

**Community Social Planning Council of Greater Victoria
Financial Statements
Year Ended March 31, 2019**

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, 2019 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, 2019, 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
September 11, 2019

DUSANJ & WIRK
Chartered Professional Accountants



Community Social Planning Council of Greater Victoria
Statement of Financial Position
March 31, 2019

	2019 \$	2018 \$
Assets		
Current		
Cash	51,155	17,913
Accounts receivable	8,861	120,780
Government remittances receivable	4,342	1,620
Prepaid expenses and deposits	3,164	4,112
	<u>67,522</u>	<u>144,425</u>
Equipment (Note 3)	1,046	218
	<u>68,568</u>	<u>144,643</u>
Liabilities and Net assets		
Current		
Demand bank loan (Note 5)	25,603	33,970
Accounts payable and accrued liabilities	62,670	47,763
Deferred grant revenue	66,882	51,130
	<u>155,155</u>	<u>132,863</u>
Unrestricted net assets (deficiency)	<u>(86,587)</u>	<u>11,780</u>
	<u>68,568</u>	<u>144,643</u>

Commitments (Note 7)

Approved by the Directors

_____ Director

_____ Director

The accompanying notes are an integral part of these financial statements

Community Social Planning Council of Greater Victoria
Statement of Operations
Year Ended March 31, 2019

	Operating \$	BC Transit Program \$	2019 \$	2018 \$
Revenue				
Grants and contributions	152,583	-	152,583	359,848
Service contracts	7,750	-	7,750	122,605
Donations and memberships	3,991	-	3,991	4,745
Interest and other income	13,036	-	13,036	17,145
BC Transit ticket Assistance Program	-	190,339	190,339	189,873
	<u>177,360</u>	<u>190,339</u>	<u>367,699</u>	<u>694,216</u>
Expenses				
Contractors and professional fees	95,909	-	95,909	82,871
Insurance	3,276	-	3,276	2,957
Interest and bank charges	2,033	-	2,033	2,471
Memberships and licences	960	-	960	1,531
Office and other operating expenses	54,805	440	55,245	33,255
Program expense	1,555	-	1,555	14,275
Rent	32,173	-	32,173	33,951
Travel	1,106	-	1,106	2,480
Wages and employee benefits	108,418	-	108,418	254,239
BC Transit Ticket Assistance Program	-	165,391	165,391	150,743
	<u>300,235</u>	<u>165,831</u>	<u>466,066</u>	<u>578,773</u>
Excess (deficiency) of revenue over expenses	<u>(122,875)</u>	<u>24,508</u>	<u>(98,367)</u>	<u>115,443</u>

The accompanying notes are an integral part of these financial statements

Community Social Planning Council of Greater Victoria
Statement of Changes in Net Assets
Year Ended March 31, 2019

	Unrestricted \$	Restricted Programs and Projects Fund \$	2019 \$	2018 \$
Balance - beginning of year	11,780	-	11,780	(103,663)
Excess (deficiency) of revenue over expenses	(122,875)	24,508	(98,367)	115,443
Transfers	24,508	(24,508)	-	-
Balance - end of year	(86,587)	-	(86,587)	11,780

The accompanying notes are an integral part of these financial statements

Community Social Planning Council of Greater Victoria
Statement of Cash Flows
Year Ended March 31, 2019

	2019	2018
	\$	\$
Operating activities		
Excess (deficiency) of revenue over expenses	(98,367)	115,443
Item not affecting cash:		
Amortization of equipment	740	217
	<u>(97,627)</u>	<u>115,660</u>
Changes in non-cash working capital:		
Accounts receivable	111,919	(78,038)
Government remittances receivable	(2,722)	(202)
Accounts payable and accrued liabilities	14,908	(25,486)
Deferred grant revenue	15,752	31,130
Prepaid expenses and deposits	948	(92)
	<u>140,805</u>	<u>(72,688)</u>
Cash flow from operating activities	<u>43,178</u>	<u>42,972</u>
Investing activity		
Purchase of equipment	<u>(1,569)</u>	<u>-</u>
Financing activity		
Demand bank loan	<u>(8,367)</u>	<u>(8,780)</u>
Increase in cash flow	33,242	34,192
Cash (bank indebtedness) - beginning of year	<u>17,913</u>	<u>(16,279)</u>
Cash - end of year	<u>51,155</u>	<u>17,913</u>

The accompanying notes are an integral part of these financial statements

Community Social Planning Council of Greater Victoria
Notes to Financial Statements
Year Ended March 31, 2019

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 (ASNFPO), and include the following significant accounting policies:

Revenue recognition

The Society follows the restricted fund method of accounting for revenue.

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

Donated services

No amount has been reflected in these financial statements for donated services since no objective basis is available to measure the value of such services. The Society's programs, however, depend on contributions made by a substantial number of volunteers who donated significant amounts of their time during the year.

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

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.

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Community Social Planning Council of Greater Victoria
Notes to Financial Statements
Year Ended March 31, 2019

2. Summary of significant accounting policies (continued)

Financial instruments

The Society's financial instruments consist of cash, accounts receivable, and accounts payable and accrued liabilities. The Society has received its financial instruments at fair value.

The carrying values of the Society's cash, accounts receivable, accounts payable and accrued liabilities approximate their fair values due to the short-term nature of these assets and liabilities.

3. Equipment

	2019		2018	
	Cost \$	Accumulated amortization \$	Cost \$	Accumulated amortization \$
Computer equipment	13,476	12,430	11,907	11,907
Computer software	652	652	652	434
	14,128	13,082	12,559	12,341
Net book value		1,046		218

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, 2019 a nil balance is outstanding (2018: 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, 2019 a balance of \$25,603 is outstanding (2018: 33,970).

Community Social Planning Council of Greater Victoria

Notes to Financial Statements

Year Ended March 31, 2019

6. Financial risks and concentration of risks

The organization 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 organization's risk exposure and concentration as of March 31, 2019. 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. Liquidity risk is managed by investing the majority of the Society's assets in investments that are traded in an active market and can be readily liquidated. In addition, the Society aims to retain sufficient cash positions to maintain liquidity. The Society's investments are considered readily realizable and liquid, therefore the Society's liquidity risk is considered minimal. 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:

	<u>\$</u>
2020	16,929
2021	17,699
2022	18,468

Community Social Planning Council of Greater Victoria
Notes to Financial Statements
Year Ended March 31, 2019

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.