

ACT - Autism Community Training Society

Financial Statements

December 31, 2018



BBA ACCOUNTING GROUP INC.
Chartered Professional Accountants

Independent Auditor's Report

To the Members of ACT - Autism Community Training Society

Opinion

We have audited the financial statements of ACT - Autism Community Training Society, which comprise the statement of financial position as at December 31, 2018, and the statements of changes in net assets, operations, and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Society as at December 31, 2018, and its results of operations and its cash flows for the year then ended in accordance with ASNPO.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Society in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

In common with many not-for-profit organizations, the Society derives revenue from fundraising activities the completeness of which is not susceptible to satisfactory audit verification. Accordingly, verification of these revenues was limited to the amounts recorded in the records of the Society. Therefore, we were not able to determine whether any adjustments might be necessary to fundraising revenue, excess of revenues over expenses, and cash flows from operations for the years ended December 31, 2018, current assets as at December 31, 2018, and net assets as at December 31, 2018.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with ASNPO, 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.

In preparing the financial statements, management is responsible for assessing the Society's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Society or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Society's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

Independent Auditor's Report (continued)

- ♦ Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- ♦ Obtain an understanding of internal control relevant to the audit 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 Society's internal control.
- ♦ Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- ♦ Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Society's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Society to cease to continue as a going concern.
- ♦ Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Report on Other Legal and Regulatory Requirements

As required by the Society Act of British Columbia, we report that, in our opinion, these principles have been applied on a basis consistent with that of the preceding year.

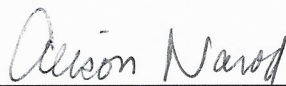
BBA Accounting Group Inc.

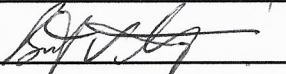
BBA Accounting Group Inc.
Chartered Professional Accountants
Vancouver, British Columbia
June 11, 2019

ACT - Autism Community Training Society
Statement of Financial Position

As at December 31,	2018	2017
ASSETS		
Current		
Cash		
Unrestricted	\$ 236,131	\$ 186,058
Held for MCFD special projects contributions	23,850	48,245
Term deposits	124,950	279,201
Accounts receivable	25,616	17,953
Prepaid expenses	5,991	18,465
Term deposit held for MCFD special projects contributions, current portion	867,043	897,359
	1,283,581	1,447,281
Cash and term deposit held for MCFD special projects contributions, long term portion	132,957	946,437
Property and equipment (note 3)	18,813	26,916
	\$ 1,435,351	\$ 2,420,634
LIABILITIES		
Current		
Accounts payable and accrued liabilities	\$ 25,016	\$ 35,605
Unearned revenue	60	10,840
Deferred MCFD CRM database revenue, current amount (note 5)	9,543	9,532
Deferred MCFD special projects contributions, current amounts (note 4)	890,893	1,058,365
	925,512	1,114,342
MCFD special projects contributions (note 4)	134,869	946,437
Deferred MCFD CRM database revenue (note 5)	2,385	11,939
	1,062,766	2,072,718
NET ASSETS		
Invested in property and equipment	18,813	26,916
Unrestricted	253,772	221,000
Internally restricted	100,000	100,000
	372,585	347,916
	\$ 1,435,351	\$ 2,420,634

Approved by the board


 _____ Member


 _____ Member

ACT - Autism Community Training Society
Statement of Changes in Net Assets

For the year ended December 31, 2018

	Invested in property and equipment	Unrestricted	Internally restricted	Total 2018	Total 2017
Balance, beginning of year	\$ 26,916	\$ 221,000	\$ 100,000	\$ 347,916	\$ 338,921
Excess (deficiency) of revenues over expenditures	(11,675)	36,344	-	24,669	8,995
Purchase of property and equipment	3,572	(3,572)	-	-	-
Balance, end of year	\$ 18,813	\$ 253,772	\$ 100,000	\$ 372,585	\$ 347,916

ACT - Autism Community Training Society
Statement of Operations

For the year ended December 31,	2018	2017
Revenues		
MCFD special projects revenue	\$ 995,412	\$ 1,347,835
Revenue from workshops including MCFD workshop bursaries	411,487	242,980
Donations	114,228	32,606
Event sponsorship income	26,000	6,242
MCFD CRM database revenue	9,543	40,557
Workshop book sale commission	5,330	2,648
Interest income	2,909	2,282
MCFD revenue	-	335,160
Canada Student grant	-	7,703
	1,564,909	2,018,013
Expenditures		
MCFD special projects expenses - contractor and other expenses	856,065	1,181,808
Salaries and related benefits	265,863	422,150
Workshop speaker fees	115,125	68,277
Workshop food and beverages	76,606	35,170
Workshop equipment and facility rental	38,659	21,303
Bursary	23,299	26,640
Rent	21,276	38,955
Event video recording	21,051	24,108
Advertising and promotion	20,303	7,182
Website	18,138	47,970
Amortization	11,675	23,325
Interest and bank charges	10,134	6,329
Workshop material	9,864	12,127
Travel	9,030	5,442
Accounting and legal	8,373	9,175
Office	6,731	5,145
Repairs and maintenance	5,753	1,435
Telephone and utilities	5,517	14,243
Insurance	4,458	5,070
Postage and courier	3,617	3,852
Board meetings	3,380	9,313
Printing and photocopying	3,348	10,293
Community development	1,027	1,167
Staff training and development	829	1,253
Foreign exchange loss (gain)	119	830
Consulting fees	-	4,601
	1,540,240	1,987,163
Excess of revenues over expenditures before Other items	24,669	30,850

ACT - Autism Community Training Society
Statement of Operations (continued)

For the year ended December 31,	2018	2017
Other expenses		
Write down of CRM Database System	-	21,471
Loss on disposal of property and equipment	-	384
	-	21,855
Excess of revenues over expenditures	\$ 24,669	\$ 8,995

ACT - Autism Community Training Society
Statement of Cash Flows

For the year ended December 31,	2018	2017
Cash flows from operating activities		
Cash receipts from workshop registrations	\$ 379,126	\$ 229,198
Cash receipts from donations and fundraising	100,496	30,462
Cash receipts from sponsorships	26,000	13,945
Cash receipts from interest and other revenue	22,520	41,633
Cash receipts from book sale commission	6,440	1,539
Cash paid on account of special projects	(975,260)	(1,347,835)
Cash paid to suppliers and employees for other than special projects	(528,120)	(584,437)
Cash receipts MCFD monthly operating contract	-	335,160
Cash receipts MCFD special projects contracts (note 4)	-	209,000
	(968,798)	(1,071,335)
Cash flows from financing activity		
Repayment of capital lease obligation	-	(93)
Cash flows from investing activities		
Purchase of property and equipment	(3,571)	(5,100)
Proceeds on disposal of property and equipment	-	700
	(3,571)	(4,400)
Decrease in cash and cash equivalents	(972,369)	(1,075,828)
Cash and cash equivalents, beginning of year	2,357,300	3,433,128
Cash and cash equivalents, end of year	\$ 1,384,931	\$ 2,357,300
Cash and cash equivalents consist of:		
Cash	\$ 236,131	\$ 186,058
Cash held for MCFD restricted contributions	23,850	48,245
Term deposits	124,950	279,201
Term deposits held for MCFD restricted contributions, current portion	867,043	897,359
Term deposits held for MCFD restricted contributions, long term portion	132,957	946,437
	\$ 1,384,931	\$ 2,357,300

ACT - Autism Community Training Society
Notes to the Financial Statements
December 31, 2018

1. NATURE OF OPERATIONS

ACT - Autism Community Training Society was incorporated under the B.C. Society Act on November 18, 2004. The purpose of ACT - Autism Community Training Society is to provide families and professionals with a wide range of positive and practical information on autism related topics. The goal of the Society is to enable parents, professionals and para-professionals to help children and adults with Autism Spectrum Disorder to live productive, satisfying lives within their families and communities. ACT - Autism Community Training Society is a registered charity for income tax and GST purposes.

2. SIGNIFICANT ACCOUNTING POLICIES

The Society applies the Canadian accounting standards for not-for-profit organizations (ASNPO).

(a) Revenue recognition

Revenue related to contracts with government bodies is recognized using the accrual basis.

Revenue from workshops is recognized when the related workshop has been completed.

Unrestricted contributions and other revenues are recognized on the accrual basis provided amounts to be received can be reasonably estimated and collection is reasonably assured.

Volunteers occasionally contribute services in kind to the Society. Because of the difficulty in determining the fair market value of such services, these contributions are not recognized in the financial statements.

The Society follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred.

Restricted contributions for the purchase of property and equipment that will be amortized are deferred and recognized as revenue on the same basis as the amortization expense related to the property and equipment.

ACT - Autism Community Training Society
Notes to the Financial Statements
December 31, 2018

2. SIGNIFICANT ACCOUNTING POLICIES (continued)

(b) Property and equipment

Property and equipment are recorded at cost and are being amortized over their estimated useful lives on a straight-line method. The annual amortization rates are as follows:

Office equipment	5 years
Computer equipment	3-5 years
CRM Database	5 years
Asset under capital lease	4 years

(c) Management 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 liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

3. PROPERTY AND EQUIPMENT

	2018			2017
	Cost	Accumulated amortization	Net book value	Net book value
Office equipment	\$ 15,783	\$ 14,578	\$ 1,205	\$ 2,407
Computer equipment	13,502	10,185	3,317	-
CRM Database	51,035	36,744	14,291	24,509
	\$ 80,320	\$ 61,507	\$ 18,813	\$ 26,916

4. MCFD SPECIAL PROJECTS CONTRIBUTIONS

MCFD Translation Project:

In 2016, the Society received \$64,000 from MCFD to facilitate translation services of the Ministry Autism Handbook into Chinese, Punjabi, Arabic, Spanish, Korean, Japanese, French and Persian (Farsi). This project was completed in 2018.

Online Mental Health and ASD Project:

MCFD has provided this funding to help facilitate the online training of mental health professionals in issues unique to people on the ASD Spectrum in collaboration with the Continuing Professional Development Department of the Medical Faculty of the University of British Columbia.

Expected completion date of this project is March 31, 2019.

Parent Coaching Project:

The goal of this project is to develop and evaluate over a three year period, a manualized parent-coaching early intervention research project for infants who are assessed as at risk for ASD.

MCFD distributed \$3.03 million to the Society during 2015 for purposes of this project. The Society managed the RFP process in collaboration with the project steering committee with representation from Ministry of Children and Family Development, the Pacific Autism Family Centre and the Michael Smith Foundation for Health Research.

ACT - Autism Community Training Society
Notes to the Financial Statements
December 31, 2018

4. MCFD SPECIAL PROJECTS CONTRIBUTIONS (continued)

The current portion of the restricted contributions is management's best estimate of what will be spent on each project in 2019, in accordance with the Society's contract with UBC, the successful proponent. Expected completion of this project is March 31, 2020.

Parent Training and Bursary Grant:

In April 2017, the Society received \$150,000 of funding to facilitate access for families to 14 events for the period from March 30, 2017 to March 30, 2018. This grant provided 300 bursaries to parents and caregivers to attend, one or two day training workshops and provided close to 700 registrants access to training workshops via web streaming sessions.

	Handbook Translation Project	Online Mental Health and ASD Project	Parent Coaching Project	Parent Training & Bursary Grant	Total
Opening balance	\$ 21,151	\$ 60,778	\$ 1,868,563	\$ 54,311	\$ 2,004,803
Interest income	-	-	16,371	-	16,371
Contractor and other project costs	(1,000)	-	(855,065)	-	(856,065)
Parent bursaries	-	-	-	(34,053)	(34,053)
Streaming, video and other event expenses	-	(19,985)	-	(258)	(20,243)
Project management and administration disbursements	-	(24,900)	(20,000)	(20,000)	(64,900)
Transfer to unrestricted	(20,151)	-	-	-	(20,151)
Closing balance	-	15,893	1,009,869	-	1,025,762
Current portion	-	(15,893)	(875,000)	-	(890,893)
Long term portion	\$ -	\$ -	\$ 134,869	\$ -	\$ 134,869

ACT - Autism Community Training Society
Notes to the Financial Statements
December 31, 2018

5. DEFERRED MCFD CRM DATABASE REVENUE

In 2014, the Society received \$150,000 from MCFD for the development of a new Client Relationship Management ("CRM") database. By the end of 2015, the Society had spent \$95,321 on the CRM database and \$42,999 for related support services. The amount spent on the development of the CRM database is being deferred and recognized as revenue on the same basis as the amortization expense of the database (note 3).

In 2017, due to the changing nature of the use of the CRM database, management has written off one half of the original cost of the database, net of corresponding accumulated amortization.

	2018	2017
Opening balances	\$ 21,471	\$ 62,028
Annual amortization	(9,543)	(19,086)
	11,928	42,942
Write-down of 1/2 of database NBV	-	(21,471)
	\$ 11,928	\$ 21,471
	2018	2017
Deferred MCFD CRM database revenue	\$ 11,928	\$ 21,471
Current portion	(9,543)	(9,532)
	\$ 2,385	\$ 11,939

6. RESTRICTED FUNDS

Externally restricted funds are restricted according to the wishes of the donor. The Society is accountable for these funds.

The majority of the Society's externally restricted funds are for the MCFD special projects and grants. See note 4 and 5.

Internally restricted funds are restricted by resolution or determination of the Board of Directors as to how such funds should be spent.

In 2013, the Board of Directors passed a resolution to internally restrict \$100,000 for use in the event the MCFD funding is not renewed to cover staff wages during transition period. Alternatively, the \$100,000 may be used for any other emergency or unforeseen expense at the discretion of the Board. There was no spending from this fund for the year ended December 31, 2018.

ACT - Autism Community Training Society
Notes to the Financial Statements
December 31, 2018

7. FINANCIAL INSTRUMENTS

The Society's financial instruments consist of cash, term deposits, accounts receivable, and accounts payable. The fair value of the instruments are approximately their carrying values. Essentially all the Society's cash and term deposits are held at one major credit union and earn interest from approximately 0.9% to 1.3%. All term deposits matured annually either mid-July or early October.

Currency risk is the risk to the Society's earnings that arises from fluctuations of foreign exchange rates and the degree of volatility of these rates. US bank account balance with Vancity Credit Union was \$1,878 USD on December 31, 2018.

Unless otherwise noted, it is management's opinion that the Society is not exposed to significant interest, currency, or other risks arising from these financial statements.

8. COMMITMENTS

In February 2018, the Society moved into a premise under a one-year lease agreement expiring January 31, 2019. In December 2018, the lease was extended by 1 year, expiring January 31, 2020. Contracted lease payments in each fiscal year ending December 31 are as follows:

2019	\$ 27,380
2020	2,279
	<hr/>
	\$ 29,659

9. REMUNERATION AND FINANCIAL ASSISTANCE DISCLOSURE

The Society did not pay any remuneration to its directors in fiscal 2018. The Society paid \$82,683 to the Executive Director and did not pay any other employee or contractor remuneration in excess of \$75,000 in fiscal 2018.

The Society did not provide any financial assistance to any entity outside of the ordinary course of the Society's activities.

This disclosure is made in accordance with the new BC Societies Act.

10. COMPARATIVE FIGURES

The financial statements have been reclassified, where applicable, to conform to the presentation used in the current year. The changes do not affect prior year earnings.