FINANCIAL STATEMENTS

clasp

FOR THE YEAR ENDED DECEMBER 31, 2018
WITH SUMMARIZED FINANCIAL
INFORMATION FOR 2017

CLASP

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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
CLASP
Washington, D.C.

We have audited the accompanying financial statements of CLASP, which comprise the statement of financial position as of December 31, 2018, and the related statements of activities and change in net assets, 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 and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. 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 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.

Opinion

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

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Report on Summarized Comparative Information

We have previously audited CLASP's 2017 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated May 11, 2018. In our opinion, the summarized comparative information presented herein as of and for the year ended December 31, 2017, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Other Reporting Required by *Government Auditing Standards*

In accordance with Government Auditing Standards, we have also issued our reports dated and April 11, 2019, on our consideration of CLASP's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of those reports is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of CLASP's internal control over financial reporting or on compliance. Those reports are an integral part of an audit performed in accordance with *Government Auditing Standards* in considering CLASP's internal control over financial reporting and compliance.

Gelman Rosenberg & Freedman

April 11, 2019

CLASP

STATEMENT OF FINANCIAL POSITION
AS OF DECEMBER 31, 2018
WITH SUMMARIZED FINANCIAL INFORMATION FOR 2017

ASSETS

	2018	2017
CURRENT ASSETS		
Cash and cash equivalents	$ 4,553,160	$ 4,301,300
Grants and contracts receivable	1,503,614	1,403,374
Prepaid expenses	268,262	6,261
Right-of-use asset, net	94,020	89,434
Total current assets	6,419,056	5,800,369
PROPERTY AND EQUIPMENT		
Leasehold improvements	168,769	168,769
Less: Accumulated depreciation and amortization	(33,754)	(16,852)
Net property and equipment	135,015	151,917
OTHER ASSETS		
Deposits	46,827	33,058
Right-of-use asset, net of current portion	840,373	934,393
Total other assets	887,200	967,451
TOTAL ASSETS	**$ 7,441,271**	**$ 6,919,737**

LIABILITIES AND NET ASSETS

	2018	2017
CURRENT LIABILITIES		
Current portion of operating lease payable	$ 84,879	$ 75,513
Accounts payable and accrued liabilities	926,628	470,189
Deferred revenue	1,427,102	575,030
Total current liabilities	2,438,609	1,120,732
LONG-TERM LIABILITIES		
Operating lease payable, net of current portion	932,018	1,016,897
Total liabilities	3,370,627	2,137,629
NET ASSETS		
Without donor restriction	1,309,546	1,019,603
With donor restriction	2,761,098	3,762,505
Total net assets	4,070,644	4,782,108
TOTAL LIABILITIES AND NET ASSETS	**$ 7,441,271**	**$ 6,919,737**

See accompanying notes to financial statements.

CLASP

STATEMENT OF ACTIVITIES AND CHANGE IN NET ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2018
WITH SUMMARIZED FINANCIAL INFORMATION FOR 2017

	2018			2017
	Without Donor Restriction	With Donor Restriction	Total	Total
REVENUE				
Foundation grants	$ 346,020	$ 1,500,000	$ 1,846,020	$ 2,703,027
Government grants	798,393	-	798,393	1,707,020
International grants	6,003,889	-	6,003,889	2,062,001
Contracts	609,172	-	609,172	744,138
Interest and other income	1,925	-	1,925	297
In-kind contributions	4,660	-	4,660	-
Other revenue	49,659	-	49,659	11,013
Net assets released from donor restrictions	2,501,407	(2,501,407)	-	-
Total revenue	10,315,125	(1,001,407)	9,313,718	7,227,496
EXPENSES				
Program Services:				
Policy and Analysis	3,215,906	-	3,215,906	2,287,700
SEAD	93,046	-	93,046	770,493
Program Incubator	-	-	-	315,472
Market Development	3,112,917	-	3,112,917	1,425,722
DOS	130,214	-	130,214	81,323
NREL	10,375	-	10,375	32,739
DFID	2,874,251	-	2,874,251	416,765
LBNL Global LEAP	559,139	-	559,139	788,070
USAID	29,334	-	29,334	-
Total expenses	10,025,182	-	10,025,182	6,118,284
Change in net assets	289,943	(1,001,407)	(711,464)	1,109,212
Net assets at beginning of year	1,019,603	3,762,505	4,782,108	3,672,896
NET ASSETS AT END OF YEAR	**$ 1,309,546**	**$ 2,761,098**	**$ 4,070,644**	**$ 4,782,108**

See accompanying notes to financial statements.

CLASP

STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2018
WITH SUMMARIZED FINANCIAL INFORMATION FOR 2017

	2018											2017
	Program Services									Supporting Services		
	Policy and Analysis	SEAD	Market Development	DOS	NREL	DFID	LBNL Global LEAP	USAID	Total Program Services	Management and General	Total Expenses	Total Expenses
Salaries and related expenses	$ 995,321	$ 48,709	$ 491,252	$ 56,001	$ 3,680	$ 855,071	$ 192,665	$ 8,275	$ 2,650,974	$ 662,720	$ 3,313,694	$ 2,920,420
Contractor expenses	1,261,587	9,588	2,103,336	19,996	4,251	1,107,174	237,259	10,604	4,753,795	140,480	4,894,275	1,864,257
Payroll processing, accounting and legal fees	27,825	650	50,306	9,637	258	103,406	7,269	4,543	203,894	240,053	443,947	292,599
Telephone and telecommunications	17,175	2,430	8,409	887	43	14,163	3,592	103	46,802	15,828	62,630	64,128
Office expenses	43,088	4,517	40,232	416	13	85,007	5,537	136	178,946	84,869	263,815	210,828
Occupancy	117,689	3,767	37,250	3,968	223	61,764	15,856	576	241,093	27,601	268,694	296,320
Travel and meeting expenses	272,598	-	125,588	12,623	-	175,743	5,665	1,132	593,349	84,370	677,719	439,062
Depreciation and amortization	-	-	-	-	-	-	-	-	-	16,902	16,902	16,852
Miscellaneous	738	46	415	-	-	62,217	96	-	63,512	19,994	83,506	13,818
Benefits	-	-	-	-	-	-	-	-	-	-	-	-
Sub-total	2,736,021	69,707	2,856,788	103,528	8,468	2,464,545	467,939	25,369	8,732,365	1,292,817	10,025,182	6,118,284
Allocation of management and general	479,885	23,339	256,129	26,686	1,907	409,706	91,200	3,965	1,292,817	(1,292,817)	-	-
TOTAL	$ 3,215,906	$ 93,046	$ 3,112,917	$ 130,214	$ 10,375	$ 2,874,251	$ 559,139	$ 29,334	$ 10,025,182	$ -	$ 10,025,182	$ 6,118,284

See accompanying notes to financial statements.

CLASP

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2018
WITH SUMMARIZED FINANCIAL INFORMATION FOR 2017

	2018	2017
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	$ (711,464)	$ 1,109,212
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation and amortization	16,902	16,852
Change in the right-of-use asset	89,434	90,920
Change in operating lease	(75,513)	(72,337)
(Increase) decrease in:		
Grants and contracts receivable	(100,240)	419,677
Prepaid expenses	(262,001)	9,281
Deposits	(13,769)	(3,806)
Increase (decrease) in:		
Accounts payable and accrued liabilities	456,439	341,470
Deferred revenue	852,072	(326,757)
Net cash provided by operating activities	251,860	1,584,512
Net increase in cash and cash equivalents	251,860	1,584,512
Cash and cash equivalents at beginning of year	4,301,300	2,716,788
CASH AND CASH EQUIVALENTS AT END OF YEAR	**$ 4,553,160**	**$ 4,301,300**
SCHEDULE OF NONCASH INVESTING ACTIVITY:		
Right-of-Use Asset, Net of Leasehold Improvements in the Amount of $50,000	**$ -**	**$ 1,154,747**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES AND GENERAL INFORMATION

Organization -

CLASP improves the environmental and energy performance of the appliances and related systems we use every day, lessening their impacts on people and the world around us. Since 1999, CLASP has worked in over 50 economies, developing and sharing transformative policy and market solutions in collaboration with global experts and local stakeholders. As the leading international voice and resource for appliance standards and labeling (S&L) policies, CLASP:

- Convenes stakeholders
- Conducts analyses
- Identifies best practices
- Shares knowledge
- Guides decision-makers
- Builds capacity
- Transforms markets

All with the goal of drastically increasing market uptake of affordable, low-impact and high-quality appliances.

CLASP's headquarters are located in Washington, D.C.

Basis of presentation -

The accompanying financial statements are presented on the accrual basis of accounting, and in accordance with the Financial Accounting Standards Board (FASB) Accounting Standards Update (ASU) 2016-14 *Presentation of Financial Statements for Not-for-Profit Entitie*s. The ASU was adopted for the year ended December 31, 2018 and applied retrospectively.

The financial statements include certain prior year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with generally accepted accounting principles. Accordingly, such information should be read in conjunction with CLASP's financial statements for the year ended December 31, 2017, from which the summarized information was derived.

Cash and cash equivalents -

CLASP considers all cash and other highly liquid investments with initial maturities of three months or less to be cash equivalents.

Bank deposit accounts are insured by the Federal Deposit Insurance Corporation (“FDIC”) up to a limit of $250,000. At times during the year, CLASP maintains cash balances in excess of the FDIC insurance limits. Additionally, as of December 31, 2018, CLASP maintained $66,451 of cash on hand and in banks overseas, and all such funds are largely uninsured.
Management believes the risk in these situations to be minimal.

Foreign currency -

The U.S. Dollar is the functional currency of CLASP. Transactions in currencies other than Dollars are translated into Dollars at the rates of exchange in effect during the month of the transaction.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES AND GENERAL INFORMATION (Continued)

Foreign currency (continued) -

Property and equipment purchases with non-U.S. currency are translated into Dollars at the exchange rate in effect at the time of purchase. Assets and liabilities denominated in non-U.S. currency are translated into Dollars at the exchange rate in effect at the financial statement date. For the year ended December 31, 2018, CLASP realized a foreign currency loss of $61,798. This loss pertained exclusively to transactions under CLASP's DFID funded program, and has been recorded as a miscellaneous expense under that program.

Grants and contracts receivable -

Grants and contracts receivable approximate fair value. Management considers all amounts to be fully collectible. Accordingly, an allowance for doubtful accounts has not been established. Accounts receivable are expected to be collected within one year.

Property and equipment -

Property and equipment in excess of $5,000 are capitalized and stated at cost. Property and equipment are depreciated on a straight-line basis over the estimated useful lives of the related assets, generally five to seven years. Leasehold improvements are amortized over the remaining life of the lease. The cost of maintenance and repairs is recorded as expenses are incurred. Depreciation and amortization expense for the year ended December 31, 2018 totaled $16,902.

Income taxes -

CLASP is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code. Beginning January 1, 2018, it is subject to unrelated business income taxes on qualified transportation fringe benefits provided to its employees. The amount of the tax for the year ended December 31, 2018 is immaterial. CLASP is not a private foundation.

Uncertain tax positions -

For the year ended December 31, 2018, CLASP has documented its consideration of FASB ASC 740-10, *Income Taxes*, that provides guidance for reporting uncertainty in income taxes and has determined that no material uncertain tax positions qualify for either recognition or disclosure in the financial statements.

Net asset classification -

Net assets, revenues, gains, and losses are classified based on the existence or absence 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 grantor restrictions are recorded as net assets without donor restrictions. Assets restricted solely through the actions of the Board are referred to as Board Designated and are also reported as net assets without donor restrictions.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES AND GENERAL INFORMATION (Continued)

Net asset classification (continued) -

- **Net Assets With Donor Restrictions -** Contributions restricted by donors or grantors are reported as increases in net assets without donor restrictions if the restrictions expire (that is, when a stipulated time restriction ends or 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, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the Statement of Activities and Change in Net Assets as net assets released from restrictions.

Grants -

Grants received without donor restrictions and with donor restrictions are recorded as revenue in the year notification is received from the donor. Grants with donor restrictions are recognized as without donor restrictions only to the extent of actual expenses incurred in compliance with the donor-imposed restrictions and satisfaction of time restrictions. Such funds in excess of expenses incurred are shown as net assets with donor restriction in the accompanying financial statements.

CLASP receives funding under grants and contracts from the U.S. and foreign governments, international organizations and other grantors for direct and indirect program costs. This funding is subject to contractual restrictions, which must be met through incurring qualifying expenses for particular programs. Accordingly, such grants are considered exchange transactions and are recorded as income without donor restrictions to the extent that related expenses are incurred in compliance with the criteria stipulated in the grant and contract agreements.

Accounts receivable represents amounts due from funding organizations for reimbursable expenses incurred in accordance with the grant and contract agreements. Funding received in advance of incurring the related expenses is recorded as deferred revenue. At December 31, 2018, deferred revenue totaled $1,427,102, all of which was from non-Federal sources.

Use of estimates -

The preparation of the financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Accordingly, actual results could differ from those estimates.

Functional allocation of expenses -

The costs of providing the various programs and other activities have been summarized on a functional basis in the Statement of Activities and Change in Net Assets. Accordingly, certain costs have been allocated among the programs and supporting services benefited. Expenses directly attributed to a specific functional area of CLASP are reported as direct expenses to the programmatic area and those expenses that benefit more than one function are allocated on a basis of estimated time and effort or other reasonable basis.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES AND GENERAL INFORMATION (Continued)

New accounting pronouncements (not yet adopted) -

In May 2014, the FASB issued ASU 2014-09, *Revenue from Contracts with Customers* (Topic 606) (ASU 2014-09). The ASU establishes a comprehensive revenue recognition standard for virtually all industries under generally accepted accounting principles in the United States (U.S. GAAP) including those that previously followed industry-specific guidance. The guidance states that an entity should recognize revenue to depict the transfer of promised goods or services to customers in an amount that reflects the consideration to which the entity expects to be entitled in exchange for those goods or services. The FASB issued ASU 2015-14 in August 2015 that deferred the effective date of ASU 2014-09 by a year; thus, the effective date is years beginning after December 15, 2018. Early adoption is permitted. CLASP has not yet selected a transition method and is currently evaluating the effect that the updated standard will have on its financial statements.

In June 2018, the FASB issued ASU 2018-08, Not-for-Profit Entities (Topic 958): *Clarifying the Scope and Accounting Guidance for Contributions Received and Contributions Made,* which is intended to clarify and improve current guidance about whether a transfer of assets is an exchange transaction or a contribution. The amendments in this ASU provide a more robust framework to determine when a transaction should be accounted for as a contribution under Subtopic 958-605 or as an exchange transaction accounted for under other guidance (for example, Topic 606). The amendments also provide additional guidance about how to determine whether a contribution is conditional or unconditional. The amendments in this ASU could result in more grants and contracts being accounted for as contributions than under previous GAAP. The ASU recommends application on a modified prospective basis; however, retrospective application is permitted. CLASP has not yet decided on a transition method. The ASU is effective for fiscal years beginning after December 15, 2018.

CLASP plans to adopt the new ASUs at the respective required implementation dates.

Reclassification -

Certain amounts in the prior year's financial statements have been reclassified to conform to the current year's presentation. The reclassifications are primarily due to the adoption of Accounting Standards Update 2016-14, as discussed above, which requires two classifications of net assets from the previously presented three classes. Net assets previously classified as of December 31, 2017 as unrestricted net assets in the amount of $1,019,603, are now classified as without donor restrictions. Net assets previously classified as temporarily restricted net assets in the amount of $3,762,505, are now classified as net assets with donor restrictions.

2. NET ASSETS WITH DONOR RESTRICTIONS

Net assets with donor restrictions consisted of the following at December 31, 2018:

Policy and Analysis	**$ 2,761,098**

2. NET ASSETS WITH DONOR RESTRICTIONS (Continued)

The following net assets with donor restrictions were released from donor restrictions by incurring expenses (or through the passage of time) which satisfied the restricted purposes specified by the donors:

Policy and Analysis	$ 2,276,744
Market Development	224,663
TOTAL NET ASSETS RELEASED FROM DONOR RESTRICTIONS	**$ 2,501,407**

3. LIQUIDITY

Financial assets available for use within one year of the Statement of Financial Position, comprise the following at December 31, 2018:

Cash and cash equivalents	$ 4,553,160
Grants and contracts receivable	1,503,614
Financial assets restricted by donor	(2,761,098)
TOTAL FINANCIAL ASSETS AVAILABLE FOR GENERAL OPERATIONS WITHIN ONE YEAR	**$ 3,295,676**

CLASP has a policy to structure its financial assets to be available and liquid as its obligations become due. As of December 31, 2018, CLASP has financial assets equal to approximately three months of operating expenses. In addition, CLASP has a line of credit agreement (as further discussed in Note 10) which allows for additional available borrowings up to $100,000.

4. LEASE COMMITMENTS

On April 27, 2016, CLASP entered into a new lease agreement for space located at 1401 K Street, NW, Washington, D.C. The lease term is one hundred twenty (120) full calendar months, beginning on January 2, 2017, which is the date the Landlord delivered possession. The initial base rent for the first year is $186,507, plus CLASP's share of the annual operating costs and real estate taxes. The lease also includes a 2.5% annual escalation clause.

In February 2016, the Financial Accounting Standards Board (FASB) issued Accounting Standards Update (ASU) 2016-02 related to *Leases* (Topic 842), in order to increase transparency and comparability among organizations by recognizing lease assets and lease liabilities on the Statement of Financial Position and disclosing key information about leasing arrangements for operating leases that are greater than one year in duration. The ASU specifically requires an organization to recognize a right-of-use asset and lease liability, initially measured at the present value of the lease payments in the Statement of Financial Position and recognize a single lease cost, calculated so the cost of the lease is allocated over the lease term on a straight line basis.

4. LEASE COMMITMENTS (Continued)

The guidance in the ASU is effective for not-for-profit entities for fiscal years beginning after December 15, 2019 and early adoption is permitted. CLASP elected on January 3, 2017 to early implement the ASU. As a result, CLASP recorded a right-of-use asset in the amount of $1,114,747, net of the landlord allowance of $50,000. CLASP recorded an operating lease liability in the amount of $1,164,747 by calculating the net present value using the discount rate of 5.75%. The right-of-use asset and the operating lease liability are being amortized over the life of the lease agreement. As of December 31, 2018, the unamortized right-of-use asset net of the landlord allowance was $934,393 and the unamortized operating lease liability was $1,016,897. The lease cost, including imputed interest and amortization of the right-of-use asset for the year ended December 31, 2018, was $150,278. Total payments on the lease during the year ended December 31, 2018 were $191,170.

The following is a schedule of the future minimum lease payments:

Year Ending December 31,	
2019	$ 195,949
2020	200,847
2021	205,869
2022	213,183
2023	218,512
Thereafter	688,864
	1,723,224
Less: Building operating costs	(438,498)
Imputed interest	(267,829)
TOTAL OPERATING LEASE LIABILITY	**$ 1,016,897**

During the year, CLASP also leased office space in India and Nairobi. The Nairobi office lease is set to expire on December 2, 2019 and is not required to be capitalized under the ASU. The India lease extends from November 1, 2018 to October 31, 2020, however CLASP has determined that the right-of-use asset and lease liability under the lease are not material to the financial statements. Future minimum lease payments for the India and Nairobi offices in 2019 are $47,325 and $31,900, respectively. Future minimum lease payments for the India office in 2020 are $39,438.

5. RETIREMENT PLAN

CLASP provides retirement benefits to its employees through a defined contribution plan covering all full-time employees with one year of eligible experience. CLASP contributes 1% of gross wages and matches 100% of employee contributions up to 5.50% of gross wages. Contributions to the Plan during the year ended December 31, 2018 totaled $164,106.

6. CONCENTRATION OF REVENUE

Approximately 51% of CLASP's revenue for the year ended December 31, 2018 was derived from grants awarded by Department for International Development (DFID) and International Finance Corporation (ICF). DFID accounted for 31% of the revenue and ICF accounted for 20% of the revenue.

6. CONCENTRATION OF REVENUE (Continued)

CLASP has no reason to believe that relationships with this agency will be discontinued in the foreseeable future. However, any interruption of these relationships (i.e., the failure to renew grant agreements or withholding of funds) would result in a significant reduction in revenue.

7. CONTINGENCY

CLASP receives grants from various agencies of the United States Government. Such grants are subject to audit under the provisions of *Title 2 U.S. Code of Federal Regulations (CFR) Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*. The ultimate determination of amounts received under the United States Government grants is based upon the allowance of costs reported to and accepted by the United States Government as a result of the audits. Audits in accordance with the applicable provisions have been completed for all required fiscal years through 2018.

Until such audits have been accepted by the United States Government, there exists a contingency to refund any amount received in excess of allowable costs. Management is of the opinion that no material liability will result from such audits.

8. DEPARTMENT FOR INTERNATIONAL DEVELOPMENT GRANT

Included in the total program services expense balance on the Statement of Activities and Change in Net Assets are the Department for International Development (DFID) costs to support the Low-Energy Inclusive Appliances (LEIA) initiative.

Expenses associated with this award for the year ended December 31, 2018 were as follows:

Salaries and related expenses	$ 855,071
Contractor expenses	1,107,174
Payroll processing, accounting and legal fees	103,406
Telephone and telecommunications	14,163
Office expenses	85,007
Occupancy	61,764
Travel and meeting expenses	175,743
Miscellaneous	62,217
Sub-total	2,464,545
Allocation of management and general	409,706
TOTAL	**$ 2,874,251**

9. NATIONAL RENEWABLE ENERGY LABORATORY

Included in the total program services expense balance on the Statement of Activities and Change in Net Assets are the National Renewable Energy Laboratory (NREL) cost to support the program entitled "Clean Energy Solutions Center Policy Resource Team Development".

9. NATIONAL RENEWABLE ENERGY LABORATORY (Continued)

Expenses associated with this award for the year ended December 31, 2018 were as follows:

Salaries and related expenses	$	3,680
Contractor expenses		4,251
Payroll processing, accounting and legal fees		258
Telephone and telecommunications		43
Office expenses		13
Occupancy		223
		8,468
Allocation of management and general		1,907
TOTAL	**$**	**10,375**

10. LINE OF CREDIT

CLASP has a $100,000 bank line of credit, which matures March 12, 2020. Amounts borrowed under this agreement bear interest at the highest prime rate published by the Wall Street Journal and the rate is subject to change (There was a variable rate at December 31, 2018). There were no outstanding borrowings as of December 31, 2018. The line is secured by cash held in accounts at the same financial institution.

11. SUBSEQUENT EVENTS

In preparing these financial statements, CLASP has evaluated events and transactions for potential recognition or disclosure through April 11, 2019, the date the financial statements were issued.

CLASP's Washington, DC office lease has been amended to add additional space. CLASP will record a right-of-use asset and lease liability for the new space in accordance with ASU 2016-02, Leases (Topic 842) at the commencement date which is expected to be May 1, 2019.