

**NATIONAL SERVICE DOG TRAINING  
CENTRE INC.**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED DECEMBER 31, 2013**



**SZCZEPSKI, RACOLTA & CO. LLP**  
CHARTERED ACCOUNTANTS

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## INDEPENDENT AUDITORS' REPORT

### To the Directors of National Service Dog Training Centre Inc.:

We have audited the accompanying financial statements of National Service Dog Training Centre Inc. which comprise of the statement of financial position as at December 31, 2013 and the statements of operations and surplus and cash flows for the year 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.

#### Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements 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. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### Basis for Qualified Opinion

In common with many not-for-profit organizations, the National Service Dog Training Centre Inc. derives a portion of its revenue from the general public in the form of fees, donations and fundraising events which are not susceptible to complete audit verification. Accordingly, our verification of these revenues was limited to the accounting for the amounts recorded in the records of the organization. The organization's amortization policy on the building is not in accordance with Canadian accounting standards for not-for-profit organizations, since the organization is not amortizing its building on 1286 Cedar Creek, Cambridge, Ontario. If amortization was recorded the current year's charge would be \$12,168. The cumulative effect of this policy change from 2009 on the property and surplus would be \$55,196.

## Qualified Opinion

In our opinion, except for the effects of the matter described in the basis for qualified opinion paragraph, the financial statements present fairly, in all material respects, the financial position of the organization as at December 31, 2013 and the results of its financial performance and cash flows for the year then ended in accordance with Canadian generally accepted accounting standards for not-for-profit organizations.



Cambridge, Ontario  
May 27, 2014

Szczepski, Racolta & Co. LLP  
Chartered Accountants  
Licensed Public Accountants



NATIONAL SERVICE DOG TRAINING CENTRE INC.  
(Incorporated under the laws of Ontario)

STATEMENT OF FINANCIAL POSITION

AS AT DECEMBER 31, 2013  
(With comparative figures as at 2012)

	2013	2012
<b>ASSETS</b>		
<b>CURRENT</b>		
Bank	\$ 81,469	\$ 74,654
Government remittances recoverable	<u>14,308</u>	<u>12,866</u>
	95,777	87,520
<b>PROPERTY AND EQUIPMENT (note 2)</b>	<u>569,174</u>	<u>560,864</u>
	<u>\$ 664,951</u>	<u>\$ 648,384</u>

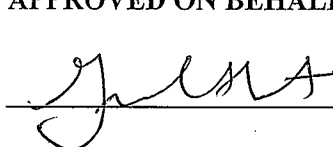
**LIABILITIES**

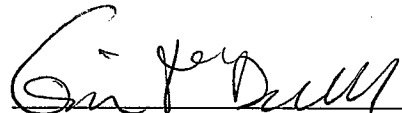
<b>CURRENT</b>		
Bank indebtedness (note 3)	\$ -	\$ 75,000
Accounts, payable and accrued	23,742	35,562
Deferred revenue (note 1)	58,800	-
Scheduled repayments due within one year (note 4)	<u>12,122</u>	<u>32,263</u>
	94,664	142,825
<b>LONG-TERM DEBT (note 4)</b>	<u>229,402</u>	<u>225,736</u>
	<u>324,066</u>	<u>368,561</u>

**ORGANIZATION'S EQUITY**

<b>SURPLUS</b>	<u>340,885</u>	<u>279,823</u>
	<u>\$ 664,951</u>	<u>\$ 648,384</u>

APPROVED ON BEHALF OF THE BOARD:

 Director

 Director

(See accompanying notes to financial statements)

NATIONAL SERVICE DOG TRAINING CENTRE INC.

STATEMENT OF OPERATIONS AND SURPLUS

FOR THE YEAR ENDED DECEMBER 31, 2013

(With comparative figures for 2012)

	2013	2012
<b>REVENUE</b>		
General donations	\$ 450,043	\$ 354,353
Fees	12,478	13,478
Gifts-in-kind	85,000	110,562
Events	<u>166,553</u>	<u>165,519</u>
	<u>714,074</u>	<u>643,912</u>
<b>EXPENDITURE</b>		
Amortization	1,732	2,777
Animal care	47,003	51,266
Client services	39,554	46,722
General	69,244	47,556
Interest on long-term debt (note 4)	15,550	15,868
Marketing and fund raising material	19,001	17,801
Occupancy costs	36,000	31,810
Salaries and wages	339,928	322,007
Supplies, gifts-in-kind	<u>85,000</u>	<u>108,050</u>
	<u>653,012</u>	<u>643,857</u>
<b>SURPLUS OF REVENUE OVER EXPENDITURE</b>	<b>61,062</b>	<b>55</b>
<b>SURPLUS, beginning</b>	<u>279,823</u>	<u>279,768</u>
<b>SURPLUS, ending</b>	<u>\$ 340,885</u>	<u>\$ 279,823</u>

(See accompanying notes to financial statements)

**NATIONAL SERVICE DOG TRAINING CENTRE INC.**

**STATEMENT OF CASH FLOWS**

**FOR THE YEAR ENDED DECEMBER 31, 2013**

**(With comparative figures for 2012)**

	2013	2012
<b>OPERATING ACTIVITIES</b>		
Surplus of revenue over expenditure for the year	\$ 61,062	\$ 55
Charges to surplus not requiring cash:		
Amortization	<u>1,732</u>	<u>2,777</u>
	62,794	2,832
<b>CHANGES IN NON-CASH WORKING CAPITAL</b>		
Decrease in temporary investments	-	689
Increase in government remittances recoverable	(1,442)	(473)
(Decrease) increase in accounts, payable and accrued	(11,820)	15,956
Increase in deferred revenue	<u>58,800</u>	<u>-</u>
Cash from operating activities	<u>108,332</u>	<u>19,004</u>
<b>FINANCING ACTIVITIES</b>		
Proceeds from long-term debt	245,442	-
Repayments of long-term debt	<u>(261,917)</u>	<u>(39,077)</u>
Cash used in financing activities	<u>(16,475)</u>	<u>(39,077)</u>
<b>INVESTING ACTIVITIES</b>		
Purchases of property and equipment	<u>(10,042)</u>	<u>(2,474)</u>
Cash used in investing activities	<u>(10,042)</u>	<u>(2,474)</u>
<b>INCREASE (DECREASE) IN CASH</b>	81,815	(22,547)
<b>BANK (BANK INDEBTEDNESS), beginning</b>	<u>(346)</u>	<u>22,201</u>
<b>BANK (BANK INDEBTEDNESS), ending</b>	\$ <u>81,469</u>	\$ <u>(346)</u>
<b>REPRESENTED BY:</b>		
Bank	\$ 81,469	\$ 74,654
Bank indebtedness	<u>-</u>	<u>(75,000)</u>
	\$ <u>81,469</u>	\$ <u>(346)</u>

(See accompanying notes to financial statements)

NATIONAL SERVICE DOG TRAINING CENTRE INC.

NOTES TO FINANCIAL STATEMENTS

AS AT DECEMBER 31, 2013

**PURPOSE OF THE ORGANIZATION**

The organization is incorporated without share capital under the laws of the Province of Ontario as a not for profit organization to operate a facility providing training of service dogs for individuals with disabilities.

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

These financial statements have been prepared in accordance with Canadian generally accepted accounting standards for not-for-profit organizations and reflect the following policies:

(a) Property and equipment and amortization

Property and equipment are recorded at cost. Amortization is provided at the following annual rates:

Office equipment	- 20% declining balance basis
Kennel equipment	- 20% declining balance basis
Vehicles	- 30% declining balance basis
Computer equipment	- 30% declining balance basis
Fencing	- 20% declining balance basis
Building, 1286 Cedar Creek	- not amortized
Maintenance equipment	- 20% declining balance basis

Amortization is calculated at one-half of the normal rate in the year of acquisition.

The building has been appraised by the Municipal Property Assessment Corporation at a value of \$611,750 which is in excess of its net book value of \$562,297. Accordingly, no amortization will be recorded in order to realistically disclose the organization's capital investment.

(b) Impairment of long-lived assets

A long-lived asset is tested for impairment whenever events or changes in circumstances indicate that its carrying amount may not be recoverable. An impairment loss is recognized when the asset no longer has long-term service potential to the organization. No impairment has been recognized on long-lived assets.

(c) Measurement of financial instruments

The organization initially measures its financial assets and liabilities at fair value. The organization subsequently measures all its financial assets and liabilities at amortized cost. Financial assets measured at amortized cost include bank. Financial liabilities measured at amortized cost include accounts payable and long-term debt. The organization has not designated any financial assets or liabilities to be subsequently measured at fair value.

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NATIONAL SERVICE DOG TRAINING CENTRE INC.

NOTES TO FINANCIAL STATEMENTS

AS AT DECEMBER 31, 2013

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued

(d) Revenue recognition

The organization's activities are supported through donations, grants and fundraising activities.

The organization follows the deferral method of accounting for contributions.

The organization recognizes revenue when the amount of revenue can be measured reliably and collectability is reasonably assured. Revenue is measured at the fair value of consideration received or receivable.

General donations are recognized in the period in which they are received. Restricted donations are recognized as deferred revenue in the period in which the donation is received and then are recognized as revenue as the expenses are incurred.

Gifts-in-kind are recognized at their estimated fair value when the goods are received. As there is often no readily available fair market for these goods, the Board uses its expertise and knowledge to estimate the fair value. The offsetting expense is always equal to the fair value.

Event revenue is recognized when the event revenue is earned, the amount collectible is known, and any performance of services have been completed.

(e) Income taxes

The organization is a registered charity under the Income Tax Act and is exempt from income tax.

(f) Measurement uncertainty

The preparation of financial statements in conformity with Canadian generally accepted accounting standards for not-for-profit organizations requires the organization's management to make estimates and assumptions that affect the amounts reported in the financial statements and related notes to the financial statements. Actual results may differ from these estimates. Items material to the financial statements that require the use of estimates include the useful lives of property and equipment.

2. PROPERTY AND EQUIPMENT

	Cost	Accumulated Amortization	2013 Net Book Value	2012 Net Book Value
Building, 1286 Cedar Creek	\$ 400,297	\$ 38,000	\$ 362,297	\$ 352,256
Computer equipment	8,756	8,394	362	517
Fencing	711	688	23	28
Kennel equipment	2,225	2,098	127	158
Land, 1286 Cedar Creek	200,000	-	200,000	200,000
Maintenance equipment	1,500	150	1,350	1,350
Office equipment	10,934	9,855	1,079	1,349
Vehicles	<u>65,228</u>	<u>61,292</u>	<u>3,936</u>	<u>5,206</u>
	<u>\$ 689,651</u>	<u>\$ 120,477</u>	<u>\$ 569,174</u>	<u>\$ 560,864</u>

NATIONAL SERVICE DOG TRAINING CENTRE INC.

NOTES TO FINANCIAL STATEMENTS

AS AT DECEMBER 31, 2013

3. BANK INDEBTEDNESS

The organization has an available operating loan facility from the TD Commercial Banking in the amount of \$140,000. Interest is charged on outstanding balances at prime plus 3%. Balance is due on demand and is secured by a general security agreement, limited first charge on 1286 Cedar Creek Road, Cambridge, Ontario in the amount of \$390,000 and assignment of fire insurance in the amount of \$390,000. As at December 31, 2013, there was no balance outstanding. The carrying value of security is \$562,297.

4. LONG-TERM DEBT

	2013	2012
TD Commercial Banking loan - repayable in monthly payments of \$1,837 principal plus interest, interest at 4.21%, due August 2028, secured by land and building at 1286 Cedar Creek Road, Cambridge, Ontario. The carrying value of the security is \$562,297.	\$ 241,524	\$ -
Royal Bank loan was paid in full during the year	-	44,056
Royal Bank first mortgage was paid in full during the year	<u>-</u>	<u>213,943</u>
	241,524	257,999
Less scheduled repayments due within one year	<u>12,122</u>	<u>32,263</u>
	<u>\$ 229,402</u>	<u>\$ 225,736</u>

Interest expense for the above loans totalled approximately \$15,550 (2012 - \$15,868). Principal payments are as follows:

2014	\$ 12,122
2015	12,632
2016	13,174
2017	13,739
2018	14,328
thereafter	<u>175,529</u>
	<u>\$ 241,524</u>

5. DONATED GOODS AND SERVICES

The work of the organization is dependent on volunteer services of the Board of Directors, various committees and other volunteers. The organization is now recording donated gifts-in-kind, which were not recorded prior to 2011. However, the nature of other volunteer services provided is not verifiable and therefore is not recognized in these financial statements.

6. FINANCIAL INSTRUMENT RISKS

(a) Credit risk

Credit risk refers to the risk that other parties may default on their financial obligations.

The company is exposed to credit risk on its bank balance.

Credit risk associated with bank is minimized substantially by ensuring that these assets are invested in a major financial institution.

The extent of the company's exposure to credit risk did not change in 2013.

NATIONAL SERVICE DOG TRAINING CENTRE INC.

NOTES TO FINANCIAL STATEMENTS

AS AT DECEMBER 31, 2013

(b) Currency risk

Currency risk refers to the risk that the fair value of financial instruments will fluctuate in value relative to the Canadian dollar due to changes in foreign exchange rates. The company is exposed to currency risk on the following foreign balances in financial instruments.

The company is not exposed to significant currency risk.

The extent of the company's exposure to currency risk did not change in 2013.

(c) Interest rate risk

Interest rate risk refers to the risk that the fair value of the financial instruments will fluctuate due to changes in market interest rates.

The company is exposed to interest rate risk on their bank indebtedness and long-term debt facilities which are based on the TD Bank prime rate of interest. A 1% increase in the prime rate would increase interest rate expense approximately \$2,400.

The extent of the company's exposure to interest rate risk did not change in 2013.

(d) Liquidity risk

Liquidity risk refers to the risk that the company will not be able to meet a demand for cash or fund its obligations as they come due. Liquidity risk also includes the risk of the company not being able to liquidate assets in a timely manner at a reasonable price.

The company meets its liquidity requirements by monitoring cash flows from operations, anticipating investing and financing activities and holding assets that can be readily converted into cash. The company has a credit facility in place should it be required to meet temporary fluctuations in cash requirements (see Note 3).

The extent of the company's exposure to liquidity risk did not change in 2013.

(e) Other price risk

Other price risk refers to 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 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 instruments traded in the market.

The company is not exposed to significant other price risks.

The extent of the company's exposure to other price risk did not change in 2013.

(f) Market risk

Market risk refers to the risk that the fair value of financial instruments will fluctuate because of changes in market prices. Market risk comprises of three types of risk: currency risk, interest rate risk and other price risk.

The company is not exposed to significant market risks.

The extent of the company's exposure to market risk did not change in 2013.