

Financial Statements of

**COMMUNITY SOCIAL PLANNING COUNCIL
OF GREATER VICTORIA**

Year Ended March 31, 2013

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, 2013 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 28, 2012

DICKSON DUSANJ & WIRK
Chartered Accountants

COMMUNITY SOCIAL PLANNING COUNCIL OF GREATER VICTORIA

STATEMENT OF FINANCIAL POSITION

(Unaudited)	March 31, 2013 \$	March 31, 2012 \$	April 1, 2011 \$
ASSETS			
Current Assets:			
Cash	82,430	60,279	45,804
Term deposits	73,127	122,269	76,412
Accounts receivable	53,469	34,030	41,793
Government remittances receivable	4,551	5,317	4,245
Prepaid expenses and deposits	3,354	3,056	3,331
	<u>216,931</u>	<u>224,951</u>	<u>171,585</u>
Property and equipment <i>(Note 3)</i>	2,913	4,508	2,000
	<u>219,844</u>	<u>229,459</u>	<u>173,585</u>
LIABILITIES			
Current Liabilities:			
Account payable	14,667	8,807	9,396
Deferred revenue	-	34,167	15,000
	<u>14,667</u>	<u>42,974</u>	<u>24,396</u>
NET ASSETS			
Restricted Programs and Projects Fund <i>(Note 4)</i>	69,261	12,442	38,147
Internally restricted <i>(Note 5)</i>	68,000	68,000	47,462
Investment in property and equipment	2,913	4,508	2,000
Unrestricted	65,003	101,535	61,580
	<u>205,177</u>	<u>186,485</u>	<u>149,189</u>
	<u>219,844</u>	<u>229,459</u>	<u>173,585</u>

COMMITMENTS *(Note 10)*

Approved by the Directors:

_____ Director

_____ Director

See accompanying notes

COMMUNITY SOCIAL PLANNING COUNCIL OF GREATER VICTORIA

STATEMENT OF OPERATIONS

FOR THE YEAR ENDED MARCH 31, (Unaudited)	Unrestricted Core Operating Fund	Programs and Projects Fund	2013 \$	2012 \$
REVENUE				
United Way	44,080	-	44,080	17,699
Municipalities <i>(Note 6)</i>	40,557	-	40,557	58,801
Foundations	170,135	-	170,135	107,841
Government	-	-	-	26,000
Other business grants	30,000	-	30,000	49,000
Other Income	44,558	-	44,558	20,549
Research Contracts	28,652	-	28,652	96,591
Donations and memberships	5,894	-	5,894	8,363
Interest	1,428	-	1,428	1,314
BC Transit Ticket Assistance Program	-	166,166	166,166	153,123
Capital Region - Food and Agriculture Roundtable	-	154,279	154,279	79,032
Association of Family Servicing Agencies Projects	-	183	183	3,005
Community Investment Fund Project	-	55,424	55,424	-
TOTAL REVENUE	365,303	376,051	741,354	621,318
EXPENSES				
Operations:				
Salaries, wages and benefits <i>(Note 7)</i>	221,650	-	221,650	218,815
Administration	24,895	-	24,895	18,461
Programs	122,207	-	122,207	76,516
Overhead	31,739	-	31,739	30,824
Amortization	2,940	-	2,940	3,541
BC Transit Ticket Assistance Program	-	166,166	166,166	173,789
Capital Region - Food and Agriculture Roundtable	-	120,613	120,613	56,244
Association of Family Servicing Agencies Projects	-	2,908	2,908	5,832
Community Investment Fund Project	-	29,545	29,545	-
TOTAL EXPENSES	403,431	319,232	722,662	584,022
EXCESS (DEFICIENCY) OF REVENUE REVENUE OVER EXPENSES	(38,127)	56,819	18,692	37,296

See accompanying notes

COMMUNITY SOCIAL PLANNING COUNCIL OF GREATER VICTORIA

Statement of Changes in Net Assets

FOR THE YEAR ENDED MARCH 31, (Unaudited)	Restricted Programs and Projects Fund (Note 4)	Internally Restricted (Note 5)	Investment in Property and Equipment	Unrestricted	Total 2013	Total 2012
BALANCE, beginning of year	12,442	68,000	4,508	101,535	186,485	149,189
EXCESS (DEFICIENCY) OF REVENUES REVENUE OVER EXPENSES	56,819	-	(2,940)	(35,187)	18,692	37,296
INTERFUND TRANSFERS <i>(Note 8)</i> Equipment purchase	-	-	1,345	(1,345)	-	-
BALANCE, end of year	<u>69,261</u>	<u>68,000</u>	<u>2,913</u>	<u>65,003</u>	<u>205,177</u>	<u>186,485</u>

See accompanying notes

COMMUNITY SOCIAL PLANNING COUNCIL OF GREATER VICTORIA

STATEMENT OF CASH FLOW

FOR THE YEAR ENDED MARCH 31, (Unaudited)	2013 \$	2012 \$
OPERATING ACTIVITIES		
Deficiency of revenue over expenses	18,692	37,296
Items not involving cash:		
Amortization	2,940	3,541
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	21,632	40,837
Cash provided by (used in) non-cash working capital:		
Accounts receivable	(19,439)	7,764
Government remittances receivable	766	(1,073)
Prepays	(298)	275
Accounts payable and accrued liabilities	5,860	(589)
Deferred revenue	(34,167)	19,167
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TOTAL CASH FLOWS (USED IN) FROM OPERATING ACTIVITIES	(25,646)	66,381
CASH FLOWS FROM (USED IN) INVESTING ACTIVITIES		
Purchase of property and equipment	(1,345)	(6,049)
Decrease (increase) in term deposits	49,142	(45,857)
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TOTAL CASH FLOWS FROM (USED IN) INVESTING ACTIVITIES	47,797	(51,906)
INCREASE IN IN CASH AND SHORT-TERM DEPOSITS	22,151	14,475
CASH, beginning of year	60,279	45,804
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CASH, end of year	82,430	60,279
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See accompanying notes

COMMUNITY SOCIAL PLANNING COUNCIL OF GREATER VICTORIA

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED MARCH 31, 2013

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.

The Core Operating Fund accounts for the Society's general operations and administrative activities. The Programs and Projects Fund accounts for restricted contributions that are to be used for specific projects.

Contributions for restricted funds are recognized as revenue in the restricted funds in the year received or receivable. Any restricted contributions related to general operations are recognized as revenue in the Operating Fund in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue of the Core Operating Fund in the year received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. 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) Property and equipment

Property and equipment are recorded at contributed value. Property and equipment are amortized over their estimated useful life on a straight-line basis using the following annual rates:

Computer Hardware	3 years
Furniture and equipment	5 years
Computer software	2 years

COMMUNITY SOCIAL PLANNING COUNCIL OF GREATER VICTORIA

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED MARCH 31, 2013

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

(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.

(e) Financial Instruments

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

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

(f) Conversion to Canadian Accounting Standards for Not-For-Profit Organizations

Commencing with the 2013 fiscal year, the Society has adopted Canadian accounting standards for not-for-profit organizations issued by the Accounting Standards Board. These financial statements are the first financial statements for which the Society has applied Canadian accounting standards for not-for-profit organizations, which have been applied retrospectively.

The conversion to the Canadian accounting standards for not-for-profit organizations on April 1, 2011 did not result in adjustments to previously reported assets, liabilities or fund balances of the Society, and accordingly no adjustments have been recorded in the comparative statement of financial position, statement of operations, statement of changes in fund balances, or statement of cash flows.

3. PROPERTY AND EQUIPMENT

	2013		2012	
	Cost	Accumulated Amortization	Cost	Accumulated Amortization
	\$	\$	\$	\$
Computer hardware	8,819	5,906	7,474	2,966
Furniture and equipment	-	-	3,837	3,837
Computer software	-	-	4,709	4,709
	17,365	14,152	16,020	11,512
Less: Accumulated Amortization	14,452		11,512	
Net Book Value	2,913		4,508	

COMMUNITY SOCIAL PLANNING COUNCIL OF GREATER VICTORIA

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED MARCH 31, 2013

4. RESTRICTED PROGRAMS AND PROJECTS FUND

Restricted programs and projects funds are comprised of the following projects:

	2013	2012
	\$	\$
Capital Region – Food and Agriculture Roundtable	43,382	9,717
Association of Family Serving Agencies	-	2,725
Community Investment Fund	<u>25,879</u>	-
	<u>69,261</u>	<u>12,442</u>

5. INTERNALLY RESTRICTED

The Society has a policy to hold a minimum of three months' operating expenses in reserve in the event that a decision is taken to wind down operations. In accordance with this policy, the Board of Directors has internally restricted \$68,000 (2012 - \$68,000) of the net assets. This restricted amount is not available for other purposes without the approval of the Board of Directors. The restricted amount can change with board approval in response to increases in operating expenses.

6. GRANTS FROM MUNICIPALITIES

The Society received grants from the municipalities of Victoria, Oak Bay, Saanich and Esquimalt.

7. SALARIES, BENEFITS AND WAGES

Salary, wages, and benefits expense are allocated between the operating fund and program and project activities based on actual time spent by staff. Total gross salaries, wages and benefits incurred during the year were \$336,036 (2012 - \$295,576), with a total of \$114,386 (2012 - \$76,161) allocated to program and project activities.

8. INTERFUND TRANSFERS

\$1,345 from the Unrestricted Core Operating Fund to the Capital Asset Fund for the purchase of computer equipment was transferred in the year.

9. FINANCIAL INSTRUMENTS AND RISK

The Society actively manages the risks that arise from its use of financial instruments, including liquidity, credit, market, interest rate, currency, and equity price risk. The Society does not utilize derivatives or other off-balance sheet instruments, nor does the Society engage in hedging transactions.

COMMUNITY SOCIAL PLANNING COUNCIL OF GREATER VICTORIA

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED MARCH 31, 2013

9. FINANCIAL INSTRUMENTS AND RISK (continued)

(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.

(b) *Credit Risk*

The Society does not face significant credit risk exposure. The fair value of items that meet the definition of financial instruments approximate their carrying values. These items include term deposits and accounts receivable.

(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.

(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.

10. COMMITMENTS

In fiscal 2011 the Society signed a premises lease with Royal Oak Shopping Centre Ltd. for new premises at 203-4475 Viewmont Ave. The lease commenced on October 1, 2010 and terminates on September 30, 2015. The Society also has a four year term telephone equipment lease commencing August 1, 2007.

Summary of minimum lease payments until expiry of contracts:

2014	\$18,722
2015	\$19,257
2016	\$ 9,629

11. COMPARATIVE FIGURES

The comparative figures have been reclassified where applicable in order to conform to the presentation adopted in the current year.