



AGENDA
GRANTS ADVISORY COMMITTEE
TO BE HELD ON WEDNESDAY, 2014-APR-16 AT 2:30 P.M.
BOARD ROOM, 411 DUNSMUIR STREET

1. **CALL TO ORDER:**

2. **INTRODUCTION OF LATE ITEMS:**

3. **ADOPTION OF AGENDA:**

4. **ADOPTION OF MINUTES:**

- (a) Minutes of the Grants Advisory Committee Meeting held in the Board Room, 411 Dunsmuir Street, Nanaimo, BC, on Wednesday, 2014-MAR-19 at 2:30 p.m. *Pg. 4-8*

5. **INFORMATION ITEMS:**

- (a) 2014 Grants Committee Budget *Pg. 9*
- (b) 2014 Synopsis of Grants Awarded/Denied *Pg. 10*

6. **DELEGATIONS:**

- (a) **OG-03 Nanaimo 7-10 Club Society** *Pg. 11-31*

Mr. Gord Fuller, President, Nanaimo 7-10 Club Society, to provide the Grants Advisory Committee with more information regarding their rent reduction request.

Request to have rent reduced by 50% from 2014-JAN-01 to 2015-DEC-31 (50% rent reduction represents \$776.75 per month, or a total of \$9,321.00 for 12 months).

- (b) **RPTE-25 Nanaimo Conservatory of Music** *Pg. 32-56*

Ms. Kathleen Darby, Executive Director, Nanaimo Conservatory of Music, to provide the Grants Advisory Committee with more information regarding their programs and organization.

Folio 86099.000 at 375 Selby Street
Municipal portion of 2014 taxes: \$7,620

(c) **RPTE-31 Pacific Child and Family Enrichment Society** *Pg. 57-85*

Ms. Margaret Sinclair, CCRR Program Coordinator/Office Manager, Pacific Child and Family Enrichment Society, to provide the Grants Advisory Committee with more information regarding their programs and organization.

Folio 07498.255 at 3156 Barons Road
(Property leased from Dash Holdings Inc. / Turriff Holdings Ltd.
Municipal portion of 2014 taxes: \$5,816

7. **NEW APPLICATIONS:**

(a) **OG-04 Canadian Red Cross Society** *Pg. 86-129*

Request for \$5,000 to support renovation costs at the Nanaimo Red Cross facility at 2525 McCullough Road.

8. **RENEWAL APPLICATIONS:**

(a) **RPTE-06 Nanaimo Region John Howard Society** *Pg. 130-164*

	<u>Folio</u>	<u>Address</u>	<u>Municipal Portion of 2014 Taxes</u>
1.	16912.000	961 Haliburton Street	\$2,136
2.	05695.000	2227 McGarrigle Road	1,836
3.	86186.000	1585 Bowen Road (Property leased from BC0811580 BC Ltd.)	2,508
4.	05438.000	2368 Rosstown Road	2,137
		Total	\$8,617

(b) **RPTE-34 Nanaimo Recycling Exchange Society** *Pg. 165-220*

Folio 05446.012 at 2491 Kenworth Road
(Property leased from Windhover Enterprises Ltd.)
Municipal portion of 2014 taxes: \$12,762

(c) **RPTE-35 United Way Central and Northern Vancouver Island** *Pg. 221-254*

Folio 81054.209 at #9 – 327 Prideaux Street
Municipal portion of 2014 taxes: \$506

- (d) **RPTE-54 Nanaimo Search and Rescue Society** *Pg. 255-271*

Folio 16592.001 at 195 Fourth Street
 (Property leased from City and RDN)
 Municipal portion of 2014 taxes: \$3,331

- (e) **RPTE-61 Canadian Red Cross Society** *Pg. 272-305*

	<u>Folio</u>	<u>Address</u>	<u>Municipal Portion of 2014 Taxes</u>
1.	05990.101	#1 – 2525 McCullough Road (Property leased from Ikonkar Holdings Ltd.)	\$3,462
2.	05990.102	#2 – 2525 McCullough Road (Property leased from O M Development Inc.)	4,821
		Total	\$8,283

9. **NEXT MEETING:**

The next meeting is scheduled for 2014-APR-30 at 2:30 p.m. in the Board Room, Service and Resource Centre, 411 Dunsmuir Street.

10. **ADJOURNMENT:**



MINUTES
GRANTS ADVISORY COMMITTEE
MEETING HELD TUESDAY, 2014-MAR-19, 2:30 P.M.
BOARD ROOM, 411 DUNSMUIR STREET

MEMBERS PRESENT:

Councillor D. Johnstone, Chair
W. Anderson
L. Avis

D. Bonner
T. O'Flanagan
I. Thorpe

MEMBERS ABSENT:

Councillor G. Anderson
V. Alcock-Carter

STAFF PRESENT:

B. Clemens, Director of Finance
D. Hiscock, Manager of Revenue Services
T. Wilkinson, Recording Secretary

1. CALL TO ORDER:

The meeting was called to order at 2:30 p.m.

2. INTRODUCTION OF LATE ITEMS:

(a) Island Corridor Foundation (RPTE-40): 7 Port Drive and 1161 Milton Street.

3. ADOPTION OF AGENDA:

It was moved and seconded that the Agenda, as amended, be adopted. The motion carried.

4. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the Grants Advisory Committee Meeting held in the Training Room, 455 Wallace Street, Nanaimo, BC on Tuesday, 2014-MAR-04 at 1:00 p.m. be adopted as circulated. The motion carried.

5. INFORMATION ITEMS:

- (a) Verbal update from Diane Hiscock, Staff Liaison, regarding the following applications:

(i) Nanaimo 7-10 Club Society (OG-03)

Staff members noted:

- the Nanaimo 7-10 Club Society's financial statements had inconsistencies. The Society submitted the wrong financials and resubmitted the correct version.

It was moved and seconded that Staff contact the Nanaimo 7-10 Club Society and ask them to attend a future Grants Advisory Committee meeting for more information regarding their grant request. The motion carried.

(ii) Pacific Child & Family Enrichment Society (RPTE-31)

Staff members noted:

- the Pacific Child & Family Enrichment Society occupies 57% of the space at 3156 Barons Road.

It was moved and seconded that Staff contact the Pacific Child & Family Enrichment Society and ask them to attend a future Grants Advisory Committee meeting for more information regarding their organization.

(iii) Nanaimo Foodshare Network Society (RPTE-37)

Staff members noted:

- they spoke with the Nanaimo Foodshare Network Society and Community Kitchens doesn't operate out of 271 Pine Street; they only have a desk and phone in the attic and use 271 Pine Street as their mailing address.

It was moved and seconded that the Nanaimo Foodshare Network Society remains on the City's Permissive Tax Exemption Bylaw for property at 271 Pine Street, receiving exemption from taxes for the year 2015 and until the next review. The motion carried.

(iv) Radio Malaspina Society (2013 PTE-02)

Staff members noted:

- the Radio Malaspina Society are no longer leasing their space at 25 Front Street; they moved out February 1, 2014.
- BC Assessment advised Staff that as long as an organization has occupied the premises for a portion of the current tax year that it's exempt, the Permissive Tax Exemption is valid.

It was moved and seconded that Staff amend the letter requested from landlords to include that if a tenant vacates during the year, the landlord will pay the prorated share of property taxes.

(v) Island Corridor Foundation (RPTE-40)

It was moved and seconded that the Island Corridor Foundation remains on the City's Permissive Tax Exemption Bylaw for the following properties at:

- 7 Port Drive (2 folios)
- 1161 Milton Street

receiving exemption from taxes for the year 2015 and until the next review. The motion carried.

6. RENEWAL APPLICATIONS:

(a) Nanaimo Region John Howard Society (RPTE-06)

Committee members noted:

- Since Bill Anderson is the President of the Nanaimo Region John Howard Society, and Taryn O'Flanagan is the Executive Director of the Nanaimo Region John Howard Society, there is no quorum to vote on this application at this meeting.

It was moved and seconded that the Nanaimo Region John Howard Society's renewal PTE application be deferred to a future Grants Advisory Committee meeting when there is a quorum. The motion carried.

(b) United Way Central and Northern Vancouver Island (RPTE-35)

Committee members noted:

- Since Don Bonner is the President of the United Way Central and Northern Vancouver Island, and Bill Anderson is a Director of the United Way Central and Northern Vancouver Island, there is no quorum to vote on this application at this meeting.

It was moved and seconded that the United Way Central and Northern Vancouver Island's renewal PTE application be deferred to a future Grants Advisory Committee meeting when there is a quorum. The motion carried.

(c) Nanaimo Festival Heritage Theatre Society / Theatre One (RPTE-47)

It was moved and seconded that the Nanaimo Festival Heritage Theatre Society / Theatre One remains on the City's Permissive Tax Exemption Bylaw for property it leases at #4A / #4B – 150 Commercial Street, receiving exemption from taxes for the year 2015 and until the next review. The motion carried.

(d) Crimson Coast Dance Society (RPTE-48)

It was moved and seconded that the Crimson Coast Dance Society remains on the City's Permissive Tax Exemption Bylaw for property it leases at #10 - 150 Commercial Street, receiving exemption from taxes for the year 2015 and until the next review. The motion carried.

(e) Nanaimo Minor Hockey Association (RPTE-49)

It was moved and seconded that the Nanaimo Minor Hockey Association remains on the City's Permissive Tax Exemption Bylaw for property it leases at 750 Third Street, receiving exemption from taxes for the year 2015 and until the next review. The motion carried.

(f) Nanaimo Equestrian Association (RPTE-50)

It was moved and seconded that the Nanaimo Equestrian Association remains on the City's Permissive Tax Exemption Bylaw for property it leases at #3 - 2300 Bowen Road, receiving exemption from taxes for the year 2015 and until the next review. The motion carried.

(g) Nanaimo Brain Injury Society (RPTE-51)

It was moved and seconded that the Nanaimo Brain Injury Society remains on the City's Permissive Tax Exemption Bylaw for property it leases at #106 - 285 Prideaux Street, receiving exemption from taxes for the year 2015 and until the next review. The motion carried.

(h) Vancouver Island Aids Society (RPTE-52)

Committee members noted:

- Staff to contact the Vancouver Island Aids Society and ask them to attend a future Grants Advisory Committee meeting for more information regarding their organization and the local branch.

It was moved and seconded that the Vancouver Island Aids Society's renewal PTE application be deferred to a future Grants Advisory Committee meeting. The motion carried.

(i) Nanaimo Child Development Centre Society (RPTE-53)

It was moved and seconded that the Nanaimo Child Development Centre Society remains on the City's Permissive Tax Exemption Bylaw for property at 1135 Nelson Street, receiving exemption from taxes for the year 2015 and until the next review. The motion carried.

(j) Nanaimo Squash Club (RPTE-55)

It was moved and seconded that the Nanaimo Squash Club remains on the City's Permissive Tax Exemption Bylaw for property it leases at 256 Wallace Street, receiving exemption from taxes for the year 2015 and until the next review. The motion carried.

(k) Nanaimo Rowing Club (RPTE-56)

It was moved and seconded that the Nanaimo Rowing Club remains on the City's Permissive Tax Exemption Bylaw for property it leases at 4295 Victoria Avenue, receiving exemption from taxes for the year 2015 and until the next review. The motion carried.

(l) Mid Island Metis Nation Association (RPTE-57)

It was moved and seconded that the Mid Island Metis Nation Association remains on the City's Permissive Tax Exemption Bylaw for property it leases at #109 - 285 Prideaux Street, receiving exemption from taxes for the year 2015 and until the next review. The motion carried.

(m) Nanaimo Canoe Kayak Club (RPTE-58)

It was moved and seconded that the Nanaimo Canoe Kayak Club remains on the City's Permissive Tax Exemption Bylaw for property it leases at 4295 Victoria Road, receiving exemption from taxes for the year 2015 and until the next review. The motion carried.

(n) Vancouver Island Symphony (RPTE-59)

It was moved and seconded that the Vancouver Island Symphony remains on the City's Permissive Tax Exemption Bylaw for property it leases at #7 - 150 Commercial Street, receiving exemption from taxes for the year 2015 and until the next review. The motion carried.

(o) Nanaimo BMX Association (RPTE-60)

It was moved and seconded that the Nanaimo BMX Association remains on the City's Permissive Tax Exemption Bylaw for property it leases at #2 – 2300 Bowen Road, receiving exemption from taxes for the year 2015 and until the next review. The motion carried.

7. NEXT MEETING:

The next meeting of the Grants Advisory Committee is scheduled for Wednesday, 2014-APR-16 in the Board Room, Service and Resource Centre, 411 Dunsmuir Street.

8. ADJOURNMENT:

It was moved and seconded at 3:30 p.m. that the meeting terminate. The motion carried.

Chair

Date

**GRANTS ADVISORY COMMITTEE
2014 Grant Applications**

Other Grants 275000 - 1334

	2008 Grant	2009 Grant	2010 Grant	2011 Grant	2012 Grant	2013 Grant	2014 Request	2014 Recommend	2014 Awarded	Remaining Budget
OG-01 D.A.R.E. BC Society	DNA	DNA	DNA	DNA	DNA	DNA	7,000.00	2,500.00	2,500.00	4,500.00
OG-02 Nanaimo Volunteer & Information Centre Society	DNA	1,521.26	1,293.80	1,408.06	1,397.42	1,443.62	1,501.47	1,501.47	1,501.47	2,998.53
										2,998.53
Subtotal: Other Grants 275000 - 1334	0.00	1,521.26	1,293.80	1,408.06	1,397.42	1,443.62	8,501.47	4,001.47	4,001.47	2,998.53

Permissive Tax Exemptions 275000 - 1332

										5,000.00
										5,000.00
								-	-	5,000.00
								-	-	5,000.00
								-	-	5,000.00
Subtotal: Permissive Tax Exemptions 27500 - 1332	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00

Security Check Grants 275000 - 1329

SC-01 Loaves & Fishes Food Bank Foundation	DNA	DNA	DNA	DNA	DNA	DNA	535.00	500.00	500.00	2,000.00
										1,500.00
Subtotal: Security Check Grants 275000 - 1329	0.00	0.00	0.00	0.00	0.00	0.00	535.00	500.00	500.00	1,500.00

Totals

Nanaimo 7-10 Club Society - 50% rent reduction for 2013 only
was approved by Council. Funded from 2013 Council Contingency.

2014 Budget (Provisional)	14,000.00
Add: Transfer from Council Contingency	0.00
Add: Transfer from Council Contingency	0.00
Add: Transfer from Prior Year	
Less: Grants Awarded	(4,501.47)
Remaining Budget (Provisional)	9,498.53

Synopsis of Grants Awarded/Denied 2014

Organization	Grant Approved by Grants Committee & Council		Letter Sent		Cheque Sent		Amount Granted \$	Reason Grant Awarded/Denied
	Y	N	Y	N	Y	N		

OTHER GRANTS

D.A.R.E. (Drug Abuse Resistance Education) BC Society (OG-01)	✓		✓		✓		\$2,500.00	Grant in order to teach the D.A.R.E. program to over 1,000 Grade 5 & 6 Nanaimo students each year.
Nanaimo Volunteer & Information Centre Society (OG-02)	✓		✓		✓		\$1,501.47	'In Kind' grant for Beban Park Auditorium rental. Funds paid out from Grants cost centre.

SECURITY CHECK GRANTS

Loaves & Fishes Food Bank Foundation (SC-01)	✓		✓		✓		\$500.00	Receipts provided to the amount granted.

PERMISSIVE TAX EXEMPTION GRANTS

**CITY OF NANAIMO
EVALUATION
OTHER GRANTS**

Name of Organization: Nanaimo 7-10 Club Society

Request for 50% decrease in rent from 2014-JAN-01 to 2015-DEC-31
(= \$766.75/mo).

Licence to Occupy at 285 Prideaux Street expires 2014-MAR-31.

Monthly rent is \$1,553.50/mo + GST. Year's rent reduction = \$9,321.00

Grant No. 2014 OG-03

Criteria:	Meets Criteria:		Statement of Purpose: <u>Kind of Funding:</u> educational funding emergency funding capital grants on a matching basis up to a maximum of \$5,000 in-kind funding for facility rental	
	Yes	No		
➤ large number of volunteers				
➤ registered nonprofit society				
➤ sound financial and administrative management				
➤ financial need				
➤ accessible to a large portion of the community				
➤ must have a broad base of support				
➤ must be local in focus				
➤ must adhere to all City of Nanaimo's bylaws and policies				
Grant Awarded:			Amount Recommended:	\$
	Yes	No		

Discussion:

Notes:

2014-MAR-05

G:\ADMINISTRATION\Committees\Grants Advisory Committee\2014 Grants\2014-MAR-05\EvaluationOtherGrants_Nanaimo710ClubSociety_2014OG03.docx



285 Prideaux St. Nanaimo, BC V9R 2N2
Ph: 250 714 0917 e-mail: info@nanaimo710club.ca

February 13, 2012

City of Nanaimo Grants Advisory Committee

c/o Diane Hiscock
Staff Liason
Grants Advisory Committee

Re: Request for Other Grant - 50% rent reduction 285 Prideaux St.

Feeding those in need helps homeless and low income individuals as well as contributing to the prevention of Homelessness.

The Nanaimo 7-10 Club Society is requesting a Grant In Aid, retroactive to January 2014, in the form of a 50% reduction of our rent, from 2014 through 2015, paid to the City of Nanaimo for use of space at the Community Service Building 285 Prideaux St.

While my original hope was that the 7-10 Club Society would not have to make this request this year I recently received our income and expenditures for 2013, unaudited attached along with our last reviewed, which show a dramatic drop in revenues for the 7-10 Club and expenses resulting in a deficit for the third year in a row.

Significant in our drop of revenue for 2013 are fewer donations by individuals which have traditionally accounted for approximately 37% of the 7-10 Clubs revenue; this was however balanced by a drop in expenses for wages. In 2011 the 7-10 Club experienced an overall drop in donations of 25% from the previous year with a recovery in 2012. Revenue and Expenses for 2013 harkens back to 2011.

The Nanaimo 7-10 Club has, for a number of years, received a total of \$40,000 through gaming we have sought to see this increased to reflect our growing numbers accessing our service and resultant expenses. Unfortunately we have not been awarded such increase. The 7-10 Club continues working to access other grants and has also increased fundraising efforts towards meeting increased need and costs. It is hoped by doing so we will see a more reliable base of ongoing and emergency funds to meet the growing need in the community.

The Board of Directors, Staff/Volunteers and the patrons of our service wish to thank you for your consideration of our request.


Sincerely;

Gordon W. Fuller
Chair: Nanaimo 7-10 Club Society



CITY OF NANAIMO
APPLICATION FOR GRANT
Other Grants

Office Use

ORGANIZATION: Nanaimo 7-10 Club Society	DATE: February 13, 2014	
ADDRESS: 285 PRIDEAUX ST. NANAIMO, BC V9R 2N2	PRESIDENT/CHAIR/EXECUTIVE DIRECTOR: GORD FULLER	
	CONTACT PERSON FOR THIS APPLICATION: GORD FULLER	
TELEPHONE: 250 714 0917	POSITION: CHAIR	
FAX:	TELEPHONE: 250 797 0531	
EMAIL: <u>INFO@NANAIMO710CLUB.COM</u>	EMAIL: <u>GORFATHOME@YAHOO.CA</u>	
OVERVIEW OF YOUR ORGANIZATION'S PROGRAMS AND SERVICES OFFERED IN THE COMMUNITY: THE NANAIMO 7-10 CLUB HAS BEEN FEEDING PEOPLE WITH DIGNITY & RESPECT FOR 25 YEARS. THE NANAIMO 7-10 CLUB IS A FREE COMMUNITY BREAKFAST & BAG LUNCH PROGRAM SERVING ANYONE IN NEED OF NUTRITIONAL FOOD IN THE COMMUNITY OF NANAIMO. CURRENTLY THE 7-10 CLUB FEEDS 150 – 200 PEOPLE PER DAY. THOSE ACCESSING THE SERVICE INCLUDE, SENIORS, STUDENTS, FAMILIES, PEOPLE ON FIXED OR LOW INCOME, THE UNEMPLOYED OR UNDEREMPLOYED AND THE HOMELESS.		
GEOGRAPHIC AREA SERVED BY THE ORGANIZATION: GREATER NANAIMO		
NO. OF FULL TIME STAFF: 0	NO. OF PART TIME STAFF: 3	
NO. OF COMMUNITY VOLUNTEERS: 25 - 40	NO. OF VOLUNTEER HOURS PER YEAR: 7+ THOUSAND	
NO. OF MEMBERS: 23 (VOLUNTEERS AND CLIENTELLE ARE HONOURARY MEMBERS)	MEMBERSHIP FEE: \$10.00 (SLIDING SCALE)	
CLIENTS SERVED, LAST YEAR: APPROX. 50,000	CLIENTS SERVED, THIS YEAR (PROJECTED): APPROX 50,000	
B.C. SOCIETY ACT REG. NO.: S-0020789	REVENUE CANADA CHARITABLE REG. NO.: 890714769RR0001	
CURRENT BUDGET	DO YOU REQUIRE A RENTAL SUBSIDY? IF SO HOW MUCH?	
INCOME: \$124,923.29	Yes. 50%	
EXPENSES: \$124,923.29	DO YOU REQUIRE A CASH GRANT? IF SO, HOW MUCH?	
NEXT YEAR PROJECTED:	No!	
INCOME: \$129,450.75	TOTAL GRANT REQUESTED:	
EXPENSES: \$129,450.75	50% DECREASE IN RENT THROUGH 2015	
SIGNATURE: 	TITLE/POSITION: Board Chair	DATE: Feb 13, 2014
NOTE: YOUR ORGANIZATION'S MOST RECENT AUDITED FINANCIAL STATEMENTS, CURRENT FINANCIAL STATEMENTS AND BALANCE SHEET AND INCOME STATEMENT MUST BE ATTACHED TO THE APPLICATION FORM (SEE COMPLETE LIST OF REQUIRED ATTACHMENTS ON BACK OF THIS FORM).		

PAGE 1

City Of Nanaimo Grant Questionnaire

1. What is the main purpose of your organization?

The Nanaimo 7-10 Club's main purpose is to provide short-term supplementary food relief to those in need in Nanaimo.

2. Describe the work your organization does in this community.

The 7-10 Club serves a hot breakfast and a bagged lunch at no cost, 5 days a week to individuals and families in need from 7am to 10am. In 2013 we estimate Over 85,000 meals will be provided. We also have provided a free meal on Christmas Day for the past 19years. The 7-10 Club provides space for social interaction and staff and volunteers informally assist clients with referrals to appropriate community services.

3. What other agencies provide similar services?

The Salvation Army on Nicol St. in Nanaimo provides lunch and dinner for a nominal fee. The 7-10 Club is the only service providing a hot breakfast and bag lunch free of charge on a regular basis.

4. How is your organization different than those organizations providing similar services in question 3 above?

While the Salvation Army provides an in-house lunch, \$1.00 and dinner, \$2.00 the 7-10 Club provides a hot breakfast and bag lunch free of charge. The bag lunch also provides a nutritious meal for those who are heading to work, attend school or to volunteer in the community.

5. Describe who your clients are.

Our clients are seniors on limited incomes, persons with disabilities, the unemployed and underemployed, college students, low-income families, those of aboriginal ancestry, the homeless or at risk of homelessness, and those with mental illness and addictions.

6. Where do your clients live?

People using the service come from all areas of Nanaimo though they are predominantly from the Fairview, Harewood, South End and Downtown areas.

7. Describe the needs of your clients.

The needs of our clientele are as varied as the actual client base. The common element seems to be the need for food and affordable housing. Many of our clients on fixed incomes spend such a disproportionate amount of their income to secure safe housing and then run short of funds to purchase adequate food. Many times, clients are simply in need of companionship and appreciate having the opportunity to get together with friends and neighbours within the community, have coffee, breakfast and social network in a non-judgmental atmosphere..

8. What are your organization's specific priorities for the coming year?

The 7-10 Club's priorities for the coming year are to continue working towards being able to provide an expanded service. Currently we have three groups partnering to provide a hot brunch on 3 Saturdays, including the two prior to Income Assistance cheque issue, per month. We also continue to focus on board recruitment and retention as well as working towards increasing fundraising efforts to secure a reserve fund that would allow less reliance on Gaming Funds from the province and City Grants.

9. How does your organization ensure that its services address continuing and emerging community needs?

Short term food relief in the 7-10 Club's 28 year history has always been an ongoing community need in Nanaimo and the need continues to grow greater. Government cutbacks to social service programs and high unemployment rates have created an increase in the poverty level for a growing number of individuals and families in Nanaimo. The 7-10 Club sits on a number of committees dealing with Food Security and Homelessness which identify the needs of the community. We will be sure to address continuing and emerging needs by diversifying our funding streams and building partnerships so as to become less reliant in any given area of funding.

10. Describe your organization's community support.

The 7-10 Club receives regular monthly support from many service clubs, individuals, businesses and faith based groups. Many other service and faith based groups will contribute throughout the year. We also receive donations of goods from; Quality Foods, Fairway Market, Thrifty Foods, Starbucks, Tim Horton's as well as from the Salvation Army and Loaves and Fishes Food Bank. The 7-10 Club also has the support of approximately 40 volunteers, contributing approximately 7000 plus hours of service, associated with the 7-10 club and its endeavours.

11. Describe the role of volunteers in your organization.

Volunteers are integral part of the 7-10 Club, providing 7000 plus hours of service, without which the 7-10 Club would be unable to function. Volunteers assist staff in all aspects of running the kitchen and dining areas. Other volunteers also assist with food pick-up and fundraising opportunities. The 7-10 Club Board of Directors volunteer their services in all administrative functions including fundraising, grant and proposal writing, event planning, volunteer coordination, education and community awareness. Board members and volunteers also assist clients by referring them to appropriate agencies.

12. What are your organization's problems and how are they being addressed?

High unemployment due to a struggling economy and increased costs for goods and fuel has resulted in an increase in need of the service.

Donations by individuals, usually accounting for 37% of our budget, have dropped 38% in the past two years with a combined drop in all donations of 33%. Grocery costs continue to rise; staff has received no increase in pay in recent years.

While our funding streams had remained relatively stable over the year's recent changes have affected the society. The Nanaimo 7-10 Club continues to seek an increase to its Community Gaming grant and is also working to access other grants towards creating an operating reserve; as well as increasing the number of individual and business donations through pre authorized with drawl. This will give the club a more reliable base of ongoing and emergency funds and less need to rely on the generosity of the City of Nanaimo.

13. Provide details of fees for service in your organization, and how costs and fees are determined.

There is no cost for services at the 7-10 Club.

14. If your organization is a branch of a larger organization, indicate how this affects the financial and other information you have provided.

N/A

15. Provide details of any funds that are controlled by your organization that are not part of your operating income. Also provide details of any capital special purpose bequests, endowments or reserve funds.

N/A

16. Describe your policy and treatment of year-end surpluses or deficits.

We seldom have much of a surplus and when we do it is carried over to the following year. 2013, see attached unaudited Revenue & Expenses, saw the 7-10 Club in a deficit for its third year in a row and as a result we have and will continue to expanded grant and fundraising efforts.

17. Detail current and/or planned revenue-generating activities of your organization.

Grant and funding application - ongoing.

Tag days – ongoing

Informational booths allowing for fundraising – ongoing.

18. List grants applied for/received from other governments or service clubs.

Co-op grant	\$7,000.00 applied for / \$1700.00 received (Gas & maintenance of 7-10 club van)
-------------	---

Community Gaming Grant:	\$40,000
-------------------------	----------

19. Name other organizations or individuals who can endorse your organization. Provide names and telephone numbers.

Name: Peter Sinclair
Loaves and Fishes Community Food Bank
250 754 8347

Name: Marjorie Driscoll
Volunteer Nanaimo
250 758-7121

Name: Taryn O'Flannigan
John Howard Society
250 754 1266

Name: George McGladdry
Nanaimo Citizens Advocacy
250 753 2321

- 20. Identify previous grants from the City of Nanaimo and other agencies and describe how your organization ensured funding went toward the program fulfilled.**

In the past we have received Community Service grants, Grants in Aid (other), and from the Working Group on Homelessness.

Grants required for specific needs are deposited in the appropriate accounts of the 7-10 Club. All funds are used solely for the operation of the 7-10 Clubs Community Meals Program with all accounting being reviewed by Cyrenne, Seal, Moore & Co for our yearly Financial Statements.

- 21. What do you plan to use the City grant for this year?**

We seek to have our rent reduced by 50% for the next three years.

- 22. What will the effect be if you do not receive a Grant from the City of Nanaimo?**

Rent for the 7-10 Club comprises two months worth of the 7-10 Clubs overall costs. With total donations having decreased in the past few years, dramatically in 2013, the effect if we do not receive the grant could be in limited closures of the 7-10 Club due to a lack of funds.



Society Summary

For

NANAIMO 7-10 CLUB SOCIETY

Date and Time of Search: November 25, 2013 12:53 PM Pacific Time
Currency Date: October 7, 2013

ACTIVE

Society Number: S-0020789 Business Number: 890714769BC0001
Name of Society: NANAIMO 7-10 CLUB SOCIETY
Incorporation Date and Time: Incorporated on December 3, 1985
Last Annual Report Filed: 2013 Reporting Society: No
Last Annual General Meeting: May 30, 2013 Number of Directors: 10
In Liquidation: No

REGISTERED OFFICE INFORMATION

Physical Address:	Mailing Address:
#305 - 285 PRIDEAUX STREET	#305 - 285 PRIDEAUX STREET
NANAIMO BC V9R 2N2	NANAIMO BC V9R 2N2

DIRECTOR INFORMATION

Last Name, First Name, Middle Name:

BAKER, KENNEDY

Physical Address:

4507 SHERIDAN RIDGE RD
NANAIMO BC V9T 6G3

Mailing Address:

4507 SHERIDAN RIDGE RD
NANAIMO BC V9T 6G3

Last Name, First Name, Middle Name:

BARD, RUTH

Physical Address:

214 DUGGAN ROAD
NANAIMO BC V9X 5K6

Mailing Address:

214 DUGGAN ROAD
NANAIMO BC V9X 5K6

Last Name, First Name, Middle Name:

BRELAND, LYNDIA

Physical Address:

276 NINTH ST
NANAIMO BC V9R 1A4

Mailing Address:

276 NINTH ST
NANAIMO BC V9R 1A4

LAST NAME, FIRST NAME, MIDDLE NAME:

FULLER, GORDON

Physical Address:

604 NICOL ST
NANAIMO BC V9R 4T9

Mailing Address:

604 NICOL ST
NANAIMO BC V9R 4T9

Last Name, First Name, Middle Name:

HEADWORTH, STRIDER

Physical Address:

328 ALBION ST
NANAIMO BC V9R 1S3

Mailing Address:

328 ALBION ST
NANAIMO BC V9R 1S3

Last Name, First Name, Middle Name:

JAKUES, MATTHEW

Physical Address:

350 LARCH ST
NANAIMO BC V9S 2E6

Mailing Address:

350 LARCH ST
NANAIMO BC V9S 2E6

Last Name, First Name, Middle Name:

MONSELL, TROY

Physical Address:

1757 WILKINSON RD
NANAIMO BC V9X 1V6

Mailing Address:

1757 WILKINSON RD
NANAIMO BC V9X 1V6

Last Name, First Name, Middle Name:

OSTERCAMP, DENIS

Physical Address:

6463 RAVEN ROAD
NANAIMO BC V9V 1V7

Mailing Address:

6463 RAVEN ROAD
NANAIMO BC V9V 1V7

Last Name, First Name, Middle Name:

SLADDE, ROB

Physical Address:

2415 HOLYROOD DRIVE
NANAIMO BC V9S 4K7

Mailing Address:

2415 HOLYROOD DRIVE
NANAIMO BC V9S 4K7

Last Name, First Name, Middle Name:

WALSH, JUDY

Physical Address:

BOX 6 - 1033 SCHIDLER ROAD
COOMBS BC V0R 1M0

Mailing Address:

BOX 6 - 1033 SCHIDLER ROAD
COOMBS BC V0R 1M0

Nanaimo 7-10 Club Society
Income Statement 2013-01-01 to 2013-12-31

REVENUE

Revenue	
Bingo	0.00
Community Gaming Grant	40,000.00
Direct Access	0.00
Fraternal Gaming Donations	4,750.00
Church Donations	0.00
Canada Helps	4,523.91
Individual Donations	13,982.62
Building Donations	0.00
Corporate Donations	6,490.00
Monthly Pre-Authorized Debit	5,405.00
Organization Non-Gaming Donations	11,483.75
Donation Revenue In-Kind	2,014.70
Gain On Sale	0.00
Grants	9,837.74
Donated Equipment	0.00
Membership Fees	140.00
Interest	4.10
Coin Boxes	413.61
Funds From Events	4,463.75
Total Revenue	<u>103,509.18</u>

TOTAL REVENUE **103,509.18**

EXPENSE

Expenses	
Advertising	0.00
Accounting	1,522.50
Office Supplies	1,251.70
Website Development	0.00
Insurance	3,700.00
Telephone	63.04
Shaw (Phone & Internet)	780.27
Internet	0.00
Minister Of Finance	40.00
Memberships	287.34
Traning	0.00
Bank Charges	230.64
Interest on LTD	0.00
Fundraising Expense	0.00
Event Expenses	431.02
Christmas Expense	1,246.73
Renovation Expenses	0.00
Payroll	27,168.68
Payroll Expense	3,354.04
Honorariums	225.00
WCB Expense	204.18
Groceries	39,083.51
Rent	17,088.50
Vehicle	3,459.71
Volunteer Drivers	3,657.00
Amortization	0.00
Dishwasher Lease	0.00
Repairs and Maintenance	3,533.72
Kitchen Equipment New Kitchen	232.06
Total Expenses	<u>107,559.64</u>

TOTAL EXPENSE **107,559.64**

NET INCOME **(4,050.46)**

Generated On: 2014-02-10

NANAIMO 7-10 CLUB SOCIETY
Financial Statements
Year Ended December 31, 2012
(Unaudited)

NANAIMO 7-10 CLUB SOCIETY

Index to Financial Statements

Year Ended December 31, 2012

(Unaudited)

	Page
REVIEW ENGAGEMENT REPORT	1
FINANCIAL STATEMENTS	
Statement of Revenues and Expenditures	2
Statement of Changes in Net Assets	3
Statement of Financial Position	4
Statement of Cash Flows	5
Notes to Financial Statements	6 - 7

REVIEW ENGAGEMENT REPORT


To the Members of Nanaimo 7-10 Club Society

We have reviewed the statements of financial position of Nanaimo 7-10 Club Society as at December 31, 2012, December 31, 2011 and January 1, 2011 and the statements of revenues and expenditures, changes in net assets and cash flows for the years ended December 31, 2012 and December 31, 2011. Our review was made in accordance with Canadian generally accepted standards for review engagements and, accordingly, consisted primarily of inquiry, 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.

Nanaimo, British Columbia
April 19, 2013


CYRENNE, SEAL, MOORE & CO.
CERTIFIED GENERAL ACCOUNTANTS

NANAIMO 7-10 CLUB SOCIETY**Statement of Revenues and Expenditures****Year Ended December 31, 2012***(Unaudited)*

	2012	2011
REVENUES		
Gaming revenue	\$ 46,025	\$ 51,442
Donations - Church groups	1,907	1,205
Donations - Corporations	9,566	5,242
Donations - Organizations and Societies	7,132	17,235
Donations - Individuals	32,265	32,867
Events and fundraising	3,488	1,408
Grants	29,121	3,000
	129,504	112,399
EXPENSES		
Accounting fees	1,780	1,628
Advertising and promotion	-	355
Amortization (Notes 4, 7)	9,886	9,726
Board training	77	-
Fundraising expense	1,336	-
Groceries and supplies	41,322	33,512
Insurance	3,787	2,782
Interest and bank charges	253	275
Interest on long term debt	-	42
Memberships	331	48
Office	1,781	2,153
Rental (Note 8)	19,528	19,498
Repairs and maintenance	1,683	2,549
Salaries and wages	37,677	43,010
Sub-contracts	2,686	-
Utilities	1,015	1,157
Vehicle	7,587	5,166
	130,729	121,901
DEFICIENCY OF REVENUES OVER EXPENSES	\$ (1,225)	\$ (9,502)

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

NANAIMO 7-10 CLUB SOCIETY

Statement of Changes in Net Assets

Year Ended December 31, 2012

(Unaudited)



	2012	2011
NET ASSETS - BEGINNING OF YEAR	\$ 45,943	\$ 55,445
Deficiency of revenues over expenses	<u>(1,225)</u>	<u>(9,502)</u>
NET ASSETS - END OF YEAR	<u>\$ 44,718</u>	<u>\$ 45,943</u>

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

NANAIMO 7-10 CLUB SOCIETY**Statement of Financial Position****December 31, 2012***(Unaudited)*

	December 31 2012	December 31 2011	January 1 2011
ASSETS			
CURRENT			
Cash	\$ 29,993	\$ 62,061	\$ 29,571
Accounts receivable	600	-	-
Harmonized sales tax recoverable	1,232	1,727	911
Prepaid expenses	632	653	658
	<u>32,457</u>	<u>64,441</u>	<u>31,140</u>
PROPERTY AND EQUIPMENT <i>(Notes 4, 7)</i>	<u>17,150</u>	<u>27,036</u>	<u>26,899</u>
	<u>\$ 49,607</u>	<u>\$ 91,477</u>	<u>\$ 58,039</u>
LIABILITIES AND NET ASSETS			
CURRENT			
Accounts payable	\$ 4,686	\$ 5,325	\$ 1,894
Employee deductions payable	203	209	223
Deferred income <i>(Note 4)</i>	-	40,000	-
Current portion of long term debt	-	-	476
	<u>4,889</u>	<u>45,534</u>	<u>2,593</u>
NET ASSETS			
General fund	<u>44,718</u>	<u>45,943</u>	<u>55,446</u>
	<u>\$ 49,607</u>	<u>\$ 91,477</u>	<u>\$ 58,039</u>

ON BEHALF OF THE BOARD

 Director
 Director

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

NANAIMO 7-10 CLUB SOCIETY**Statement of Cash Flows****Year Ended December 31, 2012***(Unaudited)*

	2012	2011
OPERATING ACTIVITIES		
Deficiency of revenues over expenses	\$ (1,225)	\$ (9,502)
Item not affecting cash:		
Amortization of property and equipment	9,886	9,726
	8,661	224
Changes in non-cash working capital:		
Accounts receivable	(600)	-
Accounts payable	(639)	3,430
Deferred income	(40,000)	40,000
Prepaid expenses	21	5
Harmonized sales tax payable	495	(816)
Employee deductions payable	(6)	(14)
	(40,729)	42,605
Cash flow from (used by) operating activities	(32,068)	42,829
INVESTING ACTIVITY		
Purchase of property and equipment	-	(9,863)
FINANCING ACTIVITY		
Repayment of long term debt	-	(476)
INCREASE (DECREASE) IN CASH FLOW	(32,068)	32,490
Cash - beginning of year	62,061	29,571
CASH - END OF YEAR	\$ 29,993	\$ 62,061

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

NANAIMO 7-10 CLUB SOCIETY

Notes to Financial Statements

Year Ended December 31, 2012

(Unaudited)

1. DESCRIPTION OF OPERATIONS

The society is incorporated under the laws of the Province of British Columbia and is a registered charity under the Income Tax Act. Its main activity is the provision of meals to disadvantaged individuals. The society operates on a not-for-profit basis.

2. BASIS OF PRESENTATION

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASPNO).

3. FIRST TIME ADOPTION OF ACCOUNTING STANDARDS FOR NOT-FOR-PROFIT ORGANIZATIONS

During the year the society adopted accounting standards for not-for-profit organizations. These financial statements are the first prepared in accordance with these standards, therefore, the date of the transition to the new accounting standards is the beginning of operations on January 1, 2011. No restatements have resulted from the adoption of these standards.

4. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Property and equipment

Property and equipment are stated at cost less amortization. Amortization is recorded over the estimated useful lives of the property and equipment at the undernoted rates except in the year of acquisition when one half the stated rate is recorded.

Equipment	20%	straight-line method
Motor vehicles	30%	straight-line method
Computer equipment	45%	straight-line method
Leasehold improvements	20%	straight-line method

The society regularly reviews its property and equipment to eliminate obsolete items.

Revenue recognition

Nanaimo 7-10 Club Society follows the deferral method of accounting for contributions.

Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

5. FINANCIAL INSTRUMENTS

The society's financial instruments consist of cash, accounts receivable, harmonized sales tax recoverable, accounts payable and accrued liabilities. Unless otherwise noted, it is management's opinion that the society 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.

NANAIMO 7-10 CLUB SOCIETY**Notes to Financial Statements****Year Ended December 31, 2012***(Unaudited)***6. RESTRICTED CASH**

Funds on deposit in the gaming account are restricted for use pursuant to the Gaming Control Act and Gaming Control Regulation.

7. PROPERTY AND EQUIPMENT

	Cost	Accumulated amortization	2012 Net book value	2011 Net book value
Equipment	\$ 26,836	\$ 19,579	\$ 7,257	\$ 10,881
Motor vehicles	5,000	2,250	2,750	4,250
Computer equipment	1,000	1,000	-	-
Leasehold improvements	23,810	16,667	7,143	11,905
	\$ 56,646	\$ 39,496	\$ 17,150	\$ 27,036

8. LEASE COMMITMENTS

The society has a long term lease that expires on March 31, 2014. Under the lease the society is required to pay a base rent of \$1,553.50 per month, plus utilities, property taxes and maintenance costs.

Nanaimo 7-10 Club Society
Budget 2013, 2014, 2015

	2013	2014	2015
REVENUE			
Gaming	41,040.00	42,107.04	44,001.96
Organizations	21,552.48	22,112.85	23,107.93
Churches	1,268.47	1,301.45	1,360.02
Individuals	35,618.24	36,544.31	38,188.80
Corporations	5,518.61	5,662.09	5,916.88
Grants	10,526.76	10,800.46	11,286.48
Events/Fundraising	9,398.73	10,922.55	11,414.06
TOTAL REVENUE	124,923.29	129,450.75	135,276.16
EXPENSES			
Accounting	1,608.15	1,649.96	1,724.21
Insurance	2,912.75	2,988.48	3,122.96
Office Supplies	754.20	773.81	808.63
Groceries	35,892.56	37,364.15	39,045.54
Wages	46,157.99	47,358.10	49,489.21
Rent	21,978.86	22,550.31	23,565.07
Repairs	2,683.42	2,753.19	2,877.08
Telephone	974.99	1,000.34	1,045.36
Internet	197.37	202.50	211.61
Vehicle	11,763.00	12,809.90	13,386.35
TOTAL EXPENSES	124,923.29	129,450.75	135,276.02

2013 Increase based on Bank of Canada inflation rate of 2.6%. There has been a year to year increase on food prices of 4.1% (statcan.gc.ca). Gasoline prices have risen 8.9% according to statcan.gc.ca

**CITY OF NANAIMO
EVALUATION
PERMISSIVE TAX EXEMPTION
THREE YEAR REVIEW**

Name of Organization: Nanaimo Conservatory of Music

Grant No. RPTE-25

Criteria:	Meets Criteria:		Statement of Purpose:
	Yes	No	
➤ the property qualifies for a PTE as a Church, Public Hospital, Community Care Facility, Private School, or other charitable, recreation, philanthropic or non-profit purposes;			All buildings and properties that receive a PTE must be reviewed every three years to ensure that they continue to meet the specific criteria set out in their applicable category.
➤ services provide benefits and be accessible to residents of the City of Nanaimo;			
➤ exemptions are not given to services that are otherwise provided on a private, for profit basis; and,			
➤ must adhere to all of the City of Nanaimo's bylaws and policies.			
Amount Requested:	\$		Amount Recommended:
Grant Awarded:	Yes	No	
			\$

Discussion:

Notes:

CITY OF NANAIMO
APPLICATION FOR PERMISSIVE
TAX EXEMPTION RENEWAL

Office Use

RPT-25

ORGANIZATION: NANAIMO CONSERVATORY OF		DATE: NOVEMBER 18, 2013	
ADDRESS: MUSIC		PRESIDENT: ANDREW HOMZY	
375 SELBY STREET		SENIOR STAFF MEMBER: KATHLEEN DARBY.	
NANAIMO, BC V9R 2R4		POSITION: EXECUTIVE DIRECTOR	
		CONTACT: AS ABOVE	
TELEPHONE: (250) 754 4611		TELEPHONE: (250) 754 4611	
OVERVIEW OF YOUR ORGANIZATION'S PROGRAMS AND SERVICES OFFERED IN THE COMMUNITY: NCM offer music instruction to the community of Nanaimo and beyond. We also offer enrichment programs and concerts, many of which are free. In addition our facility is used by many community groups.			
GEOGRAPHIC AREA SERVED BY THE ORGANIZATION: NRD and beyond.			
NO. OF FULL TIME STAFF: 1		NO. OF PART TIME STAFF: 1	
NO. OF COMMUNITY VOLUNTEERS: 30		NO. OF VOLUNTEER HOURS PER YEAR: 1000	
NO. OF MEMBERS: 300		MEMBERSHIP FEE: \$5	
CLIENTS SERVED, LAST YEAR: 375 Students; 1500+ Concert + event patrons		CLIENTS SERVED, THIS YEAR (PROJECTED): about the same	
B.C. SOCIETY ACT REG. NO.: S-13888		REVENUE CANADA CHARITABLE REG. NO.: 10 699 7091	
CURRENT BUDGET: \$ 393,850		LEGAL DESCRIPTION OF PROPERTY: 28924 Lot 1, Section 1, Nanaimo District	
INCOME \$ 393,850		TAX FOLIO NUMBER: 86099.000	
EXPENSES: \$ 393,478			
NEXT YEAR PROJECTED: \$ 400,000		CURRENT YEAR TAXES (IF KNOWN):	
INCOME: \$ 400,000			
EXPENSES: \$ 400,000			
SIGNATURE: <i>[Signature]</i>		TITLE/POSITION: Executive Director	DATE: Nov 25, 2013.
NOTE: YOUR ORGANIZATION'S MOST RECENT AUDITED FINANCIAL STATEMENTS AND CURRENT FINANCIAL STATEMENTS MUST BE ATTACHED TO THE APPLICATION FORM (INCLUDING A BALANCE SHEET AND INCOME STATEMENT).			



Nanaimo Conservatory of Music

375 Selby Street, Nanaimo, BC V9R 2R4

T: 250 754 4611 F: 250 716 7274 E: ncmusic@island.net W: www.ncmusic.ca

November 23, 2013

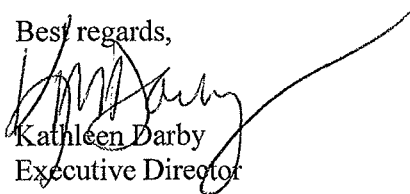
Diane Hiscock, Staff Liaison
Grants Advisory Committee
Permissive Tax Exemption Review
455 Wallace Street
Nanaimo, BC V9R 5J6

Dear Ms Hiscock,

Thank you for your letter dated November 4, 2013 requesting our application for Permissive Tax Exemption for the Nanaimo Conservatory of Music located at 375 Selby Street, Folio 86099.000.

Enclosed is our completed application form along with the other documents you require for the process to review.

Best regards,



Kathleen Darby
Executive Director

encls.

CITY OF NANAIMO GRANT QUESTIONNAIRE

1. Please describe the work of your organization in this community.

The Nanaimo Conservatory of Music offers music instruction at all levels in more than 20 instruments. We offer free concerts and highly subsidized group classes as well as scholarships and bursaries.

2. What are your organization's specific priorities for the coming year?

We are currently in the final stages of our 3-year business plan. One of the items is to increase our marketing and communications including a new logo and signage for our building.

3. How does your organization ensure that its services address continuing and emerging community needs?

Having been in operation for more than 35 years, the Nanaimo Conservatory of Music aligns its programs with the needs of its students on an ongoing basis. We also produce concerts for the community.

4. Please describe the role of volunteers in your organization.

We have many volunteers who have work such as maintaining our gardens, working at our events and doing maintenance and administrative duties.

5. Please list grants applied for/received from other governments or service clubs.

Province of BC - Gaming \$50,500 (2013)

CITY OF NANAIMO GRANT QUESTIONNAIRE

6. Please list other City of Nanaimo grants applied for and/or received, including Operating Funding, grants from other Committees, etc.

City of Nanaimo Operating - \$14,500 (applied)
 " Festivals - \$2,500 (applied)

7. Please provide details of fees for service in your organization, and how costs and fees are determined.

Lesson fees for individual lessons are set by the instructor and the Conservatory adds an admin fee. Group lesson fees are set by the Board of Directors. Bursaries are available to support students who otherwise might have trouble financially.

8. If your organization is a branch of a larger organization, please indicate how this affects the financial and other information you have provided.

No.

9. Please describe your policy and treatment of: capital, reserve or special purpose funds, and year-end surpluses or deficits.

Our organization generally runs at a break-even position. We do own our building (mortgaged) and funds are often directed to special accounts. For example we have a Scholarship fund of \$5000 where we only use the interest.

10. Please describe current or planned approaches to self-generated income.

Our budget is approximately \$400,000 p.a and about 80% of that is self-generated annually through lesson fees donation campaigns and special events.

CITY OF NANAIMO GRANT QUESTIONNAIRE

10. What will the effect be if you do not receive a permissive tax exemption from the City of Nanaimo?

It would mean we would face a deficit in the amount of the tax; we would have a cash flow crisis and we may have to lay off staff.

11. How has the City's contribution been recognized?

We acknowledge the City of Nanaimo on all of our materials. In addition we recognize the value of the Permissive Tax Exemption as an ~~asset~~ expense and revenue item on our annual audited financial statements



AMENDED Annual Report

OFFICE USE ONLY

1. Name of Society:

Nanaimo Conservatory of Music

Address of Society:

301-321 Wallace Street

Nanaimo, BC V9R 5B6

2.

Incorporation Number:

S-0013888

ONLINE FILING AVAILABLE at www.bcregistryservices.gov.bc.ca

See the last page for details

3. Give us the date your 2012 Annual General Meeting was held (YYYY/MM/DD): 2012/11/15

↑
[Insert year of Annual General Meeting]

(If no Annual General Meeting was held, please write "NO MEETING HELD" in the date field above.)

4. The society's registered address in B.C. is – Must be a physical location. No PO Boxes.

301-321 Wallace Street

Nanaimo, BC V9R 5B6

Is this is a change to your registered address from the previous year? ☐ Yes ☒ No (if yes, submit an additional \$15.00 for the Change of Address)

NOTE

One director must be a B.C. resident

5. The society's directors are listed below.

Addresses must be physical locations. No PO Boxes.

Last name: Homzy

First name (include initials): Andrew

Address (include postal code): 38 Pirates Lane, Nanaimo, BC V9R 6R1

Last name: Farenholtz

First name (include initials): Jim

Address (include postal code): 560 Cumberland Place, Nanaimo, BC V9T 4S5

Last name: Hamilton
First name (include initials): Louise
Address (include postal code): 14 Pirates Lane, Nanaimo, BC V9R 6R1

Last name: Speelman
First name (include initials): Cindy
Address (include postal code): 2323 Glenford Place, Nanaimo, BC V9X 1Y3

Last name: Wagner
First name (include initials): Veronica
Address (include postal code): 278A Selby Street, Nanaimo, BC V9R 2R3

Last name: Ricker
First name (include initials): Eric
Address (include postal code): 3052 Hammond Bay Road, Nanaimo, BC V9T 1E2

Last name: Gerbert
First name (include initials): Cynthia
Address (include postal code): 3310 Arrowsmith Road, Nanaimo, BC V9T 5V3



Last name: Hofman
First name (include initials): Liza
Address (include postal code): 2948 Glen Eagle, Nanaimo, BC V9T 1R9

Last name: Firouzli
First name (include initials): Daryoush
Address (include postal code): 6165 Brickyard Road, Nanaimo, BC V9V 1K3

Last name: _____
First name (include initials): _____
Address (include postal code): _____

Last name: _____
First name (include initials): _____
Address (include postal code): _____

Last name: _____
First name (include initials): _____
Address (include postal code): _____



6. Please provide an email address that we may use for future communications:

assistant@e-law.bc.ca

7. Sign and certify this form

I certify that this information is accurate and complete.

Signature: _____

NOTE

This must be signed
by a current director,
officer or solicitor.

8. Return form and fee

Mail to: BC Registry Services
PO Box 9431 Stn Prov Govt
Victoria BC V8W 9V3

NOTE

Annual Report filing
fee is \$25.00

If you updated your
registered address,
add \$15.00 for a total
fee of \$40.00

Questions? Call 250 356-8609

Please make your cheque payable to **Minister of Finance** and write your Incorporation Number on the cheque.

NANAIMO CONSERVATORY OF MUSIC
FINANCIAL STATEMENTS
JUNE 30, 2013



Robert F. Fischer & Company*
CERTIFIED GENERAL ACCOUNTANT

*A Professional Corporation

Robert F. Fischer & Company*

CERTIFIED GENERAL ACCOUNTANT

13-327 Prideaux Street

Nanaimo, BC V9R 2N4

(250) 753-8287

Fax (250) 753-7453

rfischer@robertfischercgca.ca

INDEPENDENT AUDITOR'S REPORT

To the Members of

Nanaimo Conservatory of Music

I have audited the accompanying financial statements of Nanaimo Conservatory of Music, which comprises the statement of financial position as at June 30, 2013 and the statements of net assets, operations, and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian Accounting Standards for Not-For-Profit organizations, and for such internal controls as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's responsibility

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I comply with ethical requirements and plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement.

An audit includes performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements 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 entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion,

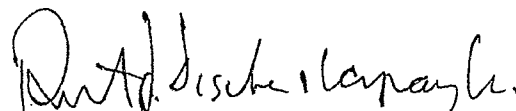
Basis for Qualified Opinion

In common with many charitable organizations, the organization derives revenue from donation and fundraising, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, my verification of these revenues was limited to the amounts recorded in the records of the Society and I was not able to determine whether any adjustments might be necessary to these revenues, excess of revenue over expenditures, assets and net assets.

Opinion

In my opinion the financial statements present fairly, in all material respects, the financial position of the Society as at June 30, 2013 and its financial performance and its cash flows for the year then ended in accordance with Canadian Accounting Standards for Not-For-Profit applied on a basis consistent with that of the preceding year.

Nanaimo, BC
November 14, 2013



ROBERT F. FISCHER & COMPANY INC.
CERTIFIED GENERAL ACCOUNTANT



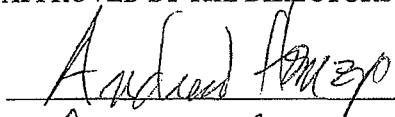
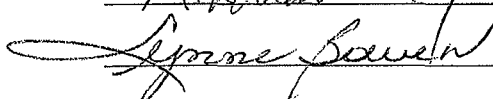
Member, Certified General Accountants
Association of British Columbia

* A Professional Corporation

NANAIMO CONSERVATORY OF MUSIC
STATEMENT OF FINANCIAL POSITION
JUNE 30, 2013

	Capital Asset Fund	Operating Fund	2013	2012
ASSETS				
CURRENT				
Cash and cash equivalents (Note 3)	\$ -	\$ 14,012	\$ 14,012	\$ 16,400
Accounts receivable	-	7,069	7,069	1,370
Prepaid expenses	-	-	-	930
	-	21,081	21,081	18,700
CAPITAL ASSETS (Notes 2 and 4)	<u>480,692</u>	<u>-</u>	<u>480,692</u>	<u>480,692</u>
	<u>\$ 480,692</u>	<u>\$ 21,081</u>	<u>\$ 501,773</u>	<u>\$ 499,392</u>
LIABILITIES				
CURRENT				
Bank line of credit (Note 3)		\$ 5,500	\$ 5,500	\$ 250
Accounts payable and accruals	-	5,490	5,490	4,000
Wages and benefits payable	-	2,096	2,096	-
Deferred revenue (Note 5)	-	42,426	42,426	47,780
Mortgage payable (Note 6)	<u>206,276</u>	<u>-</u>	<u>206,276</u>	<u>218,572</u>
	<u>206,276</u>	<u>50,262</u>	<u>261,788</u>	<u>270,602</u>
NET ASSETS				
NET ASSETS	<u>275,416</u>	<u>(35,431)</u>	<u>239,985</u>	<u>228,790</u>
	<u>\$ 481,692</u>	<u>\$ 15,081</u>	<u>\$ 501,773</u>	<u>\$ 499,392</u>

APPROVED BY THE DIRECTORS

 Director
 Director

The accompanying notes are an integral part of these financial statements

NANAIMO CONSERVATORY OF MUSIC
STATEMENT OF NET ASSETS
FOR THE YEAR ENDED JUNE 30, 2013

	Capital Asset Fund	Operating Fund	<u>2013</u>	<u>2012</u>
BALANCE, at beginning of the year	\$ 262,120	\$ (33,330)	\$ 228,790	\$ 227,376
EXCESS OF REVENUE OVER EXPENDITURES FOR THE YEAR	<u>(9,320)</u>	<u>20,515</u>	<u>11,195</u>	<u>1,414</u>
	252,800	(12,815)	239,985	228,790
TRANSFER OF FUNDS (principal payments on mortgage)	<u>22,616</u>	<u>(22,616)</u>	<u>-</u>	<u>-</u>
BALANCE, at end of the year (Note 7)	\$ <u>275,416</u>	\$ <u>(35,431)</u>	\$ <u>239,985</u>	\$ <u>228,790</u>

The accompanying notes are an integral part of these financial statements

NANAIMO CONSERVATORY OF MUSIC

STATEMENT OF OPERATIONS

FOR THE YEAR ENDED JUNE 30, 2013

	Capital Asset Fund	Operating Fund	2013	2012
REVENUE				
Student fees	\$ -	\$ 276,955	\$ 276,955	\$ 273,464
Gaming	-	50,000	50,000	40,750
Gifts, donations and bursaries	-	37,030	37,030	26,256
Miscellaneous	-	9,644	9,644	3,607
City of Nanaimo	-	21,750	21,750	22,000
Interest and investments	-	202	202	(34)
Memberships	-	95	95	1,100
VICMF revenue (ticket sales and grants)	-	-	-	6,992
	<u>-</u>	<u>395,676</u>	<u>395,676</u>	<u>374,135</u>
EXPENDITURES, ADMINISTRATIVE AND GENERAL				
Wages and benefits	-	77,097	77,097	73,286
Property taxes	-	12,500	12,500	12,500
Office and miscellaneous	-	12,473	12,473	10,492
Repairs and maintenance	-	11,916	11,916	4,194
Mortgage interest	9,320	-	9,320	10,606
Fundraising expenses	-	7,968	7,968	774
Advertising	-	6,103	6,103	7,921
Accounting and legal	-	5,600	5,600	4,050
Supplies and equipment	-	4,853	4,853	6,075
Utilities	-	4,313	4,313	3,566
Insurance	-	3,294	3,294	1,850
Telephone	-	2,625	2,625	2,034
Bank charges and interest	-	2,587	2,587	2,149
Rent	-	1,766	1,766	1,975
Accompanists	-	1,500	1,500	2,338
Performances and workshops	-	1,458	1,458	3,053
Education and training	-	690	690	760
Licences and dues	-	300	300	703
VICMF expenditures	-	-	-	7,328
Consultant fees	-	-	-	1,135
Bad debts	-	-	-	63
	<u>9,320</u>	<u>157,043</u>	<u>166,363</u>	<u>156,852</u>
Instructors' fees	-	214,793	214,793	211,589
Scholarships paid	-	2,400	2,400	4,280
Instructors' travel	-	925	925	-
	<u>9,320</u>	<u>375,161</u>	<u>384,481</u>	<u>372,721</u>
EXCESS OF REVENUE OVER EXPENDITURES FOR THE YEAR	<u>\$ (9,320)</u>	<u>\$ 20,515</u>	<u>\$ 11,195</u>	<u>\$ 1,414</u>

The accompanying notes are an integral part of these financial statements

NANAIMO CONSERVATORY OF MUSIC
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2013

	<u>2013</u>	<u>2012</u>
OPERATING ACTIVITIES		
Excess of expenditures over revenue for the year	\$ 11,195	\$ 1,414
Cash applied to net changes in non cash working capital items	<u>(1,286)</u>	<u>(9,916)</u>
Cash provided from (applied to) operating activities	<u>9,909</u>	<u>(8,502)</u>
FINANCING ACTIVITIES		
Mortgage principle repayment	<u>(12,297)</u>	<u>(11,561)</u>
Cash applied to financing activities	<u>(12,297)</u>	<u>(11,561)</u>
DECREASE IN CASH DURING THE YEAR	(2,388)	(20,063)
CASH AND CASH EQUIVALENTS, at beginning of the year	<u>16,400</u>	<u>36,463</u>
CASH AND CASH EQUIVALENTS, at end of the year (Note 3)	\$ <u>14,012</u>	\$ <u>16,400</u>

Net changes in non-cash working capital items consist of:

Accounts receivable	\$ (5,699)	\$ 2,167
Prepaid expenses	930	(930)
Bank line of credit	5,250	(19,750)
Accounts payable and accruals	1,491	(1)
Wages and benefits payable	2,096	(1,767)
Deferred revenue	<u>(5,354)</u>	<u>10,365</u>
	\$ <u>(1,286)</u>	\$ <u>(9,916)</u>

The accompanying notes are an integral part of these financial statements

NANAIMO CONSERVATORY OF MUSIC
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2013

1. PURPOSE OF THE ORGANIZATION

The Nanaimo Conservatory of Music exists to conduct a school of music and other performing arts. It is a Registered Charity under the Income Tax Act.

2. SIGNIFICANT ACCOUNTING POLICIES

Use of estimates

When preparing financial statements according to Canadian GAAP, estimates and assumptions are made relating to:

- Reported amounts of revenue and expenses
- Reported amounts of assets and liabilities

Assumptions are made on a number of factors including historical experience, current events and actions that the organization may undertake in the future, and other assumptions that are reasonable under the circumstances. Actual results could differ from those estimates under different conditions and assumptions.

The Nanaimo Conservatory of Music follows the deferral method of accounting for contributions.

Fund accounting

Revenues and expenses related to program delivery and administrative activities are reported in the Operating Fund.

The Capital Asset Fund reports assets, liabilities, revenues and expenditures related to the Conservatory's capital assets.

Revenue Recognition

Restricted contributions are recognized as revenue of the appropriate fund in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue of the appropriate fund when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Capital assets

The Nanaimo Conservatory of Music does not record its equipment on the Statement of Financial Position. Management has determined that based on the gross revenue of the organization and the minimal amounts of acquired assets, the current policy is of treating the cost as an expenditure in the year of acquisition is warranted.

Significant purchased capital assets however (consisting of the land and building) are recorded in the Capital Asset Fund at cost. Management has determined that the building will not be amortized as it would most correctly reflect the current situation of ongoing renovations.

NANAIMO CONSERVATORY OF MUSIC
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2013

3. CASH AND CASH EQUIVALENTS

Cash and cash equivalents consist of the following:

	<u>2013</u>	<u>2012</u>
CCCU - Gaming	\$ 3	\$ 1
CCCU - General	1,253	5,230
Investments	7,756	6,169
GIC - Royal Bank (Note 7)	<u>5,000</u>	<u>5,000</u>
	<u>\$ 14,012</u>	<u>\$ 16,400</u>

The organization has a bank line of credit to a maximum of \$20,000. The line of credit is secured by the RBC credit facility.

4. CAPITAL ASSETS

			<u>2013</u>	<u>2012</u>
	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>Net Book Value</u>	<u>Net Book Value</u>
Building	\$ 296,955	\$ -	\$ 296,955	\$ 296,955
Land	<u>183,737</u>	<u>-</u>	<u>183,737</u>	<u>183,737</u>
	<u>\$ 480,692</u>	<u>\$ -</u>	<u>\$ 480,692</u>	<u>\$ 480,692</u>

5. DEFERRED REVENUE

	<u>2013</u>	<u>2012</u>
Beginning balance	\$ 47,780	\$ 37,415
Less amount recognized as revenue in the year	(22,530)	(36,415)
Add amount received related to the following year	<u>17,176</u>	<u>46,780</u>
Ending Balance	<u>\$ 42,426</u>	<u>\$ 47,780</u>
Ending balance consists of the following:		
Swann Guitar Scholarship Fund	\$ 24,250	\$ 24,750
Student fees	12,496	22,030
Jean Apland Memorial Scholarship	1,000	1,000
Grants	<u>4,680</u>	<u>-</u>
	<u>\$ 42,426</u>	<u>\$ 47,780</u>

NANAIMO CONSERVATORY OF MUSIC
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2013

6. MORTGAGE PAYABLE

	<u>2013</u>	<u>2012</u>
RBC loan, repayable at \$1,609 per month including interest at 4.35%, payable on demand. Due September 2014. Secured by mortgage on land and building.	\$ 186,492	\$ 197,451
RBC loan, repayable at \$192 per month including interest at prime plus 1.75%, payable on demand. Due September 2013. Secured by mortgage on land and building.	<u>19,784</u>	<u>21,121</u>
	206,276	218,572
Less current portion	<u>12,650</u>	<u>12,506</u>
	<u>\$ 193,626</u>	<u>\$ 206,066</u>

Amount due in each of the next two years is as follows:

2014	\$ 12,650
2015	193,626

7. RESTRICTIONS ON DONATED FUNDS

The Conservatory receives certain donations which are intended for specific purposes by the donors. Such donations are part of the Operating Fund equity and are informally restricted for future disbursement in accordance with the donors' wishes.

	<u>2013</u>	<u>2012</u>
Operating fund equity - restricted	\$ 5,000	\$ 5,000
Operating fund equity - unrestricted	<u>(40,431)</u>	<u>(38,330)</u>
	<u>\$ (35,431)</u>	<u>\$ (33,330)</u>

The restricted funds are represented by the Joie de Vivre fund, which stipulates that the principal not be disbursed but the interest earned be disbursed as a scholarship annually.

NANAIMO CONSERVATORY OF MUSIC
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2013

8. FINANCIAL INSTRUMENTS

Financial instruments consist of cash and cash equivalents, accounts receivables, and accounts payable and accruals. Unless otherwise noted, it is our opinion that the organization is not exposed to significant interest, currency, or credit risks arising from these financial instruments. The fair value of the instruments approximates their carrying values, unless otherwise noted.

The organization is exposed to financial risk that arises from the fluctuation in interest rates and in the credit quality of its customers.

Credit risk

Credit risk consists principally of cash and cash equivalents, and accounts receivable. Cash and cash equivalents are maintained with reputable and major financial institutions.

Currency risk

The organization does not have any significant currency risks.

Interest rate risk

There is exposure to interest risk with respect to following financial instruments:

Cash and cash equivalents

There are no derivative financial instruments to mitigate these risks.

Fair value

Cash and cash equivalents, accounts receivable, and accounts payable and accruals are short-term financial instruments whose fair value approximates their carrying values.

Nanaimo Conservatory of Music

Comparative Balance Sheet

	As at 10/31/2013	As at 09/30/2013
ASSET		
Current Assets		
Cash Clearing	-10,741.90	-28,747.91
Equity Shares	5.23	5.23
Petty Cash	22.27	22.27
Investors Group	6,657.82	6,657.82
CCCU - General	-11,089.97	12,328.27
CCCU - Gaming	2.55	2.55
Royal Bank	178.21	178.21
GIC - Royal Bank	5,000.00	5,000.00
Total Cash	-9,965.79	-4,553.56
Accounts Receivable	1,275.00	1,275.00
Receivable From Students	15,746.67	6,426.27
GST Receivable	1,091.82	1,029.49
Prov HST receivable	1,156.43	1,156.43
Total Receivable	19,269.92	9,887.19
Prepaid Expenses	929.92	929.92
Total Current Assets	10,234.05	6,263.55
Capital Assets		
Building	296,954.61	296,954.61
Net - Building	296,954.61	296,954.61
Land	183,737.00	183,737.00
Total Capital Assets	480,691.61	480,691.61
TOTAL ASSET	490,925.66	486,955.16
LIABILITY		
Current Liabilities		
Accounts Payable	187.75	2,195.49
Accrued Liabilities	4,000.00	4,000.00
Due To Employees	647.33	647.33
Prepaid Fees and Registration	24,048.00	13,896.50
Due to/from students	753.53	0.00
RBC Loan	16,625.94	16,625.94
Royal Bank Line of Credit	15,500.00	15,500.00
Deferred Grant Revenue	5,180.00	5,180.00
Vacation payable	238.81	170.21
EI Payable	318.47	8.26
CPP Payable	601.38	18.14
Federal Income Tax Payable	792.42	54.68
Total Receiver General	1,712.27	81.08
Jean Aplan Memorial Scholars...	1,000.00	1,000.00
Swann Guitar Scholarship Fund	23,750.00	23,750.00
Jole de Vivre Bursary Fund	5,000.00	5,000.00
Total Bursary Funds	29,750.00	29,750.00
Total Current Liabilities	98,643.63	88,046.55
Long Term Liabilities		
Mortgage Payable	174,925.68	174,925.68
Total Long Term Liabilities	174,925.68	174,925.68
TOTAL LIABILITY	273,569.31	262,972.23
EQUITY		
Retained Earnings		
Operating Surplus	243,189.04	243,189.04
Current Earnings	-25,832.69	-19,206.11

For management use only

Nanaimo Conservatory of Music **Comparative Balance Sheet**

	As at 10/31/2013	As at 09/30/2013
Total Retained Earnings	<u>217,356.35</u>	<u>223,982.93</u>
TOTAL EQUITY	<u>217,356.35</u>	<u>223,982.93</u>
LIABILITIES AND EQUITY	<u>490,925.66</u>	<u>486,955.16</u>

For management use only

**Nanaimo Conservatory of Music
Budget 2013-14**

25-Nov-13

2014/15

	To Date Oct 31/13	Budget 2013/14	Projection to year end	Budget 134
REVENUE				
Instructional revenue				
Registration fees	6,425	7,700	7,700	7,700
Summer Programs	10,130	5,700	5,700	5,700
Student fees - individual	35,588	170,000	170,000	170,000
Student fees - groups	6,370	27,000	27,000	27,000
Student fees - Suzuki	11,003	57,000	57,000	57,000
Camps	2,705	3,800	3,800	3,800
Kindermusik fees	960	3,500	3,500	3,500
Total instructional revenue	73,180	274,700	274,700	274,700
Grants				
BC Gaming	16,833	50,000	50,500	51,000
City of Nanaimo		10,000	10,000	10,000
Other Grants (VICMF)	3,650	3,650	3,650	3,650
Total Grant revenue	20,483	63,650	64,150	64,650
Fundraising				
Individual Donations		20,000	20,000	20,000
Corporate Donations		5,000	5,000	5,000
Fundraising - Raffle				
Foundations				
Total Fundraising	0	25,000	25,000	25,000
Other Revenue				
NCM concerts & recitals (incl VICMF)	70	14,000	14,000	14,000
Society memberships		1,200	1,200	1,200
Kindermusik materials	40	1,500	1,500	1,500
Music fees + Uniform fees	1,382	3,000	3,000	3,000
Credit Card fees	99	700	700	700
Interest	0	250	250	250
Miscellaneous (incl. Advertising)	155	4,000	4,000	4,000
Total Other revenue	1,747	24,650	24,650	24,650
TOTAL REVENUE	95,410	388,000	388,500	389,000

2014/15

	To Date Oct 31/13	Budget 2013/14	Projection to year end	Budget 134
EXPENSES				
Administrative expenses				
Accounting & legal	2,290	8,500	7,500	8,500
Advertising & promotion	1,283	6,103	6,103	6,103
Insurance	927	3,300	3,300	3,300
Mortgage payments		18,000	18,000	18,000
Bank charges, interest and CAFT	689	2,600	2,600	2,600
Office & miscellaneous	488	4,500	3,500	4,500
Repairs & maintenance	835	6,000	2,000	6,000
Telephone	756	2,700	2,700	2,700
Printing, photocopying and Postage	1,863	4,250	4,250	4,250

Memberships	135	1,000	1,000	1,000
Wages/benefits & WCB	30,804	78,000	78,000	79,000
Utilities	782	4,350	4,000	4,350
Janitorial	746	4,200	4,200	4,200
GST/HST		-2,500	-2,500	-2,500
Total administrative expenses	41,599	141,003	134,653	142,003
Instructional expenses				
Instructor fees - individual	30,173	146,000	146,000	146,000
Instructor fees - Suzuki	9,052	46,000	46,000	46,000
Instructor fees- group	5,380	19,000	19,000	19,000
Summer Program Expenses	11,102	4,000	11,102	4,000
Accompanists	934	2,000	2,000	2,000
Camps		2,125	2,125	2,125
Instruments, chairs, music stands		500	500	500
Travel				
Facilities rental	175	1,800	1,800	1,800
Youth Choir Materials & Uniforms	45	5,000	5,000	5,000
Program materials		350	350	350
Kindermusik Materials & Fees	1,434	4,500	4,500	4,500
Professional Development (k:bcacms)	630	800	800	800
Bursaries				
J. Horner and other Scholarships		2,500	2,500	2,500
Piano Tuning	460	1,300	1,300	1,300
Full Fee Discount				
Bad debts				
Miscellaneous (incl gifts)		300	300	300
Total instructional expenses	59,384	236,175	243,277	236,175
Fundraising expenses				
Concert/Festival Expenses	386	10,000	10,000	10,000
Other fundraising	350		350	
Total fundraising expenses	736	10,000	10,350	10,000
TOTAL EXPENSES	101,719	387,178	388,280	388,178
Net Income (Deficit)	-6,308	822	220	822



Nanaimo Conservatory of Music

375 Selby Street, Nanaimo, BC V9R 2R4

T: 250 754 4611 F: 250 716 7274 E: ncmusic@island.net W: www.ncmusic.ca

BOARD OF DIRECTORS

As of November 2013

Title	Name	Home Address	Phone	email
President	Andrew Homzy retired	38 Pirates Lane Nanaimo, BC V9R 6R1	h: 667-0238	andrew.homzy@gmail.com
Vice-President	Jim Farenholtz lawyer	560 Cumberland Place Nanaimo, BC V9T 4S5	h: 585-5606 c: 740-5606	jfarenholtz@yahoo.ca
Secretary	Liza Hofman Draftsperson	2948 Glen Eagle Nanaimo, BC V9T 1R9	h: 729-9141	eliroda@telus.net Joined December 11, 2012
Treasurer	Lynne Bowen Writer/Historian	603 - 225 Rosehill Street, Nanaimo, B.C., V9S 1E1	h: 716-0411	lynne.bowen@shaw.ca Joined October 2013
	Cindy Speelman teacher	2323 Glenford Place Nanaimo, BC V9X 1Y3	h: 591-8891 c: 802-3876	spcindy@shaw.ca
	Veronica Wagner teacher	278A Selby Street Nanaimo, BC V9R 2R3	h: 753-8190 c: 618-0371	r_wagner@island.net

**CITY OF NANAIMO
EVALUATION
PERMISSIVE TAX EXEMPTION
THREE YEAR REVIEW**

**Name of Organization: Pacific Child and Family Enrichment Society
(dba PacificCARE)**

Grant No. RPTE-31

Criteria:	Meets Criteria:		Statement of Purpose:
	Yes	No	
➤ the property qualifies for a PTE as a Church, Public Hospital, Community Care Facility, Private School, or other charitable, recreation, philanthropic or non-profit purposes;			All buildings and properties that receive a PTE must be reviewed every three years to ensure that they continue to meet the specific criteria set out in their applicable category.
➤ services provide benefits and be accessible to residents of the City of Nanaimo;			
➤ exemptions are not given to services that are otherwise provided on a private, for profit basis; and,			
➤ must adhere to all of the City of Nanaimo's bylaws and policies.			
Amount Requested:	\$		Amount Recommended:
Grant Awarded:	Yes	No	
			\$

Discussion:

Notes:



CITY OF NANAIMO
APPLICATION FOR PERMISSIVE
TAX EXEMPTION RENEWAL

Office Use

RPT-31

ORGANIZATION: <i>Pacific Care Submission</i> <i>See Attached</i>	DATE:
ADDRESS:	PRESIDENT:
	SENIOR STAFF MEMBER:
	POSITION:
	CONTACT:
TELEPHONE:	TELEPHONE:

OVERVIEW OF YOUR ORGANIZATION'S PROGRAMS AND SERVICES OFFERED IN THE COMMUNITY:

NOTE: BUDGET ASSUMPTION
PACIFIC CARE WILL RECEIVE 100% PROPERTY

GEOGRAPHIC AREA SERVED BY THE ORGANIZATION: *TAX EXEMPTION.*

NO. OF FULL TIME STAFF:	NO. OF PART TIME STAFF:
NO. OF COMMUNITY VOLUNTEERS:	NO. OF VOLUNTEER HOURS PER YEAR:
NO. OF MEMBERS:	MEMBERSHIP FEE:
CLIENTS SERVED, LAST YEAR:	CLIENTS SERVED, THIS YEAR (PROJECTED):
B.C. SOCIETY ACT REG. NO.:	REVENUE CANADA CHARITABLE REG. NO.:
CURRENT BUDGET:	LEGAL DESCRIPTION OF PROPERTY:
INCOME	
EXPENSES:	
NEXT YEAR PROJECTED:	TAX FOLIO NUMBER:
INCOME:	
EXPENSES:	CURRENT YEAR TAXES (IF KNOWN):

SIGNATURE: <i>M. Sidani</i> <i>MARGARET S. SIDANI</i>	TITLE/POSITION: <i>Office Manager</i> <i>250-756-2622</i>	DATE: <i>Nov 28, 2013</i>
--	--	---------------------------

NOTE: YOUR ORGANIZATION'S MOST RECENT AUDITED FINANCIAL STATEMENTS AND CURRENT FINANCIAL STATEMENTS MUST BE ATTACHED TO THE APPLICATION FORM (INCLUDING A BALANCE SHEET AND INCOME STATEMENT).

CITY OF NANAIMO GRANT QUESTIONNAIRE

6. Please list other City of Nanaimo grants applied for and/or received, including Operating Funding, grants from other Committees, etc.

7. Please provide details of fees for service in your organization, and how costs and fees are determined.

8. If your organization is a branch of a larger organization, please indicate how this affects the financial and other information you have provided.

9. Please describe your policy and treatment of: capital, reserve or special purpose funds, and year-end surpluses or deficits.

10. Please describe current or planned approaches to self generated income.

CITY OF NANAIMO APPLICATION FOR PERMISSIVE TAX EXEMPTION

Organization: Pacific Child and Family Enrichment Society dba PacificCARE	Date: November 27, 2013
Address: 3156 Barons Road Nanaimo BC V9T 4B5	President: Carol O'Connor Senior Staff Member: Margaret Sinclair, CCRR Program Coordinator/Office Manager
	Contact: Margaret Sinclair
Telephone: 250-756-2022	Telephone: 250-756-2022

Overview of your organizations programs and services offered in the community:

Pacific Child and Family Enrichment Society (PacificCARE) formed in 1989 is an accredited non-profit organization demonstrating best practices, and dedicated to making a positive difference for children and families.

Our largest program is the Child Care Resource and Referral Program (CCRR) which offers a unique local service. This service provides information, referrals, resources and training to families, child care providers and the community. The service works to enhance the quality of child care through education of child care providers, increases family and community awareness of quality child care and early childhood development. In addition, we provide support to parents applying for Child Care Subsidy.

Our society offers clients in our region an opportunity to have access to affordable Child Care Liability Insurance through Coastal Community Insurance member by becoming a member of our society. As part of this program we also offer associate memberships to those under other CCRR programs.

Geographic area served by the organization:

The organization serves Nanaimo and region, Ladysmith, Port Alberni, West Coast, Oceanside, Courtenay/Comox Valley, Powell River, Campbell River, and North Island. The insurance program is Province wide.

Number of full time staff: 9	Number of part time staff: 2
Number of volunteers: 4 permanent, 5 casual	Volunteer hours per year: 1336 hrs
Number of members: 1,000 (approx.)	Membership fee: \$20/\$25/\$30
Clients served last year: 383 Child Care Providers 1,326 Parent Referrals 1,000 Insurance Referrals 159 Providers and Parents who borrowed resources and toys and equipment library from lending library 1325 Parents assisted with Child Care Subsidy Forms.	Clients served this year (projected): Given our current projected budget and the initiatives we are pursuing, we may expect an increase of 15%.
BC Society Act Reg. No.: S-0024860	Revenue Canada Charitable Reg. No. N/A

M. Sinclair

Current Budget: See attached budget		Legal Description of Property: PID: 001-223-828 Lot 11, Section 5, Wellington District, Plan 30716
Income: to October 31, 2013 attached		
Expenses: to October 31, 2013 attached		Tax Folio Number:
Next Year Projected: Attached budget		07498.255-3156 Barons Road
Income: Refer to Budget attached		Current Year Taxes (if known):
Expenses: Refer to Budget attached		Attached
Signature:	Title/Position:	Date: November 29, 2013
Note: Your Organization's most recent audited financial statements and current financial statements must be attached to the application form (including a Balance Sheet and Income Statement).		

1. **Please describe the work of your organization in this community.**

PacificCARE CCRR locally supports child care providers to offer opportunities for positive early learning experiences and healthy development for children. We support families in their search for quality accessible and affordable child care. We are committed to working in partnership in providing access to a range of child care options, training opportunities, community resources, and supports for families. PacificCARE's access to affordable business liability insurance.

PacificCARE's services are free of charge or for cost recovery.

Services for Parents, Families and Child Care Providers:

- Child care information and referrals
- Child care subsidy information and applications
- Lending libraries
- Workshops and training/events
- Drop-in programs
- Newsletters
- Computer access for child care related searches
- Consultations in person or by phone
- Networking
- Laminating and photocopying
- Job postings
- Start-up resources for licensed-not-required child care providers
- Access to affordable business liability insurance through Coastal Community Insurance Service (2007) Ltd.

PacificCARE CCRR builds capacity by supporting community partners. We established a Community hub that provides easy access to many services under one roof. For 24 years, PacificCARE CCRR has been providing a unique local service to each area it serves and we are not in direct conflict with anyone else. CCRR's are the communities' best source of child care information and resources.

2. What are your organization's specific priorities for the coming year?

- To advise, educate and support new child care providers to start their own business; by doing so they achieve employment self sufficiency.
- Support parents' options to stay home and be self employed.
- To support our teams and ensure a continual high level of professionalism and best practices (as per our reaccreditation standards), it is imperative that we provide education in the Early Childhood Development field.
- Secure funding for Parent Child and Mother Goose program and manage the service delivery.
- Position organization through financial restructuring to obtain Charitable Status.
- Restructure organization to maintain CCRR contracts independent of society funds.

3. How does your organization ensure that its services address continuing and emerging community needs?

PacificCARE consultants and Program Manager work with a variety of community stakeholders to identify changing family and child care needs. Through the following:

- Conducting surveys,
- Focus groups,
- Supplying quarterly reports to our funders,
- Supplying quarterly newsletters to our members,
- Monthly reports to the Board of Directors, and
- Annual reports to Society members and clients.

4. Please describe the role of volunteers in your organization.

We believe volunteers are the heart of the community; and we work with volunteers to assist our community partners' community events.

In the past year we supported volunteers in the following ways:

- Board of Directors has recently volunteered to take on executive roles of Pacific Child and Family Enrichment Society (PCFES).
- Board members volunteer time to secure funding for Parent Child Mother Goose Program.
- Volunteer advisors work to review and monitor accounting procedures and reporting structure.
- Volunteers support organization in reviewing and monitoring of re-accreditation process.
- PacificCARE supports volunteers from each community to provide feedback towards improving local services.
- PacificCARE provides an opportunity for volunteers to assist in our community drop-in programs.
- Woodgrove Mall and Country Club Mall donate space and advertising for our weekly drop-ins.

5. Please list grants applied for/received from other governments or service clubs.

None

6. Please provide details of fees for service in your organization, and how costs and fees are determined.

Fees are charged for the following:

- Society Associate membership (non-voting) \$15.
- Society membership individual (entitles member to vote at the AGM) \$20.
- Family membership is \$25.
- Business and Group Centre membership is \$30.
- Insurance referral fees, \$30 per policy to cover the cost of administration.
- Workshop fees \$5 for Members, \$10 for Non-members on a cost recovery basis.

7. If your organization is a branch of a larger organization, please indicate how this affects the financial and other information you have provided.

Nanaimo office located at 3156 Barons Road, is the head office of our organization. Services from this location are offered in the following communities: Ladysmith, Parksville/Oceanside, Port Alberni/West Coast, Comox Valley, Powell River, Campbell River, and North Island.

Tax exemption at 3156 Barons Road is critical to the financial stability of our organization. Lease, maintenance and tax expenses are covered 100% by Society funds.

8. Please describe your policy and treatment of: capital, reserve or special purpose funds, and year-end surpluses or deficits.

Currently we have a yearend deficit and we have amalgamated all funds to ensure CCRR contract sustainability.

9. Please describe current or planned approaches to self generated income.

Our services, including insurance referral and fees generated, provide only cost recovery, or for replenishing resources for children and families.

We are looking to expand our insurance referral program. We also plan to review our benefit of membership to our society to increase capacity.

PacificCARE is exploring the process involved in partnerships that will support applying for charitable status.

10. What will the effect be if you do not receive a Grant in Aid from the City of Nanaimo?

Without this support the cost of maintaining the building, lease and taxes would diminish further our society funds.

11. Does your organization require funding to cover the current year's taxes? If so, what amount?

Yes, we would like to continue the exemption at the \$9,949.

Please contact Margaret Sinclair CCRR Coordinator/Office Manager at 250-756-2022 for any further information.



2013 Annual Report BC SOCIETY

FORM 11
SOCIETY ACT
Section 68

Filed Date and Time: **October 11, 2013 02:35 PM Pacific Time**

ANNUAL REPORT DETAILS

NAME OF SOCIETY

PACIFIC CHILD AND FAMILY ENRICHMENT SOCIETY
3156 BARONS ROAD
NANAIMO BC
CANADA V9T 4B5

SOCIETY INCORPORATION NUMBER
S-0024860

DATE OF INCORPORATION
April 25, 1989

DATE OF ANNUAL GENERAL MEETING (AGM)
September 16, 2013

DIRECTOR INFORMATION as of September 16, 2013

Last Name, First Name, Middle Name:

CAMPBELL, HEATHER

Physical Address:

616 BRUCE AVE
NANAIMO BC
CANADA V9R 3Y7

Mailing Address:

616 BRUCE AVE
NANAIMO BC
CANADA V9R 3Y7

Last Name, First Name, Middle Name:

DOOLE, ANKIE

Physical Address:

1064 HIGHVIEW TERRACE
NANAIMO BC
CANADA V9R 6K5

Mailing Address:

1064 HIGHVIEW TERRACE
NANAIMO BC
CANADA V9R 6K5

Last Name, First Name, Middle Name:

O'CONNOR, CAROL

Physical Address:

1828 WOOBANK RD
NANAIMO BC V9X 1G8

Last Name, First Name, Middle Name:

WALKER, CHRISTINE

Physical Address:

92 ROBERTA ROAD W
NANAIMO BC
CANADA V9X 1A6

Mailing Address:

1828 WOOBANK RD
NANAIMO BC V9X 1G8

Mailing Address:

92 ROBERTA ROAD W
NANAIMO BC
CANADA V9X 1A6

PACIFIC CHILD AND FAMILY ENRICHMENT SOCIETY
Financial Statements
Year Ended March 31, 2013

PACIFIC CHILD AND FAMILY ENRICHMENT SOCIETY
Index to Financial Statements
Year Ended March 31, 2013

	Page
INDEPENDENT AUDITOR'S REPORT	1 - 2
FINANCIAL STATEMENTS	
Statement of Financial Position	3
Statement of Operations	4
Statement of Changes in Net Assets	5
Statement of Cash Flows	6
Notes to Financial Statements	7 - 9

INDEPENDENT AUDITOR'S REPORT

To the Members of PACIFIC CHILD AND FAMILY ENRICHMENT SOCIETY

We have audited the accompanying financial statements of PACIFIC CHILD AND FAMILY ENRICHMENT SOCIETY, which comprise the statement of financial position as at March 31, 2013 and the statements of operations, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian Accounting Standards for Not-for-Profit Organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements 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 entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

(continues)

Independent Auditor's Report to the Members of PACIFIC CHILD AND FAMILY ENRICHMENT SOCIETY
(continued)

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of PACIFIC CHILD AND FAMILY ENRICHMENT SOCIETY as at March 31, 2013 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.

Comparative Information

Without modifying our opinion, we draw attention to the Notes to the financial statements which describes that PACIFIC CHILD AND FAMILY ENRICHMENT SOCIETY adopted Canadian Accounting Standards for Not-for-Profit Organizations on April 1, 2012 with a transition date of April 1, 2011. These standards were applied retrospectively by management to the comparative information in these financial statements, including the statements of financial position as at March 31, 2012 and April 1, 2011 and the statements of operations, changes in net assets and cash flows for the year ended March 31, 2012 and related disclosures. We were not engaged to report on the restated comparative information, and as such, it is unaudited.

White Rock, British Columbia
March 13, 2013

CHARTERED ACCOUNTANTS LLP

PACIFIC CHILD AND FAMILY ENRICHMENT SOCIETY
Statement of Financial Position
March 31, 2013

	March 31 2013	March 31 2012	April 1 2011
ASSETS			
CURRENT			
Cash	\$ 160,750	\$ 190,918	\$ 289,542
Accounts receivable	516	586	3,314
Prepaid expenses	6,754	7,548	14,015
	168,020	199,052	306,871
CAPITAL ASSETS (Note 2)	19,714	22,158	33,069
	\$ 187,734	\$ 221,210	\$ 339,940
LIABILITIES AND NET ASSETS			
CURRENT			
Accounts payable	\$ 13,424	\$ 5,307	\$ 13,688
Harmonized sales tax payable	16,934	13,615	15,706
Wages payable	42,458	41,960	61,624
Employee deductions payable	16,032	12,622	13,823
	88,848	73,504	104,841
NET ASSETS			
Unrestricted	79,172	125,548	202,030
Invested in capital assets	19,714	22,158	33,069
	98,886	147,706	235,099
	\$ 187,734	\$ 221,210	\$ 339,940

ON BEHALF OF THE BOARD

Director

Director

See notes to financial statements
Morine & Co. Chartered Accountants LLP

PACIFIC CHILD AND FAMILY ENRICHMENT SOCIETY

Statement of Operations

Year Ended March 31, 2013

	2013	2012
REVENUE		
Ministry of Child & Family Development	\$ 626,239	\$ 633,304
Insurance administration fees	32,410	31,309
Training funds	17,351	16,901
Workshop fees	15,075	9,686
Membership fees	13,494	12,880
Other income	434	732
	<u>705,003</u>	<u>704,812</u>
EXPENSES		
Advertising and promotion	9,032	6,605
Amortization	9,787	10,913
Board expenses (Note 3)	7,110	16,760
Insurance	4,058	2,797
Office	17,182	17,063
Professional fees	8,079	1,466
Rental	47,514	61,478
Repairs and maintenance	19,988	19,608
Salaries, wages and benefits	574,352	601,103
Telephone	8,335	17,796
Training	7,129	2,117
Travel	28,807	23,375
Utilities	8,978	6,197
Vehicle	5,359	7,364
	<u>755,710</u>	<u>794,642</u>
DEFICIENCY OF REVENUE OVER EXPENSES FROM OPERATIONS	<u>(50,707)</u>	<u>(89,830)</u>
OTHER INCOME (EXPENSES)		
Loss on disposal of assets	(89)	-
Interest income	1,976	2,437
	<u>1,887</u>	<u>2,437</u>
DEFICIENCY OF REVENUE OVER EXPENSES	<u>\$ (48,820)</u>	<u>\$ (87,393)</u>

See notes to financial statements
Morrison & Co. Chartered Accountants LLP

PACIFIC CHILD AND FAMILY ENRICHMENT SOCIETY
Statement of Changes in Net Assets
Year Ended March 31, 2013

	Unrestricted	Invested in Capital Assets	2013	2012
NET ASSETS - BEGINNING OF YEAR	\$ 125,548	\$ 22,158	\$ 147,706	\$ 235,099
Deficiency of revenue over expenses	(48,820)	-	(48,820)	(87,393)
Transfer to fund amortization	9,787	(9,787)	-	-
Transfer to fund asset acquisitions	(7,343)	7,343	-	-
NET ASSETS - END OF YEAR	<u>\$ 79,172</u>	<u>\$ 19,714</u>	<u>\$ 98,886</u>	<u>\$ 147,706</u>

See notes to financial statements
Moline & Co. Chartered Accountants LLP

5

PACIFIC CHILD AND FAMILY ENRICHMENT SOCIETY

**Statement of Cash Flows
Year Ended March 31, 2013**

	2013	2012
OPERATING ACTIVITIES		
Deficiency of revenue over expenses	\$ (48,820)	\$ (87,393)
Items not affecting cash:		
Amortization of property, plant and equipment	9,787	10,913
Loss on disposal of assets	89	-
	<u>(38,944)</u>	<u>(76,480)</u>
Changes in non-cash working capital:		
Harmonized sales tax receivable	70	2,728
Accounts payable	8,118	(8,383)
Prepaid expenses	794	6,467
Goods and services tax payable (recoverable)	3,319	(2,091)
Wages payable	498	(19,664)
Employee deductions payable	3,410	(1,201)
	<u>16,209</u>	<u>(22,144)</u>
Cash flow used by operating activities	<u>(22,735)</u>	<u>(98,624)</u>
INVESTING ACTIVITIES		
Purchase of property, plant and equipment	(7,508)	-
Proceeds on disposal of property, plant and equipment	75	-
Cash flow used by investing activities	<u>(7,433)</u>	<u>-</u>
DECREASE IN CASH FLOW	(30,168)	(98,624)
Cash - beginning of year	<u>190,918</u>	<u>289,542</u>
CASH - END OF YEAR	\$ 160,750	\$ 190,918
CASH FLOWS SUPPLEMENTARY INFORMATION		
Interest received	<u>\$ 1,976</u>	<u>\$ 2,437</u>

See notes to financial statements
Morrine & Co. Chartered Accountants LLP

6

PACIFIC CHILD AND FAMILY ENRICHMENT SOCIETY
Notes to Financial Statements
Year Ended March 31, 2013

NATURE OF OPERATIONS

PACIFIC CHILD AND FAMILY ENRICHMENT SOCIETY (the "Society") is incorporated under the Society Act of British Columbia. The society promotes quality care for children by supporting caregivers and providing parents with information to make wise child care choices. It receives most of its funding from the Ministry of Children & Family Development.

FIRST TIME ADOPTION OF ACCOUNTING STANDARDS FOR NOT-FOR-PROFIT ORGANIZATIONS

During the year the Society adopted accounting standards for not-for-profit organizations. These financial statements are the first prepared in accordance with these standards. The adoption of ASNPO had no impact on net assets as at April 1, 2011 or operations or cash flows for the year ended March 31, 2012 as previously reported in accordance with pre-changeover Canadian generally accepted accounting principles.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Changes in accounting policies - Canadian Accounting Standards for Not-for-Profit Organizations

With regard to the Society's transition from former Canadian generally accepted accounting principles (GAAP) to Canadian Accounting Standards for Not-for-Profit Organizations (ASNPO), the Society has made no elections available under Canadian Institute of Chartered Accountants (CICA) Handbook Section 1501 of Canadian Accounting Standards for Not-for-Profit Organizations:

Fund accounting

PACIFIC CHILD AND FAMILY ENRICHMENT SOCIETY follows the deferral method of accounting for contributions.

Revenues and expenses related to program delivery and administrative activities are reported in the Operating Fund.

The Capital Asset Fund reports the assets, liabilities, revenues, and expenses related to PACIFIC CHILD AND FAMILY ENRICHMENT SOCIETY's capital assets.

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:

Motor vehicles	33%	declining balance method
Computer equipment	33%	declining balance method
Furniture and fixtures	33%	declining balance method

Revenue recognition

Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

(continues)

PACIFIC CHILD AND FAMILY ENRICHMENT SOCIETY
Notes to Financial Statements
Year Ended March 31, 2013

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

Financial instruments policy

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

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.

2. CAPITAL ASSETS

	Cost	Accumulated amortization	2013 Net book value	2012 Net book value
Computer equipment	\$ 21,578	\$ 9,621	\$ 11,957	\$ 10,339
Furniture and fixtures	20,135	17,500	2,635	3,931
Motor vehicles	39,458	34,336	5,122	7,888
	<u>\$ 81,171</u>	<u>\$ 61,457</u>	<u>\$ 19,714</u>	<u>\$ 22,158</u>

3. BOARD EXPENSES

Board expenses are expenses that have been specifically identified by the Board of Directors as relating to their activities.

Board expenses consist of the following:

	2013	2012
Board meetings and retreats	\$ 3,817	\$ 10,960
Donations	-	3,934
Program supplies	1,862	1,245
Staff appreciation	1,431	621
	<u>\$ 7,110</u>	<u>\$ 16,760</u>

4. FINANCIAL INSTRUMENTS

The Society is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Society's risk exposure and concentration as of March 31, 2013.

(continues)

PACIFIC CHILD AND FAMILY ENRICHMENT SOCIETY
Notes to Financial Statements
Year Ended March 31, 2013

4. FINANCIAL INSTRUMENTS *(continued)*

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 receipt of funds from its members and other related sources, wages and accounts payable. This risk is concentrated regionally in that all members, employees and vendors are from the same local region, thus liquidity issues of any one of these sources of funding will impact the Society.

Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the Society manages exposure through its normal operating and financing activities. The Society is exposed to interest rate risk primarily through its interest bearing deposit accounts. This risk is concentrated in that all of its funds are held with one institution and rate decreases by that bank could impact the Society.

5. LEASE COMMITMENTS

The Society has a long term lease with respect to its premises. The lease payments are \$4,500 per month on a triple net basis. The lease will expire on July 31, 2015.

PacificCARE

Income Statement Oct 01, 2013 to Oct 31, 2013

REVENUE

REVENUE	
Prov Funding	52,186.59
CVACL	0.00
Total Program Funding	52,186.59
Operating Revenue	
Caregivers' Registration Fee	720.00
Insurance Referral Fee	(15.00)
Workshop Fees & Reimburseme...	1,629.00
Total Operating Revenue	2,334.00
Memberships and Services	
Equipment Revenue	5.90
Advertising Revenue	72.00
Membership Fees	2,310.00
Total Membership and Services	2,387.90
Other Income	
Investment Interest	0.00
Bank Interest	0.00
Total Other Income	0.00
TOTAL REVENUE	56,908.49

EXPENSE

WAGES & BENEFITS	
Casual Hours/Backfill	0.00
FI Expense	708.16
PP Expense	1,231.28
WCB Expense	198.57
Pacific Blue Cross	3,088.44
MSP	1,055.00
Pension Expense	5,780.98
Wages	34,547.47
Total Wages & Benefits	46,609.90
ADMINISTRATION	
Advertising/Promotion	426.66
Board meetings	0.00
Board retreat	343.85
Caregiver recognition	0.00
Caregiver promotion	0.00
Board recognition	0.00
Board Expenses	343.85
Workshop Expense	1,633.97
Print Expense	11.95
LNR Start up Costs	0.00
Travel	376.34
Vehicle Expenses	1,347.90
Meeting Expense	131.72
Amortization	0.00
Audit/legal Fees	4,000.00
Bank & C/C Charges	295.65
Board Expense	121.77
Insurance	1,825.00
Internet/software	538.86
Janitorial	(0.54)
Repair & Maintenance Building	1,255.15
Repair & Maintenance Computers	0.00
Office Expenses	209.55
Photocopies	155.43

PacificCARE

Income Statement Oct 01, 2013 to Oct 31, 2013

Postage	198.02
Professional Development/Training	40.00
Child Care Pro/Memberships	60.00
Rent Paid	2,800.77
Telephone	1,014.87
Utilities	0.00
Property Taxes	0.00
Administration Costs	100.00
Total Administration Expenses	16,886.92
TOTAL EXPENSE	63,496.82
NET INCOME	(8,588.33)

Pacific CARE

Balance Sheet As at Oct 31, 2013

ASSET**CURRENT ASSETS**

Petty Cash - CCRR	562.30
Petty Cash Port Alberni	99.95
Petty Cash Courtenay Satellite	184.61
Petty Cash - Parksville	100.00
Petty Cash - Campbell River	100.00
Coastal Credit Union -103731	(4,286.53)
Society Funds	140,350.61
Accounts Receivable	105.00
Prepaid Expenses	7,547.77

TOTAL CURRENT ASSETS	144,763.71
-----------------------------	-------------------

FIXED ASSETS

Computer Equipment	21,578.45	
Amortization Computer	(9,621.48)	
Net Computer		11,956.97
Furniture & Equipment	20,134.70	
Amortization Furniture & Equip...	(17,500.39)	
Net Furniture and Equipment		2,634.31
Vehicles	46,711.60	
Amortization Vehicle	(38,824.37)	
Amortization - Wave	(2,602.00)	
Net Vehicle		5,285.23

TOTAL FIXED ASSETS	19,876.51
---------------------------	------------------

TOTAL ASSET	164,640.22
--------------------	-------------------

LIABILITY**CURRENT LIABILITIES**

Audit Fee Payable	3,000.00
Accounts Payable	2,649.09
Accrued Sick Pay Payable	12,584.68
Vacation Payable	13,189.08
El Payable	1,213.99
CPP Payable	2,462.56
Income Tax Payable	4,074.28
Receiver General Payable	7,750.83
HST Collected	0.00
HST Paid	0.00
HST Payable	0.00
Pension Remittance	(1,722.52)
Union Dues Payable	814.99
Charity Payable	625.00
WCB Payable	91.06
Wages payable	10,517.58
GST Collected	2,903.23
GST Paid On Purchases	(732.64)
GST payable	2,170.59

TOTAL CURRENT LIABILITIES	51,670.38
----------------------------------	------------------

TOTAL LIABILITY	51,670.38
------------------------	------------------

EQUITY**SURPLUS/(SHORTFALL)**

Retained Earnings	106,863.25
Current Earnings	6,106.59
AL EARNINGS	112,969.84

TOTAL EQUITY	112,969.84
---------------------	-------------------

PacificCARE
Balance Sheet As at Oct 31, 2013

LIABILITIES AND EQUITY	164,640.22
------------------------	------------

Pacific Care Family and Child Enrichment Society
Budget_from_April 01_2013 to March 30_2014

Revenues

Gen Revenue	36
Prov Funding	665,574
CVACL	5,118
Total Program Funding	<u>670,729</u>

Operating Revenue

Caregivers' Registration Fee	2,317
Insurance Referral Fee	5,361
Workshop Fees & Reimbursements	35,464
Total Operating Revenue	<u>43,141</u>

Memberships and Services

Equipment Revenue	704
Advertising Revenue	302
Membership Fees	9,213
Total Membership and Services	<u>10,219</u>

Other Income

Investment Interest	1,492
Bank Interest	1
Total Other Income	<u>1,493</u>

TOTAL REVENUE	<u>725,582</u>
----------------------	----------------

EXPENSE

WAGES & BENEFITS

Total Wages & Benefits	592,266
-----------------------------------	---------

ADMINISTRATION EXPENSES

Advertising/Promotion	6,642
Board Expenses	3,474
Workshop Expense	12,500
LNR Start up Costs	1,150
Travel	3,961
Vehicle Expenses	7,551
Meeting Expense	1,408
Audit/legal Fees	14,000
Bank & C/C Charges	1,325
Insurance	6,205
Internet/Software	789
Repair & Maintenance Building	11,023
Repair & Maintenance Computers	3,487
Office Expenses	3,963
Photocopies	3,177
Postage	2,840
Professional Development/Training	300
Child Care Pro/Memberships	398
Rent Paid (net of rent received)	37,368
Telephone	9,424
Utilities	1,223
Property Taxes	0
Program Resource Materials	748
Administration Costs	359
ADMINISTRATION	<u>133,316</u>

TOTAL EXPENSE	<u>725,582</u>
----------------------	----------------

REVENUES LESS EXPENSES	<u>0</u>
-------------------------------	----------

Prepared November 28, 2013

Pacific Care and Family Enrichment Society
Budget: April 1, 2014 to March 31, 2015
Revenues and Expenses

REVENUES	\$
Misc. Revenues	600
Insurance	28,800
Investment Interest	1,200
Bank Interest	0
Insurance Product Fee	0
Equipment Revenue	480
Advertising Revenue	0
Society Memberships	10,800
Criminal Check Fees	0
Caregivers Registration Fee	2,400
IFI Website	2,700
Prov Funding	660,000
CVACL	12,500
Total Revenues	719,480

EXPENSES	
Wages & Benefits	544,150
Advertising/Promotion	7,200
Board Expenses	2,400
Workshop Expense	12,500
Print Expense	1,200
LNR Start up Costs	2,400
Travel	7,200
Vehicle Expenses	7,800
Meeting Expense	2,400
Audit/legal Fees	10,000
Financial Support	3,120
Bank & C/C Charges	1,320
Insurance	5,000
Internet/Software	600
Repair & Maintenance Building	16,800
Repair & Maintenance Computers	3,600
Office Expenses	6,000
Photocopies	3,180
Postage	2,760
Professional Development/Training	2,400
Child Care Program	4,000
Memberships-General	1,450
Rent Paid	60,000
Less: Rent Received Nanaimo	(24,000)
Rent Paid Other Areas	14,880
Telephone	9,600
Utilities	9,120
Property Taxes	0
Program Resource Materials	1,200
Administration Costs	1,200
TOTAL EXPENSE	719,480
Revenues less Expenses	0

Generated On: Nov 29, 2013

Pacific Child & Family Enrichment Society

2014 Board of Directors

President

Carol O' Connor

- Operations
- Management
- Management Committee

Vice-President

Christine Walker

- Human Resources
- Labour Relations
- HR/LR Committee

Treasurer

Ankie Doole

- Finance
- Finance Committee

Secretary

Heather Campbell

- Insurance and Member Services
- Advertising Promotions
- Lease Holder Responsibilities
- Administrative Committee

Member at Large

Member at Large

Updated November 20, 2013

**CITY OF NANAIMO
EVALUATION
OTHER GRANTS**

Name of Organization: Canadian Red Cross Society

Request for \$5,000 to support renovation costs at the Nanaimo Red Cross facility at 2525 McCullough Road.

Grant No. 2014 OG-04

Criteria:	Meets Criteria:		Statement of Purpose:
	Yes	No	
➤ large number of volunteers			<u>Kind of Funding:</u> educational funding emergency funding capital grants on a matching basis up to a maximum of \$5,000 in-kind funding for facility rental
➤ registered nonprofit society			
➤ sound financial and administrative management			
➤ financial need			
➤ accessible to a large portion of the community			
➤ must have a broad base of support			
➤ must be local in focus			
➤ must adhere to all City of Nanaimo's bylaws and policies			
Grant Awarded:			Amount Recommended: \$
	Yes	No	

Discussion:

Notes:

2014-APR-16

G:\ADMINISTRATION\Committees\Grants Advisory Committee\2014 Grants\2014-APR-16\EvaluationOtherGrants_CanadianRedCrossSociety_2014OG04.docx



Friday, April 4, 2014

Grants Advisory Committee
Att: Diane Hiscock, Manager, Revenue Services
Finance Department
City of Nanaimo
455 Wallace Street
Nanaimo, B.C., V9R 5J6

Lower Mainland Region Office
3400 Lake City Way
Burnaby, B.C. V5A 4Y2
Canada
redcross.ca

Dear Ms Hiscock,

Re: 2014 "Other Grant" for the City of Nanaimo Red Cross Facility Renovations

I would like to express my thanks for the opportunity to submit this application for funding to support the renovation costs of your Nanaimo Red Cross facility. You may be aware that your local Red Cross facility is not eligible for a Permissive Tax Exemption from the City of Nanaimo this year, as occupancy was not taken until February 1, 2014, after the January deadline had passed.

However, it was suggested to our Fund Development department by a City of Nanaimo representative that an "Other Grant" for capital expenditure could offer an equivalent funding source. Property tax for the facility will be \$4618.40 in 2014. At the same time, we predict a shortfall of between \$5, 000 and \$6, 000 in costs this year as the facility undergoes much needed expansion renovations to ensure smooth service delivery to an increasing client base.

Based on this we hope that you will thoughtfully consider our request for the amount of \$5000.00 to support renovation costs. I would like to draw your attention to the fact that this program provides an **increasing** number of short term medical equipment loans to your community members every year, and I trust that the City of Nanaimo will support the future expansion of this vital service.

Please find attached the following documents:

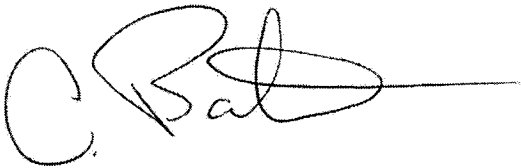
- A completed 2014 City of Nanaimo "Other Grant" Application.
- The most recent Provincial HELP Program Budget.
- The most recent BC Coastal Region Budget.
- The Canadian Red Cross' most recent audited financial statement..
- A copy of the most recent Canadian Red Cross Society Act Annual Report.
- BC and Yukon Red Cross Senior Staff and Advisory Committee member list.
- A list of Loaned Equipment from the Nanaimo HELP Depot.
- Letters of individual support from people that you may be interested in reading. They provide moving insight into how the HELP service supports Island families during difficult times.

- Darrell Marklinger
- Diane Roberts and her husband Michael Willingham
- Letters of professional support from:
 - Irene Sheppard, Director of Home Health at Fraser Health.
 - Mary Glasgow Brown, Chair of the Canadian Association of Occupational Therapists-BC Advisory Committee.

If you would like to read our 2012/13 Report Back to Community for BC and the Yukon please google search "Red Cross Report Back to Community BC 2013".

I encourage you to visit the Red Cross facility at 2525 McCullough Road to see first hand how much your volunteers impact your community. If you have any questions about the enclosed, or would like to learn more about the City of Nanaimo Red Cross Facility please feel free to contact me. I can be reached by telephone at 604-709-6683 or by email at christian.bates@redcross.ca.

Sincerely,



Christian Bates

Grants & Awards Management
BC/Yukon Fund Development

Canadian Red Cross | Croix-Rouge canadienne
Western Zone
3400 Lake City Way | Burnaby | BC | CA | V5A 4Y2
Christian.Bates@redcross.ca
T 604-709-6683 | 778-387-6332 | F 604-709-6675
www.redcross.ca | www.croixrouge.ca



**CANADIAN CROIX-ROUGE
RED CROSS CANADIENNE**

CITY OF NANAIMO
APPLICATION FOR GRANT
OTHER GRANTS

ORGANIZATION: Canadian Red Cross Society – Health Equipment Loan Program (HELP)

DATE: April 4, 2014

ADDRESS: Provincial Office: 3400 Lake City Way, Burnaby BC, V5A 4Y2

Nanaimo Red Cross Facility: 2525 McCullough Road, Nanaimo

PRESIDENT: Clare Kooistra - Chair

SENIOR STAFF MEMBER: Kimberley Nemrava

TELEPHONE: 250.995.3500

POSITION: Director BC & Yukon

CONTACT: Christian Bates (BC Fund Development Grant Writer)

EMAIL: christian.bates@redcross.ca

TELEPHONE: office (604) 709-6685 cell (778) 387-6332

OVERVIEW OF YOUR ORGANIZATION'S PROGRAMS AND SERVICES OFFERED IN THE COMMUNITY:

The Red Cross facility on 2525 McCullough Road provides a space for four Red Cross programs: the Health Equipment Loan Program (HELP), the new HELP Plus program, Disaster Management (DM) and RespectED. The HELP program manages the facility and will be the program most significantly impacted by this project.

Over the last three years, the Nanaimo Health Equipment Loan Depot Has loaned over 26,000 pieces of medical equipment to injured, ill or palliative community members and their families. The Majority of the Depot workforce are volunteers which allows the Red Cross to provide all loans by donation only, removing a significant burden to low-income residents of Nanaimo.

The 17-strong Red Cross Nanaimo Disaster Management Team collaborates with government agencies and local NGOs to provide recovery services to Nanaimo community members affected by small or large-scale disasters.

The 101 high school age volunteers of the RespectED: Bullying Prevention Program are expected to reach over 2000 youth in Grades 6-9 with workshops in the 13/14 school year. Additionally, RespectED workshops include Healthy Youth Relationships training,

and the Be Safe! program, designed to teach children aged 5-9 to protect themselves from sexual abuse.

While not a direct service provided by the Red Cross, First Aid and Water Safety programs are provided throughout Vancouver Island by Red Cross Certified Instructors.

GEOGRAPHIC AREA SERVED BY THE ORGANIZATION: The Red Cross provides services across British Columbia

NO. OF FULL TIME STAFF: 3 in Nanaimo

NO. OF PART TIME STAFF: 5 (2.7 Full Time Equivalent) in Nanaimo

NO. OF COMMUNITY VOLUNTEERS: 151

NO. OF VOLUNTEER HOURS PER YEAR: 7859 in Fiscal 12-13

NO. OF MEMBERS: The Red Cross does not have members.

MEMBERSHIP FEE: The Canadian Red Cross does not charge membership fees, services are provided free and by donation.

CLIENTS SERVED, LAST YEAR: 4515 clients were served by Nanaimo's HELP Depot last year.

CLIENTS SERVED, THIS YEAR (PROJECTED): 4, 786 for HELP (6% increase expected).

B.C. SOCIETY ACT REG. NO.: XS-26916

REVENUE CANADA CHARITABLE REG. NO.: 119219814RR0001

DO YOU REQUIRE A RENTAL SUBSIDY? IF SO, HOW MUCH? No.

CURRENT BUDGET: Fiscal Year 2012/13

INCOME \$2, 361, 400

EXPENSES: \$2, 361, 400

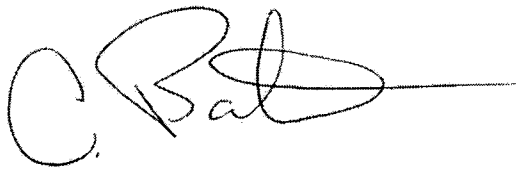
NEXT YEAR PROJECTED:

INCOME: \$2, 398, 000

EXPENSES: \$2, 398, 000

DO YOU REQUIRE A CASH GRANT? IF SO, HOW MUCH? \$5000

TOTAL GRANT REQUESTED: \$5000



SIGNATURE:

TITLE/POSITION: Grant Writer, BC Fund Development

DATE: April 3, 2014

The following must be attached to this application for consideration of the Grants Advisory Committee:

1. Copy of most recent Society Act Annual Report (Form 11)
2. Most recent Audited Financial Statement (or year-end financial statements)
3. Year-to-date Financial Statements (including both Balance Sheet and Income Statement)
4. A budget for this fiscal year as well as the next fiscal year
5. List of Directors: 2013/14

CITY OF NANAIMO

GRANT QUESTIONNAIRE

1. What is the main purpose of your organization?

The mission of the Canadian Red Cross Society is to:

*“Improve the lives of vulnerable people by mobilizing the power of
humanity in Canada and around the world”*

In Canada, this mandate is fulfilled through a wide variety of programs that deliver services to vulnerable citizens, such as seniors needing medical equipment, communities impacted by natural disaster, war victims separated from their families and youth who can benefit from anti-bullying workshops, to name just a few. The wide ranging service delivery of the Red Cross would not be possible without the selfless support and energy of literally thousands of volunteers in communities across the nation.

2. Describe the work your organization does in this community.

The Canadian Red Cross Society operates four programs from the facility at 2525 McCullough Road, as mentioned earlier; HELP is the program responsible for building management. A brief description is provided of each of the four programs below.

The Nanaimo Volunteer Health Equipment Loan Program (HELP) Team: HELP provides short term loans of medical equipment to injured, ill, and palliative community members and their families. This facility is used primarily by HELP as an equipment repair, disinfection and redistribution hub. Your local team of committed volunteers provide medical equipment 100% free of charge and by donation. HELP equipment generally falls into one of four categories:

1. Mobility Equipment - walkers, wheelchairs, crutches and canes
2. Bath Safety Equipment - bath chairs, bath boards, bathing safety rails
3. Toileting Safety Equipment – raised toilet seats, toilet safety frames
4. Bedroom Safety Equipment – commodes, bed handles, safety rails

Roughly 43% of Nanaimo clients who borrow from HELP are on a low income with salaries less than \$20, 000 a year – and 70% of that demographic are seniors

The Impact in Numbers – the Nanaimo HELP Depot short-term loans (fiscal years 2010-13)

Nanaimo HELP Depot	Clients Served	Articles Loaned
10/11	3,851	8,346
11/12	3,995	8,709
12/13	4,344	9,138
3-Year Total	12,190	26,193
Average Annual Increase	6%	5%

HELP Plus: HELP Plus serves the community of Nanaimo in partnership with the Vancouver Island Health Authority by providing loans of *advanced* medical equipment. Advanced medical equipment helps to expedite patient discharge from hospital and allows Nanaimo clients to stay in their homes as long as possible, delaying or preventing admission to residential care. These include hospital beds, mattresses and patient lifts that are delivered and installed in the home by Red Cross technicians. Also with this program, the costs and burdens are not placed on local hospitals.

The Nanaimo Disaster Management (DM) Team: Your local DM team, full of steadfast and qualified local volunteers from Nanaimo, provide recovery services to Nanaimo community members affected by small or large-scale disasters. The facility is a space for your volunteers to meet each month and hold post-response debriefings. It also serves as a base of operations when a disaster strikes, and acts as a storage facility for

goods such as blankets, comfort kits (toothbrush, soap, razors etc.), stuffed animals and vouchers for accommodation and food. This service is also provided free of charge for all community members, including those who live in neighbouring rural communities. So far in this fiscal year, the Nanaimo DM Team has been busy, responding to three apartment fires in Nanaimo and a house fire in Duncan.

RespectED: The Red Cross bullying prevention program currently reaches over 2000 youth across the City of Nanaimo. On March 2013, the Nanaimo School District #68 became the first in the province to establish Red Cross Youth Facilitator teams in every single Nanaimo high school. With this program, Nanaimo Youth Facilitators take on a unique position to teach bullying prevention workshops while modelling positive and respectful relationships. Though student programming and facilitator training does not occur in this facility, RespectED may use the facility for supplemental meeting spaces and administration work.

3. What other agencies provide similar services?

The Nanaimo HELP Depot is the only organization in your city that provides short-term medical equipment loans to all community members in need. Because many of the ailing or injured are seniors on fixed incomes or social assistance, these services are offered free of charge.

The Nanaimo Red Cross DM Team plays a key role in the delivery of recovery services in the aftermath of disaster. These volunteers work alongside BC Emergency Social Services and other organizations like the Salvation Army to provide primary services such as food, lodging and family reunification in the wake of disaster.

There are no other peer-led anti-bullying programs operating in Nanaimo at this time.

4. How is your organization different than those organizations providing similar services in question 3. above?

While both government agencies and organizations like the Salvation Army usually provide specific services in a disaster, the Red Cross mandate to provide assistance is much broader. The Nanaimo Red Cross Team is able to identify the humanitarian need-gaps that fall outside the guidelines of government assistance and are not filled by other agencies – and then they fill those gaps.

5. Describe who your clients are.

HELP and HELP PLUS Clients:

For many, purchasing a wheel-chair for the short-term is not only inefficient but often unaffordable. For many seniors, or those on a low income such as single-parent families, the Depot provides a lifeline to equipment that would be otherwise

unaffordable. This is particularly true in Nanaimo, where 43% of HELP Depot clients last year were in the low income percentile.

The members of the community that benefit the **most** from the HELP Depot are its seniors. This sector of the community will increase rapidly in the years to come, as show in the table below, and with it will increase the need for services such as medical equipment loans.

By 2036 – the Number of BC Seniors Will Increase by 95% (BC Stats: PEOPLE 2013)

	September 2013	Projected by 2036	Total Increase	% Increase	Average Annual Increase
BC Senior Population	765,488	1,494,239	728,751	95.2%	4.2%

A May 2011 survey showed that on average, 70% of those who borrow equipment from HELP Depots are seniors. Some facts are: Falls are the most common form of injury for seniors; one-third of people aged 65+ typically fall once or more each year; and research shows that those who fall are 2-3 times more likely to fall again. Following a broken bone, hip or knee surgery, or the onset of debilitating disease, a senior's life can quickly change from one of active community living, to one of isolation, which can often lead to deterioration in health both physically and mentally. Even a simple fall can result in an injury which can lead to an escalating fear of movement and a loss of confidence. Nothing can protect seniors from falling better than the availability of specialized equipment specifically designed to keep them safe. The HELP Depot creates a vital component in a wide-ranging effort by government, health authorities, and seniors' organizations aimed at reducing falls in those over 65 years.

Palliative patients, who have chosen to spend their final days at home, cared for by friends and family, are also greatly impacted by HELP services. HELP medical equipment loans benefit not only the patients in their final days, but also family members and caregivers who are able to safely assist their father, mother or grandparent to spend that time in comfort and safety with dignity. HELP imposes no time limitations for palliative patients who borrow medical equipment.

Disaster Management clients:

Your Nanaimo Red Cross DM Team plays a key role in the delivery of disaster recovery services to your community. Disasters such as fires, floods and earthquakes are indiscriminate and could strike anyone at anytime, however, vulnerable populations who benefit the most from DM assistance often include low income residents and seniors, whose limited finances can severely restrict their options.

Disaster Responses by the Nanaimo Red Cross Team April 1st – Oct 31st (7 months)

# of Nanaimo Responses	Total # of People Assisted	Volunteer Responders	Staff Responders	Total Hours	Direct Aid to the Displaced
4	47	9	4	64	\$2,507

RespectED Clients:

It is expected that over 2000 Nanaimo youth in all seven high schools will engage in the RespectED program. 101 volunteers in grades 10-12 (called Youth Facilitators), bullying prevention teams deliver workshops first to their younger peers in grades 8-9, and then to the grade 6-7 classes in the feeder elementary schools. The youth who get to experience these programs and workshops will learn practical ways to deal with peer pressures and difficult social circumstances. Everyone benefits when people learn to treat each other with more respect and understanding.

6. Where do your clients live?

As illustrated in the table below, the HELP Depot provides services to whoever needs it, whenever they need it. The large majority, 74%, of clients are Nanaimo community members, while the remaining 26% come from across Vancouver Island and even the mainland. Disaster Management and RespectED, because of their nature, provide more localized services to residents of the Nanaimo and outlying areas.

Nanaimo:	3333 clients (74%)
The 48 communities: AHOUSAT BAMFIELD BOWSER BURNABY CALGARY CAMPBELL RIVER CASSIDY CEDAR CHEMAINUS COBBLE HILL COMOX COOMBS COQUITLAM COURTENAY COWICHAN STATION CROFTON KELOWNA LADYSMITH LANTZVILLE LASQUETI ISLAND LETHBRIDGE NANAIMO NANOOSE BAY PARKSVILLE PORT ALBERNI PORT COQUITLAM PORT MCNEILL QUALICUM BEACH SALT SPRING ISLAND SHERWOOD PARK SIDNEY	1182 clients (26%)

CUMBERLAND	SURREY	
DELTA	TAHSIS	
DUNCAN	TOFINO	
Errington	UCLUELET	
Fanny Bay	UNION BAY	
GABRIOLA	UNKNOWN	
GIBSONS	VANCOUVER	
GOLD RIVER	VICTORIA	
KALEDEN	WESTHOLME	
	YIOUBOU	
Total:		4515 clients

7. Describe the needs of your clients.

Needs of HELP and HELP PLUS clients:

A trip on the sidewalk or an unexpected sickness may not cause a wave of concern for the average, able-bodied person who can afford something as simple as crutches. However, for seniors and low income community members, this may result in a very difficult situation. We have found many seniors will forgo their safety and go without the aid of advanced mobility, bedroom, bath or toileting equipment due to the high cost of purchasing such items. HELP allows Nanaimo seniors to securely and comfortably recover in their homes and move about the community.

Below is a sampling of potential equipment costs loaned by your Nanaimo HELP Depot, if clients were required to pay for the items they need:

Item*	Medline Price*
Bath Bench with back	\$84.50
Transport Wheelchair (19 inches)	\$124.35
Pediatric Crutches	\$135
Oxygen Tank holders	\$27.56
IV pole	\$40.91

*Items and corresponding prices quoted from Medline, the foremost supplier of HELP medical equipment. <http://www.mediline.be/>

For these clients, it is not unusual to require multiple items of safety equipment, and costs can add up quickly. As previously mentioned, many HELP clients live on incomes less than \$20, 000 a year. Over the last three years, the Nanaimo HELP Depot has loaned out nearly **26,000** pieces of medical equipment to over **12,000** Nanaimo residents.

*Please see attached detailed charts of the medical equipment loaned from the Nanaimo HELP Depot from January 1st to December 31st 2013.

Needs of Disaster Management Clients

Disaster can occur at any given time within the City of Nanaimo and can engulf an entire population. Disaster may include a high magnitude earthquake as well as smaller scale disasters such as fires, severe storms or floods. Your Nanaimo volunteers play a key role in the delivery of recovery services such as the provision of food, lodging and family reunification. The team continues to recruit and train additional volunteers to ensure that Nanaimo will be supported with constant readiness for whatever may happen.

In providing assistance to Disaster victims, the Red Cross has paid for moving expenses, damage deposits and rent for people needing temporary housing. We have replaced dentures and hearing aids lost in apartment fires. We have replaced ruined refrigerators and freezers for families whose homes were left for weeks without electricity due to fires, severe storms or floods. In the wake of a fire, the Red Cross has replaced fire-burnt tools and work boots allowing tradesmen to get back to work. Most recently in Nanaimo, the Red Cross purchased a new pair of eyeglasses for a person with a disability displaced by the St. George Manor apartment fire. To help people regain self-sufficiency, the Red Cross will ensure that Nanaimo community members get the items that people needed most.

Needs of RespectedED Clients:

Creating a safe place as violence and stress free as possible is highly important, so that all Nanaimo primary and secondary students can benefit and thrive in their learning environment. The stress from those who bully can cause victimized students to under perform academically, avoid social encounters in and outside the classroom, and in severe cases it may lead to depression or attempts of suicide.

With Red Cross bullying prevention teams in all seven high schools of Nanaimo for the 13/14 school year, it is expected that over 2,000 youth in grades 6-9 will work to create a healthy school environment. This ensures Nanaimo youth are kept safe from cruelty and their educational and social development will be enhanced rather than debilitated.

8. What are your organization's specific priorities for the coming year?

1. Priority: Meeting the Equipment Needs of the Rising Senior Demographic

With approximately 70% of those who borrow medical equipment over the age of 65, and the BC senior population projected to double by 2036, the Nanaimo HELP Depot is steadily ramping up operations to meet the escalating needs of the rising senior demographic. As the number of Nanaimo community members needing medical equipment rises by a projected 5-6% each year, the HELP Depot (previously housed in

Units 2 and 3 of the McCollough Road facility) has expanded into Unit 1 as of February 1 2014, and requires the following renovations:

Renovations to 2525 McCullough Road:

Unit # 1
<ol style="list-style-type: none"> 1. The installation of security systems currently used in Units #2, and #3, into Unit #1 2. The reorganization of plumbing to facilitate the new office space 3. Building additional offices in the existing free space 4. The installation of flooring required to cover existing bare cement 5. The installation of additional heating sources 6. The installation of cubical work stations for volunteers 7. The installation of additional phone and internet lines 8. The installation of additional electrical wall plugs
Unit #2
<ol style="list-style-type: none"> 1. The installation of flooring in the current client service area 2. Opening and enlarging office space that is tight and congested at the moment 3. Touching up and repainting the walls of the office spaces and client service area

2. Priority 2: Maintaining a Sharp and Ready Disaster Management Team

The priorities for the 17-strong Nanaimo Disaster Management Team are clear. Continue recruitment and training in order to maintain a constant readiness for whatever disasters may befall Nanaimo. Like all Red Cross volunteers across the province, the Nanaimo DM team will remain vigilant; sharp and ready to deploy in the wake of any emergency, whether it be the smallest house fire or a catastrophic, high-magnitude earthquake.

3. Priority 3: Sustaining Red Cross Bullying Prevention Teams District-wide

In addition to the 100+ Youth Facilitators battling bullying throughout the Nanaimo School District, Red Cross has trained 11 teachers and counsellors as Prevention Educators – fully equipped to train and certify Red Cross Youth Facilitator teams in the coming years. While the Red Cross will always provide material support, guidance, and additional training, it is our priority to make this bullying prevention program self-sustainable, with full ownership by the school district.

9. How does your organization ensure that its services address continuing and emerging community needs?

The HELP program pays close attention to population growth statistics in every community it serves, particularly in regards to the growth in the senior demographic. For instance, not only is the number of BC seniors expected to nearly double over the next 23 years, seniors represent a higher percentage of the total Nanaimo population (18% vs. 14.5%), which must be taken into account when projecting future needs.

Disasters will happen. Fires, floods, landslides, the looming threat of earthquakes and tsunamis. While the dangers vary throughout the province, there is one consistency – Red Cross teams will be there – first to assist communities to prepare for the worst, and then to provide help when the worst comes.

Statistics on bullying vary from region to region. Students report higher levels in rural and low income areas, two of the primary risk factors that make students more vulnerable. In Nanaimo, reported rates of bullying have remained steady for the last five years with 10% of Grade 7 students answering “Many Times” or “All of the Time” when asked “At school, are you bullied, teased, or picked on?”

While 10% is only just above the provincial average of 8%, trained bullying prevention teams in every secondary and elementary school throughout the District will allow Nanaimo to do better. These days, we are all too aware of the despair bullying can bring to a young person. We’ve seen the tragic consequences of bullying overwhelm a young person, their family, their friends, and entire communities.

10. Describe your organization’s community support.

The Nanaimo Red Cross facility offers unique services to the community of Nanaimo which are completely reliant on the generous donation of time and energy from Nanaimo community volunteers. Without volunteer support, none of these programs would be operational.

In addition, for the HELP and HELP Plus programs, work is carried out in close co-ordination with health care professionals such as doctors, nurses, physiotherapists and occupational therapists - in hospitals as well as in the community - because **every** client to your HELP Depot required a medical referral in order to access the equipment loans. In addition, medical therapists will often consult directly with HELP volunteers to ensure that clients are given the appropriate equipment to meet their needs.

*Please see attached professional letters of reference, from Irene Sheppard, Director of Home Health at Fraser Health, and Mary Glasgow Brown, Chair of the Canadian Association of Occupational Therapists-BC Advisory Committee, describing how valuable the HELP program is to their clients well being.

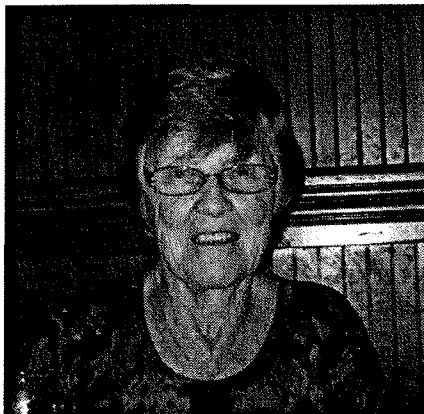
11. Describe the role of volunteers in your organization.

The services provided would not be possible without the immense support of your local volunteers. With 151 local volunteers and only 6 full time equivalent paid staff working from the Nanaimo office, the volunteer to staff ratio is currently 26 to 1. This level of volunteerism makes all Red Cross programs operating in the Nanaimo community extremely lean and extremely efficient.

Your Nanaimo Red Cross Volunteer Teams

Fiscal/School Year 12-13	# of Volunteers	# of Hours	Vol. Gift (hrs X \$12.00/ hr
Health Equipment Loan Team	22	4576	\$54,912
Disaster Management Team	17	483	\$5,796
Bullying Prevention Teams	112	2800	\$33,600
TOTALS	151	7859	\$94,308

Kind volunteers such as Joyce, described below, ensure that obtaining medical equipment from the HELP Depot when physically suffering or for an injured loved one is as easy as possible.



Meet one of your many outstanding local volunteers,
JOYCE LUST.

This amazing volunteer has been committed to the Nanaimo HELP Depot for over 21 years! Only a few years after moving from the Virgin Islands and settling in the Nanaimo community in 1989, Mrs. Lust started giving back by donating her time and effort to the Nanaimo HELP Depot weekly. Mrs. Lust has experienced the growth of the Depot firsthand as she herself used to wash and disinfect the medical equipment by hand before the Red Cross was able to purchase machine operated appliances! Remaining committed to the HELP Depot, she has been there

through three location changes and now volunteers at the front desk serving clients and completing office tasks. She enjoys her volunteer work and the HELP Depot community immensely, as she knows she and the volunteers are direct support for those who may not have anyone to lean on.

“I don’t know what Nanaimo would do without its volunteers!”

-Mrs. Joyce Lust, 2014

12. What are your organization’s problems and how are they being addressed?

As described, the primary issue for the Nanaimo HELP Depot going forward is the need for facility expansion and renovations. To address this issue we have successfully applied for \$14, 000 of funding from the Vancouver Island Health Authority, which will cover part of the expense. If successful, this "Other Grant" application will go a long way to covering the remainder of the costs.

13. Provide details of fees for service in your organization, and how costs and fees are determined.

The HELP Program has never applied a fee for service. There is a fear that no matter how many safeguards are put in place, a user pay system might prevent a vulnerable community member from acquiring the medical equipment so vital for their safe recovery. Many of the people who turn to the Nanaimo HELP Depot are seniors living on small pensions who cannot afford to pay even a small amount. Confirming what we had long suspected, a 2011 survey of HELP clients found that 43% of those borrowing equipment have incomes of less than \$20,000 a year.

All fees related to Red Cross Violence and Abuse Prevention programs are determined on a cost recovery basis only. In most cases, Red Cross can find funding from foundations, corporations, local governments, or ministries of the provincial government.

There are no fees for services for community members who receive assistance from the Nanaimo Disaster Management Team. In the case of a larger scale disaster in which dozens of families are displaced, the Red Cross has the ability to rapidly launch a public funding appeal and immediately get information to the media. With Red Cross fundraising and finance staff already in place around the province, funds may be quickly collected and humanitarian assistance delivered directly to the community members who need it.

14. If your organization is a branch of a larger organization, indicate how this affects the financial and other information you have provided.

While the Nanaimo Red Cross office is shared by each of the programs, the facility is financially managed by the provincial HELP program. It is one of 72 facilities around the province used primarily by HELP as an equipment repair, disinfection and redistribution hub. To increase efficiencies, revenues and expenditures, budgets are produced at the regional level.

*Please see attached budget for the BC Coastal Region which encompasses Vancouver Island, the Gulf Islands, Powell River, Bella Bella, Bella Coola, Ocean Falls and the Haida Gwaii Islands.

Regarding Canadian Red Cross Audited Financial Statements: The Red Cross operates under a centralized financial structure in order to improve efficiency and reduce costs. Under this centralized structure, accounts payable and asset management is managed

by our National office in Ottawa. Therefore, balance sheet information and audited financial statements are available only at the National level.

*Please see attached Provincial and National financials prepared by Deloitte.

15. Provide details of any funds that are controlled by your organization that are not part of your operating income. Also provide details of any capital, special purpose bequests, endowments or reserve funds.

Please see Q. 16 below.

16. Describe your policy and treatment of year-end surpluses or deficits.

The Canadian Red Cross follows the deferral method of accounting. Restricted donations, other than endowments, are deferred and recognized as revenue in the year in which the related expenses are recognized. Purchased capital assets are recorded at cost, donated capital assets are recorded at fair value, and contributions received towards the acquisition of capital assets are deferred and amortized to income on the same basis as the related depreciable capital assets are amortized. Endowment contributions are recognized as direct increases in net assets restricted for endowment purposes.

The Canadian Red Cross effectively budgets its operations on a break-even basis. Any surplus is used to maintain adequate financial reserves and cover any deficits.

17. Detail current and/or planned revenue-generating activities of your organization.

Strategies include increasing individual donations from users of the HELP service and increasing corporate, and foundation support overall. Our goal is to increase revenues in each area of operations within the region.

18. List grants applied for/received from other governments or service clubs.

The Nanaimo HELP Depot receives annual funding from the Vancouver Island Health Authority, the Province of BC through a Community Gaming Grant, as well as the Royal Canadian Legion, Branch #257 in Lantzville.

19. Name other organizations or individuals who can endorse your organization. Provide names and telephone numbers.

As mentioned in Q. 10, the HELP Depot offers a unique service to the community of Nanaimo. Work is carried out in close co-ordination with health care professionals such as doctors, nurses, physiotherapists and occupational therapists. In addition, therapists will often consult directly with HELP volunteers to ensure that clients are given the appropriate equipment to meet their needs.

*Please see attached professional letters of reference, from Irene Sheppard, Director of Home Health at Fraser Health, and Mary Glasgow Brown, Chair of the Canadian Association of Occupational Therapists-BC Advisory Committee, describing how valuable the HELP program is to their clients well being.

*Also attached are two personal letters of support from Darrell Marklinger of Courtney and Diane Roberts and her husband Michael Willingham, residents of Nanaimo who express moving testimony of how the HELP supported them during crisis. Contact details are provided in the letters.

20. Identify previous grants from the City of Nanaimo and other agencies and describe how your organization ensured funding went towards the program identified.

The City of Nanaimo has again generously approved a Permissive Tax Exemption for 2014 for the Red Cross facility in Nanaimo (units 1 and 2).

It should be noted that all grants received for a specific geography are spent *only* in that geography and tracked accordingly with precise financial coding. For example, a grant from the City of Nanaimo in support of this project would be assigned the following financial coding:

46420 – as a Municipal Grant

880 – designated for Facilities

CCCN – the Geography Code for Nanaimo

21. What do you plan to use the City grant for this year?

The Canadian Red Cross would use the grant monies to renovate the Red Cross facility at 2525 McCullough Road. The facility requires renovations to enhance the work space effectiveness and to boost the ability of volunteers to serve the Nanaimo community. Of the estimated \$20, 000 required for renovations, the first \$14, 000 has been contributed by the Vancouver Island Health Authority, leaving a predicted shortfall of \$6, 000.

It was suggested by a City of Nanaimo representative that we apply through the “Other Grant” funding stream, as we missed the deadline to apply for a 2014 permissive tax exemption for the additional unit we took possession on February 1, 2014. If we had

been able to apply for the PTE, we would have sought \$4618.40, as detailed in the table below.

Property taxes The Red Cross will pay in 2014: February- December
Taxes paid in the 2013 calendar year = \$5020
11 of 12 months of the calendar year = 92%
Potential Funding Request: $\$5020 \times 0.92 = \4618.40

In future, we will apply for additional funding for unit 1 of this facility through the PTE. This year, the highest priority is ensuring that the much needed renovations progress as smoothly as possible. For this reason, we respectfully request \$5, 000 to help cover the costs of renovations, an amount that is more than matched by the Vancouver Island Health Authority contribution.

22. What will the effect be if you do not receive a Grant from the City of Nanaimo?

If a grant is not received for this application, increased funding will be required from the BC Coastal Regional budget which will impact the level of operations in the entire region. If a grant is received less than the amount requested, all monies will of course go towards the renovation costs, and there will be less of an impact on the Regional budget.

G:\ADMINISTRATION\Committees\Grants Advisory Committee\Grants Application Forms\Applications, Instructions, Info\OTHER GRANT APPLICATION.docx



**Canadian Red Cross Society
British Columbia**

	2013 – 14 Approved Budget	2014 – 15 Proposed Budget
Revenue		
Gaming	476,500	250,000
Program Revenues	708,700	708,700
Fund Development	3,007,900	3,937,200
Gifts In Kind	645,000	645,700
Grants - Federal	75,000	10,000
Grants - Provincial	4,206,000	5,977,900
Grants - Municipal	99,000	105,000
Foundations	174,000	192,800
Total Revenue	10,459,700	11,827,300
Expenses		
Disaster Management	756,200	740,500
Restoring Family Links	2,000	2,000
Health Equipment Loan Programs		
Short Term Loan Service	2,444,600	2,011,000
Advanced Program	1,137,000	1,156,900
Aids to Independent Living Service	889,000	980,000
Children's Medical Equipment Service	815,600	815,600
HELP Plus	1,037,400	3,237,800
Transportation & Installation	265,000	252,000
RespectED	386,300	517,681
Humanitarian Support & Engagement	165,700	2,000
Family Support	102,500	1,300
First Contact	68,300	68,200
Program Management	633,200	622,500
Fund Development	869,400	802,400
Domestic & International Appeals	80,000	80,000
Volunteer Resources	81,000	146,300
Community Development	332,500	152,000
Support Services	394,000	239,119
Total Expense	10,459,700	11,827,300

Date Printed: Nov 13, 2013



**The Canadian Red Cross
BC Coastal Region**

	2012-13 Approved Budget	2013-14 Proposed Budget
Revenue		
Gaming	60,000	100,000
Program Revenues	416,400	410,000
Fund Development	700,000	690,000
Gifts In Kind	160,000	160,000
Grants - Provincial	34,500	40,000
Grants - Federal		8,000
Grants – Health Authority	990,500	990,000
Total Revenue	2,361,400	2,398,000
Expenses		
Disaster Management	214,200	229,300
Health Equipment Loan Programs		
Short Term Loan Service & TIME	649,000	683,900
Enhanced Medical Equipment Loan Service	1,147,000	1,130,000
RespectED	59,500	61,000
Community Development	152,200	155,000
Volunteer Resources	14,100	14,500
Program Management	125,400	124,300
Total Expense	2,361,400	2,398,000
NET	0	0

Notes:

1. Program Management includes human resources, payroll, volunteer management, planning, research, development, evaluation, governance, compensation, administration, public affairs, finance, fund development and communication and can be broken out for specific funders if needed. Each is assigned to program areas based on use.

AUDITOR'S REPORT

INDEPENDENT AUDITOR'S REPORT ON SUMMARY FINANCIAL STATEMENTS

To the Board of Directors of
The Canadian Red Cross Society

The accompanying summary consolidated financial statements, which comprise the summary consolidated statements of financial position as at March 31, 2013, March 31, 2012 and April 1, 2011, and the summary consolidated statements of operations for the years ended March 31, 2013 and March 31, 2012, and related notes are derived from the audited consolidated financial statements of the Canadian Red Cross Society (the "Society") for the years ended March 31, 2013 and March 31, 2012. We expressed an unmodified audit opinion on those consolidated financial statements in our report dated June 6, 2013. Those consolidated financial statements, and the summary consolidated financial statements, do not reflect the effects of events that occurred subsequent to the date of our report on those consolidated financial statements.

The summary consolidated financial statements do not contain all the disclosures required by Canadian accounting standards for not-for-profit organizations applied in the preparation of the audited consolidated financial statements of the Society. Reading the summary consolidated financial statements, therefore, is not a substitute for reading the audited consolidated financial statements of the Society.

Management's Responsibility for the Summary Consolidated Financial Statements

Management is responsible for the preparation of a summary of the audited consolidated financial statements in accordance with the established criteria disclosed in Note 1 to the summary consolidated financial statements.

Auditor's Responsibility

Our responsibility is to express an opinion on the summary consolidated financial statements based on our procedures, which were conducted in accordance with Canadian Auditing Standard (CAS) 810, "Engagements to Report on Summary financial statements."

Opinion

In our opinion, the summary consolidated financial statements derived from the audited consolidated financial statements of the Society for the years ended March 31, 2013 and March 31, 2012 are a fair summary of those consolidated financial statements in accordance with the established criteria disclosed in Note 1 to the summary consolidated financial statements.

Deloitte LLP

Chartered Professional Accountants, Chartered Accountants
Licensed Public Accountants

June 6, 2013

FINANCIALS

THE CANADIAN RED CROSS SOCIETY

Summary Consolidated Statements of Financial Position

as at March 31, 2013, March 31, 2012 and April 1, 2011
(in thousands of dollars)

	March 31 2013	March 31 2012	April 1 2011
CURRENT ASSETS			
Cash and cash equivalents	\$ 62,161	\$ 74,810	\$ 109,667
Accounts receivable - trade and other	15,642	21,343	21,612
Inventory and prepaid	30,078	21,129	9,286
Advances on construction contracts	-	1,366	1,399
	107,881	118,648	141,964
LONG-TERM INVESTMENTS (Note 2)	114,421	162,551	165,520
CAPITAL ASSETS	50,584	47,228	47,188
INTANGIBLE ASSETS	2,850	-	-
GOODWILL	1,947	-	-
ACCRUED DEFINED BENEFIT PENSION PLAN ASSET	6,970	6,754	6,399
TOTAL ASSETS	\$ 284,653	\$ 335,181	\$ 361,071
CURRENT LIABILITIES			
Accounts payable and accrued liabilities	\$21,543	\$25,569	\$26,288
Government remittances payable	478	508	285
Deferred revenue - short-term (Note 3)	89,543	121,147	131,972
	111,564	147,224	158,545
DEFERRED REVENUE - LONG-TERM (Note 3)	27,473	37,362	55,474
DEFERRED CONTRIBUTIONS RELATED TO CAPITAL ASSETS	9,268	9,576	10,031
DEFERRED GAIN	4,719	-	-
ACCRUED OTHER BENEFIT PLANS LIABILITY	16,690	16,652	16,698
TOTAL LIABILITIES	169,714	210,814	240,748
COMMITMENTS, CONTINGENT LIABILITIES AND GUARANTEES			
NET ASSETS			
Invested in capital assets	41,316	37,652	37,157
Invested in RCCP	3,954	-	-
Restricted for endowment purposes	1,221	1,205	1,216
Internally restricted - General	47,531	47,531	47,531
Internally restricted - Tsunami interest	20,867	27,096	25,792
Unrestricted	50	10,883	8,627
TOTAL NET ASSETS	114,939	124,367	120,323
TOTAL LIABILITIES AND NET ASSETS	\$ 284,653	\$ 335,181	\$ 361,071

On Behalf Of The Board



Chair



Chair, National Audit and Finance Committee

See accompanying notes to the summary consolidated financial statements.

THE CANADIAN RED CROSS SOCIETY

Summary Consolidated Statements of Operations

years ended March 31, 2013 and 2012
(in thousands of dollars)

	Budget 2013	Actual 2013	Actual 2012
	(Unaudited)		
Revenue			
Organizational capacity			
Fundraising	\$ 52,094	\$ 48,117	\$ 45,802
Investment income	2,280	3,646	6,783
Other	-	500	54
	54,374	52,263	52,639
Core programs	285,731	270,141	320,219
Support services	10,294	8,934	12,074
Disaster appeals	44	6,972	5,588
Total Revenues	350,443	338,310	390,520
Expenses			
Organizational capacity			
Fundraising	26,094	25,591	24,172
Investment expense	190	323	279
Other	537	544	711
	26,821	26,458	25,162
Core programs			
International programs	83,153	71,802	103,221
Disaster management	12,662	13,742	16,004
Health and injury prevention	194,007	182,921	193,799
Program management and volunteer resources	4,084	4,219	3,951
	293,906	272,684	316,975
Support services	41,501	41,624	38,720
Disaster appeals	44	6,972	5,588
Total Expenses	362,272	347,738	386,445
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES	\$ (11,829)	\$ (9,428)	\$ 4,075

See accompanying notes to the summary consolidated financial statements.

THE CANADIAN RED CROSS SOCIETY

Notes to the Summary Consolidated Financial Statements

years ended March 31, 2013 and 2012
(in thousands of dollars)

1. BASIS OF PRESENTATION

The summary consolidated financial statements are derived from the complete set of financial statements of the Society and they meet the recognition and measurement principles of Canadian generally accepted accounting principles.

2. INVESTMENTS

	March 31, 2013		March 31, 2012		April 1, 2011	
	Fair Value and Carrying Value	Cost	Fair Value and Carrying Value	Cost	Fair Value and Carrying Value	Cost
Investments						
Fixed income	\$ 100,365	\$ 97,592	\$ 144,708	\$ 140,500	\$ 153,477	\$ 153,067
Equities	14,056	12,540	17,843	16,297	12,043	10,183
Total investments	\$ 114,421	\$ 110,132	\$ 162,551	\$ 156,797	\$ 165,520	\$ 163,250

The fair values of long-term investments are based on quoted market prices.

Fixed income investments are comprised of Government of Canada and corporate bonds with maturity dates from 2013 to 2049, earning interest from 2.25% to 10.35%.

Long term investments are externally and internally restricted as follows:

	March 31 2013	March 31 2012	April 1 2011
Externally Restricted - General	\$ 42,203	\$ 62,913	\$ 46,203
Externally Restricted - Haiti	31,112	42,041	66,427
Internally Restricted - General	31,051	43,544	34,008
Internally Restricted - Tsunami	10,055	14,053	18,882
Total	\$ 114,421	\$ 162,551	\$ 165,520

Gross investment income earned is reported as follows:

	March 31 2013	March 31 2012
Investment income - General	\$ 2,853	\$ 4,934
Investment income - Tsunami	793	1,849
Total	\$ 3,646	\$ 6,783

Investment income earned from the Haiti fund of \$1,796 (2012 - \$4,537) is externally restricted and allocated to Haiti deferred revenue.

Investment income earned from the General fund of \$2,272 (2012 - \$3,428) is internally restricted and allocated to General deferred revenue.

THE CANADIAN RED CROSS SOCIETY

Notes to the Summary Consolidated Financial Statements (continued)

years ended March 31, 2013 and 2012
(in thousands of dollars)

3. DEFERRED REVENUE

Deferred revenue is comprised of amounts restricted for the funding of expenses to be incurred in the future.

The movement of the deferred revenue is as follows:

	March 31, 2013				March 31, 2012				April 1, 2011			
	General	Haiti	Tsunami	Total	General	Haiti	Tsunami	Total	General	Haiti	Tsunami	Total
Opening balance	\$ 96,831	\$ 59,896	\$ 1,782	\$ 158,509	\$ 79,773	\$ 94,873	\$ 12,800	\$ 187,446	\$ 51,187	\$ 123,719	\$ 29,326	\$ 204,232
Donations and grants received	67,511	115	-	67,626	106,561	633	-	107,194	144,937	54,778	-	199,715
Interest earned and deferred	2,272	1,796	-	4,068	3,428	4,537	-	7,965	-	3,228	-	3,228
Recognized as revenue	(93,315)	(18,090)	(1,782)	(113,187)	(92,931)	(40,147)	(11,018)	(144,096)	(116,351)	(86,852)	(16,526)	(219,729)
Closing balance	73,299	43,717	-	117,016	96,831	59,896	1,782	158,509	79,773	94,873	12,800	187,446
Less: Long-term portion	-	(27,473)	-	(27,473)	-	(37,362)	-	(37,362)	-	(55,474)	-	(55,474)
Short-term portion	\$ 73,299	\$ 16,244	-	\$ 89,543	\$ 96,831	\$ 22,534	\$ 1,782	\$ 121,147	\$ 79,773	\$ 39,399	\$ 12,800	\$ 131,972

The amounts recognized above as revenue in respect of Tsunami and Haiti are included as part of international programming revenue.

THE CANADIAN RED CROSS SOCIETY

Cost of Fundraising

Five-year Comparison (Unaudited)
(in thousands of dollars)

	5 Year Total	2013	2012	2011	2010	2009
Fundraising revenue	\$ 184,873	\$ 42,433	\$ 41,210	\$ 34,965	\$ 32,783	\$ 33,482
Bequest revenue	29,744	5,684	4,592	5,449	6,056	7,963
Donations in program revenue	43,874	16,823	8,748	7,253	4,096	6,954
Deferred revenue donations	317,857	12,295	57,332	60,932	142,593	44,705
Total fundraising and donations revenue	576,348	77,235	111,882	108,599	185,528	93,104
Total fundraising expenses	116,280	25,591	24,172	26,113	22,970	17,434
Surplus	\$ 460,068	\$ 51,644	\$ 87,710	\$ 82,486	\$ 162,558	\$ 75,670
Percentage of cost of total fundraising	20.2%	33.1%	21.6%	24.0%	12.4%	18.7%
Lotteries and gaming revenue	\$ 30,243	\$ 5,384	\$ 5,702	\$ 6,055	\$ 6,390	\$ 6,712
Lotteries and gaming expenses	20,493	3,879	3,831	4,116	4,241	4,426
Percentage of cost of Fundraising excluding Lotteries and Gaming	17.5%	30.2%	19.2%	21.5%	10.5%	15.1%

Source documents originated from Notes 9 and 14 of the annual consolidated financial statements. Notes and schedules to the consolidated financial statements are available on the Red Cross website at www.redcross.ca





CANADIAN RED CROSS

Founded 1896
Incorporated 1909

The red cross emblem and designation "Red Cross" are reserved in Canada by law for the exclusive use of The Canadian Red Cross Society and for the medical units of the armed forces by the Geneva Conventions Act, R.S.C., 1985, c.G-3.

The programs of The Canadian Red Cross Society are made possible by the voluntary services and financial support of the Canadian people.

To donate, please call 1-800-418-1111

ISSN 1708-6337
© 2013 The Canadian Red Cross Society

For additional information please contact:

Canadian Red Cross
National Office
170 Metcalfe St.
Ottawa, Ontario K2P 2P2
Tel: (613) 740-1900
Fax: (613) 740-1911
Email: feedback@redcross.ca

Atlantic Provinces
133 Troop Avenue
Dartmouth, Nova Scotia
B3B 2A7

Québec
6, place du Commerce
Verdun, Québec
H3E 1P4

Ontario
5700 Cancross Court
Mississauga, Ontario
L5R 3E9

Western Provinces
100-1305 11 Avenue SW
Calgary, Alberta
T3C 3P6

www.redcross.ca

Photos for this annual report provided by:
Canadian Red Cross
Marc Nagainis

The photos used in this Annual Report were collected from the Canadian Red Cross archives or were purchased, contracted or provided to the Canadian Red Cross for the purposes of this publication and may not be copied or used without written permission.

An electronic version of this document is available on the Canadian Red Cross Web site: www.redcross.ca.

Ce document est également publié en français.



Annual Report

1. Name of Society:

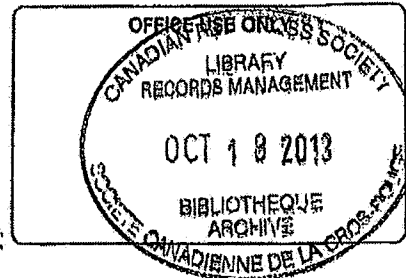
The Canadian Red Cross Society

Address of Society:

170 Metcalfe Street Ottawa, Ontario K2P2P2

2.

Incorporation Number:
XS26916



ONLINE FILING AVAILABLE at www.bcregistryservices.gov.bc.ca

See the last page for details

3. Provide the date your 2013 **Annual General Meeting was held (YYYY/MM/DD):** 2013/06/16

↑
[Insert year of Annual General Meeting]

(If no Annual General Meeting was held in this calendar year, please write "NO MEETING HELD" in the date field above.)

4. The society's registered address in B.C. is – Must be a physical location, Post Office Box only is not acceptable.

The Canadian Red Cross Society

3400 Lake City Way

Burnaby BC.

V5Z 4Y2

Is this is a change to your registered address from the previous year? ☐ Yes ☒ No (If yes, submit an additional \$15.00 for the Change of Address)

NOTE

One director must be a
B.C. resident

5. The society's directors are listed below.

Addresses must be physical locations, Post Office Box only is not acceptable.

Last name: Dean

First name (include initials): Alan

Address (include postal code): 5 Stanford Road
Unionville, Ontario
L3R 6L8

Last name: Fowler

First name (include initials): Sara John

Address (include postal code): 5763 Siasong Road
Sooke, British Columbia
V9Z 0C4



6. Please provide an email address that we may use for future communications:

rgourgon@redcross.ca

7. Sign and certify this form

I certify that this information is accurate and complete.

Signature: [Signature]

NOTE

This must be signed
by a current director,
officer or solicitor.

8. Return form and fee to BC Registry Services.

Mailing Address

PO Box 9431 Stn Prov Govt
Victoria BC V8W 9V3

Physical Address

2nd Floor, Suite 200, 940 Blanshard Street
Victoria BC V8W 3E6

NOTE

Annual Report filing
fee is \$25.00

If you updated your
registered address,
add \$15.00 for a total
fee of \$40.00

Questions? Call 1 877 526-1526

Please make your cheque payable to **Minister of Finance** and write your Incorporation Number on the cheque.

Name	Address	Contact Information
8. POSNO, Lloyd	1438 Birchwood Drive Mississauga, Ontario L5J 1T2	Home: (905) 403-8165 Fax: (905) 403-9551 Home 2: (905) 822-8012 lposno@sympatico.ca
9. SHEAD, Gordon	3993 Compton Road Port Alberni, BC V9Y 6B4	Home: (778)-421-3599 gsshead@shaw.ca
10. SCHNEIDER, Colleen	167 Evanson Street Winnipeg, MB R3G 2A2	Home: (204)-786-5757 Work: (204)-840-8569 cschneider1@wrha.mb.ca
11. CHOW, Dennis	68 Clement Road Toronto, ON M9R 1Y9	Home: (416) 722-2469 Work: (647) 466-9781 dennischow@gmail.com
12. BOUCHARD, Mathieu	1775 Des Erables Saint-Bruno, QC J3V 4P2	Office: (450) 646-2452 Cell: (514) 629-6098 mbouchard@graymont.com
13. COLLENS, Peter	15 Waterloo Crescent Mount Pearl, NL A1N 3X4	Home: (709) 747-5298 Work: (709) 745-8809 peter.collens@nf.albn.com
14. PEARSON, Alan	13 Durban Road Etobicoke, ON M8Z 4B2	Home: (416) 237-9874 Work: (416) 865-8223 apearson@torys.com
15. SLOLY, Peter	40 College Street Toronto, ON M5G 2J3	Home: (416) 520-8487 Work: (416) 808-8001 Fax: (416) 808-8002 peter.sloly@torontopolice.on.ca
16. MAHONEY, Kathleen	15 Biggar Heights Bay Calgary, AB T3R 1H4	Home: (403) 239-8982 Work: (403) 239-8982 kmahoney@ucalgary.ca

2015

I. BOARD OF DIRECTORS

Name	Address	Contact Information
1. DEAN, Alan CHAIR	5 Stanford Road Unionville, Ontario L3R 6L8	Home: (905) 479-6817 apodean@gmail.com
2. FOWLER, Sara John VICE-CHAIR	6763 Siasong Rd Sooke, British Columbia V9Z 0C4	Work: (250) 480-3101 Home: (250) 642-0311 Cell: (250) 812-8884 sjfowler@shaw.ca
3. TANAKA, Ted IMMEDIATE PAST-CHAIR	2785 West 7 th Avenue Vancouver, British Columbia V6K 1Z3	Work: (604) 629-6385 Fax: (604) 732-1243 Home: (604) 737-2904 Cell: (604) 857-9567 elanaka@cga-bc.org elanaka@shaw.ca
4. WEST, Ella	1112-700 Dwyer Road Burlington, Ontario L7N 3M2	Work: (416) 345-2328 Home: (905) 631-0885 Cell: (416) 543-0650 ella.west@mtsallstream.com
5. TURCOTTE, Mylène	De Chantal, D'Amour, Fortier, S.E.N.C.R.L./LLP 1730, boul. Marie-Victorin, bureau 101 Longueuil (Québec) J4G 1A5	Work: (450) 870-3656 p. 231 Home: (450) 473-7070 Cell: (514) 894-6611 mturcotte@dcdef.qc.ca
6. BRUNET, Michel	1, Place Ville, Bureau 3900 Montréal, QC H3B 4M7	Work: (514)-878-8832 Fax: (514)-866-2241 michel.brunet@fmc-law.com
7. GILES, Gavin	17 Glen Eagle Way Halifax, Nova Scotia B3N 3H9	Work: (902) 444-8540 (direct) Home: (902) 423-9131 Cell: (902) 478-2887 gavin.giles@mcinnescooper.com

2013/14 BC/Yukon Senior Staff— Health Equipment Loan Program (HELP)

Name	Profession/Title	Address	Contact
Fiona Lewis	Director, HELP, Western Zone	3400 Lake City Way, Burnaby BC V5A 4Y2	Office: 604-709-6607 Email: fiona.lewis@redcross.ca
Robert Davies	Manager, Health Programs, HELP BC/Yukon	3400 Lake City Way, Burnaby BC V5A 4Y2	Office: 604-709-6671 Email: robert.davies@redcross.ca

2013-14 BC-Yukon Advisory Committee Members

Name	Profession/Title	Address	Contact
Cathy Boskovic	Director, Human Resources, CanWel Building Materials Ltd	1816 West 13 th Avenue Vancouver, BC V6J 2H3	Home: 604-842-7999 Email: cboskovic@telus.net
Andrew Callicum Representative to Western Council	Supervisor, Nuu-chah- nulth Employment and Training Program	2311 11 th Avenue Port Alberni, BC V9Y 2S4	Home: 250-731-9689 Bus: 250-723-1331 Res email: caagayuuush@gmail.com
Peter Chau	BC Housing Regional Director	PO Box 376 Kaleden, BC V0H 1K0	Cell: 250-490-6294 Work: 250-493-0301 Email: peter.chau@alumni.ubc.ca
Clare Kooistra Chair, Representative to Western Council	Forestry Consultant	#1 – 6916 Manning Place Vernon, BC V1B 2Y5	Cell: 250-540-2322 Work: 250-549-2322 Email: cmkooistra@shaw.ca
James Liu Vice-Chair	Student, UBC Medical School	206-1515 E. Broadway Vancouver, BC V5N 1V9	Cell: 604-725-1717 Email: james.liu99@gmail.com
Mark Ryan	RBC Dominion Securities	3465 Hillside Drive Prince George, BC V2K 4Z3	Home: 250-562-7401 Cell: 250-617-7430 Work: 250-960-4927 Email: mark.ryan@rbc.com
Ivan Watson	Communications Officer, University of Victoria	2382 Heron Street Victoria, BC V8R 5Z6	Home: 250-418-0700 Res : watsoni@yahoo.com Work email: iw@uvic.ca
Colleen Wirth	Yukon College	10 Haldane Place Whitehorse, YT Y1A 5T4	Home: 867-668-5567 Cell: 867-334-3522 Work: 867-668-8721 Email: cwirth@northwestel.net

**Medical equipment loaned from the Nanaimo HELP Depot from January 1st to
December 31st 2013**

1. Mobility Equipment		
Item	Total Loans	% of total loans
Two-wheeled folding walkers	1131	13%
Wheelchairs	301	3%
Four-wheeled walkers	807	9%
Crutches and Canes	725	8%
Total	3271	35 %

Any type of walker, whether 4 or 2-wheeled (22% of all HELP loans), are almost exclusively borrowed by seniors. Walkers are used by seniors as they recover from a broad range of mobility challenges; most common are hip or knee surgeries, hip replacements and lower back injuries. Wheelchairs, on the other hand, are utilized by recovering community members of all ages, primarily in the initial stages of recovery. Once ready to graduate out of a wheelchair, most young people will move to crutches or canes, while a senior, with less upper body strength, will require a walker.

2. Bath Safety Equipment		
Item	Total Loans	% of total loans
Bath chairs	690	7%
Bath transfer benches	586	6%
Bath boards and safety rails	446	5%
Total	1722	18%

While bath safety equipment is primarily borrowed by seniors who cannot safely stand while showering, this equipment is vital for any recovering Nanaimo resident who needs to sit down while bathing. Transfer benches and boards allow a client to first ease themselves down on the outside of a tub and grip safety rails as they carefully lift their legs over the edge and slide over while remaining in a sitting position.

3. Toileting Safety Equipment		
Item	Total Loans	% of total loans
Raised toilet seats	1014	11%
Toilet safety frames	564	6%
Total	1578	17%

Both raised toilet seats and toilet safety frames are used by clients who have limited ability to bend at the waist. While a raised toilet seat simply raises the level of a toilet to alleviate the need to bend, a safety frame provides secure raised handles that allow a client to lean back and slowly lower themselves down. Raised toilet seats and toilet safety frames are often used together. Again, while the majority who require these items are seniors recovering from hip or lower back injuries or surgeries, this equipment is used by residents of Nanaimo of all ages.

4. Bedroom Safety Equipment		
Item	Total Loans	% of total loans
Bedhandles/safety rails/IV poles/tables	1708	18%
Commodes	549	6%
Total	2622	28%

Bedroom safety equipment is primarily used in the initial stages of recovery when a client has just been discharged from hospital. In the case of palliative patients undergoing longer term care, items such as IV poles and tables may be borrowed by caregivers on a short-term basis as needed.

Miscellaneous Items	282	3%
GRAND TOTAL ITEMS LOANED	9433	100%

18th January 2014

**RED CROSS ~ COMOX VALLEY Office
464 Puntledge Road
Courtenay, BC V9N 3R1**

To Whom It May Concern:

I am writing a short note here to express my appreciation for the service and support that the Red Cross gave my wife and myself here in the Comox Valley.

My wife Pamela Marklinger, was diagnosed with colon cancer in May of 2012, and her health deteriorated over the next 17 months, to a point where the Comox Valley Home Support nurses, along with her doctor {Dr. Russell-Atkinson}, suggested we take advantage of the equipment rentals provided by the local Red Cross office on Puntledge. At that time, we were both unaware of this service, and that it was available by donation.

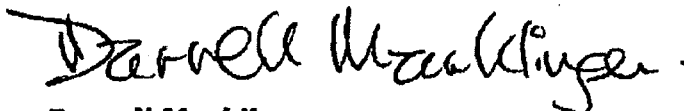
In July of 2013, we started when we were loaned a shower/bath bench for the bathroom, a raised toilet seat, a walker, a wheelchair, and lastly, in August, a hospital-type bed and a baffled mattress, all in an effort to make Pam more comfortable. This was accomplished.

Sadly, Pam passed away on September 15th of 2013, and the following week, all of the loaned equipment was returned. And, since I had not made a donation, I did tell the staff there {Terri} that I would follow up with a cheque in the future.

I am enclosing that cheque for donation purposes, and I wish to thank the Red Cross staff who helped with the loaned equipment, including the volunteers who assisted in installing the mattress together, and picking it up after. It is indeed appreciated.

Thank you for your assistance.

Yours truly,



**Darrell Marklinger,
2379 9th Street East,
Courtenay, BC V9N 8Z2
250-338-7694**

October 11, 2013

Mr. Christian Bates,
Canadian Red Cross,
Western Zone,
3400 Lake City Way,
Burnaby, B.C.
V5A 4Y2

Dear Mr. Bates:

My husband Michael Willingham was third car back at a red light and was hit from behind by a distracted driver. This caused whiplash, which caused a blood clot to travel to the brain, which caused a Brain Stem Stroke.

My husband was in the ICU Ward of the Nanaimo Regional General for over 8 months. I was then advised they could do no more for him and were going to release him. They advised me I should put him in a home, as he was going to die. I chose to quit my job of 20 years and take him home to die.

I am sending you this letter because I want to advise you that my husband and I could not have made it through all our challenges, without the help of Diane Marwick and the Nanaimo Red Cross.

My husband was sent home in a Hospital Wheelchair, which we had to return. He also had a GJ Tube in his stomach for all Food & Water intake, he could not eat or drink. He also had a tracheostomy in his Throat and needed to go on a Breathing Machine for all Sleeping, Naps, etc.

We required a Wheelchair, a Kangaroo Pump and Floor Stand for same and that was just for starters. I was overwhelmed with what I had to do and purchase...I was a businesswoman, not a nurse... We had no Family in Nanaimo, nor in Western Canada, for that matter. I could not leave him, he had to be monitored 24 hours a day, so shopping for all this equipment was impossible initially. Thank goodness his Doctor told me to go to the Red Cross, so see if they could help us to get going.

The Nanaimo Red Cross loaned us 2 Poles, one to help me get him into and out of Bed. He is 6 ft. 200 lbs, I am 5 ft. 3in. and 120 lbs. And one to help him use the Toilet. They also loaned us a Wheelchair, a Toilet Seat, a Shower Seat and an IV Pole for his Kangaroo Drip Feed Machine.

2...

This got me through the first 3 months, until I could purchase all of the equipment we needed, hire a Caregiver to assist me and get him the re-hab he needed. The Hospital only provided re-hab for 3 months. They were also unable to give me any Respite, because none of the available staff in Nanaimo would help due to his Trachestomy.

We returned the equipment to the Nanaimo Red Cross, along with some other equipment since, that he no longer uses.

My husband Michael Willingham did not die. He now uses a Walker and goes to 7 exercise classes each week. He goes to 2 Wellness Recovery Tai Chi Classes, a Reformer Pilates class, he has a Physiotherapist who comes to our home and he goes to the Gym 3 times a week.

I know for a fact that none of this would have been possible without the Nanaimo Red Cross.

Diane Roberts &
Michael Willingham
#401-580 Stewart Ave.,
Nanaimo, B.C. V9S 0A1
Tel/Fax 250-753-8410
dianeroberts@shaw.ca

October 1, 2013

Canadian Red Cross
Provincial Manager – Fund Development
3400 Lake City Way
Burnaby, BC V5A 4Y2

To Whom It May Concern,

Please accept this letter of support for the Health Equipment Loan Program (HELP) – short term loan service offered by the Canadian Red Cross in the Lower Mainland.

The Red Cross HELP program offers three health equipment loan services: (1) short-term loans for basic health equipment; (2) basic and intermediate loans services for more complex equipment needs for palliative and no-palliative patients and; (3) basic to advanced health equipment loans to children. All services require an assessment by a health care professional.

The HELP – short term loan service is a community-based, volunteer-run service that loans basic mobility, bathroom and bathing equipment free of charge. Last year, the service loaned nearly 40,000 pieces of equipment to more than 20,000 clients from HELP Depots located throughout the Fraser Health catchment area. Each of the eight Depots was supported by over 300 local volunteers who gave more than 26,000 hours of their time to serve their communities.

The HELP – short term loan service provides an extremely valuable service to community members requiring medical equipment loans. The loan of this equipment often enables people to remain in their homes as they age, are recovering from an illness or injury, or who have chosen to spend their final days at home. Access to this equipment can facilitate timely discharge from acute care, enhance care provided by Home and Community Care Clinicians, promote functional independence for individuals in the community, and contribute to improved quality of life for individuals in need.

In addition, the Loan Service promotes environmental sustainability through the re-use of medical equipment no longer needed by the original owner.

The demand for the short term loan service will continue to grow and it is essential that HELP continue to operate their Depots, train and support their volunteers, and purchase new equipment to replace worn equipment. The immediate need is for additional mobility and bathing equipment.

Fraser Health Authority
Home Health

#102 - 34194 Marshall Road
Abbotsford, BC
V2S 5E4

Tel (604) 556-5038
Fax (604) 556-5077
www.fraserhealth.ca

We have a long history of partnership with the Canadian Red Cross HELP Program and are pleased to provide this letter of support for such an important and vital community program.

Thank you for considering the Red Cross HELP Program application for grant funding.

Sincerely,



Irene Sheppard
Director, Home Health

/cc Robert Davies, Canadian Red Cross

October 1, 2013

Canadian Red Cross
Provincial Manager – Fund Development
3400 Lake City Way
Burnaby, BC V5A 4Y2

To Whom It May Concern,

Please accept this letter of support for the Health Equipment Loan Program (HELP) – short term loan service offered by the Canadian Red Cross in the Lower Mainland.

The Red Cross HELP program offers three health equipment loan services: (1) short-term loans for basic health equipment; (2) basic and intermediate loans services for more complex equipment needs for palliative and no-palliative patients and; (3) basic to advanced health equipment loans to children. All services require an assessment by a health care professional.

The HELP – short term loan service is a community-based, volunteer-run service that loans basic mobility, bathroom and bathing equipment free of charge. Last year, the service loaned nearly 40,000 pieces of equipment to more than 20,000 clients from HELP Depots located throughout the Fraser Health catchment area. Each of the eight Depots was supported by over 300 local volunteers who gave more than 26,000 hours of their time to serve their communities.

The HELP – short term loan service provides an extremely valuable service to community members requiring medical equipment loans. The loan of this equipment often enables people to remain in their homes as they age, are recovering from an illness or injury, or who have chosen to spend their final days at home. Access to this equipment can facilitate timely discharge from acute care, enhance care provided by Home and Community Care Clinicians, promote functional independence for individuals in the community, and contribute to improved quality of life for individuals in need.

In addition, the Loan Service promotes environmental sustainability through the re-use of medical equipment no longer needed by the original owner.

The demand for the short term loan service will continue to grow and it is essential that HELP continue to operate their Depots, train and support their volunteers, and purchase new equipment to replace worn equipment. The immediate need is for additional mobility and bathing equipment.

Fraser Health Authority
Home Health

#102 - 34194 Marshall Road
Abbotsford, BC
V2S 5E4

Tel (604) 556-5038
Fax (604) 556-5077
www.fraserhealth.ca

We have a long history of partnership with the Canadian Red Cross HELP Program and are pleased to provide this letter of support for such an important and vital community program.

Thank you for considering the Red Cross HELP Program application for grant funding.

Sincerely,



Irene Sheppard
Director, Home Health

/cc Robert Davies, Canadian Red Cross



Canadian Association of Occupational Therapists • British Columbia
Association canadienne des ergothérapeutes • Colombie-Britannique

September 24, 2013

Robert Davies

Manager HELP program, Red Cross British Columbia

3400 Lake City Way

Burnaby, British Columbia, V5A 4Y2

604-709-6671

Robert.davies@redcross.ca

Dear Mr. Davies,

On behalf of the Canadian Association of Occupational Therapists-BC Chapter (CAOT-BC), I would like to congratulate the Red Cross British Columbia on the receipt of the CAOT Citation Award. This award is given annually and it acknowledges the contributions of an agency, program and/or individual, (non-occupational therapist), to the health and well-being of Canadians.

The Red Cross provides invaluable services to British Columbians. Your multiple programs serve to meet the needs of many British Columbians requiring wheelchairs, bathroom equipment, transfer aids and other healthcare supplies through multiple programs including:

- Health Equipment Loan Program (HELP)
- Children's Medical Equipment Recycling and Loan Service (CMERLS)
- Aids to Independent Living (AIL) Program
- Palliative Equipment Program

Occupational therapists regularly refer to and rely on these programs and the individuals who work and volunteer with them to keep these resources available for our mutual clients. The people we work with often are in acute need and the availability of such resources without additional costs is a huge help to many. Medical equipment is provided from large urban areas and often even sourced in small remote communities. Elderly seniors, adults, teens and children all benefit from equipment provided.

Thank you for your dedication to providing medical equipment to persons throughout British Columbia and enabling them in returning to the occupations within their own homes and communities! We would like to invite you to receive the CAOT Citation Award at a luncheon on Saturday November 2, 2013, at the Westin Wall Centre (3099 Corvette way, Richmond, BC). Please confirm your attendance by October 11, 2013 by sending an RSVP to Giovanna Boniface, Managing Director, CAOT-BC (gboniface@caot.ca).

Sincerely,

Mary Glasgow Brown

Mary Glasgow Brown,

Citation Award Nominator

Chair, CAOT-BC Advisory Committee

**CITY OF NANAIMO
EVALUATION
PERMISSIVE TAX EXEMPTION
THREE YEAR REVIEW**

Name of Organization: Nanaimo Region John Howard Society

Grant No. RPTE-06

Criteria:	Meets Criteria:		Statement of Purpose:
	Yes	No	
➤ the property qualifies for a PTE as a Church, Public Hospital, Community Care Facility, Private School, or other charitable, recreation, philanthropic or non-profit purposes;			All buildings and properties that receive a PTE must be reviewed every three years to ensure that they continue to meet the specific criteria set out in their applicable category.
➤ services provide benefits and be accessible to residents of the City of Nanaimo;			
➤ exemptions are not given to services that are otherwise provided on a private, for profit basis; and,			
➤ must adhere to all of the City of Nanaimo's bylaws and policies.			
Amount Requested:	\$		Amount Recommended:
Grant Awarded:	Yes	No	
			\$

Discussion:


Notes:



CITY OF NANAIMO APPLICATION FOR PERMISSIVE TAX EXEMPTION

Office Use

RTE-06

ORGANIZATION: Nanaimo Region John Howard Society		DATE: NOVEMBER 18TH, 2013	
ADDRESS: #200-1585 BOWEN ROAD		PRESIDENT: WILLIAM ANDERSON	
NANAIMO		SENIOR STAFF MEMBER: FRANCE TELLIER	
B.C.		POSITION: EXECUTIVE DIRECTOR	
V9S 1G4		CONTACT: LISA MCCABE	
TELEPHONE: (250) 754-1266		TELEPHONE: 250-754-1266	
OVERVIEW OF YOUR ORGANIZATION'S PROGRAMS AND SERVICES OFFERED IN THE COMMUNITY: We are a non-profit registered charitable organization concerned with CRIME Prevention and Crime Reduction Programs through community involvement. The Society serves a wide range of youth, adults and families offered through our programs. This property is used by the Transitional Housing Program which provides a clean and sober environment for men in recovery.			
GEOGRAPHIC AREA SERVED BY THE ORGANIZATION: NANAIMO REGION – PRIMARILY THE CITY OF NANAIMO			
NO. OF FULL TIME STAFF: 25		NO. OF PART TIME STAFF: 7	
NO. OF COMMUNITY VOLUNTEERS: 170		NO. OF VOLUNTEER HOURS PER YEAR: 3,535	
NO. OF MEMBERS: 39		MEMBERSHIP FEE: \$10.00	
CLIENTS SERVED, LAST YEAR: 1,074		CLIENTS SERVED, THIS YEAR (PROJECTED): 1,900	
B.C. SOCIETY ACT REG. NO.: S25007		REVENUE CANADA CHARITABLE REG. NO.: 130303936RR0001	
CURRENT BUDGET: 2013-2014		LOT 1, SEC 1, PLN 13936, LD32	
INCOME: \$1,777,187			
EXPENSES: \$1,777,187			
NEXT YEAR PROJECTED: 2014-2015		TAX FOLIO NUMBER: 16912.000	
INCOME: \$2,000,000		CURRENT YEAR TAXES (IF KNOWN): \$3,317.45	
EXPENSES: \$2,000,000			
SIGNATURE: 	TITLE/POSITION: EXECUTIVE DIRECTOR		DATE: NOVEMBER 18TH, 2013

NOTE: YOUR ORGANIZATION'S MOST RECENT AUDITED FINANCIAL STATEMENTS AND CURRENT FINANCIAL STATEMENTS MUST BE ATTACHED TO THE APPLICATION FORM (INCLUDING A BALANCE SHEET AND INCOME STATEMENT).



CITY OF NANAIMO APPLICATION FOR PERMISSIVE TAX EXEMPTION

Office Use

RPTC-06

ORGANIZATION: Nanaimo Region John Howard Society		DATE: NOVEMBER 18TH, 2013	
ADDRESS: #200-1585 BOWEN ROAD		PRESIDENT: WILLIAM ANDERSON	
NANAIMO		SENIOR STAFF MEMBER: FRANCE TELLIER	
B.C.		POSITION: EXECUTIVE DIRECTOR	
V9S 1G4		CONTACT: LISA MCCABE	
TELEPHONE: (250) 754-1266		TELEPHONE: 250-754-1266	
OVERVIEW OF YOUR ORGANIZATION'S PROGRAMS AND SERVICES OFFERED IN THE COMMUNITY: We are a non-profit registered charitable organization concerned with CRIME Prevention and Crime Reduction Programs through community involvement. The Society serves a wide range of youth, adults and families offered through our programs. This property provides housing for individuals in the Transitional Housing Program and Vocational Rehabilitation for Forensic Housing and Outreach Clients.			
GEOGRAPHIC AREA SERVED BY THE ORGANIZATION: NANAIMO REGION – PRIMARILY THE CITY OF NANAIMO			
NO. OF FULL TIME STAFF: 25		NO. OF PART TIME STAFF: 7	
NO. OF COMMUNITY VOLUNTEERS: 170		NO. OF VOLUNTEER HOURS PER YEAR: 3,535	
NO. OF MEMBERS: 39		MEMBERSHIP FEE: \$10.00	
CLIENTS SERVED, LAST YEAR: 1,074		CLIENTS SERVED, THIS YEAR (PROJECTED): 1,200	
B.C. SOCIETY ACT REG. NO.: S25007		REVENUE CANADA CHARITABLE REG. NO.: 130303936RR0001	
CURRENT BUDGET: 2013-2014		LOT 2, BLK.14, SEC.18, RANGE 8, MOUNTAIN DISTRICT, PLAN 526	
INCOME \$1,777,197			
EXPENSES: \$1,777,197Min			
NEXT YEAR PROJECTED: 2014-2015		TAX FOLIO NUMBER: 05695.000	
INCOME: \$2,000,000		CURRENT YEAR TAXES (IF KNOWN): \$2,847.30	
EXPENSES: \$2,000,000			
SIGNATURE: 		TITLE/POSITION: EXECUTIVE DIRECTOR	
		DATE: NOVEMBER 12, 2013	


NOTE: YOUR ORGANIZATION'S MOST RECENT AUDITED FINANCIAL STATEMENTS AND CURRENT FINANCIAL STATEMENTS MUST BE ATTACHED TO THE APPLICATION FORM (INCLUDING A BALANCE SHEET AND INCOME STATEMENT).



CITY OF NANAIMO APPLICATION FOR PERMISSIVE TAX EXEMPTION

Office Use

RPT-06

ORGANIZATION: Nanaimo Region John Howard Society		DATE: NOVEMBER 18TH, 2013	
ADDRESS: #200-1585 BOWEN ROAD		PRESIDENT: WILLIAM ANDERSON	
NANAIMO		SENIOR STAFF MEMBER: FRANCE TELLIER	
B.C.		POSITION: EXECUTIVE DIRECTOR	
V9S 1G4		CONTACT: LISA MCCABE	
TELEPHONE: (250) 754-1266		TELEPHONE: 250-754-1266	
OVERVIEW OF YOUR ORGANIZATION'S PROGRAMS AND SERVICES OFFERED IN THE COMMUNITY: We are a non-profit registered charitable organization concerned with CRIME Prevention and Crime Reduction Programs through community involvement. The Society serves a wide range of youth, adults and families offered through our programs. This property houses the Restorative Justice Program, the Mental Health Outreach Program, the Community Employment Program, Youth Community Service Orders, Response and Assistance Program, Community Awareness, the Volunteer Program and the Administration for the Society.			
GEOGRAPHIC AREA SERVED BY THE ORGANIZATION: NANAIMO REGION – PRIMARILY THE CITY OF NANAIMO			
NO. OF FULL TIME STAFF: 25		NO. OF PART TIME STAFF: 7	
NO. OF COMMUNITY VOLUNTEERS: 170		NO. OF VOLUNTEER HOURS PER YEAR: 2,981.5	
NO. OF MEMBERS: 39		MEMBERSHIP FEE: \$10.00	
CLIENTS SERVED, LAST YEAR: 1,074		CLIENTS SERVED, THIS YEAR (PROJECTED): 1,900	
B.C. SOCIETY ACT REG. NO.: S25007		REVENUE CANADA CHARITABLE REG. NO.: 130303936RR0001	
CURRENT BUDGET: 2013-2014		LEGAL DESCRIPTION OF PROPERTY: LT1, PLAN 36556, LD 32, SECTION 1	
INCOME \$1,777,187			
EXPENSES: \$1,777,187		TAX FOLIO NUMBER: 86186.000	
NEXT YEAR PROJECTED: 2014-2015			
INCOME: \$2,000,000		CURRENT YEAR TAXES (IF KNOWN): \$4,139.31 (AREA OCCUPIED BY THE NRJHS)	
EXPENSES: \$2,000,000			
SIGNATURE: 		TITLE/POSITION: EXECUTIVE DIRECTOR	
		DATE: NOVEMBER 18, 2013	
NOTE: YOUR ORGANIZATION'S MOST RECENT AUDITED FINANCIAL STATEMENTS AND CURRENT FINANCIAL STATEMENTS MUST BE ATTACHED TO THE APPLICATION FORM (INCLUDING A BALANCE SHEET AND INCOME STATEMENT).			



CITY OF NANAIMO APPLICATION FOR PERMISSIVE TAX EXEMPTION

Office Use

ORGANIZATION: Nanaimo Region John Howard Society		DATE: APRIL 3, 2014
ADDRESS: #200-1585 BOWEN ROAD		PRESIDENT: WILLIAM ANDERSON
NANAIMO		SENIOR STAFF MEMBER: TARYN O'FLANAGAN
B.C.		POSITION: EXECUTIVE DIRECTOR
V9S 1G4		CONTACT: LISA MCCABE
TELEPHONE: (250) 754-1266		TELEPHONE: 250-754-1266
OVERVIEW OF YOUR ORGANIZATION'S PROGRAMS AND SERVICES OFFERED IN THE COMMUNITY We are a non-profit registered charitable organization concerned with Crime Prevention and Crime Reduction Programs through community involvement. The Society serves a wide range of youth, adults and families offered through our programs. Facility accommodates an addiction treatment centre.		
GEOGRAPHIC AREA SERVED BY THE ORGANIZATION: NANAIMO REGION - PRIMARILY THE CITY OF NANAIMO		
NO. OF FULL TIME STAFF: 25	NO. OF PART TIME STAFF: 7	
NO. OF COMMUNITY VOLUNTEERS: 170	NO. OF VOLUNTEER HOURS PER YEAR: 3,535	
NO. OF MEMBERS: 39	MEMBERSHIP FEE: \$10.00	
CLIENTS SERVED, LAST YEAR: 1,074	CLIENTS SERVED, THIS YEAR (PROJECTED): 1,200	
B.C. SOCIETY ACT REG. NO.: S25007	REVENUE CANADA CHARITABLE REG. NO.: 130303936RR0001	
CURRENT BUDGET 2013-2014 INCOME: \$1,777,197	LOT 6, PLAN 6733, SECTION 19, RANGE 6, MOUNTAIN LAND DISTRICT, EXCEPT PLAN V1P63918 PID: 000 056 821	
EXPENSES: \$1,777,197 MIN.	TAX FOLIO NUMBER: 05438.000	
NEXT YEAR PROJECTED: 2014-2015 INCOME: \$2,000,000	CURRENT YEAR TAXES (IF KNOWN): \$3,312.09	
EXPENSES: \$2,000,000		
SIGNATURE: 	TITLE/POSITION: EXECUTIVE DIRECTOR	DATE: APRIL 3, 2014
NOTE: YOUR ORGANIZATION'S MOST RECENT AUDITED FINANCIAL STATEMENTS AND CURRENT FINANCIAL STATEMENTS MUST BE ATTACHED TO THE APPLICATION FORM (INCLUDING A BALANCE SHEET AND INCOME STATEMENT).		

CITY OF NANAIMO GRANT QUESTIONNAIRE

1. Please describe the work of your organization in this community.

The Society is a community based service provider offering programs that help to build a healthy community through positive social change and citizen involvement. We offer the following 13 programs (serving a wide range of youth, adults and families); Restorative Justice , Volunteer Program, Public Education, Mental Health Outreach, Community Service Orders, Forensic Housing and Outreach, Drug & Alcohol Services, Therapeutic Community, Aftercare Outreach, Response and Assistance Program , Community Employment Program and Transitional Housing Program. We are a United Way agency, and a member of the Chamber of Commerce. The Society is an active participant on the Nanaimo Working Group on Homelessness and the Nanaimo Addiction Foundation.

2. What are your organization's specific priorities for the coming year?

- Develop a sustainable community based Therapeutic Community
- Continue to support and explore housing opportunities for individuals who are homeless and/or at risk of homelessness
- Expand the scope of the CODE dental clinic
- Provide services for Community Living BC

3. How does your organization ensure that it's services address continuing and emerging community needs?

- By annual reviews from the Board of Directors and funding sources
- Liaison with community colleagues
- Periodic independent evaluations and needs assessments

4. Please describe the role of volunteers in your organization?

Volunteers assist in the delivery of various programs; as trained facilitators in the Restorative Justice Program; practicum students; special projects and as a Board members.

5. Please list grants applied for/received from other governments or service clubs.

- Ministry of Social Development – Persons With Disability Support Program \$38,955
- Island Health – CODE Dental Clinic signed MOU for \$100,000
- BC Gaming Commission – Community Grants \$78,500

6. Please list other City of Nanaimo grants applied for and/or received, including Operating Funding, grants from other Committees, etc.

- RCMP budget – Restorative Justice \$50,000
- Parks and Recreation – Trail Program \$12,000
- Nanaimo Working Group on Homelessness \$10,000 (in trust for the group)
- Nanaimo Working Group on Homelessness \$18,000 (Response and Assistance Program)

7. Please provide details of fees for service in your organization, and how costs and fees are determined.

- The Vancouver Island Therapeutic Community has ten beds that can be considered fee for service as these individuals are not supported through any government initiative. We charge \$100 per day for their residential care. We researched what similar programs charge and also looked at how much revenue we would need to make the program sustainable.
- The CODE Dental Clinic charges a fee for services for clients who can afford it. The program is basically means based.

8. If your organization is a branch of a larger organization, please indicate how this affects the financial and other information you have provided. All funds raised are for services in our Community.

The Society is autonomous, governed by a local Board of Directors. We do have an Affiliation Agreement with the John Howard Society Provincial organizations.

9. Please describe your policy and treatment of: capital, reserve or special purpose funds, and year-end surpluses or deficits.

Capital assets are recorded at cost and amortized by the external Auditor. The Board of Directors allocates internally generated surpluses as restricted reserves for specific programs or purchases. The Society's objective is to attain a balanced operating budget.

10. Please describe current or planned approaches to self generated income.

- The Society operates a Social Enterprise – Landscaping Company which provides clients with vocational rehabilitation. To date this company has not generated any income for the Society.
- The Society receives shelter allowances for the Forensic Housing and Outreach Program and the Transitional Housing Program
- The Society hosts fundraising activities such as an annual Baseball Tournament, Garage Sales and Beer and Burger events.

11. What will the effect be if you do not receive a Grant in Aid from the City of Nanaimo?

If the Society did not receive a Grant in Aid it may result in a reduction in program services coupled with an operating deficit for these programs.

12. How has the City's contribution been recognized?

We recognize the City's support for the Society in our Annual Report, in grant applications and through thank you letters to Mayor and Council.

Jay Cousins, B.Comm.

1-5140 Metral Drive
Nanaimo, B.C., V9T 2K8
Tel: (250) 751-1223
Fax: (250) 751-3592
Toll free: 1-877-335-4380
e-mail: jay@jaycousins.com
www.jaycousins.com

RE/MAX
jay cousins realty
An Independent Member Broker

RE/MAX

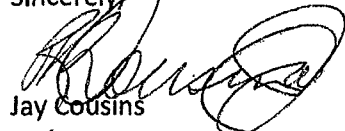
COMMERCIAL

July 11, 2012

To Whom It May Concern

This letter will serve as official notification that the landlord, 811580 BC Ltd, of the property located at 1585 Bowen Road legally described as Lot 1, Plan 36556 LD 32, Section 1, Newcastle Reserve, PID 000-412-856, **hereby agrees** that the dollar value of the tax exemption for that portion of the property taxes of the space occupied by the Nanaimo Region John Howard Society, will be credited to the Nanaimo Regional John Howard Society. It is further acknowledged that the Nanaimo Regional John Howard Society occupies 3,942 square feet of the building which totals 16,950 square feet of leasable area, or approximately 23.3% proportionate share.

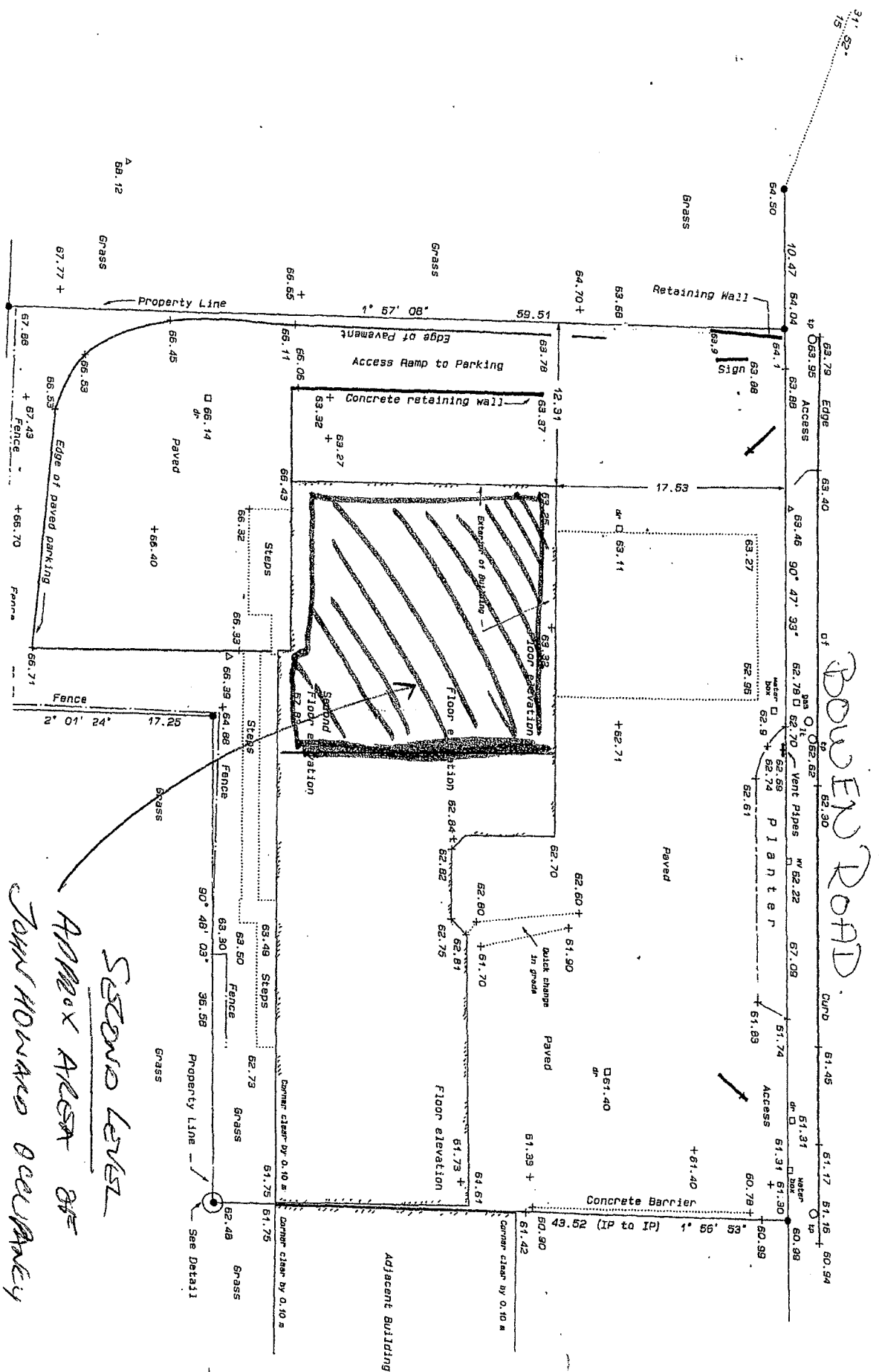
Sincerely,



Jay Cousins

Re/Max Commercial Property Management
Authorized Agent for 811580 BC Ltd

SECOND LEVEL
 APPROX AREA OF
 JOHN HOWARD OCCUPANCY
 (NOT TO SCALE)
 3942 SQ FT
 TOTAL USABLE AREA
 16950 SQ FT





REMINDER

Society Annual Report (Form 11)

Annual Report Fee: \$25.00

Change of Registered Office

Address: Additional \$15.00

2013 Annual Report

1. The information below is what we have on file. See last page for completion instructions.

NANAIMO REGION JOHN HOWARD SOCIETY
200 - 1585 BOWEN ROAD
NANAIMO BC V9S 1G4

OFFICE USE ONLY

For immediate filing, Go To www.bcregistryservices.gov.bc.ca and file your annual report online. This provides instant processing of your annual report. See the last page for details.

2. Incorporation Number: S-0025007
Business Number: 130303936BC0001

Access Code: 128892510 used to file online

3. The date your 2013 Annual General Meeting was held is (YYYY/MM/DD):

17 June 2013

(If no Annual General Meeting was held in this calendar year, please write "NO MEETING HELD" in the date field above.)

4. The society's registered office addresses in B.C. are listed below. Enter new addresses in the space provided.

Physical Address (Must be a physical location; Post Office box only is not acceptable.)

200 - 1585 BOWEN ROAD
NANAIMO BC V9S 1G4

Mailing Address

200 - 1585 BOWEN ROAD
NANAIMO BC V9S 1G4

Same as physical address? Yes or No (circle one)

5. The society's directors on file are listed below. Please make updates/changes below.

(Addresses must be physical locations; Post Office box only is not acceptable and postal code is required.)

NOTE

One director must be a
B.C. resident.

Draw line through name if director has ceased.

If directors have been added or director information has changed,
make changes here.





Last name: ANDERSON

First name (include initials): BILL

Address (include postal code):

2530 HOLYROOD DR
NANAIMO BC V9S 4K9

~~Last name: BATTERIL~~

~~First name (include initials): PAM~~

Address (include postal code):

~~2170 WOODTHRUSH PLACE~~
~~NANAIMO BC V9R 6V2~~

CREBA

Dong

421 Milton Street

Nanaimo B.C

V9R 2B7

Last name: BEVIS

First name (include initials): JOANNE

Address (include postal code):

420 HERON PLACE
NANAIMO BC V9T 4X7

Last name: CHADWICK

First name (include initials): SCOTT

Address (include postal code):

2650 JASMINE PL
NANAIMO BC V9T 5W6



Last name: CHURCHILL
First name (include initials): CHRISTOPHER

Address (include postal code):
279 PINE ST
NANAIMO BC V9R 2B7

Last name: GUY
First name (include initials): JUDITH

Address (include postal code):
1180 LEE RD
PARKSVILLE BC V9P 2L2

Last name: MUNRO
First name (include initials): RANDALL

Address (include postal code):
6522 PEREGRINE ROAD
NANAIMO BC V9V 1V5

Last name: PRICE
First name (include initials): BETTY

Address (include postal code):
913 SHOREWOOD DR
PARKSVILLE BC V9P 1R9



Last name: SIPPEL

Mackenzie

First name (include initials): JOE

Ian

Address (include postal code):

5807 REDWING CRES
NANAIMO BC V9T 6H9

3522 Falcon Drive

NANAIMO - B.C

V9T 4G8

6. Please provide an email address that we may use for future communications.

7. Sign and certify this form.

I certify that this information is accurate and complete.

Signature:

Francis Jellie

NOTE

This must be signed by a
current director, officer or
solicitor.

8. Return form and fee to BC Registry Services.

Mailing Address:

PO Box 9431 Stn Prov Govt
Victoria BC
V8W 9V3

Physical Address:

2nd floor, 940 Blanshard Street
Victoria BC
V8W 3E6

NOTE

Annual Report filing fee is
\$25.00.

If you updated your
registered address, add
\$15.00 for a total fee of
\$40.00.

Questions? Call 1 877 526-1526 Extension 4.

Please make your cheque payable to **Minister of Finance** and write your Incorporation Number on the cheque.

THE NANAIMO REGION JOHN HOWARD SOCIETY
Financial Statements
Year Ended March 31, 2013
(Unaudited)

THE NANAIMO REGION JOHN HOWARD SOCIETY
Index to Financial Statements
Year Ended March 31, 2013
(Unaudited)

	Page
REVIEW ENGAGEMENT REPORT	1
FINANCIAL STATEMENTS	
Statement of Financial Position	2
Statement of Revenues and Expenditures	3
Statement of Changes in Net Assets	4
Statement of Cash Flows	5
Notes to Financial Statements	6 - 9

REVIEW ENGAGEMENT REPORT

To the Members of THE NANAIMO REGION JOHN HOWARD SOCIETY

We have reviewed the statement of financial position of THE NANAIMO REGION JOHN HOWARD SOCIETY as at March 31, 2013 and the statements of revenues and expenditures, 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 inquiry, 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.

The financial statements for the year ended March 31, 2012 were reviewed by another accounting firm and are presented for comparative purposes only.

We draw attention to the notes to the financial statements which describes that THE NANAIMO REGION JOHN HOWARD SOCIETY adopted Canadian accounting standards for not-for-profit organizations on April 1, 2012 with a transition date of April 1, 2011. These standards were applied retrospectively by management to the comparative information in these financial statements, including the statement of financial position as at March 31, 2012 and April 1, 2011 and the statements of revenues and expenditures, changes in net assets and cash flows for the year ended March 31, 2012 and related disclosures. We were not engaged to report on the restated comparative information, and as such, it is neither audited nor reviewed.

Nanaimo, British Columbia

June 12, 2013

Morine & Co.

CHARTERED ACCOUNTANTS LLP

975 Terminal Avenue North, Nanaimo, BC V9S 4K3 Canada • Phone: (250) 753-9193 • Fax: (250) 753-9337
312 - 1959 152nd Street, White Rock, BC V4A 9E3 Canada • Phone: (604) 531-0982 • Fax: (604) 531-0985
PO Box 220, Mill Bay, BC V0R 2P0 Canada • Phone: (250) 743-3266 • Fax: (250) 743-3710

1 www.morineandco.com • CA^{MA} Member of the Institute of Chartered Accountants of British Columbia

THE NANAIMO REGION JOHN HOWARD SOCIETY

Statement of Financial Position

March 31, 2013

(Unaudited)

	<i>March 31</i> 2013	<i>March 31</i> 2012	<i>April 1</i> 2011
ASSETS			
CURRENT			
Cash	\$ 76,939	\$ -	\$ 50,587
Term deposits	59,817	59,817	59,817
Accounts receivable	87,184	180,753	90,813
Harmonized sales tax recoverable	6,572	6,058	5,913
Prepaid expenses	6,979	6,921	5,568
Security deposits	1,750	-	25,000
Restricted cash	40,164	35,804	44,660
	279,405	289,353	282,358
CAPITAL ASSETS (Note 2)	497,847	507,319	529,232
	\$ 777,252	\$ 796,672	\$ 811,590
LIABILITIES AND NET ASSETS			
CURRENT			
Bank indebtedness	\$ -	\$ 24,411	\$ -
Accounts payable	8,051	12,442	7,571
Deposits received	4,598	-	-
Current portion of long term debt (Note 3)	3,708	3,586	95,631
Wages and benefits payable	28,342	17,908	11,562
Deferred income	157,043	63,951	57,500
	201,742	122,298	172,264
LONG TERM DEBT (Note 3)	86,039	89,689	-
	287,781	211,987	172,264
NET ASSETS	489,471	584,685	639,326
	\$ 777,252	\$ 796,672	\$ 811,590
LEASE COMMITMENTS (Note 5)			

ON BEHALF OF THE BOARD

Director

Director

See notes to financial statements
Morine & Co. Chartered Accountants LLP

THE NANAIMO REGION JOHN HOWARD SOCIETY
Statement of Revenues and Expenditures
Year Ended March 31, 2013
(Unaudited)

	2013	2012
REVENUE		
Contract revenue	\$ 1,198,677	\$ 1,058,053
Grants	162,638	147,399
Interest	1,033	1,699
Residential revenue	129,945	91,762
Memberships, donations, dues and other	25,192	23,841
Sublease rental income	24,250	22,175
Social enterprise - Into the Green	5,776	6,236
	<u>1,547,511</u>	<u>1,351,165</u>
EXPENDITURES		
Advertising and promotion	2,158	-
Amortization	24,739	23,427
Business taxes, licenses and memberships	1,908	-
Event expenses	5,178	-
Food	53,518	27,827
Insurance	12,179	9,783
Interest and bank charges	1,243	-
Interest on long term debt	5,171	6,654
Office	27,397	33,700
Professional fees	12,423	21,091
Program costs	51,955	28,761
Rental	118,137	114,435
Repairs and maintenance	30,572	4,760
Supplies	5,589	38,596
Telephone	25,840	14,306
Training	11,537	3,751
Travel	25,851	33,276
Utilities	37,597	34,241
Vehicle	21,528	11,248
Wages and benefits	1,168,205	999,950
	<u>1,642,725</u>	<u>1,405,806</u>
DEFICIENCY OF REVENUE OVER EXPENDITURES FROM OPERATIONS	(95,214)	(54,641)
Transfer from reserves	84,790	30,485
DEFICIENCY OF REVENUE OVER EXPENDITURES	<u>\$ (10,424)</u>	<u>\$ (24,156)</u>

See notes to financial statements
Morine & Co. Chartered Accountants LLP

THE NANAIMO REGION JOHN HOWARD SOCIETY

Statement of Changes in Net Assets

Year Ended March 31, 2013

(Unaudited)

	2012 Balance	Deficiency of revenue over expenditures	Transfers	2013 Balance
Unrestricted Fund	\$ 95,617	\$ 14,315	\$ (68,725)	\$ 41,207
Externally Restricted Fund	20,808	-	4,192	25,000
Internally Restricted Fund	54,216	-	(39,052)	15,164
Capital Asset Fund	414,044	(24,739)	18,795	408,100
	<u>\$ 584,685</u>	<u>\$ (10,424)</u>	<u>\$ (84,790)</u>	<u>\$ 489,471</u>

	2011 Balance	Deficiency of revenue over expenditures	Transfers	2012 Balance
Unrestricted Fund	\$ 90,451	\$ (729)	\$ 5,895	\$ 95,617
Externally Restricted Fund	30,574	-	(9,766)	20,808
Internally Restricted Fund	84,701	-	(30,485)	54,216
Capital Asset Fund	433,600	(23,427)	3,871	414,044
	<u>\$ 639,326</u>	<u>\$ (24,156)</u>	<u>\$ (30,485)</u>	<u>\$ 584,685</u>

See notes to financial statements
Moline & Co. Chartered Accountants LLP

THE NANAIMO REGION JOHN HOWARD SOCIETY

Statement of Cash Flows

Year Ended March 31, 2013

(Unaudited)

	2013	2012
OPERATING ACTIVITIES		
Deficiency of revenue over expenditures	\$ (10,424)	\$ (24,156)
Items not affecting cash:		
Amortization of property, plant and equipment	24,739	23,427
Net transfers from restricted reserves	(84,790)	(30,485)
	<u>(70,475)</u>	<u>(31,214)</u>
Changes in non-cash working capital:		
Accounts receivable	93,569	(89,940)
Accounts payable	(4,391)	4,871
Deferred income	93,092	6,451
Prepaid expenses	(58)	(1,353)
Harmonized sales tax payable (recoverable)	(514)	(145)
Security deposits	(1,750)	25,000
Wages and benefits payable	10,434	6,346
Deposits received	4,598	-
	<u>194,980</u>	<u>(48,770)</u>
Cash flow from (used by) operating activities	<u>124,505</u>	<u>(79,984)</u>
INVESTING ACTIVITY		
Purchase of capital assets	<u>(15,267)</u>	<u>(1,514)</u>
FINANCING ACTIVITY		
Repayment of long term debt	<u>(3,528)</u>	<u>(2,356)</u>
INCREASE (DECREASE) IN CASH FLOW	105,710	(83,854)
Cash - beginning of year	<u>11,393</u>	<u>95,247</u>
CASH - END OF YEAR	\$ 117,103	\$ 11,393
CASH FLOWS SUPPLEMENTARY INFORMATION		
Interest paid	<u>\$ 6,413</u>	<u>\$ 6,654</u>
CASH CONSISTS OF:		
Cash	\$ 76,939	\$ -
Restricted cash	40,164	35,804
Bank indebtedness	-	(24,411)
	<u>\$ 117,103</u>	<u>\$ 11,393</u>

See notes to financial statements
Morrison & Co. Chartered Accountants LLP

THE NANAIMO REGION JOHN HOWARD SOCIETY

Notes to Financial Statements

Year Ended March 31, 2013

(Unaudited)

NATURE OF OPERATIONS

The Nanaimo Region John Howard Society is incorporated under the Society Act of British Columbia and is a registered charity. The purpose of the Society is to accept responsibility for understanding and dealing with the problems of crime and the criminal justice system.

FIRST TIME ADOPTION OF ACCOUNTING STANDARDS FOR NOT-FOR-PROFIT ORGANIZATIONS

During the year the Society adopted accounting standards for not-for-profit organizations. These financial statements are the first prepared in accordance with these standards. The adoption of ASNPO had no impact on net assets as at April 1, 2011 or revenues and expenditures or cash flows for the year ended March 31, 2012 as previously reported in accordance with pre-changeover Canadian generally accepted accounting principles.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Changes in accounting policies - Accounting standard for not-for-profit organizations

With regard to the Society's transition from former Canadian generally accepted accounting principles (GAAP) to Canadian accounting standards for not-for-profit organizations (ASNPO), the Society has not made any elections available under Canadian Institute of Chartered Accountants (CICA) Handbook Section 1501 of Canadian accounting standards for not-for-profit organizations.

Fund accounting

THE NANAIMO REGION JOHN HOWARD SOCIETY follows the deferral method of accounting for contributions.

Revenues and expenses related to program delivery and administrative activities are reported in the Operating Fund.

Board allocations of past unrestricted assets designated as reserves for specific purchases, programs or contingencies are reported in the Restricted Fund. These internally restricted amounts are not available for unrestricted purposes without approval of the Board of Directors.

The Externally Restricted Fund are funds provided by the Gaming Policy and Enforcement Branch, Public Safety and Solicitor General and may only be used for purposes approved and applied for under the Society's application for direct charitable access grants for 2013.

The Capital Asset Fund reports the assets, liabilities, revenues, and expenses related to THE NANAIMO REGION JOHN HOWARD SOCIETY's capital assets.

(continues)

THE NANAIMO REGION JOHN HOWARD SOCIETY

Notes to Financial Statements

Year Ended March 31, 2013

(Unaudited)

1. 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 straight-line basis at the following rates and methods:

Buildings	40 years
Motor vehicles	10 years
Computer equipment	5 years
Furniture and fixtures	5 years
Leasehold improvements	5 years

Revenue recognition

THE NANAIMO REGION JOHN HOWARD SOCIETY follows the deferral method of accounting for contributions.

Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Donations are recorded in the year received.

Measurement uncertainty

The preparation of financial statements in conformity with Canadian accounting standard 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.

Financial instruments policy

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

THE NANAIMO REGION JOHN HOWARD SOCIETY

Notes to Financial Statements

Year Ended March 31, 2013

(Unaudited)

2. CAPITAL ASSETS

	Cost	Accumulated amortization	2013 Net book value	2012 Net book value
Land	\$ 205,400	\$ -	\$ 205,400	\$ 205,400
Buildings	294,117	55,282	238,835	243,446
Motor vehicles	46,375	20,880	25,495	30,133
Computer equipment	19,238	11,636	7,602	7,371
Furniture and fixtures	51,601	31,086	20,515	20,969
Leasehold improvements	33,509	33,509	-	-
	<u>\$ 650,240</u>	<u>\$ 152,393</u>	<u>\$ 497,847</u>	<u>\$ 507,319</u>

3. LONG TERM DEBT

	2013	2012
Coastal Community Credit Union mortgage bearing interest at 5.69% per annum, repayable in weekly blended payments of \$168. The loan matures on December 1, 2016 and is secured by a mortgage on 2227 McGarrigle Road.	\$ 89,747	\$ 93,275
Amounts payable within one year	<u>(3,708)</u>	<u>(3,586)</u>
	<u>\$ 86,039</u>	<u>\$ 89,689</u>

Principal repayment terms are approximately:

2014	\$ 3,708
2015	3,925
2016	4,154
2017	<u>77,960</u>
	<u>\$ 89,747</u>

4. FINANCIAL INSTRUMENTS

The Society is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Society's risk exposure and concentration as of March 31, 2013.

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 receipt of funds from its customers and funders and other related sources, long-term debt and accounts payable.

(continues)

THE NANAIMO REGION JOHN HOWARD SOCIETY

Notes to Financial Statements

Year Ended March 31, 2013

(Unaudited)

4. FINANCIAL INSTRUMENTS (continued)

Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the Society manages exposure through its normal operating and financing activities. The Society is exposed to interest rate risk primarily through its fixed interest rate mortgage and floating rate credit facilities.

5. LEASE COMMITMENTS

The Society leases premises under a long term lease that expires on July 31, 2015. Under the lease, the Society is required to pay a base rent of \$3,760 for the term. In addition to the above base rent, the Society must pay for its proportionate share of utilities, property taxes, maintenance and other related costs for the leased premises.

The Society currently rents a portion of their office space to three unrelated societies on a month to month basis for a total of \$1,800 per month.

Future minimum lease payments as at year end are as follows:

2014	\$	45,120
2015		45,120
2016		15,040
		<hr/>
	\$	105,280

6. COMPARATIVE FIGURES

The prior year comparative figures were audited by another certified general accountant. Some of the comparative figures have been reclassified to conform to the current year's presentation.

Nanaimo Region John Howard Society

Income Statement 01/04/2013 to 31/10/2013

REVENUE

Contracts

Correctional Services of Canada	51,235.36
Ministry for Children & Family	9,534.84
Ministry of Health	146,634.25
Ministry of Justice	228,998.72
GT Hiring Solutions	27,752.00
Surfside Society	129,914.20
United Way (HPS)	95,305.44
City of Nanaimo	36,166.62

Contracts Total	725,541.43
------------------------	-------------------

Grants

City of Nanaimo	7,529.25
Ministry of Justice	1,458.31
Regional District of Nanaimo	2,916.62
United Way	3,041.66
BC Gaming	14,583.31
NAF	112,023.20
NWGH	25,537.14
CCCU	2,431.45
Other Grants	25,717.46

Grants Total	195,238.40
---------------------	-------------------

Program Fees Total	120,474.11
---------------------------	-------------------

Social Enterprise Total	1,795.00
--------------------------------	-----------------

Donations & Membership

Donations	8,703.48
Membership Dues	150.00

Donations & Membership Total	8,853.48
---	-----------------

Transfers

Rent Transfers	10,500.00
----------------	-----------

Transfers	10,500.00
------------------	------------------

Other Revenue

Interest Revenue	514.23
Sublease Revenue	11,450.00
Restitution Revenue	9,109.05
Fundraising Revenue	8,120.56
Other Revenue	8,013.52

Other Revenue	37,207.36
----------------------	------------------

TOTAL REVENUE	1,099,609.78
----------------------	---------------------

EXPENSE

Payroll Expenses

Wages & Salaries	575,385.09
EI Expense	15,520.36
CPP Expense	26,794.53
Worksafe BC Expense	4,117.67
Benefits Expense Total	37,611.00

Total Payroll Expense	659,428.65
------------------------------	-------------------

General & Administrative Expenses

Accounting	3,843.75
Advertising & Marketing	11,009.09
Bank Charges Total	1,026.13
Building Upgrades	61,523.55

Printed On: 19/11/2013

Nanaimo Region John Howard Society
Income Statement 01/04/2013 to 31/10/2013

Community Events	2,119.27
Computer Expense	6,067.84
Contractors	13,819.43
Equipment & Supplies	25,839.19
Food Purchases	29,044.06
Honorarium	7,710.00
Insurance	6,221.00
Interest Expense	2,909.79
Membership & License	1,443.65
Office Supplies	6,804.35
Printing & Postage	1,439.85
Program Expenses	22,509.14
Project Supplies	2,710.99
Rent	101,761.77
Repairs & Maintenance	14,867.67
Restitution Expense	8,919.05
Staff Development	5,130.34
Telecommunications Total	15,088.63
Travel & Meetings	17,799.69
Utilities Total	22,320.48
Vehicle Total	19,847.65
Website	586.96
Total General & Admin. Expenses	412,363.32
TOTAL EXPENSE	1,071,791.97
NET INCOME	27,817.81

Nanaimo Region John Howard Society **Project Budget Detail Report April to May for Fiscal End 2014**

Account Description	Actual	Budget	Difference
Indian Federation of Therapeutic Communities Assoc			
REVENUE			
Total Revenue	0.00	0.00	0.00
EXPENSE			
5660 Contractors	500.00	0.00	500.00
Total Expense	500.00	0.00	500.00
Net Income	-500.00	0.00	-500.00
CODE Community Dental Clinic			
REVENUE			
4210 City of Nanaimo	1,800.00	3,300.00	-1,500.00
4240 United Way	0.00	3,000.00	-3,000.00
4385 Other Grants	5,610.22	5,250.00	360.22
4405 CODE Insurance Fees	2,605.89	2,850.00	-244.11
4410 CODE Program Fees	2,847.73	900.00	1,947.73
4790 Other Revenue	120.94	0.00	120.94
Total Revenue	12,984.78	15,300.00	-2,315.22
EXPENSE			
Unassigned Budget Amounts		0.00	
5410 Wages & Salaries	5,031.00	4,550.00	481.00
5420 EI Expense	132.44	119.76	12.68
5430 CPP Expense	202.38	225.22	-22.84
5440 Worksafe BC Expense	33.20	30.04	3.16
5660 Contractors	1,417.78	1,875.00	-457.22
5662 Equipment & Supplies	8,651.47	2,113.10	6,538.37
5680 Insurance	0.00	83.34	-83.34
5710 Office Supplies	0.00	120.00	-120.00
Printing & Postage	0.00	100.00	-100.00
Rent	2,306.24	2,333.56	-27.32
5760 Repairs & Maintenance	0.00	600.00	-600.00
5780 Staff Development	0.00	83.34	-83.34
5802 Telecommunications - Houses/Apts	336.51	333.34	3.17
5820 Travel & Meetings	0.00	83.34	-83.34
5835 Utilities - Houses/Apts	0.00	999.92	-999.92
Total Expense	18,111.02	13,649.96	4,461.06
Net Income	-5,126.24	1,650.04	-6,776.28
Community Employment Program			
REVENUE			
4010 Correctional Services of Canada	3,456.64	3,456.66	-0.02
Total Revenue	3,456.64	3,456.66	-0.02
EXPENSE			
5410 Wages & Salaries	2,992.50	2,881.66	110.84
5420 EI Expense	87.50	75.84	11.66
5430 CPP Expense	154.63	142.64	11.99
5440 Worksafe BC Expense	22.87	19.02	3.85
5464 RRSP Expense	102.00	102.00	0.00
5465 MSP Expense	33.28	32.34	0.94
5466 Benefits Expense	108.44	108.50	-0.06
5712 Printing & Postage	128.24	13.34	114.90
5720 Program Expenses	35.00	39.66	-4.66
5820 Travel & Meetings	0.00	41.66	-41.66
Total Expense	3,664.46	3,456.66	207.80
Net Income	-207.82	0.00	-207.82
Community Service Orders			
REVENUE			
4020 Ministry for Children & Family	1,415.08	1,415.08	0.00
Total Revenue	1,415.08	1,415.08	0.00

Printed On: 29/08/2013

Nanaimo Region John Howard Society Project Budget Detail Report April to May for Fiscal End 2014

Ac...	Account Description	Actual	Budget	Difference
EXPENSE				
	Unassigned Budget Amounts		0.00	
5410	Wages & Salaries	1,197.00	1,153.34	43.66
5420	EI Expense	35.00	30.36	4.64
5430	CPP Expense	61.83	57.10	4.73
5440	Worksafe BC Expense	9.16	7.62	1.54
5464	RRSP Expense	40.80	40.84	-0.04
5465	MSP Expense	13.32	13.00	0.32
5466	Benefits Expense	43.36	44.16	-0.80
5712	Printing & Postage	0.00	6.66	-6.66
5720	Program Expenses	0.00	8.68	-8.68
5780	Staff Development	0.00	53.30	-53.30
Total Expense		1,400.47	1,415.06	-14.59
Net Income		14.61	0.02	14.59

Forensic Housing & Outreach Program

REVENUE				
4030	Ministry of Health	31,033.00	31,033.00	0.00
4415	FHOP Program Fees	4,350.00	3,833.34	516.66
4520	Workshop	110.00	100.00	10.00
4680	Reserve Transfers	0.00	0.00	0.00
4685	Rent Transfers	3,000.00	3,000.00	0.00
Total Revenue		38,493.00	37,966.34	526.66

EXPENSE

	Unassigned Budget Amounts		0.04	
5410	Wages & Salaries	15,907.50	16,666.66	-759.16
5420	EI Expense	472.02	438.66	33.36
5430	CPP Expense	828.50	825.00	3.50
5440	Worksafe BC Expense	123.55	110.00	13.55
5464	RRSP Expense	545.40	325.00	220.40
5465	MSP Expense	236.91	185.00	51.91
5466	Benefits Expense	1,318.71	766.66	552.05
5655	Computer Expense	647.29	0.00	647.29
5660	Contractors	672.00	700.00	-28.00
5662	Equipment & Supplies	957.64	166.66	790.98
5670	Honorarium	740.00	916.66	-176.66
5680	Insurance	0.00	250.00	-250.00
5700	Interest Expense	878.68	892.66	-13.98
5710	Office Supplies	199.98	50.00	149.98
5712	Printing & Postage	0.00	50.00	-50.00
5720	Program Expenses	1,135.01	1,700.00	-564.99
5724	Project Supplies	0.00	50.00	-50.00
5750	Rent	5,384.00	8,500.00	-3,116.00
5760	Repairs & Maintenance	3,662.16	1,500.00	2,162.16
5780	Staff Development	0.00	200.00	-200.00
5802	Telecommunications - Houses/Apts	462.32	833.34	-371.02
5805	Cells	250.12	583.34	-333.22
5820	Travel & Meetings	639.93	806.66	-166.73
5835	Utilities - Houses/Apts	415.51	750.00	-334.49
5850	Vehicle - Fuel	411.54	500.00	-88.46
5854	Vehicle - R&M	6.57	200.00	-193.43
Total Expense		35,895.34	37,966.34	-2,071.00
Net Income		2,597.66	0.00	2,597.66

Guthrie Therapeutic Community

REVENUE				
	Unassigned Budget Amounts		0.00	
4790	Ministry of Justice	62,917.18	54,379.40	8,537.78
4790	Donations	175.00	166.66	8.34
4790	Other Revenue	0.00	0.00	0.00
Total Revenue		63,092.18	54,546.06	8,546.12

Printed On: 29/08/2013

Nanaimo Region John Howard Society **Project Budget Detail Report April to May for Fiscal End 2014**

Ac...	Account Description	Actual	Budget	Difference
EXPENSE				
5410	Wages & Salaries	47,134.50	45,133.34	2,001.16
5420	EI Expense	1,410.40	1,187.92	222.48
5430	CPP Expense	2,495.28	2,175.20	320.08
5440	Worksafe BC Expense	363.81	297.88	65.93
5464	RRSP Expense	1,078.00	1,004.16	73.84
5465	MSP Expense	453.08	460.92	-7.84
5466	Benefits Expense	1,662.24	2,128.34	-466.10
5620	Advertising & Marketing	0.00	83.34	-83.34
5710	Office Supplies	32.53	283.34	-250.81
5712	Printing & Postage	0.00	33.34	-33.34
5720	Program Expenses	895.42	666.66	228.76
5780	Staff Development	0.00	0.00	0.00
5805	Cells	141.64	250.00	-108.36
5820	Travel & Meetings	609.18	833.34	-224.16
5850	Vehicle - Fuel	0.00	8.22	-8.22
Total Expense		<u>56,276.08</u>	<u>54,546.00</u>	1,730.08
Net Income		<u>6,816.10</u>	<u>0.06</u>	6,816.04
Into Green Landscaping				
REVENUE				
4510	Into Green	190.00	0.00	190.00
4680	Reserve Transfers	0.00	0.00	0.00
Total Revenue		<u>190.00</u>	<u>0.00</u>	190.00
EXPENSE				
5670	Honorarium	0.00	0.00	0.00
5712	Printing & Postage	50.93	0.00	50.93
5720	Program Expenses	18.00	0.00	18.00
5805	Cells	0.00	0.00	0.00
5820	Travel & Meetings	0.00	0.00	0.00
5850	Vehicle - Fuel	0.00	0.00	0.00
Total Expense		<u>68.93</u>	<u>0.00</u>	68.93
Net Income		<u>121.07</u>	<u>0.00</u>	121.07
Mental Health Outreach Program				
REVENUE				
4010	Correctional Services of Canada	7,532.50	8,208.00	-675.50
4680	Reserve Transfers	0.00	0.00	0.00
Total Revenue		<u>7,532.50</u>	<u>8,208.00</u>	-675.50
EXPENSE				
5410	Wages & Salaries	6,615.00	6,400.00	215.00
5420	EI Expense	193.50	168.44	25.06
5430	CPP Expense	337.94	316.80	21.14
5440	Worksafe BC Expense	49.50	42.24	7.26
5464	RRSP Expense	150.00	150.00	0.00
5720	Program Expenses	103.26	116.66	-13.40
5805	Cells	81.84	180.52	-98.68
5820	Travel & Meetings	590.02	583.34	6.68
5850	Vehicle - Fuel	212.54	250.00	-37.46
Total Expense		<u>8,333.60</u>	<u>8,208.00</u>	125.60
Net Income		<u>-801.10</u>	<u>0.00</u>	-801.10
Nanaimo Working Group on Homelessness (NWGH)				
REVENUE				
4210	City of Nanaimo	1,219.45	203.24	1,016.21
4210	Donations	0.00	16.66	-16.66
Total Revenue		<u>1,219.45</u>	<u>219.90</u>	999.55
EXPENSE				

Printed On: 29/08/2013

Nanaimo Region John Howard Society Project Budget Detail Report April to May for Fiscal End 2014

Account Description	Actual	Budget	Difference
Program Expenses	100.00	219.90	-119.90
Total Expense	100.00	219.90	-119.90
Net Income	1,119.45	0.00	1,119.45
Parks & Trails			
REVENUE			
4090 City of Nanaimo	946.64	946.66	-0.02
Total Revenue	946.64	946.66	-0.02
EXPENSE			
5670 Honorarium	920.00	750.00	170.00
5720 Program Expenses	5.80	63.34	-57.54
5820 Travel & Meetings	0.00	16.66	-16.66
5850 Vehicle - Fuel	39.05	33.34	5.71
Total Expense	964.85	863.34	101.51
Net Income	-18.21	83.32	-101.53
Recovery Day			
REVENUE			
Total Revenue	0.00	0.00	0.00
EXPENSE			
Total Expense	0.00	0.00	0.00
Net Income	0.00	0.00	0.00
Rental Support Program			
REVENUE			
4280 NWGH	7,033.98	3,143.34	3,890.64
RSP Program Fees	5,500.00	1,916.66	3,583.34
Total Revenue	12,533.98	5,060.00	7,473.98
EXPENSE			
5410 Wages & Salaries	1,029.21	606.66	422.55
5420 EI Expense	42.67	15.96	26.71
5430 CPP Expense	65.91	30.04	35.87
5440 Worksafe BC Expense	10.84	4.00	6.84
5465 MSP Expense	21.67	13.34	8.33
5466 Benefits Expense	70.67	43.34	27.33
5662 Equipment & Supplies	5.03	0.00	5.03
5680 Insurance	0.00	50.00	-50.00
5720 Program Expenses	232.85	276.66	-43.81
5750 Rent	6,850.00	3,350.00	3,500.00
5760 Repairs & Maintenance	789.57	0.00	789.57
5805 Cells	120.00	120.00	0.00
5820 Travel & Meetings	21.09	33.34	-12.25
5835 Utilities - Houses/Apts	1,203.29	416.66	786.63
5850 Vehicle - Fuel	60.52	100.00	-39.48
Total Expense	10,523.32	5,060.00	5,463.32
Net Income	2,010.66	0.00	2,010.66
Response and Assistance Program			
REVENUE			
4680 Reserve Transfers	0.00	0.00	0.00
Total Revenue	0.00	0.00	0.00
EXPENSE			
5720 Program Expenses	34.27	0.00	34.27
Travel Expense	34.27	0.00	34.27
Net Income	-34.27	0.00	-34.27

Restorative Justice Program

Printed On: 29/08/2013

Nanaimo Region John Howard Society **Project Budget Detail Report April to May for Fiscal End 2014**

Account Description	Actual	Budget	Difference
REVENUE			
Unassigned Budget Amounts		0.00	
4090 City of Nanaimo	6,756.54	6,756.56	-0.02
4220 Ministry of Justice	295.36	295.38	-0.02
4230 Regional District of Nanaimo	590.74	590.76	-0.02
4240 United Way	0.00	1,056.50	-1,056.50
4610 Donations	300.00	33.34	266.66
4680 Reserve Transfers	0.00	0.00	0.00
4750 Restitution Revenue	711.00	916.62	-205.62
4790 Other Revenue	0.00	0.00	0.00
Total Revenue	8,653.64	9,649.16	-995.52

EXPENSE			
Unassigned Budget Amounts		0.04	
5410 Wages & Salaries	7,245.00	6,976.66	268.34
5420 EI Expense	211.90	183.62	28.28
5430 CPP Expense	379.15	345.34	33.81
5440 Worksafe BC Expense	55.03	46.04	8.99
5464 RRSP Expense	150.00	150.00	0.00
5465 MSP Expense	133.00	140.00	-7.00
5466 Benefits Expense	505.80	505.84	-0.04
5705 Membership & License	0.00	1.66	-1.66
5712 Printing & Postage	0.00	25.00	-25.00
5720 Program Expenses	0.00	16.66	-16.66
5765 Restitution Expense	485.00	916.66	-431.66
5780 Staff Development	1,422.85	250.00	1,172.85
5820 Travel & Meetings	0.00	83.34	-83.34
5850 Vehicle - Fuel	0.00	8.34	-8.34
Total Expense	10,587.73	9,649.20	938.53
Net Income	-1,934.09	-0.04	-1,934.05

Ryan Barclay Ball Tournament

REVENUE			
Total Revenue	0.00	0.00	0.00
EXPENSE			
Total Expense	0.00	0.00	0.00
Net Income	0.00	0.00	0.00

Society Services

REVENUE			
Unassigned Budget Amounts		0.00	
4010 Correctional Services of Canada	3,052.02	3,051.98	0.04
4020 Ministry for Children & Family	1,309.16	1,309.16	0.00
4030 Ministry of Health	10,862.50	10,862.50	0.00
4040 Ministry of Justice	5,073.26	5,073.26	0.00
4050 GT Hiring Solutions	7,952.00	7,952.00	0.00
4080 United Way (HPS)	3,724.48	3,724.48	0.00
4090 City of Nanaimo	2,630.14	2,630.12	0.02
4210 City of Nanaimo	200.00	366.66	-166.66
4220 Ministry of Justice	121.30	121.30	0.00
4230 Regional District of Nanaimo	242.58	242.58	0.00
4240 United Way	0.00	818.50	-818.50
4250 BC Gaming	3,226.25	3,133.66	92.59
4280 NWGH	747.34	747.34	0.00
4385 Other Grants	623.34	583.34	40.00
4405 CODE Insurance Fees	289.54	316.66	-27.12
4410 CODE Program Fees	316.42	100.00	216.42
4425 THP Program Fees	4,440.83	4,440.00	0.83
4610 Donations	62.05	500.00	-437.95
4680 Membership Dues	0.00	50.00	-50.00
4680 Reserve Transfers	0.00	0.00	0.00
4685 Rent Transfers	0.00	0.00	0.00
4730 Interest Revenue	367.06	166.66	200.40

Printed On: 29/08/2013

Nanaimo Region John Howard Society

Project Budget Detail Report April to May for Fiscal End 2014

Account Description	Actual	Budget	Difference
Sublease Revenue	3,400.00	4,041.66	-641.66
Other Revenue	114.94	900.00	-785.06
Total Revenue	48,755.21	51,131.86	-2,376.65

EXPENSE

Unassigned Budget Amounts		0.04	
5410 Wages & Salaries	29,367.85	30,315.00	-947.15
5420 EI Expense	850.39	797.90	52.49
5430 CPP Expense	1,554.21	1,318.26	235.95
5440 Worksafe BC Expense	220.64	200.08	20.56
5464 RRSP Expense	674.00	616.66	57.34
5465 MSP Expense	187.04	239.66	-52.62
5466 Benefits Expense	1,228.48	1,229.16	-0.68
5610 Accounting	0.00	583.34	-583.34
5620 Advertising & Marketing	468.42	500.00	-31.58
5640 Bank Charges	0.00	50.00	-50.00
5650 Community Events	565.00	30.00	535.00
5655 Computer Expense	1,807.17	1,166.66	640.51
5660 Contractors	0.00	0.00	0.00
5662 Equipment & Supplies	130.60	100.26	30.34
5665 Food Purchases	0.00	83.34	-83.34
5680 Insurance	0.00	1,033.34	-1,033.34
5700 Interest Expense	0.00	150.00	-150.00
5705 Membership & License	560.19	250.00	310.19
5710 Office Supplies	1,644.02	1,916.66	-272.64
5712 Printing & Postage	19.66	250.00	-230.34
5720 Program Expenses	0.00	432.88	-432.88
5750 Rent	7,306.68	7,500.00	-193.32
5760 Repairs & Maintenance	650.29	500.00	150.29
5780 Staff Development	0.00	366.66	-366.66
Telecommunications	640.59	666.66	-26.07
Cells	180.00	216.66	-36.66
5820 Travel & Meetings	558.26	666.66	-108.40
5830 Utilities	611.83	500.00	111.83
5852 Vehicle - Insurance	5,192.00	666.66	4,525.34
5854 Vehicle - R&M	4,833.32	333.34	4,499.98
5875 Website	545.05	166.66	378.39
Total Expense	59,795.69	52,846.54	6,949.15
Net Income	-11,040.48	-1,714.68	-9,325.80

Storybook Dads

REVENUE

4290 CCCU	694.70	694.72	-0.02
4610 Donations	50.00	250.00	-200.00
Total Revenue	744.70	944.72	-200.02

EXPENSE

Unassigned Budget Amounts		0.00	
5410 Wages & Salaries	399.00	345.84	53.16
5420 EI Expense	10.50	9.10	1.40
5430 CPP Expense	18.55	17.12	1.43
5440 Worksafe BC Expense	2.72	2.28	0.44
5464 RRSP Expense	12.24	12.34	-0.10
5465 MSP Expense	3.96	4.00	-0.04
5466 Benefits Expense	13.00	13.34	-0.34
5710 Office Supplies	0.00	16.66	-16.66
5712 Printing & Postage	143.09	200.00	-56.91
5720 Program Expenses	401.14	290.72	110.42
5820 Travel & Meetings	0.00	33.30	-33.30
Total Expense	1,004.20	944.70	59.50
Net Income	-259.50	0.02	-259.52

Therapeutic Community Recovery Method

Printed On: 29/08/2013

Nanaimo Region John Howard Society **Project Budget Detail Report April to May for Fiscal End 2014**

Account Description	Actual	Budget	Difference
REVENUE			
Total Revenue	0.00	0.00	0.00
EXPENSE			
5620 Advertising & Marketing	6,560.00	0.00	6,560.00
5710 Office Supplies	326.46	0.00	326.46
5712 Printing & Postage	35.48	0.00	35.48
5720 Program Expenses	0.00	0.00	0.00
Total Expense	6,921.94	0.00	6,921.94
Net Income	-6,921.94	0.00	-6,921.94

Together We Can

REVENUE			
4280 NWGH	1,293.14	215.50	1,077.64
Total Revenue	1,293.14	215.50	1,077.64
EXPENSE			
5720 Program Expenses	867.66	215.50	652.16
Total Expense	867.66	215.50	652.16
Net Income	425.48	0.00	425.48

Transitional Housing Program

REVENUE			
4080 United Way (HPS)	23,440.41	21,486.70	1,953.71
4425 THP Program Fees	5,893.87	5,893.34	0.53
4790 Other Revenue	30.00	0.00	30.00
Total Revenue	29,364.28	27,380.04	1,984.24

EXPENSE

Unassigned Budget Amounts		0.08	
5410 Wages & Salaries	12,915.00	12,436.66	478.34
5420 EI Expense	377.65	327.34	50.31
5430 CPP Expense	661.86	615.62	46.24
5440 Worksafe BC Expense	97.14	82.08	15.06
5464 RRSP Expense	300.00	300.00	0.00
5465 MSP Expense	66.52	65.00	1.52
5466 Benefits Expense	216.88	225.00	-8.12
5620 Advertising & Marketing	0.00	11.66	-11.66
5655 Computer Expense	75.34	100.00	-24.66
5662 Equipment & Supplies	992.15	416.66	575.49
5670 Honorarium	400.00	600.00	-200.00
5680 Insurance	0.00	666.66	-666.66
5705 Membership & License	20.00	0.00	20.00
5710 Office Supplies	29.24	166.66	-137.42
5712 Printing & Postage	0.00	25.00	-25.00
5720 Program Expenses	254.64	416.66	-162.02
5750 Rent	5,250.00	6,000.00	-750.00
5760 Repairs & Maintenance	1,215.26	333.34	881.92
5780 Staff Development	0.00	116.66	-116.66
5800 Telecommunications	33.71	58.34	-24.63
5802 Telecommunications - Houses/Apts	450.14	866.66	-416.52
5805 Cells	182.80	416.66	-233.86
5820 Travel & Meetings	618.90	750.00	-131.10
5830 Utilities	0.00	83.34	-83.34
5835 Utilities - Houses/Apts	2,159.59	1,916.66	242.93
5850 Vehicle - Fuel	556.41	183.34	373.07
5854 Vehicle - R&M	28.00	200.00	-172.00
Total Expense	26,901.23	27,380.08	-478.85
Net Income	2,463.05	-0.04	2,463.09

Vancouver Island Therapeutic Community - Surfside

REVENUE			
Unassigned Budget Amounts		0.00	

Printed On: 29/08/2013

Nanaimo Region John Howard Society

Project Budget Detail Report April to May for Fiscal End 2014

Ac...	Account Description	Actual	Budget	Difference
	Ministry of Justice	940.00	416.66	523.34
4000	Surfside Society	37,372.35	32,447.34	4,925.01
4270	NAF	18,176.05	24,920.54	-6,744.49
4385	Other Grants	1,900.00	0.00	1,900.00
4430	VITC Program Fees	6,253.75	22,298.34	-16,044.59
4610	Donations	2,240.00	416.66	1,823.34
4790	Other Revenue	1,312.05	1,666.66	-354.61
	Total Revenue	68,194.20	82,166.20	-13,972.00
EXPENSE				
	Unassigned Budget Amounts		0.00	
5410	Wages & Salaries	48,035.62	44,966.66	3,068.96
5420	EI Expense	1,552.20	1,183.52	368.68
5430	CPP Expense	2,551.47	2,225.86	325.61
5440	Worksafe BC Expense	393.36	296.78	96.58
5464	RRSP Expense	111.93	120.00	-8.07
5465	MSP Expense	535.73	416.66	119.07
5466	Benefits Expense	2,225.25	1,750.00	475.25
5620	Advertising & Marketing	391.38	950.00	-558.62
5645	Building Upgrades	3,440.97	10,253.86	-6,812.89
5655	Computer Expense	0.00	100.00	-100.00
5660	Contractors	0.00	450.00	-450.00
5662	Equipment & Supplies	1,499.95	2,662.34	-1,162.39
5665	Food Purchases	6,580.82	8,333.34	-1,752.52
5670	Honorarium	0.00	83.34	-83.34
5680	Insurance	0.00	66.66	-66.66
5710	Office Supplies	100.85	300.00	-199.15
5712	Printing & Postage	78.29	150.00	-71.71
5720	Program Expenses	674.51	916.66	-242.15
5750	Rent	750.00	750.00	0.00
5750	Repairs & Maintenance	612.11	1,290.52	-678.41
5750	Staff Development	0.00	333.34	-333.34
5802	Telecommunications - Houses/Apts	391.92	400.00	-8.08
5820	Travel & Meetings	452.18	416.66	35.52
5835	Utilities - Houses/Apts	2,772.88	2,666.66	106.22
5850	Vehicle - Fuel	625.69	750.00	-124.31
5854	Vehicle - R&M	934.91	333.34	601.57
	Total Expense	74,712.02	82,166.20	-7,454.18
	Net Income	-6,517.82	0.00	-6,517.82
Volunteer Development Program				
REVENUE				
4250	BC Gaming	940.41	1,033.02	-92.61
	Total Revenue	940.41	1,033.02	-92.61
EXPENSE				
	Unassigned Budget Amounts		0.00	
5410	Wages & Salaries	798.00	807.00	-9.00
5420	EI Expense	24.50	21.24	3.26
5430	CPP Expense	43.28	39.94	3.34
5440	Worksafe BC Expense	6.39	5.32	1.07
5464	RRSP Expense	28.56	28.50	0.06
5465	MSP Expense	9.32	9.00	0.32
5466	Benefits Expense	30.36	30.34	0.02
5720	Program Expenses	0.00	33.34	-33.34
5780	Staff Development	0.00	58.34	-58.34
	Total Expense	940.41	1,033.02	-92.61
	Net Income	0.00	0.00	0.00
	Tr	-17,793.39	18.70	-17,812.09

NANAIMO REGION JOHN HOWARD SOCIETY
BOARD OF DIRECTORS 2013/2014
Revised July 2013

Anderson, Bill Retired Accountant 2530 Holyrood Drive Nanaimo, B.C. V9S 4K9 Res: 250.758.5879 wcanderson@telus.net <i>Stat date: April 2011</i>	PRESIDENT	Bevis, Joanne <i>Retired</i> 420 Heron Place Nanaimo, BC V9T 4X7 Res: 250.751.0326 joannebevis@shaw.ca <i>Start date: June 2003</i>	PAST PRESIDENT
Munro, Randy Retired 6522 Peregrine Road Nanaimo, B.C. V9V 1V5 Res: 250.390.0805 randallmunro@shaw.ca <i>Start date: June 2010</i>	VICE PRESIDENT	Guy, Judith (Judy) <i>Retired</i> 1180 Lee Road Parksville, B.C. V9P 2L2 Res: 250.586.4716 2igguy@gmail.com <i>Start date: October 2007</i>	SECRETARY
Sippel, Joe 5807 Redwing Crescent Nanaimo, B.C. V9T 6H9 Res: 250.933.5223 unlisted jsippel78@gmail.com <i>Start date: June 2009</i>	TREASURER	Chadwick, Scott Pastor 2650 Jasmine Place Nanaimo, B.C. V9T 5W6 Res: 250.751.1150 Bus: 250.753.0258 Fax: 250.753.0259 scott@generations.ca Cell: 250.668.4441 <i>Start date: September 2010</i>	DIRECTOR
Price, Betty <i>Retired</i> 913 Shorewood Drive Parkville, B.C. V9P 1R9 250.248.8787 bettyprice@telus.net <i>Start date: June 2007</i>	DIRECTOR	Churchill, Chris Lawyer 279 Pine Street Nanaimo, B.C. V9R 2B7 Res: 250.753.6712 Bus: 250.753.6112 Fax: 250.753.0712 cqchurchill@shaw.ca <i>Start date: September 2011</i>	DIRECTOR
Doug Creba 421 Milton Street Nanaimo, B.C. V9R 2K9 Res: 250.753.3371 Bus: 250.714.0172 Cell: 250.616.3478 dougcreba@aquariusd.com <i>Start date: March 2013</i>	DIRECTOR	Ian MacKenzie 3522 Falcon Drive Nanaimo, V9T 4G8 Res: 250.756.2350 ie.mac@shaw.ca <i>Start date: Dec 2012</i>	DIRECTOR
Susan Juby 201 Woodhaven Drive Nanaimo, B.C. V9T 5M1 Res: 250.729.8016 susanjuby@shaw.ca <i>Start date July 2013</i>		Botterill, Pam Office Manager/Admin Assistant, VIU Executive 2170 Woodthrush Place Nanaimo, B.C. V9R 6V2 Res: 250.754.8752 pam.botterill@viu.ca Bus: 250.740.6163 Fax: 250.740.6452 <i>Start date: Jan 2007</i>	

**CITY OF NANAIMO
EVALUATION
PERMISSIVE TAX EXEMPTION
THREE YEAR REVIEW**

Name of Organization: Nanaimo Recycling Exchange Society

Grant No. RPTE-34

Criteria:

**Meets
Criteria:**

Yes No

- the property qualifies for a PTE as a Church, Public Hospital, Community Care Facility, Private School, or other charitable, recreation, philanthropic or non-profit purposes;
- services provide benefits and be accessible to residents of the City of Nanaimo;
- exemptions are not given to services that are otherwise provided on a private, for profit basis; and,
- must adhere to all of the City of Nanaimo's bylaws and policies.

Statement of Purpose:

All buildings and properties that receive a PTE must be reviewed every three years to ensure that they continue to meet the specific criteria set out in their applicable category.

Amount Requested:

\$

Grant Awarded:

Yes

No

Amount Recommended:

\$

Discussion:

Notes:



CITY OF NANAIMO APPLICATION FOR PERMISSIVE TAX EXEMPTION

Office Use

RPT-34

ORGANIZATION: Nanaimo Recycling Exchange Society		DATE: November 29-2013	
ADDRESS: 2477 Kenworth Road Nanaimo, BC V9T 5K4		PRESIDENT: Carla Smith	
		SENIOR STAFF MEMBER: Jan Hastings	
		POSITION: Executive Director	
		CONTACT: Jan Hastings	
TELEPHONE: 250-758-7777		TELEPHONE: 250-758-7777	
OVERVIEW OF YOUR ORGANIZATION'S PROGRAMS AND SERVICES OFFERED IN THE COMMUNITY: Community recycling disposal depot and programs. Environmental awareness education program. Re-use market.			
GEOGRAPHIC AREA SERVED BY THE ORGANIZATION: Regional District of Nanaimo, City of Nanaimo, Vancouver Island in some capacity.			
NO. OF FULL TIME STAFF: 13		NO. OF PART TIME STAFF: 9	
NO. OF COMMUNITY VOLUNTEERS: 100		NO. OF VOLUNTEER HOURS PER YEAR: 13,000	
NO. OF MEMBERS: 480		MEMBERSHIP FEE: 0	
CLIENTS SERVED, LAST YEAR: 260,000		CLIENTS SERVED, THIS YEAR (PROJECTED): 280,000	
B.C. SOCIETY ACT REG. NO.: S-28862		REVENUE CANADA CHARITABLE REG. NO.: 13596 7792 RR	
CURRENT BUDGET:		LEGAL DESCRIPTION OF PROPERTY: Lot A section 20, Range 6 Mountain District Plan 48960 (PID 014.742.128)	
INCOME: 1,227,850		TAX FOLIO NUMBER: 05446.012	
EXPENSES: 1,209,710		NEXT YEAR PROJECTED:	
INCOME: 1,280,000		CURRENT YEAR TAXES (IF KNOWN): Exempt	
EXPENSES: 1,320,000			
SIGNATURE: Jan Hastings		TITLE/POSITION: Executive Director	
		DATE: November 29-2013	
NOTE: YOUR ORGANIZATION'S MOST RECENT AUDITED FINANCIAL STATEMENTS AND CURRENT FINANCIAL STATEMENTS MUST BE ATTACHED TO THE APPLICATION FORM (INCLUDING A BALANCE SHEET AND INCOME STATEMENT).			

CITY OF NANAIMO GRANT QUESTIONNAIRE

1. Please describe the work of your organization in this community.

We are a comprehensive recycling and Eco-education depot dedicated to providing convenient and accessible services 364 days of the year. Our education department provides free workshops and educational materials to all schools in the district, and to site users to promote sustainable living and Zero Waste. New research about air and water quality, food security, climate change is provided in hands-on learning environments. Our re-use market provides community users with affordable items that are not yet end-of-life. Our staff also provides general recycling information to the public.

2. What are your organization's specific priorities for the coming year?

To complete construction and move operations to new building at this address. To expand our services to become a Resource Recovery Facility where, in addition to recycling, Reduce and Re-use mandates gain increased importance. The NRE has plans to increase our volunteer program to include repair, re-purposing and "up-cycling" used products. To increase collaboration with community organizations that promote sustainable and inclusive living in Nanaimo.

3. How does your organization ensure that it's services address continuing and emerging community needs?

The NRE performs a survey each year and uses public feedback to improve our services. For example, 75% of residences have indicated it is very important to have a central/North Nanaimo drop-off service for yard and garden waste so we have purchased equipment and taken steps to maintain that service for the long term. In addition, NRE Society members are invited to Board meetings and provided with website access to Board Directors. The NRE provides volunteer and employment skills training for more than 10 community programs.

4. Please describe the role of volunteers in your organization.

NRE volunteers play a crucial role in the organization. They provide assistance and education to the public and assist staff with tasks of sorting dropped off material. Volunteers help increase safety by cleaning and organizing the site, and assisting with traffic control in busy times. The Board of Directors are volunteers dedicated to the organization's success.

5. Please list grants applied for/received from other governments or service clubs.

BC Gaming Grant-applied for. No funds received in current fiscal year.

CITY OF NANAIMO GRANT QUESTIONNAIRE

6. Please provide details of fees for service in your organization, and how costs and fees are determined.

The NRE charges fees only for products that have costs such as handling or tipping fees attached to processing. Our fees are designed to cover the costs we incur for accepting these products.
There are no fees charged for most recycled products even if there is costs to the NRE

7. If your organization is a branch of a larger organization, please indicate how this affects the financial and other information you have provided.

N/A

8. Please describe your policy and treatment of: capital, reserve or special purpose funds, and year-end surpluses or deficits.

Funds are placed in the NRE general operating account and used to cover the cost of operations, equipment purchase and maintenance, site improvements, safety programs, and new programs.
Funds allocated for development of the new site are used for that purpose. Surplus funds, if they exist, are kept in the operating account because they are minimal. Deficits, if they occur, point to a need for increased funding or reduction in services.

9. Please describe current or planned approaches to self generated income.

The Grant in Aid is needed for the NRE to maintain services. Staff and / or equipment loss would occur and service would be reduced.

10. What will the effect be if you do not receive a Grant in Aid from the City of Nanaimo?

We may be forced to reduce our recycling services, education and limit our community outreach. Necessities such as equipment and staff may be lost.

11. Does your organization require funding to cover the current year's taxes? If so, what amount?

N/A

G:\Administration\Committees\Grants Advisory Committee\Grants Application Forms/Applications, Instructions, Info\PERMISSIVE TAX EXEMPTION APPLICATION.doc

Attachments – Application for Permissive Tax Exemption

1. Copy of most recent Society Act Annual Report (Form 11)–
Section Titled: Canada Revenue Agency
2. Most recent Audited Financial Statement (Or year-end financial statement) –
Section Titled: Nanaimo Recycling Exchange Financial Statements (March 31, 2013)
Sub Section Titled: Statement 1
3. Year-to-date Financial Statements –
Section: Nanaimo Recycling Exchange Financial Statements (March 31, 2013)
4. Current Year Budget (income and expenditure) or Year-to-date Statement –
Section Titled: Nanaimo Recycling Exchange Projected Revenues & Expenses for the
year ending March 31st 2014
5. Proposed Next Year's Budget –
Section Titled: Nanaimo Recycling Exchange Projected Revenues & Expenses for the
year ending March 31st 2015
6. List of Directors –
Section Titled: Canada Revenue Agency
Subsection: Directors/Trustees and Like Officials Worksheet

NANAIMO RECYCLING EXCHANGE SOCIETY
BALANCE SHEET
SEPTEMBER 30, 2013

ASSETS

CURRENT ASSETS

Floats	\$	678.75
Petty Cash on Hand	\$	1,780.68
Undeposited Funds		1,257.80
Credit Union- General		25.69
Credit Union- Gaming		249.58
Credit Union-Land Purchase		530.50
Credit Union-Equity Shares		204.99
Canadian Western Bank		37,281.60
Total Cash	\$	41,330.84
Accounts Receivable	\$	48,058.28
HST Refundable		1,925.45
GST Refundable		5,458.26
Total Accounts Receivable	\$	55,441.99
Payroll Advances	\$	-
Prepaid Expenses		16,555.49
Total Current Assets	\$	114,007.07

NON-CURRENT ASSETS

Intercompany Acct-Windhover	\$	1,494,097.22
Investment in Windhover	\$	603,650.00

CAPITAL ASSETS

Office Furniture	\$	17,592.61
Acc Amort - Office Furn		(5,620.97)
Net Office Furniture	\$	11,971.64
Equipment	\$	247,041.20
Acc Amort - Equipment		(136,980.20)
Net Equipment		110,061.00
Bobcat Loader (S175)	\$	44,314.10
Acc Amort-Bobcat		(30,504.10)
Net Bobcat		13,810.00
Vehicle	\$	86,156.44
Acc Amort - Vehicle		(70,432.44)
Net Vehicle		15,724.00
2007 Hyundai Forklift	\$	32,302.50
Acc Amort - Forklift		(15,613.50)
Net Hyundai Forklift		16,689.00
Komatsu Excavator	\$	73,915.57
Acc Amort-Excavator		(25,870.57)
Net Excavator		48,045.00
Trailers	\$	5,810.80
Acc Amort -Trailers		(1,648.80)
Net Trailers		4,162.00
Net Capital Assets	\$	220,462.64
TOTAL ASSETS	\$	2,432,216.93

LIABILITIES

CURRENT LIABILITIES

Accrued Liabilities-2013 year end fees	\$	4,500.00
Accounts Payable		44,260.18
Wages Payable		-
	\$	48,760.18

LONG-TERM LIABILITIES

Capital Lease - Valiant Fin (Forklift)	\$	10,671.25
Deferred Financing Charges		(12.67)
Total Lease Payable	\$	10,658.58
CWB - Komatsu Excavator		-
Business Development Bank		1,452,248.24
Total Long-Term Liabilities	\$	1,462,906.82

EQUITY

Surplus - Previous Year	\$	798,204.59
Current Earnings (Loss)		122,345.34
Total Equity	\$	920,549.93

LIABILITIES & EQUITY	\$	2,432,216.93
---------------------------------	-----------	---------------------

NANAIMO RECYCLING EXCHANGE SOCIETY
COMPARATIVE INCOME STATEMENT
SEPTEMBER 30, 2013

<u>REVENUE</u>	<u>CURRENT MONTH</u>	<u>YEAR TO DATE</u>
Donations - Air Serv	\$ 1,036.05	\$ 1,715.89
Donations - Cash	126.50	1,017.75
Interest Earned	2.01	8.25
Miscellaneous Rev-Mid Island Co-op	-	536.47
Miscellaneous Revenue -Freight Costs Recoverable	3,049.20	25,086.90
Sales Recycle- Metals	10,166.10	66,533.98
Sales - Recyclables	14,588.85	116,522.91
Sales - Returnables	-	21,243.80
Sales - Reusable	20,512.14	145,535.14
Service Fees - City Programs	4,300.00	25,800.00
Service Fees - Drop Off Facility	2,150.00	12,900.00
Service Fees - Styrofoam Drop off	55.00	515.00
Service Fees - HHWC (City)	-	2.00
Service Fees - HHWC (other)	605.50	5,312.95
S/F Other - Toilets	668.00	4,817.05
Service Fees - Other	24,577.65	185,589.50
Service Fees - Paint & Product Care	-	31,331.74
Service Fees - RDN Project #14	2,500.00	10,000.00
Wages Recovery	-	4,247.00
TOTAL CASH REVENUE	\$ 84,337.00	\$ 658,716.33
<u>NON-CASH REVENUE</u>		
Donations in Kind - Advertising	\$ 434.00	\$ 2,604.00
Donations - Comm. Volunteer Labour	2,750.00	22,368.75
	\$ 3,184.00	\$ 24,972.75
TOTAL REVENUE	\$ 87,521.00	\$ 683,689.08

NANAIMO RECYCLING EXCHANGE SOCIETY
COMPARATIVE INCOME STATEMENT
SEPTEMBER 30, 2013

	<u>CURRENT</u> <u>MONTH</u>	<u>YEAR</u> <u>TO DATE</u>
<u>EXPENSES</u>		
Wages & Salaries	45,583.41	276,378.92
CPP Expense	1,638.58	11,053.36
EI Expense	1,037.83	6,911.89
WCB Expense	1,588.28	2,766.82
Payroll Processing Fees	193.08	1,260.45
Accounting & Audit Expense	-	-
Advertising Expense	50.84	245.06
Baler Expenses	-	3,198.08
Bank Charges & Interest	112.14	3,446.09
Bobcat Expenses	807.07	6,713.91
Bookkeeping Expense	1,353.00	6,314.00
Cash Short/Over	(310.46)	(2,738.34)
Conferences & Seminars	275.72	275.72
Consultants	1,519.65	2,073.15
Consultants - Human Resources & Computer	-	2,687.50
Eco Ed Project Costs	-	5.48
Equipment Rentals Expense	1,533.00	9,514.46
Excavator Expense	168.93	902.20
Forklift Expense	386.14	4,403.84
Freight Expense	3,606.19	28,572.69
Insurance & Licenses Expense	1,314.92	6,824.02
Insurance - Vehicle	138.00	828.00
Interest - Equipment Lease	12.67	139.41
Interest Expense-LT Loan	8,145.46	45,823.12
Internet Costs	90.82	523.00
Legal & Professional Fees	12,522.99	16,342.42
Loss on Insurance Claim	2,500.00	2,500.00
Maintenance & Repairs - 3rd Party Damage	-	1,268.69
Maintenance & Repairs Exp - Other	1,435.75	3,260.88
Maintenance & Repairs -Site	238.56	8,147.33
Office Supplies & Stationery	752.58	3,550.16
Office Equipment Lease	-	666.66
Operating Supplies Expense	153.53	1,086.06
Operating Sup-Work Boots/Safety	-	346.96
Postage Expense	2.75	96.30
Property Tax Expense	1,385.59	8,313.48

NANAIMO RECYCLING EXCHANGE SOCIETY
COMPARATIVE INCOME STATEMENT
SEPTEMBER 30, 2013

	<u>CURRENT</u> <u>MONTH</u>	<u>YEAR</u> <u>TO DATE</u>
Recycling Costs - HHWC	316.18	14,767.44
Rent Expense - Site (Other)	6,867.50	41,205.00
Security Expense	-	198.34
Staff Appreciation	353.93	554.14
Sub Contracted Labour	-	1,210.00
Telephone	196.84	1,182.74
Training Expense	-	665.83
Travel Expenses - Mileage	218.00	1,482.71
Utilities	866.94	2,943.09
Vehicle Operating Expense	616.65	8,106.00
Volunteer Appreciation	353.93	353.93
TOTAL CASH EXPENSE	\$ 98,026.99	\$ 536,370.99
<u>NON-CASH EXPENSES</u>		
Donations in Kind - Advertising	\$ 434.00	\$ 2,604.00
Volunteer Labour - Donated	2,750.00	22,368.75
	\$ 3,184.00	\$ 24,972.75
TOTAL EXPENSES	\$ 101,210.99	\$ 561,343.74
REVENUE MINUS EXPENSES	\$ (13,689.99)	\$ 122,345.34

NANAIMO RECYCLING EXCHANGE SOCIETY

ACCOUNTS RECEIVABLE

SEPTEMBER 30, 2013

<u>SUPPLIER</u>	<u>AMOUNT</u>
Acer Landscaping	\$ 660.00
Air Serv	58.95
Archie Johnstone Plumbing	25.00
Cascade Recovery	8,917.08
City of Nanaimo	9,508.70
Country Club Centre	83.00
Envirocore Recycling	1,409.06
Harris Gilmore Recycling	229.50
Island Ink Jet	80.00
Mercedes Benz Nanaimo	348.00
NDT Corp	196.00
Next Home Furnishings	20.00
Northern Properties	595.00
Pacific Batteries	3,143.75
Pacific Mobile Depots	961.56
Parksville Bottle Depot	-
Product Care - Small Appliances	1,782.58
Regional District of Nanaimo	10,000.00
Schnitzer	9,956.10
Yard Plots Landscaping	84.00
	<u>\$ 48,058.28</u>

NANAIMO RECYCLING EXCHANGE SOCIETY

ACCOUNTS PAYABLE

SEPTEMBER 30, 2013

<u>SUPPLIER</u>	<u>AMOUNT</u>
Accent Western	\$ 1,531.74
Acklands Grainger	60.09
Alpine	3,049.20
BC Hydro	640.84
Canadian Western Bank	334.23
Cascades Recovery Inc	841.55
City of Nanaimo	240.40
Coast Waste Management	282.45
Comox Pacific Express	397.38
Dennis A Readings Ltd-Bookkeeping	924.00
Designed Air Systems	13,188.00
Gemella Design	925.85
Island Aggregates	770.82
Island Scales	1,469.37
J E Anderson & Assoc	2,604.12
Kim Miller	1,554.65
Konica Monilta Busn Solution	242.42
Madill Office Company	1,087.45
Matthew Esswein	2,687.50
Maxwell Claims Services	2,500.00
Mid Island Consumer Serv	1,847.28
Osprey Electric	891.56
Ramsay Lampman (Kel Rob Legal Fees)	1,477.69
Shaw Cable	588.92
Unlimited Fabrication	190.40
VI Pest Doctor	105.00
Van Kam Frieghtways	644.95
Westerra Equipment	1,568.00
Worksafe BC	1,588.28
Yellow Pages	26.04
	<u>\$ 44,260.18</u>

NANAIMO RECYCLING EXCHANGE

VOLUNTEER HOURS

SEPTEMBER 30, 2013

HOURS

Project #1	25.00	x 12.50	\$ 312.50
Project #10	104.00	x 12.50	1,300.00
Project #11	89.00	x 12.50	1,112.50
Project #14	2.00	x 12.50	25.00
Project #23	-	x 12.50	-
	<u>220.00</u>		<u>\$ 2,750.00</u>

	<u>APRIL</u>	<u>MAY</u>	<u>JUNE</u>	<u>JULY</u>	<u>AUGUST</u>	<u>SEPT</u>	<u>6 MONTHS</u>
Project #1	\$ 350.00	\$ 318.75	\$ 318.75	\$ 337.50	\$ 312.50	\$ 312.50	\$ 1,950.00
Project #10	3,218.75	3,693.75	1,187.50	1,650.00	1,937.50	1,300.00	12,987.50
Project #11	425.00	987.50	1,300.00	1,662.50	1,918.75	1,112.50	7,406.25
Project #14	-	-	-	-	-	25.00	25.00
Project #23	-	-	-	-	-	-	-
	<u>\$ 3,993.75</u>	<u>\$ 5,000.00</u>	<u>\$ 2,806.25</u>	<u>\$ 3,650.00</u>	<u>\$ 4,168.75</u>	<u>\$ 2,750.00</u>	<u>\$ 22,368.75</u>

	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>MARCH</u>	<u>12 MONTH</u>
Project #1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,950.00
Project #10	-	-	-	-	-	-	12,987.50
Project #11	-	-	-	-	-	-	7,406.25
Project #14	-	-	-	-	-	-	25.00
Project #23	-	-	-	-	-	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 22,368.75</u>

NANAIMO RECYCLING EXCHANGE SOCIETY
PROJECT INCOME SUMMARY
ADMINISTRATION - PROJECT #1
FOR THE PERIOD ENDING SEPTEMBER 30, 2013

	<u>CURRENT</u> <u>MONTH</u>	<u>YEAR</u> <u>TO DATE</u>
<u>REVENUE</u>		
Donations - Air Serv	\$ 1,036.05	\$ 1,715.89
Donations - Cash	126.50	1,017.75
Interest Earned	2.01	8.21
Miscellaneous Revenue	-	536.47
TOTAL CASH REVENUE	\$ 1,164.56	\$ 3,278.32
<u>NON-CASH REVENUE</u>		
Donations - Comm. Volunteer Labour	\$ 312.50	\$ 1,950.00
Less Revenue Allocated to Other Projects	\$ 1,164.56	\$ 3,278.32
<u>EXPENSES</u>		
Wages & Salaries	\$ 10,379.09	\$ 62,672.26
CPP Expense	182.50	2,270.16
EI Expense	111.22	1,277.37
WCB Expense	351.48	626.11
Payroll Processing Fees	193.08	1,260.45
Advertising Expense	50.84	245.06
Bank Charges & Interest	112.14	3,446.09
Bookkeeping Expense	1,353.00	6,314.00
Cash Short/Over	(310.46)	(2,738.34)
Conferences & Seminars	275.72	275.72
Consultants	1,519.65	2,073.15
Consultants - Human Resources & Computer	-	2,687.50
Insurance & Licenses Expense	1,314.92	6,824.02
Interest Expense-LT Loan	8,145.46	45,788.10
Legal & Professional Fees	12,522.99	16,342.42
Loss on Insurance Claim	2,500.00	2,500.00
Office Supplies & Stationery	752.58	3,550.16
Office Equipment Lease	-	666.66
Operating Supplies Expense	109.49	606.57
Postage Expense	2.75	96.30
Property Tax Expense	1,385.59	8,313.48
Rent Expense - Site	6,867.50	41,205.00
Security Expense	-	198.34
Staff Appreciation	353.93	457.25
Telephone	196.84	1,182.74
Training Expense	-	42.83
Travel Expenses - Mileage	218.00	396.36
Utilities	866.94	2,943.09
Volunteer Appreciation	353.93	353.93
TOTAL CASH EXPENSES	\$ 49,809.18	\$ 211,876.78
<u>NON-CASH EXPENSES</u>		
Volunteer Labour - Donated	\$ 312.50	\$ 1,950.00
Less Overhear Allocation to other Projects	\$ 49,809.18	\$ 211,876.78
REVENUE MINUS EXPENSES	\$ -	\$ -

NANAIMO RECYCLING EXCHANGE SOCIETY
PROJECT INCOME SUMMARY
CITY BINS - PROJECT #5
FOR THE PERIOD ENDING SEPTEMBER 30, 2013

	<u>CURRENT</u> <u>MONTH</u>	<u>YEAR</u> <u>TO DATE</u>
<u>REVENUES</u>		
Service Fees - City of Nanaimo	\$ 1,000.00	\$ 6,000.00
Wages Recovered	<u>-</u>	<u>-</u>
TOTAL REVENUE	\$ 1,000.00	\$ 6,000.00
<u>EXPENSES</u>		
Wages & Salaries	\$ 4,796.78	\$ 27,785.23
CPP Expense	198.93	1,142.36
EI Expense	126.26	732.99
WCB	<u>163.24</u>	<u>278.76</u>
TOTAL CASH EXPENSES	\$ 5,285.21	\$ 29,939.34
REVENUE MINUS EXPENSES	<u>\$ (4,285.21)</u>	<u>\$ (23,939.34)</u>

NANAIMO RECYCLING EXCHANGE SOCIETY
PROJECT INCOME SUMMARY
COMMUNITY NETWORKING - PROJECT #7
FOR THE PERIOD ENDING SEPTEMBER 30, 2013

	<u>CURRENT</u> <u>MONTH</u>	<u>YEAR</u> <u>TO DATE</u>
<u>REVENUES</u>		
Service Fees - City Program	\$ 1,650.00	\$ 9,900.00
<u>NON-CASH REVENUE</u>		
Advertising - Harbour City Star Donation	\$ 434.00	\$ 2,604.00
TOTAL REVENUE	\$ 1,650.00	\$ 9,900.00
Add Administration Revenue Allocated at 20%	<u>232.91</u> \$ 1,882.91	<u>655.66</u> \$ 10,555.66
<u>EXPENSES</u>		
Business Promotion	\$ -	\$ -
Internet Costs	<u>90.82</u>	<u>523.00</u>
<u>NON-CASH REVENUE</u>		
Advertising - Harbour City Star Donation	\$ 434.00	\$ 2,604.00
TOTAL CASH EXPENSES	\$ 90.82	\$ 523.00
Add Administration Expenses Allocated at 20%	<u>9,963.08</u> \$ 10,053.90	<u>42,376.60</u> \$ 42,899.60
REVENUE MINUS EXPENSES	<u>\$ (8,170.99)</u>	<u>\$ (32,343.94)</u>
PROJECT #23 CHANGES REVENUE MINUS EXPENSES	<u>\$ (2,432.54)</u>	<u>\$ (10,430.24)</u>
REVENUE MINUS EXPENSES	<u>\$ (10,603.54)</u>	<u>\$ (42,774.18)</u>

NANAIMO RECYCLING EXCHANGE SOCIETY
PROJECT INCOME SUMMARY
COMMUNITY OUTREACH - PROJECT #8
FOR THE PERIOD ENDING SEPTEMBER 30, 2013

	<u>CURRENT</u> <u>MONTH</u>	<u>YEAR</u> <u>TO DATE</u>
<u>REVENUES</u>		
Service Fees - City Program	\$ 1,650.00	\$ 9,900.00
TOTAL REVENUE	\$ 1,650.00	\$ 9,900.00
Add Administration Revenue Allocated at 25%	291.14	819.58
	\$ 1,941.14	\$ 10,719.58
<u>EXPENSES</u>		
Miscellaneous Other Expenses	\$ -	\$ -
TOTAL CASH EXPENSES	\$ -	\$ -
Add Administration Expenses Allocated at 25%	12,453.86	52,970.76
	\$ 12,453.86	\$ 52,970.76
REVENUE MINUS EXPENSES	<u>\$ (10,512.72)</u>	<u>\$ (42,251.18)</u>

NANAIMO RECYCLING EXCHANGE SOCIETY
PROJECT INCOME SUMMARY
YARD & GARDEN WASTE - PROJECT #9
FOR THE PERIOD ENDING SEPTEMBER 30, 2013

	<u>CURRENT</u> <u>MONTH</u>	<u>YEAR</u> <u>TO DATE</u>
<u>REVENUES</u>		
Misc Rev-Freight Costs Recoverable	\$ 3,049.20	\$ 25,086.90
Service Fees - Yard & Garden Waste	<u>20,841.50</u>	<u>156,621.96</u>
TOTAL REVENUE	\$ 23,890.70	\$ 181,708.86
<u>EXPENSES</u>		
Wages & Salaries	\$ 4,796.78	\$ 27,785.23
CPP Expense	198.93	1,142.36
EI Expense	126.26	732.99
WCB Expense	163.24	278.76
Excavator Expenses	168.93	902.20
Freight Expense	2,976.60	24,489.30
Interest - Long Term Debt	-	35.02
Operating Supplies- Work Boots/Safety	<u>-</u>	<u>-</u>
TOTAL CASH EXPENSES	\$ <u>8,430.74</u>	\$ <u>55,365.86</u>
REVENUE MINUS EXPENSES	\$ <u>15,459.96</u>	\$ <u>126,343.00</u>

NANAIMO RECYCLING EXCHANGE SOCIETY
PROJECT INCOME SUMMARY
RECYCLING - PROJECT #10
FOR THE PERIOD ENDING SEPTEMBER 30, 2013

	<u>CURRENT</u> <u>MONTH</u>	<u>YEAR</u> <u>TO DATE</u>
<u>REVENUE</u>		
Sales Recycle- Metals	\$ 10,166.10	\$ 66,533.98
Sales - Recyclables	8,301.63	59,338.34
Sales - Returnable	-	21,243.80
Service Fees - Drop Off Facility	2,150.00	12,900.00
Service Fees - HHWC (City)	-	2.00
Service Fees - HHWC (other)	502.00	4,540.26
S/F Other - Toilets	668.00	4,817.05
Service Fees - Other	836.55	4,390.00
Wages Recovered	-	-
TOTAL CASH REVENUE	\$ 22,624.28	\$ 173,765.43
<u>NON-CASH REVENUE</u>		
Donations - Comm. Volunteer Labour	\$ 1,300.00	\$ 12,987.50
Add Administration Revenue		
Allocated at 15%	174.68	491.75
	\$ 22,798.96	\$ 174,257.18
<u>EXPENSES</u>		
Wages & Salaries	\$ 8,464.89	\$ 49,032.74
CPP Expense	351.04	2,015.92
EI Expense	222.81	1,293.49
WCB Expense	288.07	491.92
Baler Expenses	-	3,198.08
Bobcat Expenses	807.07	6,713.91
Equipment Rentals Expense	1,533.00	9,514.46
Forklift Expense	386.14	4,403.84
Freight Expense	629.59	4,083.39
Insurance - Vehicle	138.00	828.00
Interest - Equipment Lease	12.67	139.41
Maintenance & Repairs - 3rd Party Damage	-	1,268.69
Maintenance & Repairs Exp - Other	1,435.72	3,085.89
Maintenance & Repairs -Site	238.56	7,929.67
Operating Supplies Expense	44.04	474.01
Operating Sup-Work Boots/Safety	-	211.96
Recycling Costs - HHWC	316.18	2,369.04
Sub-Contracted Labour	-	1,210.00
Training Expense	-	445.00
Vehicle Operating Expense	616.65	8,106.00
TOTAL CASH EXPENSES	\$ 15,484.43	\$ 106,815.42
<u>NON-CASH EXPENSES</u>		
Volunteer Labour - Donated	\$ 1,300.00	\$ 12,987.50
Add Administration Expenses		
Allocated at 15%	7,472.31	31,782.45
TOTAL EXPENSES	\$ 22,956.74	\$ 138,597.87
REVENUE MINUS EXPENSES	\$ (157.78)	\$ 35,659.31

NANAIMO RECYCLING EXCHANGE SOCIETY
PROJECT INCOME SUMMARY
REUSE MARKET - PROJECT #11
FOR THE PERIOD ENDING SEPTEMBER 30, 2013

	<u>CURRENT</u> <u>MONTH</u>	<u>YEAR</u> <u>TO DATE</u>
<u>REVENUE</u>		
Donations - Cash	\$ -	\$ -
Sales - Reusable	20,512.14	145,535.14
TOTAL CASH REVENUE	\$ 20,512.14	\$ 145,535.14
<u>NON-CASH REVENUE</u>		
Donations - Comm. Volunteer Labour	\$ 1,112.50	\$ 7,406.25
Add Administration Revenue Allocated at 10%	116.46	327.83
	\$ 20,628.60	\$ 145,862.97
<u>EXPENSES</u>		
Wages & Salaries	\$ 5,573.50	\$ 40,331.89
CPP Expense	222.58	1,631.82
EI Expense	146.69	1,061.54
WCB Expense	209.09	405.62
Maintenance & Repairs	-	217.66
Operating Sup-Work Boots/Safety	-	140.48
Training Expense	-	178.00
Travel Expenses - Mileage	-	35.00
Volunteer Appreciation	-	96.89
TOTAL CASH EXPENSES	\$ 6,151.86	\$ 44,098.90
<u>NON-CASH EXPENSES</u>		
Volunteer Labour - Donated	\$ 1,112.50	\$ 7,406.25
Add Administration Expenses Allocated at 10%	4,981.54	21,188.30
TOTAL EXPENSES	\$ 11,133.40	\$ 65,287.20
REVENUE MINUS EXPENSES	\$ 9,495.19	\$ 80,575.77

NANAIMO RECYCLING EXCHANGE SOCIETY
PROJECT INCOME SUMMARY
CONSTRUCTION WOOD WASTE - PROJECT #12
FOR THE PERIOD ENDING SEPTEMBER 30, 2013

	<u>CURRENT</u> <u>MONTH</u>	<u>YEAR</u> <u>TO DATE</u>
<u>REVENUES</u>		
Service Fees - Construction Wood Waste	\$ 3,003.10	\$ 25,350.23
TOTAL REVENUE	\$ 3,003.10	\$ 25,350.23
<u>EXPENSES</u>		
Wages & Salaries	\$ 2,821.63	\$ 16,344.24
CPP Expense	117.01	671.96
EI Expense	74.27	431.15
WCB	96.02	163.97
Recycling Costs - HHWC	-	12,250.80
TOTAL CASH EXPENSES	\$ 3,108.93	\$ 29,862.12
REVENUE MINUS EXPENSES	<u>\$ (105.83)</u>	<u>\$ (4,511.89)</u>

NANAIMO RECYCLING EXCHANGE SOCIETY
PROJECT INCOME SUMMARY
INFORMATION / EDUCATION - PROJECT #14
FOR THE PERIOD ENDING SEPTEMBER 30, 2013

<u>REVENUE</u>	<u>CURRENT MONTH</u>	<u>YEAR TO DATE</u>
Miscellaneous Rev- Worm Sales	\$ -	\$ -
Service Fees- RDN Project #14	2,500.00	10,000.00
Wage Recovery	-	4,247.00
TOTAL CASH REVENUE	\$ 2,500.00	\$ 14,247.00
<u>NON-CASH REVENUE</u>		
Donations - Comm. Volunteer Labour	\$ 25.00	\$ 25.00
Add Administration Revenue Allocated at 10%	116.46	327.83
	\$ 2,616.46	\$ 14,574.83
<u>EXPENSES</u>		
Wages & Salaries	\$ 1,414.50	\$ 9,932.32
CPP Expense	63.35	431.68
EI Expense	37.23	261.41
WCB Expense	67.48	95.35
Eco Ed- Project Costs	-	5.48
Travel Expenses - Mileage	-	1,051.35
TOTAL CASH EXPENSES	\$ 1,582.56	\$ 11,777.59
<u>NON-CASH EXPENSES</u>		
Volunteer Labour - Donated	\$ 25.00	\$ 25.00
Add Administration Expenses Allocated at 10%	4,981.54	21,188.30
TOTAL EXPENSES	\$ 6,564.10	\$ 32,965.89
REVENUE MINUS EXPENSES	\$ (3,947.65)	\$ (18,391.06)

NANAIMO RECYCLING EXCHANGE SOCIETY
PROJECT INCOME SUMMARY
CONSUMER PRODUCTS CENTRE - PROJECT #16
FOR THE PERIOD ENDING SEPTEMBER 30, 2013

	<u>CURRENT</u> <u>MONTH</u>	<u>YEAR</u> <u>TO DATE</u>
<u>REVENUES</u>		
Service Fees - Paint & Product Care	\$ -	\$ 31,331.74
TOTAL REVENUE	\$ -	\$ 31,331.74
Add Administration Revenue Allocated at 7.5%	87.34	134.42
	\$ 87.34	\$ 31,466.16
<u>EXPENSES</u>		
Wages & Salaries	\$ 2,821.63	\$ 16,344.24
CPP Expense	117.01	671.96
EI Expense	74.27	431.15
WCB Expense	96.02	163.97
TOTAL CASH EXPENSES	\$ 3,108.93	\$ 17,611.32
Add Administration Expenses Allocated at 7.5%	3,736.16	8,751.07
TOTAL EXPENSES	\$ 6,845.09	\$ 26,362.39
REVENUE MINUS EXPENSES	<u>\$ (6,757.74)</u>	<u>\$ 5,103.76</u>

NANAIMO RECYCLING EXCHANGE SOCIETY
PROJECT INCOME SUMMARY
DRYWALL RECYCLING - PROJECT #17
FOR THE PERIOD ENDING SEPTEMBER 30, 2013

	<u>CURRENT</u> <u>MONTH</u>	<u>YEAR</u> <u>TO DATE</u>
<u>REVENUE</u>		
Service Fees -HHWC (Drywall)	\$ -	\$ -
TOTAL CASH REVENUE	\$ -	\$ -
Add Administration Revenue Allocated at 0% (5% to Oct 31/12)	-	-
	\$ -	\$ -
<u>EXPENSES</u>		
Wages & Salaries	\$ -	\$ -
CPP Expense	-	-
EI Expense	-	-
WCB Expense	-	-
Recycling Costs - Drywall	-	147.60
TOTAL CASH EXPENSES	\$ -	\$ 147.60
Add Administration Expenses Allocated at 0% (5% to Oct 31/12)	-	-
TOTAL EXPENSES	\$ -	\$ 147.60
REVENUE MINUS EXPENSES	\$ -	\$ (147.60)

NANAIMO RECYCLING EXCHANGE SOCIETY
PROJECT INCOME SUMMARY
STYROFOAM RECYCLING - PROJECT #20
FOR THE PERIOD ENDING SEPTEMBER 30, 2013

	<u>CURRENT</u> <u>MONTH</u>	<u>YEAR</u> <u>TO DATE</u>
<u>REVENUE</u>		
Sales - Recyclables	\$ -	\$ 10,195.96
Service Fees -Styrofoam	<u>55.00</u>	<u>515.00</u>
TOTAL CASH REVENUE	\$ 55.00	\$ 10,710.96
 <u>EXPENSES</u>		
Wages & Salaries	\$ 1,975.14	\$ 11,440.97
CPP Expense	81.91	470.38
EI Expense	51.99	301.82
WCB Expense	67.22	114.79
Maintenance & Repairs	-	174.99
Operating Supplies	<u>-</u>	<u>-</u>
TOTAL CASH EXPENSES	\$ <u>2,176.26</u>	\$ <u>12,502.95</u>
 REVENUE MINUS EXPENSES	 \$ <u>(2,121.26)</u>	 \$ <u>(1,791.99)</u>

NANAIMO RECYCLING EXCHANGE SOCIETY
PROJECT INCOME SUMMARY
COMPUTER & ELECTRONIC RECYCLING - PROJECT #21
FOR THE PERIOD ENDING SEPTEMBER 30, 2013

	<u>CURRENT</u> <u>MONTH</u>	<u>YEAR</u> <u>TO DATE</u>
<u>REVENUES</u>		
Sales	\$ 6,287.22	\$ 46,988.51
TOTAL REVENUE	\$ 6,287.22	\$ 46,988.51
Add Administration Revenue Allocated at 7.5%	87.34	134.42
	\$ 6,374.56	\$ 47,122.93
<u>EXPENSES</u>		
Wages & Salaries	\$ 2,539.47	\$ 14,709.80
CPP Expense	105.32	604.76
EI Expense	66.83	387.98
WCB Expense	86.42	147.57
TOTAL CASH EXPENSES	\$ 2,798.04	\$ 15,850.11
Add Administration Expenses Allocated at 7.5%	3,736.16	8,751.07
	\$ 6,534.20	\$ 24,601.18
REVENUE MINUS EXPENSES	<u>\$ (159.63)</u>	<u>\$ 22,521.74</u>

NANAIMO RECYCLING EXCHANGE SOCIETY
PROJECT INCOME SUMMARY
CHANGES PROGRAM - PROJECT #23
FOR THE PERIOD ENDING SEPTEMBER 30, 2013

		<u>CURRENT</u> <u>MONTH</u>	<u>YEAR</u> <u>TO DATE</u>
<u>REVENUES</u>			
Fundraising Revenue		\$ -	\$ -
<u>NON-CASH REVENUE</u>			
Community Volunteer Labour	\$ -	\$ -	
TOTAL REVENUE		\$ -	\$ -
Add Administration Revenue Allocated at 5%		<u>58.23</u>	<u>163.92</u>
		\$ 58.23	\$ 163.92
<u>EXPENSES</u>			
Dues & Memberships		\$ -	\$ -
<u>NON-CASH REVENUE</u>			
Community Volunteer Labour	\$ -	\$ -	
TOTAL CASH EXPENSES		\$ -	\$ -
Add Administration Expenses Allocated at 5%		<u>2,490.77</u>	<u>10,594.15</u>
		\$ 2,490.77	\$ 10,594.15
REVENUE MINUS EXPENSES		<u>\$ (2,432.54)</u>	<u>\$ (10,430.24)</u>



Registered Charity Information Return

Section A: Identification

23-2013-03-31 135967792 RR 0001 0944637

- To help you fill out this form, refer to Guide T4033 (13), *Completing the Registered Charity Information Return*. It can be found on our Web pages at www.cra.gc.ca/charities, under "Charities-related forms and publications".
- The *Privacy Act* protects all personal information given on this form, which is kept in personal information bank CRA PPU 200. The Canada Revenue Agency (CRA) will make this form and all attachments available to the public on the Charities Directorate Web site, except for information or data identified as confidential. All of the information collected on this form may be shared as permitted by law (for example, with certain other government departments and agencies).

Note: Even if a charity is inactive, an information return must be filed to maintain its registered status.

If you did not receive a barcode label to attach to the return, complete the following:

1. Charity name:

NANAIMO RECYCLING EXCHANGE SOCIETY

2. Return for fiscal period ending:

Year	Month	Day
2013	03	31

3. BN/registration number:

135967792 RR 0001

4. Web address (if applicable):

- A1** Was the charity in a subordinate position to a parent organization? 1510 ☐ Yes ☒ No
If yes, give the name and BN/registration number of the organization.

Name:

BN (if applicable)

- A2** Has the charity wound-up, dissolved, or terminated operations? 1570 ☐ Yes ☒ No

- A3** Is your charity designated as a public foundation or private foundation? 1600 ☐ Yes ☒ No

If yes, you must complete Schedule 1, *Foundations*. Refer to Form TF725, *Registered Charity Basic Information Sheet*, to confirm the designation. (Form TF725 is part of the return.)

Section B: Directors/trustees and like officials

- B1** All charities must complete Form T1235, *Directors/Trustees and Like Officials Worksheet*. Only the public information section of the worksheet is available to the public. Charities subject to the *Ontario Corporations Act* must also complete Form RC232-WS, *Director/Officer Worksheet and Ontario Corporations Information Act Annual Return*.

Section C: Programs and general information

- C1** Was the charity active during the fiscal period? 1800 ☒ Yes ☐ No
If no, explain why in the "Ongoing programs" space below at C2.

- C2** In the space below, describe all ongoing and new charitable programs the charity carried on this fiscal period to further its purpose(s) (as defined in its governing documents). "Programs" includes all of the charitable activities that the charity carries out on its own through employees or volunteers as well as through qualified donees and intermediaries. The charity may also use this space to describe the contributions of its volunteers in carrying out its activities, for example, number of volunteers and/or hours. Do not include the names of employees or volunteers. Grant-making charities should describe the types of organizations they support. Do not describe fundraising activities in this space.

Do not attach additional sheets of paper or annual reports.

Ongoing programs:

The NRE provides a free drop-off recycling depot and re-use facility for residents of Nanaimo. Staff in our Eco-Education and Community Outreach programs deliver workshops at schools, camps, and community events where there are opportunities to educate about recycling, environment and social sustainability. Other programs delivered by staff and volunteers include Earth Day Event, Radio Malaspina public education program and the Environmental Mind Grind, a contest for K-12 school children based on knowledge of the environment.

New programs:

In addition, the NRE provides Employment Skill training and Community Volunteer opportunities for several local agencies including Foodshare, Nanaimo Youth Services Association, Edgewood Addiction Treatment Centre, Restorative Justice and Supporting Employment Training. Volunteers assist in sorting recyclables and education the public. New programs run by volunteers include bicycle repair and computer repair for re-use. The total volunteer hours of 5,941 were recorded for the 2012-2013 fiscal year.

Registered charities may make gifts to qualified donees. Qualified donees are other registered Canadian charities, as well as certain other organizations described in the *Income Tax Act*.

C3 Did the charity make gifts or transfer funds to qualified donees or other organizations? **2000** ☐ Yes ☒ No
If yes, you must complete Form T1236, *Qualified Donees Worksheet/Amounts Provided to Other Organizations*.

C4 Did the charity carry on, fund, or provide any resources through employees, volunteers, agents, joint ventures, contractors, or any other individuals, intermediaries, entities, or means (other than qualified donees) for any activity/program/project outside Canada? **2100** ☐ Yes ☒ No
If yes, you must complete Schedule 2, *Activities Outside Canada*.

C5 Political Activities

A registered charity may pursue political activities only if the activities are non-partisan, related to its charitable purposes, and limited in extent. A political activity is any activity that explicitly communicates to the public that a law, policy or decision of any level of government inside or outside Canada should be retained, opposed, or changed.

(a) Did the charity carry on any political activities during the fiscal period, including making gifts to qualified donees that were intended for political activities? **2400** ☐ Yes ☒ No
If yes, you must complete Schedule 7, *Political Activities*.

(b) Total amount spent by the charity on these political activities. **5030** \$

(c) Of the amount at line 5030, the total amount of gifts made to qualified donees. **5031** \$

(d) Total amount received from outside Canada that was directed to be spent on political activities. **5032** \$
If you entered an amount on line 5032 you must complete Schedule 7, *Political Activities*, Table 3.

C6 If the charity carried on fundraising activities or engaged third parties to carry on fundraising activities on its behalf, tick all fundraising methods that it used during the fiscal period:

2500 ☒ Advertisements/print/radio/TV commercials

2570 ☒ Sales

2620 ☐ Telephone/TV solicitations

2510 ☐ Auctions

2575 ☐ Internet

2630 ☐ Tournament/sporting events

2530 ☐ Collection plate/boxes

2580 ☐ Mail campaigns

2640 ☐ Cause-related marketing

2540 ☐ Door-to-door solicitation

2590 ☐ Planned-giving programs

2650 ☒ Other

2550 ☐ Draws/lotteries

2600 ☐ Targeted corporate donations/sponsorships

2660 Specify: THRIFT SHOP

2560 ☐ Fundraising dinners/galas/concerts

2610 ☐ Targeted contacts

C7 Did the charity pay external fundraisers? **2700** ☐ Yes ☒ No
If yes, you must complete the following lines, and complete Schedule 4, *Confidential Data*, Table 1.

(a) Enter the gross revenue collected by the fundraisers on behalf of the charity. **5450** \$

(b) Enter the amounts paid to and/or retained by the fundraisers. **5460** \$

(c) Tick the method of payment to the fundraiser:

2730 ☐ Commissions

2750 ☐ Finder's fee

2770 ☐ Honoraria

2740 ☐ Bonuses

2760 ☐ Set fee for services

2780 ☐ Other

2790 Specify: _____

(d) Did the fundraiser issue tax receipts on behalf of the charity? **2800** ☐ Yes ☒ No

C8 Did the charity compensate any of its directors/trustees or like officials or persons not at arm's length from the charity for services provided during the fiscal period (other than reimbursement for expenses)? **3200** ☐ Yes ☒ No

C9 Did the charity incur any expenses for compensation of employees during the fiscal period? **3400** ☒ Yes ☐ No
If yes, you must complete Schedule 3, *Compensation*.

C10 Did the charity receive any donations or gifts of any kind valued at \$10,000 or more from any donor that was not resident in Canada and was not any of the following? **3900** ☐ Yes ☒ No

- a Canadian citizen, nor
- employed in Canada, nor
- carrying on a business in Canada, nor
- a person having disposed of taxable Canadian property?

If yes, you must complete Schedule 4, *Confidential Data*, Table 2, for each donation of \$10,000 or more.

- C11** Did the charity receive any non-cash gifts (gifts-in-kind) for which it issued tax receipts? **4000** ☐ Yes ☒ No
If yes, you must complete Schedule 5, *Non-Cash Gifts*.
- C12** Did the charity acquire a non-qualifying security? **5800** ☐ Yes ☒ No
- C13** Did the charity allow any of its donors to use any of its property? (except for permissible uses) **5810** ☐ Yes ☒ No
- C14** Did the charity issue any of its tax receipts for donations on behalf of another organization? **5820** ☐ Yes ☒ No

Section D: Financial Information

Complete Section D only if you do not have to complete Schedule 6, *Detailed Financial Information*.

Complete Schedule 6 if any of the following applies to the charity:

- a) The charity's revenue exceeds \$100,000.
- b) The amount of all property (for example, investments, rental properties) not used in charitable activities is more than \$25,000.
- c) The charity has permission to accumulate funds during this fiscal period.

Do not complete Section D if you must complete Schedule 6.

Show all amounts to the nearest single Canadian dollar. Do not enter "See attached financial statements". All relevant fields must be filled out.

- D1** Was the financial information reported below prepared on an accrual or cash basis? **4020** ☒ Accrual ☐ Cash

D2 Summary of financial position:

Using the charity's own financial statements, enter the following:

- Did the charity own land and/or buildings? **4050** ☐ Yes ☐ No
- Total assets (including land and buildings) **4200** \$ _____
- Total Liabilities **4350** \$ _____
- Did the charity borrow from, loan to, or invest assets with any non-arm's length persons? **4400** ☐ Yes ☐ No

D3 Revenue:

- Did the charity issue tax receipts for gifts? **4490** ☐ Yes ☐ No
- If yes, enter the total eligible amount of all gifts for which the charity issued tax receipts **4500** \$ _____
- Total amount of 10 year gifts received **4505** \$ _____
- Total amount received from other registered charities **4510** \$ _____
- Total other gifts received for which a tax receipt was not issued by the charity (excluding amounts at lines 4575 and 4630) **4530** \$ _____
- Did the charity receive any revenue from any level of government in Canada? **4565** ☐ Yes ☐ No
- If yes, total amount received **4570** \$ _____
- Total tax-receipted revenue from all sources outside of Canada (government and non-government) **4571** \$ _____
- Total non tax-receipted revenue from all sources outside of Canada (government and non-government) **4575** \$ _____
- Total non tax-receipted revenue from fundraising **4630** \$ _____
- Total revenue from sale of goods and services (except to any level of government in Canada) **4640** \$ _____
- Other revenue not already included in the amounts above **4650** \$ _____
- Total revenue (add lines 4500, 4510 to 4570, and 4575 to 4650) **4700** \$ _____


D4 Expenditures:

- Professional and consulting fees **4860** \$ _____
- Travel and vehicle expenses **4810** \$ _____
- All other expenditures not already included in the amounts above (excluding gifts to qualified donees) **4920** \$ _____
- Total expenditures (excluding gifts to qualified donees) (add lines 4860, 4810, and 4920) **4950** \$ _____
- Of the amount at line 4950:
- a) Total expenditures on charitable activities **5000** \$ _____
 - b) Total expenditures on management and administration **5010** \$ _____
- Total amount of gifts made to all qualified donees **5050** \$ _____
- Total expenditures (add lines 4950 and 5050) **5100** \$ _____

Section E: Certification

This return must be signed by a director/trustee or the official of the registered charity who has authority to sign on behalf of the charity. It is a serious offence under the *Income Tax Act* to provide false or deceptive information.

I certify that the information given on this form, the basic information sheet, and any attachment is, to the best of my knowledge, correct, complete, and current.

Name (print): JEAN WILLIAMS		Signature: 
Position in charity: ACCOUNTING CLERK	Date:	Telephone number: 250-754-1852

Section F: Confidential data

F1 Enter the physical address of the charity and the address in Canada for the charity's books and records. Post office box numbers and rural routes are not sufficient.

	Physical address of the charity	Address for the charity's books and records
Complete street address	2477 KENWORTH ROAD	324 TERMINAL AVE
City	NANAIMO	NANAIMO
Province or territory and postal code	BC V9T 5K4	BC V9R 5C8

F2 Name and address of individual who completed this return.

Name: JEAN WILLIAMS	
Company name (if applicable): DENNIS A READINGS LTD	
Complete street address: 324 TERMINAL AVE	
City, province or territory, and postal code: NANAIMO, BC V9R 5C8	
Telephone number: 250-754-1852	Is this the same individual who certified in Section E? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Foundations**Schedule 1**

- 1** Did the foundation acquire control of a corporation? **100** ☐ Yes ☐ No
- 2** Did the foundation incur any debts other than for current operating expenses, purchasing or selling investments, or in administering charitable activities? **110** ☐ Yes ☐ No

For private foundations only:

- 3** Did the foundation hold any shares, rights to acquire shares, or debts owing to it that meet the definition of a non-qualified investment? **120** ☐ Yes ☐ No
- 4** Did the foundation own more than 2% of any class of shares of a corporation? **130** ☐ Yes ☐ No
- If yes, you must complete and attach Form T2081, *Excess Corporate Holdings Worksheet*.

Activities outside Canada**Schedule 2**

For more information about carrying on activities outside of Canada, go to www.cra.gc.ca/charities, select "Policies and guidance", then "Operating a registered charity" and see Guidance CG-002, *Canadian Registered Charities Carrying Out Activities Outside Canada*.

- 1** Total expenditures on activities/programs/projects carried on outside Canada, excluding gifts to qualified donees **200** \$
- 2** Were any of the charity's financial resources spent on programs outside of Canada under any kind of an arrangement including a contract, agency agreement, or joint venture to any other individual or organization (excluding gifts to qualified donees)? **210** ☐ Yes ☐ No

If yes, enter the amounts of the total reported on line 200 transferred to these individuals/organizations as required in the following table:

Name of individual/organization	Using the country codes at the end of Schedule 2, enter the code where the activities were carried out.	Amount (\$) Show amounts to the nearest Canadian dollar

3 Using the list below, enter the country code where the charity itself carried on programs or devoted any of its resources.

4 Are any projects undertaken outside Canada funded by the Canadian International Development Agency (CIDA)?..... **220** ☐ Yes ☐ No

If yes, what was the total amount the charity spent under this arrangement? **230** \$

5 Were any of the charity's activities outside of Canada carried out by employees of the charity?..... **240** ☐ Yes ☐ No

6 Were any of the charity's activities outside of Canada carried out by volunteers of the charity? **250** ☐ Yes ☐ No

7 Is the charity exporting goods as part of its charitable activities? **260** ☐ Yes ☐ No

If yes, list the items being exported, their value (in Canadian dollars), their destination and the country code.

Item	Value	Destination (city/region)	Country code

Country codes

AF-Afghanistan	CU-Cuba	KP-North Korea	RO-Romania
AL-Albania	CY-Cyprus	KR-South Korea	RU-Russia
DZ-Algeria	DK-Denmark	KW-Kuwait	RW-Rwanda
AO-Angola	DO-Dominican Republic	KG-Kyrgyzstan	SA-Saudi Arabia
AR-Argentina	EC-Ecuador	LA-Laos	RS-Serbia
AM-Armenia	EG-Egypt	LB-Lebanon	SL-Sierra Leone
AZ-Azerbaijan	SV-El Salvador	LR-Liberia	SG-Singapore
BD-Bangladesh	ET-Ethiopia	MK-Macedonia	SO-Somalia
BY-Belarus	FR-France	MG-Madagascar	ES-Spain
BT-Bhutan	GA-Gabon	MY-Malaysia	LK-Sri Lanka
BO-Bolivia	GM-Gambia	ML-Mali	SD-Sudan
BA-Bosnia and Herzegovina	GE-Georgia	MU-Mauritius	SY-Syrian Arab Republic
BW-Botswana	DE-Germany	MX-Mexico	TJ-Tajikistan
BR-Brazil	GH-Ghana	MN-Mongolia	TZ-United Republic of Tanzania
BN-Brunei Darussalam	GT-Guatemala	ME-Montenegro	TH-Thailand
BG-Bulgaria	GY-Guyana	MZ-Mozambique	TL-Timor-Leste
BI-Burundi	HT-Haiti	MM-Myanmar (Burma)	TR-Turkey
KH-Cambodia	HN-Honduras	NA-Namibia	UG-Uganda
CM-Cameroon	IN-India	NL-Netherlands	UA-Ukraine
CF-Central African Republic	ID-Indonesia	NI-Nicaragua	GB-United Kingdom
TD-Chad	IR-Iran	NE-Niger	US-United States of America
CL-Chile	IQ-Iraq	NG-Nigeria	UY-Uruguay
CN-China	IL-Israel	OM-Oman	UZ-Uzbekistan
CO-Columbia	PS-Israeli Occupied Territories	PK-Pakistan	VE-Venezuela
KM-Comoros	IT-Italy	PA-Panama	VN-Vietnam
CD-Democratic Republic of Congo	JM-Jamaica	PE-Peru	YE-Yemen
CG-Republic of Congo	JP-Japan	PH-Philippines	ZM-Zambia
CR-Costa Rica	JO-Jordan	PL-Poland	ZW-Zimbabwe
CI-Côte d'Ivoire	KZ-Kazakhstan	QA-Qatar	
HR-Croatia	KE-Kenya	RE-Réunion	

Use the following codes for countries not listed above:

QS-Other countries in Africa
 QR-Other countries in Asia and Oceania
 QM-Other countries in Central and South America
 QP-Other countries in Europe
 QO-Other countries in the Middle East
 QN-Other countries in North America

Compensation

Schedule 3

1 (a) Enter the number of permanent, full-time, compensated positions in the fiscal period. This number should represent the number of positions the charity had including both managerial positions and others, and should not include independent contractors. Do not enter a dollar amount. 300 44

(b) For the ten (10) highest compensated, permanent, full-time positions enter the number of positions that are within each of the following annual compensation categories. Do not tick the boxes, use numbers.

305 8 \$1 – \$39,999	310 2 \$40,000 – \$79,999	315 \$80,000 – \$119,999
320 \$120,000 – \$159,999	325 \$160,00 – \$199,999	330 \$200,000 – \$249,999
335 \$250,000 – \$299,999	340 \$300,000 – \$349,999	345 \$350,000 and over

2 (a) Enter the number of part-time or part-year (for example, seasonal) employees the charity employed during the fiscal period. 370 32

(b) Total expenditure on compensation for part-time or part-year employees in the fiscal period. 380 \$ 338,632

3 Total expenditure on all compensation in the fiscal period. 390 \$ 711,480

Confidential data

Schedule 4

The information in this schedule is for the CRA's use and may be shared as permitted by law (for example, with certain other government departments and agencies).

1. Information about fundraisers

Enter the name(s) and arm's length status of each external fundraiser.

Name	At arm's length? Yes/No

2. Information about donors not resident in Canada

Complete this schedule to report any gift of any kind valued at \$10,000 or more received from any donor that was not resident in Canada and was not any of the following:

- a Canadian citizen, nor
- employed in Canada, nor
- carrying on business in Canada, nor
- a person having disposed of taxable Canadian property.

Enter the name of each donor and the value of the gift in the chart below. Tick whether the donor was an organization (for example a business, corporate entity, charity, non-profit organization), a government or an individual.

Name	Value	Organization	Government	Individual
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Non cash gifts

Schedule 5

1 Tick all types of non-cash gifts (gifts-in-kind) received for which a tax receipt was issued:

500 <input type="checkbox"/> Artwork/wine/jewellery	525 <input type="checkbox"/> Ecological properties	550 <input type="checkbox"/> Publicly traded securities/commodities/mutual funds
505 <input type="checkbox"/> Building materials	530 <input type="checkbox"/> Life insurance policies	555 <input type="checkbox"/> Books
510 <input type="checkbox"/> Clothing/furniture/food	535 <input type="checkbox"/> Medical equipment/supplies	560 <input type="checkbox"/> Other
515 <input type="checkbox"/> Vehicles	540 <input type="checkbox"/> Privately-held securities	565 Specify: _____
520 <input type="checkbox"/> Cultural properties	545 <input type="checkbox"/> Machinery/equipment/computers/software	

2 Enter the total amount of tax-receipted non-cash gifts. 580 \$

Complete Schedule 6 if any of the following applies:

- a) The charity's revenue exceeds \$100,000.
- b) The amount of all property (for example, investments, rental properties) not used in charitable activities is more than \$25,000.
- c) The charity has permission to accumulate funds during this fiscal period.

Do not complete Section D: Financial Information, if you must complete Schedule 6.

Was the financial information reported below prepared on an accrual or cash basis? 4020 ☒ Accrual ☐ Cash

Statement of financial position

Show all amounts to the nearest single Canadian dollar. Do not enter "see attached financial statements". All relevant fields must be filled out.

Assets:

Cash, bank accounts, and short-term investments	4100	\$	
Amounts receivable from non-arm's length persons	4110	\$	
Amounts receivable from all others	4120	\$	57,049
Investments in non-arm's length persons	4130	\$	
Long-term investments	4140	\$	2,059,210
Inventories	4150	\$	
Land and buildings in Canada	4155	\$	
Other capital assets in Canada	4160	\$	506,561
Capital assets outside Canada	4165	\$	
Accumulated amortization of capital assets	4166	\$	286,671
Other assets	4170	\$	4,364
10 year gifts	4180	\$	
Total assets (add lines 4100 to 4170)	4200	\$	2,340,513

Liabilities:

Accounts payable and accrued liabilities	4300	\$	116,210
Deferred revenue	4310	\$	
Amounts owing to non-arm's length persons	4320	\$	
Other liabilities	4330	\$	1,426,089
Total liabilities (add lines 4300 to 4330)	4350	\$	1,542,299

Amount included in lines 4150, 4155, 4160, 4165 and 4170 not used in charitable activities

4250 \$

Statement of operations

Revenue:

Total eligible amount of all gifts for which the charity issued tax receipts	4500	\$	
Total eligible amount of tax-receipted tuition fees	5610	\$	
Total amount of 10 year gifts received	4505	\$	
Total amount received from other registered charities	4510	\$	
Total other gifts received for which a tax receipt was not issued by the charity (excluding amounts at lines 4575 and 4630)	4530	\$	12,702
Total revenue received from federal government	4540	\$	
Total revenue received from provincial/territorial governments	4550	\$	
Total revenue received from municipal/regional governments	4560	\$	113,202
Total tax-receipted revenue from all sources outside of Canada (government and non-government)	4571	\$	
Total non tax-receipted revenue from all sources outside Canada (government and non-government)	4575	\$	
Total interest and investment income received or earned	4580	\$	90
Gross proceeds from disposition of assets	4590	\$	
Net proceeds from disposition of assets (show a negative amount with brackets)	4600	\$	- 64,148
Gross income received from rental of land and/or buildings	4610	\$	
Total non tax-receipted revenues received for memberships, dues and association fees	4620	\$	
Total non tax-receipted revenue from fundraising	4630	\$	227,130
Total revenue from sale of goods and services (except to any level of government in Canada)	4640	\$	436,612
Other revenue not already included in the amounts above	4650	\$	449,878
Specify type(s) of revenue included in the amount reported at 4650	4655	donation in kind \$74267.50 labour + \$5208 advertising	
Total revenue (add lines 4500, 4510 to 4560, 4575, 4580, and 4600 to 4650)	4700	\$	1,175,466

Expenditures:

Advertising and promotion	4800	\$	3,449
Travel and vehicle expenses	4810	\$	29,917
Interest and bank charges	4820	\$	113,954
Licences, memberships, and dues	4830	\$	310
Office supplies and expenses	4840	\$	7,769
Occupancy costs	4850	\$	138,135
Professional and consulting fees	4860	\$	40,740
Education and training for staff and volunteers	4870	\$	1,342
Total expenditure on all compensation (enter the amount reported at line 390 in Schedule 3, if applicable)	4880	\$	711,480
Fair market value of all donated goods used in charitable activities	4890	\$	79,476
Purchased supplies and assets	4891	\$	14,680
Amortization of capitalized assets	4900	\$	50,818
Research grants and scholarships as part of charitable activities	4910	\$	
All other expenditures not included in the amounts above (excluding gifts to qualified donees)	4920	\$	173,518
Specify type(s) of expenditures included in the amount reported at 4920	4930	hazardous waste recycling & equip operat	
Total expenditures before gifts to qualified donees (add lines 4800 to 4920)	4950	\$	1,365,588

Of the amounts at lines 4950 and 5031 (reported at C5 Political Activities (c)):

a) Total expenditures on charitable activities	5000	\$	1,318,960
b) Total expenditures on management and administration	5010	\$	46,628
c) Total expenditures on fundraising	5020	\$	
d) Total expenditures on political activities, inside or outside Canada, from question C5 (b)	5030	\$	
e) Total other expenditures included in line 4950	5040	\$	
Total amount of gifts made to all qualified donees	5050	\$	
Total expenditures (add lines 4950 and 5050)	5100	\$	1,365,588

Other financial information**Permission to accumulate property:**

Only registered charities that have written permission to accumulate should complete this section.

• Enter the amount accumulated for the fiscal period, including income earned on accumulated funds	5500	\$	
• Enter the amount disbursed for the fiscal period for the specified purpose	5510	\$	

Permission to reduce disbursement quota:

If the charity has received approval to make a reduction to its disbursement quota, enter the amount for the fiscal period

5750 \$

Property not used in charitable activities:

Enter the value of property not used for charitable activities or administration during:

• The 24 months before the beginning of the fiscal period	5900	\$	
• The 24 months before the end of the fiscal period	5910	\$	

A registered charity may pursue political activities only if the activities are non-partisan, related to its charitable purposes, and limited in extent. A political activity is any activity that explicitly communicates to the public that a law, policy or decision of any level of government inside or outside Canada should be retained, opposed, or changed.

- 1** Describe the charity's political activities, including gifts to qualified donees intended for political activities, and explain how these relate to its charitable purposes.

--	--

- 2** Identify the way the charity participated in or carried out political activities during the fiscal period.

		Resources used Tick all the boxes that apply			
		Staff	Volunteers	Financial	Property
Media releases and advertisements	700	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conferences, workshops, speeches, or lectures	701	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Publications (printed or electronic)	702	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rallies, demonstrations, or public meetings	703	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Petitions, boycotts (calls to action)	704	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Letter writing campaign (printed or electronic)	705	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internet (Web site, social media (Twitter, YouTube))	706	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gifts to qualified donees for political activities	707	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify):	708	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Funding from outside of Canada for political activities

- 3** If the charity entered an amount on line 5032, complete the fields below. Enter the political activity that the funds were intended to support, the amount received from each country outside Canada, and the corresponding country code (using the codes provided in Schedule 2.) For more information on how to complete this table, see Guide T4033 (13).

Political activity	Amount	Code



Directors/Trustees and Like Officials Worksheet



You must give us complete information for each director/trustee and like official who, at any time during the fiscal period of this return, was a member and like officials are persons who govern a registered charity. See the reverse for information on filling out this form.

Total number of directors/trustees and like officials:

6

23 2013-03-31 135967792 RR 0001 0944637

Public information										Confidential data														
Last name: SMITH					First name: CARLA					Initial:					Home address - Street number and name: 87 WHITE EAGLE TERRACE									
Term ▶ Start date (Y/M/D): 2 0 1 2 0 4 0 1					End date (Y/M/D): 2 0 1 3 0 3 3 1					City: NANAIMO					Prov/Terr: BC					Postal code: V 9 S 3 C 5				
Position: PRESIDENT					At arm's length with other Directors? <input type="checkbox"/> Yes <input type="checkbox"/> No					Telephone number: 2 5 0 - 7 1 4 - 5 1 4 5					Date of birth (Y/M/D): 1 9 7 2 0 9 1 8									
Last name: MCRAE					First name: GAYLLE					Initial:					Home address - Street number and name: 3570 OAKRIDGE DRIVE									
Term ▶ Start date (Y/M/D): 2 0 1 2 0 4 0 1					End date (Y/M/D): 2 0 1 3 0 3 3 1					City: NANAIMO					Prov/Terr: BC					Postal code: V 9 T 1 M 4				
Position: TREASURER					At arm's length with other Directors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					Telephone number: 2 5 0 - 7 5 8 - 7 5 8 9					Date of birth (Y/M/D): 1 9 4 2 0 4 0 2									
Last name: BECK					First name: EILEEN					Initial:					Home address - Street number and name: 1010 BEAUFORT DRIVE									
Term ▶ Start date (Y/M/D): 2 0 1 2 0 4 0 1					End date (Y/M/D): 2 0 1 3 0 3 3 1					City: NANAIMO					Prov/Terr: BC					Postal code: V 9 S 2 C 8				
Position: DIRECTOR					At arm's length with other Directors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					Telephone number: 2 5 0 - 7 5 5 - 7 3 5 6					Date of birth (Y/M/D): 1 9 4 3 0 5 1 6									
Last name: QUIRT					First name: MONICA					Initial:					Home address - Street number and name: 180 BARTLETT STREET									
Term ▶ Start date (Y/M/D): 2 0 1 2 0 4 0 1					End date (Y/M/D): 2 0 1 3 0 3 3 1					City: NANAIMO					Prov/Terr: BC					Postal code: V 9 S 1 C 2				
Position: DIRECTOR					At arm's length with other Directors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					Telephone number: 2 5 0 - 7 5 4 - 3 6 5 3					Date of birth (Y/M/D): 1 9 5 1 0 2 0 3									
Last name: MURRAY					First name: ROLANDA					Initial:					Home address - Street number and name: 2175 SUN VALLEY DRIVE									
Term ▶ Start date (Y/M/D): 2 0 1 2 0 4 0 1					End date (Y/M/D): 2 0 1 3 0 3 3 1					City: NANAIMO					Prov/Terr: BC					Postal code: V 9 V 6 X 6				
Position: VICE PRESIDENT					At arm's length with other Directors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					Telephone number: 2 5 0 - 7 5 8 - 1 0 0 4					Date of birth (Y/M/D): 1 9 7 2 1 0 2 7									
Last name: KOPAT					First name: MARTINA					Initial:					Home address - Street number and name: 1320 IVY LANE									
Term ▶ Start date (Y/M/D): 2 0 1 2 0 4 0 1					End date (Y/M/D): 2 0 1 3 0 3 3 1					City: NANAIMO					Prov/Terr: BC					Postal code: V 9 T 5 T 2				
Position: DIRECTOR					At arm's length with other Directors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					Telephone number: 2 5 0 - 7 5 6 - 2 8 5 0					Date of birth (Y/M/D): 1 9 7 1 0 1 0 1									
Last name:					First name:					Initial:					Home address - Street number and name:									
Term ▶ Start date (Y/M/D):					End date (Y/M/D):					City:					Prov/Terr:					Postal code:				
Position:					At arm's length with other Directors? <input type="checkbox"/> Yes <input type="checkbox"/> No					Telephone number:					Date of birth (Y/M/D):									
Last name:					First name:					Initial:					Home address - Street number and name:									
Term ▶ Start date (Y/M/D):					End date (Y/M/D):					City:					Prov/Terr:					Postal code:				
Position:					At arm's length with other Directors? <input type="checkbox"/> Yes <input type="checkbox"/> No					Telephone number:					Date of birth (Y/M/D):									
Last name:					First name:					Initial:					Home address - Street number and name:									
Term ▶ Start date (Y/M/D):					End date (Y/M/D):					City:					Prov/Terr:					Postal code:				
Position:					At arm's length with other Directors? <input type="checkbox"/> Yes <input type="checkbox"/> No					Telephone number:					Date of birth (Y/M/D):									

201

NANAIMO RECYCLING EXCHANGE SOCIETY
FINANCIAL STATEMENTS
MARCH 31, 2013

NANAIMO RECYCLING EXCHANGE SOCIETY
INDEX TO THE FINANCIAL STATEMENTS
MARCH 31, 2013

- AUDITOR'S REPORT

STATEMENT 1 - STATEMENT OF OPERATIONS

STATEMENT 2 - STATEMENT OF SURPLUS

STATEMENT 3 - STATEMENT OF FINANCIAL POSITION

STATEMENT 4 - CASH FLOW STATEMENT

- NOTES TO THE FINANCIAL STATEMENTS

Dennis A. Readings Ltd.

CERTIFIED GENERAL ACCOUNTANT

324 Terminal Avenue
Nanaimo, B.C. V9R 5C8
Telephone: 250-754-1852
Fax: 250-754-4775

To: The Directors
Nanaimo Recycling Exchange Society

AUDITOR'S REPORT

I have prepared and audited the Statement of Operations for the fiscal year ended March 31, 2013, Surplus and Balance Sheet at March 31, 2013 and Cash Flows for the year then ended for the **NANAIMO RECYCLING EXCHANGE SOCIETY**. These statements are the responsibility of the society's management as to their fair presentation in accordance with Canadian Accounting Standards for not-for-profit organizations. Management is also responsible for the establishment of such internal controls as are necessary for the presentation of financial statements that are free from material misstatement whether due to error or fraud.

My audit was conducted in accordance with generally accepted auditing standards which require the planning and performance of procedures to obtain assurance that the statements are free of material misstatement. An audit includes examining on a test basis, evidence supporting the amounts and disclosures in the financial statements. This also involves an assessment of the accounting principles used and any significant estimates made by management as well as an evaluation of the complete presentation of the financial statements.

My procedures with regard to the revenues of the society are restricted due to the adequate internal control systems which were not in place until late in the year. As in previous years the lack of effective controls for the full year does not allow me to provide an unqualified opinion as to the validity of the reported revenues. As a result of this limitation I am unable to determine if any adjustments might be required to the reported revenues and to provide an unqualified audit opinion.

In my opinion with the exception for the effects of adjustments which might have been required had I been able to adequately test and verify the revenues referred to in the previous paragraph, these financial statements in all other material respects fairly present the financial position of the **NANAIMO RECYCLING EXCHANGE SOCIETY** as of March 31, 2013, and the result of operations for the fiscal year then ended in accordance with Canadian Accounting Standards for not-for-profit organization.



Dennis A. Readings
Certified General Accountant

September 25, 2013
Nanaimo, B.C.

DR/jw

NANAIMO RECYCLING EXCHANGE SOCIETY
STATEMENT OF OPERATIONS
FOR THE YEAR ENDED MARCH 31, 2013
(with 2012 figures for comparison)

STATEMENT 1

(Page 1 of 2)

	<u>2013</u>	<u>2012</u>
<u>REVENUE:</u> (Note 3)	\$ 1,239,614	\$ 1,375,566
<u>EXPENSES:</u>		
Accounting	\$ 5,303	\$ 6,748
Advertising & Promotion	8,657	9,840
Bank Charges & Interest Expense	4,299	2,866
Bobcat Operating Expenses	20,596	12,118
Bookkeeping	12,071	12,071
Cash Short (Over)	(1,526)	(526)
Conferences & Seminars	1,300	4,143
Consultants	10,821	-
Dues, Subscriptions & Periodicals	310	1,093
Eco Ed Project Costs	8,659	11,412
Equipment & Small Tools Expense	1,505	1,624
Excavator, Forklift & Baler Operating Expenses	18,203	20,515
Freight Expense	15,250	11,983
Hazardous Waste Recycling Costs	72,062	98,180
Insurance & Licences	11,211	13,296
Internet	928	1,112
Legal Fees	12,545	2,724
Loss on Insurance Claim	-	2,134
Maintenance & Repairs	25,160	3,949
Office Supplies & Stationery	7,769	7,180
Operating Supplies	14,680	5,055
Property Taxes	38,275	-
Rent Expense	80,556	56,237
Security Expense	7,586	395
Telephone	3,543	5,801
Training Expense	1,342	-
Travel	6,941	14,776
Utilities	7,248	6,821
Vehicle Operating Expenses	21,296	20,675
Volunteer Appreciation	2,492	3,170
Wages & Employee Benefits (Note 4)	786,033	693,058
	<u>\$ 1,205,115</u>	<u>\$ 1,028,450</u>
EXCESS OF REVENUE OVER EXPENSES (Before Amortization, Financing Charges & Loss Due to Theft)	\$ 34,499	\$ 347,116

NANAIMO RECYCLING EXCHANGE SOCIETY
STATEMENT OF OPERATIONS
FOR THE YEAR ENDED MARCH 31, 2013
(with 2012 figures for comparison)

STATEMENT 1

(Page 2 of 2)

	<u>2013</u>	<u>2012</u>
EXCESS OF REVENUE OVER EXPENSES (Before Amortization, Financing Charges & Loss Due to Theft)	\$ 34,999	\$ 347,116
Amortization of Capital Assets (Note 5)	\$ 50,818	\$ 74,609
Interest on Long Term Debt	109,655	105,518
Loss Due to Theft	-	23,239
Loss on Sale of Equipment (Note 6)	64,148	-
	<u>\$ 224,621</u>	<u>\$ 203,366</u>
 EXCESS (DEFICIT) OF REVENUE OVER EXPENSES	 <u>\$ (190,122)</u>	 <u>\$ 143,750</u>

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

NANAIMO RECYCLING EXCHANGE SOCIETY

STATEMENT OF SURPLUS

MARCH 31, 2013

(with 2012 figures for comparison)

STATEMENT 2

	<u>2013</u>	<u>2012</u>
BALANCE at beginning of year	\$ 988,336	\$ 844,586
EXCESS (DEFICIT) OF REVENUE OVER EXPENSES - Statement 1	<u>(190,122)</u>	<u>143,750</u>
BALANCE at end of year	<u>\$ 798,214</u>	<u>\$ 988,336</u>

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

NANAIMO RECYCLING EXCHANGE SOCIETY**STATEMENT OF FINANCIAL POSITION**

STATEMENT 3

AS AT MARCH 31, 2013

(with 2012 figures for comparison)

ASSETS

	<u>2013</u>	<u>2012</u>
<u>CURRENT ASSETS:</u>		
Cash (Note 7)	\$ -	\$ 123,981
H.S.T. Refundable	3,180	27,567
Accounts Receivable	53,869	65,711
Insurance Claim Receivable	-	3,814
Credit Union Equity Shares	205	203
Prepaid Expenses	4,159	4,276
	<u>\$ 61,413</u>	<u>\$ 225,552</u>
<u>INVESTMENT IN SUBSIDIARY COMPANY</u> (Note 8)	\$ 2,059,210	\$ 2,022,038
<u>PROPERTY & EQUIPMENT:</u> (Note 5)	<u>\$ 219,890</u>	<u>\$ 489,384</u>
	<u>\$ 2,340,513</u>	<u>\$ 2,736,974</u>

LIABILITIES & SURPLUS**CURRENT LIABILITIES:**

Excess of Cheques over Funds on Deposit (Note 7)	\$ 1,254	\$ -
Wages & Employee Withholdings Payable	12,649	11,790
WCB Payable	1,402	1,191
Refundable Deposits (Note 9)	-	9,000
Accounts Payable & Accrued Liabilities	55,668	38,586
Current Portion of Long Term Debt	45,237	103,343
	<u>\$ 116,210</u>	<u>\$ 163,910</u>
<u>LONG-TERM DEBT</u> (Note 10)	\$ 1,426,089	\$ 1,584,728
<u>SURPLUS</u> - Statement 2	<u>\$ 798,214</u>	<u>\$ 988,336</u>
	<u>\$ 2,340,513</u>	<u>\$ 2,736,974</u>

Approved by the Directors:

Carla Smith
Director

Jan Hastings
Director

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

NANAIMO RECYCLING EXCHANGE SOCIETY**CASH FLOW STATEMENT****STATEMENT 4****FOR THE YEAR ENDED MARCH 31, 2013****(with 2012 figures for comparison)**

	<u>2013</u>	<u>2012</u>
<u>OPERATING ACTIVITIES:</u>		
Excess (Deficit) of Revenue over Expenses -Statement 1	\$ (190,122)	\$ 143,750
Less Non-Cash Revenue & Expenses		
Amortization of Capital Assets	50,818	74,609
Loss on Sale of Equipment	<u>64,148</u>	<u>-</u>
	\$ (75,156)	\$ 218,359
Other Operating Activities		
Increase (Decrease) in cash		
G.S.T. Refundable/Payable	24,387	(8,040)
Accounts Receivable	11,842	(8,994)
Insurance Claim Refundable	3,814	(3,814)
Credit Union Equity Shares	(2)	(2)
Prepaid Expenses	117	2,449
Wages & Employee Withholdings Payable	859	(15,724)
WCB Payable	211	(20)
Refundable Deposits	(9,000)	9,000
Accounts Payable & Accrued Liabilities	<u>17,082</u>	<u>7,585</u>
Increase in Cash from all Operating Activities	\$ (25,846)	\$ 200,799
<u>FINANCING ACTIVITIES:</u>		
Repayment of Long Term Debt	\$ (216,745)	\$ (88,783)
<u>INVESTING ACTIVITIES:</u>		
Process on Sale of Equipment	\$ 160,500	\$ -
Purchase of Capital Assets	(5,972)	(12,879)
Investment in Subsidiary Company	<u>(37,172)</u>	<u>(63,744)</u>
Increase (Decrease) in Cash from all Investing Activities	\$ 117,356	\$ (76,623)
NET INCREASE (DECREASE) IN CASH	\$ (125,235)	\$ 35,393
CASH ON HAND - at beginning of year	<u>123,981</u>	<u>88,588</u>
CASH ON HAND (DEFICIT) - at end of year	<u>\$ (1,254)</u>	<u>\$ 123,981</u>

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

NANAIMO RECYCLING EXCHANGE SOCIETY
NOTES TO THE FINANCIAL STATEMENTS

MARCH 31, 2013
(with 2012 figures for comparison)

(Page 1 of 5)

NOTE 1

PURPOSE OF THE SOCIETY

The Nanaimo Recycling Exchange is a registered charity and a non-profit society organized for the purpose of raising community awareness of the environmental goals "Reduce, Reuse and Recycle" (The 3 Rs)

NOTE 2

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The society prepares financial statements in accordance with Canadian Standards for not-for-profit organizations (ASNPO).

- Capital assets (property & equipment) are recorded at delivered cost or at fair market value for donated assets with amortization recorded on a straight-line basis over the estimated useful life of the assets.
- Land and buildings are owned by "Windhover Enterprises Ltd." a wholly owned subsidiary of the society which was acquired in 2006 by way of a share purchase agreement. The society's operations were moved to the new location at that time under the terms of a 99 year lease at \$1.00 per year plus GST/HST on the fair market value of the lease. The lease expires on November 30, 2115.
- Revenues from sales and service fees are recorded on a accrual basis with the donations and grants recorded at the time of receipt. The donation of goods and services as well as volunteer labour are recorded as both a revenue and expense at fair market value.
- In preparing financial statements according to ASNPO the society may make estimates with regard to the realizable value of products shipped at the end of the fiscal year which cannot be precisely determined until a later date. The variances are considered immaterial with regard to the preparation of the financial statements.

NANAIMO RECYCLING EXCHANGE SOCIETY
NOTES TO THE FINANCIAL STATEMENTS

MARCH 31, 2013
(with 2012 figures for comparison)

(Page 2 of 5)

NOTE 3

REVENUE

(See qualification clause in Auditors Report)

	<u>2013</u>	<u>2012</u>
BINGO & GAMING REVENUE	\$ -	\$ 39,667
SERVICE FEES	470,628	475,528
<u>SALES & OTHER INCOME:</u>		
Sales - Exchange Market	227,130	227,372
Sales - Metal	130,730	133,124
Sales - Recyclables	261,001	325,625
Sales - Returnables	44,882	44,628
Interest Earned	90	37
Freight Costs Recovered	4,361	-
Wages Recovered	7,814	6,196
Miscellaneous	801	1,731
<u>DONATIONS:</u>		
Cash	12,702	16,225
In-Kind*	5,208	5,208
Volunteer Labour*	<u>74,267</u>	<u>100,225</u>
TOTAL REVENUE	<u>\$ 1,239,614</u>	<u>\$ 1,375,566</u>

* Donations In-Kind & Volunteer Labour is included as both a revenue and expense. (The labour is included in "Wages & Employee Benefits")

NOTE 4

WAGES & BENEFITS

	<u>2013</u>	<u>2012</u>
Volunteer Labour (included in Revenue)	\$ 74,267	\$ 100,225
Wages, Salaries & Benefits	711,481	591,354
Contract Labour	<u>285</u>	<u>1,479</u>
	<u>\$ 786,033</u>	<u>\$ 693,058</u>

NANAIMO RECYCLING EXCHANGE SOCIETY
NOTES TO THE FINANCIAL STATEMENTS

MARCH 31, 2013

(with 2012 figures for comparison)

(Page 3 of 5)

NOTE 5

PROPERTY & EQUIPMENT

Property & Equipment are recorded at cost and are amortized on a straight-line basis over the estimated useful life of the assets

Estimated Useful Life

Office Furniture & Equipment	5 Yrs
Computers	3 Yrs
Equipment	10 Yrs
Vehicles	10 Yrs
Office Trailers	10 Yrs

<u>ASSET</u>	<u>COST</u>		<u>ACCUMULATED AMORTIZATION</u>		<u>BOOK VALUE</u>	
	<u>2013</u>	<u>2012</u>	<u>2013</u>	<u>2012</u>	<u>2013</u>	<u>2012</u>
Office Furniture & Equip	\$ 10,176	\$ 9,854	\$ 2,384	\$ 5,084	\$ 7,792	\$ 4,770
Computers	6,844	12,677	3,237	6,910	3,607	5,767
Equipment	247,042	247,793	136,980	113,338	110,062	134,455
Vehicles	236,688	486,270	142,421	146,622	94,267	339,648
Office Trailers	5,811	5,811	1,649	1,067	4,162	4,744
	<u>\$ 506,561</u>	<u>\$ 762,405</u>	<u>\$ 286,671</u>	<u>\$ 273,021</u>	<u>\$ 219,890</u>	<u>\$ 489,384</u>

NOTE 6

GAIN (LOSS) ON SALE OF EQUIPMENT

Proceeds on Sale of 2006 Mack Truck		\$ 160,500
Cost by way of Capital Lease	\$ 249,582	
Less Accumulated Amortization	<u>(24,934)</u>	<u>224,648</u>
Gain (Loss)		<u>\$ (64,148)</u>

NANAIMO RECYCLING EXCHANGE SOCIETY
NOTES TO THE FINANCIAL STATEMENTS

MARCH 31, 2013

(with 2012 figures for comparison)

(Page 4 of 5)

NOTE 7

CASH

	<u>2013</u>	<u>2012</u>
Cash and Bank Deposits consist of:		
Cash on Hand	\$ 9,902	\$ 2,607
Operating Cash Floats	529	785
General Accounts (Deficit)	(13,163)	88,677
Bingo/Gaming Accounts	947	31,382
Land Purchase Account	<u>531</u>	<u>530</u>
	<u>\$ (1,254)</u>	<u>\$ 123,981</u>

NOTE 8

INVESTMENT IN SUBSIDIARY COMPANY

	<u>2013</u>	<u>2012</u>
100 Common Shares of Windhover Enterprises Ltd. Purchased April 28, 2006	\$ 603,650	\$ 603,650
Advances to and expenses paid on behalf of Windhover Enterprises Ltd (Land Purchase & Site Improvements)	<u>1,455,560</u>	<u>1,418,388</u>
	<u>\$ 2,059,210</u>	<u>\$ 2,022,038</u>

NOTE 9

REFUNDABLE DEPOSITS -2012

Advances received on programs not in process as at March 31, 2012	<u>\$ 9,000</u>
---	-----------------

NANAIMO RECYCLING EXCHANGE SOCIETY
NOTES TO THE FINANCIAL STATEMENTS

MARCH 31, 2013
(with 2012 figures for comparison)

(Page 5 of 5)

NOTE 10

LONG TERM DEBTS

	<u>2013</u>	<u>2012</u>
Valiant Financial Services Inc- Capital secured by 2007 Hyundai Forklift - (Repayable @ 66 pmts of \$450 per month plus GST & PST and 1 pmt of \$8,330 plus GST & PST.)	\$ 13,476	\$ 18,438
Canadian Western Bank - Demand non-revolving loan secured by 2007 Komatsu PC78US-6 Excavator (repayable at \$1,163.64 p.m. including interest)	3,637	17,511
Travelers Financial Corp- Capital Lease secured by 2006 Mack Truck & Attachments (Repayable @ 52 pmts of \$4,451.41 plus HST and 1 pmt of \$20,800 plus HST)	-	175,013
Canadian Business Development Bank - Demand non-revolving loan secured by a demand mortgage on property located at 2491 Kenworth Road and a General Security Agreement on all existing and acquired property.	1,454,213 \$ 1,471,326	1,477,109 \$ 1,688,071
Less Principal Payments due within 1 year (current portion)	45,237	103,343
	<u>\$ 1,426,089</u>	<u>\$ 1,548,728</u>

BUDGET

Nanaimo Recycling Exchange

Projected Revenues & Expenses
for the year ending March 31, 2014.

	<u>General Fund</u>
Revenues	
<u>Gaming</u>	
Community Gaming Grant	-
<u>Service Fees</u>	
City Programs	51,600.00
Drop Off Fees	26,000.00
Household Hazardous Waste Collection – Other	32,000.00
Other Service Fees – Toilets	9,000.00
Other Service Fees – Styrofoam	8,000.00
Other Service Fees - Paint and Product Care	57,000.00
Other Service Fees	250,000.00
Regional District of Nanaimo - Project # 14 (Education)	20,000.00
Regional District of Nanaimo - Water Smart	8,000.00
Education Workshops	4,000.00
User Survey	1,000.00
<u>Sales & Other Income</u>	
Miscellaneous Revenue	700.00
Miscellaneous Revenue - Freight Cost Recovery	4,000.00
Sales – Metals	130,000.00
Sales – Recyclables	260,000.00
Sales – Returnables	45,000.00
Sales - Reusables (Market)	227,000.00
Wages Recovered	8,000.00
Interest Earned	100.00
<u>Donations</u>	
Donations - Air Serv	4,000.00
Donations – Cash	3,000.00
Donations – Fundraising	50.00
Donations in Kind	5,000.00
Volunteer Labour	162,500.00
Total	<u>\$ 1,315,950.00</u>
 Expenses	
Accounting	5,000.00
Advertising	3,000.00

Advertising - Donations in Kind	5,000.00
Business Promotions	600.00
Bad Debts	400.00
Bank Charges	4,500.00
Bookkeeping	12,000.00
Cash Short/Over	(1,800.00)
Conferences & Seminars	1,300.00
Dues & Subscriptions	210.00
Education Project Costs	150.00
Equipment & Small Tools	300.00
Equipment Rental	1,200.00
Freight Expense	15,000.00
Yard Equipment/Vehicle Expenses	35,500.00
Hazardous Waste Recycling	54,000.00
Insurance	14,000.00
Insurance – Vehicle	1,700.00
Internet	950.00
Maintenance & Repairs - Third Party Damage	10,500.00
Consultants	4,000.00
Legal Fees	16,000.00
Licences & Permits	100.00
Office Supplies	3,600.00
Office Equipment Lease	700.00
Postage	400.00
Miscellaneous/Other Expenses	250.00
Operating Supplies	10,000.00
Operating Supplies - Safety Equipment	4,500.00
Property Taxes	19,000.00
Rent	80,600.00
Telephone	3,500.00
Training	1,300.00
Travel/Personal Benefits	5,000.00
Utilities	7,500.00
Security	1,100.00
Vehicle Operating Expense	22,000.00
Board Meeting Expense	400.00
Staff Appreciation	1,500.00
Volunteer Appreciation	1,300.00
Wages & Benefits	634,000.00
WCB Expense	5,700.00
Payroll Processing Fees	3,000.00
Volunteer Labour	162,500.00
Amortization of Property & Equipment	50,000.00

Equipment Lease	750.00
Interest on Long-Term Loan	<u>96,000.00</u>
Total	<u>\$ 1,298,210.00</u>
Excess of Revenue Over Expenses	<u>\$ 17,740.00</u>

BUDGET

Nanaimo Recycling Exchange

Projected Revenues & Expenses for the year ending March 31, 2015.

	<u>General Fund</u>
Revenues	
<u>Gaming</u>	
Community Gaming Grant	-
<u>Service Fees</u>	
City Programs	51,600.00
Drop Off Fees	26,000.00
Household Hazardous Waste Collection - Other	32,000.00
Other Service Fees - Toilets	9,000.00
Other Service Fees - Styrofoam	8,000.00
Other Service Fees - Paint and Product Care	57,000.00
Other Service Fees - Yard and Wood Waste	250,000.00
Regional District of Nanaimo - Project # 14 (Education)	30,000.00
Regional District of Nanaimo - Water Smart	8,000.00
Education Workshops	4,000.00
User Survey	1,000.00
<u>Sales & Other Income</u>	
Miscellaneous Revenue	700.00
Miscellaneous Revenue - Freight Cost Recovery	4,000.00
Sales - Metals	130,000.00
Sales - Recyclables	260,000.00
Sales - Returnables	45,000.00
Sales - Reusables (Market)	227,000.00
Wages Recovered	8,000.00
Interest Earned	100.00
<u>Donations</u>	
Donations - Air Serv (Mid Island Co-op Dividends)	4,000.00
Donations - Cash	3,000.00
Donations - Fundraising	50.00
Donations in Kind	5,000.00
Volunteer Labour	162,500.00
Total	<u>\$ 1,325,950.00</u>
Expenses	
Accounting	5,000.00
Advertising	3,000.00
Advertising - Donations in Kind	5,000.00

Business Promotions	600.00
Bad Debts	400.00
Bank Charges	4,500.00
Bookkeeping	12,000.00
Cash Short/Over	-
Conferences & Seminars	1,300.00
Dues & Subscriptions	210.00
Education Project Costs	150.00
Equipment & Small Tools	300.00
Equipment Rental	1,200.00
Freight Expense	15,000.00
Yard Equipment/Vehicle Expenses	35,500.00
Hazardous Waste Recycling	54,000.00
Insurance	14,000.00
Insurance - Vehicle	1,700.00
Internet	950.00
Maintenance & Repairs - Third Party Damage	10,500.00
Consultants	4,000.00
Legal Fees	16,000.00
Licences & Permits	100.00
Office Supplies	3,600.00
Office Equipment Lease	-
Postage	400.00
Miscellaneous/Other Expenses	250.00
Operating Supplies	10,000.00
Operating Supplies - Safety Equipment	4,500.00
Property Taxes	19,000.00
Rent	80,600.00
Telephone	3,500.00
Training	1,300.00
Travel/Personal Benefits	5,000.00
Utilities	7,500.00
Security	1,100.00
Vehicle Operating Expense	22,000.00
Board Meeting Expense	400.00
Staff Appreciation	1,500.00
Volunteer Appreciation	1,300.00
Wages & Benefits	640,000.00
WCB Expense	5,700.00
Payroll Processing Fees	3,000.00
Volunteer Labour	162,500.00
Amortization of Property & Equipment	50,000.00
Equipment Lease	750.00

Interest on Long-Term Loan		96,000.00
Total	\$	1,305,310.00
Excess of Revenue Over Expenses	\$	20,640.00

**CITY OF NANAIMO
EVALUATION
PERMISSIVE TAX EXEMPTION
THREE YEAR REVIEW**

Name of Organization: United Way Central and Northern Vancouver Island

Grant No. RPTE-35

Criteria:	Meets Criteria:		Statement of Purpose:
	Yes	No	
➤ the property qualifies for a PTE as a Church, Public Hospital, Community Care Facility, Private School, or other charitable, recreation, philanthropic or non-profit purposes;			All buildings and properties that receive a PTE must be reviewed every three years to ensure that they continue to meet the specific criteria set out in their applicable category.
➤ services provide benefits and be accessible to residents of the City of Nanaimo;			
➤ exemptions are not given to services that are otherwise provided on a private, for profit basis; and,			
➤ must adhere to all of the City of Nanaimo's bylaws and policies.			
Amount Requested:	\$		Amount Recommended:
Grant Awarded:	Yes	No	
			\$

Discussion:

Notes:



CITY OF NANAIMO APPLICATION FOR PERMISSIVE TAX EXEMPTION RENEWAL

Office Use

RPT-35

ORGANIZATION: United Way Central and Northern Vancouver Island		DATE: November 29, 2013	
ADDRESS: #9-327 Prideaux St. Nanaimo, BC V9R 2N4		PRESIDENT: Don Bonner	
		SENIOR STAFF MEMBER: Signy Madden	
		POSITION: Executive Director	
		CONTACT: Same	
TELEPHONE: 250-729-7400		TELEPHONE: after Dec 16, 2013 250-591-8731	
OVERVIEW OF YOUR ORGANIZATION'S PROGRAMS AND SERVICES OFFERED IN THE COMMUNITY: - Raise funds and grant to 52 agencies delivering 60 programs - Manage Homelessness Partnering Strategy funds to help end homelessness - Manage success by six early childhood education programs - Strengthen the not-profit sector with training			
GEOGRAPHIC AREA SERVED BY THE ORGANIZATION: Ladysmith north and out to West coast of Island Central Nanaimo, Campbell River, Comox Valley			
NO. OF FULL TIME STAFF: 5		NO. OF PART TIME STAFF: 2	
NO. OF COMMUNITY VOLUNTEERS: 300 plus		NO. OF VOLUNTEER HOURS PER YEAR: 1,000's	
NO. OF MEMBERS: 60		MEMBERSHIP FEE: 20	
CLIENTS SERVED, LAST YEAR: 20,000		CLIENTS SERVED, THIS YEAR (PROJECTED): 20,000	
B.C. SOCIETY ACT REG. NO.: 5-0005458		REVENUE CANADA CHARITABLE REG. NO.: 119260537 RR001	
CURRENT BUDGET: \$1,923,800		Lot 9, Plan V152989, Section 1	
INCOME: 1,923,800		LEGAL DESCRIPTION OF PROPERTY: District Lot 32 PID 018-547-311	
EXPENSES: 1,923,800		TAX FOLIO NUMBER: 01054.209	
NEXT YEAR PROJECTED: 1,891,816			
INCOME: 1,891,816		CURRENT YEAR TAXES (IF KNOWN): \$1,338.17	
EXPENSES: 1,891,816			
SIGNATURE: Signy Madden		TITLE/POSITION: Executive Director	
		DATE: Nov 29, 2013	

NOTE: YOUR ORGANIZATION'S MOST RECENT AUDITED FINANCIAL STATEMENTS AND CURRENT FINANCIAL STATEMENTS MUST BE ATTACHED TO THE APPLICATION FORM (INCLUDING A BALANCE SHEET AND INCOME STATEMENT).

CITY OF NANAIMO GRANT QUESTIONNAIRE

1. Please describe the work of your organization in this community.

UWCNVI improves lives and builds community by engaging individuals and mobilizing collective action. Since 1958, UWCNVI has helped strengthen the Central Island area. Because of the generosity of donors and volunteers, UWCNVI is able **to fund 60 programs for 20,000 children, youth and seniors** in Central Island, the Comox Valley and Campbell River this coming year. UWCNVI also **manages the Success by Six early childhood development programs** throughout the Central and Northern Island and plays a part in **working to reduce homelessness** by being the Community Entity for Nanaimo's Homelessness Strategy. United Way's **Better at Home program** to help keep seniors living at home will begin in Nanaimo, Parksville, Port Hardy, Comox Valley and Port Alberni in 2013 and 2014. United Way builds up the strength of the charitable sector by organizing 10 training courses each year for non-profits and organizing **Days of Caring** matching workplace volunteers with non-profits needing help.

2. What are your organization's specific priorities for the coming year?

- Increase funds raised. We had requests for \$1 million more than we could fund this year.
- Drive a community consultation process in Central Island to determine a multi-year strategy for early childhood education and development in particular to guide the investment of Success by 6 and United Way grants in this area
- Participate with the City of Nanaimo and other service providers and Service Canada to issue a Community Profile on homelessness – what has been accomplished over the last number of years. Chair the Community Advisory Board on Homelessness and work with the City and service providers to develop a community plan to address homelessness for 2014 forward – a multi-year plan.
- Work with the City of Nanaimo and the Nanaimo Foundation on researching and issuing a report on social conditions in Nanaimo.
- Take what we have learned in Nanaimo around homelessness and assist in Comox Valley and other communities UWCNVI serves.
- Provide training to charities on how to measure the effectiveness of their programs. Collect information from our 60 funded agencies to determine how to invest in 2015 onward.

3. How does your organization ensure that its services address continuing and emerging community needs?

UWCNVI conducts or participates in community consultations on various key social issues and formulates strategies to work in partnership and fund initiatives based on that consultation/research.

UWCNVI grants are decided by 25 volunteers who sit on our Impact Councils. These volunteers are from various ministries, the RCMP, service agencies not funded by us, as well as other experts on social issues we are working to address.

4. Please describe the role of volunteers in your organization.

Volunteers fill various important roles in our organization:

- Our Board of Directors – governance and financial management
- Three Impact Councils – they provide expertise and decide on funding recommendations
- Three campaign cabinets – participate in fundraising efforts
- Administrative volunteers – come in weekly to help with administrative tasks
- Campaign volunteers in the workplace – we have hundreds of volunteers who organize events and other initiatives to raise funds through the fall campaign
- Volunteers run our Starlight Film festival for teens
- Volunteers work at our three Campaign Kickoff events

5. Please list grants applied for/received from other governments or service clubs.

UWCNVI received a grant from the Vancouver Island Children's Health Foundation to fund a perinatal program with midwives in Comox Valley. This is a program we piloted in 2012 and the Foundation is funding in 2013/2014.

UWCNVI is the Community Entity for the Homelessness Partnering Strategy with Service Canada. We receive and manage funds and oversee the work of six projects that help the homeless.

UWCNVI receives funding annually from the Success by 6 program managed by United Way Lower Mainland. We in turn work with 10 community tables through the region to determine what programs should be funded. We then fund those programs and co-ordinators who manage those initiatives.

6. Please provide details of fees for service in your organization, and how costs and fees are determined.

We do not provide direct services or charge fees.

7. If your organization is a branch of a larger organization, please indicate how this affects the financial and other information you have provided.

UWCNVI is a member of the national United Way movement through United Way Canada Centraide. We pay fees each year to belong and in return tap into research, tools and expertise from over 100 United Ways across the country. We are a stand-alone charity with our own CRA and Society Act numbers.

8. Please describe your policy and treatment of: capital, reserve or special purpose

funds, and year-end surpluses or deficits.

We have some reserves and have policies to manage those funds. We are gradually moving our funding cycle over the next two years so that we raise funds first before we commit to funding member agencies. This will ensure that we do not have deficits in the future.

9. Please describe current or planned approaches to self-generated income.

Most of our revenue is self-generated from fundraising and we will continue in that manner.

10. What will the effect be if you do not receive a Grant in Aid from the City of Nanaimo?

We will have to cut how much we fund programs for direct services delivered in the community.

11. Does your organization require funding to cover the current year's taxes? If so, what amount?

We are requesting an exemption for the office suite we purchased at 327 Prideaux Street, unit 9. The taxes in 2012 were \$1,338.17 for this office.

G:\Administration\Committees\Grants Advisory Committee\Grants Application Forms\Applications, Instructions, Info\PERMISSIVE TAX EXEMPTION APPLICATION.doc



**BRITISH
COLUMBIA**
The Best Place on Earth

Ministry
of Finance
BC Registry Services

Mailing Address:
PO Box 9431 Stn Prov Govt
Victoria BC V8W 9V3
Location:
2nd Floor – 940 Blanshard Street
Victoria BC
www.fin.gov.bc.ca/registries

SOCIETY
ANNUAL REPORT
FORM 11 Section 68
Society Act

Filing Fee: \$25.00

Telephone: 250 356-8609

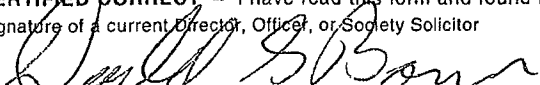
IMPORTANT: Please read instructions on reverse before completing this form.

Page 1 of 2

A NAME OF SOCIETY	B ADDRESS OF SOCIETY – MUST BE A PHYSICAL ADDRESS	C CERTIFICATE OF INCORPORATION NUMBER
United Way Central & Northern Vancouver Island 3156 Barons RD Nanaimo BC V9T 4B5		S-0005458 <small>OFFICE USE ONLY – DO NOT WRITE IN THIS AREA</small>
D ANNUAL GENERAL MEETING DATE This report contains information about the society as at the close of the annual general meeting held on		YYYY / MM / DD 2012/06/21

E DIRECTORS

LAST NAME	FIRST NAME & INITIALS (IF ANY)	RESIDENTIAL ADDRESS (MUST BE A PHYSICAL ADDRESS)	POSTAL CODE
Anderson	William	2530 Holyrood Dr. Nanaimo, BC	V9S 4K9
Bergeron	Bonnie	3015 Glenora Rd. Duncan, BC	V9L 6R7
Bonner	Don	2103 Duggan Rd. Nanaimo, BC	V9S 5N9
Curley	Nancy	6257 Waterbury Rd. Nanaimo, BC	V9V 1L5
Fitter	Neil	6268 Olympia Way Nanaimo, BC	V9V 1C2
Forsyth	James	1900 Treeland Rd. Campbell River, BC	V9W 4E8
Healey	Laura	360 Summit Drive, Nanaimo, BC	V9T 5R2
LeBaron	Elizabeth	455 Lakewoods Place Nanaimo, BC	V9X 1E7

F CERTIFIED CORRECT – I have read this form and found it to be correct. Signature of a current Director, Officer, or Society Solicitor X 	DATE SIGNED YYYY / MM / DD
--	-------------------------------

FIN 731/B WEB Rev. 2007 / 11 / 20



BRITISH COLUMBIA
The Best Place on Earth

Ministry
of Finance
BC Registry Services

Mailing Address:
PO Box 9431 Stn Prov Govt
Victoria BC V8W 9V3
Location:
2nd Floor – 940 Blanshard Street
Victoria BC
www.fin.gov.bc.ca/registries

SOCIETY
ANNUAL REPORT
FORM 11 Section 68
Society Act
Filing Fee: \$25.00

Telephone: 250 356-8609

IMPORTANT: Please read instructions on reverse before completing this form.

Page 2 of 2

A NAME OF SOCIETY		B ADDRESS OF SOCIETY – MUST BE A PHYSICAL ADDRESS		C CERTIFICATE OF INCORPORATION NUMBER	
United Way Central & Northern Vancouver Island		3156 Barons RD Nanaimo, BC V9T 4B5		S-0005458	
OFFICE USE ONLY – DO NOT WRITE IN THIS AREA					
D ANNUAL GENERAL MEETING DATE					
This report contains information about the society as at the close of the annual general meeting held on				YYYY / MM / DD 2012/06/21	
E DIRECTORS					
LAST NAME	FIRST NAME & INITIALS (IF ANY)	RESIDENTIAL ADDRESS (MUST BE A PHYSICAL ADDRESS)		POSTAL CODE	
Little	John	2039 Bay Street Nanaimo, BC		V9T 4V6	
Jon Steininger	Jon	424 Hambrook Street PO Box 297 Ladysmith, BC		V9G 1A2	
Winter	Len	1555 Arbutus Lane NanOOSE Bay, BC		V9P 9B5	
F CERTIFIED CORRECT – I have read this form and found it to be correct.				DATE SIGNED	
Signature of a current Director, Officer, or Society Solicitor				YYYY / MM / DD	
X					

FIN 731/B WEB Rev. 2007 / 11 / 20



BC Registry
Services

REMINDER

Society Annual Report (Form 11)

Annual Report Fee: \$25.00

Change of Address: Additional \$15.00

2012 Annual Report

1. The information below is what we have on file. See last page for completion instructions.

UNITED WAY CENTRAL AND NORTHERN VANCOUVER
ISLAND
3156 BARONS ROAD
NANAIMO BC V9T 4B5

APPROVED BY	<u>CLK</u>
DATE	<u>31/07/12</u>
ACCT #	

OFFICE USE ONLY

ONLINE FILING AVAILABLE at www.bcregistryservices.gov.bc.ca
See the last page for details.

2. Incorporation Number: **S-0005458**
Business Number: **119260537BC0001**

Access Code: 125235895

3. The date your 2012 Annual General Meeting was held is (YYYY/MM/DD): _____

(If no Annual General Meeting was held, please write "NO MEETING HELD" in the date field above.)

4. The society's registered address in B.C. is (Must be a physical location; Post Office box only is not acceptable.)

3156 BARONS ROAD
NANAIMO BC V9T 4B5

If your registered address has changed, make changes here.

5. The society's directors on file are listed below. Please make updates/changes below.
(Addresses must be physical locations; Post Office box only is not acceptable.)

NOTE

One director must be a
B.C. resident.

Draw line through name if director has ceased.

If directors have been added or director information has changed,
make changes here.

Last name:

AMBLER

First name (include initials):

JON

Address (include postal code):

1981 BIRKSHIRE BLVD.
COURTENAY BC V9N 3R3

APPROVED BY	
DATE	
ACCT #	



Last name: ANDERSON

First name (include initials): WILLIAM

Address (include postal code):

2530 HOLYROOD DRIVE
NANAIMO BC V9S 4K9

Last name: BONNER

First name (include initials): DON

Address (include postal code):

2103 DUGGAN RD
NANAIMO BC V9S 5N9

Last name: CURLEY

First name (include initials): NANCY

Address (include postal code):

6257 WATERBURY ROAD
NANAIMO BC V9V 1L5

Last name: ENNIS

First name (include initials): JEAN

Address (include postal code):

1430 VALLEYVIEW DRIVE
COURTENAY BC V9N 8T3

Last name: FITTER

First name (include initials): NEIL

Address (include postal code):

6268 OLYMPIA WAY
NANAIMO BC V9V 1C2

Last name: FORSYTH

First name (include initials): JAMES

Address (include postal code):

1900 TREELAND RD
CAMPBELL RIVER BC V9W 4E8

Last name: LITTLE

First name (include initials): JOHN

Address (include postal code):

2039 BAY ST
NANAIMO BC V9T 4V6

Last name: STEININGER

First name (include initials): JON

Address (include postal code):

424 HAMBROOK STREET
PO BOX 297
LADYSMITH BC V9V 1C2

Last name:

WEIR

First name (include initials): STEPHANIE

Address (include postal code):

328-330 DOGWOOD
PARKSVILLE BC V9P 1P8

6. Please provide an email address that we may use for future communications.

info@uwccnvl.ca

7. Sign and certify this form.

I certify that this information is accurate and complete.

Signature: _____

NOTE

This must be signed by a
current director, officer or
solicitor.

8. Return form and fee to BC Registry Services.

Mailing Address:

PO Box 9431 Stn Prov Govt
Victoria BC
V8W 9V3

Physical Address:

2nd floor, 940 Blanshard Street
Victoria BC
V8W 3E6

NOTE

Annual Report filing fee is
\$25.00.

If you updated your
registered address, add
\$15.00 for a total fee of
\$40.00.

Questions?

Call 250 356-8609, or 604 775-1042 from Greater Vancouver area.

Please make your cheque payable to **Minister of Finance** and write your Incorporation Number on the cheque.

United Way Central and Northern Vancouver Island
Financial Statements
March 31, 2013

United Way Central and Northern Vancouver Island

Contents

For the fifteen months ended March 31, 2013

Page

Management's Responsibility

Independent Auditors' Report

Financial Statements

Statement of Financial Position..... 1

Statement of Operations..... 2

Statement of Changes in Net Assets..... 3

Statement of Cash Flows..... 4

Notes to the Financial Statements..... 5

Schedules

Schedule 1 - Schedule of Trust Fund Receipts and Expenditures..... 11

Schedule 2 - Schedule of Administrative Expenses..... 12

Schedule 3 - Schedule of Fundraising Expenses and UWCNVI Programs 13

Management's Responsibility

To the Members of United Way Central and Northern Vancouver Island:

Management is responsible for the preparation and presentation of the accompanying financial statements, including responsibility for significant accounting judgments and estimates in accordance with Canadian accounting standards for not-for-profit organizations. This responsibility includes selecting appropriate accounting principles and methods, and making decisions affecting the measurement of transactions in which objective judgment is required.

In discharging its responsibilities for the integrity and fairness of the financial statements, management designs and maintains the necessary accounting systems and related internal controls to provide reasonable assurance that transactions are authorized, assets are safeguarded and financial records are properly maintained to provide reliable information for the preparation of financial statements.

The Board of Directors is composed entirely of Directors who are neither management nor employees of the Society. The Board is responsible for overseeing management in the performance of its financial reporting responsibilities, and for approving the financial information included in the annual report. The Board fulfils these responsibilities by reviewing the financial information prepared by management and discussing relevant matters with management and external auditors. The Board is also responsible for recommending the appointment of the Society's external auditors.

MNP LLP is appointed by the members to audit the financial statements and report directly to them; their report follows. The external auditors have full and free access to, and meet periodically with, both the Board and management to discuss their audit findings.

October 3, 2013



Executive Director

Independent Auditors' Report

To the Members of United Way Central and Northern Vancouver Island:

We have audited the accompanying financial statements of United Way Central and Northern Vancouver Island, which comprise the statement of financial position as at March 31, 2013, December 31, 2011 and January 1, 2011 and the statements of operations, changes in net assets and cash flows for the fifteen months ended March 31, 2013 and the year ended December 31, 2011, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audits to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements 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 entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statement.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

Basis for Qualified Opinion

The change in accounting policy related to allocations to member agencies described in Note 3 should have been accounted for with retroactive effect. If it had been accounted for retrospectively, accounts payable and unrestricted net assets as at December 31, 2011 would have decreased by \$139,470 and allocations and designated donations expense for the year ended December 31, 2011 would also have decreased by \$139,470 and allocations and designated donation expense for the fifteen months ended March 31, 2013 would have increased by \$139,470.

In common with many charitable organizations, the Society derives revenue from donations, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, our verification of donation revenue, pledges receivable and deferred designated campaign revenue was limited to the amounts in the records and we were not able to determine whether adjustments might be necessary to donation revenue, pledges receivable, deferred designated campaign revenue and deficiency of revenue over expenses, assets, liabilities and net assets.

Qualified Opinion

In our opinion, except for the possible effects of the matters described in the Basis for Qualified Opinion paragraphs, the financial statements present fairly in all material respects the financial position of United Way Central and Northern Vancouver Island as at March 31, 2013, December 31, 2011 and January 1, 2011 and the results of its operations, changes in net assets and its cash flows for the fifteen months ended March 31, 2013 and the year ended December 31, 2011 in accordance with Canadian accounting standards for not-for-profit organizations.

Other Matters

Included in these statements is an unaudited schedule of trust fund receipts and expenditures. We have not audited this schedule and do not provide any assurance on its accuracy.

Report on Other Legal and Regulatory Requirements

As required by the Society Act (British Columbia), we report that, in our opinion, the accounting principles in Canadian accounting standards for not-for-profit organizations have been applied, after giving retrospective effect to the adoption of the new standards as explained in Note 2 to the financial statements, on a basis consistent with that of the preceding year.

Nanaimo, British Columbia

October 3, 2013

MNP LLP
Chartered Accountants

96 Wallace Street, Nanaimo, British Columbia, V9R 0E2, Phone: (250) 753-8251


MNP
LLP

United Way Central and Northern Vancouver Island Statement of Financial Position

As at March 31, 2013

	<i>March 31</i>	<i>December</i>	<i>January 1</i>
	<i>2013</i>	<i>31</i> <i>2011</i>	<i>2011</i>
Assets			
Current			
Cash	176,988	204,805	199,174
Accounts receivable	4,956	14,737	15,014
Short term investments (Note 4)	148,184	210,672	301,079
Externally restricted gaming funds	-	3,237	3,237
Prepaid expenses and deposits	24,606	5,924	5,319
Pledges receivable (Note 5)	557,057	684,829	607,086
HST receivable	1,964	15,422	8,485
	913,755	1,139,626	1,139,394
Capital assets (Note 6)	5,168	6,463	7,617
	918,923	1,146,089	1,147,011
Liabilities			
Current			
Accounts payable and accruals	52,221	211,804	44,989
Deferred designated campaign revenue (Note 7)	164,632	157,863	117,711
Deferred revenue - gaming (Note 8)	-	3,237	3,237
Government liabilities	2,642	1,424	548
	219,495	374,328	166,485
Net Assets			
Invested in capital assets	5,168	6,463	7,617
Unrestricted	119,748	162,052	244,425
Internally restricted (Note 9)	574,512	603,246	728,484
	699,428	771,761	980,526
	918,923	1,146,089	1,147,011

Approved on behalf of the Board of Directors


Director


Director

The accompanying notes are an integral part of these financial statements

**United Way Central and Northern Vancouver Island
Statement of Operations**

	15 months Ended March 31 2013	12 Months Ended December 31 2011
Revenue		
Donations	593,923	691,799
Donations transferred from other United Ways	418,467	304,252
Gross campaign revenue	1,012,390	996,051
Less other United Ways admin fee	(11,744)	(10,060)
Less uncollectible pledges	(83,240)	(69,363)
Net campaign revenue	917,406	916,628
Investment income	4,431	4,629
Program administration fees	21,482	-
	943,319	921,257
Expenses		
Allocations and designated donations	488,321	727,505
UWCNVI programs (Schedule 3)	281,233	145,499
Fundraising (Schedule 3)	246,098	257,018
	1,015,652	1,130,022
Deficiency of revenues over expenses	(72,333)	(208,765)

The accompanying notes are an integral part of these financial statements

**United Way Central and Northern Vancouver Island
Statement of Changes in Net Assets**

	<i>Invested in capital assets</i>	<i>Unrestricted</i>	<i>Internally restricted</i>	<i>March 31 2013</i>	<i>December 31 2011</i>
Net assets beginning of year	6,463	162,052	603,246	771,761	980,526
Deficiency of revenue over expenses	(1,821)	(70,512)	-	(72,333)	(208,765)
Purchase of capital assets funded by operations	526	(526)	-	-	-
Transfer from prior year campaign activities to unrestricted fund for 2013 agency allocations	-	452,434	(452,434)	-	-
Transfer from current year campaign activities to internally restricted fund for 2014 agency allocations	-	(423,700)	423,700	-	-
Net assets, end of year	5,168	119,748	574,512	699,428	771,761

The accompanying notes are an integral part of these financial statements

**United Way Central and Northern Vancouver Island
Statement of Cash Flows**

	15 Months Ended March 31 2013	12 Months Ended December 31 2011
Cash provided by (used for) the following activities		
Operating		
Cash received from donations and special events	1,109,284	877,339
Cash paid to agencies	(627,791)	(588,036)
Cash paid to employees	(332,906)	(222,166)
Cash paid on expenditures	(258,932)	(152,958)
Interest received	463	134
Cash transferred from (to) Success by Six program	12,898	(2,753)
	(96,984)	(88,440)
Financing		
Purchase of short term investments	(3,682)	(309,334)
Proceeds from sale of short term investments	70,138	404,385
	66,456	95,051
Investing		
Purchases of capital assets	(526)	(980)
Decrease in externally restricted cash	3,237	-
	2,711	(980)
Increase (decrease) in cash resources	(27,817)	5,631
Cash resources, beginning of year	204,805	199,174
Cash resources, end of year	176,988	204,805

The accompanying notes are an integral part of these financial statements

United Way Central and Northern Vancouver Island Notes to the Financial Statements

For the fifteen months ended March 31, 2013

1. Organization

United Way Central and Northern Vancouver Island (the "Society") was incorporated under the laws of the Society Act of British Columbia as a non-profit organization and is a registered charity under the Income Tax Act. The Society is exempt from income taxes as long as certain conditions are met. In the opinion of management these requirements have been met.

The purpose of the Society is to help our community to anticipate and resolve human care issues, to provide leadership and to promote volunteerism in all segments of the community; to provide the financial and administrative means to assist citizens in our community to help each other in the most efficient, effective and accountable way; to enhance the ability of funded agencies to deliver services more effectively, and to maintain the vitality and accountability of the Society.

The Society also manages the Homeless Partnering Strategy program and the Success By Six program. The Success By Six program funds are received from the Ministry of Children and Family Development and are held in trust for the Success by Six initiative, an early childhood development provincial partnership between the Province of B.C., Credit Unions of B.C. and United Ways of B.C. The Homelessness Partnerings Strategy (HPS) funds are received from the Ministry of Homes Resources and Skills Development and are held in trust for the HPS, a project to provide structures and partnerships to stabilize the lives of individuals who are homeless or at risk of becoming homeless. These programs are reported in the unaudited Schedule 1.

In 2012, the United Way Central and Northern Vancouver Island changed its fiscal year end from December 31 to March 31 in order to better align its financial reporting with the timing of the campaign period. During this transitional period, a fifteen-month fiscal period from January 1, 2012 to March 31, 2013 is reported with a twelve-month period from January 1, 2011 to December 31, 2011. The financial statements reflect revenue earned from January 1, 2012 to March 31, 2013, and related operating expenses and distribution of funds made over the fifteen-month period. The deficiency of revenue over expenses during the transition period was funded by the accumulated surpluses of prior years.

2. Impact of adopting accounting standards for not-for-profit organizations

These are the Society's first financial statements prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO). The accounting policies in Note 3 have been applied in preparing the financial statements for the year ended March 31, 2013, the comparative information for the year ended December 31, 2011, and the opening ASNPO balance sheet as at January 1, 2011 (the Society's date of transition to ASNPO).

In preparing these financial statements, the Society has not elected to apply any of the transitional provisions permitted by CICA 1501 *First-time adoption by not-for-profit organizations* at the date of transition to ASNPO:

The transition to ASNPO has not affected the statement of financial position, statement of operations, statement of changes in net assets or statement of cash flows previously reported under Canadian generally accepted accounting principles (GAAP).

United Way Central and Northern Vancouver Island

Notes to the Financial Statements

For the fifteen months ended March 31, 2013

3. Significant accounting policies

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

Revenue recognition

The Society follows the deferral method of accounting for contributions.

Pledges and donations received by the Society that are not designated by the donor to fund specified agencies, charities and other United Ways are recognized as revenue in the year that they are received or pledged. An allowance for pledge loss is provided annually based on historical percentages for pledge collections and on actual collection experience. Pledges and donations received by the Society that are designated by the donor to fund specific agencies, charities and other United Ways are considered to be restricted by purpose, and are recorded as deferred contributions and are recognized as revenue in the year the amount is paid to the designated organization.

Special event revenue is recognized when the event occurs and when the amount can be reasonably estimated and collection is reasonably assured.

Contributed materials

Contributions of materials and services are recognized both as contributions and expenses in the statement of operations when a fair value can be reasonably estimated and when the materials and services are used in the normal course of the Society's operations and would otherwise have been purchased.

Volunteers assist the Society in carrying out its services. Because of the difficulty of determining their fair value, these contributed services are not recognized in the financial statements.

Investment Income

Investment income includes interest income, dividends and realized gains/losses on the sale of securities.

Allocations to member agencies

Prior to January 1, 2012, allocations to member agencies were recognized as a liability when the allocations were approved by the Board of Directors. Payments of allocations to member agencies are contingent upon the availability of Board approved funds and compliance with the Society's reporting requirements. As a result, it was determined that the approval by the Board of the allocations does not create a liability and effective January 1, 2012 allocations to member agencies are only recorded when they are paid. The change in policy was not accounted for with retroactive effect.

Capital assets

Purchased capital assets are recorded at cost. Contributed capital assets are recorded at fair value at the date of contribution if fair value can be reasonably determined.

Amortization is provided using the declining balance method at rates intended to amortize the cost of assets over their estimated useful lives.

	<i>Method</i>	<i>Rate</i>
Computer equipment		30 %
Computer software		100 %
Equipment		20 %
Furniture and fixtures		20 %
Office equipment		20 %

In the year of acquisition, amortization is taken at one-half of the above rates. No amortization is taken in the year of disposal.

United Way Central and Northern Vancouver Island
Notes to the Financial Statements
For the fifteen months ended March 31, 2013

3. Significant accounting policies *(Continued from previous page)*

Financial instruments

The Society recognizes its financial instruments when the Society becomes party to the contractual provisions of the financial instrument. All financial instruments are initially recorded at their fair value, including financial assets and liabilities originated and issued in a related party transaction with management. Financial assets and liabilities originated and issued in all other related party transactions are initially measured at their carrying or exchange amount in accordance with CICA 3840 Related Party Transactions.

At initial recognition, the Society may irrevocably elect to subsequently measure any financial instrument at fair value. The Society has not made such an election during the year.

The Society subsequently measures investments in equity instruments quoted in an active market at fair value. Fair value is determined by published price quotations. Investments in equity instruments not quoted in an active market are subsequently measured at cost less impairment. All other financial assets and liabilities are subsequently measured at amortized cost.

Transaction costs and financing fees directly attributable to the origination, acquisition, issuance or assumption of financial instruments subsequently measured at fair value are immediately recognized in the statement of operations for the current period. Conversely, transaction costs and financing fees are added to the carrying amount for those financial instruments subsequently measured at amortized cost or cost.

Measurement uncertainty (use of estimates)

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 amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period.

Accounts and pledges receivable are stated after evaluation as to their collectability and an appropriate allowance for doubtful accounts is provided where considered necessary. Amortization is based on the estimated useful lives of capital assets.

These estimates and assumptions are reviewed periodically and, as adjustments become necessary they are reported in excess of revenues and expenses in the periods in which they become known.

Expense allocations

The nature of the Society's operations dictates that its costs are largely influenced by the deployment of its staff. The costs of supporting fundraising and program expenses are directly correlated to the amount of time people work in each of these areas. Administration expenses are allocated between fundraising and the various programs based on the amount of time that people have worked in each of these areas.

4. Short term investments

Short term investments consist of GICs, earn interest of 1.35% and mature on December 13, 2013.

United Way Central and Northern Vancouver Island
Notes to the Financial Statements
For the fifteen months ended March 31, 2013

5. Pledges receivable

	<i>March 31 2013</i>	<i>December 31 2011</i>
2013 campaign pledges receivable	551,916	-
Less allowance for uncollectable pledges	(61,773)	-
	<u>490,143</u>	<u>-</u>
2011 campaign pledges receivable	89,449	670,419
Less allowance for uncollectable pledges	(22,535)	(66,581)
	<u>66,914</u>	<u>603,838</u>
2010 campaign pledges receivable	-	130,565
Less allowance for uncollectable pledges	-	(60,322)
	<u>-</u>	<u>70,243</u>
2009 campaign pledges receivable	-	66,542
Less allowance for uncollectable pledges	-	(55,794)
	<u>-</u>	<u>10,748</u>
	<u>557,057</u>	<u>684,829</u>

Included in gross campaign revenue is \$557,057 (2011 - \$684,829) of pledges receivable.

6. Capital assets

	<i>Cost</i>	<i>Accumulated amortization</i>	<i>March 31 2013 Net book value</i>	<i>December 31 2011 Net book value</i>
Computer equipment	7,400	5,537	1,863	2,661
Computer software	1,777	1,514	263	-
Equipment	14,701	13,899	802	1,002
Furniture and fixtures	4,311	3,055	1,256	1,570
Office equipment	6,971	5,987	984	1,230
	<u>35,160</u>	<u>29,992</u>	<u>5,168</u>	<u>6,463</u>

United Way Central and Northern Vancouver Island
Notes to the Financial Statements
For the fifteen months ended March 31, 2013

7. Deferred designated campaign revenue

Deferred designated campaign revenue consists of donations and pledges received, either directly from donors or other United Ways who manage central campaigns, for other charities that have not been disbursed at period end. Recognition of these amounts as revenue is deferred to periods when the disbursement is made, at which time the payment is recorded as an expense and the donation is recorded as revenue. Changes in the deferred designated campaign revenue balance are as follows:

	<i>March 31</i> 2013	<i>December 31</i> 2011
Balance, beginning of year	157,863	117,711
Received during the year	97,106	84,651
Recognized as revenue during the year	(66,161)	(44,499)
Write off of uncollectible pledges	(24,176)	-
	164,632	157,863

8. Deferred revenue - gaming

	<i>March 31</i> 2013	<i>December 31</i> 2011
Balance, beginning of year	3,237	3,237
Amounts recognized as revenue during the year	(3,237)	-
	-	3,237

9. Internally restricted net assets

The Board of Directors has internally restricted \$574,512 (2011 - \$603,246) representing funds of \$423,700 received from the 2012/2013 campaign and \$150,812 received from the 2012/2011 campaign that will be distributed in the next year to community partners as long as sufficient Board approved funds are available.

10. Funds held in trust

The Society holds funds in trust for the Homeless Partnership Strategy and Success by Six programs. These funds are not recorded in these financial statements.

	2013	2011
Homeless Partnering Strategy program	64,166	-
Success by Six program	12,319	44,057
	76,485	44,057

United Way Central and Northern Vancouver Island
Notes to the Financial Statements
For the fifteen months ended March 31, 2013

11. Financial Instruments

All significant financial assets, financial liabilities and equity instruments of the Society are either recognized or disclosed in the financial statements together with other information relevant for making a reasonable assessment of future cash flows, interest rate risk, credit risk, currency risk, liquidity risk and other price risk.

Credit risk

Campaign pledges receivable and other receivables are subject to credit risk. The Society provides an allowance for doubtful receivables based on historical experience.

Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in market interest rates. Changes in market interest rates may have an effect on the cash flows associated with some financial assets and liabilities, known as cash flow risk, and on the fair value of other financial assets or liabilities, known as price risk. The Society is exposed to interest rate risk primarily relating to its short term investments and manages this risk by dealing with high quality financial institutions.

12. Allocation of expenses

Fundraising expenses reported in Schedule 3 of \$246,098 (2012 – \$257,018), with the exclusion of campaign expenses, special event costs and direct wages, are reported after allocation of general operating costs of \$105,766 (2012 – \$78,195) based on the estimated time devoted to this activity at 36%.

UWCNVI programs expenses reported in Schedule 3 of \$281,233 (2011 – \$145,499), with the exclusion of U.W. Centraide and memberships and direct wages, are reported after allocation of general operating costs of \$188,028 (2011 – \$139,014) based on the estimated time devoted to this activity at 64%.

13. Subsequent event

On July 19, 2013, the Society's offer to purchase land and buildings for \$215,000 was accepted subject to financing. It is expected that the purchase will be financed by a mortgage on the property of \$206,250.

14. Comparative figures

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

United Way of Central and Northern Vancouver Island
Schedule 1 - Schedule of Trust Fund Receipts and Expenditures
(Unaudited)

	Success By Six	Access Nanaimo	HPS	15 months Ended March 31 2013	12 Months Ended December 31 2011
Revenue					
Strategic Implementation funds	121,582	-	-	121,582	104,389
Capacity funds	78,920	-	-	78,920	78,920
Aboriginal funds	147,000	-	-	147,000	175,670
Children First funds	166,275	-	-	166,275	134,832
HPS funds	-	-	384,964	384,964	-
Other	6,341	-	-	6,341	26,820
Interest revenue	37	-	-	37	35
	520,155	-	384,964	905,119	520,666
Expenses					
Administration					
Bank charges and interest	-	-	-	-	4
Administration	24,734	-	7,559	32,293	1,016
Professional fees	-	-	27,493	27,493	-
Insurance	-	-	2,472	2,472	-
Computer	-	-	1,242	1,242	-
Utilities	-	-	8,093	8,093	-
Rental	-	-	70,295	70,295	-
	24,734	-	117,154	141,888	1,020
Programs					
Strategic Implementation grants	111,298	-	-	111,298	130,321
Aboriginal Engagement grants	156,623	-	-	156,623	127,858
Access Nanaimo	-	5,797	-	5,797	1,823
HPS designated, HPS Aboriginal and sub-project grant	-	-	229,750	229,750	-
Capacity contractors	296,826	-	-	296,826	247,661
Materials & supplies	-	-	6,076	6,076	-
Travel	-	-	3,862	3,862	537
	564,747	5,797	239,688	810,232	508,200
Total Expenses	589,481	5,797	356,842	952,120	509,220

United Way Central and Northern Vancouver Island
Schedule 2 - Schedule of Administrative Expenses

	<i>15 Months Ended March 31 2013</i>	<i>12 Months Ended December 31 2011</i>
Amortization of capital assets	1,821	2,134
Bank charges	2,724	2,531
Conferences and travel	7,337	10,438
Equipment leases	-	2,098
Insurance	2,280	1,769
Office supplies	8,443	4,712
Professional fees	39,024	24,617
Rent	26,811	19,000
Repairs and maintenance	5,246	2,520
Telephone and internet	7,440	5,683
UW Centraide and memberships	9,290	6,485
Volunteer and community relations	44,505	9,362
Wages and benefits	146,684	132,345
	301,605	223,694
United Way of Canada - Centraide dues		
Allocated 100% to UWCNVI programs	(7,811)	(6,485)
	293,794	217,209
Administrative expenses, allocated to fundraising expense at 36% (Schedule 3)	(105,766)	(78,195)
Administrative expenses, allocated to the UWCNVI programs at 64% (Schedule 3)	(188,028)	(139,014)

United Way Central and Northern Vancouver Island
Schedule 3 - Schedule of Fundraising Expenses and UWCNVI Programs

	<i>15 months Ended March 31 2013</i>	<i>12 Months Ended December 31 2011</i>
Fundraising Expenses		
Campaign expenses	23,523	149,458
Special event costs	20,011	29,365
Wages	96,798	-
Allocation of administrative expenses (Schedule 2)	105,766	78,195
	246,098	257,018
UWCNVI Programs		
U.W. Centraide and memberships	7,811	6,485
Wages	85,394	-
Allocation of administrative expenses (Schedule 2)	188,028	139,014
	281,233	145,499

United Way Central and Northern V.I. **Income Statement 01/04/2013 to 31/10/2013**

REVENUE

Income		
Other Revenue	849.50	
Total		849.50
Kickoff Breakfast	8,041.08	
Kickoff Flower donations	150.00	
Kck Off 50/50	930.00	
Starlight Film Festival	8,530.00	
Designation Administration fee	450.00	
Admin fee	18,588.90	
Chocolate Bar Sales	696.61	
Total Fundraising - Central Island		37,386.59
C/C 50/50 Kick off Breakfast	124.00	
Total Fundraising - Comox Valley		124.00
Total Income		38,360.09
Central Island		
2012 Campaign - Central Island	1,064.18	
Campaign Revenue CI 2013	58,372.11	
Campaign Revenue CV 2013	13,605.05	
Campaign Revenue CR 2013	9,064.45	
Designations - Fulfilled	3,257.50	
Campaign Central Island Total		85,363.29
Events - CI	90.00	
Fundraising Central Island Total		90.00
Central Island Total		85,453.29
Campbell River		
Designations - Campbell River	1,878.39	
Campaign Campbell River Total		1,878.39
Campbell River Total		1,878.39
Comox Valley		
Designations - Comox Valley	-352.31	
Campaign Comox Valley Total		-352.31
Comox Valley Total		-352.31
Other Revenue		
Interest Income		1,035.99
Other Revenue Total		1,035.99
TOTAL REVENUE		126,375.45

EXPENSE

Expenses	
Wages/Salaries	122,037.78
Vacation Pay	7,520.35
Employee Benefits	8,771.87
Other Payroll Deduction	-230.00
CPP Expense	5,703.24
WCB Expense	360.25
EI Expense	3,312.60
Rent/Common Costs	12,052.25
Equipment & Software Mtc	8,830.75
Insurance	1,062.00
Bank Charges	821.12
Meetings	1,274.67

United Way Central and Northern V.I.
Income Statement 01/04/2013 to 31/10/2013

Memberships	3,354.62	
Office Supplies	4,118.34	
Professional Fees	24,033.26	
Telephone/Internet/Cell phones	3,588.40	
Travel & Mileage	2,097.45	
Public Relations/Advertising	21,521.49	
Board Expenses	232.27	
Staff Training & Conference	2,184.27	
Campaign Support	13,213.81	
Campaign Postage	715.97	
Volunteer Training	810.60	
Miscellaneous	15,824.71	
Campaign Meetings	21.61	
CCC Service Fee	9,073.82	
Starlight Film Festival	927.15	
Other UW Special Events	1,283.97	
Kick off Breakfast	9,308.06	
Impact/Capacity Funds C.R.	26,625.00	
Impact/Capacity Funds C.I.	170,274.50	
Impact/Capacity Funds C.V.	49,223.25	
2009 Designations	408.00	
2010 Designations	5,109.61	
2011 Designations	1,890.90	
2012 Designations	1,522.85	
GC Campaign Supplies - Employees	900.33	
GC Campaign Supplies - Retiree	556.71	
Total Expenses	540,337.83	
Better At Home		
Better At Home	-4,834.00	
Better At Home	-4,834.00	
HPS Community Entity (UWCNVI)		
HPS Infrastructure	2,122.39	
HPS Salary	26,828.90	
HPS Rent	3,500.00	
HPS Professional Fees	5,637.49	
HPS Telephone	350.00	
HPS Travel	58.80	
HPS Office Expenses	176.80	
HPS Expenses		38,674.38
HPS Recovery		-38,703.23
HPS Total		-28.85
TOTAL EXPENSE	535,474.98	
NET INCOME	-409,099.53	

United Way Central and Northern V.I. **Balance Sheet As at 31/10/2013**

ASSET

Assets		
Coast Capital Savings	38,340.10	
CCCU - General Acct	49,012.01	
CCCU Membership Awards	27.69	
Royal Bank - Visas/P.A.P.	3,288.76	
Petty Cash	200.00	
Total Cash		90,868.56
2011 CI Pledges Receivable	41,771.88	
2011 CI United Way Flow Through	-5,404.48	
2011 C/C Pledges Receivable	-390.00	
2011 C/C United Way Flow Through	13,343.25	
2011 CR Pledges Receivable	13,174.11	
Provision for uncollectible	-83,943.78	
2011 CR United Way Flow Through	4,931.20	
2012 Pledges Rec. Other UWflowthru	-4,539.19	
2012 CI Pledges Receivable	178,138.36	
2012 CV Pledges Receivable	50,734.73	
2012 CR Pleadges Receivable	25,868.20	
Total Pledges Rec prior 2009.		233,684.28
GST Portion Paid		3,204.72
PST Portion Paid		1,197.02
HST Receivable		28.24
Accounts Receivable		9,329.68
IGSI Securities Money Market Acct		149,127.82
IGSI Shares		50.00
Prepaid Expenses		6,733.70
Equipment	14,701.00	
Equipment - Accum Depre.	-13,898.74	
Equipment - Net		802.26
Office Equipment	6,970.52	
Office Equipment - Accum Depre	-5,986.51	
Office Equipment Net		984.01
Computer Equipment	7,400.45	
Computer Equip - Accum Depre	-5,537.20	
Computer Equipment Net		1,863.25
Furniture & Fixture	4,311.00	
Furniture & Fixture Accum Depre	-3,054.74	
Furniture and Fixture Net		1,256.26
Computer Software	1,777.05	
Computer Software - Accum Dep	-1,513.65	
Computer Software Net		263.40
Assets		499,393.20
TOTAL ASSET		499,393.20

LIABILITY

Liabilities	
Due to C/C SB6	25,856.49
Due to CI SB6	-103.42
Accounts Payable	2,626.41
Accrued liabilities	15,750.00
2011 Deferred CI Designations	13,646.73
2011 Deferred CV Designations	17,040.68
2011 Deferred CR Designations	2,903.95
Income Tax Deductions	4,278.10
CPP Payable	2,401.08
EIC Payable	1,085.06
WCB Payable	632.06

**United Way Central and Northern V.I.
Balance Sheet As at 31/10/2013**

Vacation Payable		5,661.14
C.I. 2012 Deferred Revenue	-450.00	
C.R. Deferred 09 Pledge Receivable	420.00	
CI 2010 Deferred Rev.	21,799.72	
C/C 2010 Deferred Rev.	11,101.44	
C.R. 2010 Deferred Rev.	19,559.68	
2012 CI Designation	36,431.17	
2012 CV Designation	17,854.13	
2012 CI Designation paid thru CCC	27,846.00	
2012 CV Designation paid thru CCC	10,384.00	
2012 CR Designation paid thru CCC	4,587.00	
Access Nanaimo Trust Fund	5,798.84	
Total Deferred Rev. CI/CC/CR		155,331.98
Total Liabilities		247,110.26
TOTAL LIABILITY		247,110.26
EQUITY		
Equities		
Retained Earnings Fund Prev. Year	49,386.12	
Prior Year Adjustment	680,170.00	
Capital Surplus	8,750.35	
Current year change in capital surp	125,238.00	
Capital Asset Adjustment	-680,170.00	
Reduction of Capital Surplus	-250,476.00	
Transfer to internally restricted	728,484.00	
Current Earnings	-409,099.53	
Total Equities		252,282.94
TOTAL EQUITY		252,282.94
LIABILITIES AND EQUITY		499,393.20

UWCNVI
Budget April 1, 2014 - March 31, 2015

	Annual Budget	YTD Actual	YTD Variance
REVENUE			
Donations/Pledges/Special Events	901,286		
Administration fees Success by Six	17,342		
SB6 Funding	407,470		
HPS Funding	565,718		
TOTAL REVENUE	1,891,816		
Expenses			
Salaries and Benefits	266899		
Campaign	85481		
PR & Marketing	34121		
Program Travel	3000		
United Way Canada Dues	6500		
AFP - Sector Leadership	500		
Outcome Measurement	6000		
Days of Caring	1200		
Board	1650		
Staff Training & conference	6000		
Recognition/cultivation meetings	2000		
Bank Charges	3000		
Office Supplies	7400		
IT Support & Maintenance	8715		
Insurance	2200		
Equipment Leases	2235		
Telephone / Internet	7200		
Professional Fees/Audit	20000		
Memberships/Chamber	1200		
Other UW CCC Admin Fees	11000		
Office Mortgage	14040		
Total Expenses	490341		
Program Grants			
Local Designations	30029		
Flow Through Designations	42817		
HPS	565718		
SB6	407470		
Community Partner Allocation	355441		
Sub-Total	1401475		
Total	1891816		



United Way
Central & Northern
Vancouver Island

United Way Central & Northern Vancouver Island
Board of Directors – November 28th, 2013

Name	Position
Bill Anderson	Director
Bonnie Bergeron	Director
Don Bonner	Board President
Travis Bryson	Treasurer
Caroline Deane	Director
Neil Fitter	Director
Jim Forsyth	Director
Elizabeth LeBaron	Director
Makenzie Leine	Director
John Little	Director
Jon Steininger	Director

United Way Central & Northern Vancouver Island
You Can Be An Agent of Change!
Central Island: 250 729 7400
Comox Valley : 250 338 1151
Campbell River : 250 287 3213

www.uwcni.ca

**CITY OF NANAIMO
EVALUATION
PERMISSIVE TAX EXEMPTION
THREE YEAR REVIEW**

Name of Organization: Nanaimo Search and Rescue Society

Grant No. RPTE-54

Criteria:	Meets Criteria:		Statement of Purpose:
	Yes	No	
➤ the property qualifies for a PTE as a Church, Public Hospital, Community Care Facility, Private School, or other charitable, recreation, philanthropic or non-profit purposes;			All buildings and properties that receive a PTE must be reviewed every three years to ensure that they continue to meet the specific criteria set out in their applicable category.
➤ services provide benefits and be accessible to residents of the City of Nanaimo;			
➤ exemptions are not given to services that are otherwise provided on a private, for profit basis; and,			
➤ must adhere to all of the City of Nanaimo's bylaws and policies.			
Amount Requested:	\$		Amount Recommended:
Grant Awarded:	Yes	No	
			\$

Discussion:

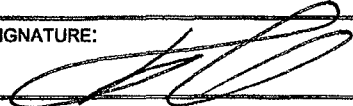
Notes:



CITY OF NANAIMO
APPLICATION FOR PERMISSIVE
TAX EXEMPTION RENEWAL

Office Use

RPT-54

ORGANIZATION: NANAIMO SEARCH & RESCUE	DATE: 12 Nov 13	
ADDRESS: 195 B FOURTH STREET	PRESIDENT: ROB CHRISTOPHER	
NANAIMO BC	SENIOR STAFF MEMBER: NO STAFF	
VQR ITI	POSITION:	
	CONTACT: K McNamee	
TELEPHONE:	TELEPHONE: 250.245.1010	
OVERVIEW OF YOUR ORGANIZATION'S PROGRAMS AND SERVICES OFFERED IN THE COMMUNITY: SEARCH & RESCUE SERVICES		
GEOGRAPHIC AREA SERVED BY THE ORGANIZATION:		
NO. OF FULL TIME STAFF: 0	NO. OF PART TIME STAFF: 0	
NO. OF COMMUNITY VOLUNTEERS: 45	NO. OF VOLUNTEER HOURS PER YEAR: 9000	
NO. OF MEMBERS: 45	MEMBERSHIP FEE: 0	
CLIENTS SERVED, LAST YEAR:	CLIENTS SERVED, THIS YEAR (PROJECTED):	
B.C. SOCIETY ACT REG. NO.:	REVENUE CANADA CHARITABLE REG. NO.:	
CURRENT BUDGET:	LEGAL DESCRIPTION OF PROPERTY:	
INCOME		
EXPENSES:	TAX FOLIO NUMBER:	
NEXT YEAR PROJECTED:		
INCOME:	CURRENT YEAR TAXES (IF KNOWN): 0	
EXPENSES:		
SIGNATURE: 	TITLE/POSITION: PAST PRESIDENT	DATE: 26 Nov 13

NOTE: YOUR ORGANIZATION'S MOST RECENT AUDITED FINANCIAL STATEMENTS AND CURRENT FINANCIAL STATEMENTS MUST BE ATTACHED TO THE APPLICATION FORM (INCLUDING A BALANCE SHEET AND INCOME STATEMENT).

CITY OF NANAIMO GRANT QUESTIONNAIRE

1. Please describe the work of your organization in this community.

NANAIMO SEARCH & RESCUE SOCIETY PROVIDES SEARCH & RESCUE
SERVICES ON A 24/7 BASIS ALL WITH VOLUNTEERS & NO
PAID STAFF

2. What are your organization's specific priorities for the coming year?

TRAINING IN NEW & EXISTING SEARCH TECHNIQUES
TRAINING FOR PROJECT LIFE SAVER

3. How does your organization ensure that its services address continuing and emerging community needs?

CONTINUED TRAINING & LIAISON WITH RCMP & OTHER
STAKE HOLDERS

4. Please describe the role of volunteers in your organization.

VOLUNTEERS ARE THE PROGRAM & THE ORGANIZATION
THERE ARE NO FULLTIME OR PART TIME PAID STAFF

5. Please list grants applied for/received from other governments or service clubs.

GRANTING \$25,000.00 FOR EQUIPMENT & TRAINING

CITY OF NANAIMO GRANT QUESTIONNAIRE

6. Please list other City of Nanaimo grants applied for and/or received, including Operating Funding, grants from other Committees, etc.

NIL

7. Please provide details of fees for service in your organization, and how costs and fees are determined.

NIL

8. If your organization is a branch of a larger organization, please indicate how this affects the financial and other information you have provided.

N/A

9. Please describe your policy and treatment of: capital, reserve or special purpose funds, and year-end surpluses or deficits.

N/A

10. Please describe current or planned approaches to self generated income.

*Our only income comes from GRANTS & DONATIONS
AS WE CANNOT CHARGE FOR OUR SERVICES.*

CITY OF NANAIMO GRANT QUESTIONNAIRE

10. What will the effect be if you do not receive a permissive tax exemption from the City of Nanaimo?

THIS WILL SEVERELY AFFECT TRAINING INITIATIVES
& EQUIPMENT REPLACEMENT.

11. How has the City's contribution been recognized?

NOTED ON OUR SUPPORTERS BANNER & WILL BE
NOTED ON OUR REVAMPED WEB SITE ON COMPLETION

2013 Annual Report

1. The information below is what we have on file. See last page for completion instructions.

OFFICE USE ONLY

NANAIMO SEARCH AND RESCUE SOCIETY
195B FOURTH STREET
NANAIMO BC V9R 1T1

ONLINE FILING AVAILABLE at www.bcregistryservices.gov.bc.ca
See the last page for details.

2. Incorporation Number: S-0028362
Business Number: 889840997BC0001

Access Code:127517811

3. The date your 2013 Annual General Meeting was held is (YYYY/MM/DD):

2013/02/05

(If no Annual General Meeting was held, please write "NO MEETING HELD" in the date field above.)

4. The society's registered address in B.C. is (Must be a physical location; Post Office box only is not acceptable.)

195B FOURTH STREET
NANAIMO BC V9R 1T1

If your registered address has changed, make changes here.

5. The society's directors on file are listed below. Please make updates/changes below.

(Addresses must be physical locations; Post Office box only is not acceptable.)

NOTE

One director must be a B.C. resident.

Draw line through name if director has ceased.

If directors have been added or director information has changed, make changes here.

Last name: CHRISTOPHER

First name (include initials): ROB

Address (include postal code):

661 NATHAN ROAD
NANAIMO BC V9T 6H7



Last name: DEMO

First name (include initials): JENNIFER

Address (include postal code):

524 WEEKS CRES
NANAIMO BC V9R 3X7

Last name: DONNELLY

First name (include initials): AARON

Address (include postal code):

635 HILLCREST AVE
NANAIMO BC V9R 3M8

Last name: DUNCAN

First name (include initials): KEN

Address (include postal code):

3285 SMUGGLERS HILL DRIVE
NANAIMO BC V9T 3V2

Last name: KLOPPER

First name (include initials): PEET

Address (include postal code):

527 ASTERIA PLACE
NANAIMO BC V9R 3C7

Last name: MCNEILL

First name (include initials): KEVIN

Address (include postal code):

51-1150 WALKEM ROAD
LADYSMITH BC V9G 1S1

Last name: SMITH

First name (include initials): KEITH

Address (include postal code):

1658 YEO STREET
NANOOSE BAY BC V9P 9C7

Last name: STEWART

First name (include initials): DAVE

Address (include postal code):

3886 VICTORIA AVE
NANAIMO BC V9T 1Z8

Last name: TONN

First name (include initials): MICHELLE

Address (include postal code):

5145 KAITLINS WAY
NANAIMO BC V9T 5N1

Last name: VAN DELFT

First name (include initials): KYLE

Address (include postal code):

2536 HIGHLAND BOULEVARD
NANAIMO BC V9S 3N8

Last name: YOUNG

First name (include initials): DUANE

Address (include postal code):

770 CHURCHILL AVENUE
NANAIMO BC V9S 5E1

Last name: ZAMORA

First name (include initials): CHRIS

Address (include postal code):

102 MILTON STREET
NANAIMO BC V9R 2K3

2012 Itemized Categories - Last year

01/01/2012 through 31/12/2012 (in Canadian Dollars) (Accrual Basis)

29/11/2013

Page 1

Date	Account	Num	Description	Memo	Tag	Clr	Amount
INCOME							57,014.86
	Dividend Inc-Dividend Income						39.63
	Donations Received						31,297.20
	Gaming Funds - No Receipt						23,950.00
	Grants						3,430.00
	Other Donations Received						3,917.20
	Funds Raised						6,842.00
	Merchandise Sales						50.00
	Task Expense Claim-PEP Task related						18,786.03
EXPENSES							-141,264.48
TRANSFERS							102,263.60
	Building & Vehicle Fund						-405.89
	Chequing						-2,609.08
	CWB Mutual for Building Fund						104,000.53
	Gaming Funds						873.60
	Operations Debit Card						-1,300.00
	Co-op Pepaid Gas Card						471.48
	PEP-Task re-imbursements						24,642.38
	Berk's Intertruck Ltd.-Vehicle Repairs						-1,021.71
	Cercomm-Communications						-8,630.91
	Co-op-Fuel						-1,373.03
	D4H						-621.00
	Ferno Canada Inc.						-2,992.41
	Five Star Embroidery & Silk Screen Ltd.						-336.00
	Globalstar Canada Satellite Co.-Satellite Phone 403-987-9473						-687.22
	Goods & Services						2.24
	Harmonized						-2,170.04
	KGC Fire & Rescue Inc-Gear Supplier						-168.00
	Kwik Kopy						-204.10
	NISA-Internet Provider						-2,505.00
	ONO Trading-Gear Supplier						-328.21
	Praxair-Compressed Air						-68.60
	Securco Services Inc						-387.00
	Shaw-Telephone & Cable						-1,146.75
	Staples Business Depot-Office Supplies						-771.68
Balance Forward							0.00
	Co-op Pepaid Gas Card						0.00
OVERALL TOTAL							18,013.98

Account Balances - As of 31/12/2012
As of 31/12/2012 (in Canadian Dollars)

29/11/2013

Page 1

Account	31/12/2012 Balance
Bank Accounts	
Building & Vehicle Fund	4,541.18
Chequing	17,302.20
Gaming Funds	28,433.75
Operations Debit Card	28.04
TOTAL Bank Accounts	50,305.17
Cash Accounts	
Co-op Pepaid Gas Card	728.52
CWB Cash Savings	12.30
TOTAL Cash Accounts	740.82
OVERALL TOTAL	51,045.99

Nanaimo Search & Rescue Society
Statement of Financial Position
December 31, 2012

	General Fund	Gaming Fund	2012
Assets			
Current			
Cash	\$ 21,871	\$ 28,434	\$ 50,305
Accounts receivable	11,041		11,041
Prepays and deposits	1,770		1,770
Equipment	<u>283,813</u>		<u>283,813</u>
	<u>\$ 318,495</u>	<u>\$ 28,434</u>	<u>\$ 346,929</u>
Liabilities			
Accounts payable	<u>13,987</u>	<u>25</u>	<u>14,012</u>
Net Assets			
Invested in equipment	283,813		283,813
Restricted			
Internally	4,541		4,541
Externally	-	28,408	28,408
Unrestricted	<u>16,155</u>		<u>16,155</u>
	<u>304,509</u>	<u>28,408</u>	<u>332,917</u>
	<u>\$ 318,495</u>	<u>\$ 28,434</u>	<u>\$ 346,929</u>

Approved on behalf of the Board

This financial statement has been compiled based on information provided by management. An audit or review engagement has not been performed. Readers are cautioned that these statements may not be appropriate for their purposes.

**Nanaimo Search & Rescue Society
Statement of Operations
for the year ended December 31, 2012**

	General Fund	Gaming Fund	2012 Total
Revenues			
Donations	\$ 3,917		\$ 3,917
Fundraising	-	6,842	6,842
Gaming		23,950	23,950
Grants	3,430		3,430
Investments	40		40
Merchandise sales	50		50
Task revenue	24,639		24,639
	<u>32,076</u>	<u>30,792</u>	<u>62,868</u>
Expenses			
Administration	119		119
Amortization	28,952		28,952
Automotive	6,694		6,694
Bank charges and interest	51		51
Freight	122		122
Fundraising	-		-
Insurance	1,750		1,750
Office	5,739	25	5,764
Professional fees	75		75
Repairs and maintenance	194		194
Supplies	7,427		7,427
Task costs	6,645		6,645
Taxes	11,037		11,037
Telephone and utilities	1,427		1,427
Training	5,108		5,108
	<u>75,340</u>	<u>25</u>	<u>75,365</u>
Excess (deficiency) of expenditures over revenues	(43,264)	30,767	(12,497)
Changes in funds			
Purchase of capital assets	(92,216)	(2,683)	(94,899)
Net increase in invested in capital assets	65,947		65,947
Fund balances, beginning of year	374,042	324	374,366
Fund balances, end of year	<u>\$ 304,509</u>	<u>\$ 28,408</u>	<u>\$ 332,917</u>

This financial statement has been compiled based on information provided by management. An audit or review engagement has not been performed. Readers are cautioned that these statements may not be appropriate for their purposes.

Itemized Categories90

01/01/2013 through 05/12/2013 (in Canadian Dollars) (Accrual Basis)

13/12/2013

Page 1

Date	Account	Num	Description	Memo	Tag	Clr	Amount
INCOME							96,874.47
	Dividend Inc-Dividend Income						35.83
	Donations Received						90,248.72
	Grants						87,025.00
	Other Donations Received						3,223.72
	Funds Raised						1,671.10
	Merchandise Sales						85.00
	Clothing-T-shirts						65.00
	Decals-License plate decals						10.00
	Other Merchandise Sales						10.00
	Sales-Sales Income						580.00
	Task Expense Claim-PEP Task related						4,253.82
	Command-Basic Task claim						1,500.00
	Equipment Rate-Use of radios, etc per on-task personnel						625.00
	OSH-15% for OSH						452.53
	Search Costs-Search Costs claimed						-117.28
	Sum of Spent						264.89
	Truck Costs-Claimed for Pick-Up						4.50
	Volunteer Costs-Personal Expense Claim						484.50
	Km's-Clalimed Mileage						188.00
	Meals						135.00
	Other Task Expense Claim:Volunteer Costs-Personal Expense Claim						161.50
	Other Task Expense Claim-PEP Task related						1,039.68
EXPENSES							-47,665.83
	Uncategorized						-32.99
	Auto-Automobile Expenses						-8,592.82
	Fuel-Auto Gas and Oil						-1,368.27
	Insurance-Auto Insurance						-3,973.00
	Maintainance						-684.53
	Other Auto-Automobile Expenses						-2,697.02
	Bank Charge-Bank Charge						-41.00
	Dining-Dining Out						-306.52
	Entertainment-Entertainment						-63.16
	Equipment						-19,352.35
	Communications						-856.44
	Consummables-Batteries, bulbs, etc						-108.58
	First Aid						-464.50
	Consumables						-134.30
	Other Equipment:First Aid						-330.20
	Operations						-1,585.89
	Rope						-2,375.34
	Search-Misc Search Gear						-13,844.75
	Swiftwater						-116.86
	Equipment Repair						-257.89
	Fund Raising-Cost related to fund raising events						-382.92
	Gifts Given-Gift Expenses						-100.00
	Groceries-Groceries						-61.55
	Household-Household Misc. Exp						-772.84
	Consummables						-62.66
	Other Household-Household Misc. Exp						-710.18

Itemized Categories90

01/01/2013 through 05/12/2013 (in Canadian Dollars) (Accrual Basis)

13/12/2013

Page 2

Date	Account	Num	Description	Memo	Tag	Clr	Amount
	Housing-Housing						-146.78
	Insurance-Insurance						-1,863.00
	Home Insurance-Home Insurance						-1,863.00
	Interest Paid-Interest Paid						-2.62
	Legal-Prof Fees-Legal & Prof. Fees						-25.00
	Meals & Ent-Meals & Entertainment						-10.69
	Miscellaneous, Bus-Misc. Business Expense						-85.82
	Office-Office Expenses						-1,708.04
	Consummables						-245.83
	Other Office-Office Expenses						-1,462.21
	Operations-Overhead expenses						-2,074.48
	Postage and Delivery-Postage and Delivery Expense						-216.63
	Purchases on behalf of Members-Add ons to group purchases						0.00
	Rent-Rent Paid						-5.00
	Task						-2,478.36
	Meals-Meals & Food during Task						-173.60
	Searcher-Personal Claim						-2,304.86
	Tax-Taxes						-2,314.26
	Environment Levy						-63.60
	GST-Goods & Services Tax						-972.27
	HST-Harmonized Sales Tax						-233.13
	PST-Provincial Sales Tax						-1,046.26
	Tel & Utilities-Telephone & Business Utilities						-300.00
	Other Tel & Utilities-Telephone & Business Utilities						-300.00
	Training						-6,402.73
	Travel, Bus-Business Travel Expense						-31.30
	Utilities-Water, Gas, Electric						-1,037.10
	Internet						-604.45
	Telephone-Telephone Expense						-432.65
OVERALL TOTAL							49,208.64



Budget for
2014

Expenses

Vehicles			\$	89,150
Maintenance	Rescue 1	\$	500	
	Rescue 2	\$	500	
	Command Bus	\$	3,500	
	Marine	\$	300	
	Small Engine	\$	300	
	Fuel	\$	1,850	
Replacement	Command Bus (Year 1)	\$	78,310	
Insurance	Rescue 1 & 2	\$	3,800	
	Titan Trailer	\$	90	
Equipment			\$	16,050
	General Search Gear	\$	500	
	Specialized Rope Rescue	\$	1,000	
	MPD	\$	750	
	Specialized River Rescue	\$	1,000	
	RDC replacement	\$	5,000	
	Swiftwater Suit	\$	1,500	
	Communications & Tracking	\$	800	
	Project LifeSaver	\$	5,000	
	First Aid Supplies	\$	500	
Training			\$	11,940
	Weekly, Monthly Supplies	\$	500	
	Tracking, SRT, Rope, Courses etc	\$	2,000	
	First Aid	\$	1,440	
	Swiftwater	\$	8,000	
Operations			\$	3,150
	Non-claimable Planning & Ops items	\$	500	
	Mobile Command phones (Cell & Sat)	\$	595	
	Duty Managers cell phone	\$	112	
	Radio Licensing	\$	325	
	Repeater lease	\$	538	
	D4H Database (annual)	\$	680	
	Paging Service	\$	400	
SAR Hall			\$	3,885
	Insurance	\$	1,750	
	Repairs & Maintenance	\$	500	
	Utilities (phone, fax, cable, internet, web)	\$	1,300	
	Security	\$	335	
Society			\$	800
	Fundraising costs (except postage)	\$	200	
	Office overhead (including postage)	\$	500	
	Filing fees	\$	100	
TOTAL EXPENSES				\$ 124,975

INCOME

Annual Grant from RDN for Operational Overheads	\$	5,975
Estimate of PEP reimbursement of task costs	\$	15,000
Donations (based previous year)	\$	4,000
Gaming Grant application	\$	100,000
TOTAL INCOME		\$ 124,975

Directors of Nanaimo Search & Rescue Society

Barbara Taylor

113 Machleary Street,
Nanaimo, BC
V9R 2G5

Charlee Hawes

1930 Bayview Ave
Nanaimo BC
V9S 2Z6

Christopher Duncan

7923 Northwind Drive
Lantzville BC
V0R 2G0

Eugene Touchette

1930 Bayview Ave
Nanaimo BC
V9S 2Z6

Rob Christopher
6661 Nathan Road
Nanaimo, BC
V9T 6H7

Ken Duncan

3285 Smuggler's Hill Dr
Nanaimo, BC

Kevin McNeill

51-1150 Walkem Rd
Ladysmith, BC
V9G 1S1

Keith Smith

5213 Catelyn Way
Nanaimo, BC

Dave Stewart

3886 Victoria Ave
Nanaimo, BC
V9T 1Z8

Kyle Van Delft

451D 3250 Rock City Rd
Nanaimo, BC
V9T 4D2

**CITY OF NANAIMO
EVALUATION
PERMISSIVE TAX EXEMPTION
THREE YEAR REVIEW**

Name of Organization: Canadian Red Cross Society

Grant No. RPTE-61

Criteria:	Meets Criteria:		Statement of Purpose:
	Yes	No	
➤ the property qualifies for a PTE as a Church, Public Hospital, Community Care Facility, Private School, or other charitable, recreation, philanthropic or non-profit purposes;			All buildings and properties that receive a PTE must be reviewed every three years to ensure that they continue to meet the specific criteria set out in their applicable category.
➤ services provide benefits and be accessible to residents of the City of Nanaimo;			
➤ exemptions are not given to services that are otherwise provided on a private, for profit basis; and,			
➤ must adhere to all of the City of Nanaimo's bylaws and policies.			
Amount Requested:	\$		Amount Recommended:
Grant Awarded:	Yes	No	
			\$

Discussion:

Notes:



CITY OF NANAIMO
APPLICATION FOR PERMISSIVE
TAX EXEMPTION RENEWAL

Office Use

RPT-6

ORGANIZATION: Canadian Red Cross Society		DATE: APRIL 1, 2014
ADDRESS: EXEMPTION PROPERTY: UNIT #1 - 2525 MCCULLOUGH ROAD, NANAIMO		PRESIDENT: CLARE KOOISTRA - CHAIR
REGIONAL OFFICE (FOR CORRESPONDENCE): 909 FAIRFIELD RD, VICTORIA V8V 3A3		SENIOR STAFF MEMBER: KIMBERLEY NEMRAVA
		POSITION: DIRECTOR BC & YUKON
		CONTACT: PHYLLIS ARGUE, REGIONAL MANAGER, COASTAL
TELEPHONE:		TELEPHONE: 250-995-3507
<p>OVERVIEW OF YOUR ORGANIZATION'S PROGRAMS AND SERVICES OFFERED IN THE COMMUNITY: THE 17-STRONG RED CROSS NANAIMO DISASTER MANAGEMENT TEAM COLLABORATES WITH GOVERNMENT AGENCIES AND LOCAL NGOS TO PROVIDE RECOVERY SERVICES TO NANAIMO COMMUNITY MEMBERS AFFECTED BY SMALL OR LARGE-SCALE DISASTERS.</p> <p>OVER THE LAST THREE YEARS, THE NANAIMO HEALTH EQUIPMENT LOAN DEPOT HAS LOANED OVER 26,000 PIECES OF MEDICAL EQUIPMENT TO INJURED, ILL OR PALLIATIVE COMMUNITY MEMBERS AND THEIR FAMILIES. THE MAJORITY OF THE DEPOT WORKFORCE ARE VOLUNTEERS WHICH ALLOWS THE RED CROSS TO PROVIDE ALL LOANS BY DONATION ONLY, REMOVING A SIGNIFICANT BURDEN TO LOW-INCOME RESIDENTS OF NANAIMO.</p> <p>THE 101 HIGH SCHOOL AGE VOLUNTEERS OF THE RESPECTED: BULLYING PREVENTION PROGRAM ARE EXPECTED TO REACH OVER 2000 YOUTH IN GRADES 6-9 WITH WORKSHOPS IN THE 13/14 SCHOOL YEAR. ADDITIONALLY, RESPECTED WORKSHOPS INCLUDE HEALTHY YOUTH RELATIONSHIPS TRAINING, AND THE BE SAFE! PROGRAM, DESIGNED TO TEACH CHILDREN AGED 5-9 TO PROTECT THEMSELVES FROM SEXUAL ABUSE.</p> <p>WHILE NOT A DIRECT SERVICE PROVIDED BY THE RED CROSS, FIRST AID AND WATER SAFETY PROGRAMS ARE PROVIDED THROUGHOUT VANCOUVER ISLAND BY RED CROSS CERTIFIED INSTRUCTORS.</p>		
GEOGRAPHIC AREA SERVED BY THE ORGANIZATION: RED CROSS PROVIDES SERVICES ACROSS BRITISH COLUMBIA		
NO. OF FULL TIME STAFF: 3 IN NANAIMO	NO. OF PART TIME STAFF: 5 (2.7 FULL TIME EQUIVALENT) IN NANAIMO	
NO. OF COMMUNITY VOLUNTEERS: 151	NO. OF VOLUNTEER HOURS PER YEAR: 7859 IN FISCAL 12-13	
NO. OF MEMBERS: RED CROSS DOES NOT HAVE MEMBERS	MEMBERSHIP FEE: N/A	
CLIENTS SERVED, LAST YEAR: 4,344	CLIENTS SERVED, THIS YEAR (PROJECTED): 4,604 FOR HELP (6% INCREASE EXPECTED)	
B.C. SOCIETY ACT REG. NO.: XS 26916	REVENUE CANADA CHARITABLE REG. NO.: 119219814RR0001	
CURRENT BUDGET: FISCAL YEAR 2012-13	LEGAL DESCRIPTION OF PROPERTY: STRATA LOT 1. VIS 4260 PLAN: 023-728-141	
INCOME: \$2,361,400		
EXPENSES: \$2,361,400	TAX FOLIO NUMBER: 05990.101	
NEXT YEAR PROJECTED: FISCAL YEAR 2013-14		
INCOME: \$2,398,000	CURRENT YEAR TAXES (IF KNOWN): \$0.00	
EXPENSES: \$2,398,000		
SIGNATURE: 	TITLE/POSITION: MANAGER, COASTAL REGION	DATE: APRIL 1, 2014
<p>NOTE: YOUR ORGANIZATION'S MOST RECENT AUDITED FINANCIAL STATEMENTS AND CURRENT FINANCIAL STATEMENTS MUST BE ATTACHED TO THE APPLICATION FORM (INCLUDING A BALANCE SHEET AND INCOME STATEMENT).</p>		



CITY OF NANAIMO

APPLICATION FOR PERMISSIVE TAX EXEMPTION RENEWAL

Office Use

RPT-61

ORGANIZATION: Canadian Red Cross Society	DATE: Nov 27, 2013
ADDRESS: EXEMPTION PROPERTY: 2525 MCCULLOUGH ROAD, NANAIMO	PRESIDENT: CLARE KOOISTRA - CHAIR
REGIONAL OFFICE (FOR CORRESPONDENCE): 909 FAIRFIELD RD, VICTORIA V8V 3A3	SENIOR STAFF MEMBER: KIMBERLEY NEMRAVA
TELEPHONE:	POSITION: DIRECTOR BC & YUKON
	CONTACT: PHYLLIS ARGUE, REGIONAL MANAGER, COASTAL
	TELEPHONE: 250-995-3507

OVERVIEW OF YOUR ORGANIZATION'S PROGRAMS AND SERVICES OFFERED IN THE COMMUNITY:

THE 17-STRONG RED CROSS NANAIMO DISASTER MANAGEMENT TEAM COLLABORATES WITH GOVERNMENT AGENCIES AND LOCAL NGOS TO PROVIDE RECOVERY SERVICES TO NANAIMO COMMUNITY MEMBERS AFFECTED BY SMALL OR LARGE-SCALE DISASTERS.

OVER THE LAST THREE YEARS, THE NANAIMO HEALTH EQUIPMENT LOAN DEPOT HAS LOANED OVER 26,000 PIECES OF MEDICAL EQUIPMENT TO INJURED, ILL OR PALLIATIVE COMMUNITY MEMBERS AND THEIR FAMILIES. THE MAJORITY OF THE DEPOT WORKFORCE ARE VOLUNTEERS WHICH ALLOWS THE RED CROSS TO PROVIDE ALL LOANS BY DONATION ONLY, REMOVING A SIGNIFICANT BURDEN TO LOW-INCOME RESIDENTS OF NANAIMO.

THE 101 HIGH SCHOOL AGE VOLUNTEERS OF THE RESPECTED: BULLYING PREVENTION PROGRAM ARE EXPECTED TO REACH OVER 2000 YOUTH IN GRADES 6-9 WITH WORKSHOPS IN THE 13/14 SCHOOL YEAR. ADDITIONALLY, RESPECTED WORKSHOPS INCLUDE HEALTHY YOUTH RELATIONSHIPS TRAINING, AND THE BE SAFE! PROGRAM, DESIGNED TO TEACH CHILDREN AGED 5-9 TO PROTECT THEMSELVES FROM SEXUAL ABUSE.

WHILE NOT A DIRECT SERVICE PROVIDED BY THE RED CROSS, FIRST AID AND WATER SAFETY PROGRAMS ARE PROVIDED THROUGHOUT VANCOUVER ISLAND BY RED CROSS CERTIFIED INSTRUCTORS.

GEOGRAPHIC AREA SERVED BY THE ORGANIZATION: RED CROSS PROVIDES SERVICES ACROSS BRITISH COLUMBIA	
NO. OF FULL TIME STAFF: 3 IN NANAIMO	NO. OF PART TIME STAFF: 5 (2.7 FULL TIME EQUIVALENT) IN NANAIMO
NO. OF COMMUNITY VOLUNTEERS: 151	NO. OF VOLUNTEER HOURS PER YEAR: 7859 IN FISCAL 12-13
NO. OF MEMBERS: RED CROSS DOES NOT HAVE MEMBERS	MEMBERSHIP FEE: N/A
CLIENTS SERVED, LAST YEAR: 4,344	CLIENTS SERVED, THIS YEAR (PROJECTED): 4,604 FOR HELP (6% INCREASE EXPECTED)
B.C. SOCIETY ACT REG. NO.: XS 26916	REVENUE CANADA CHARITABLE REG. NO.: 119219814RR0001
CURRENT BUDGET: FISCAL YEAR 2012-13	LEGAL DESCRIPTION OF PROPERTY: STRATA LOT 2 & 3. VIS 4260.PLAN

INCOME
\$2,361,400

023-728-205 & 203-728-213 (RED CROSS
EXPECTS TO TAKE POSSESSION OF STRATA LOT 1
IN FEB 1, 2014: 023-728-141)

EXPENSES:
\$2,361,400

TAX FOLIO NUMBER:
05990.102

NEXT YEAR PROJECTED:
FISCAL YEAR 2013-14

INCOME:
\$2,398,000

CURRENT YEAR TAXES (IF KNOWN):
\$0.00

EXPENSES:
\$2,398,000

SIGNATURE:

Phyllis Arque

TITLE/POSITION:

MANAGER, COASTAL REGION

DATE:

NOV 27TH, 2013

NOTE: YOUR ORGANIZATION'S MOST RECENT AUDITED FINANCIAL STATEMENTS AND CURRENT FINANCIAL STATEMENTS MUST BE ATTACHED TO THE APPLICATION FORM (INCLUDING A BALANCE SHEET AND INCOME STATEMENT).



**CANADIAN
RED CROSS**

Lower Mainland Region Office
3400 Lake City Way
Burnaby, B.C. V5A 4Y2
Canada
redcross.ca

Grants Advisory Committee
c/o Diane Hiscock, Manager, Revenue Services
Finance Department
City of Nanaimo
455 Wallace Street
Nanaimo, B.C., V9R 5J6

Dear Grants Advisory Committee,

Thank you for the opportunity to submit an application for a permissive tax exemption renewal for the Red Cross facility at 2525 McCullough Road. Red Cross volunteers and staff have been extremely active in the community this year, and expect to be busier than ever in 2014. Most significantly, we are seeing a steady increase in the need for medical equipment loans through the Health Equipment Loan Program (HELP), largely due to the rise in the Nanaimo senior demographic.

At present, the Red Cross leases Units 2 and 3 in the McCullough Road facility. However, in order to meet the escalating need for equipment storage and to increase our office space, we are poised to sign a lease agreement to take possession of Unit 1 on Feb 1st when the current tenant vacates. We expect to have the lease agreement signed by mid-December.

Recognizing that we will take possession of Unit 1 just over two months into a 3-year exemption, we are hoping that we may submit the new lease agreement to the City once it is signed and apply for the tax exemption from Feb 1st, 2014.

Thank you very much for considering this request and for all the support you've provided for the 150+ Red Cross volunteers that serve Nanaimo. Please don't hesitate to call or email if you have any questions at all.

Kind regards,

Phyllis Argue

Regional Manager
Coastal

Canadian Red Cross
Western Zone
909 Fairfield Road | Victoria | BC | CA | V8V 3A3
phyllis.argue@redcross.ca
T 250-995-3507 | F 250-382-3420 | C 250-661-8695
www.redcross.ca



**CANADIAN
RED CROSS**

LEASE dated November 28, 2013**BETWEEN**

Ikonkar Holdings (hereinafter referred to as "Landlord")

AND

The Canadian Red Cross Society (hereinafter referred to as "Tenant")

WITNESSES that the Landlord and Tenant named herein, in consideration of the rents and covenants herein contained, agree as follows:

1. **PREMISES:** The Landlord leases to the Tenant the Premises consisting of 4,750 sq.ft. located at #1, 2, 3 - 2525 McCullough Rd., Nanaimo, BC., set out in greater detail in Schedule "C" (the "Premises") at 2525 McCullough Rd. (the "Building")
2. **TERM:** The term of the Lease shall be for (5) years commencing on February 1, 2014 or the date that the Landlord's work is completed and the Premises ready for occupancy, whichever is the later date (the "Term").
3. **BASIC RENT:** The total gross rent of \$4,354 per month + GST or \$11 per sq.ft. shall be payable on the first day of each month during the said Term.


The Tenant shall be responsible for paying its own utilities, proportionate share of municipal taxes and other services that the Tenant contracts directly for itself.

The Landlord is responsible for all common area costs and exterior costs.
4. **PROPERTY TAXES:** The Tenant agrees to pay the Landlord in Twelve (12) equal monthly installments on the first day of the month during the term of the Lease all applicable property taxes. The Landlord shall provide a reasonable estimate of the annual property taxes which are applicable to the Leased Premises as a proportionate share of the Building.
5. **UTILITIES:** The Tenant will be responsible for all utility costs.
6. **TELEPHONE:** The Tenant will be responsible for his own telephone(s) and fax line installation and components as well as any related charges or repair bills to the telephone and communication equipment.
7. **SIGNAGE AND UPGRADES:** The Tenant will be responsible for the cost of signage for their entrance.

8. **TENANT IMPROVEMENTS:** The Tenant will be responsible for the cost of any improvements it wishes to undertake to the Premises as deemed appropriate by Tenant in its sole discretion. Normal wear and tear on the use of the Premises is permissible.
9. **LANDLORDS WORK:** the Landlord will complete all work of "Schedule A" appended to this agreement at its cost with recovery from the Tenant.
10. The Landlord will be responsible for compliance with all applicable environmental or other legislative requirements as per Schedule "B" with the exception of any infractions resulting from the actions of the Tenant.
11. **ASSIGNMENT & SUBLETTING:** The Tenant may assign or sub-let the Premises or any portion thereof provided the Landlord consents, such approval not to be unreasonably or arbitrarily withheld.
12. **MUTUAL INDEMNITY:** The Landlord and Tenant will, during the term and after the termination of the Lease, indemnify and save harmless the other from any loss, damage, claim, cost, expense or liability whatsoever that the other may incur, suffer or be required to pay pursuant to any claim, demand, action, suit, litigation, charge, complaint, prosecution or other proceeding that may be made or asserted against or affect the party indemnified by reason of any wrongful, negligent or other tortious act or omission on the part of the indemnifying party, its employees, agents, subcontractors or volunteers arising from or relating to the Lease.
13. **INSURANCE:** The Landlord shall obtain and maintain in force throughout the term of this Agreement:
 - a) All Risk Property Insurance on the building on a full replacement cost basis.
 - b) Boiler and Machinery Insurance on the building, if applicable.
 - c) Commercial General Liability in an amount not less than \$2,000,000. The policy shall name The Canadian Red Cross Society as an additional insured.

All policies shall be issued by insurance companies authorized to do business in the province in which the Premises are located. The Landlord will provide CRC with a certificate of insurance evidencing that the above noted insurance is in force. The certificate of insurance shall provide that the insurance will not be cancelled or materially changed without 30 days written notice to CRC.
14. **ACCESS:** The Tenant shall have uninterrupted access to the premises on 24/7 basis.

15. **QUIET ENJOYMENT:** Except as otherwise set out herein, so long as the Tenant pays the rent and performs and observes the Tenant covenants hereunder, the Tenant may peaceably occupy and enjoy the leased property for the term without disturbance or interruption by the Landlord or any person acting on behalf of the Landlord. Should the Landlord require access it shall provide Tenant with 24 hours prior written notice.
16. The Landlord covenants to maintain and operate the building and keep in good condition as any prudent Landlord would. The Tenant shall not be responsible for any charges, duties or financial responsibilities with respect to any strata agreement between the Landlord and the Strata Corporation. Should the Landlord require access to the Premises except in emergency situations the Landlord shall provide 24 hours advance notice to the Tenant.
17. All schedules appended hereto shall be deemed to form part of the Lease and are incorporated by reference herein.

 date: Dec 5th / 2013
Tenant: The Canadian Red Cross Society

 date: DEC 31/13
Landlord: Ikonkar Holdings

SCHEDULE A

Landlord's Work

1. A portion of the exterior south wall of Unit 1 and portions of the exterior walls of Units 2 and 3 to be re-sealed.
2. Ensure open space between Units 1 and 4 is closed to re-establish the barrier between the two Units.

Tenant's Work

1. If required, install protective bollards or cement blocks left and right of the 12 foot space down to loading dock, to protect the exterior walls of building.
2. If required, remove radiant heating unit hung from ceiling in Unit 1 and natural gas line to be capped off.
3. Existing program office in Unit 2 to be removed to open up the Client Service area. Two offices to be built in Unit 1.
4. If deemed required by the Tenant to effectively operate the expanded facility, create two new interior wall openings between Unit 2 and the new Unit 1.
 - i) standard door size opening with a door installed near the front of the buildings to connect the two Client Service areas.
 - ii) a larger opening approx. 10' x 8', no door required, in the warehouse loading dock area of Unit 1 and the rear of Unit 2.
5. Additional electrical lines and circuits to be installed within Unit 3.

SCHEDULE B

ADDITIONAL TERMS AND CONDITIONS

1. **Tenant's Condition.** This Lease is conditional upon the Landlord purchasing Unit 1 at 2525 McCullough Rd., Nanaimo, BC, with such purchase closing on or before February 1, 2014. This Offer will become null and void if the Landlord does not provide written confirmation to the Tenant by February 7, 2014 prior to 5:00 pm that the transaction is complete and the Landlord has possession of the new premises.
2. **Compliance of the Premises and Building.**
 - (a) The Landlord represents and warrants that the environmental condition of the Premises and the Building meets all applicable legislative, codified and regulatory standards, that the Premises and the Building complies with all environmental laws, statutes, regulations, policies, orders, bylaws, guidelines and permits and the like and represents and warrants to the absence of any hazardous substance thereon or therein. Further, notwithstanding anything contained herein to the contrary, the Landlord shall indemnify and save harmless the Tenant from and against any and all actions, claims, costs, damages, expenses, fines, judgments, liabilities, litigation, losses, orders, penalties and proceedings related to, arising from or in connection with, directly or indirectly, a breach by of this section or, relating to or arising from the use or occupation of the Premises or the Building by the Tenant, the presence of any hazardous substance in, on or under the Premises or the Building, or the environmental condition of the Premises or the Building.
 - (b) The Landlord represents and warrants that the Premises complies with all applicable zoning laws, statutes, regulations, policies, orders, bylaws, guidelines and permits.
 - (c) The Landlord represents and warrants that the disclosed use of the Premises complies with all applicable zoning laws, statutes, regulations, policies, orders, bylaws, guidelines and permits.

13 November 2013

To Whom It May Concern;

Please accept this document as confirmation that any benefit from a permissive tax exemption for 2525 McCullough Road, Nanaimo (Units 1) will flow through to the Canadian Red Cross.

Sincerely

A handwritten signature in black ink, appearing to read 'Onkar Manhas', written over the word 'Sincerely'.

Onkar Manhas
O.M. Developments

13 November 2013

To Whom It May Concern;

Please accept this document as confirmation that any benefit from a permissive tax exemption for 2525 McCullough Road, Nanaimo (Units 2-3) will flow through to the Canadian Red Cross.

Sincerely,

Two handwritten signatures in black ink. The first signature is a stylized 'OM' and the second is a more complex cursive signature.

Onkar Manhas

O.M. Developments



CANADIAN
RED CROSS
CROIX-ROUGE
CANADIENNE

Grants Advisory Committee
c/o Diane Hiscock, Manager, Revenue Services
Finance Department
City of Nanaimo
455 Wallace Street
Nanaimo, B.C., V9R 5J6

Dear Grants Advisory Committee,

Thank you for the opportunity to submit an application for a permissive tax exemption renewal for the Red Cross facility at 2525 McCullough Road. Red Cross volunteers and staff have been extremely active in the community this year, and expect to be busier than ever in 2014. Most significantly, we are seeing a steady increase in the need for medical equipment loans through the Health Equipment Loan Program (HELP), largely due to the rise in the Nanaimo senior demographic.

At present, the Red Cross leases Units 2 and 3 in the McCullough Road facility. However, in order to meet the escalating need for equipment storage and to increase our office space, we are poised to sign a lease agreement to take possession of Unit 1 on Feb 1st when the current tenant vacates. We expect to have the lease agreement signed by mid-December.

Recognizing that we will take possession of Unit 1 just over two months into a 3-year exemption, we are hoping that we may submit the new lease agreement to the City once it is signed and apply for the tax exemption from Feb 1st, 2014. *-2014 have already been finalized - grant?*

Given the nature of the organization we have provided financial information at the BC Coastal level as previously discussed. We would be pleased to work with you to provide additional information to meet your needs and I can be contacted at 250-661-8695.

Thank you very much for considering this request and for all the support you've provided for the 150+ Red Cross volunteers that serve Nanaimo. Please don't hesitate to call or email if you have any questions at all.

Kind regards,

Phyllis Argue

Regional Manager
nanaimo@redcross.ca

CITY OF NANAIMO GRANT QUESTIONNAIRE

1. Please describe the work of your organization in this community.

The work of the Red Cross is extensive and far reaching in Nanaimo, and the Red Cross office on McCullough Road is at the heart of everything we do. Here are the three major Red Cross programs serving the community members of Nanaimo:

The Health Equipment Loan Program (HELP)

When a Nanaimo community member is struck down by a car accident, a fall, or an age-related joint injury, even a healthy person can be left helpless in a home and community built for the able-bodied. Once injured, vulnerability to fall and re-injury is dramatically heightened. In an instant, anyone can join this at-risk population. For someone in perfect health, it can be difficult to accept that they might someday be in urgent need of a wheelchair, a walker, or a raised toilet seat – until suddenly and unpredictably, they are.

For those in crisis, the Nanaimo HELP Depot provides free, short-term loans of essential medical equipment that allows people to safely recover at home, to participate in community life, and to get back to their lives. HELP equipment generally falls into one of four categories:

1. Mobility Equipment - walkers, wheelchairs, crutches and canes
2. Bath Safety Equipment - bath chairs, bath boards, bathing safety rails
3. Toileting Safety Equipment – raised toilet seats, toilet safety frames
4. Bedroom Safety Equipment – commodes, bed handles, safety rails

The Impact in Numbers – the Nanaimo HELP Depot short-term loans (fiscal year 2010-13)

Nanaimo HELP Depot	Clients Served	Articles Loaned
10/11	3,851	8,346
11/12	3,995	8,709
12/13	4,344	9,138
3-Year Total	12,190	26,193
Average Annual Increase	6%	5%

In addition to the short term loan program described above, the Red Cross has partnered with the Vancouver Island Health Authority to provide an *advanced* health equipment service called HELP Plus. In Nanaimo, HELP Plus operates alongside the short-term loan program at the McCullough Road facility. HELP Plus advanced equipment consists primarily of hospital beds, mattresses and patient lifts that are delivered and installed in the home by Red Cross technicians. The primary goals of HELP Plus are to expedite patient discharge from hospital and allow Nanaimo clients to stay in their homes as long as possible, delaying or preventing admission to residential care.

The Nanaimo Red Cross Disaster Management Team

The Nanaimo Red Cross DM Team plays a key role in the delivery of recovery services in the aftermath of disaster. These volunteers work alongside BC Emergency Social Services and other organizations to provide primary services such as food, lodging and family reunification in the wake of disaster.

While both government agencies and organizations like the Salvation Army usually provide specific services in a disaster, the Red Cross mandate to provide assistance is much more broad. The Nanaimo Red Cross Team is able to identify the humanitarian need-gaps that fall outside the guidelines of government assistance and are not filled by other agencies – and then they fill those gaps.

Red Cross has paid for moving expenses, damage deposits and rent for people needing temporary housing. We have replaced dentures and hearing aids lost in apartment fires. We have replaced ruined refrigerators and freezers for families whose homes were left for weeks without electricity due to fires, severe storms or floods. In the wake of a fire, the Red Cross has replaced fire-burnt tools and work boots allowing tradesmen to get back to work.

Most recently in Nanaimo, the Red Cross purchased a new pair of eyeglasses for a person with a disability displaced by the St. George Manor apartment fire. To help people regain self-sufficiency, Red Cross will ensure that Nanaimo community members get the items that people needed most.

The Nanaimo Team is comprised of 17 active volunteers and based out of the McCullough Road office where monthly meetings and post-response debriefings are held. The office also serves as a base of operations during a disaster response and as a storage facility for a stockpile of prepositioned goods that includes blankets, comfort kits (toothbrush, soap, razors etc), stuffed animals and vouchers for accommodation and food. So far in this fiscal year, the Nanaimo Team has been busy, responding to three apartment fires in Nanaimo and a house fire in Duncan.

Disaster Responses by the Nanaimo Red Cross Team April 1st – Oct 31st (7 months)

# of Nanaimo Responses	Total # of People Assisted	Volunteer Responders	Staff Responders	Total Hours	Direct Aid to the Displaced
4	47	9	4	64	\$2,507

RespectED: Violence and Abuse Prevention Program

In March, 2013, the Nanaimo School District #68 became the first in the province to establish Red Cross bullying prevention teams in every single high school. Comprised of 101 volunteers in grades 10-12 (called Youth Facilitators), bullying prevention teams deliver workshops first to their younger peers in grades 8-9, and then to the grade 6-7 classes in the feeder elementary schools.

Generally speaking, at this age, youth are much more responsive to their older counterparts than they are to adults. As a result, the Nanaimo Youth Facilitators are in a unique position to teach bullying prevention while modelling positive and respectful relationships in the important period before the transition to high school. For the diligent team, after two training days, comes day after day of practice. Once a team is trained, they commit to delivering workshops to a minimum of two classrooms, usually in groups of three.

With Red Cross bullying prevention teams in all seven high schools for the 13/14 school year, it is expected that over 2,000 youth in grades 6-9 will learn to create the kind of school environment that the majority of students want – a safe place that is violence and as stress free as it possibly can be.

2. What are your organization's specific priorities for the coming year?

1. Priority: Meeting the Equipment Needs of the Rising Senior Demographic

With approximately 70% of those who borrow medical equipment over the age of 65, and the BC senior population projected to double by 2036, the Nanaimo HELP Depot will steadily ramp up operations to meet the escalating needs of the rising senior demographic. As the number of Nanaimo community members needing medical equipment rises by a projected 5-6% each year, the HELP Depot (currently housed in Units 2 and 3 of the McCollough Road facility) will be expanding into Unit 1 when the current tenant vacates in January.

2. Priority 2: Maintaining a Sharp and Ready Disaster Management Team

The priorities for the 17-strong Nanaimo Disaster Management Team are clear. Continue recruitment and training in order to maintain a constant readiness for whatever disasters may befall Nanaimo. Like all Red Cross volunteers across the province, the Nanaimo DM team will remain vigilant; sharp and ready to deploy in the wake of any emergency, whether it be the smallest house fire or a catastrophic, high-magnitude earthquake.

3. Priority 3: Sustaining Red Cross Bullying Prevention Teams District-wide

In addition to the 100+ Youth Facilitators battling bullying throughout the Nanaimo School District, Red Cross has trained 11 teachers and counsellors as Prevention Educators – fully equipped to train and certify Red Cross Youth Facilitator teams in the coming years. While the Red Cross will always provide material support, guidance, and additional training, it is our priority to make this bullying prevention program self-sustainable, with full ownership by the school district.

3. How does your organization ensure that its services address continuing and emerging community needs?

The HELP program pays close attention to population growth statistics in every community it serves, particularly in regards to the growth in the senior demographic. For instance, not only is the number of BC seniors expected to nearly double over the next 23 years, seniors represent a higher percentage of the total Nanaimo

population (18% vs. 14.5%), which must be taken into account when projecting future needs.

Disasters will happen. Fires, floods, landslides, the looming threat of earthquakes and tsunami. While the dangers vary throughout the province, there is one consistency – Red Cross teams will be there – first to assist communities to prepare for the worst, and then to provide help when the worst comes.

Statistics on bullying vary from region to region. Students report higher levels in rural and low income areas, two of the primary risk factors that make students more vulnerable. In Nanaimo, reported rates of bullying have remained steady for the last five years with 10% of Grade 7 students answering "Many Times" or "All of the Time" when asked "At school, are you bullied, teased, or picked on?"

While 10% is only just above the provincial average of 8%, trained bullying prevention teams in every secondary and elementary school throughout the District will allow Nanaimo to do better. These days, we are all too aware of the despair bullying can bring to a young person. We've seen the tragic consequences of bullying overwhelm a young person, their family, their friends, and entire communities.

4. Please describe the role of volunteers in your organization.

There are few organizations in the world that can harness the power of volunteerism as effectively and efficiently as the Red Cross. With 151 local volunteers and only 6 full time equivalent paid staff working from the Nanaimo office, the volunteer to staff ratio is currently 26 to 1. This level of volunteerism makes all Red Cross programs operating in the Nanimo community extremely lean and extremely efficient.

Your Nanaimo Red Cross Volunteer Teams

Fiscal/School Year 12-13	# of Volunteers	# of Hours	Vol. Gift (hrs X \$12.00/ hr
Health Equipment Loan Team	22	4576	\$54,912
Disaster Management Team	17	483	\$5,796
Bullying Prevention Teams	112	2800	\$33,600
TOTALS	151	7859	\$94,308

5. Please list grants applied for/received from other governments or service clubs.

The Nanaimo HELP Depot receives annual funding from the Vancouver Island Health Authority, the Province of BC through a Community Gaming Grant, as well as the Royal Canadian Legion, Branch #257 in Lantzville.

Page 3

**CITY OF NANAIMO
GRANT QUESTIONNAIRE**

6. Please list other City of Nanaimo grants applied for and/or received, including Operating Funding, grants from other Committees, etc.

N/A

7. Please provide details of fees for service in your organization, and how costs and fees are determined.

The HELP Program has never applied a fee for service. There is a fear that no matter how many safeguards are put in place, a user pay system might prevent a vulnerable community member from acquiring the medical equipment so vital for their safe recovery. Many of the people who turn to the Nanaimo HELP Depot are seniors living on small pensions who cannot afford to pay even a small amount. Confirming what we had long suspected, a 2011 survey of HELP clients found that 43% of those borrowing equipment have incomes of less than \$20,000 a year.

All fees related to Red Cross Violence and Abuse Prevention programs are determined on a cost recovery basis only. In most cases, Red Cross can find funding from foundations, corporations, local governments, or ministries of the provincial government.

There are no fees for services for community members who receive assistance from the Nanaimo Disaster Management Team. In the case of a larger scale disaster in which dozens of families are displaced, the Red Cross has the ability to rapidly launch a public funding appeal and immediately get information to the media. With Red Cross fundraising and finance staff already in place around the province, funds may be quickly collected and humanitarian assistance delivered directly to the community members who need it.

8. If your organization is a branch of a larger organization, please indicate how this affects the financial and other information you have provided.

While the Nanaimo Red Cross office is shared by each of the programs, the facility is financially managed by the provincial HELP program. It is one of 72 facilities around the province used primarily by HELP as an equipment repair, disinfection and redistribution hub. To increase efficiencies, revenues and expenditures, budgets are produced at the regional level. Please see attached budget for the BC Coastal Region which encompasses Vancouver Island, the Gulf Islands, Powell River, Bella Bella, Bella Coola, Ocean Falls and the Haida Gwaii Islands.

Regarding Canadian Red Cross Audited Financial Statements: The Red Cross operates under a centralized financial structure in order to improve efficiency and reduce costs. Under this centralized structure, accounts payable and asset management is managed by our National office in Ottawa. Therefore, balance sheet information and audited financial statements are available only at the National level. Please see attached financials prepared by Deloitte & Touche.

9. Please describe your policy and treatment of: capital, reserve or special purpose funds, and year-end surpluses or deficits.

The Canadian Red Cross follows the deferral method of accounting. Restricted donations, other than endowments, are deferred and recognized as revenue in the year in which the related expenses are recognized. Purchased capital assets are

recorded at cost, donated capital assets are recorded at fair value, and contributions received towards the acquisition of capital assets are deferred and amortized to income on the same basis as the related depreciable capital assets are amortized. Endowment contributions are recognized as direct increases in net assets restricted for endowment purposes.

The Canadian Red Cross effectively budgets its operations on a break-even basis. Any surplus is used to maintain adequate financial reserves and cover any deficits.

10. Please describe current or planned approaches to self generated income.

Strategies include increasing individual donations from users of the HELP service and increasing corporate, and foundation support overall. Our goal is to increase revenues in each area of operations within the region.

CITY OF NANAIMO GRANT QUESTIONNAIRE

10. What will the effect be if you do not receive a permissive tax exemption from the City of Nanaimo?

The grant from the City of Nanaimo will be used to reduce the deficit of the Nanaimo operations. If a grant is not received, increased funding will be required from the BC Coastal Regional budget which will impact the level of operations in the entire region.

11. How has the City's contribution been recognized?

In the past, the City of Nanaimo has been listed as a major Red Cross supporter in the BC & Yukon Report Back to the Community. In the coming years we will continue to highlight the City's contributions in all future Reports and publications whenever possible. This year, the Red Cross will appear before the Committee of the Whole to personally thank the City for supporting the 151 Nanaimo volunteers who gave so much of their time and effort back to their community.



Annual Report

1. Name of Society:

The Canadian Red Cross Society

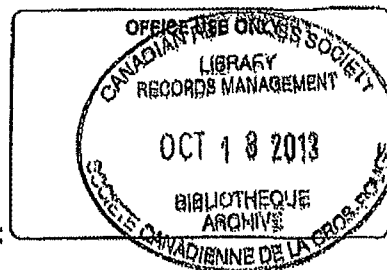
Address of Society:

170 Metcalfe Street Ottawa, Ontario K2P2P2

2.

Incorporation Number:

XS26916



ONLINE FILING AVAILABLE at www.bcregistryservices.gov.bc.ca

See the last page for details

3. Provide the date your 2013 **Annual General Meeting was held (YYYY/MM/DD):** 2013/06/16

(Insert year of Annual General Meeting)

(If no Annual General Meeting was held in this calendar year, please write "NO MEETING HELD" in the date field above.)

4. The society's registered address in B.C. is – Must be a physical location, Post Office Box only is not acceptable.

The Canadian Red Cross Society

3400 Lake City Way

Burnaby BC.

V5Z 4Y2

Is this is a change to your registered address from the previous

year? ☐ Yes ☒ No (If yes, submit an additional

\$15.00 for the Change of Address)

NOTE

One director must be a
B.C. resident

5. The society's directors are listed below.

Addresses must be physical locations, Post Office Box only is not acceptable.

Last name: Dean

First name (include initials): Alan

Address (include postal code): 5 Stanford Road

Unionville, Ontario

L3R 6L8

Last name: Fowler

First name (include initials): Sara John

Address (include postal code): 5763 Slasong Road

Sooke, British Columbia

V9Z 0C4



6. Please provide an email address that we may use for future communications:

rgourgon@redcross.ca

7. Sign and certify this form

I certify that this information is accurate and complete.

Signature: [Signature]

NOTE

This must be signed
by a current director,
officer or solicitor.

8. Return form and fee to BC Registry Services.

Mailing Address

PO Box 9431 Stn Prov Govt
Victoria BC V8W 9V3

Physical Address

2nd Floor, Suite 200, 940 Blanshard Street
Victoria BC V8W 3E6

NOTE

Annual Report filing
fee is \$25.00

If you updated your
registered address,
add \$15.00 for a total
fee of \$40.00

Questions? Call 1 877 526-1526

Please make your cheque payable to **Minister of Finance** and write your Incorporation Number on the cheque.

October 11, 2013

Mr. Christian Bates,
Canadian Red Cross,
Western Zone,
3400 Lake City Way,
Burnaby, B.C.
V5A 4Y2

Dear Mr. Bates:

My husband Michael Willingham was third car back at a red light and was hit from behind by a distracted driver. This caused whiplash, which caused a blood clot to travel to the brain, which caused a Brain Stem Stroke.

My husband was in the ICU Ward of the Nanaimo Regional General for over 8 months. I was then advised they could do no more for him and were going to release him. They advised me I should put him in a home, as he was going to die. I chose to quit my job of 20 years and take him home to die.

I am sending you this letter because I want to advise you that my husband and I could not have made it through all our challenges, without the help of Diane Marwick and the Nanaimo Red Cross.

My husband was sent home in a Hospital Wheelchair, which we had to return. He also had a GJ Tube in his stomach for all Food & Water intake, he could not eat or drink. He also had a tracheostomy in his Throat and needed to go on a Breathing Machine for all Sleeping, Naps, etc.

We required a Wheelchair, a Kangaroo Pump and Floor Stand for same and that was just for starters. I was overwhelmed with what I had to do and purchase...I was a businesswoman, not a nurse... We had no Family in Nanaimo, nor in Western Canada, for that matter. I could not leave him, he had to be monitored 24 hours a day, so shopping for all this equipment was impossible initially. Thank goodness his Doctor told me to go to the Red Cross, so see if they could help us to get going.

The Nanaimo Red Cross loaned us 2 Poles, one to help me get him into and out of Bed. He is 6 ft. 200 lbs, I am 5 ft. 3in. and 120 lbs. And one to help him use the Toilet. They also loaned us a Wheelchair, a Toilet Seat, a Shower Seat and an IV Pole for his Kangaroo Drip Feed Machine.

2...

This got me through the first 3 months, until I could purchase all of the equipment we needed, hire a Caregiver to assist me and get him the re-hab he needed. The Hospital only provided re-hab for 3 months. They were also unable to give me any Respite, because none of the available staff in Nanaimo would help due to his Trachestomy.

We returned the equipment to the Nanaimo Red Cross, along with some other equipment since, that he no longer uses.

My husband Michael Willingham did not die. He now uses a Walker and goes to 7 exercise classes each week. He goes to 2 Wellness Recovery Tai Chi Classes, a Reformer Pilates class, he has a Physiotherapist who comes to our home and he goes to the Gym 3 times a week.

I know for a fact that none of this would have been possible without the Nanaimo Red Cross.



Diane Roberts &
Michael Willingham
#401-580 Stewart Ave.,
Nanaimo, B.C. V9S 0A1
Tel/Fax 250-753-8410
dianeroberts@shaw.ca

AUDITOR'S REPORT

INDEPENDENT AUDITOR'S REPORT ON SUMMARY FINANCIAL STATEMENTS

To the Board of Directors of
The Canadian Red Cross Society

The accompanying summary consolidated financial statements, which comprise the summary consolidated statements of financial position as at March 31, 2013, March 31, 2012 and April 1, 2011, and the summary consolidated statements of operations for the years ended March 31, 2013 and March 31, 2012, and related notes are derived from the audited consolidated financial statements of the Canadian Red Cross Society (the "Society") for the years ended March 31, 2013 and March 31, 2012. We expressed an unmodified audit opinion on those consolidated financial statements in our report dated June 6, 2013. Those consolidated financial statements, and the summary consolidated financial statements, do not reflect the effects of events that occurred subsequent to the date of our report on those consolidated financial statements.

The summary consolidated financial statements do not contain all the disclosures required by Canadian accounting standards for not-for-profit organizations applied in the preparation of the audited consolidated financial statements of the Society. Reading the summary consolidated financial statements, therefore, is not a substitute for reading the audited consolidated financial statements of the Society.

Management's Responsibility for the Summary Consolidated Financial Statements

Management is responsible for the preparation of a summary of the audited consolidated financial statements in accordance with the established criteria disclosed in Note 1 to the summary consolidated financial statements.

Auditor's Responsibility

Our responsibility is to express an opinion on the summary consolidated financial statements based on our procedures, which were conducted in accordance with Canadian Auditing Standard (CAS) 810, "Engagements to Report on Summary financial statements."

Opinion

In our opinion, the summary consolidated financial statements derived from the audited consolidated financial statements of the Society for the years ended March 31, 2013 and March 31, 2012 are a fair summary of those consolidated financial statements in accordance with the established criteria disclosed in Note 1 to the summary consolidated financial statements.

Deloitte LLP

Chartered Professional Accountants, Chartered Accountants
Licensed Public Accountants

June 6, 2013

FINANCIALS

THE CANADIAN RED CROSS SOCIETY

Summary Consolidated Statements of Financial Position

as at March 31, 2013, March 31, 2012 and April 1, 2011
(in thousands of dollars)

	March 31 2013	March 31 2012	April 1 2011
CURRENT ASSETS			
Cash and cash equivalents	\$ 62,161	\$ 74,810	\$ 109,667
Accounts receivable - trade and other	15,642	21,343	21,612
Inventory and prepaid	30,078	21,129	9,286
Advances on construction contracts	-	1,366	1,399
	107,881	118,648	141,964
LONG-TERM INVESTMENTS (Note 2)	114,421	162,551	165,520
CAPITAL ASSETS	50,584	47,228	47,188
INTANGIBLE ASSETS	2,850	-	-
GOODWILL	1,947	-	-
ACCRUED DEFINED BENEFIT PENSION PLAN ASSET	6,970	6,754	6,399
TOTAL ASSETS	\$ 284,653	\$ 335,181	\$ 361,071
CURRENT LIABILITIES			
Accounts payable and accrued liabilities	\$21,543	\$25,569	\$26,288
Government remittances payable	478	508	285
Deferred revenue - short-term (Note 3)	89,543	121,147	131,972
	111,564	147,224	158,545
DEFERRED REVENUE - LONG-TERM (Note 3)	27,473	37,362	55,474
DEFERRED CONTRIBUTIONS RELATED TO CAPITAL ASSETS	9,268	9,576	10,031
DEFERRED GAIN	4,719	-	-
ACCRUED OTHER BENEFIT PLANS LIABILITY	16,690	16,652	16,698
TOTAL LIABILITIES	169,714	210,814	240,748
COMMITMENTS, CONTINGENT LIABILITIES AND GUARANTEES			
NET ASSETS			
Invested in capital assets	41,316	37,652	37,157
Invested in RCCP	3,954	-	-
Restricted for endowment purposes	1,221	1,205	1,216
Internally restricted - General	47,531	47,531	47,531
Internally restricted - Tsunami interest	20,867	27,096	25,792
Unrestricted	50	10,883	8,627
TOTAL NET ASSETS	114,939	124,367	120,323
TOTAL LIABILITIES AND NET ASSETS	\$ 284,653	\$ 335,181	\$ 361,071

On Behalf Of The Board



Chair



Chair, National Audit and Finance Committee

See accompanying notes to the summary consolidated financial statements.

THE CANADIAN RED CROSS SOCIETY

Summary Consolidated Statements of Operations

years ended March 31, 2013 and 2012
(in thousands of dollars)

	Budget 2013	Actual 2013	Actual 2012
	(Unaudited)		
Revenue			
Organizational capacity			
Fundraising	\$ 52,094	\$ 48,117	\$ 45,802
Investment income	2,280	3,646	6,783
Other	-	500	54
	54,374	52,263	52,639
Core programs	285,731	270,141	320,219
Support services	10,294	8,934	12,074
Disaster appeals	44	6,972	5,588
Total Revenues	350,443	338,310	390,520
Expenses			
Organizational capacity			
Fundraising	26,094	25,591	24,172
Investment expense	190	323	279
Other	537	544	711
	26,821	26,458	25,162
Core programs			
International programs	83,153	71,802	103,221
Disaster management	12,662	13,742	16,004
Health and injury prevention	194,007	182,921	193,799
Program management and volunteer resources	4,084	4,219	3,951
	293,906	272,684	316,975
Support services	41,501	41,624	38,720
Disaster appeals	44	6,972	5,588
Total Expenses	362,272	347,738	386,445
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES	\$ (11,829)	\$ (9,428)	\$ 4,075

See accompanying notes to the summary consolidated financial statements.

THE CANADIAN RED CROSS SOCIETY

Notes to the Summary Consolidated Financial Statements

years ended March 31, 2013 and 2012
(in thousands of dollars)

1. BASIS OF PRESENTATION

The summary consolidated financial statements are derived from the complete set of financial statements of the Society and they meet the recognition and measurement principles of Canadian generally accepted accounting principles.

2. INVESTMENTS

	March 31, 2013		March 31, 2012		April 1, 2011	
	Fair Value and Carrying Value	Cost	Fair Value and Carrying Value	Cost	Fair Value and Carrying Value	Cost
Investments						
Fixed income	\$ 100,365	\$ 97,592	\$ 144,708	\$ 140,500	\$ 153,477	\$ 153,067
Equities	14,056	12,540	17,843	16,297	12,043	10,183
Total investments	\$ 114,421	\$ 110,132	\$ 162,551	\$ 156,797	\$ 165,520	\$ 163,250

The fair values of long-term investments are based on quoted market prices.

Fixed income investments are comprised of Government of Canada and corporate bonds with maturity dates from 2013 to 2049, earning interest from 2.25% to 10.35%.

Long term investments are externally and internally restricted as follows:

	March 31 2013	March 31 2012	April 1 2011
Externally Restricted - General	\$ 42,203	\$ 62,913	\$ 46,203
Externally Restricted - Haiti	31,112	42,041	66,427
Internally Restricted - General	31,051	43,544	34,008
Internally Restricted - Tsunami	10,055	14,053	18,882
Total	\$ 114,421	\$ 162,551	\$ 165,520

Gross investment income earned is reported as follows:

	March 31 2013	March 31 2012
Investment income - General	\$ 2,853	\$ 4,934
Investment income - Tsunami	793	1,849
Total	\$ 3,646	\$ 6,783

Investment income earned from the Haiti fund of \$1,796 (2012 - \$4,537) is externally restricted and allocated to Haiti deferred revenue.

Investment income earned from the General fund of \$2,272 (2012 - \$3,428) is internally restricted and allocated to General deferred revenue.

THE CANADIAN RED CROSS SOCIETY

Notes to the Summary Consolidated Financial Statements (continued)

years ended March 31, 2013 and 2012
(in thousands of dollars)

3. DEFERRED REVENUE

Deferred revenue is comprised of amounts restricted for the funding of expenses to be incurred in the future.

The movement of the deferred revenue is as follows:

	March 31, 2013				March 31, 2012				April 1, 2011			
	General	Haiti	Tsunami	Total	General	Haiti	Tsunami	Total	General	Haiti	Tsunami	Total
Opening balance	\$ 96,831	\$ 59,896	\$ 1,782	\$ 158,509	\$ 79,773	\$ 94,873	\$ 12,800	\$ 187,446	\$ 51,187	\$ 123,719	\$ 29,326	\$ 204,232
Donations and grants received	67,511	115	-	67,626	106,561	633	-	107,194	144,937	54,778	-	199,715
Interest earned and deferred	2,272	1,796	-	4,068	3,428	4,537	-	7,965	-	3,228	-	3,228
Recognized as revenue	(93,315)	(18,090)	(1,782)	(113,187)	(92,931)	(40,147)	(11,018)	(144,096)	(116,351)	(86,852)	(16,526)	(219,729)
Closing balance	73,299	43,717	-	117,016	96,831	59,896	1,782	158,509	79,773	94,873	12,800	187,446
Less: Long-term portion	-	(27,473)	-	(27,473)	-	(37,362)	-	(37,362)	-	(55,474)	-	(55,474)
Short-term portion	\$ 73,299	\$ 16,244	-	\$ 89,543	\$ 96,831	\$ 22,534	\$ 1,782	\$ 121,147	\$ 79,773	\$ 39,399	\$ 12,800	\$ 131,972

The amounts recognized above as revenue in respect of Tsunami and Haiti are included as part of international programming revenue.

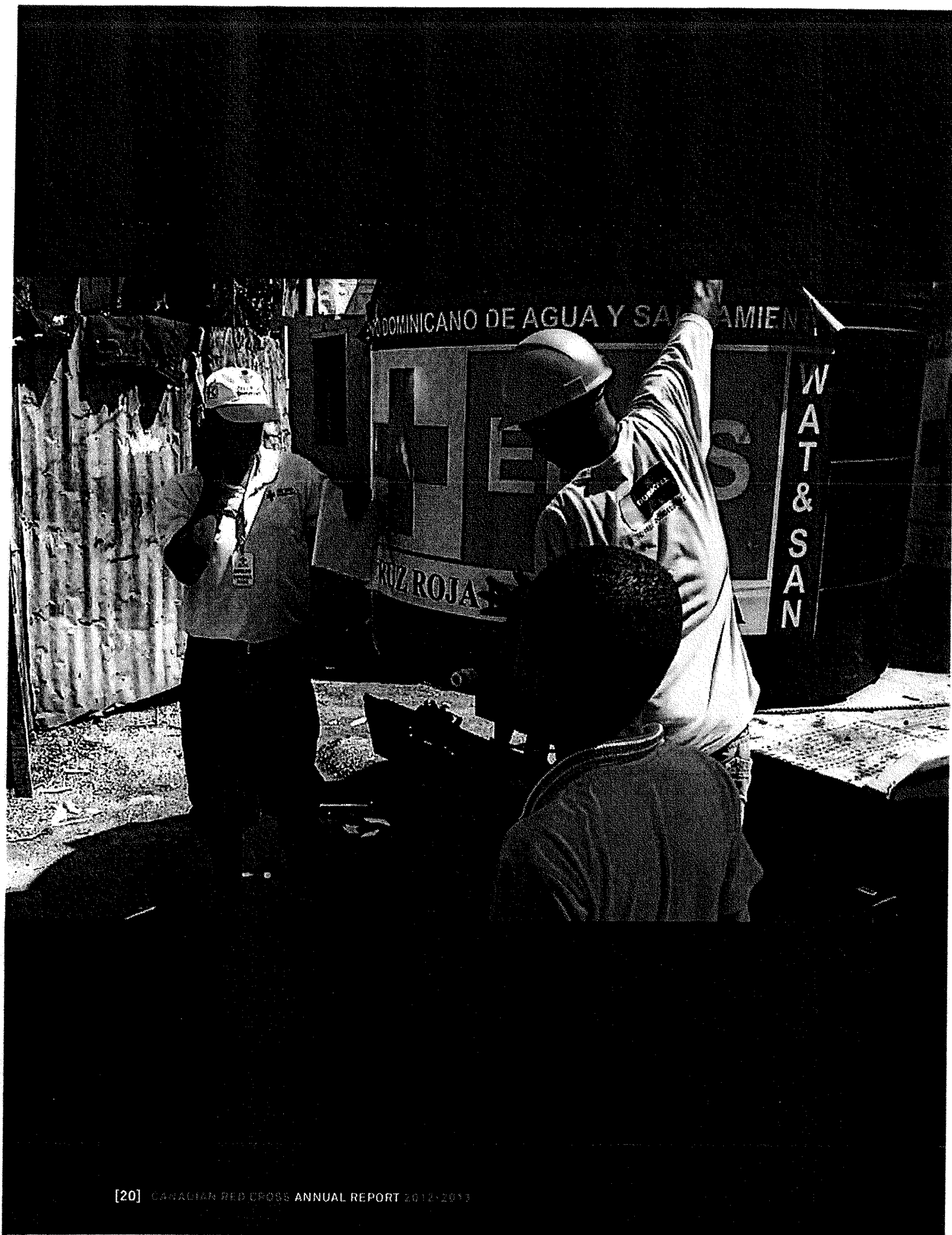
THE CANADIAN RED CROSS SOCIETY

Cost of Fundraising

Five-year Comparison (Unaudited)
(in thousands of dollars)

	5 Year Total	2013	2012	2011	2010	2009
Fundraising revenue	\$ 184,873	\$ 42,433	\$ 41,210	\$ 34,965	\$ 32,783	\$ 33,482
Bequest revenue	29,744	5,684	4,592	5,449	6,056	7,963
Donations in program revenue	43,874	16,823	8,748	7,253	4,096	6,954
Deferred revenue donations	317,857	12,295	57,332	60,932	142,593	44,705
Total fundraising and donations revenue	576,348	77,235	111,882	108,599	185,528	93,104
Total fundraising expenses	116,280	25,591	24,172	26,113	22,970	17,434
Surplus	\$ 460,068	\$ 51,644	\$ 87,710	\$ 82,486	\$ 162,558	\$ 75,670
Percentage of cost of total fundraising	20.2%	33.1%	21.6%	24.0%	12.4%	18.7%
Lotteries and gaming revenue	\$ 30,243	\$ 5,384	\$ 5,702	\$ 6,055	\$ 6,390	\$ 6,712
Lotteries and gaming expenses	20,493	3,879	3,831	4,116	4,241	4,426
Percentage of cost of Fundraising excluding Lotteries and Gaming	17.5%	30.2%	19.2%	21.5%	10.5%	15.1%

Source documents originated from Notes 9 and 14 of the annual consolidated financial statements. Notes and schedules to the consolidated financial statements are available on the Red Cross website at www.redcross.ca





CANADIAN RED CROSS

**Founded 1896
Incorporated 1909**

The red cross emblem and designation "Red Cross" are reserved in Canada by law for the exclusive use of The Canadian Red Cross Society and for the medical units of the armed forces by the Geneva Conventions Act, R.S.C., 1985, c.G-3.

The programs of The Canadian Red Cross Society are made possible by the voluntary services and financial support of the Canadian people.

To donate, please call 1-800-418-1111

ISSN 1708-6337
© 2013 The Canadian Red Cross Society

For additional information please contact:

**Canadian Red Cross
National Office**
170 Metcalfe St.
Ottawa, Ontario K2P 2P2
Tel: (613) 740-1900
Fax: (613) 740-1911
Email: feedback@redcross.ca

Atlantic Provinces
133 Troop Avenue
Dartmouth, Nova Scotia
B3B 2A7

Québec
6, place du Commerce
Verdun, Québec
H3E 1P4

Ontario
5700 Cancross Court
Mississauga, Ontario
L5R 3E9

Western Provinces
100-1305 11 Avenue SW
Calgary, Alberta
T3C 3P6

www.redcross.ca

Photos for this annual report provided by:
Canadian Red Cross
Marc Nagainis

The photos used in this Annual Report were collected from the Canadian Red Cross archives or were purchased, contracted or provided to the Canadian Red Cross for the purposes of this publication and may not be copied or used without written permission.

An electronic version of this document is available on the Canadian Red Cross Web site: www.redcross.ca.

Ce document est également publié en français.



**The Canadian Red Cross
BC Coastal Region**

	2012-13 Approved Budget	2013-14 Proposed Budget
Revenue		
Gaming	60,000	100,000
Program Revenues	416,400	410,000
Fund Development	700,000	690,000
Gifts In Kind	160,000	160,000
Grants - Provincial	34,500	40,000
Grants - Federal		8,000
Grants – Health Authority	990,500	990,000
Total Revenue	2,361,400	2,398,000
Expenses		
Disaster Management	214,200	229,300
Health Equipment Loan Programs		
Short Term Loan Service & TIME	649,000	683,900
Enhanced Medical Equipment Loan Service	1,147,000	1,130,000
RespectED	59,500	61,000
Community Development	152,200	155,000
Volunteer Resources	14,100	14,500
Program Management	125,400	124,300
Total Expense	2,361,400	2,398,000
NET	0	0

Notes:

1. Program Management includes human resources, payroll, volunteer management, planning, research, development, evaluation, governance, compensation, administration, public affairs, finance, fund development and communication and can be broken out for specific funders if needed. Each is assigned to program areas based on use.

2015

I. BOARD OF DIRECTORS

Name	Address	Contact information
1. DEAN, Alan CHAIR	5 Stanford Road Unionville, Ontario L3R 8L8	Home: (905) 479-5817 apodean@gmail.com
2. FOWLER, Sara John VICE-CHAIR	5763 Siasong Rd Sooke, British Columbia V9Z 0C4	Work: (250) 480-3101 Home: (250) 642-0311 Cell: (250) 812-8984 sjfowler@shaw.ca
3. TANAKA, Ted IMMEDIATE PAST-CHAIR	2786 West 7 th Avenue Vancouver, British Columbia V6K 1Z3	Work: (604) 629-6385 Fax: (604) 732-1243 Home: (604) 737-2904 Cell: (604) 657-9567 elanaka@cga-bc.org elanaka@shaw.ca
4. WEST, Ella	1112-700 Dynes Road Burlington, Ontario L7N 3M2	Work: (416) 345-2328 Home: (905) 631-0686 Cell: (416) 543-0850 ella.west@mlsallstream.com
5. TURCOTTE, Mylène	De Chantal, D'Amour, Fortier, S.E.N.C.R.L./LLP 1730, boul. Marie-Victorin, bureau 101 Longueuil (Québec) J4G 1A5	Work: (450) 670-3656 p. 231 Home: (450) 473-7070 Cell: (514) 894-6611 mturcotte@dodaf.qc.ca
6. BRUNET, Michel	1, Place Ville, Bureau 3900 Montréal, QC H3B 4M7	Work: (514)-878-8832 Fax: (514)-866-2241 michel.brunet@fmc-law.com
7. GILES, Gavin	17 Glen Eagle Way Halifax, Nova Scotia B3N 3H9	Work: (902) 444-8540 (direct) Home: (902) 423-0131 Cell: (902) 478-2887 gavin.giles@mcinnescooper.com

Name	Address	Contact Information
8. POSNO, Lloyd	1438 Birchwood Drive Mississauga, Ontario L5J 1T2	Home: (905) 403-8166 Fax: (905) 403-9551 Home 2: (905) 822-8012 lposno@sympatico.ca
9. SHEAD, Gordon	3993 Compton Road Port Alberni, BC V9Y 6B4	Home: (778)-421-3599 gsshead@shaw.ca
10. SCHNEIDER, Colleen	157 Evanson Street Winnipeg, MB R3G 2A2	Home: (204)-788-5757 Work: (204)-240-8589 cschneider1@wrha.mb.ca
11. CHOW, Dennis	68 Clement Road Toronto, ON M9R 1Y9	Home: (416) 722-2469 Work: (647) 456-9781 dennischow@gmail.com
12. BOUCHARD, Mathieu	1775 Des Erables Saint-Bruno, QC J3V 4P2	Office: (450) 645-2452 Cell: (514) 629-6098 mbouchard@graymont.com
13. COLLENS, Peter	15 Waterloo Crescent Mount Pearl, NL A1N 3X4	Home: (709) 747-5298 Work: (709) 745-8809 peter.collens@nf.albn.com
14. PEARSON, Alan	13 Durban Road Etobicoke, ON M8Z 4B2	Home: (416) 237-9874 Work: (416) 865-8223 apearson@lorys.com
15. SLOLY, Peter	40 College Street Toronto, ON M5G 2J3	Home: (416) 520-6467 Work: (416) 808-8001 Fax: (416) 808-8002 peter.sloly@torontopolice.on.ca
16. MAHONEY, Kathleen	15 Biggar Heights Bay Calgary, AB T3R 1H4	Home: (403) 239-8982 Work: (403) 239-8982 kmaahoney@ucalgary.ca