

MANITOBA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS INC.

Financial Statements

Year Ended June 30, 2022

Draft for discussion purposes only

Prepared by	Reviewed by
BH 2/17/23	DV 3/07/23

MANITOBA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS INC.

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INDEPENDENT PRACTITIONERS' REVIEW ENGAGEMENT REPORT

To the Members of Manitoba Association of School Business Officials Inc.

We have reviewed the accompanying financial statements of Manitoba Association of School Business Officials Inc. which comprise the statement of financial position as at June 30, 2022 and the statements of revenues and expenses, 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.

Practitioners' Responsibility for the Financial Statements

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

Conclusion

Based on our review, nothing has come to our attention that causes us to believe that these financial statements do not present fairly, in all material respects, the financial position of Manitoba Association of School Business Officials Inc. as at June 30, 2022, 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.

Exchange

Chartered Professional Accountants LLP
Winnipeg, Manitoba

MANITOBA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS INC.

Statement of Financial Position

June 30, 2022

	2022	2021
ASSETS		
CURRENT		
Cash	\$ 111,946	\$ 103,069
Accounts receivable	6,446	9,195
Goods and services tax recoverable	4,751	1,200
Prepaid expenses	678	678
	<u>\$ 123,821</u>	<u>\$ 114,142</u>
LIABILITIES		
CURRENT		
Accounts payable and accrued liabilities	\$ 2,584	\$ 900
Source deductions payable	590	601
	<u>3,174</u>	<u>1,501</u>
NET ASSETS	<u>120,647</u>	<u>112,641</u>
	<u>\$ 123,821</u>	<u>\$ 114,142</u>

ON BEHALF OF THE BOARD

_____ Director

_____ Director

MANITOBA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS INC.

Statement of Revenues and Expenses

Year Ended June 30, 2022

	Budget 2022	Actual 2022	Actual 2021
REVENUES			
Membership fees	\$ 94,000	\$ 89,249	\$ 90,266
Convention	-	71,723	2,857
Magazine	-	5,411	5,180
Miscellaneous	4,000	937	185
Interest	-	691	595
Professional development	-	-	3,600
	<hr/>	<hr/>	<hr/>
	98,000	168,011	102,683
EXPENSES			
Accounting fees	3,000	3,371	3,611
Bank charges	500	255	1,337
Casual office assistance			
- Benefits	1,500	1,325	1,197
- Wages	20,500	19,641	18,273
Convention expenses	-	69,765	3,700
Executive director			
- Contract	60,000	60,000	60,000
- Discretionary professional development	1,000	298	-
- Non-Discretionary professional development/meetings	1,000	-	320
- Office	200	224	224
- Travel (Winnipeg)	500	-	-
Executive meeting expenses	1,200	53	641
Executive planning/orientation	500	-	-
Mileage	-	548	144
Miscellaneous	-	1,023	900
Office - equipment	700	630	1,857
Office - insurance	700	818	742
Office - mileage	1,000	-	-
Office - supplies	800	-	270
Office - telephone	1,300	1,182	1,931
Plaques	-	-	1,040
Professional development	-	149	2,223
Transportation - other	-	500	-
Website	3,600	223	216
	<hr/>	<hr/>	<hr/>
	98,000	160,005	98,626
EXCESS OF REVENUES OVER EXPENSES	<hr/>	<hr/>	<hr/>
	\$ -	\$ 8,006	\$ 4,057

MANITOBA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS INC.

**Statement of Net Assets
Year Ended June 30, 2022**

	2022	2021
NET ASSETS - BEGINNING OF YEAR	\$ 112,641	\$ 108,584
Excess of revenues over expenses	<u>8,006</u>	<u>4,057</u>
NET ASSETS - END OF YEAR	<u>\$ 120,647</u>	<u>\$ 112,641</u>

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MANITOBA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS INC.

**Statement of Cash Flows
Year Ended June 30, 2022**

	2022	2021
OPERATING ACTIVITIES		
Cash receipts from attendees and members	\$ 170,069	\$ 110,475
Cash paid to suppliers and employees	(158,077)	(99,570)
Interest received	691	595
Interest paid	(255)	(1,337)
Goods and services tax	(3,551)	(438)
	<hr/>	<hr/>
INCREASE IN CASH	8,877	9,725
CASH - BEGINNING OF YEAR	103,069	93,344
	<hr/>	<hr/>
CASH - END OF YEAR	\$ 111,946	\$ 103,069
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MANITOBA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS INC.

Notes to Financial Statements

Year Ended June 30, 2022

(Unaudited)

1. NATURE OF ORGANIZATION

The Association is incorporated without share capital. The Association was established to improve the quality of school business management and the status, competency, leadership qualities and ethical standards of school business officials at all levels. The Association is exempt from income tax under section 149(1) of the Income Tax Act.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations. Because a precise determination of many assets and liabilities is dependent upon future events, the preparation of financial statements for a period necessarily involves the use of estimates which have been made using careful judgement. The financial statements have, in management's opinion, been properly prepared within the reasonable limits of materiality and within the framework of the significant accounting policies summarized below:

Financial instruments

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in income. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

Capital Assets

Capital assets purchased are expensed in the year of acquisition.

Revenue Recognition

The Association recognizes revenues when they are earned, specifically when all the following conditions are met:

- services are provided to members
- there is clear evidence that an arrangement exists
- amounts are fixed or can be determined
- the ability to collect is reasonably assured.

3. FINANCIAL INSTRUMENTS

The Association is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Association's risk exposure and concentration as of June 30, 2022.

Credit risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Association is exposed to credit risk from members. An allowance for doubtful accounts is established based upon factors surrounding the credit risk of specific accounts, historical trends and other information. The Association has a significant number of members which minimizes concentration of credit risk.