

# **Ontario Municipal Human Resources Association**

Financial Statements

*(Unaudited)*

**December 31, 2017**

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# Ontario Municipal Human Resources Association

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December 31, 2017

*(Unaudited)*

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## INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

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To the Members of Ontario Municipal Human Resources Association

We have reviewed the accompanying financial statements of Ontario Municipal Human Resources Association that comprise the statement of financial position as at December 31, 2017 and the statements of operations, changes in net assets and cash flow 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.

### *Practitioner's Responsibility*

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.

### *Basis for Qualified Conclusion*

The Ontario Municipal Human Resources Association did not undergo an audit or a review for the December 31, 2016 financial statements. The opening net assets of the accompanying financial statements are not susceptible to satisfactory review verification. Therefore, we were not able to determine whether any adjustments might be necessary to net assets as at December 31, 2016 and December 31, 2017

### *Conclusion*

Based on our review, except for the effects of the matter described in the Basis for Qualified Conclusion paragraph, 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 Ontario Municipal Human Resources Association as at December 31, 2017, and the results of its operations and its cash flows for the year then ended in accordance with the Canadian Accounting Standards for Not-for-Profit Organizations.

### *Other Matters*

The financial statements of the prior period were not subject to a review engagement or an audit engagement.

July 4, 2018  
Simcoe, Ontario

*Millard, Rouse & Rosebrugh LLP*

**Millard, Rouse & Rosebrugh LLP**  
Chartered Professional Accountants  
Licensed Public Accountants

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# Ontario Municipal Human Resources Association

## Statement of Financial Position

As at December 31, 2017

(Unaudited)

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	2017	2016
<b>ASSETS</b>		
<b>Current</b>		
Cash	\$ 65,029	\$ 18,643
Investments (Note 3)	293,668	291,108
Accounts receivable	29,381	6,027
HST recoverable	16,758	12,053
Prepaid expenses	2,500	9,257
	<b>\$ 407,336</b>	<b>\$ 337,088</b>
<b>LIABILITIES AND NET ASSETS</b>		
<b>Current</b>		
Accounts payable	\$ 30,145	\$ 13,519
<b>Net assets</b>	<b>377,191</b>	<b>323,569</b>
	<b>\$ 407,336</b>	<b>\$ 337,088</b>

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See accompanying notes

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# Ontario Municipal Human Resources Association

## Statement of Changes in Net Assets

Year ended December 31, 2017

(Unaudited)

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	2017	2016
<b>Net assets - beginning of year</b>	<b>\$ 323,569</b>	<b>\$ 261,446</b>
Excess of revenue over expenses	<b>53,622</b>	62,123
<b>NET ASSETS - END OF YEAR</b>	<b>\$ 377,191</b>	<b>\$ 323,569</b>

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See accompanying notes

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# Ontario Municipal Human Resources Association

## Statement of Operations Year ended December 31, 2017

(Unaudited)

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	2017	2016
<b>REVENUE</b>		
Membership fees	\$ 98,197	\$ 95,916
Fall conference	125,265	109,188
Spring workshop	87,630	76,657
Member services	25,000	32,050
Seminars	22,950	21,094
Royalties	25,045	11,829
LRIS	-	5,000
Interest and miscellaneous	3,130	4,705
	<b>387,217</b>	<b>356,439</b>
<b>EXPENSES</b>		
Advertising and promotion	3,655	989
Amortization	-	504
Bad debts	1,523	-
Administration	20,164	18,059
Contracted services	94,537	103,500
Internet and web hosting services	21,200	20,400
Meetings	4,713	5,848
Professional fees	23,053	10,820
Fall conference	93,428	71,358
Spring workshop	62,782	55,087
Seminars	8,540	7,751
	<b>333,595</b>	<b>294,316</b>
<b>EXCESS OF REVENUE OVER EXPENSES FOR THE YEAR</b>	<b>\$ 53,622</b>	<b>\$ 62,123</b>

See accompanying notes

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# Ontario Municipal Human Resources Association

## Statement of Cash Flow Year ended December 31, 2017

(Unaudited)

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	2017	2016
<b>OPERATING ACTIVITIES</b>		
Excess of revenue over expenses for the year	\$ 53,622	\$ 62,123
Item not affecting cash:		
Amortization	-	504
	<b>53,622</b>	<b>62,627</b>
Changes in non-cash working capital:		
Accounts receivable	(23,730)	(2,408)
Allowance for doubtful accounts	376	-
Accounts payable	16,626	752
HST payable (recoverable)	(4,705)	(3,909)
Prepaid expenses	6,757	(6,844)
	<b>(4,676)</b>	<b>(12,409)</b>
Cash flow from operating activities	<b>48,946</b>	<b>50,218</b>
<b>INVESTING ACTIVITY</b>		
Purchase of investments	<b>(2,560)</b>	<b>(176,403)</b>
<b>INCREASE (DECREASE) IN CASH</b>	<b>46,386</b>	<b>(126,185)</b>
Cash - beginning of year	<b>18,643</b>	<b>144,828</b>
<b>CASH - END OF YEAR</b>	<b>\$ 65,029</b>	<b>\$ 18,643</b>

See accompanying notes

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# Ontario Municipal Human Resources Association

## Notes to Financial Statements

Year ended December 31, 2017

(Unaudited)

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### 1. NATURE OF OPERATIONS

Founded in 1963, The Ontario Municipal Human Resources Association was incorporated without share capital in August 2004. The association is a non-profit and non-taxable entity with the mandate to promote the interests of municipal human resources professionals in Ontario.

### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### Revenue recognition

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

#### Expenses

Expenses are reported on the accrual basis of accounting, which records the cost of goods and services acquired in the period whether or not payment has been made for the invoices received.

#### Property and equipment

The organization expenses all capital expenditures in the year of acquisition. The organization does not own any land or buildings. The capital assets held by the organization consist of miscellaneous office equipment.

#### Measurement uncertainty

The preparation of financial statements in conformity with Canadian Accounting Standards for Not-for-Profit Organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

### 3. INVESTMENTS

Investments consist of GICs and by their nature approximate their market value. The GICs will mature in 2018 and have interest rates ranging from 0.5% to 0.77%.

### 4. FINANCIAL INSTRUMENTS

#### **Fair value**

Cash, accounts receivable and accounts payable are all short term in nature and as such, their carrying values approximate fair value. Investments consist of GICs that mature in 2018 and by their nature approximate their fair value.



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# Ontario Municipal Human Resources Association

## Notes to Financial Statements

Year ended December 31, 2017

*(Unaudited)*

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### 5. COMPARATIVE FIGURES

The comparative prior year figures were not subject to a review or audit.