## THE INSTITUTE OF CHARTERED ACCOUNTANTS OF BERMUDA

# FINANCIAL STATEMENTS AND INDEPENDENT AUDITORS' REPORT

MARCH 31, 2008

## THE INSTITUTE OF CHARTERED ACCOUNTANTS OF BERMUDA AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED MARCH 31, 2008 CONTENTS

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## ARTHUR MORRIS, CHRISTENSEN & CO.

CHARTERED ACCOUNTANTS

CENTURY HOUSE 16 PAR-LA-VILLE ROAD P.O. BOX HM 1806 HAMILTON HM HX, BERMUDA

TELEPHONE: (441) 292-7478 FACSIMILE: (441) 295-4164 E-MAIL: ctc@cml.bm

#### INDEPENDENT AUDITORS' REPORT

To the Members of The Institute of Chartered Accountants of Bermuda

Arthur Morris, Christiansen à Co.

We have audited the statement of financial position of The Institute of Chartered Accountants of Bermuda (the "Institute") as at March 31, 2008, and the statements of operations and changes in net assets and cash flows for the year then ended. These financial statements are the responsibility of the Institute's management. Our responsibility is to express an opinion on these financial statements based on our audit.

The financial statements of the Institute as at March 31, 2007, were audited by other auditors whose report dated June 20, 2007, expressed an unqualified opinion on those statements.

We conducted our audit in accordance with auditing standards generally accepted in Bermuda and Canada. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Institute as at March 31, 2008 and the results of its operations and its cash flows for the year then ended in conformity with accounting principles generally accepted in Bermuda and Canada.

Hamilton, Bermuda

June 9, 2008

# THE INSTITUTE OF CHARTERED ACCOUNTANTS OF BERMUDA STATEMENT OF FINANCIAL POSITION AS AT MARCH 31, 2008

(Expressed in Bermuda Dollars)

|   |                 | 2008  |    | 2007  |
|---|-----------------|---|----|---|
| CURRENT ASSETS  |                 |   |    |   |
| Cash Fixed deposits (note 3) Accounts receivable Interest receivable Prepaid expenses | \$              | 18,985<br>316,428<br>10,475<br>6,048<br>2,329 | \$ | 64,263<br>367,055<br>23,580<br>6,812<br>823 |
|   |                 | 354,265                                       |    | 462,533                                     |
| PROPERTY AND EQUIPMENT (note 4)   | www.combane.com | 60,074  |    | 44,419                                      |
|   | \$              | 414,339                                       | \$ | 506,952                                     |
| LIABILITIES AND NET ASSETS  |                 |   |    |   |
| CURRENT LIABILITIES  Accounts payable and accrued liabilities                         | \$              | 73,492  | \$ | 60,648                                      |
| NET ASSETS Unrestricted net assets  | -               | 340,847                                       | •  | 446,304                                     |
|   | \$              | 414,339                                       | \$ | 506,952                                     |

**Approved by the Executive Committee** 

Secretar

# THE INSTITUTE OF CHARTERED ACCOUNTANTS OF BERMUDA STATEMENT OF OPERATIONS AND CHANGES IN NET ASSETS FOR THE YEAR ENDED MARCH 31, 2008

(Expressed in Bermuda Dollars)

|  | 2008       | 2007              |
|--|------------|-------------------|
| REVENUES   |            |                   |
| Membership fees Less: CICA fees  | \$ 465,516 | \$ 461,067        |
|  | (213,210)  | (225,216)         |
| Membership fees retained   | 252,306    | 235,851           |
| Interest   | 21,303     | 16,919            |
| Admission fees   | 11,100     | 8,100             |
|  | 284,709    | 260,870           |
| EXPENSES   |            |                   |
| Salaries and benefits  | 232,982    | 178,032           |
| Foreign exchange loss (note 7)   | 45,721     | 21                |
| Rent and office maintenance (note 6)   | 40,108     | 34,297            |
| Conferences and committees   | 22,817     | 15,721            |
| Disciplinary expense   | 17,718     | -                 |
| Information technology consulting  | 15,818     | 6,905             |
| Communication  | 12,489     | 5,942             |
| Printing and stationery  | 9,855      | 7,222             |
| Insurance  | 8,121      | 8,121             |
| Depreciation Advantising to the control of the cont | 6,507      | 4,817             |
| Advertising  | 4,746      | -                 |
| Executive council expense  | 4,717      | 8,413             |
| Legal fees Miscellaneous   | 4,420      | 19,541            |
| Miscenaneous   | 1,913      | 2,905             |
|  | 427,932    | <u>291,937</u>    |
| Deficiency of operating revenues over operating expenses   | (143,223)  | (31,067)          |
| PROGRAM REVENUES (EXPENSES) (note 5)   |            |                   |
| Professional development   | 64,321     | 32,386            |
| Student affairs  | 763        | 5,988             |
| Public awareness   | (27,318)   | (25,777)          |
| Total net program revenues   | 37,766     | 12,597            |
| DEFICIENCY OF REVENUES OVER EXPENSES   | (105,457)  | (18,470)          |
| UNRESTRICTED NET ASSETS, BEGINNING OF YEAR   | 446,304    | 464,774           |
| UNRESTRICTED NET ASSETS, END OF YEAR   | \$340,847  | \$ <u>446,304</u> |

# THE INSTITUTE OF CHARTERED ACCOUNTANTS OF BERMUDA STATEMENT OF CASH FLOWS AS AT MARCH 31, 2008

(Expressed in Bermuda Dollars)

|   | 2008                     |   | 2007              |
|---|--------------------------|---|-------------------|
| CASH AND DEPOSITS PROVIDED BY (USED FOR):   |                          |   |                   |
| OPERATING ACTIVITIES  |                          |   |                   |
| Deficiency of revenues over expenses Depreciation Changes in non-cash operating balances: | \$<br>(105,457)<br>6,507 | \$                                      | (18,470)<br>4,817 |
| Interest receivable  Accounts receivable  | 764                      |   | (3,171)           |
| Prepaid expenses  | 13,105<br>(1,506)        |   | (17,352)<br>1,317 |
| Accounts payable and accrued expenses   | <br>12,844               | *************************************** | 49,891            |
| Net cash (used in) provided by operating activities                                       | (73,743)                 |   | 17,032            |
| INVESTING ACTIVITIES  |                          |   |                   |
| Additions to property and equipment   | <br>(22,162)             |   | (47,396)          |
| DECREASE IN CASH AND DEPOSITS   | (95,905)                 |   | (30,364)          |
| CASH AND DEPOSITS, beginning of year  | <br>431,318              | ***                                     | 461,682           |
| CASH AND DEPOSITS, end of year  | \$<br>335,413            | \$                                      | 431,318           |

(Expressed in Bermuda Dollars)

#### 1. DESCRIPTION OF BUSINESS

The Institute of Chartered Accountants of Bermuda (the "Institute") was established under the authority of the Institute of Chartered Accountants of Bermuda Act 1973. The Institute is affiliated with the Canadian Institute of Chartered Accountants (CICA). Its principal objectives are to promote and increase the knowledge, skill and proficiency of its members and students, to regulate the discipline and professional conduct of its members and students, to promote the best standard of practice in financial reporting and in the expression of professional opinions in relation thereto, and to promote the welfare and interests of the institute and accounting profession.

#### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

These financial statements have been prepared in accordance with accounting principles generally accepted in Canada, which have general application in Bermuda. The Institute's significant accounting policies are as follows:

## Revenue recognition

Membership fees are recognized as revenue in the fiscal year to which they relate. Program revenues and expenses are recognized as revenues and expenses when the events are held.

### **Property and equipment**

Property and equipment are recorded at cost, net of accumulated depreciation which is provided on the straight-line basis over the estimated useful lives of the assets as follows:

Office equipment 5 years
Computer equipment 3 years
Furniture and fixtures 10 years
Website and related software 5 years

### **Donated services**

The work of the Institute is dependent on the voluntary services of many members. Since these services are not normally purchased by the Institute, and because of the difficulty in determining their fair value, donated services are not recognized in these financial statements.

### Foreign exchange

Expenses invoiced in foreign currencies are translated into Bermuda dollars at the rates of exchange in effect of the date of the transaction. Gains and losses on translation are taken to the statement of operations and changes in net assets.

(Expressed in Bermuda Dollars)

## 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

#### Leases

Leases in which a significant portion of the risks and rewards of ownership are retained by the lessor are classified as operating leases. Payments made under operating leases are recognized in the statements of income on a straight-line basis over the term of the lease.

#### Use of estimates

The preparation of financial statements in accordance with generally accepted accounting principles requires management to make estimates and assumptions that affect reported amounts of assets and liabilities and disclosure of assets and liabilities as at the date of the financial statements. Estimates also affect the reported amount of income and expenses incurred for the reporting period of the statement of operations. Actual results could differ from those estimates.

### 3. FIXED DEPOSITS

The following fixed deposits are with Capital G Bank Limited:

\$50,104 matures on April 11, 2008 \$130,840 matures October 5, 2008 \$135,484 matures October 25, 2008

### 4. PROPERTY AND EQUIPMENT

Property and equipment comprise:

|                              |     | Cost   | Accumulated Amortization | 2008<br>Net book<br>value | 2007<br>Net book<br>value |
|------------------------------|-----|--------|--------------------------|---------------------------|---------------------------|
| Office equipment             | \$  | 18,020 | \$ 17,413                | \$ 607                    | \$ 760                    |
| Computer equipment           |     | 20,224 | 11,513                   | 8,711                     | _                         |
| Furniture and fixtures       |     | 38,505 | 8,815                    | 29,690                    | 25,080                    |
| Website and related software | -   | 21,066 |                          | 21,066                    | 18,579                    |
|                              |     |        |                          |                           |                           |
|                              | \$_ | 97,815 | \$ 37,741                | \$ 60,074                 | \$ 44,419                 |

(Expressed in Bermuda Dollars)

### 5. PROGRAM ACTIVITIES

The Institute generates revenues and incurs expenses for various programs and services. The gross revenues and expenses relating to these programs and services are as follows:

|   | Revenues                      | Expenses                     | <b>2008</b><br>Net           | <b>2007</b><br>Net             |
|---|-------------------------------|------------------------------|------------------------------|--------------------------------|
| Professional development<br>Student affairs<br>Public awareness | \$ 127,434<br>3,485<br>23,996 | \$ 63,113<br>2,722<br>51,314 | \$ 64,321<br>763<br>(27,318) | \$ 32,386<br>5,988<br>(25,777) |
|   | \$ <u>154,915</u>             | \$ 117,149                   | \$ 37,766                    | \$ 12,597                      |

### 6. COMMITMENT

The Institute has entered into a lease for the office space it occupies at a monthly rent of \$3,070 (2007 – \$1,763).

### 7. FINANCIAL INSTRUMENTS

The Institute's financial instruments consist of cash, fixed deposits, accounts receivable, interest receivable, accounts payable and accrued liabilities.

#### Fair Value

The carrying value of cash and fixed deposits, accounts receivable, interest receivable, accounts payable and accrued liabilities approximates fair value due to their short term nature.

#### Credit risk

Financial assets which potentially subject the Institute to concentrations of credit risk consist principally of cash, fixed deposits and accounts receivable. In management's opinion, the risk of loss due to credit risk is not significant as cash and fixed deposits are placed with high credit quality financial institutions and accounts receivable are presented net of provisions for uncollectible amounts.

(Expressed in Bermuda Dollars)

## 7. FINANCIAL INSTRUMENTS (continued)

## Foreign exchange risk

Foreign exchange risk arises from the possibility that fluctuations in foreign currency exchange rates will affect the value of financial instruments denominated in currencies other than Bermuda dollars. Changes in foreign currency exchange rates will result in gains or losses which are recorded in the statement of operations and changes in net assets.

The foreign exchange loss for the year ended March 31, 2008 arose on the movement in the Canadian dollar exchange rate from April 1, 2007, the date at which liabilities for CICA fees were recorded, and the actual rates of exchange in effect when each payment was made to settle the liability.

### 8. COMPARATIVE BALANCES

Certain prior year balances have been reclassified to conform to the presentation adopted in the current year.