

Canadian Lutheran World Relief

Financial Statements
March 31, 2018



September 22, 2018

Independent Auditor's Report

To the Board of Directors of Canadian Lutheran World Relief

We have audited the accompanying financial statements of Canadian Lutheran World Relief, which comprise the statement of financial position as at March 31, 2018 and the statements of operations, changes in net assets and cash flows for the year then ended, and the related notes, which comprise a summary of significant accounting policies and other explanatory information.

Management's responsibility for the financial statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation 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 Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and 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 entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of 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 present fairly, in all material respects, the financial position of Canadian Lutheran World Relief as at March 31, 2018 and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

PricewaterhouseCoopers LLP

Chartered Professional Accountants

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Canadian Lutheran World Relief

Statement of Financial Position

As at March 31, 2018

				2018	2017
	General Fund \$	Restricted Fund \$	CFGB Fund \$	Total \$	Total \$
Assets					
Current assets					
Cash	3,122,365	518,814	-	3,641,179	2,965,647
Accounts receivable	265,951	1,000	-	266,951	271,730
Accrued interest	21,431	10,344	-	31,775	14,985
Prepaid expenses	65,280	51,416	-	116,696	274,912
Advances to programs	-	-	-	-	332,916
Due from General Fund	-	637,102	-	-	-
Member interest in CFGB (note 13)	-	-	1,423,602	1,423,602	1,468,720
	3,475,027	1,218,676	1,423,602	5,480,203	5,328,910
Investments (note 5)	4,163,780	849,454	-	5,013,234	5,411,561
Capital assets (note 6)	158,664	-	-	158,664	157,089
	7,797,471	2,068,130	1,423,602	10,652,101	10,897,560
Liabilities and Net Assets					
Current liabilities					
Accounts payable and accrued liabilities	226,705	-	-	226,705	570,885
Deferred revenue (note 7)	4,087,212	-	-	4,087,212	3,263,588
Due to Restricted Fund	637,102	-	-	-	-
Sponsorship funds (note 8)	-	1,412,473	-	1,412,473	1,687,464
	4,951,019	1,412,473	-	5,726,390	5,521,937
Lease inducement (note 9)	69,014	-	-	69,014	82,591
	5,020,033	1,412,473	-	5,795,404	5,604,528
Net Assets					
Internally restricted (schedule 3)	-	655,657	-	655,657	969,387
Invested in capital assets	158,664	-	-	158,664	157,089
Unrestricted	2,618,774	-	-	2,618,774	2,697,836
Externally restricted	-	-	1,423,602	1,423,602	1,468,720
	2,777,438	655,657	1,423,602	4,856,697	5,293,032
	7,797,471	2,068,130	1,423,602	10,652,101	10,897,560

Approved by the Board of Directors

Cheryl Bauer Hyde

Director

[Signature]

Director

The accompanying notes are an integral part of these financial statements.

Canadian Lutheran World Relief

Statement of Changes Net Assets

For the year ended March 31, 2018

				2018	2017
	General Fund \$	Restricted Fund \$	CFGB Fund \$	Total \$	Total \$
Net assets - Beginning of year	2,854,925	969,387	1,468,720	5,293,032	5,765,181
Excess (deficiency) of revenue over expenses	30,080	(421,297)	(45,118)	(436,335)	(472,149)
Inter-fund transfer	(107,567)	107,567	-	-	-
Net assets - End of year	<u>2,777,438</u>	<u>655,657</u>	<u>1,423,602</u>	<u>4,856,697</u>	<u>5,293,032</u>

The accompanying notes are an integral part of these financial statements.

Canadian Lutheran World Relief

Statement of Operations

For the year ended March 31, 2018

				2018	2017
	General Fund \$	Restricted Fund \$ (schedule 3)	CFGB Fund \$	Total \$	Total \$ (Restated note 3)
Revenue					
Congregations and individuals (schedule 1)	4,278,135	73,956	-	4,352,091	3,831,153
Government and other grants (schedule 2)	3,240,472	-	-	3,240,472	3,704,050
Canadian Foodgrains Bank contributions	-	-	1,652,453	1,652,453	1,835,061
	7,518,607	73,956	1,652,453	9,245,016	9,370,264
Investment income	68,978	18,555	-	87,533	69,402
	7,587,585	92,511	1,652,453	9,332,549	9,439,666
Expenses					
International & We Care program (schedule 4)	4,807,884	39,600	1,697,571	6,545,055	7,000,901
General management (schedule 5)	351,096	28,963	-	380,059	455,706
Community relations	957,455	128,315	-	1,085,770	931,895
Refugees	333,760	27,617	-	361,377	350,651
Program management	840,553	289,313	-	1,129,866	858,601
We Care management	165,732	-	-	165,732	147,408
Gifts to qualified donees	104,948	-	-	104,948	205,018
	7,561,428	513,808	1,697,571	9,772,807	9,950,180
Excess (deficiency) of revenue over expenses before other items	26,157	(421,297)	(45,118)	(440,258)	(510,514)
Other items					
Unrealized gain (loss) on investments	-	-	-	-	40,027
Realized gain (loss) on investments	-	-	-	-	(36,734)
Other income	2,034	-	-	2,034	2,394
Bad debt recovery	1,889	-	-	1,889	32,678
	3,923	-	-	3,923	38,365
Excess (deficiency) of revenue over expenses	30,080	(421,297)	(45,118)	(436,335)	(472,149)

The accompanying notes are an integral part of these financial statements.

Canadian Lutheran World Relief

Statement of Cash Flows

For the year ended March 31, 2018

				2018	2017
	General Fund \$	Restricted Fund \$	CFGB Fund \$	Total \$	Total \$
Cash provided by (used in)					
Operating activities					
Excess (deficiency) of revenue over expenses	30,080	(421,297)	(45,118)	(436,335)	(472,149)
Items not affecting cash					
Amortization of capital assets	35,496	-	-	35,496	37,236
Lease inducement	(13,577)	-	-	(13,577)	(13,576)
Unrealized (gain) loss on investments	-	-	-	-	(40,027)
Realized loss on disposal of investments	-	-	-	-	36,734
Gain on translation of foreign currency	(676)	-	-	(676)	(245)
Loss on disposal of capital assets	1,358	-	-	1,358	100
Member interest in CFGB	-	-	45,118	45,118	27,088
	52,681	(421,297)	-	(368,616)	(424,839)
Changes in non-cash working capital					
Accounts receivable	5,779	(1,000)	-	4,779	(174,213)
Accrued interest	(11,471)	(5,319)	-	(16,790)	5,688
Prepays	159,348	(1,132)	-	158,216	(91,284)
Advances to programs	332,916	-	-	332,916	(301,891)
Accounts payable	(344,180)	-	-	(344,180)	268,959
Sponsorship funds	-	(274,991)	-	(274,991)	(631,556)
Deferred revenue	823,624	-	-	823,624	(1,126,890)
Interfund transfers	(107,565)	107,565	-	-	-
Due (to) from other funds	(318,648)	318,648	-	-	-
	592,484	(277,526)	-	314,958	(2,476,026)
Investing activities					
Purchase of investments - net	(77,147)	476,150	-	399,003	(136,617)
Purchase of capital assets	(38,429)	-	-	(38,429)	(23,677)
	(115,576)	476,150	-	360,574	(160,294)
Increase (decrease) in cash	476,908	198,624	-	675,532	(2,636,320)
Cash - Beginning of year	2,645,457	320,190	-	2,965,647	5,601,967
Cash - End of year	3,122,365	518,814	-	3,641,179	2,965,647

The accompanying notes are an integral part of these financial statements.

Canadian Lutheran World Relief

Notes to Financial Statements

March 31, 2018

1 Accounting entity

Canadian Lutheran World Relief (CLWR) is a non-profit organization incorporated, without share capital, in the Province of Manitoba. It is registered with Canada Revenue Agency as a charitable organization under the registration number 106863038 RR0001. CLWR is the service delivery arm for overseas development programming and relief for the Evangelical Lutheran Church In Canada (ELCIC) and Lutheran Church Canada (LCC).

2 Basis of presentation

These financial statements are prepared in accordance with accounting standards for not-for-profit organizations (ASNPO).

3 Restatement

The Organization restated its comparative figures for the year ended March 31, 2017. The impact of the restatement was to reduce both revenue and expenses in the General Fund for an error in recording transactions related to the Canadian Food Grains Bank Association Inc. (CFGFB) programs.

The net impact to excess (deficiency) of revenue over expenses was \$nil as both revenue and expenses were reduced by \$2,004,379 for the year ended March 31, 2017.

4 Significant accounting policies

An underlying assumption of the preparation of financial statements in accordance with ASNPO is that the entity will continue for the foreseeable future and will be able to realize its assets and discharge liabilities in the normal course of operations.

The financial statements include the following significant accounting policies:

a) Fund accounting

CLWR follows the restricted fund method in which restricted contributions are recognized in the fund corresponding to the purpose, for which they were contributed. Restricted contributions for which an appropriate restricted fund does not exist would be recognized in the General Fund using the deferral method. Unrestricted contributions are recognized in the General Fund.

The General Fund accounts for CLWR's program delivery and administrative activities. This fund reports unrestricted resources and restricted operating grants.

Canadian Lutheran World Relief

Notes to Financial Statements

March 31, 2018

The Restricted Fund encompasses the following internally restricted funds. These funds are to be used, at the discretion of the Board of Directors.

- i) The Emergency Response Fund is to be used to provide material and relief aid for emergencies.
- ii) The Financial Assistance Fund provides financial assistance to immigrants, refugees and other individuals or groups.
- iii) The Program Development Fund is to be used for the purpose of providing programming opportunities for refugees and for developing new programs to meet the needs of refugees.
- iv) The Special Projects Fund is to be used for initiatives to be determined at a future date. Within this fund disclosed in Schedule 3 is a balance for the Ruth E. Jensen Travel Fund in the amount of \$nil (2017 - \$16,983).
- v) The Strategic Action Plan Fund is to be used for the purpose of developing and implementing the strategic action plans set by the Board of Directors.

The Canadian Foodgrains Bank Association, Inc. (CFGB) Fund accounts for CLWR's member interest in CFGB. CFGB conducts a centralized grain collection system on behalf of its member agencies, negotiates master agreements with Global Affairs Canada (GAC) and other organizations, manages procurement and shipping for members and engages in policy and learning activities related to hunger and food security.

b) Member interest in CFGB

CLWR is one of fifteen partners in the Canadian Foodgrains Bank Association Inc., a non-profit organization without share capital, incorporated under the laws of Canada and has the ability to appoint two of CFGB's Board of Directors. The Organization records its member interest in the CFGB Fund. This members' equity account receives designated gifts (received by CFGB and designated to CLWR), GAC grants and transfers from other members. The member equity account also accounts for disbursements for CLWR programs administered by CFGB, disbursements to CLWR for projects administered by CLWR, and disbursements for shared operating expenses and other projects carried out by CFGB.

c) Financial instruments

Financial instruments held by CLWR include cash, accounts receivable, accrued interest, advances to programs, investments, accounts payable and accrued liabilities, and sponsorship funds. CLWR initially measures any financial instruments at fair value when the asset or liability is first recognized.

CLWR subsequently measures cash, accounts receivable, accrued interest, advances to programs, investments, accounts payable and accrued liabilities and sponsorship funds at amortized cost. Amortized cost is the amount at which the financial instrument is measured at initial recognition less principal repayments, plus or minus the cumulative of any difference between that initial amount and the maturity amount less any reduction for impairment.

Canadian Lutheran World Relief

Notes to Financial Statements

March 31, 2018

At March 31st of each year CLWR assesses whether a financial asset is permanently impaired. If there is objective evidence that an impairment loss exists, the amount of the loss is measured as the difference between the carrying amount of the asset and its fair value. The carrying amount of the asset is reduced and the amount of the loss is recognized in investment income.

d) Revenue recognition

Restricted contributions related to general operations are recognized as revenue of the General Fund in the year in which related expenses are incurred. All other restricted contributions are recognized as revenue of the appropriate Restricted Fund.

Unrestricted contributions and other revenues are recognized as revenue of the General Fund in the year received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

e) Capital assets

Purchased capital assets are recorded at cost. Amortization is provided as follows:

Leasehold improvements	10 years straight-line
Furniture and fixtures	10 years straight-line
Computer hardware and software	4 years straight-line

In the year of acquisition, the annual amortization rate is prorated on a monthly basis from the time the asset is available for use.

f) Translation of foreign exchange

Revenue and expense items denominated in foreign currencies are translated at exchange rates in effect at the transaction dates. Assets and liabilities denominated in foreign currencies are translated at the exchange rate prevailing at March 31, 2018.

g) International programs

CLWR partners with other agencies to carry out international relief work. Program expenses are recorded in the period when CLWR approves funding to be disbursed to these agencies. Concurrently, related program contributions are recognized as revenue.

h) Contributed services and donated materials

Contributed services and donated materials are not recognized in the financial statements, due to the difficulty in determining their fair value.

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Notes to Financial Statements

March 31, 2018

i) Allocation of expenses

Expenses are recorded on an accrual basis and are charged to the programs and projects according to the activity they benefit.

CLWR also incurs a number of general support expenses that are common to the administration of CLWR and each of its programs. Expenses related to salaries and benefits and administration are allocated to programs based on a percentage of budgeted expenses. This basis of allocation is reviewed periodically and may be revised according to circumstances prevailing from time to time. The expense allocations are reflected in schedule 5.

j) Accounting estimates

The preparation, of the financial statements in conformity with ASNPO 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 period. Estimates include the expected useful lives of capital assets and amounts payable for services not billed yet at the time these financial statements were approved. Actual results may differ from estimates.

5 Investments

	2018			2017		
	General Fund \$	Restricted Fund \$	Total \$	General Fund \$	Restricted Fund \$	Total \$
Cash	227,974	-	227,974	119,975	-	119,975
Fixed income	3,912,981	849,454	4,762,435	3,943,157	1,325,604	5,268,761
Common shares	22,825	-	22,825	22,825	-	22,825
	<u>4,163,780</u>	<u>849,454</u>	<u>5,013,234</u>	<u>4,085,957</u>	<u>1,325,604</u>	<u>5,411,561</u>

Canadian Lutheran World Relief

Notes to Financial Statements

March 31, 2018

6 Capital assets

	2018			2017		
	Cost \$	Accumulated amortization \$	Net \$	Cost \$	Accumulated amortization \$	Net \$
Leasehold improvements	148,234	72,551	75,683	148,234	57,728	90,506
Furniture and fixtures	92,522	41,171	51,351	67,863	33,611	34,252
Computer hardware and software	121,087	89,457	31,630	111,622	79,291	32,331
	<u>361,843</u>	<u>203,179</u>	<u>158,664</u>	<u>327,719</u>	<u>170,630</u>	<u>157,089</u>

7 Deferred revenue

	Balance March 31, 2017 \$	Amounts received 2017/2018 \$	Revenue recognized 2017/2018 \$	Balance March 31, 2018 \$
Global Affairs Canada	1,977,014	4,107,103	2,558,064	3,526,053
Donations from congregations and individuals	1,196,969	772,025	1,495,247	473,747
Provincial Government	89,605	119,902	122,095	87,412
	<u>3,263,588</u>	<u>4,999,030</u>	<u>4,175,406</u>	<u>4,087,212</u>

8 Sponsorship funds under administration

As a Sponsorship Agreement Holder, CLWR holds funds in trust on behalf of individuals who have applied for sponsorship of refugees and other individuals to immigrate to Canada. The funds will be paid to the refugees once they have settled in Canada. If an individual is not allowed to immigrate, the funds, along with accrued interest, will be returned to the contributor.

9 Lease inducement

In fiscal 2014, CLWR entered into a new lease for its Winnipeg head office. The landlord reimbursed CLWR for \$135,765 of leasehold improvement costs. The lease inducement of \$135,765 will be recognized against rent expense over the lease term plus one renewal period for a total of ten years. Rent expense has been reduced by \$13,577 for the current year's reduction of the lease inducement.

Canadian Lutheran World Relief

Notes to Financial Statements

March 31, 2018

10 Commitments

CLWR has operating leases for equipment and premises occupied in Winnipeg, Vancouver and Waterloo. The minimum annual lease payments required under these leases are as follows:

	\$
2019	126,262
2020	126,262
2021	119,943
2022	116,873

The cost to complete the projects currently authorized or in progress at March 31, 2018 is estimated to be \$8,796,458. These project costs will be funded from both deferred and anticipated future donation revenue and GAC contributions

11 Contingencies

CLWR receives funding from various organizations to administer various relief and development programs. CLWR transfers funds to these programs based on approved financial plans and budgets. Under the terms of various agreements with these organizations, the activities of CLWR may be subject to audit to ensure compliance with the agreements. Should an audit disclose any discrepancies, CLWR may be required to reimburse expenses that may be disallowed as program expenses.

12 Pension plan

CLWR is a participating employer in the Pension Plan for Clergy and Lay Workers of the Evangelical Lutheran Church in Canada, a multi-employer defined contribution pension plan. Employer (8%) and employee (7%) pension contributions for the year were \$220,359 (2017 - \$194,921).

13 Canadian Foodgrains Bank Association Inc.

The balance in CLWR's CFGB member equity account as at March 31, 2018 is \$1,423,602 (2017 - \$1,468,720). Of this balance, \$183,973 (2017 - \$635,571) is reserved for future projects, while \$1,239,629 (2017 - \$833,149) is available for CLWR to commit to new projects, as long as the projects meet the objectives of CFGB.

14 Recognition of service

A permanent employee who leaves CLWR for any reason other than cause will be paid an amount for past service. For every year worked, departing employees will receive one week's salary with the payment based on the employee's salary at the time they leave. As at March 31, 2018, the Organization accrued \$84,599 (2017 - \$147,400) for past service related to the existing employees.

Canadian Lutheran World Relief

Notes to Financial Statements

March 31, 2018

15 Risk management

a) Interest rate risk

Interest rate risk refers to the adverse consequences of interest rate changes in CLWR's cash flows, financial position and revenue. This risk arises from differences in the timing and amount of cash flows related to CLWR's assets. The value of CLWR's assets is affected by short-term changes in prevailing market interest rates and equity markets. As at March 31, 2018, CLWR's investments in fixed income bonds mature from January 2019 to May 2022, with interest rates, ranging from 1.25% to 2.36%, while the weighted average rate of return is 1.81%.

b) Liquidity risk

Liquidity risk is the risk that CLWR will not be able to meet its financial obligations as they come due. Financial liabilities consist of accounts payable and accrued liabilities and sponsorship funds under administration. Accounts payable and accrued liabilities are paid in the normal course of business and except under certain exceptions, no later than one month. CLWR's approach to managing liquidity risk is to ensure, as far as possible, that it will always have sufficient liquidity to meet liabilities when due. As at March 31, 2018, CLWR has an unrestricted cash balance of \$3,112,365.

c) Credit risk

CLWR has limited exposure to credit risk, based on its large and diverse donor base.

d) Foreign currency risk

CLWR has limited exposure to foreign currency risk as most obligations are settled in Canadian funds.

16 Comparative figures

Certain prior year balances have been reclassified to conform with the current year financial statement presentation.

Canadian Lutheran World Relief

Schedules of Revenue

For the year ended March 31, 2018

Contributions and donations

Schedule 1

	2018 \$	2017 \$ (Restated note 3)
General Fund		
Contributions and donations from congregations and individuals	3,554,913	3,426,316
Contributions and donations from congregations and individuals - restricted	73,956	138,563
Deferred revenue, beginning of year	1,196,969	1,463,243
Deferred revenue, end of year	(473,747)	(1,196,969)
	<u>4,352,091</u>	<u>3,831,153</u>

Government and other grants

Schedule 2

	2018 \$	2017 \$ (Restated note 3)
Humanitarian Coalition	315,168	-
Global Affairs Canada	2,876,178	3,681,091
Funds recognized from provincial governments	49,126	22,959
	<u>3,240,472</u>	<u>3,704,050</u>

The accompanying notes are an integral part of these financial statements.

Canadian Lutheran World Relief

Schedule of Internally Restricted Funds

For the year ended March 31, 2018

Schedule 3

						2018	2017
	Emergency response \$	Financial assistance \$	Program development \$	Special projects \$	Strategic action plan \$	Total \$	Total \$
Revenue							
Donations and other income	-	26,008	-	47,948	-	73,956	138,563
Interest	3,609	4,047	59	6,239	4,601	18,555	13,639
	3,609	30,055	59	54,187	4,601	92,511	152,202
Expenses							
General management							
Board development and advocacy	-	-	-	-	28,963	28,963	48,910
Salaries, training and travel	-	-	-	-	-	-	40,061
Partnerships and memberships	-	-	-	-	-	-	49,012
Community relations							
ECPMI - development support	-	-	-	105,296	23,019	128,315	19,983
Communications	-	-	-	-	-	-	9,834
International and We Care program							
International programming	39,600	-	-	-	-	39,600	100,000
Security	-	-	-	-	-	-	112,750
Program management	-	-	142,528	-	146,785	289,313	140,194
Refugee support	-	27,617	-	-	-	27,617	33,508
	39,600	27,617	142,528	105,296	198,767	513,808	554,252
Excess (deficiency) of revenue over expenses	(35,991)	2,438	(142,469)	(51,109)	(194,166)	(421,297)	(402,050)
Net assets - Beginning of year	61,864	147,207	219,659	268,938	271,719	969,387	1,371,437
Inter-fund transfer	107,567	-	-	5,000	(5,000)	107,567	-
Net assets - End of year	133,440	149,645	77,190	222,829	72,553	655,657	969,387

The accompanying notes are an integral part of these financial statements.

Canadian Lutheran World Relief

Schedule of International & We Care Program Expenses - General Fund

For the year ended March 31, 2018

Schedule 4

	2018 \$	2017 \$ (Restated note 3)
Africa		
Ethiopia	253,245	345,909
Liberia	-	5,440
Mozambique	-	2,995
Regional Initiatives	64,858	-
Southern Africa	-	17,500
Sudan	-	20,025
Uganda	1,806,658	1,039,860
	<u>2,124,761</u>	<u>1,431,729</u>
Asia		
Cambodia	25	7,169
Philippines	-	8,125
Nepal	210,378	5,000
	<u>210,403</u>	<u>20,294</u>
Central America		
Haiti	-	51,894
Latin America		
Ecuador	-	3,400
Nicaragua	29,000	41,700
	<u>29,000</u>	<u>45,100</u>
Middle East		
Iraq	17,400	1,270,014
Israel/Palestine	674,792	481,435
Jordan	798,281	1,100,541
	<u>1,490,473</u>	<u>2,851,990</u>
Other		
Church related and small projects	149,677	193,520
Domestic emergencies	334,816	32,094
Environmental and capacity training	-	29,750
Evaluations/program reviews	30,468	-
Lutheran World Federation, Geneva	334,525	135,000
We Care shipments, supplies and warehouse	103,761	134,631
	<u>953,247</u>	<u>524,995</u>
	<u>4,807,884</u>	<u>4,874,108</u>

The accompanying notes are an integral part of these financial statements.

Canadian Lutheran World Relief

Schedule of General Management Expenses - General Fund

For the year ended March 31, 2018

Schedule 5

	2018 \$	2017 \$
Salaries		
Total salaries	1,474,637	1,417,187
Allocated to other departments	(1,306,937)	(1,247,125)
Net salaries	<u>167,700</u>	<u>170,062</u>
Benefits		
Total benefits	272,992	265,828
Allocated to other departments	(249,033)	(224,163)
Net benefits	<u>23,959</u>	<u>41,665</u>
Travel		
Total travel	279,679	299,205
Allocated to other departments	(167,032)	(245,237)
Net travel	<u>112,647</u>	<u>53,968</u>
Administration expenses		
Amortization	35,496	37,236
Board expenses	57,554	38,316
General expenses	44,968	45,764
Bank and credit card fees	25,908	25,448
Postage	6,253	6,698
Office supplies	9,725	12,210
Communications	20,057	20,375
Service contracts	13,931	12,744
Membership and agency relations	47,966	42,713
Recruitment	56,271	5,531
Equipment updates and expense	7,024	10,571
Consultancy services	8,083	13,339
Equipment leasing	4,508	4,500
Professional development	10,733	4,114
Rent	86,077	90,016
Audit and legal fees	24,267	25,759
	<u>458,821</u>	<u>395,334</u>
Allocated to other departments	(412,031)	(343,306)
Net administration	<u>46,790</u>	<u>52,028</u>
	<u>351,096</u>	<u>317,723</u>

The accompanying notes are an integral part of these financial statements.

