

The Arts & Science Undergraduate Society of Queen's University

Financial Statements
For the year ended April 30, 2019

The Arts & Science Undergraduate Society of Queen's University
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For the year ended April 30, 2019

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Independent Practitioner's Review Engagement Report

To the Members of The Arts & Science Undergraduate Society of Queen's University:

We have reviewed the accompanying financial statements of The Arts & Science Undergraduate Society of Queen's University that comprise the statement of financial position as at April 30, 2019, and the statements of operations, changes in fund balances 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.

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.

Conclusion

Based on our review, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of The Arts & Science Undergraduate Society of Queen's University as at April 30, 2019, 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.

Other Matter

The financial statements of The Arts & Science Undergraduate Society of Queen's University for the year ended April 30, 2018 were reviewed by Baker Tilly SEO LLP of Kingston, Ontario, Canada. Baker Tilly SEO LLP expressed an unmodified conclusion on those statements on March 27, 2019.

Kingston, Ontario
August 4, 2020

MNP LLP

Chartered Professional Accountants

Licensed Public Accountants

**The Arts & Science Undergraduate Society of Queen's University
Statement of Financial Position**

April 30

2019

2018

	General Fund	Jackets Fund	Camp Fund	Orientation Fund	Total	Total
Assets						
Current						
Cash and bank (Note 1)	\$ 185,671	\$ 71,977	\$ 20,641	\$ 161,267	\$ 439,556	\$ 415,832
Accounts receivable	29,610	-	-	-	29,610	-
Short-term investments	109,330	-	-	-	109,330	101,171
HST receivable	-	-	-	-	-	3
Due from camp fund	-	1,074	-	-	1,074	49,344
Due from general fund	-	-	43,364	330,384	373,748	198,804
Due from jackets fund	123,969	-	-	-	123,969	83,597
Due from orientation fund	-	257,465	7,250	-	264,715	67,050
	448,580	330,516	71,255	491,651	1,342,002	915,801
Capital assets (Note 2)	16,426	-	-	-	16,426	24,275
	\$ 465,006	\$ 330,516	\$ 71,255	\$ 491,651	\$ 1,358,428	\$ 940,076
Liabilities and Fund Balances						
Current						
Accounts payable and accrued liabilities (Note 3)	\$ 21,425	\$ 3,526	\$ -	\$ -	\$ 24,951	\$ 35,258
Undergraduate event deposits	4,246	-	-	-	4,246	4,246
Due to general fund	-	123,969	-	-	123,969	83,597
Due to camp fund	43,364	-	-	7,250	50,614	63,440
Due to orientation fund	330,384	-	-	-	330,384	142,614
Due to jackets fund	-	-	1,074	257,465	258,539	109,144
	399,419	127,495	1,074	264,715	792,703	438,299
Fund Balances						
Unrestricted	17,212	-	-	-	17,212	82,742
Internally restricted	48,375	203,021	70,181	226,936	548,513	419,035
	65,587	203,021	70,181	226,936	565,725	501,777
	\$ 465,006	\$ 330,516	\$ 71,255	\$ 491,651	\$ 1,358,428	\$ 940,076

On behalf of the Board:

_____ Director

_____ Director

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements.

**The Arts & Science Undergraduate Society of Queen's University
Statement of Changes in Fund Balances**

For the year ended April 30					2019	2018
	General Fund	Jackets Fund	Camp Fund	Orientation Fund	Total	Total
Balance, beginning of year	\$ 143,164	\$ 160,306	\$ 45,797	\$ 152,510	\$ 501,777	\$ 393,183
Excess of revenue over expenditures (expenditures over revenue) for the year	(77,577)	42,715	24,384	74,426	63,948	108,594
Balance, end of year	\$ 65,587	\$ 203,021	\$ 70,181	\$ 226,936	\$ 565,725	\$ 501,777

The Arts & Science Undergraduate Society of Queen's University

Statement of Operations

For the year ended April 30

	General Fund		Restricted Funds				
	Total 2019	Total 2018	Jackets Fund	Camp Fund	Orientation Fund	Total 2019	Total 2018
Revenue							
Camp revenues	\$ -	\$ -	\$ -	106,922	\$ -	106,922	108,770
Formal revenue	37,031	25,455	-	-	-	-	-
Fundraising revenue	15,980	14,254	-	-	-	-	-
Jacket sales	-	-	239,537	-	-	239,537	191,224
Leadership camp	77,983	74,956	-	-	-	-	-
Membership dues	335,880	310,932	-	-	-	-	-
Miscellaneous revenues	9,051	4,576	-	-	-	-	-
Orientation fees	-	-	-	-	381,497	381,497	391,658
Poster sales	9,040	9,040	-	-	-	-	-
Shinerama fundraising	-	-	-	-	44,480	44,480	92,507
Student council	54,720	95,189	-	-	-	-	-
	539,685	534,402	239,537	106,922	425,977	772,436	784,159
Expenditures							
Administrative overhead (Schedule 1)	153,655	142,607	-	-	-	-	-
Advertising and promotion	24,738	11,543	-	-	-	-	-
Amortization	7,849	9,135	-	-	-	-	-
AMT expenses	30,599	10,676	-	-	-	-	-
Assembly and election	2,589	4,084	-	-	-	-	-
Commission	-	666	-	-	-	-	-
Committee and council	13,268	8,510	-	-	-	-	-
Community outreach	26,323	13,535	-	-	-	-	-
Jacket costs	-	-	196,822	-	-	196,822	158,725
Leadership camp	76,874	53,578	-	-	-	-	-
Move-in day sale	-	-	-	-	-	-	-
Orientation	13,156	-	-	-	350,501	350,501	359,891
Room rentals and decor	26,976	23,626	-	-	-	-	-
Salaries and benefits	113,922	117,051	-	69,920	1,050	70,970	78,263
Shinerama	-	-	-	-	-	-	82,383
Special project	13,980	4,412	-	-	-	-	-
Student council	94,012	74,855	-	-	-	-	-
Student grants and awards	13,874	37,314	-	-	-	-	-
Summer camp	-	-	-	12,618	-	12,618	11,781
Volunteer appreciation	5,447	7,332	-	-	-	-	-
	617,262	518,924	196,822	82,538	351,551	630,911	691,043
Excess of revenue over expenditures (expenditures over revenue) for the year	\$ (77,577)	\$ 15,478	\$ 42,715	\$ 24,384	\$ 74,426	\$ 141,525	\$ 93,116

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements.

The Arts & Science Undergraduate Society of Queen's University Statement of Cash Flows

For the year ended April 30	2019	2018
Cash provided by (used in):		
Operations		
Cash received from membership dues	\$ 335,880	\$ 310,932
Cash received from jacket sales	239,537	191,224
Cash received from orientation fees and Shinerama	425,977	484,165
Cash received from camp revenues	106,922	108,770
Cash received from other sources	203,805	223,470
Cash paid to suppliers	(1,082,728)	(1,035,324)
Cash paid to employees	(197,510)	(195,314)
	31,883	87,923
Investments		
Purchase of capital assets	-	(9,098)
	31,883	78,825
Increase in cash and cash equivalents during the year	31,883	78,825
Cash and cash equivalents, beginning of year	517,003	438,178
Cash and cash equivalents, end of year	\$ 548,886	\$ 517,003
Represented by:		
Cash and bank	\$ 439,556	\$ 415,832
Short-term investments	109,330	101,171
	\$ 548,886	\$ 517,003

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements.

The Arts & Science Undergraduate Society of Queen's University

Summary of Significant Accounting Policies

April 30, 2019

Nature of Business

The Arts & Science Undergraduate Society of Queen's University (the "Society") is an unincorporated faculty society whose primary objective is the advancement of the social, economic and general welfare of its members and is exempt from income tax under subparagraph 149(1)(l) of the Income Tax Act.

Basis of Accounting

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations.

Fund Accounting

The Society follows the Restricted Fund method for accounting for contributions. The Society ensures, as part of its fiduciary responsibilities, that all funds received with a restricted purpose are expended for that purpose.

Membership dues, fees and other revenue sources are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Unrealized gains and losses on financial instruments measured at fair value are included in investment income and recognized as revenue in the statement of operations, deferred or reported directly in net assets depending on the nature of any external restrictions imposed on the investment income.

For financial reporting purposes, the accounts have been classified into the following funds:

The *General Fund* includes resources available for the Society's general operating activities.

The *Jackets Fund* includes resources available for the Society's jacket-related operating activities.

The *Camp Fund* includes resources available for the Society's summer camp programs.

The *Orientation Fund* includes resources available for annual orientation-related operation activities as well as for Shinerama-related operating activities.

The Arts & Science Undergraduate Society of Queen's University Summary of Significant Accounting Policies

April 30, 2019

Short-term Investments	Short-term investments consist of mutual funds and are recorded at fair value.						
Capital Assets	Capital assets are amortized on a declining basis using the following annual rates: <table><tr><td>Computers</td><td>- 55% diminishing balance basis</td></tr><tr><td>Office equipment</td><td>- 20% diminishing balance basis</td></tr><tr><td>Furniture</td><td>- 20% diminishing balance basis</td></tr></table>	Computers	- 55% diminishing balance basis	Office equipment	- 20% diminishing balance basis	Furniture	- 20% diminishing balance basis
Computers	- 55% diminishing balance basis						
Office equipment	- 20% diminishing balance basis						
Furniture	- 20% diminishing balance basis						
Contributed Services	Volunteers contribute a substantial number of hours each year to assist the Society in carrying out its activities. Because of the difficulty in determining the fair value, contributions of such services are not recognized in the financial statements.						
Use of Estimates	<p>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 expenditures during the reporting period. Actual results could differ from management's best estimates as additional information becomes available in the future.</p> <p>Estimates have been made by management within these financial statements primarily in relation to accounts receivable, short-term investments, accounts payable and accrued liabilities.</p> <p>These estimates and assumptions are reviewed periodically and as adjustments become necessary they are recorded in the periods in which they become known.</p>						
Cash and Cash Equivalents	Cash and cash equivalents are represented by cash on hand, cash held in banks and short-term deposits.						

The Arts & Science Undergraduate Society of Queen's University Notes to Financial Statements

April 30, 2019

1. Cash and Bank

The Society's bank accounts are held at one chartered bank. The accounts currently earn interest from 0% to 0.5%.

Included in cash and bank is \$48,375 (2018 - \$60,422) of internally restricted cash for department student councils.

2. Capital Assets

	2019		2018	
	Cost	Accumulated Amortization	Cost	Accumulated Amortization
Computers	\$ 24,373	\$ 20,421	\$ 24,373	\$ 15,589
Office equipment	62,228	53,420	62,228	51,218
Furniture	10,973	7,707	10,973	6,892
Intangibles	400	-	400	-
	\$ 97,974	\$ 81,548	\$ 97,974	\$ 73,699
Net book value		\$ 16,426		\$ 24,275

During the year, property, plant and equipment were acquired at an aggregate cost of \$Nil (2018 - \$9,098).

The Arts & Science Undergraduate Society of Queen's University Notes to Financial Statements

April 30, 2019

3. Accounts Payable and Accrued Liabilities

	2019	2018
<i>General Fund</i>		
Trade accounts payable	\$ 4,316	\$ 15,217
Accrued liabilities	13,335	12,700
Source deductions payable	3,775	3,842
Other	-	3,499
	\$ 21,426	\$ 35,258
	2019	2018
<i>Jackets Fund</i>		
HST payable	\$ 3,526	\$ -

Included in the General Fund trade accounts payable are credit cards with a balance outstanding at year-end of \$2,169 (2018 - \$2,373) and a credit limit of \$5,000.

4. Economic Dependence

The Society is economically dependant on Queen's students membership in the Society.

The Arts & Science Undergraduate Society of Queen's University

Notes to Financial Statements

April 30, 2019

5. Financial Instruments

Financial instruments are financial assets or liabilities of the Society where, in general, the Society has the right to receive cash or another financial asset from another party or the Society has the obligation to pay another party cash or other financial assets.

Financial instruments consist of cash and bank, short-term investments, accounts payable and accrued liabilities.

The Society initially recognized its financial instruments at fair value and subsequently measure them at amortized cost with the exception of short-term investments which are recorded at fair value.

Financial assets measured at cost or amortized cost are tested for impairment at the end of each year and 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 and the amount of the reversal is recognized in net income. The reversal may be recorded provided it is no greater than the amount that had been previously reported as a reduction in the asset and it does not exceed original cost.

6. Subsequent Event

Subsequent to year-end and prior to the date the financial statements were issued, there was a global outbreak of COVID-19 (coronavirus), which has had a significant impact on businesses through the restrictions put in place by the Canadian, provincial and municipal governments regarding travel, business operations and isolation/quarantine orders. At this time, it is unknown the extent of the impact the COVID-19 outbreak may have on the Society as this will depend on future developments that are highly uncertain and that cannot be predicted with confidence. These uncertainties arise from the inability to predict the ultimate geographic spread of the disease, and the duration of the outbreak, including the duration of travel restrictions, business closures or disruptions, and quarantine/isolation measures that are currently, or may be put, in place by Canada and other countries to fight the virus.

The Arts & Science Undergraduate Society of Queen's University
Schedule 1 - Expenditures

For the year ended April 30	2019	2018
Administrative Overhead		
Bank charges	\$ 5,980	\$ 4,462
Honoraria	91,356	72,653
Insurance	1,000	1,130
Office	36,469	46,879
Professional fees	14,986	14,399
Travel	3,864	3,084
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	\$ 153,655	\$ 142,607
