

ONTARIO CAMPS ASSOCIATION

Financial Statements

September 30, 2014

Marinucci & Company
Chartered Accountants

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Independent Auditors' Report

To the Directors of Ontario Camps Association:

We have audited the accompanying financial statements of Ontario Camps Association, which comprise the balance sheet as at September 30, 2014 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 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 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 for a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Ontario Camps Association as at September 30, 2014 and the results of its operations, changes in net assets and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Marinucci & Company

Toronto Ontario
November 20, 2014

Chartered Accountants
Licensed Public Accountants

ONTARIO CAMPS ASSOCIATION

Balance Sheet as at September 30, 2014

	2014	2013
ASSETS		
Current:		
Cash and cash equivalents (Note 5)	\$ 570,273	\$ 392,881
Amounts receivable	847	1,413
Prepaid expenses	<u>13,894</u>	<u>15,434</u>
	585,014	409,728
Capital assets, net (Note 4)	<u>17,000</u>	<u>24,500</u>
	<u>\$ 602,014</u>	<u>\$ 434,228</u>
LIABILITIES		
Current:		
Amounts payable and accrued liabilities	\$ 16,573	\$ 17,202
GST/HST payable	40,141	25,899
Deferred revenues	<u>353,243</u>	<u>259,251</u>
	<u>409,957</u>	<u>302,352</u>
NET ASSETS		
Internally restricted – Legacy Fund (Note 5)	67,255	55,219
Unrestricted	<u>124,802</u>	<u>76,657</u>
	<u>192,057</u>	<u>131,876</u>
	<u>\$ 602,014</u>	<u>\$ 434,228</u>

Commitments (Note 6)

On behalf of the Board:  Director

 Director

See accompanying Notes to Financial Statements

ONTARIO CAMPS ASSOCIATION

Statement of Changes in Net Assets

Year ended September 30, 2014

	Legacy Fund	Unrestricted	Total 2014	Total 2013
Balance, beginning of year	\$ 55,219	\$ 76,657	\$ 131,876	\$ 163,203
Excess (deficiency) of revenues over expenses	-	60,181	60,181	(31,327)
Transfers (Note 5)	<u>12,036</u>	<u>(12,036)</u>	<u>-</u>	<u>-</u>
Balance, end of year	<u>\$ 67,255</u>	<u>\$ 124,802</u>	<u>\$ 192,057</u>	<u>\$ 131,876</u>

See accompanying Notes to Financial Statements

ONTARIO CAMPS ASSOCIATION

Statement of Operations

For the year ended September 30, 2014

	2014	2013
REVENUES		
Membership fees	\$ 360,719	\$ 341,812
Workshops and conferences	113,894	115,447
Sales	53,065	45,507
Sponsorships and donations	28,623	37,753
Interest	2,586	2,183
Other	<u>2,344</u>	<u>1,516</u>
	<u>561,231</u>	<u>544,218</u>
OPERATING EXPENSES		
Staffing	196,385	206,217
Programs	134,786	134,240
Occupancy (Note 6)	47,275	51,854
Office and general	37,286	39,321
Legal	17,151	20,777
Committees	13,915	18,569
Government relations	12,477	34,108
Insurance	11,632	12,582
Publications and education	9,411	12,790
Canadian Camping Association fees	8,232	9,942
Audit	5,000	5,000
Amortization of capital assets (Note 4)	<u>7,500</u>	<u>7,250</u>
	<u>501,050</u>	<u>552,650</u>
EXCESS (DEFICIENCY) OF OPERATING REVENUES OVER EXPENSES	60,181	(8,432)
OTHER EXPENSE ITEMS (Note 7):		
Website development costs	-	19,015
Inventory writedown	<u>-</u>	<u>3,880</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	<u>\$ 60,181</u>	<u>\$ (31,327)</u>

See accompanying Notes to Financial Statements

ONTARIO CAMPS ASSOCIATION

Statement of Cash Flows

For the year ended September 30, 2014

	2014	2013
Cash generated (used in):		
OPERATING ACTIVITIES:		
Excess of revenues over expenses	\$ 60,181	\$ (31,327)
Add (deduct) items not involving cash:		
Amortization of capital assets and website development costs	7,500	7,250
Impact on cash of changes in non-cash working capital items:		
Amounts receivable	566	2,124
Inventory	-	3,880
Prepaid expenses	1,540	4,984
Amounts payable and accrued liabilities	13,613	(11,345)
Deferred revenues	<u>93,992</u>	<u>12,964</u>
	<u>177,392</u>	<u>(11,470)</u>
INVESTING ACTIVITIES:		
Purchase of capital assets	<u>-</u>	<u>(11,750)</u>
INCREASE (DECREASE) IN CASH	177,392	(23,220)
CASH AND CASH EQUIVALENTS, beginning of year	<u>392,881</u>	<u>416,101</u>
CASH AND CASH EQUIVALENTS, end of year	<u>\$ 570,273</u>	<u>\$ 392,881</u>

See accompanying Notes to Financial Statements

ONTARIO CAMPS ASSOCIATION

Notes to Financial Statements

September 30, 2014

1. ORGANIZATION AND NATURE OF OPERATIONS

The Ontario Camps Association ("OCA") is a not-for-profit organization incorporated without share capital as the Ontario Camping Association under the laws of Ontario on May 10, 1963. The name of the organization was changed to Ontario Camps Association under Supplementary Letters Patent dated March 23, 2012.

The OCA plays a leadership role in promoting and encouraging children and youth camping in Ontario, and is devoted to developing high standards for organized camping and to sharing information and ideas that maintain those standards.

As a not-for-profit organization, OCA is exempt from income taxes under the Income Tax Act (Canada).

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

These financial statements are the representation of management and have been prepared in accordance with Canadian accounting standards for not-for-profit organizations in Part III of the *CPA Canada Handbook* and include the following significant accounting policies.

Revenue recognition:

The OCA follows the deferral method of accounting for contributions. Unrestricted contributions are recognized as revenue when received or receivable, provided that contributions receivable can be reasonably estimated and collection is reasonably assured. Restricted contributions are recognized as revenues in the year in which the related expenses are incurred.

Membership fees are recognized as revenues in the period to which the membership applies.

Workshop and conference revenues are recognized when the events are held.

Publications, label and other sales revenues are recognized when items are delivered to the customer.

Financial instruments:

OCA initially measures its financial assets and financial liabilities at fair value. It subsequently measures all its financial assets and financial liabilities at amortized cost.

Financial assets subsequently measured at amortized cost include cash and cash equivalents and amounts receivable. Financial liabilities subsequently measured at amortized cost include amounts payable.

Capital asset expenditures:

Capital asset expenditures with an individual item cost of \$3,000 or more are capitalized. OCA provides for amortization using the following methods and rates designed to amortize the capitalized cost of the capital assets over their estimated useful lives, as follows:

Leasehold improvements	Straight-line over the lease term
Website development costs	4 years straight-line

Capital assets are also tested for impairment.

Capital assets with an individual item cost of less than \$3,000 are expensed.

ONTARIO CAMPS ASSOCIATION

Notes to Financial Statements

September 30, 2014

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Donated goods and services:

OCA benefits from donated goods for specific purposes and services in the form of volunteer time to fulfill its mission. The value of these donated goods and services is not recognized in these financial statements.

Measurement uncertainty:

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 at the date of the financial statements and the reported amounts of revenues and expenses during the period. These estimates are reviewed periodically and adjustments are made to revenues and expenses as appropriate in the period they become known.

3. FINANCIAL INSTRUMENTS

Cash and cash equivalents include deposits in chequing and interest-bearing savings accounts with major Canadian financial institutions. Cash balances are sufficient to cover amounts payable as they come due.

The carrying amounts of OCA's financial instruments approximate their fair values due to the short-term maturity of these instruments.

It is management's opinion that OCA is not exposed to significant credit or liquidity risk arising from its financial instruments.

4. CAPITAL ASSETS

	Cost	Accumulated amortization	Net Book Value 2014	Net Book Value 2013
Website	\$ 28,000	\$ (14,000)	\$ 14,000	\$ 21,000
Leasehold improvements	3,750	(750)	3,000	3,500
	<u>\$ 31,750</u>	<u>\$ (14,750)</u>	<u>\$ 17,000</u>	<u>\$ 24,500</u>

5. LEGACY FUND

In 1989, the Board of Directors of OCA established an internally restricted fund for projects of a special nature and outside the normal operational functions of OCA.

On an annual basis, an amount equal to 20% of OCA's excess of revenues over expenses is transferred from unrestricted net assets to the Legacy Fund. For 2014, \$12,036 was transferred to the Legacy Fund (2013 - \$nil).

It is the Board's intention that the Legacy Fund maintain at least a balance of \$50,000. No more than 25% of the balance in the Legacy Fund may be spent in any year, and distributions from the Legacy Fund must be approved by the Board of Directors.

The balance in the Legacy Fund is supported by cash and cash equivalents held in an interest-bearing account.

ONTARIO CAMPS ASSOCIATION

Notes to Financial Statements

September 30, 2014

6. LEASE COMMITMENTS

Under the terms of an operating lease for office premises which expires on May 31, 2018, OCA is required to pay minimum annual lease payments of approximately \$33,000 plus applicable taxes.

7. OTHER EXPENSE ITEMS

Website development costs:

In 2013, OCA incurred website development costs in excess of amounts that do not meet the definition of capitalizable costs. These costs, totaling \$19,015, were expensed in 2013.

Inventory writedown:

In 2013, the net book value of \$3,880 for inventory of books and other publications was written off as it was determined that the inventory had no significant monetary value.

ONTARIO CAMPS ASSOCIATION

Schedule of Members' Services Revenues and Expenses

For the year ended September 30, 2014

The following schedule presents 2014 revenues and expenses of OCA, classified by members' services, programmes and activities, with comparative figures for 2013.

2014	Revenues	Expenses	Net
Administration	\$ 373,163	\$ 366,863	\$ 6,300
Committees *	2,000	13,915	(11,915)
Counsellors Conference	8,098	4,373	3,725
Day Camp Workshop	6,500	900	5,600
Director's Conference	166,086	111,533	54,553
Health Care Workshop	5,384	3,466	1,918
	<u>561,231</u>	<u>501,050</u>	<u>60,181</u>

2013	Revenues	Expenses	Net
Administration	\$ 370,846	\$ 410,627	\$ (39,781)
Committees *	2,852	41,283	(38,431)
Counsellors Conference	8,434	7,335	1,099
Day Camp Workshop	4,660	2,768	1,892
Director's Conference	141,322	108,593	32,729
Facility/Maintenance Conference	-	193	(193)
Health Care Workshop	9,203	2,317	6,886
Labels Programme	4,451	2,236	2,215
Food Services	2,450	193	2,257
	<u>544,218</u>	<u>575,545</u>	<u>(31,327)</u>

* Committees include the following:

Archives
Awards
Bylaw Review
Community Engagement
Educational
Finance
Government Relations

Health Care
Membership
Nomination
Preferred Vendors
Special Needs Resource
Standards
Standards Review