

Alan Gutman

Chartered Accountant – Comptable Agréé

office
copy

THE CANADIAN ASSOCIATION OF JOURNALISTS

FINANCIAL STATEMENTS

For the year ended December 31, 1998

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For the year ended December 31, 1998

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REVIEW ENGAGEMENT REPORT

TO: The Board of Directors

I have reviewed the balance sheet of THE CANADIAN ASSOCIATION OF JOURNALISTS as at December 31, 1998, and the statements of revenue and expenditures and surplus and cash flow and changes in financial position for the year then ended. My review was made in accordance with generally accepted standards for review engagements and accordingly consisted primarily of enquiry, analytical procedures and discussion related to information supplied to me by the organization.

A review does not constitute an audit and consequently I do not express an audit opinion on these financial statements.

Based on my review, nothing has come to my attention that causes me to believe that the financial statements are not, in all material respects, in accordance with generally accepted accounting principles.



ALAN GUTMAN
Chartered Accountant

Ottawa, Ontario
Canada

March. 5, 1999

THE CANADIAN ASSOCIATION OF JOURNALISTS
BALANCE SHEET
As at December 31, 1998

	1998 \$	1997 \$
ASSETS		
CURRENT ASSETS		
Cash	27,382	25,389
Accounts receivable	20,894	24,171
Prepaid expenses	3,000	6,700
	51,276	56,260
CAPITAL ASSETS (Note 4)	5,754	7,192
OTHER ASSETS		
Cash - chapters (Note 2)	3,593	3,593
	60,623	67,045
LIABILITIES AND SHAREHOLDER'S EQUITY		
CURRENT LIABILITIES		
Accounts payable & accrued liabilities	14,000	19,301
Deferred revenue - current	1,000	1,000
	15,000	20,301
DEFERRED REVENUE - long term	5,000	6,000
SURPLUS	40,623	40,744
On behalf of the board:	60,623	67,045

_____ Director

(Unaudited - See Review Engagement Report)

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THE CANADIAN ASSOCIATION OF JOURNALISTS
STATEMENT OF SURPLUS
 For the year ended December 31, 1998

	1998 \$	1997 \$
	<u> </u>	<u> </u>
SURPLUS, beginning of year	40,744	18,301
EXCESS (SHORTFALL) OF REVENUE OVER EXPENDITURES	<u>(121)</u>	<u>22,443</u>
SURPLUS, end of year	<u><u>40,623</u></u>	<u><u>40,744</u></u>

(Unaudited - See Review Engagement Report)

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THE CANADIAN ASSOCIATION OF JOURNALISTS
STATEMENT OF REVENUE AND EXPENDITURES
For the year ended December 31, 1998

	1998	1997
	\$	\$
	<u> </u>	<u> </u>
REVENUE		
Awards	11,697	11,900
CAJ/CCN directory of journalists	-	1,700
Caucuses	341	970
Chapter contributions	-	2,021
Convention	128,633	118,564
Media magazine	21,130	33,472
National Writers' Symposium	53,786	55,941
Operations	68,321	63,684
	<u>283,908</u>	<u>288,252</u>
EXPENDITURES		
Awards	15,564	15,774
CAJ/CCN directory of journalists	805	2,620
Caucuses	563	2,280
Chapters	177	6,000
Convention	106,558	74,556
Media magazine	19,005	33,063
National Writers' Symposium	101,535	40,445
Operations	37,293	91,071
Twentieth Anniversary Activities	2,529	-
	<u>284,029</u>	<u>265,809</u>
EXCESS (SHORTFALL) OF REVENUE OVER EXPENDITURES	<u>(121)</u>	<u>22,443</u>

(Unaudited - See Review Engagement Report)

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THE CANADIAN ASSOCIATION OF JOURNALISTS
STATEMENT OF CASH FLOW AND CHANGES IN FINANCIAL POSITION
For the year ended December 31, 1998

	1998 \$
OPERATING ACTIVITIES	
Net excess (shortfall)	(121)
Depreciation and amortization	1,438
Changes in non-cash working capital items	1,676
Cash provided (used) by operating activities	2,993
INVESTING ACTIVITIES	
Reduction of deferred revenue	1,000
Purchase of fixed assets	-
Cash applied to investing activities	1,000
INCREASE (DECREASE) DURING THE YEAR	1,993
CASH - BEGINNING OF YEAR	25,389
CASH - END OF YEAR	27,382
REPRESENTED BY:	
Cash in bank	27,382

Note: This financial statement, the statement of cash flow and changes in financial position, was not prepared in the previous year.

(Unaudited - See Review Engagement Report)

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THE CANADIAN ASSOCIATION OF JOURNALISTS
NOTES TO FINANCIAL STATEMENTS
For the year ended December 31, 1998

1. ORGANIZATION BACKGROUND

The Canadian Association of Journalists is a non-profit organization under section 149 (1) (L) of the Income Tax Act. The Canadian Association of Journalists meets the following conditions:

- (i) it is not a charity;
- (ii) it is organized exclusively to advance journalists education in Canada as set out in the Letters Patent. Copies of the Letters Patent and By-Laws are available to interested parties;
- (iii) operations are consistent with the association's objectives;
- (iv) no gains have been accrued for the benefit of the members as set out in the Letters Patent.

2. ACCOUNTING POLICIES

Capital assets are depreciated on a declining balance basis at the following annual rates. Furniture and office equipment is depreciated at 20%. Additions during the year are depreciated at half the regular rates.

As in normal practice, revenues and expenditures are reported on an accrual basis, where revenues and expenditures are reported when they are incurred and not necessarily when they are received or paid. Two activities of the Association are reported on a cash basis. These are the Awards revenue and the Membership revenue.

Cash balances held by the Chapters at year end are considered assets of The Canadian Association of Journalists. The Association is ultimately liable for any debts incurred by the Chapters.

(Unaudited - See Review Engagement Report)

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NOTES TO FINANCIAL STATEMENTS
For the year ended December 31, 1998

3. COMPARATIVE FIGURES

Certain 1997 comparative figures have been reclassified to conform with the financial statement presentation adopted in 1998. The previous year's financial statements were reported on by another firm of accountants.

4. CAPITAL ASSETS

	Cost	Accumulated Depreciation/ Amortization	Net Book Value	
	\$	\$	1998 \$	1997 \$
Furniture and office equipment	17,879	12,125	5,754	7,192
	17,879	12,125	5,754	7,192

(Unaudited - See Review Engagement Report)

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