

Cooperation Canada



Financial Statements

For the year ended March 31, 2021



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Financial Statements
For the year ended March 31, 2021

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Independent Auditor's Report

To the Members of Cooperation Canada

Opinion

We have audited the financial statements of Cooperation Canada (the "Organization"), which comprise the statement of financial position as at March 31, 2021, and the statements of changes in net assets, operations and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Organization as at March 31, 2021, and its financial performance and its cash flows for the year then ended in accordance with Canadian Accounting Standards for Not-for-profit Organizations.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Organization in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the 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.

In preparing the financial statements, management is responsible for assessing the Organization's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Organization's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- ♦ Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- ♦ Obtain an understanding of internal control relevant to the audit 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.
- ♦ Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- ♦ Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Organization's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Organization to cease to continue as a going concern.
- ♦ Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Baker Tilly Ottawa LLP

Chartered Professional Accountants, Licensed Public Accountants
June 8, 2021
Ottawa, Ontario

Cooperation Canada Statement of Financial Position

March 31 **2021** **2020**

Assets

Current

Cash	\$ 1,001,449	\$ 51,633
Investments - current portion (Note 2)	-	360,000
Trade and other receivables (Note 3)	167,799	364,225
Prepaid expenses	9,526	25,264
	1,178,774	801,122

Investments - long-term portion (Note 2)

250,336 250,336

Tangible capital assets (Note 4)

19,898 37,865

\$ 1,449,008 **\$ 1,089,323**

Liabilities and Net Assets

Current

Trade payables and other operating liabilities	\$ 70,517	\$ 130,365
Deferred contributions (Note 5)	798,181	725,194
	868,698	855,559

Long-term debt (Notes 6 and 7)

30,000 -

898,698 **855,559**

Net assets

Internally restricted		
Invested in tangible capital assets	19,898	37,865
Restricted reserve fund	225,000	188,000
General reserve fund	157,899	7,899
Unrestricted net assets	147,513	-
	550,310	233,764

\$ 1,449,008 **\$ 1,089,323**

Approved on behalf of the board of directors:



Director



Director

Cooperation Canada
Statement of Changes in Net Assets

For the year ended March 31

	Invested in tangible capital assets	Restricted reserve fund	General reserve fund	Unrestricted net assets	Total 2021	Total 2020
Balance, beginning of year	\$ 37,865	\$ 188,000	\$ 7,899	\$ -	\$ 233,764	\$ 243,224
Excess (deficiency) of revenues over expenses for the year	(17,967)	-	-	334,513	316,546	(9,460)
Interfund transfer	-	37,000	150,000	(187,000)	-	-
Balance, end of year	\$ 19,898	\$ 225,000	\$ 157,899	\$ 147,513	\$ 550,310	\$ 233,764

Cooperation Canada Statement of Operations

For the year ended March 31	2021	2020
Revenues		
Membership fees	\$ 658,846	\$ 660,541
Regional Working Groups	5,452	108,169
Humanitarian Response Network - membership fees	-	13,539
Institutional donors	684,258	980,709
Other grants and contributions	152,512	95,790
Event registration fees and sponsorships	65,300	249,255
Other revenues (general sales and donations)	12,586	37,991
Interest revenue	4,693	12,830
Government assistance (Notes 6 and 7)	342,645	-
	1,926,292	2,158,824
Expenses (Schedule)		
Annual conference and events	62,674	244,502
Communications	150,047	119,118
Enhanced Canadian support for sustainable development	270,199	220,309
Humanitarian Response Network	123,630	178,167
Member engagement	100,238	95,182
Next Generation Research Collaboration Project	-	337,837
Operations management	371,749	474,606
PSEA Sector Hub	218,372	96,052
Regional working groups	-	111,524
Research and policy	312,837	290,987
	1,609,746	2,168,284
Excess (deficiency) of revenues over expenses for the year	\$ 316,546	\$ (9,460)

Cooperation Canada Statement of Cash Flows

For the year ended March 31	2021	2020
Cash flows from (used in) operating activities		
Excess (deficiency) of revenues over expenses for the year	\$ 316,546	\$ (9,460)
Adjustments for non-cash items		
Amortization of tangible capital assets	15,893	17,927
Loss on sale of tangible capital assets	2,074	-
	<u>334,513</u>	<u>8,467</u>
Change in non-cash working capital items		
Trade and other receivables	196,426	(236,007)
Prepaid expenses	15,738	(13,364)
Trade payables and other operating liabilities	(59,848)	17,830
Deferred contributions	72,987	(33,572)
	<u>559,816</u>	<u>(256,646)</u>
Cash flows from (used in) investing activities		
Purchase of investments - cost	-	(610,336)
Proceeds on sale of investments - cost	360,000	216,330
Acquisition of tangible capital assets	-	(3,110)
	<u>360,000</u>	<u>(397,116)</u>
Cash flows from (used in) financing activities		
Advance of long-term debt (Note 6)	40,000	-
Forgiven portion of long-term debt (Note 6)	(10,000)	-
	<u>30,000</u>	<u>-</u>
Increase (decrease) in cash and cash equivalents during the year	949,816	(653,762)
Cash and cash equivalents, beginning of year	51,633	705,395
Cash and cash equivalents, end of year	\$ 1,001,449	\$ 51,633

Cooperation Canada

Notes to the Financial Statements

March 31, 2021

1. Significant Accounting Policies

Nature of Organization Cooperation Canada (the "Organization") is a coalition of Canadian voluntary sector organizations working globally to achieve sustainable human development. The Organization seeks to end global poverty and to promote social justice and human dignity for all. The Organization is a registered charitable organization. During the year, the Organization changed its name from Canadian Council for International Co-operation to Cooperation Canada.

Basis of Accounting These financial statements have been prepared in accordance with Canadian Accounting Standards for Not-for-Profit Organizations ("ASNPO"), which are part of Canadian generally accepted accounting principles and include the following significant accounting policies. As a permitted option under ASNPO, these financial statements are prepared on a non-consolidated basis with the alternative financial statement note disclosure option (see Note 9 to these financial statements).

Accounting Estimates The preparation of financial statements in accordance with Canadian Accounting Standards for Not-for-Profit Organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from management's best estimates as additional information becomes available in the future. These estimates and assumptions are reviewed periodically and, as adjustments become necessary, they are reported in the fiscal year in which they become known. Significant estimates include assumptions used in: estimating the amounts recoverable of accounts receivable; establishing the useful lives and related amortization of tangible capital assets; estimating provisions for accrued liabilities; estimating the salaries and benefits allocated to various operational areas; and estimating the amount of contributions earned, receivable, accrued and deferred and other funding agreements.

Financial Instruments Financial instruments are financial assets or financial liabilities of the Organization where, in general, the Organization has the right to receive cash or another financial asset from another party or has obligation to pay another party cash or other financial assets.

Measurement of financial instruments

The Organization initially measures its financial assets and financial liabilities at fair value.

Cooperation Canada

Notes to the Financial Statements

March 31, 2021

1. Significant Accounting Policies (continued)

Financial Instruments (continued)

Measurement of financial instruments (continued)

The Organization subsequently measures all its financial assets and financial liabilities at amortized cost.

Financial assets measured at amortized cost include cash, trade and other receivables, contributions receivable and investments. Financial liabilities measured at amortized cost include trades payable and other operating liabilities. The Organization has no financial assets or financial liabilities measured at fair value.

Impairment

Financial assets measured at amortized cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in operations. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that could have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in operations.

Tangible Capital Assets

Tangible capital assets are recorded at cost. When the Organization receives contributions of tangible capital assets, their cost is equal to their fair value at the contribution date or to a nominal value of \$1 if the fair value cannot be reasonably determined.

Amortization

Tangible capital assets are amortized over their useful lives according to the following methods, annual rate and periods.

Furniture is amortized on a straight-line basis over useful lives ranging from 5 years to 10 years.

Computers and equipment are amortized over their useful lives on a diminishing balance basis at a rate of 30%.

Leasehold improvements are amortized on a straight-line basis over useful lives of 5 years.

Write-down

When conditions indicate that a tangible capital asset is impaired, the net carrying amount of the tangible capital asset is written

Cooperation Canada

Notes to the Financial Statements

March 31, 2021

1. Significant Accounting Policies (continued)

Tangible Capital Assets (continued)

Write-down (continued)

down to the asset's fair value or replacement cost, and is recognized in operations as an expense at that time. A write-down is not reversed in subsequent years.

Reserve Funds

The Organization has established a restricted reserve fund to be used to meet the Organization's financial obligations in the event that it is necessary to scale back operations or to cease operations all together. The amounts required to meet the Organization's financial obligations in the event of closure are to approximate a four month operating period and will be reviewed annually. Additional funds will be transferred to the restricted reserve fund, as authorized by the Board of Directors, if needed to ensure that the funds will be able to cover all financial obligations. In the event that the amounts are lower than the balance in the restricted reserve fund, the Board of Directors may agree to transfer excess funds to the general reserve fund. This fund may only be spent in extraordinary circumstances as authorized by the Board of Directors.

The Organization has also established a general reserve fund to be used to increase the restricted reserve fund if needed, to fund special projects or defined expenditures and to respond to emergencies.

Revenue Recognition

Contributions

The Organization follows the deferral method of accounting for contributions. Under this method, contributions restricted for future period expenses such as projects and administration fees, are deferred and are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Membership fees

Membership fees are recognized in the period to which they relate.

Registration fees

Registration fees are recognized as revenue in accordance with the agreement between the parties, during the period for which the fees apply and when the fees are fixed or determinable and

Cooperation Canada

Notes to the Financial Statements

March 31, 2021

1. Significant Accounting Policies (continued)

Revenue Recognition (continued)

Registration fees (continued)

collection is reasonably assured. The liability relating to the received but unearned portion of revenues from registration fees is recognized in the statement of financial position as deferred contributions.

Net investment income

Investment transactions are recorded on the transaction date and resulting revenues are recognized using the accrual method of accounting.

Interest income is recognized on a time apportionment basis.

Restricted investment income is recognized as revenue in the year in which the related expenses are incurred. The balance of investment income is unrestricted and recognized as revenue.

Government Assistance

During the year the Organization applied for financial assistance under government incentive programs which included a forgivable government loan. The forgivable portion of the funds received from the loan are recorded as a government grant and not as a liability, when it is reasonably assured the conditions of the loan will be met.

Foreign Currency Transactions

Revenue and expenses are translated at the rate of exchange in effect on the transaction date. Exchange gains or losses are included in the determination of the statement of revenues and expenses. Monetary assets and liabilities are translated using the exchange rate in effect at the balance sheet date.

Cash and Cash Equivalents

The Organization's policy is to present in cash and cash equivalents bank balances, including bank overdrafts whose balances fluctuate frequently from being positive to overdrawn, and investments with a maximum maturity of three months from the acquisition date or redeemable at any time without penalty.

Allocation of Expenses

The Organization's expenses are presented in the statement of operations on a functional basis. Expenses attributed to a particular function are directly related to the output of that functional category and are therefore not considered indirect allocated expenses. The Organization's expenses are also presented by object in a schedule accompanying the financial statements.

Cooperation Canada Notes to the Financial Statements

March 31, 2021

2. Investments

	2021	2020
Term deposits	\$ -	\$ 360,000
Market linked guaranteed investment	250,336	250,336
	250,336	610,336
Less current portion	-	360,000
	\$ 250,336	\$ 250,336

The term deposits held at March 31, 2020 were redeemed in the year.

The market linked guaranteed investment is held with a Canadian chartered bank. The investment bears a guaranteed cumulative rate of return of 4.22% over its 3 year term and matures in August 2022.

3. Trade and Other Receivables

	2021	2020
Trade accounts receivable	\$ 52,288	\$ 37,347
Contributions receivable	91,990	303,691
Sales taxes receivable	23,521	23,187
	\$ 167,799	\$ 364,225

4. Tangible Capital Assets

	2021		
	Cost	Accumulated Amortization	Net Book Value
Furniture, computers and equipment	\$ 65,917	\$ 49,986	\$ 15,931
Leasehold improvements	36,356	32,389	3,967
	\$ 102,273	\$ 82,375	\$ 19,898

Cooperation Canada Notes to the Financial Statements

March 31, 2021

4. Tangible Capital Assets (continued)

	2020		
	Cost	Accumulated Amortization	Net Book Value
Furniture, computers and equipment	\$ 165,758	\$ 139,791	\$ 25,967
Leasehold improvements	36,356	24,458	11,898
	\$ 202,114	\$ 164,249	\$ 37,865

During the year, the Organization disposed of furniture and equipment with a cost of \$8,461 and accumulated amortization of \$6,387, resulting in a loss on disposal of \$2,074. During the year, the Organization also wrote off fully amortized furniture, computers and equipment with an original cost of \$91,380.

5. Deferred Contributions

Deferred contributions represent unused resources which, as a result of external restrictions, are intended to cover the Organization's expenses for the coming year.

The changes in the deferred contributions balance for the year ended March 31, 2021 are as follows:

	Balance, beginning of year	Received during the year	Recognized as revenue	Balance, end of year
Bill and Melinda Gates Foundation	\$ 308,338	\$ -	\$ (308,338)	\$ -
Working Groups	8,892	-	(8,892)	-
Humanitarian Response Network	174,613	219,152	(132,333)	261,432
PSEA Sector Hub	232,256	333,000	(245,007)	320,249
ODA Campaign	-	200,000	-	200,000
Other deferred contributions	1,095	16,500	(1,095)	16,500
	\$ 725,194	\$ 768,652	\$ (695,665)	\$ 798,181

Cooperation Canada Notes to the Financial Statements

March 31, 2021

5. Deferred Contributions (continued)

The changes in the deferred contributions balance for the year ended March 31, 2020 were as follows:

	Balance, beginning of year	Received during the year	Recognized as revenue	Balance, end of year
Bill and Melinda Gates Foundation	\$ 327,961	\$ 233,732	\$ (253,355)	\$ 308,338
International Development Research Centre	203,772	167,849	(371,621)	-
Working Groups	17,269	103,147	(111,524)	8,892
Humanitarian Response Network	136,677	228,608	(190,672)	174,613
PSEA Sector Hub	-	339,159	(106,903)	232,256
Other deferred contributions	73,087	94,385	(166,377)	1,095
	<u>\$ 758,766</u>	<u>\$ 1,166,880</u>	<u>\$ (1,200,452)</u>	<u>\$ 725,194</u>

Contingencies

Certain restricted contributions received may be subject to audit or final reconciliation under the terms and conditions of the related contribution agreement. Should an audit or reconciliation reveal that any of the expenditures on the project are not in accordance with funding guidelines, the Organization may be required to reimburse a portion of the funds advanced. No claim for reimbursement is currently pending and management is of the opinion that no claim is forthcoming.

Consequently, no provision for reimbursement of funds related to these projects has been made in the financial statements. In the event of any adjustment, it will be charged or credited to operations in the period of determination.

6. Long-term Debt

During the year, the Organization applied for a \$40,000 loan under the Canada Emergency Business Account ("CEBA") relief program established by the Federal Government of Canada.

Under the loan agreement, a maximum amount of \$10,000 can be forgiven, if at least 75% of the initial principal amount has been repaid as of December 31, 2022. The forgivable portion of the loan has been recognized as government assistance revenue as set out in the statement of operations.

Cooperation Canada Notes to the Financial Statements

March 31, 2021

7. Government Assistance - Subsidies

During the year, the Organization applied for funding under the Canada Emergency Wage Subsidy ("CEWS") relief program and Temporary Wage Subsidy program established by the Federal Government of Canada. The subsidy programs are meant to assist businesses and organizations that saw large drops in revenue, in established periods, as a result of the impacts the COVID-19 pandemic. The purpose of the funding is to help organizations maintain the employment of their staff through covering payroll costs. As at March 31, 2021, the trade and other receivable balance as set out on the statement of financial position includes \$91,990 of CEWS funding.

The Government of Canada maintains the right to audit the claims supporting these contributions. Request for repayment of contributions, if any, will be recorded in the year the government provides notification to the Organization.

8. Pension Plan

The Organization participates in an employer pension plan. The plan is a defined contribution pension plan. Contributions made during the year were \$23,385 (2020 - \$26,656).

9. Commitments

The Organization has entered into a long-term lease agreement expiring on August 30, 2021. The future lease payments and related costs for the remaining term of the lease are \$16,639.

Some leasehold improvements have been paid by the landlord. These costs are being repaid through the lease payments and are included in trade payables and other operating liabilities. The agreement also calls for \$1,500 penalty per year for early termination.

10. Controlled Organization

The Organization controls Co-Oper Inc., a not-for-profit organization with minimal activity, of which the Organization is the sole member. Co-Oper Inc. was incorporated in Canada by Letters Patent in 1997. The Organization has the right to appoint the Board of Directors of Co-Oper Inc., which is comprised on an annual basis of certain Board Members from the Organization.

Cooperation Canada Notes to the Financial Statements

March 31, 2021

10. Controlled Organization (continued)

Co-Oper Inc.'s financial statements are unaudited and are as follows:

Statement of Financial Position

	<u>2021</u>		<u>2020</u>
Assets	\$ 547	\$	547
Liabilities	-		-
Net Assets	547		547

Statement of Operations

	<u>2021</u>		<u>2020</u>
Revenues	\$ -	\$	5
Expenses	-		-
Excess of revenues over expenses for the year	<u>\$ -</u>	<u>\$</u>	<u>5</u>

There have been no transactions between the Organization and Co-Oper Inc. during the year.

11. Financial Instruments

The Organization is exposed to various risk through its financial instruments. The following analysis provides a measure of the Organization's risk exposure and concentrations as at March 31, 2021.

The Organization is not involved in any hedging relationships through its operations and does not hold or used any derivative financial instruments for trading purposes.

Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Organization is exposed to this risk mainly in respect of its trade payables and other operating liabilities, as well as its long-term debt set out in Note 6 to these financial statements.

Credit risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The Organization's main credit risk relates to its trade and other receivables.

Cooperation Canada Notes to the Financial Statements

March 31, 2021

11. Financial Instruments (continued)

Market risk

Market risk is the risk that the fair value or future cash flow of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency risk, interest risk and other price risk. The Organization is mainly exposed to currency risk and interest rate risk.

Currency risk

Currency risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in foreign exchange rates. At year end, the Organization's accounts receivable includes no amounts (2020 - \$233,732 Canadian), denominated in U.S dollars. The carrying value of these items may change due to fluctuations in foreign exchange rates.

Interest rate risk

The Organization is mainly exposed to interest rate risk with respect to financial assets bearing variable interest rates. As set out in Note 2, the Organization's market linked investment bears interest at a variable rate. The Organization is therefore exposed to cash flow risk on its market linked investment resulting from interest rate fluctuations. The Organization's other financial assets and liabilities do not comprise any interest rate risk since they do not bear interest.

Changes in risk

The main changes in the Organization's risks include its increased liquidity risk due to the long-term debt obtained during the year. In addition, the Organization is no longer subject to interest rate risk on fixed rate instruments as its term deposits matured in the year and were not renewed. There have been no other significant changes in the Organization's risk exposures from its previous fiscal year ended March 31, 2020.

12. Uncertainty Due to COVID-19

The duration and full financial impact of the COVID-19 pandemic is unknown at this time, as are any additional measures to be taken by governments, the Organization or others to attempt to reduce the spread of COVID-19. Any estimate of the length and severity of this pandemic is subject to significant uncertainty and accordingly it is unknown whether COVID-19 may materially and adversely impact the Organization's operations, financial results and condition in future periods.

Cooperation Canada
Schedule 1 - Expenses by Object

For the year ended March 31	2021	2020
Amortization of tangible capital assets	\$ 15,893	\$ 17,927
Bank and service charges	10,023	8,828
Communications	26,401	35,667
Consultants and software support	145,365	220,304
Equipment rental	18,785	42,823
Loss on disposal of capital assets	2,074	-
Meeting expenses	6,504	39,581
Memberships and hospitality	4,779	119,916
Photocopies, postage and office supplies	2,338	20,395
Professional fees	89,166	29,086
Publications and subscriptions	44,723	31,353
Recruitment and training	4,252	11,086
Rent and insurance	33,962	47,595
Salaries and benefits	1,154,898	1,333,048
Translation	50,131	72,907
Travel	452	86,768
Workshops and coalitions	-	51,000
	\$ 1,609,746	\$ 2,168,284
