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Form **990**
Department of the Treasury
Internal Revenue Service

Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)
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Information about Form 990 and its instructions is at www.irs.gov/form990

OMB No 1545-0047
2016
Open to Public Inspection

A For the 2016 calendar year, or tax year beginning 01-01-2016, and ending 12-31-2016

- B** Check if applicable
 Address change
 Name change
 Initial return
 Final
 Return/terminated
 Amended return
 Application pending

C Name of organization
FAIR TRADE FEDERATION

Doing business as

Number and street (or P O box if mail is not delivered to street address) Room/suite
100 W 10TH STREET SUITE 604

City or town, state or province, country, and ZIP or foreign postal code
WILMINGTON, DE 19801

D Employer identification number
52-1907350

E Telephone number
(302) 655-5203

G Gross receipts \$ 340,443

F Name and address of principal officer
CHRIS SOLT
100 W 10TH STREET SUITE 604
WILMINGTON, DE 19801

H(a) Is this a group return for subordinates? Yes No
H(b) Are all subordinates included? Yes No
If "No," attach a list (see instructions)

I Tax-exempt status 501(c)(3) 501(c) (6) ◀ (insert no) 4947(a)(1) or 527

J Website: WWW FAIRTRADEFEDERATION ORG

H(c) Group exemption number ▶

K Form of organization Corporation Trust Association Other ▶

L Year of formation 1994 **M** State of legal domicile DE

Part I Summary

1 Briefly describe the organization's mission or most significant activities
THE FAIR TRADE FEDERATION IS THE TRADE ASSOCIATION THAT STRENGTHENS AND PROMOTES NORTH AMERICAN ORGANIZATIONS FULLY COMMITTED TO FAIR TRADE THE FEDERATION IS PART OF THE GLOBAL FAIR TRADE MOVEMENT, BUILDING EQUITABLE AND SUSTAINABLE TRADING PARTNERSHIPS AND CREATIVE OPPORTUNITIES TO ALLEVIATE POVERTY THE FEDERATION VALUES GUIDE OUR WORK TO CREATE A JUST AND SUSTAINABLE ECONOMIC SYSTEM

2 Check this box if the organization discontinued its operations or disposed of more than 25% of its net assets

3 Number of voting members of the governing body (Part VI, line 1a)	3	9
4 Number of independent voting members of the governing body (Part VI, line 1b)	4	9
5 Total number of individuals employed in calendar year 2016 (Part V, line 2a)	5	7
6 Total number of volunteers (estimate if necessary)	6	
7a Total unrelated business revenue from Part VIII, column (C), line 12	7a	0
7b Net unrelated business taxable income from Form 990-T, line 34	7b	

	Prior Year	Current Year
8 Contributions and grants (Part VIII, line 1h)	809	4,061
9 Program service revenue (Part VIII, line 2g)	332,592	334,691
10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)	1,650	1,691
11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)		0
12 Total revenue—add lines 8 through 11 (must equal Part VIII, column (A), line 12)	335,051	340,443
13 Grants and similar amounts paid (Part IX, column (A), lines 1-3)		0
14 Benefits paid to or for members (Part IX, column (A), line 4)		0
15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	163,317	221,703
16a Professional fundraising fees (Part IX, column (A), line 11e)		0
b Total fundraising expenses (Part IX, column (D), line 25) ▶12,644		
17 Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	135,205	140,318
18 Total expenses Add lines 13-17 (must equal Part IX, column (A), line 25)	298,522	362,021
19 Revenue less expenses Subtract line 18 from line 12	36,529	-21,578
	Beginning of Current Year	End of Year
20 Total assets (Part X, line 16)	202,670	195,500
21 Total liabilities (Part X, line 26)	11,160	25,523
22 Net assets or fund balances Subtract line 21 from line 20	191,510	169,977

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge

Sign Here *****
Signature of officer
Date 2017-11-15
CHRIS SOLT EXECUTIVE DIRECTOR
Type or print name and title

Paid Preparer Use Only
Print/Type preparer's name
THERESA HUTCHINSON
Preparer's signature
THERESA HUTCHINSON
Date
2017-11-16
Check if self-employed
PTIN
P00176056
Firm's name ▶ COATES & HUTCHINSON PC
Firm's EIN ▶ 52-1637908
Firm's address ▶ 2130 PRIEST BRIDGE DR STE 10
Phone no (410) 721-3946
CROFTON, MD 211142457

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III

1 Briefly describe the organization's mission

THE FAIR TRADE FEDERATION IS THE TRADE ASSOCIATION THAT STRENGTHENS AND PROMOTES NORTH AMERICAN ORGANIZATIONS FULLY COMMITTED TO FAIR TRADE THE FEDERATION IS PART OF THE GLOBAL FAIR TRADE MOVEMENT, BUILDING EQUITABLE AND SUSTAINABLE TRADING PARTNERSHIPS AND CREATIVE OPPORTUNITIES TO ALLEVIATE POVERTY THE FEDERATION VALUES GUIDE OUR WORK TO CREATE A JUST AND SUSTAINABLE ECONOMIC SYSTEM

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? Yes No
 If "Yes," describe these new services on Schedule O

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? Yes No
 If "Yes," describe these changes on Schedule O

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported

4a (Code) (Expenses \$ 147,824 including grants of \$) (Revenue \$)
 See Additional Data

4b (Code) (Expenses \$ 16,236 including grants of \$) (Revenue \$)
 See Additional Data

4c (Code) (Expenses \$ 10,625 including grants of \$) (Revenue \$)
 See Additional Data

(Code) (Expenses \$ 91,575 including grants of \$) (Revenue \$)
 PUBLICATIONS EDUCATING ABOUT AND PROMOTING FULLY COMMITTED FAIR TRADE IN 2016 THE FEDERATION WORKED TO EDUCATE CONSUMERS AND RETAILERS ON THE VALUE OF 360 DEGREE FAIR TRADE BRANDS BY CREATING BOTH PRINT AND ONLINE PUBLICATIONS THEY INCLUDED A HOLIDAY GIFT GUIDE AND A HANDMADE GUIDE FOR CANADA THE FEDERATION ALSO PUBLISHED THE FAIR TRADE STORES & CAFE GUIDE WHICH WAS DISTRIBUTED NATIONALLY FINALLY, THE FEDERATION DISTRIBUTED RETAILER FACING POSTCARDS AND EXHIBITOR LISTS AT MAJOR GIFT AND TRADE SHOWS AND CREATED ORIGINAL POSTERS FOR WORLD FAIR TRADE DAY, ALSO DISTRIBUTED NATIONALLY IN 2016 THE FEDERATION HOSTED THE FIF RETAILER SYMPOSIUM THE SYMPOSIUM BROUGHT TOGETHER FAIR TRADE RETAIL STORES TO LEARN PRACTICAL SKILLS SUCH AS INVENTORY CONTROL, VISUAL MERCHANDISING, STAFF TRAINING AND FAIR TRADE MESSAGING

4d Other program services (Describe in Schedule O)
 (Expenses \$ 91,575 including grants of \$) (Revenue \$)

4e Total program service expenses **▶** 266,260

Part IV Checklist of Required Schedules

	Yes	No
1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? <i>If "Yes," complete Schedule A</i>		No
2 Is the organization required to complete <i>Schedule B, Schedule of Contributors</i> (see instructions)?		No
3 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? <i>If "Yes," complete Schedule C, Part I</i>		No
4 Section 501(c)(3) organizations. Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? <i>If "Yes," complete Schedule C, Part II</i>		
5 Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? <i>If "Yes," complete Schedule C, Part III</i>	Yes	
6 Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? <i>If "Yes," complete Schedule D, Part I</i>		No
7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? <i>If "Yes," complete Schedule D, Part II</i>		No
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? <i>If "Yes," complete Schedule D, Part III</i>		No
9 Did the organization report an amount in Part X, line 21 for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X, or provide credit counseling, debt management, credit repair, or debt negotiation services? <i>If "Yes," complete Schedule D, Part IV</i>		No
10 Did the organization, directly or through a related organization, hold assets in temporarily restricted endowments, permanent endowments, or quasi-endowments? <i>If "Yes," complete Schedule D, Part V</i>		No
11 If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable		
a Did the organization report an amount for land, buildings, and equipment in Part X, line 10? <i>If "Yes," complete Schedule D, Part VI</i>		No
b Did the organization report an amount for investments—other securities in Part X, line 12 that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VII</i>		No
c Did the organization report an amount for investments—program related in Part X, line 13 that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VIII</i>		No
d Did the organization report an amount for other assets in Part X, line 15 that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part IX</i>		No
e Did the organization report an amount for other liabilities in Part X, line 25? <i>If "Yes," complete Schedule D, Part X</i>		No
f Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? <i>If "Yes," complete Schedule D, Part X</i>		No
12a Did the organization obtain separate, independent audited financial statements for the tax year? <i>If "Yes," complete Schedule D, Parts XI and XII</i>		No
b Was the organization included in consolidated, independent audited financial statements for the tax year? <i>If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional</i>		No
13 Is the organization a school described in section 170(b)(1)(A)(ii)? <i>If "Yes," complete Schedule E</i>		No
14a Did the organization maintain an office, employees, or agents outside of the United States?		No
b Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? <i>If "Yes," complete Schedule F, Parts I and IV</i>		No
15 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? <i>If "Yes," complete Schedule F, Parts II and IV</i>		No
16 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? <i>If "Yes," complete Schedule F, Parts III and IV</i>		No
17 Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? <i>If "Yes," complete Schedule G, Part I</i> (see instructions)		No
18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? <i>If "Yes," complete Schedule G, Part II</i>		No
19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? <i>If "Yes," complete Schedule G, Part III</i>		No

Part IV Checklist of Required Schedules (continued)

	Yes	No
20a Did the organization operate one or more hospital facilities? <i>If "Yes," complete Schedule H</i>		No
b If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?		
21 Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? <i>If "Yes," complete Schedule I, Parts I and II</i>		No
22 Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? <i>If "Yes," complete Schedule I, Parts I and III</i>		No
23 Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? <i>If "Yes," complete Schedule J</i>		No
24a Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? <i>If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a</i>		No
b Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?		
c Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?		
d Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?		
25a Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in an excess benefit transaction with a disqualified person during the year? <i>If "Yes," complete Schedule L, Part I</i>		
b Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? <i>If "Yes," complete Schedule L, Part I</i>		
26 Did the organization report any amount on Part X, line 5, 6, or 22 for receivables from or payables to any current or former officers, directors, trustees, key employees, highest compensated employees, or disqualified persons? <i>If "Yes," complete Schedule L, Part II</i>		No
27 Did the organization provide a grant or other assistance to an officer, director, trustee, key employee, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity or family member of any of these persons? <i>If "Yes," complete Schedule L, Part III</i>		No
28 Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions for applicable filing thresholds, conditions, and exceptions)		
a A current or former officer, director, trustee, or key employee? <i>If "Yes," complete Schedule L, Part IV</i>		No
b A family member of a current or former officer, director, trustee, or key employee? <i>If "Yes," complete Schedule L, Part IV</i>		No
c An entity of which a current or former officer, director, trustee, or key employee (or a family member thereof) was an officer, director, trustee, or direct or indirect owner? <i>If "Yes," complete Schedule L, Part IV</i>		No
29 Did the organization receive more than \$25,000 in non-cash contributions? <i>If "Yes," complete Schedule M</i>		No
30 Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? <i>If "Yes," complete Schedule M</i>		No
31 Did the organization liquidate, terminate, or dissolve and cease operations? <i>If "Yes," complete Schedule N, Part I</i>		No
32 Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? <i>If "Yes," complete Schedule N, Part II</i>		No
33 Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? <i>If "Yes," complete Schedule R, Part I</i>		No
34 Was the organization related to any tax-exempt or taxable entity? <i>If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1</i>		No
35a Did the organization have a controlled entity within the meaning of section 512(b)(13)?		No
b If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? <i>If "Yes," complete Schedule R, Part V, line 2</i>		
36 Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? <i>If "Yes," complete Schedule R, Part V, line 2</i>		
37 Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? <i>If "Yes," complete Schedule R, Part VI</i>		No
38 Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19? Note. All Form 990 filers are required to complete Schedule O	Yes	

Part V Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response or note to any line in this Part V

Table with columns for question ID, question text, and Yes/No response boxes. Includes sections for backup withholding, employee reporting, foreign accounts, prohibited tax shelter transactions, charitable contributions, and 501(c)(7), (12), and (29) organizations.

Part VI Governance, Management, and Disclosure For each "Yes" response to lines 2 through 7b below, and for a "No" response to lines 8a, 8b, or 10b below, describe the circumstances, processes, or changes in Schedule O See instructions

Check if Schedule O contains a response or note to any line in this Part VI [X]

Section A. Governing Body and Management

Table with 3 columns: Question, Yes, No. Rows include: 1a (9), 1b (9), 2, 3, 4, 5, 6, 7a, 7b, 8a, 8b, 9.

Section B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.)

Table with 3 columns: Question, Yes, No. Rows include: 10a, 10b, 11a, 11b, 12a, 12b, 12c, 13, 14, 15a, 15b, 16a, 16b.

Section C. Disclosure

Table with 2 columns: Question, Answer. Rows include: 17, 18, 19, 20.

Part VIII Statement of Revenue

Check if Schedule O contains a response or note to any line in this Part VIII

		(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512-514	
Contributions, Gifts, Grants and Other Similar Amounts	1a Federated campaigns	1a				
	b Membership dues	1b				
	c Fundraising events	1c				
	d Related organizations	1d				
	e Government grants (contributions)	1e				
	f All other contributions, gifts, grants, and similar amounts not included above	1f	4,061			
	g Noncash contributions included in lines 1a-1f \$ _____					
	h Total. Add lines 1a-1f		4,061			
Program Service Revenue		Business Code				
	2a MEMBERSHIP DUES		229,657	229,657		
	b CONFERENCE FEES		86,750	86,750		
	c ADVERTISING		10,246	10,246		
	d LOGO USE		6,304	6,304		
	e EDUCATIONAL PROGRAMS		1,598	1,598		
	f All other program service revenue		136	136		
g Total. Add lines 2a-2f		334,691				
Other Revenue	3 Investment income (including dividends, interest, and other similar amounts)		1,691		1,691	
	4 Income from investment of tax-exempt bond proceeds					
	5 Royalties					
	6a Gross rents	(i) Real				
		(ii) Personal				
		b Less rental expenses				
		c Rental income or (loss)				
	d Net rental income or (loss)					
	7a Gross amount from sales of assets other than inventory	(i) Securities				
		(ii) Other				
		b Less cost or other basis and sales expenses				
		c Gain or (loss)				
	d Net gain or (loss)					
	8a Gross income from fundraising events (not including \$ _____ of contributions reported on line 1c) See Part IV, line 18	a				
		b Less direct expenses	b			
c Net income or (loss) from fundraising events						
9a Gross income from gaming activities See Part IV, line 19	a					
	b Less direct expenses	b				
	c Net income or (loss) from gaming activities					
10a Gross sales of inventory, less returns and allowances	a					
	b Less cost of goods sold	b				
	c Net income or (loss) from sales of inventory					
Miscellaneous Revenue	Business Code					
11a						
b						
c						
d All other revenue						
e Total. Add lines 11a-11d						
12 Total revenue. See Instructions		340,443	334,691		1,691	

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX

	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.				
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21.				
2 Grants and other assistance to domestic individuals. See Part IV, line 22.				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, line 15 and 16.				
4 Benefits paid to or for members.				
5 Compensation of current officers, directors, trustees, and key employees.	75,274	48,928	26,346	
6 Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B).				
7 Other salaries and wages.	128,347	79,353	38,813	10,181
8 Pension plan accruals and contributions (include section 401 (k) and 403(b) employer contributions).	4,169	2,627	1,334	208
9 Other employee benefits.	1,269	800	406	63
10 Payroll taxes.	12,644	7,966	4,046	632
11 Fees for services (non-employees)				
a Management.				
b Legal.	551	347	175	29
c Accounting.	750		750	
d Lobbying.				
e Professional fundraising services. See Part IV, line 17.				
f Investment management fees.				
g Other (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Schedule O).	4,700	4,700		
12 Advertising and promotion.				
13 Office expenses.	3,015	1,899	965	151
14 Information technology.	2,686	1,692	860	134
15 Royalties.				
16 Occupancy.	9,609	6,054	3,075	480
17 Travel.	5,791	3,648	1,853	290
18 Payments of travel or entertainment expenses for any federal, state, or local public officials.				
19 Conferences, conventions, and meetings.	71,051	71,051		
20 Interest.				
21 Payments to affiliates.				
22 Depreciation, depletion, and amortization.				
23 Insurance.	3,756	2,366	1,202	188
24 Other expenses. Itemize expenses not covered above (List miscellaneous expenses in line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a MEMBER EXPENSES	23,402	23,402		
b GIFT & TRADE SHOW EXPENSE	5,175	5,175		
c TELEPHONE	3,908	2,462	1,251	195
d WEB-SITE	1,898	1,898		
e All other expenses	4,026	1,892	2,041	93
25 Total functional expenses. Add lines 1 through 24e.	362,021	266,260	83,117	12,644
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720).				

Part X Balance Sheet

Check if Schedule O contains a response or note to any line in this Part IX

		(A) Beginning of year		(B) End of year
Assets	1 Cash—non-interest-bearing	202,595	1	195,080
	2 Savings and temporary cash investments		2	
	3 Pledges and grants receivable, net		3	
	4 Accounts receivable, net		4	
	5 Loans and other receivables from current and former officers, directors, trustees, key employees, and highest compensated employees Complete Part II of Schedule L		5	
	6 Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), persons described in section 4958(c)(3)(B), and contributing employers and sponsoring organizations of section 501(c)(9) voluntary employees' beneficiary organizations (see instructions) Complete Part II of Schedule L		6	
	7 Notes and loans receivable, net		7	
	8 Inventories for sale or use		8	
	9 Prepaid expenses and deferred charges	75	9	195
	10a Land, buildings, and equipment cost or other basis Complete Part VI of Schedule D	10a		
	b Less accumulated depreciation	10b		10c
	11 Investments—publicly traded securities		11	
	12 Investments—other securities See Part IV, line 11		12	
	13 Investments—program-related See Part IV, line 11		13	
	14 Intangible assets		14	
	15 Other assets See Part IV, line 11		15	225
16 Total assets. Add lines 1 through 15 (must equal line 34)	202,670	16	195,500	
Liabilities	17 Accounts payable and accrued expenses		17	
	18 Grants payable		18	
	19 Deferred revenue	11,160	19	25,523
	20 Tax-exempt bond liabilities		20	
	21 Escrow or custodial account liability Complete Part IV of Schedule D		21	
	22 Loans and other payables to current and former officers, directors, trustees, key employees, highest compensated employees, and disqualified persons Complete Part II of Schedule L		22	
	23 Secured mortgages and notes payable to unrelated third parties		23	
	24 Unsecured notes and loans payable to unrelated third parties		24	
	25 Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24) Complete Part X of Schedule D		25	
	26 Total liabilities. Add lines 17 through 25	11,160	26	25,523
Net Assets or Fund Balances	27 Organizations that follow SFAS 117 (ASC 958), check here <input checked="" type="checkbox"/> and complete lines 27 through 29, and lines 33 and 34. Unrestricted net assets	191,510	27	169,977
	28 Temporarily restricted net assets		28	
	29 Permanently restricted net assets		29	
	30 Organizations that do not follow SFAS 117 (ASC 958), check here <input type="checkbox"/> and complete lines 30 through 34. Capital stock or trust principal, or current funds		30	
	31 Paid-in or capital surplus, or land, building or equipment fund		31	
	32 Retained earnings, endowment, accumulated income, or other funds		32	
	33 Total net assets or fund balances	191,510	33	169,977
	34 Total liabilities and net assets/fund balances	202,670	34	195,500

Part XI Reconciliation of Net Assets

Check if Schedule O contains a response or note to any line in this Part XI

1	Total revenue (must equal Part VIII, column (A), line 12)	1	340,443
2	Total expenses (must equal Part IX, column (A), line 25)	2	362,021
3	Revenue less expenses Subtract line 2 from line 1	3	-21,578
4	Net assets or fund balances at beginning of year (must equal Part X, line 33, column (A))	4	191,510
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	45
9	Other changes in net assets or fund balances (explain in Schedule O)	9	
10	Net assets or fund balances at end of year Combine lines 3 through 9 (must equal Part X, line 33, column (B))	10	169,977

Part XII Financial Statements and Reporting

Check if Schedule O contains a response or note to any line in this Part XII

	Yes	No
<p>1 Accounting method used to prepare the Form 990 <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual <input type="checkbox"/> Other _____ If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O</p>		
<p>2a Were the organization's financial statements compiled or reviewed by an independent accountant? If 'Yes,' check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis</p>	2a	No
<p>b Were the organization's financial statements audited by an independent accountant? If 'Yes,' check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis</p>	2b	No
<p>c If "Yes," to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? If the organization changed either its oversight process or selection process during the tax year, explain in Schedule O</p>	2c	
<p>3a As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?</p>	3a	No
<p>b If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why in Schedule O and describe any steps taken to undergo such audits</p>	3b	

Additional Data

Software ID:

Software Version:

EIN: 52-1907350

Name: FAIR TRADE FEDERATION

Form 990 (2016)

Form 990, Part III, Line 4a:

FAIR TRADE FEDERATION ANNUAL CONFERENCE THE FAIR TRADE FEDERATION ANNUAL CONFERENCE IN LOUISVILLE, KY WAS A CELEBRATION OF THE FTF COMMUNITY AND A FORUM FOR SHARING BEST PRACTICES IN FAIR TRADE THE CONFERENCE WELCOMED OVER 250 FAIR TRADE BUSINESS OWNERS AND ADVOCATES AND, FOR THE FIRST TIME, INCLUDED A FOOD AND FARM SYMPOSIUM THAT ATTRACTED LEADERS FROM THE WORLD OF FAIR TRADE AGRICULTURE

Form 990, Part III, Line 4b:

FAIR TRADE FEDERATION MEMBER HUB THE FTF MEMBER HUB WAS DEVELOPED IN 2014 AND IMPLEMENTED THROUGHOUT 2015 AND 2016 DURING THE FIRST HALF OF THE YEAR, A MENTORING PROGRAM WAS LAUNCHED THE MENTOR MATCH PROGRAM ON THE MEMBER HUB FACILITATES INFORMAL ONE-ON-ONE PROBLEM SOLVING AND LEARNING RELATIONSHIPS FOR FTF MEMBERS EXCHANGE PRACTICAL ADVICE AS MENTORS AND MENTEES ABOUT DEVELOPING AND GROWING YOUR FAIR TRADE BUSINESS ALL FTF MEMBERS ARE WELCOME TO ENROLL AS MENTOR AND/OR MENTEE

Form 990, Part III, Line 4c:

FAIR TRADE FEDERATION MEMBER LOGO IN 2016 THE FTF LAUNCHED THE OFFICIAL FAIR TRADE FEDERATION MEMBER LOGO, WHICH WAS DEVELOPED IN 2015 THE LOGO REFLECTS THE VERY ESSENCE OF 360 DEGREE FAIR TRADE THE CIRCULAR MARK CREATED BY FOUR INTERDEPENDENT HANDS POWERFULLY COMMUNICATES THE HOLISTIC COOPERATION - ACROSS CULTURES AND GEOGRAPHIES- THAT DEFINES FTF MEMBERSHIP

Part II-B Complete if the organization is exempt under section 501(c)(3) and has NOT filed Form 5768 (election under section 501(h)).

For each "Yes" response on lines 1a through 1i below, provide in Part IV a detailed description of the lobbying activity

	(a)		(b)
	Yes	No	Amount
1 During the year, did the filing organization attempt to influence foreign, national, state or local legislation, including any attempt to influence public opinion on a legislative matter or referendum, through the use of			
a Volunteers?			
b Paid staff or management (include compensation in expenses reported on lines 1c through 1i)?			
c Media advertisements?			
d Mailings to members, legislators, or the public?			
e Publications, or published or broadcast statements?			
f Grants to other organizations for lobbying purposes?			
g Direct contact with legislators, their staffs, government officials, or a legislative body?			
h Rallies, demonstrations, seminars, conventions, speeches, lectures, or any similar means?			
i Other activities?			
j Total Add lines 1c through 1i			
2a Did the activities in line 1 cause the organization to be not described in section 501(c)(3)?			
b If "Yes," enter the amount of any tax incurred under section 4912			
c If "Yes," enter the amount of any tax incurred by organization managers under section 4912			
d If the filing organization incurred a section 4912 tax, did it file Form 4720 for this year?			

Part III-A Complete if the organization is exempt under section 501(c)(4), section 501(c)(5), or section 501(c)(6).

	Yes	No
1 Were substantially all (90% or more) dues received nondeductible by members?	1	No
2 Did the organization make only in-house lobbying expenditures of \$2,000 or less?	2	No
3 Did the organization agree to carry over lobbying and political expenditures from the prior year?	3	No

Part III-B Complete if the organization is exempt under section 501(c)(4), section 501(c)(5), or section 501(c)(6) and if either (a) BOTH Part III-A, lines 1 and 2, are answered "No" OR (b) Part III-A, line 3, is answered "Yes."

1 Dues, assessments and similar amounts from members	1
2 Section 162(e) nondeductible lobbying and political expenditures (do not include amounts of political expenses for which the section 527(f) tax was paid).	
a Current year	2a
b Carryover from last year	2b
c Total	2c
3 Aggregate amount reported in section 6033(e)(1)(A) notices of nondeductible section 162(e) dues	3
4 If notices were sent and the amount on line 2c exceeds the amount on line 3, what portion of the excess does the organization agree to carryover to the reasonable estimate of nondeductible lobbying and political expenditure next year?	4
5 Taxable amount of lobbying and political expenditures (see instructions)	5

Part IV Supplemental Information

Provide the descriptions required for Part I-A, line 1, Part I-B, line 4, Part I-C, line 5, Part II-A (affiliated group list), Part II-A, lines 1 and 2 (see instructions), and Part II-B, line 1 Also, complete this part for any additional information

Return Reference	Explanation
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SCHEDULE O
(Form 990 or 990-EZ)

Supplemental Information to Form 990 or 990-EZ

OMB No 1545-0047

Complete to provide information for responses to specific questions on Form 990 or 990-EZ or to provide any additional information.

▶ Attach to Form 990 or 990-EZ.

▶ Information about Schedule O (Form 990 or 990-EZ) and its instructions is at www.irs.gov/form990.

2016

Open to Public Inspection

Department of the Treasury
Internal Revenue Service

Name of the organization
FAIR TRADE FEDERATION

Employer identification number

52-1907350

990 Schedule O, Supplemental Information

Return Reference	Explanation
FORM 990 - ORGANIZATION'S MISSION	THE FAIR TRADE FEDERATION IS THE TRADE ASSOCIATION THAT STRENGTHENS AND PROMOTES NORTH AMERICAN ORGANIZATIONS FULLY COMMITTED TO FAIR TRADE THE FEDERATION IS PART OF THE GLOBAL FAIR TRADE MOVEMENT, BUILDING EQUITABLE AND SUSTAINABLE TRADING PARTNERSHIPS AND CREATIVE OPPORTUNITIES TO ALLEVIATE POVERTY THE FEDERATION VALUES GUIDE OUR WORK TO CREATE A JUST AND SUSTAINABLE ECONOMIC SYSTEM

990 Schedule O, Supplemental Information

Return Reference	Explanation
FORM 990, PAGE 2, PART III, LINE 4D	PUBLICATIONS EDUCATING ABOUT AND PROMOTING FULLY COMMITTED FAIR TRADE IN 2016 THE FEDERATION WORKED TO EDUCATE CONSUMERS AND RETAILERS ON THE VALUE OF 360 DEGREE FAIR TRADE BRANDS BY CREATING BOTH PRINT AND ONLINE PUBLICATIONS THEY INCLUDED A HOLIDAY GIFT GUIDE AND A HANDMADE GUIDE FOR CANADA THE FEDERATION ALSO PUBLISHED THE FAIR TRADE STORES & CAFE GUIDE WHICH WAS DISTRIBUTED NATIONALLY FINALLY, THE FEDERATION DISTRIBUTED RETAILER FACING POSTCARDS AND EXHIBITOR LISTS AT MAJOR GIFT AND TRADE SHOWS AND CREATED ORIGINAL POSTERS FOR WORLD FAIR TRADE DAY, ALSO DISTRIBUTED NATIONALLY IN 2016 THE FEDERATION HOSTED THE FIF RETAILER SYMPOSIUM THE SYMPOSIUM BROUGHT TOGETHER FAIR TRADE RETAIL STORES TO LEARN PRACTICAL SKILLS SUCH AS INVENTORY CONTROL, VISUAL MERCHANDISING, STAFF TRAINING AND FAIR TRADE MESSAGING

990 Schedule O, Supplemental Information

Return Reference	Explanation
FORM 990, PAGE 6, PART VI, LINE 11B	990 IS PREPARED BY OUTSIDE ACCOUNTANT AND THEN REVIEWED BY THE EXECUTIVE DIRECTOR

990 Schedule O, Supplemental Information

Return Reference	Explanation
FORM 990, PAGE 6, PART VI, LINE 19	UPON REQUEST COPIES ARE MADE AND PROVIDED TO THE REQUESTER

990 Schedule O, Supplemental Information

Return Reference	Explanation
FORM 990, PART XI, LINE 9	PRIOR PERIOD ADJUSTMENT 0