

Financial Statements of

**THE GRADUATE STUDENTS
ASSOCIATION OF MCMASTER
UNIVERSITY**

Year ended May 31, 2018



KPMG LLP
Commerce Place
21 King Street West, Suite 700
Hamilton Ontario L8P 4W7
Canada
Telephone (905) 523-8200
Fax (905) 523-2222

INDEPENDENT AUDITORS' REPORT

To the Members of the Graduate Students Association of McMaster University

We have audited the accompanying financial statements of The Graduate Students Association of McMaster University, which comprise the statement of financial position as at May 31, 2018, the statements of operations, changes in net assets and cash flows for the year then ended and notes, comprising 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, 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.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on our judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.



We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

Basis for Qualified Opinion

In common with many not-for-profit organizations, The Graduate Students Association of McMaster University derives revenues from restaurant and bar sales, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, verification of these revenues was limited to the amounts recorded in the records of The Graduate Students Association of McMaster University and we were not able to determine whether, as at and for the year ended May 31, 2018, any adjustments might be necessary to revenue and excess of revenue over expenses reported in the statement of operations and current assets and net assets reported in the statement of financial position.

Opinion

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph, the financial statements present fairly, in all material respects, the financial position of The Graduate Students Association of McMaster University as at May 31, 2018, and its results of operations, changes in net assets and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

KPMG LLP

Chartered Professional Accountants, Licensed Public Accountants

Hamilton, Canada
August 21, 2018

THE GRADUATE STUDENTS ASSOCIATION OF MCMASTER UNIVERSITY

Statement of Financial Position

May 31, 2018, with comparative information for 2017

	2018			2017		
	Phoenix Bar & Grill	GSA Membership	Total	Phoenix Bar & Grill	GSA Membership	Total
Assets						
Current assets:						
Cash (note 2)	\$ 170,573	\$ 774,508	\$ 945,081	\$ 28,162	\$ 775,769	\$ 803,931
Accounts receivable (note 3)	19,771	25,187	44,958	6,180	16,660	22,840
Due to GSA from Phoenix	(68,741)	68,741	-	(123,079)	123,079	-
Due from McMaster University	22,119	10,495	32,614	-	25,202	25,202
Inventory	16,952	-	16,952	19,734	-	19,734
Prepaid expenses	13,528	18,137	31,665	14,623	15,250	29,873
	174,202	897,068	1,071,270	(54,380)	955,960	901,580
Capital assets (note 4)	36,045	1,985,702	2,021,747	44,018	2,088,489	2,132,507
	\$ 210,247	\$ 2,882,770	\$ 3,093,017	\$ (10,362)	\$ 3,044,449	\$ 3,034,087
Liabilities and Net Assets						
Current liabilities:						
Accounts payable and accrued liabilities (note 5)	\$ 152,630	\$ 44,198	\$ 196,828	\$ 130,975	\$ 121,159	\$ 252,134
Due to McMaster University	-	-	-	31,877	-	31,877
Deferred revenue	-	25,500	25,500	-	23,625	23,625
Current portion of long-term debt (note 6)	-	136,324	136,324	-	180,000	180,000
	152,630	206,022	358,652	162,852	324,784	487,636
Long-term debt (note 6)	-	-	-	-	174,735	174,735
Deferred contributions related to capital building (note 7)	-	1,849,378	1,849,378	-	1,733,754	1,733,754
	152,630	2,055,400	2,208,030	162,852	2,233,273	2,396,125
Accumulated net assets:						
Invested in capital assets (note 8)	36,045	-	36,045	44,018	-	44,018
Unrestricted (deficiency)	21,572	827,370	848,942	(217,232)	811,176	593,944
	57,617	827,370	884,987	(173,214)	811,176	637,962
Commitment (note 9)						
	\$ 210,247	\$ 2,882,770	\$ 3,093,017	\$ (10,362)	\$ 3,044,449	\$ 3,034,087

See accompanying notes to financial statements.

On behalf of the Board:

_____ Director

_____ Director

THE GRADUATE STUDENTS ASSOCIATION OF MCMASTER UNIVERSITY

Statement of Operations

Year ended May 31, 2018, with comparative information for 2017

	Phoenix Bar & Grill	GSA Membership	2018 Total	Phoenix Bar & Grill	GSA Membership	2017 Total
Revenue:						
Bar and restaurant	\$ 1,395,831	\$ -	\$ 1,395,831	\$ 1,392,521	\$ -	\$ 1,392,521
Members' fees	-	1,742,751	1,742,751	-	1,637,962	1,637,962
Other income and recoveries	490	3,000	3,490	60,518	2,182	62,700
League fees	-	54,852	54,852	-	69,630	69,630
Interest income	-	954	954	-	-	-
	1,396,321	1,801,557	3,197,878	1,453,039	1,709,774	3,162,813
Cost of sales:						
Bar and food supplies	465,648	-	465,648	587,753	-	587,753
Wages and benefits	507,859	-	507,859	570,883	-	570,883
	973,507	-	973,507	1,158,636	-	1,158,636
	422,814	1,801,557	2,224,371	294,403	1,709,774	2,004,177
Expenses:						
Advertising	22,107	-	22,107	30,931	-	30,931
Bank charges	31,086	158	31,244	38,792	-	38,792
Group insurance	-	1,469,390	1,469,390	-	1,388,332	1,388,332
Honoraria	-	37,272	37,272	-	35,522	35,522
Insurance	17,328	14,333	31,661	14,720	17,132	31,852
Interest on long-term debt	-	23,945	23,945	-	37,420	37,420
League expenses	-	63,266	63,266	-	54,687	54,687
McMaster University fees	-	19,872	19,872	-	18,757	18,757
Membership and club support	-	10,510	10,510	-	4,372	4,372
Office supplies and maintenance	7,267	-	7,267	4,231	-	4,231
Office salaries	-	94,367	94,367	-	99,253	99,253
Professional fees	20,195	24,058	44,253	22,951	35,859	58,810
Rent	60,889	-	60,889	57,979	-	57,979
Repairs and maintenance	9,625	-	9,625	15,760	-	15,760
Supplies and services	10,133	(708)	9,425	17,458	10,719	28,177
Travel and events	-	52,244	52,244	-	31,938	31,938
Utilities	5,380	-	5,380	2,678	-	2,678
	184,010	1,808,707	1,992,717	205,500	1,733,991	1,939,491
Excess (deficiency) of revenue over expenses						
before amortization	238,804	(7,150)	231,654	88,903	(24,217)	64,686
Amortization of capital assets	(7,973)	(103,389)	(111,362)	(7,973)	(103,821)	(111,794)
Amortization of deferred contributions	-	126,733	126,733	-	139,689	139,689
Excess of revenue over expenses	\$ 230,831	\$ 16,194	\$ 247,025	\$ 80,930	\$ 11,651	\$ 92,581

See accompanying notes to financial statements

THE GRADUATE STUDENTS ASSOCIATION OF MCMASTER UNIVERSITY

Statement of Changes in Net Assets

Year ended May 31, 2018, with comparative information for 2017

May 31, 2018	Invested in capital assets	Unrestricted		Total
		Phoenix Bar & Grill	GSA Membership	
Balance, beginning of year	\$ 44,018	\$ (217,232)	\$ 811,176	\$ 637,962
Excess (deficiency) of revenue over expenses	15,371	238,804	(7,150)	247,025
Net change in investment in capital assets (note 8)	(23,344)	-	23,344	-
Balance, end of year	\$ 36,045	\$ 21,572	\$ 827,370	\$ 884,987

May 31, 2017	Invested in capital assets	Unrestricted		Total
		Phoenix Bar & Grill	GSA Membership	
Balance, beginning of year	\$ 50,291	\$ (304,435)	\$ 799,525	\$ 545,381
Excess (deficiency) of revenue over expenses	27,895	88,903	(24,217)	92,581
Net change in investment in capital assets (note 8)	(34,168)	(1,700)	35,868	-
Balance, end of year	\$ 44,018	\$ (217,232)	\$ 811,176	\$ 637,962

See accompanying notes to financial statements.

THE GRADUATE STUDENTS ASSOCIATION OF MCMASTER UNIVERSITY

Statement of Cash Flows

Year ended May 31, 2018, with comparative information for 2017

	2018	2017
Cash provided by (used in):		
Operating activities:		
Excess of revenue over expenses	\$ 247,025	\$ 92,581
Items not involving cash:		
Amortization	111,362	111,794
Amortization of deferred capital contributions	(126,733)	(139,689)
Changes in non-cash operating working capital:		
Accounts receivable	(22,118)	(7,265)
Due from McMaster University	(7,412)	(7,836)
Inventory	2,782	4,904
Prepaid expenses	(1,792)	(4,077)
Accounts payable and accrued liabilities	(55,306)	(99,824)
Deferred revenue	1,875	(2,139)
Due to McMaster University	(31,877)	10,503
Deferred sponsorship grants	-	(2,184)
	117,806	(43,232)
Financing activities:		
Debt repayment	(218,411)	(199,638)
Deferred contributions related to capital building	242,357	237,059
	23,946	37,421
Capital activities:		
Purchase of capital assets	(602)	(3,253)
Increase (decrease) in cash	141,150	(9,064)
Cash, beginning of year	803,931	812,995
Cash, end of year	\$ 945,081	\$ 803,931

See accompanying notes to financial statements.

THE GRADUATE STUDENTS ASSOCIATION OF MCMASTER UNIVERSITY

Notes to Financial Statements

Year ended May 31, 2018

The Graduate Students Association of McMaster University (the "Association") was incorporated as a corporation without share capital under the laws of Ontario on November 13, 1970 and is exempt from income tax under the Income Tax Act.

The Association's objectives are to promote the welfare and interests of the members through the provision of facilities and opportunities for social, athletic, and intellectual activities. The Association operates the Phoenix Bar and Grill, a restaurant located on the McMaster University Campus.

1. Significant accounting policies:

The financial statements have been prepared by management in accordance with Canadian accounting standards for not-for-profit organizations in Part III of the CPA Canada Handbook.

(a) Revenue recognition:

The Association 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.

Restaurant revenues are recorded when the services and related goods sold are provided to customers.

Contributions received for the purpose of capital assets are recorded as deferred capital contributions and are amortized on the same basis as the related capital assets.

(b) Cash:

Cash includes cash on hand and short-term deposits which are highly liquid with original maturities of less than three months.

(c) Inventory:

Inventory consists of various food and bar items including alcohol held for resale. Inventory is valued at the lower of cost and net realizable value. Cost is determined using the first-in, first-out method.

THE GRADUATE STUDENTS ASSOCIATION OF MCMASTER UNIVERSITY

Notes to Financial Statements

Year ended May 31, 2018

1. Significant accounting policies (continued):

(d) Capital assets:

Capital assets are recorded at cost. The Association provides for amortization using the following methods at rates designed to amortize the cost of the equipment over its estimated useful life. The annual amortization rates and methods are as follows:

Asset	Method	Rate
Restaurant equipment and fixtures	Straight-line	10 years
Office equipment	Declining balance	20%
Computer equipment	Declining balance	20%
Patio	Straight-line	7 years
Leasehold improvements	Straight-line	over term of the lease

(e) Financial instruments:

Financial instruments are recorded at fair value on initial recognition. Freestanding derivative instruments that are not in a qualifying hedging relationship and equity instruments that are quoted in an active market are subsequently measured at fair value. All other financial instruments are subsequently recorded at cost or amortized cost, unless management has elected to carry the instruments at fair value. The Association has not elected to carry any such financial instruments at fair value.

Transaction costs incurred on the acquisition of financial instruments measured subsequently at fair value are expensed as incurred. All other financial instruments are adjusted by transaction costs incurred on acquisition and financing costs, which are amortized using the straight-line method.

Financial assets are assessed for impairment on an annual basis at the end of the fiscal year if there are indicators of impairment. If there is an indicator of impairment, the Association determines if there is a significant adverse change in the expected amount or timing of future cash flows from the financial asset. If there is a significant adverse change in the expected cash flows, the carrying value of the financial asset is reduced to the highest of the present value of the expected cash flows, the amount that could be realized from selling the financial asset or the amount the Association expects to realize by exercising its right to any collateral. If events and circumstances reverse in a future period, an impairment loss will be reversed to the extent of the improvement, not exceeding the initial carrying value.

THE GRADUATE STUDENTS ASSOCIATION OF MCMASTER UNIVERSITY

Notes to Financial Statements

Year ended May 31, 2018

1. Significant accounting policies (continued):

(f) Use of estimates:

The preparation of the financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the year. Actual results could differ from those estimates.

2. Cash and operating line of credit:

The Association holds a bank account with internally designated amounts of \$93,981 (2017 - \$340,686) in relation to premiums collected for Member's health and dental coverage.

The Association has a \$25,000 operating line of credit available to the Phoenix Bar and Grill for its day to day cash flow requirements. At year end, this line had a balance of \$nil (2017 - \$nil) which has been included with cash on the statement of financial position. The line bears interest at the Bank's prime rate plus 1.75%. This line is secured by a security agreement granting a first security interest on all present and after acquired personal property of the Association.

3. Accounts receivable:

	2018	2017
Trade receivables	\$ 44,958	\$ 22,840
Less allowance for doubtful accounts	-	-
	\$ 44,958	\$ 22,840

THE GRADUATE STUDENTS ASSOCIATION OF MCMASTER UNIVERSITY

Notes to Financial Statements

Year ended May 31, 2018

4. Capital assets:

May 31, 2018	Cost	Accumulated amortization	Net book value
Restaurant equipment and fixtures	\$ 467,213	\$ 431,168	\$ 36,045
Office equipment	44,960	39,655	5,305
Computer equipment	16,975	14,780	2,195
Leasehold improvements	2,534,867	557,751	1,977,116
Vehicles and equipment	1,900	814	1,086
	\$ 3,065,915	\$ 1,044,168	\$ 2,021,747

May 31, 2017	Cost	Accumulated amortization	Net book value
Restaurant equipment and fixtures	\$ 467,214	\$ 423,196	\$ 44,018
Office equipment	44,357	38,480	5,877
Computer equipment	16,975	14,232	2,743
Leasehold improvements	2,534,867	456,355	2,078,512
Vehicles and equipment	1,900	543	1,357
	\$ 3,065,313	\$ 932,806	\$ 2,132,507

The project surrounding the leasehold improvements was completed in 2012 with occupancy of the new facility in September 2012. The construction of this project was funded by the Association's capital building levy collected over the years from graduate students and the balance was financed by way of a loan granted by McMaster University. Included in the capital building levy was additional fees paid by the graduate students to support construction of the new facility. Total expenditures were \$3,120,982 including direct contributions provided by McMaster University in the amount of \$586,115. The contributions by McMaster University have not been recorded as leasehold improvements as the asset continues to reside with McMaster University.

5. Accounts payable and accrued liabilities:

Included in accounts payable and accrued liabilities are government remittances payable of \$39,078 (2017 - \$35,999), which includes amounts payable for HST and payroll related taxes.

THE GRADUATE STUDENTS ASSOCIATION OF MCMASTER UNIVERSITY

Notes to Financial Statements

Year ended May 31, 2018

6. Long-term debt:

On November 1, 2011, the Association entered into a loan agreement with McMaster University to assist the Association with the renovation and construction of the new facilities that contain the Association offices and the Phoenix Bar and Grill at the Refectory Building on campus. The facility included two parts, with facility 1 being used for interim construction financing. The interim construction financing in facility 1 was closed and transferred to facility II in 2013.

Facility II: Term Loan Facility replaced the interim construction loan upon completion of construction and relocation. This loan bears interest at 6.75% fixed rate, repaid in lump sum payments due and payable within sixty days of the closing of each of the trimestral Graduate registration period in the amount equivalent to the Association's Capital Building Fee collected by the University. Total repayments in any year (September 1 to August 31) should not be less than \$180,000.

These facilities are secured by a specific assignment, security interest and set-off agreement of the Association's Capital Building fees to the Association through McMaster University and a general security agreement over all of the property and assets of the Association duly registered under the PPSA.

	2018	2017
Amounts due under Facility II	\$ 136,324	\$ 354,735
Less current portion	136,324	180,000
	\$ -	\$ 174,735

Future principal repayments required as follows:

2019	\$ 136,324
------	------------

THE GRADUATE STUDENTS ASSOCIATION OF MCMASTER UNIVERSITY

Notes to Financial Statements

Year ended May 31, 2018

7. Deferred contributions related to capital building:

During the year, McMaster University collected fees from the members of the Association in the amount of \$242,357 (2017 - \$237,059) for the capital building fund. These funds were collected to finance the capital improvements/relocation of the GSA offices and the Phoenix Bar and Grill.

Deferred contributions related to capital building represent restricted contributions which the Association is using to fund the leasehold improvements of the new location. This balance will be amortized to revenue on the same basis as the amortization expense related to the leasehold improvements. The changes in deferred contributions related to capital assets for the year are as follows:

	2018	2017
Balance, beginning of year	\$ 1,733,754	\$ 1,636,384
Contributions received for capital building	242,357	237,059
Less amortization of deferred capital contributions	(126,733)	(139,689)
	<u>\$ 1,849,378</u>	<u>\$ 1,733,754</u>

THE GRADUATE STUDENTS ASSOCIATION OF MCMASTER UNIVERSITY

Notes to Financial Statements

Year ended May 31, 2018

8. Investment in capital assets:

(a) Investment in capital assets is calculated as follows:

	2018	2017
Capital assets	\$ 2,021,747	\$ 2,132,507
Amounts financed by:		
Deferred contributions	(1,849,378)	(1,733,754)
Long-term debt	(136,324)	(354,735)
	<u>\$ 36,045</u>	<u>\$ 44,018</u>

(b) Change in net assets invested in capital assets is calculated as follows:

	2018	2017
Excess of revenues over expenses		
Amortization of capital assets	\$ (111,362)	\$ (111,794)
Amortization of deferred capital contributions	126,733	139,689
	<u>\$ 15,371</u>	<u>\$ 27,895</u>
Net change in investment in capital assets:		
Purchase of capital assets	\$ 602	\$ 3,253
Amounts funded by:		
Deferred capital contributions	(242,357)	(237,059)
Repayment of long-term debt	218,411	199,638
	<u>\$ (23,344)</u>	<u>\$ (34,168)</u>

THE GRADUATE STUDENTS ASSOCIATION OF MCMASTER UNIVERSITY

Notes to Financial Statements

Year ended May 31, 2018

9. Commitment:

The Association is committed under a lease for premises with McMaster University, the annual rentals of which are negotiated on a year to year basis. Monthly rent payments are \$5,779 inclusive of HST, base and additional rent charges. Additional rent charges are subject to annual inflation adjustments.

10. Financial instruments:

(a) Liquidity risk:

Liquidity risk is the risk that the Association will be unable to fulfill its obligations on a timely basis or at a reasonable cost. The Association manages its liquidity risk by monitoring its operating requirements. The Association prepares budget and cash forecasts to ensure it has sufficient funds to fulfill its obligations. There has been no change to the risk exposures from 2017.

(b) Credit risk:

Credit risk refers to the risk that a counterparty may default on its contractual obligations resulting in a financial loss. The Association is exposed to credit risk with respect to accounts receivable. The Association assesses, on a continuous basis, accounts receivable and provides for any amounts that are not collectible in the allowance for doubtful accounts.

(c) Interest rate risk:

The Association is exposed to interest rate risk on its fixed interest rate financial instruments. Further details about the fixed rate long-term debt is included in note 6.