

**PERFORMANCE AND PLANNING EXCHANGE (PPX)
FINANCIAL STATEMENTS
JUNE 30, 2019**

DRAFT FOR DISCUSSION

PERFORMANCE AND PLANNING EXCHANGE (PPX)

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DRAFT FOR DISCUSSION - 2019-08-02

INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

To the Board of Directors of the Performance and Planning Exchange

I have reviewed the financial statements of the **Performance and Planning Exchange**, that comprise the statement of financial position as at June 30, 2019 and the statements of operations and changes in net assets and of cash flows for the year ended June 30, 2019, 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.

Practitioner's Responsibility

My responsibility is to express a conclusion on the accompanying financial statements based on my review. I conducted my review in accordance with Canadian generally accepted standards for review engagements, which require me to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, I do not express an audit opinion on these financial statements.

Conclusion

Based on my review, nothing has come to my attention that causes me to believe that the accompanying financial statements do not present fairly, in all material respects, the financial position of the **Performance and Planning Exchange** as at June 30, 2019, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Christian Asselin,
Chartered Professional Accountant
Licensed Public Accountant

August 01, 2019
Ottawa, Ontario

PERFORMANCE AND PLANNING EXCHANGE (PPX)
STATEMENT OF FINANCIAL POSITION
JUNE 30, 2019
(Unaudited)

	<u>2019 (\$)</u>	<u>2018 (\$)</u>
ASSETS		
CURRENT ASSETS		
Cash	233,868	186,767
Accounts receivable	7,978	11,440
Guaranteed investment certificate	48,042	47,040
Prepaid expenses	<u>6,110</u>	<u>5,751</u>
	<u>295,998</u>	<u>250,998</u>
LIABILITIES		
CURRENT LIABILITIES		
Accounts payable and accrued liabilities	5,779	3,297
Government remittances	<u>3,127</u>	<u>2,631</u>
	8,906	5,928
NET ASSETS		
UNRESTRICTED NET ASSETS	<u>287,092</u>	<u>245,070</u>
	<u>295,998</u>	<u>250,998</u>

See accompanying notes

APPROVED ON BEHALF OF THE BOARD

_____ Director

_____ Director

PERFORMANCE AND PLANNING EXCHANGE (PPX)
STATEMENT OF OPERATIONS AND CHANGES IN NET ASSETS
FOR THE YEAR ENDED JUNE 30, 2019
(Unaudited)

	<u>2019 (\$)</u>	<u>2018 (\$)</u>
REVENUES		
Members' registration fees		
Annual symposium	201,550	173,420
Results-based management training	50,000	39,700
Regular and special learning events	2,100	6,000
Sponsors	2,750	6,120
Interest and other income	<u>1,001</u>	<u>453</u>
	<u>257,401</u>	<u>225,693</u>
EXPENSES		
Executive director fees – The Willow Group	59,669	64,940
Facility rentals and catering services	57,431	53,004
Special projects	23,566	12,152
Graphic design, participant and promotional material	15,889	16,749
Audio visual and other equipment rentals	13,182	15,427
Presenters fees and honorariums – annual symposium	11,050	13,000
Presenters - travel expenses and gifts	1,682	7,229
Credit card fees and bank charges	11,549	10,301
Office supplies and postage	5,106	4,753
Website and Internet services	4,791	6,066
Professional fees	2,925	2,825
Telephone and teleconferencing	2,385	2,296
Insurance	2,314	1,546
Translation services	1,590	2,090
Strategic initiative and student scholarships	940	591
Donations	2,300	100
Bad debts (recovery)	<u>(990)</u>	<u>-</u>
	<u>215,379</u>	<u>213,069</u>
Excess of revenues over expenses for the year	42,022	12,624
UNRESTRICTED NET ASSETS – beginning of year	<u>245,070</u>	<u>232,446</u>
UNRESTRICTED NET ASSETS – end of year	<u>287,092</u>	<u>245,070</u>

See accompanying notes

PERFORMANCE AND PLANNING EXCHANGE (PPX)
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2019
(Unaudited)

	<u>2019 (\$)</u>	<u>2018 (\$)</u>
Operating activities		
Receipts from members and sponsors	260,340	218,020
Other receipts	1,001	453
Payments to suppliers and government	<u>(213,238)</u>	<u>(227,501)</u>
<i>Funds provided by (used by) operating activities and net increase (decrease) in cash and cash equivalents for the year</i>	48,103	(9,028)
Cash and cash equivalents – beginning of year	<u>233,807</u>	<u>242,835</u>
Cash and cash equivalents – end of year	<u>281,910</u>	<u>233,807</u>
<u>Represented by:</u>		
Cash	233,868	186,767
Guaranteed investment certificate	<u>48,042</u>	<u>47,040</u>
	<u>281,910</u>	<u>233,807</u>

See accompanying notes

PERFORMANCE AND PLANNING EXCHANGE (PPX)
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2019
(Unaudited)

1. JURISDICTIONAL STATUTE AND NATURE OF OPERATIONS

The Performance and Planning Exchange (PPX) (in French: “Forum d’échange sur le rendement et la planification (FRP)”) was incorporated on March 6th, 2000 under Part II of the *Canada Corporations Act*. PPX is a Canada-based international centre of excellence for learning, sharing and developing expertise in performance and planning, including its measurement, implementation, public reporting and management. It is committed to:

- encouraging membership from a wide variety of discipline and sectors;
- learning that increases awareness, understanding and skills in planning, measuring, implementing, reporting and managing results;
- creating the means for members to more easily share knowledge, experience, problems and solutions;
- research and development in the managing of results.

Its members may come from the public as well as the private sectors. Any participant in any learning event or in the annual symposium automatically becomes a member of PPX.

PPX’s main activities are the presentation of five to seven learning events each on a particular relevant topic in the course of the year, training workshops on the subject of results-based management, and the holding of an annual symposium.

PPX is a non-profit organization and is exempt from income taxes by virtue of Section 149(1)(l) of the *Income Tax Act*.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

PPX’s financial statements have been prepared using the Canadian accounting standards for not-for-profit organizations and include the following significant accounting policies.

Revenue recognition

Members’ registration fees are recognized as revenue upon the presentation of the event. The liability for the portion of learning event revenues invoiced but not yet presented is recorded as deferred revenue. Other revenues are recorded as income as received or earned.

Cash and cash equivalents

PPX’s policy is to disclose as cash and cash equivalents its bank balance, including its cashable guaranteed investment certificate.

PERFORMANCE AND PLANNING EXCHANGE (PPX)
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2019
(Unaudited)

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Capital assets

Capital assets costing more than a \$1,000 will be recorded at cost and amortized on a straight-line basis over their estimated useful life. There were no capital asset acquisitions in 2019 and 2018. Capital assets acquired in prior years have been written off as the end of their useful life had been reached in prior years.

Financial Instruments

At acquisition, PPX evaluates its financial assets and financial liabilities at their fair value. Subsequently, it evaluates all its financial assets and liabilities at their amortized cost.

The financial assets evaluated at their amortized cost at year end are the cash, the accounts receivable, the guaranteed investment certificate and its related accrued interest receivable. The financial liabilities evaluated at their amortized cost at year end are the accounts payable and accrued liabilities.

Management estimates

The preparation of financial statements in conformity with Canadian accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and the reported amounts of revenues and expenses during the reported period. Estimates were used in the recording and valuation of accounts receivable.

3. COMMITMENT

PPX has contracted with The Willow Group (Willow) for management services. The contract called for various administration fees as well specific fees for the organization of events, including the annual symposium. The current contract covers the period of December 1st, 2018 to June 30th, 2021.

Willow's actual fees charged to current year's expenditures totalled \$75,580 (2018: \$83,243).

4. FINANCIAL INSTRUMENTS

Management believes that PPX is not exposed to any significant risks at year-end through its financial instruments which mainly consist of its cash that is held by a large Canadian financial institution.