

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

FINANCIAL STATEMENTS

JANUARY 31, 2015



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 statement of financial position as at January 31, 2015, 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 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 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.

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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, 2015, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

McCay Duff LLP

McCay Duff LLP,
Licensed Public Accountants.

Ottawa, Ontario,
March 25, 2015.

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

STATEMENT OF FINANCIAL POSITION

AS AT JANUARY 31, 2015

ASSETS		<u>2015</u>	<u>2014</u>
CURRENT			
Cash	\$	506,206	\$ 374,650
Accounts receivable		43,524	3,253
Prepaid expenses		<u>77,475</u>	<u>83,074</u>
		627,205	460,977
CAPITAL (note 4)		<u>10,315</u>	<u>11,020</u>
	\$	<u><u>637,520</u></u>	\$ <u><u>471,997</u></u>
LIABILITIES			
CURRENT			
Accounts payable and accrued liabilities (note 5)	\$	54,259	\$ 37,351
Due to Roundtables		24,893	17,168
Deferred revenue (note 6)		<u>484,730</u>	<u>362,179</u>
		563,882	416,698
NET ASSETS			
Unrestricted net assets		19,044	-
Reserve Stability Fund		44,279	44,279
Invested in capital assets		<u>10,315</u>	<u>11,020</u>
		<u>73,638</u>	<u>55,299</u>
	\$	<u><u>637,520</u></u>	\$ <u><u>471,997</u></u>
Commitments (note 8)			

Approved on behalf of the Board:

Director

Director

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

STATEMENT OF CHANGES IN NET ASSETS

FOR THE YEAR ENDED JANUARY 31, 2015

	<u>Unrestricted</u>	<u>Reserve Stability Fund</u>	<u>Invested in Capital Assets</u>	<u>Total 2015</u>	<u>Total 2014</u>
BALANCE - BEGINNING OF YEAR	\$ -	\$ 44,279	\$ 11,020	\$ 55,299	\$ 126,815
Net revenue (expenses) for the year	21,569	-	(3,230)	18,339	(71,516)
Purchase of capital assets	-	-	2,525	2,525	8,482
Transfer to invested in capital assets	<u>(2,525)</u>	<u>-</u>	<u>-</u>	<u>(2,525)</u>	<u>(8,482)</u>
BALANCE - END OF YEAR	<u>\$ 19,044</u>	<u>\$ 44,279</u>	<u>\$ 10,315</u>	<u>\$ 73,638</u>	<u>\$ 55,299</u>

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

STATEMENT OF OPERATIONS

FOR THE YEAR ENDED JANUARY 31, 2015

	<u>2015</u>	<u>2014</u>
REVENUE		
Conference fees (Schedule)	\$ 353,011	\$ 331,432
Membership fees	285,261	274,784
Education courses	183,365	130,866
Grants	95,000	97,726
Sponsorships	57,009	11,500
Job postings	19,000	22,275
Interest and other	<u>12,438</u>	<u>6,185</u>
	1,005,084	874,768
EXPENSES		
Salaries and wages	292,239	293,009
Conference expenses (Schedule)	259,720	248,583
Grants	74,496	82,204
Partner fees	65,968	48,644
Management fees	51,041	6,486
Administration	35,318	33,347
Meals	28,595	17,997
Education and honorariums	28,466	19,505
Website and computer	23,489	14,905
Rent	23,200	26,842
Financial professionals research project	22,500	-
Professional fees	21,222	70,978
Travel	19,408	28,097
Accommodation	14,420	21,671
Telephone and fax	11,824	14,102
Translation	6,847	4,217
Printing	3,530	7,107
Amortization	3,230	3,109
Meeting facilities	<u>1,232</u>	<u>5,481</u>
	<u>986,745</u>	<u>946,284</u>
NET REVENUE (EXPENSES) FOR THE YEAR	<u>\$ 18,339</u>	<u>\$ (71,516)</u>

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

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED JANUARY 31, 2015

	<u>2015</u>	<u>2014</u>
CASH PROVIDED BY (USED FOR)		
OPERATING ACTIVITIES		
Cash from operations		
Net revenue (expenses) for the year	\$ 18,339	\$(71,516)
Item not requiring an outlay of cash:		
- amortization	<u>3,230</u>	<u>3,109</u>
	21,569	(68,407)
 Changes in non-cash working capital		
- accounts receivable	(40,271)	2,360
- prepaid expenses	5,599	1,766
- accounts payable and accrued liabilities	16,908	(112,134)
- due to Roundtables	7,725	16,941
- deferred revenue	122,551	42,947
- deferred contributions	<u>-</u>	<u>(97,726)</u>
	<u>112,512</u>	<u>(145,846)</u>
	134,081	(214,253)
 INVESTING ACTIVITIES		
Purchase of capital assets	(2,525)	(8,482)
Decrease in short-term investments	<u>-</u>	<u>203,576</u>
	<u>(2,525)</u>	<u>195,094</u>
 CHANGE IN CASH POSITION DURING THE YEAR	131,556	(19,159)
 Cash - beginning of year	<u>374,650</u>	<u>393,809</u>
 CASH - END OF YEAR	<u>\$ 506,206</u>	<u>\$ 374,650</u>

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

NOTES TO FINANCIAL STATEMENTS

JANUARY 31, 2015

1. ORGANIZATION

Canadian Association of Gift Planners/Association Canadienne des Professionnels en Dons Planifiés (the "Association") was incorporated without share capital under the Canada Not-for-profit 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

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 and sponsorships 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.

Job posting revenue is recognized over the period in which the job posting is active.

(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 revenue (expenses) as appropriate in the year they become known.

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

JANUARY 31, 2015

2. SIGNIFICANT ACCOUNTING POLICIES (Cont'd.)

(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, short-term investments, accounts receivable, accounts payable and accrued liabilities and due to Roundtables.

Measurement

Financial instruments are recorded at fair value on initial recognition.

The Association subsequently measures its financial instruments as follows:

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

Short-term investments are subsequently measured at fair value. Changes in fair value are recognized in net revenue (expenses).

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 (expenses).

(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.

(g) Grants and contributions

Certain grants and contributions are subject to specific terms and conditions regarding the expenditure of the funds. In such cases, the Association's accounting records are subject to audit by the contributor to identify instances, if any, in which amounts charged against grants and contributions have not complied with the agreed terms and conditions and which therefore would be refundable to the contributor. Any adjustment to grants and contributions arising from such audit would be recorded in the year determined.

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

JANUARY 31, 2015

3. FINANCIAL RISKS AND CONCENTRATION OF RISKS

It is management's opinion that the Association is not exposed to significant market, interest rate, liquidity or currency risks arising from its financial instruments. There has been no change to these risk exposures from 2014.

Credit risk

Credit risk arises from the potential that a customer may default on its contractual obligations resulting in a financial loss. The Association is exposed to credit risk through accounts receivable. The Association performs ongoing credit evaluations of its customers' financial condition and limits the amount of credit extended when considered necessary.

4. CAPITAL ASSETS

	2015		2014	
	Cost	Accumulated Amortization	Net	Net
Computer equipment	\$ 27,186	\$ 19,966	\$ 7,220	\$ 7,500
Office equipment	10,741	7,646	3,095	3,520
	\$ 37,927	\$ 27,612	\$ 10,315	\$ 11,020

5. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

Included in accounts payable and accrued liabilities are government remittances payable of \$24,201 (2014 - \$1,721).

6. DEFERRED REVENUE

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

	2015	2014
Conference fees and sponsorships	\$ 136,283	\$ 162,684
Memberships	167,048	153,230
Sponsorships	119,741	-
Education courses	61,658	46,265
	\$ 484,730	\$ 362,179

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

JANUARY 31, 2015

7. 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-ACPDPTM members. The Association collects fees on the RoundTables' behalf but the economic activity of the individual RoundTables are excluded from the Association's reported results.

8. COMMITMENTS

The Association has engaged a company to perform website development services. The total cost of the contract is \$24,300.

The Association has commitments relating to partnerships with other organizations. The future payments relating to the contracts are based on the number of members in good standing. Estimated minimum commitment of these contracts based on current membership levels is \$26,097.

The Association has leased office space under an agreement which expires October 31, 2016. Future minimum payments under this lease for the next two years is \$45,087.

2016	\$	25,764
2017	\$	19,323

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

SCHEDULE OF CONFERENCE FEES AND EXPENSES

FOR THE YEAR ENDED JANUARY 31, 2015

	<u>2015</u>	<u>2014</u>
FEES		
Registration	\$ 217,230	\$ 199,740
Conference sponsorship	<u>135,781</u>	<u>131,692</u>
	353,011	331,432
 EXPENSES		
Meals and catering	109,293	88,570
Management	57,015	60,174
Audio-visual	28,852	25,486
Speakers	14,540	18,559
Postage and printing	13,548	18,882
Travel/mileage	8,929	7,857
Credit card fees	6,172	5,532
Graphic design	5,588	3,990
Registration	4,686	6,411
Entertainment	3,707	3,265
Translation	2,704	3,544
Meeting facilities	2,439	187
Resource room	887	469
Courier	613	703
Telephone	571	578
Miscellaneous	<u>176</u>	<u>4,376</u>
	<u>259,720</u>	<u>248,583</u>
 NET CONFERENCE FEES	 <u>\$ 93,291</u>	 <u>\$ 82,849</u>