# FINANCIAL STATEMENTS

**JUNE 30, 2021** 

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#### INDEPENDENT AUDITORS' REPORT

To the Members of the:

#### **CANADIAN FEDERATION OF STUDENTS - SERVICES**

# **Opinion**

We have audited the accompanying financial statements of the Canadian Federation of Students - Services, which comprise the Statement Of Financial Position as at June 30, 2021, and the Statements Of Operations, Changes In Net Assets, and Cash Flows for the year then ended, and Notes To The Financial Statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Canadian Federation of Students - Services as at June 30, 2021, 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.

# **Basis for Opinion**

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditors' Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Canadian Federation of Students - Services in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### **Other Matter**

There is tremendous uncertainty in regards to the negative economic impact of the COVID-19 pandemic. It is very possible that there will be significant decreases in revenues and the inability of the organization to adjust expenditures may result in significant negative impact on operational revenue over expenditures. The ability for the organization to sustain operations will be dependent on a variety of factors. These financial statements do not include any potential adjustments or accruals for these potential effects.

Responsibilities of Management and Those Charged with Governance for the Financial Statements Management is responsible for the preparation and fair presentation of the 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.

In preparing the financial statements, management is responsible for assessing the Canadian Federation of Students - Services' ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Canadian Federation of Students - Services or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Canadian Federation of Students - Services' financial reporting process.

## **Auditors' Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Canadian Federation of Students Services' internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Canadian Federation of Students Services' ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Canadian Federation of Students Services to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Parker Prins Lebano Chartered Professional Accountants Professional Corporation Authorized to practice public accounting by the Chartered Professional Accountants of Ontario

Ottawa, Ontario October 20, 2021

# STATEMENT OF FINANCIAL POSITION

**AS AT JUNE 30, 2021** 

\$	457,909 18,443 - 2,145,541 - 97,883	\$	334,947 90,087 51,530 1,541,062
\$	18,443 - 2,145,541 - 97,883	\$	90,087 51,530
\$ 	18,443 - 2,145,541 - 97,883	\$	90,087 51,530
_	2,145,541 - 97,883		51,530
	97,883		
	97,883		
	·		7,335
			99,735
	2,719,776		2,124,696
	_		3,665
			3,003
\$	2,719,776	\$	2,128,361
\$	,	\$	383,308
			2,579
	26,231		77,096
	516,347		462,983
			40,000
	516,347		502,983
	1,516,282		1,516,282
	578,051		-
	109,096		109,096
	2,203,429		1,625,378
\$	2,719,776	\$	2,128,361
		\$ 487,537 2,579 26,231 516,347 - 516,347 1,516,282 578,051 109,096 2,203,429	\$ 487,537 \$ 2,579 26,231 516,347 516,347 1,516,282 578,051 109,096

# STATEMENT OF OPERATIONS

FOR THE YEAR ENDED JUNE 30, 2021

REVENUE  Bulk Buying - Orientation and Promotional Materials (Schedule 1) Discount Program (Schedule 2) Handbook Service (Schedule 3) Investment income Membership fees Miscellaneous National Student Health Network (Schedule 4) Royalty fee from Merit Travel Ventures Inc. (Note 4) Student Work Abroad Program (Schedule 5)	<b>\$</b>	83,386 14,104 63,180 1,514 981,237 10,000 307,509	\$	2020 127,383 45,527 167,535 2,591 771,980 - 324,846 5,325 1,029,868 2,475,055
EXPENDITURES  Administration and office Amortization - capital assets Bad debts Black Students' Caucus Bulk Buying - Orientation and Promotional Materials (Schedule 1) Communications Component allocation National Graduate Caucus Discount Program (Schedule 2) Handbook Service (Schedule 3) Membership and development outreach Miscellaneous National executive meetings National general meetings		106,894 3,253 8,828 81,926 1,657 120,659 22,508 39,453 58,929 3,470 245 13,114 53,052 9,271		99,299 8,956 (430) 282,596 8,051 67,100 37,855 30,846 147,957 17,553 439 13,523 49,241 58,173
National Student Health Network (Schedule 4) Professional fees Rent Student Work Abroad Program (Schedule 5) Website service  EXCESS OF REVENUE OVER EXPENDITURES	<u> </u>	97,488 9,052 11,790 236,130 5,160 882,879	<u> </u>	101,815 15,310 29,796 1,085,297 6,181 2,059,558 415,497

# STATEMENT OF CHANGES IN NET ASSETS FOR THE YEAR ENDED JUNE 30, 2021

	De Cor	ternally signated ntingency Fund		Legal Defence Fund	 Non- Designated Funds	2021	2020
Net assets, beginning of the year	\$		-	\$ 109,096	\$ 1,516,282	\$ 1,625,378	\$ 1,153,719
Prior period adjustment (note 14)			-	-	-	-	56,162
Excess of revenue over expenditures			-	-	578,051	578,051	415,497
Transfers (note 10)		578,05	1_		(578,051)		<u> </u>
Net assets, end of the year	\$	578,05	1_	\$ 109,096	\$ 1,516,282	\$ 2,203,429	\$ 1,625,378

# STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED JUNE 30, 2021

		2021	 2020
CASH FLOWS FROM (USED FOR) OPERATING ACTIVITIES  Excess of revenue over expenditures Items not affecting cash:  Amortization - capital assets	\$	578,051 3,665	\$ 415,497 9,779
Net changes in non-cash items related to operations: Accounts receivable Due from Merit Travel Ventures Inc. Inventory Prepaid expenses Accounts payable and accrued liabilities Long term debt Program deposits		581,716 71,644 51,530 1,852 7,335 104,229 (40,000) (50,865)	425,276 103,129 27,218 169,177 6,122 (61,270) 40,000 (62,821)
CASH FLOWS USED FOR FINANCING ACTIVITIES Advances to related parties  INCREASE IN CASH  CASH, BEGINNING OF YEAR	_	727,441 (604,479) 122,962 334,947	646,831 (553,519) 93,312 241,635
CASH, END OF YEAR	\$	457,909	\$ 334,947

# NOTES TO THE FINANCIAL STATEMENTS

**JUNE 30, 2021** 

#### 1. INCORPORATION AND NATURE OF THE FEDERATION

The Canadian Federation of Students - Services ("the Federation") was incorporated under the Canada Corporations Act. It is a tax-exempt, non-profit organization providing cost-saving services to members who are comprised of post secondary students in Canada.

The Federation's primary source of revenue is derived from membership fees paid by individual university and college students. Membership in the Federation is decided at each university or college campus through a membership referendum.

### 2. SIGNIFICANT ACCOUNTING POLICIES

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations, and reflect the following policies:

#### REVENUE RECOGNITION

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

Membership fee revenue is based on the number of students in the members' student unions. These revenues are earned on a basis consistent with the members' semesters, which are generally fall, winter, and summer, when the amounts to be received can be reasonably estimated and collection is reasonably assured.

Royalties received from Merit Travel Ventures ("Merit") are recognized at an agreed percentage of gross sales of domestic student travel by Merit. Revenue is recognized when the service related to the trip is rendered and collection is reasonably assured.

National Student Health Network (NSHN) fee revenue is received annually from the plan administrator and recognized when the amount to be received can be reasonably estimated and collection is reasonably assured.

Bulk buying revenue, discount program (ISIC) and handbook revenue are recognized as revenue when ownership has been transferred to the buyer and the amounts to be received can be reasonably estimated and collection is reasonably assured.

Student Work Abroad Program (SWAP) revenue is recognized as revenue when the related services have been provided, the amount can be reasonably estimated and collection is reasonably assured. Unearned SWAP receipts are recorded as program deposits on the statement of financial position.

Investment income and miscellaneous revenues are recognized as revenue when received or receivable if the amounts to be received can be reasonably estimated and collection is reasonably assured.

## ALLOCATION OF EXPENSES

The Federation engages in various student service programs. The costs of each program include the costs of personnel, premises and other expenses that are directly related to providing the program. The Federation also incurs general support expenses that are common to the administration of the Federation and each of its programs.

NOTES TO THE FINANCIAL STATEMENTS (continued) JUNE 30, 2021

## 2. SIGNIFICANT ACCOUNTING POLICIES (continued)

The Federation allocates salaries and benefits proportionately based on the personnel time spent in each program.

# INTERNALLY RESTRICTED NET ASSETS

The Federation maintains two internally restricted net asset funds.

The non-designated funds reports the Federation's revenues and expenses related to program delivery and administrative activities.

The Legal Defence Fund was established as an internally restricted net asset fund to stabilize legal spending from year to year. Contributions in this fund cannot be used for any other purposes without the approval of the National Executive.

The Internally Designated Contingency Reserve Fund was established as an internally restricted net asset fund to be used to finance special, unforeseeable expenses. Contributions in this fund cannot be used for any other purposes without the approval of the National Executive.

#### **CAPITAL ASSETS**

Capital assets are recorded at cost. Amortization is provided using the following method and rate intended to amortize the cost of assets over their estimated useful lives:

	Method	Rate
Computer equipment	straight-line	3 years

The carrying amount of capital assets is tested for recoverability whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. The carrying amount of a capital asset is not recoverable when it exceeds the sum of the undiscounted cash flows expected to result from its use and eventual disposal. In such a case, an impairment loss must be recognized and is equivalent to the excess of the carrying amount of the capital asset over its fair value.

## **INVENTORY**

Inventory is valued at the lower of cost and net realizable value. The cost of the inventory includes all costs of purchase, conversion, and costs incurred in bringing the inventory to its present location and condition. Cost is determined by the weighted average method. Net realizable value is the estimated selling price in the ordinary course of business, less estimated costs of completion and selling costs.

## CONTRIBUTED SERVICES

Volunteers contribute time to assist the Federation in carrying out its mandate. Because of the difficulty of determining their fair value, contributed services are not recognized in the financial statements.

#### FINANCIAL INSTRUMENTS

The Federation recognizes its financial instruments when the Federation becomes party to the contractual provisions of the financial instrument. All financial instruments are initially recorded at their fair value except for related party transactions which are initially measured at their carrying or exchange amount in accordance with Section 3840 Related Party Transactions.

The Federation subsequently measures all financial assets and financial liabilities at amortized cost.

Financial assets measured at amortized cost include cash, guaranteed investment certificate, trade and other receivables, Due from Merit Travel Ventures Inc., and advances to related parties.

NOTES TO THE FINANCIAL STATEMENTS (continued) JUNE 30, 2021

# 2. SIGNIFICANT ACCOUNTING POLICIES (continued)

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities and advances from related parties.

Transaction costs incurred on the acquisition of financial instruments are added to the financial instrument and amortized using the straight-line method.

Financial assets measured at cost or amortized cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in the deficiency of revenues over expenditures. 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 the deficiency of revenue over expenditures.

# 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 amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Significant estimates include assumptions in estimating the useful lives of capital assets and intangible assets, assumptions in assessing the valuation of long-term assets, the measurement of accrued liabilities, the measurement of accrued membership fee revenue, valuation of inventory and the valuation of trade receivables.

These estimates and assumptions are reviewed periodically and as adjustments become necessary they are reported in deficiency of revenues and expenditures in the periods in which they become known.

#### 3. ACCOUNTS RECEIVABLE

	2021	2020
Trade receivables	\$ 19,373	\$ 87,253
Sales tax recoverable	160	3,924
	19,533	91,177
Allowance for doubtful accounts	(1,090	(1,090)
	\$ 18,443	\$ 90,087

#### 4. DUE FROM MERIT TRAVEL VENTURES INC.

Merit Travel Ventures Inc. administers the Student Work Abroad Program (SWAP) and serves as the Canadian agent in the sale of International Student Identity Cards (ISIC) in the Discount Program.

	2021	 2020
SWAP profit burdened by Merit	-	\$ 64,898
ISIC loss burdened by Merit	-	(17,553)
Royalty fees owed to the Federation	-	4,424
SWAP accounts receivable and prepaid expenses administered by Merit	-	(60,591)
SWAP accounts payable and deferred revenue administered by Merit	-	130,430
Recovery of SWAP and ISIC losses by the Federation	_	 (70,078)
<u>\$</u>		\$ 51,530

NOTES TO THE FINANCIAL STATEMENTS (continued) JUNE 30, 2021

## 4. DUE FROM MERIT TRAVEL VENTURES INC. (continued)

During the year a royalty fee of \$Nil (2020 - \$5,325) was charged to Merit Travel Ventures Inc. for the student travel business that they derive as a result of their relationship with the Federation. The fee is computed as a percentage of the gross domestic student travel sales reported by Merit.

The Federation paid Merit \$Nil (2020 - \$Nil) as a commission for issuing the cards in the Discount Program. The Federation paid to Merit \$Nil (2020 - \$102,809) as a commission for administering the Student Work Abroad Program.

The amount due from Merit is due on demand, bears no interest and has no fixed terms of repayment.

## 5. ADVANCES TO/FROM RELATED PARTIES

The provincial student federations each have members on the National Executive that governs the Federation. The affiliated provincial federation in Ontario provides services to the Federation for which they are paid an allocation based on the Federation membership in the province. The component allocation charge is not paid to the provincial organization until the membership fee revenue is received. During the year, the Federation allocated \$120,659 (2020 - \$67,100) to the Canadian Federation of Students - Ontario. This amount is included in the statement of operations.

These transactions have been valued at the exchange amount which is the amount of consideration established and agreed to by the related parties.

The advances bear no interest, are unsecured and are repayable on demand.

## Advances to related parties:

•		2021	 2020
Canadian Federation of Students Canadian Federation of Students - British Columbia Canadian Federation of Students - British Columbia (allowance)	\$	1,995,541 457,003 (307,003)	\$ 1,391,062 457,003 (307,003)
	\$	2,145,541	\$ 1,541,062
Advances from related parties:			_
parties		2021	 2020
Canadian Federation of Students - Ontario	\$	2,579	\$ 2,579
6. INVENTORIES			
		2021	2020
Student discount cards	\$	94,689	\$ 96,541
Bulk purchasing textiles	_	3,194	 3,194
	\$	97,883	\$ 99,735

The cost of inventories recognized as an expense amounted to \$99,969 (2020 - \$291,617) and are included in Discount Program and Bulk Buying-Orientation and Promotional Materials expenses.

NOTES TO THE FINANCIAL STATEMENTS (continued) JUNE 30, 2021

7. CAPITAL ASSETS				2021			2020
		Cost		cumulated ortization	 Net Book Value	1	Net Book Value
Computer equipment	\$	21,987	\$	21,987	\$ 	\$	3,665
8. ACCOUNTS PAYABLE AN	D ACCRU	JED LIABI	LITII	ES			
					 2021		2020
Accounts payable Accrued liabilities Wages payable					\$ 465,564 15,695 6,278	\$	362,081 14,690 6,537
					\$ 487,537	\$	383,308

#### 9. PROGRAM DEPOSITS

Program deposits consist of Student Work Abroad Program and Handbook Service receipts that do not yet meet the criteria for revenue recognition. Recognition of these amounts as revenue is deferred to periods when the specified expenditures are made. Changes in the program deposit balance are as follows:

	 2021	 2020
Balance, beginning of year Amount received during the year Less: amount recognized as revenue during the year	\$ 77,096 26,231 (77,096)	\$ 139,917 77,096 (139,917)
Balance, end of year	\$ 26,231	\$ 77,096

#### 10. NET ASSETS

The current fiscal year surplus was designated to the Internally Designated Contingency Reserve Fund.

## 11. FINANCIAL INSTRUMENTS

The Federation, as part of its operation, carries a number of financial instruments. It is management's opinion that the Federation is not exposed to significant interest, market or liquidity risks arising from these financial instruments except as otherwise disclosed.

## **CREDIT RISK**

The Federation is exposed to credit risk regarding the financial assets recognized in the statement of financial position. The Federation's exposure to credit risk is on accounts receivable, due from Merit Travel Ventures Inc. and advances to related parties. Management is of the opinion that credit risk is not a significant risk for the remainder of the financial assets and there has been no change to the risk exposure from the previous period.

NOTES TO THE FINANCIAL STATEMENTS (continued) JUNE 30, 2021

## 11. FINANCIAL INSTRUMENTS (continued)

# LIQUIDITY RISK

The Federation does not have liquidity risk in the accounts payable and accrued liabilities and advances from related parties. Liquidity risk is the risk that the Federation cannot repay its obligations when they come due to its creditors. The Federation reduces its exposure to liquidity risk by ensuring that it documents when authorized payments become due and maintains an adequate cash balance to repay trade creditors and others. In the opinion of management, the liquidity risk exposure of the Federation is not a significant risk and there has been no change to the risk exposure from the previous period.

#### CARRYING AMOUNT OF FINANCIAL ASSETS

The carrying amount of the Federation's financial assets measured at amortized cost total \$2,261,867 (2020 - \$1,789,749).

#### 12. COMPARATIVE FIGURES

Certain comparative figures may have been reclassified in order to conform with the current year financial statement presentation.

#### 13. LONG TERM DEBT

In response to economic effects of COVID-19, the Federation was granted a Canada Emergency Business Account (CEBA). While the full amount has been recorded as payable, \$10,000 of the total outstanding can be retained by the organization if repayment of the remaining \$30,000 is completed by December 31, 2022. The loan is interest free and has no specific terms of repayment other than the aforementioned. If the loan is not repaid by December 31, 2022, it will convert to a term loan of three years carrying interest at 5%. The Federation repaid the loan within the current fiscal year.

#### 14. PRIOR PERIOD ADJUSTMENT

The financial statements for the year ended June 30, 2020 have been re-stated to reflect an accounting adjustment discovered in relation to related party balances in the year ended June 30, 2019. The adjustment had a cumulative effect on increasing net assets for the year in the amount of \$56,162.

SCHEDULE 1 - SCHEDULE OF BULK BUYING - ORIENTATION AND PROMOTIONAL MATERIALS

FOR THE YEAR ENDED JUNE 30, 2021

	2021	2020
REVENUE	<u>\$ 83,386</u>	\$ 127,383
EXPENDITURES  Bulk buying purchases Shipping	81,926	280,243 2,353
	81,926	282,596
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURES	<u>\$ 1,460</u>	\$ (155,213)

# SCHEDULE 2 - SCHEDULE OF DISCOUNT PROGRAM FOR THE YEAR ENDED JUNE 30, 2021

	2021	2020
REVENUE	<u>\$ 14,104</u>	\$ 45,527
EXPENDITURES		
Administration and office	1,054	7,907
Advertising and promotion	6,498	538
Communications	87	311
Discount program card purchases	11,605	19,595
Travel	(2,608)	,
Wages and benefits	22,817	4,029
	39,453	30,846
(DEFICIENCY) EXCESS OF REVENUE		
OVER EXPENDITURES	\$ (25,349)	\$ 14,681

SCHEDULE 3 - SCHEDULE OF HANDBOOK SERVICE FOR THE YEAR ENDED JUNE 30, 2021

		2021	 2020
REVENUE	<u>\$</u>	63,180	\$ 167,535
EXPENDITURES  Handbook printing and shipping Miscellaneous		58,887 42	147,936 21
		58,929	 147,957
EXCESS OF REVENUE OVER EXPENDITURES	<u>\$</u>	4,251	\$ 19,578

SCHEDULE 4 - SCHEDULE OF NATIONAL STUDENT HEALTH NETWORK PROGRAM FOR THE YEAR ENDED JUNE 30, 2021

		2021	 2020
REVENUE	<u>\$</u>	307,509	\$ 324,846
EXPENDITURES			
Administration and office		16,436	8,870
Amortization		412	823
Miscellaneous		8,092	18,514
Professional and support fees		68,930	58,760
Travel		-	5,032
Wages and benefits		3,618	 9,816
		97,488	 101,815
EXCESS OF REVENUE OVER EXPENDITURES	<u>\$</u>	210,021	\$ 223,031

# SCHEDULE 5 - SCHEDULE OF STUDENT WORK ABROAD PROGRAM FOR THE YEAR ENDED JUNE 30, 2021

	2021	2020
REVENUE	\$ -	\$ 1,029,868
EXPENDITURES		
Administration and office	17,045	8,874
Advertising and promotion	-	24,345
Commissions	-	102,809
Communications	-	50,753
Professional fees	36,835	42,173
Rent	33,100	138,307
Student Work Abroad Program flight costs	3,233	350,820
Travel	-	9,975
Wages and benefits	145,917	357,241
	236,130	1,085,297
DEFICIENCY OF REVENUE OVER EXPENDITURES	<u>\$ (236,130)</u>	\$ (55,429)