

Financial Statements of

**COMMUNITY SOCIAL PLANNING COUNCIL
OF GREATER VICTORIA**

Year Ended March 31, 2017

(Unaudited)

**DICKSON
DUSANJ
& WIRK**

CHARTERED
PROFESSIONAL
ACCOUNTANTS

REVIEW ENGAGEMENT REPORT

To: The Members of the Community Social Planning Council of Greater Victoria

We have reviewed the statement of financial position of the Community Social Planning Council of Greater Victoria (the "Society") as at March 31, 2017 and the statements of operations and changes in net assets and cash flows for the year then ended. Our review was made in accordance with Canadian generally accepted standards for review engagements and accordingly consisted primarily of enquiry, analytical procedures and discussion related to information supplied to us by the Society.

A review does not constitute an audit and consequently we do not express an audit opinion on these financial statements.

Based on our review, nothing has come to our attention that causes us to believe that these financial statements are not, in all material respects, in accordance with Canadian accounting standards for not-for-profit organizations.



Victoria, B.C.
July 14, 2017

DICKSON DUSANJ & WIRK
Chartered Professional Accountants

Community Social Planning Council of Greater Victoria


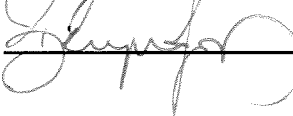
Statement of Financial Position (Unaudited)

As at March 31, 2017 with comparative figures for 2016

	2017 \$	2016 \$
Assets		
Current:		
Term deposits	-	69,000
Accounts receivable	42,742	65,691
Government remittances receivable	1,418	1,769
Prepaid expenses and deposits	4,020	4,989
	<u>48,180</u>	<u>141,449</u>
Equipment (Note 3)	435	-
Total assets	<u>48,615</u>	<u>141,449</u>
Liabilities		
Current:		
Bank indebtedness (Note 4)	16,279	63,162
Demand bank loan (Note 5)	42,750	-
Accounts payable and accrued liabilities	73,249	21,658
Deferred grant revenue	20,000	60,000
Total liabilities	<u>152,278</u>	<u>144,820</u>
Net Assets		
Restricted Programs and Projects Fund	-	(3,510)
Internally restricted	-	68,000
Unrestricted	(103,663)	(67,861)
Total net assets	<u>(103,663)</u>	<u>(3,371)</u>
Total liabilities and net assets	<u>48,615</u>	<u>141,449</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 (Unaudited)

Year ended March 31, 2017 with comparative figures for 2016

	Operating \$	Programs \$	2017 \$	2016 \$
Revenue				
Grants and contributions	140,628		140,628	354,746
Service contracts	145,892		145,892	153,877
Donations and memberships	7,752		7,752	7,210
Interest and other income	17,769		17,769	75,853
BC Transit Ticket Assistance Program		178,604	178,604	178,925
Total income	312,041	178,604	490,645	770,611
Expenses				
Contractors and professional fees	130,099		130,099	230,392
Insurance	2,665	363	3,028	3,059
Interest and bank charges	7,139	974	8,113	5,291
Memberships and licenses	896	122	1,018	1,225
Office and other operating expenses	7,578	2,564	10,142	12,325
Program expense	39,485	4,555	44,040	26,165
Rent	29,149	3,975	33,124	36,501
Travel	7,633		7,633	7,528
Wages and employee benefits	187,689	22,947	210,636	347,688
BC Transit Ticket Assistance Program		143,104	143,104	146,043
Total expenses	412,333	178,604	590,937	816,217
(Deficiency) of revenues over expenses	(100,292)	-	(100,292)	(45,606)

The accompanying notes are an integral part of these financial statements

Community Social Planning Council of Greater Victoria

Statement of Changes in Net Assets
(Unaudited)

Year ended March 31, 2017 with comparative figures for 2016	Restricted Programs and Projects Fund	Internally Restricted	Unrestricted	Total 2017	Total 2016
Balance, beginning of year	(3,510)	68,000	(67,861)	(3,371)	42,235
(Deficiency) of revenues over expenses	-	-	(100,292)	(100,292)	(45,606)
Transfers	3,510	(68,000)	64,490	-	
Balance, end of year	-	-	(103,663)	(103,663)	(3,371)

The accompanying notes are an integral part of these financial statements

Community Social Planning Council of Greater Victoria

Cash Flow Statement

(Unaudited)

Year ended March 31, 2017 with comparative figures for 2016

	2017 \$	2016 \$
Operating activities		
(Deficiency) of revenue over expenses	(100,292)	(45,606)
Items not involving cash:		
Amortization	217	1,029
	<u>(100,075)</u>	<u>(44,577)</u>
Cash provided by (used in) non-cash working capital:		
Accounts receivable	22,949	4,330
Government remittance receivable	351	(1,769)
Government remittances payable	-	(1,893)
Prepays	969	3,973
Accounts payable and accrued liabilities	51,591	(27,850)
Deferred grant revenue	(40,000)	60,000
	<u>(64,215)</u>	<u>(7,786)</u>
Total cash flows (used in) operating activities		
Cash flows (used in) investing activities		
Purchase of equipment	(652)	-
Cash flows from financing activities		
Demand bank loan	42,750	-
(Decrease) in cash and term deposits	(22,117)	(7,786)
Cash and term deposits, beginning of year	5,838	13,624
Cash, end of year	(16,279)	5,838
Cash and term deposits consists of:		
Cash (bank indebtedness)	(16,279)	(63,162)
Term deposits	-	69,000
	<u>(16,279)</u>	<u>5,838</u>

The accompanying notes are an integral part of these financial statements

Community Social Planning Council of Greater Victoria

Notes to the Financial Statements

(Unaudited)

Year ended March 31, 2017 with comparative figures for 2016

1. Status and Nature of Operations

The Community Social Planning Council of Greater Victoria (the "Society") is incorporated under the Society Act (British Columbia) and 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

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

(a) 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.

(b) 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.

(c) 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 hardware	3 years
Computer software	3 years

(d) 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.

Community Social Planning Council of Greater Victoria

Notes to the Financial Statements

(Unaudited)

Year ended March 31, 2017 with comparative figures for 2016

2. Summary of Significant Accounting Policies (continued)

(e) Financial Instruments

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

3. Equipment

	2017		2016	
	Cost	Accumulated Amortization	Cost	Accumulated Amortization
	\$	\$	\$	\$
Computer hardware	11,907	11,907	11,907	11,907
Computer software	652	217	-	-
	<u>12,559</u>	<u>12,124</u>	<u>11,907</u>	<u>11,907</u>
Less: Accumulated amortization	<u>12,124</u>		<u>11,907</u>	
Net Book Value	<u>435</u>		<u>-</u>	

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, 2017 a balance of \$16,279 is outstanding.

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, 2017 a balance of \$42,750 is outstanding.

Community Social Planning Council of Greater Victoria

Notes to the Financial Statements

(Unaudited)

Year ended March 31, 2017 with comparative figures for 2016

6. Financial Risks and Concentration of Risks

The Society actively manages the risks that arise from its use of financial instruments, including liquidity, credit and market risk. The Society adheres to an investment policy that outlines the objectives, constraints, and parameters related to its investing activities. The Society does not utilize derivatives or other off-balance sheet instruments, nor does the Society engage in hedging transactions.

(a) *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.

(b) *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 accounts receivable are not concentrated with any single party. There have been no significant changes in the company's credit risk exposure from the prior year.

(c) *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.

(d) *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.

Community Social Planning Council of Greater Victoria

Notes to the Financial Statements

(Unaudited)

Year ended March 31, 2017 with comparative figures for 2016

7. 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>Year</u>	<u>\$ Amount</u>
2018	15,390
2019	16,159
2020	16,929
2021	17,699
2022	18,468

8. Correction of Prior Period Error

During the year the company corrected an error that occurred in the prior year. It was discovered that a grant received should have been deferred in the 2016 year end and recognized as income in the 2017 year end instead. Income for 2016 has been reduced by \$60,000, opening net assets as been adjusted and the amount has been recognized in the current year income.

9. Comparative Figures

The comparative figures have been reclassified to conform with the current year presentation.