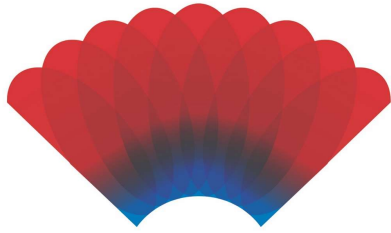


AGENDA

#	Agenda Item	Time Allocated	Planned End Time
	Procedural/Consent Items		
1	Call to Order: K. Morrison	3:30 pm	3:31 pm
2	Introductions and Welcome Remarks: K. Morrison	3:31 pm	3:32 pm
3	Approval of Board Agenda and Call for Other Business: K. Morrison	3:32 pm	3:33 pm
4	Declarations of Conflict of Interest: K. Morrison	3:33 pm	3:35 pm
	Discussion and Action Items		
5	Minutes of April 14, 2023, Board Meeting: K. Morrison <ul style="list-style-type: none"> • Motion to accept the minutes of April 14, 2023 	3:35 pm	3:37 pm
6	CPFF Reports <ul style="list-style-type: none"> ➤ CPFF Financials (March 2023): V. Pringle & S. Lee ➤ Executive Director Report: <ul style="list-style-type: none"> ▪ 2022-2023 Activity Update <ul style="list-style-type: none"> ○ November Board Meeting Follow Up Updates <ul style="list-style-type: none"> • Procurement Policy (Governance Review): K. Morrison • Banking Policy (Governance Review) • Sharon's KPIs (Governance Review) • MAB Review and Succession: C. Fell ○ June 16/17, 2023 Board Retreat (Virtual) <ul style="list-style-type: none"> • Pre-home work package will be sent out 10 days prior to the Board retreat ▪ CPFF & Vaultt Database Revenue Generation Update: N. Hilliard, D. Mastin & S. Lee (in progress with Carters) ➤ CPFF Committee Reports: <ul style="list-style-type: none"> ▪ Governance: T. Georgieff <ul style="list-style-type: none"> ○ Board Evaluation 	3:37 pm	4:55 pm

#	Agenda Item	Time Allocated	Planned End Time
	<ul style="list-style-type: none"> ○ Executive Director Evaluation ○ Board Recruitment ▪ Advocacy & Support: M. Ashcroft, & S. Lee ▪ Communications & Fundraising: T. Hunter & S. Lee <ul style="list-style-type: none"> ○ 2022 Surveys for Oxygen Paper: S. Lee ○ Pucker Up Challenge: S. Lee ○ CTS Round Table Collaboration: S. Lee ○ 2023 HBH: S. Lee ▪ Medical Advisory Board (MAB): C. Fell 		
7	<p>New Business</p> <ul style="list-style-type: none"> • In Camera Session (if needed) 		
8	<p>CPFF Board Meeting Dates for FY 22-23:</p> <p>Board Retreat: Friday June 16, & Saturday June 17, 2023 Friday July 7, 2023 Friday August 11, 2023 Friday September 8, 2023 Friday October 6, 2023 Friday November 3, 2023 Friday December 1, 2023 – CPFF Virtual Open House</p>	4:55 pm	4:58 pm
9	Adjournment	5:00 pm	



Canadian Pulmonary Fibrosis Foundation

Board Minutes

Held via ZOOM

On Friday April 14, 2023

Commencing at 3:00 pm EST

Present: Kirk Morrison, Chair
Verity Pringle, Treasurer
Todd Georgieff, Vice and Governance & Finance Chair
Mark Ashcroft, Advocacy & Support Co-Chair
Tom Hunter, Communications & Fundraising Chair
Nicole Hilliard
Ranjena Maloni

Guest(s): Dr. Charlene Fell (left @ 3:38 pm)

Regrets: Sharon Lee, Executive Director
Dr. Holly Smith, Advocacy & Support Co-Chair (indefinite medical leave)
Derek Mastin
Ray Protti

Minutes: Roberto Zapata

Call to Order

The meeting was called to order by K. Morrison.

Introductions and Welcome

K. Morrison welcomed everyone.

Approval of the Board Agenda

It was moved and seconded,
That the Board agenda be approved as amended.

Carried.

Declarations of Conflict of Interest

There were no declarations of conflict.

Minutes of March 3, 2023 Board Meetings

It was moved and seconded,
That the minutes of the March 3 meeting be approved.

Carried.

CPFF Board Minutes of April 14, 2023

CPFF Financials

V. Pringle presented the February 2023 financials and pointed out that donations for the month totaled, give or take, \$52,000, including a \$30,000 bequest.

In terms of expenses, there was not much to report, with nothing being out of the ordinary.

It was inquired about when the previously discussed change for CPFF's mailing address would take place. The Board agreed that, by July 31st, 2023:

- A communications plan ought to be put in place to address the change in mailing address;
- An update needs to be provided on CPFF's designation (private vs public).

It was pointed out that Canada Post offers a mail redirection service that can be used for as long as there's not a 100% confidence that all mail is being sent to the new mailing address.

MAB Report

Term Renewal, New Members & Succession Planning

It was pointed out that the following MAB members have agreed to renew their terms for 5 years starting on January 2023:

- Dr. Matthew Binnie
- Dr. Charlene Fell
- Dr. Jolene Fisher
- Dr. Martin Kolb
- Dr. Chris Ryerson
- Dr. Shane Shapera

The remaining MAB members whose terms are lapsing have not renewed and do not seem keen to do so.

It was mentioned that the strategy is to find new MAB members by mainly targeting previous Robert Davidson fellows, short of those that would be unwilling to participate. New members would start their term on January 2024 to create some overlap and reduce risk.

In terms of a succession plan for the MAB Chair, it is the goal to assign one of the new junior MAB members as Vice Chair, in order to groom them over the next 4 years.

Robert Davidson Fellowship

It was pointed out the MAB agreed that 1-year fellowships would be mainly funded, with 2-year fellowships being considered for funding in exceptional cases. Should a second-year fellowship be funded, the MAB discussed the possibility, and preemptively agreed, that CPFF ought to offer only part of the funding, while the fellow and their supervisor would be on the hook for finding the remaining funding from other sources, which apparently is common practice on the field. This discussion ought to be continued during the next face-to-face Board meeting.

It was mentioned that the MAB recommends the funding of:

- Dr. Kirsten Nessel's first-year fellowship, who also happens to be in discussions for a permanent ILD position in Ottawa;

CPFF Board Minutes of April 14, 2023

- Dr. Alec Campbell's second-year fellowship, who has made great progress during his first year.

It was moved and seconded,

That a \$90,000 one-year fellowship be awarded to Kirsten Nessel and a \$90,000 one-year fellowship be awarded to Alec Campbell for a second year.

Carried.

The Board had a short discussion about the flow of applicants for the Robert Davidson fellowship. It was pointed out that it is normal for the number of applicants to vary from year-to-year, and that there should only be concern if there are no applicants on any given year.

MAB's Mission & Composition

It was pointed out that the MAB's mission includes:

- Reviewing applications for Robert Davidson fellowships and research grants;
- Review documents meant for distribution for accuracy.

For the latter point, it was pointed out that the MAB's size needs to increase to make it efficient and sustainable.

It was mentioned that the MAB agrees that its composition ought to be limited to ILD experts, patients, caregivers and family members. They also agree that a community respirologist would be very useful as a CPFF Director and would make a great liaison, just as it was the case with Dr. G. Vidyasankar.

MAB & CTS

After a brief discussion about the topic, the Board agreed that a breakout session ought to take place during the Board retreat to discuss the relationship between the MAB and the Canadian Thoracic Society, and how CPFF can make sure that all disciplines are captured, bridging any gaps in the process.

Terms of Reference

It was pointed out the MAB terms of reference are yet to be finalized, as C. Fell was waiting for input from the MAB members, which has now been received. C. Fell to complete the document in the upcoming weeks.

Executive Director Report

With S. Lee's absence, K. Morrison took lead on the ED Report.

Governance Policies & KPIs

It was pointed out that:

- S. Lee and K. Morrison have sent the draft procurement policy to the Governance & Finance committee for review;
- The banking "policy" has been drafted, though it is not a policy in its current state, but rather a roadmap, a procedure, of how things are done. The document will be going to

CPFF Board Minutes of April 14, 2023

- the Governance & Finance committee for review, but will ultimately need someone like J. Dinner to make it into a policy.
- S. Lee's KPIs are ready to be sent to the Governance & Finance committee for review.

It was agreed that the completion of the 2 policies ought to be a priority.

Two questions were asked that will require further discussion:

- What's the plan for making sure that the policies are being followed?
- What is the procedure if they aren't?

June 16/17 Board Retreat

The Board had a short discussion about the purpose of the Board Retreat. It was mentioned that the goal is for S. Lee to update the Board about the work that she wants to do based on the previously agreed 3-year plan, for which the first year is coming to an end in July.

Some Board members pointed out that there should be some leniency during the Board Retreat to review what CPFF wishes to accomplish over the next couple of years, and not just talk and listen.

Vaultt Proposal

It was mentioned that the proposal is still sitting with CPFF's lawyer.

Governance & Finance Report

Meeting with J. Dinner

It was pointed out that T. Georgieff and S. Lee met with J. Dinner to review and confirm the documents that M. Martin classified as completed. Furthermore, J. Dinner is unfamiliar with banking policies, but the Board agrees that the procedures ought to nonetheless be documented.

Board of Directors Evaluation Form

It was pointed out that the BOD evaluation has been created on Google Forms by R. Zapata and reviewed by T. Georgieff and R. Maloni. The Board members were prompted to complete it when possible.

Conflict of Interest Policy

It was urged of the Governance & Finance committee to review and update conflict of interest and transparency policy on the back of the recent situation with the Trudeau foundation.

Advocacy & Support Report

CORD & Federal Fund for Rare Diseases

It was reminded that the Canadian Organization for Rare Diseases, joined by S. Lee, recently met with government officials to discuss the promised \$1.5B for rare diseases.

Organizations have been advised that the available funds will be split across provinces and that each province needs to be approached separately.

CPFF Board Minutes of April 14, 2023

The document for the federal funds did not specify what classifies as a rare disease, and as such government officials were asked to provide a detailed explanation.

A round table will be put in place to make sure that everything unfolds properly and without issues.

CTS Conference

S. Lee, R. Zapata and T. Georgieff will attend the CTS Conference in Montreal from April 20-22.

S. Lee will take the opportunity to approach a respirologist about joining the Board of Directors and/or the MAB.

Meeting with Jamp

During her passage in Montreal, S. Lee along with T. Georgieff will be meeting with Jamp.

Quebec Support Groups

It was pointed out that CPFF has previously tried to work with the Quebec Lung Association, who in the end did not seem willing to work with CPFF.

In light of that, and the underserved PF patients in the province of Quebec, CPFF will go ahead and create a support group. The first support group created will be virtual, in order to reach as many regions as possible, and in French.

English speaking Quebecers are welcome to join the weekly National support group.

In-person support groups will be created as the need arises.

International Relationships

The Board was asked how much resources, time and money, are being spent on creating and maintaining international relationships. It was agreed that no money is being spent, but that time is being spent as needed.

The Board agrees that the expansion of the Pucker Up Challenge could pay off big dividends.

Letter to Support Groups

It was pointed out that the initiative for a Support Group Leaders meeting had been put aside due to health issues by the committee's co-chairs.

M. Ashcroft and H. Smith have reached out to the leaders to update them on the situation and to offer a meeting with them in a near future.

The Advocacy & Support committee needs to meet before its co-chairs meet with the leaders in order to confirm what it is that CPFF would be willing to provide support groups, and where the line is drawn.

CPFF Board Minutes of April 14, 2023

Boehringer Ingelheim Sponsorship for Indigenous Support Group

It was mentioned that BI has mentioned interest and intent in sponsoring an indigenous support group. In light of that, CPFF will need to consider hiring a trained indigenous facilitator, but also how the indigenous community is being approached. Further discussion to take place during next committee meeting.

Communications & Fundraising Report

Canadian Donor's Guide

The committee agreed on proposing the Board to invest \$4,700 on a full-page colour ad on the back inside page of the guide, which also includes an electronic version. The artwork for the ad would cost \$1,400 to design.

It was moved and seconded,

That \$6,100 be invested to design and purchase the ad space for a full-page colour ad on the back inside page of the Canadian Donor's Guide.

Carried.

Healthcare Professionals Survey

It was pointed out that around 100 submissions are needed to make the study worthwhile, in order for government to take it seriously, since there are 793 respirologists across Canada.

S. Lee is in the process of negotiating with CTS to send out a direct email to their mailing list looking for respirologists to fill out the Healthcare Professionals survey. If the endeavour fails, CPFF will need to consider paying respirologists for their submissions, though several Advocacy & Support committee members are disgruntled about the idea. The Board agrees that it will consider that option when, and if, need.

It was pointed out that even if CTS approves the whitepaper, CPFF will need to pay for publication in the Canadian Medical Association Journal (CMAJ), the amount to be determined at the time of publication. Currently, the rate is \$3,500 plus HST.

Patient Stories

While 12 patient stories were recorded last year, new ones are needed as several of the people who were interviewed have passed.

Etal Marketing Contract

It was pointed out that the 3-year contract with Etal Marketing required a review after the first year. As no one could confirm this, T. Georgieff agreed to look into it.

Major Gift

It was pointed out that a \$68,000 stock donation has been received.

Adjournment

The meeting was adjourned at 4:42 pm EST.

Next CPFF Board meeting will be held May 5, 2023.

CPFF Board Minutes of April 14, 2023

Certified correct,

SIGNATURE TO BE INCLUDED

Kirk Morrison
CPFF Board Chair

Canadian Pulmonary Fibrosis Foundation
Balance Sheet
As of March 31, 2023

	As of Mar. 31, 2023	Total As of Mar. 31, 2022 (PY)	Change
Assets			
Current Assets			
Cash and Cash Equivalent			
1021 Restricted Cash	130,000.00	130,000.00	0.00
1060 Chequing Bank Account	1,269,129.69	1,442,641.76	-173,512.07
1061 TD Investor Acct	15,345.67	15,135.65	210.02
1062 BMO High Interest Savings	509,449.89	493,635.10	15,814.79
Total Cash and Cash Equivalent	\$ 1,923,925.25	\$ 2,081,412.51	-\$ 157,487.26
1022 Internally Restricted Cash	6,027.00	6,027.00	0.00
1310 Inventory of Items for Resale	1,749.67	1,749.67	0.00
1320 Prepaid Expenses	1,621.00	1,621.00	0.00
2318 PSB Rebate Receivable	18,473.45	18,473.45	0.00
Total Current Assets	\$ 1,951,796.37	\$ 2,109,283.63	-\$ 157,487.26
Non-current Assets			
Property, plant and equipment			
1820 Furniture and Equipment	2,313.20	2,313.20	0.00
1825 Accum Depr - Furn and Equip	-2,313.20	-2,313.20	0.00
Total Property, plant and equipment	\$ 0.00	\$ 0.00	\$ 0.00
Total Non Current Assets	\$ 0.00	\$ 0.00	\$ 0.00
Total Assets	\$ 1,951,796.37	\$ 2,109,283.63	-\$ 157,487.26
Liabilities and Equity			
Liabilities			
Current Liabilities			
Accounts Payable (A/P)			
2100 Accounts Payable	377.13	619.05	-241.92
Total Accounts Payable (A/P)	\$ 377.13	\$ 619.05	-\$ 241.92
Credit Card			

1070 TD Visa 3392	8,186.65	3,429.62	4,757.03
Total Credit Card	\$ 8,186.65	\$ 3,429.62	\$ 4,757.03
2000 Current Liabilities			0.00
2220 Vacation Payable	24,965.84	19,390.16	5,575.68
2315 GST/HST Paid on Purchases	-30,691.71	-2,887.41	-27,804.30
Total 2000 Current Liabilities	-\$ 5,725.87	\$ 16,502.75	-\$ 22,228.62
Due to TD Bank	270.00	270.00	0.00
Total Current Liabilities	\$ 3,107.91	\$ 20,821.42	-\$ 17,713.51
Total Liabilities	\$ 3,107.91	\$ 20,821.42	-\$ 17,713.51
Equity			
3500 Retained Earnings	974,077.92	974,077.92	0.00
3561 Internatly Restricted Funds	6,027.00	6,027.00	0.00
Retained Earnings	1,222,497.68	561,032.24	661,465.44
Profit for the year	-253,914.14	547,325.05	-801,239.19
Total Equity	\$ 1,948,688.46	\$ 2,088,462.21	-\$ 139,773.75
Total Liabilities and Equity	\$ 1,951,796.37	\$ 2,109,283.63	-\$ 157,487.26

Monday, May 01, 2023 07:10:18 p.m. GMT-7 - Accrual Basis

CPFF Fiscal July 31, 2023
August 1, 2022 to July 31, 2023

			8.00	100%	14%	16.00%	24%	23%	23%	
	July 2022 ACTUAL	2023 budget	YTD BUDGET	VARIANCE	2023 Actual	Admin	Advocay	Education Awariness	Patient Support	Research
Foundation Grants	882,667	475,000	316,667	(116,727)	199,940	199,940				
Donation and fundraising	332,695	160,000	106,667	187,858	294,525	294,525				
Regional Donations			-	-	-	-				
Interest income	18,566		-	186	186	186				
Miscellaneous Income	126									
Deferred Revenue										
	1,234,055	635,000	423,333	71,318	494,651	494,651	-	-	-	-
1 Grants to charities	80,000	180,000	120,000	(120,000)						
	-	40,000	26,667	188,087	214,753.46	30,065	34,361	51,541	49,393	49,393
2 Salaries & benefits	97,274	125,000	83,333	(11,674)	71,659	10,032	11,465	17,198	16,482	16,482
	64,650	53,000	35,333	10,701	46,034	6,445	7,365	11,048	10,588	10,588
3 Patient support	11,223	500	333	972	1,306	183	209	313	300	300
		5,000	3,333	(3,333)						
		25,000	16,667	(16,667)						
		27,000	18,000	(18,000)						
		17,500	11,667	(11,667)						
4 Communications/Support website costs	342	200,000	133,333	(133,333)						
5 Awareness and advocacy	42,639	10,000	6,667	14,023	20,690	2,897	3,310	4,966	4,759	4,759
		10,000								
		100,000								
		20,000								
6 Fundraising events costs		75,000	50,000	(49,958)	41.92	6	7	10	10	10
			-	-						
			-	-						
7 Program education and consulting	184,398		-	338,677	338,677	47,415	54,188	81,283	77,896	77,896
			-	-						
			-	-						
	480,528	888,000	505,333	187,828	693,161	97,043	110,906	166,359	159,427	159,427
8 Professional fees	16,950	51,000	34,000	(23,769)	10,231	1,432	1,637	2,456	2,353	2,353
9 office and general	64,433	5,300	3,533	24,236	27,770	3,888	4,443	6,665	6,387	6,387
10 Travel and meeting costs	36	4,000	2,667	8,822	11,489	1,608	1,838	2,757	2,642	2,642
11 Telephone/Internet	7,225	6,700	4,467	1,324	5,791	811	927	1,390	1,332	1,332
12 Insurance	3,813	4,000	2,667	(2,667)	-	-	-	-	-	-
13 Interest and bank charges	1,462		-	123	123	17	20	29	28	28
	93,920	71,000	47,333	8,070	55,404	7,757	8,865	13,297	12,743	12,743
	659,607	-324,000	-129,333	(124,581)	253,914	389,852	-119,770	-179,656	-172,170	-172,170

Notes:

Note 1

All expenses allocated under pillars have been proportioned in accordance with the percentage resources approved by organization

Note 2

Deferred Grant from BI of \$149,500 provided to be spent on Advocacy, Education and Research has not been taken in YTD income as of Feb/21

Canadian Pulmonary Fibrosis Foundation
Profit and Loss by Class
March 2023

	Admin/Fun d-14%	Advocacy- 16%	Ed & Aware 24%	Patient & Care-23%	Research- 23%	TOTAL
INCOME						
4000 Revenue						0.00
4010 Contributions						0.00
4020 Received Donations	4,549.92					4,549.92
4030 Donations from Other Charities	14,893.85					14,893.85
4040 Unreceipted Donations	40.00					40.00
4300 Donations Through Paypal	68.28					68.28
Total 4010 Contributions	\$ 19,552.05	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 19,552.05
4190 Grants Received	500.00					500.00
4440 Interest Income	29.92					29.92
Total 4000 Revenue	\$ 20,081.97	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 20,081.97
Total Income	\$ 20,081.97	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 20,081.97
GROSS PROFIT						
	\$ 20,081.97	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 20,081.97
EXPENSES						
02. Salaries & Benefits						0.00
5410 Wages & Salaries						0.00
5411 Executive Director Salary	978.25	1,118.00	1,677.00	1,607.13	1,607.13	6,987.51
5414 Project Coordinator	593.60	678.40	1,017.60	975.20	975.20	4,240.00
5415 Payables Coordinator - Heather	26.04	29.76	44.64	42.78	42.78	186.00
Total 5410 Wages & Salaries	\$ 1,597.89	\$ 1,826.16	\$ 2,739.24	\$ 2,625.11	\$ 2,625.11	\$ 11,413.51
5420 EI Expense	35.82	40.93	61.40	58.84	58.84	255.83
5430 CPP Expense	89.04	101.76	152.64	146.28	146.28	636.00
5460 Vacation Accrual	149.59	170.96	256.44	245.75	245.75	1,068.49
5461 Payroll Admin Expense	16.56	18.92	28.39	27.20	27.20	118.27
5470 Employee Benefits - Sharon	69.54	79.48	119.22	114.25	114.25	496.74
5471 Employee Benefits - Roberto	40.63	46.44	69.66	66.75	66.75	290.23
Total 02. Salaries & Benefits	\$ 1,999.07	\$ 2,284.65	\$ 3,426.99	\$ 3,284.18	\$ 3,284.18	\$ 14,279.07
03. Patient Support	116.77	133.45	200.18	191.84	191.84	834.08
05. Awareness & Advocacy						0.00
5327 Newsletter Expense	67.50	77.15	115.73	110.90	110.90	482.18
5530 Awareness & Advocacy	511.71	584.81	877.22	840.67	840.67	3,655.08
5615 Advertising and Promotion	44.22	50.53	75.80	72.64	72.64	315.83
Total 05. Awareness & Advocacy	\$ 623.43	\$ 712.49	\$ 1,068.75	\$ 1,024.21	\$ 1,024.21	\$ 4,453.09
07. Program Education & Consulting						0.00
5511 Patient Education	4,031.70	4,607.66	6,911.49	6,623.51	6,623.51	28,797.87
Total 07. Program Education & Consulting	\$ 4,031.70	\$ 4,607.66	\$ 6,911.49	\$ 6,623.51	\$ 6,623.51	\$ 28,797.87
08. Professional Fees						0.00
5610 Accounting & Legal	17.97	20.53	30.81	59.04		128.35
5696 Bookkeeping	123.69	141.36	212.04	203.20	203.20	883.49
Total 08. Professional Fees	\$ 141.66	\$ 161.89	\$ 242.85	\$ 262.24	\$ 203.20	\$ 1,011.84
09. General & Administrative						0.00
5500 General Administrative Expenses	380.80	435.20	652.79	625.59	625.59	2,719.97
5525 Conferences	128.80	147.19	220.76	211.56	211.56	919.87
5640 Courier & Postage	7.89	9.02	13.53	12.97	12.97	56.38
5700 Office Supplies	8.86	10.13	15.19	14.56	14.56	63.30
5770 Storage	44.09	50.39	75.57	72.43	72.43	314.91
5890 Credit Card fees	4.82	5.51	8.27	7.92	7.92	34.44
5891 Other Commissions	21.60	24.69	37.03	35.49	35.49	154.30
5895 Canada Helps fees	63.95	73.09	109.64	105.07	105.07	456.82
Total 09. General & Administrative	\$ 660.81	\$ 755.22	\$ 1,132.78	\$ 1,085.59	\$ 1,085.59	\$ 4,719.99
10. Travel & Meeting Costs						0.00
5784 Travel	210.70	240.80	361.20	346.15	346.15	1,505.00
5789 Travel - non refundable	105.37	120.42	180.60	173.10	173.10	752.59
Total 10. Travel & Meeting Costs	\$ 316.07	\$ 361.22	\$ 541.80	\$ 519.25	\$ 519.25	\$ 2,257.59
11. Telephone/Internet						0.00
5780 Telephone Expense	17.32	19.80	29.70	28.46	28.46	123.74
5781 Internet	13.64	15.59	23.38	22.41	22.41	97.43
Total 11. Telephone/Internet	\$ 30.96	\$ 35.39	\$ 53.08	\$ 50.87	\$ 50.87	\$ 221.17
13. Bank and Interest Charges						0.00
5690 Bank Service Charges	26.30	30.06	45.09	43.21	43.21	187.87
Total 13. Bank and Interest Charges	\$ 26.30	\$ 30.06	\$ 45.09	\$ 43.21	\$ 43.21	\$ 187.87
Total Expenses	\$ 7,946.77	\$ 9,082.03	\$ 13,623.01	\$ 13,084.90	\$ 13,025.86	\$ 56,762.57
PROFIT	\$ 12,135.20	-\$ 9,082.03	-\$ 13,623.01	-\$ 13,084.90	-\$ 13,025.86	-\$ 36,680.60

Canadian Pulmonary Fibrosis Foundation
Profit and Loss by Class
 August 2022 - March 2023

	Admin/Fund 14%	Ed & Aware 24%	Patient & Care- 23%	Research-23%	TOTAL
INCOME					
4000 Revenue					0.00
4010 Contributions					0.00
4020 Receipted Donations	65,381.91				65,381.91
4027 Rcptd Donations - September Awareness Walks	55,526.25				55,526.25
4030 Donations from Other Charities	26,642.30				26,642.30
4040 Unreceipted Donations	502.00				502.00
4195 Bequests Received	30,629.76				30,629.76
4300 Donations Through Paypal	7,486.28				7,486.28
4301 Donations Through Canada Helps	95,328.17				95,328.17
4302 Donations Through CAF Canada	158.00				158.00
4303 Donations Through CDN Online Giving	7,029.73				7,029.73
4304 Donations Through My Tribute Gift	5,416.25				5,416.25
4305 Donations Through United Way	423.95				423.95
Total 4010 Contributions	\$ 294,524.60	\$ 0.00	\$ 0.00	\$ 0.00	\$ 294,524.60
4190 Grants Received	199,940.00				199,940.00
4440 Interest Income	186.44				186.44
Total 4000 Revenue	\$ 494,651.04	\$ 0.00	\$ 0.00	\$ 0.00	\$ 494,651.04
Total Income	\$ 494,651.04	\$ 0.00	\$ 0.00	\$ 0.00	\$ 494,651.04
COST OF GOODS SOLD					
5000 Cost of Goods Sold					0.00
5190 Grants Made	29,400.00	33,600.00	50,400.00	48,300.00	210,000.00
5252 Clarke Family run - Expenses	385.48	440.55	660.83	633.30	2,753.46
5320 Sponsorship Costs	280.00	320.00	480.00	460.00	2,000.00
Total 5000 Cost of Goods Sold	\$ 30,065.48	\$ 34,360.55	\$ 51,540.83	\$ 49,393.30	\$ 214,753.46
Total Cost of Goods Sold	\$ 30,065.48	\$ 34,360.55	\$ 51,540.83	\$ 49,393.30	\$ 214,753.46
GROSS PROFIT	\$ 464,585.56	\$ 34,360.55	\$ 51,540.83	\$ 49,393.30	\$ 279,897.58
EXPENSES					
02. Salaries & Benefits					0.00
5410 Wages & Salaries					0.00
5411 Executive Director Salary	8,315.16	9,503.00	14,254.51	13,660.60	59,393.87
5414 Project Coordinatord	5,045.60	5,766.40	8,649.60	8,289.19	36,039.98
5415 Payables Coordinator - Heather	78.12	89.28	133.92	128.34	558.00
Total 5410 Wages & Salaries	\$ 13,438.88	\$ 15,358.68	\$ 23,038.03	\$ 22,078.13	\$ 95,991.85
5420 EI Expense	217.76	248.86	373.31	357.75	1,555.43
5430 CPP Expense	551.89	630.72	946.08	906.65	3,941.99
5460 Vacation Accrual	1,253.70	1,432.78	2,149.19	2,059.62	8,954.91
5461 Payroll Admin Expense	131.20	149.97	224.97	215.59	937.32
5470 Employee Benefits - Sharon	639.85	731.28	1,096.92	1,051.20	4,570.45
5471 Employee Benefits - Roberto	243.79	278.64	417.96	400.50	1,741.39
Total 02. Salaries & Benefits	\$ 16,477.07	\$ 18,830.93	\$ 28,246.46	\$ 27,069.44	\$ 117,693.34
03. Patient Support	162.81	208.88	313.32	300.25	1,305.51
05. Awareness & Advocacy					0.00
5327 Newsletter Expense	316.45	361.67	542.50	519.89	2,260.40
5530 Awareness & Advocacy	2,258.01	2,580.57	3,870.87	3,709.58	16,128.61
5615 Advertising and Promotion	322.11	368.10	552.16	529.18	2,300.73
Total 05. Awareness & Advocacy	\$ 2,896.57	\$ 3,310.34	\$ 4,965.53	\$ 4,758.65	\$ 20,689.74
06. Fundraising Events Costs	5.87	6.71	10.06	9.64	41.92
07. Program Education & Consulting					0.00
5511 Patient Education	47,218.04	53,963.44	80,945.15	77,572.43	337,271.49
5515 Consulting	196.84	224.96	337.43	323.37	1,405.97
Total 07. Program Education & Consulting	\$ 47,414.88	\$ 54,188.40	\$ 81,282.58	\$ 77,895.80	\$ 338,677.46
08. Professional Fees					0.00
5610 Accounting & Legal	235.96	269.66	404.51	417.17	1,685.43
5695 Professional Fees	83.67	95.62	143.43	137.46	597.64
5696 Bookkeeping	989.52	1,130.88	1,696.32	1,625.60	7,067.92
5705 Membership fees, dues, subscrip	123.25	140.84	211.26	202.46	880.27
Total 08. Professional Fees	\$ 1,432.40	\$ 1,637.00	\$ 2,455.52	\$ 2,382.69	\$ 10,231.26
09. General & Administrative					0.00
5500 General Administrative Expenses	1,500.37	1,714.72	2,572.04	2,464.90	10,716.93
5520 Education	45.64	52.17	78.27	74.99	326.06
5525 Conferences	128.80	147.19	220.76	211.56	919.87
5571 Website Hosting	67.43	77.11	115.65	110.83	481.85
5640 Courier & Postage	58.70	67.10	100.65	96.46	419.37
5650 Staff Equipement - computers	79.53	90.90	136.34	130.67	568.11
5686 Governance	1,031.31	1,178.64	1,767.96	1,694.30	7,366.51
5700 Office Supplies	256.43	293.08	439.62	421.30	1,831.73
5770 Storage	346.90	396.46	594.61	569.88	2,477.73
5890 Credit Card fees	37.01	42.32	63.49	60.84	264.50
5891 Other Commissions	49.40	56.46	84.69	81.17	352.89
5895 Canada Helps fees	286.04	326.92	490.38	469.95	2,043.24
5896 PayPal fees	0.12	0.16	0.22	0.23	0.96
Total 09. General & Administrative	\$ 3,887.68	\$ 4,443.23	\$ 6,664.68	\$ 6,387.08	\$ 27,769.79
10. Travel & Meeting Costs	259.31	112.73	169.09	162.04	865.21
5784 Travel	1,243.74	1,605.06	2,407.60	2,307.28	9,870.96
5789 Travel - non refundable	105.37	120.42	180.60	173.10	752.59
Total 10. Travel & Meeting Costs	\$ 1,608.42	\$ 1,838.21	\$ 2,757.29	\$ 2,642.42	\$ 11,488.76
11. Telephone/Internet					0.00
5780 Telephone Expense	186.03	212.60	318.94	305.64	1,328.85
5781 Internet	624.75	713.96	1,070.94	1,026.33	4,462.31
Total 11. Telephone/Internet	\$ 810.78	\$ 926.56	\$ 1,389.88	\$ 1,331.97	\$ 5,791.16
13. Bank and Interest Charges					0.00
5690 Bank Service Charges	17.19	19.65	29.48	28.25	122.82
Total 13. Bank and Interest Charges	\$ 17.19	\$ 19.65	\$ 29.48	\$ 28.25	\$ 122.82
Total Expenses	\$ 74,733.67	\$ 85,409.91	\$ 128,114.80	\$ 122,806.19	\$ 533,811.72
PROFIT	\$ 389,851.89	\$ 119,770.46	\$ 179,655.63	\$ 172,199.49	\$ 253,914.14