

# Theodore Roosevelt Conservation Partnership, Inc.

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**Financial Statements**

**Year Ended December 31, 2019**

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## **Independent Auditors' Report**

Board of Directors  
Theodore Roosevelt Conservation Partnership, Inc.  
Washington, District of Columbia

We have audited the accompanying financial statements of Theodore Roosevelt Conservation Partnership, Inc. (a nonprofit organization), which comprise the statement of financial position as of December 31, 2019, and the related statements of activities, 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.

### ***Auditors' 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 auditors' 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.

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 Theodore Roosevelt Conservation Partnership, Inc. as of December 31, 2019, and the changes 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.

*Dixon Hughes Goodman LLP*

**Tysons, Virginia  
May 11, 2020**

**Theodore Roosevelt Conservation Partnership, Inc.**  
**Statement of Financial Position**  
**December 31, 2019**

**ASSETS**

|                                              |                            |
|----------------------------------------------|----------------------------|
| Current assets:                              |                            |
| Cash and cash equivalents                    | \$ 2,056,478               |
| Promises to give                             | 337,574                    |
| Grants receivable                            | 1,016,367                  |
| Prepaid expenses                             | <u>55,488</u>              |
| Total current assets                         | <u>3,465,907</u>           |
| Property, equipment and furniture:           |                            |
| Office furniture                             | 41,504                     |
| Office equipment                             | <u>192,875</u>             |
|                                              | 234,379                    |
| Less - accumulated depreciation              | <u>(187,913)</u>           |
| Total property, equipment and furniture, net | <u>46,466</u>              |
| Other assets:                                |                            |
| Security deposit                             | <u>40,478</u>              |
| Total assets                                 | <u><u>\$ 3,552,851</u></u> |

**LIABILITIES AND NET ASSETS**

|                                             |                            |
|---------------------------------------------|----------------------------|
| Current liabilities:                        |                            |
| Accounts payable and accrued liabilities    | \$ 151,819                 |
| Accrued salaries and related benefits       | 125,317                    |
| Line of credit                              | 100,000                    |
| Deferred revenue                            | <u>486,108</u>             |
| Total current liabilities                   | <u>863,244</u>             |
| Other liabilities:                          |                            |
| Deferred rent                               | <u>169,770</u>             |
| Total liabilities                           | <u>1,033,014</u>           |
| Net assets:                                 |                            |
| Without donor restrictions:                 |                            |
| Undesignated                                | 417,798                    |
| Board designated                            | <u>526,252</u>             |
| Total net assets without donor restrictions | 944,050                    |
| Net assets with donor restrictions          | <u>1,575,787</u>           |
| Total net assets                            | <u>2,519,837</u>           |
| Total liabilities and net assets            | <u><u>\$ 3,552,851</u></u> |

See accompanying notes.

**Theodore Roosevelt Conservation Partnership, Inc.**  
**Statements of Activities**  
**Year Ended December 31, 2019**

|                                          | <b>Without<br/>Donor<br/>Restrictions</b> | <b>With<br/>Donor<br/>Restrictions</b> | <b>Total</b>        |
|------------------------------------------|-------------------------------------------|----------------------------------------|---------------------|
| Revenue:                                 |                                           |                                        |                     |
| Grant revenue                            | \$ 1,904,917                              | \$ 3,175,620                           | \$ 5,080,537        |
| Meeting sponsorships                     | 885,228                                   | -                                      | 885,228             |
| Individual contributions                 | 742,624                                   | -                                      | 742,624             |
| JR Conservation Fund                     | 10,000                                    | -                                      | 10,000              |
| Non-profit and association contributions | 43,126                                    | -                                      | 43,126              |
| Other revenue                            | 674,754                                   | -                                      | 674,754             |
| Interest income                          | 15,502                                    | -                                      | 15,502              |
| Net assets released from restrictions    | 1,652,761                                 | (1,652,761)                            | -                   |
| <b>Total revenue</b>                     | <b>5,928,912</b>                          | <b>1,522,859</b>                       | <b>7,451,771</b>    |
| Expenses:                                |                                           |                                        |                     |
| Program services                         | 4,741,426                                 | -                                      | 4,741,426           |
| Supporting services:                     |                                           |                                        |                     |
| Management and general                   | 553,031                                   | -                                      | 553,031             |
| Fundraising                              | 716,870                                   | -                                      | 716,870             |
| <b>Total supporting expenses</b>         | <b>1,269,901</b>                          | <b>-</b>                               | <b>1,269,901</b>    |
| <b>Total expenses</b>                    | <b>6,011,327</b>                          | <b>-</b>                               | <b>6,011,327</b>    |
| <b>Change in net assets</b>              | <b>(82,415)</b>                           | <b>1,522,859</b>                       | <b>1,440,444</b>    |
| Net assets, beginning of year            | 1,026,465                                 | 52,928                                 | 1,079,393           |
| <b>Net assets, end of year</b>           | <b>\$ 944,050</b>                         | <b>\$ 1,575,787</b>                    | <b>\$ 2,519,837</b> |

See accompanying notes.

**Theodore Roosevelt Conservation Partnership, Inc.**  
**Statement of Functional Expenses**  
**Year Ended December 31, 2019**

|                                  | Program Services      |                        | Supporting Services |                           | Total               |
|----------------------------------|-----------------------|------------------------|---------------------|---------------------------|---------------------|
|                                  | Conservation Programs | Management and General | Fundraising         | Total Supporting Services |                     |
| Salaries                         | \$ 2,167,017          | \$ 171,006             | \$ 292,604          | \$ 463,610                | \$ 2,630,627        |
| Employee benefits                | 513,981               | 53,619                 | 57,427              | 111,046                   | 625,027             |
| Professional development         | 3,414                 | 195                    | 1,269               | 1,464                     | 4,878               |
| Administrative fee               | -                     | 780                    | -                   | 780                       | 780                 |
| Insurance                        | 9                     | 20,129                 | -                   | 20,129                    | 20,138              |
| Dues and subscriptions           | 17,275                | 3,529                  | 6,743               | 10,272                    | 27,547              |
| Equipment and maintenance        | 2,794                 | 872                    | 1,932               | 2,804                     | 5,598               |
| Postage/express mail             | 5,268                 | 1,678                  | 7,521               | 9,199                     | 14,467              |
| Printing and publications        | 21,855                | 867                    | 767                 | 1,634                     | 23,489              |
| Office expense                   | 7,950                 | 15,735                 | 2,223               | 17,958                    | 25,908              |
| Telephone                        | 24,111                | 13,892                 | 2,584               | 16,476                    | 40,587              |
| Website and IT services          | 129,891               | 59,950                 | 29,004              | 88,954                    | 218,845             |
| Rent                             | 14,052                | 172,464                | -                   | 172,464                   | 186,516             |
| Bank service charges             | -                     | 10,229                 | 16,013              | 26,242                    | 26,242              |
| Event promotion                  | 1,622                 | -                      | 375,915             | 375,915                   | 377,537             |
| Advertising & promotion          | 92,401                | 111                    | 3,498               | 3,609                     | 96,010              |
| Promotional items                | 533                   | 24                     | 33,843              | 33,867                    | 34,400              |
| TV production & video            | 20,217                | -                      | -                   | -                         | 20,217              |
| Donations to other organizations | 16,300                | 500                    | -                   | 500                       | 16,800              |
| Travel                           | 400,648               | 36,107                 | 28,995              | 65,102                    | 465,750             |
| Conferences and meetings         | 212,347               | 24,721                 | 24,531              | 49,252                    | 261,599             |
| Media Summit                     | 4,580                 | 541                    | 491                 | 1,032                     | 5,612               |
| Consultants                      | 623,497               | 3,700                  | 8,567               | 12,267                    | 635,764             |
| Pass through grants              | 39,083                | 1,000                  | -                   | 1,000                     | 40,083              |
| Professional services:           |                       |                        |                     |                           |                     |
| Legal                            | 9,473                 | -                      | -                   | -                         | 9,473               |
| Accounting                       | 100                   | 101,125                | -                   | 101,125                   | 101,225             |
| GIS - Mapping                    | 4,639                 | -                      | -                   | -                         | 4,639               |
| Temporary services               | 15,250                | -                      | -                   | -                         | 15,250              |
| State registrations and licenses | -                     | 989                    | 10,172              | 11,161                    | 11,161              |
| Bad debt                         | 48,150                | -                      | -                   | -                         | 48,150              |
| Depreciation and amortization    | -                     | 17,008                 | -                   | 17,008                    | 17,008              |
| Subtotal                         | 4,396,457             | 710,771                | 904,099             | 1,614,870                 | 6,011,327           |
| Reallocation of expenses         | 344,969               | (157,740)              | (187,229)           | (344,969)                 | -                   |
|                                  | <u>\$ 4,741,426</u>   | <u>\$ 553,031</u>      | <u>\$ 716,870</u>   | <u>\$ 1,269,901</u>       | <u>\$ 6,011,327</u> |

See accompanying notes.

**Theodore Roosevelt Conservation Partnership, Inc.**  
**Statements of Cash Flows**  
**Year Ended December 31, 2019**

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|                                                                                             |                            |
|---------------------------------------------------------------------------------------------|----------------------------|
| Cash flows from operating activities:                                                       |                            |
| Change in net assets                                                                        | \$ 1,440,444               |
| Adjustments to reconcile change in net assets to net cash provided by operating activities: |                            |
| Depreciation                                                                                | 17,008                     |
| Bad debt expense                                                                            | 48,150                     |
| Change in:                                                                                  |                            |
| Promises to give                                                                            | (159,268)                  |
| Grants receivable                                                                           | (947,946)                  |
| Prepaid expenses and security deposit                                                       | 38,789                     |
| Accounts payable and accrued liabilities                                                    | 17,807                     |
| Accrued salaries and related benefits                                                       | 24,787                     |
| Deferred revenue                                                                            | (591,460)                  |
| Deferred rent                                                                               | (2,128)                    |
|                                                                                             | <u>(113,817)</u>           |
| Net cash used in operating activities                                                       | <u>(113,817)</u>           |
| Cash flows from investing activities:                                                       |                            |
| Purchases of property and equipment                                                         | <u>(25,428)</u>            |
| Net cash used in investing activities                                                       | <u>(25,428)</u>            |
| Net change in cash and cash equivalents                                                     | (139,245)                  |
| Cash and cash equivalents, beginning of year                                                | <u>2,195,723</u>           |
| Cash and cash equivalents, end of year                                                      | <u><u>\$ 2,056,478</u></u> |

## **Notes to Financial Statements**

### **1. Organization and Nature of Activities**

Theodore Roosevelt Conservation Partnership, Inc. (TRCP) was incorporated on July 30, 2002 and began business on August 1, 2002. TRCP's primary purpose is to ensure that America's lands, both public and private, will always provide clean water, healthy habitat, bountiful fish and wildlife populations and opportunities to fish, hunt and enjoy the outdoors. TRCP is a non-profit corporation incorporated in Delaware and located in the District of Columbia.

### **2. Summary of Significant Accounting Policies**

#### ***Basis of presentation***

The accompanying policies of the organization are in accordance with accounting principles generally accepted in the United States of America applied on a basis consistent with that of the preceding years.

#### ***Basis of accounting***

These financial statements are prepared on the accrual basis of accounting, whereby revenue is recognized when earned and expenses are recognized when incurred.

#### ***Estimates***

The preparation of the financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and the disclosures of contingent assets and liabilities at the date of the financial statements. Such estimates and assumptions also affect the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates and assumptions.

#### ***Revenue recognition***

Unconditional grants and contributions are recorded as revenue in the year notification is received from the donor. Grants and contributions considered to be nonexchange transactions that include donor-imposed conditions are recognized as revenue when the condition is met. Restricted grants and contributions are recognized as unrestricted support only to the extent of actual expenses incurred in compliance with the satisfaction of restrictions. Restricted grants and contributions received in excess of expenses incurred are shown as net assets with donor restrictions in the accompanying financial statements. During 2018, TRCP adopted ASU 2018-08: *Clarifying the Scope and Accounting Guidance for Contributions Received and Contributions Made*.

#### ***Cash and cash equivalents***

For the purposes of the statements of cash flows, TRCP considers all highly liquid instruments, which are to be used for current operations and which have an original maturity of three months or less, to be cash and cash equivalents.

#### ***Concentrations of credit risk***

Financial instruments that potentially subject TRCP to concentration of credit risk consist primarily of cash and cash equivalents. TRCP maintains its cash and cash equivalents, which at times may exceed the federally insured limit, in bank deposit accounts with high quality financial institutions. TRCP has not experienced any losses in such accounts.

**Theodore Roosevelt Conservation Partnership, Inc.**  
**Notes to Financial Statements**

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***Promises to give and grants receivable***

Promises to give and grants receivable are recorded at estimated net realizable value. Management periodically reviews the status of all promises to give and grants receivable balances for collectability. Each receivable balance is assessed based on management's knowledge of and relationship with the grantor and the age of the receivable balance. As a result of these reviews, management's assessment was that all outstanding balances as of December 31, 2019 were deemed collectible and no allowance was required.

***Property and equipment***

Acquisitions of property and equipment are stated at cost. Improvements and replacements of property and equipment are capitalized. Maintenance and repairs that do not improve or extend the lives of property and equipment are charged to expense as incurred, but renewals and betterments are capitalized. When assets are sold or retired, their cost and related accumulated depreciation are removed from the accounts and any gain or loss is reported in the statement of activities.

Depreciation is based on estimated useful service lives and is computed on the straight-line method, generally five to seven years. TRCP's policy is to capitalize property and equipment purchased with a cost greater than \$1,000. Leasehold improvements are amortized over the lease term.

***Deferred revenue***

Revenue received in advance of the period in which it is earned is deferred to subsequent periods. Deferred revenue is comprised primarily of grant revenues.

***Classification of net assets***

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

Net assets without donor restrictions – not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the organization. These net assets may be used at the discretion of TRCP's management. Net assets without donor restrictions also include board designated funds. Board designated net assets at December 30, 2019 totaled \$526,252. See Note 8.

Net assets with donor restrictions – subject to stipulations imposed by donors and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of TRCP or by the passage of time. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds be maintained in perpetuity.

***Advertising***

TRCP expenses advertising costs as they are incurred. Advertising and promotion expense totaled \$96,010 for 2019.

***Functional allocation of expenses***

The costs of providing various programs and other activities have been summarized on a functional basis in the statement of activities. Accordingly, certain costs have been allocated among Program services, fundraising, and management and general benefited. Such allocations are determined by management on an equitable basis.

**Theodore Roosevelt Conservation Partnership, Inc.**  
**Notes to Financial Statements**

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Expenses are allocated by function based upon the following allocation methods:

| <u>Expense</u>                                  | <u>Method of Allocation</u> |
|-------------------------------------------------|-----------------------------|
| Salaries/benefits                               | Time and effort             |
| Dues/subscriptions                              | Shared services             |
| Telephone/Web/IT                                | Shared services             |
| Travel                                          | Time and effort             |
| Conferences                                     | Time and effort             |
| Equipment/maintenance                           | Shared services             |
| Postage/express mail/printing/publications      | Time and effort             |
| Office expense                                  | Time and effort             |
| Rent                                            | Shared services             |
| Bank service charges/registrations and licenses | Shared services             |
| Event promotion/advertising/promotional items   | Time and effort             |
| Donations to other organizations                | Time and effort             |
| Consultants                                     | Time and effort             |

***Income taxes***

TRCP is exempt from federal and state income taxes under Section 501(c)(3) of the Internal Revenue Code (IRC). TRCP qualifies for the charitable contribution deduction under Section 170 and has been classified as an organization that is not a private foundation under Section 509(a)(1). There is no material net unrelated business income tax liability for 2019.

TRCP follows accounting standards for dealing with uncertainty in accounting for income tax provisions. TRCP has determined that it does not have any material unrecognized tax benefits or obligations as of December 31, 2019.

***New accounting pronouncement - leases***

In February 2016, the FASB issued ASU 2016-02, "Leases". Under the new standards, lessees will need to recognize a right-of-use asset and a lease liability for virtually all their leases (other than leases that meet the definition of a short-term lease). The liability will be equal to the present value of lease payments. For income statement purposes, the FASB continued the dual model, requiring leases to be classified as either operating or finance. Operating leases will result in straight-line expense (similar to current operating leases) while finance leases will result in a front-loaded expense pattern (similar to current capital leases). Classification will be based on criteria that are largely similar to those applied to current lease accounting. Extensive quantitative and qualitative disclosures will be required to provide greater insight into the extent of revenue and expense recognized and expected to be recognized from existing contracts. The new standard will be effective for the Organization January 1, 2021, and the Organization is currently evaluating the effect this accounting standard may have on its financial statements.

***Subsequent events***

In preparing these financial statements, TRCP has evaluated events and transactions for potential recognition or disclosure through May 11, 2020, the date the financial statements were available to be issued.

Subsequent to the balance sheet date, the World Health Organization declared the outbreak of COVID-19, a novel strain of Coronavirus, a pandemic. The coronavirus outbreak is disrupting supply chains and affecting production and sales across a range of industries. The extent of the impact of the outbreak on our operational and financial performance will depend on certain developments, including the duration and spread of the outbreak, impact on our donors and grantors, employees and vendors, and governmental, regulatory and private sector responses. The financial statements do not reflect any adjustments as a result of the subsequent increase in economic uncertainty.

**Theodore Roosevelt Conservation Partnership, Inc.**  
**Notes to Financial Statements**

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TRCP was granted a loan in the aggregate amount of \$569,925 pursuant to the Paycheck Protection Program (the "PPP") under Division A, Title I of the CARES Act, which was enacted March 27, 2020.

**3. Grants Receivable**

As of December 31, 2019, TRCP has grants receivable due within one year totaling \$1,016,367.

**4. Unconditional Promises to Give**

Unconditional promises to give are recorded as receivables and revenue when received. TRCP distinguishes between contributions received for each net asset category in accordance with donor-imposed restrictions. Contributions receivable as of December 31, 2019 which are due in less than one year total \$337,574.

**5. Availability and Liquidity**

The following represents TRCP's financial assets at December 31, 2019:

|                                                                                     |                     |
|-------------------------------------------------------------------------------------|---------------------|
| Cash and cash equivalents                                                           | \$ 2,056,478        |
| Promises to give                                                                    | 337,574             |
| Grants receivable                                                                   | 1,016,367           |
| Prepaid expenses                                                                    | <u>55,488</u>       |
| Total financial assets                                                              | <u>3,465,907</u>    |
| Less amounts not available to be used within one year:                              |                     |
| Board designated funds                                                              | 526,252             |
| Time restricted grants after 2020                                                   | <u>412,500</u>      |
|                                                                                     | <u>938,752</u>      |
| Financial assets available to meet general expenditures over the next twelve months | <u>\$ 2,527,155</u> |

TRCP can make additional draws from the line of credit through September 20, 2020; see Note 7 for further detail.

**6. Property and Equipment**

Major classes of property and equipment consisted of the following:

|                                 |                  |
|---------------------------------|------------------|
| Furniture and fixtures          | \$ 41,504        |
| Computer equipment              | 192,875          |
| Less - accumulated depreciation | <u>(187,913)</u> |
|                                 | <u>\$ 46,466</u> |

Depreciation expense on property and equipment was \$17,008 for 2019.

**Theodore Roosevelt Conservation Partnership, Inc.**  
**Notes to Financial Statements**

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**7. Line of Credit**

TRCP has a \$350,000 revolving line of credit from BB&T Bank, which expires on September 20, 2020. The line of credit bears interest at a rate of BB&T Prime plus 2.0% per annum and is due on demand. At December 31, 2019, the interest rate was 6.75%. Advances under the line of credit are unsecured. The Board of Directors of TRCP limits the use of the line of credit to operating expenses. There was an outstanding balance of \$100,000 at December 31, 2019.

**8. Board-Designated**

During fiscal year 2009, TRCP established the Jim Range Conservation Fund, which would be used at the discretion of TRCP's Board of Directors to provide general operating support, particularly in the capacity building areas of communications and development, enhance TRCP's flexibility to seize unexpected opportunities or confront sudden challenges pertaining to TRCP's legislative agenda, and to supplement funding to TRCP's signature conservation programs in four major areas: western public lands, agricultural private lands, responsible energy development and marine fisheries. The amount recognized as Board-designated as of December 31, 2019 is \$526,252.

**9. Net Assets with Donor Restrictions**

Net Assets with donor restrictions at December 31, 2019 are as follows:

|                                                  |                     |
|--------------------------------------------------|---------------------|
| Purpose restricted for period after December 31: |                     |
| Buchanan Family Foundation                       | \$ 15,000           |
| Time restricted for period after December 31:    |                     |
| William and Flora Hewlett Foundation             | 825,000             |
| The Burning Foundation                           | 13,750              |
| The Campbell Foundation                          | 43,333              |
| The Conservation Alliance                        | 6,250               |
| Gates Family Foundation                          | 75,000              |
| Ishiyama Foundation                              | 125,000             |
| Knobloch Family Foundation                       | 8,333               |
| Moore Charitable Trust                           | 31,250              |
| Moseley Family Fund                              | 15,000              |
| Ohrstrom Foundation                              | 10,000              |
| Pew Charitable Trust                             | 81,340              |
| REI Co-op                                        | 3,571               |
| Richard King Mellon Foundation                   | 94,000              |
| S. Kent Rockwell Foundation                      | 35,000              |
| Shell Oil Company                                | 68,750              |
| George B. Storer Foundation                      | 83,335              |
| The Wilderness Society                           | 6,250               |
| Western Conservation Foundation                  | 20,625              |
| Williams Family Foundation of Georgia            | <u>15,000</u>       |
| Total time restricted net assets                 | <u>1,560,787</u>    |
| Total net assets with donor restrictions         | <u>\$ 1,575,787</u> |

**Theodore Roosevelt Conservation Partnership, Inc.**  
**Notes to Financial Statements**

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**10. Donated Goods and Services**

During 2019, TRCP received donated goods consisting primarily of Capital Conservation Dinner auction items valued at \$153,353.

The value of the goods and services are recorded in the accompanying financial statements in other revenue and event promotion expenses.

**11. Operating Lease**

On November 1, 2016, TRCP entered into an office lease agreement in the District of Columbia that is scheduled to expire on October 31, 2027. The first 12 months of lease payments are abated. The lease agreement contains an escalation clause whereby rent is increased by 2.5% each year.

Future minimum lease payments at December 31, 2019 are as follows:

|            |    |                  |
|------------|----|------------------|
| 2020       | \$ | 175,085          |
| 2021       |    | 179,456          |
| 2022       |    | 183,942          |
| 2023       |    | 188,559          |
| 2024       |    | 193,261          |
| Thereafter |    | <u>573,851</u>   |
|            | \$ | <u>1,494,154</u> |

On February 1, 2016, TRCP entered in an operating lease for office space in Montana that expired on January 31, 2018. The lease has been extended through January 31, 2022.

Future minimum lease payments for the lease at December 31, 2019 are as follows:

|      |    |               |
|------|----|---------------|
| 2020 | \$ | 12,225        |
| 2021 |    | 12,300        |
| 2022 |    | <u>1,025</u>  |
|      | \$ | <u>25,550</u> |

Rent expense was \$186,516 for 2019.

**12. Retirement Plan**

TRCP has a 401(k) plan which covers all employees who meet certain eligibility requirements. TRCP contributes a matching component on an annual basis. Employer contributions and related expenses for the year ended December 31, 2019 were \$96,648.

**13. Commitments**

TRCP typically signs contracts with venues and hotels for future events in advance of the event. It is also not unusual for a cancellation clause to be included in these contracts. At December 31, 2019, TRCP had contract for one event that included cancellation clauses. These cancellation clauses require the payment of a cancellation fee if TRCP cancels the event.

**Theodore Roosevelt Conservation Partnership, Inc.**  
**Notes to Financial Statements**

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The total amount of potential cancellation payments are as follows:

|      |                  |
|------|------------------|
| 2020 | <u>\$ 19,823</u> |
|------|------------------|

**14. Functional Classification of Expenses**

Expenses for the year ended December 31, 2019 are comprised of the following:

|                            |                     |
|----------------------------|---------------------|
| Program services           | \$ 4,741,426        |
| Management and general     | 553,031             |
| Fundraising                | 563,517             |
| Fundraising, donated items | <u>153,353</u>      |
|                            | <u>\$ 6,011,327</u> |