



actsafe 

**Consultation and  
Connection**

2014 Annual Report

# Contents

About Actsafe .....	3
Message from the Chair .....	4
Executive Director's Report .....	6
AED Program .....	8
Digital Newsletter.....	10
Industry Outreach .....	11
Training & Certification .....	13
Staff & Board of Directors.....	14
Standing Committees .....	15
Financial Reports.....	17

# About Actsafe

Actsafes was established in 1998 at the request of industry representatives and WorkSafeBC in recognition of the unique nature of the arts and entertainment industries. From 1998 to 2010, Actsafes was known as Safety and Health in Arts Production and Entertainment (SHAPE).

Actsafes collaborates with the motion picture and performing arts industries in British Columbia to provide innovative, accessible health and safety training and resources. Actsafes is funded by all employers in B.C.'s arts and entertainment production industries through a special levy collected by WorkSafeBC.

Actsafes's Board is guided through two Standing Committees, each providing unique perspectives, advice, and expertise from their position within the motion picture and performing arts communities.

## Contact

Email: [info@actsafe.ca](mailto:info@actsafe.ca)

Website: [www.actsafe.ca](http://www.actsafe.ca)

## Our mission

Collaborating with B.C.'s motion picture and performing arts industries to provide innovative, accessible health and safety training and resources.

## Our values

Accessibility, Collaboration, Innovation

# Message from the Chair

Two thousand and fourteen was a year of important strategic planning for Actsafe, and connection to stakeholders was crucial in the planning process. Ongoing consultation with the performing arts and motion picture industries is essential if Actsafe is to remain relevant to our varied stakeholders in these industries. There was an increasingly higher level of engagement in 2014 with key stakeholders, which I believe was long overdue. This will provide much-needed mandate clarity for the organization in coming years.

The Board of Directors appreciates the efforts of Executive Director, Geoff Teoli, and his team — in their responsiveness to stakeholder engagement through initiatives such as the performing arts consulting trips to the Interior; and in their innovative approach in bringing programs forward to support short production cycles, such as the AED availability program.

In the area of governance, the Board is also grateful for the high level of support from WorkSafeBC and its industry advisors who regularly attend Board meetings. Actsafe's governance practices continue to evolve and strengthen.



*Catherine Roome, Chair*

A new role was added to the Board in 2014, that of Vice Chair. This position was created to allow for a smoother transition as I come to the end of my term as Chair of the Board.

During my tenure as Chair, it has been a privilege to have met so many passionate, dedicated Actsafe stakeholders. The level of discourse on health and safety that I have witnessed in the performing arts and motion picture communities is inspiring.

I look forward to all that you create together in the future.



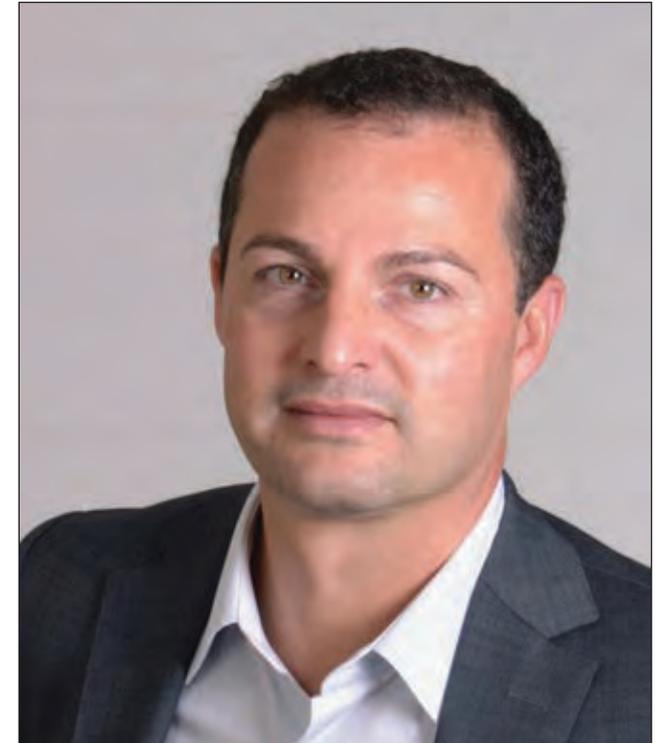
Catherine Roome  
Chair, Actsafe Board of Directors

# Executive Director's Report

Two thousand and fourteen was a deep consultative year for Actsafe, as we sought to reveal the priorities of our stakeholders. Actsafe's three-year business plan concluded in 2014, so it was important for us to connect with our stakeholders in a meaningful way to find out where Actsafe should be focusing its energy in the coming years.

We accomplished this by working with our Standing Committees and Board of Directors in a number of strategic planning sessions, and by forming a Strategic Planning Task Force to recommend high-level priorities for the next three-year business planning cycle.

We also engaged directly with workers, supervisors, and employers through industry outreach events, such as our film studio visits during NAOSH week and consulting trips to theatres and other live performance venues in the Thompson-Okanagan and the Kootenays. Connecting in person with performing arts employers and workers in regions outside the Lower Mainland provided insights that were critical to our strategic planning process.



*Geoff Teoli, Executive Director*

Actsafes increased focus on stakeholder consultation meant less emphasis on print resources in 2014. However, we produced work in other media, including launching a revised digital version of the Actsafes newsletter "Safety Scene." While we continue to publish a hard copy version of the newsletter, the digital version allows us to connect with stakeholders using multimedia tools, such as video spotlights and links to relevant web content.

One of the greatest successes of 2014 was the Automated External Defibrillator (AED) program. Within six months we had placed 35 AEDs in 23 different organizations, including arts theatres, motion picture production facilities, and, through the rental program, as part of the mobile first aid kit on many film locations. We could not have achieved this success without the British Columbia Council of Film Unions sponsorship of all the motion picture studio installations in the Lower Mainland.

Toward the end of 2014, we also formed two new subcommittees: Return to Work and Vehicle Safety. The Return to Work committee began by listening to a variety of subject matter experts to help recommend what Actsafes role can be in improving return to work outcomes. The Vehicle Safety committee developed its terms of reference and will be focusing on developing safety resources for the unique hazards associated with vehicles and mobile equipment in entertainment production.

The efforts of our Standing Committee members, staff, and Board of Directors in 2014 laid the groundwork for continued success for years to come. I am extremely excited about Actsafes future and what we are going to achieve in helping employers and workers create safe workplaces.



Geoff Teoli  
Executive Director, Actsafes

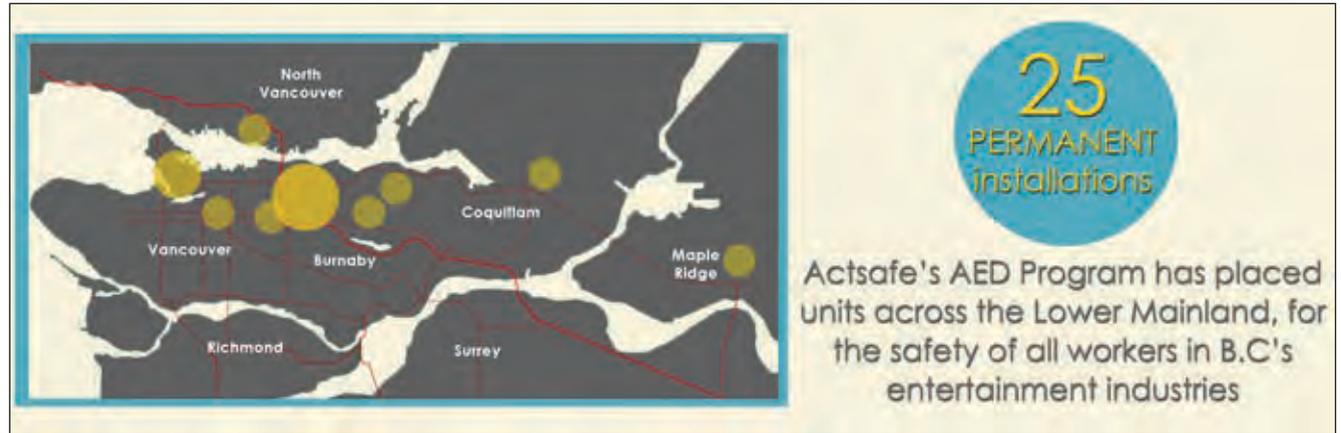
# AED Program

In March, Actsafe launched the Automated External Defibrillator (AED) program, with the aim of placing AED units in as many workplaces as possible. AEDs are used for heart attacks leading to cardiac arrest, which is the leading cause of death in North America.

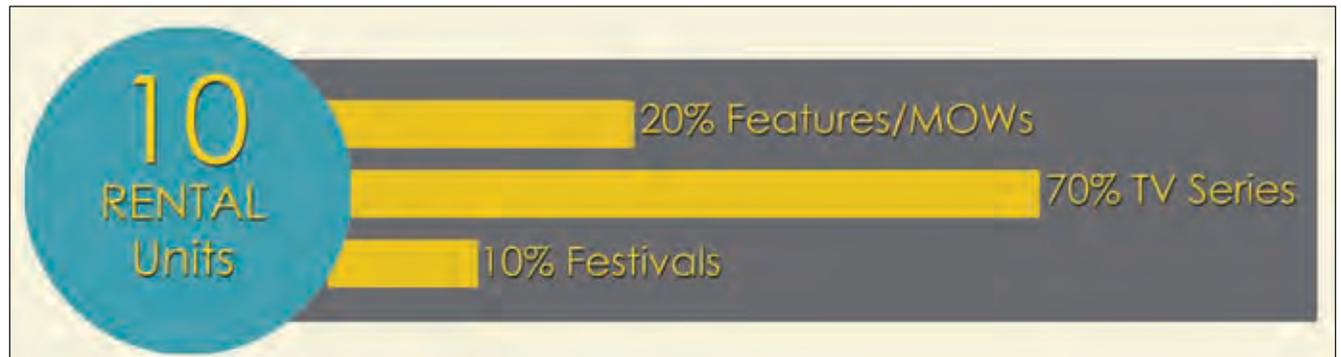
Productions, other companies, and unions can purchase or rent the unit. Members who enroll in the program can also take part in a Cardiac Arrest Management (CAM) course, which provides training on cardiac arrest and using the AED unit.



Actsafes formed an alliance with the unions to place AEDs in major film production studios. By the end of September, virtually every motion picture studio in the Lower Mainland had one or more AEDs permanently installed onsite.



Actsafes helped install a total of 35 AEDs in 23 different organizations in the Lower Mainland. Twenty-five of the units were placed in permanent locations, and 10 were rental units. Thirty-four people took the CAM course.



# Digital Newsletter

Actsafes launched its newly redesigned digital newsletter in March. Following a naming contest, the newsletter was called “Safety Scene” starting in the April issue. In 2014, we distributed eight digital issues through actsafe.ca, Facebook, and email distribution.

The new digital newsletter takes advantage of multimedia features, such as video spotlights and links to other online content. The Spotlight feature focuses on a person or organization in the motion picture or performing arts communities and what they’re doing to make safety a priority in the workplace. The aim is to be more engaged with industry and provide a more interactive source of information.

In addition, we continued to produce the print version of the newsletter because there is still demand for a hard-copy version. Initially, the production schedule of the printed version was scaled back to six newsletters a year. In late 2014 it went to a quarterly publication schedule.



# Industry Outreach

Actsafes connected with industry stakeholders through a variety of outreach efforts in 2014.

## NAOSH week

Actsafes staged two industry outreach events during North American Occupational Safety and Health (NAOSH) week in May. The first event was held at North Shore Studios, followed by another at Vancouver Film Studios. Both events were well attended and featured demonstrations from safety training providers, as well as showing advancements in the safety features of existing equipment from suppliers to the film industry.



## Performing arts consulting trips

Actsafes contracted live-venue consultant Don Parman to make two outreach and engagement trips to underserved regions outside the Lower Mainland: one to the Thompson-Okanagan (June 2–6) and one to the Kootenays (September 21–28). The resulting reports identified two major issues: Many people are still not clear who or what Actsafe is and many still think it's a division of WorkSafeBC.

The Thompson-Okanagan trip covered 8 venues in 7 municipalities, including Kamloops, Vernon, Kelowna, and Osoyoos. There was a great deal of interest in onsite training, especially first aid. Stakeholder suggestions for possible Actsafe services included safety audits and asbestos testing.

The Kootenays trip included 13 venues in 7 municipalities that ranged from Grand Forks to Cranbrook. Unlike the Thompson-Okanagan region, the Kootenays doesn't have a cohesive network of technicians and resources to support the venues. Communities tend to rely on local volunteers to keep their spaces running and equipped. Also, safety information tends to come from municipal sources and rarely reflects the specific issues that performing arts organizations encounter.

## Hearing tests

Actsafes mobile testing provider conducted 372 hearing tests in 2014, a 52% decrease from 2013. Part of the reason for this decrease could be that the number of tests in 2013 was unusually high, most likely because of an influx of new workers in film and television production as the industry rebounded from a brief downturn.

## OHS Consultant activity

Actsafes health and safety consultant, Marty Clausen, did a combined total of 619 consultations in 2014, which included 207 site visits, as well as consulting through phone calls, emails, meetings, and research requests. Marty also conducted 300 respirator fit tests during the course of 16 site visits, a 24% increase from 2013.

# Training & Certification

Training numbers were up as more workers continued to enter the motion picture industry during a boom phase that was a marked contrast to the slowdown of early 2013. There were a total of 1826 course participants in 2014, an increase of 19% from 2013. Two courses specific to the motion picture industry saw the largest increases from 2013: Supervisor Safety (70% increase) and Safety Awareness (63% increase).

*Seven Actsafe training courses had participant increases of 20% or more in 2014.*

Course	Number of participants	Increase from 2013
Supervisor Safety: Motion Picture	41	70%
Safety Awareness: Motion Picture	169	63%
Live Performance Electrical Certification	14	57%
Fall Protection	272	46%
Aerial Platform Certification	264	34%
TDG (online)	88	31%
Firearm Safety	40	21%

# Staff & Board of Directors

## Staff

**Geoff Teoli**  
Executive Director

**Marty Clausen**  
Health and Safety Consultant

**Maureen Kaake**  
Operations Manager

**Anand Kanna**  
Manager, Communications and  
Project Development

**Ria Alvero**  
Communications Coordinator

**Pat Stewart**  
Staff Accountant

## Board of Directors

**Catherine Roome**  
Chair

**Jeff Christian**  
Vice-Chair

**Cheryl Nex**  
Treasurer

**Miles Muir**

**Louis-Marie Bournival**

**Dusty Kelly**

**Tracey Wood**

• The Board of Directors are the  
• stewards of the organization,  
• responsible for setting strategic  
• direction, providing financial  
• oversight, and ensuring the  
• highest standards of governance,  
• policies and operations.

# Standing Committees

## Motion Picture Standing Committee

**Catherine Roome** (chair)  
BC Safety Authority

**Tracey Wood**  
Alliance of Motion Picture and Television Producers

**Jennifer Buchanan**  
Canadian Film & Television Production Association

**Daryl Litke**  
Association of Canadian Film Craftspeople (ACFC) West

**Dusty Kelly**  
International Alliance of Theatrical Stage Employees (IATSE) Local 891

**Michael Kaerne**  
Commercial Production Association of Western Canada (CPAWC)

**Rob Larson**  
Directors Guild of Canada — BC

**Lori Stewart**  
Union of British Columbia Performers

**Lorrie Ward**  
Teamsters Local 155

**Louise Baker-Griffiths**  
International Alliance of Theatrical Stage Employees (IATSE) Local 669

- Actsafe has two Standing
- Committees: one for the motion
- picture industry and one for the
- performing arts industry. Each
- committee includes industry
- representatives from employer
- associations and unions. The
- committees each select an
- employer representative and
- a worker representative for
- Actsafe's Board of Directors.

# Performing Arts Standing Committee

**Catherine Roome** (chair)  
BC Safety Authority

**Zaena Campbell**  
Dancer Transition Resource Centre (DTRC)

**Dusty Kelly**  
International Alliance of Theatrical Stage Employees (IATSE) Local 891

**Rohit Chokhani**  
Greater Vancouver Professional Theatre Alliance

**Gene Ramsbottom**  
Vancouver Musicians Association (VMA) Local 145

**Carey Dodge**  
Professional Association of Canadian Theatres

**Kevin Dale McKeown**  
Alliance for Arts and Culture

**Louis-Marie Bournival**  
Canadian Actors Equity Association

**Jessica Wadsworth**  
Canadian Alliance of Dance Artists (CADA-BC)

**Adam Shadbolt**  
International Alliance of Theatrical Stage Employees (IATSE) Local 118

**Miles Muir**  
Vancouver Civic Theatres

**Matt Lees**  
Riggit Services Inc.

**Erin Nelligan**  
Independent worker

**Mary-Ann Moir**  
Vancouver Symphony

**Mirna Zager**  
The Dance Centre

**Richard Gould**  
International Alliance of Theatrical Stage Employees (IATSE) Local 168

# Financial Reports

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**Actsafes Safety Association**  
Financial Statements  
December 31, 2014

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## Independent Auditor's Report

To the Board of Directors of Actsafe Safety Association

### Report on the Financial Statements

We have audited the accompanying financial statements of Actsafe Safety Association, which comprise the statement of financial position as at December 31, 2014 and the statement of operations and changes in net assets and statement of 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.

#### *Auditor's Responsibility*

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 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.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### *Opinion*

In our opinion, the financial statements present fairly, in all material respects, the financial position of Actsafe Safety Association as at December 31, 2014, 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.

## Report on Other Legal and Regulatory Requirements

As required by the *Society Act* (British Columbia), we report that, in our opinion, the accounting principles in the Canadian accounting standards for not-for-profit organizations have been applied on a basis consistent with that of the preceding year.

Vancouver, B.C.  
March 26, 2015



Chartered Accountants

# Actsafes Safety Association

## Statement of Financial Position

December 31, 2014

	2014	2013
	\$	\$
<b>Assets</b>		
Current assets		
Cash and cash equivalents (Note 3)	241,357	124,720
Accounts receivable	3,821	3,500
GST/HST receivable	4,496	10,421
Interest receivable	5,642	-
Prepaid expenses	10,914	3,533
Inventory	<u>1,498</u>	<u>-</u>
	267,728	142,174
Investment (Note 3)	230,000	250,000
Property and equipment (Note 4)	60,914	72,201
Rental equipment (Note 5)	13,236	-
Prepaid rent	<u>16,490</u>	<u>16,490</u>
	<u>588,368</u>	<u>480,865</u>
<b>Liabilities</b>		
Current liabilities		
Accounts payable and accrued liabilities	30,520	29,041
Deferred revenue (Note 6)	4,113	5,752
Current portion of deferred lease inducements (Note 7)	<u>3,174</u>	<u>3,174</u>
	37,807	37,967
Deferred lease inducements (Note 7)	<u>1,326</u>	<u>4,500</u>
	<u>39,133</u>	<u>42,467</u>
Commitments under operating leases (Note 8)		
<b>Net assets</b>		
Internally restricted (Note 9)	230,000	250,000
Unrestricted	<u>319,235</u>	<u>188,398</u>
	<u>549,235</u>	<u>438,398</u>
	<u>588,368</u>	<u>480,865</u>

See accompanying notes to the financial statements.

Approved by the Board CAey Director Christ Director

# Actsafes Safety Association

## Statement of Operations and Changes in Net Assets

Year ended December 31, 2014

	2014	2013
	\$	\$
<b>Revenue</b>		
WorkSafe BC funding	814,486	819,000
Course fees	171,311	121,178
Investment and other income	<u>10,800</u>	<u>6,747</u>
	<u>996,597</u>	<u>946,925</u>
<b>Expenses</b>		
Program expenses		
Industry and work site services	17,012	19,677
Industry training	193,402	157,451
Insurance	3,947	5,927
Product sales and rentals, net (Note 10)	5,671	-
Programs	193,387	182,375
Promotion and outreach	48,663	57,518
Research and development	14,047	24,810
Stakeholders	<u>7,509</u>	<u>8,788</u>
	<u>483,638</u>	<u>456,546</u>
Administrative expenses		
Amortization of property and equipment	26,493	25,119
Bank charges and merchant fees	12,862	10,284
Board of directors (Note 11)	19,656	12,665
Office	25,289	21,744
Professional fees	12,760	16,544
Rent	99,085	98,384
Salaries and benefits	<u>205,977</u>	<u>260,266</u>
	<u>402,122</u>	<u>445,006</u>
Total expenses	<u>885,760</u>	<u>901,552</u>
Excess of revenue over expenses	110,837	45,373
Net assets, beginning of year	<u>438,398</u>	<u>393,025</u>
Net assets, end of year	<u>549,235</u>	<u>438,398</u>

See accompanying notes to the financial statements.

# Actsafes Safety Association

## Statement of Cash Flows

Year ended December 31, 2014

	2014	2013
	\$	\$
<b>Cash flows from (used in) operating activities</b>		
Excess of revenue over expenses	110,837	45,373
Items not affecting cash		
Amortization of lease inducements	(3,174)	(3,174)
Amortization of rental equipment	4,740	-
Amortization of property and equipment	26,493	25,119
Changes in non-cash working capital		
Decrease (increase) in		
Accounts receivable	(321)	(1,190)
GST/HST receivable	5,925	13,845
Interest receivable	(5,642)	-
Prepaid expenses	(7,381)	1,688
Inventory	(1,498)	-
Increase (decrease) in		
Accounts payable and accrued liabilities	1,479	(15,483)
Deferred revenue	<u>(1,639)</u>	<u>(404,848)</u>
	<u>129,819</u>	<u>(338,670)</u>
<b>Cash flows from (used in) investing activities</b>		
Acquisition of property and equipment	(15,206)	(4,895)
Acquisition of rental equipment	(17,976)	-
Redemption of investment, net	<u>20,000</u>	<u>-</u>
	<u>(13,182)</u>	<u>(4,895)</u>
<b>Increase (decrease) in cash during the year</b>	116,637	(343,565)
Cash and cash equivalents, beginning of year	<u>124,720</u>	<u>468,285</u>
<b>Cash and cash equivalents, end of year</b>	241,357	124,720
<b>Cash and cash equivalents is comprised of</b>		
Cash	66,357	96,018
Term deposits	<u>175,000</u>	<u>28,702</u>
	241,357	124,720

See accompanying notes to the financial statements.

# Actsafes Safety Association

## Notes to the Financial Statements

December 31, 2014

### 1. Organization and economic dependence

Actsafes Safety Association (the "Association") was incorporated under the *Society Act of British Columbia* on March 23, 1998. The Association's mandate is to promote health and safety in the motion picture, theatre, music and other performing arts industries.

The Association is exempt from income taxation pursuant to Section 149 of the Income Tax Act as long as certain criteria continue to be met.

The Association is funded by the employers in B.C.'s motion picture and performing arts industries, through a levy on their WorkSafe BC assessments. These funds provide the operating funding for the Association's work as an industry-funded industry safety association. A change in this funding structure could have a significant impact on the Association's future operations.

### 2. Significant accounting policies

#### Basis of presentation

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations which necessarily involves the use of estimates. The financial statements have, in management's opinion, been properly prepared within reasonable limits of materiality and within the framework of significant accounting policies summarized below.

#### Use of estimates

The preparation of financial statements in conformity with Canadian general accounting standards for not-for-profit organizations require management to make estimates and assumptions that affect the reported amount of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amount of revenue and expenses during the reporting period. Actual results may differ from those estimates.

#### Revenue recognition

Funding received under terms of agreements is recognized as revenue in the year in which the related expenses are incurred.

Revenue from WorkSafe BC is recognized when invoiced by the Association in accordance with the funding agreement with WorkSafe BC. Payments from WorkSafe BC received in advance of the fiscal year to which they relate are recorded as deferred revenue.

Revenue from course fees is recognized on the delivery of the courses to attendees.

Investment and other revenue are recorded when earned and when collection is believed to be reasonably assured.

#### Cash and cash equivalents

Cash and cash equivalents consist of cash and investments that are highly liquid.

#### Inventory

Inventory is valued at the lower of cost and net realizable value.

#### Investment

Investment consists of a term deposit and is recorded at amortized cost.

#### Lease inducements

Lease inducements are deferred and amortized over the five year lease on a straight-line basis.

# Actsafes Safety Association

## Notes to the Financial Statements

December 31, 2014

### 2. Significant accounting policies - continued

#### Property and equipment

Property and equipment are recorded at cost and amortized over their estimated useful lives using the following methods and rates:

Leasehold improvements	-	20% straight-line
Office equipment	-	20% declining balance
Furniture and fixtures	-	20% declining balance

#### Rental equipment

Rental equipment is rented on a cost-recovery basis and is recorded at cost and amortized based on net rental revenue earned.

### 3. Cash and cash equivalents and investment

Cash and cash equivalents consist of a cash balance of \$ 66,357 (2013 - \$ 96,018) and a term deposit of \$ 175,000 (2013 - \$ 28,702) earning interest at an annual rate of 1.50%, maturing July 4, 2015. Investment is comprised of a term deposit of \$ 230,000 (2013 - \$ 250,000) maturing January 27, 2017, earning interest at annual rates of 1.50%, 1.75% and 3.05% respectively for the three year term.

### 4. Property and equipment

2014  
\$

	Cost	Accumulated amortization	Net
Leasehold improvements	109,716	74,606	35,110
Office equipment	39,683	18,778	20,905
Furniture and fixtures	<u>28,789</u>	<u>23,890</u>	<u>4,899</u>
	178,188	117,274	60,914

2013  
\$

	Cost	Accumulated amortization	Net
Leasehold improvements	109,716	52,663	57,053
Office equipment	24,477	15,452	9,025
Furniture and fixtures	<u>28,789</u>	<u>22,666</u>	<u>6,123</u>
	162,982	90,781	72,201

### 5. Rental equipment

2014  
\$

	Cost	Accumulated amortization	Net
Rental equipment	17,976	4,740	13,236

# Actsafes Safety Association

## Notes to the Financial Statements

December 31, 2014

### 6. Deferred revenue

Deferred revenue represents pre-payment of course fees of \$ 2,745 (2013 - \$ 5,752) and pre-payment of product sales of \$ 1,368 (2013 - \$ Nil).

### 7. Deferred lease inducements

2014  
\$

2013  
\$

Lease inducements received	15,870	15,870
Accumulated amortization	<u>11,370</u>	<u>8,196</u>
Balance of deferred lease inducements	4,500	7,674
Less: Current portion	<u>3,174</u>	<u>3,174</u>
	1,326	4,500

### 8. Commitments under operating leases

The Association is party to operating lease commitments for office premises and equipment. The office premise lease expires May 31, 2016. Minimum annual payments under the leases are as follows:

\$

2015	67,980
2016	<u>28,700</u>
	96,680

### 9. Internally restricted net assets

In 2012 the Board of Directors set aside, with approval from WorkSafe BC, \$ 250,000 to be used as a reserve fund; during the year the authorized reserve amount was reduced to \$ 230,000. This internally restricted amount is not available for other purposes without approval from the Board of Directors.

### 10. Net product sales and rental

2014  
\$

2013  
\$

Product sales and rental	44,718	-
Cost of sales	(45,649)	-
Rental amortization	<u>(4,740)</u>	<u>-</u>
	(5,671)	-

### 11. Board of directors

During the year, board of directors expenses include consulting fees of \$ 5,475 (2013 - \$ Nil) related to the review of the Association's bylaws.

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# Actsafes Safety Association

## Notes to the Financial Statements

December 31, 2014

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### 12. Financial instruments

The Association's financial instruments consist of cash and cash equivalents, accounts receivable, investment, accounts payable and accrued liabilities.

#### **Fair value**

The fair value of cash and cash equivalents, accounts receivable, and accounts payable and accrued liabilities are believed to equal their carrying amounts due to their short terms to maturity. The fair value of the investment is believed to approximate its carry value due to the current rate of interest being earned on the investment.

#### **Interest rate risk**

Cash and cash equivalents and investment include term deposits bearing interest at a fixed rate. The investments are therefore subject to interest rate price risk as fluctuations in the market rates of interest may increase or decrease their fair value.

#### **Credit risk**

Management considers the credit risk for cash and cash equivalents and investment to be minimal. Accounts receivable are exposed to credit risk due to the potential for counterparties to default on their contractual obligations. The maximum potential loss on all financial instruments is equal to the carrying amount of those items.

