

**COUNCIL OF CANADIAN**  
**ADMINISTRATIVE TRIBUNALS**  
**FINANCIAL STATEMENTS**  
**DECEMBER 31, 2007**

**Brian R. Metcalfe**

---

**Chartered Accountant**

**AUDITOR'S REPORT**

**To the Members of the Council of Canadian Administrative Tribunals:**

I have audited the balance sheet of the Council of Canadian Administrative Tribunals as at December 31, 2007 and the statement of operations and fund balances for the year then ended. These financial statements are the responsibility of the organization's management. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with generally accepted auditing standards. Those standards require that I plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In my opinion, these financial statements present fairly, in all material respects, the financial position of the organization as at December 31, 2007 and the results of its operations and the changes in its financial position for the year then ended in accordance with generally accepted accounting principles.

Signed: "Brian R. Metcalfe"

**CHARTERED ACCOUNTANT**

Toronto, Canada  
February 28, 2008

**COUNCIL OF CANADIAN ADMINISTRATIVE TRIBUNALS****BALANCE SHEET**

AS AT DECEMBER 31, 2007

	<b>Literacy and Access to Justice Fund</b>	<b>General Operating Fund</b>	<b>Consolidated  2007</b>	<b>Consolidated  2006</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>ASSETS</b>				
<b>Current</b>				
Cash	-	13,279	13,279	36,207
Accounts receivable	-	11,341	11,341	13,024
Prepaid conference expense	-	10,642	10,642	14,810
	-	35,262	35,262	64,041
<b>Investments (Note 6)</b>	-	183,268	183,268	273,286
	-	218,530	218,530	337,327
<b>LIABILITIES</b>				
Accounts payable and accruals	-	6,200	6,200	6,200
Deferred revenue	-	-	-	7,500
	-	6,200	6,200	13,700
<b>SURPLUS</b>				
Fund balances (Note 3)	-	212,330	212,330	323,627
	-	218,530	218,530	337,327

**COUNCIL OF CANADIAN ADMINISTRATIVE TRIBUNALS**

**STATEMENT OF OPERATIONS AND FUND BALANCES**

**FOR THE YEAR ENDED DECEMBER 31, 2007**

	<b>Literacy and Access to Justice Fund</b>	<b>General Operating Fund</b>	<b>Consolidated  2007</b>	<b>Consolidated  2006</b>
	\$	\$	\$	\$
<b>Revenue</b>				
Conference		278,891	278,891	197,973
Other income		14,204	14,204	13,991
Grants & sponsorships	-	28,900	28,900	293,000
Membership dues		30,112	30,112	24,223
	-	352,107	352,107	529,187
<b>Expenses</b>				
Conference (Schedule 1)		240,701	240,701	142,790
Administrative & general (Schedule 1)		90,520	90,520	69,454
Project costs (Schedule 1)	132,183	-	132,183	160,817
	132,183	331,221	463,404	373,061
Excess of revenue over expenses	(132,183)	20,886	(111,297)	156,126
Fund balances, beginning of year	132,183	191,444	323,627	167,501
Fund balances, end of year	-	212,330	212,330	323,627

## SCHEDULE OF EXPENSES

FOR THE YEAR ENDED DECEMBER 31, 2007

	2007	2006
	\$	\$
<b>Conference costs</b>		
Meals & receptions	78,224	44,647
Speakers expenses	44,005	11,709
Program & other supplies	51,899	24,106
Interpretation & audio visual equipment	30,882	25,544
Facilities & services	11,511	16,294
Registration & co-ordination	24,180	20,490
	240,701	142,790
<b>Administrative &amp; general</b>		
Support service	44,000	43,474
Office & general	36,543	10,003
Audit	3,200	3,200
Meeting expenses	3,777	9,777
Journal Editor	3,000	3,000
	90,520	69,454
<b>Project costs</b>		
Consulting fees	86,760	126,432
Meeting travel & accommodation	10,996	16,563
Office expenses	14,026	5,822
Translation & adaptation	20,401	12,000
	132,183	160,817

# COUNCIL OF CANADIAN ADMINISTRATIVE TRIBUNALS

## NOTES TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2007

---

**Note 1: Summary of Significant Accounting Policies**

- a) Revenues are recognized by a modified accrual method. Conference fees and memberships are recognized when they are deposited in the bank. Grants, subsidies and sales of services of material amounts are accrued.
- b) Capital purchases over \$5,000 are capitalized and amortized over their expected useful lives. Lesser purchases are totally expensed in the year of acquisition.

**Note 2: Nature of the Organization**

The Council of Canadian Administrative Tribunals was incorporated under the Canada Corporations Act on December 31, 1986 as a non-profit corporation without share capital. As such it is exempt from income tax under Section 149 (1) (l) of the Income Tax Act of Canada.

It's mandate is to further the professional development of those involved in Canadian regulatory and administrative bodies through seminars, printed materials and an annual conference.

**Note 3: Fund accounting**

The Council's activities are recorded, for financial statement purposes, in the following two funds:

**The General Operating Fund:** The revenues and expenses from the Council's core operations, including the annual conference, are recorded in the General Operating Fund.

**The Literacy and Access to Justice Fund:** The Council has received funding from the Literacy Directorate of Human Resources and Skills Development Canada for a project to increase the capacity to identify and respond to literacy challenges faced by clients in the tribunal system, through the professional development of CCAT's members. Revenues and expenses for this project are recorded in the Literacy and Access to Justice Fund

**Note 4: Statement of Changes in Financial Position**

Since management was of the opinion that a Statement of Financial Position would provide no useful information to the members, none was provided.

**COUNCIL OF CANADIAN ADMINISTRATIVE TRIBUNALS**

**NOTES TO FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED DECEMBER 31, 2007**

---

**Note 5: Lease commitments**

The organization has no lease commitments for space or equipment.

**Note 6 Investments**

The Corporation's investment portfolio consists of the following fixed income vehicles.

	<b>2007</b>	<b>2006</b>
	\$	\$
Cash	-0-	13
Equitable Trust Company GIC, July 16, 2008	23,939	22,994
Province of BC Strip Bond Dec. 01, 2009	21,947	21,082
Government of Ontario Strip Bond, Nov 19, 2010	27,435	26,385
Ontario Hydro Strip Bond, Feb 6, 2012	23,859	22,982
Ontario Hydro Global April 15, 2012	31,686	30,550
Province of Ontario, July 13, 2013	54,402	52,434
Ontario Hydro Strip Bond, Aug 6, 2007	-0-	31,462
Equitable Trust GIC, Jan 19, 2007	-0-	50,000
Canada Housing Trust Strip Bond Mar 15, 2007	<u>-0-</u>	<u>15,384</u>
	<u>183,268</u>	<u>273,286</u>

These securities are recorded at original cost plus accrued income from the time of purchase, which is their fair value. Since these investments are to be held until they mature, this accounting practice conforms to Canadian generally accepted accounting principles

**Note 7 Financial Instruments**

There is no difference between the cost and fair value of financial instruments presented in these financial statements with the exception of the organization's investments. For a description of the accounting treatment of these investments, refer to Note 6.