

**CANADIAN EVALUATION SOCIETY -
NATIONAL CAPITAL CHAPTER**

FINANCIAL STATEMENTS

JUNE 30, 2013

CONTENTS

INDEPENDENT AUDITORS' REPORT

FINANCIAL STATEMENTS

STATEMENT OF FINANCIAL POSITION

STATEMENT OF OPERATIONS AND CHANGES IN NET ASSETS

STATEMENT OF CASH FLOWS

NOTES TO THE FINANCIAL STATEMENTS

1
2
3
4



PARKER PRINS LEBANO

Chartered Accountants

Professional Corporation

INDEPENDENT AUDITORS' REPORT

To the Members of the:

CANADIAN EVALUATION SOCIETY - NATIONAL CAPITAL CHAPTER

Report on the Financial Statements

We have audited the accompanying financial statements of the **CANADIAN EVALUATION SOCIETY - NATIONAL CAPITAL CHAPTER**, which comprise the Statement Of Financial Position as at June 30, 2013, 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.

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 auditor's 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 organization'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 organization'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 the **CANADIAN EVALUATION SOCIETY - NATIONAL CAPITAL CHAPTER** as at June 30, 2013, and its financial performance and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

A handwritten signature in black ink, appearing to read 'Parker Prins Lebano'.

Parker Prins Lebano Chartered Accountants Professional Corporation
Authorized to practice public accounting by The Institute of Chartered Accountants of Ontario

Ottawa, Ontario
September 3, 2013

CANADIAN EVALUATION SOCIETY - NATIONAL CAPITAL CHAPTER
STATEMENT OF FINANCIAL POSITION
AS AT JUNE 30, 2013

	<u>2013</u>	<u>2012</u>
ASSETS		
CURRENT		
Cash	\$ 84,078	\$ 37,321
Short-term investments	28,123	27,970
Accounts receivable	13,736	14,484
Due from Canadian Evaluation Society (note 5)	3,402	2,783
Prepaid expenses	<u>830</u>	<u>608</u>
	<u>\$ 130,169</u>	<u>\$ 83,166</u>
LIABILITIES		
CURRENT		
Accounts payable and accrued liabilities	<u>\$ 12,845</u>	<u>\$ 9,780</u>
NET ASSETS		
Internally restricted net assets (note 4)	35,000	35,000
Unrestricted net assets (note 7)	<u>82,324</u>	<u>38,386</u>
	<u>117,324</u>	<u>73,386</u>
	<u>\$ 130,169</u>	<u>\$ 83,166</u>

Approved by the Board:

_____ Director _____ Director

CANADIAN EVALUATION SOCIETY - NATIONAL CAPITAL CHAPTER
STATEMENT OF OPERATIONS AND CHANGES IN NET ASSETS
FOR THE YEAR ENDED JUNE 30, 2013

	<u>2013</u> <u>Budget</u>	<u>2013</u> <u>Actual</u>	<u>2012</u> <u>Actual</u>
REVENUE			
Chapter membership fee share	\$ 11,764	\$ 11,415	\$ 11,533
Course registration fees	115,200	120,216	77,427
Annual Learning Event	44,000	56,279	58,042
Breakfast sessions	722	310	531
Interest income	150	161	147
	<u>171,836</u>	<u>188,381</u>	<u>147,680</u>
EXPENDITURE			
Administration	22,043	21,499	18,278
Membership services	463	1,210	454
Website	5,413	7,798	2,920
Course expenses	82,071	65,868	53,175
Annual Learning Event	39,630	39,912	37,310
Breakfast sessions	13,557	8,156	9,969
	<u>163,177</u>	<u>144,443</u>	<u>122,106</u>
EXCESS OF REVENUE OVER EXPENDITURE	8,659	43,938	25,574
NET ASSETS, BEGINNING OF YEAR	<u>73,386</u>	<u>73,386</u>	<u>47,812</u>
NET ASSETS, END OF YEAR	<u>\$ 82,045</u>	<u>\$ 117,324</u>	<u>\$ 73,386</u>

CANADIAN EVALUATION SOCIETY - NATIONAL CAPITAL CHAPTER
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2013

	<u>2013</u>	<u>2012</u>
CASH FLOWS FROM (USED FOR) OPERATING ACTIVITIES		
Excess of revenue over expenditure	\$ 43,938	\$ 25,574
Net changes in non-cash items related to operations:		
Accounts receivable	748	22,285
Due from Canadian Evaluation Society	(619)	10
Prepaid expenses	(222)	440
Accounts payable and accrued liabilities	<u>3,065</u>	<u>(13,093)</u>
Cash provided by operations	<u>46,910</u>	<u>35,216</u>
CASH FLOWS USED FOR INVESTING ACTIVITIES		
Short-term investments	<u>(153)</u>	<u>(147)</u>
INCREASE IN CASH	46,757	35,069
CASH, BEGINNING OF YEAR	<u>37,321</u>	<u>2,252</u>
CASH, END OF YEAR	<u>\$ 84,078</u>	<u>\$ 37,321</u>

CANADIAN EVALUATION SOCIETY - NATIONAL CAPITAL CHAPTER
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2013

1. ADOPTION OF CANADIAN ACCOUNTING STANDARDS FOR NOT-FOR-PROFIT ORGANIZATIONS

Effective July 1, 2012, the organization adopted the requirements of the Canadian Institute of Chartered Accountants (CICA) Handbook - Accounting Part III, electing to adopt the new accounting framework: Canadian accounting standards for not-for-profit organizations (ASNFPPO). Organizations that adopt Part III of the Handbook also adopt the accounting standards for private enterprises (ASPE; Part II of the CICA Handbook) to the extent accounting standards are not specifically addressed in Part III. These are the organization's first financial statements prepared in accordance with ASNFPPO which has been applied retrospectively. The accounting policies set out in the significant accounting policy note below have been applied in preparing these financial statements for the year ended June 30, 2013, and the comparative information presented in these financial statements for the year ended June 30, 2012. Management has determined the changes to the financial statements resulting from the adoption of ASNFPPO are not material and thus have not presented an opening statement of financial position as at July 1, 2011 (the organization's date of transition).

The organization issued financial statements for the year ended June 30, 2012 using Canadian generally accepted accounting principles prescribed by CICA Handbook - Accounting Part V. The adoption of ASNFPPO had no impact on the previously reported assets, liabilities, or net assets of the organization, and accordingly, no adjustments have been recorded in the comparative statements of financial position, operations and changes in net assets, and cash flows. Certain of the organization's disclosures included in these financial statements reflect the new disclosure requirements of ASNFPPO.

2. PURPOSE OF THE ORGANIZATION

The Canadian Evaluation Society - National Capital Chapter is a fully recognized local of the Canadian Evaluation Society with all the rights, privileges and obligations as detailed in the Letters Patent and By-Laws of the Society.

In addition to supporting the objectives of the Society, the Chapter operates a program of meetings, seminars, professional development and other activities on program evaluation for the members of the Society.

The Canadian Evaluation Society - National Capital Chapter is a non-profit organization, is not incorporated and is not subject to income taxes.

3. SIGNIFICANT ACCOUNTING POLICIES

REVENUE RECOGNITION

The Chapter follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenditure is 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.

Restricted investment income is recognized as revenue when the courses, workshops and seminars are held.

CANADIAN EVALUATION SOCIETY NATIONAL CAPITAL CHAPTER
NOTES TO THE FINANCIAL STATEMENTS (continued)
JUNE 30, 2013

3. SIGNIFICANT ACCOUNTING POLICIES (continued)

CONTRIBUTED SERVICES

The Chapter is dependent on the voluntary services of its members. Because of the difficulty of determining their fair value, contributed services are not recognized in the financial statements.

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 disclosures of contingent assets and liabilities at the balance sheet date and the reported amounts of revenue and expenditure during the year. Actual results could differ from those estimates.

SHORT TERM INVESTMENTS

Short-term investments are recorded at cost which is equal to market value.

4. INTERNALLY RESTRICTED NET ASSETS

On October 1, 2008, the Board of Directors approved a Special Administrative Reserve of \$22,000 effective in 2009 to cover two years of administrative fees from Willow Group in the event of the dissolution of the Chapter. On October 5, 2011, the Board of Directors approved an increase to the Reserve to \$35,000.

5. RELATED PARTY TRANSACTIONS

The Canadian Evaluation Society pays 20% of the membership fees collected to the local chapters. This amount is shown in revenue as chapter membership fee share. Due from Canadian Evaluation Society includes \$3,358 (2012 - \$2,783) with respect to these transactions.

The National Capital Chapter receives payments for Canadian Evaluation Society membership fees from course registrants and forwards these fees to the Society. At June 30, 2013, \$1,320 in fees were owing to the Society (2012 - \$0).

The National Capital Chapter pays Canadian Evaluation Society to assist in providing certain courses. Fees of \$960 (2012 - \$880) are in course, conference and seminar expenses. At June 30, 2013, \$960 in fees were owing to the Society (2012 - \$880).

6. FINANCIAL INSTRUMENTS

The National Capital Chapter's financial instruments consist of cash, short-term investments, accounts receivable, due from (to) Canadian Evaluation Society, accounts payable and accrued liabilities. Financial instruments are initially recorded at their fair values at the transaction date. Because of the short-term nature of the Chapter's financial instruments, management believes that recorded values approximate current fair values.

CANADIAN EVALUATION SOCIETY - NATIONAL CAPITAL CHAPTER
NOTES TO THE FINANCIAL STATEMENTS (continued)
JUNE 30, 2013

7. CAPITAL MANAGEMENT

The Chapter considers its capital to be its net assets retained. This is generally the difference between assets and liabilities as reported on the statement of financial position. This consists of internally restricted net assets in the amount of \$35,000 (2012 - \$35,000) and unrestricted net assets in the amount of \$82,324 (2012 - \$38,386). Internally restricted net assets are described in note 4. Unrestricted net assets consist of the accumulated balance of revenue in excess of expenditure of the Chapter since its inception. The Chapter's objective when managing capital is to safeguard its ability to continue as a going concern so that it can continue to provide delivery of its services to its members.

8. COMMITMENTS

The Chapter has commitments of \$8,250 for consultant services in the coming year. In addition, the Chapter has commitments of approximately \$4,000 for hotel, banquet and hospitality costs in the coming year for upcoming courses.

9. COMPARATIVE FIGURES

Certain of the comparative figures have been reclassified in order to conform with the current financial statement presentation.