

**Alberta Lawyers' Assistance Society**  
**Financial Statements**  
*October 31, 2013*  
*(Unaudited)*

To the Board of Directors of Alberta Lawyers' Assistance Society:

Management is responsible for the preparation and presentation of the accompanying financial statements, including responsibility for significant accounting judgements and estimates in accordance with Canadian accounting standards for not-for-profit organizations. This responsibility includes selecting appropriate accounting principles and methods, and making decisions affecting the measurement of transactions in which objective judgment is required.

In discharging its responsibilities for the integrity and fairness of the financial statements, management designs and maintains the necessary accounting systems and related internal controls to provide reasonable assurance that transactions are authorized, assets are safeguarded and financial records are properly maintained to provide reliable information for the preparation of financial statements.

The Board of Directors is composed entirely of Directors who are neither management nor employees of the Society. The Board is responsible for overseeing management in the performance of its financial reporting responsibilities. The Board fulfils these responsibilities by reviewing the financial information prepared by management and discussing relevant matters with management and external accountants. The Board is also responsible for recommending the appointment of the Society's external accountants.

MNP LLP is appointed by the Board of Directors to review the financial statements and report directly to them; their report follows. The external accountants have full and free access to, and meet periodically and separately with, both the Board and management to discuss their review engagement results.

March 24, 2014

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Marian V. De Souza  
Executive Director

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## Review Engagement Report

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To the Directors of the Alberta Lawyers' Assistance Society:

We have reviewed the statement of financial position of the Alberta Lawyers' Assistance Society as at October 31, 2013 and the statements of operations and changes in net assets and cash flows for the year then ended. Our review was made in accordance with Canadian generally accepted standards for review engagements and, accordingly, consisted primarily of inquiry, analytical procedures and discussion related to information supplied to us by the Society.

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

Based on our review, nothing has come to our attention that causes us to believe that these financial statements are not, in all material respects, in accordance with Canadian accounting standards for not-for-profit organizations.

Calgary, Alberta

March 24, 2014

*MNP* LLP  
Chartered Accountants

# Alberta Lawyers' Assistance Society

## Statement of Financial Position

As at October 31, 2013  
(Unaudited)

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	2013	2012
<b>Assets</b>		
<b>Current</b>		
Cash	51,935	149,753
Marketable securities	40,000	-
Accounts receivable	1,632	1,113
Prepaid expenses	461	-
	<b>94,028</b>	150,866
<b>Liabilities</b>		
<b>Current</b>		
Accounts payable and accruals (Note 3)	8,606	35,243
Deferred contributions	5,540	2,500
	<b>14,146</b>	37,743
<b>Net Assets</b>		
Unrestricted	79,882	113,123
	<b>94,028</b>	150,866

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Approved on behalf of the Board

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Director

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Director

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The accompanying notes are an integral part of these financial statements

# Alberta Lawyers' Assistance Society

## Statement of Operations and Changes in Net Assets

*For the year ended October 31, 2013  
(Unaudited)*

	<b>2013</b>	<b>2012</b>
<b>Contributions</b>		
Law Society of Alberta	352,000	338,200
Law firms and corporate donations (direct)	43,360	40,500
Canadian Bar Association (Alberta)	30,410	32,550
Calgary Bar Association	10,000	-
Government grants	8,321	11,113
Online donations via Canada Helps	4,550	15,213
Individuals (direct)	1,833	26,192
	<b>450,474</b>	<b>463,768</b>
<b>Other revenue</b>	<b>1,641</b>	<b>230</b>
<b>Total revenue</b>	<b>452,115</b>	<b>463,998</b>
<b>Expenses</b>		
Counselling services	186,647	175,808
Promotion, education and awareness	155,325	127,467
Administration	77,993	73,055
Peer support management and activities	49,215	48,777
Management and review - counselling services	16,176	16,126
<b>Total expenses</b>	<b>485,356</b>	<b>441,233</b>
<b>(Deficiency) excess of contributions over expenses</b>	<b>(33,241)</b>	<b>22,765</b>
<b>Net assets, beginning of year</b>	<b>113,123</b>	<b>90,358</b>
<b>Net assets, end of year</b>	<b>79,882</b>	<b>113,123</b>

*The accompanying notes are an integral part of these financial statements*

# Alberta Lawyers' Assistance Society

## Statement of Cash Flows

For the year ended October 31, 2013

(Unaudited)

	2013	2012
<b>Cash provided by (used for) the following activities</b>		
<b>Operating</b>		
(Deficiency) excess of contributions over expenses	(33,241)	22,765
Changes in working capital accounts		
Accounts receivable	(519)	1,648
Prepaid expenses and deposits	(461)	-
Accounts payable and accruals	(26,637)	11,427
Deferred contributions	3,040	2,500
<b>(Decrease) increase in cash resources</b>	<b>(57,818)</b>	<b>38,340</b>
<b>Cash resources, beginning of year</b>	<b>149,753</b>	<b>111,413</b>
<b>Cash resources, end of year</b>	<b>91,935</b>	<b>149,753</b>
<b>Cash resources are composed of:</b>		
Cash	51,935	149,753
Marketable securities	40,000	-
	<b>91,935</b>	<b>149,753</b>

The accompanying notes are an integral part of these financial statements

# Alberta Lawyers' Assistance Society Notes to the Financial Statements

For the year ended October 31, 2013  
(Unaudited)

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## 1. Incorporation and nature of the organization

The Alberta Lawyers' Assistance Society (the "Society") is a registered charity incorporated under the Societies Act of Alberta. The Society is exempt from income taxes under the Income Tax Act ("the Act"). In order to maintain its status as a registered charity under the Act, the Society must meet certain requirements within the Act. In the opinion of management these requirements have been met.

The Society's purpose is to provide assistance, counselling and referral services to Alberta's lawyers, articling students, and their immediate families in personal crisis. Funding is provided by contributions from the Law Society of Alberta, The Canadian Bar Association (Alberta), grants from the Alberta Government and private contributors. In fiscal 2012 and 2013, the Society provided counselling through the professionals of Forbes Psychological Services Ltd. ("Forbes"), a leading provider of assistance to professionals and their families.

## 2. Significant accounting policies

The financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations as issued by the Accounting Standards Board in Canada using the following significant accounting policies:

### **Cash**

Cash includes balances with banks.

### **Marketable securities**

Marketable securities consist of Guaranteed Investment Certificates (GICs) with a one year term.

### **Revenue recognition**

The Society follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

### **Contributed materials**

Contributions of services are recognized both as contributions and expenses in the statement of operations when a fair value can be reasonably estimated and when the services are used in the normal course of the Society's operations and would otherwise have been purchased.

### **Financial instruments**

The Society recognizes its financial instruments when the Society becomes party to the contractual provisions of the financial instrument. All financial instruments are initially recorded at their fair value.

Financial instruments consist of: cash, marketable securities, accounts receivable, and accounts payable and accruals. Unless otherwise noted, it is management's opinion that the Society is not exposed to significant credit and liquidity risk, or market risk, which includes currency, interest rate and other price risks.

At initial recognition, the Society may irrevocably elect to subsequently measure any financial instrument at fair value. The Society has not made such an election during the year.

Transaction costs and financing fees directly attributable to the origination, acquisition, issuance or assumption of financial instruments subsequently measured at fair value are immediately recognized in the statement of operations for the current period. Conversely, transaction costs and financing fees are added to the carrying amount for those financial instruments subsequently measured at amortized cost or cost.

# Alberta Lawyers' Assistance Society

## Notes to the Financial Statements

For the year ended October 31, 2013  
(Unaudited)

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### 3. Accounts payable and accruals

	2013	2012
Trade accounts payable	-	31,343
Government withholdings	<b>8,606</b>	3,900
	<b>8,606</b>	35,243

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### 4. Economic dependence

The Society's primary source of revenue is the Law Society of Alberta ("Law Society"). The funding can be cancelled if the Society does not observe certain established guidelines. The Society's ability to continue viable operations is dependent upon maintaining its relationship with the Law Society and ensuring that programs offered align with the Law Society's mission statement. As at the date of these financial statements the Society believes that it is in compliance with these guidelines.

### 5. Contributed materials and services

During the year ended October 31, 2013 the Society received contributed services of \$50,000 (2012 – \$50,000) representing the estimated fair value of contributions of office space, printing and mailing, accounting, brochure production and conference space.