

EXECUTIVE MINUTES
Urban Municipal Administrators' Association of Saskatchewan
California Suite, Travelodge Hotel, Saskatoon
2:00 pm – Tuesday, June 6, 2023

PRESENT	President:	Chris Costley
	Vice President:	Barry Elliott
	Directors:	Aileen Garrett
		Landon Chambers
		Renea Paridaen
		Pamela Wintringham
		Meredith Norman
		Janelle Desautels
		Kelly Hoare
		Stephen Schury (3:30 p.m.)
	Executive Director:	Jason Chorneyko
	Executive Assistant:	Lovely Magnaye
ABSENT	Past President:	Rodney Audette

CALL TO ORDER

President Chris Costley called the meeting to order at 2:06 p.m.

AGENDA

53-23 HOARE That the agenda be approved as amended.

CARRIED

APRIL 17, 2023 EXECUTIVE MEETING MINUTES

54-23 ELLIOTT That the April 17, 2023, Executive Meeting Minutes be approved as presented.

CARRIED

BYLAW #7/23 – CONTINUING PROFESSIONAL DEVELOPMENT

55-23 CHAMBERS That Bylaw #7/23, a bylaw to provide for the continuing professional development of association members be introduced and read for the first time.

CARRIED

BYLAW #7/23 – CONTINUING PROFESSIONAL DEVELOPMENT

56-23 HOARE That Bylaw #7/23 be read for the second time.

CARRIED

BYLAW #7/23 – CONTINUING PROFESSIONAL DEVELOPMENT

57-23 NORMAN That we proceed with the third reading of Bylaw #7/23.

CARRIED UNANIMOUSLY

BYLAW #7/23 – CONTINUING PROFESSIONAL DEVELOPMENT

58-23 WINTRINGHAM That Bylaw #7/23 be read for the third time, adopted, and attached hereto.

CARRIED

LIST OF ACCOUNTS

59-23 PARIDAEN That the attached list of accounts be approved as presented.

CARRIED

JUNE 6, 2023 UMAAS EXECUTIVE MEETING MINUTES

FINANCIAL REPORTS

60-23 NORMAN That the Financial Reports for the period ended April 30, 2023 and May 31, 2023 be accepted, and attached hereto.

CARRIED2022 AUDITED FINANCIAL STATEMENTS

61-23 PARIDAEN That we approve the 2022 Audited Financial Statements as attached hereto.

CARRIEDJUNIOR SCHOLARSHIP PROGRAM

62-23 HOARE That we instruct Administration to update Policy #12 Junior Scholarship Program and provide three (3) annual scholarships in the amount of \$1,000 each to people desiring to obtain their education requirement for the Standard and Advanced Certificate, effective January 1, 2024.

CARRIEDBOARD OF EXAMINERS REPORT

63-23 ELLIOTT That we accept the Board of Examiners Report as submitted by Brad Hvidston, Secretary of the Board of Examiners.

CARRIEDCUSTOMIZED REGULATORY SUPPORT SERVICES

64-23 ELLIOTT That we acknowledge receipt of the proposal from MDR Strategy Group Ltd. and instruct Administration to inform them that we are not currently interested in their service.

CARRIEDTHE MUNICIPALITIES ACT PROPOSED AMENDMENTS

65-23 CHAMBERS That the Municipalities Act Proposed Amendments be acknowledged and filed.

CARRIED

The meeting was recessed at 3:25 p.m.

The meeting resumed at 3:39 p.m.

RESIGNATION – COSTLEY

66-23 AUDETTE That we accept Chris Costley's letter of resignation, as President of UMAAS, with regret.

CARRIEDRESIGNATION – PARIDAEN

67-23 CHAMBERS That we accept the verbal resignation from Renea Paridaen, as the Director of Division 3, with regret.

CARRIEDCORRESPONDENCE

68-23 AUDETTE That the correspondence be acknowledged and filed.

CARRIEDEXECUTIVE DIRECTOR'S REPORT

69-23 AUDETTE That we accept the Executive Director's Report as presented.

CARRIED

JUNE 6, 2023 UMAAS EXECUTIVE MEETING MINUTES

NEXT MEETING

70-23 CHAMBERS

The next UMAAS meeting will be on June 9, 2023 at 1:00 pm at the Galaxy A, Travelodge Hotel, Saskatoon.

CARRIED

ADJOURNMENT

71-23 DESAUTELS

That we adjourn the meeting at 4:26 p.m.

CARRIED

President

Executive Director

BYLAW 7-23

A BYLAW OF THE URBAN MUNICIPAL ADMINISTRATORS' ASSOCIATION OF SASKATCHEWAN TO PROVIDE FOR THE CONTINUING PROFESSIONAL DEVELOPMENT OF ASSOCIATION MEMBERS

The Urban Municipal Administrators' Association, in the Province of Saskatchewan, hereby enacts as follows:

1. In order to promote the continuing professional development of the Association, all regular and associate members of the Association actively employed by a municipality as Administrator, Staff or Mentor/Consultant, shall participate in a minimum of at least one professional development session each calendar year.
2. The following shall be exempt from the continuing professional development requirements specified in *Section 1*;
 - a. Lifetime Members who are not employed by a municipality,
 - b. Ex-officio Members or Honorary Members who are not practicing administrators,
 - c. Professionals from various fields who are not employed by a municipality,
 - d. Any person obtaining membership after August 31st.
3. For the purpose of this section, participation in the following functions/courses will qualify, to the extent hereinafter stated, for the continuing professional development requirements specified in *Section 1*;
 - UMAAS Convention
 - UMAAS Sponsored Workshop
 - SUMA Convention
 - SUMA New Elected Officers/Administrators Seminar
 - SUMA District Meeting
 - SUMA Sponsored Workshop
 - Saskatchewan Ministry of Government Relations
 - RMAA Convention
 - RMAA Sponsored Workshop Approved by UMAAS Executive
 - SARM Sponsored Workshop Approved by UMAAS Executive
 - SAMA Sponsored Workshop
 - The Northern Saskatchewan Administrators Association Conference/Workshops
 - Webinars offered for Municipal Administrator's training purposes
 - University or Technical School Degree/ Certificate credit classes
 - Applicable Personal Development Courses as may be approved by the UMAAS Executive
 - Other Workshops Approved by U.M.A.A.S Executive
4. Members shall be responsible to report details of their attendance and/or participation in specific professional development functions in the previous calendar year on their annual membership application.
5. Any breach of this Bylaw may render the offending member liable to such disciplinary measures, as the Executive Board of the Association may consider appropriate, by way of either suspension, expulsion or discipline, after taking into consideration any extenuating circumstances such as but not limited to, parental leave, medical leave, or leave of absence.
6. The Disciplinary Committee shall, as soon as is practical, inform the member by registered letter of the decision made by the Disciplinary Committee. A copy of the decision shall also be circulated to the Executive Board of the Association.
7. In the event that a practicing member wishes to appeal any decision made by the Disciplinary Committee, the appeal procedures outlined in *Sections 24.1*

through 32 of The Urban Municipal Administrators Act, shall apply.

8. This Bylaw repeals *Bylaw #6-23* and shall become effective upon ratification at the annual UMAAS convention.

President

Executive Director

Ratified by the UMAAS Executive on June 6, 2023.

Ratified by the UMAAS Membership on June 7, 2023.



List of Accounts
As of June 5, 2023

Cheque #	Vendor	Re:	Amount
4839	Town of Wynyard	Office Rent/Supplies	\$ 472.50
4840	Chris Costley	Office Inspection	\$ 586.66
4841	Jason Chorneyko	Office Inspection	\$ 492.72
4842	Jason Chorneyko	April 23 Payroll	\$ 1,139.89
4843	Brad Hvidston	April 23 Payroll	\$ 771.20
4844	Lovely Magnaye	April 23 Payroll	\$ 1,389.89
4845	Renea Paridaen	Executive Meeting - April 17, 2023	\$ 699.70
4846	Canada Revenue Agency	GST 2023-Q1	\$ 3,295.88
4847	Canada Revenue Agency	April 23 Remittance	\$ 2,492.23
4848	MEPP	April 23 Remittance	\$ 1,060.30
4849	Richard Doleszar	Office Inspection	\$ 1,085.48
4850	Sandra MacArthur	Office Inspection	\$ 509.80
4851	Nicole Lerat	Office Inspection	\$ 528.10
4852	Lovely Magnaye	UMAAS Portable Printer	\$ 337.72
4853	Town of Wynyard	Office Rent/Supplies	\$ 472.50
4854	WCB	2023 Coverage	\$ 141.57
4855	Jason Chorneyko	Golf Prizes	\$ 435.38
4856	Renea Paridaen	MMA Conference in Winnipeg	\$ 974.34
4857	Jason Chorneyko	May 23 Payroll	\$ 1,139.89
4858	Brad Hvidston	May 23 Payroll	\$ 771.20
4859	Lovely Magnaye	May 23 Payroll	\$ 1,389.89
4860	Canada Revenue Agency	May 23 Remittance	\$ 2,492.23
4861	MEPP	May 23 Remittance	\$ 1,060.30
4862	Kinakin Entertainment	Convention Entertainment	\$ 2,625.00
4863	E&K Dollar Variety	Golf Trophies	\$ 128.72
4864	Cheryl Hughes	Tour	\$ 10,625.00



Urban Municipal Administrators' Association of Saskatchewan
 Statement of Financial Activities
 For the Period Ending April 30, 2023

REVENUE	Current	Year to Date	Budget	Variance	%
Executive and Admin					
4101 Membership Fees	2,380.90	100,930.20	115,000.00	- 14,069.80	-12.23%
4103 Board of Examiners	9,743.12	10,395.50	31,000.00	- 20,604.50	-66.47%
4106 Advertising	300.00	900.00	1,800.00	- 900.00	-50.00%
Convention					
4405 Convention Sponsors	4,450.00	12,250.00	19,000.00	- 6,750.00	-35.53%
4415 Convention Exhibits	6,000.00	6,000.00	9,600.00	- 3,600.00	-37.50%
Total Revenue	22,874.02	130,475.70	176,400.00	- 45,924.30	
 EXPENDITURES					
Executive Expenses					
5210 Executive Mileage	461.62	3,737.35	17,000.00	13,262.65	78.02%
5212 Executive Meals	61.90	957.89	5,500.00	4,542.11	82.58%
5213 Executive Per Diem	142.86	142.86	-	142.86	0.00%
5215 Executive Rooms	-	1,304.47	10,000.00	8,695.53	86.96%
5220 Executive Electronic Devices	-	1,319.27	0.00	- 1,319.27	0.00%
Admin Expenses					
5230 Office Rent and Supplies	1,223.71	2,818.55	7,500.00	4,681.45	62.42%
5240 Bank Fees	13.45	135.35	200.00	64.65	32.33%
5250 Legal/Bond/Insurance	-	1,869.07	6,000.00	4,130.93	68.85%
5260 Education and Scholarship	-	300.00	6,800.00	6,500.00	95.59%
5299 Other General and Admin Expenses	-	2,580.92	8,200.00	5,619.08	68.53%
Payroll Expenses					
5263 Board of Examiners - Salary and Benefits	1,380.69	5,522.76	15,200.00	9,677.24	63.67%
5264 Board of Examiners - Overhead/Office Inspection	2,547.29	6,413.77	14,000.00	7,586.23	54.19%
5325 ED and EA - Salary	4,697.96	18,791.84	66,400.00	47,608.16	71.70%
5327 CPP Employer Share	244.82	979.28	2,400.00	1,420.72	59.20%
5330 EI Employer Share	107.22	428.88	2,400.00	1,971.12	82.13%
5331 MEPP Employer Share	422.82	1,691.28	2,400.00	708.72	29.53%
Convention Expenses					
5615 Convention Entertainment	-	2,500.00	3,500.00	1,000.00	28.57%
5635 Convention Badges/Trophies/Pins/Gifts	-	10,066.64	10,000.00	66.64	-0.67%
5640 Convention Equipment Rental	-	1,432.43	4,200.00	2,767.57	65.89%
Total Expenditures	11,304.34	62,992.61	181,700.00	118,707.39	
Revenue					
	22,874.02	130,475.70	176,400.00	- 45,924.30	
Expenditures					
	11,304.34	62,992.61	181,700.00	118,707.39	
Surplus (Deficit)					
	11,569.68	67,483.09	- 5,300.00	- 164,631.69	



Urban Municipal Administrators' Association of Saskatchewan
 Statement of Financial Activities
 For the Period Ending May 31, 2023

REVENUE	Current	Year to Date	Budget	Variance	%
Executive and Admin					
4101 Membership Fees	4,708.53	105,638.73	115,000.00	- 9,361.27	-8.14%
4103 Board of Examiners	400.00	10,795.50	31,000.00	- 20,204.50	-65.18%
4106 Advertising	-	900.00	1,800.00	- 900.00	-50.00%
Convention					
4401 Convention Registration	39,260.00	39,260.00	35,000.00	4,260.00	12.17%
4405 Convention Sponsors	7,300.00	19,550.00	19,000.00	550.00	2.89%
4110 Convention Golf/Tour/Banquet	8,110.00	8,110.00	7,800.00	310.00	3.97%
4415 Convention Exhibits	3,900.00	9,900.00	9,600.00	300.00	3.13%
Total Revenue	63,678.53	194,154.23	219,200.00	- 25,045.77	
EXPENDITURES					
Executive Expenses					
5210 Executive Mileage	461.28	4,198.63	17,000.00	12,801.37	75.30%
5212 Executive Meals	38.10	995.99	5,500.00	4,504.01	81.89%
5213 Executive Per Diem	428.57	571.43	-	571.43	0.00%
5215 Executive Rooms	-	1,304.47	10,000.00	8,695.53	86.96%
5220 Executive Electronic Devices	-	1,319.27	0.00	- 1,319.27	0.00%
Admin Expenses					
5230 Office Rent and Supplies	450.00	3,268.55	7,500.00	4,231.45	56.42%
5240 Bank Fees	56.70	192.05	200.00	7.95	3.97%
5250 Legal/Bond/Insurance	-	1,869.07	6,000.00	4,130.93	68.85%
5260 Education and Scholarship	-	300.00	6,800.00	6,500.00	95.59%
5299 Other General and Admin Expenses	-	2,580.92	8,200.00	5,619.08	68.53%
Payroll Expenses					
5263 Board of Examiners - Salary and Benefits	1,380.69	6,903.45	15,200.00	8,296.55	54.58%
5264 Board of Examiners - Overhead/Office Inspection	512.52	6,926.29	14,000.00	7,073.71	50.53%
5325 ED and EA - Salary	4,697.96	23,489.80	66,400.00	42,910.20	64.62%
5327 CPP Employer Share	244.82	1,224.10	2,400.00	1,175.90	49.00%
5330 EI Employer Share	107.22	536.10	2,300.00	1,763.90	76.69%
5331 MEPP Employer Share	422.82	2,114.10	2,400.00	285.90	11.91%
5440 WCB Expense	135.19	135.19	100.00	35.19	-35.19%
Convention Expenses					
5605 Convention Golf and Tours	415.76	415.76	15,000.00	14,584.24	97.23%
5615 Convention Entertainment	2,506.76	5,006.76	3,500.00	- 1,506.76	-43.05%
5635 Convention Badges/Trophies/Pins/Gifts	122.92	10,189.56	10,000.00	- 189.56	-1.90%
5640 Convention Equipment Rental	-	1,432.43	4,200.00	2,767.57	65.89%
Total Expenditures	11,981.31	74,973.92	196,700.00	121,726.08	
Revenue	63,678.53	194,154.23	219,200.00	- 25,045.77	
Expenditures	11,981.31	74,973.92	196,700.00	121,726.08	
Surplus (Deficit)	51,697.22	119,180.31	22,500.00	- 146,771.85	

**Urban Municipal Administrators
Association of Saskatchewan**

FINANCIAL STATEMENTS

Year Ended December 31, 2022

Urban Municipal Administrators Association of Saskatchewan

Hudson Bay, Saskatchewan

December 31, 2022

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Independent Auditors' Report

To the Board of Directors
Urban Municipal Administrators Association of Saskatchewan

Opinion

We have audited the financial statements of Urban Municipal Administrators Association of Saskatchewan, (the organization), which comprise the Statement of Financial Position as at December 31, 2022 and the Statements of Operations and Cash Flow for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the organization as at December 31, 2022, and results of its operations and its cash flow for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the financial statements section of our report. We are independent of the organization in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the 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.

In preparing the financial statements, management is responsible for assessing the organization's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the organization or to cease operations, or has no realistic alternative but to do so.

The Board of Directors is responsible for overseeing the organization's financial reporting process.



Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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 organization's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the organization's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the organization to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Baker Tilly SK LLP

Baker Tilly SK LLP

Yorkton, SK
May 17, 2023

Urban Municipal Administrators Association of Saskatchewan

Hudson Bay, Saskatchewan

Statement of Financial Position as at December 31, 2022

	2022	2021
Assets		
Current Assets		
Cash and cash equivalents	85,049	81,955
Accounts receivable - note 3		461
Accrued interest receivable	5,435	2,704
Short-term investments - note 4	102,481	157,576
Prepaid expenses	1,448	8,055
	<u>194,413</u>	<u>250,751</u>
Long-Term Investments - note 5	<u>299,425</u>	<u>239,294</u>
	<u>\$ 493,838</u>	<u>\$ 490,045</u>
Liabilities and Net Assets		
Current Liabilities		
Accounts payable and accrued liabilities - note 6	3,017	502
Deferred revenue		1,725
	<u>3,017</u>	<u>2,227</u>
Net Assets		
Balance, beginning of year	487,818	442,066
Add: Excess of revenue over expenses for the year	3,003	45,752
Balance, end of year	<u>490,821</u>	<u>487,818</u>
	<u>\$ 493,838</u>	<u>\$ 490,045</u>

Approved on behalf of the board:

Urban Municipal Administrators Association of Saskatchewan

Statement of Operations
For the year ended December 31, 2022

	Budget	2022	2021
Revenue			
Memberships	100,000	99,056	96,478
Convention - page 10	63,600	65,225	44,890
Workshop fund	55,000	57,276	
Certification fees	31,000	33,789	41,896
Advertising	2,000	1,366	1,475
Interest	5,000	7,767	5,656
Other	200		
	<u>256,800</u>	<u>264,479</u>	<u>190,395</u>
Expenses			
Audit	1,600	1,802	1,696
Bank charges	250	299	100
Board of examiners	27,600	26,384	26,236
Computer and website costs	3,000	5,955	2,895
Convention - page 10	81,000	91,025	19,981
Executive meetings - page 10	32,500	19,596	13,888
Honorariums		7,325	
Legal and bond	5,000	1,329	4,224
Levies and education	1,800	5,300	6,500
Newsletter	1,500	300	300
Office supplies and postage	7,500	6,291	7,337
Other	200	928	25
Wages and benefits	63,850	63,134	61,461
Workshops	31,000	31,808	
	<u>256,800</u>	<u>261,476</u>	<u>144,643</u>
Excess of Revenue Over Expenses	<u>\$ 0</u>	<u>\$ 3,003</u>	<u>\$ 45,752</u>

*The notes to financial statements are an integral
part of these financial statements.*

Urban Municipal Administrators Association of Saskatchewan

Statement of Cash Flow
For the year ended December 31, 2022

	2022	2021
Cash Provided By (Used In):		
Operations		
Excess of revenue over expenses for the year	3,003	45,752
Net change in working capital	<u>5,127</u>	<u>(1,889)</u>
	<u>8,130</u>	<u>43,863</u>
Investing activities		
Additions to investments	(158,446)	(162,858)
Proceeds on disposal of investments	<u>153,410</u>	<u>101,914</u>
	<u>(5,036)</u>	<u>(60,944)</u>
Net Cash Increase (Decrease) for the Year	3,094	(17,081)
Cash position, beginning of year	<u>81,955</u>	<u>99,036</u>
Cash Position, End of Year	<u>\$ 85,049</u>	<u>\$ 81,955</u>
Represented By:		
Cash and cash equivalents	<u>\$ 85,049</u>	<u>\$ 81,955</u>

*The notes to financial statements are an integral
part of these financial statements.*

Urban Municipal Administrators Association of Saskatchewan

Notes to Financial Statements
For the year ended December 31, 2022

1. Nature of Operations

The association operates under the authority of The Urban Municipal Administrators Act. The purpose of the association is to provide education, leadership and support services to its members and to promote the association.

2. Significant Accounting Policies

These financial statements are the responsibility of management and have been prepared in accordance with Canadian accounting standards for not-for-profits using the accounting policies as summarized below:

(a) Cash and cash equivalents

Cash and cash equivalents represents cash on hand and cash held in banks.

(b) Investments

Marketable securities represent investments in guaranteed investment certificates and are stated at the lower of cost or market. Portfolio investments are written down to market value in the event of declines in market value that are not considered to be temporary. At year-end, cost was substantially the same as the quoted market value.

(c) Capital assets

Amounts expended for the acquisition of capital assets are recorded as expenditures in the year of acquisition.

(d) Revenue

The organization follows the deferral method of accounting for contributions. Restricted contributions, subject to external stipulations, are recognized as revenue in the year in which the related expenses are incurred. Restricted contributions for which the related restrictions remain unfulfilled are accumulated as deferred contributions. Unrestricted contributions are recognized as revenue when received or receivable if the amount can be reasonably estimated and collection is reasonably assured.

Membership fees are set annually by the board of directors and are recognized as revenue proportionately over the fiscal year to which they relate.

Certification fees are recognized as revenue in the period in which certification is granted.

Revenue is recognized when the conference and courses are presented. The liability for the portion of conference and course revenue invoiced but not yet presented is recorded as deferred revenue.

Investment income comprised of interest from cash and fixed income investments are recognized on an accrual basis. Interest on fixed income investments is recognized over the terms of these investments using the effective interest method. Other investment income is recognized when it is received.

Urban Municipal Administrators Association of Saskatchewan

Notes to Financial Statements
For the year ended December 31, 2022

	2022	2021
3. Accounts Receivable		
Accounts receivable are comprised of the following item:		
Taxes receivable	<u>\$ 0</u>	<u>\$ 461</u>
4. Short-Term Investments		
Description - Bank of Nova Scotia GIC Measurement basis - amortized cost Significant terms - 1.25%, maturing January 29, 2022		64,636
Description - Bank of Nova Scotia GIC Measurement basis - amortized cost Significant terms - 1.25%, maturing February 14, 2022		68,578
Description - Bank of Nova Scotia GIC Measurement basis - amortized cost Significant terms - 0.70%, maturing February 22, 2022		24,362
Description - Bank of Nova Scotia GIC Measurement basis - amortized cost Significant terms - 2.60%, maturing January 23, 2023	44,328	
Description - Bank of Nova Scotia GIC Measurement basis - amortized cost Significant terms - 1.68%, maturing March 17, 2023	24,391	
Description - Bank of Nova Scotia GIC Measurement basis - amortized cost Significant terms - 1.60%, maturing May 20, 2023	22,277	
Description - Bank of Nova Scotia GIC Measurement basis - amortized cost Significant terms - 1.60%, maturing June 1, 2023	<u>11,485</u>	<u> </u>
	<u>\$ 102,481</u>	<u>\$ 157,576</u>
5. Long-Term Investments		
Description - Bank of Nova Scotia GIC Measurement basis - amortized cost Significant terms - 2.6%, maturing January 23, 2023		43,205
Description - Bank of Nova Scotia GIC Measurement basis - amortized cost Significant terms - 1.60%, maturing May 20, 2023		21,926
Description - Bank of Nova Scotia GIC Measurement basis - amortized cost Significant terms - 1.60%, maturing June 1, 2023		11,304

Urban Municipal Administrators Association of Saskatchewan

Notes to Financial Statements
For the year ended December 31, 2022

	2022	2021
5. Long-Term Investments - continued		
Description - Bank of Nova Scotia GIC Measurement basis - amortized cost Significant terms - 2.50%, maturing January 29, 2026	65,044	
Description - Bank of Nova Scotia GIC Measurement basis - amortized cost Significant terms - 2.50%, maturing February 14, 2026	69,012	
Description - Bank of Nova Scotia GIC Measurement basis - amortized cost Significant terms - 1.45%, maturing June 8, 2026	23,618	23,280
Description - Bank of Nova Scotia GIC Measurement basis - amortized cost Significant terms - 1.54%, maturing July 10, 2026	18,353	18,075
Description - Bank of Nova Scotia GIC Measurement basis - amortized cost Significant terms - 1.45%, maturing August 10, 2026	33,494	33,016
Description - Bank of Nova Scotia GIC Measurement basis - amortized cost Significant terms - 1.60%, maturing November 30, 2026	50,800	50,000
Description - Bank of Nova Scotia GIC Measurement basis - amortized cost Significant terms - 1.60%, maturing November 30, 2026	<u>39,104</u>	<u>38,488</u>
	<u>\$ 299,425</u>	<u>\$ 239,294</u>

6. Accounts Payable and Accrued Liabilities

Accounts payable and accrued liabilities are comprised of the following items:

Accounts payable	2,809	502
Government remittances	<u>208</u>	
	<u>\$ 3,017</u>	<u>\$ 502</u>

7. Capital Assets Charged to the Statement of Operations

Capital assets not recorded on the statement of financial position consist of computers used for administrative purposes.

During the year, additional computer equipment of \$2,734 was charged to the statement of operations.

Urban Municipal Administrators Association of Saskatchewan

Notes to Financial Statements
For the year ended December 31, 2022

8. Employee Benefit Plans

The municipality participates in contributory defined benefit pension plan for all of its employees. For defined benefit plans considered to be multi-employer plans, contributions are expensed when they are due and payable. The municipality currently participates in the Municipal Employees Pension Plan.

The contributions by the participating employers are not segregated in separate accounts or restricted to provide benefits to the employees of a particular employer. The portion of the annual benefit costs and of the asset surpluses (deficits) that are attributable to the municipality cannot be easily determined.

Accordingly, the multi-employer plans are accounted for on the defined contribution basis. No portion of the asset (deficit) surplus of the plan is recognized in these financial statements. The benefit expense reflected in the financial statements is equal to the municipality's contributions for the year.

All contributions by employees are matched equally by the employer. The contribution rates were updated on July 1, 2018. Employee contribution rates in effect for the year are as follows:

	2022	2021
General members	9.00 %	9.00 %
Designated members	12.50 %	12.50 %

Contributions to the plan during the year were as follows:

Benefit expense	\$ 2,693	\$ 2,475
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As per the most recently audited financial statements dated December 31, 2021, the plan surplus is \$1,144,386,000.

Urban Municipal Administrators Association of Saskatchewan

Schedules to Financial Statements
For the year ended December 31, 2022

	Budget	2022	2021
1. Schedule of Convention			
Revenue			
Registrations	29,000	30,550	29,240
Donations	20,000	18,575	15,650
Exhibits	9,000	9,600	
Golf and tours	5,000	6,500	
Hospitality room	600		
	<u>63,600</u>	<u>65,225</u>	<u>44,890</u>
Expenses			
Badges, trophies, pins and gifts	8,000	11,261	1,135
Entertainment	3,000	3,513	750
Golf and tours	12,500	14,710	
Hospitality room	1,000	402	
Hotels, meals and mileage	38,000	33,531	
Printing and supplies	1,000	466	
Rent - equipment	4,500	4,028	7,062
Speakers	13,000	23,114	11,034
	<u>81,000</u>	<u>91,025</u>	<u>19,981</u>
Excess (Deficiency) of Revenue Over Expenses for the Year	<u>\$(17,400)</u>	<u>\$(25,800)</u>	<u>\$ 24,909</u>
2. Schedule of Executive Meetings			
Directors' room rental	10,000	4,713	3,586
Meals	5,400	3,911	3,451
Meeting room and service	100		
Travel	17,000	10,972	6,851
	<u>\$ 32,500</u>	<u>\$ 19,596</u>	<u>\$ 13,888</u>

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