

**Calgary Chamber of Voluntary Organizations**  
**Financial Statements**  
*April 30, 2016*

## Management's Responsibility

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To the Members of Calgary Chamber of Voluntary Organizations:

Management is responsible for the preparation and presentation of the accompanying financial statements, including responsibility for significant accounting judgments and estimates in accordance with Canadian accounting standards for not-for-profit organizations and ensuring that all information in the annual report is consistent with the statements. This responsibility includes selecting appropriate accounting principles and methods, and making decisions affecting the measurement of transactions in which objective judgment is required.

In discharging its responsibilities for the integrity and fairness of the financial statements, management designs and maintains the necessary accounting systems and related internal controls to provide reasonable assurance that transactions are authorized, assets are safeguarded and financial records are properly maintained to provide reliable information for the preparation of financial statements.

The Board of Directors and Audit Committee are composed entirely of members who are neither management nor employees of CCVO. The Board is responsible for overseeing management in the performance of its financial reporting responsibilities, and for approving the financial information included in the annual report. The Board fulfills these responsibilities by reviewing the financial information prepared by management and discussing relevant matters with management and external auditors. The Board is also responsible for recommending the appointment of the CCVO's external auditors.

MNP LLP, an independent firm of chartered professional accountants, is appointed by the members to audit the financial statements and report directly to them; their report follows. The external auditors have full and free access to, and meet periodically and separately with, both the Board and management to discuss their audit findings.

June 16, 2016



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Katherine van Kooy  
President and CEO

To the Members of Calgary Chamber of Voluntary Organizations:

We have audited the accompanying financial statements of Calgary Chamber of Voluntary Organizations, which comprise the statement of financial position as at April 30, 2016, 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.

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 Calgary Chamber of Voluntary Organizations as at April 30, 2016 and the results of its operations, changes in net assets and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Calgary, Alberta

June 16, 2016

*MNP LLP*

Chartered Professional Accountants

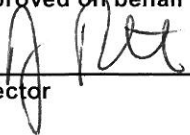
# Calgary Chamber of Voluntary Organizations


## Statement of Financial Position

*As at April 30, 2016*

	<b>2016</b>	<b>2015</b>
<b>Assets</b>		
<b>Current</b>		
Cash and cash equivalents (Note 3)	820,012	186,006
Term deposits (Note 4)	-	709,171
Marketable securities	148,104	-
Accounts receivable	39,800	16,786
Prepaid expenses and deposits	11,666	12,373
	1,019,582	924,336
<b>Capital assets (Note 5)</b>	<b>63,278</b>	<b>88,322</b>
	1,082,860	1,012,658
<b>Liabilities</b>		
<b>Current</b>		
Accounts payable and accrued liabilities (Note 6)	42,619	60,594
Deferred membership revenue - current	89,353	77,856
Deferred program grants - current (Note 7)	345,349	187,675
Deferred lease inducement - current	14,932	14,932
	492,253	341,057
<b>Deferred membership revenue</b>	<b>9,210</b>	<b>12,998</b>
<b>Deferred program grants (Note 7)</b>	<b>-</b>	<b>65,452</b>
<b>Deferred lease inducement</b>	<b>6,240</b>	<b>21,168</b>
	507,703	440,675
<b>Net Assets</b>		
Unrestricted	63,290	50,000
Internally restricted (Note 8)	469,761	469,761
Invested in capital assets	42,106	52,222
	575,157	571,983
	1,082,860	1,012,658

Approved on behalf of the Board

  
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 Director

  
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 Director

**Calgary Chamber of Voluntary Organizations**  
**Statement of Operations**  
*For the year ended April 30, 2016*

	<b>2016</b>	<b>2015</b>
<b>Revenue</b>		
Grants	971,588	912,749
Earned revenue	201,876	166,985
Membership fees	109,491	108,822
Donations and sponsorships	69,542	156,671
Other revenue	32,953	34,066
Interest	6,128	7,043
	<b>1,391,578</b>	1,386,336
<b>Expenses</b>		
Salaries and benefits	921,372	882,349
Memberships and events	106,238	111,008
Consulting	99,193	72,224
Rent	60,656	64,416
Office	52,035	49,546
Communications	42,653	44,667
Amortization	37,260	38,997
Meetings and travel	26,309	26,160
Dues, memberships, and professional fees	16,141	13,928
Insurance and bank charges	11,146	9,865
Goods and services tax	8,984	9,766
Professional development and support	4,521	6,824
	<b>1,386,508</b>	1,329,750
<b>Excess of revenue over expenses before other items</b>	<b>5,070</b>	56,586
<b>Other items</b>		
Unrealized loss on marketable securities	(1,896)	-
Loss on disposal of capital assets	-	(357)
	<b>(1,896)</b>	(357)
<b>Excess of revenue over expenses</b>	<b>3,174</b>	56,229

*The accompanying notes are an integral part of these financial statements*

## Calgary Chamber of Voluntary Organizations Statement of Changes in Net Assets

*For the year ended April 30, 2016*

	<i>Unrestricted</i>	<i>Internally restricted</i>	<i>Invested in capital assets</i>	<b>2016</b>	<b>2015</b>
<b>Net assets, beginning of year</b>	50,000	469,761	52,222	<b>571,983</b>	515,754
<b>Excess (deficiency) of revenue over expenses</b>	25,506	-	(22,332)	<b>3,174</b>	56,229
<b>Acquisition of capital assets</b>	(12,216)	-	12,216	-	-
<b>Net assets, end of year</b>	<b>63,290</b>	<b>469,761</b>	<b>42,106</b>	<b>575,157</b>	571,983

*The accompanying notes are an integral part of these financial statements*

# Calgary Chamber of Voluntary Organizations

## Statement of Cash Flows

For the year ended April 30, 2016

	2016	2015
<b>Cash provided by (used for) the following activities</b>		
<b>Operating</b>		
Cash receipts from grants	1,063,810	1,005,020
Cash received from other contributions	383,626	441,221
Cash receipts of interest	6,128	7,043
Cash paid for other program expenses	(430,543)	(394,808)
Cash paid for salaries and benefits	(929,327)	(882,349)
Cash paid for interest	(6,643)	(9,865)
	<b>87,051</b>	<b>166,262</b>
<b>Investing</b>		
Purchase of capital assets	(12,216)	(31,369)
Purchase of marketable securities	(150,000)	-
	<b>(162,216)</b>	<b>(31,369)</b>
<b>Change in cash and cash equivalents</b>	<b>(75,165)</b>	<b>134,893</b>
<b>Cash and cash equivalents, beginning of year</b>	<b>895,177</b>	<b>760,284</b>
<b>Cash and cash equivalents, end of year</b>	<b>820,012</b>	<b>895,177</b>
<b>Cash resources are composed of:</b>		
Cash and cash equivalents	820,012	186,006
Term deposits	-	709,171
	<b>820,012</b>	<b>895,177</b>

The accompanying notes are an integral part of these financial statements

# Calgary Chamber of Voluntary Organizations

## Notes to the Financial Statements

For the year ended April 30, 2016

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### 1. Incorporation and nature of the organization

The Calgary Chamber of Voluntary Organizations ("CCVO") was incorporated under the Alberta Companies Act on May 6, 2004 as a company limited by guarantee. The mission of CCVO is to promote and strengthen the non profit and voluntary sector by developing and sharing resources and knowledge, building connections, leading collaborative work, and giving voice to critical issues affecting the sector.

CCVO is registered as a charitable organization under the Income Tax Act ("the Act") and, as such, is exempt from income taxes and is able to issue donation receipts for income tax purposes. In order to maintain its status as a registered charity under the Act, CCVO must meet certain requirements within the Act. In the opinion of management, these requirements have been met.

### 2. Significant accounting policies

The financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations as issued by the Accounting Standards Board in Canada and include the following significant accounting policies:

#### **Cash and cash equivalents**

Cash and cash equivalents include cash and short-term investments cashable within three months or less.

#### **Term deposits**

Term deposits with prices quoted in an active market are measured at fair value. Changes in fair value are recorded immediately in the excess of revenue over expenses.

#### **Marketable securities**

Marketable securities are portfolio investments recorded at fair value for those with prices quoted in an active market, and cost less impairment for those that are not quoted in an active market. They have been classified as current assets in concurrence with the nature of the investment.

#### **Capital assets**

Purchased capital assets are recorded at cost. Contributed capital assets are recorded at fair value at the date of contribution.

Amortization is provided using methods and rates intended to amortize the cost of assets over their estimated useful lives.

	<b>Method</b>	<b>Rate</b>
Computer equipment	straight-line	3 years
Office furniture and equipment	straight-line	5 years
Leasehold improvements	straight-line	over life of lease

#### **Deferred lease inducement**

The deferred lease inducement consists of renovation costs paid by the landlord at the inception of the lease. This amount is amortized over the length of the lease.

#### **Revenue recognition**

CCVO 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. Membership revenue is recognized in the period to which they relate. Contributions related to capital assets are recognized in revenue in the year in which the related asset is amortized.

#### **Volunteer services**

Volunteers contribute a significant number of hours per year to assist CCVO in carrying out its activities. Because of the difficulty of determining their fair value, volunteer services are not recognized on the financial statements.



# Calgary Chamber of Voluntary Organizations

## Notes to the Financial Statements

*For the year ended April 30, 2016*

### 2. Significant accounting policies *(Continued from previous page)*

#### **Financial instruments**

CCVO recognizes its financial instruments when the CCVO becomes party to the contractual provisions of the financial instrument. All financial instruments are initially recorded at their fair value.

At initial recognition, CCVO may irrevocably elect to subsequently measure any financial instrument at fair value. CCVO has not made such an election during the year.

CCVO subsequently measures its cash and cash equivalents, term deposits and marketable securities at fair value. The fair value of the financial instruments approximate their carrying value due to the short-term nature of these instruments. All other financial assets and liabilities are subsequently measured at amortized cost.

Transaction costs and financing fees directly attributable to the origination, acquisition, issuance or assumption of financial instruments subsequently measured at fair value are immediately recognized in the statement of operations for the current period. Conversely, transaction costs and financing fees are added to the carrying amount for those financial instruments subsequently measured at amortized cost or cost.

#### **Use of estimates**

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenses during the reporting period.

Accounts receivable are stated after evaluation as to their collectability and an appropriate allowance for doubtful accounts is provided where considered necessary. Amortization is based on the estimated useful lives of capital assets.

These estimates and assumptions are reviewed periodically and, as adjustments become necessary they are reported in excess of revenue and expenses in the periods in which they become known.

### 3. Cash and cash equivalents

CCVO holds a short-term guaranteed investment certificate with a maturity date of May 30, 2016 (2015 - May 29, 2015). The certificate generates interest at 0.75% (2015 - 1.00%) per annum at the date of inception.

	2016	2015
Deposits on hand	-	5,465
Cash in bank	<b>720,012</b>	80,541
Term deposits	<b>100,000</b>	100,000
	<b>820,012</b>	186,006

### 4. Term deposits

	2016	2015
GICs - one year cashable	-	709,171
	-	709,171

At April 30, 2015, CCVO held short-term guaranteed investment certificates which matured on April 11, 2016 and April 27, 2016. The certificates generated interest at 0.65% per annum at the date of inception.

# Calgary Chamber of Voluntary Organizations

## Notes to the Financial Statements

*For the year ended April 30, 2016*

### 5. Capital assets

	<i>Cost</i>	<i>Accumulated amortization</i>	<i>2016 Net book value</i>	<i>2015 Net book value</i>
Computer equipment	70,140	51,117	19,023	22,797
Office furniture and equipment	66,890	57,336	9,554	6,308
Leasehold improvements	140,788	106,087	34,701	59,217
	<b>277,818</b>	<b>214,540</b>	<b>63,278</b>	<b>88,322</b>

### 6. Accounts payable and accrued liabilities

There are \$nil (2015 - \$nil) government remittances payable at year-end.

### 7. Deferred program grants

	<i>2016</i>	<i>2015</i>
Balance, beginning of year	253,127	160,856
Amount received during the year	1,063,810	1,005,020
Less: amounts recognized as revenue during the year	(971,588)	(912,749)
	<b>345,349</b>	253,127
Less: current portion	(345,349)	(187,675)
Long-term portion, end of year	-	65,452

### 8. Restrictions on net assets

The Board of Directors established an internally restricted fund with the intent of being able to cover one year's operating expenses and contingencies for CCVO. These funds are not available for use without the approval of the Board of Directors.

During the year, \$nil (2015 - \$51,906) was transferred from the unrestricted fund to the internally restricted fund.

### 9. Commitments

CCVO is committed to leasing one premise requiring minimum monthly lease payments plus operating costs. This lease expires on September 30, 2022.

CCVO is also committed to leasing a photocopier requiring minimum quarterly lease payments. This lease expires on September 30, 2018. Annual payments, excluding the operating costs, under the leases over the next five years are as follows:

2017	41,464
2018	43,297
2019	42,253
2020	44,817
2021	47,393