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# Registered Canadian Amateur Athletic Association Information Return

0495770

## Identification

Name of association	
Canadian Amateur Softball Association - Association Canadienne de Softball Amateur	
Address	
212 - 223 Colonnade Road South ✓	
City	
Ottawa	
Province or territory	Postal code
Ontario	K2E7K3

Return for fiscal period ending									
2	0	1	8	0	5	3	1		
Year				Month		Day			
Is this the first return filed by this association?									
Yes <input type="checkbox"/>					No <input checked="" type="checkbox"/>				
If "no," has the fiscal period changed from the last return filed?									
Yes <input type="checkbox"/>					No <input checked="" type="checkbox"/>				
Is this the final return to be filed by this association?									
Yes <input type="checkbox"/>					No <input checked="" type="checkbox"/>				
If "yes," please attach an explanation.									
File number									
BN/Registration number									
107992281				R R		0001			

Is the address above the same mailing address as last year?  
If no, is the address above the new mailing address?

Yes ☐ No ☒  
Yes ☐ No ☒

## Instructions

- Complete the Identification area.
- Complete the boxes (above right) to indicate the end of the association's fiscal period.
- Attach **FINANCIAL STATEMENTS** for the fiscal period covered by this return. These should include a statement of revenue and expenditures for the fiscal period and a statement of assets and liabilities as of the end of the fiscal period. The statements should indicate the different sources of revenue in sufficient detail to show how funds were spent or invested.
- Attach a list of the names, addresses, and occupations or lines of business of the association's current directors.
- Attach a list of the names and the official positions of the people who are authorized to issue official receipts for the association.
- Attach a note that fully explains what replacement procedure is followed in the event of lost or spoiled receipts.
- Within six months from the end of the fiscal period of the association, mail or deliver a completed return and all required documents to:

Charities Directorate  
Canada Revenue Agency  
Ottawa ON K1A 0L5

Form authorized by the Minister of National Revenue.

NCR MAILROOM  
# 53  
[Redacted]  
SALLE DU COURRIER  
RCN

6000003862631

**Information required**

1. Have any changes not previously reported been made to the association's governing documents? If yes, please attach a certified copy of the changes. Yes ☐ No ☒
2. Have complete books and records been kept (including duplicate copies of receipts) which fully substantiate all financial transactions during the fiscal period? If no, please attach an explanation. Yes ☐ No ☒
3. Please indicate the total amount for which the association issued official donation receipts in this fiscal period. \$                      0
4. Are the receipt forms used to acknowledge payments that are NOT gifts clearly distinguishable from official donation receipts which bear the BN/registration number? If no, please attach an explanation. Yes ☐ No ☒
5. Did the association issue official donation receipts showing a date in the previous calendar year for donations that were mailed or otherwise submitted after the end of the calendar year? If yes, please attach an explanation. Yes ☐ No ☒
6. Have official donation receipts been issued to acknowledge donations in a form other than cash or cheque – e.g., goods, services rendered, etc.? If yes, please attach a list of these gifts and their value as shown on the official donation receipt. Yes ☐ No ☒
7. Has any amount donated to the association been returned to the donor during the year? If yes, please attach an explanation (confidential). Yes ☐ No ☒
- 8 a. During the fiscal period, did the association accept any gifts with the express or implied condition that such gifts were to be used for the benefit of another person, club, society or association? If yes, please attach an explanation (confidential). Yes ☐ No ☒
- b. Did the association issue an official donation receipt to acknowledge such a gift? Yes ☐ No ☐

**Certification**

To be signed by two directors of the association.

1. I, Hugh Mitchener of [Redacted]  
Name of director whose signature appears below.2. I, Kevin Quinn of [Redacted]  
Name of director whose signature appears below.

Address (confidential)

HEREBY CERTIFY that the information given in this return and in all attachments is, to the best of my knowledge, correct, complete and current. (Note: It is a serious offense under the *Income Tax Act* to provide false or deceptive information.)

1. Signature of director (confidential)

Position with the association

Chief Executive Officer

Home telephone number (confidential)

Business telephone number

Date

2. Signature of director (confidential)

Position with the association

President

Home telephone number (confidential)

Business telephone number

Date

**RCAAA:**

Personal information is collected under the authority of the *Income Tax Act* and is used to establish and validate the identity and contact information of directors, trustees, officers and/or like officials and authorized representatives of the organization. This information will also be used as a basis for the indirect collection of additional personal information from other internal and external sources, which includes social insurance number (SIN), personal tax information, and relevant financial and biographical information, which may be used to assess the overall risk of registration with respect to the obligations of registration as outlined in the Act and the common law. The SIN is collected pursuant to subsection 237 of the Act and is used for identification purposes.

The Canada Revenue Agency (CRA) will make this form and all attachments available to the public upon request and/or on the Charities Directorate website, except for information or data identified as confidential. Personal information may also be disclosed to the organization in question and/or its authorized representatives and other third parties pursuant to the disclosure provisions under Section 241 of the Act. Personal information may also be shared with other government departments and agencies under information-sharing agreements in accordance with the disclosure provisions under Section 241 of the Act. Incomplete or inaccurate information may result in a range of actions including suspension of tax-receipting privileges, up to and including revocation of registered status.

Information is described in Charities Program CRA PPU 200 and is protected under the *Privacy Act*. Individuals have a right of protection, access to and correction or notation of their personal information. Please be advised that you are entitled to complain to the Privacy Commissioner of Canada regarding our handling of your information.

**Notification to directors and like officials:** The CRA strongly encourages the association to voluntarily inform directors and like officials that their personal information has been collected and disclosed to the CRA for the submission of its annual information return.

☒ I confirm that I have read the Privacy statement above.

**CANADIAN AMATEUR SOFTBALL ASSOCIATION**

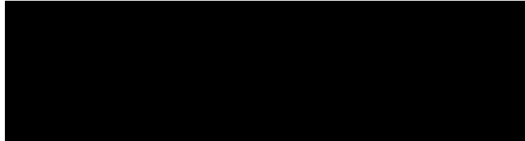
**FINANCIAL STATEMENTS**

**MAY 31, 2018**

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## INDEPENDENT AUDITOR'S REPORT

To the Members,  
Canadian Amateur Softball Association:

We have audited the accompanying financial statements of Canadian Amateur Softball Association, which comprise the statement of financial position as at May 31, 2018, and the statements of changes in net assets, operations 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.

### Auditor's responsibility

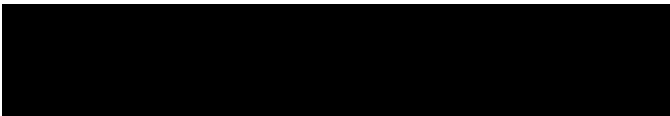
Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements 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 entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

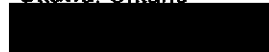
We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Canadian Amateur Softball Association as at May 31, 2018, 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.



Licensed Public Accountants  
Ottawa, Ontario



# CANADIAN AMATEUR SOFTBALL ASSOCIATION

## STATEMENT OF FINANCIAL POSITION AS AT MAY 31, 2018

	<u>2018</u>	<u>2017</u>
ASSETS		
CURRENT		
Cash	\$ 266,849	\$ 630,768
Investments (note 4)	782,827	780,544
Accounts receivable	127,006	96,579
Inventory	-	988
Prepaid expenses	155,717	106,365
	<u>1,332,399</u>	<u>1,615,244</u>
PROPERTY AND EQUIPMENT (note 5)	<u>15,304</u>	<u>11,125</u>
	<u>\$ 1,347,703</u>	<u>\$ 1,626,369</u>
LIABILITIES		
CURRENT		
Accounts payable	\$ 154,934	\$ 72,767
Deferred revenue (note 6)	277,030	593,587
	<u>431,964</u>	<u>666,354</u>
NET ASSETS		
Invested in property and equipment	15,304	11,125
Claude Deschamps Memorial Fund	30,071	30,353
Ethel Boyce Achievement Award Fund	20,800	21,081
Reserve Fund	300,000	300,000
Unrestricted	549,564	597,456
	<u>915,739</u>	<u>960,015</u>
	<u>\$ 1,347,703</u>	<u>\$ 1,626,369</u>

Approved on behalf of the Board:

Director

Director



# CANADIAN AMATEUR SOFTBALL ASSOCIATION

## STATEMENT OF CHANGES IN NET ASSETS FOR THE YEAR ENDED MAY 31, 2018

	<u>2018</u>	<u>2017</u>
<b>INVESTED IN PROPERTY AND EQUIPMENT</b>		
Balance - beginning of year	\$ 11,125	\$ 7,907
Purchase of property and equipment	16,626	12,718
Amortization	(12,447)	(9,500)
Balance - end of year	<u>\$ 15,304</u>	<u>\$ 11,125</u>
<b>CLAUDE DESCHAMPS MEMORIAL FUND</b>		
Balance - beginning of year	\$ 30,353	\$ 31,066
Donations and interest	1,718	1,287
Awards	(2,000)	(2,000)
Balance - end of year	<u>\$ 30,071</u>	<u>\$ 30,353</u>
<b>ETHEL BOYCE ACHIEVEMENT AWARD FUND</b>		
Balance - beginning of year	\$ 21,081	\$ 21,795
Donations and interest	1,719	1,286
Awards	(2,000)	(2,000)
Balance - end of year	<u>\$ 20,800</u>	<u>\$ 21,081</u>
<b>RESERVE FUND</b>		
Balance - beginning and end of year	<u>\$ 300,000</u>	<u>\$ 300,000</u>
<b>UNRESTRICTED</b>		
Balance - beginning of year	\$ 597,456	\$ 618,245
Net revenue (expenses) for the year	(43,713)	(17,571)
Purchase of property and equipment	(16,626)	(12,718)
Amortization	12,447	9,500
Balance - end of year	<u>\$ 549,564</u>	<u>\$ 597,456</u>
<b>TOTAL</b>	<u>\$ 915,739</u>	<u>\$ 960,015</u>

# CANADIAN AMATEUR SOFTBALL ASSOCIATION

## STATEMENT OF OPERATIONS FOR THE YEAR ENDED MAY 31, 2018

	2018	2017
REVENUE		
Sport Canada contributions	\$ 1,662,300	\$ 1,240,176
Sponsorship	205,093	185,494
Coaching Association of Canada	22,438	20,358
Membership fees	209,000	205,000
Programs - officials	64,014	66,043
- other	163,799	100,253
Canadian championships	200,397	219,657
Sales	108,535	126,185
Investment	10,757	34,843
Donations	32,375	15,000
Miscellaneous	11,412	4,265
	<u>2,690,120</u>	<u>2,217,274</u>
EXPENSES		
Administration	187,311	169,741
Cost of sales	24,093	54,306
Board and staff travel	27,201	24,731
Human resources	569,012	558,859
Meetings	99,720	103,463
Officiating development	56,992	47,818
Marketing	49,245	71,227
National team	1,293,661	696,284
Canadian championships	165,368	164,266
Coaching program	60,517	21,447
Program development	177,497	308,617
International representation	23,216	14,086
	<u>2,733,833</u>	<u>2,234,845</u>
NET REVENUE (EXPENSES) FOR THE YEAR	\$ <u>(43,713)</u>	\$ <u>(17,571)</u>

# CANADIAN AMATEUR SOFTBALL ASSOCIATION

## STATEMENT OF CASH FLOWS FOR THE YEAR ENDED MAY 31, 2018

	<u>2018</u>	<u>2017</u>
<b>OPERATING ACTIVITIES</b>		
Net revenue (expenses) for the year	\$ (43,713)	\$ (17,571)
Net revenue (expenses) of funds	(563)	(1,427)
Items not affecting cash		
Amortization	12,447	9,500
Realized and unrealized loss (gains) on investments	(7,172)	(17,575)
Net change in non-cash working capital items		
Accounts receivable	(30,427)	(62,252)
Inventory	988	5,582
Prepaid expenses	(49,352)	81,292
Accounts payable	82,167	11,205
Deferred revenue	(316,557)	236,742
	<u>(352,182)</u>	<u>245,496</u>
<b>INVESTING ACTIVITIES</b>		
Purchase of property and equipment	(16,626)	(12,718)
Sale (purchase) of investments	4,889	(11,121)
	<u>(11,737)</u>	<u>(23,839)</u>
<b>INCREASE (DECREASE) IN CASH FOR THE YEAR</b>	<b>(363,919)</b>	<b>221,657</b>
Cash - beginning of year	<u>630,768</u>	<u>409,111</u>
<b>CASH - END OF YEAR</b>	<b>\$ <u>266,849</u></b>	<b>\$ <u>630,768</u></b>



# CANADIAN AMATEUR SOFTBALL ASSOCIATION

## NOTES TO FINANCIAL STATEMENTS MAY 31, 2018

### 1. PURPOSE OF THE ORGANIZATION

The Association, in partnership with the Provincial and Territorial Associations and related organizations, ensures provision of a full range of softball opportunities for all Canadians through the development, delivery and promotion of programs and services, both domestically and internationally.

The Association is incorporated under the Canada Not-for-profit Corporations Act and is a Registered Canadian Amateur Athletic Association under the Income tax Act.

### 2. SIGNIFICANT ACCOUNTING POLICIES

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

#### a) Estimates and assumptions

The preparation of financial statements 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 amounts of revenue and expenses during the reporting period. The estimates and assumptions are reviewed annually and, as adjustments become necessary, they are recorded in the financial statements in the period in which they become known.

#### b) [REDACTED] Memorial Fund

This internally restricted fund was established in 1984 in honour of the longtime Executive Director of the Association. Annual awards are made to applicants from the region hosting the annual general meeting.

#### c) [REDACTED] Achievement Award Fund

This internally restricted fund was created in 1998 by a donation in the name of [REDACTED] by her sister, [REDACTED]. Annual awards are made to applicants who have exhibited leadership qualities and skills in softball.

#### d) Reserve Fund

This internally restricted fund was created to provide financial stability for the Association and is not available for other purposes without approval of the Board of Directors.

#### e) Financial instruments

Investments quoted in an active market are initially recognized at fair value and are subsequently measured at the year-end fair value. Other financial instruments are initially recognized at fair value and are subsequently measured at cost, amortized cost or cost less appropriate allowances for impairment.

#### f) Inventory

Inventory is valued at the lower of cost and net realizable value. Cost is determined on the average cost basis.

#### g) Property and equipment

Property and equipment are recorded at cost less accumulated amortization. Amortization is provided on the straight line basis over 3 years.



# CANADIAN AMATEUR SOFTBALL ASSOCIATION

## NOTES TO FINANCIAL STATEMENTS MAY 31, 2018

### 2. SIGNIFICANT ACCOUNTING POLICIES (continued)

#### h) Revenue recognition

The Association 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 as revenue when they are received or becomes receivable. Other revenues are recognized in the period in which the event is held or the revenue is earned.

#### i) Sport Canada Contributions

Contributions received from Sport Canada are subject to specific terms and conditions regarding the expenditure of the funds. The Association's records are subject to audit by Sport Canada to identify instances, if any, in which amounts charged against contributions have not complied with the agreed terms and conditions and which, therefore, would be refundable to Sport Canada. Adjustments to prior years' contributions are recorded in the year in which Sport Canada requests the adjustment.

### 3. FINANCIAL INSTRUMENTS

Financial instruments of the Association consist of cash, investments, accounts receivable and accounts payable.

Unless otherwise noted, it is management's opinion that the Association is not exposed to significant interest rate, currency, credit, liquidity or market risks arising from its financial instruments and the risks have not changed from last year.

### 4. INVESTMENTS

Investments are carried at year-end fair value and consist of:

	2018	2017
Fixed income	\$ 542,182	\$ 597,919
Bond and income funds	240,645	182,625
	<u>\$ 782,827</u>	<u>\$ 780,544</u>

Market risk is the risk the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency risk, interest rate risk and other price risk. The Association is exposed mainly to interest rate risk.

Interest rate risk is the risk the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Association is exposed to interest rate risk on its fixed income and bond and income funds investments.

# CANADIAN AMATEUR SOFTBALL ASSOCIATION

## NOTES TO FINANCIAL STATEMENTS MAY 31, 2018

### 5. PROPERTY AND EQUIPMENT

	2018			2017
	Cost	Accumulated amortization	Net	Net
Office furniture and equipment	\$ 50,605	\$ 35,301	\$ 15,304	\$ 11,125

### 6. DEFERRED REVENUE

Deferred revenue represents revenue received relating to next year as follows:

	2018	2017
Canadian Olympic Committee	\$ 40,000	\$ -
Donations	-	15,000
Sport Canada contributions	228,500	544,300
Other	8,530	34,287
	<u>\$ 277,030</u>	<u>\$ 593,587</u>

Deferred revenue changed as follows:

	2018	2017
Balance - beginning of year	\$ 593,587	\$ 356,845
Less - amount recognized as revenue in the year	(593,587)	(356,845)
Plus - amount received related to following year	<u>277,030</u>	<u>593,587</u>
Balance - end of year	<u>\$ 277,030</u>	<u>\$ 593,587</u>

### 7. COMMITMENT

The Association has leased premises to February 28, 2021 at approximately \$65,000 per annum.

# CANADIAN AMATEUR SOFTBALL ASSOCIATION

UNAUDITED SCHEDULE OF SPORT CANADA REVENUE AND EXPENSES BY BUDGET CATEGORY  
FOR THE PERIOD FROM APRIL 1, 2017 TO MARCH 31, 2018

	<u>Total revenue claimed</u>	<u>Total expenses</u>
Contribution blocks - Core Mainstream		
Administration	\$ 102,000	\$ 368,173
Staff salaries	350,250	582,309
Coaching salaries and professional development	303,750	371,609
National team programs	703,000	890,752
Operations and programming	130,000	530,520
Official languages	13,000	13,202
	<u>\$ 1,602,000</u>	<u>\$ 2,756,565</u>



President	Kevin Quinn
Director	Lisa Down
Director	Ryan DeBelser
Director	Lynda Turton
Director	Andrea Wolf
Director	Jackie Duggar
Director	Ron Hawthorne
Director	Scott Neiles



November 2018

## Registered Canadian Amateur Athletic Association Information Return

### Instruction #5: Authorized to issue Official Receipts

Hugh Mitchener: Chief Executive Officer

### Instruction #6: Replacement Procedure

In the event of a lost or spoiled receipt, the original (if available) is destroyed and a new receipt is re-issued. Documentation is noted with the replacement number

COPY