

**FINANCIAL STATEMENTS**

**CAPILANO STUDENTS' UNION  
ASSOCIATION**

**May 31, 2021**



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## INDEPENDENT AUDITOR'S REPORT

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To the Members of  
**Capilano Students' Union Association**

### ***Opinion***

We have audited the financial statements of Capilano Students' Union Association (the Society), which comprise the statement of financial position as at May 31, 2021, and the statements of operations, changes in fund balances 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 Society as at May 31, 2021, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

### ***Basis for Opinion***

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Society 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 audit opinion.

### ***Responsibilities of Management and Those Charged with Governance for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

Those charged with governance are responsible for overseeing the Society'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 Society's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

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## INDEPENDENT AUDITOR'S REPORT

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- 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 Society'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 Society 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.

### **Report on Other Legal and Regulatory Requirements**

As required by the British Columbia Societies Act, we report that the accounting principles used in these financial statements have been applied on a basis consistent with that of the preceding year.

*Tompkins Wozny LLP*

Vancouver, Canada  
October 19, 2021

Chartered Professional Accountants



STATEMENT OF FINANCIAL POSITION

As at May 31

	2021										2020	
	Operating Fund	Capital Asset Fund	Student Union Building Fund	Health & Dental Fund	External Advocacy Fund	Clubs & Events Fund	Recreation & Intramurals Fund	Business and Professional Associations Fund	Personal Electronics Repair Service Fund	Equity & Sustainability Fund	Total	Total
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>ASSETS</b>												
<b>Current</b>												
Cash and term deposits [note 3]	2,287,359	—	1,661,408	1,227,592	89,355	67,898	196,231	119,064	108,054	96,165	5,853,126	4,123,288
Accounts receivable [note 4]	78,141	—	53,657	—	3,250	2,888	4,845	5,274	5,326	7,311	160,692	194,380
Prepaid expenses	—	—	—	7,716	—	—	—	—	—	—	7,716	—
Interfund receivable (payable)	(1,050,214)	—	1,416,917	(366,703)	—	—	—	—	—	—	—	—
<b>Total current assets</b>	<b>1,315,286</b>	<b>—</b>	<b>3,131,982</b>	<b>868,605</b>	<b>92,605</b>	<b>70,786</b>	<b>201,076</b>	<b>124,338</b>	<b>113,380</b>	<b>103,476</b>	<b>6,021,534</b>	<b>4,317,668</b>
Prepaid lease payments [note 5]	—	—	691,254	—	—	—	—	—	—	—	691,254	777,778
Capital assets [note 6]	—	67,561	—	—	—	—	—	—	—	—	67,561	111,949
	<b>1,315,286</b>	<b>67,561</b>	<b>3,823,236</b>	<b>868,605</b>	<b>92,605</b>	<b>70,786</b>	<b>201,076</b>	<b>124,338</b>	<b>113,380</b>	<b>103,476</b>	<b>6,780,349</b>	<b>5,207,395</b>
<b>LIABILITIES AND FUND BALANCES</b>												
<b>Current liabilities</b>												
Accounts payable and accruals [note 7]	249,798	—	—	—	—	—	—	—	—	—	249,798	155,760
Deferred revenue	5,100	—	—	302,144	—	—	—	3,175	—	—	310,419	327,651
<b>Total liabilities</b>	<b>254,898</b>	<b>—</b>	<b>—</b>	<b>302,144</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>3,175</b>	<b>—</b>	<b>—</b>	<b>560,217</b>	<b>483,411</b>
<b>Fund balances</b>												
Invested in capital assets	—	67,561	—	—	—	—	—	—	—	—	67,561	111,949
Internally restricted	—	—	3,823,236	566,461	92,605	70,786	201,076	121,163	113,380	103,476	5,092,183	3,666,888
Unrestricted	1,060,388	—	—	—	—	—	—	—	—	—	1,060,388	945,147
<b>Total fund balances</b>	<b>1,060,388</b>	<b>67,561</b>	<b>3,823,236</b>	<b>566,461</b>	<b>92,605</b>	<b>70,786</b>	<b>201,076</b>	<b>121,163</b>	<b>113,380</b>	<b>103,476</b>	<b>6,220,132</b>	<b>4,723,984</b>
	<b>1,315,286</b>	<b>67,561</b>	<b>3,823,236</b>	<b>868,605</b>	<b>92,605</b>	<b>70,786</b>	<b>201,076</b>	<b>124,338</b>	<b>113,380</b>	<b>103,476</b>	<b>6,780,349</b>	<b>5,207,395</b>

See accompanying notes to the financial statements

On behalf of the Board:



Board Member



Board Member

**STATEMENT OF OPERATIONS  
AND CHANGES IN FUND BALANCES**

Year ended May 31

	2021										2020	
	Operating Fund \$	Capital Asset Fund \$	Building Fund \$	Health & Dental Fund \$	External Advocacy Fund \$	Clubs & Events Fund \$	Intramurals & Recreation Fund \$	Business and Professional Associations Fund \$	Personal Electronics Repair Service Fund \$	Equity & Sustainability Fund \$	Total \$	Total \$
<b>REVENUE</b>												
Membership fees and levies	1,051,571	—	1,027,619	1,226,934	60,077	53,380	91,207	95,768	98,584	135,222	3,840,362	3,856,713
Interest and miscellaneous revenue	26,891	—	13,806	10,128	—	—	—	—	—	—	50,825	55,214
Service Canada	7,008	—	—	—	—	—	—	—	—	—	7,008	4,532
Member services, net of expenses	(4,317)	—	—	—	—	—	—	—	—	—	(4,317)	18,261
	<b>1,081,153</b>	<b>—</b>	<b>1,041,425</b>	<b>1,237,062</b>	<b>60,077</b>	<b>53,380</b>	<b>91,207</b>	<b>95,768</b>	<b>98,584</b>	<b>135,222</b>	<b>3,893,878</b>	<b>3,934,720</b>
<b>EXPENSES</b>												
Health and dental premiums	—	—	—	987,557	—	—	—	—	—	—	987,557	1,203,011
Personnel and professional [schedule 5]	586,378	—	58,012	—	—	—	27,798	37,122	66,025	81,001	856,336	787,945
Association operations [schedule 6]	235,892	—	—	—	—	—	—	—	—	—	235,892	266,187
Administrative [schedule 4]	118,266	—	13,963	—	—	—	—	—	—	—	132,229	132,376
Amortization	—	52,764	—	—	—	—	—	—	—	—	52,764	53,074
Building fund expenditures	—	—	34,756	—	—	—	—	—	—	—	34,756	44,947
External advocacy [schedule 1]	—	—	—	—	23,474	—	—	—	—	—	23,474	48,117
Events and outreach [schedule 2]	—	—	—	—	—	19,394	—	—	—	—	19,394	31,207
Business and professional associations [schedule 7]	—	—	—	—	—	—	—	17,827	—	—	17,827	18,715
Equity and sustainability [schedule 9]	—	—	—	—	—	—	—	—	—	11,005	11,005	20,011
Intramurals and recreation [schedule 3]	—	—	—	—	—	—	7,300	—	—	—	7,300	17,240
Personal electronics repair service [schedule 8]	—	—	—	—	—	—	—	—	2,196	—	2,196	6,567
	<b>940,536</b>	<b>52,764</b>	<b>106,731</b>	<b>987,557</b>	<b>23,474</b>	<b>19,394</b>	<b>35,098</b>	<b>54,949</b>	<b>68,221</b>	<b>92,006</b>	<b>2,380,730</b>	<b>2,629,397</b>
<b>Excess of revenue (expenses) for the year</b>	<b>140,617</b>	<b>(52,764)</b>	<b>934,694</b>	<b>249,505</b>	<b>36,603</b>	<b>33,986</b>	<b>56,109</b>	<b>40,819</b>	<b>30,363</b>	<b>43,216</b>	<b>1,513,148</b>	<b>1,305,323</b>
Fund balances, beginning of year	945,147	111,949	2,888,542	316,956	56,002	36,800	144,967	80,344	83,017	60,260	4,723,984	3,493,661
Purchase of capital assets	(8,376)	8,376	—	—	—	—	—	—	—	—	—	—
Endowment fund contribution to Capilano University Foundation	(17,000)	—	—	—	—	—	—	—	—	—	(17,000)	(75,000)
<b>Fund balances, end of year</b>	<b>1,060,388</b>	<b>67,561</b>	<b>3,823,236</b>	<b>566,461</b>	<b>92,605</b>	<b>70,786</b>	<b>201,076</b>	<b>121,163</b>	<b>113,380</b>	<b>103,476</b>	<b>6,220,132</b>	<b>4,723,984</b>

See accompanying notes to the financial statements

STATEMENT OF CASH FLOWS

Year ended May 31

	2021										2020	
	Operating Fund	Capital Asset Fund	Building Fund	Health & Dental Fund	External Advocacy Fund	Clubs & Events Fund	Intramurals & Recreation Fund	Business and Professional Associations Fund	Personal Electronics Repair Service Fund	Equity & Sustainability Fund	Total	Total
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>OPERATING ACTIVITIES</b>												
Excess of revenue (expense) for the year	140,617	(52,764)	934,694	249,505	36,603	33,986	56,109	40,819	30,363	43,216	1,513,148	1,305,323
Add item not affecting cash												
Amortization of capital assets	—	52,764	—	—	—	—	—	—	—	—	52,764	53,074
Changes in non-cash working capital items												
Accounts receivable	29,085	—	1,136	—	300	256	531	1,121	557	702	33,688	9,881
Prepaid expenses	—	—	—	(7,716)	—	—	—	—	—	—	(7,716)	275,323
Prepaid lease payments	—	—	86,524	—	—	—	—	—	—	—	86,524	37,333
Accounts payable and accruals	94,038	—	—	—	—	—	—	—	—	—	94,038	39,111
Deferred revenue	—	—	—	(18,357)	—	—	—	1,125	—	—	(17,232)	46,672
<b>Cash provided by operating activities</b>	<b>263,740</b>	<b>—</b>	<b>1,022,354</b>	<b>223,432</b>	<b>36,903</b>	<b>34,242</b>	<b>56,640</b>	<b>43,065</b>	<b>30,920</b>	<b>43,918</b>	<b>1,755,214</b>	<b>1,766,717</b>
<b>INVESTING ACTIVITIES</b>												
Purchase of capital assets	—	(8,376)	—	—	—	—	—	—	—	—	(8,376)	(33,925)
Endowment fund contribution to Capilano University Foundation	(17,000)	—	—	—	—	—	—	—	—	—	(17,000)	(75,000)
Interfund transfers	(8,376)	8,376	—	—	—	—	—	—	—	—	—	—
Change in interfund balances	1,358,382	—	(1,416,917)	58,535	—	—	—	—	—	—	—	—
<b>Cash provided by (used in) investing activities</b>	<b>1,333,006</b>	<b>—</b>	<b>(1,416,917)</b>	<b>58,535</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>(25,376)</b>	<b>(108,925)</b>
<b>Increase (decrease) in cash during the year</b>	<b>1,596,746</b>	<b>—</b>	<b>(394,563)</b>	<b>281,967</b>	<b>36,903</b>	<b>34,242</b>	<b>56,640</b>	<b>43,065</b>	<b>30,920</b>	<b>43,918</b>	<b>1,729,838</b>	<b>1,657,792</b>
Cash and term deposits, beginning of year	690,613	—	2,055,971	945,625	52,452	33,656	139,591	75,999	77,134	52,247	4,123,288	2,465,496
Cash and term deposits, end of year	2,287,359	—	1,661,408	1,227,592	89,355	67,898	196,231	119,064	108,054	96,165	5,853,126	4,123,288

See accompanying notes to the financial statements

## NOTES TO FINANCIAL STATEMENTS

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May 31, 2021

### 1. PURPOSE OF THE ORGANIZATION

Capilano Students' Union Association (the "Society") is incorporated under the laws of the Societies Act of British Columbia as a not-for-profit organization. The purpose of the Society are to organize students on a democratic, co-operative basis for advancing students' interests, advancing the interests of the students' community, and to provide a common framework within which students can communicate, exchange information, and share experience, skills and ideas. The Society is exempt from income taxes.

### 2. SIGNIFICANT ACCOUNTING POLICIES

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations ("ASNPO") and include the following significant accounting policies:

#### **Use of Estimates**

The preparation of financial statements in conformity with Canadian ASNPO requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the amounts of revenue and expenses reported during the year. Significant areas requiring the use of management estimates relate to the determination of net recoverable value of assets, in particular as it relates to useful lives of capital assets and the determination of the deferred portion of membership fees received. Actual results could differ from these estimates.

#### **Fund Accounting**

The Society follows fund accounting using the deferral method of accounting for revenues and has the following funds:

##### *Operating Fund*

The Operating Fund accounts for the Society's program delivery and administrative activities. This fund represents unrestricted net assets.

##### *Capital Asset Fund*

The Capital Asset Fund consists of expenditures of an enduring nature have been recorded as expenditures in the operating fund and as additions to the capital asset fund where they are amortized over their expected useful lives.

##### *Student Union Building Fund*

The Student Union Building Fund consists of an assessed "levy" approved by the general membership to be put towards a new Student Union Building. This levy became effective January 1, 2001.

##### *Health & Dental Fund*

The Health & Dental fund accounts for the Society's Health & Dental Plan for the whole policy year (September 1 - August 31) after a student referendum voted during the week of April 4-8, 2011. The plan became effective September 1, 2011.

## NOTES TO FINANCIAL STATEMENTS

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May 31, 2021

### 2. SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

#### *External Advocacy Fund*

The External Advocacy Fund was established to support students in lobbying all levels of government for affordable and accessible education.

#### *Clubs & Events Fund*

The Clubs and Events Fund was established to support students in developing programs on campus to ensure vibrant and engaging student life activities.

#### *Recreation & Intramurals Fund*

The Recreation and Intramurals Fund was established to support students in developing programs to enhance opportunities for sport and recreation.

#### *Business & Professional Associations Fund*

The Business and Professional Associations Fund was established to support the development and implementation student associations in the Faculty of Business & Professional Studies.

#### *Personal Electronics Repair Service Fund*

The Personal Electronics Repair Service Fund was established to provide an electronics repair services to students (such as hardware and software troubleshooting, mobile device repair, and data recovery).

#### *Equity & Sustainability Fund*

The Equity and Sustainability Fund was established to fund programming around equity work, including making post-secondary education more accessible to students who have traditionally faced barriers to access; organizing campaigns and events to raise awareness around social justice issues; to fund environmental sustainability initiatives; and to support students' appeals of university decisions.

### **Revenue Recognition**

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

Student activity fees are recognized as revenue according to the academic terms and funds they relate to.

The Health & Dental Plan levies are recognized as revenue over the term of the plan coverage.

Revenue from all other sources is recognized when the service is provided or when the respective goods are sold to the member.

Interest income is recognized in accordance with the terms of the underlying investment which is generally with the passage of time.

NOTES TO FINANCIAL STATEMENTS

May 31, 2021

2. SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

Measurement of Financial Instruments

The Society initially measures its financial assets and financial liabilities at fair value. The Society subsequently measures all its financial assets and financial liabilities at amortized cost.

Financial assets measured at amortized cost include cash, term deposits and accounts receivable. Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in net income. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in net income.

Financial liabilities measured at amortized cost include accounts payable and accruals.

Cash and Cash Equivalents

Cash is defined as cash on hand and cash on deposit, net of cheques issued and outstanding at the year-end and highly liquid term deposits.

The statement of cash flows is prepared on a net cash basis and cash flows from operating and investing activities are presented using the direct method.

Capital Assets

Capital assets are recorded at cost. Amortization is provided on a straight line basis over the asset's estimated life as follows:

- Office furniture 5 years
- Student lounge furniture 5 years
- Computer equipment 4 years
- Leasehold improvements 5 years

3. CASH AND TERM DEPOSITS

	2021	2020
	\$	\$
Chequing/operating accounts	5,132,985	1,754,245
Term deposits	719,607	2,368,521
Membership shares	534	522
	<b>5,853,126</b>	<b>4,123,288</b>

**NOTES TO FINANCIAL STATEMENTS**

May 31, 2021

**3. CASH AND TERM DEPOSITS (CONT'D)**

The term deposits have interest rates ranging from 0.50% to 1.50% [2020 - 1.65% to 2.30%]. The Society's investment policy to manage interest rate risk is to invest in conservative fixed income securities with highly rated banking institutions to ensure no erosion of capital while earning a reasonable rate of return.

**4. ACCOUNTS RECEIVABLE**

	2021 \$	2020 \$
Operations	7,491	30,794
Capilano University	153,201	163,586
Allowance for doubtful accounts	—	—
	<b>160,692</b>	<b>194,380</b>

**5. PREPAID LEASE PAYMENTS**

On February 4, 2011, the Society entered into a lease agreement to pay \$1,000,000 plus GST in exchange for a right to occupy space from April 1, 2011 to March 31, 2041.

The payment will be amortized over its useful life (30 years).

**6. CAPITAL ASSETS**

	Cost \$	Accumulated Amortization \$	Net Book Value \$
<b>2021</b>			
Office furniture	101,898	85,621	16,277
Student lounge furniture	83,841	74,946	8,895
Computer equipment	132,100	114,668	17,432
Leasehold improvements	691,291	666,334	24,957
	<b>1,009,130</b>	<b>941,569</b>	<b>67,561</b>
<b>2020</b>			
Office furniture	101,898	72,399	29,499
Student lounge furniture	83,841	71,036	12,805
Computer equipment	123,723	103,992	19,731
Leasehold improvements	691,291	641,377	49,914
	<b>1,000,753</b>	<b>888,804</b>	<b>111,949</b>

NOTES TO FINANCIAL STATEMENTS

May 31, 2021

7. ACCOUNTS PAYABLE AND ACCRUALS

	2021	2020
	\$	\$
Operations	173,221	56,629
Government remittances - GST (refundable)	(1,903)	495
Wages and other	78,480	98,636
	<b>249,798</b>	<b>155,760</b>

8. RELATED PARTY TRANSACTIONS

Pursuant to the British Columbia Societies Act, the Society is required to disclose remuneration paid to directors for being a director or paid in acting in another capacity. For the year ending May 31, 2021, the Society paid stipends to executive board members and other elected personnel in the amount of \$173,020 [2020 - \$168,568].

The amount above includes payments made to the following elected personnel during the year:

	2021	2020
	\$	\$
Accessibility Justice Coordinator	2,408	4,014
At-Large Board Members	3,762	—
Arts & Sciences Faculty Representative	2,637	9,087
Board of Governors Representative	—	8,474
Business and Professional Studies Faculty Representative	3,963	4,850
Education, Health and Human Development Faculty Representative	3,963	—
External Chair	3,600	3,600
Fine & Applied Arts Faculty Representative	2,466	8,438
Global and Community Studies Faculty Representative	—	669
Indigenous Students Liaison	135	4,080
International Students Liaison	4,128	2,509
Kálah-ay   Sunshine Coast Campus Representative	5,173	—
Mature and Parent Students Liaison	4,953	2,341
Members, University Board of Governors	7,360	—
Members, University Senate	8,641	—
President	24,766	—
Queer Student Liaison	2,243	4,237
Senate Representative	—	14,997
Students-at-large, Board Committees	4,233	—
Students of Colour Liaison	4,384	4,014
Sunshine Coast Campus Representative	—	2,509
VP - Academic	—	18,453
VP - Equity and Sustainability	21,464	725
VP - Equity and Sustainability & President	—	21,125
VP - External	21,464	12,454
VP - Finance and Services	21,464	18,243
VP - Student Affairs	15,685	—
VP - Student Life	—	18,843
Women Students Liaison	4,128	4,906
	<b>173,020</b>	<b>168,568</b>

NOTES TO FINANCIAL STATEMENTS

May 31, 2021

9. FINANCIAL INSTRUMENTS

The Society is exposed to various risks through its financial instruments. The following analysis presents the Society's exposures to significant risk as at May 31, 2021.

**Credit Risk**

Credit risk is the risk that the Society will incur a loss due to the failure by its debtors to meet their contractual obligations. The Society is exposed to credit risk with respect to its cash, term deposits and accounts receivable. The Society limits its exposure to credit risk by placing its cash and term deposits in bank accounts with a credit union.

Given the nature of the Society's revenue, there is no concentration of accounts receivable. There has been no bad debt recognized in the year. The maximum amount of credit risk exposure is limited to the carrying amount of the balance in the financial statements.

**Interest Rate Risk**

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Society is exposed to interest rate risk on its cash and term deposits.

**Liquidity Risk**

Liquidity risk is the risk that the Society will not be able to meet its cash requirements or fund obligations as they become due. The Society maintains adequate levels of working capital by preparing budgets to ensure all its obligations can be met when they fall due.

10. DISCLOSURE OF REMUNERATION

Pursuant to the British Columbia Societies Act, the Society is required to disclose remuneration and benefits paid to employees and contractors who are paid \$75,000 or more during the fiscal year.

Wages and benefits expense includes \$360,128 [2020 - \$252,636] paid to four [2020 - three] employees during the year

11. OTHER - COVID-19

In March 2020, the outbreak of the coronavirus, also known as COVID-19, has spread across the globe and has impacted worldwide economic activity.

**NOTES TO FINANCIAL STATEMENTS**

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May 31, 2021

**11. OTHER - COVID-19 (CONT'D)**

The Society transitioned all office staff to work remotely during March 2020, and all operations were remote for the remainder of the fiscal year. This resulted in the cancellation of a number of in-person events that had been approved prior to the declaration of a public health emergency.

Since the start of the fiscal year, the Society has gradually resumed an increased in-person presence, and during the fiscal year, most programs, services, and advocacy continued to be delivered online and remotely.

**12. COMPARATIVE FIGURES**

Certain comparative expense figures have been reclassified to conform to the current year presentation.

**SCHEDULE OF EXTERNAL ADVOCACY EXPENSES**

Year ended May 31

	<b>2021</b>	<b>2020</b>
	<b>\$</b>	<b>\$</b>
Canadian Alliance of Student Associations (CASA)	<b>21,531</b>	28,194
External meetings	<b>1,943</b>	13,010
Alliance of British Columbia Students (ABCS)	—	6,745
Campaigns	—	168
	<b>23,474</b>	<b>48,117</b>

**SCHEDULE OF EVENTS AND OUTREACH EXPENSES**

Year ended May 31

	<b>2021</b>	<b>2020</b>
	<b>\$</b>	<b>\$</b>
Events	<b>18,272</b>	26,689
Clubs	<b>1,122</b>	4,518
	<b>19,394</b>	31,207

**SCHEDULE OF INTRAMURALS AND RECREATION EXPENSES**

Year ended May 31

	<b>2021</b>	<b>2020</b>
	<b>\$</b>	<b>\$</b>
Events	<b>6,240</b>	15,917
Marketing and promotion	<b>628</b>	891
Equipment	<b>432</b>	432
	<b>7,300</b>	17,240

## SCHEDULE OF ADMINISTRATIVE EXPENSES

Year ended May 31

	2021 \$	2020 \$
Rent	33,819	37,333
Computer supplies	20,128	8,565
Office supplies and miscellaneous	18,378	25,056
Insurance	14,535	7,429
Building maintenance	13,963	23,731
Audit	8,400	8,195
Bank charges and interest	7,622	6,655
Accounting	6,347	4,530
Photocopier	4,970	5,832
Storage locker	3,751	3,535
Web hosting	244	206
Shredding	55	881
Postage and courier	17	321
Health & dental administrative	—	137
Cash (overages) shortages	—	(30)
	<b>132,229</b>	<b>132,376</b>

**SCHEDULE OF PERSONNEL AND PROFESSIONAL EXPENSES**

Year ended May 31

	<b>2021</b>	<b>2020</b>
	<b>\$</b>	<b>\$</b>
Wages and benefits <i>[note 10]</i>	<b>840,726</b>	757,356
Management expenses	<b>6,408</b>	2,612
Health and safety expenses	<b>4,156</b>	3,184
Professional developments	<b>3,259</b>	10,407
Staff travel reimbursements	<b>1,062</b>	63
Professional associations	<b>725</b>	14,323
	<b>856,336</b>	787,945

**SCHEDULE OF ASSOCIATION OPERATIONS EXPENSES**

Year ended May 31

	<b>2021</b>	<b>2020</b>
	<b>\$</b>	<b>\$</b>
Executive stipends <i>[note 8]</i>	<b>173,020</b>	168,568
Membership	<b>35,107</b>	40,366
Legal	<b>16,913</b>	20,430
Internal Development	<b>5,152</b>	10,223
Upass Emergency Fund	<b>3,400</b>	—
Conferences	<b>2,300</b>	12,097
Services	—	12,989
Social Justice	—	827
University relations	—	687
	<b>235,892</b>	<b>266,187</b>

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**SCHEDULE OF BUSINESS AND PROFESSIONAL ASSOCIATIONS  
EXPENSES**

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Year ended May 31

	<b>2021</b>	<b>2020</b>
	<b>\$</b>	<b>\$</b>
Miscellaneous	<b>6,968</b>	3,844
Human Resources Management Association	<b>3,330</b>	2,131
Legal Business Association	<b>2,524</b>	612
Capilano Accounting Association	<b>2,458</b>	4,601
International Business Association	<b>1,961</b>	1,454
Capilano University Marketing Association	<b>586</b>	3,670
Capilano Finance Association	—	2,382
Communications Business Association	—	21
	<b>17,827</b>	18,715

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**SCHEDULE OF PERSONAL ELECTRONICS REPAIR SERVICES  
EXPENSES**

Year ended May 31

	<b>2021</b>	<b>2020</b>
	<b>\$</b>	<b>\$</b>
Hardware & repairs	<b>1,817</b>	6,567
Office equipment	<b>379</b>	—
	<b>2,196</b>	6,567

**SCHEDULE OF EQUITY AND SUSTAINABILITY EXPENSES**

Year ended May 31

	<b>2021</b>	<b>2020</b>
	<b>\$</b>	<b>\$</b>
Collective events	<b>9,356</b>	15,039
Collective conferences	<b>1,092</b>	4,580
Collective resources	<b>557</b>	392
	<b>11,005</b>	20,011