

INSTITUTE OF PROFESSIONAL BOOKKEEPERS OF CANADA

Financial Statements
(Unaudited)

May 31, 2014



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May 31, 2014

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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 May 31, 2014 and December 31, 2013, and the statements of operations, changes in net assets and cash flows for the periods ended May 31, 2014 and December 31, 2013. 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.

A handwritten signature in black ink that reads 'EPR' in a stylized, cursive font.

CERTIFIED GENERAL ACCOUNTANTS

Coquitlam, B.C.
August 18, 2014

INSTITUTE OF PROFESSIONAL BOOKKEEPERS OF CANADA STATEMENT 1
STATEMENT OF OPERATIONS

For the Five Months Ended May 31, 2014
(Unaudited)

	Five Months Ended May 31 2014	Year Ended December 31 2013
Revenue		
Membership fees	\$ 155,898	\$ 311,738
Sponsorship, partnership and others	38,240	49,182
Conferences - note 2	-	180,079
	194,138	540,999
Direct costs		
Advertising and promotion	1,944	2,555
Program costs	20,645	-
Printing and reproduction	3,819	11,940
Wages and subcontract fees	71,524	142,889
Web and databases maintenance	6,975	27,263
Conference costs - note 2	446	179,936
	105,353	364,583
Gross margin	88,785	176,416
General and administrative expenses		
Bank charges and interest	607	694
Insurance	1,729	3,385
Merchant fees	6,335	13,337
Office and general	4,929	5,728
Professional development	-	3,764
Professional fees - note 3	8,125	24,667
Senior and executive wages and fees	44,719	73,713
Telephone	2,318	5,753
	68,762	131,041
Earnings from operations	20,023	45,375
Loss on foreign exchange	-	(517)
Excess of revenue over expenses for the period	\$ 20,023	\$ 44,858

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
For the Five Months Ended May 31, 2014
(Unaudited)

	Five Months Ended May 31 2014	Year Ended December 31 2013
Net assets, beginning of period	\$ 68,577	\$ 23,719
Excess of revenue over expenses for the period	20,023	44,858
Net assets, end of period	\$ 88,600	\$ 68,577

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



INSTITUTE OF PROFESSIONAL BOOKKEEPERS OF CANADA STATEMENT 3
STATEMENT OF CASH FLOWS
For the Five Months Ended May 31, 2014
(Unaudited)

	Five Months Ended May 31 2014	Year Ended December 31 2013
Cash flows from (for) operating activities:		
Excess of revenue over expenses for the period	\$ 20,023	\$ 44,858
Changes in non-cash working capital		
Decrease (increase) in accounts receivable	14,577	(14,577)
Increase in prepaid expenses	(20,000)	(2,000)
Increase (decrease) in accounts payable and accrued liabilities	6,369	(18,713)
<i>Increase in government agencies payable</i>	1,000	19,501
Decrease in due to employee	(5,748)	(5,196)
Increase in deferred revenue	103,127	-
Increase in cash	119,348	23,873
Cash, beginning of period	68,071	44,198
Cash, end of period	\$ 187,419	\$ 68,071

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




INSTITUTE OF PROFESSIONAL BOOKKEEPERS OF CANADA STATEMENT 4
STATEMENT OF FINANCIAL POSITION
 May 31, 2014
 (Unaudited)

	May 31 2014	December 31 2013
ASSETS		
Current:		
Cash	\$ 187,419	\$ 68,071
Accounts receivable	-	14,577
Prepaid expenses	22,000	2,000
	209,419	84,648
Trademarks, at cost	27,599	27,599
	\$ 237,018	\$ 112,247
LIABILITIES AND NET ASSETS		
Current:		
Accounts payable and accrued liabilities	\$ 27,688	\$ 21,319
Deferred revenue - note 4	103,127	-
Government agencies payable	14,270	13,270
Due to employee	3,333	9,081
	148,418	43,670
Net assets	88,600	68,577
	\$ 237,018	\$ 112,247

Comparative figures - note 5

On behalf of the Board

A. Mueller Director
Sept 4/2014 Date

 Director
SEP 4 14 Date

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



INSTITUTE OF PROFESSIONAL BOOKKEEPERS OF CANADA

NOTES TO THE FINANCIAL STATEMENTS

For the Five Months Ended May 31, 2014

(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 applied on a basis consistent with that of the proceeding year. Outlined below are those policies considered particularly significant.

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

For the Five Months Ended May 31, 2014

(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 and accounts receivable.

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

For the Five Months Ended May 31, 2014

(Unaudited)

2. CONFERENCES

	May 31 2014	December 31 2013
Revenues		
Ticket sales	\$ -	\$ 93,588
Sponsorship sales	-	86,491
		180,079
Costs		
Meals	-	941
Speaker fees	-	14,195
Printing, marketing and advertisement	-	14,146
Hotel and travel	446	100,900
Staff wages	-	49,754
	446	179,936
Net earnings (loss)	\$ (446)	\$ 143

3. PROFESSIONAL FEES

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

	May 31 2014	December 31 2013
Accounting fees	\$ 4,000	\$ 14,558
Bookkeeping fees	3,000	2,400
Bylaw and legal fees	1,125	7,709
	\$ 8,125	\$ 24,667

4. DEFERRED REVENUE

The amount represents fees received for a conference to be held in September 2014.

5. COMPARATIVE FIGURES

Certain balances of the preceding period have been reclassified to conform with the current period's financial statement presentation.

