

**THE LIBERAL ASSOCIATION OF NOVA SCOTIA**  
**Financial Statements**  
**Year Ended December 31, 2018**

**THE LIBERAL ASSOCIATION OF NOVA SCOTIA**  
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**Year Ended December 31, 2018**

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## INDEPENDENT AUDITOR'S REPORT

To the Official Agent and Members of The Liberal Association of Nova Scotia

### *Qualified Opinion*

We have audited the financial statements of The Liberal Association of Nova Scotia (the Association), which comprise the statements of financial position as at December 31, 2018 and 2017, and the statements of receipts and expenditures, changes in net assets and cash flow for the years then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the possible effects of the matter described in the *Basis for Qualified Opinion* section of our report, the accompanying financial statements present fairly, in all material respects, the financial position of the Association as at December 31, 2018 and 2017, and the results of its operations and its cash flow for the years then ended in accordance with Canadian accounting standards for not-for-profit organizations.

### *Basis for Qualified Opinion*

In common with many political organizations, the Association derives revenue from donations and fundraising the completeness of which is not susceptible of satisfactory audit verification. Accordingly, our verification of these revenues was limited to the amounts recorded in the records of the Association and we were not able to determine whether any adjustments might be necessary to contributions, excess of revenues over expenses, current assets and net assets.

We conducted our audits 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 Association in accordance with the ethical requirements that are relevant to our audits of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with those requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

### *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 Association's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Association or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Association'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:

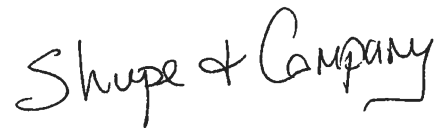
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Independent Auditor's Report to the Official Agent and Members of The Liberal Association of Nova Scotia  
(continued)

- 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 Association'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 Association'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 Association 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.

Dartmouth, Nova Scotia  
April 14, 2019



SHUPE & COMPANY  
Chartered Professional Accountants  
Licensed Public Accountants

**THE LIBERAL ASSOCIATION OF NOVA SCOTIA**  
**Statement of Receipts and Expenditures**  
**Year Ended December 31, 2018**

	Unrestricted	Invested in Capital Assets	Internally restricted election fund	Total 2018	Total 2017
<b>Revenues</b>					
Contributions	\$ 314,264	\$ -	\$ 45,488	\$ 359,752	\$ 786,696
Province of Nova Scotia	281,573	-	-	281,573	317,059
The Federal Liberal Agency of Canada overhead reimbursement	89,891	-	-	89,891	90,000
Fundraising events	71,202	-	-	71,202	81,425
Annual general meeting	61,742	-	-	61,742	30,161
HST recovery	18,832	-	-	18,832	151,449
Interest income	-	-	1,982	1,982	1,587
Miscellaneous	210	-	-	210	1,352
Candidate election expense reimbursement	-	-	-	-	817,794
	<b>837,714</b>	<b>-</b>	<b>47,470</b>	<b>885,184</b>	<b>2,277,523</b>
<b>Transfers to constituencies and candidates</b>	<b>115,168</b>	<b>-</b>	<b>-</b>	<b>115,168</b>	<b>390,351</b>
	<b>722,546</b>	<b>-</b>	<b>47,470</b>	<b>770,016</b>	<b>1,887,172</b>
<b>Expenditures</b>					
Amortization	-	1,180	-	1,180	2,731
Annual general meeting	59,608	-	-	59,608	52,527
Bad debt	2,692	-	-	2,692	-
By-election	-	-	6,140	6,140	-
Commissions - Women's, Youth, and Senior's	5,289	-	-	5,289	3,650
Election	-	-	-	-	1,397,329
Election readiness	2,000	-	-	2,000	28,366
Equipment rentals and maintenance	3,654	-	-	3,654	4,204
Finance charges	16,507	-	288	16,795	31,300
Fundraising events	42,044	-	-	42,044	52,711
Leader's office	15,898	-	-	15,898	29,051
Meetings	3,006	-	-	3,006	1,099
Office	78,395	-	-	78,395	67,787
Postage	1,107	-	-	1,107	2,319
Professional fees	17,618	-	-	17,618	22,165
Rent	44,839	-	-	44,839	36,787
Salaries and benefits	289,466	-	-	289,466	319,315
Sundry	2,302	-	-	2,302	3,480
Telephone	10,248	-	-	10,248	10,720
Travel	55,787	-	-	55,787	47,092
	<b>650,460</b>	<b>1,180</b>	<b>6,428</b>	<b>658,068</b>	<b>2,112,633</b>
<b>Excess (deficiency) of revenues over expenditures</b>	<b>\$ 72,086</b>	<b>\$ (1,180)</b>	<b>\$ 41,042</b>	<b>\$ 111,948</b>	<b>\$ (225,461)</b>

See notes to financial statements

**THE LIBERAL ASSOCIATION OF NOVA SCOTIA**  
**Statement of Financial Position**  
**December 31, 2018**

	2018	2017
<b>ASSETS</b>		
<b>Current</b>		
Cash	\$ 123,450	\$ 142,127
Accounts receivable	36,566	23,005
Harmonized sales tax recoverable	18,832	151,449
Due from The Federal Liberal Agency of Canada	-	92,692
Prepaid expenses	1,702	3,071
	<u>180,550</u>	412,344
<b>Capital assets (Note 4)</b>	<b>1,412</b>	<b>1,892</b>
<b>Internally restricted cash (Note 5)</b>	<b><u>399,464</u></b>	<b><u>57,282</u></b>
	<b>\$ 581,426</b>	<b>\$ 471,518</b>
<b>LIABILITIES</b>		
<b>Current</b>		
Accounts payable	\$ 59,551	\$ 49,430
Deferred receipts - Province of Nova Scotia	67,353	79,514
	<u>126,904</u>	128,944
Commitments (Note 8)		
<b>NET ASSETS</b>		
Unrestricted	53,646	283,400
Invested in capital assets	1,412	1,892
Internally restricted election fund	399,464	57,282
	<u>454,522</u>	342,574
	<b>\$ 581,426</b>	<b>\$ 471,518</b>

ON BEHALF OF THE BOARD

 Director

 Director

See notes to financial statements )

**THE LIBERAL ASSOCIATION OF NOVA SCOTIA**  
**Statement of Changes in Net Assets**  
**Year Ended December 31, 2018**

	Unrestricted	Invested in capital assets	Internally restricted election fund	<b>2018</b>	2017
<b>Net assets - beginning of year</b>	\$ 283,400	\$ 1,892	\$ 57,282	<b>\$ 342,574</b>	\$ 568,035
Excess of receipts over expenditures	72,086	(1,180)	41,042	<b>111,948</b>	(225,461)
Purchase of capital assets	(700)	700	-	-	-
Transfers to election fund	(301,140)	-	301,140	-	-
<b>Net assets - end of year</b>	<b>\$ 53,646</b>	<b>\$ 1,412</b>	<b>\$ 399,464</b>	<b>\$ 454,522</b>	<b>\$ 342,574</b>

**THE LIBERAL ASSOCIATION OF NOVA SCOTIA**  
**Statement of Cash Flow**  
**Year Ended December 31, 2018**

	<b>2018</b>	<b>2017</b>
<b>Operating activities</b>		
Excess (deficiency) of receipts over expenditures	\$ 111,948	\$ (225,461)
Item not affecting cash:		
Amortization of capital assets	1,180	2,731
	<u>113,128</u>	<u>(222,730)</u>
Changes in non-cash working capital:		
Accounts receivable	(13,561)	2,975
Accounts payable	10,121	(145,136)
Deferred receipts	(12,161)	998
Prepaid expenses	1,369	(46)
Harmonized sales tax	132,617	(151,449)
Due from The Federal Liberal Agency of Canada	92,692	(33,736)
	<u>211,077</u>	<u>(326,394)</u>
	<u>324,205</u>	<u>(549,124)</u>
<b>Investing activity</b>		
Purchase of capital assets	(700)	-
<b>Increase (decrease) in cash</b>	<b>323,505</b>	<b>(549,124)</b>
<b>Cash - beginning of year</b>	<b>199,409</b>	<b>748,533</b>
<b>Cash - end of year</b>	<b>\$ 522,914</b>	<b>\$ 199,409</b>
<b>Cash consists of:</b>		
Cash	\$ 123,450	\$ 142,127
Internally restricted cash	399,464	57,282
	<u>\$ 522,914</u>	<u>\$ 199,409</u>



**THE LIBERAL ASSOCIATION OF NOVA SCOTIA**  
**Notes to Financial Statements**  
**Year Ended December 31, 2018**

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1. NATURE OF THE ORGANIZATION

The Association was incorporated on June 26, 2003 under the Societies Act of Nova Scotia and was established to secure good government by supporting the principles and policies of the Liberal Party and to secure the election of candidates to the Nova Scotia Legislative Assembly and the House of Commons. The Association continues to operate under the name Nova Scotia Liberal Party.

The Association is a not-for-profit organization under the Income Tax Act, and as such is not subject to either federal or provincial income taxes.

These financial statements include only the assets, liabilities and operations of the Association and therefore, do not include the assets, liabilities and operations of any provincial constituency.

2. BASIS OF PRESENTATION

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFP). Canadian accounting standards for not-for-profit organization are part of Canadian generally accepted accounting principals.

3. ACCOUNTING POLICIES

Capital assets

Capital assets are stated at cost less accumulated amortization. Capital assets are amortized over their estimated useful lives at the following rates and methods:

Furniture and equipment	5 years	straight-line method
Computer equipment	3 years	straight-line method
Leasehold improvements	5 years	straight-line method

The Association regularly reviews its capital assets to eliminate obsolete items.

Revenue recognition

The Association follows the deferral method of accounting for receipts.

Restricted receipts are recognized as revenue of the election fund in the year received. Unrestricted receipts are recognized as revenue of the appropriate fund when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

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**THE LIBERAL ASSOCIATION OF NOVA SCOTIA**  
**Notes to Financial Statements**  
**Year Ended December 31, 2018**

3. ACCOUNTING POLICIES *(continued)*

Fund accounting

Receipts and expenditures related to program delivery and administrative activities are reported in the Unrestricted Fund.

The Internally restricted election fund was established for the purpose of allocating funds which are to be used for any election purpose during a provincial general election or by-election. Receipts restricted for or otherwise designated by the Provincial Board for the fund are deposited to a separate bank account where they are maintained until needed.

The Capital asset fund reports the assets, liabilities, receipts, and expenditures related to the Association's capital assets.

Financial instruments policy

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealised gains and losses reported in income. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

Measurement uncertainty

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 amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of receipts and expenditures during the period. Actual results could differ from these estimates.

4. CAPITAL ASSETS

	Cost	Accumulated amortization	2018 Net book value	2017 Net book value
Furniture and equipment	\$ 12,893	\$ 11,947	\$ 946	\$ 1,892
Computer equipment	31,269	30,803	466	-
Leasehold improvements	7,330	7,330	-	-
	<u>\$ 51,492</u>	<u>\$ 50,080</u>	<u>\$ 1,412</u>	<u>\$ 1,892</u>

5. INTERNALLY RESTRICTED CASH

	2018	2017
Cash	\$ 17	\$ 17
TD Interest Savings Account, bearing interest at 0.75%	<u>399,447</u>	<u>57,265</u>
	<u>\$ 399,464</u>	<u>\$ 57,282</u>

**THE LIBERAL ASSOCIATION OF NOVA SCOTIA**  
**Notes to Financial Statements**  
**Year Ended December 31, 2018**

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6. BANK INDEBTEDNESS

The Association has a revolving line of credit of \$300,000. The facility bears interest at the bank's prime rate plus 1 percent per year, is payable on demand, and is secured by a general security agreement over all assets of the Association. The Association has access to credit cards with a combined limit of \$50,000, and if applicable, an interest rate of 15% on overdue payments and 23% on cash advances.

7. FINANCIAL INSTRUMENTS

The Association is exposed to various risks through its financial instruments which consists of cash, accounts receivable, a demand loan, accounts payable and accrued liabilities. It is management's opinion that the Association is not exposed to significant interest, credit, or liquidity risks arising from these financial instruments. The following analysis provides information about the Association's risk exposure and concentration as of December 31, 2018.

Credit risk

Credit risk is the risk that a third party will default on an obligation to the Association, causing the Association to incur a loss. In the normal course of its business, the Association incurs credit risk from trade debtors.

Interest rate risk

Interest rate risk is the risk that changes in interest rates will affect the fair market value or cash flow of the Association's financial instruments. The Association is primarily exposed to interest rate risk on a fixed rate cash equivalents for which fair market value may decrease if interest rates increase.

Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Association is exposed to this risk mainly in respect of its receipt of funds from its members and other related sources, bank indebtedness and demand loan, obligations under capital leases, and accounts payable.

**THE LIBERAL ASSOCIATION OF NOVA SCOTIA**  
**Notes to Financial Statements**  
**Year Ended December 31, 2018**

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8. LEASE COMMITMENTS

The Association has signed a lease for office equipment under an agreement which expires November 2023. The Association has signed a lease for its premises which expires in June 2021.

The minimum lease payments, excluding common area costs, required under these lease agreements for the next five years are approximately as follows:

	Office Equipment	Premises	Total
2019	\$ 2,160	\$ 20,993	\$ 23,153
2020	2,160	20,993	23,153
2021	2,160	10,497	12,657
2022	2,160	-	2,160
2023	1,620	-	1,620
	<u>\$ 10,260</u>	<u>\$ 52,483</u>	<u>\$ 62,743</u>