

**Canadian Association of Communicators in
Education/Association Canadienne des
Agents de Communication en Education
Financial Statements
For the year ended June 30, 2019**

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Independent Auditor's Report

To the Members of Canadian Association of Communicators in Education/Association Canadienne des Agents de Communication en Education

We have audited the accompanying financial statements of the Canadian Association of Communicators in Education/Association Canadienne des Agents de Communication en Education as at June 30, 2019, which comprise the statement of financial position, and the statements of operations and changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

In our opinion, financial statements present fairly, in all material respects, the financial position of the Organization as at June 30, 2019, and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Organization's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Organization's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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 Organization's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Organization's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Organization to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants, Licensed Public Accountants
Bracebridge, Ontario
REPORT DATE

**Canadian Association of Communicators in Education/
Association Canadienne des Agents de
Communication en Education
Statement of Financial Position**

June 30	2019	2018
Assets		
Current		
Cash	\$ 84,124	\$ 116,713
Short-term investments (Note 2)	5,750	5,727
Accounts receivable	13,871	6,196
Prepaid expenses	6,391	11,001
	\$ 110,136	\$ 139,637
Liabilities and Net Assets		
Current		
Accounts payable and accrued liabilities (Note 3)	\$ 7,371	\$ 9,819
Deferred revenue	74,544	81,956
	81,915	91,775
Net Assets		
Unrestricted net assets	28,221	47,862
	\$ 110,136	\$ 139,637

On behalf of the Board:

_____ Director

_____ Director

**Canadian Association of Communicators in Education/
Association Canadienne des Agents de
Communication en Education
Statement of Operations and Changes in Net Assets**

For the year ended June 30	2019	2018
Revenue		
Conference	\$ 91,739	\$ 71,705
Sponsorships	36,917	19,083
Investment income	23	23
Membership fees	30,659	27,916
Other revenue	133	-
	159,471	118,727
Expenses		
Audit and accounting	24,505	23,003
Conference	93,751	64,096
Bad debts	-	338
Executive meeting	9,015	7,216
General expenses	47,134	12,578
Insurance	2,150	2,105
Interest and bank charges	2,557	3,408
	179,112	112,744
Excess (deficiency) of revenue over expenses for the year	(19,641)	5,983
Net assets, beginning of year	47,862	41,879
Net assets, end of year	28,221	47,862

**Canadian Association of Communicators in Education/
Association Canadienne des Agents de
Communication en Education
Statement of Cash Flows**

For the year ended June 30	2019	2018
Cash provided by (used in)		
Operating activities		
Excess (deficiency) of revenue over expenses for the year	\$ (19,641)	\$ 5,983
Changes in non-cash working capital balances		
Accounts receivable	(7,675)	(228)
Prepaid expenses	4,611	(6,200)
Accounts payable and accrued liabilities	(2,449)	4,820
Deferred contributions	(7,412)	35,818
	(32,566)	40,193
Investing activities		
Purchase of (interest earned on) short-term investments	(23)	(23)
Increase (decrease) in cash during the year	(32,589)	40,170
Cash, beginning of year	116,713	76,543
Cash, end of year	\$ 84,124	\$ 116,713

**Canadian Association of Communicators in Education/
Association Canadienne des Agents de
Communication en Education
Notes to Financial Statements**

June 30, 2019

1. Nature of Operations and Summary of Significant Accounting Policies

i) Nature of Operations

The Canadian Association of Communicators in Education/Association Canadienne des Agents de Communication en Education was incorporated without share capital under the laws of Canada. The organization's primary goal is to encourage and enhance communications in education through a national annual conference, regional workshops and provision of network opportunities for its members across Canada.

The organization is a not-for-profit organization and, as such, is exempt from income tax.

ii) Basis of Accounting

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

iii) Revenue Recognition

Membership dues are recognized in the year to which the membership applies.

Conference fee revenues are recognized in the year of the conference.

Awards revenue is recognized in the year in which the award was earned

Sponsorship revenue is recognized in the fiscal year of the event that the sponsorship relates to.

Cash received in advance of meeting the revenue recognition criteria described above is recorded as deferred revenue.

The organization follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received, or receivable, if the amount to be received can be reasonably estimated and collection is reasonably assured.

iv) Contributed Materials and Services

Contributed materials and services which are used in the normal course of the Association's operations and would otherwise have been purchased are recorded at their fair value at the date of contribution if fair value can be reasonably estimated.

Volunteers contribute time to assist the organization in carrying out its various fundraising activities. Volunteer contributions are not recognized in the financial statements because of the difficulty of determining their fair value

**Canadian Association of Communicators in Education/
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June 30, 2019

v) **Financial Instruments**

Financial Instruments are recorded at fair value at initial recognition.

In subsequent periods, equities traded in an active market and derivatives are reported at fair value, with any change in fair value reported in income. All other financial instruments are reported at cost or amortized cost less impairment. Transaction costs on the acquisition, sale or issue of financial instruments are expensed for those items measured at fair value at each balance sheet date and charged to the financial instrument for those measured at amortized cost.

Financial assets are tested for impairment when indicators of impairment exist.

2. Short term Investments

The carrying amounts of investments are comprised of the following:

	<u>2019</u>	<u>2018</u>
Guaranteed Investment Certificates, interest at 1.5% (.4% for 2018), maturing within one year	\$ 5,750	\$ 5,727

The Association is exposed to interest rate risk arising from its investments held at fixed interest rates. The fair value of these investments will fluctuate because of changes in market interest rates.

3. Accounts Payable and Accrued Liabilities

Included in accounts payable and accrued liabilities is \$NIL (2018 - \$835) in government remittances payable.
