

Financial Operations

Gross funding available to the National Archives and Records Administration (NARA) in fiscal year 2003 by appropriation under Public Law 108-7 for direct operating expenses was \$239,738,000. An across-the-board rescission included in this public law reduced the appropriation by \$1,558,000. As a result, a net of \$238,180,000 was available in FY 2003. This amount includes \$28,971,000 for the year's payments of principal and interest on the National Archives facility in College Park, MD.

Funding available for the Electronic Records Archives Program was \$16,523,000 (which includes \$10,137,000 from FY 2003 appropriations less \$66,000 rescinded, and \$6,452,000 from carryover funds.)

Also available was \$7,771,000 for grants by the National Historical Publications and Records Commission (which includes \$6,500,000 from FY 2003 appropriations, \$1,313,000 from carryover funds and prior year recoveries, less \$42,000 rescinded) and \$58,466,000 for the repairs and restoration of Archives facilities and Presidential libraries (\$14,208,000 from FY 2003 appropriations, \$92,000 was rescinded, \$495,000 from the National Park Service for the Roosevelt Library, \$43,855,000 from carryover funds and prior year recoveries).



At the George Bush Library in College Station, TX, audiovisual archivist Bonnie Burlbaw and volunteer Grace Su review photographs for the collection. (Photo by Brian Blake)

Personnel on Board

All Funds as of September 30, 2003

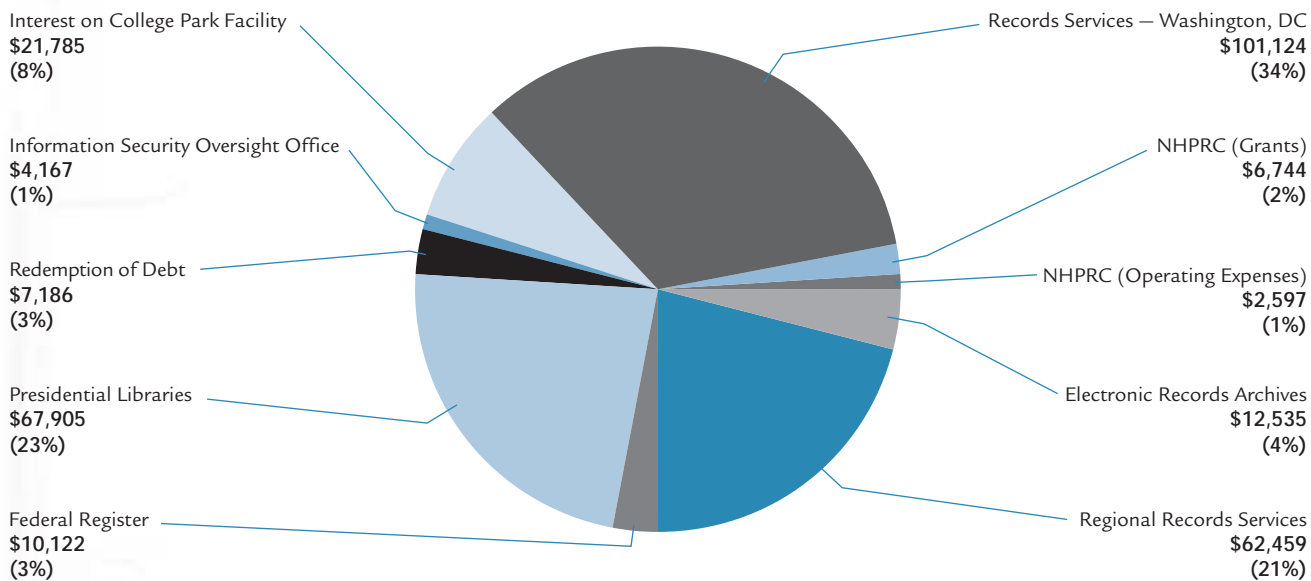
PROGRAMS	Washington, DC, Area			Field Locations			Nationwide Total		
	Full-Time Perm.	Other	Total	Full-Time Perm.	Other	Total	Full-Time Perm.	Other	Total
Records Services – Washington, DC, Area	822	162	984	0	0	0	822	162	984
Regional Records Services	77	10	87	1,078	255	1,333	1,155	265	1,420
Presidential Libraries	151	10	161	262	55	317	413	65	478
Information Security Oversight Office	30	0	30	0	0	0	30	0	30
Federal Register	77	2	79	0	0	0	77	2	79
National Historical Publications and Records Commission	14	0	14	0	0	0	14	0	14
TOTAL	1,171	184	1,355	1,340	310	1,650	2,511	494	3,005

Direct Appropriations

Fiscal Year 2003

(Including NHPRC Grants, Repairs and Restoration, and Electronic Records Archives)

(dollars in thousands) TOTAL \$296,624



Other funding available was \$44,000 to expand public electronic access to agency records and historical documents, \$102,000 from other budget authority earned through recycling, \$26,000 for alterations at the Kennedy Library, and \$189,000 remaining from the security supplemental.

The combined funding totaled \$321,301,000.

Of the funds available, \$62,369,000 was obligated by the Office of Regional Records Services for records management and archival activities, such as accessioning, preserving, describing, and making available to the general public, scholars, and Federal agencies permanently valuable historical records of the Federal Government. Included in this funding is the construction of a new regional archives facility in Atlanta, GA.

The Office of Records Services—Washington, DC, provided similar, yet centralized, services on permanent records with funding requirements totaling \$101,105,000. Included in this total were costs associated with establishing standards on the creation and maintenance of adequate and proper documentation of Government activities, and appraisal of records to identify those that warrant continued preservation. Also, funding provided for publication, exhibition, audiovisual, and public outreach activities.

The Information Security Oversight Office obligated \$4,167,000 for oversight of the information security program established by Executive Order

12958 and the policy oversight for the National Industrial Security Program established under Executive Order 12829.

The Office of Presidential Libraries obligated \$67,905,000 to operate the 10 existing Presidential libraries and to retain and process the Nixon and Clinton Presidential materials.

The Office of the Federal Register obligated \$10,122,000 to edit, compile, and publish, among others, the *Federal Register*, *Code of Federal Regulations*, *U.S. Statutes at Large*, and weekly and annual compilations of Presidential documents. Also, the National Historical Publications and Records Commission obligated \$6,744,000 in grants and \$2,597,000 to administer the grants program.

Beginning in 1994, the Archives sought appropriations for the annual payments to be made under the terms of the Certificates of Participation. In accordance with guidance from the Office of Management and Budget, the total payment must be separated into a principal and interest component. The portion that represents principal is to be treated as an appropriation for the redemption of debt. The portion that represents interest will be reported as obligations. As such, \$21,785,000 was obligated for interest payments on the National Archives facility at College Park, MD, and \$7,186,000 was treated as redemption of debt for principal.



Kimberly Scates, an archives technician on a cross-training assignment in the Cartographic section of the National Archives at College Park, MD, works with architectural records. (Photo by Carrie Goeringer)

The following table summarizes funds available and actually obligated in FY 2003:

Fund	Availability	Obligated
Operating Expenses, Direct	\$238,541,000	\$237,734,000 ¹
Electronic Records Archives	16,523,000	10,827,000 ²
Grants	7,771,000	6,757,000 ³
Repairs and Restoration	58,466,000	41,197,000 ³
Total	\$321,301,000	\$296,515,000

¹ Includes \$7,186,000 that is considered redemption of debt on the principal for the College Park facility.

² Funds appropriated for the Electronic Records Archives are available for three years.

³ Funds appropriated for grants and repairs and restoration are "no-year" funds. Some congressional appropriations have the proviso that they remain available until obligated. Thus, the balance at the end of the fiscal year is carried over and is available for obligation in succeeding fiscal years.

During FY 2003, the National Archives and Records Administration received \$2,715,000 in reimbursable income for services provided to other Federal agencies and the National Archives Trust Fund. The most significant reimbursable activity, in terms of payment received, includes photocopy services on the agency's permanently archived records for the National Archives Trust Fund Board, specialized training and workshops on archiving potentially permanent Federal records, and providing reimbursable services to agencies for special projects. Also, declassification services are offered, providing records review prior to their accessioning into NARA.

Direct Appropriations

(Including Electronic Records Archives, Grants, and Repairs and Restoration)

Obligations by Object Classification and Redemption of Debt

(dollars in thousands)	2003
Full-time permanent employment compensation	\$79,551
Other than full-time permanent employment compensation	2,680
Other personnel compensation	1,625
Reemployed annuitants	79
Total personnel compensation	83,935
Personnel benefits	19,476
Benefits for former personnel	36
Travel and transportation of persons	1,619
Motor pool travel	105
Transportation of things	135
Rental payments to GSA	6,144
Utilities	6,554
Communications and miscellaneous charges	2,918
Printing and reproduction	1,853
Advisory and assistance services	4,008
Other services	35,938
Purchases from Government accounts	4,314
Operation and maintenance of facilities	31,091
Operation and maintenance of equipment	7,892
Supplies and materials	4,421
Equipment	9,684
Land and structures	40,750
Grants, subsidies, and contributions	6,757
Insurance claims and indemnities	23
Interest and dividends	21,785
Redemption of debt	7,186
TOTAL	\$296,624

Actual Obligations: Presidential Libraries

(dollars in thousands)

	Program Costs (includes personnel)	Buildings Operations & Maintenance Costs	Major Repair & Restoration Costs	Minor Repair & Restoration Costs	Total Costs
Hoover	\$949	\$658	\$0	\$4	\$1,611
Roosevelt	1,137	1,563	553	25	3,278
Truman	1,561	1,708	25	29	3,323
Eisenhower	1,993	1,345	268	24	3,630
Kennedy	1,782	2,876	0	32	4,690
Johnson	1,958	1,593	5	25	3,581
Nixon Presidential Materials Staff	2,215	0	0	0	2,215
Ford	1,427	1,799	217	31	3,474
Carter	1,834	1,210	221	25	3,290
Reagan	1,835	1,865	120	37	3,857
Bush	1,485	2,011	0	4	3,500
Central Office: Planning & Direction, Presidential Materials Staff, and Clinton Presidential Materials Project	5,629	0	0	0	5,629
TOTAL	\$23,805	\$16,628	\$1,409	\$236	\$42,078

Records Center Revolving Fund

Fiscal year 2003 marked the fourth successful year as a revolving fund for the Records Center Program (RCP). RCP revenue exceeded expenses by \$2.3 million. This is significantly less than allowed by Public Law 106-58 and will be used to invest in facilities to meet the FY 2009 standards requirements. Revenue continued to increase, totaling over \$120 million, a 7.8-percent increase over FY 2002.

Customer services also continued at record levels. RCP received 1.5 million cubic feet of records into its custody. The program provided 10.5 million agency reference requests, exceeding its 90-percent baseline standard by meeting or exceeding it more than 93 percent of the time and showing progressive improvement in this metric throughout the year.

Revolving Fund

Statement of Operations

For the fiscal years ended September 30

	FY 2003	FY 2002
Revenues:		
National		
Services	\$66,385,243	\$62,871,053
Storage	50,144,181	46,312,435
Local services and other	3,558,566	2,197,049
Total revenues	\$120,087,990	\$111,380,537
Operating Expenses:		
Personnel and benefits	\$57,571,682	\$54,788,528
Travel and transportation	1,426,300	851,425
Rent, communications, and utilities	45,474,585	41,712,386
Consulting and other services	9,828,433	10,325,104
Supplies and materials	1,171,286	1,110,301
Equipment and structures	2,018,395	1,986,094
Printing and reproduction	69,444	58,867
Interest	203,925	234,360
Miscellaneous	39,387	40,217
Total operating expenses	\$117,803,437	\$111,107,282
Net income (loss) from operations	\$2,284,553	\$273,255
Other Income:		
Imputed finances—expenses paid by other agencies	\$4,525,013	\$3,789,142
Prior year revenue	149,260	(28,726)
Total other income	\$4,674,273	\$3,760,416
Other expenses:		
Employer's post-retirement benefits	4,525,013	3,789,142
Prior year expenses	(26,400)	(191,342)
Total other expenses	\$4,498,613	\$3,597,800
Excess of revenues over expenses	\$2,460,213	\$435,872

RCP continues to invest in equipment, building improvements, and expansion to better serve its customers. Capital investments in FY 2003 amounted to \$3.9 million. This year RCP made much progress on expanding and replacing records center facilities, opening a new Dayton records center at Kingsridge (Ohio), and phasing in the Lenexa Records Center (Kansas), a four-bay underground cave complex. In addition, developers were selected to replace aging records centers in Atlanta, GA, and Laguna Niguel, CA.

These new, cost-effective facilities allow RCP to hold the line on storage costs. All new facilities are fully compliant with the Federal regulations that protect Federal information assets from fire, pests, theft, water damage, and natural disasters.

This year marked the introduction of several key customer service improvements and special projects. RCP launched the electronic SF 135, enabling customers to instantly initiate reference requests online, and the National Personnel Records Center (NPRC) provided the ability for veterans to use NARA's web site to request records, thereby improving cost-efficiency and decreasing response time. In addition, the NPRC significantly increased its productivity through continuous learning and successful deployment of the Case Management Reporting System.

RCP successfully converted to transactional rates and fully deployed the Records Center Program Billing System. RCP partnered with the Internal Revenue Service to centralize all IRS active personnel files from 10 processing centers into the Lee's Summit Records Center and provide critical back-office support. A national repository for American Indian records will be created at NARA's new underground storage facility in Lenexa, KS, under an agreement signed September 12, 2003, with the Department of the Interior. It will house records from the Bureau of Indian Affairs, the Office of the Special Trustee for American Indians, and other fiduciary trust records from the Interior Department.

With its staff of more than 1,000 dedicated employees, state-of-the-art facilities in nine regions throughout the United States, and a continued focus on customer service, RCP ensures that its customers have ready access to the 23 million cubic feet of records in its custody.

Revolving Fund

Balance Sheet as of September 30

	FY 2003	FY 2002
ENTITY ASSETS:		
Current assets:		
Funds with U.S. Treasury	16,213,941	11,585,579
Accounts receivable	12,355,921	17,508,484
Total current assets	28,569,862	29,094,063
Noncurrent and other assets:		
Property and equipment, net of accumulated depreciation	21,485,179	19,105,997
Deferred charges	1,028,392	949,885
Other assets		435,446
Total noncurrent and other assets	22,513,571	20,491,328
TOTAL ENTITY ASSETS	\$51,083,433	\$49,585,391
LIABILITIES AND NET POSITION		
Liabilities		
Current liabilities:		
Accounts payable – Federal	3,259,056	3,262,256
Accounts payable – non-Federal	511,021	726,086
Accrued payroll	1,480,128	1,256,563
Capital lease	492,606	460,420
Advances from customers		105,000
Total current liabilities	5,742,811	5,810,325
Long-term liabilities:		
Annual leave liability	2,955,008	2,938,345
Capital lease	2,140,846	2,633,452
Total long-term liabilities	5,095,854	5,571,797
Total liabilities	10,838,665	11,277,122
NET POSITION		
Cumulative results of operations	2,460,213	435,872
Donated capital	15,784,555	15,767,398
Initial fund capitalization	22,000,000	22,000,000
Total net position	40,244,768	38,203,270
TOTAL LIABILITIES AND NET POSITION	\$51,083,433	\$49,480,392

Revolving Fund

Statement of Changes in Financial Condition Fiscal Year 2003

Sources of working capital:	
From operations:	
Net income (loss)	\$2,284,553
Items not affecting working capital:	
Depreciation	1,655,317
Amortization of unfunded leave expense	474,942
Working capital inflow (outflow) from operations	4,414,812
From other sources:	
Increase (decrease) in annual leave liability	16,663
Prior year income (loss)	175,660
Working capital inflow (outflow) from all sources	4,607,135
Uses of working capital:	
Shelving purchases	2,671,396
Systems	248,922
Building improvements	502,280
Deferred charges – brokerage	1,015,000
Capital lease	492,606
Other	133,618
Total working capital used for all purposes	5,063,822
INCREASE (DECREASE) IN WORKING CAPITAL	(\$456,687)

Revolving Fund

Sources of Revenue For the fiscal years ended September 30

	FY 2003	FY 2002
Department of Defense	\$38,269,069	\$34,312,712
Internal Revenue Service	30,595,791	26,238,292
U.S. Courts	6,667,756	6,046,484
Department of Veterans Affairs	5,930,915	8,644,781
Office of Personnel Management	3,854,068	3,280,333
Other	34,770,391	32,857,798
Total sources of revenue	\$120,087,990	\$111,380,400



Left: Clay Bauske, museum curator at the Harry S. Truman Library in Independence, MO, reviews the floor plan for a new exhibition. (Photo by Ed Autry)



Archives technician Terrell London searches through a box of records in the stacks of the National Archives Building in Washington, DC. (Photo by Roscoe George)



Notes to Financial Statements and Explanations of Significant Accounting Policies

Public Law 106-58: In 1999, the Records Center Revolving Fund was established in accordance with Public Law 106-58. It converted NARA's Records Center Program from an appropriated to a fee-for-service program.

Revenue: Revenue is derived from fees charged to Federal agencies for records storage and related services for all temporary and pre-archival records. Revenues are recorded on an accrual basis.

Fund Balance with Treasury: This total represents all unexpended balances for the Revolving Fund with the U.S. Treasury. Amounts in the Fund are based on the balances recorded in the National Electronic Accounting and Reporting (NEAR) system. It includes the initial capitalization of \$22,000,000 authorized by Public Law 106-58.

Accounts Receivable: Accounts receivable represent amounts due to the Revolving Fund for goods and services provided to other Federal entities. An allowance for receivables deemed uncollectible was not established because monies due from other Federal entities are considered fully collectible.

Property and Equipment Valuation and Depreciation: Property and equipment transferred to the Revolving Fund at start-up from other appropriations consisted of records center shelving and catwalks. The historical cost was estimated based on actual cost of shelving and catwalks at Lee's Summit records

center. This cost was extrapolated using a 3-percent deflation factor to all record centers. The catwalks and shelving are being depreciated on a straight-line basis over a 20-year useful life.

Shelving purchased and installed during FY 2003 was recorded at cost and depreciated on the same basis as the shelving and catwalks transferred into the fund. The depreciation expense recorded on shelving and catwalks during the fiscal year ended September 30, 2003, was \$1,200,000.

Other property and equipment is capitalized at cost if the initial acquisition cost is \$25,000 or more and depreciated on a straight-line basis between five and seven years useful life. Depreciation expense recorded on this property during the fiscal year ended September 30, 2003, was \$455,317.

Deferred Charges: Deferred charges represent brokerage costs incurred to secure a new records center in the Southeast region. These costs will be amortized over the terms of the lease.

Annual Leave Liability: Annual leave liability represents the cumulative amount payable to Revolving Fund employees as annual leave at year end. Unfunded leave expense for the year is treated as an operating expense in the computation of net income or loss for the period. This treatment does not apply to sick or other leave, which is expensed as it is used.

Capital Lease: Capital leases represent the liability for shelving leased through GSA at the Dayton and Philadelphia records centers. The monthly payments are included in the rental payments to GSA. The current liability for capital leases represents the principal payments payable within a year. The long-term portion represents the principal payments payable over a period of more than 12 months.



At the Herbert Hoover Library in West Branch, IA, University of South Carolina history professor Kendrick Clements does research for a biography of Hoover. (Photo by Lynn Smith)

In 2003, NARA opened a new records center facility on Kingsridge Drive in Dayton, OH. (Photo by David Cornelisse) ▼



Kristen Wilhelm, an archivist in the Center for Legislative Archives, looks up a bill number with the assistance of Anne Burke, a student library technician, at the National Archives Building in Washington, DC. (Photo by Roscoe George)

Carolyn Barber, a batch and control clerk at the Civilian Personnel Records Center in St. Louis, MO, prepares data for entry into the Records Center Program billing system. (Photo by Tim Mueller)

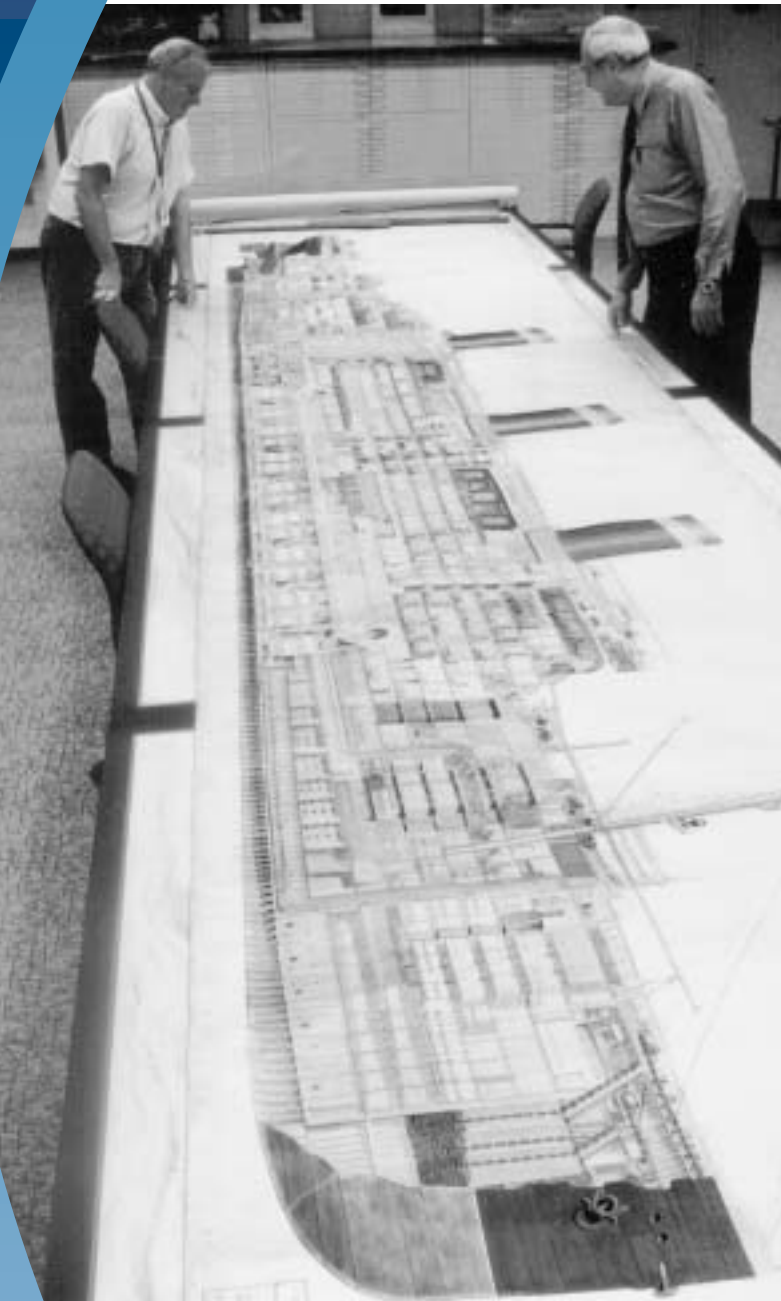




The National

Congress established the National Archives Trust Fund Board to receive and administer gifts and bequests of money and other personal property and to receive monies from the sale of reproductions of historic documents and publications approved by the Board and in the interest of the National Archives and Records Administration and the individual Presidential libraries. The members of the Board are the Archivist of the United States, who serves as Chairman; the Secretary of the Treasury; and the Chairman of the National Endowment for the Humanities.

The Gift Fund is administered by the National Archives Trust Fund Board and accepts, receives, holds, and administers, in accordance with the terms of the donor, gifts or bequests of money, securities, or other personal property for the benefit of NARA activities.

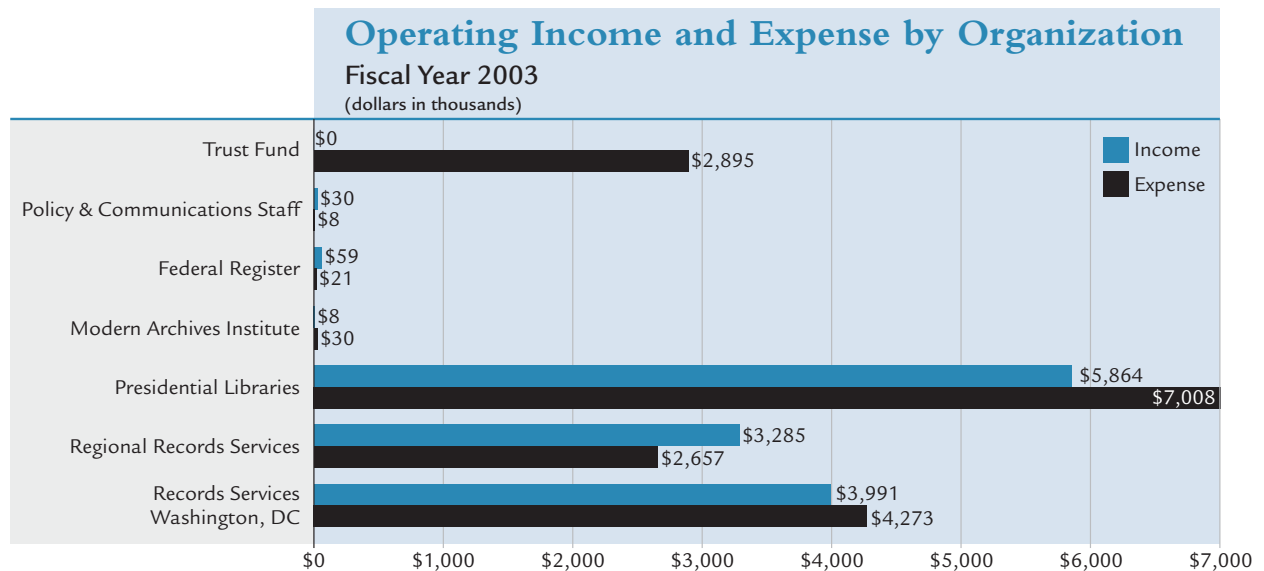


Archives specialists Keith Kerr and Jerry Luchansky examine the plans for the SS Leviathan in the Cartographic section of the National Archives at College Park, MD. (Photo by Carrie Goeringer)

Senior conservator Anne Witty works on a document in the Document Conservation Laboratory at the National Archives at College Park, MD. (Photo by Helen Proctor)



Archives Trust Fund and Gift Fund



Trust Fund

Statements of Operations

For the fiscal years ended September 30

	2003			2002		
	Presidential Libraries	Other Trust Fund	Total	Presidential Libraries	Other Trust Fund	Total
Revenues:						
Reproduction service	\$ 399,932	\$ 5,577,975	\$ 5,977,907	\$ 417,911	\$ 6,359,039	\$ 6,776,950
Microform publications	—	1,511,886	1,511,886	—	2,896,591	2,896,591
Over-the-counter sales	2,048,384	96,362	2,144,746	2,556,057	138,985	2,695,042
Publications	—	30,244	30,244	—	31,512	31,512
Admissions	2,981,255	—	2,981,255	4,627,134	—	4,627,134
Other income	434,197	156,816	591,013	524,799	517,779	1,042,578
Total revenues	5,863,768	7,373,283	13,237,051	8,125,901	9,943,906	18,069,807
Expenses:						
Operating expenses						
Non-Federal	6,988,867	6,039,892	13,028,759	7,155,316	6,354,052	13,509,368
Federal	19,621	3,843,386	3,863,007	79,755	4,041,370	4,121,125
Total operating expenses	7,008,488	9,883,278	16,891,766	7,235,071	10,395,422	17,630,493
Income/(Loss) from operations	(1,144,720)	(2,509,995)	(3,654,715)	890,830	(451,516)	439,314
Other income:						
Imputed financing—expenses paid by other agencies	304,000	110,402	414,402	218,543	97,106	315,649
Investment income—Federal	63,212	76,961	140,173	148,713	115,722	264,435
Other—non-Federal	85,309	187	85,496	182,129	10,328	192,457
Total other income	452,521	187,550	640,071	549,385	223,156	772,541
Other expenses:						
Imputed costs	304,000	110,402	414,402	218,543	97,106	315,649
Other interest expense	33	439	472	—	—	—
Prior year expense	—	35,772	35,772	—	74,325	74,325
Total other expenses	304,033	146,613	450,646	218,543	171,431	389,974
Excess (Shortage) of revenues over expenses	(996,232)	(2,469,058)	(3,465,290)	1,221,672	(399,791)	821,881
Net position, beginning of year	8,871,213	7,328,764	16,199,977	7,649,541	7,728,555	15,378,096
NET POSITION, END OF YEAR	\$7,874,981	\$4,859,706	\$12,734,687	\$8,871,213	\$7,328,764	\$16,199,977

The accompanying notes are an integral part of this statement.

Right: Lester Clark, an archives technician at NARA's Pacific Alaska Region in Seattle, WA, assists a customer on the telephone. (Photo by Jeff Benson)



Far right: Eric Talley, an archives technician at the Washington National Records Center in Suitland, MD, delivers records to the Department of Justice in Washington, DC. (Photo by Michael Whitted)



Trust Fund

Balance Sheets

As of September 30

	2003			2002		
	Presidential Libraries	Other Trust Fund	Total	Presidential Libraries	Other Trust Fund	Total
Entity Assets						
Current assets:						
Cash in U.S. Treasury	\$ 805,901	\$ 492,532	\$ 1,298,433	\$ 267,217	\$ 372,872	\$ 640,089
Cash in transit	—	—	—	343,526	29,124	372,650
Imprest funds	28,520	7,075	35,595	26,870	6,595	33,465
Investments—Federal	6,150,733	3,759,051	9,909,784	7,375,638	4,854,740	12,230,378
Accounts receivable, net of allowance for uncollectible accounts of \$0 and \$50,947, respectively for fiscal year 2003 and \$0 and \$54,138, respectively for fiscal year 2002						
Non-Federal	20,148	298,800	318,948	6,905	828,789	835,694
Federal	186,700	—	186,700	495,600	—	495,600
Inventories, net of reserve for obsolescence of \$209,557 and \$295,124, respectively, for both fiscal years 2003 and 2002	918,370	95,790	1,014,160	785,565	128,976	914,541
Prepaid expenses—Federal	—	68,167	68,167	—	51,757	51,757
Total current assets	8,110,372	4,721,415	12,831,787	9,301,321	6,272,853	15,574,174
Non-current assets:						
Property and equipment, at cost less accumulated depreciation of \$1,108,893 and \$3,686,682, respectively, for fiscal year 2003 and \$1,092,701 and \$2,797,548, respectively, for fiscal year 2002	134,001	1,608,271	1,742,272	47,707	2,477,021	2,524,728
Total entity assets	\$8,244,373	\$6,329,686	\$14,574,059	\$9,349,028	\$8,749,874	\$18,098,902
Liabilities						
Current liabilities:						
Accounts payable						
Non-Federal	\$ 63,325	\$ 934,314	\$ 997,639	\$ 215,819	\$ 571,364	\$ 787,183
Federal	—	—	—	4,967	—	4,967
Accrued payroll—non-Federal	110,470	37,819	148,289	90,347	28,535	118,882
Sales tax payable—non-Federal	—	—	—	2,292	—	2,292
Deferred revenue						
Non-Federal	9	355,972	355,981	—	657,605	657,605
Federal	—	30,049	30,049	—	51,354	51,354
Total current liabilities	173,804	1,358,154	1,531,958	313,425	1,308,858	1,622,283
Long-term liabilities:						
Annual leave liability—non-Federal	195,588	111,826	307,414	164,390	112,252	276,642
Total long-term liabilities	195,588	111,826	307,414	164,390	112,252	276,642
Total liabilities	369,392	1,469,980	1,839,372	477,815	1,421,110	1,898,925
Net Position						
Cumulative results of operations	7,874,981	4,859,706	12,734,687	8,871,213	7,328,764	16,199,977
TOTAL LIABILITIES AND NET POSITION	\$8,244,373	\$6,329,686	\$14,574,059	\$9,349,028	\$8,749,874	\$18,098,902

The accompanying notes are an integral part of this statement.



Far left: Archivist Bill McNitt helps Fareed Saba, a University of Michigan student, start research for a seminar paper at the Gerald R. Ford Library in Ann Arbor, MI. (Photo by Kenneth G. Hafeli)

At the National Personnel Records Center's military records facility in St. Louis, MO, archives technician Pio Petralli prepares a Certification of Military Service in response to a request about a veteran's personnel record. (Photo by Nancy Stanfill-McCarty)

Trust Fund

Schedules of Changes in Working Capital Effect on Working Capital

	2003	2002
Current assets:		
Cash in U.S. Treasury	\$ 658,344	\$ 270,080
Cash in transit	(372,650)	322,441
Imprest funds	2,130	(3,950)
Investments	(2,320,594)	(280,970)
Accounts receivable	(825,646)	978,176
Inventories	99,619	(65,560)
Prepaid expenses	16,410	12,000
Current liabilities:		
Accounts payable	(205,489)	126,325
Accrued payroll	(29,407)	(30,628)
Sales tax payable	2,292	2,636
Deferred revenue	322,929	70,858
Increase (Decrease) in working capital	\$(2,652,062)	\$1,401,408

The accompanying notes are an integral part of this statement.

Trust Fund

Statements of Changes in Financial Condition For the fiscal years ended September 30

	2003	2002
Sources of working capital:		
From operations:		
Net income (loss)	\$ (3,465,290)	\$ 821,881
Items not affecting working capital:		
Depreciation	905,326	900,506
Working capital inflow (outflow) from operations	(2,559,964)	1,722,387
From other sources:		
Increase in annual leave liability	30,772	3,656
Working capital inflow from other sources	30,772	3,656
Working capital inflow (outflow) from all sources	(2,529,192)	1,726,043
Uses of working capital:		
Purchase of operational assets	122,870	324,635
Total working capital used for all purposes	122,870	324,635
Increase (decrease) in working capital	\$(2,652,062)	\$1,401,408

The accompanying notes are an integral part of this statement.

Notes to Financial Statements and Explanations of Significant Accounting Policies

Revenue: Revenue is derived from the sale of publications, reproductions of records, self-service electrostatic copies, museum shop items, Presidential library museum admissions, and investment income. Revenues are recorded on an accrual basis.

Investment Valuation: U.S. Government securities held by the Trust Fund are stated at cost adjusted for accretion of discount.

Inventory Valuation: Inventories that consist of merchandise held for sale are valued at cost, determined using an average cost method. Physical inventory counts, taken at all locations, are performed at the end of each fiscal year, and appropriate adjustments are made. Inventories of supplies are expensed at the time of receipt.

Property and Equipment Valuation and Depreciation: Fixed assets are shown at original acquisition cost less accumulated depreciation. The capitalized cost of these assets is allocated over the estimated useful life by the straight-line method. Currently, all administrative and operating equipment is estimated to have a useful life of five years.

Annual Leave Liability: Annual leave liability represents the cumulative amount payable to Trust Fund employees as annual leave at year end. Unfunded leave expense for the year is treated as an operating expense in the computation of net income or loss for the period. This treatment does not apply to sick or other leave, which is expensed as it is used.

Deferred Revenue: The current liability for deferred revenue represents advance payments for products and services that are to be furnished within a year. The long-term liability for deferred revenue represents collections for services to be provided over a period of more than 12 months.

Accounts Payable: As of September 30, payables consisted of the following:

	2003	2002
General	\$684,597	\$768,962
Estimated Year-End Accruals	263,428	23,188
Disbursements in Transit	49,614	—
Totals	\$997,639	\$792,150

Gift Fund

Balance Sheets

As of September 30

	2003	2002
Entity Assets		
Current assets:		
Cash in U.S. Treasury	\$ 3,182,664	\$ 83,437
Cash in transit	—	1,623
Accounts receivable	18,401	4,967
Interest receivable	21,346	21,346
Investments		
Non-Federal	4,728,161	4,718,419
Federal	4,398,471	7,908,935
Total current assets	12,349,043	12,738,727
Noncurrent assets:		
Property and equipment, at cost less accumulated depreciation of \$2,451 for fiscal year 2003	2,265,302	—
Total entity assets	\$14,614,345	\$12,738,727
Liabilities		
Current liabilities:		
Accounts payable	2,354,351	609,105
Total liabilities	2,354,351	609,105
Net Position		
Cumulative results of operations	12,259,994	12,129,622
TOTAL LIABILITIES AND NET POSITION	\$14,614,345	\$12,738,727

The accompanying notes are an integral part of this statement.



Congressional relations specialist Patricia Welch and archives technician Janet Davis of the Center for Legislative Archives in Washington, DC, consult during the course of a typical work day. (Photo by Roscoe George)

Gift Fund

Statements of Changes in Financial Condition

For the fiscal years ended September 30

	2003	2002
Sources of funds:		
Excess (shortage) of revenue over expenses:		
Funds provided by operations	\$(1,445,239)	\$(1,459,764)
Grants and donations	1,575,611	5,423,575
Items not affecting working capital:		
Depreciation	2,470	—
Excess of revenue over expenses	132,842	3,963,811
Application of funds:		
Purchase of operational assets	2,267,772	—
Total working capital used for all purposes	2,267,772	—
Working capital inflow (outflow)	\$(2,134,930)	\$ 3,963,811

Gift Fund

Schedules of Changes in Working Capital

Effect on Working Capital

	2003	2002
Current assets:		
Cash in U.S. Treasury	\$ 3,099,227	\$ (3,193)
Cash in transit	(1,623)	7,566
Accounts receivable	13,434	4,967
Investments	(3,500,722)	4,305,126
Current liabilities:		
Accounts payable	(1,745,246)	(350,655)
INCREASE (DECREASE) IN WORKING CAPITAL	\$(2,134,930)	\$3,963,811

At the George Bush Library in College Station, TX, administrative assistant Amanda Urrutia puts the finishing touches on a dragon column for the library's "Treasures of China" exhibit. (Photo by Brian Blake)



A researcher examines records at the National Archives at College Park, MD. (Photo by Amy Young)



Archives specialist Patty McNamee copies pages from a report of the Bureau of Yards and Docks for a researcher at NARA's Pacific Alaska Region in Seattle, WA. (Photo by Jeff Benson)



Ed Autry, an audiovisual technician at the Harry S. Truman Library in Independence, MO, uses compressed air to clear debris from the film gate of a 35mm projector. (Photo by Jamie Oakes)

Jean Page, a clerk at the Dwight D. Eisenhower Library's visitors center, operates a World War II vintage dog tag machine. (Photo by Bob Paull)



Gift Fund

Statements of Operations

For the fiscal years ended September 30

	2003				2002
	Presidential Libraries	Other Unrestricted	Other Restricted	Total	Total
Revenues:					
Grants and donations	\$ 1,038,717	\$ 30,902	\$ 505,992	\$ 1,575,611	\$ 5,423,575
Investment income	301,136	2,645	16,807	320,588	299,161
Total revenues	1,339,853	33,547	522,799	1,896,199	5,722,736
Expenses:					
Operating expenses/program costs	547,453	61,964	1,153,513	1,762,930	1,759,261
Other interest expense	—	—	427	427	—
Depreciation on equipment	2,451	19	—	2,470	—
Total expenses	549,904	61,983	1,153,940	1,765,827	1,759,261
Adjustments to prior year operations	—	24,568	(24,568)	—	(336)
Excess (Shortage) of revenues over expenses	789,949	(53,004)	(606,573)	130,372	3,963,811
NET POSITION, BEGINNING OF YEAR	10,128,408	380,147	1,621,067	12,129,622	8,165,811
NET POSITION, END OF YEAR	\$10,918,357	\$327,143	\$1,014,494	\$12,259,994	\$12,129,622



Gift Fund Donations

Fiscal Year 2003

Staff at the central desk in the textual research room at the National Archives at College Park, MD, assist researchers. (Photo by Carrie Goeringer)

Office	Donor	Amount	Total
PRESIDENTIAL LIBRARIES			
Hoover Library	Miscellaneous	\$ 686	\$ 686
	Roosevelt Library	Edelman Foundation	2,514
Truman Library	Franklin and Eleanor Roosevelt Institute*	752,166	758,304
	Franklin and Eleanor Roosevelt Institute (non-cash)*	3,624	
	Harry S. Truman Institute*	7,259	
	Missouri Library Network	9,170	
Eisenhower Library	Miscellaneous	2,400	18,829
	Eisenhower Foundation*	8,588	
	Miscellaneous	3,995	
Kennedy Library	Miscellaneous (non-cash)	728	13,310
	Boston Globe	3,000	
	John F. Kennedy Foundation	3,169	
	Musee de la Mode et du Textile	1,637	
Johnson Library	Miscellaneous	1,826	9,633
	Lyndon Baines Johnson Foundation*	162,193	
Ford Library	Miscellaneous	4,804	166,998
	Gerald R. Ford Foundation	1,930	
Carter Library	Miscellaneous	965	2,895
	Coastal Plains RESA	1,635	
Reagan Library	Miscellaneous	13,220	14,855
	Miscellaneous	1,001	1,001
Bush Library	Miscellaneous	1,000	
	Arts Council of Brazos Valley	1,000	
	BCS Chamber of Commerce	2,187	
	Bush Foundation*	31,122	
	Coca-Cola Enterprises Bottling Companies, North Texas Div.	1,500	
	College Station Rotary Club	10,000	
	Junior League of Bryan-College Station	2,000	
Miscellaneous	8,728	56,537	
Clinton Presidential Materials Project	Miscellaneous	10	10
TOTAL			\$1,043,056
PRESIDENTIAL LIBRARIES			

Herbert Hoover Library registrar Jenny Pedersen wraps an original 1912 edition of *De Re Metallica*, a 1556 mining treatise translated from Latin by Herbert and Lou Henry Hoover. (Photo by Lynn Smith)



Robert Taylor, a preservation technician at the National Personnel Records Center's military records facility in St. Louis, MO, holds a humidification chamber containing distorted military personnel records. (Photo by Nancy Stanfill-McCarty)



Gift Fund Donations, continued

Fiscal Year 2003

Office	Donor	Amount	Total
GENERAL, CULTURAL & ARCHIVAL			
	Carter Library, through the Foundation for the National Archives	\$ 50,000	
	Declarations Productions Inc. National Treasures	95,000	
	Los Angeles Public Library, through the Foundation for the National Archives	100,000	
	Peck Stackpole Foundation	9,000	
	Union Station Kansas City, through the Foundation for the National Archives	100,000	
	United Technologies, through the Foundation for the National Archives	50,000	
	Witte Museum, through the Foundation for the National Archives	100,000	
	Miscellaneous*	6,828	
	TOTAL GENERAL, CULTURAL & ARCHIVAL		\$ 510,828
OFFICE OF REGIONAL RECORDS SERVICES			
Northeast - Boston	Miscellaneous	2,264	2,264
Northeast - New York	Caroline Ruda	1,000	
	Tyron Genealogical Research Inc.	1,000	
	Miscellaneous	720	2,720
Northeast - Pittsfield	Miscellaneous	604	604
Mid-Atlantic - Philadelphia	Pew Foundation- non cash	2,330	
	Miscellaneous	3,014	5,344
Southeast - Atlanta	Miscellaneous	775	775
Great Lakes - Chicago	Miscellaneous	1,515	1,515
Central Plains - Kansas City	Miscellaneous	607	607
Southwest - Ft. Worth	Miscellaneous	750	750
Rocky Mountain - Denver	Miscellaneous	3,201	3,201
Pacific - San Bruno	Miscellaneous	1,460	1,460
Pacific - Laguna Niguel	Miscellaneous	4,767	4,767
Pacific Alaska - Seattle	Miscellaneous	4,368	4,368
Pacific Alaska - Anchorage	Miscellaneous	35	35
	TOTAL OFFICE OF REGIONAL RECORDS SERVICES		\$ 28,409
	TOTAL DONATIONS		\$1,582,293

Miscellaneous gifts include donations of less than \$1,000.

*Indicates multiple gifts from this donor.

Khanh Nguyen, an archives aid at NARA's Great Lakes Region in Chicago, IL, retrieves citizenship petitions in response to customer requests. (Photo by Mary Ann Zulevic)