

Alberta Hospice Palliative Care Association

FINANCIAL STATEMENTS

MARCH 31, 2018

ALBERTA HOSPICE PALLIATIVE CARE ASSOCIATION

March 31, 2018

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ALBERTA HOSPICE PALLIATIVE CARE ASSOCIATION

Independent Auditor's Report

To the Members of:
Alberta Hospice Palliative Care Association

I have audited the accompanying financial statements of Alberta Hospice Palliative Care Association (the Association), which comprise the statement of financial position as at March 31, 2018, 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.

Auditor's Responsibility

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I comply with ethical requirements and plan and perform an 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 Association'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.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Opinion

In my opinion, the financial statements present fairly, in all material respects, the financial position of Alberta Hospice Palliative Care Association as at March 31, 2018, and the results of its operations and its cash flows for the year then ended in accordance with Part III - Canadian Accounting Standards for Not-for-Profit Organizations.

Calgary, Alberta
September 27, 2018



Chartered Professional Accountant

ALBERTA HOSPICE PALLIATIVE CARE ASSOCIATION

Statement of Financial Position

As at March 31, 2018

	<u>2018</u>	<u>2017</u>
Assets		
Current Assets		
Cash	\$ 19,720	\$ 36,605
Restricted cash	67,013	32,938
General account GIC (Note 3)	<u>80,381</u>	<u>79,617</u>
Total cash and cash equivalents	<u>167,114</u>	<u>149,160</u>
Taxes receivable - GST	<u>850</u>	<u>851</u>
Total current assets	<u>167,964</u>	<u>150,011</u>
Capital assets (Note 4)	<u>-</u>	<u>278</u>
	<u>167,964</u>	<u>150,289</u>
Liabilities & Equity		
Current Liabilities		
Accounts payable and accrued liabilities (Note 10)	5,800	5,545
Deferred revenue (Note 6)	<u>70,838</u>	<u>32,938</u>
	<u>76,638</u>	<u>38,483</u>
Net Assets		
Invested in capital assets	-	278
Unrestricted (Note 10)	<u>91,326</u>	<u>111,528</u>
	<u>91,326</u>	<u>111,806</u>
	<u>\$ 167,964</u>	<u>\$ 150,289</u>

Approved on Behalf of the Board:

_____ Director

_____ Director

ALBERTA HOSPICE PALLIATIVE CARE ASSOCIATION

Statement of Changes In Net Assets For the Year Ended March 31, 2018

	<u>Invested In</u> <u>Capital</u> <u>Assets</u>	<u>Unrestricted</u>	<u>Total</u> <u>2018</u>	<u>Total</u> <u>2017</u>
Net Assets, Beginning of Year	\$ 278	\$ 111,528	\$ 111,806	\$ 99,738
Increase (Decrease)	<u>(278)</u>	<u>(20,202)</u>	<u>(20,480)</u>	<u>12,068</u>
Net Assets, End of Year)	\$ <u>-</u>	\$ <u>91,326</u>	\$ <u>91,326</u>	\$ <u>111,806</u>

ALBERTA HOSPICE PALLIATIVE CARE ASSOCIATION

Statement of Operations

For the Year Ended March 31, 2018

	<u>2018</u>	<u>2017</u>
Revenue		
Casino (Note 7)	\$ 34,281	\$ 55,421
Donations - general	16,825	20,938
Donations - special (Note 7)	1,242	13,250
Grants	35,000	33,700
Interest	764	548
Memberships (Note 10)	10,520	8,740
Raffle revenue	2,295	1,497
Roadshow sponsorship and registration (Note 7)	<u>27,651</u>	<u>17,329</u>
	<u>128,578</u>	<u>151,423</u>
EXPENSES		
Advertising and promotion	3,073	3,520
Accounting fees	2,560	2,550
Awards and scholarships	1,242	-
Bank charges	686	680
Casino expenses	2,574	-
Computer & web support	2,221	2,802
Depreciation expenses	278	70
Imagine project	10,050	9,748
Insurance	1,248	1,245
Meeting room and food expenses	2,409	2,108
Office stationery and supplies	1,452	1,198
Other licenses and memberships	600	675
Marketing media project	-	6,833
Rent	12,480	12,480
Roadshows	19,231	12,188
Salaries and wages	57,909	40,896
Sub-contracts	18,246	34,308
Telephone and telecommunications	2,081	1,869
Travel	6,139	5,699
Video life project	3,990	-
Volunteer appreciation	<u>589</u>	<u>486</u>
	<u>149,058</u>	<u>139,355</u>
Excess revenue (expense)	<u>\$ (20,480)</u>	<u>\$ 12,068</u>

ALBERTA HOSPICE PALLIATIVE CARE ASSOCIATION

Cash Flow Statement

For the Year Ended March 31, 2018

	<u>2018</u>	<u>2017</u>
Cash Provided by Operating Expenses		
Excess revenue (expense)	\$ (20,480)	\$ 12,068
Items not requiring an outlay of cash:		
Amortization	<u>278</u>	<u>70</u>
	<u>(20,202)</u>	<u>12,138</u>
Changes in Non-Cash Working Capital		
Taxes receivable - GST	1	(186)
Accounts payable and accrued charges	255	3,382
Deferred revenue	<u>37,900</u>	<u>31,669</u>
	<u>38,156</u>	<u>34,865</u>
Net Increase (Decrease) in Cash and Cash Equivalents	17,954	47,003
Net Cash and Cash Equivalents, beginning of year	<u>149,160</u>	<u>102,157</u>
Net Cash and Cash Equivalents, end of year	<u>167,114</u>	<u>149,160</u>
Cash interest earned	<u>764</u>	<u>548</u>
Cash balance consisting of:		
Unrestricted cash	19,720	36,605
Restricted cash	67,013	32,938
General account GIC	<u>80,381</u>	<u>79,617</u>
	<u>\$ 167,114</u>	<u>\$ 149,160</u>

ALBERTA HOSPICE PALLIATIVE CARE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

MARCH 31, 2018

1. Purpose of the Organisation

The Alberta Hospice Palliative Care Association (the Association) was registered on July 16, 1993 under the Societies Act of Alberta and is exempt from income tax under section 149 of the income tax act. The goal of the Association is to promote awareness of Albertans living with a life limiting or life threatening illness that will require hospice palliative care services. The Association is striving to become the voice of hospice palliative care patients, professionals and volunteers in Alberta.

2. Summary of Significant Accounting Policies

(a) Generally Accepted Accounting Principles

The accounting policies of the Association conform in all material respects with Part III - Canadian Accounting Standards for Not-for-Profit Organizations.

(b) Revenue Recognition

Casino revenues are restricted funds received and recorded as revenue to the extent they were used in the period and the remainder as deferred contributions. As the funds are used they are recognized in revenue to match the corresponding expense in that period.

Donations - general are recognized as revenue when received. Pledged donations are not recognized until the funds are received.

Donations - special are unrestricted funds that are received from large one time donations. They are recognized as revenue when received.

Grants are restricted funds received and recorded as revenue to the extent they were used in the period and the remainder as deferred contributions. As the funds are used they are recognized in revenue to match the corresponding expense in that period.

Interest income is recognized as revenue when received or when receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Memberships are recognized as revenue when received.

Other miscellaneous revenue is from the sale of branded merchandise and is recognized in revenue when the sale is made.

Roadshow sponsorship and registration is recognized in revenue when received.

Scholarships are restricted funds received and recorded as as revenue to the extent they were used in the period and the remainder as deferred contributions. As the funds are used they are recognized in revenue to match the corresponding expense in that period.

ALBERTA HOSPICE PALLIATIVE CARE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

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(c) Capital Assets

Capital assets are recorded at cost. Amortization is provided annually using the declining balance method at rates calculated to write-off the assets over their estimated useful lives as follows:

Furniture and fixtures	- 20%
Computer equipment	- 50%

(d) Cash and Cash Equivalents

The Association's policy is to disclose bank balances including GICs under cash and cash equivalents.

(e) Measurement of Financial Instruments

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

3. Marketable Securities

The \$80,381.06 General GICs are comprised of:

Amount	Dates Issued	Dates of Maturity	Interest Rates
\$26,277.88	August 29, 2017	August 29, 2019	0.3753%
\$27,624.04	September 5, 2017	September 5, 2019	0.3333%
\$26,479.14	April 26, 2016	April 26, 2021	0.5940%.

4. Capital Assets

	<u>Cost</u>	<u>Amortization</u>	<u>Net 2018</u>	<u>Net 2017</u>
Furniture and fixtures	\$ 1,179	\$ 1,179	\$ -	\$ 278
Computers and software	<u>3,391</u>	<u>3,391</u>	<u>-</u>	<u>-</u>
	<u>\$ 4,570</u>	<u>\$ 4,570</u>	<u>\$ -</u>	<u>\$ 278</u>

5. Use of Estimates

The preparation of financial statements, in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions. Management has made an estimate of the amount of amortization of assets for the year and for the amount of accrued on short term investments.

ALBERTA HOSPICE PALLIATIVE CARE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

MARCH 31, 2018

6. Restricted Funds and Deferred Revenue

The restricted funds are comprised of casino cash \$48,420, roadshow cash \$9,585 scholarship cash \$9,008 and membership cash \$3,825.

The casino cash is restricted to administrative cost - maximum 10%, awareness projects, promotional activities, resource materials, travel (in province), wages/salaries, fees for service and honorariums.

The roadshow cash is restricted to roadshow expenses.

The scholarship cash is restricted to providing scholarships to selected individuals to assist with the cost of obtaining education, knowledge and awareness of hospice palliative issues.

The membership cash is related to memberships for the following year, but paid in the current.

7. Reported Revenue Reconciliation

	Casino revenue	Roadshow sponsorship	Donations - special
Revenue collected during the year	\$ 66,829	28,420	\$ 2,000
Revenue recognized from prior deferred	15,872	8,816	1,242
Less amount deferred current year	<u>48,420</u>	<u>9,585</u>	<u>2,000</u>
Revenue per statement of operations	<u>\$ 34,281</u>	<u>27,651</u>	<u>\$ 1,242</u>

8. Capital Disclosures

The Association's primary objective in managing its capital is to focus on and monitor liquidity and cash flow. Management monitors liquidity and cash flow in order to maintain financial flexibility to ensure sufficient operating funds exist to settle obligations as they arise. The Association's capital consists of its unrestricted and restricted net assets.

9. Contributed Hours

During the year the Association's board of directors meets to discuss the performance and direction of the Association. Volunteers are involved in many aspects of the Association. There is no way to ascertain the value of the directors' and volunteers' contributed hours and as such they are not accounted for in the financial statements.

10. Comparative Figures

A correction to the year end cut off for membership revenues has changed the 2017 comparative figures. The adjustment was due to revenue being recorded before the membership period began. The following accounts were adjusted for the 2017 comparative figures by the following amounts:

Memberships	\$3,160 decrease
Accounts payable	\$3,160 increase
Due to above this causes the following changes:	
Unrestricted net assets	\$3,160 decrease