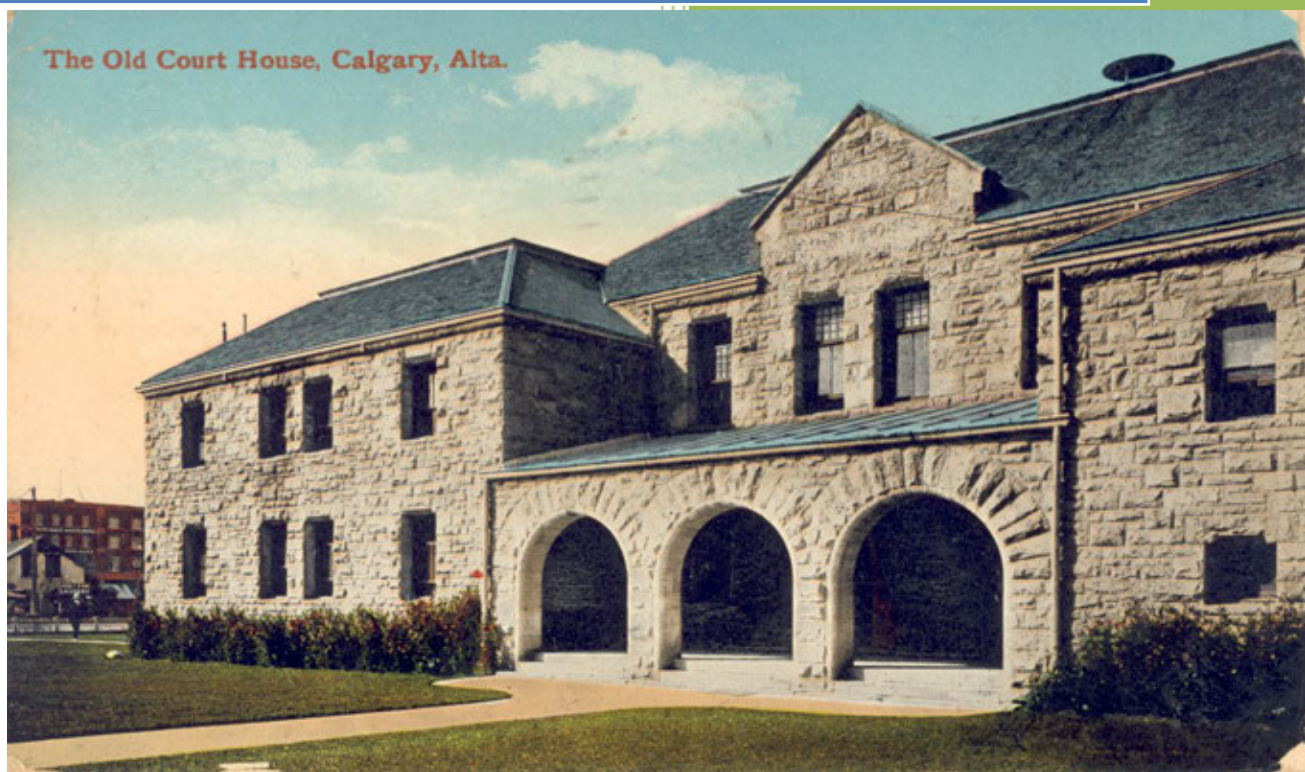


2012

Annual Report



Legal Archives Society of Alberta

Cover Image: Accession # 2002-029

“To understand the evolution of law and society in Alberta is to understand our past...”

The Legal Archives Society of Alberta is your link to this understanding.”

Society Profile

The Legal Archives Society of Alberta (LASA) is dedicated to preserving, promoting and understanding the evolution of law and society in Alberta by establishing and preserving a complete and accurate historical record of the legal profession in Alberta. Incorporated under the *Societies Act of Alberta* in 1990, LASA is governed by an independent Board of Directors.

In fulfillment of its mission, LASA operates a legal heritage program and facility for the private sector legal community. LASA’s principle objectives are to:

- preserve the documentary heritage of lawyers, judges, and legal organizations in Alberta
- provide services for the legal community to identify, retain and use their archival records
- provide source material for legal and public research in the history of law and society in Alberta
- enhance awareness of and celebrate the role of law in Alberta’s history

LASA’s seven program areas are:

- Archives
- Exhibits and Interpretation
- Research Services
- Records and Archives Consulting
- Legal History Library
- Publications
- Oral History

President's Report



The Legal Archives Society of Alberta received some very significant records in the past year including those of Duncan McKillop, Q.C., David Clifton Prowse, Q.C., and the Court of Queen's Bench.

We are pleased that the legal profession continues to choose LASA as its repository for preserving its history. LASA's staff work diligently to provide archival and research services and promote Alberta's legal history through LASA's various programs.

Once again, the Law Society of Alberta provided our core funding, and assisted LASA with our move. An unforeseen move caused some short-term financial strain, but we are working towards stabilizing our finances in 2013. Our annual campaign and the generosity of our donors provided the financial assistance that allowed us to meet our project goals. We would like to thank our donors for making 2012 another successful year for LASA.



Everett Bunnell, Q.C.
President

Executive Director's Report



2012 was a busy year for the Legal Archives, which included ups and downs. We relocated to a new and larger space. Though unexpected, we have become accustomed to our new location and are excited about the future.

After two strong historical dinners in 2010 and 2011, LASA's 2012 dinners did not attract a strong audience, resulting in a cancellation of the Edmonton dinner. The generosity of our donors made the 2012 Annual Campaign a great success, and we are grateful to all those who contributed.

We look forward to developing our programs further in the coming year. Our archival holdings continue to increase and our finances remain stable. Increased funding will become necessary as our records and demand for our services increase, but we continue to meet our objectives and plan for the future.



Stacy F. Kaufeld, M.A.
Executive Director

Key Statistics

Administration and Finances

- received \$140,000 from the Law Society of Alberta in operating grants
- received \$5,000 in special project grants
- received \$15,000 in special project donations
- \$46,250 raised through our annual campaign
- received \$439 in publication sales
- received \$9,247 in Endowment fund income
- received \$68,292 from casino proceeds (pro-rated over 2 years from 2013 casino)
- received \$11,540 from the Historical Dinners (before expenses)

Archives

- acquired 23 accessions amounting to approximately 6.5 metres of textual records
- holdings consist of over 850 metres of records by the end of the year

Exhibits and Interpretation

- LASA participated in “Law Day” in Calgary
- LASA participates annually in the Archives Society of Alberta virtual exhibit (archivesalberta.org)
- LASA’s website (legalarchives.ca) includes upcoming events and a virtual exhibit
- Developed several exhibits for events celebrating Alberta’s legal heritage

Research Services

- received 137 requests for information

Historical Publications

- LASA continues work on updating the 2nd edition of *Lords and Ladies of the Western Bench*
- The history of the Court of Appeal will go to the publisher in March 2013 and be ready in early 2014

Oral History

- Calgary’s Oral History project was put on hold while LASA worked to reestablish the Edmonton program

Library

- 20 titles were added to the library

Administration and Finances

In 2012, LASA operated on a budget of \$360,500. The Law Society of Alberta provided the core grant of \$140,000.

LASA is a registered charity and holds category “A” status under the *Cultural Properties Export and Import Act*.

Project Funding

For the fiscal year of 2012 LASA received a total of \$20,000 in project funding or commitments from outside sources to fund specific projects. Though a number of applications were submitted to various organizations, these were not successful due to the high number of applicants and limited funds. LASA has reapplied to Alberta Historical Resources Foundation, Community Initiatives Program, and Community Facility Enhancement Program for funding in 2013.

Archives Society of Alberta

Ewa Gniazdowska completed the 2011-2012 ASA *Special Strategic Grant* by arranging and describing an accrual of members files from the Law Society of Alberta. The members files represent the most heavily used holdings at LASA.

Ministry of Justice/Court of Appeal of Alberta

\$15,000 was received from Ministry of Justice for the completion of the history of the Court of Appeal of Alberta.

2012 Annual Campaign

The purpose of the annual campaign is to raise funds to cover operating expenses for the current and next fiscal year. Staff and volunteer supporters normally set out to achieve the 2011 goal of \$50,000 (before expenses) through two major projects: a direct mail campaign, and the Historical Dinners and silent auctions. The total amount received in 2012 campaign was \$57,790.

Direct Mail Campaign

LASA mailed out approximately 9,000 appeal letters and donor cards to the Alberta legal and judicial communities. Combined with other contributions throughout the year, the profession responded with \$46,250 in direct donations.

Historical Dinners

LASA held its annual Historical Dinner in 2012 in Calgary. The Hon. John Vertes, Q.C. talked about his extraordinary career north of 60°. Including a silent auction, LASA raised, before expenses, \$11,540. Due to lack of ticket sales, LASA cancelled the dinner in Edmonton and was charged a cancellation fee. Compared to previous years, Calgary attendance was low in 2012.

Alberta Legal Heritage Fund

In 1997 LASA established the Alberta Legal Heritage Fund at the Edmonton Community Foundation, the Calgary Community Foundation and the Medicine Hat Community Foundation. In 1998 funds were established in the Community Foundations of Red Deer, Lethbridge and Grande Prairie. Funds from casinos held in 1998, 1999, 2000, 2002, 2003 and 2004 were also added to the Alberta Legal Heritage Fund in each community. The interest income received from the funds is used to ensure the future preservation of legal archives in Alberta. In the past year \$9,247 was received in Endowment Income.

Casino

LASA held a charity casino at Cowboys Casino in Calgary on September 7 & 8, 2012. Casino profits are first deposited in a city-wide pool and then distributed. LASA's portion of this profit was received during the 2010/2011 fiscal year and amounted to \$68,292. LASA has not received notice about the next casino, but they normally occur every sixteen months.

Membership

Membership stood at 215 on December 31, 2012, a slight decrease from last year's total of 228. Revenue from annual campaign donations for 2012 was \$46,250 a slight increase from last year's amount of \$45,535. The average donation in 2011 was \$219; in 2012 it was \$237.

Contributions were distributed among the following categories:

Honourary Members - 20	Advocate (\$500 - \$999) - 23
Supporter (up to \$149) - 21	Patron (\$1,000 - \$4,999) - 3
Friend (\$150 - \$249) - 91	Benefactor (\$5,000 - \$9,999) - 0
Sustainer (\$250 - \$499) - 57	

A list of donors about the General Member level for 2010/2011 can be found on the back page of the Annual Report.

Annual General Meeting

On April 11, 2012, LASA held its Annual General Meeting at the Law Society in Edmonton. Members of the current Board of Directors, Everett Bunnell, Q.C., Janice Agrios, Q.C., Aaron Bickman, Donald Bishop, Q.C., Garth Fryett, Q.C., Hon. Willis O'Leary, Q.C., and Hon. Judge Robert Philp allowed their names to stand.

Debby Shocter from the Jewish Archives and Historical Society of Edmonton and Northern Alberta discussed the extraordinary life of prominent Edmonton lawyer Peter Owen, Q.C. His life became the subject of an education project entitled *Letters in the Trunk*.

LASA operates a province-wide archives program and facility based in the Law Society of Alberta offices in Calgary. The main components of the archive's function are:

- acquiring and appraising records of the legal and judicial communities
- arranging, describing and constructing finding aids for records
- storing and preserving records

Facilities and Conservation

LASA's administrative and research offices and storage vault is limited. In 2006 there was approximately 100 metres of records stored at Iron Mountain. In 2011 LASA has 500 metres of records stored at Iron Mountain and 300 metres of records onsite. 85 bankers boxes of archival records were transferred to Iron Mountain for permanent storage in August 2011.

LASA still requires a long-term solution to archival storage space. Investigation on installing mobile shelving onsite in LASA's office is underway.

Acquisitions

LASA acquired 23 accessions in 2012, amounting to nearly 6.5 linear metres of textual records, over 350 photographs, 3 cassette recordings and 6 textiles. Currently LASA's holdings exceed 850 metres. Noteworthy acquisitions in 2011 include:

Duncan McKillop, Q.C.

Accession number 2012-005

1.6 metres of textual records; 24 photographs

Date Range: 1983-1987

Consists of four boxes of legal files relating to the 1984 James Keegstra trial. McKillop was retained to represent and uphold constitutional issues under the Charter of Rights and Freedoms.

David Clifton Prowse

Accession number 2012-010

12.5 cm of textual records; 311 photographs; 4 artifacts

Date Range: 1920-1988

Consists of photographs, artifacts and memorabilia relating to the late Hon David Clifton Prowse, Q.C. Photos depict family and friends connected to the Lethbridge Prowse family. Artifacts include the left, black fur-lined dress shoe worn by Cliff Prowse the night he bailed out of his Lancaster bomber and tragically lost his right foot, and an empty WWII RCAF folder/wallet. A 43-page memoir written by D.C. Prowse relating incidents of his life.



D.J. Prowse and Edythe Virtue on their wedding day, 1946.
Accession # 2012-010



Justices Moore and Sinclair
Accession # 2000-032

Court of Queen's Bench of Alberta

Accession number 2012-009

1.6 metres of textual records

Date Range: 1979-2000

The repatriation of records from the Provincial Archives of Alberta include Court of Queen's Bench administration records generated by former Chief Justices of the Court of Queen's Bench of Alberta. Correspondence and committee minutes generated during the tenure of Chief Justice William Sinclair and Chief Justice W. Kenneth Moore are represented in the acquisition.

Arrangement and Description

The activity of arranging and describing archives involves: accessioning the records to gain physical control; completing a preliminary listing of the material to facilitate access to the holdings; storing material for long-term preservation; and producing finding aids compliant with the *Rules of Archival Description* to aid researchers. A group of records from one person or organization is described in archival terms as Fonds. Detailed descriptions of all acquisitions received by LASA are available on the automated ACCESSION database. Approximately 75% of LASA's holdings are archivally arranged and described at the fonds and series level on the FONDS database. Of the 116 fonds described, most are processed to the file and item level and include a finding aid available for researchers.

In August 2011, LASA received \$2,500 from the Archives Society of Alberta (ASA) for a special project. Ewa Gniazdowska complete this contract on a part-time basis (supplementing her part-time hours at LASA) in 2012. The project required arranging and describing 1 metre of Law Society of Alberta archival member files and entering the descriptions for those files on our database (DB Textworks). Member files are the most heavily utilized records in our holdings.

Reference Services

LASA maintains an automated reference system which provides access to information on lawyers, legal organizations, and judges in the province and supports research projects such as family histories, case law, and biographies. Staff perform limited searches and interpretation of material in response to reference inquiries.

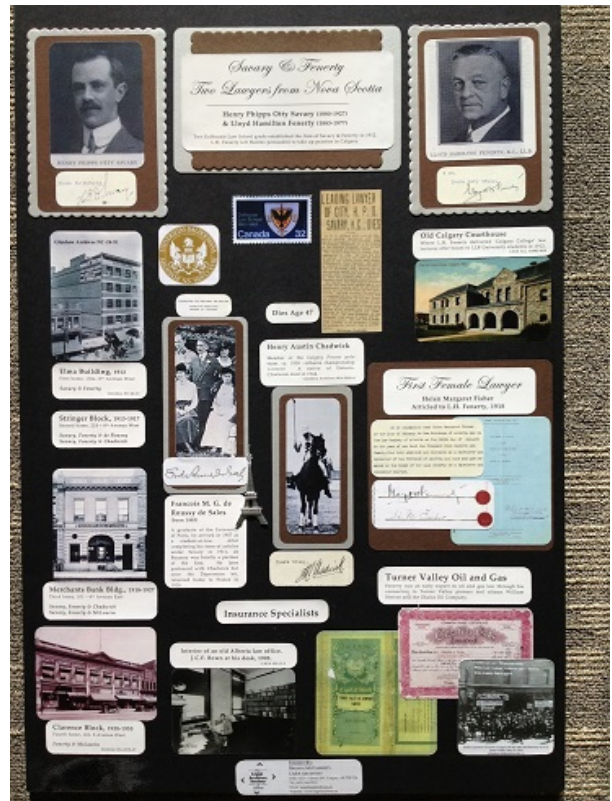
LASA received 137 requests for information relating to or taken directly from its holdings. Some of these requests involved extensive in-house research of archival material over a period of weeks; other were simple requests for information provided in a matter of minutes over the telephone. The information has been used for locating practice files, to complete genealogical research, or to produce historical publications. The types of researchers are broken down as follows: Donor/ Depositor - 6; Legal Community - 23; Academic Community - 22; Private Researchers - 23; Media - 3; Other Archives/Libraries - 22; and the Law Society of Alberta - 38.

Exhibits and Interpretation

In recognition of extraordinary careers and milestones, LASA worked with various individuals and institutions to help highlight those significant achievements. LASA developed displays to honour the careers of the Hon. Mary M. Hetherington, C.M. upon her appointment to the Order of Canada, and the Hon. Elizabeth A. McFadyen upon her retirement from the Court of Appeal of Alberta.

LASA was commissioned to create two displays celebrating the centennials of Fraser Milner Casgrain LLP and the University of Alberta, Faculty of Law. The Faculty of Law display highlighted many of the prominent lawyers and judges who attended the University of Alberta. Both events were well attended, and the FMC exhibit is on permanent display in their office, and highlights some of the many lawyers and significant cases from one of Alberta's oldest firms.

LASA was invited by the Law Society Communications department during the Bencher's meeting on April 12, 2012 to mount a small display in the foyer of the Law Society reception area to recognize the Queen's Diamond Jubilee and highlight archival holding related to the Queen and the history of Queen's Counsel appointments.



A display was created to compliment the speech delivered by the Hon. John Vertes, Q.C. at LASA's historical dinner held at the Palliser Hotel in Calgary on October 18, 2012. The display featured LASA holdings related to the resident judges and administration of justice in the Northwest Territories.

Fraser Milner Casgrain LLP Exhibit Board, 1912-1932 **(Above)**

Centennial Logo, Faculty of Law, University of Alberta **(Left)**

Other Heritage Programs

Publications

LASA continues work on the 2nd edition of *Lords and Ladies of the Western Bench*. Work on the history of the Court of Appeal of Alberta has taken longer than expected to be sent to a publisher in March 2013. David Mittelstadt completed the *Maclead Dixon Century*. Work continues on the Leonard Brockington, Q.C. "Occasional Paper."

Archetypes

Due to our move in the middle of the year, LASA was able to publish only one issue of its newsletter, *Archetypes*, which was distributed to members of the Law Society and Alberta Courts. It was a double issue and featured a new layout, and was for the first time in colour. Articles recapped of the 2011 historical dinners with the Hon Jack Major and previewed the 2012 dinner with Hon. John Vertes, Q.C., LASA's new location, obituaries for Edward Bredin, Q.C. and Hon. Edward R. Wachowich, Q.C., also included was an article remembering the life and career of Peter Loughheed, Q.C. The issue contained a feature on a year of commemoration which highlighted the Queen's Diamond Jubilee and the Centennial of the Calgary Stampede. Please look forward to a return of the bi-annual newsletter in 2013.



Accession # 2012-019



Prowse & Lyons Frontier Law Office, Taber, Alberta, ca. 1910
Accession # 2012-012

Oral History

LASA has initiated a province-wide series of recorded interview projects preserving the memory of the legal community for posterity. Most of the previous year's oral histories have now been transcribed and copies have been sent to the interviewees for final edit.

Calgary Project

LASA interviewer David Mittelstadt took some time away from conducting interviews in 2012 to work on two book projects. This allowed LASA to catch up on transcription and editing previous interviews including: Patricia L. Daunais, Q.C.; Karen Gainer, Q.C.; John Patrick Peacock, Q.C.; John McLaren; and the Hon. Allan Wachowich, Q.C.

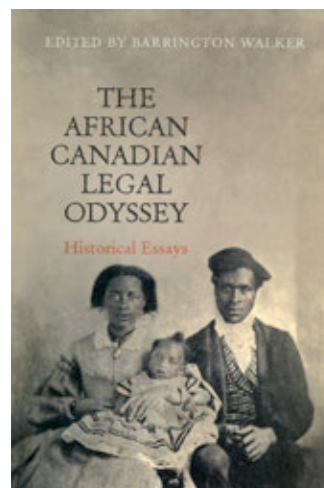
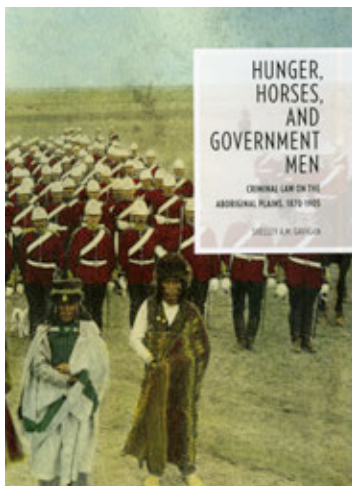
Ken Mills is the Chair of the Calgary Committee and David Mittelstadt conducts all of the interviews.

Edmonton Project

Jim Nielson, Q.C. from Parlee McLaws LLP has taken over as Chair of the Edmonton Committee. LASA applied for an Alberta Historical Resources Foundation grant to conduct interviews in Edmonton. Kathy Fisher has been contracted to conduct the interviews when LASA secures funding.

Legal History Library

LASA received several donated books in 2012 and would like to thank all of those people who generously contributed to LASA's growing collection. Some of the highlights added to LASA's library include: 1) R. Blake Brown, *Arming and Disarming: A History of Gun Control in Canada*; 2) Eric Tucker, James Muir and Bruce Ziff, *Property on Trial: Canadian Cases in Context*; 3) Barrington Walker, *The African Canadian Legal Odyssey*; 4) Shelley A.M. Gavigan, *Hunger, Horses, and Government Men*; and 5) Laura A. Milla, *Archives: Principles and Practices*. As well directories of the *Canadian Law Lists* dates ranging from 1911 to 1926 were donated by Pat Haegedorn and Nicola Candy.



Personnel

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Lawyer, Calgary (2012-2014)

Janice Agrios, Q.C., Director
Lawyer, Edmonton (2012-2014)

Aaron Bickman, Treasurer
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Rick Klumpenhauer
Shaun T. MacIsaac
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LSA Benchers' Representative

Brett Code, Q.C.

Bar Association Representatives

Jeffery Wise, Canadian Bar Association

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The Hon. Judge Peter P. Ayotte
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The Hon. Madam Justice Jo'Anne Strekaf
The Hon. Mr. Justice W. Patrick Sullivan
The Hon. Judge Paul G. Sully
Barbara J. Vallance
The Hon. Judge Sharon L. Van de Veen
Harold W. Veale, Q.C.
The Hon. John Z. Vertes, Q.C.
Diane M. Volk
David J. Wachowich, Q.C.
The Hon. Judge Ernest J. M. Walter
Kenneth G. Watson
Neil B. Watson
The Hon. Neil C. Wittmann, Chief Justice
Blair C. Yorke-Slader, Q.C.
The Hon. Judge L. Diane Young

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Robert W. Anderson
Douglas H. Bell, Q.C.
Aaron Bickman
Sophia L. Blumin
James A. Butlin, Q.C.
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Lisa A. Silver
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Subscription Services)
Scott A. Watson, Q.C.
The Hon. L. David Wilkins

Staff

Stacy F. Kaufeld, M.A., Executive Director
Brenda McCafferty, Archivist
Ewa Gniazdowska, Administrative Assistant



Everett Bunnell, Q.C. with Hon. John Vertes, Q.C. and his wife at LASA's Historical Dinner at the Palliser Hotel



Display of Law North of 60° at LASA's Historical Dinner on October 18, 2012 in Calgary



Neil Watson with Brenda McCafferty and Stacy Kaufeld at LASA Historical Dinner on October 18, 2012



LASA's Archival Vault in our new location

THE LEGAL ARCHIVES SOCIETY OF ALBERTA
Financial Statements
Year Ended October 31, 2012

INDEPENDENT AUDITOR'S REPORT

To the Members of The Legal Archives Society of Alberta

I have audited the accompanying financial statements of The Legal Archives Society of Alberta, which comprise the statement of financial position as at October 31, 2012, and the statements of revenues and expenditures, 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 generally accepted accounting principles, 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.

Auditor's Responsibility

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

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

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my qualified audit opinion.

Basis for Qualified Opinion

In common with many charitable organizations, the Society derives revenue from donations, the completeness of which is not susceptible of satisfactory audit verification. Accordingly, my verification of these revenues was limited to the amounts recorded in the records of the Society and I was not able to determine whether any adjustments might be necessary to contributions, excess of revenues over expenses, current assets and net assets.

(continues)

Independent Auditor's Report to the Members of The Legal Archives Society of Alberta *(continued)*

Qualified Opinion

In my opinion, except for the effect of adjustments, if any, which I might have determined to be necessary had I been able to satisfy myself concerning the completeness of the contributions referred to in the preceding paragraph, these financial statements present fairly, in all material respects, the financial position of The Legal Archives Society of Alberta as at October 31, 2012 and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

Calgary, Alberta
February 20, 2013

CHARTERED ACCOUNTANT

THE LEGAL ARCHIVES SOCIETY OF ALBERTA

Statement of Financial Position

October 31, 2012

	Operating Fund	Restricted Fund	Casino Fund	Total 2012	Total 2011
ASSETS					
CURRENT					
Cash and cash equivalents	\$ 48,488	\$ 26,989	\$ 38,052	\$ 113,529	\$ 174,325
Accounts receivable	4,984	2,652	1,079	8,715	8,887
Interfund balances (Note 8)	(12,747)	2,377	10,370	-	-
Prepaid expenses	3,034	-	3,034	6,068	-
	\$ 43,759	\$ 32,018	\$ 52,535	\$ 128,312	\$ 183,212
LIABILITIES					
CURRENT					
Accounts payable	\$ 25,678	\$ 3,964	\$ -	\$ 29,642	\$ 53,207
Short term debt (Note 6)	73,000	-	-	73,000	-
Deferred revenue - Casino (Note 4)	-	-	16,781	16,781	85,816
Deferred revenue - other (Note 5)	-	23,589	-	23,589	2,391
	98,678	27,553	16,781	143,012	141,414
NET ASSETS					
Operating fund	(54,919)	-	-	(54,919)	1,579
Restricted fund	-	4,465	-	4,465	4,465
Casino fund	-	-	35,754	35,754	35,754
	(54,919)	4,465	35,754	(14,700)	41,798
	\$ 43,759	\$ 32,018	\$ 52,535	\$ 128,312	\$ 183,212

APPROVED ON BEHALF OF THE BOARD OF DIRECTORS





THE LEGAL ARCHIVES SOCIETY OF ALBERTA
Statement of Revenues and Expenditures
Year Ended October 31, 2012

	Operating Fund	Restricted Fund	Casino Fund	Total 2012	Total 2011
REVENUES					
Grants - Law Society of Alberta (Note 10)	\$ 140,000	\$ -	\$ -	\$ 140,000	\$ 130,000
Grants - Other	-	54,592	-	54,592	64,630
Fundraising	65,106	-	41,326	106,432	182,863
Contributions for bronze busts	-	-	-	-	(10,670)
Investment and sundry income	59,088	-	-	59,088	10,233
Publications	389	-	-	389	11,218
	264,583	54,592	41,326	360,501	388,274
EXPENSES					
Donations	-	-	-	-	20,000
Salaries and benefits	130,648	-	-	130,648	122,716
Premises	29,994	-	26,572	56,566	43,735
Moving expenses	95,474	-	-	95,474	-
General administration	26,409	3,241	1,080	30,730	40,105
Fundraising	34,637	-	-	34,637	84,442
Projects	-	51,351	13,674	65,025	61,912
Publications	3,919	-	-	3,919	15,661
	321,081	54,592	41,326	416,999	388,571
DEFICIENCY OF REVENUES OVER EXPENSES	\$ (56,498)	\$ -	\$ -	\$ (56,498)	\$ (297)

THE LEGAL ARCHIVES SOCIETY OF ALBERTA

Statement of Changes in Net Assets

Year Ended October 31, 2012

	Operating Fund	Restricted Fund	Casino Fund	Total 2012	Total 2011
NET ASSETS - BEGINNING OF YEAR	\$ 1,579	\$ 4,465	\$ 35,754	\$ 41,798	\$ 42,095
Excess of revenues over expenses	<u>(56,498)</u>	-	-	(56,498)	<u>(297)</u>
NET ASSETS - END OF YEAR	<u>\$ (54,919)</u>	<u>\$ 4,465</u>	<u>\$ 35,754</u>	(14,700)	\$ 41,798

THE LEGAL ARCHIVES SOCIETY OF ALBERTA

Statement of Cash Flows

Year Ended October 31, 2012

	2012	2011
OPERATING ACTIVITIES		
Deficiency of revenues over expenses	\$ (56,498)	\$ (297)
Changes in non-cash working capital:		
Accounts receivable	172	3,745
Accounts payable	(23,565)	31,431
Deferred revenue - Casino	(69,035)	6,614
Deferred revenue - other	21,198	(23,882)
Prepaid expenses	(6,068)	3,263
	<u>(77,298)</u>	<u>21,171</u>
Cash flow from (used by) operating activities	<u>(133,796)</u>	<u>20,874</u>
FINANCING ACTIVITY		
Short term debt	<u>73,000</u>	<u>-</u>
INCREASE (DECREASE) IN CASH FLOW	(60,796)	20,874
Cash - beginning of year	<u>174,325</u>	<u>153,451</u>
CASH - END OF YEAR	\$ 113,529	\$ 174,325
CASH CONSISTS OF:		
Unrestricted cash	\$ 48,488	\$ 54,145
Restricted cash	26,989	45,815
ATB Casino	<u>38,052</u>	<u>74,365</u>
	<u>\$ 113,529</u>	<u>\$ 174,325</u>

THE LEGAL ARCHIVES SOCIETY OF ALBERTA

Notes to Financial Statements

Year Ended October 31, 2012

1. PURPOSE OF THE ORGANIZATION

The Society is a non-profit organization incorporated on January 18, 1990. The purpose of the Society is to preserve, promote and understand the evolution of law and society in Alberta. The Society meets the qualifications of a non-profit organization and is a registered charity under the Income Tax Act.

2. SUMMARY OF SIGNIFICANT ACCOUNTING

POLICIES Cash equivalents

Highly liquid investments with maturities of 90 days or less at date of purchase are classified as cash equivalents.

Fund accounting

The Operating Fund accounts for the organization's program delivery and administrative activities.

The Restricted Fund reports revenue and expenses that are to be used for special archival projects including:

- i) cataloguing and preserving archival records,
- ii) researching and documenting oral histories,
- iii) commissioning bronze busts of individuals who have contributed significantly to legal history in Alberta.

The Casino Fund reports only funds raised from casino activities. These funds are not for general use. The majority of these funds must be used for qualifying activities in accordance with the Alberta Gaming Control guidelines and may be distributed to specified community trusts.

Archival collection

The archival collection has not been capitalized in the statement of financial position. Any purchases of collection items are expensed in the period in which the items are acquired. Contributions of collection items are reported as revenue and expenses at their fair value. When fair value cannot be determined, the contribution is not recognized in the financial statements.

Capital assets

Capital assets are expensed on acquisition. Capital assets include leasehold improvements related to the Calgary office, furniture and office equipment. During the year capital assets with a cost of \$9,879 (2011 - \$1,962) were purchased.

Donated services

Due to the difficulty in determining the fair value of donated services, these financial statements do not account for the value of such services.

(continues)

THE LEGAL ARCHIVES SOCIETY OF ALBERTA

Notes to Financial Statements

Year Ended October 31, 2012

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

(continued) Revenue recognition

The Society accounts for revenue using the deferral method. This method recognizes revenue in the restricted funds in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue of the operating fund when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Restricted investment income is recognized as revenue of the appropriate fund in the year in which the related expenses are incurred. Unrestricted investment income is recognized as revenue when earned.

Measurement uncertainty

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

Future changes in accounting policy

The Society has assessed new and revised accounting pronouncements that have been issued that are not yet effective and determined that the following may have a significant impact on the Association:

Effective January 1, 2012, the Society will have the option of adoption of Part I of the CICA Handbook - International Financial Reporting Standards or Part III of the CICA Handbook - Accounting Standards for Not-For -Profit Organizations. Management is currently assessing the reporting differences under each of the options.

3. INCOME TAXES

The Society is a registered charity within the meaning of the Income Tax Act (Canada) and is exempt from income taxes.

4. CASINO

Revenues of the Casino are recognized when the related expenses or distributions are incurred, with the balance of Casino proceeds recorded as deferred revenue. Gaming proceeds may not be disbursed without the prior approval of the Alberta Gaming and Liquor Commission. Gaming proceeds are required to be expended within 24 months of receipt.

THE LEGAL ARCHIVES SOCIETY OF ALBERTA

Notes to Financial Statements

Year Ended October 31, 2012

5. DEFERRED REVENUE

	2012	2011
Deferred revenue - restricted		
Balance, beginning of year	\$ 2,391	\$ 5,125
Contributions during the year	75,830	61,898
Amounts spent during the year	<u>(54,632)</u>	<u>(64,632)</u>
	\$ 23,589	\$ 2,391

The above deferred revenue is related to outstanding projects.

6. SHORT TERM DEBT

In the current year the Society received funds from the Law Society of Alberta as temporary bridge financing for the office relocation project. The amounts are non-interest bearing and are to be repaid by December 31, 2013. Amounts owing after this time will be deducted from future regular funding received from the Law Society of Alberta.

7. CONTRIBUTIONS TO COMMUNITY FOUNDATIONS

Since 1995, the Society has contributed to various provincial community foundations as a means of fulfilling its mandate. Beginning in 2005, these annual contributions were suspended. The balances in the various foundations are as follows:

	2012	2011
Edmonton Community Foundation	\$ 120,632	\$ 120,632
The Calgary Foundation	106,566	97,468
Community Foundation of Greater Grande Prairie	4,695	4,237
Lethbridge Community Foundation	5,589	4,888
Medicine Hat Community Foundation	6,487	6,406
Red Deer and District Community Foundation	<u>5,619</u>	<u>5,673</u>
	\$ 249,588	\$ 239,304

Funds contributed are held in trust indefinitely. Income distributions to the Society are at the discretion of the various foundations. Distributions are recognized as income in the year received or receivable if the amount to be received can be reasonably estimated.

THE LEGAL ARCHIVES SOCIETY OF ALBERTA

Notes to Financial Statements

Year Ended October 31, 2012

8. INTERFUND TRANSFERS

During the year, the Society's board of directors have approved the following transactions:

- i) The Operating Fund has a receivable from the Casino Fund of \$3,966 (2011 - Casino Fund owed to Operation Fund \$3,296), regarding office and other sundry transactions.
- ii) The Operating Fund owes the Restricted Fund \$16,713 (2011 - \$13,153) for payment of general operating expenses.
- iii) The Restricted Fund owes the Casino Fund \$14,336 (2010 - \$45,126) regarding office rent and other sundry transactions.

These advances are non-interest bearing and due on demand.

9. LEASE COMMITMENTS

The Society has a long term lease with respect to its premises. The lease contains renewal options and provides for payment of utilities, property taxes and maintenance costs. Future minimum lease payments as at October 31, 2012, are as follows:

2013	\$	37,632
2014		37,632
2015		37,632
2016		37,632
2017		21,952
		<hr/>
	\$	172,480

10. ECONOMIC INFLUENCE

The Society receives a significant portion of its funding from the Law Society of Alberta. The Society's by-laws make provision for a representative of the Law Society to be a member of its board of directors.

The Society has a deposit agreement regarding the administration of the Law Society's archival records. No fee is assessed by the Society for this service.

THE LEGAL ARCHIVES SOCIETY OF ALBERTA

Notes to Financial Statements

Year Ended October 31, 2012

11. FINANCIAL

INSTRUMENTS Credit Risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Society is exposed to credit risk from short term investments. The Society has placed its cash and investments with major financial institutions from which management believes the risk of loss to be remote.

Fair value

The Society's carrying value of cash and cash equivalents, accounts receivable, accounts payable and short term debt approximates its fair value due to the immediate or short term maturity of these instruments.

Interest Rate

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the Society manages exposure through its normal operating and financing activities.

