

**Alberta Lawyers' Assistance Society**  
**Notes to the Financial Statements**  
*For the year ended October 31, 2019*  
*(Unaudited)*

**4. Contributed materials and services**

During the year ended October 31, 2019 the Society received contributed services of \$76,700 (2018 – \$82,000) representing the estimated fair value of contributions of office space, printing and mailing, accounting, brochure production and conference space.

**5. Allocation of expenses**

During the year ended October 31, 2019, salaries and benefits of \$214,868 (2019 - \$180,724) have been allocated to the following categories on the statement of operations:

	<b>2019</b>	<b>2018</b>
Counselling services	<b>16,463</b>	12,523
Promotion, education and awareness	<b>124,498</b>	103,529
Peer support management and activities	<b>38,336</b>	43,113
Administration	<b>35,571</b>	21,559
	<b>214,868</b>	180,724

**6. Subsequent event**

Subsequent to year-end, there was a global outbreak of COVID-19 (coronavirus), which has had a significant impact on businesses through the restrictions put in place by the Canadian, provincial and municipal governments regarding travel, business operations and isolation/quarantine orders. At this time, it is unknown the extent of the impact the COVID-19 outbreak may have on the Society as this will depend on future developments that are highly uncertain and that cannot be predicted with confidence. These uncertainties arise from the inability to predict the ultimate geographic spread of the disease, and the duration of the outbreak, including the duration of travel restrictions, business closures or disruptions, and quarantine/isolation measures that are currently, or may be put, in place by Canada and other countries to fight the virus. While the extent of the impact is unknown, we anticipate this outbreak may cause increased customer demand, decreased donations, and increased government regulations which may negatively impact the Society's business and financial condition.

# Alberta Lawyers' Assistance Society

## Notes to the Financial Statements

For the year ended October 31, 2019  
(Unaudited)

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### 1. Incorporation and nature of the organization

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 2018 and 2019, 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 cash balances with banks and investments with maturities of three months or less.

#### **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**

The Society receives various in-kind services to carry out its business operations. Because of the difficulty in determining their fair value, no amount is recorded for contributed services in these financial statements.

#### **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, 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.

### 3. Economic dependence

The Society's primary source of revenue is the Law Society of Alberta (the "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.

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# Alberta Lawyers' Assistance Society

## Statement of Cash Flows

For the year ended October 31, 2019

(Unaudited)

	2019	2018
<b>Cash provided by (used for) the following activities</b>		
<b>Operating</b>		
(Deficiency) excess of revenue over expenses	(46,757)	129,584
Changes in working capital accounts		
Accounts receivable	1,700	(1,700)
Goods and Services Tax receivable	1,378	381
Prepaid expenses	(300)	-
Accounts payable and accruals	39,794	(49,600)
Deferred contributions	3,000	-
<b>Increase (decrease) in cash resources</b>	<b>(1,185)</b>	<b>78,665</b>
<b>Cash resources, beginning of year</b>	<b>228,317</b>	<b>149,652</b>
<b>Cash resources, end of year</b>	<b>227,132</b>	<b>228,317</b>

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, 2019  
(Unaudited)

	2019	2018
<b>Contributions</b>		
Law Society of Alberta	585,000	590,341
Law firms and corporate donations (direct)	28,473	40,000
Canadian Bar Association	25,595	34,393
Individuals (direct)	5,871	29,170
Online donations via Canada Helps	3,795	24,638
Calgary Bar Association	-	10,000
Nunavut Bar Association	-	3,000
	<b>648,734</b>	<b>731,542</b>
<b>Other revenue</b>	<b>285</b>	<b>462</b>
<b>Total revenue</b>	<b>649,019</b>	<b>732,004</b>
<b>Expenses</b>		
Counselling services	444,908	375,055
Promotion, education and awareness	151,211	131,520
Administration	60,469	48,546
Peer support management and activities	39,188	47,299
<b>Total expenses</b>	<b>695,776</b>	<b>602,420</b>
<b>(Deficiency) excess of revenue over expenses</b>	<b>(46,757)</b>	<b>129,584</b>
<b>Net assets, beginning of year</b>	<b>227,769</b>	<b>98,185</b>
<b>Net assets, end of year</b>	<b>181,012</b>	<b>227,769</b>

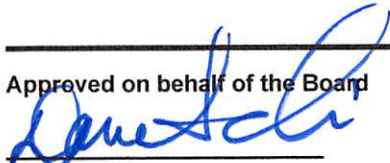
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**Alberta Lawyers' Assistance Society**  
**Statement of Financial Position**

As at October 31, 2019  
(Unaudited)

	2019	2018
<b>Assets</b>		
<b>Current</b>		
Cash	227,132	228,317
Accounts receivable	-	1,700
Goods and Services Tax receivable	200	1,578
Prepaid expenses	300	-
	<b>227,632</b>	<b>231,595</b>
<b>Liabilities</b>		
<b>Current</b>		
Accounts payable and accruals	43,620	3,826
Deferred contributions	3,000	-
	<b>46,620</b>	<b>3,826</b>
<b>Net Assets</b>		
Unrestricted	<b>181,012</b>	<b>227,769</b>
	<b>227,632</b>	<b>231,595</b>

Approved on behalf of the Board

  
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Director

  
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Director

The accompanying notes are an integral part of these financial statements

## Independent Practitioner's Review Engagement Report

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To the Directors of Alberta Lawyers' Assistance Society:

We have reviewed the accompanying financial statements of Alberta Lawyers' Assistance Society that comprise the statement of financial position as at October 31, 2019, and the statements of operations and changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

### *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 Alberta Lawyers' Assistance Society as at October 31, 2019, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Calgary, Alberta

September 29, 2020

*MNP LLP*

Chartered Professional Accountants

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## Management's Responsibility

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 judgments 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.

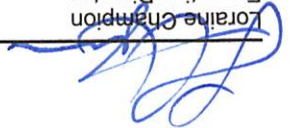
The Board of Directors is composed primarily of Directors who are neither management nor employees of the Society. The Board is responsible for overseeing management in the performance of its financial reporting responsibilities. The Board fulfills these responsibilities by reviewing the financial information 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 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.

September 29, 2020

Loraine Champion  
Executive Director

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**Alberta Lawyers' Assistance Society**  
**Financial Statements**  
October 31, 2019  
(Unaudited)