



Financial statements

Association of Part-Time Undergraduate Students
of the University of Toronto

April 30, 2020

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Independent auditor's report

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To the Board of Directors of
Association of Part-Time Undergraduate Students of the University of Toronto

Opinion

We have audited the financial statements of **Association of Part-Time Undergraduate Students of the University of Toronto** (the "Association"), which comprise the statement of financial position as at April 30, 2020, and the statements of operations and changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of **Association of Part-Time Undergraduate Students of the University of Toronto** as at April 30, 2020, and its results of its 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 report. We are independent of the Association 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 and Those Charged with Governance 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.

In preparing the financial statements, management is responsible for assessing the Association'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 Association or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing 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:

- 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.

Grant Thornton LLP

Toronto, Canada
October 28, 2020

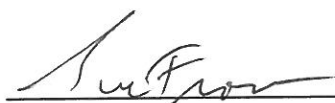
Chartered Professional Accountants
Licensed Public Accountants

**Association of Part-Time Undergraduate Students of the
University of Toronto
Statement of financial position**

April 30	2020	2019
Assets		
Current		
Cash (Note 7)	\$ 711,040	\$ 536,816
Short-term investments (Note 3)	803,779	1,137,911
Prepaid Green Shield Premiums	105,938	89,294
Prepaid liability insurance and other	<u>3,385</u>	<u>3,169</u>
	1,624,142	1,767,190
Investment (Note 4)	347,708	-
Equipment (Note 5)	<u>1,689</u>	<u>3,377</u>
	\$ 1,973,539	\$ 1,770,567
Liabilities		
Current		
Accounts payable and accrued liabilities	\$ 14,278	\$ 9,635
Deferred health and dental plan fee (Note 7)	<u>799,974</u>	<u>644,959</u>
	814,252	654,594
Net assets	<u>1,159,287</u>	<u>1,115,973</u>
	\$ 1,973,539	\$ 1,770,567

Commitments (Note 8)

Approved on behalf of the board:



Director



Director

See accompanying notes to the financial statements.

**Association of Part-Time Undergraduate Students of the
University of Toronto**
Statement of operations and changes in net assets

Year ended April 30	2020	2019
Revenue		
Member's health and dental plan fees recognized (Note 7)	\$ 1,256,093	\$ 1,276,904
General student fees	237,711	360,858
Restricted student fees recognized (Note 6)	115,432	115,505
Mandatory student fees recognized	100,436	-
Interest income	13,374	10,629
Other income	6,354	11,772
	<u>1,729,400</u>	<u>1,775,668</u>
Expenses		
Health and dental plan disbursements (Note 7)	1,256,093	1,276,904
Salaries, wages and benefits	209,937	172,925
Restricted student fee disbursements (Note 6)	115,432	115,505
Services and programming	47,791	-
Office and general	23,817	28,957
Meetings and conference	15,090	18,971
Audit and legal fees	14,182	10,000
Insurance	5,310	4,799
Amortization	1,688	1,688
Special projects	-	22,903
Awards and bursaries	-	3,287
	<u>1,689,340</u>	<u>1,655,939</u>
Excess of revenue over expenses from operations	40,060	119,729
Unrealized gain on investments	3,254	7,823
Excess of revenue over expenses	43,314	127,552
Net assets, beginning of year	<u>1,115,973</u>	<u>988,421</u>
Net assets, end of year	<u>\$ 1,159,287</u>	<u>\$ 1,115,973</u>

See accompanying notes to the financial statements.

**Association of Part-Time Undergraduate Students of the
University of Toronto**
Statement of cash flows

Year ended April 30	2020	2019
Increase (decrease) in cash		
Operating activities		
Excess of revenue over expenses	\$ 43,314	\$ 127,552
Items not affecting cash		
Amortization	1,688	1,688
Unrealized gain on investments	<u>(3,254)</u>	<u>(7,823)</u>
	41,748	121,417
Changes in non-cash working capital items		
Prepaid Green Shield Premiums	(16,644)	(9,615)
Prepaid liability insurance and other	(216)	(402)
Accounts payable and accrued liabilities	4,643	(4,935)
Deferred health and dental plan fee	<u>155,015</u>	<u>37,455</u>
	<u>184,546</u>	<u>143,920</u>
Investing activities		
Redemption (purchase) of short-term investments	334,132	(7,201)
Purchase of investment	<u>(344,454)</u>	<u>-</u>
	<u>(10,322)</u>	<u>(7,201)</u>
Net increase in cash	174,224	136,719
Cash, beginning of the year	<u>536,816</u>	<u>400,097</u>
Cash, End of the year	<u>\$ 711,040</u>	<u>\$ 536,816</u>

See accompanying notes to the financial statements.

Association of Part-Time Undergraduate Students of The University of Toronto

Notes to the financial statements

April 30, 2020

1. Purpose of the organization

The Association of Part-Time Undergraduate Students of the University of Toronto (The "Association"), was incorporated on April 18, 1983 as a non-profit corporation under the Canada Business Corporations Act as a non-profit corporation. The Association continued through letters patent of continuation under Ontario as extra provincial corporation dated July 24, 2015.

The purpose of the Association is to improve the quality of campus life, services and education for the University of Toronto part-time undergraduate student body and to represent the member students in areas of common interest.

Financial operations of the association are administered by an executive committee subject to approval by the Board of Directors. As the union's revenues are derived from the University of Toronto student body, it is economically dependent upon student enrolment. Under the Canadian Income Tax Act, the Association is classified as a non-profit organization and is not subject to income tax.

2. Summary of significant accounting policies

The financial statements were prepared by management in accordance with Canadian accounting standards for not-for-profit organizations and include the following significant accounting policies.

Revenue recognition

The collection and amount of non-academic incidental fees charged to students in Ontario is regulated by the Ontario Ministry of Training, Colleges and Universities through its *Ontario Operating Funds Distribution Manual and Compulsory Ancillary Fee Policy Guidelines*. Pursuant to these, a change to or introduction of a fee must be done in accordance with a long-term protocol established between the university and its student organization or union. This protocol requires a referendum of the student body for significant changes to or the introduction of additional fees.

The general component of the fee is recognized under revenues as general student fees upon receipt from the University of Toronto's Financial Services Office.

Investment income is recognized on an accrual basis and includes interest, dividends, and changes in the fair value of the investments.

All other components of the student fee, which have been collected from students pursuant to referendum and for a specific purpose, are deferred and shown as a liability upon initial receipt from the university. They are recognized as revenues when the related expense is incurred or disbursement is made to the intended recipient. Some components of the fee are refundable at the request of the students, and the revenue recognized is net of these refunds.

Association of Part-Time Undergraduate Students of The University of Toronto

Notes to the financial statements

April 30, 2020

2. Summary of significant accounting policies (continued)

Donated materials and services

The Association does not record the value of donated items and services, such as the use of two office spaces on the St. George campus, or the time spent by various volunteers, because of the difficulty in determining their fair market value.

Equipment

Equipment is stated at cost. Depreciation is based on their estimated useful life on a straight-line basis over the following number of years:

Computer equipment	3 years
Office equipment	5 years
Furniture and fixtures	5 years

Adoption of new accounting standard

On May 1, 2019, the Association adopted new accounting standard Section 4433 *Tangible capital assets held by not-for-profit organizations* (the "standard"). The most significant requirements include:

- tangible capital assets must be separated into their component parts, when practicable, and when estimates can be made of the lives of the separate components;
- tangible capital assets are written down to fair value or replacement cost to reflect partial impairments when conditions indicate that the assets no longer contribute to an organization's ability to provide goods and services, or that the value of future economic benefits or service potential associated with the tangible capital assets are less than their net carrying amounts; and
- additional disclosures when an impairment has occurred.

The adoption of the new accounting standard was applied prospectively, except the Association was permitted to recognize an adjustment to opening net assets at May 1, 2019 to reflect partial impairments of tangible assets existing at that date. The adoption of this standard did not have any impact on the statement of financial position as at May 1, 2019 and the changes in financial position for the current period.

Use of estimates

Management reviews the carrying amounts of items in the financial statements at each year end date to assess the need for revision or any possibility of impairment. Many items in the preparation of these financial statements require management's best estimate. Management determines these estimated based on assumptions that reflect the most probably set of economic conditions and planned courses of action. Items subject to management estimates include: the deferred health and dental plan fees.

Association of Part-Time Undergraduate Students of The University of Toronto

Notes to the financial statements

April 30, 2020

2. Summary of significant accounting policies (continued)

Financial instruments

The Association considers any contract creating a financial asset, liability or equity instrument as a financial instrument, except in limited circumstances. The Association's financial instruments are: cash, investments, and payables.

Financial assets or liabilities obtained in arm's length transactions are initially measured at their fair value and financial assets or liabilities obtained in related party transactions are measured at their exchange amount

The Association subsequently measures all of its financial assets and financial liabilities at amortized cost except investments which are measured at fair value. All changes in fair value of investments are recorded in the statement of operations.

3. Short-term investments	2020	2019
Term deposits redeemable bearing interest at 1.60% maturing December 19, 2020	\$ 617,522	\$ 607,200
Assumption Life Guaranteed Investment Certificate ("GIC") bearing interest at 2.2% maturing October 24, 2020	114,144	112,020
Assumption Life GIC bearing interest at 1.40% matured October 19, 2019	-	341,388
Bank of Montreal small capitalization equity mutual fund	71,487	76,686
Royal Bank of Canada money market mutual fund	626	617
	<u>\$ 803,779</u>	<u>\$ 1,137,911</u>

4. Investment	2020	2019
Assumption Life GIC bearing interest at 2.25% maturing October 24, 2021	\$ 347,708	\$ -

5. Equipment	2020		2019	
	Cost	Accumulated Amortization	Net Book Value	Net Book Value
Furniture and fixtures	\$ 8,902	\$ 8,902	\$ -	\$ -
Computer equipment	15,116	13,427	1,689	3,377
Office equipment	3,344	3,344	-	-
	<u>\$ 27,362</u>	<u>\$ 25,673</u>	<u>\$ 1,689</u>	<u>\$ 3,377</u>

Association of Part-Time Undergraduate Students of The University of Toronto

Notes to the financial statements

April 30, 2020

6. Restricted student fees

Changes in the externally restricted contributions balances are as follows:

	<u>2020</u>	<u>2019</u>
Canadian and Ontario Student Federations		
Beginning balance	\$ -	\$ -
Net student fee levies	96,132	95,874
Payments and distributions	<u>(96,132)</u>	<u>(95,874)</u>
Ending balance	<u>-</u>	<u>-</u>
Ontario Public Interest Research Group		
Beginning balance	\$ -	\$ -
Net student fee levies	19,300	19,631
Payments and distributions	<u>(19,300)</u>	<u>(19,631)</u>
Ending balance	<u>-</u>	<u>-</u>
Summary		
Beginning balance	\$ -	\$ -
Net student fee levies	115,432	115,505
Disbursements, and fees recognized as revenue	<u>(115,432)</u>	<u>(115,505)</u>
Ending balance	<u>\$ -</u>	<u>\$ -</u>

7. Deferred Health and Dental fees

The health and dental group insurance plan portion of the student fee is also accounting for using the deferral method, consistent with the treatment of the restricted fees listed above. The Health and Dental plan is shown here separately due to the magnitude of the plan.

	<u>2020</u>	<u>2019</u>
Beginning balance	\$ <u>644,959</u>	\$ <u>607,504</u>
Health and dental fees collected	1,404,726	1,308,654
Opt-in fees	<u>6,382</u>	<u>5,705</u>
Total receipts during the year	<u>1,411,108</u>	<u>1,314,359</u>
Net opt-outs refunded to students	(95,761)	(194,011)
Payments remitted to insurer	(1,080,332)	(981,812)
Administrative and general expenses	<u>(80,000)</u>	<u>(101,081)</u>
Total disbursements, and fees recognized as revenue	<u>(1,256,093)</u>	<u>(1,276,904)</u>
Ending balance	<u>\$ 799,974</u>	<u>\$ 644,959</u>

The Association is committed to remit monthly premiums during the summer term running from May through August, subsequent to the fiscal year end. The amount remaining in the fund after the payment of summer premiums represents the accumulated surplus or deficit in the plan.

Association of Part-Time Undergraduate Students of The University of Toronto

Notes to the financial statements

April 30, 2020

7. Deferred Health and Dental fees (continued)

	<u>2020</u>	<u>2019</u>
Ending deferral balance	\$ 799,974	\$ 644,959
Green Shield premiums prepaid	105,899	89,294
Commitment for summer premiums	<u>242,129</u>	<u>244,292</u>
Plan's net surplus	<u>\$ 451,946</u>	<u>\$ 311,373</u>

The Association has internally restricted a portion of its cash and short-term investments in the amount of \$799,974 (2019 – \$644,959) to offset the deferred health and dental plan fee.

8. Commitments

The Association chooses its insurer for the health and dental plan for a one-year period beginning in September of each year. The Association had an agreement with Green Shield for coverage to August 31, 2020, and subsequently entered into an agreement with Green Shield for coverage to August 31, 2021.

9. Financial instruments

Transactions in financial instruments may result in an entity assuming, or transferring to another party, one or more of the financial risks described below. The required disclosures provide information that assists users of financial statements in assessing the extent of risk related to financial instruments.

Interest rate risk

Interest rate risk is the risk that the value or future cash flows of financial instruments will fluctuate due to changes in market interest rates. The Association currently is only exposed to interest rate risk from its investments.

Credit risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation or commitment that it has entered into with the Association. In the opinion of management, the credit risk exposure to the Association is low.

Liquidity risk

Liquidity risk is the risk that the Association not being able to settle or meet commitments as they come due. Liquidity risk is managed by ensuring the Association maintains adequate cash reserves to meet their liabilities and investing in high quality investments easily disposed of in an active market.

Market risk

The Association is exposed to market risk on its investments which are quoted in active markets since changes in market prices could result in changes in the fair value of these investments. This risk is mitigated through the nature of the Association's investments which comprise of term deposits, GIC's and mutual funds.

Association of Part-Time Undergraduate Students of The University of Toronto

Notes to the financial statements

April 30, 2020

10. Management of working capital

Management of the Association's working capital is primarily concerned with controlling cash disbursements such that sufficient cash is on hand at any point in time to cover:

- Payment of operational expenses before receipt of the next student fee payment. Payment are typically received in four instalments remitted in June, October, February and April;
 - The total deferred amount of restricted student fees; and
 - To cover upcoming monthly premiums under the Group Health and Dental Insurance Plan to the extent that they exceed the amount of deferred Health and Dental student fees received.
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11. COVID-19

Since January 31, 2020, the spread of COVID-19 has severely impacted many local economies around the globe. In many countries, including Canada, businesses are being forced to cease or limit operations for long or indefinite periods of time. Measures taken to contain the spread of the virus, including travel bans, quarantines, social distancing, and closures of non-essential services have triggered significant disruptions to organizations worldwide, resulting in an economic slowdown. Global stock markets have also experienced great volatility and a significant weakening. Governments and central banks have responded with monetary and fiscal interventions to stabilize economic conditions.

Effective March 16, 2020, the University building and Association's physical offices were temporarily closed, due to which majority of its programs and services were moved to online. Management is closely monitoring the operations revenues and has taken action to reduce discretionary expenditures.

The duration and impact of the COVID-19 pandemic, as well as the effectiveness of government and central bank responses, remains unclear at this time. It is not possible to reliably estimate the duration and severity of these consequences, as well as their impact on the financial position and results of the Association for future periods.

