Financial Statements of

CANADIAN ASSOCIATION OF EMERGENCY PHYSICIANS

Year ended December 31, 2022

Table of Contents

Year ended December 31, 2022



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INDEPENDENT AUDITOR'S REPORT

To the Members of Canadian Association of Emergency Physicians

Opinion

We have audited the financial statements of the Canadian Association of Emergency Physicians (the Entity), which comprise:

- · the statement of financial position as at December 31, 2022
- the statement of operations for the year then ended
- the statement of changes in unrestricted net assets for the year then ended
- the statement of changes in internally restricted net assets for the year then ended
- the statement of changes in endowment funds for the year then ended
- the statement of cash flows for the year then ended
- and notes and schedule to the financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements, present fairly, in all material respects, the financial position of the Entity as at December 31, 2022, and its results of operations, its changes in net assets 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 auditor's 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 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 opinion.



Page 2

Other Information

Management is responsible for the other information. The other information comprises:

Information, other than the financial statements and the auditors' report thereon, included in the 2022 Annual Report CAEP ("annual report").

Our opinion on the financial statements does not cover the other information and we do not and will not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, identified above and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit, or otherwise appears to be materially misstated.

We obtained the information, other than the financial statements and the auditors' report thereon, included in the Annual Report as at the date of this auditors' report.

If, based on the work we have performed on this other information, we conclude that there is a material misstatement of this other information, we are required to report that fact in the auditors' report.

We have nothing to report in this regard.

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 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.



Page 3

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 the 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.



Page 4

 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.

Chartered Professional Accountants, Licensed Public Accountants

Ottawa, Canada

LPMG LLP

April 21, 2023

Statement of Financial Position

December 31, 2022, with comparative information for 2021

	2022	2021
Assets		
Current assets:		
Cash	\$ 422,034	\$ 493,382
Short-term investments (note 2)	359,441	351,274
Accounts receivable (note 3)	129,787	27,878
Prepaid expenses	115,039 1,026,301	108,691 981,225
	1,020,001	001,220
Long-term investments (note 2)	904,769	932,741
Tangible capital assets (note 4)	110,518	121,718
Intangible assets (note 5)	17,394	44,104
Prepaid expenses	34,865	34,000
	\$ 2,093,847	\$ 2,113,788
Liabilities and Net Assets		
Liabilities and Net Assets		
Current liabilities:		
Accounts payable and accrued liabilities (note 6)	\$ 238,972	\$ 142,322
Loan payable (note 8)	40,000	_
Deferred revenue (note 7)	612,770	456,658
	891,742	598,980
Deferred lease inducement	52,076	60,088
Deferred government grant (note 8)	_	1,829
Loan payable (note 8)	_	28,171
Funds held in trust (note 10(f))	_	50,000
Total liabilities	943,818	739,068
Net assets (deficiency) (note 10):		
Endowment funds	290,730	236,014
Internally restricted	1,142,614	1,138,706
Unrestricted	(283,315)	
	1,150,029	1,374,720
Commitments (note 9)		
	\$ 2,093,847	\$ 2,113,788
See accompanying notes to financial statements.	Ţ <u>_</u> ,000,0.7	+ -, ,
On behalf of the Board:		
Director	Di.	rector
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Statement of Operations

Year ended December 31, 2022, with comparative information for 2021

	2022	2021
Revenue:		
Memberships	\$ 727,726	\$ 645,517
Conferences	655,555	555,255
Professional development	541,715	306,550
Publishing	214,014	322,523
Salaries and rent subsidies	· -	285,307
Other (note 8)	20,227	117,673
Investment income (net)	· <u> </u>	38,141
	2,159,237	2,270,966
Expenses:		
Program costs (Schedule)	983,040	439,951
Salaries and benefits	820,965	847,226
Computer	106,373	155,138
Professional fees	101,315	39,122
Rent	81,591	89,623
Research grants and awards	71,252	60,520
Investment loss (net)	69,805	_
Bank and credit card charges	64,577	41,532
Amortization	52,534	57,227
Travel	24,571	329
Office	20,316	11,438
Insurance	17,099	15,187
Advertising and promotion	15,466	40,710
Telephone	9,740	12,799
	2,438,644	1,810,802
Excess (deficiency) of revenue over expenses	\$ (279,407)	\$ 460,164

Statement of Changes in Unrestricted Net Assets

Year ended December 31, 2022, with comparative information for 2021

	2022	2021
Balance, beginning of year	\$ _	\$ _
Excess (deficiency) of revenue over expenses	(283,315)	437,853
Transfer to internally restricted net assets	_	(437,853)
Balance, end of year	\$ (283,315)	\$

Statement of Changes in Internally Restricted Net Assets

Year ended December 31, 2022, with comparative information for 2021

	(Operational	Strategic	Annual	2022
2022		Fund	Fund	Fund	Total
Balance, beginning of year	\$	701,472	\$ 400,063	\$ 37,171	\$ 1,138,706
Excess of revenue over expenses		_	_	3,908	3,908
Balance, end of year	\$	701,472	\$ 400,063	\$ 41,079	\$ 1,142,614
	(Operational	Strategic	Annual	2021
2021		Fund	Fund	Fund	Total
Balance, beginning of year	\$	263,619	\$ 400,063	\$ 14,860	\$ 678,542
Excess of revenue over expenses		_	_	22,311	22,311
Transfer from unrestricted net					
assets		437,853	_	_	437,853
Balance, end of year	\$	701,472	\$ 400,063	\$ 37,171	\$ 1,138,706

Statement of Changes in Endowment Funds

Year ended December 31, 2022, with comparative information for 2021

	E	Research Indowment	lan Stiell Endowment	2022 Total	2021 Total
Balance, beginning of year	\$	236,014	\$ _	\$ 236,014	\$ 232,048
Endowment contributions		4,716	50,000	54,716	3,966
Balance, end of year	\$	240,730	\$ 50,000	\$ 290,730	\$ 236,014

Statement of Cash Flows

Year ended December 31, 2022, with comparative information for 2021

	2022	2021
Cash flows from operating activities:		
Excess (deficiency) of revenue over expenses	\$ (279,407)	\$ 460,164
Item not involving cash:	,	,
Amortization of tangible capital assets	25,824	25,384
Amortization of intangible assets	26,710	31,843
Unrealized loss (gain) on investments	93,869	(10,844)
Loss on disposal of tangible capital assets	· -	3
Loss on disposal of intangible assets	_	30,550
Reversal of loan payable benefits (note 8)	10,000	_
Changes in non-cash operating working capital:		
Accounts receivable	(101,909)	232,805
Inventories		2,961
Prepaid expenses	(7,213)	(38,536)
Accounts payable and accrued liabilities	96,650	(91,495)
Deferred revenue	156,112	(185,495)
Deferred contributions	_	(20,983)
Deferred lease inducement	(8,012)	(8,011)
	12,624	428,346
Cash flows from investing activities:		
Acquisition of tangible capital assets	(14,624)	_
Net acquisition of investments	(74,064)	(527,246)
	(88,688)	(527,246)
Cash flows from financing activities:		
Endowment contributions	4,716	3,966
Funds held in trust	_	50,000
	4,716	53,966
Decrease in cash	(71,348)	(44,934)
Cash, beginning of year	493,382	538,316
Cash, end of year	\$ 422,034	\$ 493,382

Notes to Financial Statements

Year ended December 31, 2022

Canadian Association of Emergency Physicians (the "Association") is a not-for-profit organization incorporated without share capital under the Canada Not-for-profit Corporations Act. The Association's purpose is to improve and promote emergency health services in Canada. The Association is a registered charity under the Income Tax Act (Canada) and, as such, is exempt from income taxes and may issue income tax receipts to donors.

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) Revenue recognition:

The Association follows the deferral method of accounting for contributions for not-for-profit organizations. 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.

Revenue from professional development activities, CME roadshows, conferences and projects is recorded as conferences or professional development revenue in the year in which the roadshow, conference or project takes place.

Unrestricted investment income, including unrealized gains/losses on investments, is recognized as investment revenue when earned.

Revenue from membership fees is recognized over the year of membership.

Revenue related to the Canadian Journal of Emergency Medicine ("CJEM") is recognized as publishing revenue in the year the CJEM is published.

Endowment contributions are recognized as direct increases in net assets. The endowment fund balance represents the total cumulative amount of contributions received for the endowment.

Investment income, including unrealized gains/losses on investments, related to the Research Endowment Fund and the Ian Stiell Endowment Fund is deferred and recognized as revenue in the year in which the related expenses are incurred.

Notes to Financial Statements (continued)

Year ended December 31, 2022

1. Significant accounting policies (continued):

(b) Tangible capital assets:

Tangible capital assets are stated at cost less accumulated amortization. Amortization is provided on the basis of their useful lives using the diminishing balance basis at the following annual rates:

Asset	Useful life
Equipment	20%
Computer equipment	30%
Leasehold improvements	Straight Line

(c) Intangible assets:

Intangible assets are stated at cost less accumulated amortization. Amortization is provided on the basis of their useful lives using the following methods and annual rates:

Asset	Useful life
Websites CRM Fonteva	3 years straight-line basis 3 years straight-line basis
Trademark	10 years straight-line basis

(d) Impairment of tangible capital assets and intangible assets:

When a tangible capital asset or intangible 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 in the statement of operations.

(e) Deferred lease inducement:

The rent inducement, which is recorded as a reduction to rent expense in Rent, is deferred and amortized over the term of the lease.

(f) Deferred revenue:

Deferred membership fees are amounts received in advance of the membership year.

Deferred roadshow sponsorships and registrations are amounts received prior to the roadshow being held.

Deferred conference sponsorships are amounts received prior to the conference being held.

Deferred contributions are amounts received that have been externally designated to fund the following years' grants and awards. Internally restricted donations are recognized in the statement of operations in the year received.

Notes to Financial Statements (continued)

Year ended December 31, 2022

1. Significant accounting policies (continued):

(g) Financial instruments:

Financial instruments are recorded at fair value on initial recognition. Freestanding derivative instruments that are not in a qualifying hedging relationship and equity instruments that are quoted in an active market are subsequently measured at fair value. All other financial instruments are subsequently recorded at cost or amortized cost, unless management has elected to carry the instruments at fair value. The Association has not elected to carry any such financial instruments at fair value.

Transaction costs incurred on the acquisition of financial instruments measured subsequently at fair value are expensed as incurred. All other financial instruments are adjusted by transaction costs incurred on acquisition and financing costs, which are amortized using the straight-line method.

Financial assets are assessed for impairment on an annual basis at the end of the fiscal year if there are indicators of impairment. If there is an indicator of impairment, the Association determines if there is a significant adverse change in the expected amount or timing of future cash flows from the financial asset. If there is a significant adverse change in the expected cash flows, the carrying value of the financial asset is reduced to the highest of the present value of the expected cash flows, the amount that could be realized from selling the financial asset or the amount the Association expects to realize by exercising its right to any collateral.

If events and circumstances reverse in a future period, an impairment loss will be reversed to the extent of the improvement, not exceeding the initial carrying value.

(h) Use of estimates:

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets, liabilities, revenues and expenditures and disclosure of contingent assets and liabilities. Actual results could differ from those estimates. These estimates are reviewed annually and as adjustments become necessary, they are recorded in the financial statements in the period in which they become known.

Notes to Financial Statements (continued)

Year ended December 31, 2022

2. Investments:

		2022		2022		2021	2021
	Ca	rrying value	Cost		Carrying value		Cost
Short-term investments							
Cash	\$	3,272	\$	3,272	\$	18	\$ 18
Canadian Money Market Guaranteed Investment		164,414		164,414		1,359	1,359
Certificates		191,755		190,000		349,897	349,000
		359,441		357,686		351,274	350,377
Long-term investments							
Bond Pooled Funds		609,701		662,358		615,457	624,672
Canadian Equity Pooled Funds U.S. Equity		79,297		69,904		92,452	70,529
Pooled Funds International Equity		89,081		79,491		102,537	75,448
Pooled Funds Emerging Market		94,612		89,879		94,878	77,122
Pooled Funds Global Opportunity		29,910		37,834		27,417	27,250
Pooled Funds		2,168		2,311		_	_
		904,769		941,777		932,741	875,021
	\$	1,264,210	\$	1,299,463	\$	1,284,015	\$ 1,225,398

Short-term investments comprise guaranteed investment certificates which mature October 19, 2023 and bear interest at rates between 4.55% and 4.56% (2021 – 0.320% - 1.100%).

Notes to Financial Statements (continued)

Year ended December 31, 2022

3. Accounts receivable:

	2022	2021
Trade accounts receivable Canadian Emergency Wage Subsidy Canadian Emergency Rent Subsidy	\$ 100,653 _ _	\$ - 8,034 1,543
HST receivable	29,134	18,301
	\$ 129,787	\$ 27,878

Canadian Emergency Wage Subsidy ("CEWS") and Canadian Emergency Rent Subsidy ("CERS") receivables are related to the COVID-19 government subsidies. These subsidies ended last October 2021 resulting in \$Nil 2022 balances.

4. Tangible capital assets:

		Cost	 ccumulated mortization	2022 Net book value	2021 Net book value
Equipment Computer equipment Leasehold improvements	\$	87,113 60,783 81,897	\$ 48,378 42,232 28,665	\$ 38,735 18,551 53,232	\$ 48,419 11,878 61,421
_	\$	229,793	\$ 119,275	\$ 110,518	\$ 121,718

Cost and accumulated amortization as at December 31, 2021 amounted to \$215,169 and \$93,451, respectively.

Notes to Financial Statements (continued)

Year ended December 31, 2022

5. Intangible capital assets:

	Cost	 ccumulated mortization	2022 Net book value	2021 Net book value
Trademark Websites CRM Fonteva	\$ 34,590 61,597 69,753	\$ 17,196 61,597 69,753	\$ 17,394 - -	\$ 20,853 - 23,251
	\$ 165,940	\$ 148,546	\$ 17,394	\$ 44,104

Cost and accumulated amortization as at December 31, 2021 amounted to \$165,940 and \$121,836, respectively.

Websites and CRM Fonteva are still in use by the Association.

6. Accounts payable and accrued liabilities:

Included in accounts payable and accrued liabilities are government remittances payable of \$Nil (2021 - \$Nil) which include amounts payable for harmonized sales tax, Employer Health Tax and payroll-related remittances.

7. Deferred revenue:

		2022		2021
Manual and in Cons	Φ.	005 005	•	000 070
Membership fees	\$	285,335	\$	322,876
Roadshow sponsorships and registrations		149,280		2,745
Webinar revenue		75,300		_
Conference sponsorships		52,325		75,000
Advertising revenue		44,649		43,789
Partnership revenue		3,666		12,248
Network of Canadian Emergency Researchers revenue		2,215		_
	\$	612,770	\$	456,658

Notes to Financial Statements (continued)

Year ended December 31, 2022

8. Deferred government grant and loan payable:

During 2020, the Association received a \$40,000 loan under the provisions of the Canada Emergency Business Account ("CEBA"). The program was launched by the Government of Canada in 2020 to provide financing to qualifying small businesses and not-for-profit organizations to ease the financial strain experienced as a result of the COVID-19 pandemic.

The loan, which was provided by Scotiabank, is non-interest bearing, unsecured and guaranteed by the Government of Canada. During 2022, the Association was directed to repay the full loan of \$40,000 by December 31, 2023.

During 2020, the Association recorded grant income of \$10,000 related to the forgivable portion of the loan. During 2022, the Association was advised that they were not eligible for the forgivable portion, and therefore \$10,000 was reversed and added to the loan payable with the charge going to other revenue as a reversal. The \$1,829 (2021 - \$1,828) balance of the interest-free benefit of the loan was also recognized as income with an offsetting interest expense in bank and credit card charges expenses. The \$1,829 interest-free benefit of the loan was also reversed resulting to \$Nil (2021 - \$1,829) deferred government grant and an increase of the same amount in loan payable.

9. Commitments:

The Association entered into an operating lease for office space expiring September 30, 2029. Future minimum lease payments on basic rent total \$373,653 and include the following payments over the next five years:

2023	\$	48,924
2024	Ψ	51,058
2025		51,756
2026		53,884
2027		54,593
2028 and Thereafter		113,438
	\$	373,653

Commitments Related to Future Conference Agreements:

The Association has entered into multiple agreements for future conferences for which the Association would be subject to cancellation fees totaling \$748,262 (2021 - \$657,351).

Notes to Financial Statements (continued)

Year ended December 31, 2022

10. Net assets

(a) Unrestricted net assets:

Unrestricted net assets account for current operations and programs as well as the Association's general operations. In 2021, an amount equal to the excess of revenue over expenses was transferred to the Operational Fund.

(b) Operational Fund:

The Operational Fund was established by the Board of Directors to maintain sufficient resources to continue operations in the event of a catastrophic occurrence or sustained economic downturn. The fund balance represents the amount available to the Association to meet its contractual obligations in the event that the Association discontinues operations.

(c) Annual Fund:

The Annual Fund was established by the Board of Directors to help fund the annual CAEP Grant Competition and Research Abstract Awards.

In the year, the annual fund had revenue of \$3,908 (2021 - \$41,611) and expenses of \$Nil (2021 - \$19,300)

(d) Strategic Fund:

The Strategic Fund was established by the Board of Directors to fund future strategic initiatives as approved by the Board of Directors.

(e) Research Endowment Fund:

The Research Endowment Fund was established to provide financial support for research in emergency medicine in Canada. The Association receives donations to this fund from members, industry, and the public. Investment income earned on this endowment is used to fund research grants and awards on an annual basis.

(f) Ian Stiell Endowment Fund:

The Ian Stiell Endowment Fund was established to provide financial support for the administration and awarding of the Ian Stiell Researcher of the Year Award.

In 2021, the Association received \$50,000 in contributions related to the Stiell Endowment Fund which was recorded as a Fund held in Trust. In 2022, the Association fulfilled the terms of the endowment fund agreement including establishing a separate account with their investment manager to hold the funds. As a result, the Association transferred the \$50,000 from Funds held in Trust to Endowment funds as an endowment contribution.

Notes to Financial Statements (continued)

Year ended December 31, 2022

12. Financial risks:

The Association is subject to the following risks from its financial instruments:

(a) Credit risk:

Credit risk refers to the risk that a counterparty may default on its contractual obligations resulting in a financial loss. The Association believes it is not subject to significant credit risk from its investments and accounts receivable. The Association has not set up an allowance for doubtful accounts on its accounts receivable. The credit risk has decreased as the impacts of the COVID-19 pandemic eased.

(b) Liquidity risk:

Liquidity risk is the risk that the Association will be unable to fulfill its obligations on a timely basis or at a reasonable cost. The Association manages its liquidity risk by monitoring its operating requirements. The Association prepares budget and cash forecasts to ensure it has sufficient funds to fulfill its obligations. The Association's investments are held in highly liquid securities.

(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 other price risk.

(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. The Association is exposed to currency risk on its foreign-based investments as disclosed in note 2.

(ii) 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 Association is exposed to interest rate risk on its interest-bearing investments as disclosed in note 2.

iii) Other price risk:

Other price risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices (other than those arising from interest rate risk or currency risk), whether those changes are caused by factors specific to the individual financial instrument or its issuer, or factors affecting all similar financial instruments traded in the market. The Association is exposed to other price risks on its equity investments disclosed in note 2 due to fluctuations in market prices.

Notes to Financial Statements (continued)

Year ended December 31, 2022

12. Financial risks (continued):

Management believes the Association is not subject to significant financial risks from financial instruments even though interest rate and other price risks have increased due to rising interest rates and increased variability in stock markets.

13. Comparative information:

Certain comparative information has been reclassified to conform to the presentation adopted for the current year.

Schedule of Program Costs

Year ended December 31, 2022, with comparative information for 2021

	2022	2021
Facilities, meals, and equipment	\$ 437,930	\$ 28,819
Editors	143,485	151,380
Speakers	138,131	76,495
Consulting	82,128	29,145
Development costs	79,414	62,353
Travel	59,599	3,805
General	24,667	3,405
Computer	10,186	63,174
President's allowance	7,500	21,375
	\$ 983,040	\$ 439,951