

INSTITUTE OF PROFESSIONAL BOOKKEEPERS OF CANADA

Financial Statements
(Unaudited)

December 31, 2013



INSTITUTE OF PROFESSIONAL BOOKKEEPERS OF CANADA **CONTENTS**
FINANCIAL STATEMENTS
December 31, 2013

REVIEW ENGAGEMENT REPORT	
STATEMENT OF OPERATIONS	STATEMENT 1
STATEMENT OF CHANGES IN NET ASSETS	STATEMENT 2
STATEMENT OF CASH FLOWS	STATEMENT 3
STATEMENT OF FINANCIAL POSITION	STATEMENT 4
NOTES TO THE FINANCIAL STATEMENTS	



REVIEW ENGAGEMENT REPORT

To The Members of
Institute of Professional Bookkeepers of Canada

We have reviewed the statement of financial position of Institute of Professional Bookkeepers of Canada as at December 31, 2013 and December 31, 2012, and the statements of operations, changes in net assets and cash flows for the years ended December 31, 2013 and December 31, 2012. Our review was made in accordance with Canadian generally accepted standards for review engagements and accordingly consisted primarily of enquiry, analytical procedures and discussions related to information supplied to us by management.

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 accounting standards for not-for-profit organizations.



CERTIFIED GENERAL ACCOUNTANTS

Coquitlam, B.C.
May 6, 2014

INSTITUTE OF PROFESSIONAL BOOKKEEPERS OF CANADA STATEMENT 1
STATEMENT OF OPERATIONS

Year Ended December 31, 2013

(Unaudited)

	2013	2012
Revenue		
Membership fees	\$ 311,738	\$ 295,388
Sponsorship, partnership and others	49,181	30,937
Conferences - note 2	180,079	142,813
	540,998	469,138
Direct costs		
Advertising and promotion	3,418	7,123
Printing and reproduction	11,076	8,573
Wages and subcontract fees	142,889	106,889
Web and databases maintenance	27,263	35,415
Conference costs - note 2	179,936	180,057
	364,582	338,057
Gross margin	176,416	131,081
General and administrative expenses		
Bank charges and interest	694	876
Insurance	3,385	3,313
Merchant fees	13,337	14,436
Office and general	5,728	6,947
Professional development	3,764	1,518
Professional fees - note 3	24,667	11,429
Senior and executive wages and fees	73,713	69,748
Telephone	5,753	3,602
	131,041	111,869
Earnings from operations	45,375	19,212
Other expenses		
Loss on write-off of capital assets	-	(1,272)
Loss on foreign exchange	(517)	-
Excess of revenue over expenses for the year	\$ 44,858	\$ 17,940

The accompanying notes are an integral part of these financial statements.



INSTITUTE OF PROFESSIONAL BOOKKEEPERS OF CANADA STATEMENT 2
STATEMENT OF CHANGES IN NET ASSETS

Year Ended December 31, 2013
(Unaudited)

	2013	2012
Net assets, beginning of year	\$ 23,719	\$ 5,779
Excess of revenue over expenses for the year	44,858	17,940
Net assets, end of year	\$ 68,577	\$ 23,719

The accompanying notes are an integral part of these financial statements.



INSTITUTE OF PROFESSIONAL BOOKKEEPERS OF CANADA STATEMENT 3
STATEMENT OF CASH FLOWS
Year Ended December 31, 2013
(Unaudited)

	2013	2012
Cash flows from (for) operating activities:		
Excess of revenue over expenses for the year	\$ 44,858	\$ 17,940
Items not requiring an outlay of funds		
Loss on write-off of capital assets	-	1,272
	44,858	19,212
Changes in non-cash working capital		
Decrease (increase) in accounts receivable	(14,577)	1,680
Increase in prepaid deposits	(2,000)	-
Decrease in accounts payable and accrued liabilities	(18,713)	(1,184)
Increase (decrease) in government agencies payable	19,501	(10,089)
Increase (decrease) in due to employee	(5,196)	14,277
	23,873	23,896
Cash flows from (for) investing activities:		
Increase in trademark costs	-	(5,770)
Increase in cash	23,873	18,126
Cash, beginning of year	44,198	26,072
Cash, end of year	\$ 68,071	\$ 44,198

The accompanying notes are an integral part of these financial statements.



INSTITUTE OF PROFESSIONAL BOOKKEEPERS OF CANADA STATEMENT 4
STATEMENT OF FINANCIAL POSITION
 December 31, 2013
 (Unaudited)

	2013	2012
ASSETS		
Current:		
Cash	\$ 68,071	\$ 44,198
Accounts receivable	14,577	-
Government agencies recoverable	-	6,231
Prepaid deposits	2,000	-
	84,648	50,429
Trademarks, at cost	27,599	27,599
	\$ 112,247	\$ 78,028
LIABILITIES AND NET ASSETS		
Current:		
Accounts payable and accrued liabilities	\$ 21,319	\$ 40,032
Government agencies payable	13,270	-
Due to employee	9,081	14,277
	43,670	54,309
Net assets	68,577	23,719
	\$ 112,247	\$ 78,028

On behalf of the Board

 Director
June 13 2014 Date

 Director
JUNE 16, 2014 Date

The accompanying notes are an integral part of these financial statements.



INSTITUTE OF PROFESSIONAL BOOKKEEPERS OF CANADA
NOTES TO THE FINANCIAL STATEMENTS
Year Ended December 31, 2013
(Unaudited)

STATUTE OF INCORPORATION AND NATURE OF BUSINESS

The Institute of Professional Bookkeepers of Canada (the "Institute") is a national not-for-profit organization, incorporated under the Canada Corporation Act on January 31, 2007. The organization is exempt from income taxes under section 149 (1) (l) of the Income Tax Act.

The objectives of the Institute are to:

- maintain and improve the qualifications and standards of the bookkeeping profession through the development and implementation of bookkeeping certification and continuing education programs;
- promote and protect the interests and conserve the rights of those engaged in the bookkeeping profession;
- promote uniformity in bookkeeping standards and practices;
- undertake technical and statistical research relating to the bookkeeping profession;
- provide business information and statistics of interest to members of the organization;
- organize and hold conferences, educational events and round-table discussion groups and to provide trade related resources and opportunities for the benefit of members of the organization.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations and include the following significant accounting policies:

Trademarks

Trademarks are recorded at cost. Amortization has not been provided for. Trademarks are tested for impairment when the events or changes in the circumstances indicate the carrying values will not be recoverable. No impairment test has been performed for the current year.

Impairment of Long-Lived Assets

Long-lived assets are reviewed for impairment when events and circumstances indicate that cost may not be recoverable. Impairment exists when the carrying value of an asset is greater than the undiscounted future cash flows expected to be provided by the asset. The amount of impairment loss, if any, is the excess of the carrying value over its fair value.

Revenue Recognition

Membership fees are recognized as revenue when received.



INSTITUTE OF PROFESSIONAL BOOKKEEPERS OF CANADA
NOTES TO THE FINANCIAL STATEMENTS
Year Ended December 31, 2013
(Unaudited)

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONT'D

Financial Instruments

Measurement of financial instruments

The Institute initially measures its financial assets and liabilities at fair value and subsequently measures all its financial assets and financial liabilities at amortized cost.

Financial assets measured at amortized cost include cash, accounts receivable and government agencies recoverable.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities, government agencies payable and due to employee.

Impairment

Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in net income. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, 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 net income.

Transaction costs

The Institute recognizes its transaction costs in net income in the period incurred. However, financial instruments that will not be subsequently measured at fair value are adjusted by the transaction costs that are directly attributable to their origination, issuance or assumption.

Use of Estimates

The preparation of financial statements in accordance 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 at the date of the financial statements and the reported amounts of revenues and expenses during the reported period. Estimates are used for, but are not limited to, the accounting for doubtful accounts, accrued liabilities, amortization, impairments and contingencies. Actual results may differ from those estimates.

INSTITUTE OF PROFESSIONAL BOOKKEEPERS OF CANADA

NOTES TO THE FINANCIAL STATEMENTS

Year Ended December 31, 2013

(Unaudited)

2. CONFERENCES

	2013	2012
Revenues		
Ticket sales	\$ 93,588	\$ 82,813
Sponsorship sales	86,491	60,000
	180,079	142,813
Costs		
Meals	941	75,976
Speaker fees	14,195	12,800
Audio visual equipment	-	10,141
Printing, marketing and advertisement	14,146	14,306
Hotel and travel	100,900	6,043
Staff wages	49,754	60,791
	179,936	180,057
Net earnings	\$ 143	\$ (37,244)

3. PROFESSIONAL FEES

During the fiscal year, the Institute incurred various professional fees as follows:

	2013	2012
Accounting fees	\$ 14,558	\$ 2,000
Bookkeeping fees	2,400	6,143
Bylaw and legal fees	7,709	3,286
	\$ 24,667	\$ 11,429

4. SUBSEQUENT EVENTS

Subsequent to the year end the Institute changed its fiscal year end to May 31.

