

---

**THE CANADIAN BAR ASSOCIATION  
BRITISH COLUMBIA BRANCH  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
AUGUST 31, 2018**

---



---

## INDEPENDENT AUDITORS' REPORT

---

To the Members of:  
The Canadian Bar Association - British Columbia Branch

We have audited the accompanying financial statements of The Canadian Bar Association - British Columbia Branch which comprise the statement of financial position as at August 31, 2018, and the statements of revenue and expenditure, changes in net assets and cash flows for the year then ended, and the related notes comprising 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 generally accepted 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 our 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, we consider 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 in our audit is sufficient and appropriate to provide a basis for our audit opinion.

### Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of The Canadian Bar Association - British Columbia Branch as at August 31, 2018, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

*Manning Elliott LLP*

Chartered Professional Accountants

Vancouver, British Columbia

February 2, 2019

**THE CANADIAN BAR ASSOCIATION - BRITISH COLUMBIA BRANCH**  
**STATEMENT OF FINANCIAL POSITION**  
**AS AT AUGUST 31, 2018**

	2018	2017
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
Cash and equivalents	\$ 31,248	\$ 331,248
Marketable securities	612,907	239,109
Accounts receivable	56,224	38,451
Sales tax receivable	13,278	22,737
Prepaid expenses and deposits	41,952	62,378
	755,609	693,923
CAPITAL ASSETS (Note 3)	49,472	60,171
MARKETABLE SECURITIES - RESERVE FUND	1,410,730	1,326,112
	<b>\$ 2,215,811</b>	<b>\$ 2,080,206</b>
<b>LIABILITIES</b>		
<b>CURRENT LIABILITIES</b>		
Accounts payable and accrued liabilities (Note 4)	\$ 271,758	\$ 226,594
Deferred revenue - member dues	-	7,029
Deferred revenue - other	64,738	234,947
Current portion of capital lease obligation (Note 5)	14,595	13,281
	351,091	481,851
CAPITAL LEASE OBLIGATION (Note 5)	1,289	15,885
	<b>352,380</b>	<b>497,736</b>
COMMITMENTS (Note 6)		
<b>NET ASSETS</b>		
INVESTED IN CAPITAL ASSETS	49,472	60,171
RESERVE FUND - RESTRICTED (Note 7)	899,554	899,554
RESERVE FUND - LONG-TERM UNRESTRICTED (Note 7)	511,176	426,558
OPERATING FUND	403,229	196,187
	1,863,431	1,582,470
	<b>\$ 2,215,811</b>	<b>\$ 2,080,206</b>

Approved by the Directors:

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director



THE CANADIAN BAR ASSOCIATION – BRITISH COLUMBIA BRANCH

STATEMENT OF CHANGES IN NET ASSETS

FOR THE YEAR ENDED AUGUST 31, 2018

	Invested in capital assets	Restricted Reserve Fund	Long-term Unrestricted Reserve Fund	Operating Fund	2018 Total	2017 Total
BALANCE AT BEGINNING OF YEAR	\$ 60,171	\$ 899,554	\$ 426,558	\$ 196,187	\$ 1,582,470	\$ 1,460,210
Excess of revenue over expenditure from operations	-	-	-	235,499	235,499	157,392
Scholarship funding	-	-	-	-	-	(30,000)
Amortization of capital assets (Note 3)	-	-	-	(29,992)	(29,992)	(34,658)
Loss on disposal of capital assets	-	-	-	-	-	(37)
Unrealized (loss) gain on marketable securities	-	-	-	(2,022)	(2,022)	(7,791)
Unrealized foreign exchange (loss) gain	-	-	-	2,464	2,464	(4,641)
Reserve fund transactions (Note 7)	-	-	75,012	-	75,012	41,995
Investment counsel fees paid for by Operating fund	-	-	9,606	(9,606)	-	-
Acquisition of capital assets	19,293	-	-	(19,293)	-	-
Amortization of capital assets (Note 3)	(29,992)	-	-	29,992	-	-
BALANCE AT END OF YEAR	\$ 49,472	\$ 899,554	\$ 511,176	\$ 403,229	\$ 1,863,431	\$ 1,582,470





**THE CANADIAN BAR ASSOCIATION - BRITISH COLUMBIA BRANCH**  
**STATEMENT OF REVENUE AND EXPENDITURE**  
**FOR THE YEAR ENDED AUGUST 31, 2018**

	2018	2017
<b>REVENUE</b>		
From membership dues:		
Rebate from National Association	\$ 1,061,872	\$ 1,027,570
Branch assessment	685,201	624,220
Other National revenue	79,774	93,930
From branch operations:		
Professional development	576,250	300,344
Communication	339,633	245,970
Section activities	133,580	133,193
Member services	61,406	52,769
Bench and bar dinners	29,380	31,292
Directory sales and advertising	27,162	150,497
Investment income	26,036	30,380
Sundry and other activities	9,412	8,684
Scholarship fundraisers	2,430	-
Grants (Note 8)	370,834	345,275
	<b>3,402,970</b>	<b>3,044,124</b>
<b>EXPENDITURE</b>		
Activities (Note 9)	1,898,218	1,658,252
Administration	1,070,053	1,016,373
Governance	199,200	212,107
	<b>3,167,471</b>	<b>2,886,732</b>
<b>EXCESS OF REVENUE OVER EXPENDITURE FROM OPERATIONS</b>	<b>235,499</b>	<b>157,392</b>
<b>OTHER ITEMS</b>		
Amortization of capital assets	(29,992)	(34,658)
Loss on disposal of capital assets	-	(37)
Scholarship funding	-	(30,000)
Unrealized foreign exchange gain (loss)	2,464	(4,641)
Unrealized loss on marketable securities	(2,022)	(7,791)
	<b>(29,550)</b>	<b>(77,127)</b>
<b>EXCESS OF REVENUE OVER EXPENDITURE FOR THE YEAR</b>	<b>\$ 205,949</b>	<b>\$ 80,265</b>



**THE CANADIAN BAR ASSOCIATION - BRITISH COLUMBIA BRANCH**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED AUGUST 31, 2018**

	2018	2017
CASH FROM (USED IN):		
OPERATING ACTIVITIES		
Excess of revenue over expenditure for the year	\$ 205,949	\$ 80,265
Reserve fund transactions (Note 7)	75,012	41,995
Items not involving cash:		
Amortization of capital assets	29,992	34,658
Loss on disposal of capital assets	-	37
Unrealized (gain) loss on marketable securities - reserve	(22,293)	9,055
Unrealized loss on marketable securities	2,022	7,791
	290,682	173,801
Change in non-cash working capital items:		
Marketable securities	(375,820)	169,620
Accounts receivable	(17,773)	(3,751)
Sales tax receivable	9,459	(15,567)
Prepaid expenses and deposits	20,426	(30,766)
Accounts payable and accrued liabilities	45,164	(16,536)
Deferred revenue	(177,238)	30,329
	(205,100)	307,130
INVESTING ACTIVITIES		
Purchase of marketable securities - reserves, net	(62,325)	(60,336)
Purchase of capital assets	(19,293)	(11,396)
	(81,618)	(71,732)
FINANCING ACTIVITIES		
Repayment of capital lease liability	(13,282)	(11,122)
(DECREASE) INCREASE IN CASH AND EQUIVALENTS DURING THE YEAR	(300,000)	224,276
CASH AND EQUIVALENTS, BEGINNING OF YEAR	331,248	106,972
CASH AND EQUIVALENTS, END OF YEAR	\$ 31,248	\$ 331,248



---

**THE CANADIAN BAR ASSOCIATION - BRITISH COLUMBIA BRANCH**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED AUGUST 31, 2018**

---

**PURPOSE OF THE ORGANIZATION**

The Canadian Bar Association - British Columbia Branch ("the Association") is a professional organization, which was formed in 1896 and incorporated under a Special Act of Parliament in 1921. The mission of the Association is:

- a) to improve the law;
- b) to improve the administration of justice;
- c) to improve and promote access to justice;
- d) to promote equality in the legal profession and in the justice system;
- e) to improve and promote the knowledge, skills, ethical standards and well-being of members of the legal profession;
- f) to represent the legal profession nationally and internationally; and
- g) to promote the interest of the members of the Association.

**1. SIGNIFICANT ACCOUNTING POLICIES**

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations ("ASNPO") under Part III of the CPA Canada Handbook - Accounting. Financial statements prepared in accordance with ASNPO are also in accordance with Canadian generally accepted accounting principles ("GAAP").

These financial statements have, in management's opinion, been prepared within reasonable limits of materiality using the significant accounting policies noted below:

**a) Financial instruments**

**i) Measurement**

The Association's financial instruments consist of cash and equivalents, marketable securities, accounts receivable, accounts payable and capital lease obligation.

The Association initially measures its financial assets and liabilities at fair value. The Association subsequently measures all debt and equity securities that are quoted in an active market at fair value. All other financial instruments are subsequently measured at amortized cost. Changes to financial instruments measured at fair value are recognized in the Association's operating and reserve funds in the period incurred.

**ii) Impairment**

Financial assets measured at amortized cost are tested for impairment when there are indicators of impairment. The amount of any write-down that is determined is recognized in the statement of revenue and expenditure. A previously recognized impairment loss may be reversed to the extent of any improvement, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in the statement of revenue and expenditure in the period in which it is determined.





---

**THE CANADIAN BAR ASSOCIATION - BRITISH COLUMBIA BRANCH**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED AUGUST 31, 2018**

---

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**b) Cash and equivalents**

Cash and equivalents consist of highly liquid investments that are readily convertible into known amounts of cash, having a maturity of three months or less from the date of acquisition or which are convertible to cash on demand.

**c) Capital assets**

Capital assets are recorded at historical cost and amortized over their estimated useful lives at the following annual rates:

Computer equipment	30%	declining balance basis
Computer equipment under capital lease	30%	declining balance basis
Furniture and equipment	20%	declining balance basis
Office equipment	20%	declining balance basis
Website	5 years	straight-line method
Leasehold improvements	5 years	straight-line method

The Association monitors the recoverability of capital assets based on their long-term service potential. When a capital asset no longer has any long-term service potential to the Association, the excess of its net carrying amount over any residual value is recognized as an expense in the statement of revenue and expenditure. Write-downs recognized under this policy are not reversed.

**d) Leases**

Leases are classified as either capital or operating leases. A lease that transfers substantially all of the benefits and risks incidental to the ownership of property is classified as a capital lease. All other leases are accounted for as operating leases wherein rental payments are expensed as incurred.

At the inception of a capital lease, an asset and an obligation are recorded at an amount equal to the lesser of the present value of the minimum lease payments and the property's fair market value at the beginning of such lease. Assets recorded under capital leases are amortized as described in Note 1(c).





---

**THE CANADIAN BAR ASSOCIATION - BRITISH COLUMBIA BRANCH**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED AUGUST 31, 2018**

---

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

e) Revenue recognition

The Association follows the deferral method of accounting for revenue. Committed revenue is recognized in the year in which the related expenses are incurred. Uncommitted revenue is recognized when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Reserve investment income is allocated directly to reserves. Unrestricted investment income is recognized as revenue when earned.

Member dues consist of branch assessments and rebates from the National Association.

Dues are collected and recognized in alignment with the Association's fiscal year.

Other deferred revenues consist of grant revenue, professional development registration, sponsorship fees and directory revenue. These amounts have been received at year end but will not be recognized as revenue until the related services have been performed.

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

f) Donated services

The Association and its members benefit greatly from donated services in the form of volunteer time for various committees. The value of donated services is not recognized in these financial statements.

g) Allocation of expenses

The Association reports its expenses under the following functions: Activities, Administration and Governance. Each of the functions is allocated a portion of the Association's total salaries and benefit expense. This allocation is based on the relative amount of time the Association's employees work within each function.

h) Use of estimates

The preparation of the financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions about future events that affect the reported amounts of assets, liabilities, revenues and expenses as at the end of or during the reporting period. Management believes that the estimates used are reasonable and prudent, however, actual results could differ from those estimates. Significant areas requiring the use of management estimates relate to the determination of the useful lives of assets for calculating amortization expense and the amounts recorded as accrued liabilities.



---

**THE CANADIAN BAR ASSOCIATION - BRITISH COLUMBIA BRANCH****NOTES TO FINANCIAL STATEMENTS****FOR THE YEAR ENDED AUGUST 31, 2018**

---

**2. FINANCIAL INSTRUMENTS RISKS**

The Association's financial instruments are described in Note 1(a). In management's opinion, the Association is not exposed to significant currency, liquidity, credit, interest rate or other price risks except as explained below. In addition, the Association is not exposed to any material concentrations of risk and there has been no change in risk exposures from the prior year.

**Market Risk**

The Association's marketable securities include fixed income debt securities and equity securities. The fair value and related investment income stream from these marketable securities will fluctuate according to changes in interest rates among other factors.

**3. CAPITAL ASSETS**

			<b>2018</b>	<b>2017</b>
	<b>Cost</b>	<b>Accumulated Amortization</b>	<b>Net Book Value</b>	<b>Net Book Value</b>
Computer equipment	\$ 176,625	\$ 143,325	\$ 33,300	\$ 32,347
Furniture and equipment	40,540	30,103	10,437	8,977
Leasehold improvements	3,600	1,440	2,160	2,880
Office equipment	18,248	16,354	1,894	2,368
Website	86,196	84,515	1,681	13,599
	<b>\$ 325,209</b>	<b>\$ 275,737</b>	<b>\$ 49,472</b>	<b>\$ 60,171</b>

Total amortization expense pertaining to capital assets for the year was \$29,992 (2017 - \$34,658).

Computer equipment under capital lease has a net book value of \$Nil (2017 - \$Nil). However, the Association maintains ownership of such assets, and continues to use them in its operations.

**4. RELATED PARTY TRANSACTIONS**

The Association appoints the majority of directors of the CBA (BC) Benevolent Society (the "Society"), which is organized as a separate legal entity under the Societies Act. The Association does not control the Society through its appointment of directors, as the Association and Law Society of British Columbia have equal control as members of the Society. The Society is governed by its own separate constitution and bylaws and operates independently, with financial risk management controls reported annually to the Association as a member of the Society. There are no current liabilities reported by the Society with respect to financial risk to the Association.

Included in accounts payable is \$Nil (2017 - \$Nil) held on behalf of the CBA (BC) Benevolent Society.



---

**THE CANADIAN BAR ASSOCIATION - BRITISH COLUMBIA BRANCH**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED AUGUST 31, 2018**

---

**5. CAPITAL LEASE OBLIGATION**

The Association entered into a lease agreement in 2016 to acquire computer equipment. The liability recorded under the capital lease represents the minimum lease payments payable. The Association's obligation under capital lease consists of:

	2018	2017
National Leasing Group Inc., payable in monthly instalments of \$1,290, which include imputed interest at an annual rate of 7.8%, secured by specific equipment, due on September 30, 2019	\$ 16,776	\$ 32,253
Less: imputed interest	(892)	(3,087)
	15,884	29,166
Less: current portion	(14,595)	(13,281)
	\$ 1,289	\$ 15,885

Minimum repayments over the next two years are anticipated to be as follows:

2019	\$ 15,477
2020	1,299
Less: imputed interest	(892)
	\$ 15,884

**6. COMMITMENTS**

The Association leases its office premises under a lease agreement which expires September 2023. In addition to basic rent, the Association is required to pay a portion of certain operating costs and property taxes. The Association has also leased equipment under lease agreements which expire during March 2023 and January 2024. Basic rent under the office premises lease agreement and payments under the equipment leases for the next five fiscal years are anticipated to be as follows:

2019	\$ 147,202
2020	153,395
2021	158,238
2022	162,708
2023	158,279
	\$ 779,822





**THE CANADIAN BAR ASSOCIATION - BRITISH COLUMBIA BRANCH**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED AUGUST 31, 2018**

**7. RESERVE FUND**

The Association's reserve fund is comprised of a restricted portion which is to be maintained at no less than \$899,554 and a long-term unrestricted portion. The interest accrued in the restricted portion will be held in the unrestricted portion. The restricted portion of the reserve fund was established in 1989. Disbursements from the restricted portion of the fund are to be made only with the approval of the Provincial Council. The Association invests the assets comprising both components of the reserve fund separately from other net assets. The continuity of the reserve fund is as follows:

	<b>2018</b>	<b>2017</b>
Balance at beginning of year	\$ 1,326,112	\$ 1,274,831
Reserve fund transactions:		
Investment income - marketable securities - reserve	62,325	60,336
Investment counsel fees - marketable securities - reserve	(9,606)	(9,286)
Unrealized (loss) gain - marketable securities - reserve	22,293	(9,055)
	75,012	41,995
Investment counsel fees paid for by Operating fund	9,606	9,286
	\$ 1,410,730	\$ 1,326,112
Comprised as follows:		
	<b>2018</b>	<b>2017</b>
Restricted portion	\$ 899,554	\$ 899,554
Long-term unrestricted portion	511,176	426,558
	\$ 1,410,730	\$ 1,326,112

**8. GRANTS**

Total grants received during the year are as follows:

	<b>2018</b>	<b>2017</b>
Law Foundation of British Columbia	\$ 324,205	\$ 297,820
Law Society of British Columbia	37,173	62,500
Vancouver Bar Association	5,000	4,500
Grants received and deferred to the next fiscal year	(10,243)	(20,795)
Deferred grants recognized as revenue	14,699	1,250
	\$ 370,834	\$ 345,275





---

**THE CANADIAN BAR ASSOCIATION - BRITISH COLUMBIA BRANCH**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED AUGUST 31, 2018**

---

**9. ACTIVITIES EXPENDITURE**

Detail on certain expenditure categories is provided below for additional information. These expenditures are included in the total activities expenditure of \$1,898,218 (2017 - \$1,658,252) for the year.

	<b>2018</b>	<b>2017</b>
Communication and BarTalk	\$ 283,833	\$ 196,957
Professional development	388,066	200,749
Public service programs	233,171	215,319
Sections- activities	122,371	134,070
Sections- administration	277,558	248,768

**10. COMPARATIVE FIGURES**

Certain amounts in the prior year financial statements presented for comparative purposes have been reclassified to conform to the line item groupings adopted in the current year financial statements. Such reclassification does not have any effect on the total assets, net assets or excess of revenue over expenditure previously reported.

