

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

**FINANCIAL STATEMENTS**

**JANUARY 31, 2013 AND 2012**



**MCCAY DUFF LLP**  
Chartered Accountants

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## **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 statements of financial position as at January 31, 2013 and January 31, 2012, and the statements of operations, changes in net assets and cash flows for the years ended January 31, 2013 and January 31, 2012, 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 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.

### **Auditors' Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits 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.

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## **INDEPENDENT AUDITORS' REPORT**

We believe that the audit evidence we have obtained in our audits 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, 2013, January 31, 2012, and February 1, 2011, and the results of its operations and its cash flows for the years ended January 31, 2013 and January 31, 2012 in accordance with Canadian accounting standards for not-for-profit organizations.

### **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 21, 2013.

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

**STATEMENTS OF FINANCIAL POSITION**

**AS AT JANUARY 31, 2013 AND 2012**

	<b>ASSETS</b>	
	<u>2013</u>	<u>2012</u>
<b>CURRENT</b>		
Cash (note 5)	\$ 393,809	\$ 228,583
Short-term investments	203,576	363,722
Accounts receivable	5,613	20,410
Prepaid expenses	<u>84,840</u>	<u>68,847</u>
	687,838	681,562
 <b>CAPITAL</b> (note 6)	 <u>5,647</u>	 <u>7,974</u>
	 <u>\$ 693,485</u>	 <u>\$ 689,536</u>

<b>LIABILITIES</b>		
<b>CURRENT</b>		
Accounts payable and accrued liabilities (note 9)	\$ 149,712	\$ 51,670
Deferred revenue (note 7)	319,232	336,517
Deferred contributions (note 8)	<u>97,726</u>	<u>26,646</u>
	566,670	414,833

<b>NET ASSETS</b>		
Reserve Stability Fund	121,168	266,729
Invested in capital assets	<u>5,647</u>	<u>7,974</u>
	<u>126,815</u>	<u>274,703</u>
	<u>\$ 693,485</u>	<u>\$ 689,536</u>
 Commitments (note 11)		

**Approved on behalf of the Board:**

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

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

**STATEMENTS OF CHANGES IN NET ASSETS**

**FOR THE YEARS ENDED JANUARY 31, 2013 AND 2012**

	<u>Unrestricted</u>	<u>Reserve Stability Fund</u>	<u>Invested in Capital Assets</u>	<u>Total 2013</u>	<u>Total 2012</u>
<b>BALANCE - BEGINNING OF YEAR</b>	\$ -	\$ 266,729	\$ 7,974	\$ 274,703	\$ 368,644
Net revenue (expenses) for the year	( 145,561)	-	( 2,327)	(147,888)	( 93,941)
Net asset transfer (note 9)	<u>145,561</u>	<u>(145,561)</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>BALANCE - END OF YEAR</b>	<u>\$ -</u>	<u>\$ 121,168</u>	<u>\$ 5,647</u>	<u>\$ 126,815</u>	<u>\$ 274,703</u>

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

**STATEMENTS OF OPERATIONS**

**FOR THE YEARS ENDED JANUARY 31, 2013 AND 2012**

	<u>2013</u>	<u>2012</u>
<b>REVENUE</b>		
Membership fees	\$ 303,826	\$ 320,904
Conference fees (Schedule)	320,266	299,964
Education courses	117,197	128,762
Grant	73,921	194,407
Interest and other	<u>64,336</u>	<u>51,387</u>
	879,546	995,424
<b>EXPENSES</b>		
Salaries and wages	406,304	295,233
Conference (Schedule)	237,238	291,222
Grant	30,581	154,442
Administration	69,757	82,415
Education and honorariums	17,763	46,725
Accommodation	29,811	37,950
Partner fees	32,748	37,094
Meals	17,774	29,684
Travel	25,223	24,721
Professional fees	80,027	22,084
Website and computer	16,446	16,900
Management fees	26,401	11,240
Printing	7,436	9,909
Telephone and fax	10,127	9,351
Translation	8,274	8,267
Miscellaneous	5,000	5,000
Meeting facilities	4,197	4,200
Amortization	<u>2,327</u>	<u>2,928</u>
	<u>1,027,434</u>	<u>1,089,365</u>
<b>NET REVENUE (EXPENSES) FOR THE YEAR</b>	<b>\$(<u>147,888</u>)</b>	<b>\$(<u>93,941</u>)</b>

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

**STATEMENTS OF CASH FLOWS**

**FOR THE YEARS ENDED JANUARY 31, 2013 AND 2012**

	<u>2013</u>	<u>2012</u>
<b>CASH PROVIDED BY (USED FOR)</b>		
<b>OPERATING ACTIVITIES</b>		
Cash from operations		
Net revenue (expenses) for the year	\$( 147,888)	\$( 93,941)
Item not requiring an outlay of cash:		
- amortization	<u>2,327</u>	<u>2,928</u>
	( 145,561)	( 91,013)
Changes in non-cash working capital		
- accounts receivable	14,797	( 19,415)
- prepaid expenses	( 15,993)	7,763
- accounts payable and accrued liabilities	98,043	( 1,677)
- deferred revenue	( 17,285)	31,167
- deferred contributions	<u>71,079</u>	<u>( 49,407)</u>
	<u>150,641</u>	<u>( 31,569)</u>
	5,080	( 122,582)
<b>INVESTING ACTIVITIES</b>		
Purchase of capital assets	-	( 1,746)
Increase (decrease) in short-term investments	<u>160,146</u>	<u>( 1,112)</u>
	<u>160,146</u>	<u>( 2,858)</u>
<b>CHANGE IN CASH POSITION DURING THE YEAR</b>	165,226	( 125,440)
Cash - beginning of year	<u>228,583</u>	<u>354,023</u>
<b>CASH - END OF YEAR</b>	<u>\$ 393,809</u>	<u>\$ 228,583</u>

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

**NOTES TO FINANCIAL STATEMENTS**

**JANUARY 31, 2013 AND 2012**

**1. ORGANIZATION AND ACCOUNTING FRAMEWORK**

Canadian Association of Gift Planners/Association Canadienne des Professionnels en Dons Planifiés (the "Association") 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.

On February 1, 2012, the Association adopted Canadian accounting standards for not-for-profit organizations ("ASNPO"). These are the first financial statements prepared in accordance with ASNPO.

In accordance with the transitional provisions in ASNPO, the Association has adopted the changes retrospectively, subject to certain exemptions allowed under these standards. The transition date is February 1, 2011, and all comparative information provided has been presented by applying ASNPO.

There were no adjustments to net assets as at February 1, 2011 or net revenue (expenses) for the year ended January 31, 2012 as a result of the transition to ASNPO. Accordingly, a statement of financial position as at February 1, 2011 has not been presented with these financial statements.

**2. SIGNIFICANT ACCOUNTING POLICIES**

These financial statements are prepared in accordance with Canadian accounting standards for not-for-profit organizations. The Association's significant accounting policies are as follows:

(a) Revenue Recognition

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

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.



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

**NOTES TO FINANCIAL STATEMENTS**

**JANUARY 31, 2013 AND 2012**

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

**(b) 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.

**(c) Use of Estimates**

The preparation of financial statements in conformity with Canadian accounting for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets, liabilities, revenue and expenses and disclosure of contingent assets and liabilities. These estimates are reviewed periodically and adjustments are made to net income as appropriate in the year they become known.

**(d) Volunteer Services**

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

**(e) Financial Instruments**

The Association's financial instruments consist of cash, investments, accounts receivable and accounts payable and accrued liabilities.

**Measurement**

Financial instruments are recorded at fair value on initial recognition.

The Association subsequent measures its financial instruments as follows:

Cash, accounts receivable, and accounts payable and accrued liabilities are subsequently measured at amortized cost.

Investments are subsequently measured at fair value. Changes in fair value are recognized in net revenue

**Impairment**

Financial assets measured at amortized cost are tested for impairment when there are indicators of impairment. The amount of any write-down or subsequent recovery is recognized in net revenue.

**CANADIAN ASSOCIATION OF GIFT PLANNERS/ASSOCIATION CANADIENNE DES  
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**NOTES TO FINANCIAL STATEMENTS**

**JANUARY 31, 2013 AND 2012**

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

(f) 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.

**3. FINANCIAL RISKS AND CONCENTRATION OF RISKS**

It is management's opinion that the Association is not exposed to significant market, interest rate, liquidity, currency or credit risks arising from its financial instruments. There has been no change to the risk exposure from 2011.

**4. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES**

Included in accounts payable and accrued liabilities are government remittances payable of \$33,767 (2012 - \$20,663).

**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 \$97,726 (2012 - \$26,646) and are recorded in deferred revenue.

**6. CAPITAL ASSETS**

	<b>2013</b>		<b>2012</b>	
	<b>Cost</b>	<b>Accumulated Amortization</b>	<b>Net</b>	<b>Net</b>
Computer equipment	\$ 20,811	\$ 15,681	\$ 5,130	\$ 7,328
Office equipment	<u>6,509</u>	<u>5,992</u>	<u>517</u>	<u>646</u>
	<u>\$ 27,320</u>	<u>\$ 21,673</u>	<u>\$ 5,647</u>	<u>\$ 7,974</u>

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

**NOTES TO FINANCIAL STATEMENTS**

**JANUARY 31, 2013 AND 2012**

**7. DEFERRED REVENUE**

Deferred revenue relates to membership fees received for which the term of membership continues into the following period, conference, sponsorship and course fees paid in advance.

	<u>2013</u>	<u>2012</u>
Conferences	\$ 43,102	\$ 156,788
Memberships	142,609	146,717
Education courses	43,079	21,212
Deferred revenue - Sponsorship	<u>90,442</u>	<u>11,799</u>
	<u>\$ 319,232</u>	<u>\$ 336,516</u>

**8. DEFERRED CONTRIBUTIONS**

Deferred contributions are restricted for use on the applicable projects for which funding was received.

The summary of deferred contributions is as follows:

	<u>Balance - Beginning of Year</u>	<u>Less: Revenue Recognized</u>	<u>Plus: Amounts Received</u>	<u>Balance - End of Year</u>
Leave a Legacy Program	\$ <u>26,646</u>	\$ <u>26,646</u>	\$ <u>97,726</u>	\$ <u>97,726</u>

**9. RESERVE STABILITY FUND**

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

**10. RELATED PARTIES**

There are twenty-two RoundTables that are independent committees that support the mandate of the National Office in their pre-defined geographic area in Canada. RoundTables provide educational, networking opportunities and local LEAVE A LEGACY™ activities for local CAGP-ACPDF™ members. The activities of the RoundTables are not accounted for in these financial statements.

**11. COMMITMENTS**

The Association has commitments relating to future training programs, conferences, and for faculty members. At a minimum, these commitments are for \$245,600.

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

**SCHEDULE OF CONFERENCE FEES AND EXPENSES**

**FOR THE YEARS ENDED JANUARY 31, 2013 AND 2012**

	<u>2013</u>	<u>2012</u>
<b>FEES</b>		
Registration	\$ 184,051	\$ 168,935
Conference Sponsorship	<u>136,215</u>	<u>131,029</u>
	320,266	299,964
 <b>EXPENSES</b>		
Meals and catering	95,617	112,448
Management	60,501	59,091
Audio-visual	1,600	24,729
Postage and printing	19,724	24,732
Translation	2,257	12,389
Opening ceremonies	7,533	11,880
Speakers	4,964	8,925
Meeting facilities	5,601	1,705
Registration	9,529	12,891
Graphic design	5,270	3,823
Credit card fees	5,808	4,431
Telephone	1,126	3,688
Entertainment	6,125	2,600
Travel/mileage	9,842	5,496
Courier	609	1,069
Resource room	1,091	928
Miscellaneous	<u>41</u>	<u>397</u>
	<u>237,238</u>	<u>291,222</u>
 <b>NET CONFERENCE FEES</b>	 <u>\$ 83,028</u>	 <u>\$ 8,742</u>