
Financial Statements

**CANADIAN COUNSELLING ASSOCIATION/
ASSOCIATION CANADIENNE DE COUNSELING**

January 31, 2007

van Berkom & Ritz

CHARTERED ACCOUNTANTS

FINANCIAL STATEMENTS

**CANADIAN COUNSELLING ASSOCIATION/
ASSOCIATION CANADIENNE-DE COUNSELING**

January 31, 2007

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van Berkom & Ritz

CHARTERED ACCOUNTANTS

AUDITORS' REPORT

To the Members of the **CANADIAN COUNSELLING ASSOCIATION/
ASSOCIATION CANADIENNE DE COUNSELING:**

We have audited the statement of financial position of the **Canadian Counselling Association/Association canadienne de counseling** as at January 31, 2007 and the statement of revenues, expenses and changes in net assets for the year then ended. These financial statements are the responsibility of the Association's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatements. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the Association as at January 31, 2007 and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles. As required by the Canada Corporations Act, we report that, in our opinion these principles have been applied on a basis consistent with that of the preceding year.

Ottawa, Ontario
April 13, 2007



Chartered Accountants
Licensed Public Accountants

STATEMENT OF FINANCIAL POSITION

CANADIAN COUNSELLING ASSOCIATION/
ASSOCIATION CANADIENNE DE COUNSELING

January 31
2007 2006

(restated -
see Note I)

ASSETS

CURRENT ASSETS

Cash	\$ 88,625	\$ 65,999
Investments--Note B	342,570	285,008
Accounts receivable --	32,235	39,563
Conference advances	30,000	-
Prepaid expenses	12,695	7,697
Inventory	<u>17,344</u>	<u>2,650</u>
	523,469	400,917

CAPITAL ASSETS--Note C

<u>12,072</u>	<u>4,188</u>
<u>\$ 535,541</u>	<u>\$ 405,105</u>

LIABILITIES AND NET ASSETS

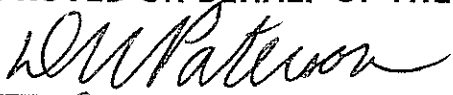
CURRENT LIABILITIES

Accounts payable and accrued liabilities	\$ 42,665	\$ 53,555
Deferred revenue--Note D	<u>193,592</u>	<u>156,964</u>
	236,257	210,519

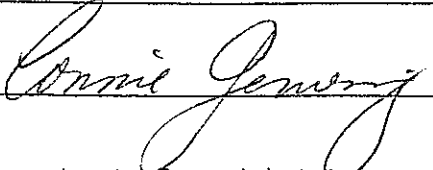
NET ASSETS

Invested in capital assets	12,072	4,188
Unrestricted	<u>287,212</u>	<u>190,398</u>
	<u>299,284</u>	<u>194,586</u>
	<u>\$ 535,541</u>	<u>\$ 405,105</u>

APPROVED ON BEHALF OF THE BOARD:



Director



Director

See notes to financial statements

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS —

**CANADIAN COUNSELLING ASSOCIATION/
ASSOCIATION CANADIENNE DE COUNSELING** —

	Year Ended January 31	
	2007	2006
		(restated - see Note I)
Revenues		
Membership fees	\$ 316,633	\$ 255,397
Certification fees	121,890	109,423
Subscriptions and sale of books	47,468	34,438
Advertising	6,636	9,161
Conference recovery	15,154	27,429
Contributions	2,184	1,045
SSHRC grants	20,674	20,876
CACEP	1,411	4,414
Interest	12,374	9,434
Other	<u>3,142</u>	<u>4,822</u>
	547,566	476,439
Expenses (Schedule)		
Administration and operations	331,944	352,112
Publications	96,964	89,734
Advocacy and promotion	<u>22,020</u>	<u>10,848</u>
	<u>450,928</u>	<u>452,694</u>
EXCESS OF REVENUES OVER EXPENSES FROM OPERATIONS	96,638	23,745
Other (Schedule)	<u>(8,060)</u>	<u>41,947</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	104,698	(18,202)
Net assets at beginning of year	<u>194,586</u>	<u>212,788</u>
NET ASSETS AT END OF YEAR	<u>\$ 299,284</u>	<u>\$ 194,586</u>

See notes to financial statements

NOTES TO FINANCIAL STATEMENTS

**CANADIAN COUNSELLING ASSOCIATION/
ASSOCIATION CANADIENNE DE COUNSELING**

January 31, 2007

NOTE A--SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

General: The Canadian Counselling Association/Association canadienne de counseling (CCA) is incorporated as a not-for-profit organization under the Canada Corporations Act. The purpose of the Association is to promote the advancement of counselling principles and practices in Canada through discussion, research, and dissemination of information.

Investments: Investments are recorded at the lower of cost and market value.

Inventory: Inventory is recorded at the lower of cost and net realizable value.

Capital Assets: Capital assets are recorded at cost and are being amortized using the following method and annual rates:

	<u>Method</u>	<u>Rate</u>
Computers	Declining balance	30%
Furniture and equipment	Declining balance	20%

Revenue Recognition: The Association follows the deferral method in accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when they are received or receivable if the amount receivable can be reasonably estimated and its collection is reasonably assured. Membership fees are recorded as revenue in the period to which the memberships apply. Fees received in advance of the membership period are deferred.

Use of Estimates: The preparation of financial statements in accordance with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amount of revenues and expenses during the reporting period. These estimates are reviewed periodically, and, as adjustments become necessary, they are reported in earnings in the period in which they became known.

NOTE B--INVESTMENTS

Investments consist of guaranteed investment certificates (GICs) of \$301,145 (2006 - \$243,048), mutual funds of \$40,336 (2006 - \$38,047) and cash of \$1,089 (2006 - \$3,913). The guaranteed investment certificates have maturity dates from February 15, 2007 to April 12, 2010 and annual interest rates from 3.9% to 5.0%. The market value of the GICs equal their cost. The market value of the mutual funds is \$66,682 (2006 - \$56,591).

NOTES TO FINANCIAL STATEMENTS

**CANADIAN COUNSELLING ASSOCIATION/
ASSOCIATION CANADIENNE DE COUNSELING**

January 31, 2007

NOTE C--CAPITAL ASSETS

	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>Net Book Value</u>	
			<u>2007</u>	<u>2006</u>
Computers	\$ 22,540	\$ 15,331	\$ 7,209	\$ 3,699
Furniture and equipment	<u>6,295</u>	<u>1,432</u>	<u>4,863</u>	<u>489</u>
	<u>\$ 28,835</u>	<u>\$ 16,763</u>	<u>\$ 12,072</u>	<u>\$ 4,188</u>

NOTE D--DEFERRED REVENUE

	<u>2007</u>	<u>2006</u>
Membership fees received in advance	\$ 191,459	\$ 154,442
SSHRC contribution	<u>2,133</u>	<u>2,522</u>
	<u>\$ 193,592</u>	<u>\$ 156,964</u>

NOTE E --FINANCIAL INSTRUMENTS

Fair value - The financial instruments recognized on the statement of financial position consist of cash, investments, accounts receivable, conference advances and accounts payable and accrued liabilities. Except for investments (Note B) the fair values of these financial instruments approximate their carrying amounts due to their short-term nature.

Credit risk management - The Association is exposed to credit risk on its accounts receivable. This risk is reduced by the fact that the Association's receivables consist of small balances from a large number of members.

NOTE F--COMMITMENTS

Commitments over the next five years under operating leases for office facilities and equipment are approximately as follows:

2008	\$ 42,108
2009	38,808
2010	38,808
2011	13,056
2012	<u>3,219</u>
	<u>\$ 135,999</u>

NOTES TO FINANCIAL STATEMENTS

**CANADIAN COUNSELLING ASSOCIATION/
ASSOCIATION CANADIENNE-DE COUNSELING**

January 31, 2007

NOTE G--CONTINGENT LIABILITY

The Association has been named as a defendant in a legal action claiming damages from the alleged intentional and unlawful interference with their economic relations. It is management's view that there will not be significant financial impact on the Association in view of the many defences available to it. The Association's insurance carriers are defending these claims.

NOTE H --STATEMENT OF CASH FLOWS

A statement of cash flows has not been prepared as management has determined that it would not provide any additional useful information.

NOTE I--CHANGE IN ACCOUNTING POLICY

During the year, the Association changed its method of accounting for capital assets to meet the requirements of Canadian generally accepted accounting principles for not-for-profit organizations having revenues over \$500,000. Capital assets are now being capitalized when acquired and amortized to operations over their estimated useful lives. Previously, capital assets were expensed in the year acquired. This change in accounting policy increases capital assets and net assets by \$7,885 (2006 - \$4,188) and decreases expenses by \$7,885 (2006 - \$1,707 increase in expenses). This change in accounting policy has been retroactively applied.

NOTE J--COMPARATIVES

The comparative figures have been adjusted as necessary to reflect the presentation adopted for the current year.

SCHEDULE OF EXPENSES

**CANADIAN COUNSELLING ASSOCIATION/
ASSOCIATION CANADIENNE-DE COUNSELING**

	Year Ended January 31	
	<u>2007</u>	<u>2006</u>
		(restated - see Note I)
Administration and Operations		
Amortization	\$ 2,520	\$ 1,707
Bad debts	-	3,296
Bank charges	1,998	1,606
Committees	8,978	14,768
Executive, board and travel	40,191	77,283
Membership	1,825	1,735
Office equipment and maintenance	21,740	21,118
Office supplies	10,747	15,642
Postage	12,664	9,033
Professional fees	10,416	11,910
Rent and insurance	32,592	29,880
Salaries, benefits and contracted services	175,799	155,435
Telephone, internet and fax	<u>12,474</u>	<u>8,699</u>
	<u>\$ 331,944</u>	<u>\$ 352,112</u>
Publications		
Canadian Journal of Counselling	\$ 59,566	\$ 49,921
Cognica	24,579	28,486
Ethics casebook and code	10,131	6,947
Miscellaneous	1,532	1,913
Standards of Practice	<u>1,156</u>	<u>2,467</u>
	<u>\$ 96,964</u>	<u>\$ 89,734</u>
Advocacy and Promotion		
Advocacy and promotion	\$ 20,062	\$ 9,858
Provincial directors	<u>1,958</u>	<u>990</u>
	<u>\$ 22,020</u>	<u>\$ 10,848</u>
Other		
Executive search	\$ -	\$ 2,994
Legal matters	(8,060)	35,503
Office relocation	<u>-</u>	<u>3,450</u>
	<u>\$ (8,060)</u>	<u>\$ 41,947</u>