

**THE PENSION PLAN FOR NON-PROFESSIONAL STAFF  
OF THE UNIVERSITY OF GUELPH**

For the Year Ended September 30, 2002

December 13, 2002

**Auditors' Report**

**To the Governors of the University of Guelph**

We have audited the statement of net assets available for benefits of the funds of the Pension Plan for Non-Professional Staff of the University of Guelph (the "Plan") as at September 30, 2002 and the statement of changes in net assets available for benefits for the year then ended. These financial statements are the responsibility of the University's administration. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these financial statements present fairly, in all material respects, the net assets available for benefits as at September 30, 2002 and the changes in net assets available for benefits for the year then ended in accordance with the basis of accounting as disclosed in note 3 to the financial statements.

These pension fund financial statements and our report thereon have been prepared for filing with the Financial Services Commission of Ontario and are not appropriate for any other purpose.

*PricewaterhouseCoopers LLP*

**Chartered Accountants**

## The Pension Plan for Non-Professional Staff of University of Guelph

### Statement of Net Assets Available for Benefits

As at September 30, 2002

(in thousands of dollars)

	2002	2001
<b>ASSETS</b>		
Interest in Pooled Fund of University of Guelph Pension Plans (Note 2)	11,598	13,195
Other receivables	1	1
	11,599	13,196
<b>LIABILITIES</b>		
Accounts payable (Note 4)	10	128
Accrued interplan transfers	-	158
	10	286
<b>Net Assets Available for Benefits</b>	11,589	12,910

## The Pension Plan for Non-Professional Staff of University of Guelph

### Statement of Changes in Net Assets Available for Benefits

As at September 30, 2002

(in thousands of dollars)

	2002	2001
<b>Increase in Net Assets</b>		
Member contributions	25	-
Investment income	355	371
<b>Total Increase in Net Assets</b>	380	371
<b>Decrease in Net Assets</b>		
Net realized loss	406	146
Net decrease in unrealized gain	417	2,259
Pension payments	554	572
Refunds of contributions (Note 5)	251	147
Administrative expenses and professional fees (Note 6)	21	20
Interplan transfers	52	717
<b>Total Decrease in Net Assets</b>	1,701	3,861
<b>Net Increase (Decrease) for the Year</b>	(1,321)	(3,490)
<b>Net Assets at Beginning of Year, at Market Value</b>	12,910	16,400
<b>Net Assets at End of Year, at Market Value</b>	11,589	12,910

**Pension Plan for Non-Professional Staff of University of Guelph**  
**Notes to the Financial Statements**  
**For the Year Ended September 30, 2002**

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**1. Description of Plan**

The following description of the Pension Plan for Non-Professional Staff of the University of Guelph (the “Plan”) is a summary only. For more complete information, reference should be made to the Plan Text.

**General**

The Plan is a contributory defined benefit pension plan and is registered with Canada Customs and Revenue Agency and the Financial Services Commission of Ontario. The Plan holds units in the Pooled Fund of the University of Guelph Pension Plans. The Plan is integrated with the Canada Pension Plan (“CPP”).

**Plan Eligibility**

The option of joining this plan has been discontinued.

**Service Pensions**

A service pension is available based on the number of years of service, to a maximum of 35 years, times the sum of 1.267% of the final average earnings up to the average CPP yearly maximum pensionable earnings and 1.667% of the difference between average CPP yearly maximum pensionable earnings and final average earnings. Final average earnings are based on the employee’s best 36 consecutive months of earnings. The normal retirement age is 65.

**Survivor Pensions**

A survivor pension is paid to a spouse, a dependent child, or a named dependent of a plan member if so elected by the plan member.

**Refunds**

A death refund is payable to the estate of a pensioner or survivor where such pensions have not been paid to the full extent of contributions plus interest. Similarly, a death refund is payable to the named beneficiary of the estate of a plan member where no survivor pension is paid.

Upon application, and subject to lock-in provisions, a withdrawal refund, with interest on the contributions, is payable when a plan member ceases to be employed by the University of Guelph.

**Pension Plan for Non-Professional Staff of University of Guelph**  
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**1. Description of Plan (continued)**

**Vesting**

Pension benefits vest in the plan member immediately upon joining the Plan.

**Income Taxes**

The Plan is a registered pension trust as defined in the Income Tax Act (Canada) and, as such, is exempt from income taxes.

**Funding Policy**

In accordance with the Plan Text, plan members are required to contribute 3.75% of their salary up to CPP yearly maximum pensionable earnings and 5.25% of their salary above CPP yearly maximum pensionable earnings to the Plan. The University of Guelph is required to provide any additional funding, based on actuarial valuations, necessary to ensure that defined benefits will be fully provided for at retirement. The most recent actuarial valuation for funding purposes was prepared by Towers Perrin as of September 30, 2001 and a copy of this valuation was filed with the Finance Commission of Ontario. Based on the most recent actuarial valuation, no contributions were made by the employer to the defined benefit plan.

**2. Interest in Pooled Fund**

The assets of the Plan are administered in a Pooled Fund, which includes the assets of other University of Guelph pension plans. The Plan holds units in the Pooled Fund and these units had a market value of \$11.6 million (2001 - \$13.2 million) and a book value of \$13.3 million (2001 - \$14.5 million) at September 30, 2002.

The market value of the units in the Pooled Fund reflects the market values where available or comparable security prices as appropriate. The Pooled Fund holds investments in the following categories: cash, treasury bills, Government of Canada Bonds, bonds and debentures issued by Canadian corporations, shares and pooled funds.

**3. Significant Accounting Policies**

**Basis of Presentation**

The accompanying financial statements have been prepared for filing with the Financial Services Commission of Ontario. They have been prepared in accordance with Canadian generally accepted accounting principles except that they exclude disclosure of the actuarial obligations of the Plan.

**Pension Plan for Non-Professional Staff of University of Guelph**  
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**3. Significant Accounting Policies (continued)**

**Investment Income**

Investment income consists of interest income, recognized as it accrues, plus dividend income, recognized as of the ex-dividend date, less investment counsel fees and trustee fees.

**Net Realized Gain (Loss)**

The net realized gain (loss) is based on the sale or transfer of underlying investments in the Pooled Fund. Gains and losses on the sale of investments in the Pooled Fund are recorded at the settlement date and are based on the average cost of the securities.

**Contributions and Benefit Payments**

Contributions and benefit payments are recorded on the accrual basis.

**4. Accounts Payable**

[in thousands of dollars]	2002	2001
Refund of contributions plus interest	4	122
Administration fees to the University of Guelph	4	3
Professional fees	2	2
Other	-	1
	<u>10</u>	<u>128</u>

**5. Refunds of Contributions**

[in thousands of dollars]	2002	2001
Upon termination or withdrawal	<u>251</u>	<u>147</u>

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**6. Administrative Expenses and Professional Fees**

[in thousands of dollars]	2002	2001
Actuarial fees	12	12
General and administrative expenses	9	8
	<u>21</u>	<u>20</u>

**7. Related Party Transactions** [ in thousands of dollars ]

During the year ended September 30, 2002, the University of Guelph charged the Pooled Fund \$345 (2001 - \$334) for administrative services. Of these charges, \$8 (2001 – \$8) related to the non-professional plan.