

**ARCHIVES ASSOCIATION OF BRITISH COLUMBIA**

Financial Statements  
(Unaudited)

March 31, 2010



REVIEW ENGAGEMENT REPORT	
STATEMENT OF OPERATIONS	STATEMENT 1
STATEMENT OF CHANGES IN NET ASSETS	STATEMENT 2
STATEMENT OF CASH FLOWS	STATEMENT 3
FINANCIAL POSITION	STATEMENT 4
NOTES TO THE FINANCIAL STATEMENTS	
SCHEDULE OF GENERAL FUND	SCHEDULE 1
SCHEDULE OF ARCHIVAL NETWORK SERVICES PROGRAM	SCHEDULE 2
SCHEDULE OF CONSERVATION PROGRAM	SCHEDULE 3
SCHEDULE OF EDUCATION PROGRAM	SCHEDULE 4
SCHEDULE OF BCAUL/ICA-ATOM PROGRAM	SCHEDULE 5
SCHEDULE OF BC 150 DISTANCE EDUCATION PROGRAM	SCHEDULE 6





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## REVIEW ENGAGEMENT REPORT

To The Members of  
Archives Association of British Columbia

We have reviewed the financial position of Archives Association of British Columbia as at March 31, 2010 and the statements of operations, changes in net assets and cash flows for the year then ended. Our review was made in accordance with Canadian generally accepted standards for review engagements and accordingly consisted primarily of enquiry, analytical procedures and discussions related to information supplied to us by management.

A review does not constitute an audit and consequently we do not express an audit opinion on these financial statements.

Based on our review, nothing has come to our attention that causes us to believe that these financial statements are not, in all material respects, in accordance with Canadian generally accepted accounting principles.

A handwritten signature in black ink that reads 'EPR' in a stylized, cursive font.

**CERTIFIED GENERAL ACCOUNTANTS**

Coquitlam, B.C.  
July 10, 2010

**ARCHIVES ASSOCIATION OF BRITISH COLUMBIA**  
**STATEMENT OF OPERATIONS**

**STATEMENT 1**

Year Ended March 31, 2010  
(Unaudited)

	2010	2009
<b>Revenue</b>		
General fund (schedule 1)	\$ 61,088	\$ 40,805
Archival network services program (schedule 2)	21,905	28,080
Conservation program (schedule 3)	44,177	34,033
Education program (schedule 4)	35,949	37,265
Commission income	29,450	7,350
BC 150 Distance education program	-	20,000
	<u>192,569</u>	<u>167,533</u>
<b>Expenditures</b>		
General fund (schedule 1)	22,931	28,198
Archival network services program (schedule 2)	44,178	28,859
Conservation program (schedule 3)	45,867	45,738
Education program (schedule 4)	41,578	36,486
BCAUL program (schedule 5)	31,290	7,350
BC 150 Distance education program	-	20,000
	<u>185,844</u>	<u>166,631</u>
<b>Earnings from operations</b>	6,725	902
<b>Write off of capital assets</b>	(1,403)	-
<b>Excess of revenue over expenses for the year</b>	<u>\$ 5,322</u>	<u>\$ 902</u>

The accompanying notes are an integral part of these financial statements.



**ARCHIVES ASSOCIATION OF BRITISH COLUMBIA**  
**STATEMENT OF CHANGES IN NET ASSETS**

Year ended March 31, 2010  
(Unaudited)

STATEMENT 2

	Unrestricted Assets	Capital Restricted Assets	Archival Program	Conserv. Program	Education Program	BCAUL/ICA-Atom Program	2010	2009
<b>Net assets, opening balances</b>	\$ 46,038	\$ 1,403	\$ 35,000	\$ -	\$ -	\$ -	\$ 82,441	\$ 81,539
Excess (deficiency) of revenue over expenditures for the year	38,157	-	-	(22,273)	(1,690)	(5,629)	6,725	902
Write off of capital assets	-	(1,403)	-	-	-	-	(1,403)	-
Inter-fund transfers	(31,432)	-	-	22,273	1,690	5,629	-	-
<b>Net assets, closing balances</b>	\$ 52,763	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ 87,763	\$ 82,441

(Note 5)

The accompanying notes are an integral part of these financial statements.



**ARCHIVES ASSOCIATION OF BRITISH COLUMBIA**

STATEMENT 3

**STATEMENT OF CASH FLOWS**

Year Ended March 31, 2010

(Unaudited)

	2010	2009
<b>Cash flows from (used in) operating activities:</b>		
Excess (deficiency) of revenue over expenses for the year	\$ 5,322	\$ 902
Items not requiring an outlay of funds		
Amortization	-	351
Write off of capital assets	1,403	-
	6,725	1,253
Changes in non-cash working capital		
Decrease (increase) in grants receivable	(14,240)	19,287
Decrease (increase) in government agencies recoverable	(249)	440
Decrease in prepaid expenses	2,846	570
Increase (decrease) in accounts payable and accrued liabilities	(3)	676
Increase (decrease) in deferred revenue	(29,592)	3,282
	(34,513)	25,508
<b>Increase (decrease) in cash and cash equivalents</b>	<b>(34,513)</b>	<b>25,508</b>
<b>Cash and cash equivalents, beginning of year</b>	<b>108,451</b>	<b>82,943</b>
<b>Cash and cash equivalents, end of year</b>	<b>\$ 73,938</b>	<b>\$ 108,451</b>
<b>Cash and cash equivalents consist of</b>		
Cash in bank	\$ 51,689	\$ 86,280
Term deposits	22,249	22,171
	<b>\$ 73,938</b>	<b>\$ 108,451</b>

The accompanying notes are an integral part of these financial statements.



# ARCHIVES ASSOCIATION OF BRITISH COLUMBIA

STATEMENT 4

## FINANCIAL POSITION

March 31, 2010

(Unaudited)

	2010	2009
<b>ASSETS</b>		
Current:		
Cash in bank - note 3	\$ 73,938	\$ 108,451
Grants receivable	24,359	10,120
Government agencies recoverable	3,088	2,839
Prepaid expenses	2,369	5,215
	103,754	126,625
Capital assets - note 4	-	1,403
	<b>\$ 103,754</b>	<b>\$ 128,028</b>

## LIABILITIES AND NET ASSETS

Current:		
Accounts payable and accrued liabilities	\$ 4,122	\$ 4,125
Deferred revenue - note 5	11,869	41,462
	15,991	45,587
Net assets		
Unrestricted	52,763	46,038
Capital assets	-	1,403
Restricted - note 6	35,000	35,000
	87,763	82,441
	<b>\$ 103,754</b>	<b>\$ 128,028</b>

On behalf of the Board

\_\_\_\_\_ President

\_\_\_\_\_ Treasurer

\_\_\_\_\_ Date

\_\_\_\_\_ Date

The accompanying notes are an integral part of these financial statements.



# ARCHIVES ASSOCIATION OF BRITISH COLUMBIA

## NOTES TO THE FINANCIAL STATEMENTS

Year Ended March 31, 2010

(Unaudited)

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The Archives Association of British Columbia (the "AABC") was established through the amalgamation of the Association of British Columbia Archivists and the BC Archives Council and was incorporated on January 21, 1991 under the Canada Corporations Act as a not-for-profit organization and is a registered charity under the Income Tax Act. Its main objective is to preserve British Columbia's documentary heritage by providing programs designed to promote and strengthen the archival network within the province. The Archives Association of British Columbia is committed to the following goals:

- To provide educational opportunities for those engaged in all aspects of archival work in British Columbia.
- To coordinate projects and programs designed to promote and strengthen the archival network within the province.
- To function as an advocacy and lobby group on behalf of archives and archivists by preparing presentations for governmental agencies, as well as by promoting a better understanding of our field amongst the general public.
- To cooperate with all organizations engaged in heritage and information-management activities within the province.

On April 1, 2000, the organization received official charitable status.

The AABC offers the following main programs:

### British Columbia Archival Education and Advisory Service

The BC Archival Education and Advisory Service offers advisory and education services for archives and archivists in B.C. The program is responsible for the management of the Community Archives Education Program, as well as for providing ongoing advisory services to archives in the province.

The AABC Community Archives Education Program is designed to provide fundamental-level education courses to individuals working with archival material. These courses are also of interest to individuals who are responsible for records management and providing reference service for their institution and the general public.

### British Columbia Archival Preservation Service

The British Columbia Archival Preservation Service offers AABC member institutions access to a wide range of free conservation services. A professional conservator carries out site visits, surveys, and informal training, and provides a variety of ongoing advisory services (including a "conservation hotline"). Services are available only to institutions with a current AABC membership.

### British Columbia Archival Network Service

The British Columbia Archival Network Service program is responsible for the development and maintenance of web resources created by the Archives Association of British Columbia, including the B.C. Archival Information Network (BCAIN) web site, the British Columbia Archival Union List (BCAUL), a Guide to Archival Repositories in British Columbia, and the AABC's "The Archivists's Toolkit".

### ICA-AtoM/BCAUL Pilot Project



# ARCHIVES ASSOCIATION OF BRITISH COLUMBIA

## NOTES TO THE FINANCIAL STATEMENTS

Year Ended March 31, 2010

(Unaudited)

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The ICA-AtOM / BCAUL Pilot Project undertaken in 2009/10 was an initiative to migrate the British Columbia's provincial archival union list (BCAUL) to ICA-AtOM software, an open source, web-based archival description software based on the International Council on Archives (ICA) standards.

In June 2009 the full BCAUL database was migrated to ICA-AtOM and made available online through the MemoryBC.ca domain, hosted by Artefactual Systems on behalf of the AABC. The new provincial database and portal, MemoryBC, was officially launched in November 2009 during Archives Week

### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### Fund Accounting

The Association follows the restricted fund method of accounting for contributions.

The General Fund accounts for the organization's program delivery and administrative activities. This fund reports unrestricted resources.

The Restricted Fund reports only restricted resources that are to be set aside as a minimum or safe reserve for the Association.

The Capital Asset Fund reports the assets, liabilities, revenues and expenses related to the Association's capital assets.

#### Cash and cash equivalents

The policy of the Association is to disclose bank balances, including bank overdrafts with balances that fluctuate frequently from being positive to overdrawn and term deposits that can be withdrawn when needed under cash and cash equivalents

#### Capital Assets and Amortization

Capital assets are recorded at cost. Amortization is provided on the declining balance basis over the assets' estimated useful lives at the following annual rates, except in the year of acquisition when one half of the rate is used.

Computer equipment	20%
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# ARCHIVES ASSOCIATION OF BRITISH COLUMBIA

## NOTES TO THE FINANCIAL STATEMENTS

Year Ended March 31, 2010

(Unaudited)

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### Revenue Recognition

The Association receives grants from various sources as reflected in the statement of operations, and follows the deferral method of accounting for contributions.

Restricted contributions related to specific projects are recognized as revenue of the Project in the year in which the related expense are incurred. All other restricted contributions are recognized as revenue of the appropriate restricted fund.

Unrestricted contributions are recognized as revenue of the General Fund in the year received or receivable if the amount to be recorded can be reasonably estimated and collection is reasonably assumed

Membership and seminar fees are recognized as revenue of the General Fund when services are rendered and seminars are held.

### Allocation of Expenses

The Association adopted Section 4470, disclosure of allocated expenses by not-for-profit organizations according to a number of functions to which the expenses relate. The Association incurs a number of general and administrative support expenses that are common to the administration of the organization and each of its programs. All contract fees are directly expensed to the programs to which they relate, with the exception of finance and administration contract fees, which are allocated to the individual programs on a percentage agreed upon by the National Archival Development Program/Canadian Council of Archives. These expenses are disclosed under each program in the attached schedules.

### Financial Instruments

The financial instruments of the Association consist of cash, term deposits, receivables, payables and accrued liabilities. Unless otherwise noted, it is management's opinion that the Association is not exposed to significant currency, interest, or credit risks arising from these financial instruments. The fair value of the instruments approximate their carrying values, unless otherwise noted.

### Use of Estimates

The preparation of financial statements in accordance with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reported period. Estimates are used for, but are not limited to, the accounting for amortization, accrued liabilities and contingencies. Actual results may differ from those estimates.

## 2. CAPITAL MANAGEMENT

The capital structure of the Association consists of net assets invested in capital assets and unrestricted net assets. The Association's objectives when managing capital are to continue as a going concern and to protect its ability to meet its ongoing obligations.



# ARCHIVES ASSOCIATION OF BRITISH COLUMBIA

## NOTES TO THE FINANCIAL STATEMENTS

Year Ended March 31, 2010

(Unaudited)

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### 3. CASH AND CASH EQUIVALENTS

Included in cash and cash equivalents is \$35,000 of internally restricted funds held as a minimum reserve, \$11,844 of general funds for future operating expenses and \$25 for UBC student awards.

### 4. CAPITAL ASSETS

			2010	2009
	Cost	Accumulated Amortization	Net Book Value	Net Book Value
Computer equipment	\$ -	\$ -	\$ -	\$ 1,403

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# ARCHIVES ASSOCIATION OF BRITISH COLUMBIA

## NOTES TO THE FINANCIAL STATEMENTS

Year Ended March 31, 2010

(Unaudited)

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### 5. DEFERRED REVENUE

The amount represents prepaid membership and conference fees, and unspent grants received by the Association.

	2010	2009
Balance, beginning of year	\$ 41,462	\$ 38,180
Prepaid membership and conference fees	11,844	8,905
Gaming Policy and Enforcement Branch	-	11,728
Barber Foundation	-	20,000
UBC awards funds	25	300
Less: amount recognized as revenue	(41,462)	(37,651)
Balance, end of year	\$ 11,869	\$ 41,462

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### 6. RESTRICTED NET ASSETS

The Association's board has internally restricted \$35,000 to be maintained as a minimum allowable safe reserve. This internally restricted amount is not available for unrestricted purposes without the approval of the board.

### 7. COMPARATIVE FIGURES

Certain balances of the preceding period have been reclassified to conform with the current year's financial statement presentation.

**ARCHIVES ASSOCIATION OF BRITISH COLUMBIA**

SCHEDULE 1

**SCHEDULE OF GENERAL FUND**

Year Ended March 31, 2010

(Unaudited)

	2010	2009
<b>Revenue</b>		
Conference, workshop and registration fees	\$ 41,122	\$ 16,941
Membership fees	16,009	15,835
Barber Foundation grant	-	3,885
Miscellaneous	3,843	3,294
Investment income	114	850
	61,088	40,805
<b>Expenditures</b>		
Accounting and legal	4,000	5,730
Amortization	-	351
Committees	1,665	2,783
Conference and workshops	12,607	14,198
Insurance	2,786	2,828
Office	1,554	1,946
Server and website maintenance	319	362
	22,931	28,198
<b>Excess of revenue over expenses for the year before other income</b>	<b>38,157</b>	<b>12,607</b>
<b>Write off of capital assets</b>	<b>(1,403)</b>	<b>-</b>
<b>Excess of revenue over expenditures</b>	<b>\$ 36,754</b>	<b>\$ 12,607</b>



**ARCHIVES ASSOCIATION OF BRITISH COLUMBIA**

SCHEDULE 2

**SCHEDULE OF ARCHIVAL NETWORK SERVICES PROGRAM**

Year Ended March 31, 2010

(Unaudited)

	2010	2009
<b>Revenue</b>		
Grants	\$ 21,905	\$ 22,267
Gaming commission funding	-	5,813
	21,905	28,080
<b>Expenditures</b>		
Administration fee	4,350	3,600
Communications	776	1,850
Contract fees	34,380	17,283
Office	524	313
Server and website maintenance	4,148	5,813
	44,178	28,859
<b>Deficiency of revenue over expenditures</b>	<b>\$ (22,273)</b>	<b>\$ (779)</b>

**ARCHIVES ASSOCIATION OF BRITISH COLUMBIA**

SCHEDULE 3

**SCHEDULE OF CONSERVATION PROGRAM**

Year Ended March 31, 2010

(Unaudited)

	2010	2009
<b>Revenue</b>		
Grants	\$ 44,177	\$ 31,058
Workshop fees	-	2,975
	44,177	34,033
<b>Expenditures</b>		
Administration fee	4,655	4,120
Communications	700	551
Contract fees	37,380	36,950
Office	833	551
Travel	2,299	2,350
Workshop materials	-	1,216
	45,867	45,738
<b>Deficiency of revenue over expenditures</b>	\$ (1,690)	\$ (11,705)



**ARCHIVES ASSOCIATION OF BRITISH COLUMBIA**

SCHEDULE 4

**SCHEDULE OF EDUCATION PROGRAM**

Year Ended March 31, 2010

(Unaudited)

	2010	2009
<b>Revenue</b>		
Grants	\$ 35,949	\$ 16,000
Workshop fees	-	21,265
	35,949	37,265
<b>Expenditures</b>		
Administration fee	2,355	4,120
Communications	241	673
Contract fees	32,290	23,511
Office	220	633
Travel	2,434	1,342
Workshop expenses	4,038	6,207
	41,578	36,486
<b>Excess of revenue over expenditures</b>	<b>\$ (5,629)</b>	<b>\$ 779</b>



**ARCHIVES ASSOCIATION OF BRITISH COLUMBIA**

SCHEDULE 5

**SCHEDULE OF BCAUL/ICA-Atom PROGRAM**

Year Ended March 31, 2010

(Unaudited)

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	2010	2009
Revenue	\$ 29,450	\$ 7,350
Expenditures		
Contract fees	31,290	7,350
Excess of revenue over expenditures	\$ (1,840)	\$ -

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**ARCHIVES ASSOCIATION OF BRITISH COLUMBIA**

**SCHEDULE 6**

**SCHEDULE OF BC 150 DISTANCE EDUCATION PROGRAM**

Year Ended March 31, 2010

(Unaudited)

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	2010	2009
<b>Revenue</b>		
Grants	\$ -	\$ 20,000
<b>Expenditures</b>		
Contract fees	-	20,000
<b>Excess of revenue over expenditures</b>	<b>\$ -</b>	<b>\$ -</b>

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