

**RURAL MUNICIPAL ADMINISTRATORS'
ASSOCIATION OF SASKATCHEWAN**

Financial Statements

Year Ended December 31, 2023

RURAL MUNICIPAL ADMINISTRATORS' ASSOCIATION OF SASKATCHEWAN
Index to Financial Statements
Year Ended December 31, 2023

	Page
INDEPENDENT AUDITOR'S REPORT	1 - 2
FINANCIAL STATEMENTS	
Statement of Financial Position	3
Statement of Operations	4
Statement of Changes in Net Assets	5
Statement of Cash Flows	6
Notes to Financial Statements	7 - 8
Membership Fees (<i>Schedule 1</i>)	9
Convention (<i>Schedule 2</i>)	10
Board of Examiners (<i>Schedule 3</i>)	11
Administration Expense (<i>Schedule 4</i>)	12
Board Meeting and Travel (<i>Schedule 5</i>)	13
Workshop Fund (<i>Schedule 6</i>)	14



DUDLEY & COMPANY LLP

Chartered Professional Accountants

INDEPENDENT AUDITOR'S REPORT

To the Members of Rural Municipal Administrators' Association of Saskatchewan

Opinion

We have audited the financial statements of Rural Municipal Administrators' Association of Saskatchewan (the organization), which comprise the statement of financial position as at December 31, 2023, and the statements of operations, 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 the organization as at December 31, 2023, and the results of its operations and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

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 organization in accordance with 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 the financial statements in accordance with ASNPO, 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 organization'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 organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the organization's financial reporting process.

(continues)

Independent Auditor's Report to the Members of Rural Municipal Administrators' Association of Saskatchewan (continued)

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 organization'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 organization'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 organization 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.

Regina, Saskatchewan
March 2, 2024



Dudley & Company LLP
Chartered Professional Accountants

RURAL MUNICIPAL ADMINISTRATORS' ASSOCIATION OF SASKATCHEWAN
Statement of Financial Position
December 31, 2023

	2023	2022
ASSETS		
CURRENT		
Cash	\$ 426,676	\$ 427,818
Accounts receivable	11,689	9,688
Prepaid expenses	7,230	2,721
	<u>445,595</u>	440,227
CAPITAL ASSETS (Note 5)	1,452	1,987
LONG TERM INVESTMENTS (Note 4)	<u>33,152</u>	31,794
TOTAL ASSETS	<u>\$ 480,199</u>	<u>\$ 474,008</u>
LIABILITIES AND NET ASSETS		
DEFERRED REVENUE	\$ 600	\$ 500
NET ASSETS		
General Fund	<u>479,599</u>	473,508
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 480,199</u>	<u>\$ 474,008</u>

ON BEHALF OF THE BOARD

_____ Director

_____ Director

The accompanying notes form an integral part of these financial statements

RURAL MUNICIPAL ADMINISTRATORS' ASSOCIATION OF SASKATCHEWAN
Statement of Operations
Year Ended December 31, 2023

	2023	2022
REVENUES		
Membership fees <i>(Schedule 1)</i>	\$ 139,425	\$ 144,769
Convention revenue <i>(Schedule 2)</i>	88,166	83,990
Board of Examiners revenue <i>(Schedule 3)</i>	30,575	33,821
Workshop Fund <i>(Schedule 6)</i>	55,208	74,051
Interest	18,105	7,104
Other grants	2,421	2,081
Career Fair grant	394	-
Yearbook revenue	-	60
	<u>334,294</u>	<u>345,876</u>
EXPENSES		
Convention expense <i>(Schedule 2)</i>	119,613	94,717
Board of Examiners expense <i>(Schedule 3)</i>	52,620	57,977
Administration expense <i>(Schedule 4)</i>	84,324	69,050
Board meeting and travel <i>(Schedule 5)</i>	49,451	50,775
Workshop Fund expense <i>(Schedule 6)</i>	22,581	34,199
Career Fair expense	394	-
	<u>328,983</u>	<u>306,718</u>
EXCESS REVENUES OVER (EXPENSES) FROM OPERATIONS	5,311	39,158
OTHER INCOME		
Miscellaneous income	780	1,112
EXCESS REVENUES OVER (EXPENSES)	\$ 6,091	\$ 40,270

The accompanying notes form an integral part of these financial statements

RURAL MUNICIPAL ADMINISTRATORS' ASSOCIATION OF SASKATCHEWAN
Statement of Changes in Net Assets
Year Ended December 31, 2023

	2023	2022
NET ASSETS - BEGINNING OF YEAR	\$ 473,508	\$ 433,238
EXCESS REVENUES OVER (EXPENSES)	<u>6,091</u>	<u>40,270</u>
NET ASSETS - END OF YEAR	<u>\$ 479,599</u>	<u>\$ 473,508</u>

The accompanying notes form an integral part of these financial statements

RURAL MUNICIPAL ADMINISTRATORS' ASSOCIATION OF SASKATCHEWAN
Statement of Cash Flows
Year Ended December 31, 2023

	2023	2022
CASH FLOWS FROM (FOR) OPERATING ACTIVITIES		
Cash receipts from customers	\$ 315,068	\$ 290,463
Cash paid to suppliers and employees	(332,957)	(306,268)
Interest	18,105	7,104
	<u>216</u>	<u>(8,701)</u>
CASH FLOWS FROM (FOR) INVESTING ACTIVITIES		
Purchase of term deposits	<u>(1,358)</u>	<u>(606)</u>
DECREASE IN CASH FLOWS	(1,142)	(9,307)
Cash - beginning of year	<u>427,818</u>	<u>437,125</u>
CASH - END OF YEAR	<u>\$ 426,676</u>	<u>\$ 427,818</u>

The accompanying notes form an integral part of these financial statements

RURAL MUNICIPAL ADMINISTRATORS' ASSOCIATION OF SASKATCHEWAN

Notes to Financial Statements

Year Ended December 31, 2023

1. NATURE OF OPERATIONS

The Rural Municipal Administrators' Association of Saskatchewan (the "association") is a not-for-profit organization operating as a professional body of Rural Municipalities Administrators whose function is to communicate and work with municipal employers and the Provincial Government. The association was incorporated under The Non-profit Corporations Act of Saskatchewan in 1955. The organization is a not-for-profit organization, as described in Section 149 of the Income Tax Act, and therefore is not subject to either federal or provincial income taxes.

2. BASIS OF PRESENTATION

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

3. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Cash and cash equivalents

Cash includes cash and cash equivalents. Cash equivalents are investments in term deposits which are carried at cost and have maturity dates of six months or less. The carrying amounts approximate fair value because of the short term nature of the investment.

Capital assets

Capital assets are stated at cost or deemed cost less accumulated amortization. Capital assets are amortized over their estimated useful lives on a straight-line basis at the following rates:

Computer equipment	5 years
Furniture and fixtures	10 years

Capital assets acquired during the year, but not placed into use, are not amortized until they are placed into use.

Revenue recognition

Grants and other revenue related to specific projects are recognized as revenue when the expenditures are incurred, in accordance with the deferral method of accounting. Membership dues are recognized in the fiscal period in which the members services are rendered. Miscellaneous items are recognized as revenue when received.

Measurement uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

(continues)

RURAL MUNICIPAL ADMINISTRATORS' ASSOCIATION OF SASKATCHEWAN

Notes to Financial Statements

Year Ended December 31, 2023

3. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Voluntary services

The operation of the association is partially dependent on voluntary services. Since these services would not normally be purchased by the organization and because of difficulty of determining the fair market value of donated services, these donated services are not recognized in these statements.

4. TERM DEPOSIT

The term deposit earns interest at a fixed rate of 4.26% (2022 - 4.26%) and matures in December 2024.

5. CAPITAL ASSETS

	Cost	Accumulated amortization	2023 Net book value	2022 Net book value
Computer equipment	\$ 3,868	\$ 2,932	\$ 936	\$ 1,385
Furniture and fixtures	1,833	1,317	516	602
	<u>\$ 5,701</u>	<u>\$ 4,249</u>	<u>\$ 1,452</u>	<u>\$ 1,987</u>

6. FINANCIAL INSTRUMENTS - MEASUREMENT AND IMPAIRMENT

The organization initially measures its financial assets and financial liabilities at fair value. The organization subsequently measures all its financial assets and financial liabilities at amortized cost, except for investments, if any, in equity instruments that are quoted in an active market, which are measured at fair value. Financial assets measured at amortized cost include cash and accounts receivable. Financial liabilities measured at amortized cost include accounts payable. At the end of each reporting period, the organization assesses whether there are any indications that a financial asset measured at amortized cost may be impaired, and if so, reduces the carrying amount accordingly.

7. FINANCIAL INSTRUMENTS - RISK EXPOSURES

Like any entity, the organization is potentially exposed to various risks through its financial instruments and has a risk management framework to monitor, evaluate and manage these risks. These include credit, liquidity, market, currency, interest rate and other price risks. None of these risk exposures are considered by management to be material, and there have been no changes in the organization's risk exposures from the prior year.

RURAL MUNICIPAL ADMINISTRATORS' ASSOCIATION OF SASKATCHEWAN

Membership Fees

(Schedule 1)

Year Ended December 31, 2023

	2023	2022
Active membership fees	\$ 123,675	\$ 129,413
Associate membership fees	15,750	<u>15,356</u>
	<u>\$ 139,425</u>	<u>\$ 144,769</u>

The accompanying notes form an integral part of these financial statements

RURAL MUNICIPAL ADMINISTRATORS' ASSOCIATION OF SASKATCHEWAN

Convention

(Schedule 2)

Year Ended December 31, 2023

	2023	2022
Convention Revenue		
Commercial Sponsorships	\$ 29,000	\$ 60,325
Convention Registration	17,300	-
Trade Show Booths	15,500	12,275
Admin Tour - Registration Fees	13,520	7,670
Golf Fees	9,846	720
Gang of Three Sponsorship	3,000	3,000
	<u>\$ 88,166</u>	<u>\$ 83,990</u>
Convention Expense		
Other convention expenses	\$ 22,959	\$ 18,698
Audio and visual service	18,992	14,628
Wednesday noon luncheon	15,365	10,050
Tuesday luncheon	14,703	21,067
Golf	13,825	716
Admin on the Go Tour	13,520	7,670
Coffee and juice service	8,393	11,197
Monday social	4,978	4,540
Visiting Fraternal Delegate expense	3,722	2,570
Hospitality suite	1,238	1,676
Printing, postage, and stationery	721	564
Door prizes	693	692
Trade show expenses	504	-
Wednesday banquet entertainment	-	249
	-	-
Seminars and speakers	-	400
	<u>\$ 119,613</u>	<u>\$ 94,717</u>

The accompanying notes form an integral part of these financial statements

RURAL MUNICIPAL ADMINISTRATORS' ASSOCIATION OF SASKATCHEWAN

Board of Examiners

(Schedule 3)

Year Ended December 31, 2023

	2023	2022
Board of Examiners Revenue		
TSS funding	\$ -	\$ 9,711
SARM Grant - Board of Examiners	8,775	7,510
Fees - A Certificates	9,800	7,000
Fees - C Certificates	7,500	6,500
Fees - Acting Permit	3,800	2,600
Fees - Superior A Certificates	700	500
Revenue Total	<u>\$ 30,575</u>	<u>\$ 33,821</u>
Board of Examiners Expense		
Board Secretary services	\$ 15,149	\$ 13,178
TSS coordinator salary	3,333	4,167
TSS designated advisory salary	16,845	4,160
Supplies and stationary	1,183	1,343
Office inspection services	16,110	35,129
Expenses Total	<u>\$ 52,620</u>	<u>\$ 57,977</u>

The accompanying notes form an integral part of these financial statements

RURAL MUNICIPAL ADMINISTRATORS' ASSOCIATION OF SASKATCHEWAN

Administration Expense

(Schedule 4)

Year Ended December 31, 2023

	2023	2022
Salary - executive director	\$ 35,077	\$ 32,844
Benefits - executive director	8,375	7,506
Insurance and bond	5,127	5,108
Certificate, awards, and pins	-	4,635
Travel costs	17,092	3,367
RMAA president honorarium	3,491	3,269
Audit	3,108	2,775
Website maintenance	2,421	2,636
Public relations expense	-	2,234
Fraternal delegates expense	5,896	1,586
Telephone	849	849
Bank service charges	640	614
Amortization expense	535	535
Lou Jacobs award expense	-	400
Curling expense	1,026	221
Postage	201	172
Stationary and supplies	359	165
Workers' Compensation Board levy	127	134
	\$ 84,324	\$ 69,050

The accompanying notes form an integral part of these financial statements

RURAL MUNICIPAL ADMINISTRATORS' ASSOCIATION OF SASKATCHEWAN

Board Meeting and Travel

(Schedule 5)

Year Ended December 31, 2023

	2023	2022
Executive board meetings	\$ 36,139	\$ 39,200
Committee meetings	10,687	9,197
Divisional meetings	2,625	2,378
	\$ 49,451	\$ 50,775

The accompanying notes form an integral part of these financial statements

RURAL MUNICIPAL ADMINISTRATORS' ASSOCIATION OF SASKATCHEWAN
Workshop Fund **(Schedule 6)**
Year Ended December 31, 2023

	2023	2022
Revenue		
RMAA hosted workshop registrations	\$ 40,808	\$ 54,471
RMAA share of UMASS hosted workshops	14,400	19,580
	\$ 55,208	\$ 74,051
Expenses		
RMAA hosted workshop expenses	\$ 11,829	\$ 21,923
RMAA share of UMASS workshop profit	10,260	12,276
Director expense	492	-
	\$ 22,581	\$ 34,199

The accompanying notes form an integral part of these financial statements