

Community Social Planning Council of Greater Victoria
Financial Statements
Year Ended March 31, 2020

Independent Practitioner's Review Engagement Report

To the Members of Community Social Planning Council of Greater Victoria

We have reviewed the accompanying financial statements of Community Social Planning Council of Greater Victoria which comprise the statement of financial position as at March 31, 2020 and the statements of changes in net assets, operations 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 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.

Practitioner's Responsibility for the Financial Statements

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

Conclusion

Based on our review, nothing has come to our attention that causes us to believe that these financial statements do not present fairly, in all material respects, the financial position of Community Social Planning Council of Greater Victoria as at March 31, 2020, 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.



Victoria, British Columbia
October 13, 2020

Chartered Professional Accountants



Community Social Planning Council of Greater Victoria
Statement of Financial Position
March 31, 2020

	2020	2019
	\$	\$
Assets		
Current		
Cash	15,444	51,155
Accounts receivable	102,763	8,861
Government remittances receivable	889	4,342
Work in progress	14,557	-
Prepaid expenses and deposits	12,063	3,164
	<u>145,716</u>	67,522
Equipment (Note 3)	2,731	1,046
	<u>148,447</u>	68,568
Liabilities and Net assets		
Current		
Demand bank loan (Note 4)	16,585	25,603
Accounts payable and accrued liabilities	115,168	62,670
Deferred grant revenue	76,449	66,882
	<u>208,202</u>	155,155
Net Assets (deficiency)	<u>(59,755)</u>	(86,587)
	<u>148,447</u>	68,568

Commitments (Note 7)

Approved by the Directors

_____ Director

_____ Director

Community Social Planning Council of Greater Victoria
Statement of Revenues and Expenditures and Changes in Net Assets
Year Ended March 31, 2020

	2020	2019
	\$	\$
Revenues		
Grants and contributions	162,958	121,897
BC Transit ticket Assistance Program	220,015	190,339
Service contracts	151,037	38,436
Donations and memberships	3,521	3,991
Interest and other income	1,235	13,036
	<u>538,766</u>	<u>367,699</u>
Expenses		
Administration	20,524	21,347
Ticket purchases	161,309	165,391
Interest and bank charges	1,519	2,033
Overhead costs	41,353	35,446
Personnel Costs	155,385	183,187
Program expense	131,844	58,662
	<u>511,934</u>	<u>466,066</u>
Net excess (deficiency) of revenues over expenses	26,832	(98,367)
Net assets (deficiency) - beginning of year	<u>(86,587)</u>	11,780
Net assets (deficiency) - end of year	<u>(59,755)</u>	<u>(86,587)</u>

See notes to financial statements

Community Social Planning Council of Greater Victoria
Statement of Cash Flows
Year Ended March 31, 2020

	2020 \$	2019 \$
Operating activities		
Excess (deficiency) of revenues over expenses	26,832	(98,367)
Item not affecting cash:		
Amortization of equipment	1,627	740
	<u>28,459</u>	<u>(97,627)</u>
Changes in non-cash working capital:		
Accounts receivable	(93,902)	111,919
Government remittances receivable	3,453	(2,722)
Work in progress	(14,557)	-
Accounts payable and accrued liabilities	52,498	14,908
Deferred grant revenue	9,567	15,752
Prepaid expenses and deposits	(8,899)	948
	<u>(51,840)</u>	<u>140,805</u>
Cash flow from (used by) operating activities	<u>(23,381)</u>	<u>43,178</u>
Investing activity		
Purchase of equipment	(3,312)	(1,569)
Cash flow used by investing activity	<u>(3,312)</u>	<u>(1,569)</u>
Financing activity		
Demand bank loan	(9,018)	(8,367)
Cash flow used by financing activity	<u>(9,018)</u>	<u>(8,367)</u>
Increase (decrease) in cash flow	<u>(35,711)</u>	<u>33,242</u>
Cash - beginning of year	<u>51,155</u>	<u>17,913</u>
Cash - end of year	<u><u>15,444</u></u>	<u><u>51,155</u></u>

See notes to financial statements

Community Social Planning Council of Greater Victoria
Notes to Financial Statements
Year Ended March 31, 2020

1. Status and nature of operations

The Community Social Planning Council of Greater Victoria (the "Society") was incorporated under the Society Act of British Columbia and transitioned into the new Societies Act in September 2018. The Society is registered as a charitable organization and is exempt from income taxes under the Income Tax Act.

The purpose of the Society is to improve the quality of life for everyone in British Columbia's Capital Region, particularly the people who are disadvantaged due to poverty and distress. The work includes the advancement and education and the alleviation of poverty and its related elements.

2. Summary of significant accounting policies

Basis of presentation

The financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO), and include the following significant accounting policies:

Fund accounting

Community Social Planning Council of Greater Victoria follows the restricted fund method of accounting for contributions.

The Operating Fund accounts for the Society's program delivery and administrative activities. This fund reports unrestricted resources and restricted operating grants.

Revenue recognition

Contributions for restricted funds are recognized as revenue in the restricted funds in the year received or receivable. Unrestricted contributions are recognized as revenue when received. In kind contributions are only recorded when received or receivable.

The Society recognizes contract revenue using the completed contract method whereby revenue related to completed contracts is only recognized when the measurable outcomes are achieved and collection is reasonably assured. Related revenues and expenses are deferred until completion.

Equipment

Equipment is recorded at contributed value. Equipment is amortized over their estimated useful life on a straight-line basis using the following annual rates:

Computer equipment	3 years
Computer software	3 years

The Society regularly reviews its equipment to eliminate obsolete items and assesses for impairment annually.

(continues)

Community Social Planning Council of Greater Victoria
Notes to Financial Statements
Year Ended March 31, 2020

2. Summary of significant accounting policies (continued)

Use of estimates

The preparation of the financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. These estimates are reviewed periodically and adjustments are made to income as appropriate in the year they become known. Actual results may vary from the current estimates.

Financial instruments

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in operations. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

Change in accounting policy

During the year, the Society adopted the provisions of Section 4433, "Tangible capital assets held by not-for-profit organizations", which requires that the Society annually assess its equipment for impairment and record, where applicable, a non-reversible impairment expense. The change in accounting policy has been applied prospectively and did not result in any changes to the financial statements.

3. Equipment

	2020		2019	
	Cost \$	Accumulated amortization \$	Cost \$	Accumulated amortization \$
Computer equipment	16,788	14,057	13,476	12,430
Computer software	652	652	652	652
	17,440	14,709	14,128	13,082
Net book value	2,731		1,046	

4. Bank indebtedness

The Society has an operating line of credit with VanCity Credit Union in the amount of \$25,000 at an interest rate of prime plus 2% per annum. At March 31, 2020 a nil balance is outstanding (2019: nil).

5. Demand bank loan

The Society has a demand bank loan with VanCity Credit Union in the amount of \$45,000 at an interest rate of prime plus 2% per annum. At March 31, 2020 a balance of \$16,585 is outstanding (2019: \$25,603).

Community Social Planning Council of Greater Victoria

Notes to Financial Statements

Year Ended March 31, 2020

6. Financial risks and concentration of risks

The Society is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Society's risk exposure and concentration as of March 31, 2020. There have been no significant changes in the Society's risk exposure from the prior year.

Liquidity risk

Liquidity risk is the risk that the Society cannot meet a demand for cash or fund its obligations as they come due. A key liquidity requirement for the Society is grant commitments. The Society manages its liquidity risk by retaining sufficient cash positions and financing options to maintain liquidity. There have been no significant changes in the company's liquidity risk exposure from the prior year.

Credit risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. This risk is mitigated by the fact that the Society historically has not needed to take an allowance for doubtful accounts. There have been no significant changes in the company's credit risk exposure from the prior year.

Interest rate risk

Interest rate risk arises when the Society invests in interest-bearing financial instruments, and therefore the Society is exposed to interest rate risk on its term deposit portfolio. The Society is not exposed to significant interest rate risk due to the short-term maturity of its term deposits. There have been no significant changes in the company's interest rate risk exposure from the prior year.

Currency risk

Currency risk is the risk that the value of financial instruments denominated in currencies other than the functional currency of the Society will fluctuate due to changes in foreign exchange rates. The Society is not exposed to currency risk. There have been no significant changes in the company's currency risk exposure from the prior year.

7. Lease commitments

The Society signed a premises lease with Yentel Property Management Inc. for premises at 216-852 Fort Street. The lease commenced on October 1, 2015 and terminates on September 30, 2022.

Summary of minimum lease payments for the next five years is as follows:

	\$
2021	17,699
2022	18,468

Community Social Planning Council of Greater Victoria
Notes to Financial Statements
Year Ended March 31, 2020

8. Remuneration of Employees

Under the Societies Act, societies must disclose remuneration paid to directors, and to employees and contractors whose remuneration was at least \$75,000 for the fiscal year.

During the year, there were no employees that met this criterion and during the prior year, there were also no employees who met this criterion. The Board of Directors receive no remuneration for their services other than reimbursement of expenses.

9. Comparative figures

Some of the comparative figures have been reclassified to conform to the current year's presentation.

10. Subsequent events

The global economic impact arising from the COVID-19 pandemic may expose the Society to economic and operational risks in the 2021 fiscal period. The impact on the organization's operations is not readily determinable but management expects the impact on the Society to be moderate due to grants and operating assistance received.