

**OPERATION GRATITUDE, INC.**  
(A California Nonprofit Public Benefit Corporation)

**FINANCIAL STATEMENTS**

**December 31, 2016**



Gurseley | Schneider <sup>LLP</sup>  
CERTIFIED PUBLIC ACCOUNTANTS & ADVISORS

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CERTIFIED  
PUBLIC ACCOUNTANTS  
& ADVISORS

**Independent Auditor’s Report**

To the Board of Directors  
Operation Gratitude, Inc.  
Chatsworth, California

We have audited the accompanying financial statements of Operation Gratitude, Inc. (a California nonprofit public benefit corporation) which comprise the statement of financial position as of December 31, 2016, 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 audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free 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.

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Operation Gratitude, Inc.  
Independent Auditor's Report  
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**Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Operation Gratitude, Inc. as of December 31, 2016, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

*Gursey | Schneider LLP*

May 25, 2017  
Los Angeles, California

**OPERATION GRATITUDE, INC.**  
(A California Nonprofit Public Benefit Corporation)  
Statement of Financial Position  
December 31, 2016

**ASSETS**

**CURRENT ASSETS**

Cash and cash equivalents	\$ 2,545,607
Restricted cash	407,518
Investments, at fair value	237,912
Contributions receivable	1,653,595
Prepaid expenses	17,638
Contributed inventory	<u>4,930,586</u>

**Total Current Assets** 9,792,856

**OTHER ASSETS**

Property and equipment, net	113,763
Deposits	<u>54,074</u>

**Total Other Assets** 167,837

**TOTAL ASSETS** \$ 9,960,693

**LIABILITIES AND NET ASSETS**

**CURRENT LIABILITIES**

Accounts payable and accrued expenses	\$ 70,232
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**NET ASSETS**

Unrestricted	7,857,743
Temporary restricted	<u>2,032,718</u>

**Total Net Assets** 9,890,461

**TOTAL LIABILITIES AND NET ASSETS** \$ 9,960,693

See Accompanying Notes to Financial Statements

**OPERATION GRATITUDE, INC.**  
(A California Nonprofit Public Benefit Corporation)  
Statement of Activities  
For the Year Ended December 31, 2016

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Total</u>
<b>REVENUES AND SUPPORT:</b>			
Contributions	\$ 2,535,969	\$ 448,350	\$ 2,984,319
Contributed goods for distribution	7,259,183	-	7,259,183
Contributed advertising and other in-kind goods	813,415	-	813,415
Contributed legal and other services	58,915	-	58,915
	<u>10,667,482</u>	<u>448,350</u>	<u>11,115,832</u>
Subtotal - Contributions			
Realized and unrealized gains, net	11,546	-	11,546
Interest income	9,152	-	9,152
	<u>20,698</u>	<u>-</u>	<u>20,698</u>
Subtotal - Other support			
Net assets released from restriction	500,000	(500,000)	
	<u>11,188,180</u>	<u>(51,650)</u>	<u>11,136,530</u>
<b>TOTAL REVENUES AND SUPPORT</b>			
<b>FUNCTIONAL EXPENSES:</b>			
Program services	8,016,663	-	8,016,663
Management and general	255,027	-	255,027
Fundraising	302,855	-	302,855
	<u>8,574,545</u>	<u>-</u>	<u>8,574,545</u>
<b>TOTAL FUNCTIONAL EXPENSES</b>			
<b>CHANGES IN NET ASSETS</b>	2,613,635	(51,650)	2,561,985
<b>NET ASSETS, BEGINNING OF YEAR</b>	<u>5,244,108</u>	<u>2,084,368</u>	<u>7,328,476</u>
<b>NET ASSETS, END OF YEAR</b>	<u>\$ 7,857,743</u>	<u>\$ 2,032,718</u>	<u>\$ 9,890,461</u>

See Accompanying Notes to Financial Statements

**OPERATION GRATITUDE, INC.**  
(A California Nonprofit Public Benefit Corporation)  
Statement of Functional Expenses  
For the Year Ended December 31, 2016

	Program Services	Management and General	Fundraising	Total
Communications and marketing	\$ 814,261	\$ 948	\$ 11,215	\$ 826,424
Depreciation	18,706	3,344	3,784	25,834
Dues and subscriptions	-	149	13,378	13,527
Equipment rental	9,992	2,329	2,636	14,957
Goods delivered	5,048,684	-	-	5,048,684
Insurance	36,287	7,873	8,734	52,894
Merchant fees	-	17,484	7,366	24,850
Other	1,377	602	741	2,720
Payroll, benefits, and payroll taxes	756,283	176,400	195,940	1,128,623
Postage and shipping supplies	361,883	3,574	1,881	367,338
Printing	40,463	524	591	41,578
Professional services	238,326	17,518	18,868	274,712
Rent and occupancy costs	340,521	8,960	8,980	358,461
Repairs and maintenance	5,122	1,168	1,270	7,560
Supplies	321,009	4,522	2,850	328,381
Taxes and licenses	-	4,558	-	4,558
Telephone and internet services	587	191	124	902
Travel	12,313	2,588	5,485	20,386
Website	10,849	2,295	19,012	32,156
<b>TOTAL FUNCTIONAL EXPENSES</b>	<b>\$ 8,016,663</b>	<b>\$ 255,027</b>	<b>\$ 302,855</b>	<b>\$ 8,574,545</b>

See Accompanying Notes to Financial Statements

**OPERATION GRATITUDE, INC.**  
(A California Nonprofit Public Benefit Corporation)  
Statement of Cash Flows  
For the Year Ended December 31, 2016

<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>	
Changes in net assets	\$ 2,561,985
Adjustments to reconcile changes in net assets to net cash provided by operating activities:	
Depreciation	25,834
Net realized and unrealized investment (gain) / loss	(11,546)
(Increase) decrease in assets:	
Contributions receivable	509,984
Prepaid expenses	33,878
Contributed inventory	(2,210,499)
Deposits	6,076
Restricted cash	(323,150)
Increase (decrease) in liabilities:	
Accounts payable and accrued expenses	<u>47,888</u>
<b>NET CASH PROVIDED BY OPERATING ACTIVITIES</b>	<u>640,450</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>	
Cash paid for purchases of investments	(16,440)
Cash paid for purchases of property and equipment	<u>(110,318)</u>
<b>NET CASH USED IN INVESTING ACTIVITIES</b>	<u>(126,758)</u>
<b>NET INCREASE IN CASH AND CASH EQUIVALENTS</b>	513,692
<b>CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR</b>	<u>2,031,915</u>
<b>CASH AND CASH EQUIVALENTS, END OF YEAR</b>	<u><u>\$ 2,545,607</u></u>

See Accompanying Notes to Financial Statements

**OPERATION GRATITUDE, INC.**  
(A California Nonprofit Public Benefit Corporation)  
Notes to Financial Statements  
December 31, 2016

**NOTE 1 – ORGANIZATION AND NATURE OF ACTIVITIES**

Operation Gratitude, Inc., a California non-profit public benefit corporation (the “Organization”), seeks to lift spirits and meet the evolving needs of our Active Duty and First Responder communities, and provide volunteer opportunities for all Americans to express their appreciation to all who serve our nation.

The Organization now sends approximately 250,000 care packages each year. These care packages are filled with food, hygiene products, entertainment and handmade items, plus personal letters of support, addressed to individual Soldiers, Sailors, Airmen and Marines deployed overseas, to their children left behind, and to Veterans, Recruits, First Responders, Wounded Warriors and their Caregivers. From its inception in 2003 through December 31, 2016, the Organization has distributed approximately 1,443,000 care packages.

During the year ended December 31, 2016, the Organization assembled and distributed approximately 264,785 care packages. This amount included approximately 121,598 care packages to Deployed Troops, New Recruits, and First Responders, 62,930 to Veterans, 26,459 to Military Families, 51 to Wounded Warriors and their Care Givers, 7,462 “Battalion Buddy” stuffed animals to military children, and 46,285 candy and disaster relief packages to military communities. Additionally, the Organization distributed goods in bulk quantities to U.S. military bases and to other military support charitable organizations. Occasionally, the Organization will distribute goods that do not conform to care package or other program requirements, or goods that are nearing their expiration date, to local community relief agencies.

The Organization is funded entirely by private donations.

**NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Basis of Presentation** – The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America (“GAAP”).

**Net Assets** – The Organization recognizes contributions, including unconditional promises to give, as revenue in the period received. Revenues, gains, expenses and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, net assets of the Organization and changes therein are classified and reported as follows:

- Unrestricted net assets - represent the portion of expendable funds that are available to support the operations and are not subject to donor-imposed restrictions.
- Temporarily restricted net assets – consist of contributions that are restricted for use in specific programs or whose restrictions expire with the passage of time. The Organization records temporarily restricted cash contributions that are received and expended in the same year as temporarily restricted revenue. As the donor restrictions are satisfied, net assets are released from restrictions. At December 31, 2016, the Organization had temporarily restricted net assets of \$1,907,518 allocated for a specific care package distribution program and a capital campaign and \$125,200 restricted for future use.

**OPERATION GRATITUDE, INC.**  
(A California Nonprofit Public Benefit Corporation)  
Notes to Financial Statements  
December 31, 2016

**NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – (CONTINUED)**

- Permanently restricted net assets - comprise funds that are subject to restrictions that the principal may be maintained in perpetuity and invested for the purpose of producing present and future income that may be expended by the Organization. At December 31, 2016, there were no permanently restricted net assets.

**Cash and Cash Equivalents** – For financial statement purposes, the Organization considers cash on hand, cash held in checking accounts and highly liquid, short-term money market investments to be cash and cash equivalents.

**Restricted Cash** – Restricted cash includes all cash contributions received exclusively for the capital campaign.

**Investments** – The Organization accounts for its investments at fair value, determined by quoted market prices. Purchases and sales of investments are recorded on the trade date. Dividend income is recorded based on the record date. Interest income is recorded as earned on an accrual basis. Bond premiums and discounts are amortized to the first call date using a method that approximates the effective interest method. Realized gains and losses are recorded upon disposition of securities. Investment income and realized and unrealized gains and losses are recognized as unrestricted net assets, unless their use is temporary or permanently restricted by donors to a specified purpose or future period.

Investments, totaling \$237,912 consist of various publicly traded common stock, exchange traded funds and mutual funds. These investments are valued at the closing price at the end of the year. This represents a Level 1 fair value measure.

**Contributions Receivable** – Unconditional contributions, including grants recorded at fair value, are recognized as revenues in the period received. The Organization reports unconditional contributions as restricted support if they are received with donor stipulations that limit the use of the donated assets. At December 31, 2016, the Organization evaluated the collectability of grants receivable and no allowance for uncollectible grants was considered necessary.

**Contributed Inventory** – The Organization receives most of the items it sends in care packages from private donations from corporations and individuals. Contributed inventory is recorded as unrestricted contributions when they are received and is valued at management's best estimate of fair value at the time they are received (a Level 3 fair value measure), net of inventory that is unusable for the Organization's purposes. Upon distribution, the inventory is recorded as a decrease in unrestricted net assets. Inventory that is unusable for the Organization's purposes is donated to other military support charities.

At December 31, 2016 inventory on hand consists primarily of home health products, consumer confectionary items, small electronic devices, music, movies, small dry grocery items, and other miscellaneous gifts. All inventories are warehoused in Chatsworth, California.

**Property and Equipment** — Property and equipment are valued at cost or management's best estimate of fair value at the time of donation. Property and equipment are depreciated on a straight-line method over three or five years. Normal repairs and maintenance, as well as property and equipment purchases that are less than \$1,000 are expensed as incurred.

**OPERATION GRATITUDE, INC.**  
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Notes to Financial Statements  
December 31, 2016

**NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – (CONTINUED)**

**Impairment of Long-Lived Assets** — Long-lived assets such as property and equipment are reviewed for events or changes in circumstances, which indicate that their carrying value may not be recoverable. The Organization has determined that no events occurred during the year ended December 31, 2016 that would give rise to impairment of its long-lived assets.

**Contributed Management and Legal Services** – Some management services provided to the Organization are donated. Contributed services are recognized by the Organization if the services received (a) increase or enhance long-lived assets or (b) require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation. Management estimates the fair value of such services to be \$58,915 for the year ended December 31, 2016 (includes donated salaries and legal services).

Also included are individuals with specialized technical skills; individuals with whom the Organization would not be able to operate.

Additionally, the Organization receives a significant amount of contributed time from volunteers that does not meet the two recognition criteria described above. Accordingly, the value of this contributed time is not reflected in the accompanying financial statements. Management estimates that approximately 300,000 volunteer hours for solicitation, collection, staging, letter writing, knitting scarves, and package assembly were received during the year ended December 31, 2016 by a support network of volunteers around the country. The purpose of the Organization could not be fulfilled without the significant contributions of volunteer time, which is not reflected in the accompanying financial statements.

**Contributed Advertising and Other In-Kind Goods** – The Organization receives donated advertisements including online advertisements, the production of a promotional video, public service announcements, and social media promotion on high-traffic websites. Management estimates the fair value of such services to be \$813,415 for the year ended December 31, 2016.

**Functional Allocation of Expenses** – The costs of providing the programs and other activities have been summarized on a functional basis in the statement of activities and detailed in the statement of functional expenses. Accordingly, certain costs have been allocated among the programs and supporting services benefited based on management's estimates.

**Income Tax** – The Organization is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code, as amended. The Organization is also exempt from California Franchise taxes under Section 23701(d) of the State Revenue and Taxation Code. Therefore, no provision for federal or state income taxes is reflected in the accompanying financial statements.

The Organization's federal income tax and informational returns for tax years 2013 and subsequent remain subject to examination by the Internal Revenue Service. The returns for California remain subject to examination by the California Franchise Tax Board for years 2012 and subsequent.

**OPERATION GRATITUDE, INC.**  
(A California Nonprofit Public Benefit Corporation)  
Notes to Financial Statements  
December 31, 2016

**NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – (CONTINUED)**

**Fair Value of Financial Instruments** – FASB ASC Topic No. 820, “Fair Value Measurements” (“ASC 820”), applies to all assets and liabilities that are recognized or disclosed at fair value on a recurring basis. ASC 820 defines fair value as the price that would be received upon sale of an asset or paid upon transfer of a liability in the orderly transactions between market participants at the measurement date and in the principal or most advantageous market for that asset or liability. In addition to defining fair value, ASC 820 expands the disclosure requirement around fair value and established a fair value hierarchy for valuation inputs. The statement requires that assets and liabilities carried at fair value be classified and disclosed in one of the follow three categories:

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

Level 2: Observable market-based inputs or unobservable inputs that are corroborated by market data

Level 3: Unobservable inputs that are not corroborated by market data

In general and where applicable, the Organization uses quoted prices in active markets for identical assets or liabilities to determine fair value. If quoted prices in active markets for identical assets or liabilities are not available to determine fair value, then they use quoted prices for similar assets or inputs other than the quoted prices that are observable either directly or indirectly.

In accordance with ASC 820, the Organization has classified all of its cash and cash equivalents and investments in the Level 1 fair value hierarchy measured at fair value on a recurring basis at December 31, 2016. The carrying amounts of the Organization’s other financial instruments such as contributions receivable, and accounts payable approximate their fair value because of the short maturity of these instruments.

**Concentration of Credit Risks** - The Organization maintains its cash in bank deposit accounts which, at times may exceed federally insured limits. Bank accounts are guaranteed by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. Investments in money market accounts are not insured by the FDIC.

As of December 31, 2016, one donor accounted for approximately 91% of contributions receivable.

**Recently Issued Accounting Standards** – In February 2016, the Financial Accounting Standards Board (“FASB”) issued Accounting Standards Update (“ASU”) 2016-02, “Leases” (Topic 842). This ASU requires a lessee to recognize a right-of-use asset and a lease liability under most operating leases in its balance sheet. For non-public entities, the standard is effective for fiscal years beginning after December 15, 2019 and interim periods beginning the following year. Early adoption is permitted. The new standard must be adopted using a modified retrospective transition, and provides for certain practical expedients during the period of adoption. Transition will require application of the new guidance at the beginning of the earliest comparative period presented. Management is currently evaluating the impact this change in accounting standards will have on the Organization’s financial statements and related disclosures.

Also, on August 18, 2016, FASB issued new rules for nonprofit organizations under ASU 2016-14 “*Not-for-Profit Entities (Topic 958), Presentation of Financial Statements of Not-for-Profit Entities*” (“NFP”). This ASU changes the financial reporting format for nonprofit organization financial statements to simplify the way in which NFPs quantify and qualify their financial performance, their liquidity and cash flows, and their classification of net assets.

**OPERATION GRATITUDE, INC.**  
(A California Nonprofit Public Benefit Corporation)  
Notes to Financial Statements  
December 31, 2016

**NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – (CONTINUED)**

Four changes in ASU 2016-14 are:

1. The existing three-class system of classifying net asset as unrestricted, temporarily restricted and permanently restricted will be replaced with a simpler two-class structure. Going forward, NFPs will differentiate net assets solely between those net assets with donor restriction and net assets without donor restrictions. NFPs will still be required to disclose the nature and amounts of donor-imposed restrictions.
2. The presentation of required disclosure of underwater endowment funds will change. When the fair market value of a donor-restricted endowment is less than the original gift amount or the amount the NFP is required to maintain by the donor or by law, NFPs will be required to also report the amount of the deficiency and their governing boards' policies or decisions to reduce or spend from these funds.
3. NFPs will be required to disclose in financial statement notes qualitative information regarding how they will manage available liquid resources to meet cash needs for general expenses for the year following the balance sheet date. In addition, NFPs will be required to provide on the face of financial statements or in disclosure notes detailed quantitative information regarding their availability of financial assets at the balance sheet date to meet cash needs for the next year.
4. Finally, NFP's may continue to present the statement of cash flows using either the direct or indirect method of reporting. However, under the new reporting standard, NFPs employing the direct method to report cash flow will no longer be required to provide a reconciliation of net income to the cash amounts presented under the indirect method.

The effective date of ASU 2016-14 will be for annual financial statements issued for fiscal years beginning after December 15, 2017, and for interim periods within fiscal years beginning after December 15, 2018. Application to interim financial statements is permitted but not required in the initial year of application. Early application of the amendments in this ASU is permitted.

**Subsequent Events** - Subsequent events have been evaluated through May 25, 2017, the date the financial statements were available to be issued.

**NOTE 3 – USE OF ESTIMATES**

The preparation of financial statements in conformity with GAAP require management to make estimates and assumptions that affect reported amounts of assets and liabilities at the date of the financial statements and reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

The most significant estimates relate to the valuation of contributed inventory, professional and other services, and the valuation of inventory on hand. Contributed inventory, professional and services accounted for approximately 73% of total revenue and support for the year ended December 31, 2016 and inventory on hand accounted for approximately 50% of total assets as of December 31, 2016.

**OPERATION GRATITUDE, INC.**  
(A California Nonprofit Public Benefit Corporation)  
Notes to Financial Statements  
December 31, 2016

**NOTE 3 – USE OF ESTIMATES – (CONTINUED)**

The valuation of contributed inventory is based on management’s best estimate of fair value for each item received. Items are valued upon receipt. Fair values are determined based on numerous factors which may include (a) amounts specified by the donor as being the wholesale selling price, (b) current retail or selling price of similar items, if known, or (c) management’s own subjective appraisals based on research. Additionally, items of a unique or personal nature which do not have readily determinable fair values and goods which do not conform to the Organization’s size or quality requirements for shipping are either assigned a nominal value or not assigned a value.

The valuation of donated salaries is based on prevailing labor costs of executive and supervisory employees engaged in non-profit and logistics management roles. The key roles of contributed service which meet the criteria for recognition discussed would include a minimum level of employed staffing required to run the Organization.

**NOTE 4 – INVESTMENTS**

Investments are comprised of the following at December 31, 2016:

	Cost or Value on Date of Receipt	Level 1 Fair Value
Equity securities	\$ 21,504	\$ 45,687
Exchange traded senior loan fund	98,661	94,221
Intermediate term bond mutual fund	<u>101,630</u>	<u>98,004</u>
	<u>\$ 221,795</u>	<u>\$ 237,912</u>

All investments were classified by level within the level one fair value hierarchy.

**NOTE 5 – CONTRIBUTIONS RECEIVABLE**

As of December 31, 2016, the Organization’s contributions receivable are expected to be received as follows:

In one year or less	\$ 1,653,595
Between one year and five years	<u>-</u>
Total	<u>\$ 1,653,595</u>

**OPERATION GRATITUDE, INC.**  
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Notes to Financial Statements  
December 31, 2016

**NOTE 6 – PROPERTY AND EQUIPMENT**

Property and equipment consists of the following at December 31, 2016:

Warehouse fixtures and equipment	\$ 151,271
Automobiles	<u>68,432</u>
	219,703
Less accumulated depreciation	<u>(105,940)</u>
Net property and equipment	<u><u>\$ 113,763</u></u>

Depreciation expense for the year ended December 31, 2016 was \$25,834.

**NOTE 7 – TEMPORARILY RESTRICTED NET ASSETS**

Changes in temporarily restricted net assets were as follows at December 31, 2016:

	Available December 31, 2015	Contributions	Released from Restriction	Available December 31, 2016
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
Time restricted	\$ -	\$ 125,200	\$ -	\$ 125,200
Capital Campaign	84,368	323,150	-	407,518
"Package With Care"	<u>2,000,000</u>	<u>-</u>	<u>(500,000)</u>	<u>1,500,000</u>
Total	<u><u>\$ 2,084,368</u></u>	<u><u>\$ 448,350</u></u>	<u><u>\$ (500,000)</u></u>	<u><u>\$ 2,032,718</u></u>

*Capital Campaign* – Operation Gratitude launched a two-year Capital Campaign in 2015 to purchase its own warehouse facility, which would provide room for growth in programming and volunteerism. Due to changing operational needs of the National Guard, Operation Gratitude needed to relocate by the end of 2016 and therefore leased a 35,000 square foot facility in Chatsworth, CA that accommodates the organization’s needs for at least the next three to five years.

The Board suspended the Capital Campaign and notified all donors that their funds could either be refunded or held in the Capital Campaign account to be used for tenant improvements, technology infrastructure, or a future building purchase. If at the end of five years, no building purchase is underway, the remaining funds would seed an endowment, the interest from which would be used to further Operation Gratitude’s mission. All donors have agreed to leave their funds in the Capital Campaign account. The amounts will be included as temporarily restricted net assets until such time that (a) the funds are spent according to its intended purpose, or (b) converted to a permanently restricted endowment at the conclusion of the five year period.

*“Package with Care” Program* – Operation Gratitude works together with a corporate partner developing and administering a care package delivery program for members of the military and first responders. Employees of the corporate partner participate in the assembly of the packages under the program. The \$1.5 million temporarily restricted net asset balance reflects the corporate partner’s minimum remaining sponsorship commitment to be allocated over the remaining term of the program. The program is expected to run through November 2019.

**OPERATION GRATITUDE, INC.**  
(A California Nonprofit Public Benefit Corporation)  
Notes to Financial Statements  
December 31, 2016

**NOTE 8 – COMMITMENTS**

*Operating Leases* – In December 2015, the Organization moved into its new location in Chatsworth, California and entered into a non-cancelable operating lease agreement that expires on June 30, 2018. The Organization has the option to extend the lease for up to an additional 18 months. The future rental commitments under this operating lease is summarized as follows:

<u>Year ending December 31,</u>		
2017	\$	324,444
2018		<u>167,268</u>
	\$	<u><u>491,712</u></u>

In addition, the Organization leases industrial equipment for warehousing and distributing goods throughout the year. Such equipment, consisting of staging equipment, fork-lifts and other vehicles are rented on a month-to-month terms.

Total rent expense (which includes the pass-through of certain building operating costs charged by the landlord) incurred for the year ended December 31, 2016 was \$358,461.

**Employment Agreement** –The Organization has a five-year employment contract with its chief executive officer which provides for a salary, subject to annual increases, plus customary benefits provided to all employees. The contract expires on June 30, 2021. The future salary commitments under this employment agreement are summarized as follows:

<u>Year ending December 31,</u>		
2017	\$	127,200
2018		134,832
2019		142,922
2020		151,497
2021		<u>80,294</u>
	\$	<u><u>636,745</u></u>

**NOTE 9 – EMPLOYEE BENEFIT PLAN**

The Organization sponsors a 401(k) profit sharing plan that covers full time employees meeting certain eligibility requirements. Employees may contribute a portion of their compensation to the plan, limited to the maximum annual amount as set forth in the adoption agreement. The Organization has elected to satisfy the safe harbor contribution requirements by making a non-elective deferral. In addition, the Organization elected to make an elective contribution to the plan. The Organization recognized contribution expenses of \$25,250 for the year ended December 31, 2016.

**NOTE 10 – RELATED PARTY TRANSACTIONS**

Some administrative operations are conducted in the residences of the Directors and Executive Officers without cost. No provision for donated rent, utilities, and small office equipment is included in the accompanying financial statements.