

CANADIAN POWER AND SAIL SQUADRONS

CPS-ECP Financial Review Report

Gabriola Squadron / District

I / we have reviewed the Statement of Net Assets for Gabriola Squadron / District as at March 31, 2019, the Statements of Receipts and Disbursements and Investment Activity, and supporting documents, for the year then ended.

I / we have completed the Financial Review Checklist as requested by CPS-ECP and will attach this report and the checklist to the financial statements.

During my / our review of the financial statements and supporting documentation, (tick one)

I / we noted the following discrepancies and irregularities:

I / we noted no significant discrepancies or irregularities.

Signed:

Judy M. H. Lu

Dated:

May 3, 2019

Chair, Squadron / District Financial Review Committee

x *M. Weinghaus*

CANADIAN POWER AND SAIL SQUADRONS
STATEMENT OF NET ASSETS

As of March 31st, 2019

	Squadron	North Island	District
CURRENT ASSETS			
		Current Year	Previous Year*
		\$	\$
A. CASH & INVESTMENTS (Totals from Journal columns)			
- on hand and in bank accounts (from 6.0)	A.1	4,635.51	3,167.15
- funds at Nat'l Office (if any)	A.2	0.00	0.00
- investments (at cost) with Banks, Trust, etc. (from 8.0)	A.3	0.00	0.00
Total - Cash & Investments (add A.1 + A.2 + A.3)	A.	4,635.51	3,167.15
B. ACCOUNTS RECEIVABLE (amounts owing to you)			
	B.	0.00	0.00
C. INVENTORIES (course materials)			
	C.	0.00	0.00
D. TOTAL CURRENT ASSETS (add A. + B. + C.)			
	D.	4,635.51	3,167.15
CURRENT LIABILITIES			
E. ACCOUNTS PAYABLE (owed by you)			
- amounts owed by you, other than to Nat'l Office	E.1	0.00	0.00
- account at Nat'l Office (if any)	E.2	0.00	0.00
Total - Accounts payable	E.	0.00	0.00
NET ASSETS			
F. NET ASSETS (subtract E. from D.)			
	F.	4,635.51	3,167.15

Approved:

Treasurer :

Jude BRISCOE

Commander :

M. J. HOETNAGHAUS
Name

Jude Briscoe Apr 27/19
M. J. Hoetnaghaus Apr 27, 2019
Signature Date

Notice to Professional Accountants: this form does not include any fixed assets or accruals.

* Copy figures from last year's Statement to this column

**CANADIAN POWER AND SAIL SQUADRONS
STATEMENT OF RECEIPTS & DISBURSEMENTS**

From April 1st, 2018 to March 31st, 2019

	<u>Gabriola Island</u>	<u>Squadron</u>	<u>North Island</u>	<u>District</u>
			Current Year	Previous Year*
			\$	\$
1.0 RECEIPTS (Totals for year)				
1.1 Member Dues & Contributions			262.20	282.00
1.2 CPS-ECP Courses Conducted			3,385.33	1,480.00
1.3 Travel & Other Assistance Received			0.00	0.00
1.4 Meetings & Events			200.23	200.00
1.5 Newsletter & Other Advertising Revenue			350.00	300.00
1.6 Regalia Sales			82.00	247.00
1.7 Interest on Bank Account (include GST/HST and QST Recovery)			0.42	0.45
1.8 Other (Please specify) _____			300.00	0.00
1.9 Advances (received during the year)			0.00	0.00
1.0 TOTAL RECEIPTS for YEAR			4,580.18	2,509.45
2.0 DISBURSEMENTS (Totals for year, including GST/HST and QST)				
2.1 Course Materials			2,338.00	1,672.05
2.2 Examination Fees			0.00	0.00
2.3 Classroom Rentals			0.00	660.00
2.4 Meetings & Events			128.61	870.15
2.5 Travel & Accommodation			0.00	0.00
2.6 Newsletters & Publications			0.00	0.00
2.7 Advertising & Public Relations			295.91	209.83
2.8 Office, Postage & Stationery			174.30	170.10
2.9 Telephone & Communications			0.00	0.00
2.10 Training Aids & Equipment Purchases			0.00	0.00
2.11 Dues & Contributions (including donations)			165.00	78.00
2.12 Regalia Purchases			0.00	1,034.33
2.13 Interest & Bank Charges			10.00	15.00
2.14 Other (Please specify) _____			0.00	300.00
2.15 Advances (repaid/paid out during the year)			0.00	0.00
2.0 TOTAL DISBURSEMENTS for YEAR (including GST/HST and QST)			3,111.82	5,009.46
3.0 SURPLUS or (DEFICIT) (subtract line 2.0 from 1.0)			1,468.36	(2,500.01)
4.0 Net Change in From (out To) Investment Accounts (+/-)			0.00	0.00
5.0 CASH in Bank - Beginning of Fiscal Year			3,167.15	5,667.16
6.0 CASH in Bank - End of Fiscal Year (Add line 3.0, 4.0 & 5.0)			4,635.51	3,167.15
Crosscheck: 6.0 CASH in Bank should be the same as reconciled balance "A.1" on the Statement of Net Assets				
7.0 TOTAL TAXES PAID (included in total disbursements)				
7.1 Total GST/HST paid			7.71	0.00
7.2 Total QST paid			0.00	0.00

Approved :

Treasurer :

Jude BRISCOE
Name

Jude Briscoe
Signature

Apr 27, 2019
Date

Commander :

M. J. HOENIGHAUS
Name

M. Hoeninghaus
Signature

Apr 27, 2019
Date

* Copy figures from last year's Statement to this column

CANADIAN POWER AND SAIL SQUADRONS

CPS-ECP Financial Review Report

Gabriola Squadron / District

I / we have reviewed the Statement of Net Assets for Gabriola Squadron / District as at March 31, 2018, the Statements of Receipts and Disbursements and Investment Activity, and supporting documents, for the year then ended.

I / we have completed the Financial Review Checklist as requested by CPS-ECP and will attach this report and the checklist to the financial statements.

During my / our review of the financial statements and supporting documentation, (tick one)

I / we noted the following discrepancies and irregularities:

I / we noted no significant discrepancies or irregularities.

Signed:

Judy McEwen

Dated:

May 2, 2019

Chair, Squadron / District Financial Review Committee

x M Hoeninghaus

CANADIAN POWER AND SAIL SQUADRONS Financial Review Checklist

Completed By: Judy McPhee
Date: May 2/19

Initial each box as completed

①	Determine the signing authorities for the Squadron or District, and examine cancelled cheques to ensure the cheques are properly signed.	Jm
②	Select a sample block of disbursement transactions, which are representative of the Squadron's (or District's) activities, and trace each of the disbursements of cash back to supporting documents, to the bank statement, and into the journal book.	Jm
③	Officers' expense reports should be properly supported with receipts and vouchers, and should be authorized (signed or initialed) by the Commander, Executive Officer or the Administrative Officer. Where no voucher or receipt exists, it is permissible to issue a signed Cheque Requisition or Purchase Order.	Jm
④	Scan the journal for the entire year. If there are any large or otherwise significant disbursement transactions which were not examined in the "block test", trace them as described in the previous steps.	Jm
⑤	Trace a block of deposits from the deposit book into the bank statements, and then into the journal book. Any supporting documentation for deposits will be additional verification.	Jm
⑥	Where the Squadron or District has prepared an annual Budget, review the budget documents to ensure differences between actual and budget figures have been adequately explained.	N/A
⑦	Review the bank reconciliation at March 31 to verify the closing bank balance, and review all outstanding (uncleared) cheques and deposits. Review the subsequent month's bank statement to ensure that outstanding items have been properly cleared.	Jm
⑧	Test add the Squadron / District journal to verify correctness of the totals, then trace the totals from the journal to the appropriate line on the financial statements.	Jm
⑨	Ensure each of the financial statements is correctly added, and signed by the Commander and by the Financial Officer (Treasurer).	Jm
⑩	Ensure the comparative figures from the prior year's financial statements are properly reflected on the current statements, and that any differences are adequately explained.	Jm
⑪	Append a copy of the March 31 bank & investment statements to the Statement of Net Assets (optional procedure).	Jm
	Complete, sign and date the CPS-ECP Financial Review Report and initial the checklist. Attach the Report and the checklist to the Squadron / District financial statements.	Jm

**CANADIAN POWER AND SAIL SQUADRONS
STATEMENT OF NET ASSETS**

As of March 31st, 2018 _____

	<u>Gabriola Island</u>	<u>Squadron</u>	<u>North Island</u>	<u>District</u>
CURRENT ASSETS				
			[] \$	[] \$
A. CASH & INVESTMENTS (Totals from Journal columns)				
- on hand and in bank accounts (from 6.0)		A.1	3,167.15	5,667.16
- funds at Nat'l Office (if any)		A.2	0.00	0.00
- investments (at cost) with Banks, Trust, etc. (from 8.0)		A.3	0.00	0.00
Total - Cash & Investments (add A.1 + A.2 + A.3)		A.	<u>3,167.15</u>	<u>5,667.16</u>
B. ACCOUNTS RECEIVABLE (amounts owing to you)		B.	0.00	0.00
C. INVENTORIES (course materials)		C.	0.00	0.00
D. TOTAL CURRENT ASSETS (add A. + B. + C.)		D.	<u><u>3,167.15</u></u>	<u><u>5,667.16</u></u>
CURRENT LIABILITIES				
E. ACCOUNTS PAYABLE (owed by you)				
- amounts owed by you, other than to Nat'l Office		E.1	0.00	0.00
- account at Nat'l Office (if any)		E.2	0.00	0.00
Total - Accounts payable		E.	<u><u>0.00</u></u>	<u><u>0.00</u></u>
NET ASSETS				
F. NET ASSETS (subtract E. from D.)		F.	<u><u>3,167.15</u></u>	<u><u>5,667.16</u></u>

Approved:

Treasurer : JUDE BRISCOE

Commander : M. J. HOENIGHAUS
Name

Jude Briscoe
Signature

Apr 27, 2019
Date

Notice to Professional Accountants: this form does not include any fixed assets or accruals.

* Copy figures from last year's Statement to this column

**CANADIAN POWER AND SAIL SQUADRONS
STATEMENT OF RECEIPTS & DISBURSEMENTS**

From April 1st, 2017 _____ to March 31st, 2018 _____

	<u>Gabriola Island</u>	<u>Squadron</u>	<u>North Island</u>	<u>District</u>
			Current Year	Previous Year*
			\$	\$
1.0 RECEIPTS (Totals for year)				
1.1 Member Dues & Contributions			282.00	228.57
1.2 CPS-ECP Courses Conducted			1,480.00	7,428.00
1.3 Travel & Other Assistance Received			0.00	0.00
1.4 Meetings & Events			200.00	578.50
1.5 Newsletter & Other Advertising Revenue			300.00	400.00
1.6 Regalia Sales			247.00	0.00
1.7 Interest on Bank Account (include GST/HST and QST Recovery)			0.45	0.45
1.8 Other (Please specify) _____			0.00	220.00
1.9 Advances (received during the year)			0.00	0.00
1.0 TOTAL RECEIPTS for YEAR			2,509.45	8,855.52
2.0 DISBURSEMENTS (Totals for year, including GST/HST and QST)				
2.1 Course Materials			1,672.05	3,795.53
2.2 Examination Fees			0.00	280.00
2.3 Classroom Rentals			660.00	670.00
2.4 Meetings & Events			870.15	848.16
2.5 Travel & Accommodation			0.00	0.00
2.6 Newsletters & Publications			0.00	0.00
2.7 Advertising & Public Relations			209.83	1,040.00
2.8 Office, Postage & Stationery			170.10	471.12
2.9 Telephone & Communications			0.00	0.00
2.10 Training Aids & Equipment Purchases			0.00	0.00
2.11 Dues & Contributions (including donations)			78.00	0.00
2.12 Regalia Purchases			1,034.33	40.00
2.13 Interest & Bank Charges			15.00	0.00
2.14 Other (Please specify) _____			300.00	663.00
2.15 Advances (repaid/paid out during the year)			0.00	0.00
2.0 TOTAL DISBURSEMENTS for YEAR (including GST/HST and QST)			5,009.46	7,807.81
3.0 SURPLUS or (DEFICIT) (subtract line 2.0 from 1.0)			(2,500.01)	1,047.71
4.0 Net Change in From (out To) Investment Accounts (+/-)			0.00	0.00
5.0 CASH in Bank - Beginning of Fiscal Year			5,667.16	4,619.45
6.0 CASH in Bank - End of Fiscal Year (Add line 3.0, 4.0 & 5.0)			3,167.15	5,667.16
Crosscheck: 6.0 CASH in Bank should be the same as reconciled balance "A.1" on the Statement of Net Assets				
7.0 TOTAL TAXES PAID (included in total disbursements)				
7.1 Total GST/HST paid			11.56	0.00
7.2 Total QST paid			0.00	0.00

Approved :

Treasurer :

JUDE BRISCOE
Name

Jude Briscoe
Signature

Apr 27, 2019
Date

Commander :

M. J. HOENINGHAUS
Name

M. Hoeninghaus
Signature

MAR 27, 2019
Date

* Copy figures from last year's Statement to this column