

**BRITISH COLUMBIA ASSOCIATION OF SOCIAL WORKERS
FINANCIAL STATEMENTS
DECEMBER 31, 2013
(Unaudited)**

REVIEW ENGAGEMENT REPORT

To the Members of British Columbia Association of Social Workers:

We have reviewed the statement of financial position of British Columbia Association of Social Workers as at December 31, 2013 and the statements of operations and changes in fund balances and cash flows for the year then ended. Our review was made in accordance with Canadian generally accepted standards for review engagements and, accordingly, consisted primarily of inquiry, analytical procedures and discussion related to information supplied to us by the Association.

A review does not constitute an audit and, consequently, we do not express an audit opinion on these financial statements.

Based on our review, nothing has come to our attention that causes us to believe that these financial statements are not, in all material respects, in accordance with Canadian Accounting Standards for Not-For-Profit Organizations.

Burnaby, British Columbia
February 18, 2014



Chartered Accountants

BRITISH COLUMBIA ASSOCIATION OF SOCIAL WORKERS
STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2013
(Unaudited)

	2013	2012
Current Assets		
Cash	\$ 119,239	\$ 141,046
Investments	127,335	125,911
Accounts receivable	70	955
Prepaid expenses	750	1,411
	247,394	269,323
Capital Assets - (Notes 2 & 3)	282	353
	\$ 247,676	\$ 269,676
 Current Liabilities		
Accounts payable and accrued charges	\$ 2,283	\$ 1,649
Government remittances payable	2,454	2,351
Deferred revenue - (Note 4)	80,930	78,713
	85,667	82,713
 Fund Balances		
Unrestricted	162,009	186,963
	162,009	186,963
	\$ 247,676	\$ 269,676

Commitments - (Note 5)

Approved by the Directors

_____ Director

_____ Director

The accompanying notes are an integral part of the financial statements.

BRITISH COLUMBIA ASSOCIATION OF SOCIAL WORKERS
STATEMENT OF OPERATIONS AND CHANGES IN FUND BALANCES
FOR THE YEAR ENDED DECEMBER 31, 2013
(Unaudited)

	<u>2013</u>	<u>2012</u>
Income		
Membership fees	\$ 211,130	\$ 219,810
Advertising	32,144	41,305
Conferences and workshops	5,264	48,197
Perspectives and publication sales	622	642
Interest and investment income	2,405	2,113
Membership materials	3,737	3,324
Donations and gifts	300	-
	<u>255,602</u>	<u>315,391</u>
 Expenses		
Office administration	44,789	46,074
Information services	27,498	20,422
Professional activities	52,938	86,645
Board activities	19,486	22,078
Staffing	135,845	134,467
Special project disbursements	-	-
	<u>280,556</u>	<u>309,686</u>
 Excess (deficiency) of income over expenses	(24,954)	5,705
 Fund balance, beginning of year	<u>186,963</u>	<u>181,258</u>
 Fund balance, end of year	<u>\$ 162,009</u>	<u>\$ 186,963</u>

The accompanying notes are an integral part of the financial statements.

BRITISH COLUMBIA ASSOCIATION OF SOCIAL WORKERS
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2013
(Unaudited)

	<u>2013</u>	<u>2012</u>
Sources of cash		
Receipts from members	\$ 208,913	\$ 217,093
Interest and investment income	2,381	2,096
Other	42,952	93,454
Uses of cash		
Payments for materials and services	<u>(274,629)</u>	<u>(309,621)</u>
Net increase (decrease) in cash	(20,383)	3,022
Cash, beginning of year	<u>266,957</u>	<u>263,935</u>
Cash, end of year	<u><u>\$ 246,574</u></u>	<u><u>\$ 266,957</u></u>
Represented:		
Cash	\$ 119,239	\$ 141,046
Investments	<u>127,335</u>	<u>125,911</u>
	<u><u>\$ 246,574</u></u>	<u><u>\$ 266,957</u></u>

The accompanying notes are an integral part of the financial statements.

BRITISH COLUMBIA ASSOCIATION OF SOCIAL WORKERS
SCHEDULE OF OPERATIONS
OPERATING FUND
FOR THE YEAR ENDED DECEMBER 31, 2013
(Unaudited)

	Budget 2013	Actual 2013	Actual 2012
<u>Income</u>			
Membership fees	\$ 220,000	\$ 211,130	\$ 219,810
Advertising	40,500	32,144	41,305
Conferences and workshops	46,000	5,264	48,197
Perspectives and publication sales	600	622	642
Interest and investment income	2,000	2,405	2,113
Membership materials	3,500	3,737	3,324
Donations and gifts	-	300	-
Total Income	<u>312,600</u>	<u>255,602</u>	<u>315,391</u>
<u>Expenses</u>			
<u>Office Administration</u>			
Rent	16,000	14,991	15,931
Phone, fax and internet	2,500	2,643	2,348
Office supplies, postage and courier	4,200	3,005	4,436
Office equipment maintenance and repair	1,500	2,283	1,283
Amortization	-	71	88
Insurance	988	992	988
Accounting	6,800	6,793	6,888
Bank charges	200	239	141
Credit card transaction fees	9,500	8,792	9,331
Computer and website services	21,100	4,379	4,154
Miscellaneous	500	601	486
	<u>63,288</u>	<u>44,789</u>	<u>46,074</u>
<u>Information Services</u>			
Perspectives	18,000	20,968	15,474
Membership materials	6,400	5,336	4,948
Communications	-	1,194	-
	<u>24,400</u>	<u>27,498</u>	<u>20,422</u>
<u>Professional Activities</u>			
Conferences and workshops	46,000	4,304	37,505
C.A.S.W. Assessment	39,500	38,172	39,506
Branch programs - (Note 6)	8,000	4,250	4,002
Committees, communications and subscriptions	1,350	1,172	797
External memberships	900	1,044	909
Student prizes	1,850	2,700	1,750
Consultants	6,000	1,262	1,812
Executive directors/registrars lunch	-	34	364
	<u>103,600</u>	<u>52,938</u>	<u>86,645</u>
<u>Board Activities</u>			
Board meetings	17,500	18,749	19,835
President's travel	500	737	2,243
	<u>18,000</u>	<u>19,486</u>	<u>22,078</u>
<u>Staffing</u>			
Salaries	113,950	114,469	113,108
Benefits	19,300	19,221	17,071
Travel	1,000	1,594	3,853
Staff development	600	561	435
	<u>134,850</u>	<u>135,845</u>	<u>134,467</u>
Total Expenses	<u>344,138</u>	<u>280,556</u>	<u>309,686</u>
Excess (deficiency) of income over expenses	<u>\$ (31,538)</u>	<u>\$ (24,954)</u>	<u>\$ 5,705</u>

The accompanying notes are an integral part of the financial statements.

BRITISH COLUMBIA ASSOCIATION OF SOCIAL WORKERS
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2013
(Unaudited)

Note 1 Nature and Purpose of Organization

The British Columbia Association of Social Workers is incorporated under the Society Act of British Columbia as a Not-For-Profit organization. The purpose of the Association is to advocate policy through membership, private practice, education, multicultural concerns etc.

Note 2 Significant Accounting Policies

The financial statements were prepared in accordance with Canadian Accounting Standards for Not-For-Profit Organizations applied on a basis consistent with the prior period. Outlined below are those policies the Association considered particularly significant.

Fund Accounting

The Association follows the restricted fund method of accounting.

The Operating Fund reports the assets, liabilities, revenues and expenses related to the Association's operating activities.

Revenue Recognition

Fees and Grants

Fees and grants are recognized as revenue of the appropriate fund in the year in which the related expenses are incurred.

Interest and Investment Income

Interest income is recognized as revenue in the period the interest income is earned.

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, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

Cash & Cash Equivalents

The Association considers investments which consist of guaranteed investment certificates held in a trading account, to be cash equivalents as they are readily convertible into cash and because of their short term maturity.

The Association's term deposit bears interest rates ranging from 2.05% to 3.30% maturing in October 2015.

BRITISH COLUMBIA ASSOCIATION OF SOCIAL WORKERS
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2013
(Unaudited)

Note 2 Significant Accounting Policies - continued

Capital Assets and Amortization

Capital Assets are recorded at cost less accumulated amortization. Amortization is provided for over the estimated useful life of the Capital Assets at the following annual rates:

Furniture and equipment	20%	(declining)
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Amortization in the year of acquisition is taken at one-half of the stated rate.

Income Taxes

The Association is exempt from income taxes under the provisions of the Income Tax Act as a Not-For-Profit organization.

Financial Instruments

The Association initially measures its financial assets and liabilities at fair value. The entity subsequently measures all its financial assets and financial liabilities at amortized cost, except for investments in equity instruments that are quoted in an active market, which are measured at fair value. Changes in fair value are recognized in net income.

Financial assets measured at amortized cost include cash, investments and accounts receivable.

Financial liabilities measured at amortized cost include accounts payable.

Note 3 Capital Assets

	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>Net Book Value 2013</u>	<u>Net Book Value 2012</u>
Furniture and equipment	\$ 48,570	\$ 48,288	\$ 282	\$ 353

Note 4 Deferred Revenue

Represents 2014 registration fees received in 2013.

Note 5 Commitments

Current premises are subleased at a monthly rate of \$ 505 plus operating expenses (a current total of \$ 1,339 per month) for a term of five years, ending December 31, 2017.

The Association has entered into a contract with a hotel to hold a conference during the next fiscal period. The contract contains cancellation penalties that become significant if the contract is cancelled within 180 days of the event being held.

BRITISH COLUMBIA ASSOCIATION OF SOCIAL WORKERS
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2013
(Unaudited)

Note 6 Controlled Branches

The Association has nine regional branches responsible for facilitating local informational and social events. Funding is provided to the branches according to the budget or as approved by the executive.

Since the amounts related to activities carried out by the regional branches are negligible, management considers that disclosing additional information about the regional branches would not add any useful information to the financial statements.

Note 7 Financial Instruments

The Association is exposed to various risks through its financial instruments. The following analysis provides information about the Association's risk exposure and concentrations as of December 31, 2013.

Liquidity risk

Liquidity risk is the risk that the Association will not be able to meet a demand for cash or fund its obligations as they come due. Liquidity risk also includes the risk of the Association not being able to liquidate assets in a timely manner at a reasonable price.

The Association meets its liquidity requirements by preparing and monitoring detailed forecasts of cash flows from operations, anticipating investing and financial activities and holding assets that can be readily converted to cash.

Market risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk is comprised of currency risk, interest rate risk and other price risk. The Association is not significantly exposed to any of these risks.