

**CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS, ONTARIO BRANCH
INC.**

**2016 Financial Statements
(Unaudited)**



Review Engagement Report

**To the Members of
Canadian Institute of Public Health Inspectors, Ontario Branch Inc.**

I have reviewed the statement of financial position of Canadian Institute of Public Health Inspectors, Ontario Branch Inc. as at December 31, 2016 and the statements of operations, changes in net assets and cash flows for the year then ended. My 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 me by Organization.

A review does not constitute an audit and consequently I do not express an audit opinion on these financial statements.

Based on my review, nothing has come to my attention that causes me 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 "Ark".

Ark Accounting & Tax Professional Corporation
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Chartered Professional Accountants of Ontario
Kitchener, Ontario
June 14, 2017

navigating your business

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**CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS, ONTARIO BRANCH
INC.**

**Statement of Operations
Year ended December 31, 2016
(Unaudited)**

	2016	2015	2014
Revenue			
Membership fees	\$ 22,598	\$ 24,981	\$ 22,538
Branch conference	202,862	-	193,508
Other revenue	400	540	750
Continuing education workshops	-	3,164	1,217
	225,860	28,685	218,013
Expenses			
Advertising and promotion	447	286	48
Bad debts	-	-	521
Branch conference expense	180,345	5,003	165,599
Charitable donations and sponsorships	2,000	3,100	2,200
Complimentary registration expense	2,719	6,746	10,488
Fees, dues and memberships	2,000	2,000	2,000
GST/HST expense	2,833	3,522	5,714
Insurance	1,185	1,148	1,224
Interest and bank charges	43	251	111
National conference	3,096	3,935	2,852
Office and general	8,134	8,839	13,407
Professional fees	1,500	1,500	1,500
Telephone	1,153	1,007	981
Travel and accommodation	12,212	10,746	8,490
Website design & maintenance	2,765	2,665	265
	220,432	50,748	215,400
Excess (deficiency) of revenue over expenses before undernoted item	5,428	(22,063)	2,613
Other income			
Share of National AEC income	-	8,043	-
Excess (deficiency) of revenue over expenses	\$ 5,428	\$ (14,020)	\$ 2,613

See accompanying notes

**CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS, ONTARIO BRANCH
INC.**

Statement of Financial Position

As at December 31, 2016

(Unaudited)

	2016	2015
ASSETS		
Current assets		
Cash	\$ 77,322	\$ 104,301
GIC (note 2)	15,047	15,167
Accounts receivable (note 3)	72,560	32,629
Receivable from National AEC venture	-	8,050
Prepaid expenses	678	637
	<u>\$ 165,607</u>	<u>\$ 160,784</u>

LIABILITY AND FUND BALANCES

Current liability		
Accounts payable and accrued liabilities	\$ 1,605	\$ 2,210
Net assets	164,002	158,574
	<u>\$ 165,607</u>	<u>\$ 160,784</u>

See accompanying notes

On behalf of the Board

Members  Raymond C. Ramdayal,
President

Members 

**CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS, ONTARIO BRANCH
INC.**

Statement of Changes in Net Assets

Year ended December 31, 2016

(Unaudited)

2016			
	Unrestricted	Comp registration fund	Total
Balance, beginning of year	\$ 145,574	\$ 13,000	\$ 158,574
Excess (deficiency) of revenue over expenses	8,147	(2,719)	5,428
Transfer to complimentary registration fund	(2,719)	2,719	-
Balance, end of year	\$ 151,002	\$ 13,000	\$ 164,002

2015			
	Unrestricted	Comp registration fund	Total
Balance, beginning of year	\$ 159,594	\$ 13,000	\$ 172,594
Deficiency of revenue over expenses	(7,274)	(6,746)	(14,020)
Transfer to complimentary registration fund	(6,746)	6,746	-
Balance, end of year	\$ 145,574	\$ 13,000	\$ 158,574

See accompanying notes

**CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS, ONTARIO BRANCH
INC.**

**Statement of Cash Flows
Year ended December 31, 2016
(Unaudited)**

	2016	2015
Operating activities		
Excess (deficiency) of revenue over expenses	\$ 5,428	\$ (14,020)
Net change in non-cash working capital items		
GIC	120	(106)
Accounts receivable	(39,931)	38,158
Receivable from National AEC venture	8,050	(8,050)
Prepaid expenses	(41)	(52)
Accounts payable and accrued liabilities	(605)	(454)
	(32,407)	29,496
Net change in cash during the year	(26,979)	15,476
Cash, beginning of year	104,301	88,825
Cash, end of year	\$ 77,322	\$ 104,301

See accompanying notes

CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS, ONTARIO BRANCH INC.

Notes to Financial Statements

Year ended December 31, 2016

(Unaudited)

Nature of operations

Canadian Institute of Public Health Inspectors, Ontario Branch Inc. (the "Organization") was incorporated without share capital on January 15, 1976 under the provisions of the Ontario Business Corporations Act. The Organization is exempt from income tax under section 149(1) of the Income Tax Act.

The Organization's primary activity is to advance, promote and uphold the profession of public health inspection and to ensure the attainment of the highest professional standards of practice for its members. By so doing, it is the Organization's intention to facilitate the achievement of optimal health for all persons who live, work or visit in Ontario by promoting excellence in environmental management through education, advocacy and research.

1. Summary of significant accounting policies

These financial statements are prepared in accordance with Canadian accounting standards for not-for-profit organizations. The significant policies are detailed as follows:

Cash and cash equivalents

The Organization considers all investments with maturities of three months or less and demand bank loans that are utilized periodically for day to day operations to be cash equivalents.

Property, plant and equipment

The Organization expenses its capital assets. During the current year, capital expenditures included \$0 (2015 - \$0).

Revenue recognition

Revenues arising from membership fees are recognized in the year for which they are billed. Revenues arising from the branch conference and other events held by the Organization are recognized in the year in which the event occurred.

Interests in joint venture events and conferences

Income and expenses from joint venture events and conferences with other organizations are recognized in the year in which the event occurred using the equity method.

Donated material and services

Donated capital and investments are recorded in the financial statements at fair value on the date of the donation. Donated materials and services are not recorded because the fair market value is not readily determinable. With the exception of volunteer time, such material and services are not significant.

**CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS, ONTARIO BRANCH
INC.**

Notes to Financial Statements

Year ended December 31, 2016

(Unaudited)

1. Summary of significant accounting policies — continued

Income taxes

The Organization is incorporated under the Ontario Business Corporations Act as a not-for-profit organization without share capital and is not subject to corporate income taxes.

Financial instruments

The Organization initially measures its financial assets and liabilities at fair value, except for certain non-arm's length transactions.

The Organization subsequently measures all its financial assets and financial liabilities at amortized cost, except for investments in equity instruments that are quoted in an active market, which are measured at fair value. Changes in fair value are recognized in net income.

Financial assets measured at amortized cost include cash, GIC, accounts receivable, and prepaid expenses.

Financial liabilities measured at amortized cost include accounts payable and government remittances payable.

The Organization has not designated any financial asset or financial liability to be measured at fair value.

2. GIC

The investment consists of a Bank of Montreal GIC bearing interest at 0.55% maturing June 2017. This investment is required by the Bank of Montreal as security for the Mastercard charge accounts.

3. Accounts receivable

	2016	2015
Accounts receivable	\$ 68,560	\$ 21,590
Government remittance receivable	4,000	11,039
	\$ 72,560	\$ 32,629
