

Registered Canadian Amateur Athletic Association Information Return

Identification

Name of association Canadian Sport Parachuting Association	
Address 204 - 1468 Laurier Street	
City Rockland	
Province or territory Ontario	Postal code K4K1C7

Return for fiscal period ending

2	0	1	9	1	1	3	0
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

122680036 R R 0001

Is the address above the same mailing address as last year?
Yes 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
118**

**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. \$ 27,784

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
Name of director whose signature appears below.

2. I, Kaneena Vanstone
Name of director whose signature appears below.

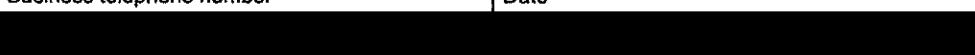
Address (confidential)

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
	
President	

Home telephone number (confidential)	Business telephone number	Date
		

2. Signature of director (confidential)	Position with the association
	
Vice President	

Home telephone number (confidential)	Business telephone number	Date
		

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.

CANADIAN SPORT PARACHUTING ASSOCIATION

FINANCIAL STATEMENTS

NOVEMBER 30, 2019



CONTENTS

Independent Auditor's Report	1 - 2
Statement of Financial Position	3
Statement of Changes in Net Assets	4
Statement of Operations	5
Statement of Cash Flows	6
Notes to the Financial Statements	7 - 9

INDEPENDENT AUDITOR'S REPORT

To the Members of the Canadian Sport Parachuting Association

Opinion

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, 2019, 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. In our opinion, except for the effects of the matter described in the Basis for Qualified Opinion paragraph, the accompanying financial statements present fairly, in all materials respect, the financial position of Canadian Sport Parachuting Association as at November 30, 2019, and the financial performance and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

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.

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 Association'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 Association or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Association'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 Association'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 Association'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 Association 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. We also provide those charged with governance with a statement that we have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards.

Chartered Professional Accountant

CANADIAN SPORT PARACHUTING ASSOCIATION

STATEMENT OF FINANCIAL POSITION

AS AT NOVEMBER 30, 2019

	2019		2018	
	General Fund \$	Defence Fund \$	Team Fund \$	Total \$
ASSETS				
CURRENT ASSETS				
Cash	18,187	50	50	18,287
GST and sales taxes recoverable	3,821	-	-	3,821
Receivable from General Fund	-	120	-	120
Receivable from Team Fund	-	-	-	10
Prepaid expenses	<u>19,207</u>	<u>-</u>	<u>-</u>	<u>19,207</u>
TOTAL CURRENT ASSETS	<u>41,215</u>	<u>170</u>	<u>50</u>	<u>41,435</u>
EQUIPMENT (note 5)	16,828	<b">-</b">	<b">-</b">	16,828
INVESTMENTS (note 3)	<u>406,585</u>	<u>199,020</u>	<u>460,530</u>	<u>1,066,135</u>
TOTAL ASSETS	<u>464,628</u>	<u>199,190</u>	<u>460,580</u>	<u>1,124,398</u>
LIABILITIES				
CURRENT LIABILITIES				
Deferred revenue (note 6)	172,826	-	-	172,826
Accounts payable	36,774	-	-	36,774
Payable to Defence Fund	120	-	-	120
Payable to General Fund	-	-	-	10
TOTAL LIABILITIES	<u>209,720</u>	<u>-</u>	<u>-</u>	<u>209,720</u>
COMMITMENTS (note 7)	<u>-</u>	<u>-</u>	<u>-</u>	<u>203,561</u>
NET ASSETS				
Internally restricted	-	199,190	460,580	659,770
Unrestricted	<u>254,908</u>	<u>-</u>	<u>-</u>	<u>254,908</u>
	<u>254,908</u>	<u>199,190</u>	<u>460,580</u>	<u>914,678</u>
TOTAL LIABILITIES AND NET ASSETS	<u>464,628</u>	<u>199,190</u>	<u>460,580</u>	<u>1,124,398</u>
				<u>1,100,656</u>

Isabelle Perry, 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, 2019

	2019			2018
	General Fund \$	Defence Fund \$	Team Fund \$	Total \$
Balance - beginning of year	274,126	192,673	430,296	897,095
Excess (deficit) of revenues over expenses	(19,218)	6,517	30,284	17,583
Balance - end of year	<u>254,908</u>	<u>199,190</u>	<u>460,580</u>	<u>914,678</u>

The accompanying notes form part of these financial statements.

CANADIAN SPORT PARACHUTING ASSOCIATION

STATEMENT OF OPERATIONS

FOR THE YEAR ENDED NOVEMBER 30, 2019

	2019		2018	
	General Fund	Defence Fund	Team Fund	
	\$	\$	\$	\$
REVENUE				
Affiliation fees	274,862	-	15,520	290,382
Rating and certificate fees	55,403	-	-	55,403
Member fees	36,935	7,250	-	44,185
CanPara	25,761	-	-	25,761
Donations	22,327	-	5,457	27,784
Interest	8,391	4,128	9,307	21,826
Other revenue	5,121	-	-	5,121
Grants	3,139	-	-	3,139
Aero Club	1,705	-	-	1,705
Miscellaneous revenue	<u>1,622</u>	<u>—</u>	<u>—</u>	<u>1,622</u>
	<u>435,266</u>	<u>11,378</u>	<u>30,284</u>	<u>476,928</u>
	<u>435,266</u>	<u>11,378</u>	<u>30,284</u>	<u>517,477</u>
EXPENSES				
Amortization	3,606	-	-	3,606
Bank charges and interest	10,956	-	-	10,956
BOD and Committee	73,241	-	-	73,241
CanPara	62,980	-	-	62,980
Competition	20,720	-	-	20,720
Defence fund claims	-	4,861	-	4,861
Insurance	75,671	-	-	75,671
Membership services	22,859	-	-	22,859
Office	58,871	-	-	58,871
Translation	6,814	-	-	6,814
Wages and benefits	<u>118,766</u>	<u>—</u>	<u>—</u>	<u>118,766</u>
	<u>454,484</u>	<u>4,861</u>	<u>—</u>	<u>459,345</u>
	<u>454,484</u>	<u>4,861</u>	<u>—</u>	<u>459,345</u>
Excess (deficit) of revenues over expenses	<u>(19,218)</u>	<u>6,517</u>	<u>30,284</u>	<u>17,583</u>
	<u>(19,218)</u>	<u>6,517</u>	<u>30,284</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, 2019

	2019	2018
	\$	\$
CASH FLOWS FROM (USED IN) OPERATING ACTIVITIES		
Excess (deficit) of revenues over expenses	17,583	(14,401)
Add: Items not affecting cash flow		
Amortization	<u>3,606</u>	<u>2,450</u>
	21,189	(11,951)
Changes in non-cash working capital		
Accounts receivable	-	649
GST and sales taxes recoverable	214	42
Prepaid expenses	(1,065)	(504)
Accounts payable	4,804	9,407
Deferred revenue	<u>1,365</u>	<u>7,387</u>
	26,507	5,030
CASH FLOWS FROM (USED IN) INVESTING ACTIVITIES		
Purchase of equipment	(4,809)	(11,648)
Redemption (purchase) of investments	<u>(30,004)</u>	<u>21,616</u>
	<u>(34,813)</u>	<u>9,968</u>
NET INCREASE (DECREASE) IN CASH	(8,306)	14,998
CASH - beginning of year	<u>26,593</u>	<u>11,595</u>
CASH - end of year	<u>18,287</u>	<u>26,593</u>

The accompanying notes form part of these financial statements.

CANADIAN SPORT PARACHUTING ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

NOVEMBER 30, 2019

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 receivable 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, 2019

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 is 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 principal 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, 2019

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>2019</u>	<u>2018</u>
GIC bearing interest at 2% per annum, maturing March 30, 2020	\$ 404,494	\$ 412,284
GIC bearing interest at 2% per annum, maturing March 31, 2020	199,020	192,347
GIC bearing interest at 2% per annum, maturing March 30, 2020	460,530	430,256
Cash surrender value of insurance policy	1,656	808
shares [REDACTED]	435	435
	<u>1,066,135</u>	<u>1,036,130</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, 2019, 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>2019</u>		Net Book Value	Net Book Value
	<u>Cost</u>	<u>Accumulated Amortization</u>		
Computer equipment	\$ 19,234	\$ 7,922	\$ 11,312	\$ 9,392
Office furniture	31,852	31,149	703	881
Competition judging equipment	10,618	5,805	4,813	5,353
	<u>61,704</u>	<u>44,876</u>	<u>16,828</u>	<u>15,626</u>

CANADIAN SPORT PARACHUTING ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

NOVEMBER 30, 2019

6. DEFERRED REVENUE

	<u>2019</u>	<u>2018</u>
Balance, beginning of year	\$ 171,461	\$ 164,074
Received during this year	164,366	173,001
Recognized as revenue during the year	<u>(163,001)</u>	<u>(165,614)</u>
Balance, end of year	<u><u>172,826</u></u>	<u><u>171,461</u></u>

7. COMMITMENTS

The Association has leased office premises to September 30, 2021 at \$809 per month. The Association also leases office equipment, consisting of a postage meter for approximately \$138 per month to February 2024 and a photocopier for \$126 per month to October 2022. Payments for these commitments over the next five years are as follows:

2020	\$ 12,906
2021	11,417
2022	2,788
2023	1,654
2024	<u>551</u>
	<u><u>29,316</u></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

#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

