

**Registered Canadian Amateur  
Athletic Association Information Return**

0495549

**Identification**

Name of association <b>Canadian Sport Parachuting Association</b>	
Address <b>204 - 1468 Laurier St</b>	
City <b>Rockland</b>	
Province or territory <b>Ontario</b>	Postal code <b>K4K1C7</b>

Return for fiscal period ending	
2   0   1   8	1   1   3   0
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 checked="" type="checkbox"/>	No <input type="checkbox"/>
Is this the final return to be filed by this association?	
Yes <input checked="" type="checkbox"/>	No <input checked="" type="checkbox"/>
If "yes," please attach an explanation.	
File number	
BN/Registration number	
122680036	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 ☒**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.

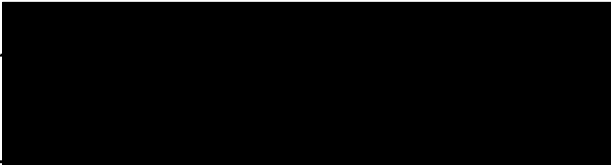
**NCR MAILROOM  
# 112****SALLE DU COURRIER  
RCN**

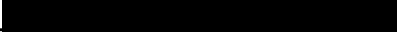
**Information required**

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. \$ 32,221
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, Isabelle Perry of   
Name of director whose signature appears below.

2. I, Kaneena Vanstone of   
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 <b>President</b>
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Home telephone number (confidential)	Business telephone number	Date
--------------------------------------	---------------------------	------

2. Signature of director (confidential) 	Position with the association <b>Vice President</b>
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Home telephone number (confidential)	Business telephone number	Date
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**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 SPORT PARACHUTING ASSOCIATION**

**FINANCIAL STATEMENTS**

**NOVEMBER 30, 2018**

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# INDEPENDENT AUDITOR'S REPORT

To the Members of the Canadian Sport Parachuting Association

## Report on the Financial Statements

We have audited the accompanying financial statements of Canadian Sport Parachuting Association (the "Association") which are comprised of the statement of financial position as at November 30, 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. 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.

### 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 qualified audit opinion.

### Basis for Qualified Opinion

In common with many not-for-profit organizations, the Association derives revenues from memberships and donations, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, our verification of these revenues was limited to the amounts recorded in the records of the Association and we were not able to determine whether any adjustments might be necessary to donations, receipts, deferred contributions, excess of revenue over expenditures, current assets or net assets.

### Qualified Opinion

In our opinion, except for the effects of the matter described in the Basis for Qualified Opinion paragraph, the financial statements present fairly, in all material respects, the financial position of the Canadian Sport Parachuting Association at November 30, 2018, and its financial performance and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Edmonton, Alberta

Chartered Professional Accountant

**CANADIAN SPORT PARACHUTING ASSOCIATION**

**STATEMENT OF FINANCIAL POSITION**

**AS AT NOVEMBER 30, 2018**

	2018			2017
	General Fund \$	Defence Fund \$	Team Fund \$	Total \$
<b>ASSETS</b>				
<b>CURRENT ASSETS</b>				
Cash	23,993	2,550	50	26,593
Accounts receivable	-	-	-	649
GST and sales taxes recoverable	3,879	156	-	4,035
Receivable from General Fund	-	120	-	2,032
Receivable from Team Fund	10	-	-	10
Prepaid expenses	18,142	-	-	18,142
<b>TOTAL CURRENT ASSETS</b>	<b>46,024</b>	<b>2,826</b>	<b>50</b>	<b>48,900</b>
<b>EQUIPMENT (note 5)</b>	15,626	-	-	15,626
<b>INVESTMENTS (note 3)</b>	413,527	192,347	430,256	1,036,130
<b>TOTAL ASSETS</b>	<b>475,177</b>	<b>195,173</b>	<b>430,306</b>	<b>1,100,656</b>
<b>LIABILITIES</b>				
<b>CURRENT LIABILITIES</b>				
Deferred revenue (note 6)	171,461	-	-	171,461
Accounts payable	29,470	2,500	-	31,970
Payable to Defence Fund	120	-	-	120
Payable to General Fund	-	-	10	10
<b>TOTAL LIABILITIES</b>	<b>201,051</b>	<b>2,500</b>	<b>10</b>	<b>203,561</b>
<b>COMMITMENTS (note 7)</b>				
<b>NET ASSETS</b>				
Internally restricted	-	192,673	430,296	622,969
Unrestricted	274,126	-	-	274,126
	274,126	192,673	430,296	897,095
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>475,177</b>	<b>195,173</b>	<b>430,306</b>	<b>1,100,656</b>

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

*The accompanying notes form part of these financial statements.*

**CANADIAN SPORT PARACHUTING ASSOCIATION**  
**STATEMENT OF CHANGES IN NET ASSETS**  
**FOR THE YEAR ENDED NOVEMBER 30, 2018**

	<u>2018</u>			<u>2017</u>	
	<u>General Fund \$</u>	<u>Defence Fund \$</u>	<u>Team Fund \$</u>	<u>Total \$</u>	<u>Total \$</u>
<b>Balance - beginning of year</b>	291,186	191,039	429,271	911,496	878,687
Excess (deficit) of revenues over expenses	<u>(17,060)</u>	<u>1,634</u>	<u>1,025</u>	<u>(14,401)</u>	<u>32,809</u>
<b>Balance - end of year</b>	<u>274,126</u>	<u>192,673</u>	<u>430,296</u>	<u>897,095</u>	<u>911,496</u>

*The accompanying notes form part of these financial statements.*

# CANADIAN SPORT PARACHUTING ASSOCIATION

## STATEMENT OF OPERATIONS

FOR THE YEAR ENDED NOVEMBER 30, 2018

	2018			2017
	General Fund \$	Defence Fund \$	Team Fund \$	Total \$
<b>REVENUE</b>				
Affiliation fees	274,533	-	15,360	289,893
Rating and certificate fees	53,541	-	-	53,541
Member fees	36,941	7,500	-	44,441
Donations	22,327	-	9,894	32,221
CanPara	26,830	-	-	26,830
Interest	7,566	3,850	8,823	20,239
Other revenue	44,347	-	-	44,347
Aero Club	2,970	-	-	2,970
Miscellaneous revenue	1,835	-	-	1,835
Grants	1,160	-	-	1,160
	<u>472,050</u>	<u>11,350</u>	<u>34,077</u>	<u>517,477</u>
<b>EXPENSES</b>				
Amortization	2,450	-	-	2,450
Bank charges and interest	12,025	-	-	12,025
BOD and Committee	83,383	-	-	83,383
CanPara	66,609	-	-	66,609
Competition	50,072	-	33,052	83,124
Defence fund claims	-	9,716	-	9,716
Insurance	73,123	-	-	73,123
Membership services	21,344	-	-	21,344
Office	56,299	-	-	56,299
Translation	6,719	-	-	6,719
Wages and benefits	117,086	-	-	117,086
	<u>489,110</u>	<u>9,716</u>	<u>33,052</u>	<u>531,878</u>
<b>Excess (deficit) of revenues over expenses</b>	<u>(17,060)</u>	<u>1,634</u>	<u>1,025</u>	<u>(14,401)</u>

The accompanying notes form part of these financial statements.



**CANADIAN SPORT PARACHUTING ASSOCIATION**

**STATEMENT OF CASH FLOWS**

**FOR THE YEAR ENDED NOVEMBER 30, 2018**

	<u>2018</u>	<u>2017</u>
	\$	\$
<b>CASH FLOWS FROM (USED IN) OPERATING ACTIVITIES</b>		
Excess (deficit) of revenues over expenses	(14,401)	32,809
Add: Items not affecting cash flow		
Amortization	<u>2,450</u>	<u>1,367</u>
	(11,951)	34,176
Changes in non-cash working capital		
Accounts receivable	649	(19)
GST and sales taxes recoverable	42	(383)
Prepaid expenses	(504)	(1,031)
Accounts payable	9,407	(2,652)
Deferred revenue	<u>7,387</u>	<u>(3,320)</u>
	<u>5,030</u>	<u>26,771</u>
<b>CASH FLOWS FROM (USED IN) INVESTING ACTIVITIES</b>		
Purchase of equipment	(11,648)	(1,916)
Purchase (redemption) of investments	<u>21,616</u>	<u>(26,444)</u>
	<u>9,968</u>	<u>(28,360)</u>
<b>NET INCREASE (DECREASE) IN CASH</b>	14,998	(1,589)
<b>CASH - beginning of year</b>	<u>11,595</u>	<u>13,184</u>
<b>CASH - end of year</b>	<u>26,593</u>	<u>11,595</u>

*The accompanying notes form part of these financial statements.*

# CANADIAN SPORT PARACHUTING ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS

NOVEMBER 30, 2018

### 1. NATURE OF THE ORGANIZATION

The Canadian Sport Parachuting Association ("CSPA" or "the Association") is Canada's official sport organization for sport parachuting in Canada. CSPA promotes safe, enjoyable sport parachuting through cooperation and adherence to self-imposed rules and recommendations. CSPA is run by its Members and Registered Participants, joined together, voluntarily, for mutual benefit.

The Association was originally incorporated in 1956 and operates under the Canada Not-for-profit Corporations Act. CSPA is a Registered Canadian Amateur Athletic Association under Section 149 of the Income Tax Act. As such, the Association is exempt from the payment of income taxes.

### 2. ACCOUNTING POLICIES

#### Accounting Estimates

These financial statements have been prepared by management in accordance with Canadian accounting standards for not-for-profit organizations. The precise determination of many assets and liabilities is dependent on future events. As a result, the preparation of financial statements for a period involves the use of estimates and approximations that have been made using careful judgment. Actual results could differ from those estimates and approximations. The financial statements have, in management's opinion, been properly prepared within reasonable limits of materiality and within the framework of the accounting policies.

#### Cash and Cash Equivalents

The Association's policy is to present bank balances and term deposits with a maturity period of three months or less from the date of acquisition under cash and cash equivalents. Term deposits relating to reserves that the Association cannot use for current transactions are excluded from cash and cash equivalents.

#### Financial Instruments

The Association initially measures its financial assets and financial liabilities at fair value. It subsequently measures all its financial assets and financial liabilities at amortized cost. Financial assets subsequently measured at amortized cost are cash, term deposits, trade and other receivables, and grants receivable. Financial liabilities measured at amortized cost include accounts payable and accrued liabilities.

#### Interest, Currency and Credit Risks Arising From Financial Instruments

The Association's financial instruments consist of cash, short term investments, long term investments, accounts receivables and accounts payable. It is management's opinion that the Association is not exposed to significant interest, currency or credit risk arising from these financial instruments. The fair values of these financial instruments approximate carrying values due to the short maturity or capacity for prompt liquidation.

# CANADIAN SPORT PARACHUTING ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS

NOVEMBER 30, 2018

### 2. ACCOUNTING POLICIES (CONTINUED)

#### Revenue Recognition

The Association follows the deferral method of accounting for contributions and revenues. Contributions are reported as revenue in the year in which they are received. Revenue primarily consists of fees for services. Most services are performed when revenue is received, therefore revenue is recognized when received or receivable. Membership and affiliation fees are recognized on the basis of the passage of time, because services may be delivered evenly throughout the membership or affiliation period.

#### Fund Accounting

Revenues and expenses related to general operating activities of the Association are reported in the General Fund. Revenues and expenses related to Legal Defence Fund and Team Fund are internally restricted funds.

The Legal Defence Fund is used to offset the costs of defending members against lawsuits related to incidents arising from parachuting or parachute training. Eligibility for assistance is subject to a number of terms and conditions, and is limited to a maximum of \$10,000 per incident, to be divided amongst claimants for the same incident. The fund is maintained by a contribution of \$5.00 from each Registered Participant's affiliation fees until the balance is in excess of \$125,000. It is also maintained by collection of defence fees from member groups. Interest income earned on assets are allocated to the fund.

The Team Fund provides funding to teams which represent Canada at World Parachuting Championships. The funds are administered with the goal of preserving an ever-growing principle amount so that significant interest will be generated to support national teams. When the Legal Defence Fund is in excess of \$125,000 the \$5.00 contribution from each Registered Participant is allocated to the Team Fund. Donations are also accepted to the current National Team, and may be designated by competition discipline. Designated donations are dispersed in the current funding cycle to that team, while non-designated donations are divided amongst the entire team. Donations may also be allocated to the permanent fund to form part of the accumulated fund balance. Interest earned is disbursed with donations. The Team Fund operates on a two-year funding cycle to correspond with the World Parachuting Championships.

#### Contributed Services

Volunteers contribute an indeterminable number of hours to assist the Association in carrying out its activities. In addition, in-kind contributions in the form of use of equipment are received from volunteers, board members and committee members. Neither the value of the contributions nor the cost of these goods and services is recognized in these financial statements.

# CANADIAN SPORT PARACHUTING ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS

NOVEMBER 30, 2018

### 3. INVESTMENTS

Investments consist of GICs bearing interest at 2% per annum, all issued in March 2015 and maturing in March 2020, plus shares in the CSPA's [REDACTED], and the cash surrender value of a life insurance policy.

	<u>2018</u>	<u>2017</u>
GIC bearing interest at 2% per annum, maturing March 30, 2020	\$ 412,284	\$ 438,709
GIC bearing interest at 2% per annum, maturing March 31, 2020	192,347	190,870
GIC bearing interest at 2% per annum, maturing March 30, 2020	430,256	427,189
Cash surrender value of insurance policy	808	543
[REDACTED] shares	435	435
	<u>1,036,130</u>	<u>1,057,746</u>

### 4. CONTINGENT LIABILITIES

Under the terms of the Legal Defence Fund, participating members and Registered Participants are eligible for coverage of their third-party defence costs to a maximum of \$10,000 per incident. The deductible portion of any insurance claim may also be absorbed by the Legal Defence Fund. As at November 30, 2018, management and those charged with governance are aware of three potential matters, each of which could result in claims being made. None of these matters is presently under litigation and the outcomes are unknown at this time.

### 5. EQUIPMENT

Equipment is recorded at cost less accumulated amortization. Amortization is recorded to amortize the cost of the assets over their estimated useful lives, using a rate of 20% and a declining-balance method. The rate used in the year of purchase is one-half of the annual rate.

	<u>Cost</u>	<u>2018</u> <u>Accumulated</u> <u>Amortization</u>	<u>Net Book</u> <u>Value</u>	<u>2017</u> <u>Net Book</u> <u>Value</u>
Computer equipment	\$ 15,014	\$ 5,622	\$ 9,392	\$ 3,439
Office furniture	31,852	30,971	881	1,101
Competition judging equipment	<u>10,029</u>	<u>4,676</u>	<u>5,353</u>	<u>1,888</u>
	<u>56,895</u>	<u>41,269</u>	<u>15,626</u>	<u>6,428</u>

CANADIAN SPORT PARACHUTING ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

NOVEMBER 30, 2018

6. DEFERRED REVENUE

	<u>2018</u>	<u>2017</u>
Balance, beginning of year	\$ 164,074	\$ 167,394
Received during this year	173,001	312,188
Recognized as revenue during the year	<u>(165,614)</u>	<u>(315,508)</u>
Balance, end of year	<u>171,461</u>	<u>164,074</u>

7. COMMITMENTS

The Association has leased office premises to September 30, 2019 at \$785 per month. The Association also leases office equipment, consisting of a postage meter for approximately \$175 per month to February 2019 and a photocopier for \$126 per month to October 2022. Payments for these commitments over the next four years are as follows:

2019	\$ 9,893
2020	1,512
2021	1,512
2022	<u>1,134</u>
	<u>14,051</u>

**#4 List of names, addresses, and occupations/lines of business of current Directors**

**President**

Isabelle Perry




**Vice President**

Kaneena Vanstone



**Director**

Jason Warren



**Director**

Gordon Gauvin



**Director**

Brian diCenzo



**Director**

Jocelyn Brunet



**Director**

Roger Theriault



**#5 Authorized signatures on official receipts**

President – Isabelle Perry

Executive Secretary – Judy Renaud

**#6 The association's Executive Secretary would:**

- Request a letter from the donor explaining the circumstances for the receipt file
- Check the amount in question from file
- Issue a replacement receipt using the original number but clearly marking 'replacement' on it

Information Required:

#8 a) Explanation:

The [REDACTED] made a \$525 payment to be directed to [REDACTED] as she qualified for an athlete funding program that the municipality has, which stipulated that the payment is made to the National Sport Organization.

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