

**CAPILANO UNIVERSITY  
FACULTY ASSOCIATION**

**Financial Statements**

**April 30, 2010**

# CAPILANO UNIVERSITY FACULTY ASSOCIATION

April 30, 2010

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## **Review Engagement Report**

To the Directors of  
Capilano University Faculty Association

We have reviewed the statement of financial position of the Capilano University Faculty Association as at April 30, 2010 and the statements of operations, changes in net assets, 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 enquiry, 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 generally accepted accounting principles.

Burnaby, British Columbia  
September 8, 2010

Fairhall Zhang & Associates Ltd.  
Certified General Accountants

**CAPILANO UNIVERSITY FACULTY ASSOCIATION**

**Statement of Financial Position**

**As at April 30, 2010**

(Unaudited)

<b><u>ASSETS</u></b>	<b><u>2010</u></b>	<b><u>2009</u></b>
<b><u>Current Assets</u></b>		
Cash - Note 4	\$ 75,058	\$ 187,325
Share Account	57	50
Term Deposit - Note 4	550,000	350,000
Accounts receivable	<u>50,000</u>	<u>45,000</u>
	\$ <u>675,115</u>	\$ <u>582,375</u>
<b><u>Capital Assets</u></b>		
Office Furniture	\$ 3,000	\$ 17,370
Computer	<u>2,500</u>	<u>2,962</u>
Total Capital Assets	5,500	20,332
Less: Accumulated Amortization	<u>(1,333)</u>	<u>(20,332)</u>
Net Book Value	\$ <u>4,167</u>	\$ <u>-</u>
<b><u>Total Assets</u></b>	<b>\$ <u>679,282</u></b>	<b>\$ <u>582,375</u></b>
<b><u>LIABILITIES &amp; NET ASSETS</u></b>		
<b><u>Current Liabilities</u></b>		
Accounts payable and accrued liabilities	\$ <u>38,800</u>	\$ <u>28,600</u>
<b><u>Total Liabilities</u></b>	<b>\$ <u>38,800</u></b>	<b>\$ <u>28,600</u></b>
<b><u>Net Assets</u></b> - See Page 4	<b>\$ <u>640,482</u></b>	<b>\$ <u>553,775</u></b>
<b><u>Total Liabilities &amp; Net Assets</u></b>	<b>\$ <u>679,282</u></b>	<b>\$ <u>582,375</u></b>

Approved on Behalf of the Board:

\_\_\_\_\_ President

The attached notes are an integral part hereof.

# CAPILANO UNIVERSITY FACULTY ASSOCIATION

## Statement of Operations

For The Year Ended April 30, 2010

(Unaudited)

<u>Revenues</u>	<u>2010</u>	<u>2009</u>
Union Dues Revenue	\$ 579,574	\$ 523,275
Common Agreement Lease Revenue	24,800	24,056
Interest Revenue - Operating Fund	1,086	1,310
Interest Revenue - Strike Fund	5,485	5,786
Interest Revenue - Negotiation Fund	689	437
Interest Revenue - Education Fund	<u>90</u>	<u>125</u>
<b><u>Total Revenues</u></b>	<b><u>\$ 611,724</u></b>	<b><u>\$ 554,989</u></b>
<u>Expenses</u>		
Negotiations Expense	\$ 107	\$ 50
Non-Executive Release	6,200	6,014
Executive Release	155,000	150,350
Federation of Post-Secondary Educators	265,767	237,118
CIEA AGM Host Expenses	2,599	5,523
Bursaries	2,100	2,100
Memberships and Donations	25	275
Conferences	919	1,202
Professional Development	2,100	2,100
Public Relations	2,306	4,055
Office expenses	2,418	5,952
Telephone and telecommunications	750	571
Meetings and Refreshments	12,608	9,626
Other travel expenses	1,886	5,254
Professional Fees	1,518	2,500
Union Survey	149	25
Salaries and wages	50,582	55,711
CPP, EI and Employee Benefits	15,671	16,513
Staff Training	830	815
Amortization Expense	1,333	-
Bank charges	<u>149</u>	<u>131</u>
<b><u>Total Expenses</u></b>	<b><u>\$ 525,017</u></b>	<b><u>\$ 505,885</u></b>
<b><u>Excess Revenues Over Expenses</u></b>	<b><u>\$ 86,707</u></b>	<b><u>\$ 49,104</u></b>

The attached notes are an integral part hereof.

**CAPILANO UNIVERSITY FACULTY ASSOCIATION**

**Statement of Changes in Net Assets**

**For the Year Ended April 30, 2010**

(Unaudited)

	<u>FUNDS</u>				<u>Totals</u>	
	<u>Operating</u>	<u>Strike</u>	<u>Negotiation</u>	<u>Education</u>	<u>2010</u>	<u>2009</u>
<b><u>Opening Balances</u></b>	<b>\$ <u>79,628</u></b>	<b>\$ <u>413,798</u></b>	<b>\$ <u>53,711</u></b>	<b>\$ <u>6,638</u></b>	<b>\$ <u>553,775</u></b>	<b>\$ <u>504,671</u></b>
<u>Revenues</u>						
Operations	604,374	-	-	-	604,374	547,331
Interest	1,086	5,485	689	90	7,350	7,658
<u>Expenses</u>	<u>(524,080)</u>	<u>-</u>	<u>(107)</u>	<u>(830)</u>	<u>(525,017)</u>	<u>(505,885)</u>
<u>Transfers</u>	<u>(62,000)</u>	<u>30,000</u>	<u>30,000</u>	<u>2,000</u>	<u>-</u>	<u>-</u>
Increase / (Decrease)	<u>19,380</u>	<u>35,485</u>	<u>30,582</u>	<u>1,260</u>	<u>86,707</u>	<u>49,104</u>
<b><u>Ending Balances</u></b>	<b>\$ <u>99,008</u></b>	<b>\$ <u>449,283</u></b>	<b>\$ <u>84,293</u></b>	<b>\$ <u>7,898</u></b>	<b>\$ <u>640,482</u></b>	<b>\$ <u>553,775</u></b>

The attached notes are an integral part hereof.

**CAPILANO UNIVERSITY FACULTY ASSOCIATION**

**Statement of Cash Flows**

**For the Year Ended April 30, 2010**

(Unaudited)

	<b><u>2010</u></b>	<b><u>2009</u></b>
<b><u>Cash Position</u></b>		
Cash and Short Term Deposits	\$ <u>625,115</u>	\$ <u>537,375</u>
<b><u>Net Cash Position</u></b>		
Opening Cash Position	537,375	484,574
Ending Cash Position	<u>625,115</u>	<u>537,375</u>
<b><u>Increase in Cash Position</u></b>	<b>\$ <u>87,740</u></b>	<b>\$ <u>52,801</u></b>

**CASH FLOWS FROM**

**Operating Activities**

Excess Revenue Over Expenses	\$ 86,707	\$ 49,104
<b><u>Items not requiring an outlay of cash</u></b>		
Amortization Expense	<u>1,333</u>	<u>-</u>
	<u>88,040</u>	<u>49,104</u>
<b><u>Changes in Non-Working Capital</u></b>		
(Increase) Decrease in Current Assets	(5,000)	1,741
Increase in Current Liabilities	<u>10,200</u>	<u>1,956</u>
<b><u>Cash provided by Operating Activities</u></b>	<b>\$ <u>93,240</u></b>	<b>\$ <u>52,801</u></b>

**Financing Activities**

No Activity	\$ <u>-</u>	\$ <u>-</u>
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**Investing Activities**

Additions to Capital Property	<u>(5,500)</u>	<u>-</u>
<b><u>Cash used in Investing Activities</u></b>	<b>\$ <u>(5,500)</u></b>	<b>\$ <u>-</u></b>

<b><u>Net Increase in Cash &amp; Cash Equivalents</u></b>	<b>\$ <u>87,740</u></b>	<b>\$ <u>52,801</u></b>
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The attached notes are an integral part hereof.

# CAPILANO UNIVERSITY FACULTY ASSOCIATION

## Notes to the Financial Statements

For the Year Ended April 30, 2010

(Unaudited)

1. The Capilano University Faculty Association (CFA) is certified by the Labour Relations Board of BC to represent certain employees of Capilano University. On February 27, 2009, the Labour Relations Board approved changing the Association's name by substituting University for College.

### 2. Accounting Policies

a. Fee & Interest Revenue is recognized on an accrual basis.

b. Management's practice is to capitalize and amortize assets costing more than \$1,000. A six-year straight-line policy with no residual, is used for furniture and equipment. For computers and electronic equipment, a three-year period is used.

c. CFA Officers who are on Union Leave from their regular employment while performing their CFA Duties, are paid their regular salary and benefits during such periods by the University. The University invoices the CFA according to the agreed formula for the salaries and benefits of the officers while on Union Leave.

d. The CFA is a member of the Federation of Post Secondary Educators (FPSE) which provides certain services to the CFA and its members. The CFA charges the FPSE for FPSE-related union leave for CFA members on FPSE business. Consequently, the CFA recovers a portion of the amounts which it pays to the University as explained in (c) above.

e. The 'Net Assets' of the Association consists of the following funds:

i. Strike Fund: Its purpose is to pay strike pay and/or be used in other ways to defend the Association.

ii. Negotiations Fund: Its purpose is to cover the costs of negotiating collective bargaining agreements.

iii. Education Fund: Its purpose is to pay for members to take union related training.

iv. Operating Fund: Its purpose is to cover the normal operating activities of the CFA.

### 3. Fair Value Estimation and Risk Assessment:

The CFA financial instruments consist of cash, term deposits, dues receivable, accounts payable and accrued liabilities. The fair value of these financial instruments approximates their carrying values unless otherwise noted. It is the Directors' opinion that the CFA is not exposed to significant credit risk, interest rate risk, liquidity risk, currency risk or other price risks.

# CAPILANO UNIVERSITY FACULTY ASSOCIATION

## Notes to the Financial Statements

For the Year Ended April 30, 2010

(Unaudited)

4. The term deposits are cashable and non-cashable at rates varying from 1.00% to 1.50% interest for a 12 month term. The cash and term deposits are with VanCity Credit Union and are 100% guaranteed under provincial legislation.

5. Subsequent Event

A reserve within the operating fund for Sick-Leave was approved at a Annual General Meeting on May 4, 2010. It is intended to address the contingency that the Association may have to pay sick leave for the first 30 days of absence in the event a member becomes ill while on Union Release.