# FINANCIAL STATEMENTS



FOR THE YEAR ENDED DECEMBER 31, 2012
WITH SUMMARIZED FINANCIAL
INFORMATION FOR 2011

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### INDEPENDENT AUDITOR'S REPORT

To the Board of Directors Center for Democracy and Technology Washington, D.C.

We have audited the accompanying financial statements of the Center for Democracy and Technology (CDT) (a non-profit organization), which comprise the statement of financial position as of December 31, 2012, and the related statements of activities and change in net assets, functional expenses and cash flows for the year then ended, and the related notes to the financial statements.

# Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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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 CDT as of December 31, 2012, and the change in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

# **Report on Summarized Comparative Information**

We have previously audited CDT's 2011 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated April 23, 2012. In our opinion, the summarized comparative information presented herein as of and for the year ended December 31, 2011, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Bethesda, Maryland March 6, 2013

Gelman Rosenberg & Freedman

# STATEMENT OF FINANCIAL POSITION AS OF DECEMBER 31, 2012 WITH SUMMARIZED FINANCIAL INFORMATION FOR 2011

# **ASSETS**

	_	2012		2011
CURRENT ASSETS				
Cash and cash equivalents (Note 8) Investments, certificates of deposit (Notes 2 and 11) Grants receivable Accounts receivable Due from related parties (Note 10) Prepaid expenses	\$	2,438,372 1,231,109 622,113 117,358 11,678 40,747	\$	3,600,380 - 608,989 157,352 6,158 13,800
Total current assets	_	4,461,377	_	4,386,679
PROPERTY AND EQUIPMENT				
Furniture, fixtures and equipment Leasehold improvements	_	302,896 151,218	_	269,734 151,218
Less: Accumulated depreciation and amortization	_	454,114 (339,886)	_	420,952 (299,301)
Net property and equipment	_	114,228	_	121,651
OTHER ASSETS				
Security deposits	_	17,004	_	17,004
TOTAL ASSETS	\$_	4,592,609	\$_	4,525,334
LIABILITIES AND NET ASSETS				
CURRENT LIABILITIES				
Accounts payable and accrued liabilities	\$_	80,127	\$_	85,852
NET ASSETS				
Unrestricted: Undesignated Board-designated (Note 5)	_	2,631,915 1,150,000	_	2,721,670 1,125,000
Total unrestricted		3,781,915		3,846,670
Temporarily restricted (Note 3)	_	730,567	_	592,812
Total net assets	_	4,512,482	_	4,439,482
TOTAL LIABILITIES AND NET ASSETS	\$_	4,592,609	\$_	4,525,334

# STATEMENT OF ACTIVITIES AND CHANGE IN NET ASSETS FOR THE YEAR ENDED DECEMBER 31, 2012 WITH SUMMARIZED FINANCIAL INFORMATION FOR 2011

			2011	
	Unrestricted	Temporarily Restricted	Total	Total
REVENUE				
Grants and contributions Cy Pres awards (Note 9) Contracts Interest and dividends (Note 2) Other revenue Net assets released from donor	\$ 2,391,789 86,199 92,115 7,663 5,645	\$ 1,829,020 \$ - - - -	4,220,809 86,199 92,115 7,663 5,645	\$ 3,962,242 1,077,803 86,833 7,668 3,778
restrictions (Note 4)	1,691,265	(1,691,265)	<u>-</u>	
Total revenue	4,274,676	137,755	4,412,431	5,138,324
EXPENSES				
Program Services: Campaign for CDT's Future Communications Privacy 4th Amendment Health Privacy Policy Net Neutrality 1st Amendment International Human Rights Global Network Initiative Internet Education Foundation Copyright Standards Markle Capacity	328 145,404 377,920 709,974 578,403 180,619 221,033 790,045 30,989 57,188 267,428 1,975	- - - - - - - - - -	328 145,404 377,920 709,974 578,403 180,619 221,033 790,045 30,989 57,188 267,428 1,975	9,691 35,987 369,385 611,395 443,242 141,665 196,473 360,222 104,488 86,285 257,706 15,986 171,254
Total program services	3,361,306	<u> </u>	3,361,306	2,803,779
Supporting Services:  Management and General  Fundraising	463,389 514,736	<u>-</u> _	463,389 514,736	498,050 525,627
Total supporting services	978,125	<u> </u>	978,125	1,023,677
Total expenses	4,339,431		4,339,431	3,827,456

# STATEMENT OF ACTIVITIES AND CHANGE IN NET ASSETS FOR THE YEAR ENDED DECEMBER 31, 2012 WITH SUMMARIZED FINANCIAL INFORMATION FOR 2011

			2011	
	Unrestricted	Temporarily Restricted	Total	Total
Change in net assets before other items	\$ (64,755	) \$ 137,755	\$ 73,000	\$ 1,310,868
OTHER ITEMS				
Transfer of net assets Funds returned to donor	<u>-</u>	-		(271,435) (4,012)
Change in net assets	(64,755	) 137,755	73,000	1,035,421
Net assets at beginning of year	3,846,670	592,812	4,439,482	3,404,061
NET ASSETS AT END OF YEAR	\$ <u>3,781,915</u>	\$ <u>730,567</u>	\$ <u>4,512,482</u>	\$ <u>4,439,482</u>

# STATEMENT OF FUNCTIONAL EXPENSES FOR THE YEAR ENDED DECEMBER 31, 2012 WITH SUMMARIZED FINANCIAL INFORMATION FOR 2011

						2012
					Pro	gram Services
	•	aign for Future	Communications	Privacy	4th Amendment	Health Privacy Policy
Salaries	\$	_	\$ 97,012	\$ 227,128	\$ 383,139	\$ 377,879
Payroll taxes		-	7,112	14,992	22,487	23,197
Pension expense		-	5,629	11,260	19,391	16,896
Employee benefits		-	8,075	16,337	36,331	17,032
Workers compensation		-	236	568	943	902
Consultants		-	585	28,780	158,740	39,354
Travel and meetings		327	3,101	31,159	12,515	25,751
Board expenses travel and meetings		-	-	-	-	-
Accounting and audit		-	-	-	-	-
Books, dues and subscriptions		-	943	2,474	5,774	6,968
Computer equipment expense		-	754	1,801	2,829	2,928
Contributions		-	5	11	15	18
Insurance		-	828	1,689	3,332	2,973
Depreciation and amortization		-	1,619	3,851	6,478	6,256
Network usage		-	547	1,364	2,191	2,254
Legal		-	-	-	-	-
Miscellaneous		-	1,720	3,089	102	150
Office equipment expense		-	497	480	791	760
Postage and delivery		-	-	25	36	-
Printing/Copying		-	93	233	42	296
Rent and storage (Note 6)		-	11,594	27,458	46,011	46,314
Office supplies and expense		1	1,128	1,862	3,181	2,976
Telephone/Fax		-	3,926	3,359	5,646	5,499
TOTAL	\$	328	\$ 145,404	\$ 377,920	\$ 709,974	\$ 578,403

Net Neutrality	1st Amendment	International Human Rights	Global Network Initiative	Internet Education Foundation	Copyright	Standards	Total Program
121,205	\$ 158,601	\$ 400,600	\$ 15,948	\$ 18,652	\$ 192,554	s -	\$ 1,992,718
6,511	9,970	24,861	1,124	1,230	11,104	Ψ -	122,588
6,383	5,647	19,807	896	1,079	11,230	_	98,218
6,068	6,892	25,936	1,560	1,787	11,567	_	131,585
275	368	955	39	45	473	_	4,804
12,080	1,109	106,705	94	111	1,408	_	348,966
1,479	4,431	133,278	12	10,340	3,165	-	225,558
-	-	-	-	-	-	-	-
-	-	-	-	-	_	-	-
1,124	4,154	3,873	155	182	2,869	1,975	30,491
947	1,219	3,090	117	139	1,420	-	15,244
5	7	18	1	1	7	-	88
1,052	1,353	3,222	136	159	1,752	-	16,496
2,067	2,591	6,609	265	312	3,321	-	33,369
739	946	2,350	91	106	1,101	-	11,689
-	-	-	-	-	_	-	-
30	47	1,127	5	6	48	-	6,324
3,234	319	812	32	38	89	-	7,052
-	29	33	-	-	-	-	123
83	824	163	-	1	38	-	1,773
14,625	18,938	47,253	10,150	22,575	23,322	-	268,240
960	1,235	3,494	125	147	1,611	-	16,720
1,752	2,353	5,859	239	278	349	-	29,260
180,619	\$ 221,033	\$ 790,045	\$ 30,989	\$ 57,188	\$ 267,428	\$ 1,975	\$ 3,361,306

# STATEMENT OF FUNCTIONAL EXPENSES FOR THE YEAR ENDED DECEMBER 31, 2012 WITH SUMMARIZED FINANCIAL INFORMATION FOR 2011

	2012 (Continued)								2011	
		Sı	ıpport	ing Servic	es					
	Management and General		Fundraising		Total Supporting Services		Total Expenses		Total Expenses	
Salaries	\$	207,965	\$	220,362	\$	428,327	\$	2,421,045	\$	2,229,112
Payroll taxes		13,361		12,177		25,538		148,126		140,992
Pension expense		11,996		13,161		25,157		123,375		121,014
Employee benefits		16,438		7,156		23,594		155,179		149,585
Workers compensation		504		533		1,037		5,841		7,950
Consultants		5,605		49,933		55,538		404,504		185,396
Travel and meetings		23,803		163,392		187,195		412,753		324,621
Board expenses travel and meetings		1,759		-		1,759		1,759		214
Accounting and audit		87,502		-		87,502		87,502		87,616
Books, dues and subscriptions		3,232		2,134		5,366		35,857		35,483
Computer equipment expense		1,836		1,655		3,491		18,735		20,934
Contributions		4,509		9		4,518		4,606		12,250
Insurance		1,748		1,867		3,615		20,111		10,160
Depreciation and amortization		3,502		3,714		7,216		40,585		45,788
Network usage		1,330		1,280		2,610		14,299		13,775
Legal		2,838		-		2,838		2,838		2,360
Miscellaneous		1,325		3,160		4,485		10,809		7,711
Office equipment expense		5,938		447		6,385		13,437		15,081
Postage and delivery		4,767		24		4,791		4,914		5,043
Printing/Copying		51		25		76		1,849		8,624
Rent and storage (Note 6)		43,823		26,419		70,242		338,482		333,941
Office supplies and expense		10,388		4,052		14,440		31,160		37,203
Telephone/Fax		9,169		3,236		12,405	_	41,665	_	32,603
TOTAL	\$	463,389	\$	514,736	\$	978,125	\$	4,339,431	\$	3,827,456

# STATEMENT OF CASH FLOWS FOR THE YEAR ENDED DECEMBER 31, 2012 WITH SUMMARIZED FINANCIAL INFORMATION FOR 2011

CARLIEL ONE FROM ORFRATING ACTIVITIES	2012			2011
CASH FLOWS FROM OPERATING ACTIVITIES				
Change in net assets	\$	73,000	\$	1,035,421
Adjustments to reconcile change in net assets to net cash provided by operating activities:				
Depreciation and amortization Loss on disposal of fixed assets		40,585 -		45,788 21
(Increase) decrease in: Grants receivable Accounts receivable Due from related parties Prepaid expenses		(13,124) 39,994 (5,520) (26,947)		1,289,870 (143,848) (3,120) 6,752
Increase (decrease) in: Accounts payable and accrued liabilities Deferred income	_	(5,725)		(62,026) (30,000)
Net cash provided by operating activities	_	102,263	_	2,138,858
CASH FLOWS FROM INVESTING ACTIVITIES				
Purchase of furniture, fixtures and equipment Purchase of investments Sale of investments	_	(33,162) (1,231,109)		(4,799) - 251,618
Net cash (used) provided by investing activities	_	(1,264,271)	_	246,819
Net (decrease) increase in cash and cash equivalents		(1,162,008)		2,385,677
Cash and cash equivalents at beginning of year	_	3,600,380	_	1,214,703
CASH AND CASH EQUIVALENTS AT END OF YEAR	\$_	2,438,372	\$_	3,600,380

# NOTES TO FINANCIAL STATEMENTS DECEMBER 31, 2012

### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES AND GENERAL INFORMATION

### Organization -

The Center for Democracy and Technology (CDT) works to promote democratic values and constitutional liberties in the digital age. With expertise in law, technology and policy, CDT seeks practical solutions to enhance free expression and privacy in global communications technologies. CDT is dedicated to building consensus among all parties interested in the future of the Internet and other new communications media.

# Basis of presentation -

The accompanying financial statements are presented on the accrual basis of accounting, and in accordance with FASB ASC 958, *Not-for-Profit Entities*.

The financial statements include certain prior year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with generally accepted accounting principles. Accordingly, such information should be read in conjunction with CDT's financial statements for the year ended December 31, 2011, from which the summarized information was derived.

### Cash and cash equivalents -

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

Through December 31, 2012, the Dodd-Frank Wall Street Reform and Consumer Protection Act ("Dodd-Frank Act") provided temporary unlimited deposit insurance coverage for non-interest bearing transaction accounts at all Federal Deposit Insurance Corporation (FDIC) insured depository institutions (the "Dodd-Frank Deposit Insurance Provision"). CDT maintained a portion of its cash balance at a financial institution in a non-interest bearing account; thereby, all of this cash balance was protected by the FDIC under this Act. Beginning January 1, 2013, funds deposited in non-interest bearing accounts will no longer receive unlimited deposit insurance coverage. Bank deposit accounts at one institution will be insured by the FDIC up to a limit of \$250,000. Management considers the risk of uninsured deposits to be minimal.

### Investments -

Investments are recorded at their readily determinable fair value. Realized and unrealized gains and losses are included in investment income in the Statement of Activities and Change in Net Assets.

### Grants and accounts receivable -

Grants and accounts receivable approximate fair value. All amounts are due within one year and management considers all amounts to be fully collectible. Accordingly, an allowance for doubtful accounts has not been established.

### Property and equipment -

CDT capitalizes furniture and equipment costing more than \$500. Significant expenditures for property and equipment are capitalized and depreciated on a straight-line basis over the estimated useful lives of the assets, which range from three to ten years. Leasehold improvements are recorded at cost and are amortized over the life of the lease.

### NOTES TO FINANCIAL STATEMENTS DECEMBER 31, 2012

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

Net asset classification -

The net assets are reported in two self-balancing groups as follows:

- Unrestricted net assets include unrestricted revenue and contributions received without donor-imposed restrictions. These net assets are available for CDT's operations and include both internally designated and undesignated resources.
- Temporarily restricted net assets include gifts of cash and other assets as restricted support if they are received with donor stipulations that limit the use of donated assets. When a donor restriction expires (when a stipulated time restriction ends or the purpose of the restriction is accomplished), temporarily restricted net assets are reclassified to unrestricted net assets and reported in the Statement of Activities and Change in Net Assets as net assets released from restrictions.

### Grants and contributions -

Grants and contributions are recorded as revenue in the year notification is received from the donor. Temporarily restricted grants and contributions are recognized as unrestricted support only to the extent of actual expenses incurred in compliance with the donor-imposed restrictions. Such grants and contributions received in excess of expenses are shown as temporarily restricted net assets in the accompanying financial statements.

#### Income taxes -

CDT is exempt from Federal and state income taxes under Section 501(c)(3) of the Internal Revenue Code. Accordingly, no provision for income taxes has been made in the accompanying financial statements. CDT is not a private foundation.

### Uncertain tax positions -

In June 2006, the Financial Accounting Standards Board (FASB) released FASB ASC 740-10, *Income Taxes*, that provides guidance for reporting uncertainty in income taxes. For the year ended December 31, 2012, CDT has documented its consideration of FASB ASC 740-10 and determined that no material uncertain tax positions qualify for either recognition or disclosure in the financial statements.

The Federal Form 990, Return of Organization Exempt from Income Tax, is subject to examination by the Internal Revenue Service, generally for three years after it is filed.

### Use of estimates -

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

# NOTES TO FINANCIAL STATEMENTS DECEMBER 31, 2012

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

Functional allocation of expenses -

The costs of providing the various programs and other activities have been summarized on a functional basis in the Statement of Activities and Change in Net Assets. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

Risks and uncertainties -

CDT invests in various investment securities. Investment securities are exposed to various risks such as interest rates, market and credit risks. Due to the level of risk associated with certain investment securities, it is at least reasonably possible that changes in the values of investment securities will occur in the near term and that such changes could materially affect the amounts reported in the accompanying financial statements.

Fair value measurement -

CDT adopted the provisions of FASB ASC 820, Fair Value Measurement. FASB ASC 820 defines fair value, establishes a framework for measuring fair value, establishes a fair value hierarchy based on the quality of inputs (assumptions that market participants would use in pricing assets and liabilities, including assumptions about risk) used to measure fair value, and enhances disclosure requirements for fair value measurements. CDT accounts for a significant portion of its financial instruments at fair value or considers fair value in their measurement.

### 2. INVESTMENTS

Investments consisted of the following at December 31, 2012:

	Market Value
Certificates of Deposit	\$ <u>1,231,109</u>
Included in investment income are the following:	
Interest and Dividends	\$ <u>7,663</u>

### 3. TEMPORARILY RESTRICTED NET ASSETS

At December 31, 2012, temporarily restricted net assets consisted of the following:

4th Amendment	\$	350,000
Health Privacy Policy		79,750
International Human Rights		178,572
Privacy		62,245
Time restricted	<u> </u>	60,000
	\$	730,567

# NOTES TO FINANCIAL STATEMENTS DECEMBER 31, 2012

### 4. NET ASSETS RELEASED FROM RESTRICTIONS

The following is a summary of net assets which were released from donor-imposed and time restrictions, at December 31, 2012, by incurring expenses which satisfied the restricted purposes specified by the donors or the passage of time:

4th Amendment	\$ 312,431
Health Privacy Policy	593,009
Net Neutrality	12,500
Global Internet Policy Initiative	245,813
Privacy	301,981
International Human Rights	71,429
Markle Capacity	144,102
Passage of time	 10,000

\$<u>1,691,265</u>

#### 5. BOARD-DESIGNATED NET ASSETS

In 2006, CDT's Board of Directors designated \$1 million for CDT's future operations and to make an annual transfer of \$25,000 to the fund. These funds can only be drawn upon with the approval of the Board of Directors. Board-designated net assets for the year ended December 31, 2012 totaled \$1,150,000.

### 6. LEASE COMMITMENT

Effective December 1, 2005, CDT renewed its lease for general office space for a ten year period. Rent and storage expense for the year ended December 31, 2012 totaled \$338,482. CDT shares office space with IEF, and is reimbursed by IEF for a portion of rent (Note 10).

At December 31, 2012, the future minimum rental payments required under the lease are as follows:

# Year Ending December 31,

2014 272,021	2015	 \$ 272,228 <b>808,405</b>
	2014	\$ •

### 7. RETIREMENT PLAN

CDT maintains a 403(b) retirement plan covering all employees who have completed one year of service. CDT contributes six percent of compensation on behalf of each active participant. Retirement plan expense for the year ended December 31, 2012 totaled \$123,375.

# NOTES TO FINANCIAL STATEMENTS DECEMBER 31, 2012

### 8. CAMPAIGN FOR THE FUTURE

During 2011, the CDT Board of Directors approved "The Campaign for CDT's Future" (the Campaign) to raise core funds for the organization. The goal of the Campaign is to raise \$5,000,000 by 2013. During 2012, CDT received approximately \$500,000 towards the Campaign.

### 9. CY PRES AWARDS

During 2012, CDT received \$86,199 of Cy Pres awards from legal settlements. These awards have been classified as unrestricted support and are shown separately in the accompanying Statement of Activities and Change in Net Assets.

### 10. INTERNET EDUCATION FOUNDATION AND GLOBAL NETWORK INITIATIVE

CDT shares personnel, office space and other administrative expenses with the Internet Education Foundation (IEF) and Global Network Initiative (GNI). An agreement was made between the two parties in 2010 and 2011, respectively, whereby IEF and GNI reimbursed CDT for its support of IEF and GNI program and administrative activities. During 2012, CDT received payments from IEF and GNI totaling \$92,115, as reimbursement for rent and other administrative expenses.

#### 11. FAIR VALUE MEASUREMENT

In accordance with FASB ASC 820, Fair Value Measurement, CDT has categorized its financial instruments, based on the priority of the inputs to the valuation technique, into a three-level fair value hierarchy. The fair value hierarchy gives the highest priority to quoted prices in active markets for identical assets or liabilities (Level 1) and the lowest priority to unobservable inputs (Level 3). If the inputs used to measure the financial instruments fall within different levels of hierarchy, the categorization is based on the lowest level input that is significant to the fair value measurement of the instrument.

Investments recorded in the Statement of Financial Position are categorized based on the inputs to valuation techniques as follows:

- **Level 1.** These are investments where values are based on unadjusted quoted prices for identical assets in an active market CDT has the ability to access.
- **Level 2.** These are investments where values are based on quoted prices for similar instruments in active markets, quoted prices for identical or similar instruments in markets that are not active, or model-based valuation techniques that utilize inputs that are observable either directly or indirectly for substantially the full-term of the investments.
- **Level 3.** These are investments where inputs to the valuation methodology are unobservable and significant to the fair value measurement.

Following is a description of the valuation methodology used for investments measured at fair value. There have been no changes in the methodologies used at December 31, 2012.

• Certificates of deposit - Generally valued at original cost plus accrued interest, which approximates fair value.

# NOTES TO FINANCIAL STATEMENTS DECEMBER 31, 2012

# 11. FAIR VALUE MEASUREMENTS (Continued)

The table below summarizes, by level within the fair value hierarchy, CDT's investments as of December 31, 2012:

	L	evel 1		Level 2		Level 3	_	Total
Asset Category:								
<b>Certificates of Deposit</b>	\$	-	\$_	1,231,109	\$_		\$_	1,231,109

# 12. SUBSEQUENT EVENTS

In preparing these financial statements, CDT has evaluated events and transactions for potential recognition or disclosure through March 6, 2013, the date the financial statements were issued.