# UNITED STATES-JAPAN FOUNDATION FINANCIAL STATEMENTS DECEMBER 31, 2003 and 2002

#### INDEPENDENT AUDITORS' REPORT

Board of Directors United States-Japan Foundation New York, New York

We have audited the accompanying statements of financial position of the United States-Japan Foundation (the "Foundation") as of December 31, 2003 and 2002, and the related statements of activities and cash flows for the years then ended. These financial statements are the responsibility of the management of the Foundation. Our responsibility is to express an opinion on these financial statements based on our audits.

We conducted our audits 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 examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinion.

In our opinion, the financial statements enumerated above present fairly, in all material respects, the financial position of United States-Japan Foundation as of December 31, 2003 and 2002, and the results of its activities and its cash flows for the years then ended, in conformity with accounting principles generally accepted in the United States of America.

New York, New York March 3, 2004

## **Statements of Financial Position**

	Dece	December 31,						
	2003	2002						
ASSETS Cash Accrued income receivable Investments Property and equipment, net Prepaid federal excise tax Other assets	\$ 121,711 119,118 79,348,009 679,269	31,695 69,302,578 741,504 20,000						
	<u>\$ 80,309,939</u>	\$ 70,325,089						
LIABILITIES AND NET ASSETS Liabilities:								
Grants payable Accounts payable and accrued expenses Accrued federal excise tax	\$ 968,235 37,254 <u>42,007</u>	71,121						
	1,047,496	1,570,833						
Commitment (Note D)								
Net assets - unrestricted	79,262,443	68,754,256						
	<u>\$ 80,309,939</u>	\$ 70,325,089						

## **Statements of Activities**

	Year Ended December 31,					
		2003		2002		
Investment income: Dividends Interest	\$	2,978,187 81,350	\$	2,466,120 129,957		
Less investment expenses	_	3,059,537 840,805		2,596,077 811,259		
Net investment income		2,218,732		1,784,818		
Expenses: Grants US-Japan Leadership Program Program Administrative	_	1,540,953 444,506 924,027 455,052 3,364,538	_	2,161,563 499,848 993,180 460,381 4,114,972		
Excess of expenses over net investment income before net realized and unrealized losses on investments and contribution  Net realized and unrealized gains (losses) on investments		(1,145,806) 11,653,993		(2,330,154) (13,274,235)		
Change in net assets - unrestricted Net assets - unrestricted, January 1	_	10,508,187 68,754,256		(15,604,389) 84,358,645		
Net assets - unrestricted, December 31	<u>\$</u>	79,262,443	\$	68,754,256		

## **Statements of Cash Flows**

	Year Ended December 31,					
	2003	2002				
Cash flows from operating activities:						
Change in net assets	\$ 10,508,187	\$ (15,604,389)				
Adjustments to reconcile change in net assets to net cash used in						
operating activities:						
Net realized and unrealized (gains) losses on investments	(11,653,993)	13,274,235				
Depreciation and amortization	65,691	70,481				
Loss (gain) on disposal of property and equipment	263	(763)				
Changes in:						
Accrued income receivable	(87,423)	10				
Prepaid federal excise tax	20,000	92,768				
Other assets	74,420	(73,823)				
Grants payable	(531,477)	(711,516)				
Federal excise tax payable	42,007					
Accounts payable and accrued expenses	(33,867)	<u>(1,557</u> )				
Net cash used in operating activities	<u>(1,596,192</u> )	(2,954,554)				
Cash flows from investing activities:						
Purchases of investments	(58,491,505)	(32,244,081)				
Proceeds from sales of investments	60,100,067	35,188,980				
Purchases of property and equipment	(3,719)	(3,921)				
Net cash provided by investing activities	1,604,843	2,940,978				
Net change in cash	8,651	(13,576)				
Cash - January 1	<u>113,060</u>	126,636				
Cash - December 31	<u>\$ 121,711</u>	<u>\$ 113,060</u>				

Notes to Financial Statements December 31, 2003 and 2002

#### NOTE A - THE FOUNDATION AND ITS SIGNIFICANT ACCOUNTING POLICIES

#### [1] The Foundation:

The United States-Japan Foundation (the "Foundation") is a private foundation organized in 1980 for the purpose of promoting understanding and cooperation between the peoples and institutions of the United States and Japan.

#### [2] Federal excise taxes:

The Foundation qualifies as a tax-exempt charitable organization under Section 501(c)(3) of the Internal Revenue Code (the "Code") and, accordingly, is not subject to federal income taxes. However, the Foundation is subject to an excise tax, not to exceed 2% on net investment income, including realized gains, as defined in the Code. In addition, the Foundation must make certain minimum distributions in an amount equal to 5% of the average fair value of its assets held during the year. The required distributions for the years ended December 31, 2003 and 2002 were approximately \$3,580,000 and \$3,930,000, respectively. At December 31, 2003, the Foundation has excess distribution carryforwards of approximately \$6,300,000 expiring in 2004 through 2008.

#### [3] Accrual basis of accounting:

The financial statements of the Foundation have been prepared using the accrual basis of accounting.

#### [4] Net assets:

The Foundation's net assets, which are unrestricted, represent resources available for current operations as there are no donor restrictions on the use of these assets.

## [5] Fair value of financial instruments:

Financial instruments are composed of cash and other assets, the carrying values of which approximate their fair values. Similarly, the reported amounts of liabilities are estimated to approximate their fair value. Investments are reported at their fair market values.

#### [6] Use of estimates:

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets, liabilities, income and expenses. Actual results could differ from those estimates.

#### [7] Contributions:

Proceeds from contributions are recorded as revenue upon receipt of cash or unconditional pledges. Proceeds from contributions are considered available for unrestricted use unless specifically restricted by the donor.

Notes to Financial Statements December 31, 2003 and 2002

#### **NOTE B - INVESTMENTS**

[1] Investments are reported at their aggregate fair values, and investment transactions are recorded as of the trade dates.

Management records its investments in limited partnerships at their estimated fair values, based upon financial statements provided by the partnerships' general partners.

Any investments denominated in foreign currencies are translated at the closing rate of exchange at the end of the reporting period. Transactions during the year, including purchases and sales and income and expenses, are translated at the rate of exchange prevailing on the dates of the transactions.

Realized and unrealized gains or losses on investments are determined by the comparison of specific costs of acquisition to the proceeds at the time of disposal and the market values at the balance-sheet date, respectively. Realized and unrealized gains or losses include the effects of currency translation with respect to foreign security transactions. Realized losses were \$5,316,503 and \$6,271,806 for the years ended December 31, 2003 and 2002, respectively. Unrealized gains (losses) were \$16,974,014 and \$(6,979,759) for the years ended December 31, 2003 and 2002, respectively.

A forward exchange currency contract is a commitment to purchase or sell a foreign currency at a future date, at a negotiated rate. The gain or loss arising from the difference between the original contracts and the closing of such contracts is included in the net realized losses on investments. The net realized losses on forward exchange currency contracts were \$3,518 and \$22,670 for the years ended December 31, 2003 and 2002, respectively.

[2] At each year-end, the cost and fair value of the Foundation's investments were as follows:

	December 31,										
	20	003	20	002							
	Fair Value	Cost	Fair Value	Cost							
Money-market and other temporary investments Mutual funds Limited partnerships Common stocks	\$ 1,129,818 50,072,835 18,851,084 9,294,272	\$ 1,134,045 44,318,511 18,211,083 8,088,403	\$ 2,952,189 24,668,020 9,385,505 32,296,864	\$ 2,960,443 26,115,108 12,316,578 37,288,496							
Total investments	<u>\$ 79,348,009</u>	<u>\$ 71,752,042</u>	\$ 69,302,578	<u>\$ 78,680,625</u>							

Approximately 19 percent and 37 percent of the Foundation's marketable securities were held by highly capitalized financial institutions, during the years ending December 31, 2003 and 2002, respectively.

Investments valued by the general partner of limited partnerships relating to not-readily-marketable securities aggregated approximately \$350,000 and \$950,000 at December 31, 2003 and 2002, respectively.

In connection with investment activity, the Foundation selects various investment vehicles, including limited partnerships. Under the terms of the limited partnership agreements, the Foundation may make an initial capital contribution and may commit to funding additional capital. At December 31, 2003, the Foundation has no commitments to provide additional capital investments.

Notes to Financial Statements December 31, 2003 and 2002

#### **NOTE C - PROPERTY AND EQUIPMENT**

The costs of a cooperative apartment owned by the Foundation (including subsequent improvements), office furnishings, equipment and leasehold improvements have been capitalized and are being depreciated over their anticipated useful lives. The apartment and related improvements are depreciated over forty years. Office furnishings and equipment are depreciated over five years. Leasehold improvements are amortized over the life of the lease. Depreciation and amortization expense was \$65,691 and \$70,481 for each of the years ended December 31, 2003 and 2002, respectively.

At each year-end, property and equipment consisted of the following:

	December 31,					
	2003	2002				
Cooperative apartment Cooperative apartment improvements Leasehold improvements Equipment Furniture and fixtures	\$ 790,725 242,700 400,535 202,921 411,325	242,700 400,535 201,452				
Less accumulated depreciation and amortization	2,048,206 1,368,937 \$ 679,269					

During the year ended December 31, 2003, the Foundation wrote off obsolete equipment of \$2,250 with an accumulated depreciation of \$1,987, for a realized loss of \$263. The maintenance charges on the cooperative apartment were \$40,981 and \$36,925 for the years ended December 31, 2003 and 2002, respectively.

#### **NOTE D - LEASES**

At December 31, 2003, future minimum lease payments under noncancellable leases (with expirations through 2007) are as follows:

2004	\$ 121,160
2005	124,774
2006	125,820
2007	 20,970
	\$ 392.724

Rent expense was \$183,175 and \$171,875 for each of the years ended December 31, 2003 and 2002, respectively.

#### **NOTE E - RETIREMENT PLAN**

The Foundation has a defined-contribution retirement plan for the benefit of its employees. Contributions were \$123,917 and \$125,358 for the years ended December 31, 2003 and 2002, respectively.

Notes to Financial Statements December 31, 2003 and 2002

## NOTE F - GRANT ACTIVITY

The Foundation's grant activity for the year ended December 31, 2003 was as follows:

Recipient Name and Purpose	Unpaid January 1, 2003		January 1,		January 1,		January 1,		January 1,		January 1,		January 1,		January 1,		January 1,		January 1,		January 1,		January 1,		January 1,		January 1,		January 1,		January 1,		January 1,		January 1,		January 1,		January 1,		Net Grants Authorized 2003	Paid	Unpaid cember 31, 2003
Precollege Education AmerAsian School in Okinawa (Okinawa, Japan)	\$	25,000		\$ 25,000																																							
To support the enhancement of the bilingual/bicultural education provided to students at the AmerAsian School in Okinawa through the hiring of two American teachers.																																											
AmerAsian School in Okinawa (Okinawa, Japan)  To support the second year of a three-year project for the enhancement of the bilingual/bicultural education provided to students at the AmerAsian School in Okinawa through the hiring of two American teachers.			\$ 50,000	25,000	\$ 25,000																																						
Anacortes School District (Anacortes, WA)  To support, as part of the Elgin Heinz Outstanding Teaching Award Program, the study of Japan and the Japanese language at Island View Elementary School and Anacortes School District through Japanese language instruction and necessary software, teacher professional development on Japan, and Japan-related field trips.			5,000	5,000																																							
Association for Asian Studies (Ann Arbor, MI)  To publish and distribute a special section on teaching the performing and visual arts of Japan in Education about Asia.			35,000	35,000																																							
AYUSA International (San Francisco, CA)  To support the first year of a three-year project to selectively recruit ten high school students for an academic year of study and service in Japan.			91,596	45,798	45,798																																						
Camden High School (Camden, NJ)			5,000		5,000																																						
To support the implementation of a Japanese language program.  Densho (Seattle, WA)  To support a bilingual education website that will use paintings by the artist Roger Shimomura to instruct middle-school children in the United States and Japan about the World War II incarceration of Japanese Americans.		34,362		34,362																																							
Des Moines Independent Community School District (Des Moines, IA)  To support a project to bring cultural experts from Japan to Des Moines, Iowa to demonstrate their skills and knowledge to students as part of the Elgin Heinz Outstanding Teacher Award.			5,000	5,000																																							
Grand Forks Public School District (Grand Forks, ND)  To support the second year of a three-year project to establish and sustain Japanese Studies courses at high schools in Grand Forks, North Dakota and the surrounding area, as well as develop an Internet exchange program for students of Grand Forks, ND and Awano, Japan.		31,057			31,057																																						
Grand Forks Public School District (Grand Forks, ND)  To support the third year of a three-year project to establish and sustain Japanese Studies courses at high schools In Grand Forks, North Dakota and the surrounding area, as well as develop an Internet exchange program for students of Grand Forks, ND and Awano, Japan.			49,963	49,963																																							
Hokkaido University of Education (Sapporo, Japan)  To support the third year of a three-year America study program for precollege teachers from Hokkaido.		6,897	763	7,660																																							
Hyogo University of Teacher Education (Yashiro, Japan)  To support a professional development program on American Studies for elementary, junior high, and high school teachers from throughout Hyogo Prefecture.		98,439	5,349	 103,788	 																																						
(carried forward)		195,755	247,671	336,571	106,855																																						

## Notes to Financial Statements December 31, 2003 and 2002

Recipient Name and Purpose		Unpaid January 1, 2003		January 1,		January 1,		January 1,		January 1,		January 1, Authorized		Grants uthorized	Paid		De	Unpaid cember 31, 2003
(brought forward)	\$	195,755	\$	247,671	\$	336,571	\$	106,855										
Precollege Education (continued) Hyogo University of Teacher Education (Yashiro, Japan) To support the second year of a three-year professional development Program on American Studies for elementary, junior high, and high school teachers from throughout Hyogo Prefecture.				126,603				126,603										
Hyogo University of Teacher Education (Yashiro, Japan) To support a research project on American Studies under the direction of Dr. Masamichi Sasaki including a survey on teaching American Studies at the precollege level in Japan.				51,788		51,788												
Mississippi State University (Mississippi State, MS)  To support the third year of a three-year project in Japanese studies for middle and high school social studies teachers from across Mississippi.		38,848				38,848												
Project GRAD Los Angeles (North Hollywood, CA)  To support a four-week intensive enrichment program on Japanese language, history, art and culture for 50 Project GRAD Scholars.				50,000		50,000												
Stanford University (Stanford, CA)  The first year of a three-year Internet-mediated Japan Studies course for				80,520		40,260		40,260										
exemplary high school students in the United States.  The Fund for Public Schools, Inc. (New York, NY)  To support the third year of a three-year Japanese language and cultural exchange program for New York City Public High School students studying Japanese.				20,000		20,000												
The Japan-America Society of Washington, DC (Washington, DC) To support the eleventh year of a national language competition and supporting regional competitions for high school students studying Japanese.		61,477				61,477												
The Japan-America Society of Washington, DC (Washington, DC) To support the twelfth year of a national language competition and supporting regional competitions for high school students studying Japanese.				124,960		62,480		62,480										
The Laurasian Institution (Tokyo, Japan)  To support the second year of a three-year Japan studies program for 10 teams of two teachers and four of their students from US Great Lakes States.		57,649				57,649												
The Laurasian Institution (Tokyo, Japan)  To support the third year of a three-year Japan studies program for eight teams of two teachers and four of their students from US Great Lakes States.		179,520				119,680		59,840										
The Midori Foundation (New York, NY)  A discretionary grant in support of the growth and development of music education programs, pre-concert workshops, and a weeklong Adventure Concert featuring Midori and in honor of the Midori Foundation's 10 <sup>th</sup> Anniversary.				25,000		25,000												
University of Oregon (Eugene, OR)  The first year of a three-year project to support the creation of a national system of articulation in Japanese language based on clear and measurable standards.		99,607				99,607												
University of Oregon (Eugene, OR)  To support the second year of a three-year project to create a national system of articulation in Japanese language based on clear and measurable standards.				100,522		50,261		50,261										
University of Pennsylvania (Philadelphia, PA)  To support the third year of a three-year teacher-training program in Japan Studies for precollege educators in the Greater Philadelphia Region.		160,141				160,141												
(carried forward)		792,997		827,064		1,173,762		446,299										

## Notes to Financial Statements December 31, 2003 and 2002

Recipient Name and Purpose	Unpaid January Recipient Name and Purpose 2003		Net Grants Authorized 2003			Paid		Unpaid cember 31, 2003
(brought forward)	\$	792,997	\$	827,064	\$	1,173,762	\$	446,299
Precollege Education (continued) University of Tennessee at Chattanooga (Chattanooga, TN) To support the third year of a three-year Japan-studies project for high school teachers from Arkansas, Missouri, and Tennessee designed to enhance teaching about Japan in under-served rural and inner-city public schools.		205,233				51,308		153,925
University of the Ryukyus (Okinawa, Japan)  To support the third year of a three-year teacher-professional development program in American Studies for social studies and English teachers from Okinawa.		5,684		629		6,313		
University of Vermont (Burlington, VT)  To promote the study of Japan in schools throughout Vermont under the guidance of two educators at the University of Vermont.		100,931				100,931		
Yamaguchi University (Yamaguchi, Japan)  To support the second year of a three-year project designed to give teachers and pupils from primary to high school a wider and deeper		6,800		752		7,552		
understanding of America.  Yamaguchi University (Yamaguchi, Japan)  To support the third year of a three-year project designed to give teachers and pupils from primary to high school a wider and deeper understanding of America.				125,105		101,420	_	23,685
Subtotal for Precollege Education	\$	<u>1,111,645</u>	\$	953,550	\$	1,441,286	\$	623,909
US-Japan Policy Henry L. Stimson Center (Washington, DC) To support the second year of a three-year fellowship program that brings Japanese military/security specialists to Washington, DC for an intense two to three-month period of research and networking.	\$	45,000			\$	45,000		
Henry L. Stimson Center (Washington, DC)  To support the third year of three-year fellowship program that brings Japanese military/security specialists to Washington, DC for an intense two to three-month period of research and			\$	30,000		30,000		
Int'l Council for Local Environmental Initiatives (ICLEI), Japan Office (Tokyo, Japan)  To support the first year of a two-year exchange and research program linking six U.S. and Japanese cities in a joint investigation of		73,749		1,653		75,402		
barriers to implementing local climate protection policies.  Int'l Council for Local Environmental Initiatives (ICLEI), Japan Office (Tokyo, Japan)  To support the second year of a two-year exchange and research program linking six U.S and Japanese cities in a joint investigation of barriers to implementing local climate				115,826			\$	115,826
protection policies.  Massachusetts Institute of Technology (Japan Program) (Cambridge, MA)  To help support the MIT – Japan Program's Symposium on "The Changing Geo-Politics of East Asia" in Tokyo, which will investigate the security architecture in East Asia and the future of				5,000		5,000		
the US-Japan Alliance.  National Committee on American Foreign Policy (New York, NY) To support a Roundtable on Northeast Asian Security.				30,000		30,000		
(carried forward)		118,749		182,479		185,402		115,826

## Notes to Financial Statements December 31, 2003 and 2002

Recipient Name and Purpose	Unpaid January 1, 2003		Α	Net Grants uthorized 2003	 Paid	De	Unpaid cember 31, 2003
(brought forward)	\$	118,749	\$	182,479	\$ 185,402	\$	115,826
US-Japan Policy (continued) Osaka University (OSIPP) (Toyonaka, Japan) To support the second year of a two-year project to provide the analytical framework for building and improving Japan-US cooperation in crisis situations: financial, natural disaster, accident or other such		19,318		300	19,618		
challenges.  The Monterey Institute of International Studies (Monterey, CA)  To support a series of policy research and discussion meetings by  American and Japanese arms control specialists to supplement the work of the U.SJapan Commission on Arms Control, Disarmament, Non-Proliferation and Verification.		35,000			35,000		
The Monterey Institute of International Studies (Monterey, CA)  To support the second year of a series of policy research and discussion meetings by American and Japanese arms control specialists to supplement the work of the U.S-Japan Commission on Arms Control, Disarmament, Non-Proliferation, and Verification.				25,000	25,000		
Subtotal for US-Japan Policy	\$	173,067	\$	207,779	\$ 265,020	\$	115,826
Communications/Public Opinion Harmonia Opera Company (New York, NY) To support the 22 <sup>nd</sup> Anniversary Performance that will feature a world			\$	2,500	\$ 2,500		
premiere of the Japanese Noh Opera KANTAN.  Japan Society (New York, NY)  To support the second year of a three-year, intensive fellowship program for Japanese and American media professionals, allowing them to reside, study and work for two to three months in the other country,	\$	180,000			180,000		
focused on a research topic of their choice.  Japan Society (New York, NY)  To support the third year of a three-year intensive fellowship program for Japanese and American media professionals, allowing them to reside, study and work for two to three months in the other country, focused				220,000	55,000	\$	165,000
on a research topic of their choice.  Japan-Louisiana Friendship Foundation (Zachary, LA)  To help support its "Hattori Fellows" program that each year selects up to four Japanese or American high school students to spend two to three weeks in the other country to promote greater understanding and friendship between Louisiana and Japan in memory of Yoshihiro Hattori, who was killed while an exchange				5,000	5,000		
student in Baton Rouge in 1992.  Japanese American National Museum (Los Angeles, CA)  To support the first year of a three-year project that will bring together younger leaders from Japan and the Japanese American community in the United States to collaborate on issues of mutual concern in		25,000					25,000
advancing U.SJapan relations.  Japanese American National Museum (Los Angeles, CA)  To support the second year of a three-year project that will bring together younger leaders from Japan and the Japanese American community in the United States to collaborate on issues of mutual				50,000	50,000		
concern in advancing US-Japan relations.  National Bureau of Asian Research (NBR) (Seattle, WA)  To support the commissioning of ten short research papers from leading specialists in Japan and the United States on contemporary bilateral issues for online dissemination and structured debate on the "Japan-U.S. E-mail Discussion Forum."		10,000			 10,000		
(carried forward)		215,000		277,500	302,500		190,000

## Notes to Financial Statements December 31, 2003 and 2002

Recipient Name and Purpose		Unpaid January 1, 2003		January 1,		January 1,		January 1,		January 1,		Net Grants uthorized 2003	Paid	De	Unpaid ecember 31, 2003
(brought forward)	\$	215,000	\$	277,500	\$ 302,500	\$	190,000								
Communications/Public Opinion (continued) Projectile Arts (Brooklyn, NY) To support the production of a 90-minute documentary film on high school baseball in Japan.				50,000	50,000										
Public Radio International (Minneapolis, MN)  To support the enhanced coverage of Japan in PRI's daily international News program. <i>The World</i> .				75,000	37,500		37,500								
The Isamu Noguchi Foundation (Long Island City, NY)  To support The Isamu Noguchi Garden Museum and to honor Isamu Noguchi's life and the role he played in enhancing understanding between Americans and Japanese.				1,000			1,000								
The Japan Committee to Aid Democracy for Peace Building (ADP Committee) (Tokyo, Japan)  To support a series of twelve workshops to further research country models and facilitate discussions on establishing a foundation in Japan that can partner with similar groups in the United States and other countries to help promote democracy abroad through non-government efforts.		_		26,702	 26,702	_									
Subtotal for Communications/Public Opinion	\$	215,000	\$	430,202	\$ 416,702	\$	228,500								
Subtotal Prior years' awards withdrawn/returned in current year	\$ 1	1,499,712	\$	1,591,531 (35,910)	\$ 2,123,008 (35,910)	\$	968,235								
Total	<u>\$</u>	<u>1,499,712</u>	\$	<u>1,555,621</u>	\$ <u>2,087,098</u>	\$	968,235								

<sup>(</sup>a) Net grants authorized reflect the additions of net currency losses which totaled (\$14,668) for the year. Current year reductions in awards have been netted against the original award.

<sup>(</sup>b) Unexpended funds returned in the current year are netted against payments.