

Financial Statements of

**COLLEGE OF APPLIED BIOLOGY**

And Independent Auditor's Report thereon

Year ended December 31, 2023



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## **INDEPENDENT AUDITOR'S REPORT**

To the Members of College of Applied Biology

### ***Opinion***

We have audited the financial statements of College of Applied Biology (the Entity), which comprise:

- the statement of financial position as at December 31, 2023
- the statement of operations and changes in net assets for the year then ended
- the statement of cash flows for the year then ended
- and notes 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, 2023, and its results of operations 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.

### ***Responsibilities of Management 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.

### ***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 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.



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- 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.
- 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.

*KPMG LLP*

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Chartered Professional Accountants

Victoria, Canada

March 22, 2024

# COLLEGE OF APPLIED BIOLOGY

## Statement of Financial Position

December 31, 2023, with comparative information for 2022

	2023	2022
<b>Assets</b>		
Current assets:		
Cash	\$ 896,878	\$ 791,979
Short-term investments (note 2)	1,022,678	1,116,894
Accounts receivable	378,421	263,221
Prepaid expenses and deposits	42,246	25,449
	<u>2,340,223</u>	<u>2,197,543</u>
Tangible capital assets (note 3)	24,188	22,446
Intangible assets (note 4)	32,282	39,232
	<u>\$ 2,396,693</u>	<u>\$ 2,259,221</u>

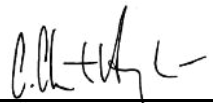
## Liabilities and Net Assets

Current liabilities:		
Accounts payable and accrued liabilities (note 5)	\$ 143,999	\$ 127,599
Deferred revenue (note 6)	1,149,575	1,067,416
	<u>1,293,574</u>	<u>1,195,015</u>
Net assets:		
Operating fund	460,364	435,597
Capital fund	56,470	61,678
Contingency fund	19,793	35,000
Legal contingency fund	566,492	531,931
	<u>1,103,119</u>	<u>1,064,206</u>
Commitments (note 9)		
	<u>\$ 2,396,693</u>	<u>\$ 2,259,221</u>

See accompanying notes to financial statements.

On behalf of the Committee:

  
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# COLLEGE OF APPLIED BIOLOGY

## Statement of Operations and Changes in Net Assets

Year ended December 31, 2023, with comparative information for 2022

	Operating fund	Capital fund	Contingency fund	Legal contingency fund	Total 2023	Total 2022
<b>Revenue:</b>						
Annual dues	\$ 1,302,616	\$ -	\$ -	\$ -	\$ 1,302,616	\$ 1,126,625
Course fees	172,550	-	-	-	172,550	157,700
Application	161,890	-	-	-	161,890	128,378
Conference	78,815	-	-	-	78,815	46,010
Other fees	49,074	-	-	-	49,074	35,160
Interest income	24,403	-	-	23,061	47,464	17,907
	<u>1,789,348</u>	<u>-</u>	<u>-</u>	<u>23,061</u>	<u>1,812,409</u>	<u>1,511,780</u>
<b>Expenses:</b>						
Advertising	9,487	-	-	-	9,487	12,412
Amortization	-	16,417	-	-	16,417	15,973
Bank charges and processing fees	44,491	-	-	-	44,491	42,983
Conference	104,004	-	-	-	104,004	70,389
Council and committee meetings	132,555	-	-	-	132,555	105,528
Database and website	49,817	-	-	-	49,817	26,765
Insurance	11,270	-	-	-	11,270	9,569
Office and general	144,023	-	-	-	144,023	99,139
Professional fees	66,249	-	-	-	66,249	59,539
Rent	42,577	-	15,207	-	57,784	43,266
Salaries and benefits	1,126,432	-	-	-	1,126,432	891,580
Training (note 8)	10,967	-	-	-	10,967	17,624
	<u>1,741,872</u>	<u>16,417</u>	<u>15,207</u>	<u>-</u>	<u>1,773,496</u>	<u>1,394,767</u>
Excess (deficiency) of revenues over expenses	47,476	(16,417)	(15,207)	23,061	38,913	117,013
Net assets, beginning of year	435,597	61,678	35,000	531,931	1,064,206	947,193
Interfund transfers	(22,709)	11,209	-	11,500	-	-
<b>Net assets, end of year</b>	<b>\$ 460,364</b>	<b>\$ 56,470</b>	<b>\$ 19,793</b>	<b>\$ 566,492</b>	<b>\$ 1,103,119</b>	<b>\$ 1,064,206</b>

See accompanying notes to financial statements.

# COLLEGE OF APPLIED BIOLOGY

## Statement of Cash Flows

Year ended December 31, 2023, with comparative information for 2022

	2023	2022
Cash provided by (used in):		
Operations:		
Excess of revenues over expenses	\$ 38,913	\$ 117,013
Item not involving cash:		
Amortization	16,417	15,973
	55,330	132,986
Changes in non-cash operating working capital:		
Increase in accounts receivable	(115,200)	(2,050)
Decrease (increase) in prepaid expenses and deposits	(16,797)	16,567
Increase in accounts payable and accrued liabilities	16,400	56,622
Increase in deferred revenue	82,159	157,721
	21,892	361,846
Investing:		
Change in short-term investments	94,216	(213,511)
Purchase of tangible capital assets	(11,209)	(8,345)
	83,007	(221,856)
Increase in cash	104,899	139,990
Cash, beginning of year	791,979	651,989
Cash, end of year	\$ 896,878	\$ 791,979

See accompanying notes to financial statements.

# COLLEGE OF APPLIED BIOLOGY

Notes to Financial Statements

Year ended December 31, 2023

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## **Nature of operations:**

College of Applied Biology (the "College") was created under the College of Applied Biology Act that was signed into law by the Provincial Legislature of British Columbia (the "Act"). The Professional Governance Act ("PGA") took effect on February 5, 2021 after receiving Royal Assent on November 27, 2018, which resulted in the repeal of the Act. The PGA provides a consistent governance framework for self-regulating professions that incorporates best practices of professional governance. The PGA currently governs the six regulatory bodies overseeing agrologists, applied biologists, applied science technologists and technicians, architects, engineers and geoscientists, and forest professionals. The College is a regulatory body included under the PGA.

As a professional regulator, the College is committed to acting in the best interests of the public, by ensuring that all members apply, represent and maintain the highest ethical standards of professional conduct and competence.

The College is exempt from income taxes under the Income Tax Act.

## **1. Significant accounting policies:**

These financial statements are prepared in accordance with Canadian accounting standards for not-for-profit organizations. The College's significant accounting policies are as follows:

### **(a) Fund accounting:**

The College follows the restricted fund method of accounting using the following funds:

- Operating Fund: this fund reports the revenues and expenses related to administrative and operational activities;
- Capital Fund: this fund reports the revenues and expenses related to tangible and intangible assets;
- Contingency Fund: this is an internally restricted fund that has been established to finance any deficiencies in operations and is the resource before raising member dues; and
- Legal Contingency Fund: this is an internally restricted fund that has been established to finance legal costs that may be incurred on behalf of the College.

### **(b) Cash and cash equivalents:**

Cash and cash equivalents consist of cash, bank overdrafts and investments in money market or other short-term instruments or investments with an original maturity of less than 90 days.



# COLLEGE OF APPLIED BIOLOGY

Notes to Financial Statements (continued)

Year ended December 31, 2023

## 1. Significant accounting policies (continued):

### (c) Short-term investments:

Short-term investments consist of term deposits maturing within one year and are stated at cost, which together with accrued interest income approximates fair value given the short-term nature of these investments.

### (d) Capital assets:

Purchased capital assets are recorded at cost. Contributed capital assets are recorded at fair value at the date of contribution. Assets acquired under capital leases are amortized over the estimated life of the assets or over the lease term, as appropriate. Repairs and maintenance costs are charged to expense. Betterments which extend the estimated life of an asset are capitalized. When a capital asset no longer contributes to the College's ability to provide services, its carrying amount is written down to its residual value.

Capital assets are amortized on following methods and annual rates:

Asset	Method	Rate
Computer equipment	Straight-line	3 years
Furniture and fixtures	Declining balance	20%
Leasehold improvements	Straight-line	5 years
Equipment	Declining balance	20%
Computer software	Straight-line	3 years

The estimated useful lives of assets are reviewed by management and adjusted if necessary.

### (e) Intangible assets:

The carrying amount of an intangible asset, whose life is determined to be indefinite, is tested for recoverability whenever events or changes in circumstances indicate that the carrying amount may exceed its fair value. An impairment loss is recognized when the asset's carrying amount exceeds its fair value. Impairment losses are not subsequently reversed.

Intangible assets are amortized on following methods and annual rates:

- Registrants database - Straight-line over 10 years
- Ethics course - Straight-line over 3 years

# COLLEGE OF APPLIED BIOLOGY

Notes to Financial Statements (continued)

Year ended December 31, 2023

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## 1. Significant accounting policies (continued):

### (f) Revenue recognition:

Annual dues and application fees are recognized as revenue in the Operating Fund when received or receivable. Annual dues and application fees received in advance of the year to which they relate are recorded as deferred revenue.

Course fees are recognized as revenue in the Operating Fund at the time the services are provided or the products are delivered, and collection is reasonably assured.

Other fees are recognized as revenue in the Operating Fund in the period received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Restricted revenue related to operations other than endowment contributions is recognized as revenue in the Operating Fund in the year in which the related expenses are recognized. All other restricted contributions are recognized as revenue of the appropriate restricted fund when received or receivable.

Investment income is recognized as revenue in the appropriate fund when earned.

### (g) Government assistance:

Government assistance related to current expenses and revenue is included in the determination of excess of revenues over expenses for the period. Government assistance related to capital expenditures is recorded as reduction of the cost of the related item of capital assets.

### (h) Financial instruments:

Financial instruments are recorded at fair value on initial recognition. Investments 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.

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.

# COLLEGE OF APPLIED BIOLOGY

Notes to Financial Statements (continued)

Year ended December 31, 2023

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## 1. Significant accounting policies (continued):

### (h) Financial instruments (continued):

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 College 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 College 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.

### (i) 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 which 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 period. Actual results could differ from those estimates.

## 2. Short-term investments:

Short-term investments consist of redeemable guaranteed investment certificates with interest rates ranging from 4.25% to 5.67% maturing between March 22, 2024 and October 23, 2025.

The short-term investments are separated into the following funds:

	2023	2022
Operating Fund	\$ 554,959	\$ 571,613
Legal Fund	440,796	529,936
Accrued interest	26,923	15,345
	<u>\$ 1,022,678</u>	<u>\$ 1,116,894</u>

# COLLEGE OF APPLIED BIOLOGY

Notes to Financial Statements (continued)

Year ended December 31, 2023

### 3. Tangible capital assets:

			2023	2022
	Cost	Accumulated amortization	Net book value	Net book value
Computer equipment	\$ 52,227	\$ 38,960	\$ 13,267	\$ 11,463
Furniture and fixtures	35,841	26,849	8,992	6,579
Leasehold improvements	7,187	7,187	-	2,036
Equipment	3,844	1,915	1,929	2,368
	\$ 99,099	\$ 74,911	\$ 24,188	\$ 22,446

### 4. Intangible assets:

	2023	2022
Registration database	\$ 49,665	\$ 49,665
Ethics course content	7,140	7,140
	56,805	56,805
Accumulated amortization	(24,523)	(17,573)
	\$ 32,282	\$ 39,232

### 5. Accounts payable and accrued liabilities:

Included in accounts payable and accrued liabilities as at December 31, 2023 are government remittances payable of \$22,349 (2022 – \$15,945) relating to federal and provincial sales taxes, payroll taxes, health taxes and workers' safety insurance.

### 6. Deferred revenue:

Deferred revenue represents funds received in advance for 2024 annual dues and application fees. The amounts will be recognized as revenue in 2024.

# COLLEGE OF APPLIED BIOLOGY

Notes to Financial Statements (continued)

Year ended December 31, 2023

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## 7. Employee future benefits:

The College is a participating employer in the British Columbia Public Service Pension Plan ("PSPP"), a jointly trusteesd pension plan. The pension plan is a multi-employer plan and as a result, required contributions are expensed as incurred. The plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and costs to individual employers participating in the plan.

Every three years an actuarial valuation is performed to assess the financial position of the plan and the adequacy of the plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate is then adjusted to the extent there is amortization of any funding deficit.

The most recent actuarial valuation for the plan at March 31, 2023 indicated a surplus of approximately \$4,491 million. The plan covers approximately 66,000 active members. The next actuarial valuation of the plan will be as of March 31, 2026.

Contributions to the PSPP of \$72,891 (2022 - \$57,334) were expensed during the year.

## 8. Government assistance:

During the year, the College recognized a government grant of \$35,000 (2022 - \$15,000), which has been recorded as a reduction of the Legal Requirements course costs (2022 - Indigenous Awareness course costs).

## 9. Lease commitments:

The College is committed to minimum annual lease payments under various operating leases over the next five years, as follows:

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2024	\$	68,443
2025		68,443
2026		70,245
2027		69,351
2028		68,457

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# COLLEGE OF APPLIED BIOLOGY

Notes to Financial Statements (continued)

Year ended December 31, 2023

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## 10. Endowment fund with Victoria Foundation:

In 2014, the College established the Linda Michaluk Scholarship Fund with the Victoria Foundation, a permanent endowment fund, with an initial gift of \$10,000. The purpose of the scholarship is to provide financial assistance to a Master or Doctor of Philosophy degree candidate at a Canadian university whose project advances science-informed decisions/decision making in the public interest with respect to natural resources in Canada.

	2023	2022
Balance, beginning of year	\$ 34,105	\$ 25,232
Contributions	2,608	11,500
Investment gain (loss)	4,142	(2,627)
Scholarships awarded	(2,500)	-
Balance, end of year	\$ 38,355	\$ 34,105

## 11. Financial risks and concentration of risk:

The maximum credit risk exposure for the College's financial assets is the carrying value of those assets. To reduce credit risk, cash and cash equivalents and short-term investments are only held at major financial institutions.

It is management's opinion that the College is not exposed to significant interest rate or foreign exchange risk.

There have been no changes in exposures to risk since the prior year.