

**PROJECT MANAGEMENT INSTITUTE, NOVA SCOTIA CHAPTER**  
**Financial Statements**  
**Year Ended December 31, 2021**

**PROJECT MANAGEMENT INSTITUTE, NOVA SCOTIA CHAPTER**

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**Year Ended December 31, 2021**

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**LYLE TILLEY DAVIDSON**  
Chartered Professional Accountants

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**INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT**

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To the Members of Project Management Institute, Nova Scotia Chapter

We have reviewed the accompanying financial statements of Project Management Institute, Nova Scotia Chapter (the "Institute") that comprise the statement of financial position as at December 31, 2021, and the statements of revenues and expenditures, changes in net assets and cash flows 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 (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.

*Practitioner's Responsibility*

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

*Conclusion*

Based on our review, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of Project Management Institute, Nova Scotia Chapter as at December 31, 2021, and the results of its operations and its cash flows for the year then ended in accordance with ASNPO.

*Lyle Tilley Davidson*

Halifax, Nova Scotia  
December 5, 2022

CHARTERED PROFESSIONAL ACCOUNTANTS

**PROJECT MANAGEMENT INSTITUTE, NOVA SCOTIA CHAPTER**  
**Statement of Financial Position**  
**December 31, 2021**

	2021	2020
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	\$ 84,391	\$ 80,806
Cash restricted for endowment ( <i>Note 6</i> )	91,067	-
Term deposits ( <i>Note 4</i> )	64,354	64,289
Harmonized sales tax recoverable	3,168	1,838
Prepaid expenses	795	795
	243,775	147,728
<b>CAPITAL ASSETS</b> ( <i>Note 5</i> )	669	955
	\$ 244,444	\$ 148,683
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT</b>		
Accounts payable and accrued liabilities	\$ 6,212	\$ 4,584
<b>NET ASSETS</b>		
Unrestricted net assets	146,496	143,142
Net assets invested in capital assets	669	957
Endowment fund ( <i>Note 6</i> )	91,067	-
	238,232	144,099
	\$ 244,444	\$ 148,683

**ON BEHALF OF THE BOARD**

\_\_\_\_\_ *Director*

\_\_\_\_\_ *Director*

**PROJECT MANAGEMENT INSTITUTE, NOVA SCOTIA CHAPTER**  
**Statement of Revenues and Expenditures**  
**Year Ended December 31, 2021**

	2021	2020
<b>REVENUES</b>		
Programs and professional development	\$ 606	\$ 27,598
Membership fees ( <i>Note 7</i> )	21,955	26,346
Sponsorship	-	2,000
Investments	64	250
	<u>22,625</u>	<u>56,194</u>
<b>EXPENDITURES</b>		
Amortization	288	409
Business management	6,084	7,761
Interest and bank charges	100	807
Office and sundry	2,262	3,264
Professional fees	4,500	4,630
Programs	6,325	14,791
	<u>19,559</u>	<u>31,662</u>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>\$ 3,066</b>	<b>\$ 24,532</b>

**PROJECT MANAGEMENT INSTITUTE, NOVA SCOTIA CHAPTER**  
**Statement of Changes in Net Assets**  
**Year Ended December 31, 2021**

	Unrestricted Net Assets	Net Assets Invested In Capital Assets	Endowment Fund	<b>2021</b>	2020
<b>NET ASSETS - BEGINNING OF YEAR</b>	\$ 143,142	\$ 957	\$ -	<b>\$ 144,099</b>	\$ 119,567
Excess of revenues over expenditures	3,066	-	-	<b>3,066</b>	24,532
Amortization of capital assets	288	(288)	-	-	-
Contributions	-	-	91,067	<b>91,067</b>	-
<b>NET ASSETS - END OF YEAR</b>	<b>\$ 146,496</b>	<b>\$ 669</b>	<b>\$ 91,067</b>	<b>\$ 238,232</b>	<b>\$ 144,099</b>

**PROJECT MANAGEMENT INSTITUTE, NOVA SCOTIA CHAPTER**

**Statement of Cash Flows**

**Year Ended December 31, 2021**

	2021	2020
<b>OPERATING ACTIVITIES</b>		
Excess of revenues over expenditures	\$ 3,066	\$ 24,532
Item not affecting cash:		
Amortization	288	409
	<u>3,354</u>	<u>24,941</u>
Changes in non-cash working capital:		
Accounts payable and accrued liabilities	1,626	206
Prepaid expenses	-	(45)
Harmonized sales tax recoverable	(1,330)	(4,799)
Deferred revenue	-	(7,000)
	<u>296</u>	<u>(11,638)</u>
Cash flow from operating activities	<u>3,650</u>	<u>13,303</u>
<b>INVESTING ACTIVITY</b>		
Endowment contribution	<u>91,067</u>	-
<b>INCREASE IN CASH FLOW</b>	<b>94,717</b>	13,303
Cash - beginning of year	<u>145,095</u>	<u>131,792</u>
<b>CASH - END OF YEAR</b>	<b>\$ 239,812</b>	<b>\$ 145,095</b>
<b>CASH CONSISTS OF:</b>		
Cash	\$ 84,391	\$ 80,806
Term deposits	64,354	64,289
Cash restricted for endowment	<u>91,067</u>	-
	<u>\$ 239,812</u>	<u>\$ 145,095</u>

**PROJECT MANAGEMENT INSTITUTE, NOVA SCOTIA CHAPTER**

**Notes to Financial Statements**

**Year Ended December 31, 2021**

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**1. NATURE OF OPERATIONS**

Project Management Institute, Nova Scotia Chapter (the "Institute") is a not-for-profit organization incorporated provincially under the Societies Act of Nova Scotia.

The Institute's objective is to promote project management professionalism within local businesses, universities and professional organizations in the chapter area. This is achieved through chapter activities, meetings and other educational programs.

**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

Cash includes term deposits, cash on hand and deposits within Canadian financial institutions, net of outstanding transactions.

Financial instruments

Financial instruments are recorded at fair value when acquired or issued, except for transactions with related parties which are recorded at the exchange amount. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in income. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

Capital assets

Capital assets are stated at cost less accumulated amortization and are amortized over their estimated useful lives on a declining balance basis at the following annual rate:

Computer equipment	30%
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Amortization is calculated at half the normal annual rate in the year of acquisition; no amortization is recorded in the year of disposal.

Impairment of long-lived assets

The Institute tests for impairment whenever events or changes in circumstances indicate that the carrying amount of the assets may not be recoverable. Recoverability is assessed by comparing the carrying amount to the projected future net cash flows the long-lived assets are expected to generate through their direct use and eventual disposition. When a test for impairment indicates that the carrying amount of an asset is not recoverable, an impairment loss is recognized to the extent the carrying value exceeds its fair value.

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# PROJECT MANAGEMENT INSTITUTE, NOVA SCOTIA CHAPTER

## Notes to Financial Statements

Year Ended December 31, 2021

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

#### Revenue recognition

Project Management Institute, Nova Scotia Chapter follows the deferral method of accounting for contributions.

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.

Membership revenue is recognized when dues are received.

#### Contributed services

The operations of the Institute depend on both the contribution of time by volunteers and donated materials from various sources. The fair value of donated materials and services cannot be reasonably determined and are therefore not reflected in these financial statements.

#### 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. Significant estimates include useful lives of capital assets and accrued liabilities. Actual results could differ from these estimates.

### 3. FINANCIAL INSTRUMENTS

The Institute is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The Institute's financial instruments consist of cash, term deposits, and accounts payable and accrued liabilities. The following analysis provides information about the Institute's risk exposure and concentration as of December 31, 2021.

#### Credit risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Institute is exposed to credit risk from members. In order to reduce its credit risk, the Institute reviews a new customer's credit history before extending credit and conducts regular reviews of its existing member's credit performance. An allowance for doubtful accounts is established based upon factors surrounding the credit risk of specific accounts, historical trends and other information. The Institute has a significant number of members which minimizes concentration of credit risk.

#### Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Institute is exposed to this risk mainly in respect of its receipt of funds from its members and other related sources and accounts payable and accrued liabilities.

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PROJECT MANAGEMENT INSTITUTE, NOVA SCOTIA CHAPTER

Notes to Financial Statements

Year Ended December 31, 2021

3. FINANCIAL INSTRUMENTS (continued)

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 risk, interest rate risk and other price risk. The Institute 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. In seeking to minimize the risks from interest rate fluctuations, the Institute manages exposure through its normal operating and financing activities. The Institute is exposed to interest rate risk primarily through its investment in term deposits.

4. TERM DEPOSITS

Term deposits consist of a guaranteed investment certificate bearing interest annually at 0.1%, maturing on September 22, 2022. The investment's carrying value approximates its fair value.

5. CAPITAL ASSETS

	Cost	Accumulated amortization	2021 Net book value	2020 Net book value
Computer equipment	\$ 8,795	\$ 8,126	\$ 669	\$ 955

6. ENDOWMENT FUND

The endowment fund balance was received from the Project Management Institute Educational Foundation to be put into an endowment fund and utilized for making local scholarship awards. The funds to be used for endowment have not been invested by year end and are included on the balance sheet as cash restricted for endowment.

PROJECT MANAGEMENT INSTITUTE, NOVA SCOTIA CHAPTER

Notes to Financial Statements

Year Ended December 31, 2021

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**7. RELATED PARTY TRANSACTIONS**

The following is a summary of the Institute's related party transactions:

	<u>2021</u>	<u>2020</u>
Board of Directors		
Membership fees	\$ 330	\$ 330

These transactions 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.

**8. COVID-19**

Beginning in March 2020 the Governments of Canada and Nova Scotia, as well as foreign governments instituted emergency measures as a result of the COVID-19 virus. The virus has had a major impact on Canadian and international securities and currency markets and consumer activity which may impact the Institute's financial position, its results of operations and its cash flows significantly. As these are on-going events, these financial statements do not reflect any potential future impact. It is not possible to reliably estimate the length and severity of these developments and the impact on the financial results and condition of the Institute as at the report date.