

**RAPHAEL HOUSE  
OF PORTLAND**

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**Audited Financial  
Statements**

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**For the Year Ended  
June 30, 2009**



McDONALD JACOBS

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## INDEPENDENT AUDITOR'S REPORT

The Board of Directors  
Raphael House of Portland  
Portland, Oregon

We have audited the accompanying statement of financial position of Raphael House of Portland (a nonprofit corporation) as of June 30, 2009, and the related statements of activities, functional expenses, and cash flows for the year then ended. These financial statements are the responsibility of the Organization's management. Our responsibility is to express an opinion on these financial statements based on our audit. The prior year summarized comparative information has been derived from the Organization's 2008 financial statements and, in our report dated November 20, 2008, we expressed an unqualified opinion on those statements.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control over financial reporting. Accordingly, we express no such opinion. An audit also includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements, assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Raphael House of Portland as of June 30, 2009, and changes in its net assets and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

*McDonald Jacobs, P.C.*

December 4, 2009

*Strength in Numbers*

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**RAPHAEL HOUSE OF PORTLAND**  
**STATEMENT OF FINANCIAL POSITION**  
**June 30, 2009**  
**(With comparative totals for 2008)**

	2009	2008
<b>ASSETS</b>		
Current assets:		
Cash and cash equivalents	\$ 21,652	\$ 243,740
Investments	634,670	885,441
Accounts and pledges receivable, net	128,131	176,042
Prepaid expenses	29,117	24,591
Total current assets	813,570	1,329,814
Property and equipment, net	3,435,224	3,115,838
TOTAL ASSETS	\$ 4,248,794	\$ 4,445,652
<b>LIABILITIES AND NET ASSETS</b>		
Current liabilities:		
Accounts payable and accrued expenses	\$ 68,751	\$ 39,137
Deposits	7,403	14,158
Current portion of notes payable	12,935	12,555
Total current liabilities	89,089	65,850
Notes payable, less current portion	92,844	105,779
Total liabilities	181,933	171,629
Net assets:		
Unrestricted:		
Undesignated	671,531	991,711
Board designated	37,537	41,882
Net property and equipment	3,329,445	2,997,504
Total unrestricted	4,038,513	4,031,097
Temporarily restricted	28,348	242,926
Total net assets	4,066,861	4,274,023
TOTAL LIABILITIES AND NET ASSETS	\$ 4,248,794	\$ 4,445,652

See notes to financial statements.

**RAPHAEL HOUSE OF PORTLAND**  
**STATEMENT OF ACTIVITIES**  
**For the year ended June 30, 2009**  
**(With comparative totals for 2008)**

	2009			2008 Total
	Unrestricted	Temporarily Restricted	Total	
<b>Support and revenue:</b>				
Contributions	\$ 545,796	\$ 32,538	\$ 578,334	\$ 853,610
Government grants and contracts	532,052	-	532,052	540,662
Donated materials and services	262,213	-	262,213	178,773
Special event revenues, net of direct costs of \$25,724 for 2009 and \$65,129 for 2008	4,770	-	4,770	165,190
Rental income, net of direct costs of \$63,356 for 2009 and \$66,578 for 2008	32,451	-	32,451	28,873
Investment income	13,904	-	13,904	40,300
Other income	2,935	-	2,935	6,289
Net assets released from restrictions:				
Satisfaction of purpose restrictions	247,116	(247,116)	-	-
Total support and revenue	1,641,237	(214,578)	1,426,659	1,813,697
<b>Expenses:</b>				
Program services	1,375,252	-	1,375,252	1,310,599
Administration	60,835	-	60,835	45,746
Fundraising	197,734	-	197,734	181,794
Total expenses	1,633,821	-	1,633,821	1,538,139
Change in net assets	7,416	(214,578)	(207,162)	275,558
<b>Net assets:</b>				
Beginning of year	4,031,097	242,926	4,274,023	3,998,465
End of year	\$ 4,038,513	\$ 28,348	\$ 4,066,861	\$ 4,274,023

See notes to financial statements.

**RAPHAEL HOUSE OF PORTLAND**  
**STATEMENT OF FUNCTIONAL EXPENSES**  
**For the year ended June 30, 2009**  
**(With comparative totals for 2008)**

	<b>Program Services</b>								<b>Total Expenses</b>		
	Emergency Services	Transitional Housing Services	Youth Program	Community Education and Response Advocacy		Total Program Services	Admin- istration	Fund- raising	Rental Activities	2009	2008
				2009	2008						
Salaries	\$ 318,675	\$ 38,226	\$ 64,374	\$ 182,824	\$ 604,099	\$ 177,052	\$ 89,305	\$ -	\$ 870,456	\$ 816,391	
Payroll taxes and employee benefits	77,431	8,712	16,021	37,489	139,653	31,361	15,471	-	186,485	183,694	
Professional fees	53	28	-	210	291	51,806	723	248	53,068	58,721	
Consulting and contract services	2,253	75	-	63	2,391	6,086	238	14,058	22,773	27,677	
Supplies	77,349	146	478	455	78,428	3,844	4,052	387	86,711	33,352	
Telephone	7,271	1,068	3	73	8,415	7,169	138	-	15,722	16,048	
Postage and shipping	406	54	5	546	1,011	1,624	1,181	-	3,816	3,928	
Rent and utilities	45,183	55	-	-	45,238	-	-	9,142	54,380	68,308	
Repairs and maintenance	10,532	646	-	-	11,178	3,623	-	5,832	20,633	39,824	
Printing	-	-	-	963	963	109	3,908	-	4,980	7,339	
Travel	5,208	597	116	1,743	7,664	658	936	24	9,282	4,863	
Conferences and meetings	1,893	500	40	54	2,487	3,799	1,268	-	7,554	2,008	
Client services and assistance	55,826	56,974	52	996	113,848	-	-	-	113,848	109,283	
Office expense	3,766	150	427	890	5,233	8,379	5,686	-	19,298	3,232	
Insurance	19,845	-	-	1,992	21,837	20,154	-	2,584	44,575	44,496	
Dues, publications, subscriptions	94	-	-	-	94	60	819	-	973	1,092	
Fundraising and media relations	38	-	-	10,891	10,929	-	32,528	-	43,457	42,257	
Miscellaneous	25	-	-	-	25	3,114	12,425	10,823	26,387	11,771	
Depreciation	87,361	-	-	-	87,361	5,060	93	16,880	109,394	112,084	
Interest expense	-	-	-	-	-	7	-	3,378	3,385	3,749	
Bad debt expense	-	-	-	-	-	-	-	-	-	14,600	
Allocations	104,276	14,179	37,853	77,799	234,107	(263,070)	28,963	-	-	-	
Total operating expenses	817,485	121,410	119,369	316,988	1,375,252	60,835	197,734	63,356	1,697,177	1,604,717	
Less expenses deducted directly from revenues	-	-	-	-	-	-	-	(63,356)	(63,356)	(66,578)	
Total expenses	\$ 817,485	\$ 121,410	\$ 119,369	\$ 316,988	\$ 1,375,252	\$ 60,835	\$ 197,734	\$ -	\$ 1,633,821	\$ 1,538,139	

See notes to financial statements.

**RAPHAEL HOUSE OF PORTLAND**  
**STATEMENT OF CASH FLOWS**  
**For the year ended June 30, 2009**  
**(With comparative totals for 2008)**

	2009	2008
<b>Cash flows from operating activities:</b>		
Change in net assets	\$ (207,162)	\$ 275,558
Adjustments to reconcile change in net assets to net cash provided by (used in) operating activities:		
Depreciation	109,394	112,084
Less donated capitalized construction services and assets	(105,974)	(67,200)
Net realized/unrealized (gain) loss on investments	(591)	12
Gain (loss) on sale of property	2,131	(2,582)
(Increase) decrease in:		
Accounts receivable	47,911	32,029
Prepaid expenses	(4,526)	5,447
Increase (decrease) in:		
Accounts payable and accrued expenses	29,614	(7,026)
Deposits	(6,755)	8,348
Deferred revenue	-	(1,500)
Net cash provided by (used in) operating activities	(135,958)	355,170
<b>Cash flows from investing activities:</b>		
Purchase of property and equipment	(324,937)	(54,928)
Proceeds from the sale of property	-	3,500
Additions to investments	(27,798)	(234,255)
Proceeds from the sale of investments	279,160	2,145
Net cash used in investing activities	(73,575)	(283,538)
<b>Cash flows from financing activities:</b>		
Principal payments on note payable	(12,555)	(12,185)
Net cash used in financing activities	(12,555)	(12,185)
Net increase (decrease) in cash and cash equivalents	(222,088)	59,447
Cash and cash equivalents - beginning of year	243,740	184,293
Cash and cash equivalents - end of year	\$ 21,652	\$ 243,740
<b>Supplemental disclosures of cash flow information:</b>		
Cash paid for interest	\$ 3,385	\$ 3,749

See notes to financial statements.

**RAPHAEL HOUSE OF PORTLAND**  
**NOTES TO FINANCIAL STATEMENTS**  
**June 30, 2009**

**1. NATURE OF ACTIVITIES**

Raphael House of Portland (the Organization) is a nonprofit human service agency established in Portland, Oregon in 1977 to assist families in crisis. The Organization's mission is to provide a foundation of hope for victims of domestic violence. Serving a diverse community made homeless by domestic violence, the Organization works to eliminate the core causes through program services and community education. Assistance and direction include housing, advocacy, information and referral services, community education, and other specially designed services in support of the Organization's programs - services include emergency food, clothing and transportation, youth programs, and support groups. The Organization's programs are supported primarily through contributions and government grants. Government grants from two agencies represent 32% and 27% of total support and revenue for the years ended June 30, 2009 and 2008, respectively.

The Organization's programs are as follows:

**Emergency Services**

Each year approximately 300 survivors stay at the Organization's emergency shelter an average of eight weeks. It is confidentially located and can house up to 40 survivors and their children at one time. The shelter is a safe and comfortable environment where women and children can access the resources necessary to help build a violence free life.

**Transitional Housing Services**

The Organization operates a scattered housing transitional program. Up to ten women are assisted through housing and ongoing advocacy for a period of up 24 months.

**Youth Program**

The youth program provides advocacy, safety planning and developmentally appropriate activities for emergency shelter residents under 18 years of age.

**Community Education**

Raphael House of Portland maintains a commitment to education and raising awareness in the community about the effects of domestic violence. Through outreach and educational programs we educate high school and middle school students on the warning signs of intimate partner violence as well as their rights within all relationships. We are also committed to raising awareness about domestic violence in the workplace so businesses and employees know their rights if they or someone they know is experiencing intimate partner violence.

**RAPHAEL HOUSE OF PORTLAND**  
**NOTES TO FINANCIAL STATEMENTS, Continued**  
**June 30, 2009**

**1. NATURE OF ACTIVITIES, Continued**

**Response Advocacy Program**

Raphael House of Portland has three advocates out-stationed at the Portland Police Bureau. These advocates work specifically with survivors involved with some level of the criminal justice system. Two of these work collaboratively with other community partners through the Domestic Violence Enhanced Response Team (DVERT) working toward victim safety for high risk and high lethality domestic violence situations.

**2. SIGNIFICANT ACCOUNTING POLICIES**

Basis of Presentation

Net assets and all balances and transactions are presented based on the existence or absence of donor-imposed restrictions. Accordingly, the net assets of the Organization and changes therein are classified and reported as unrestricted or restricted net assets. Unrestricted net assets are those that are not subject to donor-imposed stipulations. Temporarily restricted net assets are subject to donor-imposed stipulations that will be met, either by actions of the Organization and/or the passage of time.

Cash and Cash Equivalents

For purposes of the statement of cash flows, the Organization considers all highly liquid investments available for current use with maturities of three months or less at the time of purchase to be cash equivalents. Cash equivalents included in investments are considered investments.

Accounts Receivable

Accounts receivable are reported at the amount management expects to collect on balances outstanding at year-end. Based on management's assessment of the outstanding balances, it has concluded that realization losses on balances outstanding at year-end will be immaterial.

Investments

Investments are carried at fair value.

Property and Equipment

Acquisitions of property and equipment of \$500 or greater are capitalized. Property and equipment purchased are recorded at cost. Donated assets are reflected as contributions at their estimated values on the date received.

Depreciation

Depreciation of property and equipment is calculated using the straight-line method over the estimated useful lives of the assets which range from 5 to 15 years for equipment and 40 years for buildings.

**RAPHAEL HOUSE OF PORTLAND**  
**NOTES TO FINANCIAL STATEMENTS, Continued**  
**June 30, 2009**

**2. SIGNIFICANT ACCOUNTING POLICIES, Continued**

Income Tax Status

The Organization is a nonprofit corporation exempt from income tax under section 501(c)(3) of the Internal Revenue Code. However, income from rental activities not directly related to the Organization's tax exempt purpose is subject to taxation. No provision for income taxes is made in the accompanying financial statements, as the Organization currently has no net income subject to unrelated business income tax. The Organization is not a private foundation.

Donated Materials and Services

Donations of property, equipment, materials and other assets are recorded as support at their estimated fair value at the date of donation. Such donations are reported as unrestricted support unless the donor has restricted the donated asset to a specific purpose. Donated materials and services include donated rent of approximately of \$35,500 and \$38,100 for the years ended June 30, 2009 and 2008, respectively.

The Organization recognizes donated services that create or enhance nonfinancial assets or that require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation. Donated services for the year ended June 30, 2009 include approximately \$19,200 in legal and accounting services which are included in administration and approximately \$86,000 in capitalized construction related services included in construction in progress. Donated services for the year ended June 30, 2008 include approximately \$19,000 in legal services which are included in administration.

In addition, many individuals volunteer a substantial amount of time and perform a variety of tasks that assist the Organization with specific assistance programs, campaign solicitations and administrative duties. These volunteer services representing approximately \$40,600 for 2009 and \$58,900 for 2008 are not recognized as contributions in the financial statements since the recognition criteria were not met.

Restricted and Unrestricted Revenue and Support

Contributions, which include unconditional promises to give (pledges), are recognized as revenues in the period the Organization is notified of the commitment. Conditional promises to give are not recognized until they become unconditional, that is when the conditions on which they depend are substantially met.

**RAPHAEL HOUSE OF PORTLAND**  
**NOTES TO FINANCIAL STATEMENTS, Continued**  
**June 30, 2009**

**2. SIGNIFICANT ACCOUNTING POLICIES, Continued**

Restricted and Unrestricted Revenue and Support, Continued

Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support, depending on the existence and/or nature of any donor restrictions. Donor-restricted support is reported as an increase in temporarily or permanently restricted net assets, depending on the nature of the restriction. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

Expense Allocation

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

Use of Estimates

The preparation of financial statements in conformity with accounting principles requires management generally accepted in the United States of America 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 and expenses during the reporting period. Actual results could differ from those estimates.

Subsequent Events

The Organization has evaluated all subsequent events through December 4, 2009, the date the financial statements were available to be issued.

Reclassifications

Certain accounts in the prior-year financial statements have been reclassified for comparative purposes to conform with the presentation in the current-year financial statements.

**RAPHAEL HOUSE OF PORTLAND**  
**NOTES TO FINANCIAL STATEMENTS, Continued**  
**June 30, 2009**

**3. INVESTMENTS**

Investments, which are carried at market value, consist of the following at June 30, 2009 and 2008:

	<u>2009</u>	<u>2008</u>
Cash, certificates of deposit and money market funds	\$ 634,670	\$ 610,441
Preferred/fixed rate capital securities	<u>-</u>	<u>275,000</u>
Total investments	<u>\$ 634,670</u>	<u>\$ 885,441</u>

**4. ACCOUNTS AND PLEDGES RECEIVABLE**

Accounts and pledges receivable are unsecured and consist of the following at June 30, 2009 and 2008:

	<u>2009</u>	<u>2008</u>
Pledges receivable	\$ 35,531	\$ 121,435
Allowance for uncollectible accounts	<u>9,000</u>	<u>14,600</u>
Pledges receivable, net	<u>26,531</u>	<u>106,835</u>
Government contracts and grants:		
City of Portland	46,286	11,458
Multnomah County	43,554	46,061
Other	<u>11,760</u>	<u>11,688</u>
Total government contracts and grants	<u>101,600</u>	<u>69,207</u>
Accounts and pledges receivable, net	<u>\$ 128,131</u>	<u>\$ 176,042</u>

Pledges receivable are expected to be collected within one year.

**RAPHAEL HOUSE OF PORTLAND**  
**NOTES TO FINANCIAL STATEMENTS, Continued**  
**June 30, 2009**

**5. PROPERTY AND EQUIPMENT**

Property and equipment consist of the following at June 30, 2009 and 2008:

	2009	2008
Land	\$ 150,170	\$ 150,170
Buildings	3,600,692	3,597,005
Vehicles	5,250	5,250
Furniture and fixtures	158,486	205,588
Construction in process	460,671	44,478
Total property and equipment	4,375,269	4,002,491
Less accumulated depreciation	940,045	886,653
Net property and equipment	\$ 3,435,224	\$ 3,115,838

Included in land and buildings is property donated to the Organization by Sisters of Providence in Oregon (Providence) during the year ended June 30, 1999. According to Providence's stipulations, at all times prior to December 31, 2013 the property must be used in connection with the operation of a shelter and/or transitional housing for women and children who are victims of domestic violence, services for victims of domestic violence, or services consistent with the charitable purposes of the Organization. In the event that the Organization ceases to exist as a nonprofit, tax-exempt corporation, title to the property will revert to Providence. As of June 30, 2009 and 2008, the Organization was in compliance with this restriction.

**6. LINE OF CREDIT**

The Organization has a \$50,000 line of credit with Bank of the Cascades with interest payable monthly at a rate of Prime plus .75%. The line is unsecured and payable on demand. There were no outstanding advances on the line at June 30, 2009 or at June 30, 2008.

**RAPHAEL HOUSE OF PORTLAND**  
**NOTES TO FINANCIAL STATEMENTS, Continued**  
**June 30, 2009**

**7. NOTE PAYABLE**

Note payable consists of a note from Portland Development Commission, payable in monthly installments of \$1,328, including interest at 3%, through April 2016; secured by land and building.

	2009	2008
Total note payable	\$ 105,779	\$ 118,334
Less current portion	12,935	12,555
Long-term portion	\$ 92,844	\$ 105,779

Future scheduled maturities of note payable are as follows:

For the year ending June 30, 2010	\$ 12,935
2011	13,330
2012	13,736
2013	14,154
2014	14,584
Thereafter	37,040
	\$ 105,779

**8. CONTINGENCIES**

Amounts received or receivable from various contracting agencies are subject to audit and potential adjustment by the contracting agencies. Any disallowed claims, including amounts already collected, would become a liability of the Organization if so determined in the future. It is management's belief that no significant amounts received or receivable will be required to be returned in the future.

**RAPHAEL HOUSE OF PORTLAND**  
**NOTES TO FINANCIAL STATEMENTS, Continued**  
**June 30, 2009**

**9. BOARD DESIGNATED NET ASSETS**

During the year ended June 30, 2005, a board-designated endowment fund was established in the name of Morgan Dufault. The principal of the endowment will be held in perpetuity and income earned will be available for youth programs. Changes in endowment net assets are as follows:

	2009	2008
Balance at beginning of year	\$ 41,882	\$ 40,600
Investment income	205	1,282
Expenditures for programs	(4,550)	-
Balance at end of year	\$ 37,537	\$ 41,882

The Organization annually appropriates all income earned of the endowment fund and uses it to support youth programs.

The Organization has adopted an investment policy with the primary objective to preserve the principal value of the assets. The secondary objective is to grow the principal value of the assets. Investment risk is measured in terms of the total endowment fund; investment assets and allocation between asset classes and strategies are managed to not expose the fund to unacceptable levels of risk.

The 2008 financial statements were restated to correct board-designated net assets totaling \$37,332 previously reported as a permanently restricted endowment. Since the designation to hold the funds in perpetuity was a board designation rather than a donor restriction, the net assets were reclassified accordingly. The effect of the restatement had no impact on the change in net assets or total net assets.

**10. TEMPORARILY RESTRICTED NET ASSETS**

Temporarily restricted net assets at June 30, 2009 and 2008, consist of contributions received restricted for capital improvements and programs.

**RAPHAEL HOUSE OF PORTLAND**  
**NOTES TO FINANCIAL STATEMENTS, Continued**  
**June 30, 2009**

**11. RETIREMENT PLAN**

Effective September 1, 2005, the Organization adopted a SIMPLE IRA plan that is available to all employees. Participants are eligible for up to 3% employer match, provided they participate in the Plan and contribute 3% of their own gross wages to the plan. Employees may contribute the maximum amount allowed by IRS regulations. The Organization's contribution to the Plan totaled \$21,008 for the year ended June 30, 2009 and \$19,659 for the year ended June 30, 2008.

**12. RELATED PARTY DISCLOSURE**

The Organization purchased electrical services (included in construction in progress) of approximately \$52,000 during the year ended June 30, 2009 from a business owned by a board member's family.

**13. FINANCIAL INSTRUMENTS WITH CONCENTRATIONS OF CREDIT RISK**

Financial instruments that potentially subject the Organization to concentrations of credit risk consist primarily of cash equivalents, investments, pledges and accounts receivable. To limit credit risk, the Organization places its cash and cash equivalents with high credit quality financial institutions. The balances in each financial institution are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$100,000 (\$250,000 effective October 3, 2008 through December 31, 2013. In addition, effective October 14, 2008 through June 30, 2010, amounts held in noninterest-bearing checking accounts and accounts earning 0.5% or less have unlimited FDIC insurance coverage). The balance, at times, may exceed the federally insured limit. Cash balances are fully insured at June 30, 2009.

The Organization's pledges and accounts receivable are unsecured and are from individuals, corporations, and governmental institutions located within the same geographic region.

**RAPHAEL HOUSE OF PORTLAND**  
**NOTES TO FINANCIAL STATEMENTS, Continued**  
**June 30, 2009**

**14. FAIR VALUE MEASUREMENTS**

Assets and liabilities recorded at fair value in the statement of financial position are categorized based upon the level of judgment associated with the inputs used to measure their fair value. Level inputs are defined as follows:

Level 1: Unadjusted quoted prices in active markets for identical assets and liabilities.

Level 2: Observable inputs other than those included in Level 1, such as quoted market prices for similar assets or liabilities in active markets, or quoted market prices for identical assets or liabilities in inactive markets.

Level 3: Unobservable inputs reflecting management's own assumptions about the inputs used in pricing the asset or liability. Level 3 assets and liabilities include financial instruments whose value is determined using pricing models, discounted cash flow methodologies, or similar techniques, as well as instruments for which the determination of fair values requires significant management judgment or estimation.

Fair values of assets measured on a recurring basis at June 30, 2009 and 2008 are as follows:

	<u>Fair value</u>	<u>Level 2</u>
2009:		
Investments	\$ 634,670	\$ 634,670
Capitalized contributed goods and services	105,974	105,974
2008:		
Investments	885,441	885,441
Capitalized contributed goods and services	67,200	67,200

Investments in cash funds, certificates of deposit and preferred/fixed rate capital securities are based on quoted market prices for similar investments. Fair value of capitalized contributed goods and services are measured based on identical items or services.