

CANADIAN WORKER CO-OPERATIVE FEDERATION
Financial Statements
Year Ended August 31, 2018

CANADIAN WORKER CO-OPERATIVE FEDERATION

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Year Ended August 31, 2018

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INDEPENDENT AUDITORS' REPORT

To the Members of Canadian Worker Co-operative Federation

We have audited the accompanying financial statements of Canadian Worker Co-operative Federation, which comprise the statement of financial position as at August 31, 2018 and the statements of revenues and expenditures, general reserve and cash flow for the year then ended, 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.

Auditors' 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 auditors' 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 auditors consider 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 qualified audit opinion.

Basis for Qualified Opinion

The Canadian Worker Co-operative Federation derives income from Worker Co-operatives and related organizations in the form of donations and dues. Due to their nature, donations are not susceptible to complete audit verification and as the nature of the dues collected is non-contracted, dues are also not susceptible to complete audit verification. Accordingly, our verification of revenue from these sources was limited to accounting for the amounts recorded in the records of the Canadian Worker Co-operative Federation. We were not able to determine whether any adjustments might be necessary to donation revenue, dues, net income, assets and equity.

Qualified Opinion

In our opinion, except for the effects of the adjustments which we might have determined to be necessary had we been able to satisfy ourselves concerning the completeness of the revenue, as described in the preceding paragraph, the financial statements present fairly, in all material respects the financial position of Canadian Worker Co-operative Federation as at August 31, 2018 and the results of its operations and its cash flow for the year then ended in accordance with Canadian Accounting Standards for Not-for-Profit Organizations.

Bishop & Company

Wolfville, NS
October 26, 2018

CHARTERED PROFESSIONAL ACCOUNTANTS
LICENSED PUBLIC ACCOUNTANTS

CANADIAN WORKER CO-OPERATIVE FEDERATION

Statement of Financial Position

August 31, 2018

	Federation Operations 2018	Tenacity Works Fund 2018	Total 2018	Total 2017
ASSETS				
CURRENT				
Cash	\$ 263,210	\$ 382,218	\$ 645,428	\$ 629,170
Accounts receivable (Note 4)	22,057	1,418	23,475	26,384
Prepaid expenses	1,793	-	1,793	1,100
	287,060	383,636	670,696	656,654
LONG TERM				
INVESTMENTS (Note 5)	1,161	13,248	14,409	1,775
RESTRICTED CASH / INVESTMENTS (Note 6)	2,214,049	46,129	2,260,178	1,881,644
INTERFUND BALANCE (Note 7)	1,612	(1,612)	-	-
LOANS TO WORKER CO-OPERATIVES (Note 8)	-	39,188	39,188	40,465
	<u>\$ 2,503,882</u>	<u>\$ 480,589</u>	<u>\$ 2,984,471</u>	<u>\$ 2,580,538</u>
LIABILITIES AND MEMBERS' EQUITY				
CURRENT				
Accounts payable (Note 10)	\$ 20,551	\$ 3,074	\$ 23,625	\$ 30,754
Harmonized sales tax payable	4,360	-	4,360	5,278
Deferred income (Note 11)	19,996	-	19,996	10,000
	44,907	3,074	47,981	46,032
TRUST FUNDS				
PAYABLE (Note 12)	2,214,049	-	2,214,049	1,835,515
	2,258,956	3,074	2,262,030	1,881,547
MEMBERS' EQUITY				
General reserve (Note 13)	244,926	477,515	722,441	698,991
	<u>\$ 2,503,882</u>	<u>\$ 480,589</u>	<u>\$ 2,984,471</u>	<u>\$ 2,580,538</u>

CONTINGENT LIABILITIES (Note 15)

COMMITMENTS (Note 16)

ON BEHALF OF THE BOARD

Director

Director

See accompanying notes
Subject to audit engagement report dated October 26, 2018

CANADIAN WORKER CO-OPERATIVE FEDERATION

Statement of Revenues and Expenditures

Year Ended August 31, 2018

	Federation Operations 2018	Tenacity Works Fund 2018	Total 2018	Total 2017
REVENUE				
Annual general meeting	\$ 28,610	\$ -	\$ 28,610	\$ 28,396
CoopZone (Note 17)	4,900	-	4,900	10,500
Dues (Note 18)	28,380	-	28,380	28,121
Interest	6,241	16,370	22,611	19,379
Loyalty payment Co-operators	74,998	-	74,998	77,667
RRSP and TFSA fees	212,509	-	212,509	178,766
Other income	5,748	-	5,748	5,705
	<u>361,386</u>	<u>16,370</u>	<u>377,756</u>	<u>348,534</u>
EXPENSES				
Amortization	-	-	-	1,376
Annual general meeting	29,089	-	29,089	28,630
Bad debts	1,588	-	1,588	1,841
Board and committee	10,205	4,425	14,630	5,050
Bookkeeping	11,021	500	11,521	15,360
CoopZone (Note 17)	4,900	-	4,900	10,500
Dues and insurance	8,768	1,065	9,833	10,175
Interest and bank charges	2,106	303	2,409	2,853
Office and communications	13,746	811	14,557	12,145
Professional and consulting fees	15,618	1,500	17,118	10,700
RRSP Program	86,306	-	86,306	78,713
Rental	6,972	-	6,972	6,796
Salaries and independent contractors (Note 19)	94,002	10,500	104,502	94,506
Special projects	979	-	979	6,541
Strategic planning	7,880	-	7,880	-
TFSA Program	8,746	-	8,746	7,014
Technical assistance grants	11,683	-	11,683	2,567
Travel	8,261	-	8,261	12,982
	<u>321,870</u>	<u>19,104</u>	<u>340,974</u>	<u>307,749</u>
INCOME FROM OPERATIONS	39,516	(2,734)	36,782	40,785
Write-down of loans to Worker Co-operatives	-	(13,332)	(13,332)	(17,371)
NET INCOME (LOSS)	<u>\$ 39,516</u>	<u>\$ (16,066)</u>	<u>\$ 23,450</u>	<u>\$ 23,414</u>

CANADIAN WORKER CO-OPERATIVE FEDERATION**Statement of General Reserve****Year Ended August 31, 2018**

	Federation Operations 2018	Tenacity Works Fund 2018	Total 2018	Total 2017
GENERAL RESERVE - BEGINNING OF YEAR	\$ 205,410	\$ 493,581	\$ 698,991	\$ 675,577
Net income (loss)	39,516	(16,066)	23,450	23,414
GENERAL RESERVE - END OF YEAR	\$ 244,926	\$ 477,515	\$ 722,441	\$ 698,991

CANADIAN WORKER CO-OPERATIVE FEDERATION**Statement of Cash Flow****Year Ended August 31, 2018**

	2018	2017
OPERATING ACTIVITIES		
Cash receipts from operations	\$ 366,462	\$ 346,127
Cash paid to suppliers and employees	(358,129)	(303,047)
Interest received	22,610	19,378
Interest paid	(2,409)	(2,854)
Harmonized sales tax	(919)	(414)
	<hr/>	<hr/>
Cash flow from operating activities	27,615	59,190
INVESTING ACTIVITIES		
Net change in Investment in Worker Co-operatives	1,277	2,279
Purchase of long term investments	(12,634)	(28)
Increase in Trust Funds payable	378,534	760,586
Increase in restricted cash / investments	(378,534)	(760,562)
	<hr/>	<hr/>
Cash flow from (used by) investing activities	(11,357)	2,275
INCREASE IN CASH FLOW	16,258	61,465
Cash - beginning of year	<hr/> 629,170	<hr/> 567,705
CASH - END OF YEAR	\$ 645,428	\$ 629,170

CANADIAN WORKER CO-OPERATIVE FEDERATION

Notes to Financial Statements

Year Ended August 31, 2018

1. NATURE OF OPERATIONS

The Federation, incorporated under the Canada Co-operative Association Act, is a Not-for-Profit co-operative whose objective is to work for the development and expansion of employee owned businesses organized according to co-operative principles.

The Federation is exempted from income tax under Section 149(1)(l) of the Canadian Income Tax Act which deals with Not-for-Profit Organizations.

The Federation Operations manages the operations of the Federation, provides service for funding received in the form of service contracts, and manages the RRSP and TFSA contributions of employees and investors of member co-operatives and other organizations.

The Tenacity Works Fund manages capital held by the Canadian Worker Co-operative Federation to provide funding capital to member co-operatives in the form of term loans.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

The financial statements were prepared in accordance with Canadian Accounting Standards for Not-for-Profit Organizations (ASNPO).

Cash and cash equivalents

Cash and cash equivalents include cash on hand, balances with banks.

Financial instruments policy

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, investments in equity instruments that are quoted in an active market are reported at fair value, with any unrealized gains and losses reported in income. All other financial instruments are subsequently reported at amortized cost, and tested for impairment when there are indicators of impairment.

Transaction costs on the acquisition, sale, or issue of financial instruments which are subsequently reported at fair value are expensed when incurred. Transaction costs on the acquisition, sale, or issue of financial instruments which are subsequently reported at amortized cost are amortized over the expected life of the instrument.

Financial assets measured at amortized cost include cash, accounts receivable, long term investments, restricted cash and investments, and loans to worker co-operatives.

Financial liabilities measured at amortized cost include accounts payable and trust funds payable.

Equipment

Equipment is stated at cost. Amortization is provided annually on the diminishing balance basis at rates calculated to write off the assets over their estimated useful lives as follows:

Equipment	30%
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The Federation regularly reviews its equipment to eliminate obsolete items. Equipment is reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount of an asset may not be recoverable. Government grants are treated as a reduction of equipment cost.

(continues)

CANADIAN WORKER CO-OPERATIVE FEDERATION

Notes to Financial Statements

Year Ended August 31, 2018

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

Revenue recognition

- a) The value of donated materials and services are not recorded in these financial statements. Cash donations are recognized in the year received.
- b) Funds received under various grant programs are recognized as income in the period in which they are utilized for approved grant purposes. Unused funds are reflected on the balance sheet as deferred income.
- c) The Federation follows the deferral method of accounting for contributions.
- d) Revenue from Federation programs are recognized as services are performed and ultimate collection is reasonably assured.
- e) Investment income is recognized as revenue in the year in which it is earned.

Allocation of expenses

The Federation allocates certain salaries and wages proportionately on the basis of the time spent to the various projects listed on the Statement of Revenues and Expenditures for which funding has been specifically provided. The allocation of the salaries and wages does not exceed the revenue received and/or receivable for each project. Similarly, salaries and wages are allocated to the Tenacity Works Fund in proportion to the time spent.

The basis of allocation is applied consistently each year.

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.

Most notable, the Tenacity Works Fund extends loans to qualifying co-operative businesses. The Fund's management has estimated the allowance for loan impairment based upon six criteria as follows: 1) whether the Co-op has achieved its revenue and expense projections, 2) if revenue and expense projections are not met, review of a financial plan demonstrating potential to repay, 3) level of security vis a vis other creditors, 4) commitment level of members to achieve success, 5) payment history and 6) length of term until full payment is due. Significant changes in these factors could result in a material impairment of the investments in worker co-operatives.

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.

CANADIAN WORKER CO-OPERATIVE FEDERATION

Notes to Financial Statements

Year Ended August 31, 2018

3. FINANCIAL INSTRUMENTS

The Federation is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. It is management's opinion that the organization is not exposed to significant currency risk from its financial instruments. The following analysis provides information about the Federation's risk exposure and concentration as of August 31, 2018.

Credit risk

The Federation is exposed to credit risk in connection with the collection of its accounts receivable and loans to worker Co-operatives. The Federation mitigates this risk by performing credit checks and therefore does not anticipate significant loss for non-collection. An allowance for doubtful accounts is established based upon factors surrounding the credit risk of specific accounts, historical trends and other information.

Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Federation has a comprehensive plan in place to meet their obligations as they come due - primarily from cash flow from operations.

Market risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency rate risk, interest rate risk and other price risk. The Federation is mainly exposed to interest rate risk.

Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. The Federation is exposed to interest rate risk on its fixed and floating rate interest bearing financial instruments which includes bank indebtedness, guaranteed investment certificates, trust funds payable, and investments in worker co-operatives. Changes in the bank lending rates can cause fluctuations in cash flows and interest expense. The Federation does not use any derivatives to manage this risk.

4. ACCOUNTS RECEIVABLE

	2018	2017
Accounts receivable	\$ 23,853	\$ 27,320
Interest receivable	438	-
Trade accounts receivable from related party	226	2,122
Allowance for doubtful accounts	<u>(1,042)</u>	<u>(3,058)</u>
	\$ 23,475	\$ 26,384

Trade accounts receivable from the related party, CoopZone, is subject to normal trade terms. Transaction details are disclosed in *Note 17*.

CANADIAN WORKER CO-OPERATIVE FEDERATION

Notes to Financial Statements

Year Ended August 31, 2018

5. LONG TERM INVESTMENTS

	2018	2017
Alberta Community and Co-operative Association	\$ 50	\$ 50
British Columbia Co-operative Association	10	10
Canadian Co-operative Investment Fund	100	-
CCIF Limited Partnership (Note 16)	12,500	-
Co-operators Group	1	1
Co-operative Management Education Co-operative	1,000	1,000
First Calgary Financial	748	714
	\$ 14,409	\$ 1,775

6. RESTRICTED CASH / INVESTMENTS

	2018	2017
Restricted cash	\$ 2,214,049	\$ 1,835,515
Restricted investments	46,129	46,129
	\$ 2,260,178	\$ 1,881,644

Restricted cash represents amounts held in trust for RRSP and TFSA deposits, the Mark Goldblatt Fund, and deposits for the Federation of Worker Co-ops of British Columbia.

Restricted investments is an investment in a GIC which has been provided as security for a loan issued by the Bank of Montreal to Planet Bean Inc. The GIC is held by the Bank of Montreal, it bears interest at 0.95% in year one and 1.20% in year two, and matures August 28, 2019.

7. INTERFUND BALANCE

Interfund balances are non-interest bearing, unsecured and have no set terms of repayment.

8. LOANS TO WORKER CO-OPERATIVES

	2018	2017
Term loans	\$ 70,720	\$ 47,665
Preferred loans	-	11,000
Allowance for loan impairment	(31,532)	(18,200)
	\$ 39,188	\$ 40,465

Pursuant to the terms of the HRDC Pilot Project, loans are extended to qualifying co-operative businesses. Term loans bear interest at varying rates and are repayable in blended monthly installments over a five year term. Preferred loans bear interest at varying rates which accrue over the five year term of the loan. Accrued interest and principal are due and payable at the end of the term. There is a registered security agreement covering each loan.

9. CREDIT FACILITY

The bank operating loan with Valley Credit Union is limited to \$20,000, bears interest at prime plus 1.75% and is secured by a general security agreement on the funds held in deposit at the Credit Union. At the balance sheet date, there are no advances on the credit facility.

CANADIAN WORKER CO-OPERATIVE FEDERATION

Notes to Financial Statements

Year Ended August 31, 2018

10. ACCOUNTS PAYABLE

	<u>2018</u>	<u>2017</u>
Accounts payable	\$ 19,934	\$ 27,862
Employee deductions payable	3,691	2,892
	<u>\$ 23,625</u>	<u>\$ 30,754</u>

11. DEFERRED INCOME

	<u>2018</u>	<u>2017</u>
Annual conference	\$ 4,740	\$ 6,000
Sponsorship for translation	8,256	4,000
Co-operators' grant for strategic planning work	7,000	-
	<u>\$ 19,996</u>	<u>\$ 10,000</u>

12. TRUST FUNDS PAYABLE

	<u>2018</u>	<u>2017</u>
RRSP deposits	\$ 2,171,987	\$ 1,793,577
Mark Goldblatt Fund	25,000	25,000
TFSA deposits	14,494	14,370
FWCBC deposits	2,568	2,568
	<u>\$ 2,214,049</u>	<u>\$ 1,835,515</u>

The RRSP and TFSA deposits represent uninvested cash held on behalf of members. The Mark Goldblatt Fund is a bequest received during 2016 which is restricted for use in a cultural project. The FWCBC funds are being held in trust by the Canadian Worker Co-operative Federation until such time as the BC organization resumes operations.

13. GENERAL RESERVE

Pursuant to the Federation's Articles of Association, any surplus of the Federation is to be retained as a reserve and used only for the objects for which the Federation is established. No part of the reserve shall be payable to, or otherwise be available for, the personal benefit of any member of the Federation.

14. SHARE CAPITAL

Pursuant to the Federation's Articles of Association there is no legal share capital. The relationship among the members is that of a membership bond with rights and attendant limitations from time to time embodied in the bylaws of the Federation.

15. CONTINGENT LIABILITIES

The Federation has provided a loan guarantee in the amount of \$46,129 on behalf of Planet Bean Inc. This loan guarantee is secured by investments which are disclosed as restricted per *Note 6*. Guarantor fees in the amount of \$1,845 (2017 - \$1,691) were received during the year.

CANADIAN WORKER CO-OPERATIVE FEDERATION

Notes to Financial Statements

Year Ended August 31, 2018

16. COMMITMENTS

In addition to the \$12,500 invested in the CCIF Limited Partnership and subject to certain conditions, the Federation has made additional investment pledges from the Tenacity Works Fund totaling \$237,500 to the Canadian Co-op Investment Fund (CCIF) over a 3-year period.

A letter of offer by the Federation for a \$24,000, 5-year investment loan from the Tenacity Works Fund was accepted by a worker co-operative in October 2018.

A letter of offer by the Federation for a \$10,000, 5-year investment loan from the Tenacity Works Fund has been issued to a worker co-operative.

The Federation has a lease with respect to its office premises which expires in December 2018. The future minimum lease payments (including HST) as at August 31, 2018 are \$1,941.

The Federation has a memorandum of understanding with Rhythm Communications for contracted work. The future minimum contract payments (including GST) as at August 31, 2018 are \$15,018.

17. RELATED PARTY TRANSACTIONS

	<u>2018</u>	<u>2017</u>
CoopZone		
<i>CoopZone is related to the Federation by way of common significant influence in the form of common management.</i>		
Service contract revenue	\$ 4,900	\$ 10,500
Expenses related to service contract	4,900	10,500
Tuition paid to CoopZone	-	1,500
Payments to member Co-operatives, Developer members, and Board members for contracts awarded		
Benjamin Prunty	\$ 3,300	\$ -
Eric Tusz King	-	250
Hullabaloo Publishing (Prairie Dog)	2,353	-
Just Us! Coffee Roaster Co-op	179	1,000
LeftHand Media Co-op	850	1,398
London Brewing Co-operative	131	-
Réseau de la coopération du travail du Québec	300	-
Rhythm Communications	8,242	-

The transactions with CoopZone are in the normal course of operations and are measured at the exchange amount, which is the amount of consideration established and agreed to by the related parties. The service contract with CoopZone ended on March 31, 2018.

The Federation regularly engages in transactions with its members who are considered related parties. Most of these transactions are undertaken in the normal course of operations, are reflected at the exchange amount and are not disclosed separately. Other payments for contracts awarded to member Co-operatives, Developer members, and Board members are disclosed above. The Board of Directors has procedures in place to ensure that any relationship for contracts awarded to a member is equitable, legal, and financially responsible to both the Federation and the member co-operative.

CANADIAN WORKER CO-OPERATIVE FEDERATION**Notes to Financial Statements****Year Ended August 31, 2018**

18. DUES

	<u>2018</u>	<u>2017</u>
Regular	\$ 17,380	\$ 17,726
Associate	9,500	8,895
Regional Federation	1,500	1,500
	<u>\$ 28,380</u>	<u>\$ 28,121</u>

19. ALLOCATION OF SALARIES AND INDEPENDENT CONTRACTORS

As described in *Note 2*, salaries and wages are allocated proportionately on the basis of time spent.

	<u>2018</u>	<u>2017</u>
Total salaries and wages	\$ 166,435	\$ 158,606
Allocation to projects	<u>(61,933)</u>	<u>(64,100)</u>
	<u>\$ 104,502</u>	<u>\$ 94,506</u>

20. COMPARATIVE FIGURES

Certain prior year comparative figures have been reclassified in order to conform with the financial statement presentation adopted for the current year.
