Accountants. Advisors. Allies.

HWPartners

April 17, 2026

The Civic Institute of Professional Personnel
600-250 City Centre Avenue
Ottawa, ON K1R 6K7

Dear Board of Directors:

Re: The Civic Institute of Professional Personnel
Audit of financial statements for the year ended December 31, 2025

We have substantially completed our audit of the financial statements of The Civic Institute of Professional Personnel for the year ended December 31, 2025 and, pending resolution of outstanding items outlined below, we propose to issue an unqualified audit report on those financial statements.

This letter has been provided as part of our communications with the Board of Directors in accordance with Canadian Auditing Standard 260 of the CPA Canada Handbook - Accounting (Handbook), “Communications with Those Charged with Governance.”

This letter is intended to summarize aspects of the audit which we believe are of interest to the Board of Directors and should be read in conjunction with the draft financial statements (attached) and our discussion thereof.

Independence

We are required to communicate in a letter to the Board of Directors at least annually on matters relating to our independence. This letter was provided with the terms of the engagement, before the commencement of our audit work.

Status of the Audit

We have substantially completed our audit of the 2025 financial statements. Our audit report will be issued once we receive and have completed our audit work on the outstanding items below:

Outstanding Item	Status as of April 17, 2026
Receipt of signed management representation letter (to be sent upon approval of financial statements)	Outstanding
Approval of the financial statements by the Board of Directors	Outstanding
Receipt of subsequent events confirmation letter (to be sent upon approval of financial statements)	Outstanding

We confirm that:

- We are not aware of the following:
    - Changes in significant accounting policies,
    - Significant or unusual transactions; and
    - Illegal or possibly illegal acts.
- No difficulties were encountered in performing the audit.
- No limitations were placed on the scope of our audit.
- We received full cooperation from management and there were no disagreements with management.
- Management did not have any consultation with other accountants on significant matters of which we are aware.
- Management's estimates were reasonable.
- We have reviewed the Institute's annual report, and the information contained within is consistent with our understanding of the Institute.

Materiality and Unadjusted Items

For the year ended December 31, 2025, materiality was set at $45,000 (2024: $45,000), which represents approximately 2.09% of revenue.

All differences noted during the audit were accumulated and discussed with management, to determine if adjustments were required to the financial statements.

Summary of Unadjusted and Adjusted Items

Our responsibility is to issue an opinion as to whether the financial statements are free of material misstatement.

As a result of our audit, we identified certain items and have discussed these with management.

- Management has not adjusted all errors in the financial statements. Items that remain unadjusted are attached.
- Please see the attached for the summary of adjustments made by management.

Internal Control Evaluation and Recommendations

Professional standards require the auditor to communicate to management and the Board of Directors significant weakness in the design or operation of internal controls identified during the audit.

We consider the Institute's internal control over financial reporting as a basis for designing our audit procedures for the purpose of expressing our opinion on the financial statements but not for the purpose of expressing an opinion on the effectiveness of internal control over financial reporting. The main purpose of our systems review was to assist in determining the nature, extent and timing of our audit testing and to establish the degree of reliance which we could place on selected controls; it was not to determine whether internal controls were adequate for management's purposes.

We do, however, discuss our observations and recommendations with management during the course of our audit and would like to bring to your attention the following items designed to assist the Institute in improving internal controls and achieving operational efficiencies.

Issue	Recommendation	Management's Comments
Vacation Accrual Our testing of accounts payable and accrued liabilities identified a significant and material unpaid vacation entitlement to the Organization's Executive Director. At December 31, 2025 the unpaid balance of vacation was estimated to be a liability value of $59,935.	Our understanding is that the carry forward and balance owing has been recorded in accordance with the organization's vacation policy. However, given the magnitude of the amount, we recommend management and the board continue to monitor this liability to ensure continued compliance with both the organization policy and The Employment Standards Act, 200(ESA).	Vacation accrual is managed in accordance with organizational policies and statutory requirements. It is under regular management and board oversight.

Fraud and Error

The profession requires that we perform specific audit procedures around fraud and error. The objective of these procedures is as follows:

- To identify any fraud or error risk factors that may increase the risk that the financial statements could be materially misstated; and

- To address any factors identified in a manner sufficient to obtain reasonable assurance that the financial statements are free from any material misstatements arising from fraud or error.

Based upon the procedures performed, we are satisfied with the process in place to detect and prevent fraud and error in the context of the financial statements.

No instances have arisen which have caused us to question the competence or integrity of the management function with respect to the financial reporting process. No fraud involving senior management, employees with a significant role in internal control, or that would cause a material misstatement of the financial statements came to our attention as a result of our audit procedures.

Management Estimates

Our audit approach includes a review of those areas involving management judgments and estimates.

Significant estimates made by management are as follows:

- The completeness of accounts payable and accrued charges.

All significant estimates made by management were reviewed for the current year and no material errors were noted. The methodologies and processes used by management were consistent with those employed in the prior year.

We will work with management and the Board to address any new requirements identified that relate to your organization.

As we revise our communications with you, we welcome your input and are interested to receive your feedback on the effectiveness of our communications and will attempt to address any matters you feel are unclear, for which you would like additional information.

Yours very truly,



Todd Hamilton, CPA, CA

Attachments

The Civic Institute of Professional Personnel

DFC. 3

Year End: December 31, 2025

Schedule of Unadjusted Errors

Refno	Description	Assets	Liabilities	Equity	Income	Expenses
Unrecorded - factual						
SUD1	To reverse PY SUD	0.00	0.00	-1,907.15	0.00	1,907.15
		0.00	0.00	-1,907.15	0.00	1,907.15
	Understated/(Overstated)	**0.00**	**0.00**	-1,907.15	**0.00**	1,907.15

The Civic Institute of Professional Personnel

DFC1

Year End: December 31, 2025
Adjusting Journal Entries
Date: 1/1/2025 To 12/31/2025

Number	Date	Name	Account No	Debit	Credit
1	12/31/2025	Restricted Operating Reserve	3-2000		49,077.07
1	12/31/2025	Retained Earnings	3-8000		513.65
1	12/31/2025	LABOUR RELATIONS/MEMBER REPRESE:Collective Bargain	5-0203	513.65	
1	12/31/2025	STAFF COMPENSATION: Salary allocation	6-5132	49,077.07	
		To reconcile opening retained earnings balance			
2	12/31/2025	Investment Income:Interest	4-0020		6,670.96
2	12/31/2025	Investment Income:Dividend income	4-0030	16,518.60	
2	12/31/2025	Investment Income:Gain/Loss on sale of securities	4-0045		4,798.82
2	12/31/2025	Unrealized gain/loss	4-0048		5,048.82
		To adjust and match RBC slip investment income			
3	12/31/2025	Membership dues receivable	1-1050	18,725.30	
3	12/31/2025	Membership Dues	4-0001		18,725.30
		To accrue membership revenues from COO & OCH.			
4	12/31/2025	Furniture & Fixtures Org Cost	1-3110	1,317.56	
4	12/31/2025	Furniture & Equipment	6-0290		1,317.56
		To capitalize the printer.			
5	12/31/2025	Accrued Liabilities	2-1236		12,500.00
5	12/31/2025	Expenses:Professional fees	6-0050	12,500.00	
		To accrue 2025 HW fees.			
6	12/31/2025	COMMUNICATIONS	5-300	12,205.13	
6	12/31/2025	Accrued Liabilities	2-1236		12,205.13
		To accrue Tracey Foster Invoices.			
				110,857.31	**110,857.31**

Net Income (Loss) **388,830.12**