



**WOMEN'S
LEARNING
PARTNERSHIP**

**FOR RIGHTS,
DEVELOPMENT,
AND PEACE**

Financial Statements

For the Years Ended December 31, 2003 and 2002



**and
Report Thereon**



**Reports Required in Accordance with Office
of Management and Budget Circular A-133**

For the Year Ended December 31, 2003



INDEPENDENT AUDITOR'S REPORT

To the Board of Trustees of the
Women's Learning Partnership for
Rights, Development, and Peace, Ltd.

CONSULTING
ACCOUNTING
TECHNOLOGY

We have audited the accompanying statements of financial position of the Women's Learning Partnership for Rights, Development, and Peace, Ltd. (WLP) as of December 31, 2003 and 2002 and the related statements of activities and cash flows for the years then ended. These financial statements are the responsibility of WLP's management. Our responsibility is to express an opinion on these financial statements based on our audits.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of WLP as of December 31, 2003 and 2002 and the changes in its net assets and its cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated February 20, 2004 on our consideration of the WLP's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grants. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and is not a required part of the basic consolidated financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

A handwritten signature in black ink, appearing to read 'Raffa, P.C.'.

Raffa, P.C.

Washington, DC
February 20, 2004

**WOMEN'S LEARNING PARTNERSHIP FOR
RIGHTS, DEVELOPMENT, AND PEACE, LTD.**

STATEMENTS OF FINANCIAL POSITION

December 31, 2003 and 2002

	<u>2003</u>	<u>2002</u>
ASSETS		
Cash	\$ 186,860	\$ 29,600
Grants receivable	313,275	85,332
Other receivables	306	889
Prepaid expenses	2,830	5,243
Fixed assets, net	<u>5,653</u>	<u>10,053</u>
TOTAL ASSETS	<u><u>\$ 508,925</u></u>	<u><u>\$ 131,117</u></u>
LIABILITIES AND NET ASSETS		
Liabilities		
Accrued payroll and expenses	\$ 7,861	\$ 11,034
Grants payable	<u>57,682</u>	<u>34,000</u>
Total Liabilities	<u>65,543</u>	<u>45,034</u>
Net Assets		
Unrestricted	71,508	(48,126)
Temporarily restricted	<u>371,874</u>	<u>134,209</u>
Total Net Assets	<u>443,382</u>	<u>86,083</u>
TOTAL LIABILITIES AND NET ASSETS	<u><u>\$ 508,925</u></u>	<u><u>\$ 131,117</u></u>

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

**WOMEN'S LEARNING PARTNERSHIP FOR
RIGHTS, DEVELOPMENT, AND PEACE, LTD.**

STATEMENT OF ACTIVITIES
For the Years Ended December 31, 2003 and 2002

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>2003 Total</u>	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>2002 Total</u>
REVENUE AND SUPPORT						
Grants and contributions	\$ 149,918	\$ 922,633	\$ 1,072,551	\$ 148,720	\$ 298,191	\$ 446,911
Other income	24,574	-	24,574	3,110	-	3,110
Net assets released from restriction						
Satisfaction of time restrictions	162,500	(162,500)	-	50,000	(50,000)	-
Satisfaction of purpose restrictions	<u>522,468</u>	<u>(522,468)</u>	<u>-</u>	<u>240,302</u>	<u>(240,302)</u>	<u>-</u>
 TOTAL REVENUE AND SUPPORT	 <u>859,460</u>	 <u>237,665</u>	 <u>1,097,125</u>	 <u>442,132</u>	 <u>7,889</u>	 <u>450,021</u>
EXPENSES						
Program services						
Leadership	478,230	-	478,230	210,710	-	210,710
Conferences	92,485	-	92,485	91,839	-	91,839
Advocacy	80,702	-	80,702	139,932	-	139,932
Human Rights	7,661	-	7,661	10,617	-	10,617
Capacity Building	<u>1,591</u>	<u>-</u>	<u>1,591</u>	<u>8,937</u>	<u>-</u>	<u>8,937</u>
Total Program Services	<u>660,669</u>	<u>-</u>	<u>660,669</u>	<u>462,035</u>	<u>-</u>	<u>462,035</u>
Supporting services						
General and administrative	43,102	-	43,102	52,658	-	52,658
Fundraising	<u>36,055</u>	<u>-</u>	<u>36,055</u>	<u>31,148</u>	<u>-</u>	<u>31,148</u>
Total Supporting Services	<u>79,157</u>	<u>-</u>	<u>79,157</u>	<u>83,806</u>	<u>-</u>	<u>83,806</u>
 TOTAL EXPENSES	 <u>739,826</u>	 <u>-</u>	 <u>739,826</u>	 <u>545,841</u>	 <u>-</u>	 <u>545,841</u>
Change in Net Assets	119,634	237,665	357,299	(103,709)	7,889	(95,820)
NET ASSETS, BEGINNING OF YEAR	<u>(48,126)</u>	<u>134,209</u>	<u>86,083</u>	<u>55,583</u>	<u>126,320</u>	<u>181,903</u>
NET ASSETS, END OF YEAR	<u>\$ 71,508</u>	<u>\$ 371,874</u>	<u>\$ 443,382</u>	<u>\$ (48,126)</u>	<u>\$ 134,209</u>	<u>\$ 86,083</u>

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

**WOMEN'S LEARNING PARTNERSHIP FOR
RIGHTS, DEVELOPMENT, AND PEACE, LTD.**

**STATEMENTS OF CASH FLOWS
For the Years Ended December 31, 2003 and 2002**

	<u>2003</u>	<u>2002</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ 357,299	\$ (95,890)
Adjustments to reconcile change in net assets to net cash provided by (used in) operating activities:		
Depreciation	4,705	8,647
Changes in assets and liabilities:		
Grants receivable	(227,943)	(59,082)
Other receivables	582	(889)
Prepaid expenses	2,413	3,379
Grants payable	23,682	13,146
Accrued payroll and expenses	(3,173)	3,411
	<u>157,565</u>	<u>(127,278)</u>
NET CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES		
CASH FLOWS USED IN INVESTING ACTIVITIES		
Purchases of fixed assets	<u>(305)</u>	<u>(5,605)</u>
NET INCREASE (DECREASE) IN CASH	157,260	(132,883)
CASH, BEGINNING OF YEAR	<u>\$ 29,600</u>	<u>162,483</u>
CASH, END OF YEAR	<u><u>\$ 186,860</u></u>	<u><u>\$ 29,600</u></u>

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

**WOMEN'S LEARNING PARTNERSHIP FOR
RIGHTS, DEVELOPMENT, AND PEACE, LTD.**

**NOTES TO THE FINANCIAL STATEMENTS
For the Years Ended December 31, 2003 and 2002**

1. Organization and Summary of Significant Accounting Policies

Organization

Women's Learning Partnership for Rights, Development, and Peace, Ltd. (WLP) is a nonprofit organization formed in August 1999. The mission and purpose of WLP is to empower women through dialogue, choice and participation to restructure their roles and to improve their status in their families, communities and societies.

Fixed Assets and Related Depreciation

Furniture, equipment and library assets are stated at cost and are depreciated using the straight-line method over their estimated useful lives ranging from two to five years. Fixed assets with original costs of less than \$500 are expensed as acquired. Expenditures for major repairs and improvements are capitalized; expenditures for minor repairs and maintenance costs are expensed when incurred. Upon the retirement or disposal of assets, the cost and accumulated depreciation is eliminated from the respective accounts and the resulting gain or loss is included in revenue or expenses.

Classification of Net Assets

- Unrestricted net assets represent funds that are available for support of WLP's operations.
- Temporarily restricted net assets represent funds subject to donor-imposed restrictions that are met either by actions of WLP or the passage of time.

Revenue Recognition

WLP reports contributions as temporarily restricted support if they are received with donor or grantor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

Functional Allocation of Expenses

The costs of providing various programs and other activities have been summarized on a functional basis in the statements of activities. Accordingly, certain cost have been allocated among the programs and supporting services to which they relate based upon direct salaries.

**WOMEN'S LEARNING PARTNERSHIP FOR
RIGHTS, DEVELOPMENT, AND PEACE, LTD.**

**NOTES TO THE FINANCIAL STATEMENTS
For the Years Ended December 31, 2003 and 2002**

1. Organization and Summary of Significant Accounting Policies (continued)

Estimates

The preparation of the financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that effect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

2. Cash

WLP is required to maintain a separate bank account to hold certain funds received from the National Endowment for Democracy (NED) for its Leadership program. Included in cash is \$38,717 and \$167 at December 31, 2003 and 2002, respectively, that was maintained for the NED Program.

3. Grants Receivable

Grants receivable consists primarily of contributions pledged from donors. All receivables are deemed fully collectible within one year and are recorded at net realizable value.

4. Fixed Assets

Fixed assets at December 31, 2003 and 2002 consisted of the following:

	<u>2003</u>	<u>2002</u>
Furniture and equipment	\$ 21,625	\$ 21,625
Library	<u>1,852</u>	<u>1,547</u>
Total fixed assets	23,477	23,172
Less: accumulated depreciation	<u>(17,824)</u>	<u>(13,119)</u>
Fixed assets, net	<u>\$ 5,653</u>	<u>\$ 10,053</u>

Continued

**WOMEN'S LEARNING PARTNERSHIP FOR
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**NOTES TO THE FINANCIAL STATEMENTS
For the Years Ended December 31, 2003 and 2002**

5. Temporarily Restricted Net Assets

Temporarily restricted net assets were available for the following purposes as of December 31, 2003 and 2002.

	<u>2003</u>	<u>2002</u>
Leadership	\$259,374	\$ 81,377
Conferences	-	2,832
Future periods	<u>112,500</u>	<u>50,000</u>
Total	<u>\$371,874</u>	<u>\$134,209</u>

6. Pension Plan

WLP maintains a Tax Deferred Retirement Pension Plan under Section 403(b) of the Internal Revenue Code (IRC) covering all full-time employees that elect to participate and who meet certain length of service requirements. Annual employer contributions to the plan are based on the employees' length of service. After one year of service for each participating employee, WLP contributes an amount which totals up to a maximum of \$1,000 or 5% of the employee's salary. After three and five years of service, WLP contributes up to 7% and 10% of the employee's annual compensation, respectively. WLP contributed \$12,260 and \$11,311 to the retirement plan in 2003 and 2002, respectively.

7. Income Taxes

Under an advance ruling, the Internal Revenue Service (IRS) ruled that WLP would be treated as a tax-exempt, publicly supported organization under Section 501(c)(3) of the IRC until December 31, 2003. WLP is required to submit the information to the IRS within 90 days of the end of the advance ruling period demonstrating that it has met the requirements of the applicable regulations during that period. If the IRS determines that these regulations have been met, WLP will continue to be treated as a public charity. Management believes that WLP is in compliance with these regulations. Under these regulations, WLP would be exempt from the payment of taxes on income except from income from net unrelated business income. For the years ended December 31, 2003 and 2002, no provision for income taxes has been made, as there was no unrelated business income.

8. Reclassifications

Certain 2002 amounts have been reclassified to conform to the 2003 presentation.

**WOMEN'S LEARNING PARTNERSHIP FOR
RIGHTS, DEVELOPMENT, AND PEACE, LTD.**

SCHEDULE OF FUNCTIONAL EXPENSES

For the Year Ended December 31, 2003

(With Summarized Financial Information for the Year Ended December 31,2002

	Program Services					Supporting Services			2003 Total	2002 Total	
	Leadership	Conferences	Advocacy	Human Rights	Capacity Building	Total	General and Administrative	Fundraising			Total
Salaries	\$ 96,263	\$ 30,331	\$ 36,218	\$ 3,254	\$ -	\$ 166,066	\$ 20,142	\$ 14,372	\$ 34,514	\$ 200,580	\$ 163,774
Consultant fees	200,526	-	-	-	-	200,526	-	-	-	200,526	87,678
Printing and publication	48,920	5,345	2,729	140	-	57,134	351	3,041	3,392	60,526	8,530
Material development and production	29,418	7,674	1,672	-	-	38,765	172	1,425	1,597	40,362	40,972
Rent	8,285	4,705	8,713	864	-	22,568	5,388	3,844	9,232	31,800	24,850
Fringe benefits	2,672	4,583	9,445	895	-	17,594	5,409	4,086	9,495	27,089	22,273
Travel	13,021	7,902	756	799	-	22,478	41	283	324	22,802	46,433
Hotel	18,311	4,404	-	-	-	22,715	-	-	-	22,715	24,208
Professional fees	11,280	4,788	2,249	75	-	18,392	793	1,481	2,274	20,666	15,939
Health insurance	8,942	2,674	3,412	318	-	15,347	1,889	1,361	3,250	18,597	14,644
Payroll taxes	8,442	2,558	3,199	292	-	14,492	1,774	1,276	3,050	17,542	14,357
Pension expense	5,952	1,690	2,251	217	-	10,110	1,247	902	2,149	12,259	11,311
Office supplies	4,782	3,078	1,240	35	-	9,136	1,322	585	1,907	11,043	5,191
Postage and shipping	5,642	1,483	1,463	236	-	8,824	268	472	740	9,564	7,482
Meals and entertainment	57	6,656	162	-	-	6,875	-	-	-	6,875	3,347
Internet	2,477	667	869	63	-	4,077	472	329	801	4,878	5,376
Depreciation	635	913	1,508	78	-	3,134	946	624	1,570	4,705	8,647
Telephone	2,686	714	822	31	-	4,253	243	208	451	4,704	5,399
Duplicating	3,596	857	66	-	-	4,519	-	26	26	4,545	539
Training materials	2,775	-	-	-	-	2,775	-	-	-	2,775	1,249
Equipment rental	625	365	701	79	-	1,769	485	313	798	2,567	1,664
Insurance	171	167	848	-	-	1,187	553	581	1,134	2,321	1,765
Bank fees	895	158	217	15	-	1,285	325	86	411	1,696	827
Utilities	442	281	445	60	-	1,229	266	192	458	1,687	1,437
Equipment	-	-	-	-	1,591	1,591	-	-	-	1,591	13,865
Copyright and other fees	621	49	261	60	-	992	182	112	294	1,286	-
Outreach and development	607	21	144	150	-	922	78	81	159	1,081	1,630
Transportation	10	188	648	-	-	845	-	133	133	978	1,732
Repairs and maintenance	17	91	193	-	-	301	461	101	562	863	1,672
Board meeting	5	58	353	-	-	416	224	141	365	781	3,442
Miscellaneous	155	85	86	-	-	326	27	-	27	351	1,516
Finance charges	-	-	-	-	-	-	44	-	44	44	69
Books	-	-	30	-	-	30	-	-	-	30	325
Moving expenses	-	-	-	-	-	-	-	-	-	-	2,000
Conference and training	-	-	-	-	-	-	-	-	-	-	648
Honorarium	-	-	-	-	-	-	-	-	-	-	600
Dues and subscriptions	-	-	-	-	-	-	-	-	-	-	250
License and other taxes	-	-	-	-	-	-	-	-	-	-	200
TOTAL EXPENSES	\$ 478,230	\$ 92,485	\$ 80,702	\$ 7,661	\$ 1,591	\$ 660,670	\$ 43,102	\$ 36,055	\$ 79,157	\$ 739,826	\$ 545,841