ADELANTE MUJERES
FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2013

FINANCIAL STATEMENTS

YEAR ENDED JUNE 30, 2013

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Independent Auditors' Report

To the Board of Directors Adelante Mujeres Forest Grove, Oregon

We have audited the accompanying financial statements of Adelante Mujeres (a non-profit organization), which comprise the statement of financial position as of June 30, 2013, and the related statements of activities and changes in net assets, 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 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 auditors' judgment, including the assessment of the risk 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.





Independent Auditors' Report

(continued)

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 Adelante Mujeres as of June 30, 2013, 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.

Golfi Gullace + O'Hah Y-C

Bottaini, Gallucci & O'Hanlon, P.C.

Portland, Oregon November 5, 2013

STATEMENT OF FINANCIAL POSITION

JUNE 30, 2013

ASSETS

Current assets		
Cash and cash equivalents	\$ 217,344	ļ
Grants receivable - current portion	848,533	;
Contracts receivable	5,359)
Accounts receivable	997	7
Prepaid expenses	3,803	;
Employee advances	884	-
Total current assets	1,076,920)
Property and equipment	40,887	,
Less accumulated depreciation	(20,018)
Total property and equipment	20,869)
Other assets		
Grants receivable - long term	143,140)
Restricted cash and cash equivalents	25,000)
Deposit - Oregon Employment Department	10,844	ļ
Total other assets	178,984	<u> </u>
Total assets	\$ 1,276,773	<u>;</u>

STATEMENT OF FINANCIAL POSITION

(continued)

JUNE 30, 2013

LIABILITIES AND NET ASSETS

Current liabilities		
Accounts payable	\$	10,191
Accrued vacation		30,102
Unspent token liability		6,196
Pension payable		4,148
Student loan savings liability		2,559
Deposits		815
Payroll liabilities		570
Total current liabilities		54,581
Net assets		
Unrestricted net assets		
Unrestricted net assets		165,679
Board designated unrestricted net assets for capital purchase	***************************************	693
Total unrestricted net assets	***************************************	166,372
Temporarily restricted net assets	1	,055,820
Total net assets	1	,222,192
Total liabilities and net assets	\$ 1	,276,773

STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS

YEAR ENDED JUNE 30, 2013

			Temporarily	
	Ur	restricted	Restricted	Total
Revenues, gains and other support				
Contributions				
Foundation grants			\$ 1,305,466	\$ 1,305,466
Individual and corporate contributions	\$	62,807		62,807
Government financial assistance			546,847	546,847
Event income			•	
Contributions		25,733		25,733
Special events revenue		16,663		16,663
Program service fees and sales income		30,671		30,671
Non-cash services provided		19,500		19,500
Miscellaneous income		5,957		5,957
Reimbursed expenses		5,697		5,697
Health care credit income		5,620		5,620
Interest		907		907
Loss on disposal of assets		(19)	(1.0(1.600)	(19)
Restrictions satisfied by payments		1,061,622	(1,061,622)	
Total revenues, gains and other support	***************************************	1,235,158	790,691	2,025,849
Expenses				
Program services				
Small Business		313,319		313,319
Adelante Chicas		236,611		236,611
Early Childhood Education		158,488		158,488
Adult Education		142,789		142,789
Farmers Market	w	61,615		61,615
Total program service expenses		912,822		912,822
Supporting services				
Fundraising		68,657		68,657
Management and general		60,664		60,664
Total supporting services		129,321		129,321
Total expenses		1,042,143		1,042,143
Change in net assets		193,015	790,691	983,706
		•	r	,
Net assets, beginning of the year		(35,457)	265,129	229,672
Prior period adjustment		8,814		8,814
Net assets, end of the year	\$	166,372	\$ 1,055,820	\$ 1,222,192

See Accompanying Notes and Independent Auditors' Report.

STATEMENT OF FUNCTIONAL EXPENSES

YEAR ENDED JUNE 30, 2013

Program Services

Supporting Services

			Early			Total			Total	
	Small	Adelante	Childhood	Adult	Farmers	Program	Management		Supporting	
	Business	Chicas	Education	Education	Market	Services	ਲ	Fundraising	S	
Payroll wages	\$ 151,378	\$ 107,481	\$ 101,394	\$ 104,135	\$ 21,904	\$ 486,292	\$ 20,508	\$ 35,044	\$ 55,552	\$ 541,844
Contracted services	74,093	60,124	363	1,885	4,906	141,371	100	13	113	141,484
Employee benefits	20,379	15,760	20,703	9,215	3,463	69,520	2,859	5,467	8,326	77,846
Payroll tax	12,896	10,570	7,822	6,131	1,268	38,687	12,422	3,542	15,964	54,651
Rent	13,587	4,601	5,306	2,668	552	26,714	553	1,012	1,565	28,279
Accounting	7,442	6,100	4,514	3,538	732	22,326	732	1,342	2,074	24,400
Contracted services - grant writer	3,111	2,550	1,887	1,479	306	9,333	306	10,761	11,067	20,400
Supplies	4,263	6,184	6,161	1,872	984	19,464	266	646	912	20,376
Credit card fees					16,739	16,739		2,963	2,963	19,702
Donated services							19,500		19,500	19,500
Travel and meals	4,792	2,613	203	2,434	1,027	11,069	33	95	128	11,197
Pension expense	2,688	2,204	1,631	1,278	265	8,066	264	485	749	8,815
Depreciation	2,423	1,986	1,470	1,152	239	7,270	238	437	675	7,945
Workers compensation	2,170	1,779	1,316	1,032	213	6,510	214	391	605	7,115
Telephone	1,873	1,685	1,047	1,091	170	5,866	170	311	481	6,347
Printing	1,856	1,308	896	759	301	5,192	157	998	1,023	6,215
Event expenses							1,837	4,183	6,020	6,020
Match token expense					5,936	5,936				5,936
Field trips		4,706		554		5,260				5,260
Insurance	1,021	946	626	491	318	3,402	102	186	288	3,690
Training	934	937	387	436	282	2,976	57	103	160	3,136
Food	37	1,807	481	536	2	2,863	2	4	9	2,869
Fees	1,953	128	95	74	525	2,775	(18)	34	91	2,791
Dues and subscriptions	1,520	189	140	110	909	2,565	23	42	65	2,630
Utilities	871	603	446	350	72	2,342	72	133	205	2,547
Meetings and seminars	926	409	180	346	124	2,015	29	105	134	2,149
Cleaning service	019	200	370	290	09	1,830	09	110	170	2,000
Payroll service	532	436	323	253	52	1,596	52	96	148	1,744
Miscellaneous	337	256	189	148	131	1,061	31	26	87	1,148
Postage	292	238	177	155	29	891	29	143	172	1,063
Internet	302	247	183	144	45	921	30	55	82	1,006
Rental services	743					743				743
Repairs and maintenance	260	144	106	83	63	929	17	32	49	705
Bank fees					301	301	61		19	320
Donations				150		150				150
IDA applications		120				120				120
Total	\$ 313,319	\$ 236,611	\$ 158,488	\$ 142,789	\$ 61,615	\$ 912,822	\$ 60,664	\$ 68,657	\$ 129,321	\$ 1,042,143

See Accompanying Notes and Independent Auditors' Report.

STATEMENT OF CASH FLOWS

YEAR ENDED JUNE 30, 2013

Cash flows from operating activities		
Change in net assets	\$	983,706
Adjustments to reconcile change in net assets		
to net cash and cash equivalents provided by operations		
Prior period adjustment		8,814
Depreciation		7,945
Loss on disposal of assets		19
(Increase) decrease in operating assets		
Grants receivable		(915,862)
Contracts receivable		(5,359)
Accounts receivable		(997)
Prepaid expenses		(2,706)
Employee advances		2,081
Increase (decrease) in operating liabilities		
Accounts payable		3,708
Accrued vacation		3,214
Unspent token match liability		6,196
Pension payable		(17,629)
Student loan savings liability		325
Deposits		(342)
Payroll liabilities		(356)
Net cash provided (used) by operating activities		72,757
Cash flows from investing activities		
Purchase of property and equipment		(6,783)
i dionase of property and equipment		(0,703)
Net cash provided (used) by investing activities		(6,783)
Increase in cash		65,974
Cash and cash equivalents at beginning of year		151,370
Cash and cash equivalents at end of year		217,344
Supplemental disclosures of cash flow information:		
Cash paid during the year for interest		<u> </u>
Cook well device the man for toward	đ	
Cash paid during the year for taxes	<u> </u>	

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED JUNE 30, 2013

Note 1 - Nature of Activities and Summary of Significant Accounting Policies

Nature of Activities

Adelante Mujeres (the Organization), a 501(c)(3) has a mission to provide Latina women and their families in Washington County of Oregon the tools to achieve self-determination through education, empowerment and enterprise. The Organization was established in 2002. The Organization's four specific program goals are to: (1) increase opportunities for family and community self-determination through holistic education, workforce and entrepreneurial training and family literacy; (2) build community through leadership development and the search for solutions to common concerns; (3) preserve, foster and share participants' cultural heritage with the wider community and facilitate intercultural exchange; and (4) advocate ecological awareness and action for a sustainable economy and healthy communities. The Organization runs the Forest Grove Farmers Market in support of their economic development and sustainable farming goals. The Organization is supported primarily through private and government grants. These sources accounted for 92% of the total revenues for the year ended June 30, 2013.

Contributed Services

During the year ended June 30, 2013, the organization received contributed professional services totaling \$19,500 for software development, consulting, photography and strategic planning which are recognized in the financial statements. In addition, many individuals volunteer their time and perform a variety of tasks that assist the Organization at the office and within the program activities, but these services do not meet the criteria for recognition as contributed services. The Organization had 399 volunteers during the year contributing 5,957 hours.

Estimates

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

Property and Equipment

It is the Organization's policy to capitalize property and equipment with a value over \$100 with useful lives of more than one year. Purchased property and equipment are stated at cost. Donations of property and equipment are recorded as contributions at their estimated fair value. Such donations are reported as unrestricted contributions unless the donor has restricted the donated asset to a specific purpose. Assets donated with explicit restrictions regarding their use and contributions of cash that must be used to acquire property and equipment are reported as restricted contributions.

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED JUNE 30, 2013

Note 1 - Nature of Activities and Summary of Significant Accounting Policies (continued)

Property and Equipment (continued)

Absent donor stipulations regarding how long the donated assets must be maintained, the Organization reports expirations of donor restrictions when the donated or acquired assets are placed in service. The Organization reclassifies temporarily restricted net assets to unrestricted net assets at that time. Property and equipment are depreciated using the straight-line method over the estimated useful lives of the assets. Depreciation expense for the year ended June 30, 2013 was \$7,945. Repairs and maintenance of assets not extending the asset's useful life are expensed as incurred. The cost of significant betterments are capitalized and amortized over the useful life of the asset.

Financial Statement Presentation

The Organization's financial statements are presented in accordance with accounting principles generally accepted in the United States of America on the accrual basis of accounting. Revenues and gains are recognized when earned and expenses and losses are recognized when incurred.

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 depending on the existence and/or nature of any donor restrictions. Theses net assets classifications are described as follows:

<u>Unrestricted Net Assets</u> – not subject to donor imposed restrictions or stipulations as to purpose or use. Unrestricted net assets may be designated for specific purposes or locations by actions of the Board of Directors.

<u>Temporarily Restricted Net Assets</u> – subject to donor imposed stipulations that may be fulfilled by actions of the Organization to meet the stipulations or become unrestricted at the date specified by the donor organizations.

<u>Permanently Restricted Net Assets</u> – subject to donor imposed stipulations that they be maintained permanently, with only the earnings thereon being available to use currently for defined purposes.

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED JUNE 30, 2013

Note 1 - Nature of Activities and Summary of Significant Accounting Policies (continued)

Receivables

Receivable are stated at the amount management expects to collect. Grants receivable consists of amounts awarded but not yet paid. All long term grants receivable are due to be collected within the next two fiscal years. When the Organization invoices for services performed for government contracts for services provided, contracts receivable are recorded at net realizable value. Accounts receivable consists of amounts due to the Organization for employee's insurance and food purchases from the Farmers Market. Management provides for uncollectible amounts based on its assessment of the status of individual accounts. Delinquency fees and interest are not assessed.

Receivables are periodically reviewed for collectability and balances that are still outstanding after management has used reasonable collection efforts are written off. In addition, an allowance is provided for other accounts when a significant pattern of uncollectability has occurred. Management has not experienced any collectability issues in the past. Management believes that all receivable balances are fully collectible at June 30, 2013 and therefore, a provision for uncollectible accounts has not been established. If amounts become uncollectible, they will be charged to operations when that determination is made.

All contracts and accounts receivable are considered to be current with the exception of \$64 in accounts receivable that is 31-60 days past due.

Recognition of Revenue from Contributions and Grants

Contributions and grants are recognized when awarded as unrestricted, temporarily restricted, or permanently restricted net assets depending on the existence or nature of any donor restrictions. The value of in-kind donations is recorded at an estimated fair market value, as determined by management, at the time of receipt.

When a restriction expires through accomplishment of purpose or passage of time, the restricted net assets are reclassified to unrestricted and reported in the Statement of Activities and Changes in Net Assets as restrictions satisfied by payments.

Income Taxes

The Organization is a non-profit organization that is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code and is classified by the Internal Revenue Service as other than a private foundation. Management believes that none of its activities are subject to unrelated business income tax.

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED JUNE 30, 2013

Note 1 - Nature of Activities and Summary of Significant Accounting Policies (continued)

Cash and Cash Equivalents

Cash and cash equivalents are comprised of cash on hand and money market funds deposited with a financial institution. For purposes of the Statement of Cash Flows, the Organization considers all highly liquid investments available for current use with an initial maturity of three months or less to be cash equivalents.

Pension Plan

The Organization offered a SIMPLE IRA plan to regular full-time and part-time employees (employees earning at least \$5,000 in a calendar year). The Organization's plan included a nondiscretionary employer contribution of two percent (2%) of the highest paid employee's wages to be paid to each eligible employee for the year. The employer contribution portion of the plan was suspended as of January 1, 2013. The contribution expense for the fiscal year ended June 30, 2013 was \$8,815.

Accrued Vacation

Regular full-time and part-time employees accrue vacation from their hire date. Part-time employees earn vacation on a pro-rata basis based on the number of hours worked. Full-time employees earn vacation as follows:

3 months to 5 years 20 days per fiscal year Over 5 years 25 days per fiscal year

Forty hours of vacation time earned and unused each year can be carried forward to the next year. A maximum of forty hours can be accrued and rolled over to the next year. For full time employees who have worked less than five years with the Organization, the maximum amount that can be accrued is two hundred hours of vacation time. For those who have worked five years or more, the maximum amount that can be accrued is two hundred and forty hours of vacation time. As of June 30, 2013, the accrued vacation balance was \$30,102.

Note 2 - Restrictions on Net Assets

The Organization received \$25,000 from a donor specifying the amount to be used for capital investment for future purchase of a building. This amount is recorded separately in temporarily restricted net assets.

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED JUNE 30, 2013

Note 2 - Restrictions on Net Assets (continued)

The other restrictions on net assets for the year ended June 30, 2013 are related to grant restrictions placed on the funds for use by the donors.

Temporarily restricted net assets are available for the following program purposes at June 30, 2013:

Small Business – Agriculture	\$	382,357
Adelante Chicas		158,992
Shared Grants		157,752
Adelante Education		108,813
Small Business		92,675
Fundraising Grants		80,441
Farmers Market		42,457
Early Childhood		7,333
	1	,030,820
Temporarily restricted capital fund		25,000
Total temporarily restricted net assets	<u>\$1</u>	,055,820

The Organization did not have any permanently restricted net assets as of June 30, 2013.

The Board voted to restrict \$693 net assets for capital purchases. This amount is separately disclosed under unrestricted net assets.

Note 3 - Property and Equipment

Property and equipment consist of the following as of June 30, 2013:

Equipment Accumulated depreciation	Cost \$ 40,887 (20,018)	Depreciable Lives 5 - 7 years
	\$ 20,869	

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED JUNE 30, 2013

Note 4 - Description of Leasing Arrangements

The Organization leases its main office for \$800 per month on a month-to-month operating lease. The Organization vacated the office in the fiscal year ended June 30, 2014. Rent expense under the lease for the year ended June 30, 2013 was \$9,600 and is included in rent in the Statement of Functional Expenses.

The Organization leases the schoolrooms and childcare space for \$9,504 per year, payable with quarterly payments of \$2,376 on a one-year lease, which expired on June 7, 2013. The lease was renewed for an additional year expiring on June 9, 2014. Rent expense under the lease for the year ended June 30, 2013 was \$9,504 and is included in rent in the Statement of Functional Expenses.

The Organization also rents farm land for \$2,050 payable annually. The lease term is five years expiring on December 31, 2014. Rent expense under the lease for the year ended June 30, 2013 was \$2,050 and is included in rent in the Statement of Functional Expenses.

The Organization leases kitchen space which expired December 31, 2012. The lease has the option to be renewed for an additional three years. Currently the Organization is in the process of extending the lease. At the beginning of the lease the Organization was charged \$25 per hour until the kitchen space is in use more than twelve hours a week. After that rent will be \$1,200 a month. Rent expense under the lease for the year ended June 30, 2013 was \$5,413 and is included in rent in the Statement of Functional Expenses.

In September 2013, the Organization entered into two non-cancellable 36-month operating leases for new office space, including property taxes, insurance and utilities as additional rent. The terms of the leases are from November 1, 2013 through October 31, 2016. The combined monthly rental payments for both leases are \$2,420. The Organization does have the option to extend both leases for one additional term of three years under the same terms except for an increase of the base rent. The Organization opted to pay a full year's rent at a 10% discount in the June 30, 2014 fiscal year.

The minimum lease payments are as follows:

Year ending June 30,	
2014	\$28,978
2015	29,097
2016	29,040
2017	<u>9,680</u>
Total minimum lease payments	<u>\$96,795</u>

See Independent Auditors' Report.

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED JUNE 30, 2013

Note 4 - Description of Leasing Arrangements (continued)

The Organization rents kitchen facilities on an as needed basis that is not covered under an operating lease as well as a secondary office for the agricultural staff for \$1,250 annually. Total rent paid for the year ended June 30, 2013 was \$1,712 and is included in rent in the Statement of Functional Expenses.

Note 5 - Government Grants and Contracts

The Organization has been awarded various grants and contracts from federal, state and local governments and agencies for specific program services.

Grant activity for the year ended June 30, 2013 was as follows:

<u>Grantors</u>	<u>Program</u>	<u>Amounts</u>
USDA	Small Business	\$ 310,335
Oregon - USDA	Small Business	81,113
US Small Business Administration	Small Business	33,747
Forest Grove School District	Adelante Chicas	32,800
USDA	Farmers Market	30,115
Washington County Commission	Adelante Chicas	24,764
City of Hillsboro School District	Adelante Chicas	20,000
City of Forest Grove	Farmers Market	5,264
Washington County	Small Business	2,680
Washington County	Adult Education	2,679
City of Hillsboro	Early Child Ed.	2,000
City of Forest Grove	Adelante Chicas	1,350
Total receipts		\$ 546,847
Total expenditures		(180,774)
Total amounts temporarily restricted		\$ 366,076

Note 6 - Functional Allocation of Expenses

The costs of providing the various programs and other activities have been summarized on a functional basis in the Statement of Activities and Changes in Net Assets. Accordingly, certain costs have been allocated among the programs and supporting services benefited. The percentage allocations for these costs were based on full-time employee hours out of the total employee hours dedicated to each program or support service.

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED JUNE 30, 2013

Note 7 - Concentration of Credit Risk

The Organization maintains cash balances in financial institutions located in the Portland Metropolitan area, which are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. At June 30, 2013, the amount in excess of FDIC limits was \$10,658.

Note 8 - Subsequent Events

Management has evaluated subsequent events through November 5, 2013 the date on which the financial statements were available to be issued. Except as disclosed in Note 4, management is not aware of any subsequent events that require recognition or disclosure in the financial statements.

Note 9 - Uncertain Tax Positions

On July 1, 2009, the Organization adopted newly issued accounting rules that prescribe a new threshold for determining when an income tax benefit can be recognized, which is a higher threshold than the one imposed for claiming deductions on income tax returns. The adoption of the newly issued accounting rule did not have any impact on the Organization's financial statements.

The Organization's federal and Oregon state information returns are subject to possible examination by the taxing authorities until the expiration of the related statutes of limitations on those information returns. In general, the federal and state information returns have a three year statute of limitations. The Organization files as a tax-exempt organization. Should that status be challenged in the future, the Organizations 2011, 2010 and 2009 tax years are open for examination. The Organization would recognize accrued interest and penalties associated with uncertain tax provisions, if any, as part of the income tax provision.

Note 10 - Prior Period Adjustment

The Organization expensed their employer contributions to the pension plan in the calendar year for which they calculated the amount rather than accruing the expense in the correct fiscal year. This resulted in an understatement in the fiscal year ended June 30, 2011 of \$10,888 and an overstatement in fiscal year ended June 30, 2012 of \$2,074 for a total prior period adjustment increasing unrestricted net assets of \$8,814.

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED JUNE 30, 2013

Note 11 - Events

The Organization holds an annual Feast of Hope event where they hold a raffle, auction and dinner. The revenues generated are from ticket sales, funds from purchases of auctioned non-cash donated items and donations solicited during the event.

During the fiscal year ended June 30, 2013, the events generated \$42,396 in total income with \$7,046 of event related expenses. The Organization had ticket sales revenue in the amount of \$16,663. Donations and sponsorships in the amount of \$25,733 including auction proceeds of \$9,301 were raised during the event.