

## Registered Canadian Amateur Athletic Association Information Return

### Identification

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

#### Return for fiscal period ending

2	0	1	9	0	5	3	1
Year			Month			Day	

Is this the first return filed by this association?

Yes  No

If "no," has the fiscal period changed from the last return filed?

Yes  No

Is this the final return to be filed by this association?

Yes  No

If "yes," please attach an explanation.

File number

BN/Registration number

107992281 RR 0001

Is the address above the same mailing address as last year? Yes  No

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.

**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. \$ 18,900.00

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, Lynda Turton 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
<span style="background-color: black; color: black;">[REDACTED]</span>	CEO
Home telephone number (confidential)	Business telephone number
<span style="background-color: black; color: black;">[REDACTED]</span>	
2. Signature of director (confidential)	Position with the association
<span style="background-color: black; color: black;">[REDACTED]</span>	Director
Home telephone number (confidential)	Business telephone number
<span style="background-color: black; color: black;">[REDACTED]</span>	

**RCAA:**

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-receiving 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.



## Board of Director 2019

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 2019

**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

**CANADIAN AMATEUR SOFTBALL ASSOCIATION**

**FINANCIAL STATEMENTS**

**MAY 31, 2019**

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## INDEPENDENT AUDITOR'S REPORT

To the Members,  
**Canadian Amateur Softball Association:**

### Opinion

We have audited the financial statements of Canadian Amateur Softball Association ("the Entity"), which comprise the statement of financial position as at May 31, 2019, and the statements of changes in net assets, operations 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 Entity as at May 31, 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.

### 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 auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Entity 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.

### Responsibilities of management and those charged with governance 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.

In preparing the financial statements, management is responsible for assessing the Entity's 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 Entity, or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

### Auditor's 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 auditor's 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 Entity's 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 Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's 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 auditor's report. However, future events or conditions may cause the Entity 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.

Licensed Public Accountants  
Ottawa, Ontario

# CANADIAN AMATEUR SOFTBALL ASSOCIATION

## STATEMENT OF FINANCIAL POSITION AS AT MAY 31, 2019

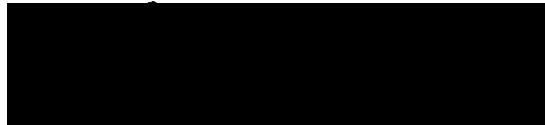
	<u>2019</u>	<u>2018</u>
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	\$ 284,697	\$ 266,849
Investments (note 4)	803,533	782,827
Accounts receivable	102,339	127,006
Prepaid expenses	<u>228,735</u>	<u>155,717</u>
	1,419,304	1,332,399
<b>PROPERTY AND EQUIPMENT (note 5)</b>	<u>110,322</u>	<u>15,304</u>
	<u>\$ 1,529,626</u>	<u>\$ 1,347,703</u>
<b>LIABILITIES</b>		
<b>CURRENT</b>		
Accounts payable	\$ 205,770	\$ 154,934
Deferred revenue (note 6)	<u>429,050</u>	<u>277,030</u>
	<u>634,820</u>	<u>431,964</u>
<b>NET ASSETS</b>		
Invested in property and equipment	110,322	15,304
Claude Deschamps Memorial Fund	29,449	30,071
Ethel Boyce Achievement Award Fund	20,177	20,800
Reserve Fund	300,000	300,000
Unrestricted	<u>434,858</u>	<u>549,564</u>
	<u>894,806</u>	<u>915,739</u>
	<u>\$ 1,529,626</u>	<u>\$ 1,347,703</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, 2019

	<u>2019</u>	<u>2018</u>
<b>INVESTED IN PROPERTY AND EQUIPMENT</b>		
Balance - beginning of year	\$ 15,304	\$ 11,125
Purchase of property and equipment	133,890	16,626
Amortization	(38,872)	(12,447)
Balance - end of year	<u>\$ 110,322</u>	<u>\$ 15,304</u>
<b>CLAUDE DESCHAMPS MEMORIAL FUND</b>		
Balance - beginning of year	\$ 30,071	\$ 30,353
Donations and interest	1,378	1,718
Awards	(2,000)	(2,000)
Balance - end of year	<u>\$ 29,449</u>	<u>\$ 30,071</u>
<b>ETHEL BOYCE ACHIEVEMENT AWARD FUND</b>		
Balance - beginning of year	\$ 20,800	\$ 21,081
Donations and interest	1,377	1,719
Awards	(2,000)	(2,000)
Balance - end of year	<u>\$ 20,177</u>	<u>\$ 20,800</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	\$ 549,564	\$ 597,456
Net revenue (expenses) for the year	(19,688)	(43,713)
Purchase of property and equipment	(133,890)	(16,626)
Amortization	38,872	12,447
Balance - end of year	<u>\$ 434,858</u>	<u>\$ 549,564</u>
<b>TOTAL</b>	<u>\$ 894,806</u>	<u>\$ 915,739</u>

## CANADIAN AMATEUR SOFTBALL ASSOCIATION

### STATEMENT OF OPERATIONS FOR THE YEAR ENDED MAY 31, 2019

	<u>2019</u>	<u>2018</u>
<b>REVENUE</b>		
Sport Canada contributions	\$ 1,830,180	\$ 1,662,300
Sponsorship	222,794	205,093
Coaching Association of Canada	33,803	22,438
Membership fees	209,000	209,000
Programs - officials	126,710	64,014
- other	262,709	163,799
Canadian championships	237,558	200,397
Sales	127,624	108,535
Investment	20,728	10,757
Donations	19,900	32,375
Miscellaneous	12,557	11,412
	<u>3,103,563</u>	<u>2,690,120</u>
<b>EXPENSES</b>		
Administration	199,344	187,311
Cost of sales	52,292	24,093
Board and staff travel	37,632	27,201
Human resources	662,236	569,012
Meetings	109,364	99,720
Officiating development	77,093	56,992
Marketing	52,483	49,245
National team	1,453,368	1,293,661
Canadian championships	184,062	165,368
Coaching program	87,148	60,517
Program development	203,047	177,497
International representation	5,182	23,216
	<u>3,123,251</u>	<u>2,733,833</u>
<b>NET REVENUE (EXPENSES) FOR THE YEAR</b>	<b>\$ (19,688)</b>	<b>\$ (43,713)</b>

## CANADIAN AMATEUR SOFTBALL ASSOCIATION

### STATEMENT OF CASH FLOWS FOR THE YEAR ENDED MAY 31, 2019

	<u>2019</u>	<u>2018</u>
<b>OPERATING ACTIVITIES</b>		
Net revenue (expenses) for the year	\$ (19,688)	\$ (43,713)
Net revenue (expenses) of funds	(1,245)	(563)
Items not affecting cash		
Amortization	38,872	12,447
Realized and unrealized loss (gains) on investments	(24,584)	(7,172)
Net change in non-cash working capital items		
Accounts receivable	24,667	(30,427)
Inventory	-	988
Prepaid expenses	(73,018)	(49,352)
Accounts payable	50,836	82,167
Deferred revenue	<u>152,020</u>	<u>(316,557)</u>
	<u>147,860</u>	<u>(352,182)</u>
<b>INVESTING ACTIVITIES</b>		
Purchase of property and equipment	(133,890)	(16,626)
Purchase of investments	(240,105)	(143,918)
Sale of investments	<u>243,983</u>	<u>148,807</u>
	<u>(130,012)</u>	<u>(11,737)</u>
<b>INCREASE (DECREASE) IN CASH FOR THE YEAR</b>	<b>17,848</b>	<b>(363,919)</b>
Cash - beginning of year	<u>266,849</u>	<u>630,768</u>
<b>CASH - END OF YEAR</b>	<b>\$ 284,697</b>	<b>\$ 266,849</b>

# CANADIAN AMATEUR SOFTBALL ASSOCIATION

## NOTES TO FINANCIAL STATEMENTS MAY 31, 2019

### 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) Claude Deschamps 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) Ethel Boyce Achievement Award Fund

This internally restricted fund was created in 1998 by a donation in the name of Ethel (Phoebe) Boyce by her sister, Ruth A. Laing. 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) 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, 2019

### 2. SIGNIFICANT ACCOUNTING POLICIES (continued)

#### g) 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. Membership fees are recognized as revenue over the period to which they relate. Other revenues are recognized in the period in which the event is held or the revenue is earned.

#### h) 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:

	2019	2018
Fixed income	\$ 556,940	\$ 542,182
Bond and income funds	<u>246,593</u>	<u>240,645</u>
	<u><u>\$ 803,533</u></u>	<u><u>\$ 782,827</u></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, 2019

## 5. PROPERTY AND EQUIPMENT

			2019	2018
	Cost	Accumulated amortization	Net	Net
Office furniture and equipment	\$ 58,122	\$ 47,568	\$ 10,554	\$ 15,304
Intangible assets	126,373	26,605	99,768	-
	<u>\$ 184,495</u>	<u>\$ 74,173</u>	<u>\$ 110,322</u>	<u>\$ 15,304</u>

## 6. DEFERRED REVENUE

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

	2019	2018
Canadian Olympic Committee	\$ 108,333	\$ 40,000
Sport Canada contributions	183,387	228,500
Other	137,330	8,530
	<u>\$ 429,050</u>	<u>\$ 277,030</u>

Deferred revenue changed as follows:

	2019	2018
Balance - beginning of year	\$ 277,030	\$ 593,587
Less - amount recognized as revenue in the year	(277,030)	(593,587)
Plus - amount received related to following year	429,050	277,030
Balance - end of year	<u>\$ 429,050</u>	<u>\$ 277,030</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, 2018 TO MARCH 31, 2019

	<u>Total revenue claimed</u>	<u>Total expenses</u>
<b>Contribution blocks - Core Mainstream</b>		
Administration	100,000	\$ 430,203
Staff salaries	350,000	660,847
Coaching salaries and professional development	300,000	347,253
National team programs	729,500	877,457
Operations and programming	134,000	516,192
Official languages	13,000	14,041
	<u>\$ 1,626,500</u>	<u>\$ 2,845,993</u>