

**GENDER AT WORK, INC.**  
**FINANCIAL STATEMENTS AND**  
**SUPPLEMENTARY INFORMATION**  
**FOR THE YEARS ENDED**  
**DECEMBER 31, 2020 and 2019**

# **GENDER AT WORK, INC.**

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INDEPENDENT AUDITORS' REPORT

The Board of Directors  
Gender at Work, Inc.  
Toronto, Canada

We have audited the accompanying statements of financial position of Gender at Work, Inc. as of December 31, 2020 and 2019, and the related statement of activities, functional expenses, and cash flows for the years 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 the 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 the financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free 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. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of the accounting policies used and the reasonableness of the significant accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion

## Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Gender at Work, Inc., as of December 31, 2020 and 2019, and the changes in its net assets and its cash flows for the years then ended in accordance with the accounting principles generally accepted in the United States of America.

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying information on pages 22 and 23 is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statement or to the financial statement themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

A handwritten signature in cursive script that reads "Robert V. Associates".

Washington, DC  
November 10, 2021

GENDER AT WORK, INC.  
STATEMENTS OF FINANCIAL POSITION  
DECEMBER 31, 2020 AND 2019  
(STATED IN UNITED STATES DOLLARS)

ASSETS

	<u>2020</u>	<u>2019</u>
<b>CURRENT ASSETS:</b>		
Cash	\$ 600,689	\$ 298,753
Investments	177,028	78,294
Prepaid Expense	254	1,456
Grants Receivable	411,187	265,753
	<hr/>	<hr/>
Total Current Assets	1,189,158	644,256
	<hr/>	<hr/>
<b>PROPERTY AND EQUIPMENT:</b>		
Furniture, Fixture & Equipment	5,437	5,437
Less: Accumulated Depreciation	(5,437)	(5,336)
	<hr/>	<hr/>
Total Property and Equipment	-	101
	<hr/>	<hr/>
<b>TOTAL ASSETS</b>	<u>\$ 1,189,158</u>	<u>\$ 644,357</u>

LIABILITIES AND NET ASSETS

<b>CURRENT LIABILITIES:</b>		
Accounts Payable	\$ 13,793	125,630
	<hr/>	<hr/>
Total Current Liabilities	13,793	125,630
	<hr/>	<hr/>
<b>NET ASSETS:</b>		
Unrestricted	464,213	273,485
Temporarily Restricted (Note 5)	711,152	245,242
	<hr/>	<hr/>
Total Net Assets	1,175,365	518,727
	<hr/>	<hr/>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<u>\$ 1,189,158</u>	<u>\$ 644,357</u>

**GENDER AT WORK, INC.**  
**STATEMENTS OF ACTIVITIES**  
**FOR THE YEARS ENDED DECEMBER 31, 2020 AND 2019**  
**(STATED IN UNITED STATES DOLLARS)**

	<u>2020</u>	<u>2019</u>
<b>UNRESTRICTED NET ASSETS</b>		
Support:		
Interest Income - operating	\$ 1,105	\$ 1,021
Contract/Fee Income	509,358	563,751
Grant Income	257,262	530,322
Net Assets Released From Restrictions		
Restrictions satisfied by payments	104,212	480,648
Total Unrestricted Support	<u>871,937</u>	<u>1,575,742</u>
Other Income:		
Foreign Exchange Gain (Loss)	<u>3,451</u>	<u>378</u>
Expenses:		
Program Services	657,497	1,427,350
Management & General	27,163	3,238
Fundraising	-	-
Total Expenses	<u>684,660</u>	<u>1,430,588</u>
<b>INCREASE (DECREASE) IN UNRESTRICTED NET ASSETS</b>	<u>190,728</u>	<u>145,532</u>
<b>TEMPORARILY RESTRICTED NET ASSETS</b>		
Support:		
Grant Income	604,663	189,776
Write-off of Funding	(34,541)	-
Net Assets Released From Restrictions		
Restrictions satisfied by payments	<u>(104,212)</u>	<u>(480,648)</u>
<b>INCREASE (DECREASE) IN TEMPORARILY RESTRICTED NET ASSETS</b>	<u>465,910</u>	<u>(290,872)</u>
<b>INCREASE (DECREASE) IN NET ASSETS</b>	656,638	(145,340)
<b>NET ASSETS, BEGINNING OF YEAR</b>	<u>518,727</u>	<u>664,067</u>
<b>NET ASSETS, END OF YEAR</b>	<u>\$ 1,175,365</u>	<u>\$ 518,727</u>

See accompanying notes to financial statements

GENDER AT WORK, INC.  
STATEMENTS OF CASH FLOWS  
FOR THE YEARS ENDED DECEMBER 31, 2020 AND 2019  
(STATED IN UNITED STATES DOLLARS)

	<u>2020</u>	<u>2019</u>
CASH FLOWS FROM OPERATING ACTIVITIES:		
Increase (Decrease) in Net Assets	\$ 656,638	\$ (145,340)
Adjustments to reconcile increase/decrease in net assets to net cash provided (used) by operating activities:		
Depreciation & Amortization	101	403
(Increase) Decrease in Assets:		
Prepaid Expense	1,202	(1,456)
Grants Receivable	(145,434)	121,972
Increase (Decrease) in Liabilities:		
Accounts Payable	(111,837)	81,893
NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES	<u>400,670</u>	<u>57,472</u>
CASH FLOWS FROM INVESTING ACTIVITIES:		
(Increase)/Decrease-Guaranteed Inv. Certificates	(98,734)	(76,027)
TOTAL CASH FROM INVESTING ACTIVITIES	<u>(98,734)</u>	<u>(76,027)</u>
NET INCREASE (DECREASE) IN CASH	301,936	(18,555)
Cash, Beginning of Year	<u>298,753</u>	<u>317,308</u>
Cash, End of Year	<u>\$ 600,689</u>	<u>\$ 298,753</u>

See accompanying notes to financial statements

**GENDER AT WORK, INC.**  
**STATEMENT OF FUNCTIONAL EXPENSES**  
**FOR THE YEAR ENDED DECEMBER 31, 2020**  
**(STATED IN UNITED STATES DOLLARS)**

	<u>Program Services</u>	<u>Management &amp; General</u>	<u>Fund- Raising</u>	<u>Total</u>
Accounting and Legal	\$ 1,150	\$ -	\$ -	\$ 1,150
Bank Charges	3,950	40	-	3,990
Communications	3,286	246	-	3,532
Computer Expense	56	-	-	56
Consulting	533,434	506	-	533,940
Depreciation	-	101	-	101
Legal Fees	-	-	-	-
Office Expense	-	12	-	12
Publications	-	-	-	-
Salaries & Benefits	31,385	-	-	31,385
Supplies	1,235	-	-	1,235
Travel	17,284	173	-	17,457
Other Costs	65,717	26,085	-	91,802
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
Total	\$ 657,497	\$ 27,163	\$ -	\$ 684,660
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

See accompanying notes to financial statements



**GENDER AT WORK, INC.**  
**STATEMENT OF FUNCTIONAL EXPENSES**  
**FOR THE YEAR ENDED DECEMBER 31, 2019**  
**(STATED IN UNITED STATES DOLLARS)**

	<u>Program Services</u>	<u>Management &amp; General</u>	<u>Fund- Raising</u>	<u>Total</u>
Accounting and Legal	\$ 6,398	\$ -	\$ -	\$ 6,398
Bank Charges	9,434	58	-	9,492
Communications	12,280	-	-	12,280
Computer Expense	2,085	-	-	2,085
Consulting	916,028	1,314	-	917,342
Depreciation	403	-	-	403
Legal Fees	-	789	-	789
Office Expense	8,971	240	-	9,211
Publications	18,384	-	-	18,384
Salaries & Benefits	44,429	-	-	44,429
Supplies	3,502	-	-	3,502
Meeting Rental	1,045	-	-	1,045
Travel	404,391	837	-	405,228
	<hr/>	<hr/>	<hr/>	<hr/>
Total	\$ <u>1,427,350</u>	\$ <u>3,238</u>	\$ <u>-</u>	\$ <u>1,430,588</u>

See accompanying notes to financial statements

**GENDER AT WORK, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2020 and 2019**

**NOTE 1 - ORGANIZATION AND PURPOSE**

Gender at Work, Inc. is a non-profit international collaborative organization established and incorporated under the District of Columbia laws on June 9, 2003. Gender at Work's mission is to strengthen organizations and build cultures of equality and social justice within those organizations. In order to achieve its mission and goals, Gender at Work developed a long-term vision document called Compass 2020.

The organization's main programs include:

*IDRC - Improving Gender Responsive Research Outcomes: An Action-Research Project with Networked Economies*

Since 2016, a Gender at Work team has been working alongside the Networked Economies (NE) program area of IDRC, on an action research project that intended to understand how researchers and organizations improve capacity and interest in designing and implementing gender-sensitive research. Furthermore, it sought to find out what is required to facilitate this improvement in research organizations.

Gender at Work is currently implementing Phase 2 of the programme. Gender at Work will provide mentorship and capacity building for grantees of IDRC that focus on Cyber Policy and Covid-19 global south AI and data innovation program to improve Gender-Responsive Research Outcomes and gender equality workplace norms.

*IDRC Climate Change:*

In response to the IDRC's commitment to promoting and advancing gender-transformative research in climate change adaptation, as reflected in its call for proposals, "Accelerating Climate Action: Social Equity and Empowerment of Women and Girls", Gender at Work proposed a three-year Gender Action Learning and mentoring project to support the Climate Change team and its grantees, with a specific focus on the six research teams (Argentina, DRC, Nigeria, Benin, Nepal and Bangladesh) implementing research projects.

Gender at Work developed five activity areas for 2020: Face to face meetings with the teams; peer learning meeting; quarterly support meetings; team co-ordination and liaison with IDRC; understanding learning process and outcomes.

*Oxfam Solidarite - Gender Action Learning Programme in Burkina Faso, DRC, Mali and Mozambique*

Gender at work is supporting Oxfam Solidarité country staff and partners to incorporate a strong gender lens in their internal operations and programmes in four countries: Burkina Faso, Mali, Democratic Republic of Congo and Mozambique. In each of these countries, Gender at Work

**GENDER AT WORK, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2020 and 2019**

**NOTE 1 - ORGANIZATION AND PURPOSE (continued)**

is undertaking a Gender action Learning programme with mostly rural /farmers' organizations. The GAL processes undertaken are part of DGD-funded multi-year program (2017-2021) that strives to increase the agricultural income generated and managed by women small-scale farmers and producers.

*Institute of Development Studies (IDS), Sussex - 'Countering the Backlash: Reclaiming Gender Justice'*

Countering the Backlash: Reclaiming Gender Justice' is an action research project designed to create the knowledge needed and identify opportunities for women's rights organisations and other gender justice defenders to counter the backlash and address the erosion of gender objectives within development policy and practice. IDS will carry out engaged research, generate new thinking, and build capacity across networks and strategic partnerships with women's and other human rights organisations, activists, academics and policymakers, both regionally and globally. Gender at Work has been contracted as a partner in this programme under the Strands on 'Voice' and 'Policy and Practice'.

*Oak Foundation - Empowering CSOs in Jharkhand*

The project aims to strengthen civil society organizations in Jharkhand through capacity and leadership building to catalyze social change. Gender at Work is supporting 30 organizations in Jharkhand, including members of two networks - Ibtida (a network of grassroots organizations working on women's rights and gender equality) and Jharkhand Anti-trafficking network and Samvad, a local organization that works to advance indigenous rights.

**UNICEF**

*Contract 1 Capacity Building for UNGEI*

UN Girls' Education Initiative (UNGEI) is a unique collaborative focused on increasing the collective impact of bilateral, multilateral, and non-governmental organizations and networks on advancing gender equality in education, in line with the Sustainable Development Goals (SDGs).

This programme is designed to advance UNGEI's goal in two ways. First, by reinforcing the capacity of the Global Advisory Committee members for strategic and operational planning for UNGEI to effectively contribute to the implementation of the gender and education commitments outlined in Education 2030. Second, strengthening the Global Partnership for Education (GPE) countries' capacity to integrate

GENDER AT WORK, INC.  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2020 and 2019

NOTE 1 - ORGANIZATION AND PURPOSE (continued)

gender throughout the education sector planning process more effectively will contribute to their ability to develop equitable and inclusive sector plans. Both work streams have been jointly managed and implemented by Gender at Work and the UNGEI Secretariat and involve UNICEF and GPE staff as technical resources.

*Contract 2: Capacity Development and partnership building for the UNGEI partnership*

The purpose of this assignment is to support and strengthen UNGEI's strategic leadership in promoting gender equality in and through education through policy dialogue, capacity building and mobilizing intergenerational partnerships.

Gender at Work is advancing UNGEI's goal by:

- Supporting members of the UNGEI Global Advisory Committee, Youth Advisory Council and UNGEI Youth network, and the Steering Committee to respond effectively to changing opportunities and challenges in the post COVID context;
- Strengthening the capacity of UNGEI partners for transformative leadership for gender equality in education;
- Facilitating effective and collective learning processes with global and national education stakeholders to build gender responsive
- education systems by integrating gender equality into policy dialogue and advocacy, and programme planning and implementation
- Accompanying UNGEI partners in Gender Action Learning processes.

Gender at Work will provide technical support in the development and application of gender analytical frameworks, organizational change methods for strengthening systems and movement building, and feminist, participatory and reflective learning approaches.

**WHO/UNAIDS - Facilitation of Gender Action Learning process at UNAIDS Secretariat**

The Joint United Nations Programme on HIV/AIDS (UNAIDS) leads and inspires the world to achieve its shared vision of zero new HIV infections, zero discrimination and zero AIDS-related deaths. Gender at Work has been contracted by UNAIDS to support an organizational culture transformation with the two following objectives:

**GENDER AT WORK, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2020 and 2019**

**NOTE 1 - ORGANIZATION AND PURPOSE (continued)**

- To provide support in transforming organisational culture and making UNAIDS a safe, equal and empowering workplace.
- To design and facilitate a feminist action-learning process to engage all levels of staff in the process of transformation.

*THE INTERNATIONAL CENTRE FOR RESEARCH IN AGROFORESTRY (ICRAF) - African Women in Agricultural Research and Development (AWARD) GRARD Initiative* was launched by AWARD in 2017 as a pilot initiative, funded by the Bill and Melinda Gates Foundation. It aims to fully integrate gender responsiveness in internal operations and R&D systems of African national agricultural R&D institutes (NARI) for gender-responsive agricultural research and development. The eight national partner agricultural research institutes (NARIs) are in Tanzania, Kenya, Ghana, Ethiopia and Malawi.

Gender at Work was commissioned to lead and coordinate the development of a theoretical, conceptual and monitoring and evaluation (M&E) Framework for institutional transformation based on AWARD's implementation experience of its Gender Responsive Agricultural Research and Development (GRARD) initiative. As part of this consultancy, it is also expected to design and facilitate a process to validate the conceptual and M&E frameworks with GRARD institutions, researchers and gender experts and other staff and revise them based on this feedback. Finally, based on the M&E framework, Gender at Work developed appropriate data collection and analysis tools and methods in order to pilot the frameworks in the eight institutions and develop a comprehensive assessment and synthesis of lessons learned.

*IBP- Diversity Audit for IBP*

Gender at Work conducted a diversity audit for the International Budget Partnership (IBP) in 2020, with a particular focus on gender.

This audit helped IBP to examine four issues related to the promotion of diversity. These are: (i) knowledge about gender and how it impacts development; (ii) the skills to analyze and effectively address gender differences in IBP programming and organizational strategy; (iii) internal policies, culture and systems to support diversity; and (iv) increase staff commitment, will and leadership. The audit covered strategies, governance, culture and internal policies/processes. The audit produced a set of recommendations for improvements for their new strategic plan. IBP has approximately 80 staff spread across its headquarters in Washington DC and seven

**GENDER AT WORK, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2020 and 2019**

**NOTE 1 - ORGANIZATION AND PURPOSE (continued)**

small country offices.

***Engenderhealth-***

EngenderHealth INC, a not-for-profit, New Jersey corporation commissioned Gender at Work to develop its Gender, Equity, Diversity & Inclusion Policy and a manual on operationalising the policy. Following a participatory approach, Gender at Work with the support from EH staff conducted a light-touch survey, focused group discussions and key-informant interviews virtually across their country teams and headquarters in the US.

***SNV Bhutan***

SNV Bhutan contracted Gender at Work to provide expertise to develop the leadership for a change initiative, including developing the training manual as part of the implementation phase of the Water for Women Fund Support Project- Beyond the Finish Line.

The module's pilot testing was conducted in a three-day training held from 5-8 January 2020 in Paro, Bhutan for developing a pool of potential female agents of change at the national and district and local levels. The National Commission for women and children (NCWC) and the Ability Bhutan Society (ABS), the local DPO partner were engaged in this assignment as the NCWC is the lead government agency working on women's empowerment and leadership in Bhutan.

***UN Women CSO***

In the run-up to the 25-year review of the Beijing Platform for Action, the 20-year review of Security Council resolution 1325, and the 5-year review of the Sustainable Development Goals (SDGs) - and in line with its Strategic Plan 2018 to 2021 - UN Women contracted Gender at Work to conduct a comprehensive, forward-looking assessment of its diverse partnerships and initiatives with a wide range of CSOs. The objective of the assessment was three-folds: Understand the status of UN Women's current engagement with civil society; Identify gaps, challenges and opportunities, and propose recommendations to build stronger, strategic and sustainable partnerships; and propose a road map for change and trust-building between civil society and UN Women to enable both to recognize each other's value-added, their collaborative advantages, and the radical potential of their partnership. Over the course of 2019, Gender at Work held consultations and interviews with UN Women staff and civil society organizations from 26 countries and

**GENDER AT WORK, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2020 and 2019**

**NOTE 1 - ORGANIZATION AND PURPOSE (continued)**

a desk review. In total, the assessment engaged 355 individuals from civil society groups and UN Women staff in 18 group consultations in 9 countries, ten one-to-one meetings with key informants, on-line consultations, and three workshops during CSW. To analyze responses, the team used "SenseMaker", story-based research, monitoring and decision-making methodology. It is designed to help generate actionable insights and guide interventions in complex systems and processes. The review processes' findings enabled Gender at Work to develop recommendations for UN Women toward building stronger, more sustainable and more strategic partnerships with CSOs.

*Oxfam Novib*

*Contract 1 Gender Action Learning (GAL) Process with Oxfam FAIR staff and FAIR partners in El Salvador*

The GAL process in El Salvador contributes to the Oxfam global FAIR-Even it Up (FAIR: Fiscal Accountability for Inequality Reduction) program. The FAIR-Even it Up program unites the fiscal justice work of Oxfam and partners in over 40 countries. Knowledge and learning are at the core of the FAIR Theory of Change. A FAIR Knowledge and Learning Agenda identifies key learning questions connected to Oxfam's fiscal justice work. The second FAIR knowledge & learning cycle includes a learning area exploring how to integrate gender into fiscal justice work.

The GAL process in El Salvador with the Oxfam FAIR staff and partners is a way for the teams to take a practical step integrating gender equality in their FAIR work. Lessons learned from this process will be shared with other FAIR teams across the Oxfam confederation through platforms such as the monthly FAIR-Even it Up Forum call and the FAIR Newsletter.

*Contract 2 Gender Action Learning with Oxfam Palestine partners*

Gender at Work is supporting the implementation of Gender Action Learning programme for Oxfam partners and communities to contribute to the "Promotion of inclusive agricultural growth to ensure improved living standards and resilience of vulnerable communities in Area C of the West Bank". As part of the GAL process, Gender at Work will facilitate a series of workshops with Oxfam partners and the communities to allow a participatory gender diagnosis, design of change experiments, peer learning and the gathering of stories of change.

**GENDER AT WORK, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2020 and 2019**

**NOTE 1 - ORGANIZATION AND PURPOSE (continued)**

Remote coaching and follow up in between workshop are also expected. For each workshop, a report documenting the process and the learnings for the participants and for partners and Oxfam will be made be available.

*Oxfam America - Gender Action Learning*

Gender at Work was retained by Oxfam America to facilitate GAL Workshops (Hearing Our Stories, Peer Learning Workshops and Mentoring support) and to facilitate learning around gender justice for Oxfam America programme partners in 2 countries: Zambia and Dominican Republic.

*UN Women Nepal - Measuring Social Change through Storytelling*

Gender at Work is supporting the UN Women Nepal initiative on 'Measuring social norms change through storytelling: Advancing the transformative shift towards gender equality by 2030'. This project leverages the power of storytelling to measure and influence change in gendered power relations and social norms. Gender at Work will develop a tool to identify and understand the pathways for social norms change that occur at the individual and community level to enable transformative programming for gender equality. The mass storytelling tool combines the interpretive depth of storytelling with the statistical power of aggregated data for tracking patterns and trends in social norm behaviours. With this tool, the aim is to generate a 'feedback loop' of evidence and learning into long-term programming for better impact in influencing social norms change and ending harmful practices. The specific objective of this inception phase was to develop a tool for piloting and incorporating lessons learned from this pilot into the development of a programme proposal.

*Publish What You Pay (PWYP) - Gender Action-Learning: Inception Phase*

Gender at Work was contracted to design a GAL to support PWYP national coalitions in West Africa (Nigeria and Ghana) to strengthen their capacity to integrate gender equality considerations more consistently and explicitly into the design and implementation of their advocacy and campaign strategies and their organizational processes.

The objectives of this project are to:

- enhance the knowledge, skills and confidence of PWYP national coalition members in two member countries to design and carry out advocacy and campaigns strategies in ways which reduce the harm to women and increase the benefits for women of extractive industries in their communities and countries.



**GENDER AT WORK, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2020 and 2019**

**NOTE 1 - ORGANIZATION AND PURPOSE (continued)**

enable PWYP national coalition members in selected countries to address gender dynamics within their organizations to enhance women's effective participation in decision making and strategy formulation.

The specific output for this phase of the project is to develop a project implementation plan co-designed by G@W and PWYP representatives in an inception phase.

**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Basis of Accounting**

The Organization's financial statements are prepared on the accrual basis of accounting. Therefore, revenue and related assets are recognized when earned rather than when received and expenses and related liabilities are recognized when obligations are incurred rather than when paid.

**Cash and Cash Equivalents**

For purposes of the statement of cash flows, the Organization considers cash on hand, cash in banks and cash invested with a short-term maturity of three months or less to be cash equivalents.

**Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**Property and Equipment**

Property and equipment are stated at cost. Expenditures for maintenance and repairs are charged against operations. The cost of property and equipment is depreciated over the estimated useful lives of the related assets using a straight-line method of depreciation. Depreciation expense for the years ending December 31, 2020 and 2019 was \$101 and \$403, respectively.

**Financial Statement Presentation**

The Organization's financial statement presentation follows the Not-for-Profit Entities topics of the Financial Accounting Standards Codification. As such, the Organization is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets.

**GENDER AT WORK, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2020 and 2019**

**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**Contributions**

Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support depending on the existence or nature of any donor-imposed restrictions. Contributions received with restrictions that expire within the same fiscal year are recorded as unrestricted upon receipt

**Reclassifications**

Certain amounts for the year ended December 31, 2019 have been reclassified in the comparative financial statements to be comparable to the presentation for the year ended December 31, 2020. These reclassifications had no effect on increase in net assets

**Functional Allocation of Expenses**

The costs of providing the various programs and activities have been summarized on a functional basis in the statement of activities. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

**Income Taxes**

The Organization is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code. Accordingly, no provision for income taxes has been made in the accompanying financial statements.

**Uncertain Tax Positions**

Management has determined that the Organization does not have any uncertain tax positions and associated unrecognized benefits that materially impact the financial statements and related disclosures.

The Organization's federal Form 990, Return of Organization Exempt from Income Tax, are subject to examination by IRS, generally for three years after they were filed.

**Fair Value of Financial Instruments**

The carrying value of cash, investments and accounts receivable and payable approximates fair value due to the short maturity of these instruments.

**Concentration of Credit Risk**

The Organization rarely, but occasionally, will have amounts on deposit at financial institutions that exceed the \$250,000 FDIC insurance limit. The Organization believes there is no significant risk with respect to these deposits. There was a deposit that exceeded the federally insured limits at December 31, 2020 by \$350,689.

**GENDER AT WORK, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2020 and 2019**

**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**Marketable Securities**

Investments in marketable securities with readily determinable fair values and all investments in debt securities are reported at their fair values in the statement of financial position. Unrealized gains and losses are included in the change in net assets in the accompanying statement of activities.

**NOTE 3 - GRANTS RECEIVABLE**

Grants receivable consist of the following at December 31, 2020 and 2019.

	<u>2020</u>	<u>2019</u>
UNGEI	\$ -	\$ 75,977
Oak Foundation	94,888	189,776
IDRC NE 2	167,054	-
IDS	136,885	-
Oxfam Novib El-Salvador	<u>12,360</u>	<u>-</u>
Total	<u>\$ 411,187</u>	<u>\$ 265,753</u>

**NOTE 4 - UNRESTRICTED GRANT INCOME**

Unrestricted Grant Income for the years ended December 31, 2020 and 2019 is as follows:

	<u>2020</u>	<u>2019</u>
Oxfam America	\$ -	\$ 43,735
IDRC	200,638	328,270
UNICEF	56,624	61,821
Miscellaneous	<u>-</u>	<u>96,496</u>
Total	<u>\$ 257,262</u>	<u>\$ 530,322</u>

**Note 5 - TEMPORARILY RESTRICTED NET ASSETS**

Temporarily restricted net assets for 2020 are available for the following purposes: (See also Supplementary Information)

**Specific Grant Programs**

Oak Foundation Phase 2 - (GMLT)	\$ 170,647
IDRC NE Phase 2	344,374
IDS	168,514
Oxfam Novib El-Salvador-	<u>27,617</u>
Total temporarily restricted net assets	<u>\$ 711,152</u>

**GENDER AT WORK, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2020 and 2019**

**Note 5 - TEMPORARILY RESTRICTED NET ASSETS (Continued)**

Temporarily restricted net assets for 2019 are available for the following purposes: (See also Supplementary Information)

Specific Grant Programs

UNGEI - (UN Girls' Education Initiative)	\$ 34,539
Oak Foundation - (GMLT)	20,927
Oak Foundation Phase 2 - (GMLT)	<u>189,776</u>
 Total temporarily restricted net assets	 <u>\$ 245,242</u>

**NOTE 6 - INVESTMENTS**

The fair market value of investments held by the Organization on December 31, 2020 was \$177,028 and \$78,294 at December 31, 2019. The Organization's investments produced interest income of \$1,105 and \$1,021 during the years ending December 31, 2020 and 2019, respectively.

**NOTE 7 - FAIR VALUES OF FINANCIAL INSTRUMENTS**

FASB ASC, *Fair Value Measurements*, provides guidance for using fair value to measure assets and liabilities. Under *Fair Value Measurements*, fair value refers to the price that would be received from the sale of an asset or paid to transfer a liability in an orderly transaction between market participants as of the measurement date. *Fair Value Measurements* clarifies the principle that fair value should be based on the assumptions market participants would use when pricing the asset or liability and establishes a fair value hierarchy that prioritizes the information used to develop those assumptions. Under *Fair Value Measurements*, the Organization categorizes its fair value estimates based on a hierarchical framework associated with three levels of price transparency utilized in measuring financial instruments at fair value. Classification is based on the lowest level of input that is significant to the fair value of the instrument. The three levels are as follows:

Level 1 - Quoted prices (unadjusted) in active markets for identical assets or liabilities that the reporting entity has the ability to access at the measurement date. The types of financial instruments included in Level 1 are highly liquid instruments with quoted prices;

Level 2 - Inputs from active markets, other than quoted prices for identical instruments, are used to model fair value. Significant inputs are directly observable from active markets for substantially the full term of the asset or liability being valued; and

Level 3 - Pricing inputs significant to the valuation are unobservable. Inputs are developed based on the best information available; however, significant judgment is required by management in developing the inputs.

**GENDER AT WORK, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2020 and 2019**

**NOTE 7 - FAIR VALUES OF FINANCIAL INSTRUMENTS (continued)**

At December 31, 2020 and 2019 all of the Organization's investments were categorized as Level 1 investments. The value of these investments at December 31, 2020 and 2019 was \$177,028 and \$78,294, respectively.

**NOTE 8 - EVALUATION OF SUBSEQUENT EVENTS**

The Organization's management evaluated subsequent events through November 10, 2021 the date of the auditor's report and concluded that no events or transactions occurred during that period which require recognition or disclosure.

**SUPPLEMENTARY INFORMATION**

## **Gender at Work**

November 10, 2021

Roberts & Associates  
Certified Public Accountants  
1776 K Street, N.W., Suite 800  
Washington, D.C. 20006

This representation letter is provided in connection with your audit of the financial statements of Gender at Work, which comprise the statements of financial position as of December 31, 2020 and 2018, and the related statements of activities, functional expenses, and cash flows for the years then ended, and related notes to the financial statements, for the purpose of expressing an opinion as to whether the financial statements present fairly, in all material respects, in accordance with accounting principles generally accepted in the United States. We confirm, to the best of our knowledge and belief, as of November 10, 2021, the following representations made to you during your audits

### **Financial Statements.**

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated January 29, 2021, including our responsibility for preparation and fair presentation of financial statements in accordance with U.S. GAAP.
2. The financial statements referred to above are fairly presented in conformity with U.S. generally accepted accounting principles.
3. We acknowledge our responsibility for design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from the material misstatement, whether due to fraud or error.
4. We acknowledge our responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud.
5. Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
6. Related -party relationships and transactions have been appropriately accounted for and disclosed in accordance with U.S. GAAP.
7. All events subsequent to the date of financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed.
8. The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements as a whole. A list of uncorrected misstatements is attached to the representation letter.
9. The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
10. Material concentrations have been appropriately disclosed in accordance with U.S. GAAP.

11. Guarantees, whether written or oral, under which the Organization is contingently liable, have been properly recorded or disclosed in accordance with U.S. GAAP.

#### **Information Provided**

12. We have provided you with:
- a. Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
  - b. Additional information that you have request from us for the purpose of audit.
  - c. Unrestricted access to persons within the Organization from whom you determined it necessary to obtain audit evidence.
  - d. Minutes of the meetings of governing board or summaries of actions of recent meetings for which minutes have not yet been prepared.
13. All material transactions have been recorded in the accounting records and are reflected in the financial statements.
14. We have disclosed to you the results of our assessment of risk that the financial statements may be materially misstated as a result of fraud.
15. We have no knowledge of any fraud or suspected fraud that affects the Organization and involves:
- a. Management,
  - b. Employees who have significant roles in internal control, or
  - c. Others where the fraud could have a material effect on the financial statements.
16. We have no knowledge of any allegations of fraud or suspected fraud affecting the Organization's financial statements communicated by employees, former employees, grantors, regulators, or others.
17. We have no knowledge of any instance of noncompliance or suspected noncompliance with laws and regulations whose effects should be considered when preparing financial statements.
18. We have disclosed to you all know actual or possible litigation, claims, and assessment whose effects should be considered when preparing the financial statements.
19. We have disclosed to you the identity of the Organization's related parties and all the related -party relationships and transactions of which we are aware.
20. The Organization has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.



21. We are responsible for compliance with laws, regulations, and provisions of contracts and grant agreements applicable to us.
22. Gender at Work is an exempt organization under Section 501 (c) (3) of the Internal Revenue Code. Any activities, of which we are aware that would jeopardize the Organization's tax-exempt status, and all activities subject to tax on unrelated business income or excise or other tax, have been disclosed to you. All required filings with tax authorities are up-to-date.

Signed:  \_\_\_\_\_

Title: Co-Executive Director

Gender at Work

**GENDER AT WORK, INC.**  
**SCHEDULE OF FUNCTIONAL EXPENSES BY PROGRAM**  
**FOR THE YEAR ENDED DECEMBER 31, 2020**  
**(STATED IN UNITED STATES DOLLARS)**

	Oxfam Novib- El- Salvador	IDS	IDRC NE	OAK Foundation	IDRC	WHO / UNAIDS	Oxfam America	Oxfam SOL	UN Woman (fee for service)	UNICEF	Other Programs (fee for service)	Total
Accounting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,150	\$ -	\$ -	\$ 1,150
Bank charges	-	-	-	166	565	28	85	-	632	225	2,249	3,950
Communications	-	-	-	790	484	173	17	-	49	716	1,057	3,286
Computer supplies and services	-	-	-	28	-	-	-	-	-	28	-	56
Consulting	2063	15254	31379	27,631	149,105	65,025	21,547	18,077	52,421	31,116	119,816	533,434
Other Costs	-	-	4426	6,523	30,049	12,875	-	-	-	-	11,844	65,717
Salaries and benefits	-	-	11038	-	8,167	-	-	300	-	2,941	8,939	31,385
Supplies	-	-	-	1,094	141	-	-	-	-	-	-	1,235
Travel and accommodations	-	-	-	3,800	13,119	-	-	-	-	-	365	17,284
	<u>\$ 2,063</u>	<u>\$ 15,254</u>	<u>\$ 46,843</u>	<u>\$ 40,032</u>	<u>\$ 201,630</u>	<u>\$ 78,101</u>	<u>\$ 21,649</u>	<u>\$ 18,377</u>	<u>\$ 54,252</u>	<u>\$ 35,026</u>	<u>\$ 144,270</u>	<u>\$ 657,497</u>

See Accompanying Notes

**GENDER AT WORK, INC.**  
**SCHEDULE OF CHANGES IN TEMPORARILY RESTRICTED NET ASSETS**  
**FOR THE YEARS ENDED DECEMBER 31, 2020 AND 2019**  
**(STATED IN UNITED STATES DOLLARS)**

	UNGEI (GMLT)	OAK Foundation (GMLT)	OAK Foundation Phase 2 (GMLT)	IDRC NE Phase 2	IDS	Oxfam Novib El-Salvador	Total
<b>Balance –Beginning of Year - 2019</b>	<b>\$ 452,815</b>	<b>\$ 83,299</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>536,114</b>
<b>2019 Additions</b>	<b>-</b>	<b>-</b>	<b>189,776</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>189,776</b>
<b>Satisfaction of Program Restrictions</b>	<b>(418,276)</b>	<b>(62,372)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(480,648)</b>
<b>Balance –Beginning of Year - 2020</b>	<b>34,539</b>	<b>20,927</b>	<b>189,776</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>245,242</b>
<b>Write Off of Funding / Adjustment</b>	<b>(34,539)</b>	<b>(3)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(34,542)</b>
<b>2020 Additions</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>391,217</b>	<b>183,768</b>	<b>29,679</b>	<b>604,664</b>
<b>Satisfaction of Program Restrictions</b>	<b>-</b>	<b>(20,924)</b>	<b>(19,129)</b>	<b>(46,843)</b>	<b>(15,254)</b>	<b>(2,063)</b>	<b>(104,213)</b>
<b>Balance - Year End 2020</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 170,647</b>	<b>344,374</b>	<b>168,514</b>	<b>27,616</b>	<b>\$ 711,151</b>

See Accompanying Notes