

**FINANCIAL STATEMENTS**  
**SENECA STUDENT FEDERATION INCORPORATED**  
**AS AT APRIL 30, 2018**

**SENECA STUDENT FEDERATION INCORPORATED**

**AS AT APRIL 30, 2018**

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## INDEPENDENT AUDITORS' REPORT

To the members of  
**Seneca Student Federation Incorporated**

We have audited the accompanying financial statements of **Seneca Student Federation Incorporated**, which comprise the statement of financial position as at April 30, 2018, the statements of change in net assets, operations and cash flows for the year then ended, and 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.

### Opinion

In our opinion, these financial statements present fairly, in all material respects, the financial position of the federation as at April 30, 2018, and the results of its operations and the cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

*Yale PGC LLP*

Chartered Professional Accountants  
Licensed Public Accountants

Toronto, Ontario  
November 23, 2018

**SENECA STUDENT FEDERATION INCORPORATED**  
**STATEMENT OF FINANCIAL POSITION**  
**AS AT APRIL 30, 2018**  
**(With corresponding figures as at April 30, 2017)**

	2018	2017
<b>A S S E T S</b>		
<b>CURRENT</b>		
Cash	\$ 7,424,568	\$ 7,676,504
Due from Seneca College of Applied Arts and Technology	198,826	236,744
Prepaid expenses	36,379	78,882
Inventory	<u>37,889</u>	<u>22,442</u>
	7,697,662	8,014,572
<b>PROPERTY AND EQUIPMENT (note 3)</b>	988,348	1,049,652
<b>RESTRICTED CASH-STUDENT BUILDING FUND (note 5)</b>	<u>14,593,728</u>	<u>12,601,459</u>
<b>TOTAL ASSETS</b>	<u><u>\$ 23,279,738</u></u>	<u><u>\$ 21,665,683</u></u>
<b>L I A B I L I T I E S   A N D   N E T   A S S E T S</b>		
<b>CURRENT</b>		
Accounts payable and accrued liabilities	\$ 400,940	\$ 397,879
HST payable	733	184,347
Health and dental premiums payable	<u>1,006,682</u>	<u>1,001,297</u>
	1,408,355	1,583,523
<b>DEFERRED STUDENT BUILDING FEES (note 5)</b>	<u>14,593,728</u>	<u>12,601,459</u>
<b>TOTAL LIABILITIES</b>	16,002,083	14,184,982
<b>NET ASSETS</b>	<u>7,277,655</u>	<u>7,480,701</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<u><u>\$ 23,279,738</u></u>	<u><u>\$ 21,665,683</u></u>

**APPROVED ON BEHALF OF THE BOARD**

\_\_\_\_\_ Director

\_\_\_\_\_ Director

**SENECA STUDENT FEDERATION INCORPORATED**  
**STATEMENT OF OPERATIONS AND CHANGES IN NET ASSETS**  
**FOR THE YEAR ENDED APRIL 30, 2018**  
**(With corresponding figures for the year ended April 30, 2017)**

	2018	2017
<b>REVENUES</b>		
Health, dental and extended health premiums	\$ 3,844,369	\$ 3,673,712
General student fees	3,008,472	2,917,760
TTC fare sales	1,079,639	1,107,704
Retail sales and leasing	461,144	431,132
Interest income	<u>56,871</u>	<u>122,568</u>
	<u>8,450,495</u>	<u>8,252,876</u>
<b>EXPENDITURES</b>		
Health, dental and extended health costs	3,704,645	3,411,412
Wages and benefits	1,470,592	1,425,367
TTC fare purchases	1,074,542	1,115,095
General expenses and supplies	906,086	837,730
Shuttle bus service	446,976	384,796
Advertising and promotion	440,897	306,595
Retail cost of goods sold	176,689	167,772
Professional fees	133,778	107,809
Travel	52,073	31,153
Maintenance and repairs	36,125	50,591
Amortization	<u>120,028</u>	<u>134,976</u>
	<u>8,562,431</u>	<u>7,973,296</u>
<b>DEFICIT FROM OPERATIONS</b>	(111,936)	279,580
Non-recurring item - sales tax adjustment	-	409,175
Non-recurring item - interest income reallocation	<u>91,110</u>	<u>-</u>
<b>SURPLUS (DEFICIT) FOR THE YEAR</b>	(203,046)	(129,595)
Opening net assets	<u>7,480,701</u>	<u>7,610,296</u>
<b>CLOSING NET ASSETS</b>	<u>\$ 7,277,655</u>	<u>\$ 7,480,701</u>

See accompanying notes  
To be read in conjunction with our Auditors' Report dated November 23, 2018

**SENECA STUDENT FEDERATION INCORPORATED**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED APRIL 30, 2018**  
**(With comparative figures for the year ended at April 30, 2017)**

	2018	2017
<b>CASH PROVIDED BY (USED IN)</b>		
<b>OPERATIONS</b>		
Deficit	\$ (203,046)	\$ (129,595)
Non-cash item:		
Amortization	120,028	134,976
Non-cash working capital:		
Due from Seneca College	37,918	134,925
HST receivable	(183,614)	494,746
Prepaid expenses	42,503	(39,440)
Inventory	(15,447)	9,495
Accounts payable and accrued liabilities	3,061	175,838
Health and dental premiums payable	5,385	(1,058,206)
Deferred Building Fund fees	<u>1,992,269</u>	<u>1,910,601</u>
	<u>1,799,057</u>	<u>1,633,340</u>
<b>INVESTING</b>		
Purchase of property, plant and equipment	(58,724)	(12,301)
Increase in cash restricted for building fund	<u>(1,992,269)</u>	<u>(1,910,601)</u>
	<u>(2,050,993)</u>	<u>(1,922,902)</u>
<b>CHANGE IN CASH</b>	(251,936)	(289,562)
<b>OPENING CASH</b>	<u>7,676,504</u>	<u>7,966,066</u>
<b>CLOSING CASH</b>	<u>\$ 7,424,568</u>	<u>\$ 7,676,504</u>

See accompanying notes  
To be read in conjunction with our Auditors' Report dated November 23, 2018

# SENECA STUDENT FEDERATION INCORPORATED

## NOTES TO FINANCIAL STATEMENTS

AS AT APRIL 30, 2018

### 1. STATUS AND PURPOSE OF THE ORGANIZATION

The Seneca Student Federation Incorporated (the Federation) is a non-profit corporation. The Federation was incorporated on February 3, 2000, for the purpose of carrying on activities for the benefit of the students of Seneca College of Applied Arts and Technology. As the Federation's revenues are derived from Seneca College's student body, it is economically dependent upon the college. As a non-profit organization the corporation is exempt from income taxes.

### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

These financial statements have been prepared in accordance with Part III of the *CPA Canada Handbook - Accounting Standards for Not-For-Profit Organizations*.

#### Cash

Cash consists of cash on hand, as well as chequing and savings account balances at Canadian Chartered banks.

#### Financial instruments

The Federation initially records a financial instrument at its fair value.

The Federation recognizes its transaction costs in net income in the period incurred. However, financial instruments that will not be subsequently measured at fair value are adjusted by the transactions costs that are directly attributable to their origination, issuance or assumption.

Subsequently, the Federation measures financial instruments as follows:

- investments in equity instruments that are quoted in an active market at fair value;
- all other investments in equity instruments at cost less impairment;
- all other financial assets at amortized cost;
- all financial liabilities at amortized cost

#### Property, Plant And Equipment

Property, plant and equipment are recorded at cost and are amortized on a declining balance basis using the following rates:

Building improvements	4%
Storage shed	10%
Furniture and fixtures and Java Junction	20%
Computer and other equipment	30%
Computer software	100%
Ramp	8%

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**NOTES TO FINANCIAL STATEMENTS**  
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**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** - continued

Impairment of Property, Plant and Equipment

Property, plant and equipment subject to amortization are reviewed for impairment whenever events or changes in circumstances indicate that the carrying value of an asset may not be recoverable. Impairment is assessed by comparing the carrying amount of an asset to be held and used with the total of the undiscounted cash flows expected from its use and disposition. If the asset is impaired, the impairment loss to be recognized is measured by the amount by which the carrying amount of the asset exceeds its fair value, generally determined on a discounted cash flow basis. Any impairment results in a write-down of the asset and a charge to income during the year. An impairment loss is not reversed if the fair value of the related long-lived asset subsequently increases.

Impairment of Financial Assets Measured at Cost and Amortized Cost

When there are indications of possible impairment, the Federation determines if there has been a significant adverse change to the expected timing or amounts of future cash flows expected from the financial asset. The amount of any impairment loss is determined by comparing the carrying amount of the financial asset with the highest of three amounts:

- i. The present value of the cash flows expected to be generated by holding the asset, discounted using a current market rate of interest appropriate to that asset;
- ii. The amount that could be realized by selling the asset at the date of the balance sheet; and,
- iii. The amount expected to be realized by exercising its rights to any collateral held to secure repayment of the asset, net of all costs necessary to exercise those rights.

Reversals are permitted, but the adjusted carrying amount of the financial asset shall be no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized.

Revenue

The Federation follows the deferral method of accounting for internally restricted contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when they are received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Membership fees are recognized when received, or receivable, provided that collection is reasonably assured and the amount is determinable. Although the federation's fiscal year ends in April, the student fees received for the summer term from May to August, which begins immediately after the year-end, are recorded as deferred revenue.

Sales revenues are recognized when the related goods are sold or services performed.



**SENECA STUDENT FEDERATION INCORPORATED**  
**NOTES TO FINANCIAL STATEMENTS**  
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**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** - continued

Inventories

Inventories are valued at the lower of cost and net realizable value. Cost is determined on a weighted average basis.

Contributed Services

The Federation makes use of volunteers in its operations. Due to the difficulty in determining the fair value of the services, they are not recognized in the financial statements.

Use of Estimates

The preparation of financial statements requires management to make estimates and assumptions that affect revenue and expenditures reported during the period, in addition to the reported amounts of assets and liabilities and the disclosure of contingent liabilities at the date of the financial statements. Significant items requiring the use of estimates include allocation of fees between programs, deferred revenues, HST receivables, and the net book value and associated amortization of the property and equipment. Actual results could differ from those estimates.

**3. PROPERTY AND EQUIPMENT**

	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>Net Book Value</u>	
			2018	2017
Building improvements	\$ 854,107	\$ 251,797	\$ 602,310	\$ 618,372
Storage shed and fencing	29,320	22,790	6,530	7,098
Furniture and fixtures	1,673,994	1,402,726	271,268	339,085
Java junction equipment	20,229	18,372	1,857	2,321
Computer equipment	290,952	233,707	57,245	28,022
Other equipment	113,788	66,879	46,909	52,331
Ramp	<u>8,990</u>	<u>6,761</u>	<u>2,229</u>	<u>2,423</u>
	<u>\$ 2,991,380</u>	<u>\$ 2,003,032</u>	<u>\$ 988,348</u>	<u>\$ 1,049,652</u>

**4. OPERATING LEASE**

The Federation is to pay an annual additional rent equal to the lesser of the operating costs and the maximum as defined in the lease agreement. The maximum was set at \$80,319 for the year ended April 30, 2018.

**5. STUDENT BUILDING FUND**

The student building fund accumulates the building fund fee charged to students each semester. This fund will be used for the building and renovations of the Newnham Student Centre and future construction of student space at Markham or King campuses. The student building fund fee started in the Fall of 2010. The fund is reserved for future commitments and it is not part of the operations. In 2018, a decision was made to allocate the interest income earned on the fund towards the building fund.

**SENECA STUDENT FEDERATION INCORPORATED**

**NOTES TO FINANCIAL STATEMENTS**

**AS AT APRIL 30, 2018**

**5. STUDENT BUILDING FUND - continued**

	2018	2017
Opening fund balance	\$ 12,601,459	\$ 10,690,858
Fees received	1,754,091	1,910,601
Interest earned on building fund	238,178	-
Closing fund balance	<u>\$ 14,593,728</u>	<u>\$ 12,601,459</u>

**6. WORKING CAPITAL AND INTERNAL RESERVE FUNDS**

	2018	2017
The Federation's working capital is as follows:		
Current assets	\$ 7,697,662	\$ 8,014,572
Current liabilities	<u>(1,408,355)</u>	<u>(1,583,523)</u>
Working capital	<u>\$ 6,289,307</u>	<u>\$ 6,431,049</u>

The primary source of cash used for operational expenses is the student fees. The management of working capital involves controlling disbursements such that sufficient working capital is maintained through the year to cover operating expenses. The working capital calculated above must be sufficient both in amount and liquidity to cover operating expenses.

**7. FINANCIAL INSTRUMENT - RISKS AND UNCERTAINTIES**

The following table shows the amounts of the indicated financial instruments:

	2018	2017
<b>Financial assets measured at amortized cost</b>		
Cash	\$ 7,424,568	\$ 7,676,504
Restricted cash - student building fund	14,593,728	12,601,459
Due from Seneca College	198,826	236,744
	<u>\$ 22,217,122</u>	<u>\$ 20,514,707</u>
<b>Financial liabilities measured at amortized cost</b>		
Accounts payable and accrued liabilities	\$ 400,940	\$ 397,879
Health and dental premiums payable	1,006,682	1,001,297
	<u>\$ 1,407,622</u>	<u>\$ 1,399,176</u>

**Financial risks**

The Federation is exposed to various financial risks through transactions in financial instruments. The following provides helpful information in assessing the extent of the Federation's exposure to these risks.

**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. The Company's main credit risk relates to its receivable from Seneca College.

**SENECA STUDENT FEDERATION INCORPORATED**

**NOTES TO FINANCIAL STATEMENTS**

**AS AT APRIL 30, 2018**

**7. FINANCIAL INSTRUMENT - RISKS AND UNCERTAINTIES - continued**

Interest rate risk

The interest rate paid on the Federations deposits with the bank is based on the prime rate of interest. The amount of interest earned is therefore subject to change as the bank changes its prime rate of interest.

Liquidity risk

Liquidity risk is the risk that the Federation will encounter difficulty in meeting obligations associated with financial liabilities. The Company is exposed to this risk mainly in respect of its accounts payable and accrued liabilities, and contractual obligations. The primary sources of liabilities are the purchase of TTC fares and the monthly payments required under the group health and dental plan.

**8. CONTRACTUAL OBLIGATIONS**

The Federation engages its insurer for the health and dental plan for a one-year period beginning in September of each year. The Federation's agreement with ACL Student Benefits for the year ending August 31, 2018 was renewed for the year ending August 31, 2019.

**9. LETTER OF CREDIT**

Seneca College has a \$438,750 letter of credit in favour of the Toronto Transit Commission to secure the purchase of TTC fares by the Federation. The letter bears interest at the rate of 1.15%.