



**Canadian Baton Twirling Federation**

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**La Fédération Canadienne de Baton Sportif**

**Treasurer's Report**  
**CBTF Board of Director's – September 7, 2014**

The following is an overview of the 2013-2014 fiscal year, which covers April 1, 2013 to March 31, 2014. Additional information included with this report are:

- 2013-2014 Profit and Loss as of March 31, 2014
- 2013-2014 Balance Sheet as of March 31, 2014

I have not included each program's Profit and Loss Statements however they are available should you wish to review them.

The net profit for the year ending March 31, 2014 is \$30,054.74. This is primarily a result of net profits from the 2013 National Championships and lower than budgeted expenses for the 2013 International Cup.

We currently have equity totaling \$168,236.81, which consists of the following:

- Retained Earnings \$108,182.07
- Event Reserve \$ 20,000.00
- Operating Reserve \$ 5,000.00
- Sport Outreach Reserve \$ 5,000.00
- Net income from 2012/2013 \$ 30,054.74

As a Registered Charitable Amateur Athletic Association (RCAAA) incorporated in Ontario, CBTF is eligible to claim 82% of the PST portion of the HST it has paid as well as 50% of the GST it has paid. The 2013/2014 HST refund has been remitted in the amount of \$1,117.20.

CBTF received the estimates for the 'regular' insurance and they were comparable to last year's policies however it came to light that additional insurance would be required for the 2015 International Cup. At that time we realized that our old coverage simply wasn't adequate to cover our growing insurance needs. Our broker did some investigation and recommended that a change in providers would not only provide us with better coverage but would also provide the insurance required for the International Cup. Our 2014/2015 Insurance costs are as follows:

- Comprehensive General Liability = \$7,709 plus tax
- Directors and Officers Liability = \$1,063 plus tax
- Sport Accident = \$1,289 plus \$50 processing fee plus tax

With taxes, this totals \$10,915.88. This is a significant increase over last year's cost however we feel that approximately \$3,000 of that should be covered by the 2015 International Cup budget. Affiliation fees are determined by the difference (\$7,915.88) divided by the number of members (excluding volunteers) that we



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have. Each province was emailed their membership information on August 8. Based on our membership database, we have 1,777 'real members' less the type E members of 488 for a total of 1,289. This establishes the affiliation fee of \$6.50 per member. I move the acceptance of the 2014/2015 Affiliation of \$6.50 per member.

CBTF can absorb the additional cost of insurance this year as it is being funded by the 2015 International Cup. Should we maintain our new policy holder, assuming the rates remain relatively the same next year, and based on this year's membership numbers, I anticipate the affiliation rates will be approximately \$8.50 per member. CBTF is discussing options with our broker to ensure we are obtaining the coverage we need while keeping the cost to our members manageable.

CBTF is a registered corporation and as such, must meet the stringent guidelines outlined in the Canada Not-for-profit Corporations Act. CBTF is considered a non-soliciting corporation and must do the following:

- Must appoint a public accountant by ordinary resolution at each annual meeting OR waive appointment by annual unanimous resolution.
- A public accountant must conduct a review engagement but members may pass a resolution to require an audit instead (If no public accountant is appointed, then 'compilation only is required)

The cost of having a public accountant review the financials on a yearly basis is fairly substantial. As outlined in the second bullet, if a public accountant isn't appointed, the financials will be presented to the CBTF members as a 'compilation', which is what the attachments to this report outlined are. As the CBTF financials are reviewed by an internal finance committee on a regular basis, I move that CBTF waive the appointment of a public accountant.

I will be establishing the Finance Committee this fall and will be asking the committee members to review the financials via email. Please let me know if you have any suggestions for committee members and I will contact them in the near future.

One of the recommendations put forth by a previous finance committee was for CBTF to establish a write-off policy. The provinces were asked to provide me with information regarding their provincial write-off policies however I did not receive any feedback. Once a new Finance Committee has been established, I will ask the committee to assist in the creation of a draft policy for the CBTF Board of Directors to consider.



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When the Province of Quebec became a member of CBTF, they were given 'start up' funding to assist them with start up costs. I suggest that the Board of Directors discuss similar funding for Nova Scotia.

I move the acceptance of the Treasurers report.

Respectfully submitted by Michelle Bretherick