



# AMERICAN INSTITUTE OF THE HISTORY OF PHARMACY

## Treasurer's Report 2020 Annual Business Meeting (November 5, 2020)

### Overview

- The financial health of the Institute remains relatively stable, particularly considering the challenges raised in response to the COVID-19 pandemic.

### Fiscal Year 2019-2020 (July 1, 2019 – June 30, 2020)

- Close-to-final financial reports for Fiscal Year 2019-2020 are attached.<sup>1</sup>
- During the fiscal year, revenue exceeded operating expenses by approximately \$4,000. The Institute also benefited from a forgivable loan of \$28,000 through the Paycheck Protection Program, the full amount of which has been allocated for the FY 2020-2021 budget.
- The Statement of Activities shows we ended the year with a net loss of approximately \$130,000. This was due entirely to unrealized losses of investments totaling \$140,000.
- The Institute's assets totaled \$2,072,705 at the end of the fiscal year (See Statement of Financial Position as of June 30, 2020). The Institute's investment portfolio which includes invested securities and money market funds (used for operational expenses) had a value of \$1,941,738 as of June 30, 2020. The account is held by Robert W. Baird & Co. Inc, with the Schwarz Group serving as financial advisor.
- The investment portfolio experienced relatively little turnover during the year and continues to follow Institute policies of diversification of holdings for the long term.
- Portfolio income came in as expected. The Institute continues to rely upon income generated by our investment portfolio to fund a significant share of our operations.

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<sup>1</sup> The Institute's accountants have not yet completed their year-end review, but no further adjustments are anticipated that may affect the balances reported in the attached Statement of Financial Position or Statement of Activities.

- During Fiscal Year 2019-20, AIHP instituted several accounting changes designed to better manage and track its endowed funds. First, the Institute re-classified its endowed fund as either “with donor restrictions” or “without donor restrictions” in order to comply with new accounting standards. Second, the Institute has adopted bookkeeping practices that will allow for the tracking of the principal, accumulated earnings, and distributions from each endowed fund. Finally, the Board of Directors has adopted a distribution policy to regulate annual distributions from endowed funds.

**Fiscal Year 2020-2021 (July 1, 2020 to Date)**

- To date, income and expenses are in line with budgeted expectations.
- Our investment portfolio has achieved modest unrealized gains of about \$40,000 through September 30, 2020.
- It is expected that portfolio turnover will continue to be light.
- The approved budget for FY 2020-2021 anticipates a modest overall spending deficit of about \$4,000 for the fiscal year. In part, this is the result of the previously noted new policy for calculating annual distributions from the Institute’s endowed funds. However, it is believed this will be prudent approach for allocating our funds and will serve the Institute well over time. The budget for FY 2020-2021 also includes the funds from the forgivable loan of \$28,000 received through the Paycheck Protection Program during the previous fiscal year, but which has been allocated to the FY 2020-2021 budget.
- There will be no increase in membership dues for 2021. Renewal notices will be emailed/mailed soon.

Respectfully submitted,

Holly L. Mason  
AIHP Treasurer



# American Institute of the History of Pharmacy

## BUDGET VS. ACTUALS REPORT: FISCAL YEAR 2019-20 OPERATING BUDGET

July 2019 - June 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
4000 Membership Dues				
4010 Dues From Individuals		40,000.00	-40,000.00	
4011 Regular	14,038.55		14,038.55	
4012 Contributor	11,543.90		11,543.90	
4013 Patron	5,147.35		5,147.35	
4014 Sponsor	4,729.80		4,729.80	
4015 Foreign	2,929.23		2,929.23	
4016 Student	1,623.46		1,623.46	
4017 Retired	1,126.53		1,126.53	
<b>Total 4010 Dues From Individuals</b>	<b>41,138.82</b>	<b>40,000.00</b>	<b>1,138.82</b>	<b>102.85 %</b>
4020 Dues from Organizations		10,000.00	-10,000.00	
4021 Regular (Organization)	8,053.00		8,053.00	
4023 Patron (Organization)	621.14		621.14	
4025 Foreign (Organization)	1,508.96		1,508.96	
<b>Total 4020 Dues from Organizations</b>	<b>10,183.10</b>	<b>10,000.00</b>	<b>183.10</b>	<b>101.83 %</b>
4030 Pharmacy Education Fund	10,643.80	12,000.00	-1,356.20	88.70 %
<b>Total 4000 Membership Dues</b>	<b>61,965.72</b>	<b>62,000.00</b>	<b>-34.28</b>	<b>99.94 %</b>
4100 Contributions from Nat'l Association Sponsors		35,000.00	-35,000.00	
4110 Contributor (NAS)	7,500.00		7,500.00	
4120 Donor (NAS)	10,000.00		10,000.00	
4130 Patron (NAS)	10,000.00		10,000.00	
<b>Total 4100 Contributions from Nat'l Association Sponsors</b>	<b>27,500.00</b>	<b>35,000.00</b>	<b>-7,500.00</b>	<b>78.57 %</b>
4200 Donations & Gifts		3,500.00	-3,500.00	
4210 Donations & Gifts Received	1,574.36		1,574.36	
<b>Total 4200 Donations &amp; Gifts</b>	<b>1,574.36</b>	<b>3,500.00</b>	<b>-1,925.64</b>	<b>44.98 %</b>
4300 Program-Related Fees and Sales		7,000.00	-7,000.00	
4310 Sale of Books & Publications	512.84		512.84	
4311 Discounts Given	-88.47		-88.47	
4330 Royalties Received	4,609.56		4,609.56	
4340 JSTOR Fees Received	647.55		647.55	
4350 Program Service Fees Received	300.00		300.00	
4360 Shipping Income	111.77		111.77	
<b>Total 4300 Program-Related Fees and Sales</b>	<b>6,093.25</b>	<b>7,000.00</b>	<b>-906.75</b>	<b>87.05 %</b>
4400 Investment Income		108,000.00	-108,000.00	
4410 Dividends Received	60,310.90		60,310.90	
4420 Interest Received	46,491.88		46,491.88	
<b>Total 4400 Investment Income</b>	<b>106,802.78</b>	<b>108,000.00</b>	<b>-1,197.22</b>	<b>98.89 %</b>
4700 Other Revenues Received		9,000.00	-9,000.00	
4730 Other Miscellaneous Revenues	8,000.00		8,000.00	
<b>Total 4700 Other Revenues Received</b>	<b>8,000.00</b>	<b>9,000.00</b>	<b>-1,000.00</b>	<b>88.89 %</b>



# American Institute of the History of Pharmacy

## BUDGET VS. ACTUALS REPORT: FISCAL YEAR 2019-20 OPERATING BUDGET

July 2019 - June 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Total Income</b>	<b>\$211,936.11</b>	<b>\$224,500.00</b>	<b>\$ -12,563.89</b>	<b>94.40 %</b>
<b>GROSS PROFIT</b>	<b>\$211,936.11</b>	<b>\$224,500.00</b>	<b>\$ -12,563.89</b>	<b>94.40 %</b>
<b>Expenses</b>				
6000 Salaries and Related Expenses				
6010 Salaries	126,835.20	126,810.48	24.72	100.02 %
6030 Payroll Taxes & Fringe Benefits				
6031 Employer FICA Taxes	9,964.10	9,702.89	261.21	102.69 %
6032 Health Costs Reimbursements	7,076.34	7,000.44	75.90	101.08 %
6033 Parking	5,469.00	2,880.00	2,589.00	189.90 %
6034 Employers' Matching Retirement Contributions	6,469.39	6,341.76	127.63	102.01 %
6035 Employers' State Unemployment Insurance Tax	193.13		193.13	
6036 Sick Leave Bonus	3,414.43	2,614.43	800.00	130.60 %
<b>Total 6030 Payroll Taxes &amp; Fringe Benefits</b>	<b>32,586.39</b>	<b>28,539.52</b>	<b>4,046.87</b>	<b>114.18 %</b>
<b>Total 6000 Salaries and Related Expenses</b>	<b>159,421.59</b>	<b>155,350.00</b>	<b>4,071.59</b>	<b>102.62 %</b>
6100 Publication & Printing Expenses				
6110 Pharmacy in History	7,466.58	17,000.00	-9,533.42	43.92 %
6120 Calendar	3,743.62	3,500.00	243.62	106.96 %
6140 Other Publications	335.87		335.87	
<b>Total 6100 Publication &amp; Printing Expenses</b>	<b>11,546.07</b>	<b>20,500.00</b>	<b>-8,953.93</b>	<b>56.32 %</b>
6200 Membership & Fundraising Expenses				
6210 Membership Recruitment & Retention	380.57	1,000.00	-1,000.00	
<b>Total 6200 Membership &amp; Fundraising Expenses</b>	<b>380.57</b>	<b>1,000.00</b>	<b>-619.43</b>	<b>38.06 %</b>
6300 Travel Expenses				
6310 Travel (Executive Director)	1,607.58	2,000.00	-392.42	80.38 %
6320 Travel (Board of Directors)	180.00	3,500.00	-3,320.00	5.14 %
6330 Travel (Other)		500.00	-500.00	
<b>Total 6300 Travel Expenses</b>	<b>1,787.58</b>	<b>6,000.00</b>	<b>-4,212.42</b>	<b>29.79 %</b>
6400 Meeting Expenses				
6410 Mid-Year Meeting		2,500.00	-2,500.00	
6420 Annual Business Meeting	210.09	500.00	-289.91	42.02 %
6430 Other Meetings	38.70	1,000.00	-961.30	3.87 %
<b>Total 6400 Meeting Expenses</b>	<b>248.79</b>	<b>4,000.00</b>	<b>-3,751.21</b>	<b>6.22 %</b>
6500 Awards & Grants				
6510 Glenn Sonnedecker Prize		1,000.00	-1,000.00	
6520 Robert P. Fischelis Award	240.14	250.00	-9.86	96.06 %
6530 George Urdang Medal	45.00		45.00	
6540 Edward Kremers Award	119.00		119.00	
6560 Grants In Aid	4,000.00	4,000.00	0.00	100.00 %
<b>Total 6500 Awards &amp; Grants</b>	<b>4,404.14</b>	<b>5,250.00</b>	<b>-845.86</b>	<b>83.89 %</b>
6600 General & Administrative Expenses				
6610 Banking Related Expenses		1,200.00	-1,200.00	



# American Institute of the History of Pharmacy

## BUDGET VS. ACTUALS REPORT: FISCAL YEAR 2019-20 OPERATING BUDGET

July 2019 - June 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
6611 Bank Charges (Credit Cards)	780.62		780.62	
6612 Other Bank Charges	159.00		159.00	
<b>Total 6610 Banking Related Expenses</b>	<b>939.62</b>	<b>1,200.00</b>	<b>-260.38</b>	<b>78.30 %</b>
6620 Financial Management Expenses		4,200.00	-4,200.00	
6621 QuickBooks Online	693.21		693.21	
6622 Accounting Expenses	5,162.00		5,162.00	
6623 Other Financial Management Expenses	35.00		35.00	
<b>Total 6620 Financial Management Expenses</b>	<b>5,890.21</b>	<b>4,200.00</b>	<b>1,690.21</b>	<b>140.24 %</b>
6630 Postage & Shipping	4,659.39	8,000.00	-3,340.61	58.24 %
6640 Telecommunication & Internet Services	1,234.60	3,000.00	-1,765.40	41.15 %
6650 Office Supplies, Equipment & Software		5,000.00	-5,000.00	
6651 Office Supplies	1,716.12		1,716.12	
6652 Office Equipment & Software	8,394.42		8,394.42	
<b>Total 6650 Office Supplies, Equipment &amp; Software</b>	<b>10,110.54</b>	<b>5,000.00</b>	<b>5,110.54</b>	<b>202.21 %</b>
6660 Insurance (Main)	1,473.00	1,800.00	-327.00	81.83 %
6670 Committee Expenses	35.08	200.00	-164.92	17.54 %
6680 Staff Training & Development	874.50	300.00	574.50	291.50 %
6690 Miscellaneous Expenses	399.32	300.00	99.32	133.11 %
<b>Total 6600 General &amp; Administrative Expenses</b>	<b>25,616.26</b>	<b>24,000.00</b>	<b>1,616.26</b>	<b>106.73 %</b>
6700 Other Program Expenses				
6710 Webinars & Conferences	389.84	2,500.00	-2,110.16	15.59 %
6720 Acquisitions		300.00	-300.00	
6730 Collections Management	208.36	1,000.00	-791.64	20.84 %
6740 Exhibit Expenses	829.74	300.00	529.74	276.58 %
6750 Miscellaneous Program Expenses	1,549.78	2,700.00	-1,150.22	57.40 %
6760 Association Dues	1,455.20	1,600.00	-144.80	90.95 %
<b>Total 6700 Other Program Expenses</b>	<b>4,432.92</b>	<b>8,400.00</b>	<b>-3,967.08</b>	<b>52.77 %</b>
<b>Total Expenses</b>	<b>\$207,837.92</b>	<b>\$224,500.00</b>	<b>\$ -16,662.08</b>	<b>92.58 %</b>
NET OPERATING INCOME	\$4,098.19	\$0.00	\$4,098.19	0.00%
NET INCOME	\$4,098.19	\$0.00	\$4,098.19	0.00%



# American Institute of the History of Pharmacy

## STATEMENT OF ACTIVITIES

July 2019 - June 2020

	TOTAL
Income	
4000 Membership Dues	
4010 Dues From Individuals	41,138.82
4020 Dues from Organizations	10,183.10
4030 Pharmacy Education Fund	10,643.80
<b>Total 4000 Membership Dues</b>	<b>61,965.72</b>
4100 Contributions from Nat'l Association Sponsors	27,500.00
4200 Donations & Gifts	8,204.36
4300 Program-Related Fees and Sales	
4310 Sale of Books & Publications	512.84
4311 Discounts Given	-88.47
4330 Royalties Received	4,609.56
4340 JSTOR Fees Received	647.55
4350 Program Service Fees Received	300.00
4360 Shipping Income	111.77
<b>Total 4300 Program-Related Fees and Sales</b>	<b>6,093.25</b>
4400 Investment Income	
4410 Dividends Received	60,310.90
4420 Interest Received	46,491.88
4430 Realized Gain/Loss on Sale of Investments	-6,363.06
4440 Unrealized Gain/Loss on Investments	-140,442.69
<b>Total 4400 Investment Income</b>	<b>-40,002.97</b>
4700 Other Revenues Received	8,000.00
4800 44th International Congress Revenues	
4810 USP Grant Revenues Earned	170,723.61
4820 Registration Fees Received	64,224.00
4830 Surplus USP Grant Funds Received	6,102.54
<b>Total 4800 44th International Congress Revenues</b>	<b>241,050.15</b>
<b>Total Income</b>	<b>\$312,810.51</b>
Cost of Goods Sold	
5000 Cost of Goods Sold	92.03
5001 Inventory Shrinkage	-51.44
<b>Total Cost of Goods Sold</b>	<b>\$40.59</b>
<b>GROSS PROFIT</b>	<b>\$312,769.92</b>
Expenses	
6000 Salaries and Related Expenses	
6010 Salaries	126,835.20



# American Institute of the History of Pharmacy

## STATEMENT OF ACTIVITIES

July 2019 - June 2020

	TOTAL
6030 Payroll Taxes & Fringe Benefits	
6031 Employer FICA Taxes	9,964.10
6032 Health Costs Reimbursements	7,076.34
6033 Parking	5,469.00
6034 Employers' Matching Retirement Contributions	6,469.39
6035 Employers' State Unemployment Insurance Tax	193.13
6036 Sick Leave Bonus	3,414.43
<b>Total 6030 Payroll Taxes &amp; Fringe Benefits</b>	<b>32,586.39</b>
<b>Total 6000 Salaries and Related Expenses</b>	<b>159,421.59</b>
6100 Publication & Printing Expenses	
6110 Pharmacy in History	7,466.58
6120 Calendar	3,743.62
6140 Other Publications	335.87
<b>Total 6100 Publication &amp; Printing Expenses</b>	<b>11,546.07</b>
6200 Membership & Fundraising Expenses	<b>380.57</b>
6300 Travel Expenses	<b>1,787.58</b>
6400 Meeting Expenses	<b>248.79</b>
6500 Awards & Grants	
6520 Robert P. Fischelis Award	240.14
6530 George Urdang Medal	45.00
6540 Edward Kremers Award	119.00
6560 Grants In Aid	4,000.00
<b>Total 6500 Awards &amp; Grants</b>	<b>4,404.14</b>
6600 General & Administrative Expenses	
6610 Banking Related Expenses	<b>939.62</b>
6620 Financial Management Expenses	<b>5,890.21</b>
6630 Postage & Shipping	4,659.39
6640 Telecommunication & Internet Services	1,234.60
6650 Office Supplies, Equipment & Software	<b>10,110.54</b>
6660 Insurance (Main)	1,473.00
6670 Committee Expenses	35.08
6680 Staff Training & Development	874.50
6690 Miscellaneous Expenses	399.32
<b>Total 6600 General &amp; Administrative Expenses</b>	<b>25,616.26</b>
6700 Other Program Expenses	
6710 Webinars & Conferences	389.84
6730 Collections Management	208.36
6740 Exhibit Expenses	829.74
6750 Miscellaneous Program Expenses	1,549.78
6760 Association Dues	1,455.20
<b>Total 6700 Other Program Expenses</b>	<b>4,432.92</b>



# American Institute of the History of Pharmacy

## STATEMENT OF ACTIVITIES

July 2019 - June 2020

	TOTAL
6800 44th International Congress Expenses	
6810 Event Planning, Management & Administration	38,730.64
6820 Venue Costs	184,830.28
6830 Programming	11,386.69
<b>Total 6800 44th International Congress Expenses</b>	<b>234,947.61</b>
<b>Total Expenses</b>	<b>\$442,785.53</b>
NET OPERATING INCOME	\$ -130,015.61
NET INCOME	\$ -130,015.61





# American Institute of the History of Pharmacy

## STATEMENT OF FINANCIAL POSITION

As of June 30, 2020

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1000 Cash & Cash Equivalents	0.00
1010 UWCU (Checking)	17,750.30
1020 UWCU (Savings)	16,801.21
1040 Petty Cash	30.38
1050 Summit Credit Union (Checking)	559.00
1060 Summit Credit Union (Savings)	27,537.14
<b>Total 1000 Cash &amp; Cash Equivalents</b>	<b>62,678.03</b>
<b>Total Bank Accounts</b>	<b>\$62,678.03</b>
Accounts Receivable	<b>\$2,808.84</b>
Other Current Assets	
1100 Investments	
1110 Invested Securities	1,885,451.21
1120 Money Market	56,287.36
<b>Total 1100 Investments</b>	<b>1,941,738.57</b>
1200 Inventory Assets	10,787.26
<b>Total Other Current Assets</b>	<b>\$1,952,525.83</b>
<b>Total Current Assets</b>	<b>\$2,018,012.70</b>
Other Assets	
1300 Other Assets	
1310 Art & Book Collection	40,260.00
1320 Urdang Collection	13,550.00
1340 Equipment	0.00
1350 Prepaid Expenses	882.60
<b>Total 1300 Other Assets</b>	<b>54,692.60</b>
<b>Total Other Assets</b>	<b>\$54,692.60</b>
<b>TOTAL ASSETS</b>	<b>\$2,072,705.30</b>



# American Institute of the History of Pharmacy

## STATEMENT OF FINANCIAL POSITION

As of June 30, 2020

	TOTAL
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Credit Cards	<b>\$5,950.75</b>
Other Current Liabilities	
2100 Accrued Payroll Liabilities	
2110 Accrued Federal Payroll Tax Withholdings	2,427.28
2130 Accrued State Payroll Tax Withholdings	638.62
2140 Accrued TIAA Withholdings	1,057.00
2150 State Unemployment Insurance Withholdings	35.35
<b>Total 2100 Accrued Payroll Liabilities</b>	<b>4,158.25</b>
<b>Total Other Current Liabilities</b>	<b>\$4,158.25</b>
<b>Total Current Liabilities</b>	<b>\$10,109.00</b>
Long-Term Liabilities	
2400 Other Liabilities	
2410 Paycheck Protection Program Loan	28,000.00
<b>Total 2400 Other Liabilities</b>	<b>28,000.00</b>
<b>Total Long-Term Liabilities</b>	<b>\$28,000.00</b>
<b>Total Liabilities</b>	<b>\$38,109.00</b>
Equity	
3500 Net Assets With Donor Restrictions	
3510 Sonnedecker Family Fund	
3511 Principal (Sonnedecker Family Fund)	47,232.70
3512 Accumulated Earnings (Sonnedecker Family Fund)	1,193.73
<b>Total 3510 Sonnedecker Family Fund</b>	<b>48,426.43</b>
3520 Robert McDonnell Fund	
3521 Principal (Robert McDonnell Fund)	22,499.97
3522 Accumulated Earnings (Robert McDonnell Fund)	669.75
<b>Total 3520 Robert McDonnell Fund</b>	<b>23,169.72</b>
3530 Endowment Fund	
3531 Principal (Endowment Fund)	71,480.68
3532 Accumulated Earnings (Endowment Fund)	2,127.74
<b>Total 3530 Endowment Fund</b>	<b>73,608.42</b>
3540 Pharmacy Education Fund	
3541 Principal (Pharmacy Education Fund)	22,499.97
3542 Accumulated Earnings (Pharmacy Education Fund)	669.75
<b>Total 3540 Pharmacy Education Fund</b>	<b>23,169.72</b>
3550 Women in Pharmacy Fund	
3551 Principal (Women in Pharmacy Fund)	18,173.05
3552 Accumulated Earnings (Women in Pharmacy Fund)	540.95



# American Institute of the History of Pharmacy

## STATEMENT OF FINANCIAL POSITION

As of June 30, 2020

	TOTAL
<b>Total 3550 Women in Pharmacy Fund</b>	<b>18,714.00</b>
3560 Ethics & Humanities Fund	
3561 Principal (Ethics & Humanities Fund)	7,875.21
3562 Accumulated Earnings (Ethics & Humanities Fund)	234.41
<b>Total 3560 Ethics &amp; Humanities Fund</b>	<b>8,109.62</b>
3570 Gregory J. Higby Fund	
3571 Principal (Gregory J. Higby Fund)	27,787.40
3572 Accumulated Earnings (Gregory J. Higby Fund)	-1,967.34
3574 Discretionary Funds (Gregory J. Higby Fund)	7,160.20
<b>Total 3570 Gregory J. Higby Fund</b>	<b>32,980.26</b>
<b>Total 3500 Net Assets With Donor Restrictions</b>	<b>228,178.17</b>
3600 Net Assets Without Donor Restrictions	
3610 Robert Fischelis Fund	
3611 Principal (Robert Fischelis Fund)	1,066,695.28
3612 Accumulated Earnings (Robert Fischelis Fund)	31,751.87
<b>Total 3610 Robert Fischelis Fund</b>	<b>1,098,447.15</b>
3620 Accumulated Surplus Fund	
3621 Principal (Accumulated Surplus Fund)	605,267.21
3622 Accumulated Earnings (Accumulated Surplus Fund)	17,181.21
<b>Total 3620 Accumulated Surplus Fund</b>	<b>622,448.42</b>
3640 Urdang Art & Book Collection	53,810.00
<b>Total 3600 Net Assets Without Donor Restrictions</b>	<b>1,774,705.57</b>
3700 Fund Balance	31,712.56
Retained Earnings	130,015.61
Net Income	-130,015.61
<b>Total Equity</b>	<b>\$2,034,596.30</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$2,072,705.30</b>