

**CANADIAN ASSOCIATION OF GIFT PLANNERS/ASSOCIATION CANADIENNE DES  
PROFESSIONNELS EN DONS PLANIFIÉS**

**FINANCIAL STATEMENTS**

**JANUARY 31, 2012**

## INDEPENDENT AUDITORS' REPORT

To the Members of  
Canadian Association of Gift Planners/Association  
Canadienne des Professionnels en Dons Planifiés

### Report on the Financial Statements

We have audited the accompanying financial statements of Canadian Association of Gift Planners/Association Canadienne des Professionnels en Dons Planifiés, which comprise the balance sheet as at January 31, 2012, and the statements of operations, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian generally accepted accounting principles, 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.

### Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and 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 risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

.../2

# MCCAY DUFF LLP

Chartered Accountants

141 LAURIER AVE. WEST  
6TH FLOOR  
OTTAWA, ONTARIO K1P 5J3  
TEL: (613) 236-2367  
FAX: (613) 236-5041  
1 (800) 267-6551  
mccayduff@mccayduff.com  
WEB: www.mccayduff.com

BLAIR EDWARD DAVIDSON C.A.  
PROFESSIONAL CORPORATION

G W TRICKEY C.A.  
PROFESSIONAL CORPORATION

MARGARET N. EGAN C.A.  
PROFESSIONAL CORPORATION

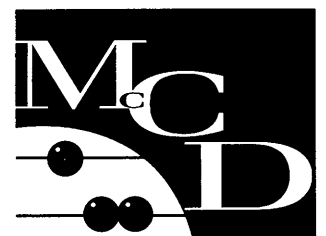
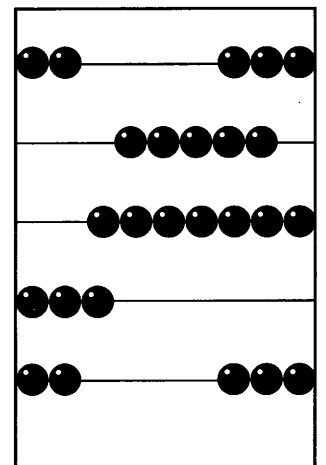
JASON T. HOWARTH C.A.  
PROFESSIONAL CORPORATION

KAREN M. FRAKE C.A.  
PROFESSIONAL CORPORATION

RYAN A. MILLER C.A.  
PROFESSIONAL CORPORATION

THOMAS W HOWARTH C.A.  
PROFESSIONAL CORPORATION  
CONSULTANT

ROBERT D SHANTZ C.A.  
PROFESSIONAL CORPORATION  
CONSULTANT



141 LAURIER AVE. WEST  
6TH FLOOR  
OTTAWA, ONTARIO K1P 5J3  
TEL: (613) 236-2367  
FAX: (613) 236-5041  
1 (800) 267-6551  
mccayduff@mccayduff.com  
WEB: www.mccayduff.com

**INDEPENDENT AUDITORS' REPORT**

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 present fairly, in all material respects, the financial position of Canadian Association of Gift Planners/Association Canadienne des Professionnels en Dons Planifiés as at January 31, 2012, and the results of its operations for the year then ended in accordance with Canadian generally accepted accounting principles.

**Report on Other Legal and Regulatory Requirements**

As required by the Canada Corporations Act, we report that, in our opinion, these accounting principles have been applied on a basis consistent with that of the preceding year.

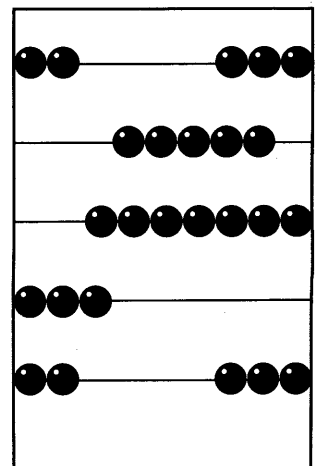
*McCay Duff LLP*

McCay Duff LLP,  
Licensed Public Accountants.

Ottawa, Ontario,  
March 19, 2012.

BLAIR EDWARD DAVIDSON C.A.  
PROFESSIONAL CORPORATION  
G W TRICKEY C.A.  
PROFESSIONAL CORPORATION  
MARGARET N. EGAN C.A.  
PROFESSIONAL CORPORATION  
JASON T. HOWARTH C.A.  
PROFESSIONAL CORPORATION  
KAREN M. FREAKE C.A.  
PROFESSIONAL CORPORATION  
RYAN A. MILLER C.A.  
PROFESSIONAL CORPORATION

THOMAS W HOWARTH C.A.  
PROFESSIONAL CORPORATION  
CONSULTANT  
ROBERT D SHANTZ C.A.  
PROFESSIONAL CORPORATION  
CONSULTANT



**CANADIAN ASSOCIATION OF GIFT PLANNERS/ASSOCIATION CANADIENNE DES  
PROFESSIONNELS EN DONS PLANIFIÉS**

**BALANCE SHEET**

**AS AT JANUARY 31, 2012**

	<u>2012</u>	<u>2011</u>
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash (note 5)	\$ 228,583	\$ 354,023
Short-term investments	363,722	362,610
Accounts receivable	20,410	995
Prepaid expenses	<u>68,847</u>	<u>76,610</u>
	681,562	794,238
<b>CAPITAL (note 6)</b>	<u>7,974</u>	<u>9,156</u>
	<u>\$ 689,536</u>	<u>\$ 803,394</u>

<b>LIABILITIES</b>		
<b>CURRENT</b>		
Accounts payable and accrued liabilities	\$ 51,670	\$ 53,347
Deferred revenue (note 7)	<u>363,163</u>	<u>381,403</u>
	414,833	434,750

<b>NET ASSETS</b>		
Unrestricted net assets	-	59,488
Reserve Stability Fund (note 8)	266,729	300,000
Invested in capital assets	<u>7,974</u>	<u>9,156</u>
	<u>274,703</u>	<u>368,644</u>
	<u>\$ 689,536</u>	<u>\$ 803,394</u>
Commitments (note 10)		

**Approved on behalf of the Board:**

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

**CANADIAN ASSOCIATION OF GIFT PLANNERS/ASSOCIATION CANADIENNE DES  
PROFESSIONNELS EN DONNS PLANIFIÉS**

**STATEMENT OF CHANGES IN NET ASSETS**

**FOR THE YEAR ENDED JANUARY 31, 2012**

	<u>Unrestricted</u>	<u>Reserve Stability Fund</u>	<u>Invested in Capital Assets</u>	<u>Total 2012</u>	<u>Total 2011</u>
<b>BALANCE - BEGINNING OF YEAR</b>	\$ 59,488	\$ 300,000	\$ 9,156	\$ 368,644	\$ 379,005
Net revenue (expenditure) for the year	( 91,013)	-	( 2,928)	( 93,941)	( 4,471)
Loss on disposal of capital assets	-	-	-	-	( 5,890)
Purchase of capital assets	( 1,746)	-	1,746	-	-
Net asset transfer (note 8)	<u>33,271</u>	<u>( 33,271)</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>BALANCE - END OF YEAR</b>	<u>\$ -</u>	<u>\$ 266,729</u>	<u>\$ 7,974</u>	<u>\$ 274,703</u>	<u>\$ 368,644</u>

**CANADIAN ASSOCIATION OF GIFT PLANNERS/ASSOCIATION CANADIENNE DES  
PROFESSIONNELS EN DONNS PLANIFIÉS**

**STATEMENT OF OPERATIONS**

**FOR THE YEAR ENDED JANUARY 31, 2012**

	<u>2012</u>	<u>2011</u>
<b>REVENUE</b>		
Membership fees	\$ 320,904	\$ 339,991
Conference fees (Schedule)	299,964	279,678
Education courses	128,762	169,199
Grant	194,407	153,184
Interest and other	<u>51,387</u>	<u>57,607</u>
	995,424	999,659
<b>EXPENDITURE</b>		
Salaries and wages	295,233	278,093
Conference (Schedule)	291,222	238,760
Grant	154,442	104,896
Administration	82,415	74,109
Education and honorariums	46,725	41,266
Accommodation	37,950	33,483
Partner fees	37,094	36,826
Meals	29,684	46,992
Travel	24,721	23,814
Professional fees	22,084	19,681
Website and computer	16,900	23,597
Management fees	11,240	32,707
Printing	9,909	11,271
Telephone and fax	9,351	16,247
Translation	8,267	10,712
Miscellaneous	5,000	5,000
Meeting facilities	4,200	3,402
Amortization	<u>2,928</u>	<u>3,274</u>
	<u>1,089,365</u>	<u>1,004,130</u>
<b>NET REVENUE (EXPENDITURE) FOR THE YEAR</b>	<b>\$(<u>93,941</u>)</b>	<b>\$(<u>4,471</u>)</b>

**CANADIAN ASSOCIATION OF GIFT PLANNERS/ASSOCIATION CANADIENNE DES  
PROFESSIONNELS EN DONNS PLANIFIÉS**

**STATEMENT OF CASH FLOWS**

**FOR THE YEAR ENDED JANUARY 31, 2012**

	<u>2012</u>	<u>2011</u>
<b>CASH PROVIDED BY (USED FOR)</b>		
<b>OPERATING ACTIVITIES</b>		
Cash from operations		
Net revenue (expenditure) for the year	\$( 93,941)	\$( 4,471)
Item not requiring an outlay of cash:		
- amortization	<u>2,928</u>	<u>3,274</u>
	( 91,013)	( 1,197)
Changes in non-cash working capital		
- accounts receivable	( 19,415)	1,753
- prepaid expenses	7,763	( 16,199)
- accounts payable and accrued liabilities	( 1,677)	31,916
- deferred revenue	<u>( 18,240)</u>	<u>( 18,254)</u>
	<u>( 31,569)</u>	<u>( 784)</u>
	( 122,582)	( 1,981)
<b>INVESTING ACTIVITIES</b>		
Purchase of capital assets	( 1,746)	( 2,360)
Short-term investments	<u>( 1,112)</u>	<u>( 1,154)</u>
	<u>( 2,858)</u>	<u>( 3,514)</u>
<b>CHANGE IN CASH POSITION DURING THE YEAR</b>	( 125,440)	( 5,495)
Cash position - beginning of year	<u>354,023</u>	<u>359,518</u>
<b>CASH POSITION - END OF YEAR</b>	<u>\$ 228,583</u>	<u>\$ 354,023</u>

**CANADIAN ASSOCIATION OF GIFT PLANNERS/ASSOCIATION CANADIENNE DES  
PROFESSIONNELS EN DONNS PLANIFIÉS**

**NOTES TO FINANCIAL STATEMENTS**

**JANUARY 31, 2012**

**1. PURPOSE OF THE ORGANIZATION**

Canadian Association of Gift Planners/Association Canadienne des Professionnels en Dons Planifiés was incorporated without share capital under Part II of the Canada Corporations Act. The purpose of the Association is to support philanthropy by fostering the development and growth of gift planning. For Canadian income tax purposes, the Association is qualified as a not-for-profit organization, which is exempt from income tax under the Income Tax Act.

**2. SIGNIFICANT ACCOUNTING POLICIES**

(a) Basis of Accounting

Revenues and expenses are recorded on the accrual basis whereby they are reflected in the accounts in the period in which they have been earned and incurred respectively, whether or not such transactions have been finally settled by the receipt or payment of money.

(b) Short-term Investments

Short-term investments are classified as held for trading and are recorded at fair value. Fair values are determined by reference to published price quotations in an active market at year-end.

(c) Capital Assets and Amortization

Capital assets are stated at cost, net of accumulated amortization. Amortization is provided as follows:

Computer equipment	30%	Reducing balance basis
Office equipment	20%	Reducing balance basis

One-half of the above rate is recorded in the year of acquisition.

(d) Revenue Recognition

The Association follows the deferral method of accounting for restricted contributions.

Conference revenue is recognized in the period in which the conference is held.

Membership fee revenue is recognized in the period in which it is earned.

Education course revenue is recognized in the period in which the specific course is held.

Grant revenue for restricted purposes is recognized in the period in which the related expenses are incurred.



**CANADIAN ASSOCIATION OF GIFT PLANNERS/ASSOCIATION CANADIENNE DES  
PROFESSIONNELS EN DONS PLANIFIÉS**

**NOTES TO FINANCIAL STATEMENTS**

**JANUARY 31, 2012**

**2. SIGNIFICANT ACCOUNTING POLICIES (Cont'd.)**

(e) Use of Estimates

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

(f) Volunteer Services

The Association receives the services of many volunteers, the cost of which cannot be reasonably estimated. Therefore, no representation of this expenditure has been included in these financial statements.

**3. FINANCIAL INSTRUMENTS**

The Association's financial instruments consist of cash, accounts receivable, short-term investments, and accounts payable and accrued liabilities. The fair values of these financial instruments approximate their carrying values, unless otherwise stated. It is management's opinion that the Association is not exposed to significant interest rate, currency or credit risks arising from these financial instruments.

**4. CAPITAL MANAGEMENT**

The Association considers its capital to be the balance maintained in its Net Assets. The primary objective of the Association is to invest its Capital in a manner that will allow it to continue as a going concern and comply with its stated objectives. Capital is invested under the direction of the Board of Directors of the Association with the objective of providing a reasonable rate of return, minimizing risk and ensuring adequate liquid investments are on hand for current cash flow requirements. The Association's Board of Directors have imposed certain restrictions on the use of capital as disclosed in note 8 to the financial statements. The Association is also subject to externally imposed requirements of its capital as disclosed in note 5 to the financial statements.

**5. CASH SUBJECT TO RESTRICTIONS**

The Association has been advanced funds for the Leave a Legacy Program which must be used only for related expenditures. Unexpended funds at year end amount to \$26,646 (2011 - \$76,053) and are recorded in deferred revenue.

**CANADIAN ASSOCIATION OF GIFT PLANNERS/ASSOCIATION CANADIENNE DES  
PROFESSIONNELS EN DONNS PLANIFIÉS**

**NOTES TO FINANCIAL STATEMENTS**

**JANUARY 31, 2012**

**6. CAPITAL ASSETS**

	<b>2012</b>		<b>2011</b>	
	<b>Cost</b>	<b>Accumulated Amortization</b>	<b>Net</b>	<b>Net</b>
Computer equipment	\$ 20,811	\$ 13,483	\$ 7,328	\$ 8,349
Office equipment	6,509	5,863	646	807
	<u>\$ 27,320</u>	<u>\$ 19,346</u>	<u>\$ 7,974</u>	<u>\$ 9,156</u>

**7. DEFERRED REVENUE**

Deferred revenue relates to membership fees received for which the term of membership continues into the following period, conference and course fees paid in advance and the remaining portion of Leave a Legacy Program grants which have not yet been expended.

	<b>2012</b>	<b>2011</b>
Conferences	\$ 156,788	\$ 140,363
Membership fees	146,717	144,548
Leave a Legacy Program	26,646	76,053
Education courses	21,213	20,439
Sponsorship	11,799	-
	<u>\$ 363,163</u>	<u>\$ 381,403</u>

**8. PURPOSE OF FUND**

**Reserve Stability Fund**

The Reserve Stability Fund is an internally restricted reserve set aside to cover minimum legal obligations in the event of an unexpected cash shortfall and to act as a reserve in the event of unusual circumstances. The Reserve need not be held as a separate asset but may be pooled with other Association assets.

Subsequent to year-end the Board of Directors approved for a transfer of net assets from the Reserve Stability Funds to the unrestricted net assets of the Association in order to eliminate the existing deficit at the end of the fiscal year.

**CANADIAN ASSOCIATION OF GIFT PLANNERS/ASSOCIATION CANADIENNE DES  
PROFESSIONNELS EN DONS PLANIFIÉS**

**NOTES TO FINANCIAL STATEMENTS**

**JANUARY 31, 2012**

**9. RELATED PARTIES**

There are twenty-two RoundTables operating in pre-approved geographic regions in Canada. RoundTables are operational committees of the CAGP-ACPDPTM. Since CAGP-ACPDPTM is one legal entity, the RoundTables are governed by the Letters Patent and By-Laws of CAGP-ACPDPTM. RoundTables provide educational, networking opportunities and local LEAVE A LEGACY™ activities for local CAGP-ACPDPTM members. The activities of the RoundTables are not accounted for in these financial statements.

**10. COMMITMENTS**

The Association has commitments relating to future training programs, conferences, and for faculty members. At a minimum, these commitments are for \$216,000.

**CANADIAN ASSOCIATION OF GIFT PLANNERS/ASSOCIATION CANADIENNE DES  
PROFESSIONNELS EN DONN PLANIFIÉS**

**SCHEDULE OF CONFERENCE FEES AND EXPENSES**

**FOR THE YEAR ENDED JANUARY 31, 2012**

	<u>2012</u>	<u>2011</u>
<b>FEES</b>		
Registration	\$ 168,935	\$ 148,526
Conference Sponsorship	<u>131,029</u>	<u>131,152</u>
	299,964	279,678
 <b>EXPENSES</b>		
Meals and catering	112,448	70,513
Management	59,091	67,320
Audio-visual	24,729	25,621
Postage and printing	24,732	12,783
Translation	12,389	14,458
Opening ceremonies	11,880	9,474
Speakers	8,925	9,211
Meeting facilities	1,705	5,940
Registration	12,891	4,561
Graphic design	3,823	6,033
Credit card fees	4,431	3,759
Telephone	3,688	2,497
Entertainment	2,600	2,000
Travel/mileage	5,496	1,234
Courier	1,069	1,118
Resource room	928	1,018
Miscellaneous	<u>397</u>	<u>1,220</u>
	<u>291,222</u>	<u>238,760</u>
 <b>NET CONFERENCE FEES</b>	 <u>\$ 8,742</u>	 <u>\$ 40,918</u>