

ACT - Autism Community Training Society

Financial Statements

December 31, 2019



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, 2019, 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, 2019, 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 year ended December 31, 2019, current assets as at December 31, 2019, and net assets as at December 31, 2019.

Responsibilities of Management and Those Charged with Governance 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

- ♦ 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
August 11, 2020

ACT - Autism Community Training Society
Statement of Financial Position

As at December 31,	2019	2018
ASSETS		
Current		
Cash		
Unrestricted	\$ 263,382	\$ 259,981
Held for MCFD special projects contributions	-	23,850
Term deposits	115,208	101,100
Accounts receivable	14,422	25,616
Prepaid expenses	13,179	5,991
Term deposit held for MCFD special projects contributions, current portion	570,688	867,043
	976,879	1,283,581
Cash and term deposit held for MCFD special projects contributions, long term portion	-	132,957
Property and equipment (note 3)	8,185	18,813
	\$ 985,064	\$ 1,435,351
LIABILITIES		
Current		
Accounts payable and accrued liabilities	\$ 29,656	\$ 25,016
Unearned revenue	12,376	60
Deferred MCFD CRM database revenue, current amount (note 5)	2,386	9,543
Deferred MCFD special projects contributions, current amounts (note 4)	570,688	890,893
	615,106	925,512
MCFD special projects contributions (note 4)	-	134,869
Deferred MCFD CRM database revenue (note 5)	-	2,385
	615,106	1,062,766
NET ASSETS		
Invested in property and equipment	8,185	18,813
Unrestricted	261,773	253,772
Internally restricted	100,000	100,000
	369,958	372,585
	\$ 985,064	\$ 1,435,351

Approved by the board

_____ Member

_____ Member

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

For the year ended December 31, 2019

	Invested in property and equipment	Unrestricted	Internally restricted	Total 2019	Total 2018
Balance, beginning of year	\$ 18,813	\$ 253,772	\$ 100,000	\$ 372,585	\$ 347,916
Excess (deficiency) of revenues over expenditures	(11,723)	9,096	-	(2,627)	24,669
Purchase of property and equipment	1,095	(1,095)	-	-	-
Balance, end of year	\$ 8,185	\$ 261,773	\$ 100,000	\$ 369,958	\$ 372,585

ACT - Autism Community Training Society
Statement of Operations

For the year ended December 31,	2019	2018
Revenues		
MCFD special projects revenue	\$ 463,393	\$ 995,412
Revenue from workshops including MCFD workshop bursaries	206,039	411,487
Grant income	138,215	-
Event sponsorship income	66,835	26,000
Donations	54,969	114,228
MCFD CRM database revenue	9,543	9,543
Interest income	1,431	2,909
Workshop book sale commission	1,082	5,330
	941,507	1,564,909
Expenditures		
MCFD special projects expenses - contractor and other expenses	427,540	856,065
Salaries and related benefits	286,570	265,863
Workshop speaker fees	51,605	115,125
Event video recording	26,405	21,051
Rent	25,337	21,276
Workshop food and beverages	19,814	76,606
Website	17,384	18,138
Bursary	12,885	23,299
Advertising and promotion	12,796	20,303
Amortization	11,723	11,675
Workshop equipment and facility rental	9,422	38,659
Accounting and legal	8,292	8,373
Telephone and utilities	5,624	5,517
Interest and bank charges	5,204	10,134
Office	4,931	6,731
Insurance	4,641	4,458
Postage and courier	3,756	3,617
Board meetings	3,383	3,380
Repairs and maintenance	2,395	5,753
Workshop material	1,218	9,864
Community development	1,125	1,027
Travel	1,059	9,030
Staff training and development	779	829
Foreign exchange loss (gain)	170	119
Printing and photocopying	76	3,348
	944,134	1,540,240
Excess (deficiency) of revenues over expenditures	\$ (2,627)	\$ 24,669

ACT - Autism Community Training Society
Statement of Cash Flows

For the year ended December 31,	2019	2018
Cash flows from operating activities		
Cash receipts from workshop registrations	\$ 186,869	\$ 379,126
Cash receipts from grants	150,215	-
Cash receipts from donations and fundraising	70,627	100,496
Cash receipts from sponsorships	67,211	26,000
Cash receipts from interest and other revenue	12,594	22,520
Cash receipts from book sale commission	-	6,440
Cash paid on account of special projects	(461,392)	(975,260)
Cash paid to suppliers and employees for other than special projects	(460,682)	(528,120)
	(434,558)	(968,798)
Cash flows from investing activity		
Purchase of property and equipment	(1,095)	(3,571)
Decrease in cash and cash equivalents	(435,653)	(972,369)
Cash and cash equivalents, beginning of year	1,384,931	2,357,300
Cash and cash equivalents, end of year	\$ 949,278	\$ 1,384,931
Cash and cash equivalents consist of:		
Cash	\$ 263,382	\$ 259,981
Cash held for MCFD restricted contributions	-	23,850
Term deposits	115,208	101,100
Term deposits held for MCFD restricted contributions, current portion	570,688	867,043
Term deposits held for MCFD restricted contributions, long term portion	-	132,957
	\$ 949,278	\$ 1,384,931

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, 2019

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

(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

	2019			2018
	Cost	Accumulated amortization	Net book value	Net book value
Office equipment	\$ 15,783	\$ 15,350	\$ 433	\$ 1,205
Computer equipment	14,597	10,918	3,679	3,317
CRM Database	51,035	46,962	4,073	14,291
	\$ 81,415	\$ 73,230	\$ 8,185	\$ 18,813

4. MCFD SPECIAL PROJECTS CONTRIBUTIONS

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.

This project was completed in 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.

The expected completion date of this project is December 31, 2020.

ACT - Autism Community Training Society
Notes to the Financial Statements
December 31, 2019

4. MCFD SPECIAL PROJECTS CONTRIBUTIONS (continued)

	Online Mental Health and ASD Project	Parent Coaching Project	Total
Opening balance	\$ 15,893	\$ 1,009,869	\$ 1,025,762
Interest income	-	8,319	8,319
Contractor and other project costs	-	(427,500)	(427,500)
Project management and administration disbursements	(13,892)	(20,000)	(33,892)
Transfer to unrestricted	(2,001)	-	(2,001)
	-	570,688	570,688
Current portion	-	(570,688)	(570,688)
Long term portion	\$ -	\$ -	\$ -

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).

	2019	2018
Opening balances	\$ 11,928	\$ 21,471
Annual amortization	(9,542)	(9,543)
	\$ 2,386	\$ 11,928
	2019	2018
Deferred MCFD CRM database revenue	\$ 2,386	\$ 11,928
Current portion	(2,386)	(9,543)
	\$ -	\$ 2,385

ACT - Autism Community Training Society
Notes to the Financial Statements
December 31, 2019

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, 2019.

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 1.8%. 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 \$3,134 USD on December 31, 2019.

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 February 2019, the lease was extended by 1 year, expiring January 31, 2020. In December 2019, the lease was extended by 1 year, expiring January 31, 2021. Starting February 1, 2021 the lease will be month to month basis as the building will be demolished and redeveloped in 2021. Contracted lease payments in each fiscal year ending December 31 are as follows:

2020	\$	29,542
2021		2,498
		<hr/>
	\$	32,040

9. REMUNERATION AND FINANCIAL ASSISTANCE DISCLOSURE

The Society did not pay any remuneration to its board of directors in fiscal 2019. The Society paid \$85,689 to the Executive Director and did not pay any other employee or contractor remuneration in excess of \$75,000 in fiscal 2019.

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. SUBSEQUENT EVENTS

Since the year end, the spread of COVID-19 has severely impacted many local economies around the globe. Measures taken to contain the spread of the virus, including social distancing, have triggered some disruptions to the normal operations of the Society. For example, the Society has been unable to hold training workshops in person.

The Society has determined that these events are non-adjusting subsequent events. Accordingly, the financial position and results of operations as of and for the year ended December 31, 2019 have not been adjusted to reflect their impact. The duration and impact of the COVID-19 pandemic, as well as the effectiveness of government responses, remains unclear at this time. It is not possible to reliably estimate the duration and the severity of these consequences, as well as their impact on the financial position and results of the Society for future periods.

11. COMPARATIVE FIGURES

The comparative 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.