

FINANCIAL STATEMENTS
For
THE OTTAWA FIELD-NATURALISTS' CLUB
For year ended
SEPTEMBER 30, 2018

INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

To the members of

THE OTTAWA FIELD-NATURALISTS' CLUB

We have reviewed the accompanying financial statements of The Ottawa Field-Naturalists' Club that comprise the statement of financial position as at September 30, 2018, and the statement of operations and changes in fund balance - general fund, statement of operations and changes in fund balances - internally restricted funds, statement of changes in fund balance - Martha Camfield endowment fund and the statement of cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

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

Practitioner's Responsibility

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

Conclusion

Based on our review, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of The Ottawa Field-Naturalists' Club as at September 30, 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.



Chartered Professional Accountants
Licensed Public Accountants

Ottawa, Ontario
December 17, 2018.

THE OTTAWA FIELD-NATURALISTS' CLUB
STATEMENT OF FINANCIAL POSITION
SEPTEMBER 30, 2018

	<u>2018</u>	<u>2017</u>
<u>ASSETS</u>		
CURRENT ASSETS		
Cash	\$ 7,791	\$ 6,772
Short-term investments (note 4)	286,112	160,486
Amounts receivable	4,447	24,948
Prepaid expenses	700	1,471
	<u>299,050</u>	<u>193,677</u>
LONG-TERM INVESTMENTS (note 4)	<u>1,213,480</u>	<u>1,363,727</u>
	<u>\$ 1,512,530</u>	<u>\$ 1,557,404</u>
<u>LIABILITIES AND FUND BALANCES</u>		
CURRENT LIABILITIES		
Accounts payable and accrued liabilities	\$ 26,058	\$ 20,023
Deferred revenue - membership fees	8,894	10,925
- contributions (note 5)	5,472	23,549
- Canadian Field-Naturalist	24,356	15,823
	<u>64,780</u>	<u>70,320</u>
FUND BALANCES		
General fund	1,287,258	1,211,499
Internally restricted funds	121,408	237,025
Martha Camfield endowment fund	39,084	38,560
	<u>1,447,750</u>	<u>1,487,084</u>
	<u>\$ 1,512,530</u>	<u>\$ 1,557,404</u>

Approved by the Board:

 President
 Treasurer

(See accompanying notes)

PREPARED WITHOUT AUDIT

THE OTTAWA FIELD-NATURALISTS' CLUB
STATEMENT OF OPERATIONS AND CHANGES IN FUND BALANCE - GENERAL FUND
YEAR ENDED SEPTEMBER 30, 2018

	<u>2018</u>	<u>2017</u>
REVENUES		
Membership fees	\$ 30,814	\$ 25,320
Donations and bequests	12,101	7,220
Contributions (note 5)	18,077	28,306
The Canadian Field-Naturalist - subscription revenue	16,702	9,201
- author charges	19,140	18,102
Interest	37,034	36,255
Other	<u>643</u>	<u>1,112</u>
	<u>134,511</u>	<u>125,516</u>
EXPENSES		
Operating:		
Affiliation fees	423	423
Bookkeeping	5,457	6,197
Insurance	1,713	1,784
Interest and bank charges	1,293	1,271
Professional fees	5,245	4,877
Website	3,311	3,800
Miscellaneous	<u>852</u>	<u>963</u>
	<u>18,294</u>	<u>19,315</u>
Activity:		
The Canadian Field-Naturalist	66,090	66,499
Trail and Landscape	23,778	29,292
Fletcher Wildlife Garden	2,916	3,212
Awards committee	58	198
Birds committee	1,644	261
Membership committee	1,140	1,207
Safe Wings	11,391	6,937
Donations	20,500	6,000
Education and publicity	2,748	2,200
Events	951	860
Awards night	832	794
Macoun Club	264	467
Research grants	11,642	11,546
Turtle and Monarch projects	<u>15,133</u>	<u>19,956</u>
	<u>159,087</u>	<u>149,429</u>
TOTAL EXPENSES	<u>177,381</u>	<u>168,744</u>
DEFICIENCY OF REVENUE OVER EXPENSES	(42,870)	(43,228)
FUND BALANCE, BEGINNING OF YEAR	<u>1,211,499</u>	<u>1,256,548</u>
	1,168,629	1,213,320
INTER-FUND TRANSFERS - INTERNALLY RESTRICTED FUNDS	<u>118,629</u>	<u>(1,821)</u>
FUND BALANCE, END OF YEAR	<u>\$ 1,287,258</u>	<u>\$ 1,211,499</u>

(See accompanying notes)

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THE OTTAWA FIELD-NATURALISTS' CLUB
STATEMENT OF OPERATIONS AND CHANGES IN FUND BALANCES - INTERNALLY RESTRICTED FUNDS
YEAR ENDED SEPTEMBER 30, 2018

	General Reserve for Contingencies	Fletcher Wildlife Garden Fund	Manning Fund	Seedathon Fund	Anne Hanes Memorial Fund	De Kiriline Lawrence Fund	Macoun Fund	2018 Total	2017 Total
REVENUES									
Donations and bequests	\$ -	\$ 765	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 765	\$ 1,820
Fundraising	-	4,593	-	-	-	-	-	4,593	7,843
Interest	-	-	2,716	-	-	-	524	3,240	3,395
	<u>-</u>	<u>5,358</u>	<u>2,716</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>524</u>	<u>8,598</u>	<u>13,058</u>
EXPENSES									
Habitats	-	2,732	-	-	-	-	-	2,732	19,145
Fundraising	-	338	-	-	-	-	-	338	286
Backyard garden	-	1,799	-	-	-	-	-	1,799	2,588
Seed	-	-	-	-	-	-	-	-	1,343
Macoun activities	-	-	-	-	-	-	717	717	339
	<u>-</u>	<u>4,869</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>717</u>	<u>5,586</u>	<u>23,701</u>
NET REVENUE (EXPENSES)	-	489	2,716	-	-	-	(193)	3,012	(10,643)
FUND BALANCES, BEGINNING OF YEAR	100,000	18,632	99,957	(748)	521	13,384	5,279	237,025	245,847
	100,000	19,121	102,673	(748)	521	13,384	5,086	240,037	235,204
INTER-FUND TRANSFERS - GENERAL *	<u>(100,000)</u>	<u>-</u>	<u>(5,472)</u>	<u>748</u>	<u>(521)</u>	<u>(13,384)</u>	<u>-</u>	<u>(118,629)</u>	<u>1,821</u>
FUND BALANCES, END OF YEAR	\$ -	\$ 19,121	\$ 97,201	\$ -	\$ -	\$ -	\$ 5,086	\$ 121,408	\$ 237,025

* On October 16, 2017, the directors passed resolutions to close several internally restricted funds and transfer the remaining balances in the funds to the General Fund with the purpose of simplifying the club's overall accounting structure. The following funds were closed and the amounts shown in brackets transferred to the General Fund: the General Reserve for Contingencies (\$100,000), Anne Hanes Memorial Fund (\$521), and De Kiriline-Lawrence Fund (\$13,384). The Seedathon Fund was in a deficit position of \$748 and so \$748 was transferred from the General Fund to cover the fund's deficit before the fund was closed.

During the year, \$5,472 (2017 - \$14,232) was transferred from the Manning Fund to the General Fund in lieu of author charges that would have been invoiced but were waived because they were approved for funding from the Manning Fund.

(See accompanying notes)

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THE OTTAWA FIELD-NATURALISTS' CLUB
STATEMENT OF CHANGES IN FUND BALANCE - MARTHA CAMFIELD ENDOWMENT FUND
YEAR ENDED SEPTEMBER 30, 2018

	<u>2018</u>	<u>2017</u>
FUND BALANCE, BEGINNING OF YEAR	\$ 38,560	\$ 38,064
Interest earned *	<u>524</u>	<u>496</u>
FUND BALANCE, END OF YEAR	<u>\$ 39,084</u>	<u>\$ 38,560</u>

* This represents one-half of the interest generated by the fund, the portion which is required to be re-invested in the capital of the fund. The other half of the interest is recognized as interest revenue of the Macoun Fund and has been made available for use by the Macoun Field Club (see Statement of Operations and Changes in Fund Balances - Internally Restricted Funds).

(See accompanying notes)

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THE OTTAWA FIELD-NATURALISTS' CLUB

STATEMENT OF CASH FLOWS

YEAR ENDED SEPTEMBER 30, 2018

	<u>2018</u>	<u>2017</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Net revenue (expenses) - all funds	\$ (39,858)	\$ (53,871)
Adjustments for:		
Investments - amortization of bond discounts	(30,429)	(29,126)
- interest accrual guaranteed investment certificates	(10,370)	(11,002)
Change in the level of:		
Amounts receivable	20,501	(781)
Prepaid expenses	771	(750)
Accounts payable and accrued liabilities	6,035	14,903
Deferred revenue	<u>(11,575)</u>	<u>35,370</u>
	<u>(64,925)</u>	<u>(45,257)</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of investments	(95,491)	(169,386)
Proceeds from sale and maturity of investments	160,911	168,347
Endowment interest earned	<u>524</u>	<u>496</u>
	<u>65,944</u>	<u>(543)</u>
INCREASE (DECREASE) IN CASH	1,019	(45,800)
CASH AT BEGINNING OF YEAR	<u>6,772</u>	<u>52,572</u>
CASH AT END OF YEAR	\$ <u>7,791</u>	\$ <u>6,772</u>

(See accompanying notes)

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THE OTTAWA FIELD-NATURALISTS' CLUB
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED SEPTEMBER 30, 2018

1. PURPOSE OF ORGANIZATION AND TAX STATUS

The Ottawa Field-Naturalists' Club (the "club") is a volunteer, registered charitable organization incorporated under the Corporations Act of the Province of Ontario. The objectives of the club are to promote the appreciation, preservation, and conservation of Canada's natural heritage and to encourage investigation and dissemination of the results of research in all fields of natural history.

The club's operations are overseen by a Board of Directors (the "board"). Club activities are undertaken by club members participating in standing committees.

As a registered charity the club is exempt from income taxes by virtue of section 149(1)(f) of the Income Tax Act (Canada).

2. SIGNIFICANT ACCOUNTING POLICIES

Basis of accounting

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations.

Revenue recognition

- (i) Membership fees are initially recorded as deferred revenue and subsequently recognized as revenue on a pro-rata basis as they are earned over each member's membership period. Memberships are valid for one year from the date each member joins or renews their membership and so the membership period will vary from member to member.
- (ii) The club follows the deferral method of accounting for contributions. Restricted contributions 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. Endowment contributions are recognized as direct increases in net assets. The club only recognizes revenue from bequests if the will has been probated, a valuation has been received from the executor of the estate and collection can be reasonably assured. Otherwise, revenue from bequests will be recognized as the amounts are received.
- (iii) Subscription revenue and author charges are recognized as revenue at the time of release (online subscriptions) or shipment (print subscriptions) of the related Canadian Field-Naturalist publication. The portion of subscription revenue and author charges invoiced in advance of the release or shipment of the related publication is recorded as deferred revenue.
- (iv) Interest income comprises interest from cash and investments. Interest on investments is recognized over their term using the effective interest method. Interest income derived from the investment of restricted contributions, where the contribution agreement specifies that the investment income is restricted, is accounted for the same manner as the restricted contributions.
- (v) Fundraising revenue is recognized upon the completion of the fundraising event.
- (vi) Other revenue includes royalties and the sale of other products and services. Revenue from royalties is recognized in accordance with the terms of the related agreement. Revenue from the sale of other products and services is recognized at the time of delivery or when the services have been rendered.

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THE OTTAWA FIELD-NATURALISTS' CLUB
NOTES TO THE FINANCIAL STATEMENTS - Cont'd.
YEAR ENDED SEPTEMBER 30, 2018

2. SIGNIFICANT ACCOUNTING POLICIES - Cont'd.

Fund accounting

The Club maintains its accounts in accordance with the principles of fund accounting. Resources are classified for accounting and reporting purposes into funds according to the activity or object specified.

General fund

The General Fund reports the revenue and expenses relating to general operations and administration activities.

Internally restricted funds

(i) General Reserve for Contingencies

The General Reserve for contingencies was established by the Club to fund outstanding operating expenses should the Club discontinue its operations. This fund was closed by a resolution of the directors on October 16, 2017.

(ii) Fletcher Wildlife Garden Fund

The Fletcher Wildlife Garden fund supports the habitat development at the Fletcher Wildlife Garden, with income directed donations and the proceeds from the annual plant sale.

(iii) Manning Fund

The Manning fund was established by a bequest, and the interest generated is used to assist authors to publish articles in the Canadian Field Naturalist.

(iv) Seedathon Fund

The Seedathon fund collects donations from the annual bird sighting event and purchases seed for the Club's bird feeders. This fund was closed by a resolution of the directors on October 16, 2017.

(v) Anne Hanes Memorial Fund

The Anne Hanes Memorial fund was raised in memory of Anne Hanes, the founding editor of Trail and Landscape, and is used to finance the annual winners of the Anne Hanes Natural History Award. The fund was closed by a resolution of the directors on October 16, 2017.

(vi) De Kiriline-Lawrence Fund

The de Kiriline-Lawrence fund was funded by a bequest from the popular author of nature books, and is supplemented by annual donations and used to support conservation efforts. This fund was closed by a resolution of the directors on October 16, 2017.

(vii) Macoun Fund

The Macoun Fund is used to support special projects of the Macoun Field Club, a youth club for children and teenagers who are interested in nature.

The Macoun Fund previously comprised of two internally restricted funds, the Martha Camfield Memorial Fund and the Macoun Baillie Birdathon Fund. On October 16, 2017, the directors passed a resolution to consolidate these funds as part of their efforts to simplify the club's accounting structure and the consolidated fund was named the Macoun Fund.

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THE OTTAWA FIELD-NATURALISTS' CLUB
NOTES TO THE FINANCIAL STATEMENTS - Cont'd.
YEAR ENDED SEPTEMBER 30, 2018

2. **SIGNIFICANT ACCOUNTING POLICIES - Cont'd.**

Martha Camfield endowment fund

The Martha Camfield endowment fund was established by the family and friends of Martha Camfield to help continue her efforts to have children study, understand, respect and preserve their natural environment. The terms of the endowment agreement sets out that half of the interest generated by the fund is to be re-invested in the capital of the fund while the other half credited to the Macoun Fund for the Macoun Field Club.

Internally restricted net assets

Internally restricted net assets represent the amount approved by the board to be set aside for special purposes. These amounts are not available for unrestricted purposes without the approval of the board.

Financial Instruments

The club initially measures its financial instruments at fair value upon initial recognition. The club's cash is subsequently measured at fair value. All other financial instruments are measured at amortized cost at the date of the financial statements.

Capital assets

Capital assets are expensed in the year of acquisition. No capital assets have been expensed and included in the statements of operations in either current or preceding fiscal year.

Donated services

The club is dependent on the voluntary service of many of its members. As there is difficulty in determining the fair value of voluntary services, they are not recognized in these financial statements.

Use of estimates

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations 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 reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Management makes accounting estimates in the determination of the club's potentially uncollectible amounts receivable and in the estimation of the club's accrued liabilities.

By their nature, these estimates are subject to uncertainty and the impact on the financial statements of the current future periods could be material.

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THE OTTAWA FIELD-NATURALISTS' CLUB
NOTES TO THE FINANCIAL STATEMENTS - Cont'd.
YEAR ENDED SEPTEMBER 30, 2018

3. FINANCIAL INSTRUMENTS

The club is exposed to various risks through its financial instruments. The following analysis provides a measure of the club's risk exposure and concentrations as at September 30, 2018.

Credit risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation.

The club's maximum exposure to credit risk represents the carrying value of its cash, amounts receivable and investments totalling \$1,511,830 (2017 - \$1,555,933).

The club's cash is deposited with Canadian financial institutions. As a result, management believes the risk of loss on cash to be unlikely.

The club provides credit to authors of the Canadian Field-Naturalist publication in the normal course of operations. It carries out, on a continuing basis, a review of outstanding amounts and maintains a provision for uncollectible accounts. Management has determined that no allowance for doubtful amounts receivable is required at September 30, 2018 (2017 - \$3,982).

Investments primarily consist of provincial bonds backed by provincial governments and guaranteed investment certificates issued by Canadian financial institutions of high credit quality. Possible changes to the credit quality of these securities exposes the club to credit risk. The club manages its exposure to this risk by holding a diversified portfolio with a range of terms and maturity dates.

Liquidity risk

Liquidity risk is the risk that the club cannot meet its debts when they become due. Liquidity risk also includes the risk of the club not being able to liquidate assets in a timely manner at a reasonable price.

The club meets its liquidity requirements by monitoring its expected future cash flow requirements and holding a significant amount of assets that can be readily converted into cash.

Market risk

Market risk is the risk that fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk is comprised of currency risk, interest rate risk and other price risk.

(i) *Currency risk*

Currency risk refers to the risk that the fair value of financial instruments or future cash flows associated with the instruments will fluctuate relative to the Canadian dollar due to changes in foreign exchange rates.

The club primarily transacts in Canadian dollars and so management does not believe the club is exposed to significant currency risk.

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THE OTTAWA FIELD-NATURALISTS' CLUB
NOTES TO THE FINANCIAL STATEMENTS - Cont'd.
YEAR ENDED SEPTEMBER 30, 2018

3. **FINANCIAL INSTRUMENTS - Cont'd.**

Market risk - Cont'd.

(ii) *Interest rate risk*

Interest rate risk refers to the risk that the fair value of financial instruments or future cash flows associated with those instruments will fluctuate due to changes in market interest rates. The club's exposure to interest rate risk arises from its interest bearing assets.

The club's cash includes amounts on deposit with Canadian financial institutions that earn interest at market rates. Fluctuations in market rates of interest on cash do not have a significant impact on the club's financial operations.

The club manages the interest rate risk of its investments by the implementation of prudent investment policies. The club's investments in bonds mature at face value on a staggered basis over the next 13 years. The laddered structure of the maturities helps to enhance the average portfolio yield while reducing the sensitivity of the portfolio to the impact of interest rate fluctuations. Effective interest rates to maturity for these securities range from 1.76% to 4.40% (2017 - 1.08% to 4.40%).

(iii) *Other price risk*

Other price risk refers to the risk that the fair value of financial instruments or future cash flows associates with the instruments will fluctuate because of changes in market prices (other than those arising from currency risk or interest rate risk), whether those changes are caused by factors specific to the individual instrument or its issuer or factors affecting all similar instruments traded in the market.

The club is not exposed to other price risk.

Changes in risk

There have been no significant changes in the club's risk exposures from the prior year.

4. **INVESTMENTS**

Short-term investments mature prior to September 30, 2019 and are comprised of:

	<u>2018</u>		<u>2017</u>
	<u>Market Value</u>	<u>Amortized Cost</u>	<u>Amortized Cost</u>
Guaranteed investment certificates	\$ 181,325	\$ 181,325	\$ 103,492
Bonds	<u>105,114</u>	<u>104,787</u>	<u>56,994</u>
	<u>\$ 286,439</u>	<u>\$ 286,112</u>	<u>\$ 160,486</u>

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THE OTTAWA FIELD-NATURALISTS' CLUB
NOTES TO THE FINANCIAL STATEMENTS - Cont'd.
YEAR ENDED SEPTEMBER 30, 2018

4. **INVESTMENTS - Cont'd.**

Long-term investments are comprised of:

	2018		2017
	Market Value	Amortized Cost	Amortized Cost
Guaranteed investment certificates	\$ 306,523	\$ 306,523	\$ 435,930
Bonds	889,910	906,957	927,797
	\$ 1,196,433	\$ 1,213,480	\$ 1,363,727

A portion of the club's investments totalling \$39,084 (2017 - \$38,560) (the balance in the Martha Camfield endowment fund) is restricted for endowment purposes. The club has not segregated and identified any particular investment as being held for endowment purposes. Rather, the club allocates a portion of the total interest generated during the year on all of its investments to the endowment fund based upon the proportion of the endowment fund's opening balance in relation to the club's opening balance of net assets.

5. **DEFERRED CONTRIBUTIONS**

Deferred contributions represent restricted contributions received from the Community Foundation of Ottawa, Canadian Wildlife Federation and City of Ottawa which are in excess of expenses incurred. Restricted contributions are recognized as revenue as the related expenses are incurred. Changes in the deferred contributions balance are as follows:

	2018	2017
Balance at the beginning of the year	\$ 23,549	\$ 3,220
Restricted contributions received	-	48,635
Less amounts recognized as revenue during the year	(18,077)	(28,306)
Balance at the end of the year	\$ 5,472	\$ 23,549

6. **COMMITMENTS**

Life memberships

The club is committed to provide for regular membership benefits to lifetime members. Since it is not practicable to determine the total liability associated with providing these benefits for the rest of the lives of these individuals, the annual costs are expensed as incurred. Lifetime memberships are no longer offered by the club. As of September 30, 2018, there were 44 (2017 - 44) remaining lifetime members.

Ottawa-Carleton District School Board (OCDSB) Outdoor Education Centres

The club made a commitment to donate \$5,000 annually from 2016 to 2020 to the OCDSB with the expressed purpose of supporting the OCDSB Outdoor Education Centres (Bill Mason & MacSkimming Centres). The primary goal of the commitment is to enable more students that do not otherwise have the financial means to spend time at the Outdoor Education Centres and to provide learning opportunities and experiences that will allow students to better understand their natural world.

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THE OTTAWA FIELD-NATURALISTS' CLUB
NOTES TO THE FINANCIAL STATEMENTS - Cont'd.
YEAR ENDED SEPTEMBER 30, 2018

6. **COMMITMENTS** - Cont'd.

Fletcher Wildlife Garden

The club is committed to maintain the Fletcher Wildlife Garden, a 6.5 hectare property on the Central Experimental Farm in Ottawa, Ontario. The club relies on the voluntary contributions from club officers and members in order to fulfill this commitment. As described in note 2, the fair value of contributed human resources are not recognized in these financial statements.

7. **COMPARATIVE FIGURES**

Certain comparative figures have been reclassified where necessary in order to conform to the financial statement presentation adopted in the current year.