u>	<u>540,951</u>
CASH AND CASH EQUIVALENTS - ENDING	<u>\$ 1,572,629</u>	<u>\$ 1,028,239</u>
SUPPLEMENTAL DISCLOSURE:		
Interest paid	<u>\$ 33,516</u>	<u>\$ 6,180</u>

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

CAPE ANN MUSEUM, INC.

NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2019 AND 2018

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1. OPERATIONS

The Museum, a public, not-for-profit organization, was founded in 1873, incorporated in Massachusetts in 1876 and changed its name to "Cape Ann Museum, Inc." in 2014. Its purposes are the ownership, operation, preservation, and exhibition of historical buildings, objects and records, and works of art. The Museum maintains a historic house at 27 Pleasant Street, Gloucester, supplemented by two modern wings where its collections are exhibited. The Museum also maintains the historic White-Ellery house and Babson-Alling house as part of an almost 4-acre campus at 13 Poplar Street, Gloucester. A centerpiece of this property is the newly completed Collections Center (2020) including an Exhibitions/Education flex space. This campus, titled the Cape Ann Museum Green encompasses use of a property at 11 Poplar Street, Gloucester. The Museum sponsors special exhibits, lectures, films, concerts, and excursions for its members and for the public.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The significant accounting policies followed are described below to enhance the usefulness of the financial statements to the reader.

A. Adoption of new accounting pronouncement

In 2018, the Museum adopted the provisions of FASB ASU No. 2016-14, Presentation of Financial Statements of Not-for-Profit Entities, which reduces the number of classes of net assets reported on the statement of financial positions from three to two, requires investment expenses be netted against investment income, and requires the Organization to disclose the amounts and purposes of board designated net assets either on the face of the statement of financial position or in the notes to the financial statements.

As of January 1, 2019, the Museum adopted the provisions of FASB ASU No. 2014-09, Revenue from Contracts with Customers, which establishes the principles to report useful information to users of financial statements about the nature, timing, and uncertainty of revenue from contracts with customers.

B. Basis of presentation

The financial statements of the Museum have been prepared on the accrual basis of accounting and accordingly, reflect all significant receivables, payables, and other liabilities.

The Museum is required to report information regarding its financial position and activities based on the existence of donor or grantor-imposed restrictions. Accordingly, net assets and changes therein are classified and reported as follows:

Net assets without donor restrictions – net assets available for use in general operations and not subject to donor or certain grantor restrictions reported as increases in net assets without donor restrictions.

CAPE ANN MUSEUM, INC.

NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2019 AND 2018

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2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT.)

B. Basis of presentation (continued)

Net assets with donor restrictions – net assets subject to donor (or certain grantor) imposed restrictions. Some donor or grantor restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are permanent in nature, where the donor stipulates that resources be maintained in perpetuity.

Contributions that are restricted by the donor are reported as increases in net assets with donor restrictions until the restriction expires (that is, when a stipulated time restriction ends or a purpose restriction is accomplished) in the reporting period in which the revenue is recognized. All other donor restricted contributions are reported as increases in net assets with donor restrictions, depending on the nature of the restrictions. When a restriction expires, the net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restriction. Gifts of long-lived assets and cash restricted for the acquisition of long-lived assets are recognized as contributions with donor restrictions when received or acquired and the restriction is released when the assets are placed in service.

C. Investments

The Museum reports investments in marketable equity securities with readily determinable fair market values at fair market value.

D. Cash and cash equivalents

Cash consists of the Museum's checking accounts for operations and capital campaign funds. Certain money market funds and time deposits designated by the Board and held by the Museum's Investment Custodian are not deemed to be cash.

E. Donated services

A substantial number of unpaid volunteers have made significant contributions of their time to develop the Museum's programs and activities. The value of this contributed time is not susceptible to objective measurement and valuation and therefore is not reflected in the accompanying financial statements.

F. Inventory

Inventory primarily consists of publications, photos, postcards, and other items of historical content as well as educational and household items relevant to the Museum's programs. These are sold to the public in the Museum's gift shop. Inventory is valued at the lower of cost (first-in, first-out method) or market.

CAPE ANN MUSEUM, INC.

NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2019 AND 2018

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2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT.)

G. Accrued compensated absences

The Museum does not provide for carryover of compensated absences and therefore no accrual is made.

H. Tax positions and filings

The Museum has been granted tax-exempt status under Internal Revenue Code Section 501(c) (3) and is, therefore, generally exempt from federal and state income taxes. Accordingly, no provision for income taxes has been provided in the accompanying financial statements. The Museum is not a private foundation.

The Museum is required to evaluate or disclose tax positions that could have an effect on the Museum's financial statements. The Museum reports its activities to the Internal Revenue Service and to the Commonwealth of Massachusetts on an annual basis. These informational returns are generally subject to audit and review by the government agencies for a period of three years after filing. Substantially all of the Museum's income, expenditures, and activities relate to its exempt purpose, therefore, management has determined that the Museum is not subject to unrelated business income taxes and will continue to qualify as a tax-exempt not-for-profit entity.

The Museum has filed all of its known required returns in a timely manner including, as permitted, allowed extensions. As of December 31, 2019, the Return of Organization Exempt From Income Tax on Form 990 for the years after 2015 remain open to examination by the Internal Revenue Service and the Massachusetts Attorney General's Office.

I. Use of estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingencies at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Estimates are used for, but not limited to, allocations of expense to functional categories, depreciation and amortization, accrued liabilities, and other reserves. Accordingly, actual results could differ from those estimates.

J. Functional allocation of expenses

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

CAPE ANN MUSEUM, INC.

NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2019 AND 2018

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2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT.)

K. Advertising costs

Advertising costs are charged to operations as incurred. Advertising expense for the years ended December 31, 2019 and 2018 was \$47,508 and \$12,820, respectively.

L. Reclassifications

Certain reclassifications have been made to the December 31, 2018 financial statement presentation to correspond to the current year presentation. Total net assets and change in net assets are unchanged due to these reclassifications.

3. INVESTMENTS

Investments are presented in the financial statements at fair value and consist of the following at December 31, 2019 and 2018:

	<u>2019</u>		<u>2018</u>	
	<u>Cost</u>	<u>Fair Value</u>	<u>Cost</u>	<u>Fair Value</u>
Cash and cash equivalents (Note 2)	\$ 153,023	\$ 153,023	\$ 256,234	\$ 256,234
Fixed income securities	3,699,931	3,587,441	4,500,322	4,255,141
Equity	6,782,140	8,488,227	5,393,992	6,373,211
Total	<u>\$10,635,094</u>	<u>\$12,228,691</u>	<u>\$ 10,150,548</u>	<u>\$10,884,586</u>

Investments are restricted as follows:

	<u>2019</u>	<u>2018</u>
Without donor restrictions:		
Board designated endowment	\$ 3,000,000	\$ 3,000,000
Without donor restrictions	<u>6,597,352</u>	<u>5,583,224</u>
Total	<u>9,597,352</u>	<u>8,583,224</u>
With donor restrictions	<u>2,631,339</u>	<u>2,301,362</u>
Total investments	<u>\$ 12,228,691</u>	<u>\$ 10,884,586</u>

CAPE ANN MUSEUM, INC.

NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2019 AND 2018

3. INVESTMENTS (CONT.)

	<u>2019</u>	<u>2018</u>
Investment income, net:		
Without donor restrictions	\$ 230,652	\$ 248,847
With donor restrictions	<u>60,577</u>	<u>63,443</u>
Total	<u>291,229</u>	<u>312,290</u>
Unrealized gains (losses):		
Without donor restrictions	1,246,351	(559,486)
With donor restrictions	<u>338,724</u>	<u>(148,479)</u>
Total	<u>1,585,075</u>	<u>(707,965)</u>
Total investment gain (loss)	<u>\$ 1,876,304</u>	<u>\$ (395,675)</u>

4. PROPERTY AND EQUIPMENT

Land, buildings, and equipment are located in Gloucester, Massachusetts, and are carried at cost or fair market value for donated items. Expenditures for maintenance and repairs are charged to expense in the current period. Major repairs and acquisitions, greater than \$1,500, with a useful life greater than one year are capitalized and depreciated/amortized using the straight-line method over estimated useful lives ranging from three to forty years. A summary of land, buildings, equipment, and accumulated depreciation and amortization is detailed below:

	<u>2019</u>	<u>2018</u>
Cape Ann Museum buildings and improvements	\$ 8,595,749	\$ 8,584,005
Collections storage facility	4,075,313	209,021
Sculpture Park – 26 Pleasant Street	624,096	624,096
Babson-Alling House	453,382	-
White-Ellery House and Barn - 247 Washington Street	306,049	279,479
Furniture and fixtures	327,542	327,542
Office and program equipment	127,274	127,274
Website and software	<u>117,658</u>	<u>117,658</u>
	14,627,063	10,269,075
Less: Accumulated depreciation and amortization	<u>(4,374,169)</u>	<u>(4,075,485)</u>
Total land, buildings, and equipment	<u>\$ 10,252,894</u>	<u>\$ 6,193,590</u>

For the year ended December 31, 2019 and 2018, depreciation and amortization expense amounted to \$298,684 and \$289,094, respectively.

The construction of the collections storage facility was still in progress as of December 31, 2019. The estimated cost to complete is \$322,000 and the expected completion date is May 1, 2020.

CAPE ANN MUSEUM, INC.

NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2019 AND 2018

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5. COLLECTIONS

Collections consist of works of art, objects, artifacts, and records reflective of the Museum and its heritage. Collection items, whether purchased or donated, are not capitalized because their intrinsic value is not susceptible to reasonable estimation. The collection is carried at \$1.00. It is the policy of the Museum that proceeds from the sale of collection items will be used to purchase additional collection items or to maintain or preserve the collection. New acquisitions are then charged as collection acquisitions.

The Collections of the Museum are its primary asset and their display and accessibility to the public are two of its primary objectives. A collections committee monitors the acquisition and disposition of collection items. The committee and management are responsible for recommending and implementing measures to enhance the conservation, maintenance, and security of the collection.

6. LOAN PAYABLE - COLLECTION

In September 2015, the Museum acquired The Tortoise, a sculpture by Paul Manship for its collection. The Manship Estate agreed to finance the purchase price of \$87,500 with a non-interest bearing installment note requiring five equal payments of \$17,500 each. The outstanding balance was \$0 and \$17,500 at December 31, 2019 and 2018, respectively.

7. LINE OF CREDIT

The Museum has an available line of credit to draw upon as needed for operating activities. The current terms for this line allow borrowing of up to \$200,000. The line carries a current interest rate of 4.75% and is secured by all business assets. The outstanding balance was \$0 and \$167,500 at December 31, 2019 and 2018, respectively.

The Museum has an available line of credit to draw upon as needed for capital activities. The current terms for this line allow borrowing of up to \$3,000,000. The line carries a current interest rate of 3.75% and is secured by investments. The outstanding balance was \$2,907,631 and \$0 at December 31, 2019 and 2018, respectively.

8. REVENUE RECOGNITION

Revenue from membership is comprised of various levels of membership categories paid in advance of expiration. Deferred revenue from these membership levels were as follows:

	<u>Deferred Revenue</u>	
	<u>2019</u>	<u>2018</u>
Beginning of the year	<u>\$ 23,945</u>	<u>\$ 33,048</u>
End of the year	<u>\$ 20,770</u>	<u>\$ 23,945</u>

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9. BOARD DESIGNATED ENDOWMENT

The Board of Directors voted in December 1997 that \$2,000,000 of otherwise unrestricted investments will be held as a "Board Designated Endowment" to preserve and protect the future financial security of the Museum. The Museum fully funded this vote with the transfer of funds to its Investment Custodian in January 1999. In December 2018, the Board designated endowment was increased to \$3,000,000. Appropriations of the board designated funds are subject to specific board approval. These funds are invested alongside all other endowment funds.

10. NET ASSETS WITH DONOR RESTRICTIONS

A. Specified activities

The Museum received various grants and donations that were donor restricted for their intended purpose. The following summarizes the unexpended balances for these activities at December 31, 2019 and 2018:

	<u>2019</u>	<u>2018</u>
Undesignated campaign	\$2,395,775	\$ -
Museum buildings construction and improvements	1,966,475	207,717
Operations support	155,624	93,750
Exhibits and programs	72,032	364,380
Collections	22,737	69,647
Education programs	<u>15,030</u>	<u>19,320</u>
Total Specified Activities	<u>\$4,627,673</u>	<u>\$754,814</u>

B. Capital Campaign

In 2011, the Museum commenced a capital campaign drive which raised \$6,157,000 in funds of which \$1,000,000 was proposed to be allocated to the Board designated endowment. The balance of funds being devoted to several purposes including specified capital expansion and improvements to the museum property; conversion of a building to a park; collections acquisitions and conservation; the Fitz Henry Lane on-line interactive data base; redesign of the Museum's website; digitization of the collection and other smaller projects. As of December 31, 2018, the goals of the capital campaign were completed and the \$1,000,000 Board designated endowment was funded.

In June 2019, the Museum commenced a capital campaign to address funding needs at Cape Ann Museum Green and 27 Pleasant Street and to raise funds for the endowment. Proposed projects for the Campaign include the construction of a new collections center and flexible gallery space at Cape Ann Museum Green and updates to core facility systems at 27 Pleasant Street.



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10. NET ASSETS WITH DONOR RESTRICTIONS (CONT.)

B. Capital Campaign (Cont.)

Additionally, the Campaign will be used to fund the creation of a "Collector's Gallery" at 27 Pleasant Street and to reimagine space that has been repurposed as a result of now having offsite storage for the Collection at Cape Ann Museum Green. As of December 31, 2019 and 2018, unexpended net assets of the capital campaign donations totaled \$2,871,639 and \$165,000, respectively.

C. Endowment funds with donor restrictions

The Catalina Davis Fund, established in 1928, is a perpetual Fund wherein the Museum does not have the right to receive principal. All capital gains are reinvested and added to corpus while the remainder of earnings are available for distribution to the Museum on a quarterly basis.

The Margaret Farrell Lynch Fund was established in February 2000 wherein the Museum has the right to income. All capital gains are reinvested and added to corpus while remaining net income after payment of investment fees are distributed to the Museum on a monthly basis.

The Edward Hyde Cox Endowment Fund was established in April 2000 wherein the capital gains are reinvested and the remainder of net earnings are distributed to the Museum and used under the direction of the Trustees. The Museum may also use principal of the Fund, not to exceed \$100,000, to purchase any real property adjacent or contiguous to the existing buildings of the Museum.

The endowment funds activity is summarized as follows:

December 31, 2017	\$ 2,457,472
Earned income, net	63,443
Net realized/ unrealized gains (losses)	(148,479)
Current year distributions	<u>(71,074)</u>
December 31, 2018	2,301,362
Earned income, net	60,577
Net realized/ unrealized gains (losses)	338,724
Current year distributions	<u>(69,323)</u>
December 31, 2019	<u>\$ 2,631,340</u>

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10. NET ASSETS WITH DONOR RESTRICTIONS (CONT.)

The endowment funds are monitored by the finance committee with the advice of its money manager and are subject to the overall investment policy statement revised in 2019. This policy adopts a 10 year investment horizon and has as its objective a goal to preserve and maintain the principal with a balanced portfolio of diversified investments. As of January 1, 2020, the spending policy will be to distribute 4% of the trailing 12 calendar quarter average of the Catalina Davis Fund and the Edward Hyde Cox Endowment Fund.

11. UNCONDITIONAL PROMISES TO GIVE

At December 31, 2019 and 2018 the Museum had recorded unconditional promises to give totaling \$2,646,689 and \$14,589, respectively. The promises are recorded at fair value and, for amounts due in more than one year, are discounted using present value techniques and discount rates of 2.25 and 3 percent for 2019 and 2018, respectively. The total discount at December 31, 2019 and 2018 totaled \$138,311 and \$711, respectively. Promises to give at December 31, 2019 and 2018 included amounts from members of the board totaling \$2,641,689 and \$5,000, respectively. No allowance for uncollectible promises is deemed necessary.

Promises to give are as follows:

	<u>2019</u>	<u>2018</u>
2019	\$ -	\$ 5,300
2020	250,000	4,713
2021	1,195,830	4,576
2022	1,117,875	-
2023	64,043	-
2024	18,941	-
	<hr/>	<hr/>
Total	<u>\$2,646,689</u>	<u>\$14,589</u>

12. FAIR VALUE OF INVESTMENTS

The Museum, in accordance with U.S. generally accepted accounting principles, implemented the following requirements related to the fair value measurements for its financial assets and liabilities. The adoption of these principles did not have a material impact on the Museum's financial position or results of operations. U.S. generally accepted accounting principles refines the definition of fair value, expands disclosure requirements about fair value measurements, and established specific requirements as well as guidelines for a consistent framework to measure fair value. U.S. generally accepted accounting principles defines fair value as the price that would be received to sell an asset, or paid to transfer a liability in an orderly transaction between market participants.

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12. FAIR VALUE OF INVESTMENTS (CONT.)

Further, U.S. generally accepted accounting principles require the Museum to maximize the use of observable market inputs, minimize the use of unobservable market inputs and disclose the form of an outlined hierarchy of the details of such fair value measurements.

U.S. generally accepted accounting principles specify a hierarchy of valuation techniques based on whether the inputs to fair value measurement are considered to be observable or unobservable in a marketplace. Observable inputs reflect market data obtained from independent sources, while unobservable inputs reflect the Museum's market assumptions.

This hierarchy requires the use of observable market data when available. These inputs have created the following value of hierarchy:

Level 1 – Quoted market prices in active markets for identical assets or liabilities.

Level 2 – Observable inputs other than those included in Level 1. For example, quoted prices for similar assets in active markets or quoted prices for identical assets in inactive markets.

Level 3 – Unobservable inputs reflecting management's own assumptions about the inputs used in estimating the value of the asset.

The following table summarizes the Museum's financial assets measured at fair value on a recurring basis in accordance with U.S. generally accepted accounting principles as of December 31, 2019:

	<u>Level 1</u>	<u>Level 2</u>
Cash	\$ 28,788	\$ -
Certificate of deposits (maturity dates from February 2020-March 2025)	-	992,154
Money market accounts	-	124,235
Fixed income securities	2,595,287	-
Equity	<u>8,488,227</u>	<u>-</u>
Total	<u>\$11,112,302</u>	<u>\$ 1,116,389</u>

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12. FAIR VALUE OF INVESTMENTS (CONT.)

The following table summarizes the Museum's financial assets measured at fair value on a recurring basis in accordance with U.S. generally accepted accounting principles as of December 31, 2018:

	<u>Level 1</u>	<u>Level 2</u>
Cash	\$ 6,052	\$ -
Certificate of deposits (maturity dates from February 2019 - March 2025)	-	1,121,891
Money market accounts	-	250,183
Fixed income securities	3,133,249	-
Equity	<u>6,373,211</u>	<u>-</u>
Total	<u>\$ 9,512,512</u>	<u>\$ 1,372,074</u>

13. LIQUIDITY

Financial assets of \$ 1,822,629 and \$1,033,539, at December 31, 2019 and 2018, respectively, were available for general expenditures in the following year. Included in these totals are net assets with donor restrictions totaling \$592,674 and \$754,814 at December 31, 2019 and 2018, respectively, for the Museum's specified activities for the purposes of funding the various programs and expenditures as they are incurred.

14. UNINSURED DEPOSITS

At December 31, 2019 and 2018, the Museum maintained cash accounts with one financial institution with balances in excess of federally insured limits of \$250,000. The excess was insured by the Depositors Insurance Fund.

15. RELATED PARTY TRANSACTIONS

A family member related to an officer of the Museum provided services for building repairs and improvements totaling \$63,300 and \$53,900 for the years ended December 31, 2019 and 2018, respectively. At December 31, 2019 and 2018, amounts due to this related party included in accounts payable were \$0 and \$44,616, respectively.

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16. OPERATING LEASES

The Museum entered into a lease agreement beginning December 1, 2019 for \$1,000 per month for five years. At the end of this lease, the Museum agrees to purchase the property for \$500,000. A \$100 deposit has been paid on the property. Minimum future rental payments under this operating lease are as follows:

<u>December 31</u>	<u>Amount</u>
2020	\$ 12,000
2021	12,000
2022	12,000
2023	12,000
2024	<u>11,000</u>
Total	<u>\$ 59,000</u>

Rent expense charged to operations under this operating lease for the year ended December 31, 2019 was \$1,000.

17. SUBSEQUENT EVENTS

The Museum has evaluated subsequent events through March 31, 2020, the date which the financial statements were available to be issued.

On March 11, 2020 the World Health Organization declared the novel strain of coronavirus (COVID-19) a global pandemic and recommended containment and mitigation measures worldwide. As of the date of this report, Cape Ann Museum remains temporarily closed to the public due to the State of Massachusetts emergency order to close all non-essential organizations. In addition, the market value of investments has decreased 14% due to market fluctuations related to COVID-19. The length and severity of this pandemic or the extent to which the disruption may materially impact the results of operations and cash flows in 2020 cannot be reasonably estimated at this time.

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