

**SHUSWAP HUT AND TRAIL
ALLIANCE SOCIETY
ANNUAL GENERAL MEETING**

**TUESDAY, OCTOBER 20, 2020
7:00 PM via video conference**

AGENDA

1. Call to order – review attendance register and confirm quorum
2. Introduction of current Board members
3. Adoption of Agenda
4. Review Minutes of Annual General Meeting of September 17, 2019
5. Business Arising
6. Chairperson's Report
7. Treasurer's Report: presentation of Financial Statements
8. Executive Director's Report
9. Election of Directors
 - a. Returning directors nominated for two-year term by the Board:

Rob Marshall (for one more year)
Carmen Massey
Nicole Jeans-Williams
Scott Mckee
Debbie Seymour
 - b. New directors nominated for a two-year term by the Board:

Chris Stromgren
Robin Cyr
Aaron Arnouse
Frederick Vroom
Steve Tiainen
10. New Business
11. Adjournment

Shuswap Hut and Trail Alliance Society
Financial Statements
For the Year Ended December 31, 2019
(Unaudited)

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Independent Practitioner's Review Engagement Report

To the members of
Shuswap Hut and Trail Alliance Society

We have reviewed the accompanying financial statements of Shuswap Hut and Trail Alliance Society that comprise the statement of financial position as at December 31, 2019, and the statements of operations, 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, 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.

Basis for Qualified Conclusion

In common with many not-for-profit organizations, Shuswap Hut and Trail Alliance Society derives revenue from cash and in-kind donations and fundraising activities, the completeness of which is not susceptible to us obtaining evidence we considered necessary for the purpose of the review. Accordingly, the evidence obtained of these revenues was limited to the amounts recorded in the records of Shuswap Hut and Trail Alliance Society. Therefore, we were not able to determine whether any adjustments might be necessary to donations, in-kind donations, deferred revenue, excess of revenues over expenses, and cash flows from operations for the years ended December 31, 2019 and 2018, current assets as at December 31, 2019 and 2018, and net assets as at January 1 and December 31 for both the 2019 and 2018 years. Our review conclusion on the financial statements for the year ended December 31, 2018 was modified accordingly because of the possible effects of this limitation in scope.



Qualified Conclusion

Based on our review, except for the possible effects of the matter described in the Basis for Qualified Conclusion paragraph, 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 Shuswap Hut and Trail Alliance Society as at December 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.

BDO Canada LLP

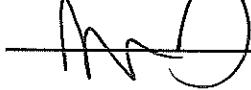
Chartered Professional Accountants

Salmon Arm, British Columbia
September 2, 2020

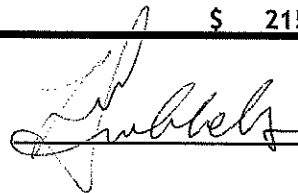
Shuswap Hut and Trail Alliance Society
Statement of Financial Position
(Unaudited)

As at December 31	2019	2018
Assets		
Current		
Cash (Note 2)	\$ 129,260	\$ 126,903
Accounts receivable (Note 3)	41,724	34,455
Prepaid expenses	13,007	10,797
	183,991	172,155
Equipment (Note 4)	31,632	17,921
	\$ 215,623	\$ 190,076
Liabilities and Net Assets		
Current		
Accounts payable and accrued liabilities (Note 5)	\$ 21,694	\$ 29,913
Deferred revenue (Note 6)	13,286	16,100
	34,980	46,013
Net Assets		
Invested in capital assets	31,632	17,921
Available	149,011	126,142
	180,643	144,063
	\$ 215,623	\$ 190,076

On behalf of the Board:



Director



Director

Shuswap Hut and Trail Alliance Society
Statement of Changes in Net Assets
(Unaudited)

For the year ended December 31	Invested in Capital Assets	Available	2019 Total	2018 Total
Balance, beginning of the year	\$ 17,921	\$ 126,142	\$ 144,063	\$ 61,768
Excess of revenues over expenses	(6,780)	43,360	36,580	82,295
Purchase of capital assets	20,491	(20,491)	-	-
Balance, end of the year	\$ 31,632	\$ 149,011	\$ 180,643	\$ 144,063

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

Shuswap Hut and Trail Alliance Society
Statement of Operations
(Unaudited)

For the year ended December 31	2019	2018
Revenue		
Local grant and subsidy	\$ 340,690	\$ 305,499
Donations - In-kind contributions (Note 7)	103,689	98,155
- Cash donations	33,291	15,064
Grants	132,831	98,697
Fundraising	60,410	58,748
Membership dues and fees	4,890	5,620
Other	2,822	12,160
Gain on disposal	718	-
	679,341	593,943
Expenses		
Amortization	6,347	3,718
Community consultations	16,841	13,871
Coordination and management	123,344	114,866
Insurance	13,254	10,609
Marketing	2,214	1,152
Office	8,534	6,119
Professional development	5,948	1,152
Professional fees	5,915	5,177
Project costs (Note 7)	414,498	313,559
Rent and utilities	11,743	10,777
Repairs and maintenance	6,244	5,552
Sponsorship and fundraising	20,900	19,181
Supplies	2,211	1,750
Telephone	3,299	2,648
Website design	1,469	1,517
	642,761	511,648
Excess of revenues over expenses	\$ 36,580	\$ 82,295

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

Shuswap Hut and Trail Alliance Society
Statement of Cash Flows
(Unaudited)

For the year ended December 31	2019	2018
Cash flows from operating activities		
Cash receipts from grants, donations, fundraising and memberships	\$ 231,171	\$ 193,383
Cash receipts from municipal and regional funding	333,828	323,495
Cash paid to suppliers and employees	(543,301)	(416,551)
	<u>21,698</u>	<u>100,327</u>
Cash flows from investing activities		
Purchase of equipment	(20,491)	(6,722)
Proceeds on disposal of equipment	1,150	-
	<u>(19,341)</u>	<u>(6,722)</u>
Net increase in cash	2,357	93,605
Cash, beginning of the year	<u>126,903</u>	<u>33,298</u>
Cash, end of the year	<u>\$ 129,260</u>	<u>\$ 126,903</u>

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

Shuswap Hut and Trail Alliance Society
Notes to Financial Statements
(Unaudited)

December 31, 2019

1. Significant Accounting Policies

Nature and Purpose of Organization	<p>Shuswap Hut and Trail Alliance Society (the "Society") is a not-for-profit organization. The purpose of the Society is to develop, operate, maintain, and promote a network of non-motorized trails, waterway and hut-to-hut routes throughout the Shuswap watershed region in the Province of British Columbia for educational, recreational, economic, and environmental benefit to the public, and to do so collaboratively through community partnerships.</p> <p>The Society is a registered charity under the Income Tax Act and, as such, is exempt from income tax and may issue income tax receipts to donors.</p>
Basis of Accounting	<p>The financial statements have been prepared by management using Canadian accounting standards for not-for-profit organizations.</p>
Revenue Recognition	<p>The Society follows the deferral method of accounting for contributions.</p> <p>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.</p>
Cash	<p>Cash consists of cash on hand and bank balances.</p>

Shuswap Hut and Trail Alliance Society
Notes to Financial Statements
(Unaudited)

December 31, 2019

1. Significant Accounting Policies (continued)

Capital Assets

Purchased tangible capital assets are stated at cost less accumulated amortization. Contributed tangible capital assets are recorded at fair value at the date of contribution and are amortized, unless fair value is not determinable in which case contributed tangible capital assets are recorded at nominal value at the date of contribution. Expenditures for repairs and maintenance are expensed as incurred. Betterments that extend the useful life of the tangible capital asset are capitalized.

Amortization based on the estimated useful life of the asset is calculated as follows:

	Method	Rate
Small tools and equipment	Declining balance	20%
Vehicles	Declining balance	30%

When a tangible capital asset no longer has any long-term service potential to the Society, the excess of its net carrying amount over any residual value is recognized as an expense in the statement of operations. Any unamortized deferred contribution amount related to the tangible capital asset is recognized in revenue in the statement of operations, provided that all restrictions have been complied with.

When a tangible capital asset is disposed of, the difference between the net proceeds on disposition and the net carrying amount is recognized in the statement of operations. Any unamortized deferred contribution amount related to the tangible capital asset disposed of is recognized in revenue in the statement of operations, provided that all restrictions have been complied with.

In-Kind Contributions

Contributed assets, materials and services which are used in the normal course of the society's operations and would otherwise have been purchased are recorded at their fair value at the date of contribution if fair value can be reasonably estimated.

Shuswap Hut and Trail Alliance Society
Notes to Financial Statements
(Unaudited)

December 31, 2019

1. Significant Accounting Policies (continued)

Financial Instruments Financial instruments are recorded at fair value at initial recognition.

In subsequent periods, equities traded in an active market and derivatives are reported at fair value, with any change in fair value reported in income. All other financial instruments are reported at cost or amortized cost less impairment. Transaction costs on the acquisition, sale or issue of financial instruments are expensed for those items measured at fair value and charged to the financial instrument for those measured at amortized cost.

Financial assets are tested for impairment when indicators of impairment exist. When a significant change in the expected timing or amount of the future cash flows of the financial asset is identified, the carrying amount of the financial asset is reduced and the amount of the write-down is recognized in net income. A previously recognized impairment loss may be reversed to the extent of the improvement, provided it is not greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously, and the amount of the reversal is recognized in net income.

Use of Estimates The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from management's best estimates as additional information becomes available in the future. Significant estimates include valuation of accounts receivable, amortization of capital assets and completeness of accounts payable and accrued liabilities.

Shuswap Hut and Trail Alliance Society
Notes to Financial Statements
(Unaudited)

December 31, 2019

2. Cash

The Society has available a line of credit of \$50,000 bearing interest at 6.95% as at December 31, 2019. As of year-end, there was no amount withdrawn from the line of credit.

3. Accounts Receivable

	2019	2018
Grant and subsidy	\$ 40,202	\$ 33,339
Other government receivable	1,522	1,116
	\$ 41,724	\$ 34,455

4. Equipment

	2019		2018	
	Cost	Accumulated Amortization	Cost	Accumulated Amortization
Small tools and equipment	\$ 43,673	\$ 25,641	\$ 39,182	\$ 21,694
Vehicles	16,000	2,400	15,355	14,922
	\$ 59,673	\$ 28,041	\$ 54,537	\$ 36,616
Net book value		\$ 31,632		\$ 17,921

5. Accounts Payable and Accrued Liabilities

Included in accounts payable and accrued liabilities are government remittances payable of \$13,880 (2018 - \$17,150).

Shuswap Hut and Trail Alliance Society
Notes to Financial Statements
(Unaudited)

December 31, 2019

6. Deferred Revenue

Deferred revenue represent unspent resources externally restricted in the current period that are related to expenses of a subsequent period. Deferred revenue balances are as follows:

	<u>2019</u>	<u>2018</u>
Opening balance	\$ 16,100	\$ 13,155
Contributions received:		
Membership	4,680	3,350
Other deferred revenue - Event	11,085	14,510
Total contributions received	15,765	17,860
Contributions recognized:		
Membership	(4,069)	(3,750)
Other deferred revenue - Event	(14,510)	(11,165)
Total contributions recognized	(18,579)	(14,915)
Total deferred revenue	<u>\$ 13,286</u>	<u>\$ 16,100</u>

7. In-Kind Contributions and Expenses

The work of the Society is significantly dependent upon the voluntary services of members and on the donations of materials and services of supporters. Management has determined the value of contributions in-kind to be \$ 103,689 (2018 - \$ 98,155). This amount has been recorded as revenue and is included in project cost expenses in these financial statements.

8. Commitments

The Society has entered into a lease for office space. The minimum annual payments are \$ 600 (2018 - \$ 7,200), expiring January 2020.

9. Economic Dependence

Approximately 81% (2018 - 72%) of the Society's cash revenue comes from government agencies.

Shuswap Hut and Trail Alliance Society
Notes to Financial Statements
(Unaudited)

December 31, 2019

10. Financial Instruments

Credit risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The Society's financial instruments that are exposed to concentrations of credit risk relate primarily to its accounts receivable. The majority of the Society's receivables are from government sources.

Liquidity risk

Liquidity risk is the risk that the Society will encounter difficulty in meeting its obligations associated with financial liabilities. Liquidity risk includes the risk that, as a result of operational liquidity requirements, the Society will not have sufficient funds to settle a transaction on the due date; will be forced to sell financial assets at a value, which is less than what they are worth; or may be unable to settle or recover a financial asset. The Society is exposed to this risk mainly in respect of its accounts payable.

The Society's approach to managing liquidity is to ensure, as far as possible, that it will always have sufficient cash flows to fund its operations and to meet its liabilities when due, under both normal and stressed conditions. The Society maintains a portion of its invested assets in liquid securities.

11. COVID-19

Subsequent to year end, the outbreak of the novel strain of coronavirus, specifically identified as "COVID-19", has resulted in worldwide emergency measures to combat the spread of the virus. These measures, which include self-quarantine periods, have caused disruption to businesses globally, which are resulting in an economic slowdown. The duration and impact of the COVID-19 outbreak is unknown at this time, including measures implemented by governments and central banks. It is not possible to reliably estimate the length of these developments, including the impact on the financial results of the Society in future periods.



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BDO Canada LLP
571 6th Street NE
Suite 201
Salmon Arm BC V1E 1R6 Canada

September 2, 2020

Shuswap Hut and Trail Alliance Society
141 Shuswap Street NW
Salmon Arm, BC V1E4P6

Dear Phil McIntyre-Paul:

We have completed the financial statements of Shuswap Hut and Trail Alliance Society for the year ended December 31, 2019. Copies of these documents are enclosed for you, some of which require your signature.

1. Financial Information and Other Matters

- (a) One bound copy and six unbound copies of the financial statements are provided for your use. If more copies are required they can be readily prepared for you.
- (b) We remind you that the statutory rules require retention of accounting records, including electronic media records, even where supported in hard copy.
- (c) Copies of the adjusting journal entries and final trial balance are enclosed. Please retain these as they are part of your permanent accounting records.
- (d) After posting the enclosed journal entries and closing your income statement accounts, the balance in the retained earnings account should be \$180,644.69. Please contact us, should you have a discrepancy.

If you have any questions in regard to these documents, please contact the writer.

Yours truly,

Jeff Johnson, CPA, CA
Partner through a corporation
BDO Canada LLP
Chartered Professional Accountants

JJJ/ak/jc

Enclosure

Shuswap Hut and Trail Alliance Society
Box 1531
Salmon Arm, BC
V1E 4P6

September 2, 2020

BDO Canada LLP
Chartered Professional Accountants
201, 571 6th Street NE
Salmon Arm, BC
V1E 1R6

Dear Sir/Madam:

This representation letter is provided in connection with your review of the financial statements of Shuswap Hut and Trail Alliance Society for the year ended December 31, 2019, for the purpose of you expressing a conclusion that, based on your review, nothing has come to your attention that causes you to believe that the financial statements do not present fairly, in all material respects, the financial position as at December 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.

We confirm that to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

Financial Statements

We have fulfilled our responsibilities, as set out in the terms of the audit engagement dated May 6, 2020, for the preparation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations; in particular, the financial statements are fairly presented in accordance therewith.

- Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
- Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of Canadian accounting standards for not-for-profit organizations.
- All events subsequent to the date of the financial statements and for which Canadian accounting standards for not-for-profit organizations require adjustment or disclosure have been adjusted or disclosed.
- The financial statements of the entity use appropriate accounting policies that have been properly disclosed and consistently applied.
- To the extent that our normal procedures and controls related to our financial statement close process at any of our locations were adversely impacted by the COVID-19 outbreak, we took appropriate actions and safeguards to reasonably ensure the fair presentation of the financial statements in accordance with accounting standards for not-for-profit organizations.
- Other than as disclosed in Note 11 to the financial statements, no other impacts from the COVID-19 outbreak are necessary to be reflected in the financial statements.
- Disclosures included in the financial statements regarding the relevant significant business, financial, and reporting impacts of the COVID-19 outbreak accurately reflect management's full consideration of such impacts.

- The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements as a whole. A list of the uncorrected misstatements is attached to the representation letter.
- We have reviewed and approved all journal entries recommended by the practitioners during the audit. A list of the journal entries is attached to the representation letter.

Information Provided

- We have provided you with:
 - access to all information of which we are aware that is relevant to the preparation of the financial statements, such as records, documentation and other matters;
 - additional information that you have requested from us for the purpose of the audit; and
 - unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
- We are responsible for the design, implementation and maintenance of internal controls to prevent, detect and correct fraud and error, and have communicated to you all deficiencies in internal control of which we are aware.
- All transactions have been recorded in the accounting records and are reflected in the financial statements.
- We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements.
- We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.

Fraud and Error

- We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- We have disclosed to you all information in relation to fraud or suspected fraud that we are aware of and that affects the entity and involves:
 - management;
 - employees who have significant roles in internal control; or
 - others where the fraud could have a material effect on the financial statements.
- We have disclosed to you all information in relation to allegations of fraud, or suspected fraud, affecting the entity's financial statements communicated by employees, former employees, analysts, regulators, or others.

General Representations

- Where the value of any asset has been impaired, an appropriate provision has been made in the financial statements or has otherwise been disclosed to you.
- We have provided you with significant assumptions that in our opinion are reasonable and appropriately reflect our intent and ability to carry out specific courses of action on behalf of

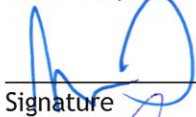
the entity when relevant to the use of fair value measurements or disclosures in the financial statements.

- Except as disclosed in the financial statements, there have been no changes to title, control over assets, liens or assets pledged as security for liabilities or collateral.
- The entity has complied with all provisions in its agreements related to debt and there were no defaults in principal or interest, or in the covenants and conditions contained in such agreements.
- There have been no plans or intentions that may materially affect the recognition, measurement, presentation or disclosure of assets and liabilities (actual and contingent).
- The nature of all material uncertainties have been appropriately measured and disclosed in the financial statements, including all estimates where it is reasonably possible that the estimate will change in the near term and the effect of the change could be material to the financial statements.
- There were no direct contingencies or provisions (including those associated with guarantees or indemnification provisions), unusual contractual obligations nor any substantial commitments, whether oral or written, other than in the ordinary course of business, which would materially affect the financial statements or financial position of the entity, except as disclosed in the financial statements.

Other Representations Where the Situation Exists

- We have informed you of all known actual or possible litigation and claims, whether or not they have been discussed with legal counsel. Since there are no actual, outstanding or possible litigation and claims, no disclosure is required in the financial statements.

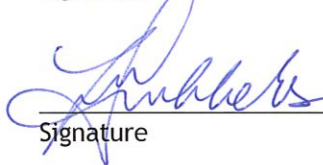
Yours truly,



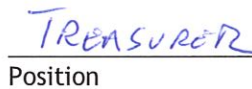
Signature



Position



Signature



Position

Shuswap Hut and Trail Alliance Society
Summary of Unadjusted Misstatements
December 31, 2019

Description of the Misstatement	Identified Misstatement	Projected Misstatement	Estimates	Proposed Adjustments			
				Assets Dr(Cr)	Liabilities Dr(Cr)	Opening Fund Balance Dr(Cr)	Income Dr(Cr)
To adjust accrued payroll to actual.	1,633	-	-	-	(1,633)	1,967	(334)
To adjust accounting accrual to actual.	2,925	-	-	-	2,925	(2,925)	-
Likely Aggregate Misstatements Before Effect of Previous Year's Errors and Estimates	4,558	-	-	-	1,292	(958)	(334)
Effect of Previous Year's Errors				-	-	738	(738)
Likely Aggregate Misstatements				-	1,292	(220)	(1,072)



May 6, 2020

Shuswap Hut and Trail Alliance Society
141 Shuswap Street NE
Salmon Arm, BC
V1E 4P6

Attention: Mr. Phil McIntrye-Paul, Executive Director

Dear Sirs/Mesdames:

We are pleased to continue our appointment as practitioners to review Shuswap Hut and Trail Alliance Society's financial statements for the year ending December 31, 2019 and subsequent years subject to the terms and conditions of this Agreement. The attached Standard Terms and Conditions form an integral part of this Agreement and the definitions set out in the Standard Terms and Conditions are applicable throughout this Agreement.

Jeff Johnson, CPA, CA will be the Engagement Partner for the review work we perform for you. The Engagement Partner will call upon other individuals with specialized knowledge to assist in the performance of services.

Our Role as Practitioners

We will conduct 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. We will perform procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluate the evidence obtained. We will also perform additional procedures if we become aware of matters that cause us to believe the financial statements as a whole may be materially misstated. These procedures are performed to enable us to express our conclusion on the financial statements in accordance with Canadian generally accepted standards for review engagements. The procedures selected will depend on what we consider necessary applying our professional judgment, based on our understanding of Shuswap Hut and Trail Alliance Society and its environment, and our understanding of Canadian accounting standards for not-for-profit organizations and its application in the industry context.

A review is not an audit of the financial statements, therefore:

- (a) There is a commensurate higher risk than there would be in an audit, that any material misstatements that exist in the financial statements reviewed may not be revealed by the review, even though the review is properly performed in accordance with Canadian generally accepted standards for review engagements.
- (b) In expressing our conclusion from the review of the financial statements, our report on the financial statements will expressly disclaim any audit opinion on the financial statements.

We will communicate matters required by professional standards, to the extent that such matters come to our attention, to you, those charged with governance and/or the board of directors. Since the scope and objectives of a review are different from those of an audit, there is less likelihood that we will become aware of all matters to communicate to those charged with



governance. We use professional judgement in determining with whom to communicate, and the guidance required by Canadian generally accepted standards for review engagements in determining the substance of the communications.

It is possible that we may determine that we cannot render a report or complete the engagement. If, in our professional judgment, the circumstances require, we will notify you of our resignation from this Agreement which shall conform to all applicable laws.

Reporting

Our independent practitioner's review engagement report will be substantially in the form set out in Canadian Standard on Review Engagements (CSRE) 2400. The form and content of our report may need to be amended in light of our findings. If we are unable to issue or decline to issue a report, we will discuss the reasons with you and seek to resolve any differences of view that may exist.

Role of Management

You are responsible for:

- (a) the preparation and fair presentation of Shuswap Hut and Trail Alliance Society's financial statements in accordance with Canadian accounting standards for not-for-profit organizations. The review of the financial statements does not relieve you of your responsibilities;
- (b) such internal controls as you determine are necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error; and
- (c) in providing us with:
 - access, in a timely manner, to all information of which you are aware that is relevant to the preparation of the financial statements such as records, documentation and other matters;
 - information relating to any known or probable instances of non-compliance with legislative or regulatory requirements, including financial reporting requirements;
 - information relating to any illegal or possibly illegal acts, and all facts related thereto;
 - information regarding all related parties and related party transactions;
 - additional information that we may request for the purpose of our review;
 - unrestricted access to persons within the entity from whom we determine it is necessary to obtain evidence; and
 - written confirmation concerning representations made to us in connection with our review. If appropriate and adequate written representations are not provided to us, professional standards require that we disclaim a conclusion in our independent practitioner's review engagement report.

Financial Statement Services

We will obtain your approval, if during the course of our engagement we:



- (a) prepare or change a journal entry; or
- (b) prepare or change an account code or a classification for a transaction.

As agreed, we will provide assistance in the preparation of the financial statements.

These services create a threat to our independence. We, therefore, require that the following safeguards be put into place:

- (a) that you create the source data for all accounting entries;
- (b) that you develop any underlying assumptions for the accounting treatment and measurement of the entries; and
- (c) that you review and approve the draft financial statements including the notes to the financial statements.

Tax Services

In addition to the assurance services discussed above, we may be requested by you to prepare corporate tax returns. The returns will be prepared based upon the information supplied by you. We will not review or otherwise attempt to verify the accuracy or completeness of such information. We will utilize the information you have already provided to our review engagement team to the extent that the material is available and relevant to the preparation of the returns. It may be necessary for us to request further information.

Our fee as indicated below is based on the assumption that all information required to prepare any required tax returns is provided on a timely basis. Our fee may need to be adjusted if there is a delay in providing this information to us. To the extent that there are unanticipated tax issues that require additional research to complete the tax return or should additional work be required on BDO's part to accumulate any schedules, information, calculations, etc., necessary to support the information required to be disclosed in the tax returns, additional fees shall be charged at our standard hourly rates based upon the increased time and expenses incurred by BDO personnel. In addition, the fee quoted does not include services related to responding to notices or inquiries from taxing authorities.

Regardless of any tax return preparation services we provide to you, you will remain responsible for filing your tax returns with the appropriate authorities on a timely basis.

Your returns are, of course, subject to review by the taxation authorities. Any items reassessed against you by the taxation authorities are subject to certain rights of appeal. In the event of any tax audit, we will be available to represent you for a mutually agreed upon fee.

We will discuss with you any filing positions which, if taken, have the potential to give rise to a material adverse assessment or reassessment by the taxing authorities. If such an assessment or reassessment occurs, any additional tax that arises will be your responsibility. In addition, we cannot be responsible for interest and penalties assessed against you in connection with your income tax affairs. Therefore, should any interest or penalty be assessed, they shall be your responsibility.

Our review of the financial statements is a limited assurance engagement. The review process is not designed to provide us with a full understanding of your tax situation and in particular, to allow us to determine whether the entity has specific tax compliance issues. We will, however, provide advice on an ongoing basis on general tax matters as requested by you. To the extent



that tax services requested by you are not covered by a separate engagement letter, the terms of this Agreement shall apply to the tax services.

Additional Services

We are available to provide a wide range of services beyond those outlined in this Agreement. To the extent that such additional services that we provide to you are not provided under a separate written engagement letter, the provisions of this Agreement will apply to the services.

Fee Estimation

The estimated fee for this engagement is as follows:

Review services:	\$9,700
Discount:	<u>(5,675)</u>
Net	\$4,025

For each future year we will issue a Summary of Services providing details of our Services and fees.

We will notify you on a timely basis if there are any circumstances we encounter which could significantly affect our initial estimate of professional fees. Our fees will be invoiced and payable as follows:

- 50% of the fee at commencement of the engagement;
- Remaining fee within 10 days of issuance of deliverable;

We reserve the right to suspend our Services if any of our invoices become delinquent. Fees that are not paid within 30 days of an invoice or by a specified payment deadline will be considered delinquent.

Additional information relating to our fees is provided in the Standard Terms and Conditions.

Standard Terms and Conditions

A copy of our Standard Terms and Conditions is attached as Appendix 1. You should ensure that you read and understand them. The Standard Terms and Conditions include clauses that limit our professional liability.

Provided that this Agreement is satisfactory to you, please sign and return the attached copy of this Agreement to indicate your acceptance. This Agreement will remain in place and fully effective until varied or replaced by another relevant written agreement. If you have any questions concerning this Agreement, please contact us before signing it.

It is a pleasure for us to be of service and we look forward to many future years of association with you.



Yours truly,

BDO Canada LLP

Chartered Professional Accountants

Agreement of all the terms and conditions in this Agreement is hereby acknowledged by:

[Signature] *Sept 9, 2020*

Signature Date

Jan Thingsted *Secretary*

Name (please print) Position

Please carefully review this Agreement, which includes the attached Standard Terms and Conditions, prior to signing it. A complete copy of the signed engagement letter should be returned to us.

cc: Board of Directors



Appendix 1 - Standard Terms and Conditions

1. Overview and Interpretation
 - 1.1 This Agreement sets forth the entire agreement between the parties in relation to Services and it supersedes all prior agreements, negotiations or understandings, whether oral or written, with respect to Services. To the extent that any of the provisions of the accompanying letter conflict with these Standard Terms and Conditions, these Standard Terms and Conditions shall prevail. This Agreement may not be changed, modified or waived in whole or part except by an instrument in writing signed by both parties.
 - 1.2 In this Agreement, the following words and expressions have the meanings set out below:

This Agreement - these Standard Terms and Conditions, the letter to which they are attached, any supporting schedules or other appendices to the letter, and any Summary of Services letters issued in future years

Services - the services provided or to be provided under this Agreement

We, us, our, BDO - refer to BDO Canada LLP, a Canadian limited liability partnership organized under the laws of the Province of Ontario

You, your - the party or parties contracting with BDO under this Agreement, including the party's or parties' management and those charged with corporate governance. You and your does not include BDO, its affiliates or BDO Member Firms

BDO Member Firm or Firms - any firm or firms that form part of the international network of independent firms that are members of BDO International Limited

Confidential Information - information that contains identifying features that can be attributed to you or individual personnel
2. BDO Network and Sole Recourse
 - 2.1 BDO is a member of BDO International Limited, a UK company limited by guarantee, and forms part of the international network of independent member firms (i.e. BDO Member Firms), each of which is a separate legal entity.
 - 2.2 We may use other BDO Member Firms or subcontractors to provide Services; however, we remain solely responsible for Services. You agree not to bring any claim or action against another BDO Member Firm (or their partners, members, directors, employees or subcontractors) or our subcontractors in respect of any liability relating to the provision of Services.
 - 2.3 You agree that any of our affiliates, subcontractors, and other BDO Member Firms and any subcontractors thereof whom we directly or indirectly involve in providing Services have the right to rely on and enforce Section 2.2 above as if they were a party to this Agreement.
3. Respective Responsibilities
 - 3.1 We will use reasonable efforts to complete, within any agreed-upon time frame, the performance of Services.



- 3.2 You shall be responsible for your personnel's compliance with your obligations under this Agreement. We will not be responsible for any delays or other consequences arising from you not fulfilling your obligations.
4. Working Papers and Deliverables
 - 4.1 Ownership - Any documents prepared by us, or for us, in connection with Services belong solely to us.
 - 4.2 Oral advice and draft deliverables - You should not rely upon any draft deliverables or oral advice provided by us. Should you wish to rely upon something we have said to you, please let us know and, if possible, we will provide the information that you require in writing.
 - 4.3 Translated documents - If you engage us to translate any documents, advice, opinions, reports or other work product of BDO from one language to another, you are responsible for the accuracy of the translation work.
 - 4.4 Reliance by Third Parties - Our Services will not be planned or conducted in contemplation of or for the purpose of reliance by any party other than you. Items of possible interest to a third party will not be addressed and matters may exist that would be assessed differently by a third party, possibly in connection with a specific transaction.
 - 4.5 Consent to use the Report - Nothing in this Agreement shall be construed as consent to the use of our report in connection with a continuous disclosure document, a public or private offering document, an annual report or any other document and we expressly do not provide such consent. If you request consent for the use of our report, we will consider, at the relevant time, providing consent and any conditions that we may attach to such consent. Our consent must be in writing.
 - 4.6 Consent requests - In order to provide consent, professional standards require that we read the other information in the related document and consider whether such information is materially inconsistent with the related financial statements. Any consent request must be made on a sufficiently timely basis to allow us to consider your identification and resolution of events occurring in the period since the date of our report, and to obtain updated written representation letters. Such procedures will be performed at your cost and will be documented in a separate engagement letter.
5. Confidentiality
 - 5.1 We agree to use Confidential Information provided by you only in relation to the Services in connection with which the information is provided and we will not disclose the information, except where required by law, regulation or professional obligation. We may, however, give Confidential Information to other BDO Member Firms or other subcontractors assisting us in providing Services. Any party to whom we subcontract work will be required to keep Confidential Information confidential either by professional obligation or contract with us. Any BDO Member Firms or other subcontractors we use will be bound by the same confidentiality obligations.
 - 5.2 BDO shall be entitled to include a description of the work we render to or for you in marketing and research materials and disclose such information to third parties, provided that all such information will be made anonymous and not associated with you. Additionally, we may analyze information on an industry or sector basis for internal purposes or to provide industry/sector wide information to our clients or potential clients.



You consent to our using information obtained from you in this way provided that the outputs therefrom will not contain any identifying features that can be attributed to you.

6. Independence

6.1 Professional and certain regulatory standards require us to be independent, in both fact and appearance, with respect to our clients in the performance of our Services. We will communicate to you any relationships between BDO (including its related entities) and you that, in our professional judgment, may reasonably be thought to bear on our independence.

7. Offers of Employment

7.1 Any discussions that you, or any party acting on your behalf, have with professional personnel of our Firm regarding employment could pose a threat to our independence. Your recruitment of an engagement team member from the current or prior year's engagement may compromise our independence and our ability to render agreed Services to you. Engagement team members may include current and former partners and staff of BDO, other BDO Member Firms and other firms who work under our direction. Therefore, you agree to inform us prior to any such discussions so that you and we can implement appropriate safeguards to maintain our independence.

8. Professional and Regulatory Oversight

8.1 As required by legal, regulatory, or professional authorities (both in Canada and abroad) and by BDO policy, our client files must periodically be reviewed by practice inspectors to ensure that we are adhering to professional and BDO standards. It is understood that by entering into this Agreement, you provide your consent to us providing our files relating to your engagement to the practice inspectors for the sole purpose of their inspection.

8.2 Certain regulatory bodies may also have the right to conduct investigations of you, including the Services provided by us. To the extent practicable and permitted by law, we will advise you of any such investigation request or order prior to providing our working papers.

8.3 You agree to reimburse us for our time and expenses, including reasonable legal fees, incurred in responding to any investigation that is requested or authorized by you or investigations of you undertaken under government regulation or authority, court order or other legal process.

9. Privacy and Consents

9.1 You agree we will have access to all personal information in your custody that we require to complete our engagement. We may collect, use, transfer, store, or process such information disclosed by you of a personal nature (personal information). Our Services are provided on the understanding that:

- (a) you have obtained any consents for collection, use and disclosure to us of personal information required under all applicable privacy legislation; and
- (b) we will hold all personal information in compliance with our Privacy Statement.



10. Electronic Communications

- 10.1 Both parties recognize and accept the security risks associated with email communications, including but not limited to the lack of security, unreliability of delivery and possible loss of confidentiality and privilege. Unless you request in writing that we do not communicate by internet email, you assume all responsibility and liability in respect of risk associated with its use.
- 10.2 By signing this Agreement, you provide BDO with express consent to communicate with you and your employees, as applicable, electronically, including sending BDO newsletters, publications, announcements, invitations and other news and alerts that may be of interest to you. You and your employees may withdraw such consent at any time by contacting BDO at www.bdo.ca/unsubscribe.

11. Limitation of Liability

- 11.1 In any dispute, action, claim, demand for losses or damages arising out of the Services performed by BDO pursuant to this Agreement, BDO shall only be liable for its proportionate share of the total liability based on degree of fault as determined by a court of competent jurisdiction or by an independent arbitrator as a result of the dispute resolution procedures, notwithstanding the provisions of any statute or rule of common law which create, or purport to create, joint and several liability.
- 11.2 Our liability shall be restricted to damages of a direct and compensatory nature and shall not include indirect, consequential, aggravated or punitive damages, or damages for loss of profits or expected tax savings, whether or not the likelihood of such loss or damage was contemplated.
- 11.3 You agree that BDO shall in no event be liable to you for any actions, damages, claims, liabilities, costs, expenses, or losses in any way arising out of or relating to the Services performed hereunder for an aggregate amount of more than the higher of:
 - (a) three times the fees paid to BDO by you, in a twelve consecutive month period, for the Services provided pursuant to this Agreement giving rise to the claim; and
 - (b) \$25,000.
- 11.4 No exclusion or limitation on the liability of other responsible persons imposed or agreed at any time shall affect any assessment of our proportionate liability hereunder, nor shall settlement of or difficulty enforcing any claim, or the death, dissolution or insolvency of any such other responsible persons or their ceasing to be liable for the loss or damage or any portion thereof, affect any such assessment.
- 11.5 You agree claims or actions relating to the delivery of Services shall be brought against us alone, and not against any individual. Where our individuals are described as partners, they are acting as one of our members.

12. Indemnity

- 12.1 To the fullest extent permitted by applicable law and professional regulations, you agree to indemnify and hold harmless BDO from and against all losses, costs (including solicitors' fees), damages, expenses, claims, demands or liabilities arising out of or in consequence of:

- (a) a misrepresentation by a member of your management or board of directors, regardless of whether such person was acting in your interest
- (b) the Services performed by BDO pursuant to this Agreement, unless, and to the extent that, such losses, costs, damages and expenses are found by a court of competent jurisdiction to have been due to the gross negligence of BDO. In the event that the matter is settled out of court, we will mutually agree on the extent of the indemnification to be provided by you, failing which, the matter may be referred to dispute resolution in accordance with the terms of this Agreement.

13. Alternative Dispute Resolution

- 13.1 Both parties agree that they will first attempt to settle any dispute arising out of or relating to this Agreement or the Services provided hereunder through good faith negotiations.
- 13.2 In the event that the parties are unable to settle or resolve their dispute through negotiation, such dispute shall be subject to mediation pursuant to the National Mediation rules of the ADR Institute of Canada Inc. All disputes remaining unsettled for more than 60 days following the parties first meeting with a mediator or such longer period as the parties mutually agree upon shall be subject to arbitration pursuant to the National Arbitration Rules of the ADR Institute of Canada Inc. Such arbitration shall be final, conclusive and binding upon the parties, and the parties shall have no right of appeal or judicial review of the decision. The parties hereby waive any such right of appeal which may otherwise be provided for in any provincial arbitration statute made applicable under the National Arbitration Rules.

14. Limitation Period

- 14.1 You shall make any claim relating to Services or otherwise under this Agreement no later than one year after you became aware or ought reasonably to have become aware of the facts giving rise to any such claim.
- 14.2 You shall in no event make any claim relating to the Services or otherwise under this Agreement later than two years after the completion of the Services under this Agreement.
- 14.3 To the extent permitted by law, the parties to this Agreement agree that the limitation periods established in this Agreement replace any limitation periods under any limitations act and/or any other applicable legislation and any limitation periods under any limitations act and/or any other applicable legislation shall not alter the limitation periods specified in this Agreement.

15. Québec Personnel

- 15.1 We may sometimes have individual partners and employees performing Services within the Province of Québec who are members of the Ordre des comptables professionnels agréés du Québec. Any such members performing professional services hereunder assumes full personal civil liability arising from the practice of their profession, regardless of their status within our partnership. They may not invoke the liability of our partnership as grounds for excluding or limiting their own liability. The provisions in Sections 11 (Limitation of Liability) and 14 (Limitation Period) shall therefore not apply to limit the personal civil liability of partners and employees who are members of the Ordre des comptables professionnels agréés du Québec.



16. Termination

- 16.1 This Agreement applies to Services whenever performed (including before the date of this Agreement).
- 16.2 You or we may terminate this Agreement at any time upon written notice of such termination to the other party. We will not be liable for any loss, cost or expense arising from such termination. You agree to pay us for all Services performed up to the date of termination, including Services performed, work-in-progress and expenses incurred by us up to and including the effective date of the termination of this Agreement.

17. Fees and Billings

- 17.1 Our estimated fee is based on an assumed level of quality of your accounting records, the agreed upon level of preparation and assistance from your personnel and adherence to the agreed-upon timetable. Our estimated fee also assumes that your financial statements are in accordance with the applicable financial reporting framework and that there are no significant new or changed accounting policies or issues or internal control or other reporting issues. We will inform you on a timely basis if these factors are not in place.
- 17.2 Should our assumptions with respect to the quality of your accounting records be incorrect or should the conditions of the records, degree of cooperation, results of audit or review procedures, or other matters beyond our reasonable control require additional commitments by us beyond those upon which our estimated fees are based, we may adjust our fees and planned completion dates.

Delays in providing the complete list of agreed upon working papers/schedules to BDO will result in additional fees as follows:

- 1 week delay - additional 10% of estimated fees
- 1 month delay - additional 20% of estimated fees

Should a delay occur, we cannot guarantee completion of our work by your deadline.

- 17.3 Our professional fees will be based on our billing rates which depend on the means by which and by whom our Services are provided. We also will bill you for our out-of-pocket expenses, our administrative charge (described below), and applicable Goods and Services Sales Tax, Harmonized Sales Tax, Quebec Sales Tax and Provincial Sales Tax.
- 17.4 Our administrative charge is calculated as a percentage of our professional fee and represents an allocation of estimated costs associated with our technology infrastructure, telephone charges, photocopying and some support staff time costs.
- 17.5 Our accounts are due when rendered and invoiced amounts are deemed to be earned when paid. BDO may suspend the performance of Services in the event that you fail to pay an invoice when it is due. Interest may be charged at the rate of 12% per annum on all accounts outstanding for more than 30 days.

18. Governing Laws

- 18.1 The terms of our engagement shall remain operative until amended, terminated, or superseded in writing. They shall be interpreted according to the laws of the province or territory in which BDO's principal Canadian office performing the engagement is located, without regard to such province/territory's rules on conflicts of law.



19. Survival

19.1 The provisions of this Agreement that give either of us rights or obligations beyond its termination shall continue indefinitely following the termination of this Agreement. Any clause that is meant to continue to apply after termination of this Agreement will do so.

20. Force Majeure

20.1 We will not be liable for any delays or failures in performance or breach of contract due to events or circumstances beyond our reasonable control, including acts of God, war, acts by governments and regulators, acts of terrorism, accident, fire, flood or storm or civil disturbance.

21. Assignment

21.1 No party may assign, transfer or delegate any of the rights or obligations hereunder without the written consent of the other party or parties. BDO may engage independent contractors and BDO Member Firms to assist us in performing the Services in this Agreement without your consent.

22. Severability

22.1 If a court or regulator with proper jurisdiction determines that a provision of this Agreement is invalid, then the provision will be interpreted in a way that is valid under applicable law or regulation. If any provision is invalid, the rest of this Agreement will remain effective.

Version: 202002

Shuswap Hut and Trail Alliance Society

Did you remember to:



- ✓ Post your adjusting journal entries
H90

Shuswap Hut and Trail Alliance Society

Year End: December 31, 2019

Adjusting Journal Entries

Date: 01/01/2019 To 12/31/2019

Prepared by	Detail Rev	Gen Rev	Tax Rev
AK 06/01/2020	JWCW 06/18/2020	JJJ 08/27/2020	

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Number	Date	Name	Account No	Reference	Debit	Credit	Recurrence	Misstatement
1	12/31/2019	Retained Earnings - Previous Year	35600	SS	82,294.92			
1	12/31/2019	Net Assets Available	35700	SS		82,294.92		
To close out prior year retained earnings to net assets								
2	12/31/2019	Acc. Amort. - Vehicles	16300	U. 1		2,400.00		
2	12/31/2019	Acc. Amort. - Small Tools & Equip	16500	U. 1		3,947.00		
2	12/31/2019	Amortization Expense	50150	U. 1	6,347.00			
To record current year amortization.								
3	12/31/2019	Vehicles	15300	520. 3		15,354.50		
3	12/31/2019	Acc. Amort. - Vehicles	16300	520. 3	14,922.00			
3	12/31/2019	Other Funds	43100	520. 3	1,150.00			
3	12/31/2019	Gain on Disposal	47000	520. 3		717.50		
To reallocate sale of F250 in the year.								
4	12/31/2019	Small Tools and Equipment (\$500+)	15500	520. 3	4,491.32			
4	12/31/2019	Equip>500=Cap.asset holding till YE	50500	520. 3		4,491.32		
To capitalize capital asset additions previously expensed.								
5	12/31/2019	GST payable - estimate	23175	GST. 02	4,912.99			
5	12/31/2019	CSRD	41500	GST. 02		4,912.99		
To reduce GST liability								
6	12/31/2019	Net Assets Available	35700	SS. 1	13,711.82			
6	12/31/2019	Net Assets Inv in Capital Assets	35800	SS. 1		13,711.82		
To adjust net assets to actual.								
					127,830.05	127,830.05		

Net Income (Loss) 36,580.82

I approve these year end adjusting journal entries prepared by BDO Canada LLP



Shuswap Hut and Trail Alliance Society

Year End: December 31, 2019

Leadsheet Summary

Prepared by	Detail Rev	Gen Rev	Tax Rev
AK 06/01/2020	JWCW 06/23/2020	JJJ 08/27/2020	

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Account	Prelim	Adj's	Reclass	Rep	Rep 12/18	Amount	Chg %Chg
10300 SASCU - Equity Shares #632	6.67	0.00	0.00	6.67	6.44	0.23	4
10350 SASCU Investors - Tools #632	25.00	0.00	0.00	25.00	0.00	25.00	0
10360 SASCU Investors - Truck #632	440.09	0.00	0.00	440.09	0.00	440.09	0
10370 SASCU Investors - GST Rebates	7,410.40	0.00	0.00	7,410.40	0.00	7,410.40	0
10380 SASCU Investors - Rail Trail #632	4,044.61	0.00	0.00	4,044.61	0.00	4,044.61	0
10400 SASCU Reserve (Investors) #632	58,947.40	0.00	0.00	58,947.40	83,186.47	(24,239.07)	(29)
10450 SASCU Plan 24 - BCRP #632	31,027.75	0.00	0.00	31,027.75	26,680.54	4,347.21	16
10460 SASCU Plan 24 - Holding #632	12,375.53	0.00	0.00	12,375.53	0.00	12,375.53	0
10500 SASCU Chequing - 1352632	10,117.21	0.00	0.00	10,117.21	16,914.48	(6,797.27)	(40)
10510 Petty Cash	72.45	0.00	0.00	72.45	57.65	14.80	26
10550 SASCU NTC Grant #632	34.95	0.00	0.00	34.95	34.95	0.00	0
10600 SASCU - Gaming 1406255	4,756.19	0.00	0.00	4,756.19	20.24	4,735.95	3399
10650 SASCU Patronage - #255	2.15	0.00	0.00	2.15	2.15	0.00	0
A Cash	129,260.40	0.00	0.00	129,260.40	126,902.92	2,357.48	2
14000 Accounts Receivable	41,724.26	0.00	(1,522.28)	40,201.98	33,339.51	6,862.47	21
14001 GST receivable	0.00	0.00	1,522.28	1,522.28	1,115.97	406.31	36
C Accounts receivable	41,724.26	0.00	0.00	41,724.26	34,455.48	7,268.78	21
13000 Prepaid - Liability Insurance	4,995.67	0.00	0.00	4,995.67	5,466.12	(470.45)	(9)
13010 Prepaid - Director Insurance	443.75	0.00	0.00	443.75	443.75	0.00	0
13030 Prepaid - Flat deck Trailer - Insur	45.00	0.00	0.00	45.00	42.75	2.25	5
13040 Prepaid - Truck - F350 blue -Insur	73.80	0.00	0.00	73.80	88.80	(15.00)	(17)
13050 Prepaid - Truck - F250 white -Insur	1,532.56	0.00	0.00	1,532.56	798.47	734.09	92
13051 Prepaid - Fuel Cards	600.00	0.00	0.00	600.00	206.90	393.10	190
13100 Prepaid - inReach Roadpost (Garmin)	183.93	0.00	0.00	183.93	54.09	129.84	240
13150 Prepaid - Pacific First Trust	2,856.61	0.00	0.00	2,856.61	2,641.24	215.37	8
13200 Prepaid - Misc YE	1,662.50	0.00	0.00	1,662.50	810.00	852.50	105
13250 Prepaid - Go Daddy	463.22	0.00	0.00	463.22	175.04	288.18	165
13251 Prepaid - Go Daddy - Hosting	149.90	0.00	0.00	149.90	69.93	79.97	114
L Prepaid expenses	13,006.94	0.00	0.00	13,006.94	10,797.09	2,209.85	20
15300 Vehicles	31,354.50	(15,354.50)	0.00	16,000.00	15,354.50	645.50	4
15500 Small Tools and Equipment (\$500+)	39,181.52	4,491.32	0.00	43,672.84	39,181.52	4,491.32	11
16300 Acc. Amort. - Vehicles	(14,922.00)	12,522.00	0.00	(2,400.00)	(14,922.00)	12,522.00	(84)
16500 Acc. Amort. - Small Tools & Equip	(21,694.00)	(3,947.00)	0.00	(25,641.00)	(21,694.00)	(3,947.00)	18
U Capital assets	33,920.02	(2,288.18)	0.00	31,631.84	17,920.02	13,711.82	77
21000 Accounts Payable	(8,057.46)	0.00	0.00	(8,057.46)	(11,464.49)	3,407.03	(30)
21010 Vacation Pay Payable	(346.31)	0.00	0.00	(346.31)	(244.80)	(101.51)	41
21020 Accounting Accrual	(6,500.00)	0.00	0.00	(6,500.00)	(6,500.00)	0.00	0
23175 GST payable - estimate	(11,702.35)	4,912.99	0.00	(6,789.36)	(11,702.35)	4,912.99	(42)
CC Accounts payable and accrued liabilities	(26,606.12)	4,912.99	0.00	(21,693.13)	(29,911.64)	8,218.51	(27)
24050 Deferred Revenue - LASS Lease	(880.00)	0.00	0.00	(880.00)	(880.00)	0.00	0
24100 Deferred Memberships - Indi/Family	(3,840.62)	0.00	0.00	(3,840.62)	(3,280.00)	(560.62)	17
24150 Deferred Memberships - Corporate	(120.00)	0.00	0.00	(120.00)	(70.00)	(50.00)	71
24200 Deferred - Auction donations/ticket	(8,445.00)	0.00	0.00	(8,445.00)	(11,870.00)	3,425.00	(29)
KK Deferred revenue	(13,285.62)	0.00	0.00	(13,285.62)	(16,100.00)	2,814.38	(17)
35600 Retained Earnings - Previous Year	(82,294.92)	82,294.92	0.00	0.00	0.00	0.00	0
35700 Net Assets Available	(43,848.93)	(68,583.10)	0.00	(112,432.03)	(43,848.93)	(68,583.10)	156
NETINC Net Income (Loss)	(33,956.01)	(2,624.81)	0.00	(36,580.82)	(82,294.92)	45,714.10	(56)
SS Retained earnings	(160,099.86)	11,087.01	0.00	(149,012.85)	(126,143.85)	(22,869.00)	18
35800 Net Assets Inv in Capital Assets	(17,920.02)	(13,711.82)	0.00	(31,631.84)	(17,920.02)	(13,711.82)	77

Shuswap Hut and Trail Alliance Society

Year End: December 31, 2019

Leadsheet Summary

Prepared by	Detail Rev	Gen Rev	Tax Rev
AK 06/01/2020	JWCW 06/23/2020	JJJ 08/27/2020	

H80-1

Account	Prelim	Adj's	Reclass	Rep	Rep 12/18	Amount Chg	%Chg
SS. 1 Invested in capital assets	(17,920.02)	(13,711.82)	0.00	(31,631.84)	(17,920.02)	(13,711.82)	77
40600 In Memoriam	(64.00)	0.00	0.00	(64.00)	(104.00)	40.00	(38)
43100 Other Funds	(2,804.69)	1,150.00	0.00	(1,654.69)	(11,464.54)	9,809.85	(86)
43150 Interest Earned	(1,103.48)	0.00	0.00	(1,103.48)	(591.66)	(511.82)	87
500 Other revenue	(3,972.17)	1,150.00	0.00	(2,822.17)	(12,160.20)	9,338.03	(77)
40800 Sponsorships - Service Clubs	0.00	0.00	0.00	0.00	(2,500.00)	2,500.00	(100)
41500 CSRD	(168,636.84)	(4,912.99)	0.00	(173,549.83)	(82,350.76)	(91,199.07)	111
41700 Municipalities	(66,496.45)	0.00	0.00	(66,496.45)	(120,827.91)	54,331.46	(45)
45000 Grants: Municipalities/ Regional	(100,644.04)	0.00	0.00	(100,644.04)	(99,820.00)	(824.04)	1
500.380 Local grant and subsidy revenue	(335,777.33)	(4,912.99)	0.00	(340,690.32)	(305,498.67)	(35,191.65)	12
46000 Grants: Provincial/Federal	(119,331.00)	0.00	0.00	(119,331.00)	(25,125.00)	(94,206.00)	375
500.380.1 Provincial/Federal	(119,331.00)	0.00	0.00	(119,331.00)	(25,125.00)	(94,206.00)	375
41600 Provincial / Federal Invoiced	(6,500.00)	0.00	0.00	(6,500.00)	(28,725.00)	22,225.00	(77)
46500 Grants: other	(7,000.00)	0.00	0.00	(7,000.00)	(44,846.52)	37,846.52	(84)
500.380.2 Other	(13,500.00)	0.00	0.00	(13,500.00)	(73,571.52)	60,071.52	(82)
40200 Donations - Corporate	(22,503.84)	0.00	0.00	(22,503.84)	(4,228.00)	(18,275.84)	432
40210 Donations- dnu	(3,394.61)	0.00	0.00	(3,394.61)	0.00	(3,394.61)	0
40250 Donations - Individuals	(7,392.55)	0.00	0.00	(7,392.55)	(10,836.00)	3,443.45	(32)
500.382 Cash donations	(33,291.00)	0.00	0.00	(33,291.00)	(15,064.00)	(18,227.00)	121
40260 Donations- In-kind hours	(88,480.33)	0.00	0.00	(88,480.33)	(85,893.33)	(2,587.00)	3
40270 Donations - In Kind materials	(15,208.60)	0.00	0.00	(15,208.60)	(12,261.51)	(2,947.09)	24
500.382.1 In-kind contributions	(103,688.93)	0.00	0.00	(103,688.93)	(98,154.84)	(5,534.09)	6
40300 Memberships - Corporations	(230.00)	0.00	0.00	(230.00)	(850.00)	620.00	(73)
40350 Memberships - Individual	(4,660.00)	0.00	0.00	(4,660.00)	(4,770.00)	110.00	(2)
500.384 Membership dues and fees revenue	(4,890.00)	0.00	0.00	(4,890.00)	(5,620.00)	730.00	(13)
40700 Community Fundraising Events	(60,409.75)	0.00	0.00	(60,409.75)	(58,747.86)	(1,661.89)	3
500.386 Fundraising revenue	(60,409.75)	0.00	0.00	(60,409.75)	(58,747.86)	(1,661.89)	3
51700 Programs	42.27	0.00	0.00	42.27	1,132.45	(1,090.18)	(96)
53500 Project: Trail Assessments -E.A.etc	1,859.00	0.00	0.00	1,859.00	1,211.80	647.20	53
53700 Project Honorariums	1,300.00	0.00	0.00	1,300.00	0.00	1,300.00	0
53800 In Kind Hours	88,480.33	0.00	0.00	88,480.33	85,893.33	2,587.00	3
53850 In Kind Materials	15,208.60	0.00	0.00	15,208.60	12,261.51	2,947.09	24
54000 Equipment Rental	4,809.40	0.00	0.00	4,809.40	4,125.00	684.40	17
54100 Fuel	4,022.71	0.00	0.00	4,022.71	3,582.98	439.73	12
54150 Fuel Costs - NOT motor vehicle	589.93	0.00	0.00	589.93	700.61	(110.68)	(16)
54200 Materials	10,403.62	0.00	0.00	10,403.62	37,539.01	(27,135.39)	(72)
54230 Materials - signage	9,796.81	0.00	0.00	9,796.81	13,058.34	(3,261.53)	(25)
54300 Trail Crew - invoiced	75.00	0.00	0.00	75.00	360.00	(285.00)	(79)
54310 Wages and Salaries	189,894.58	0.00	0.00	189,894.58	125,480.73	64,413.85	51
54320 EI Expense	6,873.95	0.00	0.00	6,873.95	5,313.59	1,560.36	29
54340 CPP Expense	14,123.32	0.00	0.00	14,123.32	10,057.24	4,066.08	40
54360 WCB Expense	3,242.58	0.00	0.00	3,242.58	2,685.85	556.73	21
54365 Medical Benefits	5,778.86	0.00	0.00	5,778.86	1,814.85	3,964.01	218
54400 Trail Building	50.25	0.00	0.00	50.25	137.50	(87.25)	(63)
54700 Travel: Mileage	6,151.80	0.00	0.00	6,151.80	4,131.98	2,019.82	49
55000 Project: Trail Guide- Map/Web	8,293.57	0.00	0.00	8,293.57	0.00	8,293.57	0
55810 Trail Development	43,501.80	0.00	0.00	43,501.80	3,924.84	39,576.96	1008

Shuswap Hut and Trail Alliance Society

Year End: December 31, 2019

Leadsheet Summary

Prepared by	Detail Rev	Gen Rev	Tax Rev
AK 06/01/2020	JWCW 06/23/2020	JJJ 08/27/2020	

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Account	Prelim	Adj's	Reclass	Rep	Rep 12/18	Amount	Chg	%Chg
55880 Travel/Accommodations	0.00	0.00	0.00	0.00	147.58	(147.58)	(100)	
510.428 Project costs	414,498.38	0.00	0.00	414,498.38	313,559.19	100,939.19	32	
50400 Coordination & Mgmt-contract/wages	63,161.02	0.00	0.00	63,161.02	61,930.70	1,230.32	2	
50410 Biz Operations/Stewardship Wages	52,683.35	0.00	0.00	52,683.35	52,935.60	(252.25)	0	
50420 Associated Director Wages	7,499.52	0.00	0.00	7,499.52	0.00	7,499.52	0	
515.537 Coordination and management	123,343.89	0.00	0.00	123,343.89	114,866.30	8,477.59	7	
51350 Marketing & Communication	1,717.46	0.00	0.00	1,717.46	467.52	1,249.94	267	
51360 Meals under Marketing	57.99	0.00	0.00	57.99	0.00	57.99	0	
55900 Volunteer Trail Events	438.64	0.00	0.00	438.64	635.50	(196.86)	(31)	
59050 Promotional Event	0.00	0.00	0.00	0.00	49.02	(49.02)	(100)	
520.511 Marketing	2,214.09	0.00	0.00	2,214.09	1,152.04	1,062.05	92	
55600 Sponsorship & Fundraising	20,899.86	0.00	0.00	20,899.86	19,180.63	1,719.23	9	
520.511. 1 Sponsorship and fundraising	20,899.86	0.00	0.00	20,899.86	19,180.63	1,719.23	9	
50150 Amortization Expense	0.00	6,347.00	0.00	6,347.00	3,718.00	2,629.00	71	
520.521 Amortization of property, plant and equipment	0.00	6,347.00	0.00	6,347.00	3,718.00	2,629.00	71	
51050 Insurance	13,253.86	0.00	0.00	13,253.86	10,608.62	2,645.24	25	
520.523 Insurance	13,253.86	0.00	0.00	13,253.86	10,608.62	2,645.24	25	
50170 Bank charges and interest	181.87	0.00	0.00	181.87	241.78	(59.91)	(25)	
50300 Computers	2,608.73	0.00	0.00	2,608.73	3,369.98	(761.25)	(23)	
50450 Photo-copying/Printing	2,914.56	0.00	0.00	2,914.56	943.71	1,970.85	209	
51000 Incorp Ann Fees & Memberships	370.88	0.00	0.00	370.88	218.00	152.88	70	
51550 Office Supplies	1,471.34	0.00	0.00	1,471.34	882.14	589.20	67	
51600 Postage / Courier	987.06	0.00	0.00	987.06	463.43	523.63	113	
520.529 Office	8,534.44	0.00	0.00	8,534.44	6,119.04	2,415.40	39	
50050 Accounting / Bookkeeping	5,914.50	0.00	0.00	5,914.50	5,176.51	737.99	14	
520.531 Professional fees	5,914.50	0.00	0.00	5,914.50	5,176.51	737.99	14	
50600 Equipment Repair	1,635.35	0.00	0.00	1,635.35	1,113.63	521.72	47	
50650 Equipment - Safety Gear	501.88	0.00	0.00	501.88	822.03	(320.15)	(39)	
50750 Equipment - Truck R&M	4,106.50	0.00	0.00	4,106.50	3,615.94	490.56	14	
520.535 Repairs and maintenance	6,243.73	0.00	0.00	6,243.73	5,551.60	692.13	12	
50250 Community Consultations	16,840.85	0.00	0.00	16,840.85	13,870.78	2,970.07	21	
520.539 Community Consultations	16,840.85	0.00	0.00	16,840.85	13,870.78	2,970.07	21	
50500 Equip>500=Cap.asset holding till YE	4,491.32	(4,491.32)	0.00	0.00	0.00	0.00	0	
50550 Equipment under \$500	2,210.94	0.00	0.00	2,210.94	1,750.16	460.78	26	
520.541 Supplies	6,702.26	(4,491.32)	0.00	2,210.94	1,750.16	460.78	26	
50320 Conferences	298.13	0.00	0.00	298.13	0.00	298.13	0	
51450 Meeting Room Rental	529.87	0.00	0.00	529.87	142.00	387.87	273	
51500 Office Cleaning	368.84	0.00	0.00	368.84	89.25	279.59	313	
55550 Rent & Utilities	10,545.72	0.00	0.00	10,545.72	10,545.72	0.00	0	
520.547 Rent and Utilities	11,742.56	0.00	0.00	11,742.56	10,776.97	965.59	9	
51080 Internet and website	1,469.41	0.00	0.00	1,469.41	1,517.33	(47.92)	(3)	
520.547. 1 Website design	1,469.41	0.00	0.00	1,469.41	1,517.33	(47.92)	(3)	
55670 Cellular phones	2,373.23	0.00	0.00	2,373.23	1,621.96	751.27	46	

Shuswap Hut and Trail Alliance Society
 Year End: December 31, 2019
 Leadsheet Summary

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Prepared by	Detail Rev	Gen Rev	Tax Rev
AK 06/01/2020	JWCW 06/23/2020	JJJ 08/27/2020	

Account	Prelim	Adj's	Reclass	Rep	Rep 12/18	Amount Chg	%Chg
55680 Office Phone	<u>925.52</u>	<u>0.00</u>	<u>0.00</u>	<u>925.52</u>	<u>1,025.84</u>	<u>(100.32)</u>	<u>(10)</u>
520.571444 Telephone	3,298.75	0.00	0.00	3,298.75	2,647.80	650.95	25
51650 Professional Development	4,919.11	0.00	0.00	4,919.11	316.59	4,602.52	1454
55850 Team Development	<u>1,028.48</u>	<u>0.00</u>	<u>0.00</u>	<u>1,028.48</u>	<u>835.61</u>	<u>192.87</u>	<u>23</u>
520.581 Professional development	5,947.59	0.00	0.00	5,947.59	1,152.20	4,795.39	416
47000 Gain on Disposal	<u>0.00</u>	<u>(717.50)</u>	<u>0.00</u>	<u>(717.50)</u>	<u>0.00</u>	<u>(717.50)</u>	<u>0</u>
530.361 Gain (loss) on disposal	0.00	(717.50)	0.00	(717.50)	0.00	(717.50)	0
	<u>(33,956.01)</u>	<u>(2,624.81)</u>	<u>0.00</u>	<u>(36,580.82)</u>	<u>(82,294.92)</u>	<u>45,714.10</u>	<u>(56)</u>

**SHUSWAP HUT AND TRAIL
ALLIANCE SOCIETY
ANNUAL GENERAL MEETING**

**TUESDAY, OCTOBER 20, 2020
7:00 PM via video conference**

AGENDA

1. Call to order – review attendance register and confirm quorum
2. Introduction of current Board members
3. Adoption of Agenda
4. Review Minutes of Annual General Meeting of September 17, 2019
5. Business Arising
6. Chairperson's Report
7. Treasurer's Report: presentation of Financial Statements
8. Executive Director's Report
9. Election of Directors
 - a. Returning directors nominated for two-year term by the Board:

Rob Marshall (for one more year)
Carmen Massey
Nicole Jeans-Williams
Scott Mckee
Debbie Seymour
 - b. New directors nominated for a two-year term by the Board:

Chris Stromgren
Robin Cyr
Aaron Arnouse
Frederick Vroom
Steve Tiainen
10. New Business
11. Adjournment