

**SUPPLEMENTARY INFORMATION for  
COMMUNITY GRANT APPLICATIONS  
2020 April 06 Open Council Meeting**

	<b>2020 BUDGETS</b>	<b>2020 APPROVED EXPENDITURES</b>
Community Grants – Programs	\$300,000	\$9,800*
Community Grants – Operating Costs	\$100,000	\$13,000

\*The amount does not include an in-kind green fee waiver awarded to Nikkei Seniors Health Care & Housing Society for their 2020 May 29 Golf Tournament and Fundraiser. Staff will follow-up with the applicant regarding potential event postponement or cancellation.

**COMMUNITY GRANTS:**

- #20.10. Cameray Child and Family Services (pg.1)
- #20.11. My Artist's Corner (MAC) Society, BC (pg.16)
- #20.12. and #20.13. Burnaby Neighbourhood House Society (pg. 29)

**From:** Tracey Rusnak <[tracey.rusnak@cameray.ca](mailto:tracey.rusnak@cameray.ca)>  
**Sent:** March-05-20 12:28 PM  
**To:** Clerks <[Clerks@burnaby.ca](mailto:Clerks@burnaby.ca)>  
**Subject:** Community Grant Application

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Dear Executive Committee of Council,

Please find attached the Burnaby Early Childhood Development (ECD) Table's Community Grant Application for a \$15,000.00 2020-2021 Programming Grant for Burnaby-wide ECD programs and events.

Cameray Child & Family Services, a Burnaby-based non-profit community services agency and active member of the ECD Table, is applying for this grant on behalf of the Table. Please note that the attached audited Financial Statements, as required, are those of Cameray Child & Family Services. The operating budget in the application is that of the ECD Table, which is a coalition of community agencies and organizations.

We were grateful to receive an Operating Grant from the City of Burnaby for \$8,000 in February 2020 for Table Coordination. This grant application is to support the programs and events organized by the Burnaby ECD Table.

Thank you for this opportunity and for your consideration,

Tracey Rusnak  
Executive Director

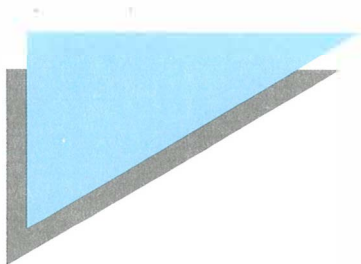


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We acknowledge that our programs are located on the unceded traditional territories of the Coast Salish peoples, including territories of the Tsleil-waututh, Squamish, Stolo, Qayqayt, and Musqueam Nations.

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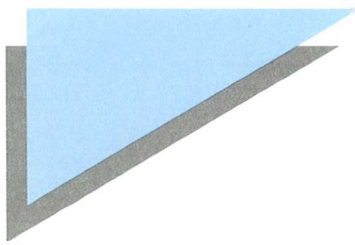


**Vohora** LLP  
*CPAs & Business Advisors*

**CAMERAY COMMUNITY FUND**

**Financial Statements**

**Year Ended December 31, 2018**



**Vohora** LLP  
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## INDEPENDENT AUDITOR'S REPORT

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To the Members of Cameray Community Fund

### *Report on the Financial Statements*

#### *Opinion*

We have audited the financial statements of Cameray Community Fund (the Organization), which comprise the statement of financial position as at December 31, 2018, and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Organization as at December 31, 2018, 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.

#### *Basis for Opinion*

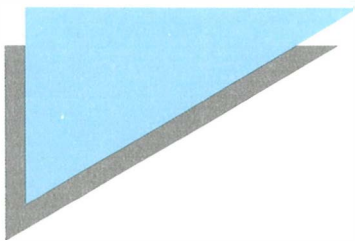
We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Organization in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with those requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### *Responsibilities of Management and Those Charged with Governance for the Financial Statements*

Management is responsible for the preparation and fair presentation of the 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.

In preparing the financial statements, management is responsible for assessing the Organization's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Organization's financial reporting process.



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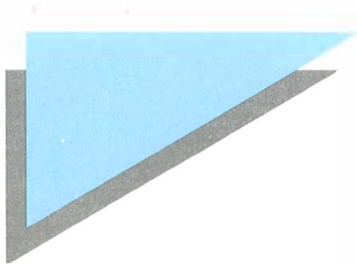
## INDEPENDENT AUDITOR'S REPORT (continued)

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### *Auditor's Responsibilities for the Audit of the Financial Statements*

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Organization's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Organization to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.



**Vohora** LLP

*CPAs & Business Advisors*

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**INDEPENDENT AUDITOR'S REPORT (continued)**

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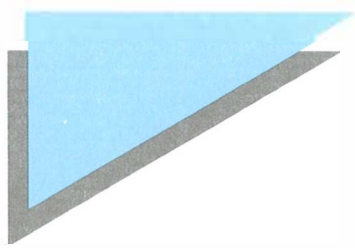
We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

*Report on Other Legal and Regulatory Requirements*

As required by the British Columbia Societies Act, we report that, in our opinion, the Society's financial statements have been prepared following Canadian accounting standards for not-for-profit organizations.

Vancouver, BC  
March 6, 2019

*Vohora LLP*  
Chartered Professional Accountants

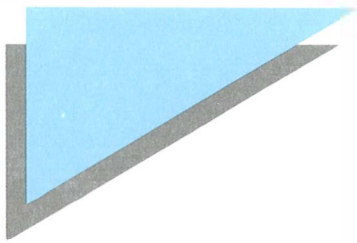


**Vohora** LLP  
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**CAMERAY COMMUNITY FUND**  
**Statement of Revenues and Expenditures**  
**Year Ended December 31, 2018**

	2018	2017
<b>REVENUE</b>		
Government grants	\$ 1,584,364	\$ 1,473,543
Donations	59,066	67,479
Interest income	59,901	2,956
Other revenue	92,299	117,167
Volunteered services	28,472	42,912
	<u>1,824,102</u>	<u>1,704,057</u>
<b>EXPENSES</b>		
Accounting and audit fees	7,783	6,406
Advertising and promotion	2,655	6,009
Amortization	11,015	8,430
Board and accreditation costs	5,000	11,279
Clinic costs	12,514	11,702
Contracted service	40,350	45,170
Interest and bank charges	133	377
Meetings and conventions	5,048	8,261
Municipal pension plan	60,408	57,384
Office	8,658	9,155
Program insurance	4,216	4,111
Program supplies	67,824	72,184
Rent	175,410	164,727
Salaries - employees	1,331,886	1,300,295
Staff development	5,691	5,864
Telephone	11,786	12,110
	<u>1,750,377</u>	<u>1,723,464</u>
<b>EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES</b>	<u>\$ 73,725</u>	<u>\$ (19,407)</u>

See notes to financial statements



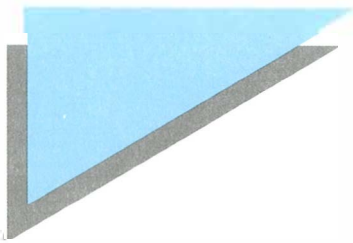
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*CPAs & Business Advisors*

**CAMERAY COMMUNITY FUND**  
**Statement of Changes in Net Assets**  
**Year Ended December 31, 2018**

	2018	2017
<b>NET ASSETS - BEGINNING OF YEAR</b>	\$ 369,294	\$ 388,701
<b>EXCESS OF REVENUE OVER EXPENSES</b>	<u>73,725</u>	<u>(19,407)</u>
<b>NET ASSETS - END OF YEAR</b>	<u>\$ 443,019</u>	<u>\$ 369,294</u>

See notes to financial statements



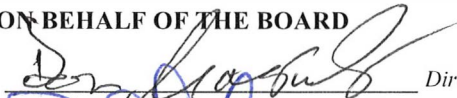



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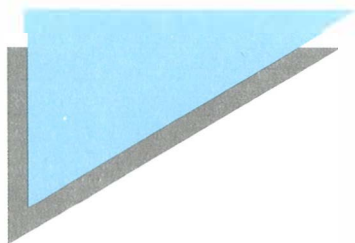
**CAMERAY COMMUNITY FUND**  
**Statement of Financial Position**  
**December 31, 2018**

	2018	2017
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash (Note 4)	\$ 313,162	\$ 460,910
Term deposits (Note 5)	262,330	583,262
Accounts receivable	2,450	2,199
Interest receivable	2,709	6,238
Goods and services tax recoverable	2,299	2,522
Prepaid expenses	3,859	743
	<u>586,809</u>	<u>1,055,874</u>
TERM DEPOSITS (Note 5)	583,868	-
CAPITAL ASSETS (Note 6)	<u>38,039</u>	<u>42,069</u>
	<u>\$ 1,208,716</u>	<u>\$ 1,097,943</u>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT</b>		
Accounts payable and accrued liabilities (Note 7)	\$ 112,196	\$ 106,933
Deferred contributions (Note 8)	187,253	163,691
	<u>299,449</u>	<u>270,624</u>
ACCRUED EMPLOYEE BENEFITS	<u>466,248</u>	<u>458,025</u>
	<u>765,697</u>	<u>728,649</u>
NET ASSETS	<u>443,019</u>	<u>369,294</u>
	<u>\$ 1,208,716</u>	<u>\$ 1,097,943</u>

**ON BEHALF OF THE BOARD**

 Director  
 Director

See notes to financial statements



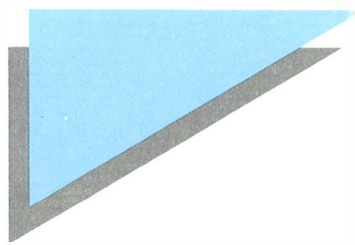
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**CAMERAY COMMUNITY FUND**

**Statement of Cash Flows**  
**Year Ended December 31, 2018**

	2018	2017
<b>OPERATING ACTIVITIES</b>		
Cash receipts from customers	\$ 1,787,512	\$ 1,690,094
Cash paid to suppliers and employees	(1,728,865)	(1,670,233)
Interest received	63,431	505
Interest paid	(129)	(377)
Goods and services tax	224	(488)
Cash flow from operating activities	<u>122,173</u>	<u>19,501</u>
<b>INVESTING ACTIVITIES</b>		
Purchase of capital assets	(6,985)	(42,736)
Addition of term deposits	<u>(583,868)</u>	<u>-</u>
Cash flow used by investing activities	<u>(590,853)</u>	<u>(42,736)</u>
<b>DECREASE IN CASH FLOW</b>	<b>(468,680)</b>	<b>(23,235)</b>
Cash - beginning of year	<u>1,044,172</u>	<u>1,067,407</u>
<b>CASH - END OF YEAR</b>	<b>\$ 575,492</b>	<b>\$ 1,044,172</b>
<b>CASH CONSISTS OF:</b>		
Cash	\$ 313,162	\$ 460,910
Term deposits	<u>262,330</u>	<u>583,262</u>
	<u>\$ 575,492</u>	<u>\$ 1,044,172</u>

See notes to financial statements



## **CAMERAY COMMUNITY FUND**

### **Notes to Financial Statements**

**Year Ended December 31, 2018**

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#### **I. NATURE AND CONTINUANCE OF OPERATIONS**

Cameray Community Fund (the "organization") began its operations in 1972 as a division of a separate Not-for-Profit organization. The organization was incorporated as its own legal entity under the British Columbia Society Act on March 1, 1983. As a community-based agency, it is committed to strengthening individuals and families through a spectrum of services including counselling, education, outreach and advocacy. The organization is a fully accredited charity by the Council on Accreditation and as such, is not subject to taxes under S.149(1)(f) of the Income Tax Act. To maintain charitable status, the organization must meet its annual disbursement quota as set by the Canada Revenue Agency.

The ability of the organization to continue as a going concern is dependent upon funding from the Ministry of Children and Family Development (MCFD). The funding received from the MCFD accounts for approximately 82% of the organization's revenue. Management is of the opinion that should this funding be cancelled the continued viability of the organization would be doubtful. Currently, there is nothing that indicates the funding will be cancelled and as such these financial statements have been prepared on the going concern basis.

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#### **2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

##### Basis of presentation

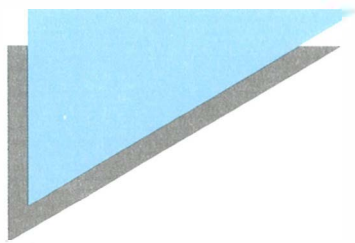
These financial statements are prepared in accordance with Accounting Standards for Not-for-Profit Organizations ("ASNFO"). All figures are presented in Canadian dollars.

##### Revenue recognition

- a) Government grants - The organization receives grants from various government organizations. All grants are approved over a fiscal period of April to March and are recognized monthly over the term of the grant.
- b) Donations - Donations are received from both individuals and corporations. The organization follows the deferral method of accounting for donations and as such if a restricted donation is received, it is deferred and amortized to income at the same rate as its related expense. If it is not restricted, the donation is recognized as income when received.
- c) Interest income - Interest is earned on the bank accounts and term deposits held by the organization and is recognized as earned.
- d) Other revenue - Other revenue is recognized when received or, if received for a specific project or purpose, when the related expenses are incurred.

*(continues)*

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**CAMERAY COMMUNITY FUND**

**Notes to Financial Statements**

**Year Ended December 31, 2018**

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2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Volunteered services

Volunteers contribute to assist the organization in carrying on its operations. The fair market value of these services are tracked by the organization and accordingly are recognized as a volunteered service revenue and salary expense. During the year, 40-45 separate volunteers assisted the organization contributing a total of 1,530.25 hours.

Cash and cash equivalents

Cash includes cash and cash equivalents. Cash equivalents consist of term deposits that are carried at cost and mature in one year or less.

Financial instruments

*Measurement of financial instruments*

The organization initially measures its financial assets and liabilities at fair value.

The organization subsequently measures all its financial assets and financial liabilities at amortized cost, except for any investments in equity instruments that are quoted in an active market that the company may hold, which are measured at fair value. Changes in fair value are recognized in deficiency of revenue over expenses.

Financial assets measured at fair value include cash, term deposits and interest receivable.

Financial assets measured at amortized cost include accounts receivable.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities, and accrued employee benefits.

The organization does not hold any financial instruments carried at fair value.

*Impairment*

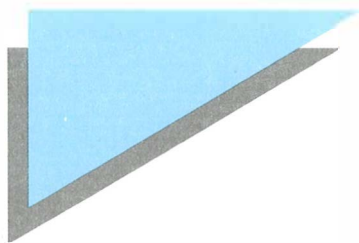
Financial assets measured at amortized cost are measured for impairment when there are indicators of impairment. The amount of the write-down is recognized in deficiency of revenue over expenses. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in deficiency of revenue over expenses.

*Transaction costs*

The organization recognizes its transaction costs in deficiency of revenue over expenses in the period incurred. However, financial instruments that will not be subsequently measured at fair value are adjusted by the transaction costs that are directly attributable to their origination, issuance or assumption.

*(continues)*

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**CAMERAY COMMUNITY FUND**

**Notes to Financial Statements**

**Year Ended December 31, 2018**

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2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Capital assets

Capital assets are stated at cost or deemed cost less accumulated amortization. Capital assets are amortized over their estimated useful lives on a declining balance basis at the following rates and methods:

Equipment	20% - 30%	declining balance method
Leasehold improvements	5 years	straight-line method

The organization regularly reviews its capital assets to eliminate obsolete items

Capital assets acquired during the year but not placed into use are not amortized until they are put into use.

Measurement uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

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3. FINANCIAL INSTRUMENTS

The organization's financial instruments consist of cash, term deposits, accounts receivable, interest receivable, accounts payable and accrued liabilities, and accrued employee benefits. Unless otherwise noted, it is management's opinion that the organization is not exposed to significant interest, currency or credit risks arising from these financial instruments. The fair value of these financial instruments approximate their carrying values, unless otherwise noted.

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4. RESTRICTED CASH

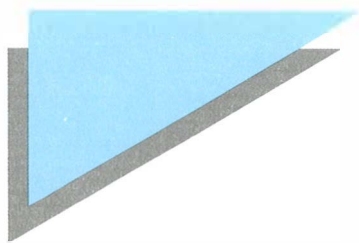
Included in cash is a cash account that the organization holds on the behalf of the Early Childhood Development Committee in the amount of \$7,640 (2017 - \$11,524), which offsets an accrued liability equal to the same amount included with accounts payable, see note 7. This restricted cash account is maintained as a current asset as it is offsetting a current liability.

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5. TERM DEPOSITS

To ensure the organization has sufficient cash on hand to offset all accrued contingencies, management has set aside a large amount of cash, which during the current year was invested in low-risk, interest bearing term deposits. In the current year, the organization purchased two 3-year GIC's which have a balance of \$583,868 as at December 31, 2018. These investments are presented as long term assets. The remainder of the term deposits in the amount of \$262,330 mature within one year and are therefore presented as current assets.

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**Vohora** LLP  
CPAs & Business Advisors

## CAMERAY COMMUNITY FUND

### Notes to Financial Statements

Year Ended December 31, 2018

#### 6. CAPITAL ASSETS

	Cost	Accumulated amortization	2018 Net book value	2017 Net book value
Equipment	\$ 38,128	\$ 26,739	\$ 11,389	\$ 7,219
Leasehold Improvements	41,000	14,350	26,650	34,850
	<u>\$ 79,128</u>	<u>\$ 41,089</u>	<u>\$ 38,039</u>	<u>\$ 42,069</u>

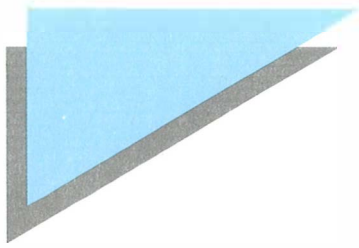
#### 7. ACCOUNTS PAYABLE

	2018	2017
Trade payables	\$ 33,070	\$ 23,279
Wages payable	59,034	60,622
Accrued accreditation expense	12,452	11,508
Funds held for Early Childhood Development	7,640	11,524
	<u>\$ 112,196</u>	<u>\$ 106,933</u>

#### 8. DEFERRED CONTRIBUTIONS

Deferred contributions consist of unamortized restricted contributions and contributions received that relate to the subsequent period. As at December 31, the following contributions have been listed as deferred:

	2018	2017
ACTS Program donations	\$ 18,443	\$ 10,015
Children First Grant funding	10,179	11,631
Corporate Grants funding	22,734	22,001
Fundraiser Workshop	8,927	22,425
General Grants	-	247
MCFD	71,055	65,850
Orbis Donation for Technology	40,691	-
PSSG	418	16,993
Success by Six	10,042	3,781
Victim Services	2,437	10,748
Youth Consent	2,327	-
	<u>\$ 187,253</u>	<u>\$ 163,691</u>



**CAMERAY COMMUNITY FUND**

**Notes to Financial Statements**

**Year Ended December 31, 2018**

**9. ACCRUED EMPLOYEE BENEFITS**

Accrued employee benefits consist of accrued vacation, sick and severance pay. Under the collective bargaining agreement the organization has with its employees, the employees accrue severance pay over the term of their employment. For all employees, one week severance is earned after a three month probationary period and one week per year of employment thereafter up to a maximum of eight weeks.

Management earns one month severance for each year of service provided to the organization.

As at December 31, the following amounts have been accrued for holiday pay, sick leave and severance pay:

**Long Term**

Holiday and sick leave	\$	<b>113,033</b>	\$	115,618
Severance		<b>353,215</b>		342,407
	\$	<b>466,248</b>	\$	458,025

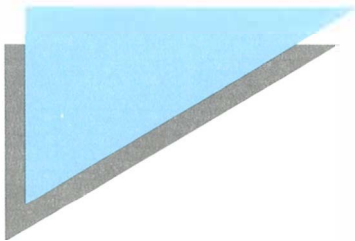
As a risk reduction strategy, management ensures there is sufficient cash available to cover this cost by holding term deposits in excess of this accrual.

**10. MUNICIPAL PENSION PLAN**

The organization and its employees contribute to the Municipal Pension Plan (the Plan), a jointly trusted pension plan. The Board of Trustees, representing plan members and employers, is responsible for overseeing the management of the plan, including investment of the assets and administration of benefits. The Plan is a multi-employer contributory defined benefit pension plan with about 150,000 active members and approximately 54,000 retired members.

Every three years an actuarial valuation is performed to assess the financial position of the Plan and the adequacy of plan funding. The most recent valuation as at December 31, 2015 indicated a surplus of \$2,224 million for basic pension benefits. \$297 million is required to maintain the contribution rate at the current average rate of 19.57% and the balance of \$1,927 million is to be transferred to a contribution Rate Stabilization Account (RSA) within the Basic Account.

The next valuation will be as at December 31, 2021.



**CAMERAY COMMUNITY FUND**

**Notes to Financial Statements**

**Year Ended December 31, 2018**

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**11. LEASE COMMITMENTS**

The organization has two premises and both are paid with a long term lease: suite 102 and 203. The lease for suite 102 and 203 in South Burnaby will expire on December 31, 2022. The lease contains renewal options. Future minimum lease payments as at December 31, 2018 are as follows:

2019	\$	165,684
2020		165,684
2021		165,684
2022		165,684
		<hr/>
	\$	662,736

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**12. DISCLOSURES REQUIRED UNDER THE SOCIETIES ACT**

On November 28, 2016 the new British Columbia Societies Act came in force. Included in the new Act is a requirement to disclose the remuneration paid to all directors, the ten highest paid employees and all contractors who are paid at least \$75,000 annually.

During the year, the Society paid \$91,729 in remuneration, which included wages and benefits, to one employee.

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**13. CAPITAL DISCLOSURES**

The organization's objective when managing capital is to safeguard its ability to continue providing the various programs and services to the community; therefore, it strives to hold sufficient unrestricted net assets to enable it to withstand unexpected financial events.

The organization maintains sufficient liquidity to meet its obligations as they become due.

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**14. COMPARATIVE FIGURES**

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

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My Artist's Corner Society, BC  
Budget Schedule

20.11.

	Actual	Semi-Actual/ Semi-Anticipated	Budgeted	Comments
	April 2018 to March 2019	April 2019 to March 2020	April 2020 to March 2021	
<b>Revenue</b>	\$	\$	\$	
Art sales	2,918.00	1,303.49	1,315.00	
Fundraising Events	1,562.00	2,271.34	1,951.00	
Membership fees	4,045.00	4,050.00	4,050.00	
<b>GRANTS</b>				
Community Gaming Grant		2,000.00	17,909.55	
Canadian Mental Health Association	600.00	1,163.27	950.00	
Festival Burnaby	972.00	1,972.00	1,000.00	
City of Burnaby	-	5,000.00	5,000.00	
Fraser Health Authority	12,000.00	8,712.00	-	
Beacon Unitarian Church			1,750.00	
Rotary	2,430.00	-	-	no further grants
<b>In kind support</b>				
Labour	17,950.00	8,975.00	8,975.00	see schedule
Material	4,834.00	2,417.00	2,417.00	see schedule
<b>Total revenue</b>	<b>47,311.00</b>	<b>37,864.10</b>	<b>45,317.55</b>	
<b>Expenses</b>	\$	\$	\$	
Administration	2,364.00	2,337.22	1,800.00	
Program Expenses, includes outreach (shows)	9,738.40	9,900.64	9,275.00	
Salary Coordinator	11,777.00	13,680.72	22,500.00	
	23,879.40	25,918.58	33,575.00	
<b>In kind support</b>				
Labour	17,950.00	8,975.00	8,975.00	
Material	4,834.00	2,417.00	2,417.00	
<b>Total expenses</b>	<b>46,663.40</b>	<b>37,310.58</b>	<b>44,967.00</b>	
<b>Net income</b>	<b>647.60</b>	<b>553.52</b>	<b>350.55</b>	
Program cost excluding in kind support opportunity cost		23,879.40		
25% of program costs		5,969.85		
75% of program costs		17,909.55	Projected Gaming fund	

**My Artist's Corner Society, BC**  
**Financial Statements**  
**For the year ended March 31, 2019**

**My Artist's Corner Society, BC**  
**Financial Statements**  
**As of March 31, 2019**  
(Unaudited-see Notice to Reader)

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## **Notice to Reader**

On the basis of information provided by management, we have compiled the Statement of Financial Position for My Artist's Corner Society, BC as at March 31, 2019 and the Statement of Operations and Changes in Net Assets for the year then ended.

We have not performed an audit or a review engagement in respect of these financial statements and accordingly, we express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.

Chartered Professional Accountant  
Burnaby, British Columbia  
May 21, 2019

**My Artist's Corner Society, BC**  
**Statement of Financial Position**  
**(Unaudited - See Notice to Reader)**  
**As at March 31, 2019**

	<b>2019</b>	<b>2018</b>
<b>Assets</b>		
Cash	\$ 668	\$ 2,057
Accounts Receivable	300	30
Art Supplies Inventory	1,705	-
Prepays	968	42
Property and Equipment (note 3)	1,373	891
	<u><b>\$ 5,013</b></u>	<u><b>\$ 3,020</b></u>
<b>Liabilities</b>		
Accounts payable and accrued liabilities	\$ 675	\$ 114
Payroll Liabilities	57	-
	<u>733</u>	<u>114</u>
<b>Fund Balances</b>		
General Fund	975	2,138
Externally Restricted Endowment Fund	1,996	105
Deficiency	1,310	662
	<u>4,281</u>	<u>2,906</u>
	<u><b>\$ 5,013</b></u>	<u><b>\$ 3,020</b></u>

**My Artist's Corner Society, BC**  
**Statement of Operations**  
**(Unaudited - See Notice to Reader)**  
**For the year ended March 31, 2019**

	2019	2018
<b>Revenue</b>		
Membership fee	\$ 4,045	\$ 2,045
Member supply fee	-	2,041
Art Cards Sale	923	704
Art Sale	1,995	2,039
Special Event (note 4)	1,142	2,381
Donation	338	97
Storage Fee - FHA Assistance	600	600
Grant Revenue	15,482	2,430
Interest	1	3
	<u>24,527</u>	<u>12,340</u>
<b>Cost of Goods Sold</b>		
Art Cards Cost	529	602
Art Supplies Cost	1,459	2,430
Framing Cost	79	145
Art Work Sale Rebate	1,671	1,532
Freight	11	-
	<u>3,749</u>	<u>4,709</u>
<b>Gross Margin</b>	<u>20,778</u>	<u>7,631</u>
<b>Program Expenses</b>		
Advertising	174	60
Amortization	838	457
Association fee	398	318
Bad Debts	30	-
Bank Charges and Interest	403	183
Computer supplies	737	1,160
Courier & Postage	38	-
Honorarium fee	735	936
Instructional resource cost	96	88
Insurance	513	458
Legal Fees	40	40
Office supplies	105	201
Salaries	11,777	-
Special event	2,014	2,137
Storage	2,133	982
Volunteer recognition	-	241
Website	100	95

Total expenses	<u>20,130</u>	<u>7,356</u>
Deficiency (excess) of revenue over expenses for the year	<u>\$ 647</u>	<u>\$ 274</u>

**My Artist's Corner Society, BC**  
**Changes in Fund Balances**  
**(Unaudited - See Notice to Reader)**  
**For the year ended March 31, 2019**

	General Fund	Externally Restricted Fund	Deficit/ Excess	Total
Beginning excess (deficiency)	\$ 2,138	\$ 105	\$ 662	\$ 2,906
Deficiency (excess) of revenue over expenses	-	-	647	647
Endowment contributions	(1,163)	1,891	-	728
<b>Balance - March 31, 2019</b>	<b><u>\$ 975</u></b>	<b><u>\$ 1,996</u></b>	<b><u>\$ 1,310</u></b>	<b><u>\$ 4,281</u></b>



**My Artist's Corner Society, BC**  
**Statement of Cash Flows**  
**(Unaudited - See Notice to Reader)**  
**For the year ended March 31, 2019**

	<b>2019</b>	<b>2018</b>
Operating Income	\$ 647	\$ 274
Add: Depreciation and amortization	838	1,136
Net Income	<u>\$ 1,485</u>	<u>\$ 1,410</u>
<b>Cash flows from operating activities</b>		
Changes in non-cash working capital items		
Decrease (increase) in Accounts Receivable	(270)	(30)
Decrease (increase) in Prepaid Insurance	(926)	(42)
Decrease (increase) in Inventory	(1,705)	-
Increase (decrease) in Accounts Payable	562	(464)
Increase (decrease) in Payroll Liabilities	57	-
	<u>(797)</u>	<u>874</u>
<b>Cash Flows from investing activities</b>		
Computer Software	(1,319)	-
	<u>(1,319)</u>	
<b>Cash flows from financing activities</b>		
Grants Contributions	728	(328)
	<u>728</u>	<u>(328)</u>
<b>Increase (decrease) in cash during the year</b>	(1,389)	546
<b>Cash - Beginning of year</b>	2,057	1,510
<b>Cash - End of year</b>	<u><u>\$ 668</u></u>	<u><u>\$ 2,057</u></u>

# **My Artist's Corner Society, BC**

## **Notes to Financial Statements**

**(Unaudited - See Notice to Reader)**

### **1 Mission**

**MISSION:** To empower individuals to explore their artistic potential on their journey of mental health and wellness.

**VISION:** **Make art. Be well.**

Activities may include:

- a. To obtain funds in order to finance and promote the purposes of the society.
- b. To support the MAC program in providing: artist-grade materials & equipment for specified artistic techniques, a safe & welcoming space for creating art, classes led by artists, including MAC program members.
- c. To assist in skill development for artists (such as organization skills, personal presentation, marketing, or computer skills).
- d. To promote the artists and their work in the community.
- e. To advertise artistic presentations or sales, memberships, educational activities, or installations made through or under the auspices of the society.
- f. To provide and administer real estate to carry out the purposes of the society.

### **Basis of presentation**

These financial statements are prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

### **2 Significant accounting policies**

#### **Funds**

The General Fund reports the general operating activities of the Society.

#### **Revenue recognition**

The Society follows the deferral method of accounting for contributions. Restricted contributions from government grants, contracts and designated donations are deferred and recorded as revenue in the period in which the related expense is incurred. Restricted contributions relating to event specific donations and sponsorships are recognized in the statement of operations in the period in which the service has been provided. Other contributions are recognized as revenue when received or receivable. Endowment contributions are recognized as direct increases in fund balances when received.

#### **Property and equipment**

Property and equipment are recorded at cost and include computer equipment and software which are amortized over their expected useful lives (see below) on a straight-line basis.

Computer equipment and software    three years

**Allocation of expenses**

The Society engages in programs that empower individuals to explore their artistic potential on their journey of mental health and wellness. The costs of each program include direct costs as well as the costs of materials, administration and fundraising expenses related to providing the programs. The Society identifies the appropriate basis to allocate each component, and applies that basis consistently each year. Expenses are allocated based on direct cost incurred for each category.

# My Artist's Corner Society, BC

## Notes to Financial Statements

(Unaudited - See Notice to Reader)

### Use of estimates

The preparation of the financial statements in conformity with ASNPO requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingencies at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period.

### Financial instruments

The Society's financial instruments consist of cash, accounts receivable, accounts payable and accrued liabilities. Cash, accounts receivable, accounts payable and accrued liabilities are initially measured at fair value and subsequently carried as amortized cost.

### Taxes

The Society is a "tax exempt" organization as described in the Income Tax Act and, as such, is exempt from federal and provincial income taxes.

## 3 Property and Equipment

	2019		2018	
	Cost	Accum. Amort.	Net	Net
Computer software	\$ 1,319	\$ 381	\$ 938	\$ -
Computer equipment	2,685	2,251	434	891
	<u>\$ 4,005</u>	<u>\$ 2,632</u>	<u>\$ 1,373</u>	<u>\$ 891</u>

## 4 Special Event

	2019	2018
BBQ	\$ 150	\$ 319
Silent Auction	785	430
Show Income	89	1,633
Cloth Bag	15	-
Magnet	95	-
Poster	9	-
	<u>\$ 1,142</u>	<u>\$ 2,381</u>

## 5 Risk management

The Society does not have a significant concentration of currency risk, interest rate risk, market and other price risk, credit risk, and liquidity risk in any single party or group of parties. Management minimizes its exposure to liquidity risk by regularly monitoring cash flows.



## **My Artist's Corner**

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Burnaby V3N 4Z6

[myartistscorner.1@gmail.com](mailto:myartistscorner.1@gmail.com)

[myartistscorner.ca](http://myartistscorner.ca)

***Make art. Be well.***

2020 March 10

### **To address Grant Application Criteria & Guidelines**

Application from **My Artist's Corner Society, BC.**

Our program aligns with the Social Sustainability Plan by working to remove barriers for those living with disabilities. See the suggested action of 'supports, as appropriate and feasible, organizations striving to remove barriers.' Item 41 of the Burnaby Social Sustainability Strategy.

Annually, we have 40 participants in our program (90% of our members are Burnaby residents). Our Show at Shadbolt Centre for the Arts attracts 250-400 community members each year. Interaction with our participants is an important step in countering STIGMA surrounding mental health issues.

For some reason, I am not able to send the form to the President for signature, once I've added my signature we are not able to add anything further... Our President is on-board with this application and is in agreement with the requirements in the Declaration.

Respectfully

Teresa Morton

778.855.1704

**20.12. and 20.13.**



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## BURNABY NEIGHBOURHOOD HOUSE

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### Fund Development Plan 2019-20

BURNABY NEIGHBOURHOOD HOUSE SOCIETY  
4460 Beresford Street | Burnaby, BC | V5H 0B8

## **INTRODUCTION**

The Burnaby Neighbourhood House's (BNH) financial and fundraising documents were reviewed and analyzed in 2017-18. These documents include: printed material, fundraising letters, and financial statements since 2013/2014.

A spreadsheet was compiled that details fundraising revenue and expenses, other key data, and tracks percentage change from one year to the next (see attached).

The following report provides a summary of the quantitative findings, highlights potential areas of concern, and makes recommendations for the future.

BNH's revenue comes from 3 main streams: government grants, membership and program fees (earned revenue), and fundraising (unearned revenue). This updated plan focuses on unearned revenue, and addresses the following:

- Where funds came from last year
- What was done to obtain funds
- The strategies of obtaining the same or more funds for the following year
- How to increase funding from former sources and generate new funding from new sources

## **ORGANIZATIONAL OVERVIEW**

BNH was incorporated in 1996, making this the 23<sup>rd</sup> season.

The annual budget has increased incrementally since 2011/2012, from \$2.18 million to \$3.82 million in 2017/2018 (revenue).

Fundraising revenue as a percentage of total revenue has increased since 2013/2014, from 4.69% to 4.76%. The increasing fundraising revenue is encouraging, but a concerted effort needs to be made to continue increasing the organization's unearned revenue.

See enclosed "Development and Fundraising Analysis" (based on Audited Financial Statements) for more detail on past trends and analysis.

## **MEMBERSHIP, VOLUNTEERS AND COMMUNITY IMPACT**

Based on the 2017-18 Annual Report, BNH has impacted over 200,000 individuals in the community through various programs and outreach. A high percentage of these individuals face financial challenges. In welfare organizations, the key fundraising prospects are sponsorships and corporate donations, individuals who currently pay for services to the organization (preschool, daycare, etc.), and individuals who supports BNH's fundraising and community events.

Prior to 2016-17, fundraising messages (eg. Fundraising events, donor campaigns, etc) were not communicated to families with children in BNH's Preschool and SACC programs. A fundraising message was also given to Gala attendees for the first time at the 2017 Diamond Ball Gala. Most constituents might not know the full cost of a program or services – communicate the need.

## **FUND DEVELOPMENT OVERVIEW**

Fundraising includes individual giving (including fundraising letters), corporate sponsorship, foundation support, special events, and in-kind support.

### **Individual Giving**

The largest potential upside in fundraising is with individuals. Individual donors – especially annual donors – are future prospects for major gifts as well as legacy gifts (planned giving).

### **Fundraising Letters**

Annual or seasonal campaigns bring in new donors, are a way of maintaining current donors, a way to increase size of the gifts over time, and are a source of future major gifts.

In 2016-17, a formal campaign structure was established for the holiday season. Direct mail was used for existing donors and electronic campaigns were used for BNH's members and participants. A fiscal year-end campaign was also established in July and August, by sending letters and e-campaigns to donors who have not given yet in the fiscal year as well as BNH's members and participants.

In 2017-18, the same campaign structure was implemented for the holiday season. A 50/50 raffle took place as the fiscal year-end campaign, raising approximately \$6,500.

In 2018-19, a more aggressive holiday campaign was implemented – "Lights On" – raising the most funds than previous holiday campaigns. See the "Lights On" report for more details. A fiscal year-end campaign should be implemented – either peer-to-peer fundraising (eg. walkathon), or something similar.

The presentation and content of the letter is also important once a potential donor opens it. In addition to segmenting lists (eg. Current donor, lapsed donor, membership non-donor), there are some other steps that can be taken to increase the response rate – all related to personalizing the letter:

- Continue to personalize. Do not use "dear donor"
- For higher end donors, hand sign letters (don't use scanned signature)
- For those donors who are known, handwrite first names and add a personal note.
- Provide a business reply envelope, if possible. Donors shouldn't have to pay to give you money – or find a stamp. Make it easy as possible to donate.



The annual campaign should be a key source of undesignated revenue, so there's a need to increase the amount of money raised from existing donors, retain existing donors (that is, reduce the number of lapsed donors), and secure new donors.

### **Increasing Revenue from Existing Donors**

One way to increase revenue from existing donors is to ask the individual to increase their gift from the previous year, with a specific note in the letter. Donors could also be asked to increase from one giving category to the next.

It is recommended that the donor list be reviewed with an eye to those who could become major annual donors. A specific request could be sent to these individuals, or better yet a face-to-face meeting.

### **Donor Retention**

BNH has inconsistent data relating to lapsed donors. It is more expensive and more difficult to find new donors than retain the ones that you have.

Mailing at regular times each year will help with donor retention, especially if letters are followed up by phone calls (to be made by staff, volunteers and/or board). The response rate for those who are called will be greater than for those just contacted by letter.

Suggested mailing dates:

- End of November each year. It is worth noting in this letter that a gift made before December 31 will get them a tax receipt for the current year.
- End of July each year, before BNH's fiscal year end. This letter can be sent to anyone who you've already mailed and who has not yet given.

Response rate will increase if those who have not given receive a phone call after they receive a letter.

### **Lapsed Donors**

Lapsed donors require a different letter than one sent to current donors. Many organizations use the "we've missed you..." type of letter.

Follow up telephone calls would also be useful in securing donations from this group. As well, lapsed donors may have reasons for no longer donating that can be conveyed during the call and entered into the database.

### **New Donors**

Direct mail is the number one way to bring in new donors. Even organizations that are successful in minimizing the number of lapsed donors require new donors to replenish their list. Again, a different letter needs to be sent to current non-donors.

Some not-for-profits expand their prospect list by holding “friendraising” events. Invite people – such as friends of board members – to a small reception and talk about BNH. It would be ideal if BNH held one or two of these events in 2017/2018 – one in the fall and one in the spring.

BNH should get the names of invitees from board members approximately one month before the event so the organization can send out invitations. This will ensure you get the name of everyone and their contact information. It is essential to contact each person afterwards and ask if they could see themselves getting involved. And add them to the list to receive the next direct mail letter. It’s a way to attract potential donors as well as volunteers.

### **Monthly Donors**

Monthly donors are among an organization’s most loyal and they usually come out of direct mail fundraising initiatives. Monthly donors have a smaller attrition rate than other donors and they give more per year and for more years.

Make an effort to convert annual givers to monthly donors. Give this as an option in letter and on reply form (eg. as a P.S.). When phone calls are made the question about switching to monthly donations could also be posed.

Monthly donors are also the best legacy prospects for organizations. They have demonstrated their loyalty month after month, year after year.

It is important to steward monthly donors in relation to amount of their cumulative gift (see below regarding stewardship).

### **Major Gifts**

BNH currently doesn’t have donor level categories. In reviewing BNH’s donor list, the major donor category of annual donors should probably begin at \$500.

A strong individual donor base is a starting point for major donors. Each year identify those from the annual campaign who are likely major gift prospects. Securing a major gift takes time. Future major gifts represents a huge potential for growth. There are currently less than 5 major donors to BNH.

Consider all those who are currently giving \$250 or more as potential members of major donor group. Each of these donors needs to be called, met with, and asked to become a major donor. Lapsed donors whose last gift was \$250 or more are also potential major donors – but get them back as donors then work on moves management.

As well, major donors should be met with individually a minimum of once a year to steward. Depending on the person it may or may not be appropriate to ask them for a donation at this meeting.

For larger gifts face-to-face asks are essential. If you decide to send a fundraising letter this needs to be followed up with an individual meeting. And would suggest you put a line in the

letter that says you will call them in the next couple weeks to set up a meeting – and make sure you do it!

### **Thank You Letters**

It goes without saying that thanking donors goes a long way to retaining them. Ideally thank you letters with tax receipts should be mailed to donors within 48 hours – but definitely within one week. Thank you letters must be hand signed – and whenever feasible have a personal note as well.

The more warm and personal the thank you letter, the better. High-end donors should be telephoned as well. One role for board members could be to make these thank you calls.

### **Stewardship**

Stewardship is key to retaining donors, in particular at the higher end. It is important to contact your donors at some point during the year when you are not asking them for money. Let them know that they are an important part of the organization and its success.

A donor recognition event for renewed donors who give over \$100 and corporate sponsors is a great way to thank supporters. Suggested date: mid-September, after the fiscal year ends.

A comprehensive and well-executed stewardship program is part of a moves management strategy – eg. a way to encourage donors to increase their gifts year over year.

In addition to individually stewarding major donors, time permitting meeting with those who give \$250+ would be beneficial (time permitting). Connecting with donors engages them with an organization.

It is also important for individual donors to be properly recognized.

## **CORPORATE SUPPORT & SPONSORSHIP**

Corporate support has increased throughout these past 3 years, but it is one that can continue to grow. Using Grant Connect will help with prospecting for potential corporate sponsors. Relationships created by the Executive Director, Program Director, and staff, will also help.

## **FOUNDATIONS**

BNH currently receives some support from Foundations. As with Corporate Sponsorship, using Grant Connect will help with prospecting.

## **FUNDRAISING EVENTS**

The Diamond Ball Gala is the annual flagship fundraising event each season. The 2019 Diamond Ball Gala raised over \$65,000. There is also a secondary fundraising event for BNH's north site

as well – The Incredible Quest in 2017 and 2018. The 1<sup>st</sup> Annual Art Crawl will be taking place in September 2019.

## **PLANNED GIVING**

In order to have a planned giving program, it is first essential to have an individual donor base – and a donor base that you have a great deal of information about. Planned giving information is more relevant to some demographics than others.

Starting in 2016/2017 fiscal, the donation reply card included two checkboxes as a way to start looking for potential legacy donors.

1. Please send me information on leaving a gift in my will.
2. I have already left a gift to BNH in my will.

Having these check boxes is a first step, but careful attention needs to be paid to pledge forms so that this information is captured and entered into database. Note that if box #1 is checked, someone needs to call donors to discuss options. As well, a one-pager that outlines various planned giving options should be developed.

## **BOARD**

Going forward, it is essential to consider the willingness to fundraise when recruiting potential board members.

Fundraising needs to be integrated throughout the organization – and especially with the board. It is strongly recommended that all board members donate to the BNH. Some not-for-profits have a giving minimum but this is up to the organization. Ideally, all board members would be members of the major gift group. It demonstrates to external stakeholders that those closest to organization support it. Moreover, it is now a condition of some granting agencies that all board members must give in order to be eligible to request support.

All board members need to be engaged in some aspect of fundraising – beyond their individual gift. A suggestion would be for board members to make monthly thank you calls to recent donors.

Board members should also be asked about the possibility of their companies becoming a corporate sponsor. As well, board members should be asked if they have contacts at companies and foundations that have been identified as potential donors.

They will also be asked to buy and sell tickets for fundraising events (i.e. Diamond Ball Gala and IQ Event).

Board members will also be a key source of providing attendees for friendraising or peer-to-peer fundraising events.

Past board members should be encouraged to maintain their affiliation with the BNH. Past board members should also continue to be approached for donations.

The board has a fundraising committee whose role is to act as a liaison between the board and staff on all fundraising initiatives. The committee is also responsible for ensuring full board engagement in fundraising.

## **STAFF**

Building a culture of philanthropy can take time for an organization – especially if supporting fundraising events/initiatives have never been implemented or encouraged. It is essential for all new staff to understand the work their organization does for the community and for the organization to provide transparency in its financial structure and goals. Internal communication about funds raised also helps increase the culture of philanthropy in a workplace.

In December 2018, an Employee Giving Campaign (EGC) was introduced, encouraging staff to make a monthly monetary contribution to BNH. It is recommended to remind staff about the EGC annually.

## **WEBSITE/ON-LINE INITIATIVES**

The BNH's website can be used for a number of fundraising purposes – thanking sponsors, keeping people updated on activities, and to accept donations.

There is currently a donate section with a one-time donate button and a monthly donate button that links to Paypal.

There are several principles necessary for successful foot traffic to BNH's website and as a result, increase participation and donor giving. Key elements include:

- Accessibility. Is it easy for individuals to make a donation?
- Accountability. Having clear privacy statement and information on how donations have been used in the past (and will be used in the future).
- Education. Posting organizational information (manuals, documents, annual reports) -- anything that might add value for one or more groups of stakeholders.
- Community and Interaction. Offering users of the website the ability to interact with the organization in a variety of ways.

## **DATABASE**

BNH currently has Basic Funder as its Customer Relationship Management (CRM) software. It allows the BNH to track a multitude of information, including donor info, donor giving, and their relationships (personal or business). It is currently used as a tax receipt generator.

Donors/supporters who do not require a tax receipt are not in Basic Funder. Going forward, all incoming unearned revenue should be entered into Basic Funder.

As the donor giving list continues to grow and expand, Basic Funder would be able to track their donations, whether it is an annual donation or lapsed. It will allow staff to understand the donor's giving pattern and importantly, tailor the messaging to a segmented list.

## **GOALS FOR 2019-20**

See enclosed "Fundraising Goals 2019-20" for more details.

## **FUNDRAISING CALENDAR 2019-20**

Main events:

September 27 and 28	BNH Art Crawl
December 3 to December 31	Lights On Campaign/Employee Giving Campaign
End of February/Early March	Diamond Ball Gala
End of May/Early June	BNH Walkathon – Peer to peer fundraiser
July and August	Fiscal Year End Campaign – letter out to donors who gave last fiscal but have not given this fiscal

Letters of support for corporate donations, foundations will be submitted throughout the year.

**BURNABY NEIGHBOURHOOD HOUSE SOCIETY**  
**FINANCIAL STATEMENTS**  
**31 AUGUST 2019**

## **BURNABY NEIGHBOURHOOD HOUSE SOCIETY**

### **Financial Statements**

For the year ended 31 August 2019

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## INDEPENDENT AUDITORS' REPORT

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To the Directors,  
Burnaby Neighbourhood House Society

### Report on the Audit of the Financial Statements

#### Qualified Opinion

We have audited the financial statements of Burnaby Neighbourhood House Society, (the "Society") which comprise the statement of financial position as at 31 August 2019, and the statements of changes in net assets, operations and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion section of our report, the accompanying financial statements present fairly, in all material respects, the financial position of the Society as at 31 August 2019, and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

#### Basis for Qualified Opinion

In common with many not-for-profit organizations, the Society derives revenue from donations and fundraising activities the completeness of which is not susceptible to satisfactory audit verification. Accordingly, verification of these revenues was limited to the amounts recorded in the records of the Society. Therefore, we were not able to determine whether any adjustments might be necessary to donations and fundraising revenue, excess of revenues over expenses, and cash flows from operations for the years ended 31 August 2019 and 2018, current assets as at 31 August 2019 and 2018, and net assets as at 1 September and 31 August for both the 2019 and 2018 years. Our audit opinion on the financial statements for the year ended 31 August 2018 was modified accordingly because of the possible effects of this limitation in scope.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Society in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified opinion.



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## INDEPENDENT AUDITORS' REPORT

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### **Responsibilities of Management and Those Charged with Governance for the Financial Statements**

Management is responsible for the preparation and fair presentation of the 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.

In preparing the financial statements, management is responsible for assessing the Society's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Society or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Society's financial reporting process.

### **Auditors' Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Society's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.



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## INDEPENDENT AUDITORS' REPORT

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- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Society's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Society to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

### Report on Other Legal and Regulatory Requirements

As required by the Societies Act (British Columbia) we report that, in our opinion, the accounting principles in Canadian accounting standards for not-for-profit organizations have been applied on a basis consistent with that of preceding year.

*Rolfe, Benson LLP*

CHARTERED PROFESSIONAL ACCOUNTANTS

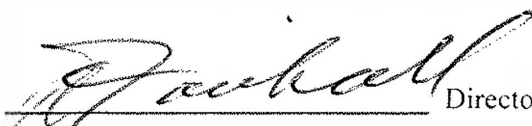
Vancouver, Canada  
28 November 2019

**BURNABY NEIGHBOURHOOD HOUSE SOCIETY**  
**Statement of Financial Position**  
**31 August 2019**

	2019	2018
<b>Assets</b>		
<b>Current</b>		
Cash	\$ -	\$ 15,078
Short term investments	222,168	311,818
Accounts receivable	57,524	32,944
Prepaid expenses	13,380	12,958
	<u>293,072</u>	<u>372,798</u>
<b>Tangible capital assets (Note 3)</b>	<u>1,155,971</u>	<u>1,189,583</u>
	<u><b>\$ 1,449,043</b></u>	<u><b>\$ 1,562,381</b></u>
<b>Liabilities</b>		
<b>Current</b>		
Bank indebtedness	\$ 32,855	\$ -
Accounts payable and accrued liabilities	185,548	190,633
Federal government remittances payable	8,647	8,388
Deposits	62,381	51,170
Deferred operating contributions (Note 5)	145,134	162,429
	<u>434,565</u>	<u>412,620</u>
<b>Deferred capital contributions (Note 6)</b>	<u>353,079</u>	<u>369,568</u>
	<u><b>787,644</b></u>	<u><b>782,188</b></u>
<b>Commitments (Note 4)</b>		
<b>Net Assets</b>		
Unrestricted	(141,494)	(39,822)
Invested in tangible capital assets	802,893	820,015
	<u>661,399</u>	<u>780,193</u>
	<u><b>\$ 1,449,043</b></u>	<u><b>\$ 1,562,381</b></u>

APPROVED BY THE BOARD:

 Director

 Director

The accompanying notes are an integral part of these financial statements.

**BURNABY NEIGHBOURHOOD HOUSE SOCIETY**  
**Statement of Changes in Net Assets**  
For the year ended 31 August 2019

	<b>Unrestricted</b>	<b>Invested in tangible capital assets</b>	<b>Total 2019</b>	<b>Total 2018</b>
<b>Balance - beginning of year</b>	\$ (39,822)	\$ 820,015	\$ 780,193	\$ 870,294
Excess (deficiency) of revenues over expenses for the year	(118,794)	-	(118,794)	(90,101)
Additions to tangible capital assets	(26,100)	26,100	-	-
Increase in deferred capital contributions	21,633	(21,633)	-	-
Amortization of deferred capital contributions	(38,122)	38,122	-	-
Amortization of tangible capital assets	59,711	(59,711)	-	-
<b>Balance - end of year</b>	<b>\$ (141,494)</b>	<b>\$ 802,893</b>	<b>\$ 661,399</b>	<b>\$ 780,193</b>

The accompanying notes are an integral part of these financial statements.

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**BURNABY NEIGHBOURHOOD HOUSE SOCIETY****Statement of Operations**  
**For the year ended 31 August 2019**

	2019	2018
<b>Revenues</b>		
Program fees	\$ 1,736,272	\$ 1,810,214
Grant income (Notes 5 and 8)	1,318,080	1,167,184
Gaming revenue	116,184	119,206
Other (Note 5)	90,323	89,209
Fundraising	81,935	107,413
Donations	71,653	62,617
In-kind donations	2,164	7,712
House merchandise	772	588
	<u>3,417,383</u>	<u>3,364,143</u>
<b>Expenses</b>		
Program wages and benefits	2,385,605	2,290,218
Program expenses - Schedule 1	913,165	871,678
Administrative wages and benefits	368,232	354,222
Rental	108,726	106,450
Professional fees	30,121	28,172
Repairs and maintenance	25,363	27,673
Fundraising	16,193	19,698
Office and miscellaneous	13,647	12,798
Organizational development	8,063	4,420
Insurance	7,000	7,012
Advertising	5,785	7,673
Telephone and utilities	5,189	4,161
Automobile and travel	5,084	10,399
In-kind expenses	2,164	7,712
Amortization of tangible capital assets	59,711	70,559
	<u>3,954,048</u>	<u>3,822,845</u>
Less: Administrative recovery and allocation, net	417,871	368,601
	<u>3,536,177</u>	<u>3,454,244</u>
<b>Excess (deficiency) of revenues over expenses for the year</b>	<u>\$ (118,794)</u>	<u>\$ (90,101)</u>

The accompanying notes are an integral part of these financial statements.

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**BURNABY NEIGHBOURHOOD HOUSE SOCIETY****Statement of Cash Flows****For the year ended 31 August 2019**

	2019	2018
<b>Cash provided by (used in):</b>		
<b>Operating activities</b>		
Excess (deficiency) of revenues over expenses for the year	\$ (118,794)	\$ (90,101)
Items not involving cash		
Amortization of tangible capital assets	59,711	70,559
Amortization of deferred capital contributions	(38,122)	(37,795)
	(97,205)	(57,337)
Changes in non-cash working capital balances		
Accounts receivable	(24,580)	16,623
Prepaid expenses	(422)	6,995
Accounts payable and accrued liabilities	(5,084)	51,413
Federal government remittances payable	259	1,953
Deposits	11,211	(2,806)
Deferred operating contributions	(17,295)	(138,145)
	(133,116)	(121,304)
<b>Investing activities</b>		
Redemption (purchase) of short term investments, net	89,650	(6,736)
Purchase of tangible capital assets	(26,100)	(52,788)
	63,550	(59,524)
<b>Financing activity</b>		
Contributions received for purchases of tangible capital assets	21,633	60,768
<b>Net increase (decrease) in cash</b>	(47,933)	(120,060)
<b>Cash - beginning of year</b>	15,078	135,138
<b>Cash (bank indebtedness) - end of year</b>	\$ (32,855)	\$ 15,078

The accompanying notes are an integral part of these financial statements.

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**BURNABY NEIGHBOURHOOD HOUSE SOCIETY**  
**Notes to the Financial Statements**  
**For the year ended 31 August 2019**

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**1. Nature of Operations**

The Burnaby Neighbourhood House Society ("the Society") was incorporated under the Societies Act (British Columbia) on 10 April 1996. The Society is a volunteer driven-community based social service agency that provides programs and services in response to identified community needs.

The Society is registered as a charity under the Income Tax Act and is not subject to either federal or provincial income taxes. Under the provisions of the Excise Tax Act, the Society is entitled to recover 50% of the GST that it pays on eligible expenses.

**2. Summary of significant accounting policies**

These financial statements are prepared in accordance with Canadian accounting standards for not-for-profit organizations. The significant policies are detailed as follows:

**(a) Financial instruments**

**(i) Measurement of financial instruments**

The Society initially measures its financial assets and liabilities at fair value and subsequently measures all of its financial assets and financial liabilities at amortized cost. Changes in fair value are recognized in the statement of operations.

Financial assets measured at amortized cost include cash, short term investments and accounts receivable.

Financial liabilities measured at amortized cost include bank indebtedness, accounts payable and accrued liabilities, government remittances payable and deposits.

**(ii) Impairment**

Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in the statement of operations. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in the statement of operations.

**(iii) Transaction costs**

The Society recognizes its transaction costs in the statement of operations in the period incurred. However, financial instruments that will not be subsequently measured at fair value are adjusted by the transaction costs that are directly attributable to their origination, issuance or assumption.



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**BURNABY NEIGHBOURHOOD HOUSE SOCIETY**  
**Notes to the Financial Statements**  
**For the year ended 31 August 2019**

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**2. Summary of significant accounting policies - Continued**

**(b) Revenue recognition**

The Society follows the deferral method of accounting for contributions from grants and gaming revenue. Restricted contributions are recognized as revenue in the year in which related expenses are incurred. Unrestricted contributions from donations, fundraising, interest and space recoveries are recognized as revenue when received or receivable if the amount can be reasonably estimated and the collection is reasonably assured. Program fees are recognized as revenue when the programs are held.

**(c) Tangible capital assets**

Tangible capital assets are recorded at cost and amortized over their estimated useful lives on a declining balance basis at the following annual rates:

Furniture and fixtures	10%
Office equipment	10%
Automobiles	30%
Modular classroom	10%
Portable classroom	10%

Contributed land and building are recorded at the fair value at the date of contribution. Building used in operations is amortized on a declining balance basis at 10% per annum. Land is not amortized.

Leasehold improvements are recorded at cost and amortized on a straight-line basis over two years.

**(d) Use of estimates**

The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets, liabilities, revenues and expenses and disclosure of contingencies at the date of the statement of financial position. Accounts subject to significant estimates include amortization of tangible capital assets, amortization of deferred capital contributions and accrued liabilities. Management believes that the estimates utilized in preparing its financial statements are reasonable and prudent; however, actual results could differ from those estimates.

**(e) Donated goods and services**

The Society recognizes donated goods and services when the fair value of such goods and services can be reasonably estimated and the goods and services are used in the normal course of the Society's operations and would otherwise have been purchased. During the year the Society received in-kind donations of \$2,164 (2018 - \$7,712).

**BURNABY NEIGHBOURHOOD HOUSE SOCIETY**  
**Notes to the Financial Statements**  
For the year ended 31 August 2019

**2. Summary of significant accounting policies - Continued**

(f) Contributed services

The Society is dependent upon, and thankful for, the many hours contributed by its members. Because of the difficulty in determining their fair value, contributed services are not recognized in the financial statements.

(g) Impairment of long-lived assets

The Society tests for impairment whenever events or changes in circumstances indicate that the carrying amount of the assets may not be recoverable. When a tangible capital asset no longer contributes to the services provided by the Society, its carrying amount is written down to its residual value. No impairment losses were determined by management to be necessary for the year.

**3. Tangible capital assets**

	Cost	Accumulated Amortization	2019 Net	2018 Net
Land	\$ 605,951	\$ -	\$ 605,951	\$ 605,951
Building	98,613	25,045	73,568	71,639
Portable and modular classrooms	632,556	319,429	313,127	347,919
Furniture and fixtures	268,803	136,494	132,309	129,563
Office equipment	63,216	32,350	30,866	34,296
Automobiles	22,496	22,346	150	215
	<u>\$ 1,691,635</u>	<u>\$ 535,664</u>	<u>\$ 1,155,971</u>	<u>\$ 1,189,583</u>

**4. Commitments**

The Society is committed to payments for leased premises. The minimum future annual lease payments are as follows:

2020	\$ 183,240
2021	183,945
2022	108,948
2023	108,948
2024	108,948
	<u>\$ 694,029</u>

The Society receives a grant from the City of Burnaby for its leased premise equal to 50% of the Society's lease rate (2019 - \$54,363; 2018 - \$53,225). An annual application for this grant is required.

**BURNABY NEIGHBOURHOOD HOUSE SOCIETY**  
**Notes to the Financial Statements**  
For the year ended 31 August 2019

**5. Deferred operating contributions**

	Balance 2018	Deferred Contributions Received	Transfers	Deferred Contributions Recognized	Balance 2019
Community Gaming	\$ -	\$ 100,000	\$ -	\$ (100,000)	\$ -
School Aged - United Way	1,050	-	-	-	1,050
VanCity - Youth Leadership	4,590	-	-	(4,590)	-
Vancouver Foundation	10,817	60,000	-	(61,697)	9,120
Success by Six	551	46,750	-	(46,701)	600
Mosaic Newcomers Centre	10,103	-	-	(9,997)	106
Walking Group	-	14,000	-	(14,000)	-
Bridges Preschool	-	9,469	-	(3,570)	5,899
Community Assistance	1,002	500	-	-	1,502
Coats for Kids	11,255	23,135	-	(15,451)	18,939
Pride	-	20,178	-	(19,302)	876
Community Programs	-	15,000	-	(15,000)	-
School District Edmonds	6,565	-	-	(6,565)	-
Digital Literacy	-	92,321	-	(83,610)	8,711
Empty Bowls	3,203	-	-	(3,203)	-
MCFD Family Place	-	10,000	(6,064)	(3,936)	-
Friendship Douglas United Way	30,000	90,000	-	(60,000)	60,000
Building Fund	6,000	-	-	-	6,000
Youth Arts Initiative	583	-	-	(583)	-
Youth Leaders - United Way	-	15,000	-	(15,000)	-
RBC Afterschool Program	16,158	-	-	(16,158)	-
Community Adult Literacy	-	30,000	-	(30,000)	-
Seniors North	-	25,000	-	(6,204)	18,796
Seniors United Way	20,002	20,000	-	(28,164)	11,838
Seniors New Horizons	40,550	102,626	-	(141,479)	1,697
	<u>\$ 162,429</u>	<u>\$ 673,979</u>	<u>\$ (6,064)</u>	<u>\$ (685,210)</u>	<u>\$ 145,134</u>

Deferred contributions recognized as revenue of \$685,210 (2018 - \$581,796) are included in grant and other income in the statement of operations. Some of these contributions that have not yet been recognized as revenue, to the extent that they are not fully spent, may have to be repaid upon completion of the project. Management cannot make an estimate of unspent operating contributions which may have to be repaid until the program is completed and reports filed with the funder.

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## BURNABY NEIGHBOURHOOD HOUSE SOCIETY

### Notes to the Financial Statements

For the year ended 31 August 2019

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#### 6. Deferred capital contributions

	2019	2018
Balance, beginning of year	\$ 369,568	\$ 346,595
Add: restricted amounts received during the year	15,569	-
Add: transfers to deferred contributions	6,064	60,768
Less: Amount recognized as revenue during the year	(38,122)	(37,795)
Balance, end of year	\$ 353,079	\$ 369,568

#### 7. Operating loan

The Society has an operating loan for \$150,000 with VanCity Credit Union. Interest is payable at the bank's prime rate plus 2% per annum. The loan is secured by a general security agreement against all present and after-acquired personal property. As of 31 August 2019, the amount drawn on this loan was \$36,436.

#### 8. Grant income

Grant income is comprised of the following:

	2019	2018
Provincial government	\$ 566,054	\$ 595,205
Federal government	268,532	193,488
United Way	149,366	123,583
City of Burnaby	98,113	71,725
Vancouver Foundation	59,437	55,953
RBC	16,158	19,042
VanCity	15,173	10,410
Other community groups	145,247	97,778
	<u>\$ 1,318,080</u>	<u>\$ 1,167,184</u>

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**BURNABY NEIGHBOURHOOD HOUSE SOCIETY**  
**Notes to the Financial Statements**  
**For the year ended 31 August 2019**

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**9. Financial instruments**

The Society is exposed to various risks through its financial instruments. The following analysis provides an explanation of the Society's risk exposure and concentrations at the statement of financial position date, 31 August 2019.

**(a) Liquidity risk**

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Society is exposed to this risk mainly in respect of its accounts payable and accrued liabilities, government remittances payable and deposits. The Society manages liquidity risk by maintaining adequate cash and highly liquid investments. There has been no change in the 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. The Society's main credit risks relate to its cash and accounts receivable. Cash is in place with major financial institutions and the majority of accounts receivables are from government and private funders. There has been no change in the risk exposure from the prior year.

**(c) Market risk**

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency risk, interest rate risk and other price risk. The Society is mainly exposed to interest rate risk and other price risk.

**(d) Interest rate risk**

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Society is exposed to interest rate risk on its fixed and floating interest rate financial instruments. Fixed-rate instruments subject the Society to a fair value risk while the floating-rate instruments subject it to a cash flow risk. The Society has variable interest rates on the operating line of credit. Consequently, the Society is exposed to fluctuations in future cash flows, with respect to variable rate debt, in the event of changes in market interest rates, based on the bank's prime lending rate. There has been no change in the risk exposure from the prior year.

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**BURNABY NEIGHBOURHOOD HOUSE SOCIETY**  
**Notes to the Financial Statements**  
**For the year ended 31 August 2019**

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**9. Financial instruments - Continued**

(e) Other price risk

Other price risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices (other than those arising from interest rate risk or currency risk), whether those changes are caused by factors specific to the individual financial instrument or its issuer, or factors affecting all similar financial instruments traded in the market. The Society is exposed to other price risk through its short term investments. There has been no change in the risk exposure from the prior year.

**10. The Societies Act (British Columbia)**

The Societies Act (British Columbia) requires a society (other than a society designated as a member-funded society) to include, in its financial statements, the disclosure of any remuneration paid to its directors, and remuneration paid to employees and contractors earning more than \$75,000 during the fiscal year. For the fiscal year end 31 August 2019, the Society has one employee with remuneration in excess of \$75,000. The total amount of the employee's remuneration was \$92,229 and is included in administrative wages and benefits. The directors of the Society did not receive any remuneration during the 2019 fiscal year.

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**BURNABY NEIGHBOURHOOD HOUSE SOCIETY****Schedule 1 - Program Expenses****For the year ended 31 August 2019**

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	2019	2018
Administration	\$ 352,934	\$ 314,510
Direct program supplies and costs	214,486	194,322
Rent	124,547	114,584
Trips and transportation	75,485	89,605
Telephone and utilities	42,205	44,723
Repairs and maintenance	38,638	48,002
Office and miscellaneous	19,796	15,508
Community events	11,777	10,262
Advertising and promotion	8,974	8,187
Insurance	8,149	7,898
Organizational development	7,124	14,209
Staff travel	6,877	7,020
House merchandise	1,676	2,719
Program start-up costs	443	-
Fundraising	54	129
	<hr/>	<hr/>
	\$ 913,165	\$ 871,678

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# Fundraising Goals 2019/2020

2018-19 ACTUALS as of May 17, 2019

		2016-17	2017-18	2018-19 GOAL	2018-19 ACTUALS	2019-20 GOAL	Strategies, Tactics & Notes
Individual donors	# of	27	46		103		
	\$ goal	10,000.00	10,348.00	15,000.00	11,374.30	15,000.00	
Corporate sponsor/donation for BNH programs	# of	3	8		16		Note: Belford (15K), Beedie (11K), Choices (2K), Walmart (2K), Vancity, Rotary Club of Burnaby, Gateway, BlueShore Financial (5K), TD Bank Hastings
	\$ goal	16,500.00	30,050.40	30,000.00	42,600.00	35,000.00	
Corporate sponsorships for Gala	# of	30	29		33		Note: actuals include in-kind. Minus in-kind equals \$49,100.
	\$ goal	69,500.00	75,500.00	75,000.00	67,850.00	68,000.00	
Corporate sponsorships for IQ event	# of	6	6				Note: No IQ event will be taking place in 2018-19. The 2019-20 goal will be for the Art Crawl.
	\$ goal	4,250.00	4,250.00	6,000.00		10,000.00	
Foundations	# of	4	5		5		Note: Vancouver fdn (65K), Edith Lando Fdn (4K), Hamber Fdn (1.5K), Vancity (11K), Lohn Fdn (2K)
	\$ goal	103,400.00	84,500.00	105,000.00	83,500.00	103,000.00	
TOTAL		203,650.00	204,648.40	231,000.00	205,324.30	231,000.00	