

## AGM Report from the Secretary Treasurer

<p><b>Introduction</b></p>	<p>Deborah Exelby BSc, MBA, PMP</p> <ul style="list-style-type: none"> <li>○ Disaster-Emergency Management Consultant – Triangle Mountain Solutions</li> <li>○ Advanced Care Paramedic - BC Ambulance</li> </ul> <p>CMAT Member since 2005 Director since 2007 and Secretary –Treasurer x 2 years</p>
<p><b>About the Role</b></p>	<p><b>Treasurer</b></p> <ul style="list-style-type: none"> <li>● To review and maintain CMAT’s financial records, statements and reports, in collaboration with the CMAT Administrator.</li> <li>● General financial oversight <ul style="list-style-type: none"> <li>○ Present budgets, accounts and financial statements to CMAT’s BOD</li> <li>○ Ensure appropriate financial systems and controls are in place</li> <li>○ Ensure that record-keeping and accounts meet the conditions of funders or statutory bodies and relevant legislation.</li> </ul> </li> <li>● Funding, fundraising and sales <ul style="list-style-type: none"> <li>○ Ensure compliance with conditions set by funding bodies</li> <li>○ Ensure fundraising and sales complies with relevant legislation and is bound by effective monitoring, controls and reporting</li> </ul> </li> <li>● Financial planning and budgeting <ul style="list-style-type: none"> <li>○ Prepare and present budgets for new or ongoing work</li> <li>○ Present revised financial forecasts based on actual spend.</li> </ul> </li> <li>● Financial reporting; <ul style="list-style-type: none"> <li>○ Present regular reports on the organization’s financial position</li> <li>○ Prepare accounts for audit and liaising with the auditor, as required</li> <li>○ Present accounts at the AGM</li> </ul> </li> <li>● Banking, book-keeping and record-keeping <ul style="list-style-type: none"> <li>● Manage bank accounts</li> <li>● Set up appropriate systems for book-keeping, payments, lodgements &amp; petty cash</li> <li>● Ensure everyone handling money keeps proper records and documentation</li> </ul> </li> <li>● Control of fixed assets and stock <ul style="list-style-type: none"> <li>○ Ensure proper records are kept</li> <li>○ Ensure required insurances are in place.</li> </ul> </li> </ul> <p><b>Secretary</b></p> <ul style="list-style-type: none"> <li>● To compile and maintain CMAT’s BOD &amp; AGM meeting minutes, reports, and other documents and correspondence as required.</li> <li>● To support committee BOD meetings by preparing agendas for</li> </ul>

	meetings (in consultation with the Chair) and ensure minutes are distributed to members shortly after each meeting.
<b>Accomplishments from the Past Year</b>	<ul style="list-style-type: none"> <li>• Reduction of administrative costs to lowest possible: <ul style="list-style-type: none"> <li>○ Changed the phone contract;</li> <li>○ Eliminated the satellite phone contract;</li> <li>○ Purchased Quickbooks program for \$50 and changed from a Bookkeeper to Treasurer data input; and</li> <li>○ Changed Accountant to do financial statement.</li> </ul> </li> <li>• Implemented approval process for expenditure ( 2 x BOD approval via email required).</li> <li>• Initiated BOD liability insurance.</li> <li>• Financial Synopsis <ul style="list-style-type: none"> <li>○ 2013 Admin costs = 2.9% of revenue</li> <li>○ 2013 Revenue = \$72,045</li> <li>○ 2013 Admin costs = \$2073.50</li> </ul> </li> <li>• See Financial Statement attached.</li> </ul> <p><u>Explanatory Comment About Administrative Costs</u> : One way that non-profits report utilization of funding is by calculating the % of funding spent on administration. This calculation is relevant for organizations that have a stable revenue stream against which expenditures can be compared annually. In years where CMAT does not have a deployment and thus nil donation revenue, the perceived admin costs will be higher. In actuality, the CMAT admin costs are stable from year to year.</p>
<b>Areas of focus for the Upcoming Year</b>	<ul style="list-style-type: none"> <li>• Financial Policy and Procedure development</li> <li>• Implementation of new financial audit required under NFP Act. A more expensive audit or engagement review engagement is required for CMAT for the 2014 reporting year.</li> </ul>

**CMAT CANADIAN MEDICAL ASSISTANCE TEAMS**

**FINANCIAL STATEMENTS**

**DECEMBER 31 2013**

(Unaudited - see Notice to Reader)

# CMAT CANADIAN MEDICAL ASSISTANCE TEAMS

INDEX TO FINANCIAL STATEMENTS  
DECEMBER 31 2013

(Unaudited -- see Notice to Reader)

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Notice to Reader

Balance Sheet

Statement of Income (Loss) and Retained Earnings

# *MAUREEN E. BUTLER, CGA*

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## **NOTICE TO READER**

On the basis of information provided by management, I have compiled the Balance Sheet of CMAT CANADIAN MEDICAL ASSISTANCE TEAMS as at December 31, 2013 and the Statement of Operations for the year then ended.

I have not performed an audit or a review engagement in respect of these financial statements and accordingly, I express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.



*Maureen E. Butler, CGA*

Victoria, BC  
June 19 2013

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**CMAT CANADIAN MEDICAL ASSISTANCE TEAMS**

**BALANCE SHEET**

as at December 31, 2013

(Unaudited - See Notice to Reader)

	2013	2012
<b>ASSETS</b>		
<b>Current assets</b>		
Cash	\$ 35,904	\$ 7,918
Accounts receivable and accrued receivables	-	-
Due from government agencies	926	624
Prepaid expenses	-	-
	<b>36,830</b>	<b>8,542</b>
<b>Capital Assets</b>	-	29,006
<b>Total assets</b>	<b>\$ 36,830</b>	<b>\$ 37,548</b>

**LIABILITIES and FUND BALANCE**

<b>Current liabilities</b>		
Accounts payable and accrued liabilities	\$ 3,224	\$ 1,350
Due to government agencies	-	-
<b>Total liabilities</b>	<b>3,224</b>	<b>1,350</b>
<b>Fund Balance</b>	<b>33,606</b>	<b>36,198</b>
<b>Total Liabilities and Fund Balance</b>	<b>\$ 36,830</b>	<b>\$ 37,548</b>

On behalf of the Board

\_\_\_\_\_ Director

\_\_\_\_\_ Director

**CMAT CANADIAN MEDICAL ASSISTANCE TEAMS**

**STATEMENT OF OPERATIONS**

for the year ended December 31, 2013

(Unaudited - See Notice to Reader)

	2013	2012
<b>Revenue</b>		
Received Donations	\$ 72,045	\$ 2,375
Other revenues	-	-
<b>Gross margin</b>	<b>72,045</b>	<b>2,375</b>
<b>Expenditures</b>		
Advertising	-	-
Amortization	-	-
Bank charges	909	-
Insurance	1,691	1,691
Office and General	327	3,728
Professional Fees	1,547	1,419
Program Expenses	68,073	1,146
Telephone	2,091	1,131
Travel	-	125
<b>Total Expenditures</b>	<b>74,637</b>	<b>9,240</b>
<b>Excess (Shortage) of Revenues over Expenditures</b>	<b>(2,592)</b>	<b>(6,865)</b>
Fund Balance, beginning of year	36,198	43,063
<b>Fund Balance, end of year</b>	<b>\$ 33,606</b>	<b>\$ 36,198</b>