KCO certified public accountants

AUDIO INFORMATION NETWORK OF COLORADO, INC.

FINANCIAL STATEMENTS

FOR THE YEARS ENDED DECEMBER 31, 2020 AND 2019

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INDEPENDENT AUDITORS' REPORT

To the Board of Directors of
Audio Information Network of Colorado, Inc.
Boulder, Colorado

We have audited the accompanying financial statements of Audio Information Network of Colorado, Inc. (a nonprofit organization), which comprise the statements of financial position as of December 31, 2020 and 2019, and the related statements of activities, functional expenses, and cash flows for the years 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 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 from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization'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 Audio Information Network of Colorado, Inc. as of December 31, 2020 and 2019, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

KCO, INC.
BOULDER, COLORADO
KCO, Inc.
July 23, 2021

AUDIO INFORMATION NETWORK OF COLORADO, INC.
STATEMENTS OF FINANCIAL POSITION
DECEMBER 31, 2020 AND 2019

ASSETS	2020	2019
CURRENT ASSETS		
Cash	$ 258,583	$ 251,656
Receivables (Note 2)	253,773	253,371
Prepaid expense and other	6,728	10,345
Total current assets	519,084	515,372
PROPERTY AND EQUIPMENT, net (Note 6)	13,881	19,546
Right-of-use lease assets - finance leases (Type A)	151,989	151,988
Accumulated amortization	(50,267)	(12,270)
Total right-of-use assets	101,721	139,718
Right-of-use lease asset - operating lease (Type B)	149,206	149,207
Accumulated amortization	(58,730)	(28,286)
Total right-of-use assets	90,476	120,921
OTHER ASSETS		
Deposits	2,755	2,755
Investments (Notes 1 and 3)	12,870	11,323
Total other assets	15,625	14,078
TOTAL ASSETS	$ 740,787	$ 809,635

LIABILITIES AND NET ASSETS	2020	2019
CURRENT LIABILITIES		
Accounts payable	$ 11,410	$ 23
Accrued liabilities	27,843	7,760
Current portion of PPP loan	46,059	-
Current portion of notes payable - vehicles	4,737	9,610
Current portion of lease obligations - finance leases (Type A)	36,591	34,079
Current portion of lease obligation - operating lease (Type B)	32,952	29,412
Total current liabilities	159,592	80,884
LONG-TERM DEBT, net of current portion		
SBA PPP loan	16,886	-
Notes payable - vehicles (Note 4)	2,356	5,808
Lease obligations - finance leases (Type A)	73,203	109,926
Lease obligation - operating lease (Type B)	60,054	93,006
Total long-term debt	152,499	208,740
TOTAL LIABILITIES	312,091	289,624
NET ASSETS		
Without donor restrictions	208,696	288,011
With donor restrictions (Note 8)	220,000	232,000
	428,696	520,011
TOTAL LIABILITIES AND NET ASSETS	$ 740,787	$ 809,635

See Notes to Financial Statements

AUDIO INFORMATION NETWORK OF COLORADO, INC.
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2020

	Without Donor Restrictions	With Donor Restrictions	Total
SUPPORT AND REVENUE			
Contributions	$ 67,424	$ 15,000	$ 82,424
Government grants	434,901	220,000	654,901
Net investment income	1,577	-	1,577
Net assets released from time restrictions	247,000	(247,000)	-
Total support and revenue	750,902	(12,000)	738,902
EXPENSES			
Program services	686,400	-	686,400
Management and general	68,837	-	68,837
Fundraising	73,657	-	73,657
Total expenses	828,894	-	828,894
Loss on assets disposal	1,322	-	1,322
Total expenses and losses	830,216	-	830,216
CHANGE IN NET ASSETS	(79,314)	(12,000)	(91,314)
NET ASSETS			
Beginning of year	288,011	232,000	520,011
End of year	$ 208,696	$ 220,000	$ 428,696

AUDIO INFORMATION NETWORK OF COLORADO, INC.
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2019

	Without Donor Restrictions	With Donor Restrictions	Total
SUPPORT AND REVENUE			
Contributions	$ 97,638	$ 10,000	$ 107,638
Government grants	391,338	232,000	623,338
Net investment income	1,860	-	1,860
Net assets released from restrictions	120,000	(120,000)	-
Total support and revenue	610,836	122,000	732,836
EXPENSES AND LOSSES			
Program services	568,189	-	568,189
Management and general	29,484	-	29,484
Fundraising	53,671	-	53,671
Total expenses	651,344	-	651,344
Net investment loss	3,448	-	3,448
Total expenses and losses	654,792	-	654,792
CHANGE IN NET ASSETS	(43,956)	122,000	78,044
NET ASSETS			
Beginning of year	331,967	110,000	441,967
End of year	$ 288,011	$ 232,000	$ 520,011

AUDIO INFORMATION NETWORK OF COLORADO, INC.
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2020

	Program Services	Management and General	Fund-raising	Total
Salaries	$ 321,317	$ 3,780	$ 52,923	$ 378,020
Payroll taxes	23,427	275	3,859	27,561
Employee benefits	62,127	731	10,232	73,090
Professional fees	51,131	20,575	-	71,706
Insurance	9,505	101	506	10,112
Occupancy expense	55,619	592	2,958	59,169
Conferences and meetings	9,833	-	-	9,833
Equipment expense	8,308	10	52	8,370
Interest	-	10,699	-	10,699
Marketing	11,231	-	-	11,231
Office expense	13,963	6,185	653	20,801
Telephone and communications	59,254	25,394	-	84,648
Travel and meals	3,839	-	-	3,839
Miscellaneous	10,338	-	-	10,338
Depreciation and amortization	46,508	495	2,474	49,477
	$ 686,400	$ 68,837	$ 73,657	$ 828,894

AUDIO INFORMATION NETWORK OF COLORADO, INC.
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2019

	Program Services	Management and General	Fund-raising	Total
Salaries	$ 215,881	$ 2,540	$ 35,557	$ 253,978
Payroll taxes	16,914	199	2,786	19,899
Employee benefits	52,042	612	8,572	61,226
Professional fees	96,923	19,706	-	116,629
Insurance	9,442	100	502	10,044
Occupancy expense	59,884	637	3,185	63,706
Conferences and meetings	19,104	-	-	19,104
Equipment expense	14,849	39	191	15,079
Interest	-	3,113	-	3,113
Marketing	13,001	-	-	13,001
Office expense	15,026	2,064	507	17,597
Telephone and communications	16,932	180	901	18,013
Travel and meals	9,446	-	-	9,446
Miscellaneous	1,111	-	-	1,111
Depreciation and amortization	27,634	294	1,470	29,398
	$ 568,189	$ 29,484	$ 53,671	$ 651,344

AUDIO INFORMATION NETWORK OF COLORADO, INC.
STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED DECEMBER 31, 2020 AND 2019

	2020	2019
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	$ (91,314)	$ 78,044
Adjustments to reconcile change in net assets to cash flows from operating activities:		
Depreciation expense	11,480	17,128
Amortization expense - ROU assets	68,441	40,556
Unrealized (gain) loss on investments	(1,547)	(1,860)
Loss on assets disposal	1,322	3,448
Changes in operating assets and liabilities:		
Prepaid expense and other assets	3,617	717
Receivables	(402)	(131,022)
Payables and accrued expenses	31,470	(13,420)
Net cash from operating activities	23,067	(6,409)
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchases of property and equipment, net	(7,137)	-
Net cash from investing activities	(7,137)	-
CASH FLOWS FROM FINANCING ACTIVITIES		
Proceed from SBA PPP loan	62,945	-
Repayments of ROU lease obligations	(63,623)	(34,772)
Repayments of vehicle loans	(8,325)	(8,066)
Net cash from financing activities	(9,003)	(42,838)
NET CHANGE IN CASH	6,927	(49,247)
CASH - BEGINNING OF YEAR	251,656	300,903
CASH - END OF YEAR	$ 258,583	$ 251,656
SUPPLEMENTAL CASH FLOW INFORMATION:		
Interest paid	$ 10,699	$ 3,113

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Activities

Audio Information Network of Colorado, Inc. (the Organization), is a Colorado nonprofit corporation providing closed-circuit reading and informational services for the blind, visually impaired, and print-disabled. Established in 1990 as Radio Reading Service of the Rockies, Inc., the Organization maintains its office and broadcast studios in Boulder, Colorado. The name was changed to Audio Information Network of Colorado, Inc. in July of 2007.

To support audio programming, the Organization relies on financial support from state and local government agencies as well as donations from the general public. Substantially all of the Organization's financial support derives from government agencies and donors located in Colorado.

Financial Statement Presentation

The Organization reports information regarding its financial position and activities according to two classes of net assets: net assets with donor restrictions and net assets without donor restrictions.

Net assets with donor restrictions consist of amounts subject to donor restrictions to be met by expenditures or actions of the Organization or by the passage of time. When a donor restriction expires that is, when a stipulated time restriction ends or purpose restriction is accomplished, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions. Restricted contributions whose restrictions are met in the same fiscal year are reported as net assets without donor restrictions in the accompanying financial statements.

Change in Accounting Principle

The Organization elected to change its method of accounting for leasing transactions due to early adoption of Financial Accounting Standard Board's (FASB) Accounting Standards Update 2016-02, Leases ("ASU 2016-02"). The change has been applied as of January 1, 2019 and is more fully described in Note 5.

Cash Equivalents

The Organization considers all highly liquid investments with maturities of three months or less to be cash equivalents.

Investments

The Organization's investments consist of mutual fund investments in equity and debt securities. Generally, such investments have readily determinable market values and are reported at fair value, with gains and losses reported in the statement of activities.

Receivables

Receivables consist of unconditional promises to give that are expected to be received within one year and are recorded at net realizable value. There are also receivables due from government agencies where they provide cost reimbursement grants. The Organization uses the allowance method to determine uncollectible contributions receivable. The allowance is based on prior years' experience and management's analysis of specific receivable balances. Management considers all receivables in the accompanying financial statements to be fully collectible. Accordingly, no allowance for doubtful accounts is recorded in the accompanying financial statements.

Property and Equipment

Property and equipment are recorded at cost, if purchased, or estimated fair market value, if donated. Donated property and equipment are reported as unrestricted support unless the donor has restricted use of the donated asset for a specific purpose. Capital expenditures greater than $500 are capitalized by the Organization.

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES (Continued)

Property and Equipment (Continued)
Property and equipment are depreciated using the straight-line method over estimated useful lives as follows:

Description	Useful Life
Equipment	3-10 years
Software	3 years
Leasehold improvements	5-10 years
Vehicles	5 years

Impairment of Long-Lived Assets
The Organization reviews asset carrying amounts whenever events or circumstances indicate that such carrying amounts may not be recoverable. When considered impaired, the carrying amount of the asset is reduced, by a charge to the statements of activities, to its current fair value. There have been no such impairments to date.

Adoption of ASU No. 2014-09, Topic 606
On January 1, 2020, the Organization adopted ASU No. 2014-09, Topic 606, Revenue from Contracts with Customers ("The new standard"). The Company adopted the new standard using the modified retrospective method applied to those contracts which were not completed as of January 1, 2020. Results for reporting periods beginning after January 1, 2020 are presented under the new standard, while prior period amounts are not adjusted and continue to be reported in accordance with the historic accounting under Topic 605. There was no cumulative impact of adopting the standard on the retained earnings.

Revenue Recognition
The Organization accounts for a contract when it has approval and commitment from both parties (explicit or implicit), the rights and obligations of the parties are clearly identified and are enforceable, payment terms are identified, the contract has commercial substance and collectability of consideration is probable.

Most Organization's cost reimbursement grants are treated as exchange transactions and are subject to the new standard provisions. The Organization recognizes revenue from cost reimbursement grants over time as eligible costs are incurred for the applicable programs, as specified in the underlying grant agreements. Revenue recognized over time under these contracts was $201,823 and $183,338 in 2020 and 2019, respectively.

Contributions are recognized in the period received at fair value. Special purpose contributions are accounted for as an increase in net assets with donor restrictions and are to be only used for the purpose, or the time frame, specifically designated by the donor. Unconditional promises to give are recorded at the time a promise is made at an estimated fair value. Some government grants are treated as contributions.

Contributed Facilities and Services
Contributed services are recognized and accrued when the services received create or enhance nonfinancial assets, or require specialized skills provided by individuals possessing those skills that would otherwise need to be purchased if not donated. The Organization receives donated services from many unpaid volunteers who assist the Organization with program reading and administration. However, no amounts have been recognized in the accompanying financial statements.

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES (Continued)

Concentrations of Credit Risk
Financial instruments which potentially expose the Organization to concentrations of credit risk consist of cash, investments, and contributions receivable. The Organization places its cash and investments with high quality financial institutions and limits the amount of credit exposure to any one financial institution. Receivables are due from a limited number of donors and granting agencies.

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

Fair Value Measurements
Fair value measurements of assets and liabilities may be carried out using:

- Quoted prices in active markets for identical assets (Level 1),
- Significant other observable inputs (Level 2), or
- Significant unobservable inputs (Level 3).

Assets measured at fair value on a recurring basis using Level 1 inputs consisted of the following at December 31:

	2020	2019
Investments - mutual funds	$ 12,870	$ 11,323

Income Tax Status
Audio Information Network of Colorado, Inc. is a nonprofit organization that is exempt from income taxes under 501(c)(3) of the Internal Revenue Code and has no unrelated business income. The Organization has taken no tax position they believe are unlikely to be upheld, or that might jeopardize their tax-exempt status, if examined by taxing authorities with full knowledge of all relevant information. Accordingly, no provision for income taxes is included in the accompanying financial statements.

Use of Estimates
The preparation of financial statements in conformity with generally accepted accounting principles require management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Subsequent Events Evaluation
Management has evaluated subsequent events through the date of the accompanying independent auditors' report, which is the date the financial statements were available to be issued.

NOTE 2 – RECEIVABLES

Receivables consisted of the following at December 31:

		2020		2019
Promises to give				
State of Colorado	$	220,000	$	220,000
Cost reimbursement grants				
DRCOG		26,024		22,888
Other		7,749		10,483
	$	253,773	$	253,371

The unconditional promises to give were recorded as net assets with donor restrictions due to time and purpose restrictions and are receivable within one year, thus, no present value discount is necessary.

Receivables from cost reimbursement grants are generally received within 60 days of billing. The amounts above were collected in the following year.

NOTE 3 – INVESTMENTS

The Organization invests in mutual funds which hold marketable debt and equity securities. Net gains from these investments consisted of the following at December 31:

		2020		2019
Unrealized gains, net	$	1,547	$	1,860

NOTE 4 – DEBT

Notes Payable - Vehicles
In December 2010 the Organization purchased a vehicle with a $27,278 note payable to a commercial finance company. The note's interest rate was 2.9% and was secured by the vehicle. In December 2014, the vehicle was traded in for a new vehicle and the old note payable was rolled into a new note payable totaling $29,219 and the interest rate remained 2.9%. The new note requires monthly payments of principal and interest of $443 through December 2020. Outstanding principal under the note totaled $0 and $6,483 at December 31, 2020 and 2019, respectively.

In September 2016 the Organization traded in an older vehicle with a fair market value of $12,000. The additional consideration for the new vehicle was $2,000 cash and a note payable for $18,217. The note bears interest at a rate of 2.9%, is secured by the vehicle and requires monthly payments of $285 through September 2022. Outstanding principal under the note totaled $7,093 and $8,935 at December 31, 2020 and 2019, respectively.

Future maturities under both notes are as follows as of December 31, 2020:

2021	$	4,737
2022		2,356
	$	7,093

NOTE 4 – DEBT (Continued)

Bank Lines of Credit
The Organization has a $32,000 revolving line of credit with a commercial bank that renews annually. Borrowings under the line bear interest at the bank's prime rate plus 2.25% (5.5% at December 31, 2020), and are secured by the assets of the Organization. During the term of the agreement, minimum interest payments are due monthly on any outstanding principal balance. As of December 31, 2020 there was no outstanding principal balance on the line of credit.

On September 23, 2020, the Organization obtained another line of credit with a different bank for $25,000. Borrowings under the line bear interest at the bank's prime rate plus 1% (4.25% at December 31, 2020), and are secured by the assets of the Organization. During the term of the agreement, minimum interest payments are due monthly on any outstanding principal balance. As of December 31, 2020 there was no outstanding principal balance on the line of credit.

SBA Note Payable – PPP
On May 5, 2020 the Organization received a $62,945 unsecured loan from a commercial bank under the Paycheck Protection Program (PPP) established by the Coronavirus Aid, Relief, and Economic Security (CARES) Act. The loan was scheduled to be repaid with monthly principal and interest beginning December 5, 2020 through May 5, 2022. The note bears interest at 1%. All payments under the loan are deferred until the Organization receives notification from the SBA as to the amount of the loan that is forgiven.

The loan terms provide that a portion or all of the loan is forgivable to the extent that the Organization uses loan proceeds to fund qualifying payroll, interest, rent and utilities during a designated 24-week period. On January 25, 2021, the Company received approval from the Small Business Administration (the SBA) that the entire loan was forgiven. Because the SBA approval was granted after December 31, 2020, the loan is presented as an outstanding liability in the accompanying financial statements.

However, in the Organization's December 31, 2021 financial statements, the forgiven loan will be removed as a liability and a gain will be recognized in the statement of income and net assets.

NOTE 5 – OPERATING (TYPE B) AND FINANCE (TYPE A) LEASES

The Organization leases office space under a facility lease that expires July 31, 2021 with an option to extend the lease for two more years. The Organization is also liable for its pro-rata share of taxes and common area maintenance under the office lease.

The Organization chose to early adopt ASU 2016-02 by using the modified retrospective transition approach with the effective date of January 1, 2019. Since the Company elected to use the effective date as its date of initial application, financial information was not updated and the disclosures required under the new standard were not provided for dates and periods before January 1, 2019.

The new standard provides a number of optional practical expedients in transition. The Organization elected the package of practical expedients, which permits them not to reassess under the new standard their prior conclusions about lease identification, lease classification and initial direct costs.

Under the new standard, the Organization established a right-of-use model (ROU) that requires a lessee to recognize a ROU asset and lease liability on the balance sheet for all leases with a term longer than 12 months. Leases will be classified as finance or operating, with classification affecting the pattern and classification of expense recognition in the income statement.

NOTE 5 – OPERATING (TYPE B) AND FINANCE (TYPE A) LEASES (Continued)

Operating (Type B) Lease Assets

Under the new accounting guidance, the Organization recognized a lease liability of $149,207 for the office space. This amount represents the present value of the lease payments of $178,344, discounted using the Company's incremental borrowing rate of 7.75%, and a right-of-use asset ("ROU") of $149,207.

Future maturities of undiscounted cash flows of the operating lease obligations are as follows at December 31, 2020:

2021	$	39,016
2022		40,187
2023		23,848
Total lease payments		103,051
Less imputed interest		(10,045)
Present value of lease payments	$	93,006

Finance (Type A) Lease Assets

In 2019**,** the Organization entered into finance (Type A) leases to purchase various IT and office equipment. Under the new accounting guidance, the Organization recognized a lease liability of $151,988 for this equipment. This amount represents the present value of the lease payments of $177,567, discounted using the Company's incremental borrowing rate of 7.75%, and a right-of-use asset ("ROU") of $151,988.

Future maturities of undiscounted cash flows of the operating lease obligations are as follows at December 31, 2020:

2021	$	43,838
2022		43,838
2023		35,220
Total lease payments		122,896
Less imputed interest		(13,102)
Present value of lease payments	$	109,794

The weighted-average remaining lease term for the operating and finance leases is 3.6 years.

NOTE 6 – PROPERTY PLANT AND EQUIPMENT

The Organization's property and equipment consisted of the following at December 31:

	2020	2019
Equipment	$ 22,370	$ 48,321
Software	1,574	-
Vehicle	50,681	50,681
Leasehold improvements	15,666	11,266
	90,291	110,268
Accumulated depreciation	(76,410)	(90,722)
Net property and equipment	$ 13,881	$ 19,546

NOTE 7 – EMPLOYEE BENEFIT PLAN

The Organization sponsors a SIMPLE IRA plan for all of its employees (the Plan). To participate in the Plan, employees must earn at least $5,000 of compensation per calendar year. Employee contributions under the Plan are subject to IRS limitations. The Organization provides a matching contribution of up to 3% of an employee's annual compensation. Employer matching contributions to the plan were $8,144 and $2,586 in 2020 and 2019, respectively.

NOTE 8 – NET ASSETS WITH DONOR RESTRICTIONS

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

	2020	2019
Purpose restriction		
State of Colorado - 2020 Census Outreach	$ -	$ 12,000
Time restriction		
State of Colorado	220,000	220,000
Total	$ 220,000	$ 232,000

NOTE 9 – MAJOR DONOR

The Organization receives a significant portion of its revenue from the State of Colorado's Department of Education. Their contributions comprised approximately 60% of total support revenue in 2020 and 2019.

NOTE 10 – LIQUIDITY

The Organization had $450,946 of financial assets available within one year of the balance sheet date. The contribution receivables were subject to time restrictions, but were collected within one year. The Organization has a goal to maintain financial assets of approximately $100,000, on average, to meet 60 days of normal operating expenses. As part of its liquidity management, the Organization invests cash in excess of daily requirements in an investment account. Also, as more fully described in Note 4, the Organization had two committed lines of credit with an amount available of $57,000, which it can draw upon in the event of an unanticipated liquidity need. The Organization's financial assets available for general expenditures, without donor or other restrictions limiting their use and due within one year of the balance sheet date, comprised the following:

Financial assets at year end:	
Cash, unrestricted	$ 258,583
Contributions receivable	253,773
Investments	12,870
Total financial assets:	525,226
Less amounts unavailable for general expenditures within one year due to contractual or donor-imposed restrictions:	
Debt service - vehicle loan	(4,737)
Obligations under finance and operating leases	(69,543)
Amounts available for general expenditures within one year:	$ 450,946

NOTE 11 – DISEASE PANDEMIC

In early 2020, a novel coronavirus disease (COVID-19) spread from China to many other countries, including the United States. In Colorado, where the Organization is located, authorities have mandated closure of restaurants, banned large public gatherings, issued “stay in place” orders, and instituted similar measures to slow the spread of the disease.

Accordingly, the Organization arranged for all employees to work remotely. All volunteer reading is being done remotely with a great success. The Organization has also seen a large increase in applications for volunteer reading. The ability to have volunteers produce their programs remotely allowed the Organization to continue to provide programming to its listeners. Programming related to COVID-19 was added and a page was added to the Organization’s website for COVID-19 related resources. Staff and board meetings as well as marketing and networking activities are conducted in a virtual environment, which is expected to continue for the foreseeable future.

During the pandemic, the Organization have received new listeners from virtual low vision groups and senior communities. Home set-up of listener equipment is not currently being done. However, remote set-up assistance via telephone or Zoom has been successful, especially if the new listener has a caregiver or family member available to assist. The Organization’s staff are making reassurance calls to all listeners. If needed, the staff member connects the listener to additional resources, such as grocery delivery or rental assistance.

The Organization continues to monitor and assess the effects of the COVID-19 pandemic on its operations; however, the ultimate impact of the pandemic on its operations is highly uncertain and subject to change.