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**ONTARIO CYCLING ASSOCIATION  
INCORPORATED**

**FINANCIAL STATEMENTS**

**DECEMBER 31, 2018**

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## INDEPENDENT AUDITOR'S REPORT

To the Board of Directors  
Ontario Cycling Association Incorporated  
MILTON  
Ontario

### *Opinion*

We have audited the accompanying financial statements of Ontario Cycling Association Incorporated which comprise the statement of financial position as at December 31, 2018 and the statement of operations and changes in net assets and statement of 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 December 31, 2018 and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

### *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 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.

*Norton McMullen LLP*

NORTON McMULLEN LLP

Chartered Professional Accountants, Licensed Public Accountants

MARKHAM, Canada

June 25, 2019

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**ONTARIO CYCLING ASSOCIATION INCORPORATED****STATEMENT OF FINANCIAL POSITION**

As at December 31,

2018

2017

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**ASSETS****Current**

Cash and cash equivalents	\$ 356,476	\$ 306,068
Restricted cash (Note 2)	31,350	31,350
Accounts receivable	44,097	53,176
Inventories	13,569	11,574
Prepaid expenses	18,046	7,545

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**\$ 463,538**    **\$ 409,713****Capital Assets (Note 3)**

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**66,255**    **35,696**

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**\$ 529,793**    **\$ 445,409**

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**LIABILITIES****Current**

Accounts payable and accrued liabilities	\$ 50,013	\$ 74,647
Government remittances payable	4,860	3,381
Deferred revenues and grants (Note 4)	219,210	135,723

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**\$ 274,083**    **\$ 213,751****NET ASSETS (Note 5)****Unrestricted**    **\$ 189,455**    **\$ 195,962****Funds Invested in Capital Assets**    **66,255**    **35,696**

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**\$ 255,710**    **\$ 231,658**

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**\$ 529,793**    **\$ 445,409**

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**Contingent Liabilities (Note 7)****Commitments (Note 8)**

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Approved by the Board:

\_\_\_\_\_  
Director\_\_\_\_\_  
Director

See accompanying notes

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**ONTARIO CYCLING ASSOCIATION INCORPORATED**  
**STATEMENT OF OPERATIONS AND CHANGES IN NET ASSETS**

For the year ended December 31,	2018	2017
<b>REVENUES</b>		
Membership	\$ 830,724	\$ 811,792
External grants and funding	442,349	561,700
Development	226,870	165,691
High performance	79,078	65,083
Insurance fees	32,437	33,501
Other	28,947	38,011
Cycling celebration, advertising	18,250	11,796
Charitable gaming	-	1,000
	<u>\$ 1,658,655</u>	<u>\$ 1,688,574</u>
<b>EXPENSES</b>		
High performance	\$ 431,334	\$ 453,007
Insurance costs	341,059	359,103
Administration	277,757	275,996
Development	261,110	227,675
Office	175,415	156,099
CCA affiliation	62,589	63,670
Celebration, communication and web	38,783	42,376
Trillium	7,689	50,841
Other	5,964	6,309
Club expense	4,184	5,075
Board of directors	3,628	6,613
Charitable gaming	-	1,000
	<u>\$ 1,609,512</u>	<u>\$ 1,647,764</u>
<b>EXCESS OF REVENUES OVER EXPENSES BEFORE THE FOLLOWING:</b>	<b>\$ 49,143</b>	<b>\$ 40,810</b>
Amortization	<u>25,091</u>	<u>27,955</u>
<b>EXCESS OF REVENUES OVER EXPENSES</b>	<b>\$ 24,052</b>	<b>\$ 12,855</b>
<b>NET ASSETS - Beginning</b>	<u>231,658</u>	<u>218,803</u>
<b>NET ASSETS - Ending (Note 5)</b>	<u><u>\$ 255,710</u></u>	<u><u>\$ 231,658</u></u>

See accompanying notes

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# ONTARIO CYCLING ASSOCIATION INCORPORATED

## STATEMENT OF CASH FLOWS

For the year ended December 31,

2018

2017

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### CASH AND CASH EQUIVALENTS WERE PROVIDED BY (USED IN):

#### OPERATING ACTIVITIES

Excess of revenues over expenses	\$ 24,052	\$ 12,855
Items not affecting cash:		
Amortization	<u>25,091</u>	<u>27,955</u>
	\$ 49,143	\$ 40,810

#### Net change in non-cash working capital balances:

Restricted cash	-	1,001
Accounts receivable	9,079	29,602
Inventories	(1,995)	(3,647)
Prepaid expenses	(10,501)	22,724
Accounts payable and accrued liabilities	(24,634)	53,106
Government remittances payable	1,479	(3,851)
Deferred revenues and grants	<u>83,487</u>	<u>(141,303)</u>
	\$ 106,058	\$ (1,558)

#### INVESTING ACTIVITIES

Purchases of capital assets:		
Computer equipment	\$ (3,229)	\$ (4,297)
Cycling equipment	<u>(52,421)</u>	<u>-</u>
	\$ (55,650)	\$ (4,297)

#### INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS

\$ 50,408 \$ (5,855)

#### CASH AND CASH EQUIVALENTS - Beginning

306,068 311,923

#### CASH AND CASH EQUIVALENTS - Ending

\$ 356,476 \$ 306,068

#### SUPPLEMENTARY CASH FLOW INFORMATION

##### Cash and cash equivalents consist of the following:

Cash	\$ 273,212	\$ 223,217
Guaranteed investment certificates	<u>83,264</u>	<u>82,851</u>
	<u>\$ 356,476</u>	<u>\$ 306,068</u>

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# ONTARIO CYCLING ASSOCIATION INCORPORATED

## NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2018

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### NATURE OF OPERATIONS

Ontario Cycling Association Incorporated (the "Association"), a not-for-profit organization, was incorporated without share capital in 1973 under the laws of the Province of Ontario. The Association is exempt from income taxes under paragraph 149 (1)(l) of the Income Tax Act.

The objectives of the Association are:

- a) to encourage and promote competitive cycling and organized cycling events in Ontario;
- b) to help ensure an accessible safe and fair environment for competitive cyclists and organized cycling events;
- c) to encourage youth and adults to participate in cycling as a sport;
- d) to establish and regulate cycling championships among its members in Ontario;
- e) to facilitate development of athletes from the novice to national level;
- f) to carry on these objectives in affiliation with the Union Cyclist Internationale and the Canadian Cycling Association ("CCA").

### 1. SIGNIFICANT ACCOUNTING POLICIES

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

#### a) Use of Estimates

The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions based on currently available information. Such estimates and assumptions affect the reported amounts of assets and liabilities as at the date of the financial statements and the reported amounts of revenues and expenses during the year. Actual results could differ from the estimates used. Significant estimates include the estimated useful life of capital assets.

#### b) Cash and Cash Equivalents

Cash and cash equivalents consist of bank balances and cashable guaranteed investment certificates.

#### c) Inventories

Inventories, consisting of clothing, is recorded at the lower of cost and net realizable value with cost being determined using the first in first out method. Net realizable value is the estimated selling price in the ongoing course of business, less any applicable selling costs.

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# ONTARIO CYCLING ASSOCIATION INCORPORATED

## NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2018

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### 1. SIGNIFICANT ACCOUNTING POLICIES - Continued

#### d) Capital Assets

Capital assets are recorded at cost. Amortization is provided over the estimated useful life of the assets using the following annual rates and methods.

	<u>Rate</u>	<u>Method</u>
Computer equipment	30%	declining balance
Office equipment	30%	declining balance
Automotive equipment	30%	declining balance
Cycling equipment	3 years	straight-line
Website development costs	3 years	straight-line
Leasehold improvements	4 years	straight-line

#### e) Impairment of Capital Assets

When a capital asset no longer has any long-term service potential to the Association, the excess of its net carrying amount over any residual value is recognized as an expense.

#### f) Revenue Recognition

The Association follows the deferral method of accounting for revenues. Restricted contributions including external grants and funding are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Income from membership fees, licenses, event levies, sponsorships and other income is recognized as revenue in the period earned. Government grants are recognized as revenue over the period being funded. Charitable gaming receipts are recognized as revenue in the year in which qualifying expenses are incurred.

#### g) Foreign Currency Translation

Accounts in foreign currencies have been translated into Canadian dollars using the temporal method. Under this method, monetary assets and liabilities are translated at the year-end exchange rate, while non-monetary assets are translated at the rate of exchange prevailing at the date of the transaction. Revenues and expenses are translated at the exchange rate provided at the date of the transaction.

#### h) Allocation of General Support Expenditures

Administration expenditures are allocated among various other activities based upon the time and efforts of staff to support these activities.



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# ONTARIO CYCLING ASSOCIATION INCORPORATED

## NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2018

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### 1. SIGNIFICANT ACCOUNTING POLICIES - Continued

#### i) Contributed Goods and Services

Contributed goods and services are not recorded in the accounts.

#### j) Financial Instruments

##### Measurement of Financial Instruments

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

Financial assets measured at amortized cost include cash and cash equivalents, and accounts receivable. Financial liabilities measured at amortized cost include accounts payable and accrued liabilities

The Association has no financial assets measured at fair value and has not elected to carry any financial asset or liability at fair value.

##### Impairment

Financial assets measured at amortized cost are tested for impairment when events or circumstances indicate possible impairment. Write-downs, if any, are recognized in the excess (deficiency) of revenues over expenses and may be subsequently reversed to the extent that the net effect after the reversal is the same as if there had been no write-down.

### 2. RESTRICTED CASH

The Association is required to maintain a separate bank account for monies received from charitable gaming. These monies can only be disbursed from this account when qualifying expenses have been incurred. See Note 4.

### 3. CAPITAL ASSETS

Capital assets consist of the following:

	2018			2017
	Cost	Accumulated Amortization	Net Book Value	Net Book Value
Computer equipment	\$ 24,419	\$ 18,450	\$ 5,969	\$ 6,089
Office equipment	44,568	33,149	11,419	16,310
Automotive equipment	34,654	26,275	8,379	11,971
Cycling equipment	71,873	31,829	40,044	-
Website development costs	10,961	10,961	-	-
Leasehold improvements	3,331	2,887	444	1,326
	<u>\$ 189,806</u>	<u>\$ 123,551</u>	<u>\$ 66,255</u>	<u>\$ 35,696</u>

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# ONTARIO CYCLING ASSOCIATION INCORPORATED

## NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2018

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### 4. DEFERRED REVENUES AND GRANTS

Deferred revenues and grants represent unspent operating funds received in the current period that are related to a subsequent period and consist of the following:

	Government and Other Grants	Youth Cycling Development Fund	Charitable Gaming	2018	2017
Balance - Beginning	\$ <u>91,816</u>	\$ <u>12,557</u>	\$ <u>31,350</u>	\$ <u>135,723</u>	\$ <u>277,026</u>
Monies received	\$ <u>573,928</u>	\$ -	\$ -	\$ <u>573,928</u>	\$ 431,897
Revenue - recognized	<u>(490,441)</u>	<u>-</u>	<u>-</u>	<u>(490,441)</u>	<u>(573,200)</u>
	\$ <u>83,487</u>	\$ -	\$ -	\$ <u>83,487</u>	\$ (141,303)
Balance - Ending	\$ <u>175,303</u>	\$ <u>12,557</u>	\$ <u>31,350</u>	\$ <u>219,210</u>	\$ <u>135,723</u>

According to the terms and conditions of the agreements entered into by the Association, grants received from various sources must be spent on approved programs within specified time frames.

### 5. NET ASSETS

Net assets consist of the following:

	2018			2017
	Capital Assets	Unrestricted	Total	Total
Balance - Beginning	\$ 35,696	\$ 195,962	\$ 231,658	\$ 218,803
Excess of revenues over expenses before amortization	-	49,143	49,143	40,810
Amortization	<u>(25,091)</u>	<u>-</u>	<u>(25,091)</u>	<u>(27,955)</u>
	\$ 10,605	\$ 245,105	\$ 255,710	\$ 231,658
Transfers	<u>55,650</u>	<u>(55,650)</u>	<u>-</u>	<u>-</u>
Balance - Ending	\$ <u>66,255</u>	\$ <u>189,455</u>	\$ <u>255,710</u>	\$ <u>231,658</u>

Transfers of \$55,650 (2017 - \$4,297) have been made from unrestricted net assets to the net assets invested in capital assets for capital asset additions made during the year.

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# ONTARIO CYCLING ASSOCIATION INCORPORATED

## NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2018

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### 6. ALLOCATION OF GENERAL SUPPORT EXPENDITURES

During the year, administrative salaries and benefits totaling \$146,892 (2017 - \$124,176) were allocated among various activities as follows:

	2018	2017
Development	\$ 108,236	\$ 91,476
Celebration, communication and web	<u>38,656</u>	<u>32,700</u>
	<u>\$ 146,892</u>	<u>\$ 124,176</u>

### 7. CONTINGENT LIABILITIES

- a) The Association is contingently liable for the potential repayment of all or a portion of the grants and charitable gaming receipts received for certain expenditures should it not use the funds received for the express purposes as set out in the terms of the respective agreements. The Association does not anticipate having to make any such repayment as it plans to use the funds in accordance with the agreements. In the event that repayment becomes necessary, any such repayment will be recorded when the amount of the repayment is determined.
- b) The Association, along with one other organization, has been named in an action before the Human Rights Tribunal. The applicant is seeking, among other things, monetary compensation in the amount of \$18,400 jointly and severally against the respondents. This complaint was heard in January 2018 and a decision was rendered in favour of the Association at that time. However a request for reconsideration was filed in May 2018. Management has not determined the likelihood of loss at this time and is of the opinion that the application still has no merit. Accordingly, only estimated legal fees were accrued as at December 31, 2018.

### 8. COMMITMENTS

The Association leases premises within the Mattamy National Cycling Centre in Milton Ontario under a lease agreement which expires October 31, 2019. Future minimum annual rental repayments until lease expiration total \$48,812

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# ONTARIO CYCLING ASSOCIATION INCORPORATED

## NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2018

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### 9. FINANCIAL INSTRUMENTS

#### Risks and Concentrations

The Association is exposed to various risks through its financial instruments. The following analysis provides a summary of the Association's exposure to and concentrations of risk at December 31, 2018:

#### a) Credit Risk

Credit risk is the risk that one party to a financial instrument will cause financial loss for the other party by failing to discharge an obligation. The Association's main credit risk relates to its accounts receivable. The Association provides credit to its members in the normal course of operations. There were no concentrations of credit risk as at December 31, 2018. There has been no change in assessment of credit risk from the prior year.

#### b) Liquidity Risk

Liquidity risk is the risk that the Association will encounter difficulty in meeting obligations associated with financial liabilities. The Association is exposed to this risk mainly with respect to its accounts payable and accrued liabilities. The Association manages this risk by managing its working capital and by generating sufficient cash flow from operations. There has been no change in the assessment of liquidity risk from the prior year.

#### c) Market Risk

Market risk is the risk that 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 price risk. The Association is mainly exposed to currency risk as follows:

#### i) Currency Risk

Currency risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in foreign exchange rates. As at December 31, 2018, cash totaling approximately \$4,440 (2017 – \$3,950) is denominated in US dollars and has been converted into equivalent Canadian dollars at the exchange rate in effect at the year end. The exposure to this risk changes as the transaction amounts change and as the exchange rate fluctuates. The average U.S. exchange rate for 2018 was 1.296 (2017 - 1.299).