



**AGENDA**  
**GRANTS ADVISORY COMMITTEE**  
**TO BE HELD ON WEDNESDAY, 2014-MAR-19 AT 2:30 P.M.**  
**BOARD ROOM, 411 DUNSMUIR STREET**

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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, 455 Wallace Street, Nanaimo, BC, on Tuesday, 2014-MAR-04 at 1:00 p.m. *Pg. 4-8*

5. **INFORMATION ITEMS:**

- (a) Report to Council *Pg. 9*
- (b) 2014 Grants Committee Budget *Pg. 10*
- (c) 2014 Synopsis of Grants Awarded/Denied *Pg. 11*
- (d) Verbal update from Diane Hiscock, Staff Liaison, regarding:
- Nanaimo 7-10 Club Society (RPTE-21)
  - Pacific Child & Family Enrichment Society (RPTE-31)
  - Nanaimo Foodshare Network Society (RPTE-37)
  - Radio Malaspina – 2014 PTE

6. **RENEWAL APPLICATIONS:**

- (a) **RPTE-06 Nanaimo Region John Howard Society** *Pg. 12-45*

	<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	2,508
		(Property leased from BC0811580 BC Ltd.)	
		Total	\$6,480

- (b) **RPTE-35 United Way Central and Northern Vancouver Island** *Pg. 46-79*  
Folio 81054.209 at #9 – 327 Prideaux Street  
Municipal portion of 2014 taxes: \$506
- (c) **RPTE-47 Nanaimo Festival Heritage Theatre Society / Theatre One** *Pg. 80-103*  
Folio 85616.004 at #4A / #4B – 150 Commercial Street  
(Property leased from City)  
Municipal portion of 2014 taxes: \$1,226
- (d) **RPTE-48 Crimson Coast Dance Society** *Pg. 104-126*  
Folio 85616.010 at #10 – 150 Commercial Street  
(Property leased from City)  
Municipal portion of 2014 taxes: \$452
- (e) **RPTE-49 Nanaimo Minor Hockey Association** *Pg. 127-151*  
Folio 16000.025 at 750 Third Street  
(Property leased from City)  
Municipal portion of 2014 taxes: \$3,875
- (f) **RPTE-50 Nanaimo Equestrian Association** *Pg. 152-164*  
Folio 05549.008 at #3 – 2300 Bowen Road  
(Property leased from City)  
Municipal portion of 2014 taxes: \$5,063.50
- (g) **RPTE-51 Nanaimo Brain Injury Society** *Pg. 165-181*  
Folio 81611.022 at #106 – 285 Prideaux Street  
(Property leased from City)  
Municipal portion of 2014 taxes: \$3,636
- (h) **RPTE-52 Vancouver Island Aids Society** *Pg. 182-210*  
Folio 82334.000 at 55 Victoria Road  
(Property leased from Crankshaw Holdings Ltd.)  
Municipal portion of 2014 taxes: \$948
- (i) **RPTE-53 Nanaimo Child Development Centre Society** *Pg. 211-242*  
Folio 85047.002 at 1135 Nelson Street  
Municipal portion of 2014 taxes: \$30,235
- (j) **RPTE-55 Nanaimo Squash Club** *Pg. 243-257*  
Folio 86226.000 at 256 Wallace Street  
(Property leased from 597500 BC Ltd.)  
Municipal portion of 2014 taxes: \$3,787

- |     |  |  |                    |
|-----|--|--|--------------------|
| (k) | <b>RPTE-56</b>   | <b>Nanaimo Rowing Club</b>                 | <i>Pg. 258-269</i> |
|     | Folio 07151.002 at 4295 Victoria Avenue<br>(Property leased from City)<br>Municipal portion of 2014 taxes: \$289         |  |                    |
| (l) | <b>RPTE-57</b>   | <b>Mid Island Metis Nation Association</b> | <i>Pg. 270-292</i> |
|     | Folio 81611.014 at #109 – 285 Prideaux Street<br>(Property leased from City)<br>Municipal portion of 2014 taxes: \$353   |  |                    |
| (m) | <b>RPTE-58</b>   | <b>Nanaimo Canoe Kayak Club</b>            | <i>Pg. 293-311</i> |
|     | Folio 07151.002 at 4295 Victoria Avenue<br>(Property leased from City)<br>Municipal portion of 2014 taxes: \$289         |  |                    |
| (n) | <b>RPTE-59</b>   | <b>Vancouver Island Symphony</b>           | <i>Pg. 312-333</i> |
|     | Folio 85616.007 at #7 – 150 Commercial Street<br>(Property leased from City)<br>Municipal portion of 2014 taxes: \$1,097 |  |                    |
| (o) | <b>RPTE-60</b>   | <b>Nanaimo BMX Association</b>             | <i>Pg. 334-348</i> |
|     | Folio 05549.007 at #2 – 2300 Bowen Road<br>(Property leased from City)<br>Municipal portion of 2014 taxes: \$2,606       |  |                    |

**7. NEXT MEETING:**

The next meeting is scheduled for 2014-APR-02 at 2:30 p.m. in the Board Room, Service and Resource Centre, 411 Dunsmuir Street.

**8. ADJOURNMENT:**



**MINUTES**  
**GRANTS ADVISORY COMMITTEE**  
**MEETING HELD TUESDAY, 2014-MAR-04, 1:00 P.M.**  
**TRAINING ROOM, 455 WALLACE STREET**

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**MEMBERS PRESENT:**

Councillor D. Johnstone, Chair  
Councillor G. Anderson  
W. Anderson

D. Bonner  
T. O'Flanagan  
I. Thorpe

**MEMBERS ABSENT:**

B. Clemens, Director of Finance  
L. Avis  
V. Alcock-Carter

**STAFF PRESENT:**

D. Hiscock, Manager of Revenue Services  
T. Wilkinson, Recording Secretary

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1. CALL TO ORDER:

The meeting was called to order at 1:00 p.m.

2. INTRODUCTION OF LATE ITEMS:

- (a) Bill Anderson – questions regarding Radio Malaspina's PTE application (2013 PTE-02).

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 Board Room, 411 Dunsmuir Street, Nanaimo, BC on Wednesday, 2014-FEB-19 at 2:30 p.m. be adopted as circulated. The motion carried.



5. NEW APPLICATIONS:

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

Committee members noted:

- the Nanaimo 7-10 Club Society's letter asking for an Other Grant didn't appear to be accurate as the figures in the letter didn't match their Financial Statement.

It was moved and seconded that the Nanaimo 7-10 Club Society's Other Grant application be deferred so that Staff can contact the Nanaimo 7-10 Club Society to receive clarification on the figures in their Financial Statements. The motion carried.

(b) Loaves & Fishes Food Bank Foundation (SC-01)

It was moved and seconded that the Loaves & Fishes Food Bank Foundation be awarded a Security Check Grant in the amount of \$500. 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) Loaves & Fishes Food Bank Foundation (RPTE-08)

It was moved and seconded that the Loaves & Fishes Food Bank Foundation remains on the City's Permissive Tax Exemption Bylaw for property at 1009 Farquhar Street, receiving exemption from taxes for the year 2015 and until the next review. The motion carried.

(c) Pacific Child and Family Enrichment Society (RPTE-31)

Committee members noted:

- questioned whether the Pacific Child and Family Enrichment Society is using 100% of the property on Barons Road, and would like a footprint defining how much of the space they are using.

It was moved and seconded that the Pacific Child and Family Enrichment Society's renewal PTE application be deferred until more information is received from the Society. The motion carried.

(d) Island Crisis Care Society (RPTE-32)

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

- 880 Victoria Road
- 870 Victoria Road
- 355 Nicol Street
- 6682 Dover Road

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

(e) Crisis Pregnancy Centre of Nanaimo Society (RPTE-33)

It was moved and seconded that the Crisis Pregnancy Centre of Nanaimo Society remains on the City's Permissive Tax Exemption Bylaw for property at 1717 Kerrisdale Road, receiving exemption from taxes for the year 2015 and until the next review. The motion carried.

(f) United Way Central & Northern Vancouver Island (RPTE-35)

Committee members noted:

- Since Don Bonner is the President of the United Way Central & Northern Vancouver Island, and Bill Anderson is one of the Directors 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 & Northern Vancouver Island's renewal PTE application be deferred to a future Grants Advisory Committee meeting when there is a quorum. The motion carried.

(g) Wellington Community Association (RPTE-36)

It was moved and seconded that the Wellington Community Association remains on the City's Permissive Tax Exemption Bylaw for the following properties at:

- 3976 Corunna Avenue
- 3922 Corunna Avenue

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

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

Committee members noted:

- it is believed that Community Kitchens also occupies space at 271 Pine Street.

It was moved and seconded that the Nanaimo Foodshare Network Society's renewal PTE application be deferred until more information regarding their space used in the building is received from the Society. The motion carried.

(i) Nanaimo Theatre Group (RPTE-38)

It was moved and seconded that the Nanaimo Theatre Group remains on the City's Permissive Tax Exemption Bylaw for property at 2373 Rosstown Road, receiving exemption from taxes for the year 2015 and until the next review. The motion carried.

(j) Island Corridor Foundation (RPTE-39)

Committee members noted:

- Staff to contact the Island Corridor Foundation and ask them to attend a future Grants Advisory Committee Meeting for more information regarding accessibility to these lands (7 Port Drive and 1161 Milton Street), etc.

It was moved and seconded that the Island Corridor Foundation's PTE application be deferred to a future Grants Advisory Committee Meeting. The motion carried.

(k) Nanaimo Art Gallery Society (RPTE-41)

It was moved and seconded that the Nanaimo Art Gallery Society remains on the City's Permissive Tax Exemption Bylaw for property it leases at #2 - 150 Commercial Street, receiving exemption from taxes for the year 2015 and until the next review. The motion carried.

(l) Vancouver Island Haven Society (RPTE-42)

It was moved and seconded that the Vancouver Island Haven Society remains on the City's Permissive Tax Exemption Bylaw for property it leases at 2290 Labieux Road, receiving exemption from taxes for the year 2015 and until the next review. The motion carried.

(m) Royal Canadian Legion Mount Benson Branch 256 (RPTE-43)

It was moved and seconded that the Royal Canadian Legion Mount Benson Branch 256 remains on the City's Permissive Tax Exemption Bylaw for property at 1630 East Wellington Road, receiving exemption from taxes for the year 2015 and until the next review. The motion carried.

(n) Nanaimo Curling Club (RPTE-44)

It was moved and seconded that the Nanaimo Curling Club remains on the City's Permissive Tax Exemption Bylaw for property it leases at 100 Wall Street, receiving exemption from taxes for the year 2015 and until the next review. The motion carried.

(o) Boys and Girls Club of Central Vancouver Island (RPTE-45)

It was moved and seconded that the Boys and Girls Club of Central Vancouver Island remains on the City's Permissive Tax Exemption Bylaw for property at 20 Fifth Street, receiving exemption from taxes for the year 2015 and until the next review. The motion carried.

(p) Vancouver Island Exhibition Association (RPTE-46)

It was moved and seconded that the Vancouver Island Exhibition 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.

7. OTHER BUSINESS:

- (a) Bill Anderson asked that Staff look in to removing Radio Malaspina Society from the 2014 PTE Bylaw as they no longer are at 25 Front Street.

*Note: Radio Malaspina Society was granted a Permissive Tax Exemption on 2013-SEP-11 for the 2014 tax year based on 20% of the assessed value of the property leased at 25 Front Street.*

8. NEXT MEETING:

The next meeting of the Grants Advisory Committee is scheduled for Wednesday, 2014-MAR-19 in the Board Room, Service and Resource Centre, 411 Dunsmuir Street.

9. ADJOURNMENT:

It was moved and seconded at 1:55 p.m. that the meeting terminate. The motion carried.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date

# City of Nanaimo REPORT TO COUNCIL

DATE OF MEETING: 2014-MAR-17

AUTHORED BY: COUNCILLOR DIANA JOHNSTONE, CHAIR, GRANTS ADVISORY  
COMMITTEE

RE: 2014 GRANTS ADVISORY COMMITTEE RECOMMENDATION

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## COMMITTEE RECOMMENDATION:

That Council award the Loaves & Fishes Food Bank Foundation a grant in the amount of \$500 from the Security Check Grant fund.

## PURPOSE:

To obtain Council approval regarding a Security Grant application recommendation.

## BACKGROUND:

The Grants Advisory Committee met on 2014-MAR-04.

The Grants Advisory Committee has reviewed in detail the financial data and background information provided by the applicants. Recommendations are made in accordance with the Grants Policy and Guidelines adopted by Council.

The Committee recognizes both the limited funding that the City has available and the excellent community services provided by the various organizations. We are hopeful that the funds allocated by Council will allow the organizations in need of assistance to continue to provide their valuable services.

## DISCUSSION:

### **Security Check Grants Category**

#### **Application SC-01 Loaves & Fishes Food Bank Foundation**

The Committee recommends that Council award the Loaves & Fishes Food Bank Foundation a grant in the amount of \$500 from the Security Check Grant fund as they must have security checks performed by the R.C.M.P. on their employees and/or volunteers.

Respectfully submitted



Councillor Diana Johnstone  
Chair, Grants Advisory Committee

Drafted: 2014-MAR-06

DH/tw

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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
<b>Subtotal: Other Grants 275000 - 1334</b>	<b>0.00</b>	<b>1,521.26</b>	<b>1,293.80</b>	<b>1,408.06</b>	<b>1,397.42</b>	<b>1,443.62</b>	<b>8,501.47</b>	<b>4,001.47</b>	<b>4,001.47</b>	<b>2,998.53</b>

Permissive Tax Exemptions 275000 - 1332

										5,000.00
										5,000.00
								-	-	5,000.00
								-	-	5,000.00
								-	-	5,000.00
<b>Subtotal: Permissive Tax Exemptions 27500 - 1332</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,000.00</b>

Security Check Grants 275000 - 1329

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

Totals

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

<b>2014 Budget (Provisional)</b>	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	(4,001.47)
<b>Remaining Budget (Provisional)</b>	<b>9,998.53</b>

## 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. Pending Council Approval.

### PERMISSIVE TAX EXEMPTION GRANTS


**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.			
<b>Amount Requested:</b>	\$		<b>Amount Recommended:</b>
<b>Grant Awarded:</b>	Yes	No	
			\$

**Discussion:**

**Notes:**






# CITY OF NANAIMO APPLICATION FOR PERMISSIVE TAX EXEMPTION

Office Use

RPT-06

ORGANIZATION: <b>Nanaimo Region John Howard Society</b>		DATE: <b>NOVEMBER 18<sup>TH</sup>, 2013</b>	
ADDRESS: <b>#200-1585 BOWEN ROAD</b>		PRESIDENT: <b>WILLIAM ANDERSON</b>	
<b>NANAIMO</b>		SENIOR STAFF MEMBER: <b>FRANCE TELLIER</b>	
<b>B.C.</b>		POSITION: <b>EXECUTIVE DIRECTOR</b>	
<b>V9S 1G4</b>		CONTACT: <b>LISA MCCABE</b>	
TELEPHONE: <b>(250) 754-1266</b>		TELEPHONE: <b>250-754-1266</b>	
<p><b>OVERVIEW OF YOUR ORGANIZATION'S PROGRAMS AND SERVICES OFFERED IN THE COMMUNITY:</b>          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.</p>			
<p><b>GEOGRAPHIC AREA SERVED BY THE ORGANIZATION:</b>  <b>NANAIMO REGION – PRIMARILY THE CITY OF NANAIMO</b></p>			
NO. OF FULL TIME STAFF: <b>25</b>		NO. OF PART TIME STAFF: <b>7</b>	
NO. OF COMMUNITY VOLUNTEERS: <b>170</b>		NO. OF VOLUNTEER HOURS PER YEAR: <b>2,981.5</b>	
NO. OF MEMBERS: <b>39</b>		MEMBERSHIP FEE: <b>\$10.00</b>	
CLIENTS SERVED, LAST YEAR: <b>1,074</b>		CLIENTS SERVED, THIS YEAR (PROJECTED): <b>1,900</b>	
B.C. SOCIETY ACT REG. NO.: <b>S25007</b>		REVENUE CANADA CHARITABLE REG. NO.: <b>130303936RR0001</b>	
CURRENT BUDGET: <b>2013-2014</b>		LEGAL DESCRIPTION OF PROPERTY: <b>LT1, PLAN 36556, LD 32, SECTION 1</b>	
INCOME <b>\$1,777,187</b>			
EXPENSES: <b>\$1,777,187</b>		TAX FOLIO NUMBER: <b>86186.000</b>	
NEXT YEAR PROJECTED: <b>2014-2015</b>			
INCOME: <b>\$2,000,000</b>		CURRENT YEAR TAXES (IF KNOWN): <b>\$4,139.31 (AREA OCCUPIED BY THE NRJHS)</b>	
EXPENSES: <b>\$2,000,000</b>			
SIGNATURE: 		TITLE/POSITION: <b>EXECUTIVE DIRECTOR</b>	DATE: <b>NOVEMBER 18, 2013</b>
<p><b>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).</b></p>			



# CITY OF NANAIMO APPLICATION FOR PERMISSIVE TAX EXEMPTION

Office Use

RTE-06

ORGANIZATION: Nanaimo Region John Howard Society		DATE: NOVEMBER 18 <sup>TH</sup> , 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: <i>France Tellier</i>		TITLE/POSITION: EXECUTIVE DIRECTOR	
		DATE: NOVEMBER 18 <sup>TH</sup> , 2013	
<b>NOTE:</b> 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: <b>Nanaimo Region John Howard Society</b>		DATE: <b>NOVEMBER 18<sup>TH</sup>, 2013</b>	
ADDRESS: <b>#200-1585 BOWEN ROAD</b>		PRESIDENT: <b>WILLIAM ANDERSON</b>	
<b>NANAIMO</b>		SENIOR STAFF MEMBER: <b>FRANCE TELLIER</b>	
<b>B.C.</b>		POSITION: <b>EXECUTIVE DIRECTOR</b>	
<b>V9S 1G4</b>		CONTACT: <b>LISA MCCABE</b>	
TELEPHONE: <b>(250) 754-1266</b>		TELEPHONE: <b>250-754-1266</b>	
<b>OVERVIEW OF YOUR ORGANIZATION'S PROGRAMS AND SERVICES OFFERED IN THE COMMUNITY:</b> 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.			
<b>GEOGRAPHIC AREA SERVED BY THE ORGANIZATION:</b> <b>NANAIMO REGION – PRIMARILY THE CITY OF NANAIMO</b>			
NO. OF FULL TIME STAFF: <b>25</b>		NO. OF PART TIME STAFF: <b>7</b>	
NO. OF COMMUNITY VOLUNTEERS: <b>170</b>		NO. OF VOLUNTEER HOURS PER YEAR: <b>3,535</b>	
NO. OF MEMBERS: <b>39</b>		MEMBERSHIP FEE: <b>\$10.00</b>	
CLIENTS SERVED, LAST YEAR: <b>1,074</b>		CLIENTS SERVED, THIS YEAR (PROJECTED): <b>1,200</b>	
B.C. SOCIETY ACT REG. NO.: <b>S25007</b>		REVENUE CANADA CHARITABLE REG. NO.: <b>130303936RR0001</b>	
CURRENT BUDGET: <b>2013-2014</b>		<b>LOT 2, BLK.14, SEC.18, RANGE 8, MOUNTAIN DISTRICT, PLAN 526</b>  <b>TAX FOLIO NUMBER:</b> <b>05695.000</b>	
INCOME <b>\$1,777,197</b>			
EXPENSES: <b>\$1,777,197MIN</b>			
NEXT YEAR PROJECTED: <b>2014-2015</b>		<b>CURRENT YEAR TAXES (IF KNOWN):</b> <b>\$2,847.30</b>	
INCOME: <b>\$2,000,000</b>			
EXPENSES: <b>\$2,000,000</b>			
SIGNATURE: 		TITLE/POSITION: <b>EXECUTIVE DIRECTOR</b>	
		DATE: <b>NOVEMBER 12, 2013</b>	

**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

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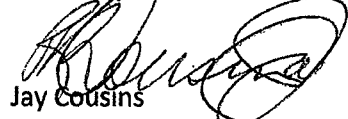
COMMERCIAL

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





## 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](http://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

Doug

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

VAT 498

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:

*Frances 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)*

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	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

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## REVIEW ENGAGEMENT REPORT

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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

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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](http://www.morineandco.com) • CAs 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> <b>2013</b>	<i>March 31</i> <b>2012</b>	<i>April 1</i> <b>2011</b>
<b>ASSETS</b>			
<b>CURRENT</b>			
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
	<b>279,405</b>	<b>289,353</b>	<b>282,358</b>
<b>CAPITAL ASSETS (Note 2)</b>	<b>497,847</b>	<b>507,319</b>	<b>529,232</b>
	<b>\$ 777,252</b>	<b>\$ 796,672</b>	<b>\$ 811,590</b>
<b>LIABILITIES AND NET ASSETS</b>			
<b>CURRENT</b>			
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
	<b>201,742</b>	<b>122,298</b>	<b>172,264</b>
<b>LONG TERM DEBT (Note 3)</b>	<b>86,039</b>	<b>89,689</b>	<b>-</b>
	<b>287,781</b>	<b>211,987</b>	<b>172,264</b>
<b>NET ASSETS</b>	<b>489,471</b>	<b>584,685</b>	<b>639,326</b>
	<b>\$ 777,252</b>	<b>\$ 796,672</b>	<b>\$ 811,590</b>
<b>LEASE COMMITMENTS (Note 5)</b>			

**ON BEHALF OF THE BOARD**

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

See notes to financial statements  
Morine & Co. Chartered Accountants LLP  
2

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

	2013	2012
<b>REVENUE</b>		
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>
<b>EXPENDITURES</b>		
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>
<b>DEFICIENCY OF REVENUE OVER EXPENDITURES FROM OPERATIONS</b>	(95,214)	(54,641)
Transfer from reserves	84,790	30,485
<b>DEFICIENCY OF REVENUE OVER EXPENDITURES</b>	<u>\$ (10,424)</u>	<u>\$ (24,156)</u>

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

# THE NANAIMO REGION JOHN HOWARD SOCIETY

## Statement of Cash Flows Year Ended March 31, 2013 (Unaudited)

	2013	2012
<b>OPERATING ACTIVITIES</b>		
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>
<b>INVESTING ACTIVITY</b>		
Purchase of capital assets	<u>(15,267)</u>	<u>(1,514)</u>
<b>FINANCING ACTIVITY</b>		
Repayment of long term debt	<u>(3,528)</u>	<u>(2,356)</u>
<b>INCREASE (DECREASE) IN CASH FLOW</b>	<b>105,710</b>	<b>(83,854)</b>
Cash - beginning of year	<u>11,393</u>	<u>95,247</u>
<b>CASH - END OF YEAR</b>	<b>\$ 117,103</b>	<b>\$ 11,393</b>
<b>CASH FLOWS SUPPLEMENTARY INFORMATION</b>		
Interest paid	<u>\$ 6,413</u>	<u>\$ 6,654</u>
<b>CASH CONSISTS OF:</b>		
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  
Morine & Co. Chartered Accountants LLP  
5

# THE NANAIMO REGION JOHN HOWARD SOCIETY

## Notes to Financial Statements

Year Ended March 31, 2013

(Unaudited)

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### 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.

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### 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.

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### 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)

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**THE NANAIMO REGION JOHN HOWARD SOCIETY**

**Notes to Financial Statements**

**Year Ended March 31, 2013**

*(Unaudited)*

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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)*

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**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.

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**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/>
	\$	<u>105,280</u>

---

**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.

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**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

<b>Contracts Total</b>	<b>725,541.43</b>
------------------------	-------------------

**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

<b>Grants Total</b>	<b>195,238.40</b>
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<b>Program Fees Total</b>	<b>120,474.11</b>
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<b>Social Enterprise Total</b>	<b>1,795.00</b>
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**Donations & Membership**

Donations	8,703.48
Membership Dues	150.00

<b>Donations &amp; Membership Total</b>	<b>8,853.48</b>
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**Transfers**

Rent Transfers	10,500.00
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<b>Transfers</b>	<b>10,500.00</b>
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**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

<b>Other Revenue</b>	<b>37,207.36</b>
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<b>TOTAL REVENUE</b>	<b>1,099,609.78</b>
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**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

<b>Total Payroll Expense</b>	<b>659,428.65</b>
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**General & Administrative Expenses**

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

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**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
<b>Total General &amp; Admin. Expenses</b>	<b>412,363.32</b>
<b>TOTAL EXPENSE</b>	<b>1,071,791.97</b>
<b>NET INCOME</b>	<b>27,817.81</b>



# Nanaimo Region John Howard Society

## Project Budget Detail Report April to May for Fiscal End 2014

Account Description	Actual	Budget	Difference
<b>Indian Federation of Therapeutic Communities Assoc</b>			
<b>REVENUE</b>			
Total Revenue	0.00	0.00	0.00
<b>EXPENSE</b>			
5660 Contractors	500.00	0.00	500.00
Total Expense	500.00	0.00	500.00
Net Income	-500.00	0.00	-500.00
<b>CODE Community Dental Clinic</b>			
<b>REVENUE</b>			
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
<b>EXPENSE</b>			
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
<b>Community Employment Program</b>			
<b>REVENUE</b>			
4010 Correctional Services of Canada	3,456.64	3,456.66	-0.02
Total Revenue	3,456.64	3,456.66	-0.02
<b>EXPENSE</b>			
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
<b>Community Service Orders</b>			
<b>REVENUE</b>			
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
<b>EXPENSE</b>				
	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**

<b>REVENUE</b>				
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

<b>EXPENSE</b>				
	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**

<b>REVENUE</b>				
	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

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

Account Description	Actual	Budget	Difference
<b>EXPENSE</b>			
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
<b>Total Expense</b>	<b>56,276.08</b>	<b>54,546.00</b>	<b>1,730.08</b>
<b>Net Income</b>	<b>6,816.10</b>	<b>0.06</b>	<b>6,816.04</b>
<b>Into Green Landscaping</b>			
<b>REVENUE</b>			
4510 Into Green	190.00	0.00	190.00
4680 Reserve Transfers	0.00	0.00	0.00
<b>Total Revenue</b>	<b>190.00</b>	<b>0.00</b>	<b>190.00</b>
<b>EXPENSE</b>			
5670 Honorarium	0.00	0.00	0.00
5712 Printing & Postage	50.93	0.00	50.93
Program Expenses	18.00	0.00	18.00
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
<b>Total Expense</b>	<b>68.93</b>	<b>0.00</b>	<b>68.93</b>
<b>Net Income</b>	<b>121.07</b>	<b>0.00</b>	<b>121.07</b>
<b>Mental Health Outreach Program</b>			
<b>REVENUE</b>			
4010 Correctional Services of Canada	7,532.50	8,208.00	-675.50
4680 Reserve Transfers	0.00	0.00	0.00
<b>Total Revenue</b>	<b>7,532.50</b>	<b>8,208.00</b>	<b>-675.50</b>
<b>EXPENSE</b>			
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
<b>Total Expense</b>	<b>8,333.60</b>	<b>8,208.00</b>	<b>125.60</b>
<b>Net Income</b>	<b>-801.10</b>	<b>0.00</b>	<b>-801.10</b>
<b>Nanaimo Working Group on Homelessness (NWGH)</b>			
<b>REVENUE</b>			
4210 City of Nanaimo	1,219.45	203.24	1,016.21
Donations	0.00	16.66	-16.66
<b>Total Revenue</b>	<b>1,219.45</b>	<b>219.90</b>	<b>999.55</b>
<b>EXPENSE</b>			

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
<b>Program Expenses</b>	<b>100.00</b>	<b>219.90</b>	<b>-119.90</b>
<b>Total Expense</b>	<b>100.00</b>	<b>219.90</b>	<b>-119.90</b>
<b>Net Income</b>	<b>1,119.45</b>	<b>0.00</b>	<b>1,119.45</b>
<b>Parks &amp; Trails</b>			
<b>REVENUE</b>			
4090 City of Nanaimo	946.64	946.66	-0.02
<b>Total Revenue</b>	<b>946.64</b>	<b>946.66</b>	<b>-0.02</b>
<b>EXPENSE</b>			
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
<b>Total Expense</b>	<b>964.85</b>	<b>863.34</b>	<b>101.51</b>
<b>Net Income</b>	<b>-18.21</b>	<b>83.32</b>	<b>-101.53</b>
<b>Recovery Day</b>			
<b>REVENUE</b>			
<b>Total Revenue</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>EXPENSE</b>			
<b>Total Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Rental Support Program</b>			
<b>REVENUE</b>			
4280 NWGH	7,033.98	3,143.34	3,890.64
RSP Program Fees	5,500.00	1,916.66	3,583.34
<b>Total Revenue</b>	<b>12,533.98</b>	<b>5,060.00</b>	<b>7,473.98</b>
<b>EXPENSE</b>			
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
<b>Total Expense</b>	<b>10,523.32</b>	<b>5,060.00</b>	<b>5,463.32</b>
<b>Net Income</b>	<b>2,010.66</b>	<b>0.00</b>	<b>2,010.66</b>
<b>Response and Assistance Program</b>			
<b>REVENUE</b>			
4680 Reserve Transfers	0.00	0.00	0.00
<b>Total Revenue</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>EXPENSE</b>			
5720 Program Expenses	34.27	0.00	34.27
Travel Expense	34.27	0.00	34.27
<b>Net Income</b>	<b>-34.27</b>	<b>0.00</b>	<b>-34.27</b>

Restorative Justice Program

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
<b>REVENUE</b>				
	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
<b>Total Revenue</b>		<b>8,653.64</b>	<b>9,649.16</b>	<b>-995.52</b>
<b>EXPENSE</b>				
	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
<b>Total Expense</b>		<b>10,587.73</b>	<b>9,649.20</b>	<b>938.53</b>
<b>Net Income</b>		<b>-1,934.09</b>	<b>-0.04</b>	<b>-1,934.05</b>
<b>Ryan Barclay Ball Tournament</b>				
<b>REVENUE</b>				
<b>Total Revenue</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>EXPENSE</b>				
<b>Total Expense</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Income</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Society Services</b>				
<b>REVENUE</b>				
	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

Ac...	Account Description	Actual	Budget	Difference
	Sublease Revenue	3,400.00	4,041.66	-641.66
4150	Other Revenue	114.94	900.00	-785.06
<b>Total Revenue</b>		<b>48,755.21</b>	<b>51,131.86</b>	<b>-2,376.65</b>

### 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
5780	Telecommunications	640.59	666.66	-26.07
5780	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
<b>Total Expense</b>		<b>59,795.69</b>	<b>52,846.54</b>	<b>6,949.15</b>
<b>Net Income</b>		<b>-11,040.48</b>	<b>-1,714.68</b>	<b>-9,325.80</b>

### Storybook Dads

#### REVENUE

4290	CCCU	694.70	694.72	-0.02
4610	Donations	50.00	250.00	-200.00
<b>Total Revenue</b>		<b>744.70</b>	<b>944.72</b>	<b>-200.02</b>

#### 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
<b>Total Expense</b>		<b>1,004.20</b>	<b>944.70</b>	<b>59.50</b>
<b>Net Income</b>		<b>-259.50</b>	<b>0.02</b>	<b>-259.52</b>

### 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
<b>REVENUE</b>			
Total Revenue	0.00	0.00	0.00
<b>EXPENSE</b>			
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
<b>Net Income</b>	-6,921.94	0.00	-6,921.94

## Together We Can

<b>REVENUE</b>			
4280 NWGH	1,293.14	215.50	1,077.64
Total Revenue	1,293.14	215.50	1,077.64

<b>EXPENSE</b>			
5720 Program Expenses	867.66	215.50	652.16
Total Expense	867.66	215.50	652.16
<b>Net Income</b>	425.48	0.00	425.48

## Transitional Housing Program

<b>REVENUE</b>			
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
<b>Net Income</b>	2,463.05	-0.04	2,463.09

## Vancouver Island Therapeutic Community - Surfside

<b>REVENUE</b>			
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
4270	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
	Repairs & Maintenance	612.11	1,290.52	-678.41
	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	pr Projects	-17,793.39	18.70	-17,812.09
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**NANAIMO REGION JOHN HOWARD SOCIETY**  
**BOARD OF DIRECTORS 2013/2014**  
**Revised July 2013**

<b>Anderson, Bill</b> Retired Accountant 2530 Holyrood Drive Nanaimo, B.C. V9S 4K9 Res: 250.758.5879 <u>wcanderson@telus.net</u>  <i>Stat date: April 2011</i>	<b>PRESIDENT</b>	<b>Bevis, Joanne</b> <i>Retired</i> 420 Heron Place Nanaimo, BC V9T 4X7 Res: 250.751.0326 <u>joannebevis@shaw.ca</u>  <i>Start date: June 2003</i>	<b>PAST PRESIDENT</b>
<b>Munro, Randy</b> Retired 6522 Peregrine Road Nanaimo, B.C. V9V 1V5 Res: 250.390.0805 <u>randallmunro@shaw.ca</u>  <i>Start date: June 2010</i>	<b>VICE PRESIDENT</b>	<b>Guy, Judith (Judy)</b> <i>Retired</i> 1180 Lee Road Parksville, B.C. V9P 2L2 Res: 250.586.4716 <u>2jgguy@gmail.com</u>  <i>Start date: October 2007</i>	<b>SECRETARY</b>
<b>Sippel, Joe</b> 5807 Redwing Crescent Nanaimo, B.C. V9T 6H9 Res: 250.933.5223 unlisted <u>jsippel78@gmail.com</u>  <i>Start date: June 2009</i>	<b>TREASURER</b>	<b>Chadwick, Scott</b> Pastor 2650 Jasmine Place Nanaimo, B.C. V9T 5W6 Res: 250.751.1150 Bus: 250.753.0258 Fax: 250.753.0259 Cell: 250.668.4441 <u>scott@generations.ca</u>  <i>Start date: September 2010</i>	<b>DIRECTOR</b>
<b>Price, Betty</b> <i>Retired</i> 913 Shorewood Drive Parkville, B.C. V9P 1R9 250.248.8787 <u>bettyprice@telus.net</u>  <i>Start date: June 2007</i>	<b>DIRECTOR</b>	<b>Churchill, Chris</b> Lawyer 279 Pine Street Nanaimo, B.C. V9R 2B7 Res: 250.753.6712 Bus: 250.753.6112 Fax: 250.753.0712 <u>cgchurchill@shaw.ca</u>  <i>Start date: September 2011</i>	<b>DIRECTOR</b>
<b>Doug Creba</b> 421 Milton Street Nanaimo, B.C. V9R 2K9 Res: 250.753.3371 Bus: 250.714.0172 Cell: 250.616.3478 <u>dougcreba@aquariusd.com</u>  <i>Start date: March 2013</i>	<b>DIRECTOR</b>	<b>Ian MacKenzie</b> 3522 Falcon Drive Nanaimo, V9T 4G8 Res: 250.756.2350  <u>ie.mac@shaw.ca</u>  <i>Start date: Dec 2012</i>	<b>DIRECTOR</b>
<b>Susan Juby</b> 201 Woodhaven Drive Nanaimo, B.C. V9T 5M1 Res: 250.729.8016 <u>susanjuby@shaw.ca</u>  <i>Start date July 2013</i>		<b>Botterill, Pam</b> Office Manager/Admin Assistant, VIU Executive 2170 Woodthrush Place Nanaimo, B.C. V9R 6V2 Res: 250.754.8752 Bus: 250.740.6163 Fax: 250.740.6452 <u>pam.botterill@viu.ca</u>  <i>Start date: Jan 2007</i>	

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

**Name of Organization: United Way Central and Northern Vancouver Island**

**Grant No. RPTE-35**

<b>Criteria:</b>	<b>Meets Criteria:</b>		<b>Statement of Purpose:</b>
	<b>Yes</b>	<b>No</b>	
➤ 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.			
<b>Amount Requested:</b>	<b>\$</b>		<b>Amount Recommended:</b>
<b>Grant Awarded:</b>	<b>Yes</b>	<b>No</b>	
			<b>\$</b>

**Discussion:**

**Notes:**



# CITY OF NANAIMO APPLICATION FOR PERMISSIVE TAX EXEMPTION RENEWAL

Office Use

RPTE-35

ORGANIZATION: United Way Central and Northern Vancouver Island		DATE: November 29, 2013	
ADDRESS: #9-327 Prideaux St.		PRESIDENT: Don Bonner	
Nanaimo, BC		SENIOR STAFF MEMBER: Signy Madden	
V9R 2N4		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.: S-0005458		REVENUE CANADA CHARITABLE REG. NO.: 119260537RR001	
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](http://www.fin.gov.bc.ca/registries)

**SOCIETY**  
**ANNUAL REPORT**  
FORM 11 Section 68  
Society Act

Filing Fee: \$25.00

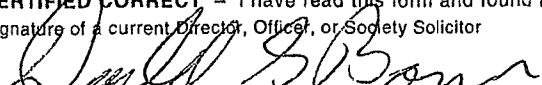
Telephone: 250 356-8609

**IMPORTANT: Please read instructions on reverse before completing this form.**

Page 1 of 2

<b>A NAME OF SOCIETY</b>		<b>B ADDRESS OF SOCIETY – MUST BE A PHYSICAL ADDRESS</b>		<b>C CERTIFICATE OF INCORPORATION NUMBER</b>	
United Way Central & Northern Vancouver Island		3156 Barons RD		S-0005458	
Nanaimo BC V9T 4B5				OFFICE USE ONLY – DO NOT WRITE IN THIS AREA	
<b>D ANNUAL GENERAL MEETING DATE</b>					
This report contains information about the society as at the close of the annual general meeting held on				YYYY / MM / DD 2012/06/21	

<b>E DIRECTORS</b>			
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

<b>F CERTIFIED CORRECT</b> – 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 		



**BRITISH  
COLUMBIA**  
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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](http://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

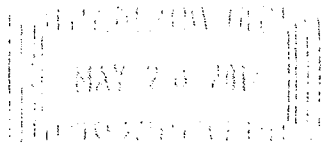
<b>A</b> NAME OF SOCIETY		<b>B</b> ADDRESS OF SOCIETY – <i>MUST BE A PHYSICAL ADDRESS</i>		<b>C</b> CERTIFICATE OF INCORPORATION NUMBER  S-0005458  <small>OFFICE USE ONLY – DO NOT WRITE IN THIS AREA</small>
		United Way Central & Northern Vancouver Island 3156 Barons RD Nanaimo, BC V9T 4B5		
<b>D</b> 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
<b>E</b> DIRECTORS				
LAST NAME	FIRST NAME & INITIALS (IF ANY)	RESIDENTIAL ADDRESS <small>(MUST BE A PHYSICAL ADDRESS)</small>	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	
<b>F</b> CERTIFIED CORRECT – I have read this form and found it to be correct.  Signature of a current Director, Officer, or Society Solicitor			DATE SIGNED 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	<i>CLK</i>
DATE	<i>31/07/12</i>
ACCT #	

OFFICE USE ONLY

ONLINE FILING AVAILABLE at [www.bcregistryservices.gov.bc.ca](http://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

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---

Last name: BONNER

First name (include initials): DON

Address (include postal code):

2103 DUGGAN RD  
NANAIMO BC V9S 5N9

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---

Last name: CURLEY

First name (include initials): NANCY

Address (include postal code):

6257 WATERBURY ROAD  
NANAIMO BC V9V 1L5

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---

Last name: ENNIS

First name (include initials): JEAN

Address (include postal code):

1430 VALLEYVIEW DRIVE  
COURTENAY BC V9N 8T3

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---

Last name: FITTER

First name (include initials): NEIL

Address (include postal code):

6268 OLYMPIA WAY  
NANAIMO BC V9V 1C2

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---

Last name: FORSYTH

First name (include initials): JAMES

Address (include postal code):

1900 TREELAND RD  
CAMPBELL RIVER BC V9W 4E8

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---

Last name: LITTLE

First name (include initials): JOHN

Address (include postal code):

2039 BAY ST  
NANAIMO BC V9T 4V6

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---

Last name: STEININGER

First name (include initials): JON

Address (include postal code):

424 HAMBROOK STREET  
PO BOX 297  
LADYSMITH BC V9V 1C2

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---

---

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@uwccan.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

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	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**

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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

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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

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96 Wallace Street, Nanaimo, British Columbia, V9R 0E2, Phone: (250) 753-6251

**MNP**  
LLP




# **United Way Central and Northern Vancouver Island Statement of Financial Position**

*As at March 31, 2013*

	<i>March 31</i>	<i>December 31</i>	<i>January 1</i>
	<i>2013</i>	<i>2011</i>	<i>2011</i>
<b>Assets</b>			
<b>Current</b>			
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
	<b>913,755</b>	<b>1,139,626</b>	<b>1,139,394</b>
<b>Capital assets (Note 6)</b>	<b>5,168</b>	<b>6,463</b>	<b>7,617</b>
	<b>918,923</b>	<b>1,146,089</b>	<b>1,147,011</b>
<b>Liabilities</b>			
<b>Current</b>			
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
	<b>219,495</b>	<b>374,328</b>	<b>166,485</b>
<b>Net Assets</b>			
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
	<b>699,428</b>	<b>771,761</b>	<b>980,526</b>
	<b>918,923</b>	<b>1,146,089</b>	<b>1,147,011</b>

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**

	<b>15 months Ended March 31 2013</b>	<b>12 Months Ended December 31 2011</b>
<b>Revenue</b>		
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	-
	<b>943,319</b>	<b>921,257</b>
<b>Expenses</b>		
Allocations and designated donations	488,321	727,505
UWCNVI programs (Schedule 3)	281,233	145,499
Fundraising (Schedule 3)	246,098	257,018
	<b>1,015,652</b>	<b>1,130,022</b>
Deficiency of revenues over expenses	<b>(72,333)</b>	<b>(208,765)</b>

*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
<b>Cash provided by (used for) the following activities</b>		
<b>Operating</b>		
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)
	<b>(96,984)</b>	<b>(88,440)</b>
<b>Financing</b>		
Purchase of short term investments	(3,682)	(309,334)
Proceeds from sale of short term investments	70,138	404,385
	<b>66,456</b>	<b>95,051</b>
<b>Investing</b>		
Purchases of capital assets	(526)	(980)
Decrease in externally restricted cash	3,237	-
	<b>2,711</b>	<b>(980)</b>
<b>Increase (decrease) in cash resources</b>	<b>(27,817)</b>	<b>5,631</b>
<b>Cash resources, beginning of year</b>	<b>204,805</b>	<b>199,174</b>
<b>Cash resources, end of year</b>	<b>176,988</b>	<b>204,805</b>

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*

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### 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*

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**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*

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**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> <b>2013</b>	<i>December 31</i> <b>2011</b>
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)	-
	<b>164,632</b>	<b>157,863</b>

**8. Deferred revenue - gaming**

	<i>March 31</i> <b>2013</b>	<i>December 31</i> <b>2011</b>
Balance, beginning of year	3,237	3,237
Amounts recognized as revenue during the year	(3,237)	-
	<b>-</b>	<b>3,237</b>

**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.

	<b>2013</b>	<b>2011</b>
Homeless Partnering Strategy program	64,166	-
Success by Six program	12,319	44,057
	<b>76,485</b>	<b>44,057</b>

**United Way Central and Northern Vancouver Island**  
**Notes to the Financial Statements**  
*For the fifteen months ended March 31, 2013*

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**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
<b>Revenue</b>					
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
<b>Expenses</b>					
<b>Administration</b>					
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
<b>Programs</b>					
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 grants	-	-	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
<b>Total Expenses</b>	589,481	5,797	356,842	952,120	509,220

**United Way Central and Northern Vancouver Island**  
**Schedule 2 - Schedule of Administrative Expenses**

	15 Months Ended March 31 2013	12 Months Ended December 31 2011
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>
<b>Fundraising Expenses</b>		
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
	<b>246,098</b>	<b>257,018</b>
<b>UWCNVI Programs</b>		
U.W. Centraide and memberships	7,811	6,485
Wages	85,394	-
Allocation of administrative expenses (Schedule 2)	188,028	139,014
	<b>281,233</b>	<b>145,499</b>

**United Way Central and Northern V.I.**  
**Income Statement 01/04/2013 to 31/10/2013**

**REVENUE**

<b>Income</b>		
Other Revenue	849.50	
Total		849.50
Kickoff Breakfast	8,041.08	
Kickoff Flower donations	150.00	
Kick 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
<b>Total Income</b>		<b>38,360.09</b>
<b>Central Island</b>		
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
<b>Central Island Total</b>		<b>85,453.29</b>
<b>Campbell River</b>		
Designations - Campbell River	1,878.39	
Campaign Campbell River Total		1,878.39
<b>Campbell River Total</b>		<b>1,878.39</b>
<b>Comox Valley</b>		
Designations - Comox Valley	-352.31	
Campaign Comox Valley Total		-352.31
<b>Comox Valley Total</b>		<b>-352.31</b>
<b>Other Revenue</b>		
Interest Income		1,035.99
<b>Other Revenue Total</b>		<b>1,035.99</b>
<b>TOTAL REVENUE</b>		<b>126,375.45</b>

**EXPENSE**

<b>Expenses</b>	
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	
<b>Total Expenses</b>	<b>540,337.83</b>	
<b>Better At Home</b>		
Better At Home	-4,834.00	
<b>Better At Home</b>	<b>-4,834.00</b>	
<b>HPS Community Entity (UWCNVI)</b>		
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	
<b>HPS Total</b>	<b>-28.85</b>	
<b>TOTAL EXPENSE</b>	<b>535,474.98</b>	
<b>NET INCOME</b>	<b>-409,099.53</b>	

# **United Way Central and Northern V.I. Balance Sheet As at 31/10/2013**

## **ASSET**

<b>Assets</b>		
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 Depr	-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
<b>Assets</b>		<b>499,393.20</b>
<b>TOTAL ASSET</b>		<b>499,393.20</b>

## **LIABILITY**

<b>Liabilities</b>	
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
<b>Total Liabilities</b>		<b>247,110.26</b>
<b>TOTAL LIABILITY</b>		<b>247,110.26</b>
<b>EQUITY</b>		
<b>Equities</b>		
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	
<b>Total Equities</b>		<b>252,282.94</b>
<b>TOTAL EQUITY</b>		<b>252,282.94</b>
<b>LIABILITIES AND EQUITY</b>		<b>499,393.20</b>

**UWCNVI**  
**Budget April 1, 2014 - March 31, 2015**

	Annual Budget	YTD Actual	YTD Variance
<b>REVENUE</b>			
Donations/Pledges/Special Events	901,286		
Administration fees Success by Six	17,342		
SB6 Funding	407,470		
HPS Funding	565,718		
<b>TOTAL REVENUE</b>	<b>1,891,816</b>		
<b>Expenses</b>			
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		
<b>Total Expenses</b>	<b>490341</b>		
<b>Program Grants</b>			
Local Designations	30029		
Flow Through Designations	42817		
HPS	565718		
SB6	407470		
Community Partner Allocation	355441		
<b>Sub-Total</b>	<b>1401475</b>		
<b>Total</b>	<b>1891816</b>		

**United Way Central & Northern Vancouver Island**  
**Board of Directors – November 28<sup>th</sup>, 2013**

<b>Name</b>	<b>Position</b>
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.uwcnvi.ca](http://www.uwcnvi.ca)

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

**Name of Organization: Nanaimo Festival Heritage Theatre Society / TheatreOne**

**Grant No. RPTE-47**

<b>Criteria:</b>	<b>Meets Criteria:</b>		<b>Statement of Purpose:</b>
	<b>Yes</b>	<b>No</b>	
➤ 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.			
<b>Amount Requested:</b>	<b>\$</b>		<b>Amount Recommended:</b>
<b>Grant Awarded:</b>	<b>Yes</b>	<b>No</b>	
			<b>\$</b>

**Discussion:**

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**Notes:**

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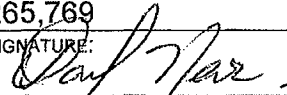
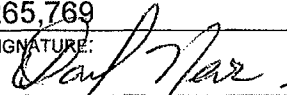
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**CITY OF NANAIMO**  
**APPLICATION FOR PERMISSIVE**  
**TAX EXEMPTION**

Office Use

R.P.T.E-47

<b>ORGANIZATION:</b> Nanaimo Festival Heritage Theatre Society/TheatreOne		<b>DATE:</b> November 12/13	
<b>ADDRESS:</b> 150 Commercial Street  Nanaimo, BC V9R 5G6		<b>PRESIDENT:</b> Wendy Smitka	
<b>TELEPHONE:</b> 250.754.7587		<b>SENIOR STAFF MEMBER:</b> Daurel Neve	
<b>TELEPHONE:</b> 250.754.7587		<b>POSITION:</b> G/M	
<b>TELEPHONE:</b> 250.754.7587		<b>CONTACT:</b> 250.754.7587	
<b>OVERVIEW OF YOUR ORGANIZATION'S PROGRAMS AND SERVICES OFFERED IN THE COMMUNITY:</b> Our season consists of Mainstage plays, a film series (Fringe Flicks), a children's series (Just Kidding), a New Play reading series (Emerging Voices) and various fundraisers including the Bite of Nanaimo & an Annual Christmas Special with The Tidesmen.			
<b>GEOGRAPHIC AREA SERVED BY THE ORGANIZATION:</b> Nanaimo, Parksville, Qualicum, Nanoose, Ladysmith			
<b>NO. OF FULL TIME STAFF:</b> 1		<b>NO. OF PART TIME STAFF:</b> 2 plus contracted workers throughout the year	
<b>NO. OF COMMUNITY VOLUNTEERS:</b> 100		<b>NO. OF VOLUNTEER HOURS PER YEAR:</b> 200	
<b>NO. OF MEMBERS:</b> 325		<b>MEMBERSHIP FEE:</b> 25.00	
<b>CLIENTS SERVED, LAST YEAR:</b> 10,000		<b>CLIENTS SERVED, THIS YEAR (PROJECTED):</b> 10,000	
<b>B.C. SOCIETY ACT REG. NO.:</b> S-18662		<b>REVENUE CANADA CHARITABLE REG. NO.:</b> 0672436-22-28	
<b>CURRENT BUDGET:</b> 2013-2014		<b>LEGAL DESCRIPTION OF PROPERTY:</b> Lot A, Section 1, Nanaimo District, Plan 12390, that part included in Unit 4 Lease (Folio: 85616.004)	
<b>INCOME:</b> 277,900		<b>TAX FOLIO NUMBER:</b> Unknown	
<b>EXPENSES:</b> 277,769		<b>CURRENT YEAR TAXES (IF KNOWN):</b> Unknown	
<b>NEXT YEAR PROJECTED:</b> 2014-2015		<b>CURRENT YEAR TAXES (IF KNOWN):</b> Unknown	
<b>INCOME:</b> 266,400		<b>CURRENT YEAR TAXES (IF KNOWN):</b> Unknown	
<b>EXPENSES:</b> 265,769		<b>CURRENT YEAR TAXES (IF KNOWN):</b> Unknown	
<b>SIGNATURE:</b> 		<b>TITLE/POSITION:</b> G/M	
<b>SIGNATURE:</b> 		<b>DATE:</b> December 4/13	
<b>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).</b>			
TheatreOne's AGM is at the end of November. As discussed with Diane Hiscock the documents will be provided 7-10 days after that.			

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

TheatreOne has a long and honourable history of bringing professional theatre to Nanaimo and the Mid-Island. Over the course of 30 years, beginning as Shakespeare Plus (1984), then the Nanaimo Festival Theatre (1990) and now TheatreOne, we have presented over seventy-five productions, thirteen of which have been from original Canadian scripts, largely dealing with material connected to this area. This season we are presenting 3 Mainstage plays: DECK by Lucas Meyers, GRIM & FISCHER by The Wonderheads and DOUBT by John Patrick Shanley.

The company also offers *Just Kidding*, a series of three to four presentations aimed at families and children. The series has been effective in developing a children's audience and building relationships with the community in general through support from local organizations such as Mid-Island Co-op, Island Parent Magazine, Kool & Child, Coastal Community Credit Union and Nanaimo Boys and Girls Club.

TheatreOne is committed to the development of new and emerging Canadian playwrights. In the last year the company has offered developmental assistance through our program *Emerging Voices*. The new component selects scripts which come primarily from Theatre BC's playwriting competition with the readers composed of Vancouver Island University drama students, local actors and local Equity actors. TheatreOne gives full support providing a venue for the artists to workshop their plays in front of an audience. The 2013-2014 season will feature four staged readings by Canadian playwrights.

TheatreOne has also developed community support through a large audience base (6000 moviegoers annually) to Fringe Flicks, our Canadian and foreign film series now in its 9<sup>th</sup> season, screened at the Avalon Cinema. Sponsors include Red Door Yoga, Painted Turtle Guesthouse, Michael Gill Wealth Management and Realist Realty.

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

Our priorities this season are to continue to bring professional theatre, of the highest standard to the citizens of Nanaimo and area, along with a balanced budget.

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

TheatreOne makes a concerted effort to employ as many local artists and technicians as possible during our season. Ten years ago we established our Fringe Flick film series which brought independent films through the Toronto Film Circuit to Nanaimo. The community was more than ready for an intelligent alternative to "Hollywood" films and embraced the series. We now have over 6000 patrons who attend our films annually. Our Just Kidding children's series gives our communities youth the opportunity to see first class professional theatre companies such as Green Thumb Theatre, Axis Theatre, & Vancouver Opera Ensemble at affordable prices. This year we are presenting Monster Theatre, The Kerplunks (a co-presentation with the Port Theatre) and Trent Arterberry.

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

Our volunteers assist us at all our events which include Just Kidding, Mainstage, Emerging Voices, Fringe Flicks, and our Fundraising events, in particular The Bite of Nanaimo. They assist through the season with ushering, ticket taking, posterage, and a multitude of other tasks. The Bite of Nanaimo sees Nanaimo Secondary High School students assisting with the event from the set up at 9AM to the teardown at 10PM, ensuring the success of the fundraiser.

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

TheatreOne seeks funding through the City of Nanaimo Cultural Fund, BC Arts Council, Canada Council, Hamber Foundation, and Leon & Koerner Foundation. Along with grant applications we seek sponsorships from businesses within the community.

6. Please list other City of Nanaimo grants applied for and/or received, including operating Funding, grants from other Committees etc.  
TheatreOne currently receives \$28,000 in Operating Funding from the City of Nanaimo.

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

As a Professional Theatre company we must adhere to fees for artists set out by the governing union of Canadian Actor's Equity Association. Some fees for Designers are set out by The Associated Designers of Canada.

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.

As a not for profit organization we struggle to make ends meet. Some years we are able to create a small surplus which we use in the seasons that we don't quite meet our expenses.

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

TheatreOne works diligently at Marketing all of our events to create Ticket Sale Revenue. We also retain Sponsors for all our events which help to cover our costs to each specific series. TheatreOne conducts annual donation campaigns and fundraisers throughout the year such as raffles, wine tours, concerts and food festivals.

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

Not receiving the Grant in Aid would make renting our premises prohibitive for us.

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

The City of Nanaimo's logo is inserted into all our Marketing materials and mentioned in all the grants that we submit to funders.

G:\Grants\Grants Application Forms\Applications\Permissive Tax Exemption Application Form.doc



BC Registry  
Services

Copy

REMINDER  
Society Annual Report (Form 11)  
Filing Fee: \$25.00

2013 Annual Report  
Incorporation Number: S-0018662

THE NANAIMO FESTIVAL HERITAGE/THEATRE SOCIETY  
150 COMMERCIAL STREET  
NANAIMO BC V9R 5G6

**FILE ONLINE NOW**



To file your BC Society Annual Report immediately, go to:  
**www.bcregistryservices.gov.bc.ca**  
and use **ACCESS CODE: 129908380.**



**Complete this section if submitting by mail.**

Annual Reports submitted by mail may take up to eight weeks to be filed.  
**PLEASE PRINT CLEARLY.**

**1. Annual General Meeting Date**

Date your Annual General Meeting was held: 2013/11/25  
(YYYY/MM/DD)

If no Annual General Meeting was held, write "NO MEETING HELD" in the date field above.  
NO MEETING HELD cannot be submitted for the current year until the year is over.

**2. Registered Office Address (Location of Records) - Additional \$15.00 for Address Updates**

**Physical Address Required.** (Post Office Box alone - Mailing Address (if different from physical address) will not be accepted.)

150 COMMERCIAL STREET, NANAIMO BC V9R 5G6

150 COMMERCIAL STREET, NANAIMO BC V9R 5G6

Enter new physical address if it has changed.

Enter new mailing address if it has changed.

**3. Society Email Address**

admin@theatreone.org

Update email address if it has changed. Email address may be used as a contact for this form.

OFFICE USE ONLY







4. Society Directors

- Directors listed below cannot be changed if no meeting was held.
- Director addresses must be a physical address. Post Office Box alone is not accepted.
- Full names of directors are required, initials only are not accepted.
- Draw a line through name if director has ceased, and amend the list in the space provided.

Last Name	First Name	Residential Address (Must be a physical address)	Postal Code
Burnett	Ian	283 MACHLEARY ST, NANAIMO BC	V9R 2G7
Gardner	Leonie	3657 MONTEREY DR, NANAIMO BC	V9T 6R9
Gibson	Judith	367 MACHLEARY ST, NANAIMO BC	V9R 2C8
<del>Goulet</del>	<del>Richard</del>	<del>3718 JINGLE POT RD, NANAIMO BC</del>	<del>V9R 6X4</del>
Redmond	Sharon	608 - 2562 DEPARTURE BAY RD, NANAIMO BC	V9S 5P1
Smitka	Wendy	202 3032 WATERSTONE WAY, NANAIMO BC	V9T 6S8
Stebbins	Michael	186 HOLLAND RD, NANAIMO BC	V9R 6W2
Atlas-Snell	Rhonda	5789 Garnet Place, Nanaimo, B.C.	V9T 6S
Smither	Julian	1368 Jesters Way, Nanaimo, B.C.	V9T 4K



5. Signature

*[Signature]*

*Nov. 25 / 13*

Sign here. I certify that this information is accurate and complete.

Date Signed (YYYY/MM/DD)

6. 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

Questions? Call 1 877 526-1526

Need help completing this form? Go to [www.bcregistryservices.gov.bc.ca](http://www.bcregistryservices.gov.bc.ca) for further instructions.

Please make cheque payable to Minister of Finance. Write your incorporation number S-0018662 on the cheque.

☒ Checklist if Submitting by Mail:

☒ \$25.00 Annual Report filing fee included.

☐ \$15.00 An additional fee is required if address updated within section 2, for a total fee of \$40.00.

☒ All data provided: Annual General Meeting date. Registered office address and director updates made if required.

☒ Form signed.

The Nanaimo Festival Heritage Theatre Society  
Financial Statements  
June 30, 2013  
(Unaudited)

Prepared by  
Lucy King

**The Nanaimo Festival Heritage Theatre Society**

**Contents**

For the year ended June 30, 2013

(Unaudited)

**Page**

Management Responsibility

Financial Statements

Statement of Financial Position ..... 1

Statement of Operations and Changes in Net Assets..... 2

Statement of Cash Flows..... 3


Notes ..... 4

Schedule 1 - Schedule of Administration and Overhead Expenses..... 5

Schedule 2 - Schedule of Production Expenses ..... 6

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 generally accepted accounting principles. This responsibility includes selecting appropriate accounting principles and methods, and making decisions affecting the measurement of transactions in which objective judgment is required.

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. The Board fulfils these responsibilities by reviewing the financial information prepared by management and discussing relevant matters with management and external accountants. The Board is also responsible for recommending the appointment of the Society's external accountants."

  
General Manager

**The Nanaimo Festival Heritage Theatre Society Statement of Financial Position**

As at June 30, 2013

	2013	2012
<b>Assets</b>		
Current		
Cash	34,031.44	16,988.00
Cash externally restricted by gaming licence	82,589.97	36,653.00
HST receivable	16.62	1,045.00
Prepaid expense and deposit	358.45	449.00
Fixed Asset	179.57	180.00
Other current asset	- 235.34	
	<b>116,940.71</b>	<b>55,315.00</b>
<b>Liabilities</b>		
Current		
Accounts payable and accruals	13,719.96	977.00
Deferred Revenues	95,352.61	54,451.00
<b>Net Assets</b>		
Surplus of net assets	7,868.14	- 293.00
Approved on behalf of the Board	<b>116,940.71</b>	<b>55,135.00</b>

**The Nanaimo Festival Heritage Theatre Society Statement of Operations and Changes in Net Assets**  
For the Year Ended June 30, 2013

	2013	2012
Revenue Earned		
Ticket Sales	69,951.82	65,576.14
Miscellaneous	4,974.94	2,786.63
Sponsorships	81,928.72	123,898.54
	156,855.48	192,261.31
Grant(Note for Grants)	88,576.42	63,549.97
Donations	12,103.50	3,723.19
Fundraising (Note for Fundraising)	42,876.29	33,065.09
	143,556.21	100,338.25
Administration and Overhead Expenses(Schedule 1)	83,769.22	53,145.77
Production Expenses(Schedule 2)	182,755.21	222,983.80
Fundraising Expense(Fundraising revenue and expenses)	25,715.09	17,671.02
	292,239.52	293,800.59
Excess of Revenue over Expense	8,172.17	- 1,201.03
Surplus of net Asset, beginning of year	- 304.03	897
	7,868.14	- 304.03

**The Nanaimo Festival Heritage Theatre Society Statement of Cash Flows**

For the year end June 30, 2012

	2013	2012
<b>Cash provided by(used for)the following activities</b>		
Cash paid for expenses	- 157,846.34	- 131,479.72
Cash paid for salaries and benefits	- 53,566.36	- 28,142.76
Cash received	194,456.88	106,516.85
Interest paid	- 87.62	- 1,957.37
	<u>17,043.44</u>	<u>- 55,063.00</u>
 <b>Investing Activities</b>		
(Increase)Decrease in restricted cash	<u>82,589.97</u>	<u>36,653.00</u>
 Increase(decrease)in Cash resources	99,633.41	- 18,404.00
Cash resources, beginning of year	<u>16,988.00</u>	<u>35,392.00</u>
 Cash resources, end of year	<u>\$ 116,621.41</u>	<u>\$ 16,988.00</u>



# Notes For Explaining Statement of Operations and Changes in Net Assets

## Note for Ticket Sales

Main Stage	22613.13
Fringe Flicks	40907.22
Just Kidding	3471.47
Membership	2960.00
Total	<u>69951.82</u>

## Note for Miscellaneous

HST retained	-244.19
Other income	947.13
Tidesman	4197.00
TheatreOne Memberships	75.00
Total	<u>4974.94</u>

## Note for Sponsorship

Performance Sponsorship	367.50
Just Kidding Sponsorship	1003.22
Fringe Flicks Sponsorship	2650.00
Design&Print Sponsorship	530.00
Total	<u>4550.72</u>

## Note for Grants

Municipal	28000.00
Vancouver Foundation	4000.00
Gaming	56576.42
Total	<u>88576.42</u>

## Fundraising revenues and expenses

Bite of Nanaimo	30836.29
Board Fundraisers	<u>12040.00</u>
	42876.29
Bite of Nanaimo	-16621.92
Board Fundraisers	<u>-9093.17</u>
	<u>17161.20</u>

Schedule 1--Schedule of Administration and Overhead Expenses

Bank Charge and Interest	2485.73
Insurance(including WCB)	3582.94
Membership fee and dues	1309.81
Office Expenses	3819.04 (6536+6537)
Postage	1698.69
Professional fees	4604.30 Bookkeeper
Rent	7789.42
Salaries and benefits	54826.16 (6210+6562+663+6565)
Michellaneous Expense	2424.40 (6538+6573+6581+6591)
Telephone	<u>1228.73</u>
Total	<u><u>83769.22</u></u>

## Schedule 2-Schedule of Production Expenses

Advertising and Promotion	17284.84 (6110+6120+6130+6150)
Mainstage	33839.88
Just Kidding	4693.52
Fringe Flicks	36642.10
Emerging Voice	8278.21
Other Production Costs	4638.66 (6060+6017)
Total	<u>105377.21</u>

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Accrual Basis

# TheatreOne Balance Sheet As of 31 October 2013

	31 Oct 13
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Chequing/Savings</b>	
1000 · CHEQUING/SAVINGS	
1015 · Box Office Float	600.00
1040 · Gaming Account	59,010.84
1050 · General Account	12,166.78
1080 · Royal Bank - Visa	23,897.86
<b>Total 1000 · CHEQUING/SAVINGS</b>	95,675.48
1052 · credit union/deferred revenue	12,751.89
<b>Total Chequing/Savings</b>	108,427.37
<b>Accounts Receivable</b>	
1200 · ACCOUNTS RECEIVABLE	651.24
<b>Total Accounts Receivable</b>	651.24
<b>Other Current Assets</b>	
1550 · HST/GST Receivable	516.27
<b>Total Other Current Assets</b>	516.27
<b>Total Current Assets</b>	109,594.88
<b>Fixed Assets</b>	
1400 · FIXED ASSET	
1410 · Computer Hardware	
1415 · Accum. deprec. - Computers	-34,220.26
1410 · Computer Hardware - Other	34,399.83
<b>Total 1410 · Computer Hardware</b>	179.57
1420 · Computer Software	
1425 · Accum. deprec. - Software	-5,103.58
1420 · Computer Software - Other	5,103.58
<b>Total 1420 · Computer Software</b>	0.00
1430 · Office Equipment	
1435 · Accum. deprec.-Office Equipment	-16,236.33
1430 · Office Equipment - Other	16,236.33
<b>Total 1430 · Office Equipment</b>	0.00
1440 · Production Equipment	
1445 · Accum. deprec.- Production	-28,720.23
1440 · Production Equipment - Other	28,720.23
<b>Total 1440 · Production Equipment</b>	0.00
<b>Total 1400 · FIXED ASSET</b>	179.57
<b>Total Fixed Assets</b>	179.57
<b>Other Assets</b>	
1500 · OTHER ASSETS	
1520 · Equity Bond	8,525.07
<b>Total 1500 · OTHER ASSETS</b>	8,525.07
<b>Total Other Assets</b>	8,525.07
<b>TOTAL ASSETS</b>	<b>118,299.52</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
2000 · CURRENT LIABILITIES	
2050 · Accounts Payable	11,033.26
<b>Total 2000 · CURRENT LIABILITIES</b>	11,033.26

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Accrual Basis

# TheatreOne

## Balance Sheet

As of 31 October 2013

	31 Oct 13
<b>2100 · PAYROLL LIABILITIES</b>	
2110 · CPP payable	15.60
2120 · EI payable	10.06
2140 · wages payable	911.04
2290 · Vacation payable	291.90
2100 · PAYROLL LIABILITIES - Other	-1,995.76
<b>Total 2100 · PAYROLL LIABILITIES</b>	<b>-767.16</b>
<b>2200 · OTHER CURRENT LIABILITIES</b>	
2250 · HST/GST Payables	146.91
<b>Total 2200 · OTHER CURRENT LIABILITIES</b>	<b>146.91</b>
<b>Total Other Current Liabilities</b>	<b>10,413.01</b>
<b>Total Current Liabilities</b>	<b>10,413.01</b>
<b>Total Liabilities</b>	<b>10,413.01</b>
<b>Equity</b>	
3900 · Retained Earnings	7,868.14
Net Income	100,018.37
<b>Total Equity</b>	<b>107,886.51</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>118,299.52</b>

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Accrual Basis

**TheatreOne**  
**Profit & Loss**  
July through October 2013

	Jul - Oct 13
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4000 · TICKET SALES	
4020 · Singles - FringeFlicks	4,716.40
4025 · Sub Fringe Flicks	20,618.85
4030 · Single Just Kiddings	112.00
4040 · Memberships	3,203.00
<b>Total 4000 · TICKET SALES</b>	<b>28,650.25</b>
4100 · OTHER INCOME	
4110 · Mailing Charge	432.00
4125 · Interest Income	14.67
4170 · Misc	0.00
<b>Total 4100 · OTHER INCOME</b>	<b>446.67</b>
4200 · FUNDRAISING & DEVELOPMENT	
4208 · Just Kidding Sponsors	1,293.45
4209 · Fringe Flicks Sponsors	1,930.00
4210 · Design & Print Sponsorship	525.00
4220 · Donations-Individual & Corporat	1,551.25
4230 · F/R - Bite/Alsco Contra	36,898.68
4300 · Gaming	84,223.61
<b>Total 4200 · FUNDRAISING &amp; DEVELOPMENT</b>	<b>126,421.99</b>
4500 · GRANTS	
4550 · Municipal	14,000.00
<b>Total 4500 · GRANTS</b>	<b>14,000.00</b>
<b>Total Income</b>	<b>169,518.91</b>
<b>Expense</b>	
6000 · PRODUCTION EXPENSES	
6019 · Deck	999.48
6020 · Fringe Flicks	7,127.76
6021 · Grim & Fischer	945.73
6030 · Single Just Kidding	825.00
6031 · Doubt	3,040.45
6060 · Other Production Costs	4,247.49
6070 · Contingency Fund	525.00
<b>Total 6000 · PRODUCTION EXPENSES</b>	<b>17,710.91</b>
6100 · MARKETING & PROMOTION	
6120 · Fringe Flicks	175.11
6150 · Season Promo/Newsletter	2,527.33
<b>Total 6100 · MARKETING &amp; PROMOTION</b>	<b>2,702.44</b>
6200 · FUND-RAISING EVENTS	
6230 · Fundraising Event Expenses	19,549.74
<b>Total 6200 · FUND-RAISING EVENTS</b>	<b>19,549.74</b>
6510 · FINANCIAL ADMIN EXPENSES	
6511 · Insurance	1,109.80
6512 · Bank Service Charges	1,537.41
6518 · Dues & Membership	399.30
<b>Total 6510 · FINANCIAL ADMIN EXPENSES</b>	<b>3,046.51</b>
6530 · OFFICE EXPENSES	
6210 · Development Officer	4,522.50
6531 · Office Equipment R&M	560.00
6532 · Telephone	510.82
6533 · General Postage & Delivery	889.69
6534 · Office Rent	2,494.00
6536 · Office Supplies	980.12
<b>Total 6530 · OFFICE EXPENSES</b>	<b>9,957.13</b>

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Accrual Basis

**TheatreOne**  
**Profit & Loss**  
July through October 2013

	Jul - Oct 13
6560 · PAYROLL EXPENSES	
6562 · Office Ass. & Casual labour	362.35
6563 · CPP/UIC Exp. Admin	1,235.13
6564 · Bookkeeper	1,275.00
6565 · General Manager	13,393.86
Total 6560 · PAYROLL EXPENSES	16,266.34
6590 · GOOD & WELFARE	
6591 · Board & Volunteer	267.47
Total 6590 · GOOD & WELFARE	267.47
Total Expense	69,500.54
Net Ordinary Income	100,018.37
Net Income	100,018.37

Budget to Date Oct 13/14 Theatre One Income Statement October 2013						
REVENUE		This period	Previous YTD	Total YTD	Budget YTD	Total Budget
<b>Productions</b>						
4010	Mainstage, Tickets					\$35,250.00
4207	Mainstage, Sponsors					\$1,000.00
<b>Sub Total</b>						<b>\$36,250.00</b>
<b>Programs</b>						
4040+4041	FF Memberships	\$499.00	\$2,704.00	\$3,203.00	\$3,000.00	\$5,600.00
4030+4035	Just Kidding, Tickets	\$80.00	\$32.00	\$112.00		\$3,500.00
4208	Just Kidding, Sponsors	\$500.00	\$793.45	\$1,293.45	\$1,000.00	\$1,000.00
4020+4025	Fringe Flicks, Tickets	\$3,374.36	\$21,960.89	\$25,335.25	\$26,500.00	\$40,500.00
4209	Fringe Flicks, Sponsors		\$1,930.00	\$1,930.00	\$1,800.00	\$1,800.00
4230	Bite of Nanaimo	\$28,537.25	\$8,361.43	\$36,898.68	\$29,740.00	\$31,000.00
4150	HST retained					
<b>Sub Total</b>		<b>\$32,990.61</b>	<b>\$35,781.77</b>	<b>\$68,772.38</b>	<b>\$62,040.00</b>	<b>\$119,850.00</b>
<b>Fundraising &amp; Development</b>						
4205 + 4206 +4207	Season, Programs & Media Sponsors					
4210	Design/Print Sponsor		\$525.00	\$525.00	\$500.00	\$500.00
4220	Individual/Corporate, Donati	\$175.25	\$1,376.00	\$1,551.25	\$3,168.00	\$8,000.00
4240	Board Fundraisers					\$4,000.00
4300	Gaming		\$84,223.61	\$84,223.61	\$27,500.00	\$82,500.00
<b>Sub Total</b>		<b>\$175.25</b>	<b>\$86,124.61</b>	<b>\$86,299.86</b>	<b>\$31,168.00</b>	<b>\$95,000.00</b>
<b>Ancillary Revenues</b>						
4017	Tidesman(Christmas Special)					
4110+4125+4160+4165+4170	Misc. (Mailing Charge etc.)	\$132.63	\$314.04	\$446.67	\$276.00	\$300.00
<b>Sub Total</b>		<b>\$132.63</b>	<b>\$314.04</b>	<b>\$446.67</b>	<b>\$276.00</b>	<b>\$300.00</b>
<b>Grants</b>						
4570	BC Arts Council					\$8,750.00
4550	City of Nanaimo	\$7,000.00	\$7,000.00	\$14,000.00	\$14,000.00	\$28,000.00
4560	Vancouver Foundation					\$6,000.00
4580	Foundations					
	BC Arts Co-Op Grant					\$20,000.00
<b>Sub Total</b>		<b>\$7,000.00</b>	<b>\$7,000.00</b>	<b>\$14,000.00</b>	<b>\$14,000.00</b>	<b>\$62,750.00</b>
<b>TOTAL REVENUE</b>		<b>40,298.49</b>	<b>\$129,220.42</b>	<b>\$169,518.81</b>	<b>\$107,484.00</b>	<b>277,900.00</b>
<b>EXPENDITURES</b>						
<b>Productions</b>						
<b>Sub Total</b>						<b>\$0.00</b>
<b>Programs</b>						
6019	Deck	479.07	\$366.66	\$999.48		\$ 9,700.00
6021	Grim & Fischer	879.07	\$66.66	\$945.73		\$ 13,400.00
6031	Doubt	2,164.42	\$876.03	\$3,040.45	\$835.00	\$ 535,990.00
6030	Just Kidding		\$825.00	\$825.00	\$200.00	\$4,055.00
6130	Just Kidding marketing					\$3,000.00
6040	Emerging Voices					\$14,094.00
6020	Fringe Flicks	\$7,127.76		\$7,127.76	\$6,680.00	\$35,500.00
6120	Flinge Flicks marketing	\$175.11		\$175.11	\$1,650.00	\$4,450.00
6017	Tidesman show					
6230+6240	Fundraising expenses	\$18,248.13	\$1,350.92	\$19,599.05	\$15,000.00	\$17,000.00
6070	Contingency fund	\$525.00		\$525.00		\$2,000.00
6060+6150	Seasonal brochure, marketin	\$1,228.23	\$5,466.59	\$6,774.82	\$4,915.00	\$15,385.00
<b>Sub Total</b>		<b>\$30,826.79</b>	<b>\$8,951.86</b>	<b>\$40,012.40</b>	<b>\$29,280.00</b>	<b>\$95,484.00</b>
<b>Administration</b>						
6210+6565+6563	Payroll & EI, CPP	\$5,125.88	\$13,999.95	\$19,125.83	\$18,304.08	\$54,896.00
6564+6511+6518+6512+6517	Finance admin. + Insuranc	\$1,557.05	\$2,764.46	\$4,321.51	\$3,600.08	\$10,250.00
6532+6533+6534+6536+6537+	Office	\$1,587.15	\$4,393.99	\$6,064.45	\$7,450.08	\$18,000.00
	BC Arts Co-Op Students					\$20,000.00
6573	Front house officer					\$440.00
	Reserve for Audit review					\$2,000.00
<b>Sub Total</b>		<b>\$8,270.08</b>	<b>\$21,158.40</b>	<b>\$29,511.79</b>	<b>\$29,354.24</b>	<b>\$105,586.00</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 39,096.87</b>	<b>\$30,110.26</b>	<b>\$69,524.19</b>	<b>\$58,634.24</b>	<b>\$ 201,070.00</b>
<b>SURPLUS/DEFICIT</b>		<b>\$ 1,201.62</b>	<b>\$99,110.16</b>	<b>\$100,311.78</b>	<b>\$48,849.76</b>	<b>\$ 76,830.00</b>



13-14 Budget / TheatreOne					
REVENUE		12-13 Budget	13-14 Budget		
<b>Productions</b>					
4010	Mainstage, Tickets	\$22,400.00	\$35,250.00	3 plays	
4207	Mainstage, Sponsors	\$2,300.00	\$1,000.00		
Sub Total		\$24,700.00	\$36,250.00		
<b>Programs</b>					
4040+4041	FF Memberships	\$3,775.00	\$5,800.00	240subs *10 plus 170*2	
4030+4035	Just Kidding, Tickets	\$3,500.00	\$3,500.00		
4208	Just Kidding, Sponsors	\$1,275.00	\$1,000.00	1000 Contra	
4020+4025	Fringe Flicks, Tickets	\$49,500.00	\$40,500.00	Singles & Subs	
4209	Fringe Flicks, Sponsors	\$2,500.00	\$1,800.00		
4230	Bite of Nanaimo	\$34,874.00	\$31,000.00		
4150	HST retained				
Sub Total		\$120,124.00	\$119,850.00		
<b>Fundraising &amp; Development</b>					
4205 + 4206 +4207	Season, Programs & Media Sponsors	\$84,170.00		84,594 Contra	
4210	Design/Print Sponsor	\$500.00	\$500.00		
4220	Individual/Corporate, Donations	\$8,500.00	\$8,000.00		
4240	Board Fundraisers	\$4,000.00	\$4,000.00		
4300	Gaming	\$50,000.00	\$82,500.00		
Sub Total		\$147,170.00	\$95,000.00		
<b>Ancillary Revenues</b>					
4017	Tidesman(Christmas Special)				
4110+4125+4160+4165	Misc. (Mailing Charge etc.)	\$300.00	\$300.00		
+4170					
Sub Total		\$300.00	\$300.00		
<b>Grants</b>					
4570	BC Arts Council	\$0.00	\$8,750.00		
4550	City of Nanaimo	\$28,000.00	\$28,000.00		
4560	Vancouver Foundation	\$4,000.00	\$6,000.00		
4580	Foundations	\$0.00			
	BC Arts Co-Op Grant		\$20,000.00		
Sub Total		\$32,000.00	\$62,750.00		
<b>TOTAL REVENUE</b>		299,594.00	277,900.00		
<b>EXPENDITURES</b>					
<b>Productions</b>					
6010	Mainstage Shows	\$31,625.00	\$72,699.00	3 shows	
6110	Mainstage marketing	\$4,000.00	\$4,000.00	Marketing for Produced show	
Sub Total		\$35,625.00	\$76,699.00		
<b>Programs</b>					
6030	Just Kidding	\$4,755.00	\$4,055.00	3 shows	
6130	Just Kidding marketing	\$10,000.00	\$3,000.00	7000 is Contra	
6040	Emerging Voices	\$8,700.00	\$14,094.00	3 plays plus 9 days workshops	
6020	Fringe Flicks	\$39,600.00	\$35,500.00		
6120	Fringe Flicks marketing	\$51,450.00	\$4,450.00	47,000 is Contra	
6017	Tidesman show				
6230+6240	Fundraising expenses	\$17,924.00	\$17,000.00		
6060+6150	Seasonal brochure, marketing, etc.	\$42,255.00	\$15,385.00	30,170 is Contra	
Sub Total		\$174,684.00	\$93,484.00		
<b>Administration</b>					
6210+6565+6563	Payroll & EI, CPP	\$60,096.00	\$54,896.00		
6564+6511+6518+6512+	Finance admin. + Insurance	\$6,500.00	\$10,250.00		
6532+6533+6534+6536+	Office	\$18,200.00	\$18,000.00		
	BC Arts Co-Op Students		\$20,000.00		
6573	Front house officer	\$440.00	\$440.00		
6070	Contingency fund	\$2,000.00	\$2,000.00		
	Reserve for Audit review		\$2,000.00		
Sub Total		\$87,236.00	\$107,586.00		
<b>TOTAL EXPENDITURES</b>		\$ 297,545.00	\$ 277,769.00		
<b>SURPLUS/DEFICIT</b>		\$ 2,049.00	\$ 131.00		

14-15 Budget / TheatreOne				
REVENUE			14-15 Budget	
<b>Productions</b>				
4010	Mainstage, Tickets		\$45,250.00	3 plays
4207	Mainstage, Sponsors		\$1,000.00	
Sub Total			<b>\$46,250.00</b>	
<b>Programs</b>				
4040+4041	FF Memberships		\$5,800.00	
4030+4035	Just Kidding, Tickets		\$3,500.00	
4208	Just Kidding, Sponsors		\$1,000.00	
4020+4025	Fringe Flicks, Tickets		\$45,000.00	
4209	Fringe Flicks, Sponsors		\$1,800.00	
4230	Bite of Nanaimo		\$31,000.00	
4150	HST retained			
Sub Total			<b>\$134,350.00</b>	
<b>Fundraising &amp; Development</b>				
4205 + 4206 +4207	Season, Programs & Media Sponsors			
4210	Design/Print Sponsor		\$500.00	
4220	Individual/Corporate, Donations		\$7,500.00	
4240	Board Fundraisers		\$4,000.00	
4300	Gaming		\$75,000.00	
Sub Total			<b>\$87,000.00</b>	
<b>Ancillary Revenues</b>				
4017	Tidesman(Christmas Special)			
4110+4125+4160+4165 +4170	Misc. (Mailing Charge etc.)		\$300.00	
Sub Total			<b>\$300.00</b>	
<b>Grants</b>				
4570	BC Arts Council		\$8,750.00	
4550	City of Nanaimo		\$35,000.00	
4580	Foundations		\$1,000.00	
Sub Total			<b>\$44,750.00</b>	
<b>TOTAL REVENUE</b>			<b>266,400.00</b>	
<b>EXPENDITURES</b>				
<b>Productions</b>				
6010	Mainstage Shows		\$80,699.00	
6110	Mainstage marketing		\$4,000.00	
Sub Total			<b>\$84,699.00</b>	
<b>Programs</b>				
6030	Just Kidding		\$4,055.00	
6130	Just Kidding marketing		\$3,000.00	
6040	Emerging Voices		\$14,094.00	
6020	Fringe Flicks		\$35,500.00	
6120	Fringe Flicks marketing		\$4,450.00	
6017	Tidesman show			
6230+6240	Fundraising expenses		\$17,000.00	
6060+6150	Seasonal brochure, marketing, etc.		\$15,385.00	
Sub Total			<b>\$93,484.00</b>	
<b>Administration</b>				
6210+6565+6563	Payroll & EI, CPP		\$54,896.00	
6564+6511+6518+6512	Finance admin. + Insurance		\$10,250.00	
6532+6533+6534+6536	Office		\$18,000.00	
6573	Front house officer		\$440.00	
6070	Contingency fund		\$2,000.00	
	Reserve for Audit review		\$2,000.00	
Sub Total			<b>\$87,586.00</b>	
<b>TOTAL EXPENDITURES</b>			<b>\$ 265,769.00</b>	
<b>SURPLUS/DEFICIT</b>			<b>\$ 631.00</b>	



## 2013-2014 Board of Directors & Contact Information

### President

Wendy Smitka  
102 – 3032 Waterstone Way  
Nanaimo, BC V9T 6S8  
(h) 250-758-7175  
(c) 250-714-8507  
[smitka@shaw.ca](mailto:smitka@shaw.ca)

### Director

Sharon Redmond  
608-2562 Departure Bay Road  
Nanaimo, BC V9S 5P1  
(h) 250.729.9773  
(c) 250.713.6509  
[dawson1@shaw.ca](mailto:dawson1@shaw.ca)

### Vice President

Ian Burnett  
283 MacLeary Street  
Nanaimo, BC V9R 2G7  
(h) 250-591-6654  
(c) 250-756-5403  
[widster00061@yahoo.ca](mailto:widster00061@yahoo.ca)

### Director

Leonie Gardner  
3657 Monteray Drive  
Nanaimo, BC V9T 6R9  
(h) 250.729.2489  
[meppy@shaw.ca](mailto:meppy@shaw.ca)

### Treasurer

Michael Stebbings  
186 Holland Rd  
Nanaimo, BC V9R 6W2  
(h) 250-755-1898  
[winnats@island.net](mailto:winnats@island.net)

### Director

Rhonda Atlas-Snell  
5789 Garnet place  
Nanaimo, BC V9T 6S1  
(h) 250.758.4257  
[rhondalas@shaw.ca](mailto:rhondalas@shaw.ca)

### Secretary

Judith Gibson  
367 Machleary St.  
Nanaimo, BC V9R 2G8  
(h) 250-740-0058  
[judith.gibson@shaw.ca](mailto:judith.gibson@shaw.ca)

### Director

Julian Smither  
1368 Jesters Way  
Nanaimo, BC V9T 4K9  
(h) 250.751.8519  
[iworkssjs@interbaun.com](mailto:iworkssjs@interbaun.com)

Centre for the Arts - 150 Commercial St. Nanaimo, BC V9R 5G6  
Ph: 250.754.7587    [info@theatreone.org](mailto:info@theatreone.org)    [www.theatreone.org](http://www.theatreone.org)

★ Professional Theatre: Main Stage, Emerging Voices, Just Kidding for Kids ★  
★ Fringe Flicks ★ Bite of Nanaimo ★

*Your ticket to the Creative Arts!*

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

**Name of Organization: Crimson Coast Dance Society**

**Grant No. RPTE-48**

**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:**

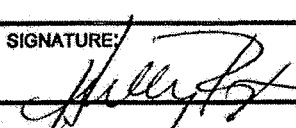
**Notes:**



CITY OF NANAIMO  
APPLICATION FOR PERMISSIVE  
TAX EXEMPTION RENEWAL

Office Use

PRTE-48

ORGANIZATION: <b>CRIMSON COAST DANCE SOCIETY</b>	DATE: <b>NOV 12 2013</b>	
ADDRESS: <b>150 COMMERCIAL ST/06</b>	PRESIDENT: <b>ANNE FOLLOWS</b>	
<b>NANAIMO, BC V9R5G6</b>	SENIOR STAFF MEMBER: <b>HOLLY BRIGHT</b>	
	POSITION: <b>ARTISTIC DIRECTOR/PRODUCER</b>	
	CONTACT: <b>HOLLY BRIGHT</b>	
TELEPHONE: <b>250 716 3230</b>	TELEPHONE: <b>250 716 3230</b>	
OVERVIEW OF YOUR ORGANIZATION'S PROGRAMS AND SERVICES OFFERED IN THE COMMUNITY: <b>PRESENTATION &amp; PRODUCTION OF PROFESSIONAL CONTEMPORARY DANCE PERFORMANCES, WORKSHOPS, EVENTS, PROGRAMS FOR THE GENERAL PUBLIC AND SPECIALIZED PROGRAMS FOR TEENS.</b>		
GEOGRAPHIC AREA SERVED BY THE ORGANIZATION: <b>CENTRAL VANCOUVER ISLAND</b>		
NO. OF FULL TIME STAFF: <b>1</b>	NO. OF PART TIME STAFF: <b>0</b>	
NO. OF COMMUNITY VOLUNTEERS: <b>35</b>	NO. OF VOLUNTEER HOURS PER YEAR: <b>1700</b>	
NO. OF MEMBERS:	MEMBERSHIP FEE: <b>\$10. -</b>	
CLIENTS SERVED, LAST YEAR: <b>2289</b>	CLIENTS SERVED, THIS YEAR (PROJECTED): <b>2300</b>	
B.C. SOCIETY ACT REG. NO.: <b>5-39126</b>	REVENUE CANADA CHARITABLE REG. NO.: <b>86 573 4297 RR0001</b>	
CURRENT BUDGET: <b>187,000.</b>	LEGAL DESCRIPTION OF PROPERTY: <b>LOT A SEC 1 NANAIMO DIST PLAN 12390</b>	
INCOME:	TAX FOLIO NUMBER: <b>85616-010</b>	
EXPENSES:		
NEXT YEAR PROJECTED: <b>212,000</b>		
INCOME:		
EXPENSES:		
CURRENT YEAR TAXES (IF KNOWN):		
SIGNATURE: 	TITLE/POSITION: <b>ARTISTIC DIRECTOR/PRODUCER</b>	DATE: <b>NOV 11 2013</b>
<b>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).</b>		

## CITY OF NANAIMO GRANT QUESTIONNAIRE

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

WE PRESENT A MINIMUM OF SEVEN MAJOR  
CONTEMPORARY DANCE PERFORMANCES / YEAR, ALONG  
WITH FREE PERFORMANCES, WORKSHOPS, A FESTIVAL  
AND A YOUTH OUTREACH PROJECT AND ASSOCIATED  
ACTIVITIES.

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

TO INCREASE EARNED REVENUE, FUNDING SUPPORT  
AND SPONSORSHIPS TO REDUCE DEFICIT IN  
ORDER TO CONTINUE TO HAVE THE CAPACITY  
TO CONTINUE DISSEMINATING OUR PROGRAMS

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

WE MONITOR FEEDBACK FROM PARTICIPANTS AND  
AUDIENCE? AT OUR EVENTS. WE ~~AL~~ WATCH COMMUNITY  
CULTURAL DEVELOPMENT AND PARTICIPATE IN  
DIALOGUES ABOUT PROVINCIAL AND NATIONAL TRENDS.

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

THEY PROVIDE AN INVALUABLE SERVICE  
AND SUPPORT FOR THE DISSEMINATION OF  
OUR PROGRAMS AND AS BOARD MEMBERS

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

HERITAGE CANADA, CANADA COUNCIL FOR THE ARTS,  
BC ARTS COUNCIL, GAMING, MADE IN BC,  
CITY OF NANAIMO

## 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.

TODAY'S EVENTS / OPERATING

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

TICKETS FOR PERFORMANCES: \$5.00 to \$35.00 DEPENDING  
ON COST OF EVENT & AGE OF PURCHASER.

WORKSHOPS \$0 TO \$20 DEPENDING ON SPONSORSHIP SUPPORT  
\$125 FOR ARTIST RESIDENCES

ALL BASED ON ASSESSMENT OF MARKET AND  
NEED FOR YOUTH SUBSIDIES

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.

WE PAID OFF A DEFICIT IN 2011/2012 AND  
DUE TO GROWING CUTS AND ITS DOMINO EFFECT  
ON OTHER FUNDS WE ARE CARRYING ONE  
AGAIN. BUDGETING ALWAYS SEEKS TO REDUCE THIS.

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

IN ADDITION TO TICKETED EVENTS, WE  
HOLD WORKSHOPS AND OUR BOARD MEMBERS  
IN VARIOUS FUNDRAISING INITIATIVES



# Registry Services

## REMINDER

Society Annual Report (Form 11)  
Annual Report Fee: \$25.00  
Change of Address: Additional \$15.00

### 2013 Annual Report

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

CRIMSON COAST DANCE SOCIETY  
106 - 150 COMMERCIAL STREET  
NANAIMO BC V9R 5G6

PAID  
3341

OFFICE USE ONLY

ONLINE FILING AVAILABLE at [www.bcregistryservices.gov.bc.ca](http://www.bcregistryservices.gov.bc.ca)  
See the last page for details.

2. Incorporation Number: S-0039126 Access Code: 127507614  
Business Number: 865734297BC0001

3. The date your 2013 Annual General Meeting was held is (YYYY/MM/DD): 2013/02/17  
(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.)

106 - 150 COMMERCIAL STREET  
NANAIMO BC V9R 5G6

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: FOLLINSBEE

First name (include initials): MARIANNE

Address (include postal code):

678 2ND STREET  
NANAIMO BC V9R 3K5

Attached is info on this form  
- I forgot to copy it!  
per Michael Wright





CRIMSON COAST DANCE SOCIETY  
DIRECTORS as at August 2013  
(appointment date in brackets)

Anne Follows,  
2518 Cosgrove Crescent, Nanaimo, BC, V9S 3P3  
Home 250 751 2413  
Cell 250 751 4359  
[anne.follows9@gmail.com](mailto:anne.follows9@gmail.com) Audiologist (March 2010)

Marian Follinsbee  
678 Second Street, Nanaimo, BC, V9R 3K5  
250 754 9774  
[marianbing@outlook.com](mailto:marianbing@outlook.com) Retired (March 2011)

Tara Keeping,  
2263 Jingle Pot Road, Nanaimo, BC, V9R 6W2  
250 668 6757  
[tara@tigerlilyevents.ca](mailto:tara@tigerlilyevents.ca) Events Consultant (March 2010)

Robert Seaton  
1170 Suzanne Avenue, Gabriola, BC, V0R 1X3  
250 247 8630  
Cell 604 685 1865  
[robert\\_seaton@brinkman.ca](mailto:robert_seaton@brinkman.ca) Ecosystem Carbon Analyst (March 2011)

Roy Ostling  
411 – 312 Mt. Benson Street  
Nanaimo, BC, V9S 5K2  
250 754 3273  
[royostling@gmail.com](mailto:royostling@gmail.com) Communications Consultant (August 2012)

Michael Clark  
841 Brookfield Road  
Nanaimo, BC, V9R 6P2  
250 753 5325  
[mgclark@shaw.ca](mailto:mgclark@shaw.ca) Retired (February 2013)

Jennifer McLeish Lewis  
510 Kennedy Street  
Nanaimo, BC, V9R 2J7  
250 591 4911  
[cortescastaways@gmail.com](mailto:cortescastaways@gmail.com) Dance artist/ instructor (March 2013)

# BARBER & HAIME

CHARTERED ACCOUNTANTS

7190 Lantzville Road,  
P.O. Box #5, Lantzville, B.C. V0R 2H0  
www.barberhaime.com

DENISE D. BARBER, B.Sc. B.Ed. C.A.  
COLIN R. HAIME, B.A., C.A.

(250) 390-4131  
Fax: (250) 390-2982

## CRIMSON COAST DANCE SOCIETY

### FINANCIAL STATEMENTS

Unaudited

SEPTEMBER 30, 2012

# BARBER & HAIME

CHARTERED ACCOUNTANTS

7190 Lantzville Road,  
P.O. Box #5, Lantzville, B.C. V0R 2H0  
www.barberhaime.com

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(250) 390-4131  
Fax: (250) 390-2982

## CRIMSON COAST DANCE SOCIETY

SEPTEMBER 30, 2012.

### CONTENTS

	Page
<b>REVIEW ENGAGEMENT REPORT</b>	1
<b>FINANCIAL STATEMENTS</b>	
Statement of Financial Position	2
Statement of Operations and Changes in Net Assets	3
Statement of Cash Flows	4
Notes to Financial Statements	5 - 6

# BARBER & HAIME

CHARTERED ACCOUNTANTS

7190 Lantzville Road,  
P.O. Box #5, Lantzville, B.C. V0R 2H0  
www.barberhaime.com

DENISE D. BARBER, B.Sc., B.Ed., C.A.  
COLIN R. HAIME, B.A., C.A.

(250) 390-4131  
Fax: (250) 390-2982

## CRIMSON COAST DANCE SOCIETY

### REVIEW ENGAGEMENT REPORT

SEPTEMBER 30, 2012

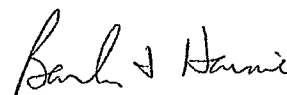
To the Members of the Board:

We have reviewed the statement of financial position of Crimson Coast Dance Society as at September 30, 2012 and the statements of operations and changes in net assets, and cash flows for the year then ended. Our review was made in accordance with Canadian generally accepted standards for review engagements and accordingly consisted primarily of enquiry, analytical procedures and discussion related to information supplied to us by the society.

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

Based on our review, nothing has come to our attention that causes us to believe that these financial statements are not, in all material respects, in accordance with Canadian generally accepted accounting principles.

Lantzville, British Columbia  
December 4, 2012



Barber and Haime  
Chartered Accountants

# CRIMSON COAST DANCE SOCIETY

## STATEMENT OF FINANCIAL POSITION

Unaudited

AS AT SEPTEMBER 30, 2012

	2012	2011
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	\$ 26,734	\$ 38,547
HST receivable	1,134	819
	27,868	39,366
<b>PROPERTY AND EQUIPMENT</b>	4,931	1,525
	\$ 32,799	\$ 40,891
<b>LIABILITIES &amp; NET ASSETS</b>		
<b>CURRENT LIABILITIES</b>		
Accounts payable/accrued liabilities	\$ 2,130	\$ 3,251
Deferred revenue	28,000	52,300
	30,130	55,551
<b>UNRESTRICTED NET ASSETS</b>	2,669	(14,660)
	\$ 32,799	\$ 40,891

# CRIMSON COAST DANCE SOCIETY

## STATEMENT OF OPERATIONS AND CHANGES IN NET ASSETS

Unaudited

FOR THE YEAR ENDED SEPTEMBER 30, 2012

	Note	2012	2011
<b>REVENUE</b>			
Federal grants	5	\$ 32,312	\$ 71,450
Provincial grants	6	49,972	42,586
BC gaming grants		29,500	10,364
Municipal grants		17,200	17,075
Association grants		-	9,700
Private donations		1,759	1,502
Foundation grants		1,500	5,500
Fundraising revenue		12,534	8,295
In-kind goods and services revenue		19,360	23,086
Interest revenue		6	6
Memberships		235	455
Sponsorship		1,250	4,000
Ticket sales		5,354	7,443
Workshop revenue		1,324	2,787
Other revenue		535	1,623
		172,841	205,872
<b>EXPENSES</b>			
Administration expenses		26,715	36,886
Advertising and promotion		25,758	28,931
Amortization		661	385
Artists' fees		15,629	39,127
Artists' travel & accomodation		4,334	19,258
Bank charges and interest		506	241
Donated fundraising expense		10,356	10,288
Dues, licenses and subscriptions		648	1,097
Fundraising expenses		11,066	8,025
Insurance		1,253	1,107
Office and miscellaneous		2,654	1,468
Professional fees		2,368	1,583
Rental		3,091	3,005
Production expense		48,640	57,285
Telephone		800	820
Workshops/outreach		1,033	1,276
		155,512	210,782
<b>REVENUE (UNDER) OVER EXPENSES</b>		17,329	(4,910)
<b>NET ASSETS, BEGINNING OF YEAR</b>		(14,660)	(9,750)
<b>NET ASSETS, END OF YEAR</b>		\$ 2,669	\$ (14,660)

# CRIMSON COAST DANCE SOCIETY

## Statement of Cash Flows Unaudited

SEPTEMBER 30, 2012

	2012	2011
<b>CASH PROVIDED BY OPERATING ACTIVITIES</b>		
Revenue (under) over expenditures	\$ 17,329	\$ (4,910)
<b>Items not requiring an outlay of cash:</b>		
Amortization of tangible assets	661	385
<b>CHANGES IN NON-CASH WORKING CAPITAL</b>		
HST receivable	(315)	637
Accounts payable and accrued charges	(1,121)	1,680
Deferred grant revenue	(24,300)	(26,564)
	(25,736)	(24,247)
<b>NET CASH PROVIDED BY OPERATING ACTIVITIES</b>	(7,746)	(28,772)
<b>ADDITIONS TO PROPERTY &amp; EQUIPMENT</b>	(4,067)	-
<b>Net (decrease) increase in cash</b>	(11,813)	(28,772)
<b>Net cash, beginning of year</b>	38,547	67,319
<b>NET CASH, end of year</b>	\$ 26,734	\$ 38,547

# CRIMSON COAST DANCE SOCIETY

## Notes to the Financial Statements

Unaudited

SEPTEMBER 30, 2012

### 1. PURPOSE OF ORGANIZATION

Crimson Coast Dance Society is a registered charity incorporated under the Society Act of British Columbia. The mission of Crimson Coast Dance Society is to develop and support contemporary dance creations, productions, performances and educational opportunities at both grass roots and professional levels in Central Vancouver Island.

### 2. SIGNIFICANT ACCOUNTING POLICIES

#### (a) Accounting estimates and assumptions:

The preparation of accounting statements in accordance with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities. These estimates are reviewed periodically, and as adjustments become necessary, they are reported in unrestricted net assets in the period in which they become known.

#### (b) Property and equipment

Property and equipment are recorded at cost and are being amortized using the following annual rates:

Computer equipment	10% straight-line method
Marly floor	20% declining balance

#### (c) Revenue recognition

Revenue is recognized when received unless designated for future projects or fiscal years, in which case it is deferred to the appropriate period.

### 3. PROPERTY AND EQUIPMENT

	Cost	Accumulated Amortization	Net 2012	Net 2011
Computer equipment	\$ 4,917	\$ 3,646	\$ 1,271	\$ 1,525
Marly floor	6,317	2,657	3,660	-
	\$ 11,234	\$ 6,303	\$ 4,931	\$ 1,525



# CRIMSON COAST DANCE SOCIETY

Notes to the Financial Statements  
Unaudited

SEPTEMBER 30, 2012

## 4. DEFERRED GRANT REVENUE

Deferred grant revenue is from grants received in the 2012 fiscal year, but intended to cover 2013 expenses. It consists of:

BC Arts Council	\$	27,000
Telus marley rental		1,000
		-
	\$	28,000

## 5. FEDERAL GRANT REVENUE

Federal Grant revenue received in 2012 fiscal year consists of:

Depart. of Canadian Heritage	\$	25,000
Canada Council		7,000
Federal Wage Subsidy		312
	\$	32,312

## 6. PROVINCIAL GRANT REVENUE

Provincial grant revenue received in 2012 fiscal year consists of:

BC Arts Council	\$	45,000
Made in BC		4,972
		-
	\$	49,972

## 7. PROGRAM PLANNING AND FUNDING

Many of the funding sources for the society include government grant programs and donations. The timing and the amount of such funding is unpredictable and not guaranteed. Despite this factor the society plans for a consistent program of activities.

While all such funding is utilized in the operations of the society and production of it's program, due to the timing of the release of such funds and the different fiscal years of the contributing agency the resulting net unrestricted assets may vary due to these timing differences.

**Crimson Coast Dance Society**  
**Balance Sheet As at 30/09/2013**

**ASSET**

**CURRENT ASSETS**

TD GIC account	0.00	
Gaming Account	472.52	
Bank Account	26,381.41	
Bank EFT Account	457.10	
Float/Petty Cash	3.50	
Accounts Receivable	0.00	
<b>TOTAL CURRENT ASSETS</b>	<b>27,314.53</b>	

**CAPITAL ASSETS**

Marly Floor	6,317.02	
Accum Amort - Marly Floor	(2,657.00)	
Net - Marly Floor		3,660.02
Computer Equipment	4,916.86	
Accum Amort - Computer	(3,646.23)	
Net - Computer Equipment		1,270.63
<b>TOTAL CAPITAL ASSETS</b>		<b>4,930.65</b>

<b>TOTAL ASSET</b>	<b>32,245.18</b>
--------------------	------------------

**LIABILITY**

**LIABILITIES**

Accounts Payable	0.00	
Accrued Liabilities	106.94	
Grants Rec'd in Advance	50,000.00	
GST Paid on Purchases	(723.73)	
Net Purchase Taxes Refundable		(723.73)
EI Payable	195.19	
Tax Payable	294.14	
<b>TOTAL LIABILITIES</b>	<b>49,872.54</b>	

<b>TOTAL LIABILITY</b>	<b>49,872.54</b>
------------------------	------------------

**EQUITY**

**EQUITY**

Retained Earnings	2,669.13	
Current Earnings	(20,296.49)	
<b>TOTAL EQUITY</b>	<b>(17,627.36)</b>	

<b>TOTAL EQUITY</b>	<b>(17,627.36)</b>
---------------------	--------------------

<b>LIABILITIES AND EQUITY</b>	<b>32,245.18</b>
-------------------------------	------------------

**Crimson Coast Dance Society**  
**Income Statement 01/10/2012 to 30/09/2013**

**REVENUE**

**GRANT REVENUES**

BC Arts Council	36,200.00
Canada Council for the Arts	650.00
Department of Canadian Heritage	18,000.00
Municipal Government - Operating	15,000.00
Gaming	18,000.00
Municipal Government - Cultural	2,097.00
Canada Council - Touring	5,850.00
Made in BC	6,689.36
Foundations	1,500.00
2010 Legacies Now	0.00
Assn BC Arts Councils	0.00
<b>TOTAL GRANT REVENUES</b>	<b>103,986.36</b>

**PRIVATE SECTOR REVENUES**

In-Kind Donations - Productions	1,898.88
Individual Donations	3,395.83
Corporate Sponsorship	2,000.00
<b>TOTAL SPONSORS AND DONA...</b>	<b>7,294.71</b>
Fundraising - Miscellaneous	560.00
Fundraising - Ticket Sales	6,020.00
Fundraising - Silent Auction	2,479.00
<b>TOTAL FUNDRAISING</b>	<b>9,059.00</b>
<b>TOTAL PRIVATE SECTOR REV...</b>	<b>16,353.71</b>

**EARNED REVENUES**

Memberships	275.00
Workshop Intensive Master Clas...	1,881.00
Outreach - Workshops/Forums	50.00
Program Advertising Sales	40.00
Production Ticket Sales	14,371.80
Miscellaneous Revenue	3,742.10
Marley Floor Revenue	276.88
Interest Income	3.03
<b>TOTAL EARNED REVENUES</b>	<b>20,639.81</b>

**TOTAL REVENUE** **140,979.88**

**EXPENSE**

**ADMINISTRATIVE EXPENSES**

Rent Expense	3,090.06
Business Promotion	264.41
Accounting Expenses	82.64
Bank/Credit Card/Interest Chgs	457.37
Fees,Dues,Subs,Memberships	770.22
Support Staff	19,968.00
Grant Writing Expense	545.00
Volunteer Staff	84.10
Fundraising Exp - Advertising,Mi...	2,526.48
Fundraising Exp-Bar & Food	2,667.51
Fundraising Exp-Musicians Fees	175.00
Fundraising Exp-Marketing	450.00
Insurance	796.00
El Expense	522.38
WCB Assessment	125.73
Office Supplies & Expenses	1,072.21
Postage & Courier	187.25
Telephone	799.30
Internet & Website	1,604.45
<b>TOTAL ADMIN EXPENSES</b>	<b>36,188.11</b>

Printed On: 04/12/2013

**Crimson Coast Dance Society**  
**Income Statement 01/10/2012 to 30/09/2013**

**PRODUCTION EXPENSES**

Advertising Costs	7,918.50
Artists Accomodation	2,459.50
Artist Fees	33,707.00
Artists Per Diem	3,250.00
Artists Travel Expenses	11,911.74
Bar and Food	631.81
Equipment Rental	115.50
Workshop Teachers Fees	210.00
Donations/Gifts to Others	100.00
Production Expenses	2,760.76
Artistic Director Fee	24,000.00
Outreach	6,075.00
Technical Expense	8,606.62
Technical Director	1,500.00
Venue Rental	3,261.09
Studio Rental/Community Dance...	560.00
Travel for Selection/Networking	1,293.96
Printing Expense	2,045.45
Marketing/Promotion Expenses	7,640.86
Graphic Design Expense	2,118.11
Co-Op expense	4,621.65
Video Cassette Costs	414.51
Suspense	(113.80)
<b>TOTAL PRODUCTION EXPENS...</b>	<b>125,088.26</b>
<b>TOTAL EXPENSE</b>	<b>161,276.37</b>
<b>NET INCOME</b>	<b>(20,296.49)</b>

# CURRENT YEAR BUDGET

## Financial Form for Arts Organizations

Organization Name: *Crimson Coast Dance Society*

Line # Operating Budget

2012/13		2013/14	
Last Year	Current Year		Request
Actuals	Budget	Projected	Year 1

1 Revenue

2 Earned Revenue

3 Admissions/Box office/Subscriptions

4 Fees

5 Workshop/Classes/Conference receipts

6 Membership dues or fees (not tax receiptable)

7 Sales and commissions

8 Other earned revenue

9 Total Earned Revenue

10 Private Sector Revenue

11 Individual donations

12 Corporate donations

13 Corporate sponsorships

14 Foundation grants and donations

15 Fundraising events (gross)

16 Other private sector revenue - In Kind

17 Total Private Sector Revenue

18 Government Revenue

19 Canada Council - Operating

20 - Project

21 Other Federal

22 BC Arts Council - Operating

23 - Annual

24 - Project

25 Municipal - City of Nanaimo

26 - Other

27 Other government

28 Total Government Revenue

29 Other Revenue

30 TOTAL REVENUE (A)

\$14,371	\$6,650		\$6,650
\$3,785			
\$1,931	\$4,250		\$4,250
\$275	\$556		\$556
\$277	\$1,050		\$1,050
<b>\$20,639</b>	<b>\$12,506</b>		<b>\$12,506</b>

\$3,396	\$10,000		\$10,000
\$2,000	\$3,519		\$3,519
			\$0
\$1,500	\$1,000		\$1,000
\$9,059	\$12,800		\$12,800
\$16,500	\$30,000		\$30,000
<b>\$32,455</b>	<b>\$57,319</b>		<b>\$57,319</b>

			\$0
\$6,500	\$8,000		\$8,000
\$20,000	\$20,000		\$20,000
\$27,000	\$30,000		\$30,000
			\$0
\$9,200	\$5,000		\$5,000
\$17,097	\$32,000		\$32,000
			\$0
\$24,690	\$22,500		\$22,500
<b>\$104,487</b>	<b>\$117,500</b>		<b>\$117,500</b>
<b>\$157,581</b>	<b>\$187,325</b>		<b>\$187,325</b>

Line #	Operating Budget	2012/13		2013/14	
		Last Year	Current Year		Request
		Actuals	Budget	Projected	Year 1
31	Expenditures				
32	Artistic expenditures				
33	Artist's fees	\$33,917	\$31,500		\$31,500
34	Artistic Salaries (employees)	\$30,075	\$25,000		\$25,000
35	Production/technical salaries and fees	\$19,313	\$23,850		\$23,850
36	Exhibition/Programming/Production expenses	\$21,522	\$14,575		\$14,575
37	Touring expenses				\$0
38	Professional development programming	\$730			\$0
39	Catalogues/Documentation/Publications				\$0
40	Education				\$0
41	Other artistic program and services - IN KIND	\$7,000	\$7,000		\$7,000
42	Operating expenditures				\$0
43	All administrative salaries and fees	\$20,475	\$25,800		\$25,800
44	Rent or mortgage	\$3,090	\$3,400		\$3,400
45	Marketing and promotion expenses	\$19,732	\$18,600		\$18,600
46	Fundraising expenses	\$5,818	\$6,700		\$6,700
47	Other fundraising				\$0
48	Physical plant/permanent collection maintenance				\$0
49	Other operating expenditures	\$16,300	\$30,900		\$30,900
50	Total operating expenditures	\$65,415	\$85,400		\$85,400
51	TOTAL EXPENDITURES (B)	\$177,972	\$187,325		\$187,325
52	Total Revenue (A)	\$157,581	\$187,325		\$187,325
53	Total Expenditures (B)	\$177,972	\$187,325		\$187,325
54	Yearly cash surplus or deficit (C)	-\$20,391	\$0		\$0
55	Items relating to capital				
56	Amortization of capital assets (D)	\$600	\$600		\$600
57	Amortization of deferred contributions (capital) (E)				
58	Yearly surplus or deficit before transfers (F)	-\$20,991	-\$600		-\$600
59	Accumulated surplus or deficit, beginning of year (G)	\$2,669	-\$18,322		-\$18,322
60	Interfund transfers (H)				
61	Accumulated surplus or deficit, end of year (I)	-\$18,322	-\$18,922		-\$18,922
62	BALANCE SHEET ITEMS				
63	Current Assets				
64	Current Liabilities				
65	Working Capital				
66	Capital/Fixed Assets				
67	Designated Funds				

Notes on Financial Statements and Projections - Operating Grant

ine

3	Projected reduction in current year box office reflects the expectation that both Infringing Dance Festival and Body Talk will be staged in non-traditional venues. The focus of this year's events is on connecting with citizens who might not typically come to traditional venues, to build a wider audience for dance in Nanaimo. The expectation is that events will return to more traditional venues in the future, boosting box office revenues.
4/5	Fees and class/workshop revenues are lumped in our budget, and presented on line 5. Increase is as a result of Body Talk fee increase from \$25 to \$125.
7	Increase is due to increase in program advertising
11/12	Increasing financial support from individuals and companies in the community is a key focus for this year, and we are currently readying a major campaign to connect with the community.
16	In kind revenue is a major contributor to our finances, and consists of donations of goods and services from the community, both to support specific events or productions, but also for fundraising. In addition, in kind revenue reflects the value of volunteer hours. The very significant increase in in-kind revenue for the current fiscal year primarily reflects the efforts of the Board to support the organization. These efforts are aimed at increasing resources for the organization, and are not expected to be sustained beyond this fiscal year.
20	Canada Council project funds are specifically for touring expenses for companies that we bring to Nanaimo, and total amounts can vary considerably from year to year depending on the mix of artists that we bring.
24	BC Arts Council project funding is for specific projects, and varies from year to year. In the 2012-2013 season we received funding for a website and communications upgrade. To date we have not received any BCAC project funding this year, but will be applying for specific projects.
25	The budgeted substantial increase in funding from the City of Nanaimo is discussed in detail in the grant application.
34	Our key employees are currently paid below \$25,000 for what amounts to almost full time professional work. In order to be sustainable, we are budgeting for salary increases in 2014-15 and 2015-16.
36	Comprises venue costs, rentals and materials associated with the productions.
43	We have identified marketing and fundraising skills as key attributes for our new GM. We therefore anticipate that they may not have professional accounting skills as well, and have budgeted for a couple of days of accounting time per month to maintain the books.
49	The increase in other operating expenditures for the current year reflects the increase in in-kind volunteer hours discussed in relation to line 16, above.
53-67	Because we have a September 30 year end, our most recent year's accounts are not yet completed and reviewed. Please refer to the attached reviewed financial statements for the most recent balance sheet information.

*PROPOSED NEXT YEARS BUDGET*  
Crimson Coast Dance Society  
Budget 2014/2015

	InFrInGInG October	Outreach Dragon Boat July	General Operations	Production One November	Outreach One	Production Two January	Outreach Two	Production Body Talk March	Outreach BT Residency	Outreach BT Cru	Total Budget	apc
<b>Revenue</b>												
Earned Revenue												
Single Ticket Sales	4,000.00	2,000.00	-	2,800.00		3,000.00		2,700.00			14,500.00	1
Co-productions							-		-	-	0.00	
Guarantees			-	-	-				-	-	0.00	
Workshop Fees	800.00	500.00			500.00		500.00		3,500.00		5,800.00	3
Concessions/Merchandising	-		-		-	-	-	-		-	0.00	
Advertising Income	1,200.00			650.00		650.00		650.00			3,150.00	11
Bank Interest			-	-	-	-	-	-	-	-	0.00	
Other Revenue	-										0.00	
<b>Total Earned Revenue</b>	<b>6,000.00</b>	<b>2,500.00</b>	<b>-</b>	<b>3,450.00</b>	<b>500.00</b>	<b>3,650.00</b>	<b>500.00</b>	<b>3,350.00</b>	<b>3,500.00</b>	<b>-</b>	<b>23,450.00</b>	
Private Sector Revenue												
Individual Donations/memberships in Gnl Op			1,400.00	300.00		300.00		400.00	200.00	400.00	3,000.00	2,6
Corporate Donations	3,000.00		-				-		2,000.00	1,000.00	6,000.00	7
In-kind Donations & volunteer hours	2,000.00		5,000.00	1,750.00		1,750.00			1,100.00	1,400.00	13,000.00	13
Special Events			10,000.00				-			2,000.00	12,000.00	9
Foundation funding			-	-	-	-	-			3,000.00	3,000.00	8
<b>Total Fundraising Revenue</b>	<b>5,000.00</b>		<b>16,400.00</b>	<b>2,050.00</b>	<b>-</b>	<b>2,050.00</b>	<b>-</b>	<b>400.00</b>	<b>3,300.00</b>	<b>7,800.00</b>	<b>37,000.00</b>	
Government Revenue												
Canada Council: touring	13,000.00	6,000.00	-	-	-	-	-	-	-		19,000.00	21
BC Arts Council: Operating	9,000.00		8,000.00	6,500.00	-	6,500.00					30,000.00	25
BC Arts Council Project										19,000.00	19,000.00	
Other provincial funding										12,400.00	12,400.00	
Made in BC			-	3,000.00						-	3,000.00	28
City of Nanaimo Operating	4,500.00		3,000.00	3,000.00	1,500.00	2,500.00			2,000.00	1,500.00	18,000.00	332
City of Nanaimo event grant	3,000.00		-		-	-	-	-	-		3,000.00	33
Gaming	3,000.00		6,000.00	3,000.00		3,000.00				3,000.00	18,000.00	27
Heritage Canada	7,000.00	4,000.00	5,000.00	4,000.00		4,000.00		4,000.00		2,000.00	30,000.00	20
<b>Total Government Revenue</b>	<b>39,500.00</b>	<b>10,000.00</b>	<b>22,000.00</b>	<b>19,500.00</b>	<b>1,500.00</b>	<b>16,000.00</b>	<b>-</b>	<b>4,000.00</b>	<b>2,000.00</b>	<b>37,900.00</b>	<b>152,400.00</b>	
<b>Total Revenue</b>	<b>50500.00</b>	<b>12500.00</b>	<b>38400.00</b>	<b>25000.00</b>	<b>2000.00</b>	<b>21700.00</b>	<b>500.00</b>	<b>7750.00</b>	<b>8800.00</b>	<b>45700.00</b>	<b>212,850.00</b>	



	InFrinGinG October	Outreach Dragon Boat July	General Operations	Production One November	Outreach One	Production Two January	Outreach Two	Production Body Talk March	Outreach BT Residency	Outreach BT Cru	Total Budget	
<b>Expenses</b>												
<b>Artistic Fees</b>												
Artistic Director	\$ 3,000.00	\$ 2,000.00	\$ 4,000.00	\$ 2,000.00	\$ 1,000.00	\$ 2,000.00	\$ 1,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	24,000.00	38
Dancers	16,000.00	9,500.00		6,000.00		2,500.00		3,000.00			37,000.00	40
Lighting/Pyro/Slide Designer	3,000.00		-		-	2,000.00	-	2,000.00	-		7,000.00	55
BT facilitator										8,000.00	8,000.00	49
Royalties	100.00			50.00	-	50.00		50.00	-	-	250.00	
Artists Travel: transp./accom./per diems	13,000.00	6,000.00		1,500.00		1,700.00	-	1,800.00	2,000.00		26,000.00	42/3/4
Artists Benefits	-		-	-	-	-	-	-	-	-	-	
<b>Total Artistic Fees</b>	<b>35,100.00</b>	<b>17,500.00</b>	<b>4,000.00</b>	<b>9,550.00</b>	<b>1,000.00</b>	<b>8,250.00</b>	<b>1,000.00</b>	<b>9,850.00</b>	<b>5,000.00</b>	<b>11,000.00</b>	<b>102,250.00</b>	
<b>Technical Fees</b>												
Technical Director	750.00		-	750.00		750.00		750.00			3,000.00	55
Production Personnel	1,000.00		-	-	-	-		750.00			1,750.00	55
Stage Crew	3,000.00	800.00	-	1,750.00		2,000.00		1,800.00			9,350.00	55
<b>Total Technical Fees</b>	<b>4,750.00</b>		<b>-</b>	<b>2,500.00</b>	<b>-</b>	<b>2,750.00</b>	<b>-</b>	<b>3,300.00</b>	<b>-</b>	<b>-</b>	<b>14,100.00</b>	
<b>Production Expenses</b>												
Production Materials/Supplies	600.00	600.00		400.00		600.00		600.00			2,800.00	39
Equipment Rental	500.00	200.00	-	400.00		400.00		400.00		500.00	2,400.00	39
Transport	-		-	-	-	-		-	-	1,200.00	1,200.00	39
Cru honoraria	-		-	-	-		-	-	-	2,400.00	2,400.00	39
Workshop Expenses			-		-		-		-	-	-	
Concession Costs			-		-		-			-	-	
Miscellaneous/Contingency											-	
<b>Total Production Expenses</b>	<b>1,100.00</b>	<b>800.00</b>	<b>-</b>	<b>800.00</b>	<b>-</b>	<b>1,000.00</b>	<b>-</b>	<b>1,000.00</b>	<b>-</b>	<b>4,100.00</b>	<b>8,800.00</b>	



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

**Name of Organization: Nanaimo Minor Hockey Association**

**Grant No. RPTE-49**

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.			
<b>Amount Requested:</b>	\$		<b>Amount Recommended:</b>
<b>Grant Awarded:</b>	Yes	No	
			\$

**Discussion:**

**Notes:**



# CITY OF NANAIMO APPLICATION FOR PERMISSIVE TAX EXEMPTION RENEWAL

Office Use

RPT-49

ORGANIZATION: NANAIMO MINOR HOCKEY		DATE: Nov. 29 / 13	
ADDRESS: 750 THIRD ST		PRESIDENT: ROBERTA BORTOLUZZO	
NANAIMO BC		SENIOR STAFF MEMBER: VICKY LONG	
V9R 7B2.		POSITION: ADMINISTRATOR	
		CONTACT: VICKY LONG	
TELEPHONE: 250 754 5010		TELEPHONE: 250 754 5010	
OVERVIEW OF YOUR ORGANIZATION'S PROGRAMS AND SERVICES OFFERED IN THE COMMUNITY: MINOR HOCKEY PRACTICES & GAMES.			
GEOGRAPHIC AREA SERVED BY THE ORGANIZATION: NANAIMO & DISTRICT			
NO. OF FULL TIME STAFF: 1		NO. OF PART TIME STAFF: 0	
NO. OF COMMUNITY VOLUNTEERS: 300 +		NO. OF VOLUNTEER HOURS PER YEAR:	
NO. OF MEMBERS: 875 +		MEMBERSHIP FEE: \$ 430 ~	
CLIENTS SERVED, LAST YEAR: 877 +		CLIENTS SERVED, THIS YEAR (PROJECTED): 900 +	
B.C. SOCIETY ACT REG. NO.: 112200		REVENUE CANADA CHARITABLE REG. NO.:	
CURRENT BUDGET:		LEGAL DESCRIPTION OF PROPERTY: LT 2, SEC 1, PLAN 35726 EXC. PRT IN PLAN 305590	
INCOME: Attached 490300		TAX FOLIO NUMBER: 16000.025	
EXPENSES: 481822		CURRENT YEAR TAXES (IF KNOWN): 0	
NEXT YEAR PROJECTED:			
INCOME: not completed yet			
EXPENSES: not completed yet			
SIGNATURE: Kyla Berra		TITLE/POSITION: Secretary / Treasurer	
		DATE: Nov 29/13	
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 MHA provides a positive hockey experience for the youth involved in our organization we promote life skills such as leadership, sportsmanship, respect + worth etc.

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

Promote a healthy life style through exercise + nutrition be active in the Nanaimo community. We deliver programs that target such issues as bullying + harassment.

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

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

Through Fundraising, sponsorships + grants we are able to maintain modest registration costs and provide subsidies to families in financial hardships.

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

We provide training in excess of 300 adults and youth volunteers from the community annually in areas such as hockey skills coach development, team management, officiating, health and risk management.

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

BC Gaming

### 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.

Ø

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

memberships costs range from "\$280" to "\$400" and are derived from ice costs, officials and administration costs.

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

VIAHA / BC Hockey

We pay annual dues

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

Yearly budgets are voted on at the general meetings and surpluses & deficits would be rolled into the budget to help develop players/officials.

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

All income is generated from registration costs.

**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 would not allow us to keep membership fees at an affordable rate and we would have to pass this along to our membership.

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

It is recognized by helping maintain affordable registration costs to allow majority of the community the ability to play.



**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 MINOR HOCKEY ASSOCIATION  
111 WALLACE STREET  
NANAIMO BC V9R 5B3

OFFICE USE ONLY

ONLINE FILING AVAILABLE at [www.bcregistryservices.gov.bc.ca](http://www.bcregistryservices.gov.bc.ca)  
See the last page for details.

2. Incorporation Number: S-0018913  
Business Number: 858768716BC0001

Access Code: 128434941 used to file online

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

2013-05-26

(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.)

111 WALLACE STREET  
NANAIMO BC V9R 5B3

Mailing Address

111 WALLACE STREET  
NANAIMO BC V9R 5B3

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.)

**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: BEATTY

First name (include initials): DAVID

Address (include postal code):

6220 OLYMPIA WAY  
NANAIMO BC V9V 1J8

Last name: BORRELLI

First name (include initials): DAWN

Address (include postal code):

5730 VANDERNEUK DRIVE  
NANAIMO BC V9T 5H4

Last name: BORTOLOTTA

First name (include initials): DAVE

Address (include postal code):

6639 AULDS ROAD  
NANAIMO BC V9T 5R8

Last name: BORTOLOTTA

First name (include initials): ROBERTA

Address (include postal code):

6639 AULDS RD  
NANAIMO BC V9T 5R8



Last name: COOKMAN

First name (include initials): KENT

Address (include postal code):

3452 DECOURCY DRIVE  
LADYSMITH BC V9G 1E4

Last name: HANUS

First name (include initials): ANDREAS

Address (include postal code):

2351 JINGLE POT RD  
NANAIMO BC V9R 6W2

Last name: HODGSON

First name (include initials): RICK

Address (include postal code):

1856 BECCA MAY LANE  
NANAIMO BC V9R 6N1

Last name: OLSON

First name (include initials): JANELLE

Address (include postal code):

5336 LESLIE CRESCENT  
NANAIMO BC V9V 1S9



Last name: POW  
First name (include initials): JENNIFER

Address (include postal code):  
6037 SHANDA PLACE  
NANAIMO BC V9T 6C3

Last name: PRESSESKY  
First name (include initials): ALLYSON

Address (include postal code):  
5630 TURNSTONE PL  
NANAIMO BC V9T 6H9

Last name: RUSSELL  
First name (include initials): TOM

Address (include postal code):  
5535 TURNER RD  
NANAIMO BC V9T 5M4

Last name: TYCE  
First name (include initials): DOUG

Address (include postal code):  
5679 BROOKWOOD DR  
NANAIMO BC V9T 5P3



Last name: VON BATTENBURG

First name (include initials): DOLF

Address (include postal code):

3026 PERSIMMON PL  
NANAIMO BC V9T 4P2

Last name: WINDLEY

First name (include initials): JODY

Address (include postal code):

6466 THORNWOOD PL  
NANAIMO BC V9V 1V9

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

nanaimo mha @ Shaw.ca.

7. Sign and certify this form.

I certify that this information is accurate and complete.

Signature:

*Robert Bortolotto*

**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.

## EXECUTIVE BOARD 2013-14

PRESIDENT: (voting)  
Landscaper

ROBERTA BORTOLOTTI

6639 Aulds Rd.  
Nanaimo, BC V9T 5R8  
390-9171-H  
668-7148-C  
bert24@telus.net

PAST PRESIDENT (voting)

none

REGISTRAR: (voting)  
Stay at home MOM

DAWN BORRELLI

5730 Vanderneuk Dr.  
Nanaimo BC  
756-4615-H  
618-6517-C  
dawnjan@shaw.ca

TREASURER: (voting)  
Accounting Clerk-Concise Strata Mngmnt

KYLA BECIA

6006 Lenh Lane  
Nanaimo BC  
250-713-5952-C  
kbecia@shaw.ca

RISK/SAFETY MANAGER: (voting)  
Driver  
Freshpoint

GRANT KLYMCHUK

564 NOVA ST  
Nanaimo BC V9R 5N5  
754-3636 -H  
Klymchuk@shaw.ca

### MANAGING DIRECTORS:

COMPETITIVE: (voting)  
Self Employed

PETER CREIGHTON

1654 Finwell Rd  
Nanaimo BC  
250-619-8666  
Pc247@shaw.ca

MIDGET: (voting)  
Accountant

DOUG TYCE

5679 Brookwood Dr.  
Nanaimo, BC V9T 5P3  
618-3373-H/C  
729-8770-W  
dt@telca.ca

BANTAM: (voting)

KAREN VANGYZEN

5754 Kerry Lane  
Nanaimo BC  
713-3798  
vangyzcn@shaw.ca

PEEWEE: (voting)

KIM DARBYSHIRE

5418 Dunster Rd  
Nanaimo BC  
250-751-8525  
kddarb@shaw.ca

<u>ATOM:</u> (voting) CEO-Tecumseh Canada Corp.	SEAN DUPUIS	1130 College Dr Nanaimo BC 250-816-0431 Sean.dupuis@shaw.ca
<u>NOVICE:</u> (voting) Stay at home Mom	JODY WINDLEY	6466 Thornwood Pl Nanaimo BC 250-616-6486 Woodzie-jojo@shaw.ca
<u>INITIATION:</u> (voting)	VACANT	
<u>FEMALE:</u> (voting) Reception-VI Conference Center	SONIA BRANTER	2901 Hammond Bay Rd Nanaimo BC 250-739-4737 branters@telus.net
<u>WAYS &amp; MEANS:</u> (voting)	JANELLE OLSON	5336 Leslie Crescent Nanaimo BC V9V 1S9 758-2490-H cjolson@shaw.ca
<u>TOURNAMENTS &amp; SPECIAL EVENTS:</u> (non-voting)	ERIN MAKI	100 Crichley Pl Nanaimo BC 250-713-1415 treelrogranch@hotmail.com
<u>EQUIPMENT:</u> (non-voting) Retired	TOM RUSSELL	5535 Turner Rd Nanaimo BC 758-0867 equipmentmanager@hotmail.com
<u>ICE COORDINATOR:</u> (voting) Stay at home MOM	JENNIFER POW	6037 Shanda Pl Nanaimo BC V9T 6C3 751-1277-H j.pow@hotmail.com
<u>REFEREE-IN-CHIEF:</u> (non-voting) SD 68 – School Bus Driver	RICK HODGSON	1856 BECCA MAY LANE Nanaimo BC V9R 6N1 753-3094 – H roboreff@hotmail.com
<u>DEVELOPMENT COORDINATOR:</u> (voting)	DAVE BORTOLOTTA	6639 Aulds Rd. Nanaimo, BC V9T 5R8 390-9171-H daveybori@live.ca

**NANAIMO MINOR HOCKEY ASSOCIATION**  
**FINANCIAL STATEMENTS**  
(Unaudited - see Notice to Reader)  
**MARCH 31, 2013**



## NOTICE TO READER

On the basis of information provided by management, we have compiled the statement of financial position of the Nanaimo Minor Hockey Association as at March 31, 2013 and the statement of receipts and expenditures for the year then ended. We have not performed an audit or a review engagement in respect of these financial statements and, accordingly, we express no assurance thereon. Readers are cautioned that these statements may not be appropriate for their purposes.

Nanaimo, BC  
April 23, 2013

*James Whiteaker & Associates*  
CHARTERED ACCOUNTANTS

348 WESLEY STREET, NANAIMO, B.C. V9R 2T6  
TELEPHONE (250) 754-2368 FAX (250) 754-8345



**NANAIMO MINOR HOCKEY ASSOCIATION**  
**STATEMENT OF FINANCIAL POSITION**  
(Unaudited - See Notice to Reader)  
**MARCH 31, 2013**

	<u>2013</u>	<u>2012</u>
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	\$ 110,523	\$ 133,090
Accounts receivable	<u>478</u>	<u>9,045</u>
	<u>111,001</u>	<u>142,135</u>
 <b>CAPITAL ASSETS (Note 1)</b>	 <u>157,091</u>	 <u>168,128</u>
	<b>\$ <u>268,092</u></b>	<b>\$ <u>310,263</u></b>
<b>LIABILITIES</b>		
<b>CURRENT</b>		
Accounts payable and accrued liabilities	\$ 7,100	\$ 4,734
Wages and benefits payable	414	381
Current portion of loan payable (Note 2)	<u>-</u>	<u>6,667</u>
	7,514	11,782
 <b>LONG TERM</b>		
Loan payable (Note 2)	<u>-</u>	<u>53,332</u>
	<u>7,514</u>	<u>65,114</u>
<b>NET ASSETS</b>		
Unrestricted net assets	103,487	137,021
Equity in capital assets	<u>157,091</u>	<u>108,128</u>
	<u>260,578</u>	<u>245,149</u>
	<b>\$ <u>268,092</u></b>	<b>\$ <u>310,263</u></b>

See accompanying notes to financial statements

## Statement 2

**NANAIMO MINOR HOCKEY ASSOCIATION**  
**STATEMENT OF RECEIPTS AND EXPENDITURES**  
(Unaudited - See Notice to Reader)  
**FOR THE YEAR ENDED MARCH 31, 2013**

	<u>Budget 2013</u>	<u>Actual 2013</u>	<u>Actual 2012</u>
<b>RECEIPTS</b>			
Registration fees	\$ 382,900	\$ 345,000	\$ 341,824
Gaming	45,000	55,000	45,000
Competitive team fees	12,000	13,400	12,840
Competitive assessment fees	47,200	47,200	47,075
Fundraising levy	-	11,655	10,318
Sponsorships	6,500	6,955	4,550
Concession	1,000	-	1,515
Development clinic income	-	-	530
Other	-	580	32
	<u>494,600</u>	<u>479,790</u>	<u>463,684</u>
<b>EXPENDITURES</b>			
Ice rental	215,030	215,516	200,838
BC Hockey fees	53,251	49,461	49,728
Referees	51,900	48,761	44,980
Wages and benefits	33,000	25,997	24,179
Equipment costs	25,000	25,802	17,246
VIAHA fees	23,775	15,314	15,140
Office	18,400	14,413	15,315
Clinic reimbursement	10,000	12,978	8,304
Head Coach	10,000	8,628	9,683
Sundry	4,250	8,242	2,879
Developmental clinics	-	6,424	-
Meetings	1,000	5,734	6,926
Team photos	5,250	4,549	4,556
Awards and presentations	1,500	2,630	1,111
Insurance	2,800	2,427	2,295
Repairs and maintenance	1,500	2,117	2,435
Advertising	1,300	1,462	1,106
Professional fees	1,000	1,144	1,043
Resource materials	750	1,003	938
Fines	-	169	-
Bad debts	500	100	-
Team travel	5,500	-	2,501
	<u>465,706</u>	<u>452,871</u>	<u>411,203</u>
<b>EXCESS OF RECEIPTS OVER EXPENDITURES</b>	\$ <u>28,894</u>	26,919	52,481
<b>AMORTIZATION OF CAPITAL ASSETS</b>		(11,490)	(12,421)
<b>NET ASSETS, beginning</b>		<u>245,149</u>	<u>205,089</u>
<b>NET ASSETS, ending - Statement 1</b>		\$ <u>260,578</u>	\$ <u>245,149</u>

See accompanying notes to financial statements

**NANAIMO MINOR HOCKEY ASSOCIATION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
(Unaudited - see Notice to Reader)  
**MARCH 31, 2013**

**1. CAPITAL ASSETS**

	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>Net 2013</u>	<u>Net 2012</u>
Office equipment	\$ 3,278	\$ 2,849	\$ 429	\$ 537
Computers	5,199	4,688	511	405
Building	<u>220,708</u>	<u>64,557</u>	<u>156,151</u>	<u>167,186</u>
	<u>\$ 229,185</u>	<u>\$ 72,094</u>	<u>\$ 157,091</u>	<u>\$ 168,128</u>

**2. LOAN PAYABLE**

	<u>2013</u>	<u>2012</u>
City of Nanaimo demand loan, with no interest Repayable in fifteen (15) annual installments of \$6,666.66 Paid out March, 2013.	\$ -	\$ 59,999
Current payment due next year	<u>-</u>	<u>6,667</u>
	<u>\$ -</u>	<u>\$ 53,332</u>

On July 27, 2006, \$100,000 was advanced to the NMHA as a loan. The funds were used to construct an office, meeting room and storage addition of approximately 2,000 square feet at Nanaimo Ice Centre. The addition is property of the City of Nanaimo.

10:57 AM

12/10/13

Accrual Basis

**Nanaimo Minor Hockey**  
**Profit & Loss Budget vs. Actual**  
**April through November 2013**

	Apr - Nov 13	Budget	% of Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
BANK INTEREST	18.00	0.00	100.0%
CLOTHING SALES	709.00		
COMPETITIVE ASSESSMENT FEES	14,200.00	47,200.00	30.1%
COMPETITIVE TRY OUT FEES	14,280.00	12,000.00	119.0%
CONCESSION INCOME	3,375.48	0.00	100.0%
DEVELOPMENT CLINIC INCOME	0.00	0.00	0.0%
FEMALE CAMP FUND	0.00	0.00	0.0%
FUNDRAISING INCOME	0.00	0.00	0.0%
GAMING INCOME	55,000.00	55,000.00	100.0%
Grants	0.00	0.00	0.0%
Legacies & Bequests	0.00	0.00	0.0%
MISC INCOME	178.75		
PCETF			
ATOM A	613.92		
ATOM B	439.31		
BANTAM T1	560.00		
BANTAM T2	150.20		
BANTAM T3	563.50		
MIDGET T1	180.00		
MIDGET T2	534.20		
PEEWEE T1	17.80		
PEEWEE T2	601.75		
Total PCETF	3,660.68		
REGISTRATION FEES	344,973.18	369,100.00	93.5%
Registration Funds In Trust	155.00		
SPONSORSHIP INCOME	4,346.40	7,000.00	62.1%
Total Income	440,896.49	480,300.00	89.9%
<b>Expense</b>			
ADVERTISING	1,780.96	1,300.00	135.5%
ASSN. DUES - BC HOCKEY	42,408.25	52,155.00	81.3%
ASSN. DUES - VIAHA	10,287.00	23,925.00	43.0%
BAD DEBT	0.00	500.00	0.0%
BANK CHARGES	1,507.57	1,000.00	150.8%
BLDG MAINTENANCE	314.37	1,500.00	21.0%
CLINIC REIMBURSEMENTS	3,950.40	8,000.00	49.4%
EQUIPMENT PURCHASES	29,444.87	35,000.00	84.1%
EQUIPMENT SALE	-545.38		
Fines	50.00		
HEAD COACH			
GUEST COACHES	1,715.50		
HEAD COACH - Other	890.36	10,000.00	8.9%
Total HEAD COACH	2,605.86	10,000.00	26.1%
ICE	71,557.55	217,000.00	33.0%
Insurance	0.00	2,800.00	0.0%
INSURANCE - BLDG	2,622.00		
JAMBOREE	0.00	750.00	0.0%
MEETINGS	1,503.33	1,000.00	150.3%
MISCELLANEOUS	125.21	1,200.00	10.4%
OFFICE EXPENSE			
TELEPHONE & INTERNET	1,855.22	3,600.00	54.3%
UTILITIES	1,629.43	2,500.00	65.2%
XEROX	1,620.07	2,000.00	81.0%
OFFICE EXPENSE - Other	4,915.13	4,000.00	122.9%
Total OFFICE EXPENSE	10,119.85	12,100.00	83.6%
Professional Fees			
ACCOUNTING	882.00		
LAWYER	207.65		
Professional Fees - Other	0.00	1,000.00	0.0%
Total Professional Fees	1,089.65	1,000.00	109.0%

10:57 AM

12/10/13

Accrual Basis

**Nanaimo Minor Hockey**  
**Profit & Loss Budget vs. Actual**  
 April through November 2013

	Apr - Nov 13	Budget	% of Budget
REFEREE	13,378.33	57,500.00	23.3%
RESOURCE MATERIALS	579.11	1,000.00	57.9%
Scholarships	500.00	500.00	100.0%
SPECIAL PROJECTS	2,194.94	1,000.00	219.5%
TEAM LOANS	7,850.00		
TEAM PHOTOS	0.00	5,425.00	0.0%
TOURNAMENT FEES	84.00		
Travel & Accomodations	719.20	6,000.00	12.0%
TROPHIES-PLAQUES	473.21	1,500.00	31.5%
WAGES & BENEFITS	24,441.11	33,000.00	74.1%
<b>Total Expense</b>	<b>229,021.39</b>	<b>475,155.00</b>	<b>48.2%</b>
<b>Net Ordinary Income</b>	<b>211,875.10</b>	<b>15,145.00</b>	<b>1,399.0%</b>
<b>Net Income</b>	<b>211,875.10</b>	<b>15,145.00</b>	<b>1,399.0%</b>

10:58 AM

12/10/13

Accrual Basis

# Nanaimo Minor Hockey Trial Balance As of November 30, 2013

	Nov 30, 13	
	Debit	Credit
Gaming - BMO	16,743.11	
General - BMO	239,666.72	
Investment GIC	60,550.00	
Petty Cash	300.00	
Referee - HSBC	0.00	
Rep Travel - BMO	0.13	
Accounts Receivable	0.01	
Legacy Fund Receivable	477.41	
Promissory note receivable	0.00	
Building:Depreciation		64,557.09
Building:Original Cost	220,708.00	
Computer	0.00	
Computer:Depreciation		4,688.18
Computer:Original Cost	3,564.52	
Computer Equipment	2,266.50	
Office Equipment		761.02
Office Equipment:Depreciation		2,848.93
Office Equipment:Original Cost	4,450.08	
Asset equity depletion	11,489.63	
NSF Receivable	84.86	
Accounts Payable	0.00	
accrued liability		850.00
current portion of LTD	0.00	
Initiation Boards-Holding Acc.	0.00	
Payroll Deductions payable		2,362.35
Registration Fund in trust		1,449.86
Rep Banquet Acc	1,341.60	
City of Nanaimo - Clubhouse	0.00	
Equity in Assets		168,580.49
General Surplus		103,669.55
Opening Bal Equity	0.00	
BANK INTEREST		18.00
CLOTHING SALES		709.00
COMPETITIVE ASSESSMENT FEES		14,200.00
COMPETITIVE TRY OUT FEES		14,280.00
CONCESSION INCOME		3,375.48
GAMING INCOME		55,000.00
MISC INCOME		178.75
PCETF:ATOM A		613.92
PCETF:ATOM B		439.31
PCETF:BANTAM T1		560.00
PCETF:BANTAM T2		150.20
PCETF:BANTAM T3		563.50
PCETF:MIDGET T1		180.00
PCETF:MIDGET T2		534.20
PCETF:PEEWEE T1		17.80
PCETF:PEEWEE T2		601.75
REGISTRATION FEES		314,973.18
Registration Funds In Trust		155.00
SPONSORSHIP INCOME		4,346.40
ADVERTISING	1,780.96	
ASSN. DUES - BC HOCKEY	42,408.25	
ASSN. DUES - VIAHA	10,287.00	
BANK CHARGES	1,507.57	
BLDG MAINTENANCE	314.37	
CLINIC REIMBURSEMENTS	3,950.40	
EQUIPMENT PURCHASES	29,444.87	
EQUIPMENT SALE		545.38
Fines	50.00	
HEAD COACH	890.36	
HEAD COACH:GUEST COACHES	1,715.50	
ICE	71,557.55	
INSURANCE - BLDG	2,622.00	
MEETINGS	1,503.33	

10:56 AM

12/10/13

Accrual Basis

**Nanaimo Minor Hockey**  
**Trial Balance**  
 As of November 30, 2013

	Nov 30, 13	
	<u>Debit</u>	<u>Credit</u>
MISCELLANEOUS	125.21	
OFFICE EXPENSE	4,915.13	
OFFICE EXPENSE:TELEPHONE & INTER...	1,955.22	
OFFICE EXPENSE:UTILITIES	1,629.43	
OFFICE EXPENSE:XEROX	1,620.07	
Professional Fees:ACCOUNTING	882.00	
Professional Fees:LAWYER	207.65	
REFEREE	13,378.33	
RESOURCE MATERIALS	579.11	
Scholarships	500.00	
SPECIAL PROJECTS	2,194.94	
TEAM LOANS	7,850.00	
TOURNAMENT FEES	84.00	
Travel & Accomodations	719.20	
TROPHIES-PLAQUES	473.21	
WAGES & BENEFITS	24,441.11	
TOTAL	<u>791,209.34</u>	<u>791,209.34</u>

## Nanaimo Minor Hockey Association

## 2012-13 Budgeted Revenue

			Initiation		Novice	Atom	Peewee	Bantam	Midget	Juvenile	Female	General	Total
Player Enrollment		0	80	0	140	175	150	140	120	25	100		930
Number of Teams		0	8	0	10	10	8	9	7	1	6		59
Coaches		0	32	0	40	50	40	45	35	5	30		277
Registration	Basic	0	22400	0	56000	75250	64500	60200	52800	10750	43000		384900
	Discounts												0
	Refunds											0	0
	Fin. Aid											(2000)	(2000)
	Rep. Eval.					3300	3300	3000	2400		0		12000
	Rep. Ass.					8800	14400	14400	9600		0		47200
Fundraising	Sponsor										0	6500	6500
	Gaming											45000	45000
	Other											0	0
	Player fee											0	0
General	Concession											1000	1000
	Interest												0
	Other												0
	Dev Clinic off-set												0
	Total	0	22400	0	56000	87350	82200	77600	64800	10750	43000	50500	494600



# Nanaimo Minor Hockey Association 2012-13 Budgeted Expenses

			Initiation		Novice	Atom	Peewee	Bantam	Midget	Juvenile	Female	General	Total
Ice Cost	Basic	0	8400	0	23100	36750	36960	45380	30870	5250	17640		204330
	Develop											4000	4000
	try out											6700	6700
General	Referee			0	7000	8000	7600	10800	11200	1540	5760		51900
	BCAHA dues	0	4816	0	7740	9675	8170	7955	6665	1290	5590	0	51901
	Carding						450	450	300	150	0		1350
	Head Coach											10000	10000
	Dev. Clinics											10000	10000
	Manuals											750	750
	VIAHA dues	0	1600	0	2800	4625	4125	3850	3450	500	2825		23775
	Equipment											25000	25000
	Photos	0	400	0	700	875	750	700	600	125	500	600	5250
	Jamboree											750	750
Admin	Administrator											33000	33000
	Legal/Acct.											1000	1000
	Maintenance											1500	1500
	Advertising											1300	1300
	Awards											1500	1500
	Meetings											1000	1000
	Projects											1000	1000
	Telephone											3600	3600
	Travel/Accom											5500	5500
	Bad Debt											500	500
	Office											8000	8000
	Misc.											1000	1000
	Rep Banquet											2000	2000
	Bank Charges											2000	2000
	Scholarships											500	500
	Bldg Insurance											2800	2800
	Xerox											2000	2000
	Utilities											1800	1800
	Total	0	15216	0	41340	59925	58055	69115	53085	8855	32315	127800	465706

Budgeted Revenue	\$ 494,600
Budgeted Expenses	465,706
subtotal	28,894
City loan payment	6,667
Total	<u>\$ 22,227</u>

## Nanaimo Minor Hockey Association

## 2013-14 Budgeted Revenue

		Initiation		Novice	Atom	Peewee	Bantam	Midget	Juvenile	Female	General	Total
Player Enrollment		0	80	0	130	160	140	130	0	100		900
Number of Teams		0	8	0	10	10	9	9	8	0	3	57
Coaches		0	40	0	50	50	45	45	40	0	15	285
Registration	Basic	0	22400	0	52000	68800	68800	60200	55900	0	43000	371100
	Fin. Aid										(2000)	(2000)
	Rep. Eval.					3300	3300	3000	2400	0		12000
	Rep. Ass.					8800	14400	14400	9600	0		47200
Fundraising	Sponsor									0	7000	7000
	Gaming										55000	55000
General	Concession											
	Interest											
	Total	0	22400	0	52000	80900	86500	77600	67900	0	43000	490300

# Nanaimo Minor Hockey Association 2013 - 14 Budgeted Expenses

			Initiation		Novice	Atom	Peewee	Bantam	Midget	Juvenile	Female	General	Total
Ice Cost	Basic	0											205000
	Develop											4000	4000
	try out/eval											8000	8000
General	Referee		0										57500
	BCAHA dues	0	5160	0	7740	9030	8815	7955	7310	0	4945	0	50955
	Carding						450	450	300	0	0		1200
	Head Coach											10000	10000
	Dev. Clinics											8000	8000
	Manuals											1000	1000
	VIAHA dues	0	1600	0	2600	4550	4775	4375	3800	0	2225		23925
	Equipment											35000	35000
	Photos	0	420	0	683	840	840	735	683	0	525	700	5425
	Jamboree											750	750
Admin	Administrator											33000	33000
	Legal/Acct.											1000	1000
	Maintenance											1500	1500
	Advertising											1300	1300
	Awards											1500	1500
	Meetings											1000	1000
	Projects											1000	1000
	Telephone											3600	3600
	Travel/Accom											6000	6000
	Bad Debt											500	500
	Office											6000	6000
	Misc.											1200	1200
	Bank Charges											1000	1000
	Scholarships											500	500
	Bldg Insurance											2800	2800
	Utilities											2500	2500
	Total	0	7180	0	11023	14420	14880	13515	12093	0	7695	131850	475155

Budgeted Revenue	\$ 490,300
Budgeted Expenses	475,155
subtotal	15,145
City loan payment	6,667
Total	<u>\$ 8,478</u>

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

**Name of Organization: Nanaimo Equestrian Association**

**Grant No. RPTE-50**

<b>Criteria:</b>	<b>Meets Criteria:</b>		<b>Statement of Purpose:</b>
	<b>Yes</b>	<b>No</b>	
➤ 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.			
<b>Amount Requested:</b>	\$		<b>Amount Recommended:</b>
<b>Grant Awarded:</b>	<b>Yes</b>	<b>No</b>	
			\$

**Discussion:**

**Notes:**



CITY OF NANAIMO  
APPLICATION FOR PERMISSIVE  
TAX EXEMPTION RENEWAL

Office Use

RPT-50

ORGANIZATION: NANAIMO EQUESTRIAN ASSOC		DATE: Nov 25 2013	
ADDRESS: 40 NICOLA KAUWALL		PRESIDENT: LESLAY COLLIS	
2935 KILPATRICK RD		SENIOR STAFF MEMBER:	
NANAIMO		POSITION:	
V9R 6W6		CONTACT:	
TELEPHONE: 250 754-4689		TELEPHONE: 250 6181774	
OVERVIEW OF YOUR ORGANIZATION'S PROGRAMS AND SERVICES OFFERED IN THE COMMUNITY: MANAGEMENT & MAINTENANCE OF BEBAN PARK EQUESTRIAN GROUNDS			
GEOGRAPHIC AREA SERVED BY THE ORGANIZATION: NANAIMO & OUTLYING AREAS			
NO. OF FULL TIME STAFF: 1		NO. OF PART TIME STAFF: 1	
NO. OF COMMUNITY VOLUNTEERS: 25		NO. OF VOLUNTEER HOURS PER YEAR: 250	
NO. OF MEMBERS: 335		MEMBERSHIP FEE: \$20. See attached	
CLIENTS SERVED, LAST YEAR:		CLIENTS SERVED, THIS YEAR (PROJECTED):	
B.C. SOCIETY ACT REG. NO.: S-34507		REVENUE CANADA CHARITABLE REG. NO.: N/A	
CURRENT BUDGET: 2014 2013		LOT 1 SECTIONS 18, 19, & 20 LEGAL DESCRIPTION OF PROPERTY: RANGE 7 MTN DIST PLAN 27441 EXCEPT THOSE PARTS IN PLANS 406622 TAX FOLIO NUMBER: 44255	
INCOME: 19928		15549.008	
EXPENSES: 21123		CURRENT YEAR TAXES (IF KNOWN): UNKNOWN	
NEXT YEAR PROJECTED: 2014			
INCOME: 15000			
EXPENSES: 26400			
SIGNATURE: R. Collis	TITLE/POSITION: PRESIDENT	DATE: Nov 25/13	
<b>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).</b>			

## CITY OF NANAIMO GRANT QUESTIONNAIRE

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

*We operate & maintain the Equestrian facilities at Bekan Park for all Equestrians & other Agricultural users such as Dog Agility, Vlex, Pumpkin fest, 4H & Summer Games.*

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

*To upgrade 2 riding rings with new footing, fencing & sprinkler system in advance of the BC Summer Games.*

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

*- Bi monthly meetings of the memberships  
- Informal survey of users of the grounds  
Constant feedback from equestrian users*

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

*Nanaimo Equestrian is entirely volunteer based - All administration improvements & developments & fundraising is handled by volunteers.*

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

*Horse Council of BC.*

## 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.

*None.*

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

*See attached*

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.

*- We have a special purpose funds for a new tractor. Funds are kept in a separate savings acct.*

*- Year end surpluses are kept in a chequing acct to cover next years operating expenses.*

*- We do not have deficits.*

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

*We have no investments.*

*Our only self generated income is from interest on chequing account.*

# 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?

*We will cease to operate.*

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

*We have held various functions involving City Councillors which resulted in both newspaper & local cable coverage. We would also like to add a permanent sponsorship sign to our sponsor wall.*





2013 Annual Report  
Incorporation Number: S-0034507

NANAIMO EQUESTRIAN ASSOCIATION  
3508 VERA WAY  
NANAIMO BC V9R 6X4

**FILE ONLINE NOW**



To file your BC Society Annual Report immediately, go to:  
**www.bcregistryservices.gov.bc.ca**  
and use **ACCESS CODE: 130269012.**



**Complete this section if submitting by mail.**

Annual Reports submitted by mail may take up to eight weeks to be filed.  
**PLEASE PRINT CLEARLY.**

**1. Annual General Meeting Date**

Date your Annual General Meeting was held: 2013/11/21  
(YYYY/MM/DD)

If no Annual General Meeting was held, write "NO MEETING HELD" in the date field above.  
NO MEETING HELD cannot be submitted for the current year until the year is over.

**2. Registered Office Address (Location of Records) - Additional \$15.00 for Address Updates**

**Physical Address Required.** (Post Office Box alone will not be accepted.) **Mailing Address** (If different from physical address)

3508 VERA WAY, NANAIMO BC V9R 6X4

3508 VERA WAY, NANAIMO BC V9R 6X4

2935 Kilpatrick Rd

2935 Kilpatrick Rd

Nanaimo BC V9R 6W6

Nanaimo BC V9R 6W6

Enter new physical address if it has changed.

Enter new mailing address if it has changed.

**3. Society Email Address**

lowshay@telus.net nanaimoequestrianassoc@gmail.com

Update email address if it has changed. Email address may be used as a contact for this form.

OFFICE USE ONLY





#### 4. Society Directors

- Directors listed below cannot be changed if no meeting was held.
- Director addresses must be a physical address. Post Office Box alone is not accepted.
- Full names of directors are required, initials only are not accepted.
- Draw a line through name if director has ceased, and amend the list in the space provided.

Last Name	First Name	Residential Address (Must be a physical address)	Postal Code
Coutish	Leslie	253 MILTON ST, NANAIMO BC	V9R 2K5
Heikkila	Barbara	6683 DOUMONT RD, NANAIMO BC	V9T 6N1
Kandall	Laura	3033 LANDMARK CRES, NANAIMO BC	V9T5P9
<del>Shaw</del>	<del>Lois</del>	<del>3508 VERA WAY, NANAIMO BC</del>	<del>V9R 6X4</del>
Kauwell	Nicole	2935 Kilpatrick Rd Nanaimo BC	V9R 4W6

#### 5. Signature

Nicole Kauwell  
Sign here. I certify that this information is accurate and complete.

2013/11/27  
Date Signed (YYYY/MM/DD)





6. 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

**Questions? Call 1 877 526-1526**

Need help completing this form? Go to [www.bcregistryservices.gov.bc.ca](http://www.bcregistryservices.gov.bc.ca) for further instructions.

Please make cheque payable to Minister of Finance. Write your incorporation number S-0034507 on the cheque.

☒ **Checklist If Submitting by Mail:**

☒ \$25.00 Annual Report filing fee included.

☒ \$15.00 An additional fee is required if address updated within section 2, for a total fee of \$40.00.

☐ All data provided: Annual General Meeting date. Registered office address and director updates made if required.

☒ Form signed.

# Nanaimo Equestrian Association

## Revenues and Expenses

### 2012 YEAR END REPORT

Jan 1, 2012 Opening Balance - Chequing Account	\$ 14,502.09
"Earmarked" for the Tractor Fund	\$ 4,000.00
Total in Chequing Account as at January 1, 2012	<u>\$ 18,502.09</u>

#### Revenues

Memberships		920.00	
Events Total			12163.75
Event Deposits	1300.00		
Event Balances	10863.75		
Individual Rentals			4100.00
NEA Clinics			5119.65
Burgi Clinic	1360.00		
Gary Clinic	1274.65	(\$0.35) USD conver	
Adiva Clinic	2485.00		
Other			1440.00
HCBC Grant	1000.00		
Other Misc	440.00	Surrounds, Keys, etc	
Total Accumulated Interest - Chequing			1.26
<b>Total Revenues</b>			<u><b>\$ 23,744.66</b></u>

#### Expenses

Maintenance/Fuel			2436.52
Dave Streeter	2200.00		
Misc Supplies	236.52	Paint, Gas, etc	
Insurance/Utilities			5161.00
Utilities (VIEX)	1700.00		
Capri Insurance	3461.00		
Repairs/Supplies			1436.25
Major Expenses			15279.43
Stall Footing	4679.36		
Show Office	5945.35		
Agriplex Drainage	4654.72		
Website/Advertising			224.95
Other			3526.71
Cheques/Bank Fees	115.17		
HCBC Club Membership	78.40		
Ministry Filing	25.00		
Burgi Clinic Costs	1225.55		
Gary Clinic Costs	424.87		
Adiva Clinic Costs	1575.22		
Canceled CHQ	12.50		
Misc Other	70.00		
<b>Total Expenses</b>			<u><b>\$ 28,064.86</b></u>

Chequing Account	as of Dec 31, 2012	\$ 10,181.89
Tractor Fund Account	as of Dec 31, 2012	\$ 4,001.89
Total in Chequing and Tractor Account as of December 31, 2012		\$ 14,183.78

# Nanaimo Equestrian Association

## Revenues and Expenses

**Jan 1, 2013 - To Date**

January 1, 2013 Chequing Opening Balance	\$ 10,181.89
January 1, 2013 Tractor Fund	\$ 4,001.89
<b>Total Funds</b>	<b>\$ 14,183.78</b>

### Revenues

Memberships		1095.00
Events Total		7790.75
Event Deposits	300.00	
Event Balances	7490.75	
Individual Rentals		4685.00
NEA Clinics		5370.00
Adiva Murphy	\$441.40 Profit	1445.00
Paul Dufresne	\$866.74 Profit	3925.00
Other		988.15
Adiva Grant	250.00	
Camping	26.25	
Keys	350.00	
MICA Surround Rental	212.50	
Misc	149.40	
<b>Total Revenues</b>		<b><u><u>\$ 19,928.90</u></u></b>

### Expenses

Maintenance/Fuel		2329.80
Dave Streeter		2000.00
Misc Supplies	Paint, Gas, etc	329.80
Insurance/Utilities		4869.00
Utilities (VIE)	1300.00	
Capri Insurance	3569.00	
Repairs/Supplies		1262.57
Major Expenses		7285.53
K&M Bobcat	1114.40	
Agriplex	1646.07	
CSI Landscaping	1260.00	
Signs Now!	2264.25	
Lawn Tractor and Harrows	649.15	
Storage Bunks, Misc	351.66	
Website/Advertising	IH, shows, etc	389.30
Other		4987.41
Ministry Filing	25.00	
Adiva Clinic Costs	1453.00	
Dufresne Clinic Costs	3058.26	
Camping	26.25	
Refunds	350.00	
Misc Other	74.90	
<b>Total Expenses</b>		<b><u><u>\$ 21,123.61</u></u></b>

Total Accumulated Interest - Chequing	\$ 0.69
Total Accumulated Interest - Tractor Fund	\$ 1.65
<b>Chequing Account as of October 31, 2013</b>	<b>\$ 8,987.87</b>
<b>Tractor Fund Account as of October 31, 2013</b>	<b>\$ 4,003.54</b>

November To Date Deposits	\$ 279.75
November To Date Expenses/Cheques	\$ 241.81
<b>Current Chequing Bank Balance</b>	<b>\$ 9,025.81</b>

Nanaimo Equestrian Association

Balance Sheet  
As of November 27, 2013

Assets:

1973 Ford Loader Tractor Model B#1123C	\$ 5500
Equestrian Equipment	
- jumps, dressage surrounds, lawn tractor, tools, ring float, etc	\$ 8000
Cash	<u>\$13028</u>
Total Assets	\$26528

Liabilities: \$0

### Projected Income and Expenses for 2014

<u>Income:</u>	\$15000
<u>Operating Expenses:</u>	
Insurance	\$ 4500
Maintenance – Labour	\$ 2400
Maintenance – supplies	\$ 1500
Utilities	<u>\$ 2000</u>
	\$10400
<u>Capital Projects:</u>	
Ring 2 & 3 footing	\$11000
Ring 2 & 3 Sprinkler	<u>\$ 3000</u>
	\$14000
Projected Deficit In Operating Income	(\$11400)

Nanaimo Equestrian Association  
List of Directors – As of November 27, 2013

President:	Lesley Coultish 253 Milton Street Nanaimo, BC V9R 2K5
Vice President:	Barbara Heikkila 6683 Doumont Road Nanaimo, BC V9T 6N1
Secretary:	Nicole Kauwell 2935 Kilpatrick Road Nanaimo, BC V9R 6W6
Treasurer:	Laura Kandall 3033 Landmark Crescent Nanaimo, BC V9T 5P9



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

**Name of Organization: Nanaimo Brain Injury Society**

**Grant No. RPTE-51**

<b>Criteria:</b>	<b>Meets Criteria:</b>		<b>Statement of Purpose:</b>
	<b>Yes</b>	<b>No</b>	
➤ 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.			
<b>Amount Requested:</b>	<b>\$</b>		<b>Amount Recommended:</b>
<b>Grant Awarded:</b>	<b>Yes</b>	<b>No</b>	
			<b>\$</b>
<b>Discussion:</b>			
<b>Notes:</b>			



# CITY OF NANAIMO APPLICATION FOR PERMISSIVE TAX EXEMPTION RENEWAL

Office Use

RPT-51

ORGANIZATION: <b>Nanaimo Brain Injury Society</b>		DATE: <b>NOVEMBER 20<sup>TH</sup> 2013</b>	
ADDRESS: <b>285 PRIDEAUX STREET</b>		PRESIDENT <b>BARBARA BROOKS:</b>	
<b>NANAIMO</b>		SENIOR STAFF MEMBER: <b>MARK BUSBY</b>	
<b>BC.</b>		POSITION: <b>EXECUTIVE DIRECTOR</b>	
<b>V9R 2N2</b>		CONTACT: <b>MARK BUSBY</b>	
TELEPHONE: <b>250-753-5600</b>		TELEPHONE: <b>250-753-5600</b>	
OVERVIEW OF YOUR ORGANIZATION'S PROGRAMS AND SERVICES OFFERED IN THE COMMUNITY: <b>THE NANAIMO BRAIN INJURY SOCIETY PROVIDES SUPPORT, EDUCATION AND ADVOCACY TO PEOPLE WITH ACQUIRED BRAIN INJURIES, THEIR FAMILIES AND FRIENDS. THIS IS ACHIEVED THROUGH A RANGE OF SERVICES AND PROGRAMS, SUCH AS SUPPORT GROUPS, SKILLS TRAINING, FAMILY SUPPORT, REHABILITATION, SOCIAL AND RECREATION, OUTREACH, EDUCATION, AWARENESS AND PREVENTION PROGRAMS IN SCHOOLS AND A CLUBHOUSE CENTRE.</b>			
GEOGRAPHIC AREA SERVED BY THE ORGANIZATION: <b>NANAIMO AND DISTRICT</b>			
NO. OF FULL TIME STAFF: <b>0</b>		NO. OF PART TIME STAFF: <b>3</b>	
NO. OF COMMUNITY VOLUNTEERS: <b>30-40 DEPENDING ON ACTIVITIES</b>		NO. OF VOLUNTEER HOURS PER YEAR: <b>2000 +</b>	
NO. OF MEMBERS: <b>25 REGULAR 110 CLUBHOUSE</b>		MEMBERSHIP FEE: <b>\$0-\$10</b>	
CLIENTS SERVED, LAST YEAR: <b>250+ IN VARYING COMBINATIONS OF SERVICE</b>		CLIENTS SERVED, THIS YEAR (PROJECTED): <b>250+ IN VARYING COMBINATIONS OF SERVICE</b>	
B.C. SOCIETY ACT REG. NO.: <b>S-0024257</b>		REVENUE CANADA CHARITABLE REG. NO.: <b>89010 4060 RR0001</b>	
CURRENT BUDGET: 2013-14: <b>\$179,866</b>		LEGAL DESCRIPTION OF PROPERTY: <b>285 PRIDEAUX STREET.</b>	
INCOME <b>\$179,866</b>			
EXPENSES: <b>\$179,866</b>			
NEXT YEAR PROJECTED: 2014-15: <b>\$178,275</b>		TAX FOLIO NUMBER:	
INCOME: <b>\$178,275</b>		CURRENT YEAR TAXES (IF KNOWN): <b>NIL</b>	
EXPENSES: <b>\$178,275</b>			
SIGNATURE:		TITLE/POSITION: <b>EXECUTIVE DIRECTOR</b>	
		DATE: <b>27 NOVEMBER 2013</b>	

**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 Nanaimo Brain Injury Society provides support, education and advocacy to people with acquired brain injuries. This includes support groups, skills training, family and caregiver support, community outreach, social and recreation, rehabilitation, awareness and prevention in schools, and our clubhouse program.

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

Our priorities for the coming year include building inclusive community support programs, including more outreach and partnerships. NBIS will take a more focused approach toward the 'concussion crisis', which is identifying many more brain injuries in the community than previously known about.

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

The Clubhouse model follows on from a community consultation, which was initiated in the spring of 2010. Using a 'World Cafe' approach to developing change talk, we involve ourselves in continuous dialogue with members, clients, agencies, and levels of government important to our area of work.

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

Volunteers help run support groups, offer peer support, sit on boards and committees, help fundraise, speak publicly, offer prevention programs, answer the phones, produce a newsletter, clean up, wash up, run art groups, set up events, act as ambassadors for the society, contribute to planning and direction, mentor and support people.

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

VIHA Brain Injury Program, BC Government Gaming Branch, United Way, Mid-Island Coop, Serauxman Society

## 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.

The City has been proactive applying for grants to improve access to the community services building. These grants include the Enabling Accessibility Fund and the Rick Hansen Foundation.

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

We do not charge fee for service

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

We are not a branch of a larger organization

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

NBIS financial commitment is to responsible programming. NBIS financial resources are directed to front end services. In the event of surplus funds, policy states any such funds shall be invested appropriately in guaranteed investment vehicles. Monies received through government funding are to comply with contractual language concerning any such surpluses.

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

NBIS initiates several fundraising activities throughout the year. These include beer & burger nights, meat draws, 50/50 and auctions. June is brain injury awareness month, which is typically a time for the membership drive and requesting donations. NBIS website has a secure facility for on-line donating. NBIS is researching social purpose

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enterprise as a possible future step.

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## 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?

Our revenue is fixed and our budgeting has to be carefully crafted. If we became

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taxable, this would divert funds away from 'front end' service delivery, and

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result in service interruption. This will result in a number of unsupported individuals,

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with brain injury, possibly increasing demand on existing medical, legal, health and

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social service organizations

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

On website and publicity materials, including Social Media.

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Stand point of appreciation for the City of Nanaimo in our day to day dealings in the  
community.

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## Society Summary

For

### NANAIMO BRAIN INJURY SOCIETY

Date and Time of Search: December 5, 2013 01:30 PM Pacific Time

Currency Date: October 15, 2013

#### ACTIVE

Society Number: S-0024257 Business Number: 890104060BC0001  
Name of Society: NANAIMO BRAIN INJURY SOCIETY  
Incorporation Date and Time: Incorporated on November 15, 1988  
Last Annual Report Filed: 2013 Reporting Society: No  
Last Annual General Meeting: June 26, 2013 Number of Directors: 5  
In Liquidation: No

#### SOCIETY NAME INFORMATION

Previous Name	Date of Name Change
NANAIMO HEAD INJURY SOCIETY	January 06, 2000
MID-ISLAND HEAD INJURY SUPPORT SOCIETY	April 16, 1991

#### REGISTERED OFFICE INFORMATION

Physical Address:	Mailing Address:
COMMUNITY SERVICES BUILDING 285 PRIDEAUX STREET NANAIMO BC V9R 2N2	COMMUNITY SERVICES BUILDING 285 PRIDEAUX STREET NANAIMO BC V9R 2N2

#### DIRECTOR INFORMATION

Last Name, First Name, Middle Name:

BROOKS, BARBARA

Physical Address:  
350 WOODHAVEN DR  
NANAIMO BC V9T 4X5

Mailing Address:  
350 WOODHAVEN DR  
NANAIMO BC V9T 4X5

Last Name, First Name, Middle Name:

JONES, ANNE MARIE

Physical Address:  
413 CAMPBELL ST  
NANAIMO BC V9R 3G8

Mailing Address:  
413 CAMPBELL ST  
NANAIMO BC V9R 3G8

**Last Name, First Name, Middle Name:**

KANTOR, JOSHUA

**Physical Address:**

741 ST. GEORGE ST  
NANAIMO BC V9S 1W5

**Mailing Address:**

741 ST. GEORGE ST  
NANAIMO BC V9S 1W5

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**Last Name, First Name, Middle Name:**

MCKAY, JOHN

**Physical Address:**

1962 ESTEVAN ROAD  
NANAIMO BC V9S 3Z2

**Mailing Address:**

1962 ESTEVAN ROAD  
NANAIMO BC V9S 3Z2

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**Last Name, First Name, Middle Name:**

VAN BIERT, TONY

**Physical Address:**

11105 LIMBERLOST RD  
NANAIMO BC V9X 1S9

**Mailing Address:**

11105 LIMBERLOST RD  
NANAIMO BC V9X 1S9

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**Nanaimo Brain Injury Society**  
**Financial Statements**  
*March 31, 2013*  
*(Unaudited - see Notice to Reader)*

## Notice To Reader

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On the basis of information provided by management, we have compiled the statement of financial position of Nanaimo Brain Injury Society as at March 31, 2013 and the statement of loss and changes in net assets for the year then ended. We have not performed an audit or a review engagement in respect of these financial statements and, accordingly, we express no assurance thereon. Readers are cautioned that these statements may not be appropriate for their purposes.

Nanaimo, British Columbia

June 1, 2013

*MNP* LLP  
Chartered Accountants

**Nanaimo Brain Injury Society**  
**Statement of Financial Position**

As at March 31, 2013  
(Unaudited - see Notice to Reader)

	2013	2012
<b>Assets</b>		
<b>Current</b>		
Cash	104,636	73,550
Accounts receivable	16,685	-
Prepaid expenses and deposits	444	444
Harmonized sales tax receivable	2,185	4,184
	123,950	78,178
<b>Capital assets</b>	5,767	5,484
	129,717	83,662
<b>Liabilities</b>		
<b>Current</b>		
Accounts payable and accruals	3,306	3,181
Wages and benefits payable	4,173	3,330
	7,479	6,511
<b>Deferred contributions</b>	60,000	7,500
	67,479	14,011
<b>Net Assets</b>		
Net assets, end of year	62,238	69,651
	129,717	83,662

**Nanaimo Brain Injury Society**  
**Statement of Operations and Changes in Net Assets**

*For the year ended March 31, 2013*  
*(Unaudited - see Notice to Reader)*

	2013	2012
Brain Injury Program	101,330	91,307
Donations	10,367	7,684
Gaming revenue	8,300	23,750
Grant revenue	5,390	-
Interest income	680	843
Memberships	140	75
Dave Irwin Foundation	-	3,200
	126,207	126,859
<b>Expenses</b>		
Accounting and legal	4,156	3,163
Advertising and promotion	575	132
Amortization	1,250	609
Bank charges and interest	100	247
Honorarium	255	-
Insurance	840	800
Licenses and dues	230	48
Office supplies and expenses	5,278	10,111
Rent	23,050	22,550
Staff training	1,064	1,350
Subcontracts	6,185	2,695
Supplies	501	1,054
Telephone	2,527	2,544
Travel	323	372
Utilities	-	446
Wages and benefits	87,286	78,687
	133,620	124,808
<b>Excess (deficiency) of revenue over expenses</b>	<b>(7,413)</b>	<b>2,051</b>
<b>Net assets beginning of year</b>	<b>69,651</b>	<b>67,600</b>
<b>Net assets, end of year</b>	<b>62,238</b>	<b>69,651</b>

# Nanaimo Brain Injury Society

## Income Statement 10/01/2013 to 11/21/2013

### REVENUE

<b>Revenue</b>	
Brain Injury Program - VIHA	9,023.22
Gaming Revenue DA	13,100.00
Donations/Fundrasing	360.00
ICBC	450.00
Grants & Donations - Official	3,480.50
Interest Income	0.04
<b>Total Other Revenue</b>	<u>26,413.76</u>

<b>TOTAL REVENUE</b>	<u>26,413.76</u>
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### EXPENSE

<b>Payroll Expenses</b>	
Wages & Salaries	16,661.84
EI Expense	278.73
CPP Expense	621.86
Employee Benefits	2,556.15
<b>Total Payroll Expense</b>	<u>20,118.58</u>

### General & Administrative Expenses

Janitorial Expense	20.00
Advertising/Promotions/Media	840.00
Office Water	36.03
Program Support Materials	310.20
Program Expenses	88.12
Special Events Expenses	84.93
Membership	153.57
Honorarium	200.00
Staff & Board Expenses	118.48
Contract Wages	1,040.00
Professional Development	1,144.85
Insurance	867.00
Office Supplies	384.88
Office & Photocopy Expense	420.94
Equipment Lease/Rental	344.48
Postage/Handling Expenses	21.87
Fund Short/Over	-0.10
Rent	1,845.00
Telephone & Internet	599.43
Travel/Transportation	48.77
<b>Total General &amp; Admin. Expenses</b>	<u>8,568.45</u>

<b>TOTAL EXPENSE</b>	<u>28,687.03</u>
----------------------	------------------

<b>NET INCOME</b>	<u><u>-2,273.27</u></u>
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# **Nanaimo Brain Injury Society** **Balance Sheet As at 11/21/2013**

## **ASSET**

### **Current Assets**

Petty Cash		200.00
CCCU - Society Account (General)	1,161.46	
CCCU - Society HI Savings	13.99	
CCCU - Gaming-DA / Bingo	510.02	
CCCU - Gaming HI Savings	40,751.74	
CCCU - Segregated Account	47,841.90	
Undeposited Funds	2,320.00	
Total Cash		92,599.11
Accounts Receivable		3,000.00
Prepaid Expenses		444.00
<b>Total Current Assets</b>		<b>96,243.11</b>
<b>Total Capital Assets</b>		<b>11,512.46</b>
<b>TOTAL ASSET</b>		<b>107,755.57</b>

## **LIABILITY**

### **Current Liabilities**

DR - Gaming - Direct Access	40,400.00
Mastercard Payable	158.63
Benefits Payable	651.75
Vacation payable	4,739.92
Total Receiver General	3,774.34
Accrued Liabilities	2,000.00
GST/HST Owing (Refund)	-576.97
<b>Total Current Liabilities</b>	<b>51,147.67</b>
<b>TOTAL LIABILITY</b>	<b>51,147.67</b>

## **EQUITY**

<b>Retained Earnings</b>	
Retained Earnings - Previous Year	62,238.94
Current Earnings	-5,631.04
<b>Total Retained Earnings</b>	<b>56,607.90</b>
<b>TOTAL EQUITY</b>	<b>56,607.90</b>
<b>LIABILITIES AND EQUITY</b>	<b>107,755.57</b>

**NBIS Budget 2013-14**

	Operations	Vol Skills	Com Edu	
<b>Revenue</b>				
Brain Injury Program	109,800.00			
Gaming		25026	35040	
Grants	7,000.00			
Fundraising / Donations	2,000.00			
Memberships	200.00			
Bank interest	800.00			
<b>Total Revenue</b>	<b>119,800.00</b>	<b>25026</b>	<b>35040</b>	<b>179,866.00</b>
<b>Expenses</b>				
Accounting & Legal	\$2,500.00			
Advertizing / Promotion	500.00			
Bank Charges	100.00			
Photocopier Lease	1,300.00	297	553	2,150.00
Honourarium	1,000.00			
Licence / Dues	500.00			500.00
Office Supplies / Expenses	2,500.00			2,500.00
Rent	18,000.00	2000	3000	23,000.00
Staff development	2,000.00			
Sub Contracts	3,933.00			
Program Supplies	2,500.00	597	102	3,199.00
Telephone / Internet	1,567.00		963	2,530.00
Travel	400.00			
Wages & Benefits	<u>83,000.00</u>	22131.4	30421.6	135,553.00
<b>Total Expenses</b>	<b>\$119,800.00</b>	<b>25025.4</b>	<b>35039.6</b>	<b>\$179,865.00</b>
<b>Over / Under</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>1.00</b>

NBIS Budget 2014-15

	Operations	Vol Skills	Com Edu	
<b>Revenue</b>				
Brain Injury Program	108,278.64			
Gaming		25000	35000	
Grants	7,000.00			
Fundraising / Donations	2,000.00			
Memberships	200.00			
Bank interest	800.00			
<b>Total Revenue</b>	<b>118,278.64</b>	<b>25000</b>	<b>35000</b>	<b>178,278.64</b>
<b>Expenses</b>				
Accounting & Legal	\$2,500.00			
Advertizing / Promotion	500.00			
Bank Charges	100.00			
Photocopier Lease	1,300.00	297	553	2,150.00
Honourarium	1,000.00			
Licence / Dues	500.00			500.00
Office Supplies / Expenses	2,500.00			2,500.00
Rent	18,000.00	2000	3000	23,000.00
Staff Development	2,000.00			
Sub Contracts	2,411.64			
Program Supplies	2,500.00	598	102	3,199.00
Telephone / Internet	1,567.00		963	2,530.00
Travel	400.00			
Wages & Benefits	<u>83,000.00</u>	22105	30382	135,487.00
<b>Total Expenses</b>	<b>\$118,278.64</b>	<b>25000</b>	<b>35000</b>	<b>\$178,278.64</b>
<b>Over / Under</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0.00</b>



**NANAIMO BRAIN INJURY SOCIETY  
BOARD OF DIRECTORS 2013-2014**

<b>Barbara Brooks</b> Public Sector / Non-Profit Management (Retired) 350 Woodhaven Road Nanaimo, BC V9T 4X5 H: (250) 585-3798 C: 250-739-2664 Email: <a href="mailto:barb.brooks@shaw.ca">barb.brooks@shaw.ca</a>	<b>President</b>
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<b>John McKay</b> Teacher (Retired) 1962 Estevan Road Nanaimo, BC V9S 3Z2 H: 250. 754.8998 Email: <a href="mailto:johnangus1@yahoo.ca">johnangus1@yahoo.ca</a>	<b>Secretary</b>
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<b>Joshua Kantor</b> CGA Student 741 St George Street Nanaimo, BC V9S 1W5 H: (250)-734-1673 Email: <a href="mailto:joshua_kantor@yahoo.ca">joshua_kantor@yahoo.ca</a>	<b>Treasurer</b>
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<b>Tony Van Biert</b> Survivor 11105 Limberlost Road Nanaimo, BC. V9X 1S9 H: (250) 245-0035 Email: <a href="mailto:tonyvanbiert@hotmail.com">tonyvanbiert@hotmail.com</a>	<b>Director</b>
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<b>Dr. Anne Marie Jones, Ph.D. R.Psych</b> Registered Psychologist 413 Campbell Street Nanaimo, BC. V9R 3G8 P: 250-716-1277 Email: <a href="mailto:amej@shaw.ca">amej@shaw.ca</a>	<b>Director</b>
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<b>Shaun Baltus</b> Social Work 4855 Fairbrook Crescent Nanaimo, BC. V9T 6L6 H. 250-714-4596 Email: <a href="mailto:shaunbaltus@hotmail.com">shaunbaltus@hotmail.com</a>	<b>Director</b>
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<b>Mark Busby</b> Nanaimo Brain Injury Society 285 Prideaux Street Nanaimo, BC V9R 2N2 250-753-5600 <a href="mailto:mark@nbis.ca">mark@nbis.ca</a>	<b>Executive Director</b>
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**CITY OF NANAIMO  
EVALUATION  
PERMISSIVE TAX EXEMPTION  
THREE YEAR REVIEW**

**Name of Organization: Vancouver Island Aids Society**

**Grant No. RPTE-52**

<b>Criteria:</b>	<b>Meets Criteria:</b>		<b>Statement of Purpose:</b>
	<b>Yes</b>	<b>No</b>	
➤ 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.			
<b>Amount Requested:</b>	\$		<b>Amount Recommended:</b>
<b>Grant Awarded:</b>	<b>Yes</b>	<b>No</b>	
			\$

**Discussion:**

**Notes:**



**CITY OF NANAIMO**  
**APPLICATION FOR PERMISSIVE**  
**TAX EXEMPTION RENEWAL**

Office Use

RPT-52

ORGANIZATION: <i>AIDS Vancouver Island</i>	DATE: <i>Dec. 16 2013.</i>
ADDRESS: <i># 201 - 55 Victoria Rd.</i>	PRESIDENT: <i>Lena Locher &amp; Herb Neufeld</i>
<i>Nanaimo BC</i>	SENIOR STAFF MEMBER: <i>Dana Becker</i>
<i>V9R5N9</i>	POSITION: <i>Manager</i>
	CONTACT: <i>250-714-6633</i>
TELEPHONE: <i>250-753-2437</i>	TELEPHONE: <i>dana.becker@avi.org</i>
OVERVIEW OF YOUR ORGANIZATION'S PROGRAMS AND SERVICES OFFERED IN THE COMMUNITY: <i>Education &amp; Support Service HIV + HIV -</i>	
GEOGRAPHIC AREA SERVED BY THE ORGANIZATION: <i>Nanaimo and surrounding areas.</i>	
NO. OF FULL TIME STAFF: <i>3</i>	NO. OF PART TIME STAFF: <i>-</i>
NO. OF COMMUNITY VOLUNTEERS: <i>4</i>	NO. OF VOLUNTEER HOURS PER YEAR: <i>500</i>
NO. OF MEMBERS: <i>120</i>	MEMBERSHIP FEE: <i>\$ 0.00</i>
CLIENTS SERVED, LAST YEAR: <i>80</i>	CLIENTS SERVED, THIS YEAR (PROJECTED): <i>80</i>
B.C. SOCIETY ACT REG. NO.:	REVENUE CANADA CHARITABLE REG. NO.: <i>130642440 RR-0001</i>
CURRENT BUDGET:	LEGAL DESCRIPTION OF PROPERTY:
INCOME <i>Attached -</i>	
EXPENSES:	TAX FOLIO NUMBER: <i>82334.00</i>
NEXT YEAR PROJECTED:	
INCOME:	CURRENT YEAR TAXES (IF KNOWN):
EXPENSES:	
SIGNATURE: <i>Dana Becker</i>	TITLE/POSITION: <i>Manager - Central BC</i>
	DATE: <i>Dec 16 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.

*none*

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

*free service.*

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

*Each location has its own budget within the whole organization*

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

*We are a registered non profit so we adhere to those rules which include no year end surplus or deficits.*

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

*We have no self generated income*



2013 Annual Report  
BC SOCIETY

FORM 11  
SOCIETY ACT  
Section 68

Filed Date and Time: October 28, 2013 11:10 AM Pacific Time

ANNUAL REPORT DETAILS

NAME OF SOCIETY

VANCOUVER ISLAND AIDS SOCIETY  
FLOOR 3  
713 JOHNSON ST  
VICTORIA BC  
CANADA V8W 1M8

SOCIETY INCORPORATION NUMBER

S-0020925

DATE OF INCORPORATION

January 24, 1986

DATE OF ANNUAL GENERAL MEETING (AGM)

October 24, 2013

DIRECTOR INFORMATION as of October 24, 2013

Last Name, First Name, Middle Name:

ANDERSON, CHARLENE

Physical Address:

1661 FELL ST  
VICTORIA BC  
CANADA V8R 4V9

Mailing Address:

1661 FELL ST  
VICTORIA BC  
CANADA V8R 4V9

Last Name, First Name, Middle Name:

BECKERMAN, ANDREW

Physical Address:

1800 CHANDLER AVE  
VICTORIA BC  
CANADA V8S 1N8

Mailing Address:

1800 CHANDLER AVE  
VICTORIA BC  
CANADA V8S 1N8

**Last Name, First Name, Middle Name:**

BURUMA, FRANK (Formerly BARUMA, FRANK)

**Physical Address:**

575 BAY ST  
VICTORIA BC V8T 1P5

**Last Name, First Name, Middle Name:**

CLARK, BOB

**Physical Address:**

11 - 127 ALDERSMITH PL  
VICTORIA BC V9A 7M7

**Last Name, First Name, Middle Name:**

COLLINS, DYLAN

**Physical Address:**

3861 CADBORO BAY RD  
VICTORIA BC V8N 4G4

**Last Name, First Name, Middle Name:**

COWAN, LISA

**Physical Address:**

124 EBERTS ST  
VICTORIA BC V8S 3H7

**Last Name, First Name, Middle Name:**

HARPER, BRETT

**Physical Address:**

401 - 707 COURTNEY ST  
VICTORIA BC V8W 0A9

**Last Name, First Name, Middle Name:**

KALINKA, MIKE

**Physical Address:**

600 737 YATES ST  
VICTORIA BC  
CANADA V8W 1L6

**Last Name, First Name, Middle Name:**

LOCHER, LENA

**Physical Address:**

919 FIREHALL CREEK RD  
VICTORIA BC V9C 0A3

**Last Name, First Name, Middle Name:**

NEUFELD, HERB

**Physical Address:**

5 - 900 PARK BLVD  
VICTORIA BC V8V 2T3

**Last Name, First Name, Middle Name:**

NIKL, WILL

**Physical Address:**

8004 JOHNSON ST  
VICTORIA BC V8V 3N4

**Mailing Address:**

575 BAY ST  
VICTORIA BC V8T 1P5

**Mailing Address:**

11 - 127 ALDERSMITH PL  
VICTORIA BC V9A 7M7

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CANADA V8W 1L6

**Mailing Address:**

919 FIREHALL CREEK RD  
VICTORIA BC V9C 0A3

**Mailing Address:**

5 - 900 PARK BLVD  
VICTORIA BC V8V 2T3

**Mailing Address:**

8004 JOHNSON ST  
VICTORIA BC V8V 3N4

**Last Name, First Name, Middle Name:**

READING, CHARLOTTE

**Physical Address:**

946 FORSHAW RD  
VICTORIA BC V9A 6M2

**Mailing Address:**

946 FORSHAW RD  
VICTORIA BC V9A 6M2



Financial Statements

Vancouver Island AIDS Society

March 31, 2013



## Contents

	<b>Page</b>
Independent Auditors' Report	1-2
Statement of Operations	3
Statement of Changes in Net Assets	4
Statement of Financial Position	5
Statement of Cash Flows	6
Notes to the Financial Statements	7-19



## Independent auditors' report

Grant Thornton LLP  
3rd Floor  
888 Fort Street  
Victoria, BC  
V8W 1H8  
T +1 250 383 4191  
F +1 250 381 4623  
[www.GrantThornton.ca](http://www.GrantThornton.ca)

To the members of the Vancouver Island AIDS Society

We have audited the accompanying financial statements of the Vancouver Island AIDS Society, which comprise the statement of financial position as at March 31, 2013, March 31, 2012 and April 1, 2011, and the statements of operations, changes in net assets and cash flows for the years then ended March 31, 2013 and March 31, 2012, 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 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 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 statements.



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**

In common with many non-profit organizations, the Society derives revenue from donations and fundraising, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, our verification of these revenues was limited to the amounts recorded in the records of the Society and we were not able to determine whether any adjustments might be necessary to revenues, net revenues, assets and net assets.

**Qualified opinion**

In our opinion, except for the possible effects of the matter described in the *Basis for qualified opinion* paragraph, the financial statements present fairly, in all material respects, the financial position of the Vancouver Island AIDS Society as at March 31, 2013, March 31, 2012, and April 1, 2011, and the results of its operations and its cash flows for the years then ended March 31, 2013 and March 31, 2012 in accordance with Canadian accounting standards for not-for-profit organizations.

Victoria, Canada  
July 24, 2013

*Grant Thornton LLP*

Chartered accountants

## Vancouver Island AIDS Society Statement of Operations

Year ended March 31	2013	2012
		(Note 3)
Revenue		
Grants		
Vancouver Island Health Authority	\$ 1,468,198	\$ 1,466,496
Federal government	287,150	238,413
United Way	162,418	95,671
M.A.C. AIDS Fund	75,000	80,000
Capital contribution	3,696	3,696
Corporate sponsorship	5,214	14,440
Donations	22,217	56,906
Gaming Commission	94,000	96,002
Interest and other income	57,586	61,883
	<u>2,175,479</u>	<u>2,113,507</u>
Expenses		
Amortization	9,487	11,201
Contract services and evaluation	23,633	47,318
Equipment, leaseholds and maintenance	31,516	22,499
Licences, fees and dues	8,604	9,191
Meetings, honoraria and travel	83,761	88,741
Office and stationery	49,468	67,860
Professional fees	13,223	11,685
Program materials	151,862	153,062
Promotion and advertising	9,449	8,943
Rent and occupancy	97,655	102,985
Salaries and benefits	1,597,847	1,534,840
Telephone and utilities	56,720	65,500
	<u>2,133,225</u>	<u>2,123,825</u>
	42,254	(10,318)
Operations from Joint Venture, net (Note 5)	<u>3,348</u>	<u>(5,362)</u>
Excess (deficiency) of revenue over expenses	<u>\$ 45,602</u>	<u>\$ (15,680)</u>

See accompanying notes to the financial statements.

# **Vancouver Island AIDS Society**

## **Statement of Changes in Net Assets**

Year ended March 31

	<u>Invested in capital assets</u>	<u>Restricted for endowment purposes</u>	<u>General operating fund</u>	<u>Total</u>
Balance, April 1, 2011	\$ 64,416	\$ 6,828	\$ 210,700	\$ 281,944
Deficiency of revenue over expenses	(25,984)	675	9,629	(15,680)
Due from joint venture	9,240	-	(9,240)	-
Investment in capital assets	<u>3,877</u>	<u>-</u>	<u>(3,877)</u>	<u>-</u>
Balance, March 31, 2012	<u>\$ 51,549</u>	<u>\$ 7,503</u>	<u>\$ 207,212</u>	<u>\$ 266,264</u>
Balance, April 1, 2012	51,549	7,503	207,212	266,264
Excess of revenue over expenses	(5,428)	-	51,030	45,602
Due from joint venture	543	-	(543)	-
Repayment of debt	10,000	-	(10,000)	-
Investment in capital assets	<u>1,567</u>	<u>-</u>	<u>(1,567)</u>	<u>-</u>
Balance, March 31, 2013	<u>\$ 58,231</u>	<u>\$ 7,503</u>	<u>\$ 246,132</u>	<u>\$ 311,866</u>

See accompanying notes to the financial statements.

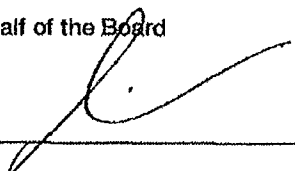
# Vancouver Island AIDS Society

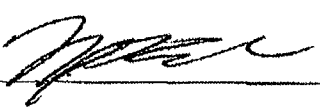
## Statement of Financial Position

March 31	2013	2012	April 1 2011
		(Note 3)	(Note 3)
<b>Assets</b>			
Current			
Cash	\$ 631,681	\$ 453,908	\$ 724,175
Receivables	25,983	67,315	47,082
Due from AVI Enterprises Society (Note 4)	21,787	28,418	54,991
Due from joint venture partner (Note 5)	55,109	55,652	64,892
Prepaid	9,250	9,250	9,250
	<u>743,810</u>	<u>614,543</u>	<u>900,390</u>
Capital assets (Note 6)	<u>1,683,486</u>	<u>1,754,484</u>	<u>1,824,886</u>
	<u>\$ 2,427,296</u>	<u>\$ 2,369,027</u>	<u>\$ 2,725,276</u>
<b>Liabilities</b>			
Current			
Payables and accruals	\$ 86,471	\$ 97,102	\$ 69,476
Accrued employee benefits	50,690	46,386	34,871
Line of credit (Note 7)	95,470	111,159	172,269
Deferred revenue (Note 8)	297,905	200,688	513,623
Mortgage payable (Note 9)	-	-	124,490
	<u>530,536</u>	<u>455,335</u>	<u>914,729</u>
Deferred contribution (Note 10)	<u>1,584,894</u>	<u>1,647,428</u>	<u>1,528,603</u>
	<u>2,115,430</u>	<u>2,102,763</u>	<u>2,443,332</u>
<b>Net Assets</b>			
Invested in capital assets	58,231	51,549	64,416
Restricted for endowment purposes (Note 11)	7,503	7,503	6,828
General operating fund	<u>246,132</u>	<u>207,212</u>	<u>210,700</u>
	<u>311,866</u>	<u>266,264</u>	<u>281,944</u>
	<u>\$ 2,427,296</u>	<u>\$ 2,369,027</u>	<u>\$ 2,725,276</u>

Commitments (Note 13)

On behalf of the Board

  
\_\_\_\_\_  
Director

  
\_\_\_\_\_  
Director

See accompanying notes to the financial statements.

# Vancouver Island AIDS Society

## Statement of Cash Flows

Year ended March 31	2013	2012
		(Note 3)
Increase (decrease) in cash and cash equivalents		
<b>Operating</b>		
Excess (deficiency) of revenue over expenditures	\$ 45,602	(15,680)
Amortization	<u>72,565</u>	<u>80,244</u>
	<u>118,167</u>	<u>64,564</u>
Change in non-cash operating working		
Receivables	41,332	(20,233)
Due from AVI Enterprises Society	6,631	26,573
Due from joint venturer	543	9,240
Payables and accruals	(10,631)	27,626
Accrued employee benefits	4,304	11,515
Deferred revenue	<u>97,217</u>	<u>(312,935)</u>
	<u>257,563</u>	<u>(193,650)</u>
<b>Financing</b>		
Advances from line of credit	(15,689)	(61,110)
Repayment of mortgage	-	(124,490)
Deferred contribution	<u>(62,534)</u>	<u>118,825</u>
	<u>(78,223)</u>	<u>(66,775)</u>
<b>Investing</b>		
Purchase of capital assets	<u>(1,567)</u>	<u>(9,842)</u>
Net increase (decrease) in cash and cash equivalents	177,773	(270,267)
Cash and cash equivalents, beginning of year	<u>453,908</u>	<u>724,175</u>
Cash and cash equivalents, end of year	\$ <u>631,681</u>	\$ <u>453,908</u>

See accompanying notes to the financial statements.

---

## **Vancouver Island AIDS Society**

### **Notes to the Financial Statements**

March 31, 2013

---

#### **1. Purpose of the Society**

The Society provides comprehensive, accessible and effective education, prevention, care, treatment and support services to residents of Vancouver Island and the Gulf Islands to:

- (i) reduce the spread of, primarily, HIV/AIDS and also Hepatitis C and/or other co-infections; and
- (ii) improve the health and well being of people infected and affected primarily by HIV/AIDS and also by Hepatitis C and/or other co-infections.

The Society is incorporated under the Society Act of British Columbia. As a registered charity, the Society is exempt from income tax and may issue receipts for charitable donations.

---

#### **2. Summary of significant accounting policies**

##### **Basis of presentation**

The Society has elected to apply the standards of Part III of the CICA Accounting Handbook in accordance with Canadian accounting standards for not-for-profit organizations.

##### **Revenue recognition**

The Society follows the deferral method of accounting for contributions.

Restricted contributions are recognized as revenues 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 reasonably assured. Endowment contributions are recognized as direct increases in net assets.

The general operating fund accounts for the Society's fundraising grant and program operations.

##### **Joint venture**

The Society has an agreement with Victoria Cool Aid Society to jointly operate the ACCESS Health Centre at 713/715 Johnson Street, a building owned by both parties. The Society accounts for its one-third share of the assets and liabilities relating to the joint venture using the proportionate consolidation method.

##### **Use of estimates**

In preparing the Society's financial statements, management is required to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements and reported amounts of revenue and expenses during the period. Actual results could differ from these estimates.

##### **Cash and cash equivalents**

Cash and cash equivalents include cash on hand, balances with banks.



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## Vancouver Island AIDS Society

### Notes to the Financial Statements

March 31, 2013

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#### 2. Summary of significant accounting policies (continued)

##### Donations-in-kind

The Society records donated materials, services and facilities in those cases where:

- the Society controls the way they are used;
- there is a measurable basis for arriving at fair value; and
- the services are essential services, which would normally be purchased and paid for if not donated.

The Society would not be able to carry out its activities without the services of the many volunteers who donate a considerable number of hours. Because of the difficulty of compiling these hours, contributed services are not recognized in the financial statements.

##### Amortization

Rates and bases of amortization applied to write off the cost less estimated salvage value of capital assets over their estimated lives are as follows:

Building	25 years, straight-line basis
Vehicles	5 years, straight-line basis
Office equipment	20%, declining balance
Computer hardware	30%, declining balance
Leasehold improvements	over the remaining term of the lease

##### Financial instruments

The Society's financial instruments consist of cash, receivables, payables and accruals, and due to (from) related parties. 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 approximates their carrying values, unless otherwise noted.

Financial assets are assessed for impairment on an annual basis at the end of the fiscal year if there are indicators of impairment. If there is an indicator of impairment, the Society determines if there is a significant adverse change in the expected amount of timing of future cash flows from the financial asset. If there is a significant adverse change in the expected cash flows, the carrying value of the financial asset is reduced to the highest of the present value of the expected cash flows, the amount that could be realized from selling the financial asset or the amount the Society expects to realize by exercising its right to any collateral. If events or circumstances reverse in a future period, an impairment loss will be reversed to the extent of the improvement, not exceeding the initial carrying value.

##### Invested in capital assets

Invested in capital assets includes the capital assets purchased through the general fund and the proportion investment in the joint venture, Note 5.

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## **Vancouver Island AIDS Society**

### **Notes to the Financial Statements**

March 31, 2013

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#### **3. Impact of the change in the basis of accounting**

These financial statements are the first financial statements for which the Society has applied the Canadian accounting standards for not-for-profit organizations ("ASNPO"). The financial statements for the year ended March 31, 2013 were prepared in accordance with ASNPO. Comparative period information presented for the year ended March 31, 2012 and the opening statement of financial position as at April 1, 2011 were prepared in accordance with ASNPO and the provisions set out in Section 1501 *First-time adoption by not-for-profit organizations*.

The date of transition to ASNPO is April 1, 2011. The Society's transition from Canadian Generally Accepted Accounting Policies ("previous GAAP") to ASNPO did not have any changes but on transition there was an error in prior periods that was identified. The following is the impact on the opening net assets as at April 1, 2011 and the statements of operations and cash flows for the year ended March 31, 2012.

# Vancouver Island AIDS Society

## Notes to the Financial Statements

March 31, 2013

### 3. Impact of the change in the basis of accounting (continued)

#### Reconciliation of statement of financial position as at April 1, 2011

The financial position at the date of transition can be reconciled to the amounts reported under previous GAAP as follows:

April 1, 2011	Previous GAAP	Correction in previous reporting framework	ASNPO	Notes
<b>Assets</b>				
<b>Current</b>				
Cash	\$ 724,175	\$ -	\$ 724,175	
Receivables	47,082	-	47,082	
Due from AVI Enterprises Society	54,991	-	54,991	
Due from joint venture partner	64,892	-	64,892	
Prepaid	9,250	-	9,250	
	<u>900,390</u>	<u>-</u>	<u>900,390</u>	
<b>Capital assets</b>	<u>1,824,886</u>	<u>-</u>	<u>1,824,886</u>	
	<u>\$ 2,725,276</u>	<u>\$ -</u>	<u>\$ 2,725,276</u>	
<b>Liabilities</b>				
<b>Current</b>				
Payables and accruals	\$ 69,476	\$ -	\$ 69,476	
Accrued employee benefits	18,108	16,763	34,871	A
Line of credit	172,269	-	172,269	
Deferred revenue	513,623	-	513,623	
Mortgage payable	124,490	-	124,490	
	<u>897,966</u>	<u>16,763</u>	<u>914,729</u>	
<b>Deferred contribution</b>	<u>1,528,603</u>	<u>-</u>	<u>1,528,603</u>	
	<u>2,426,569</u>	<u>16,763</u>	<u>2,443,332</u>	
<b>Net Assets</b>				
Invested in capital assets	64,416	-	64,416	
Restricted for endowment purposes	6,828	-	6,828	
General operating fund	227,463	(16,763)	210,700	A
	<u>298,707</u>	<u>(16,763)</u>	<u>281,944</u>	
	<u>\$ 2,725,276</u>	<u>\$ -</u>	<u>\$ 2,725,276</u>	

# Vancouver Island AIDS Society

## Notes to the Financial Statements

March 31, 2013

### 3. Impact of the change in the basis of accounting (continued)

#### Reconciliation of statement of financial position as at March 31, 2012

The financial position at the date of transition can be reconciled to the amounts reported under previous GAAP as follows:

March 31, 2012	Previous GAAP	Correction in previous reporting framework	ASNPO	Notes
<b>Assets</b>				
<b>Current</b>				
Cash	\$ 453,908	\$ -	\$ 453,908	
Receivables	67,315	-	67,315	
Due from AVI Enterprises Society	28,418	-	28,418	
Due from joint venture partner	55,652	-	55,652	
Prepaid	9,250	-	9,250	
	<u>614,543</u>	<u>-</u>	<u>614,543</u>	
Capital assets	<u>1,754,484</u>	<u>-</u>	<u>1,754,484</u>	
	<u>\$ 2,369,027</u>	<u>\$ -</u>	<u>\$ 2,369,027</u>	
<b>Liabilities</b>				
<b>Current</b>				
Payables and accruals	\$ 97,102	\$ -	\$ 97,102	
Accrued employee benefits	17,920	28,466	46,386	A
Line of credit	111,159	-	111,159	
Deferred revenue	200,688	-	200,688	
	<u>426,869</u>	<u>28,466</u>	<u>455,335</u>	
Deferred contribution	<u>1,647,428</u>	<u>-</u>	<u>1,647,428</u>	
	<u>2,074,297</u>	<u>28,466</u>	<u>2,102,763</u>	
<b>Net Assets</b>				
Invested in capital assets	51,549	-	51,549	
Restricted for endowment purposes	7,503	-	7,503	
General operating fund	235,678	(28,466)	207,212	A
	<u>294,730</u>	<u>(28,466)</u>	<u>266,264</u>	
	<u>\$ 2,369,027</u>	<u>\$ -</u>	<u>\$ 2,369,027</u>	

# Vancouver Island AIDS Society

## Notes to the Financial Statements

March 31, 2013

### 3. Impact of the change in the basis of accounting (continued)

#### Reconciliation of the statement of operations

The statement of operations for the reporting period ended March 31, 2012 can be reconciled to the amounts reported under previous GAAP as follows:

Year ended March 31, 2012	Previous GAAP	Correction in previous reporting framework	ASNPO	Notes
<b>Revenue</b>				
Grants				
Vancouver Island Health Authority	\$ 1,466,496	\$ -	\$ 1,466,496	
Federal government	238,413	-	238,413	
United Way	95,671	-	95,671	
M.A.C. AIDS Fund	80,000	-	80,000	
Capital contribution	3,696	-	3,696	
Corporate sponsorship	14,440	-	14,440	
Donations	56,906	-	56,906	
Gaming Commission	96,002	-	96,002	
Interest and other income	61,883	-	61,883	
	<u>2,113,507</u>	<u>-</u>	<u>2,113,507</u>	
<b>Expenses</b>				
Amortization	11,201	-	11,201	
Contract services and evaluation	47,318	-	47,318	
Equipment, leaseholds and maintenance	22,499	-	22,499	
Licences, fees and dues	9,191	-	9,191	
Meetings, honoraria and travel	88,741	-	88,741	
Office and stationery	67,860	-	67,860	
Professional fees	11,685	-	11,685	
Program materials	153,062	-	153,062	
Promotion and advertising	8,943	-	8,943	
Rent and occupancy	102,985	-	102,985	
Salaries and benefits	1,523,515	11,325	1,534,840	A
Telephone and utilities	65,500	-	65,500	
	<u>2,112,500</u>	<u>11,325</u>	<u>2,123,825</u>	A
	1,007	(11,325)	(10,318)	A
Operations from Joint Venture, net	<u>(5,362)</u>	<u>-</u>	<u>(5,362)</u>	
Deficiency of revenue over expenses	\$ <u>(4,355)</u>	\$ <u>(11,325)</u>	\$ <u>(15,680)</u>	A

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## Vancouver Island AIDS Society

### Notes to the Financial Statements

March 31, 2013

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#### 3. Impact of the change in the basis of accounting (continued)

##### Reconciliation of the statement of changes in net assets

The statement of changes in net assets for the reporting period ended March 31, 2012 can be reconciled to the amounts reported under previous GAAP as follows:

Year ended March 31, 2012	Previous GAAP	Correction in previous reporting framework	ASNPO	Notes
Balance, April 1, 2011	\$ 298,707	\$ (16,763)	\$ 281,944	A
Deficiency of revenue over expenses	(4,355)	(11,325)	(15,680)	A
Due from joint venture	-	-	-	
Investment in capital assets	-	-	-	
Balance, March 31, 2012	\$ <u>294,352</u>	\$ <u>(28,088)</u>	\$ <u>266,264</u>	

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# Vancouver Island AIDS Society

## Notes to the Financial Statements

March 31, 2013

### 3. Impact of the change in the basis of accounting (continued)

#### Reconciliation of the statement of cash flows

The statement of cash flows for the reporting period ended March 31, 2012 can be reconciled to the amounts reported under previous GAAP as follows:

Year ended March 31, 2012	Previous GAAP	Correction in previous reporting framework	ASNPO	Notes
Increase (decrease) in cash and cash equivalents				
<b>Operating</b>				
Deficiency of revenue over expenditures	\$ (4,355)	(11,325)	(15,680)	A
Amortization	80,244	-	80,244	
	<u>75,889</u>	<u>(11,325)</u>	<u>64,564</u>	
Change in non-cash operating working				
Receivables	(20,233)	-	(20,233)	A
Due from AVI Enterprises Society	26,573	-	26,573	
Due from joint venturer	9,240	-	9,240	
Payables and accruals	27,626	-	27,626	
Accrued employee benefits	190	11,325	11,515	
Deferred revenue	<u>(312,935)</u>	<u>-</u>	<u>(312,935)</u>	
	<u>(193,650)</u>	<u>-</u>	<u>(193,650)</u>	
<b>Financing</b>				
Advances from line of credit	(61,110)	-	(61,110)	
Repayment of mortgage	(124,490)	-	(124,490)	
Deferred contribution	<u>118,825</u>	<u>-</u>	<u>118,825</u>	
	<u>(66,775)</u>	<u>-</u>	<u>(66,775)</u>	
<b>Investing</b>				
Purchase of capital assets	<u>(9,842)</u>	<u>-</u>	<u>(9,842)</u>	
Net decrease in cash and cash equivalents	(270,267)	-	(270,267)	
Cash and cash equivalents, beginning of year	<u>724,175</u>	<u>-</u>	<u>724,175</u>	
Cash and cash equivalents, end of year	<u>\$ 453,908</u>	<u>\$ -</u>	<u>\$ 453,908</u>	

# Vancouver Island AIDS Society

## Notes to the Financial Statements

March 31, 2013

### 3. Impact of the change in the basis of accounting (continued)

Due to the correction in prior periods the excess of revenue over expenditures has been decreased by \$11,325 for the year ended March 31, 2012.

### Accrued employee benefits (Note A)

The figures for the year ended March 31, 2012 have been restated to adjust for an error in the calculation of accrued employee benefits. This adjustment affected the opening financial position, April 1, 2011, and the financial position as of March 31, 2012

### 4. Due from related parties

AVI Enterprises Society was incorporated in November 2003 and is administered by the Vancouver Island AIDS Society. Vancouver Island AIDS Society and AVI Enterprises Society are also related due to the fact that they are controlled by the same board of directors.

Amounts due from related parties do not bear interest and have no set terms of repayment.

The Society has decided to not consolidate AVI Enterprises and has disclosed the following financial information of AVI Enterprises.

	2013	2012	April 1, 2011
<b>Assets</b>			
Current	\$ 62,757	\$ 92,117	\$ 119,719
Long term	2,535	3,194	4,028
	<u>\$ 65,292</u>	<u>\$ 95,311</u>	<u>\$ 123,747</u>
<b>Liabilities</b>	\$ 18,415	\$ 55,787	\$ 94,699
<b>Net Assets</b>	<u>46,877</u>	<u>39,524</u>	<u>29,048</u>
<b>Total liabilities and net assets</b>	<u>\$ 65,292</u>	<u>\$ 95,311</u>	<u>\$ 123,747</u>
<b>Revenue</b>	\$ 425,972	\$ 427,319	\$ 393,716
<b>Operating expenses</b>	<u>(418,619)</u>	<u>(416,843)</u>	<u>(422,390)</u>
<b>Net income (loss)</b>	<u>\$ 7,353</u>	<u>\$ 10,476</u>	<u>\$ (28,674)</u>
<b>Statement of cash flows</b>			
Operating activities	\$ (19,957)	\$ (25,280)	\$ 33,811
Financing activities	-	-	-
Investing activities	<u>-</u>	<u>-</u>	<u>-</u>



## Vancouver Island AIDS Society

### Notes to the Financial Statements

March 31, 2013

#### 5. Joint venture

The Access Health Centre is a joint project between Vancouver Island AIDS Society and the Victoria Cool Aid Society which was entered into to purchase land and buildings at 713/715 Johnson Street. The Society holds a one-third interest in the project. Society accounts for their interest using the proportionate consolidation for joint ventures.

The following amounts are included in the financial statements and represent the Society's proportionate share of revenues, expenses, assets and liabilities of the joint venture:

	2013	2012	April 1, 2011
<b>Assets</b>			
Due from joint venture partner	\$ 55,109	\$ 55,652	\$ 64,892
Land and buildings	<u>1,664,197</u>	<u>1,725,133</u>	<u>1,786,250</u>
	<u>\$ 1,719,306</u>	<u>\$ 1,780,785</u>	<u>\$ 1,851,142</u>
<b>Liabilities</b>			
Accounts payable	\$ -	\$ 300	\$ 2,216
Line of credit	95,470	111,159	172,269
Mortgage payable	-	-	124,490
Deferred contribution	<u>1,584,894</u>	<u>1,643,732</u>	<u>1,521,211</u>
	<u>1,680,364</u>	<u>1,755,191</u>	<u>1,820,186</u>
<b>Equity</b>	<u>38,942</u>	<u>25,594</u>	<u>30,956</u>
<b>Total liabilities and equity</b>	<u>\$ 1,719,306</u>	<u>\$ 1,780,785</u>	<u>\$ 1,851,142</u>
<b>Amortization of deferred capital</b>	\$ 66,201	\$ 57,716	\$ 48,041
<b>Depreciation and amortization</b>	<u>(62,853)</u>	<u>(63,078)</u>	<u>(69,043)</u>
<b>Result of joint venture</b>	<u>\$ 3,348</u>	<u>\$ (5,362)</u>	<u>\$ (21,002)</u>

# Vancouver Island AIDS Society

## Notes to the Financial Statements

March 31, 2013

### 6. Capital assets

March 31, 2013	<u>Cost</u>	<u>Accumulated amortization</u>	<u>Net book value</u>
Land	\$ 304,371	\$ -	\$ 304,371
Building	1,551,488	192,209	1,359,279
Vehicles	18,480	18,480	-
Office equipment	72,438	59,312	13,126
Computer hardware	150,354	146,050	4,304
Leasehold improvements	100,003	97,597	2,406
	<u>\$ 2,197,134</u>	<u>\$ 513,648</u>	<u>\$ 1,683,486</u>
March 31, 2012	<u>Cost</u>	<u>Accumulated amortization</u>	<u>Net book value</u>
Land	\$ 304,371	\$ -	\$ 304,371
Building	1,551,488	130,150	1,421,338
Vehicles	18,480	14,784	3,696
Office equipment	69,700	53,977	15,723
Computer hardware	150,354	144,205	6,149
Leasehold improvements	100,003	96,796	3,207
	<u>\$ 2,194,396</u>	<u>\$ 439,912</u>	<u>\$ 1,754,484</u>
April 1, 2011	<u>Cost</u>	<u>Accumulated amortization</u>	<u>Net book value</u>
Land	\$ 304,371	\$ -	\$ 304,371
Building	1,548,185	68,222	1,479,963
Vehicles	18,480	11,088	7,392
Office equipment	69,700	48,990	20,710
Computer hardware	150,354	141,852	8,502
Leasehold improvements	100,003	96,055	3,948
	<u>\$ 2,191,093</u>	<u>\$ 366,207</u>	<u>\$ 1,824,886</u>

### 7. Line of credit

The Society maintains a line of credit with Vancity Savings Credit Union. This line of credit bears interest at a rate of prime plus 2.5% and is secured by the assets of the Society.

# Vancouver Island AIDS Society

## Notes to the Financial Statements

March 31, 2013

### 8. Deferred revenue

		Opening <u>Balance</u>	Restricted Received/ <u>Receivable</u>	Restricted <u>Recognized</u>	Ending <u>Balance</u>
March 31, 2013					
Provincial	\$	91,828	\$ 1,376,374	\$ 1,468,198	\$ 4
B.C. Gaming		203	94,065	94,000	268
United Way		41,505	315,976	160,000	197,481
Other		67,152	48,000	15,000	100,152
	\$	<u>200,688</u>	<u>\$ 1,834,415</u>	<u>\$ 1,737,198</u>	<u>\$ 297,905</u>
March 31, 2012					
Provincial	\$	455,692	\$ 1,102,632	\$ 1,466,496	\$ 91,828
B.C. Gaming		2,012	94,193	96,002	203
United Way		7,767	124,125	90,387	41,505
Other		48,152	39,828	20,828	67,152
	\$	<u>513,623</u>	<u>\$ 1,360,778</u>	<u>\$ 1,673,713</u>	<u>\$ 200,688</u>

		<u>2013</u>	<u>2012</u>	<u>April 1 2011</u>
9. Mortgage payable				
Vancity Savings Credit Union, mortgage on 713 Johnson Street	\$	-	\$ -	\$ 124,490
Less: current portion		<u>-</u>	<u>-</u>	<u>124,490</u>
	\$	<u>-</u>	<u>\$ -</u>	<u>\$ -</u>

### 10. Deferred contributions

Deferred contributions of \$nil (2012: \$3,696, April 1, 2011: \$7,392) relates to the funds received to purchase two ambulances. This contribution has been deferred and is amortized over the useful life of the vehicles.

Deferred contributions of \$1,584,894 (2012: \$1,643,732, April 1, 2011: \$1,521,211) relates to amounts received to purchase and renovate the land and building at 713/715 Johnson Street. These amounts are amortized over the life of asset.

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## **Vancouver Island AIDS Society**

### **Notes to the Financial Statements**

March 31, 2013

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#### **11. Endowment fund**

This fund receives donations which are to be accumulated and remain invested, with interest earned being contributed to the general fund and used for the financial aid of clients.

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#### **12. Employee pension plan**

The Society and certain of its employees contribute to the Municipal Pension Plan. The Plan is a multi-employer defined benefit plan. The British Columbia Pension Corporation administers the Plan, including the payment of pension benefits on behalf of employers and employees in accordance with the Public Sector Pension Plans Act and the Municipal Pension Plan Rules. The risks and rewards associated with the Plan's unfunded liability or surplus are shared between the employers and the Plan's members and may be reflected in their future contributions.

During the year, the Society contributed \$70,372 (2012: \$70,238) on behalf of the employees. Based on the most recent actuarial valuation as of December 2009, the Municipal Pension Plan has an unfunded liability which is being addressed through increased employer and employee contribution rates effective July 1, 2011. Portions of any surplus or deficiency are not attributed to individual employers.

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#### **13. Commitments**

The Society is committed to future rental payments for office equipment;

2013	\$	1,700
2014		<u>1,558</u>
	\$	<u>3,258</u>

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#### **14. Economic dependency**

The Society receives a significant portion of its funding from government. The ongoing operation of the Society in its present form is dependent on continuing to receive adequate levels of funding from government.

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#### **15. Comparative figures**

Certain 2012 comparative figures have been reclassified to conform to the presentation adopted in the current year.

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**AIDS Vancouver Island**  
**2013 14 Board Report**  
**for the Period April 1 - November 30, 2013 (8 months)**

	(1)	(2)	(3)	(4)	(5)
	Year to Date				Annual
	Actual	Budget	Variance	% Var	Budget
<b>Revenue</b>					
Grants					
VIHA Funding	977,164	977,165	-1	0.0%	1,465,748
Federal government (PHAC)	191,433	191,100	333	0.2%	286,650
United Way	148,013	151,333	-3,320	-2.2%	227,000
MAC grant	50,000	50,000	0	0.0%	75,000
Fundraising/Corporate sponsorship	44,261	27,000	17,261	63.9%	40,500
Contribution from AVIE	0	0	0	#DIV/0!	15,000
Donations	30,408	17,500	12,908	73.8%	22,500
Gaming	62,667	62,667	0	0.0%	94,000
Interest & other income	15,686	22,567	-6,881	-30.5%	33,850
Amortization of DCC	-	-	0		-
	<b>1,519,632</b>	<b>1,499,332</b>	<b>20,300</b>	<b>1.4%</b>	<b>2,260,248</b>
<b>Expenses</b>					
Contract Services	7,593	8,897	1,304	14.7%	13,345
Equipment & Maintenance	9,444	13,957	4,513	32.3%	20,935
Licenses, Fees and Promotion	2,468	4,867	2,399	49.3%	7,300
Meetings, honoraria & travel	51,993	61,802	9,809	15.9%	92,703
Insurance	11,304	11,333	29	0.3%	17,000
Office and stationery	21,234	18,133	-3,101	-17.1%	27,200
Professional fees	9,164	7,467	-1,697	-22.7%	11,200
Program Materials	102,749	125,623	22,874	18.2%	188,434
Promotion & Advertising	8,673	4,733	-3,940	-83.2%	7,100
Rent & mortgage costs	71,038	74,109	3,071	4.1%	111,163
Salaries and Benefits	1,159,168	1,183,040	23,872	2.0%	1,709,132
Telephone, utilities & internet	35,812	41,493	5,681	13.7%	62,240
Volunteer training and recognition	850	2,000	1,150	57.5%	3,000
Contingency	-	0	0		0
Amortization	2,944	2,933	-11	-0.4%	4,401
	<b>1,494,434</b>	<b>1,560,387</b>	<b>65,953</b>	<b>4.2%</b>	<b>2,275,154</b>
<b>Surplus (Deficit) from AVI operations</b>	<b>25,198</b>	<b>-61,055</b>	<b>86,253</b>		<b>-14,906</b>
Results from Joint Venture					
<b>Consolidated Surplus (Deficit)</b>	<b>25,198</b>	<b>-61,055</b>	<b>86,253</b>		<b>-14,906</b>



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## About Us

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## Our Board of Directors

AVI's Board of Directors represent the agency in the community and guide the policy and governance of AVI. Individuals are elected to these positions at the Annual General Meeting.

### 2013-2014 Board of Directors

- Lena Locher, Co-Chair
- Herb Neufeld, Co-Chair
- Andrew Beckerman, Past Chair
- Lisa Cowan, Secretary
- Mike Kalinka, Treasurer
- Charlene Anderson, Member-at-large
- Frank Buruma, Member-at-large
- Bob Clark, Member-at-large
- Dylan Collins, Member-at-large
- Brett Harper, Member-at-large
- Will Nikl, Member-at-large
- Charlotte Reading, Member-at-large
- Katrina Jensen, (ex-officio, Executive Director)

### Strategic Plan

#### 2009-2012 Strategic Plan

#### Annual Reports

##### 2011-2012 Annual Report

##### 2010-2011 Annual Report

##### 2009-2010 Annual Report

##### 2008-2009 Annual Report

##### 2007-2008 Annual Report

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

**Name of Organization: Nanaimo Child Development Centre Society**

**Grant No. RPTE-53**

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.			
<b>Amount Requested:</b>	\$		<b>Amount Recommended:</b>
<b>Grant Awarded:</b>	Yes	No	
			\$

**Discussion:**

**Notes:**

DEC 16 2013

1135 Nelson Street  
Nanaimo BC V9S 2K4  
Telephone: 250-753-0251  
Fax: 250-753-5614  
Email: [info@nanaimocdc.com](mailto:info@nanaimocdc.com)  
[www.nanaimocdc.com](http://www.nanaimocdc.com)

December 10, 2013

Diane Hiscock, Staff Liaison  
Grants Advisory Committee  
City of Nanaimo  
411 Dunsmuir Street  
Nanaimo, BC V9R 5J6

Dear Diane,

Please find attached the following documents:

1. Application for Permissive Tax Exemption
2. Most recent Society Act Annual Report
3. Most recent Audited Financial Statements
4. Year to date Financial Statement
5. Current Year Budget
6. List of Directors

I am unable to provide the proposed budget for next year as the Board of Directors have not yet completed once, however, I do not anticipate large variances from the 2013-2014 budget.

Sincerely,



Scott Bradford  
Executive Director  
Nanaimo Child Development Centre Society





# CITY OF NANAIMO APPLICATION FOR PERMISSIVE TAX EXEMPTION

Office Use

RTE-53

<b>ORGANIZATION</b> Nanaimo Child Development Centre Society		<b>DATE:</b> DECEMBER 10, 2013	
<b>ADDRESS:</b> 1135 NELSON STREET  NANAIMO V9S 2K4		<b>PRESIDENT:</b> MICHAEL ROBINSON  <b>SENIOR STAFF MEMBER:</b> SCOTT BRADFORD	
		<b>POSITION:</b> EXECUTIVE DIRECTOR	
		<b>CONTACT:</b> SCOTT@NANAIMOCDC.COM	
<b>TELEPHONE:</b> (250) 753-0251 EXT 276		<b>TELEPHONE:</b> FAX: (250) 753-5614	
<b>OVERVIEW OF YOUR ORGANIZATION'S PROGRAMS AND SERVICES OFFERED IN THE COMMUNITY:</b> BROAD RANGE OF REHABILITATIVE AND EARLY INTERVENTION SERVICES FOR CHILDREN FROM BIRTH TO AGE 19. INCLUDES ASSESSMENT, INTERVENTION, CONSULTATION, MONITORING, PARENT EDUCATION AND TRAINING IN THE AREAS OF CHILD DEVELOPMENT ( SPEECH AND LANGUAGE, PARENTING, MENTAL HEALTH ) , SPECIALIZED ASSESSMENTS FOR CHILDREN WHO ARE THOUGHT TO HAVE AUTISM SPECTRUM DISORDER AND FETAL ALCOHOL SYNDROME, WHEELCHAIR SEATING CLINICS, PEDIATRIC CONSULTATIONS, COMMUNITY EDUCATION, COMMUNITY TEAM BASED SERVICES ( NRGH, SCHOOL DISTRICT, MCFD )			
<b>GEOGRAPHIC AREA SERVED BY THE ORGANIZATION:</b> NANAIMO, LADYSMITH, LANTZVILLE, GABRIOLLA, PROTECTION ISLAND, AND IN ADDITION, SPECIALIZED ASSESSMENTS FOR CHILDREN WHO LIVE IN TOFINO, UCLUELET, QUALICUM, DUNCAN, LAKE COWICHAN.			
<b>NO. OF FULL TIME STAFF:</b> 28		<b>NO. OF PART TIME STAFF:</b> 53	
<b>NO. OF COMMUNITY VOLUNTEERS:</b> 400 PLUS		<b>NO. OF VOLUNTEER HOURS PER YEAR:</b> 5000	
<b>NO. OF MEMBERS:</b> 28		<b>MEMBERSHIP FEE:</b> \$20.00	
<b>CLIENTS SERVED, LAST YEAR:</b> 1728		<b>CLIENTS SERVED, THIS YEAR (PROJECTED):</b> 1657	
<b>B.C. SOCIETY ACT REG. NO.:</b> 57674		<b>REVENUE CANADA CHARITABLE REG. NO.:</b> 119050755RP001	
<b>CURRENT BUDGET:</b> BUDGETED SURPLUS \$15,609 EARMARKED FOR CAPITAL		<b>LEGAL DESCRIPTION OF PROPERTY:</b> LOT A SECT 1 NDPLAN 2124R	
<b>INCOME</b> BUDGETED \$4,199,699.48		<b>TAX FOLIO NUMBER:</b> 250 - 85047.002	
<b>EXPENSES:</b> BUDGETED \$ 4,184,090.48		<b>NEXT YEAR PROJECTED:</b> ZERO	
<b>INCOME:</b> \$ 4,000,000		<b>CURRENT YEAR TAXES (IF KNOWN):</b> UNKNOWN	
<b>EXPENSES:</b> \$ 4,000,000			
<b>SIGNATURE:</b> 		<b>TITLE/POSITION:</b> EXECUTIVE DIRECTOR	
		<b>DATE:</b> DECEMBER 10, 2013	
<b>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).</b>			

## CITY OF NANAIMO GRANT QUESTIONNAIRE

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

The Nanaimo Child Development Centre Society, a registered non profit charity, has been providing services to children who are at risk of having a developmental disability or who have a developmental disability for 46 years.

The CDC is a resource for parents and other professionals in the area for expertise in early childhood development, youth and adolescent development and transitions to adulthood. It is largely an open referral system; this means a family does not have to go through another professional to access our services. Referrals come from a variety of sources; parents and family members; doctors; health nurses; schools; social workers and the neo natal unit at the hospital. Children do not have to leave their home community to receive the service they need for optimum development. Services are provided on an outreach basis in their home, child care setting, community, or at the Child Development Centre. Each child has a service coordinator and a team of various professionals as needed.

The Centre offers (broad description) :

1. Early Intervention Programming in the service areas of:

- Occupational Therapy
- Speech and Language Therapy
- Physiotherapy
- Family Development ( behavioral/mental health )
- Infant Development

2. School Age Therapy:

- Occupational and Physio therapies

3. Supported Child Development :

- Support, including specialized worker providing extra supports to children in the childcare setting to be successfully included
- Community education specific to disabilities and inclusive programming

4. Family Support:

- Life skills, community integration and community coordination for children who have an intellectual disability

5. Early Childhood Education:

- Inclusive preschool program

6. Infant Massage

7. Assessment Program for children aged 2 to 18 years for specific queries referred by a pediatrician

8. Education and training for parents:

- Education to increase the capacity of parents to provide support to their children

9. Therapeutic toy and equipment lending to families:

- Includes, specialized seating, equipment, standing frames, bicycles, adapted toys etc.

10. Library :

- Large number of resources, both written and DVD, for parents and students to borrow to learn more about disabilities and children's needs

11. Advocacy assistance for families

12. Community development work and participation in examples:

- Greater Nanaimo Early Years Partnership
- Ladysmith Early Years Partnership
- Building Better Babies
- Provide presentations at Tillicum Lelum, VIU, Strong Start, LaFF, Healthy Beginnings and Pacific Care

13. Practicum placement for students from Universities and Colleges. Program areas include Nursing, Occupational Therapy, Speech Language Pathology, Physiotherapy, Child and Youth Care, Early Childhood Education and Social Work  
Participating schools may include UBC, VIU, University of Western Washington, University of Alberta, University of Ontario

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

- Eliminating all wait times for services
  - Meeting the challenges of the significant difference between the cost of providing service and contract revenues.
  - Address significant staff recruitment and retention issues
  - Increase fund raising initiatives to fund services.
  - Increase staff education funding
  - Increasing therapy groups
  - A third successful accreditation with the Commission on Accreditation for Rehabilitative Facilities
  - Re-build capital fund to replace aging heating boiler system
- 

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

The CDC programs are CARF accredited which requires significant survey and feedback analysis throughout the year from parents and stakeholders. We participate at many different stakeholder group meetings in the community and the province. From this and the individual surveys we obtain from families, schools, social workers, the general public and other reports on trends and needs, such as the Early Years by Clyde Hertzman, we look at what is being provided and what is outstanding. We strive to meet the community need as well as specific family need. We measure 4 categories across all programming; they are efficiency, effectiveness, access and satisfaction. Each May a report is produced and given to the funders, community and Board of Directors. It is from this that new programming is developed. We also collaborate with others in their programming needs, including outreach to community locations that best meets the needs of families.

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

Volunteers are essential to the ongoing existence of the Society. Our volunteers assist us in our fundraising efforts, our advocacy efforts, programming needs and administrative needs. Some examples are the hundreds of volunteers that come out to help us at specific events such as the Silly Boat Regatta, Woodgrove Christmas gift wrapping, Breakfast with Santa, Opening Doors Gala, Run-Walk-Roll. Volunteers also support child minding while parents are participating in education and training groups, provide the extra pair of hands for outings with children. Volunteers help us with our brochure production, therapeutic material production and other administrative tasks. Our Board of Directors volunteers many hours of time. We love volunteers! They are the backbone of the CDC now and historically.

---

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

We apply for up to 25 grants annually for a variety of reasons (program, operations, capital). Community services clubs support the purchase of specialized toys and equipment, access to translator services, and transportation support if travel is a barrier.

---

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

All services are provided free of charge. There are two exceptions.

1. Families who qualify for extended therapies apply to the At Home Program of the provincial government. A fee for extra therapy service is paid by the At Home Program, their billing rates are \$80.00 per hour. There are approximately 25 families on the caseload accessing this service.
  2. Preschool: parents pay the basic space fee and may qualify to be subsidized by the provincial government. Fees are \$120.00 for two days per week and \$180.00 per week.
- 

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

We are not part of a larger organization.

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

Capital funds are maintained in a separate bank account. Annually the Board reviews any Surplus or Deficit and determines the amount if any that may be reserved for Capital. All other reserves for special purposes are reviewed by the board and updated at that time based on the current surplus/deficit.

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

Given the shortfall in revenue in government contracts and the uncertainty of sponsored, fund- raised events and donations; the Society has hired a Resource Development Officer and an assistant. They carry out the aspects of the formal Resource Development Strategy plan that has been approved by the Board of Directors. The RD officer is responsible for the setting up of planned giving and other fundraising strategies and opportunities which will support the long term viability of the centre. Additional revenues from fee-for-service and social-enterprise efforts are being considered.

---

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

It would be a significant hardship for the children in our community with special needs if we did not receive a grant in aid from the City. The Board has continually looked at where it can cut costs to decrease the operating deficit, to that end: all staff is required to take 5 days off during the Christmas Break. Staff hours are less, at 35 hours per week, compared to that of their industry standard colleagues of 37.5 hours. The preschool always remains at risk of closing unless there are funds available to cover the deficit between parent fees and expenditures. As the largest part of expenses are related to wages and benefits, we would have to lay off direct clinical staff, impacting wait times and wait lists further at a time when intervention is critical in a child's development. At this time, the CDC is the only agency providing this pediatric specialized, integrated and coordinated service to this population.

---

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

We would request funding to cover the complete taxation levy.

---



BC Registry  
Services

**COPY**  
FOR ED.  
FILE

## 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 CHILD DEVELOPMENT CENTRE SOCIETY  
1135 NELSON STREET  
NANAIMO BC V9S 2K4

OFFICE USE ONLY

For immediate filing, Go To [www.bcregistryservices.gov.bc.ca](http://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-0007674  
Business Number: 119050755BC0001

Access Code: 128956042 used to file online

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

2013/06/26

(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.)

1135 NELSON STREET  
NANAIMO BC V9S 2K4

**Mailing Address**

1135 NELSON STREET  
NANAIMO BC V9S 2K4

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: ~~AXFORD~~

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

Address (include postal code):

~~5184 COLONY PARK PLACE~~  
~~NANAIMO BC V9V 1H2~~

Last name: BARTLETT

First name (include initials): COLIN

Address (include postal code):

2034 HONEY SUCKLE TERRACE  
NANAIMO BC V9S 2R1

Last name: EADE

First name (include initials): JANE ANNE

Address (include postal code):

2865 ELK STREET  
NANAIMO BC V9S 3V2

Last name: ~~HOPEWELL~~

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

Address (include postal code):

~~2961 MEADOW DR~~  
~~NANAIMO BC V9R 7G6~~



Last name: MCCAWE

First name (include initials): ANDREA

Address (include postal code):

1033 CHELSEA CRES

NANAIMO BC V9S 1Y9

Last name: MCGUFFIE

First name (include initials): DONALD BLAKE

Address (include postal code):

10 ESPLANDE

NANAIMO BC V9R 5K9

Last name: PLASTERAS

First name (include initials): JIM

Address (include postal code):

7038 ARBUTUS CRES

LANTZVILLE BC V0R 2N0

Last name: RAMSAY

First name (include initials): GRAHAM

Address (include postal code):

5775 BROADWAY RD

NANAIMO BC V9V 1E9



Last name: ROBINSON

First name (include initials): MICHAEL

Address (include postal code):

210 FERNTREE PLACE  
NANAIMO BC V9V 1J3

Last name: SMITH

First name (include initials): NICOLE

Address (include postal code):

100 - 839 VARSITY WAY  
NANAIMO BC V9R 0A4

Last name: UDEV

First name (include initials): ALEXSANDAR

Address (include postal code):

72 - 501 SIXTH ST  
NANAIMO BC V9R 5W6

LAST NAME: TURNER

FIRST NAME: RICHARD

ADDRESS:

503 STEWART AVENUE  
NANAIMO BC V9S 4C8





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

JUDY@NANAIMOBCDC.COM

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, 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.

## FILE ONLINE at [www.bcregistryservices.gov.bc.ca](http://www.bcregistryservices.gov.bc.ca)

Using the access code printed on Page 1, go to [www.bcregistryservices.gov.bc.ca](http://www.bcregistryservices.gov.bc.ca) to file your Annual Report over the Internet. Payment is by credit card or BC OnLine deposit account. There is online information you can access to help you through the process. The fee to submit online is \$25.00. If you are also changing your registered office address in British Columbia, there is an additional fee of \$15.00.

If you need assistance to submit the Annual Report filing, either electronically or on paper, you can use the services of BC Registry Services' Preferred Service Provider Dye & Durham who will submit the filing on your behalf for an additional service fee. Complete and sign the form and mail it with a cheque payable to Dye & Durham for \$41.64 (or \$64.78 if you are also changing your registered office address). Your cancelled cheque will be your receipt. For more information, call toll free 1 800 665-6211 or visit [www.dyedurhambc.com](http://www.dyedurhambc.com).

### IMPORTANT INFORMATION ABOUT THE SOCIETY ACT

- A society does not file their financial statements with the Registrar of Companies. However, a society is required to keep copies of financial statements at the society's address and make them available to the public upon request.
- BC Registry Services staff do not examine changes to bylaws; instead the registry is the repository of the bylaws for public access. A society that changes its bylaws must ensure their changes comply with section 6 of the *Society Act*, before filing them with the Registrar's office. If the society requires assistance with their bylaws, they may wish to seek legal advice.

### INSTRUCTIONS FOR SOCIETIES IN BRITISH COLUMBIA

*If you wish to file a paper Annual Report, please follow these instructions.*

- Section 68 of the *Society Act* requires every society to file an Annual Report (Form 11) within 30 days after the annual general meeting was held. Information you enter in this report must be current as at the close of the annual general meeting.
- Please read the section below titled **Important Information About the Annual Report** and then update this form if required by:
  - entering the date of the Annual General Meeting in Item 3;
  - entering the New Address of the society in Item 4;
  - listing the names and residential addresses of all of the directors of the society in Item 5 (attach an additional sheet if more space is required for directors);
  - providing your email address in Item 6; and
  - signing this form in Item 7.
- If a society has FAILED TO FILE its annual report with this office for two years, the Registrar may strike the society from the register and dissolve it.
- Society forms are available from this office or your local Service BC Centre (Government Agent).
- Please take a photocopy of this document if you require a copy for your records.
- Fees must be submitted with any documents you are filing. You may pay by cheque or money order payable to the Minister of Finance. Your cancelled cheque is your receipt.
- Please return the original Annual Report with any additional forms and fees to BC Registry Services at (Item 8):

Mailing Address:	Physical Address:
PO Box 9431 Stn Prov Govt	2nd floor, 940 Blanshard Street
Victoria BC	Victoria BC
V8W 9V3	V8W 3E6

**Freedom of Information and Protection of Privacy Act (FOIPPA):** Personal information provided on this form is collected, used and disclosed under the authority of the FOIPPA and the *Society Act* for the purpose of assessment. Questions regarding the collection, use and disclosure of personal information can be directed to the Executive Coordinator of the BC Registry Services at 250 356-1198, PO Box 9431, Stn. Prov Govt, Victoria BC V8W 9V3.

### IMPORTANT INFORMATION ABOUT THE ANNUAL REPORT

- Name of Society** This is the full legal name of the society as shown on the Certificate of Incorporation or Change of Name.
- Incorporation Number**  
This number is assigned at the time of incorporation and is located at the top right-hand corner of the Certificate of Incorporation.  
**Access Code** You will need this code to file your Annual Report online.  
**Business Number** Please provide if known.
- Annual General Meeting** Show the date the annual general meeting was held. Section 58 of the *Society Act* requires every society to hold its first annual general meeting not more than 15 months after the date of incorporation. After that, an annual general meeting must be held at least once every calendar year and not more than 15 months after the adjournment of the previous annual meeting.
- Address of Society** A society must have an address in the Province to receive notices and communications, to be served documents and a location where the financial statements are kept. This address must be a complete physical address. You may include general delivery, post office box, rural route, site or comp. number as part of the address, but BC Registry Services cannot accept this information as a complete address. You must also include a postal code. If an area does not have street names or numbers, please provide a description that will readily allow a person to locate the office.
- If the address of the society has changed, you must include an additional filing fee of \$15.00. The change is NOT effective until the day after the form is filed by the Registrar of Companies.
- Directors' Names and Residential Addresses** These are the full names and residential addresses of all directors. The full name of a director must include a last name, a first name and initial(s) if any.  
  
The *Society Act* defines a director to include a trustee, officer, member of an executive committee and a person occupying any such position by whatever name.  
  
The residential address of a director must be a complete physical address. You may include general delivery, post office box, rural route, site or comp. number as part of the address, but BC Registry Services cannot accept this information as a complete address. You must also include a postal code. If an area does not have street names or numbers, please provide a description that will readily allow a person to locate the residence. Attach an additional sheet if more space is required for directors.
- Email Address** Provide an email address that we may use for future communications.
- Signature** This report must be originally signed by a current director, officer or society solicitor.

**NANAIMO CHILD DEVELOPMENT CENTRE SOCIETY**  
**Financial Statements**  
**Year Ended March 31, 2013**

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- CYRENNE, SEAL, MOORE & CO. -

NANAIMO CHILD DEVELOPMENT CENTRE SOCIETY

Index to Financial Statements

Year Ended March 31, 2013

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	Page
MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING	1
INDEPENDENT AUDITOR'S REPORT	2 - 3
FINANCIAL STATEMENTS	
Statement of Revenues and Expenditures	4
Statement of Changes in Net Assets	5
Statement of Financial Position	6
Statement of Cash Flows	7
Notes to Financial Statements	8 - 12
Schedule of Revenues and Expenditures - OPERATING FUND ( <i>Schedule 1</i> )	13
Schedule of Revenues and Expenditures - CAPITAL FUND ( <i>Schedule 2</i> )	14
Schedule of Revenues and Expenditures - SCHOLARSHIP & ENDOWMENT FUND ( <i>Schedule 3</i> )	
Schedule of Revenues and Expenditures - GAMING FUND ( <i>Schedule 4</i> )	

### **Management's Responsibility for Financial Reporting**

The financial statements of Nanaimo Child Development Centre Society have been prepared in accordance with Canadian accounting standards for not-for-profit organizations. When alternative accounting methods exist, management has chosen those it deems most appropriate in the circumstances. These statements include certain amounts based on management's estimates and judgments. Management has determined such amounts based on a reasonable basis in order to ensure that the financial statements are presented fairly in all material respects.

The integrity and reliability of Nanaimo Child Development Centre Society reporting systems are achieved through the use of formal policies and procedures, the careful selection of employees and an appropriate division of responsibilities. These systems are designed to provide reasonable assurance that the financial information is reliable and accurate.

The Board of Directors is responsible for ensuring that management fulfills its responsibility for financial reporting and is ultimately responsible for reviewing and approving the financial statements. The Board carries out this responsibility principally through its Finance Committee. The Finance Committee is appointed by the Board and meets periodically with management and the members' auditors to review significant accounting, reporting and internal control matters. Following its review of the financial statements and discussions with the auditors, the Finance Committee reports to the Board of Directors prior to its approval of the financial statements. The Committee also considers, for review by the Board and approval by the members, the engagement or re-appointment of the external auditors.

The financial statements have been audited on behalf of the members by Cyrenne, Seal, Moore & Co., in accordance with Canadian generally accepted auditing standards.



Executive Director

Nanaimo, British Columbia  
June 18, 2013

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**INDEPENDENT AUDITOR'S REPORT**

---

To the Members of Nanaimo Child Development Centre Society

We have audited the accompanying financial statements of Nanaimo Child Development Centre Society, which comprise the statement of financial position as at March 31, 2013 and the statements of revenues and expenditures, 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 qualified audit opinion.

(continues)

Independent Auditor's Report to the Members of Nanaimo Child Development Centre Society (continued)

Basis for Qualified Opinion

In common with many not-for-profit organizations, Nanaimo Child Development Centre Society derives revenue from donations - the completeness of which is not susceptible to satisfactory audit verification. Accordingly, verification of these revenues was limited to the amounts recorded in the records of Nanaimo Child Development Centre Society. Therefore, we were not able to determine whether any adjustments might be necessary to donation revenue, excess of revenues over expenditures, current assets and net assets.

Qualified Opinion

In our opinion, except for the possible effects of adjustments, if any, which we might have determined to be necessary had we been able to satisfy ourselves concerning the completeness of the contributions referred to in the preceding paragraph, the financial statements present fairly, in all material respects, the financial position of Nanaimo Child Development Centre 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. As required by the BC Society Act, we report that, in our opinion, these principles have been applied on a basis consistent with that of the preceding year.

Comparative Information

Without modifying our opinion, we draw attention to Note 3 to the financial statements which describes that Nanaimo Child Development Centre 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.

Nanaimo, British Columbia  
June 18, 2013

Cyrenne, Seal, Moore & Co.  
CYRENNE, SEAL, MOORE & CO.  
CERTIFIED GENERAL ACCOUNTANTS

# NANAIMO CHILD DEVELOPMENT CENTRE SOCIETY

## Statement of Revenues and Expenditures

Year Ended March 31, 2013

	2013	2012
<b>REVENUES</b>		
Ministry of Children and Family Development (Note 13)	\$ 3,016,461	\$ 3,044,481
VIHA Grant	439,078	419,858
Fundraising	223,453	195,788
Fee for service	126,924	125,654
Gaming	94,152	110,057
School Districts	91,000	91,000
Grants - other	25,679	11,000
Donations	23,091	50,563
Interest	13,532	11,495
Provincial Health Services Authority - BC Early Hearing Program	8,425	14,400
Medical Co-ordinator	2,521	2,405
Miscellaneous	2,155	9,512
Medical Services Plan	1,173	690
United Way	871	658
Memberships	560	280
	<b>4,069,075</b>	<b>4,087,841</b>
<b>EXPENDITURES</b>		
Accreditation	9,441	9,527
Amortization (Notes 4, 5)	45,130	45,544
Bad debts	168	624
Business taxes, licenses and memberships	11,684	12,791
Clinical assessments	250,456	271,722
Computer support and maintenance	11,041	8,882
Employee benefits	469,509	431,537
Fundraising and promotion	39,923	45,862
Insurance	11,835	11,538
Postage	8,023	8,547
Professional development	9,708	24,059
Professional fees	21,799	11,919
Recruitment	6,784	5,077
Rental	2,502	-
Repairs and maintenance	27,450	47,935
Salaries and wages	2,715,428	2,660,607
Scholarship	500	500
Supplies	44,049	71,573
Supported child development services	196,129	224,142
Travel	41,821	46,665
Utilities	48,349	47,950
	<b>3,971,729</b>	<b>3,987,001</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES (Schedules 1 - 4)</b>	<b>\$ 97,346</b>	<b>\$ 100,840</b>

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

- CYRENNE, SEAL, MOORE & CO. -

4



**NANAIMO CHILD DEVELOPMENT CENTRE SOCIETY**

**Statement of Changes in Net Assets**

**Year Ended March 31, 2013**

	Operating Fund	Capital Fund	Restricted Fund	2013	2012
<b>NET ASSETS - BEGINNING OF YEAR</b>	\$ 426,952	\$ 1,274,145	\$ 9,300	\$ 1,710,397	\$ 1,609,557
Excess (deficiency) of revenues over expenditures	45,706	(42,643)	94,283	97,346	100,840
Gaming income transfer (Note 11)	94,152	-	(94,152)	-	-
Purchase of capital assets	(2,636)	2,636	-	-	-
Interest income transfer (Note 6)	131	-	(131)	-	-
Transfer to capital fund (Note 8)	(67,740)	67,740	-	-	-
<b>NET ASSETS - END OF YEAR</b>	<b>\$ 496,565</b>	<b>\$ 1,301,878</b>	<b>\$ 9,300</b>	<b>\$ 1,807,743</b>	<b>\$ 1,710,397</b>

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

- CYRENNE, SEAL, MOORE & CO. -

5

# NANAIMO CHILD DEVELOPMENT CENTRE SOCIETY

## Statement of Financial Position

March 31, 2013

	March 31 2013	March 31 2012	April 1 2011
<b>ASSETS</b>			
<b>CURRENT</b>			
Cash	\$ 1,289,306	\$ 1,138,114	\$ 961,129
Accounts receivable	6,480	13,883	22,319
Harmonized sales tax recoverable	7,331	8,125	7,681
Prepaid expenses	6,397	1,367	1,813
	<u>1,309,514</u>	<u>1,161,489</u>	<u>992,942</u>
CAPITAL ASSETS (Notes 4, 5)	1,005,301	1,047,794	1,093,337
RESTRICTED CASH (Note 6)	<u>9,300</u>	<u>9,300</u>	<u>9,200</u>
	<u>\$ 2,324,115</u>	<u>\$ 2,218,583</u>	<u>\$ 2,095,479</u>
<b>LIABILITIES AND NET ASSETS</b>			
<b>CURRENT</b>			
Accounts payable	\$ 99,172	\$ 101,752	\$ 54,341
Employee deductions payable	30,037	30,402	-
Wages payable	190,011	211,397	229,805
Deferred revenue (Note 10)	<u>197,152</u>	<u>164,635</u>	<u>201,776</u>
	<u>516,372</u>	<u>508,186</u>	<u>485,922</u>
<b>NET ASSETS</b>			
Investment in capital assets (Note 8)	1,301,878	1,274,145	1,227,037
Externally restricted (Note 6)	9,300	9,300	9,200
Internally restricted (Note 9)	322,084	252,471	198,837
Unrestricted	<u>174,481</u>	<u>174,481</u>	<u>174,483</u>
	<u>1,807,743</u>	<u>1,710,397</u>	<u>1,609,557</u>
	<u>\$ 2,324,115</u>	<u>\$ 2,218,583</u>	<u>\$ 2,095,479</u>
<b>FUNDS HELD IN TRUST - EXIT LEVY (Note 7)</b>			

ON BEHALF OF THE BOARD

 Director

 Director

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

- CYRENNE, SEAL, MOORE & CO. -

6

**NANAIMO CHILD DEVELOPMENT CENTRE SOCIETY**

**Statement of Cash Flows**

**Year Ended March 31, 2013**

	2013	2012
<b>OPERATING ACTIVITIES</b>		
Excess of revenues over expenditures	\$ 97,346	\$ 100,840
Item not affecting cash:		
Amortization of capital assets	45,130	45,544
	<b>142,476</b>	<b>146,384</b>
Changes in non-cash working capital:		
Accounts receivable	7,403	8,436
Accounts payable	(2,580)	47,410
Deferred revenue	32,517	(37,141)
Prepaid expenses	(5,030)	446
HST recoverable	794	(444)
Wages payable	(21,386)	(18,408)
Employee deductions payable	(365)	30,402
	<b>11,353</b>	<b>30,701</b>
Cash flow from operating activities	<b>153,829</b>	<b>177,085</b>
<b>INVESTING ACTIVITIES</b>		
Purchase of capital assets	(2,637)	-
Change in restricted cash	-	(100)
Cash flow used by investing activities	<b>(2,637)</b>	<b>(100)</b>
<b>INCREASE IN CASH FLOW</b>	<b>151,192</b>	<b>176,985</b>
Cash - beginning of year	<b>1,138,114</b>	<b>961,129</b>
<b>CASH - END OF YEAR</b>	<b>\$ 1,289,306</b>	<b>\$ 1,138,114</b>
<b>CASH FLOWS SUPPLEMENTARY INFORMATION</b>		
Interest received	\$ (13,532)	\$ (11,495)
<b>CASH CONSISTS OF:</b>		
Cash	<b>\$ 1,289,306</b>	<b>\$ 1,138,114</b>

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

- CYRENNE, SEAL, MOORE & CO. -

7

# NANAIMO CHILD DEVELOPMENT CENTRE SOCIETY

## Notes to Financial Statements

Year Ended March 31, 2013

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### 1. OPERATIONS OF THE SOCIETY

The Nanaimo Child Development Centre Society is incorporated under the Society Act of the Province of British Columbia and is a registered charity exempt from income taxes as long as certain conditions are met. The Society's purpose is to provide and run programs for children and their families in the central Vancouver Island area that promote optimum child development.

### 2. BASIS OF PRESENTATION

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

### 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 (ASNPO). Previously, the financial statements were presented in accordance with Canadian generally accepted accounting principles as issued in the Handbook — Accounting Part V Pre-changeover standards. On adoption of ASNPO, an organization is permitted to selectively elect certain exemptions and choose accounting policies that may differ from the previously presented financial statement information. This can result in adjustments to the opening net assets at the transition date, which is the first day of the period for which comparative information is presented. Although the organization made no changes to the previously presented financial statements, an opening statement of financial position at the date of transition has been presented, as required. These financial statements are the first prepared in accordance with these standards.

### 4. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### Basis of accounting

The Society follows the restricted fund method of accounting for contributions. Restricted contributions are recognized as revenue in the appropriate restricted fund.

#### Fund accounting

The Society uses fund accounting. Revenues and expenses related to program delivery, administrative activities and resource development are reported in the Operating Fund. The Capital Fund reports the assets and liabilities related to the Society's facility and equipment. The Scholarship and Endowment Fund reports the assets, revenues and expenses relating to a scholarship fund. An endowment fund is for occupational therapy education. The Gaming Fund reports the assets, revenues and inter-fund transfers related to gaming activities and donations from other gaming licensees.

(continues)

# NANAIMO CHILD DEVELOPMENT CENTRE SOCIETY

## Notes to Financial Statements

Year Ended March 31, 2013

### 4. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

#### Capital assets

Capital assets are stated at cost less accumulated amortization. Capital assets are amortized over their estimated useful lives at the following rates and methods. There is no amortization taken in the year of purchase.

Buildings	2.5%	straight-line method to a residual value of 25% of cost
Equipment	6.67%, 10%, 18%, 20% and 25%	straight-line method, rate depending on the specific type of asset
Playground	6.67%	straight-line method

The company regularly reviews its capital assets to eliminate obsolete items.

#### Revenue recognition

- a) Revenues related to specific grants and contracts are recognized according to the terms of the agreement as the related expenses are incurred.
- b) Fee for service revenue is recognized in the period in which the service is provided.
- c) Gaming revenues are recognized over the term of the gaming license as qualifying expenditures are made.
- d) Donation, medical co-ordinator and miscellaneous revenues are recorded in the year of receipt.
- e) Revenues related to fundraising are recognized in the period in which the fundraising event occurs, when collection is reasonably assured and when the amount can be reasonably estimated.
- f) Bequests from the settling of estates or trusts are recorded when funds are unconditionally committed, when the amount can be reasonably estimated and when collection is reasonably assured.
- g) Interest revenue is recorded in the period in which it is earned.

#### Measurement uncertainty

The preparation of financial statements in conformity with Accounting Standards for Not-for-profits 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 include providing for amortization of capital assets. Actual results could differ from these estimates.

#### Contributed materials

Contributed materials are recognized in the financial statements when their fair market value can be reasonably determined and they are used in the normal course of the Society's operations and would otherwise have been purchased. The Society relies on the services of many volunteers throughout the year, however because of the difficulty of determining the fair market value of those services, they are not recognized in the financial statements.

# NANAIMO CHILD DEVELOPMENT CENTRE SOCIETY

## Notes to Financial Statements

Year Ended March 31, 2013

### 5. CAPITAL ASSETS

	Cost	Accumulated amortization	2013 Net book value	2012 Net book value
Buildings	\$ 1,792,954	\$ 842,381	\$ 950,573	\$ 984,153
Equipment	344,557	324,804	19,753	23,430
Playground	101,741	66,766	34,975	40,211
	<u>\$ 2,239,252</u>	<u>\$ 1,233,951</u>	<u>\$ 1,005,301</u>	<u>\$ 1,047,794</u>

The building is located on land that is leased for a nominal amount. The lease expires in 2021.

### 6. CASH - EXTERNALLY RESTRICTED

These funds are held in term deposit accounts, the use of which is restricted by the donors to a scholarship and endowment fund as follows:

	2013	2012
Scholarship fund	\$ 5,000	\$ 5,000
Endowment fund	4,300	4,300
	<u>\$ 9,300</u>	<u>\$ 9,300</u>

Interest earned in the above noted restricted funds is transferred to the operating fund and expended in accordance with the request of the donees responsible for establishing the scholarship and endowment funds.

### 7. FUNDS HELD IN TRUST - EXIT LEVY

As a result of the membership termination (in December 2009) with their health benefits provider, the society has an exit levy liability to be settled. An invoice from the said benefits provider was received in June 2010 with an amount assessed at \$170,318. No payments have been made to date and the liability has not been reflected in the statements. Exit levies have been assessed by this benefits provider to several other not for profit agencies and the Ministry of Social Development is currently investigating the situation to determine a potential solution for payment. The benefits provider has offered an extended payment deadline pending the findings of this investigation.

In the fall of 2009, the employees voted unanimously to continue contributions (via payroll deductions) to fund the anticipated exit levy. Contributions ceased as of May 2011 and the balance of the funds held in trust, as of March 31, 2013, is \$123,381 (2012 - \$121,913). The funds are being held in trust, segregated by a separate bank account until a final, undisputed amount is determined. Should the final settlement be less than the funds collected, the surplus will be returned to the employees on a pro-rata basis.

# NANAIMO CHILD DEVELOPMENT CENTRE SOCIETY

## Notes to Financial Statements

Year Ended March 31, 2013

### 8. NET ASSETS - INVESTED IN CAPITAL ASSETS

The noted balance consists of:

	2013	2012
Capital assets, net	\$ 1,005,301	\$ 1,047,794
Capital account - cash	228,837	135,179
Net asset allocation internally restricted for major repairs and capital purchases	67,740	91,172
	<b>\$ 1,301,878</b>	<b>\$ 1,274,145</b>

### 9. NET ASSETS - INTERNALLY RESTRICTED

A portion of the net assets from the operating fund have been internally restricted for various purposes; these restrictions have been approved by the Board of Directors and changes to these allocations are also subject to Board approval. The amount restricted at the end of the current period is \$322,084 (2012- \$252,471).

### 10. DEFERRED REVENUE

Deferred revenue consists of program contract funding received and/or receivable when the contract requires that the funding be used for specific expenses or programs and at the end of the year the Society has been unable to meet the requirements due to the time period in which the requirements were to be met. Deferred revenue also consists of funds targeted for the 2014 fiscal year, but received in the 2013 fiscal year.

	2013	2012
Supported Child Development - Nanaimo (represents hours to be utilized as per contract terms)	\$ 106,025	\$ 46,886
Supported Child Development - Ladysmith (contract completes September 30, 2013)	26,257	-
Sponsorships - received in advance for 2014 fiscal year events	3,631	26,350
Vancouver Island Health Authority - advanced payments	-	35,789
Vancouver Island Health Authority - funding for future assessments	-	9,610
Community gaming grants and service club gaming donations	61,239	46,000
	<b>\$ 197,152</b>	<b>\$ 164,635</b>

### 11. GAMING FUND

Gaming fund revenues were fully applied to expenditures for approved gaming programs included in the operating fund.

**NANAIMO CHILD DEVELOPMENT CENTRE SOCIETY**

**Notes to Financial Statements**

**Year Ended March 31, 2013**

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**12. FINANCIAL INSTRUMENTS**

The Society's financial instruments consist of cash, accounts receivable, 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.

**13. ECONOMIC DEPENDENCE**

The Society is economically dependent upon the funding provided by the Ministry of Children and Family Development for the delivery of programs.



**NANAIMO CHILD DEVELOPMENT CENTRE SOCIETY**

**Schedule of Revenues and Expenditures - OPERATING FUND**

*(Schedule 1)*

**Year Ended March 31, 2013**

	2013	2012
<b>REVENUES</b>		
Ministry of Children and Family Development	\$ 3,016,461	\$ 3,044,481
VIHA Grant	439,078	419,858
Fundraising	223,453	195,788
Fee for service	126,924	125,654
School Districts	91,000	91,000
Donations	23,091	50,463
Provincial Health Services Authority - BC Early Hearing Program	8,425	14,400
Grants - other	25,679	11,000
Interest	10,914	9,890
Miscellaneous	2,155	9,512
Medical Co-ordinator	2,521	2,405
Medical Services Plan	1,173	690
United Way	871	658
Memberships	560	280
	<b>3,972,305</b>	<b>3,976,079</b>
<b>EXPENDITURES</b>		
Accreditation	9,441	9,527
Bad debts	168	624
Business taxes, licenses and memberships	11,684	12,791
Clinical assessments	250,456	271,722
Computer support and maintenance	11,041	8,882
Employee benefits	469,509	431,537
Fundraising and promotion	39,923	45,862
Insurance	11,835	11,538
Postage	8,023	8,547
Professional development	9,708	24,059
Professional fees	21,799	11,919
Recruitment	6,784	5,077
Rental	2,502	-
Repairs and maintenance	27,450	47,935
Salaries and wages	2,715,429	2,660,607
Scholarship	500	500
Supplies	44,048	71,571
Supported child development services	196,129	224,142
Travel	41,821	46,665
Utilities	48,349	47,950
	<b>3,926,599</b>	<b>3,941,455</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>\$ 45,706</b>	<b>\$ 34,624</b>

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

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13

# **NANAIMO CHILD DEVELOPMENT CENTRE SOCIETY**

## **Schedule of Revenues and Expenditures - CAPITAL FUND**

*(Schedule 2)*

**Year Ended March 31, 2013**

	2013	2012
<b>REVENUES</b>		
Interest	\$ 2,487	\$ 1,479
<b>EXPENDITURES</b>		
Amortization	45,130	45,544
<b>DEFICIENCY OF REVENUES OVER EXPENDITURES</b>	<b>\$ (42,643)</b>	<b>\$ (44,065)</b>

## **Schedule of Revenues and Expenditures - SCHOLARSHIP & ENDOWMENT FUND**

*(Schedule 3)*

**Year Ended March 31, 2013**

	2013	2012
<b>REVENUES</b>		
Interest - Scholarship	\$ 77	\$ 38
Interest - Endowment	54	88
Donation to endowment fund	-	100
	<b>131</b>	<b>226</b>
<b>EXPENDITURES</b>	<b>-</b>	<b>-</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>\$ 131</b>	<b>\$ 226</b>

## **Schedule of Revenues and Expenditures - GAMING FUND**

*(Schedule 4)*

**Year Ended March 31, 2013**

	2013	2012
<b>REVENUES</b>		
Gaming	\$ 94,152	\$ 110,057
<b>EXPENDITURES</b>	<b>-</b>	<b>-</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>\$ 94,152</b>	<b>\$ 110,057</b>

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

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14

# Nanaimo Child Dev. Centre Society

Balance Sheet  
As Of October 31, 2013  
Unaudited

## ASSETS

### Current assets:

Petty Cash	1,190.00
Bank: Operating	507,702.57
Bank: Gaming	13,116.60
Bank: Employee LTD Trust	124,195.25
HISA Operating	656,388.20
HISA Capital	298,367.11
Term Deposits - Scholarship	5,000.00
GIC - Endowment	4,300.00
Accounts Receivable	16,013.74
GST - 5% Fed	4,087.57
Prepaid Expenses	6,622.49
Total current assets	<u>1,636,983.53</u>

### Fixed assets:

Fixed Assets Net of Amortization	978,686.66
Total fixed assets	<u>978,686.66</u>

2,615,670.19

## LIABILITY AND EQUITY

### Current liabilities:

Accounts Payable	36,892.10
Accrued Audit Fees	5,250.00
Accrued Payables: Other	11,408.80
Wages Payable	150,075.76
Vacation Pay Payable	108,454.69
Employee Benefits Payable	132,487.21
Deferred Revenue: CDBC	47,162.93
Deferred Revenue: SCD Support Worker Nanaimo	93,248.56
Deferred Revenue: SCD Support Worker Ladysmith	53,660.82
Deferred Revenue: Gaming CARE	10,625.03
Total current liabilities	<u>649,265.90</u>

### Equity:

Unappropriated Surplus	174,481.39
Internally Restricted Funds	322,083.60
Scholarship Fund	5,000.00
Endowment Fund	4,300.00
Investment in Capital Assets	1,005,301.87
Internally Restricted for Capital	296,575.51
Profit (loss) for period	158,661.92
Total equity	<u>1,966,404.29</u>
	<u><u>2,615,670.19</u></u>

# Nanaimo Child Dev. Centre Society

## Income Statement

### Consolidated

For The 7 Periods Ending October 31, 2013

Unaudited

	Actual Current Month	Budget Current Month	Budget Variance Over/(Under) \$	Actual Year to Date	Budget Year to Date	Budget Variance Over/(Under) \$	Annual Budget \$
<b>Revenue:</b>							
Program Allocation Admin	22,207.33	26,857.87	(4,650.54)	175,980.22	185,128.44	(9,148.22)	317,623.87
Program Allocation RD	4,021.32	7,460.97	(3,439.65)	33,359.63	48,362.74	(16,003.11)	84,467.32
Program Allocation Amortization	3,802.10	3,802.09	0.01	26,614.70	26,614.63	0.07	45,625.11
Program Allocation Facility	11,148.68	11,328.61	(179.93)	72,210.80	77,285.74	(5,075.94)	132,674.05
Program Allocation Support	18,929.71	16,794.89	2,134.82	119,923.58	117,698.95	2,224.63	202,171.61
Preschool Fees	9,000.00	8,700.00	300.00	45,020.00	42,630.00	2,390.00	86,130.00
CCOFP	904.20	755.00	149.20	4,310.02	3,775.00	535.02	7,550.00
MCF Revenue	186,653.73	186,655.97	(2.24)	1,306,576.11	1,306,591.91	(15.80)	2,239,871.67
BCEH / Misc Revenue	0.00	0.00	0.00	5,560.00	5,200.00	360.00	8,975.00
Educational Programs	160.00	0.00	160.00	200.00	0.00	200.00	0.00
Wage Rec/Restricted Funds	5,638.00	0.00	5,638.00	5,638.00	0.00	5,638.00	0.00
MCFD Sessionals	277.64	478.66	(201.02)	555.28	3,350.62	(2,795.34)	6,222.68
MCF Revenue SW	82,634.67	82,634.67	0.00	578,442.69	578,442.69	0.00	991,616.04
VIHA-CDBC	50,307.36	35,372.33	14,935.03	235,915.75	247,606.31	(11,790.56)	424,468.00
Deferred Revenue	(16,290.19)	0.00	(16,290.19)	(14,627.93)	2,100.00	(16,727.93)	2,100.00
School District Revenue	9,100.00	9,100.00	0.00	45,500.00	45,500.00	0.00	91,000.00
Fee for Service	1,850.30	3,096.16	(1,245.86)	15,029.20	21,673.12	(6,643.92)	37,150.00
RSD/Gaming Revenue	15,777.03	66,833.33	(51,056.30)	309,483.68	272,058.31	37,425.37	337,458.34
Interest	1,296.42	1,175.00	121.42	8,452.44	8,270.00	182.44	14,283.00
	407,418.30	461,045.55	(53,627.25)	2,974,044.17	2,993,289.46	(19,245.29)	5,029,386.60

	Actual Current Month	Budget Current Month	Budget Variance Over/(Under) \$	Actual Year to Date	Budget Year to Date	Budget Variance Over/(Under) \$	Annual Budget \$
<b>Operating Expenses:</b>							
SIRF/CARF/Consulting	700.80	700.00	0.80	5,191.45	6,400.00	(1,208.55)	11,900.00
Advertising	0.00	83.33	(83.33)	0.00	583.31	(583.31)	1,000.00
Amortization Expense	3,802.10	3,802.09	0.01	26,614.70	26,614.63	0.07	45,625.11
Clinical Assessments	26,494.84	20,252.09	6,242.75	136,892.63	141,764.63	(4,872.00)	242,975.00
Computer Supplies/Services	264.99	766.67	(501.68)	1,956.19	5,366.69	(3,410.50)	9,200.00
Community Access	0.00	10.00	(10.00)	151.98	50.00	101.98	100.00
Education	1,113.70	1,095.02	17.68	5,788.40	7,567.64	(1,779.24)	13,047.90
Health & Safety	0.00	125.00	(125.00)	967.49	875.00	92.49	1,500.00
Health Fair	0.00	0.00	0.00	0.00	50.00	(50.00)	50.00
Employee Wages	243,386.50	272,448.87	(29,062.37)	1,594,165.11	1,803,468.32	(209,303.21)	3,084,716.33
Inc/(Dec) Vac Pay Payable	7,706.86	0.00	7,706.86	(5,518.36)	0.00	(5,518.36)	0.00
Employee Benefit	38,708.83	45,465.63	(6,756.80)	273,926.59	318,243.05	(44,316.46)	545,116.87
Equipment Purchase R&R	0.00	311.67	(311.67)	1,131.75	2,791.69	(1,659.94)	4,400.00
Food	269.53	198.34	71.19	700.38	1,958.38	(1,258.00)	3,000.00
Gaming Expense	20.00	50.00	(30.00)	837.53	350.00	487.53	600.00
Library	0.00	83.33	(83.33)	41.85	583.31	(541.46)	1,000.00
Fundraiser Little Drummer Fund	0.00	0.00	0.00	0.00	1,000.00	(1,000.00)	1,000.00
Fundraiser Gala	0.00	6,500.00	(6,500.00)	0.00	6,500.00	(6,500.00)	6,500.00
Fundraiser Silly Boat Race	0.00	0.00	0.00	21,432.31	20,000.00	1,432.31	20,000.00
Fundraiser Run Walk and Roll	0.00	0.00	0.00	4,768.34	5,000.00	(231.66)	5,000.00

Fundraiser Telethon	1,965.18	0.00	1,965.18	5,691.79	7,000.00	(1,308.21)	7,000.00
Loan & Feeding Cupboard/Toys	63.09	0.00	63.09	85.37	150.00	(64.63)	150.00
Medical Co-ordinator	277.64	478.66	(201.02)	556.25	3,350.62	(2,794.37)	6,222.58
Sunny Hill	0.00	25.00	(25.00)	82.88	175.00	(92.12)	300.00
Miscellaneous	786.98	765.00	21.98	4,990.64	5,695.00	(704.36)	9,550.00
Printing	0.00	166.67	(166.67)	170.51	1,166.69	(996.18)	2,000.00
Educational Programs Expense	75.00	0.00	75.00	75.00	0.00	75.00	0.00
Publicity & Promotion	68.63	166.67	(98.04)	4,251.65	1,166.69	3,084.96	2,000.00
Recognition	0.00	0.00	0.00	1,610.45	500.00	1,110.45	1,000.00
Recruiting	266.82	240.85	25.97	4,520.55	6,445.95	(1,925.40)	7,900.04
Recreation	0.00	200.00	(200.00)	3,980.25	1,400.00	2,580.25	2,400.00
Scholarship Expense	500.00	500.00	0.00	500.00	500.00	0.00	500.00
Volunteer Auxiliary	0.00	0.00	0.00	80.00	100.00	(20.00)	100.00
Supplies-General & Casting	2,384.57	1,617.50	767.07	15,247.26	11,422.50	3,824.76	20,541.68
Designated Funds Expense	981.48	0.00	981.48	12,267.89	0.00	12,267.89	0.00
Travel	4,342.80	3,962.62	380.28	25,722.38	27,737.60	(2,015.22)	47,550.00
Playgroups	0.00	41.67	(41.67)	0.00	291.69	(291.69)	500.00
Program Allocation Admin	22,207.33	26,857.88	(4,650.55)	175,980.22	185,128.47	(9,148.25)	317,623.92
Program Allocation Facilities	14,950.78	15,130.70	(179.92)	98,825.50	103,901.37	(5,075.87)	178,299.17
Program Allocation Support	22,951.03	24,255.86	(1,304.83)	153,283.21	167,061.69	(13,778.48)	286,638.94
Support Services	28,946.24	0.00	28,946.24	171,460.30	0.00	171,460.30	0.00
External Support Services 13+	0.00	0.00	0.00	1,067.13	2,100.00	(1,032.87)	2,100.00
Facility Rent	500.00	535.00	(35.00)	3,500.00	3,745.00	(245.00)	6,420.00
Bad Debts	0.00	0.00	0.00	0.00	125.00	(125.00)	250.00
Bank Charges	100.80	165.00	(64.10)	1,242.20	1,175.00	67.20	2,000.00
Janitorial	0.00	333.33	(333.33)	1,828.62	2,333.31	(504.69)	4,000.00
Grounds/Bldg Maintenance	1,267.69	1,700.00	(442.31)	9,509.18	11,900.00	(2,390.82)	20,000.00
Utilities	4,638.99	4,141.67	497.32	25,635.23	28,991.69	(3,356.46)	49,700.08
Insurance	996.66	1,000.00	(3.34)	7,168.87	7,200.00	(31.13)	12,200.00
Postage/Courier	493.07	666.67	(173.60)	4,436.48	4,666.69	(230.21)	8,000.00
Professional Fees	750.00	800.00	(50.00)	7,714.41	7,600.00	114.41	11,600.00
Regulatory Costs/Dues	0.00	0.00	0.00	4,689.69	5,000.00	(310.31)	9,000.00
Subscriptions/Memberships	0.00	125.00	(125.00)	160.00	875.00	(715.00)	1,500.00
<b>Total Operating Expenses</b>	<b>431,973.03</b>	<b>435,768.69</b>	<b>(3,795.66)</b>	<b>2,815,382.25</b>	<b>2,948,071.61</b>	<b>(132,689.36)</b>	<b>5,013,777.62</b>
<b>Earnings (loss) from operations</b>	<b>(24,554.73)</b>	<b>25,276.86</b>	<b>(49,831.59)</b>	<b>158,661.92</b>	<b>45,217.85</b>	<b>113,444.07</b>	<b>15,608.97</b>
Other income and expenses:							
	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Net earnings (loss) for period</b>	<b>(24,554.73)</b>	<b>25,276.86</b>	<b>(49,831.59)</b>	<b>158,661.92</b>	<b>45,217.85</b>	<b>113,444.07</b>	<b>15,608.97</b>

**BOARD OF DIRECTORS**  
**Nanaimo Child Development Centre Society**  
**EFFECTIVE JUNE 2013**

<u>PRESIDENT</u> ROBINSON, Michael	210 Ferntree Place Nanaimo BC V9T 5M1 <a href="mailto:Michael.Robinson@bbmr.ca">Michael.Robinson@bbmr.ca</a>	751-1967 751-1967 (fax)	E Jun 13
<u>VICE PRESIDENT</u> RAMSAY, Graham	5775 Broadway Road Nanaimo BC V9V 1E9 <a href="mailto:gpramsay@shaw.ca">gpramsay@shaw.ca</a>	758-4845	E Jun 13
<u>TREASURER</u> EADE, Jane	2865 Elk Street Nanaimo BC V9S 3V2 <a href="mailto:j.eade@shaw.ca">j.eade@shaw.ca</a>	758-2671 (res)	E Jun 12
BARTLETT, Colin	2034 Honeysuckle Terrace Nanaimo, BC V9S 2R1 <a href="mailto:cbpear@shaw.ca">cbpear@shaw.ca</a>	756-3954 (res) 390-3669 (bus) 729-5645 (cell)	E Jun 13
MCCAW, Andrea	1033 Chelsea Cres Nanaimo BC V9S 1Y9 <a href="mailto:mccaw.andrea@gmail.com">mccaw.andrea@gmail.com</a>	754-7744 (res) 729-2550(bus)	E Jun 13
MCGUFFIE, Blake	10 Esplanade Box 250 Nanaimo, BC V9R 5K9 <a href="mailto:bmcguff@shaw.ca">bmcguff@shaw.ca</a>	753-2080 (res) 753-8700 (fax)	E Jun 12
PLASTERAS, Jim	7038 Arbutus Cres Lantzville BC V0R 2H0 <a href="mailto:plasteras4@shaw.ca">plasteras4@shaw.ca</a>	390-1457 (res)	E Jun 13
SMITH, Nicole	3210 Cheyenne Pl Nanaimo, BC F9T6R9 <a href="mailto:nesmith@rlr-law.com">nesmith@rlr-law.com</a>	616-3766 (res) 754-3321 (bus) 754-1148 (fax)	E Jun 12
TURNER, Richard	503 Stewart Ave Nanaimo, BC V9S 4C8 <a href="mailto:richard.turner@bdc.ca">richard.turner@bdc.ca</a>	754-6258 (res) 390-5750 (bus) 390-5753 (fax)	E Jul 13
UDEV, Aleksandar	72-501 Sixth Street Nanaimo, BC V9R 5W6 <a href="mailto:aleks_udev@hotmail.com">aleks_udev@hotmail.com</a>	616-4905 (res)	E Jun 12

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

**Name of Organization: Nanaimo Squash Club**

**Grant No. RPTE-55**

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.			
<b>Amount Requested:</b>	\$		<b>Amount Recommended:</b>
<b>Grant Awarded:</b>	Yes	No	
			\$

**Discussion:**

**Notes:**



# CITY OF NANAIMO APPLICATION FOR PERMISSIVE TAX EXEMPTION

Office Use

RPT-55

ORGANIZATION: Nanaimo Squash Club		DATE: 10 - DECEMBER-2013	
ADDRESS: 256 WALLACE STREET, NANAIMO, BC V9R 5B3		PRESIDENT: MELINDA MORBEN	
		SENIOR STAFF MEMBER: RICHARD BIRKS	
		POSITION: MANAGER/SQUASH PRO	
		CONTACT: SIMON DAVIDSON (BOARD MEMBER)	
TELEPHONE: 250-754-3123		TELEPHONE: 250-616-1474	
OVERVIEW OF YOUR ORGANIZATION'S PROGRAMS AND SERVICES OFFERED IN THE COMMUNITY: NSC MISSION STATEMENT - "To provide high quality squash facilities for all members, guests and the general public in the central Vancouver Island region in a friendly, social and competitive atmosphere. We will deliver value for all player levels in order to continually grow and strengthen the Nanaimo Squash Club".			
GEOGRAPHIC AREA SERVED BY THE ORGANIZATION: NANAIMO AND MID-ISLAND			
NO. OF FULL TIME STAFF: 0		NO. OF PART TIME STAFF: 4	
NO. OF COMMUNITY VOLUNTEERS: 75		NO. OF VOLUNTEER HOURS PER YEAR: 2000	
NO. OF MEMBERS: 130		MEMBERSHIP FEE: SINGLE \$68 (PLUS GST) COUPLE/FAMILY \$108, STUDENT/JUNIOR \$32	
CLIENTS SERVED, LAST YEAR: 1000		CLIENTS SERVED, THIS YEAR (PROJECTED): 1100	
B.C. SOCIETY ACT REG. NO.: S - 0021396		REVENUE CANADA CHARITABLE REG. NO.: N/A	
CURRENT BUDGET:		LEGAL DESCRIPTION OF PROPERTY: PLAN 43024, LOT 1, SEC 1, NANAIMO DISTRICT	
INCOME: \$143,450			
EXPENSES: \$149,600		TAX FOLIO NUMBER: 86226.000	
NEXT YEAR PROJECTED:			
INCOME: \$143,450		CURRENT YEAR TAXES (IF KNOWN): \$53,834 (NSC PORTION, \$5893)	
EXPENSES: \$149,600			
SIGNATURE:	TITLE/POSITION: PRESIDENT		DATE: 10-DEC-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.**

Opened in 1981, the Nanaimo Squash Club (NSC) began as a private business. Its primary focus was to provide a Squash and a fitness facility for the residents in the Nanaimo area. In 1985 the ownership of the club was transferred to its membership.

An elected Board of Directors oversees the management of the NSC and employs a full time manager to run the day to day operation of the club and a part time Squash Pro that facilitates the club programs, tournaments, lessons and program marketing.

NSC is a non-profit organization with member and drop in fees going directly to the daily operation of the club. Today the club consists of 130 members that have 24 hour access to the club. During regular hours of operation the club is open to the public and sees over 500 drop-in visits per year. The NSC has four International Squash Courts, two of which are glass-backed viewing courts.

Both members and public have access to lessons, tournaments, events and the fitness facility. League is for members only and runs twice a year and is volunteer driven.

Professional Instruction is available for all levels, and programs are offered to elementary and high school students as well as teachers in School District 68 and the surrounding school districts. There are special rates for students as well as seniors. VIU has only one court, so we see university students using the facility due to better access.

We offer a Junior's program for youth ages 7 – 17 which runs during peak season (September – June)

We host tournaments which bring squash players to Nanaimo several times per year, including our main Squash BC event in February which sees up to 90 entries. We also have ladders for players of novice to "A" level that are open to all ages and skills levels.

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

- Increase membership and public awareness through marketing and advertising
- Increase participation in our youth squash and education programs
- Continue to host a successful annual sanctioned tournament
- Increase revenue to maintain current membership fees with reduction as the goal
- Increase sponsorship/donation/grants for the various programs offered to the community (members & public)
- Facility upgrade. General maintenance has been lacking due to limited funds.

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

We are the only squash facility in the Nanaimo area, and see ourselves as an extension of the City's Recreation program. The NSC is always seeking new ideas to introduce squash as a form of physical fitness to the community that we serve. By increasing awareness of the club we are able to offer a fitness alternative to the members of our community. We strive to achieve this with increased participation through youth fitness and education programs, VIU students, as well as corporate and community organization rates. Building this awareness to businesses, community groups, sport groups, and families will engage more people to participate in squash as a fitness option.

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

With only 4 part time paid positions, Club Manager, Squash Pro, and 2 Bartenders, the NSC is volunteer driven and they are necessary to successfully offer all of the programs and events such as tournaments, league, fundraising events as well as marketing and facility upkeep. The Board of Directors is also volunteers. The NSC has over 75 volunteers that ensure the success of the club. Although dues are paid for membership privileges, our members volunteer over 2000 hours per year.

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

Additional funds to date have been provided through tournament and League sponsorships and donations.

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

The NSC received a City of Nanaimo grant in 2010 for our annual tournament. We also received a grant in 2013 from Squash BC to help us run the BC Junior Championships for the first time.

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

**Monthly Membership Fees (plus GST):**

Single – single parents can include children 16 and under	\$68.00
Couple/Family Rate (children under 18 included)	\$108.00
Student – must be full time students and provide student ID or transcripts	\$32.00
Fitness only or Medical	\$36.00
Junior	\$32.00
Senior	\$50.00

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

Paid members of Squash BC and it does not affect the financial structure of the club or membership (as mentioned in 6. above we did receive a grant from Squash BC to help with the BC Junior Championships –this was to allow us to break even financially running the tournament – which incidentally brought approx. 150 people to Nanaimo for the 3 day tournament in March).

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

The NSC leases its space and fitness equipment. Funds raised from special events and programs are allocated to the purpose it was intended. Most funds received are used for operation and maintenance of the club. Tournament grants and sponsorship funds are used to host the tournament. For the first time we will be seeking funds to further develop our youth programs.

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

Income is generated from membership fees as listed in question 7 plus the following:

Sales from the lounge

Sponsorship

Donations (we are a provincially registered society only, receipts are not issued for donations)

Fundraising Events

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

The NSC has operated in a break-even scenario for several years without having the funds to properly maintain the club. Although the NSC leases its space, we are responsible for maintenance and are currently dependent on member volunteers. This is difficult to ask of our members who already pay fees for their membership privileges, and is not practical for the more major maintenance tasks (i.e. light replacements - scaffolding has to be erected in each court to reach the lights. Wall cleaning – to date done by member volunteers. Wall repairs – some major work needed to repair plaster walls that cannot be done by member volunteers). Bottom line, without the Grant the necessary maintenance cannot be done, and the NSC will continue to be in steady decline.

Staff hours may also need to be reduced if we do not receive the Grant, which negates our efforts to make the NSC more accessible to the general public (members have 24 hour access).

By receiving this grant the NSC will be able to upgrade its facility and continue to expand the accessibility of squash in Nanaimo. Again we are the only squash facility in Nanaimo and we feel this is a recreation opportunity that should be available in a community of our size.

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

Yes we require the entire amount to cover property taxes estimated at \$6000 (2013 taxes were \$5893)

DUPLICATE

NUMBER: S-21396



# CERTIFICATE OF RESTORATION

*SOCIETY ACT*

CANADA  
PROVINCE OF BRITISH COLUMBIA

*I Hereby Certify that NANAIMO SQUASH CLUB, which was incorporated on June 4, 1986 under certificate number S-21396, and was struck from the register and dissolved on April 12, 1991, has this day been restored to the register in accordance with an order under section 286 of the Company Act.*

*Issued under my hand at Victoria, British Columbia,  
on October 27, 1993*



JOHN S. POWELL  
*Registrar of Companies*

DUPLICATE

CANADA  
PROVINCE OF BRITISH COLUMBIA

NUMBER

S-21396



Province of British Columbia  
Ministry of Consumer and Corporate Affairs  
REGISTRAR OF COMPANIES

SOCIETY ACT

# Certificate of Incorporation

I HEREBY CERTIFY THAT

NANAIMO SQUASH CLUB

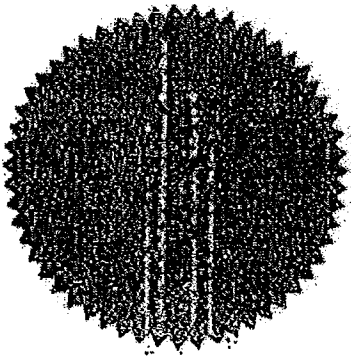
HAS THIS DAY BEEN INCORPORATED UNDER THE SOCIETY ACT

GIVEN UNDER MY HAND AND SEAL OF OFFICE

AT VICTORIA, BRITISH COLUMBIA,

THIS 4TH DAY OF JUNE, 1986

ROBERTA J. LOWDON  
DEPUTY REGISTRAR OF COMPANIES





BC Registry  
Services

Mailing Address:  
PO BOX 2431 Stn Prov Govt.  
Victoria BC V8W 9V3  
www.bcregistryservices.gov.bc.ca

Location:  
2nd Floor - 940 Blanshard St.  
Victoria BC  
250 358-8609

## Society Summary

For  
**NANAIMO SQUASH CLUB**

Date and Time of Search: December 13, 2013 02:04 PM Pacific Time  
Currency Date: October 18, 2013

### ACTIVE

Society Number:	S-0021396	Business Number:	126563907BC0001
Name of Society:	NANAIMO SQUASH CLUB		
Incorporation Date and Time:	Incorporated on June 4, 1986		
Last Annual Report Filed:	2013	Reporting Society:	No
Last Annual General Meeting:	May 2, 2013	Number of Directors:	9
In Liquidation:	No		

### DISSOLUTION/RESTORATION INFORMATION

Filing/Event	Date of Filing
Full Restoration	October 27, 1993
Dissolved - Failure to File	April 12, 1991

### REGISTERED OFFICE INFORMATION

Physical Address:	Mailing Address:
256 WALLACE STREET	256 WALLACE STREET
NANAIMO BC V9R 5B3	NANAIMO BC V9R 5B3

### DIRECTOR INFORMATION

Last Name, First Name, Middle Name:  
BRAUN, RHENDA

Physical Address:	Mailing Address:
5804 DELTA CIR	5804 DELTA CIR
NANAIMO BC V9V 1E7	NANAIMO BC V9V 1E7

Last Name, First Name, Middle Name:  
DAVIDSON, SHARON

Physical Address:	Mailing Address:
6050 DRIFTWOOD PL	6050 DRIFTWOOD PL
NANAIMO BC V9V 1G2	NANAIMO BC V9V 1G2

**Last Name, First Name, Middle Name:**

DAVIDSON, SIMON

**Physical Address:**

6050 DRIFTWOOD PL  
NANAIMO BC V9V 1G2

**Mailing Address:**

6050 DRIFTWOOD PL  
NANAIMO BC V9V 1G2

**Last Name, First Name, Middle Name:**

FITTERER, TONY

**Physical Address:**

7319 MILLARD DR  
LANTZVILLE BC V0R 2H0

**Mailing Address:**

7319 MILLARD DR  
LANTZVILLE BC V0R 2H0

**Last Name, First Name, Middle Name:**

FONTAINE, OMI

**Physical Address:**

311 KENNEDY ST  
NANAIMO BC V9R 2J2

**Mailing Address:**

311 KENNEDY ST  
NANAIMO BC V9R 2J2

**Last Name, First Name, Middle Name:**

MORBEN, MELINDA

**Physical Address:**

4567 SHERIDAN RIDGE RD  
NANAIMO BC V9T 6S6

**Mailing Address:**

4567 SHERIDAN RIDGE RD  
NANAIMO BC V9T 6S6

**Last Name, First Name, Middle Name:**

NEWSTONE, DAN

**Physical Address:**

188 WILDLIFE PLACE  
NANAIMO BC V9R 6H2

**Mailing Address:**

188 WILDLIFE PLACE  
NANAIMO BC V9R 6H2

**Last Name, First Name, Middle Name:**

RUTHERFORD, DAVE

**Physical Address:**

1750 COUNTRY HILLS DRIVE  
NANAIMO BC V9X 1X5

**Mailing Address:**

1750 COUNTRY HILLS DRIVE  
NANAIMO BC V9X 1X5

**Last Name, First Name, Middle Name:**

VALLIERE, JIMMY

**Physical Address:**

2414 RIDGEPOINT  
NANAIMO BC V9V 1H2

**Mailing Address:**

2414 RIDGEPOINT  
NANAIMO BC V9V 1H2

**Nanaimo Squash Club**  
**Balance Sheet As at 03/31/2013**

Page 1

**ASSET**

<b>ASSETS</b>	
Cash Register Float	250.00
CCCU - Cheq.Acct.	1,257.87
RBC Tournament Acct 03180 1...	1,403.25
CCCU Savings Acct#10001916...	5.18
Prepaid Expenses	1,483.21
ACCRUED RECEIVABLES	3,393.90
Inventory - Clothing & Equipment	571.05
Inventory - Bar	1,659.60
Inventory - Pop/Juice Misc.	280.68
Inventory - Key Cards	632.42
Furniture & Equipment	13,494.59
A/A - Furniture & Equipment	-2,788.39
<b>TOTAL ASSETS</b>	<b>21,655.36</b>
<b>TOTAL ASSET</b>	<b>21,655.36</b>

**LIABILITY**

<b>LIABILITIES</b>	
Accounts Payable	1,365.12
WCB Payable	43.16
HST/GST Charged on Sales	1,905.44
HST/GST Paid on Purchases	-1,996.86
<b>TOTAL LIABILITIES</b>	<b>1,316.86</b>
<b>TOTAL LIABILITY</b>	<b>1,316.86</b>

**EQUITY**

<b>MEMBERS EQUITY</b>	
Retained Earnings	23,979.10
Current Earnings	-3,640.60
<b>TOTAL MEMBERS EQUITY</b>	<b>20,338.50</b>
<b>TOTAL EQUITY</b>	<b>20,338.50</b>
<b>LIABILITIES AND EQUITY</b>	<b>21,655.36</b>



**Nanaimo Squash Club**  
**Income Statement 04/01/2012 to 03/31/2013**

Lounge - Litter	414.50	
<b>TOTAL LOUNGE GENERAL EXP.</b>	<u>2,302.36</u>	
<b>CLUB OPERATING COSTS</b>		
Tournament Expenses	12,004.14	
Accounting	3,135.00	
Junior Tournament Expense	4,516.37	
Adult Tournament Expenses	172.97	
Education (Training)	100.00	
Advertising & Marketing	1,249.25	
Bank Charges	2,833.11	
Member Lessons	1,330.00	
Insurance	3,858.76	
Club - Licences & Dues	574.60	
Janitorial Contract	1,875.00	
Office Expense	1,507.77	
Equipment Rental	4,219.48	
Squash Pro/Coordinator	15,582.50	
Security	361.65	
Lease - Rent	44,794.14	
Telephone	1,185.29	
Hydro	5,462.88	
Cleaning Supplies	2,116.40	
Repairs & Maintenance	8,485.58	
<b>TOTAL CLUB OPERATING COSTS</b>	<u>115,364.89</u>	
<b>LOUNGE WAGES</b>		
Bar - Wages	13,020.37	
Bar - CPP Expense	466.35	
Bar - EI Expense	361.94	
Bar - WCB Expense	373.09	
Total Bar Wages	<u>14,221.75</u>	
<b>TOTAL LOUNGE WAGES</b>	<u>14,221.75</u>	
<b>TOTAL EXPENSE</b>	<u>151,846.86</u>	
<b>NET INCOME</b>	<u>-3,640.60</u>	

For the fiscal year ended March 31, 2013

**Nanaimo Squash Club**  
**Income Statement 04/01/2013 to 10/31/2013**

**REVENUE****GENERAL REVENUE**

Grip Revenue	241.71
Membership Dues	48,274.47
Ladder	647.70
Key Card Revenue	79.64
Other Income	618.88
Tournament Sponsorship Revenue	1,200.00
Sales Tax Commission	132.00
Guest Fees	1,413.16
Locker Fees	984.68
Interest Income	0.54
Stringing Revenue	868.54
Tournament Fees	361.84
Squash Lessons	879.94
<b>TOTAL GENERAL REVENUE</b>	<b>53,683.10</b>

**LOUNGE REVENUE**

Clothing & Equipment Sales	1,658.82
Bottled Beer Sales	9,013.98
Wine Sales	132.76
Liquor Sales	1,169.55
Pop/Juice Sales	952.59
Member Lessons	30.00
Food Sales	10.00
Sundry Sales	52.36
<b>TOTAL LOUNGE REVENUE</b>	<b>13,020.06</b>

**TOTAL REVENUE** 66,703.16

**EXPENSE****COST OF GOODS**

COGS - Clothing & Equipment	2,102.08
COGS - Bottled Beer	4,615.26
COGS - Liquor	64.44
COGS - Pop/Juice	153.93
COGS - Vending Machine	67.33
COGS - Food	145.10
COGS - Sundry Purchases	160.57
<b>TOTAL COST OF GOODS</b>	<b>7,308.71</b>

**LOUNGE GENERAL OPERATING**

Freight Expense	15.65
Lounge - Licences & Dues	40.00
Lounge - Cash Over/Short	81.56
Lounge - Litter	139.56
<b>TOTAL LOUNGE GENERAL EXP.</b>	<b>276.77</b>

**CLUB OPERATING COSTS**

Accounting	1,925.00
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Year-to-date as at October 31, 2013

**Nanaimo Squash Club**  
**Budget - Current Year - 2014**

Account	Account Name	April	May	June	July	August	September	October	November	December	January	February	March	TOTAL
<b>PROJECTED REVENUES:</b>														
4010	Grip Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4020	Membership Dues	7,166.66	7,166.66	7,166.66	7,166.66	7,166.66	7,166.66	7,166.66	7,166.66	7,166.66	7,166.66	7,166.66	7,166.74	86,000.00
4021	Junior Tournaments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,600.00	3,600.00
4023	Junior Dues	66.66	66.66	66.66	66.66	66.66	66.66	66.66	66.66	66.66	66.66	66.66	66.74	800.00
4025	Adult Tournaments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,000.00	0.00	12,000.00
4026	Ladder	208.33	208.33	208.33	208.33	208.33	208.33	208.33	208.33	208.33	208.33	208.33	208.37	2,500.00
4028	Key Card Revenue	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	300.00
4030	Other Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4032	Tournament Sponsorship Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4036	Sales Tax Commission	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4040	Guest Fees	291.66	291.66	291.66	291.66	291.66	291.66	291.66	291.66	291.66	291.66	291.66	291.74	3,500.00
4045	Locker Fees	62.50	62.50	62.50	62.50	62.50	62.50	62.50	62.50	62.50	62.50	62.50	62.60	750.00
4050	Interest Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4080	Fundraising Revenue	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	3,000.00
4090	In House Tournaments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4540	Clothing & Equipment Sales	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.37	1,000.00
4550	Bottled Beer Sales	1,875.00	1,875.00	1,875.00	1,875.00	1,875.00	1,875.00	1,875.00	1,875.00	1,875.00	1,875.00	1,875.00	1,875.00	22,500.00
4553	Draft Beer Sales	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4555	Wine Sales	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4558	Liquor Sales	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	6,000.00
4560	Cider/Cooler Sales	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4565	Pop/Juice Sales	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	1,500.00
4575	Vending Machine Sales	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4579	Member Lessons	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL PROJECTED REVENUES:</b>		<b>10,654.14</b>	<b>10,654.14</b>	<b>10,654.14</b>	<b>10,654.14</b>	<b>10,654.14</b>	<b>10,654.14</b>	<b>10,654.14</b>	<b>10,654.14</b>	<b>10,654.14</b>	<b>10,654.14</b>	<b>22,654.14</b>	<b>14,254.46</b>	<b>143,450.00</b>

BY  
12/9/2013

5680	Hydro	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	6,000.00
5685	Cleaning Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5690	Repairs & Maintenance	404.16	404.16	404.16	404.16	404.16	404.16	404.16	404.16	404.16	404.16	404.24	4,850.00
5700	Bar - Wages	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	12,000.00
5720	Bar - CPP Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5723	Bar - EI Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5730	Bar - WCB Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL PROJECTED EXPENSES:		11,466.64	11,466.64	11,466.64	11,466.64	11,466.64	11,466.64	11,466.64	11,466.64	11,466.64	20,466.64	14,466.96	149,600.00
PROJECTED EXCESS (DEFICIT) OF													
REVENUES OVER EXPENSES:		-812.50	-812.50	-812.50	-812.50	-812.50	-812.50	-812.50	-812.50	-812.50	2,187.50	-212.50	-6,150.00
Generated On: 12/09/2013													

BY  
12/9/2013

01-June-2013

Nanaimo Squash Club – Board of Directors

Melinda Morben - President

Jimmy Valliere - Vice President

Tony Fitterer - Treasurer

Sharon Davidson - Secretary

David Rutherford

Simon Davidson

Rhenda Braun

Dan Newstone

Omi Fontaine

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

**Name of Organization: Nanaimo Rowing Club**

**Grant No. RPTE-56**

**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-56

ORGANIZATION: <i>Nanaimo Rowing Club</i>	DATE: <i>Dec. 16, 2013</i>	
ADDRESS: <i>P.O. Box 946 Station A</i>	PRESIDENT: <i>Kate Rutherford</i>	
<i>Nanaimo, BC V9R 5N2</i>	SENIOR STAFF MEMBER: <i>Craig Rutherford</i>	
<i>(4295 Victoria Avenue,</i>	POSITION: <i>Head Coach</i>	
<i>Loudon Park)</i>	CONTACT: <i>Kate Rutherford</i>	
TELEPHONE: <i>250-756-0570</i>	TELEPHONE: <i>250-758-1898</i>	
OVERVIEW OF YOUR ORGANIZATION'S PROGRAMS AND SERVICES OFFERED IN THE COMMUNITY: <i>Delivery of rowing instruction and coaching.</i>		
GEOGRAPHIC AREA SERVED BY THE ORGANIZATION: <i>Nanaimo &amp; area (Ladysmith → Lantzville)</i>		
NO. OF FULL TIME STAFF: <i>0</i>	NO. OF PART TIME STAFF: <i>4</i>	
NO. OF COMMUNITY VOLUNTEERS: <i>8 exec. + ~ 25 (depending on activity)</i>	NO. OF VOLUNTEER HOURS PER YEAR: <i>500-700</i>	
NO. OF MEMBERS: <i>90</i>	MEMBERSHIP FEE: <i>depends on age &amp; skill</i> <i>about \$300-\$750/year</i>	
CLIENTS SERVED, LAST YEAR: <i>95</i>	CLIENTS SERVED, THIS YEAR (PROJECTED): <i>~100</i>	
B.C. SOCIETY ACT REG. NO.: <i>S-29886</i>	REVENUE CANADA CHARITABLE REG. NO.: <i>866679483RP0001</i>	
CURRENT BUDGET: <i>Feb. 1, 2013 - Jan. 31, 2014</i>	LEGAL DESCRIPTION OF PROPERTY: <i>Section 5, Wellington District, Roadway</i> <i>&amp; Public Park</i> <i>Between Lots 1 &amp; 8 and Long Lake</i>	
INCOME: <i>\$97,276</i>	TAX FOLIO NUMBER: <i>07151.002</i>	
EXPENSES: <i>\$93,676</i>		
NEXT YEAR PROJECTED: <i>Feb. 1, 2014 - Jan. 31, 2015</i>		
INCOME: <i>\$83,231</i>	CURRENT YEAR TAXES (IF KNOWN):	
EXPENSES: <i>\$81,788</i>		
SIGNATURE: <i>Kate Rutherford</i>	TITLE/POSITION: <i>President</i>	DATE: <i>Jan. 2, 2014</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

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

Our goal is to be an accessible, inclusive & supportive club that provides the tools & skills to support athletes of all ages, but particularly youth, in reaching their goals whether that is in high-level competition, lifelong fitness or recreational enjoyment.

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

To promote rowing throughout the city with the main goal of increasing participation by high school students. Also to promote the fitness benefits of rowing to the adult community. To remain accessible and inclusive.

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

There is still a problem of high numbers of inactive, over-weight youth and adults and rowing is ideally suited to providing a life-long fitness activity. We will continue to promote learn to row sessions this year and in the future and will be pursuing grants to keep fees low.

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

Volunteers participate in coaching, equipment maintenance & repair, serve on the club executive, maintain accounts, design & maintain website, carry out fundraising and help promote the club.

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

HROC Canada Summer Jobs program - successful  
Community Gaming Grant - successful  
In process of applying for Rowing Canada grant to increase participation  
Via sport sport promotion - not successful.



## CITY OF NANAIMO GRANT QUESTIONNAIRE

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

*Costs are incurred for coaching, equipment and operating costs.  
Fees are determined to balance affordability with cost recovery.  
The fees are directed to cover coaching costs & athlete insurance.  
All gaming grant funds have been used for coaching costs. For  
members competing there are additional fees to cover entry & transport costs.*

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.

*Any surplus funds are dedicated to equipment purchases or  
repairs or held for anticipated expenses the next year.*

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

*Each year we hold a minimum of 2 fundraisers. These have  
included a rowathon for pledges, beer & burgers, silent auctions  
and raffles. We also receive direct donations, usually for  
equipment purchases.*

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

*Depending on the amount we would not be able to provide  
our current services without fee increases to members.*

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

*We would require additional funds.*

G:\Administration\Committees\Grants Advisory Committee\Grants Application Forms/Applications, Instructions, Info\PERMISSIVE TAX EXEMPTION APPLICATION.doc



**2013 Annual Report  
BC SOCIETY**

FORM 11  
SOCIETY ACT  
Section 68

Filed Date and Time: March 10, 2013 09:41 PM Pacific Time

**ANNUAL REPORT DETAILS**

**NAME OF SOCIETY**

NANAIMO ROWING CLUB  
4295 VICTORIA AVENUE  
BOX 946, STATION A  
NANAIMO BC  
CANADA V9R 5N5

**SOCIETY INCORPORATION NUMBER**  
S-0029886

**DATE OF INCORPORATION**  
December 17, 1992

**DATE OF ANNUAL GENERAL MEETING (AGM)**  
March 9, 2013

**DIRECTOR INFORMATION as of March 9, 2013**

**Last Name, First Name, Middle Name:**

BRITTEN, JEFF

**Physical Address:**

4733 VISTA VIEW CRES  
NANAIMO BC V9V 1N8

**Mailing Address:**

4733 VISTA VIEW CRES  
NANAIMO BC V9V 1N8

**Last Name, First Name, Middle Name:**

NEVILLE, CHRYS

**Physical Address:**

6264 FERLEY PL  
NANAIMO BC V9V 1S2

**Mailing Address:**

6264 FERLEY PL  
NANAIMO BC V9V 1S2

Date and Time March 10, 2013 09:42 PM Pacific Time

S-0029886 Page 1 of 2

**Last Name, First Name, Middle Name:**

RUTHERFORD, KATE

**Physical Address:**

7623 REYNOLDS ROAD  
NANAIMO BC  
CANADA V9T 2P3

**Mailing Address:**

3623 REYNOLDS ROAD  
NANAIMO BC  
CANADA V9T 2P3

**Last Name, First Name, Middle Name:**

SOMERVILLE, TREVOR

**Physical Address:**

2361 MORLAND RD  
NANAIMO BC V9X 1J1

**Mailing Address:**

2361 MORLAND RD  
NANAIMO BC V9X 1J1

**Last Name, First Name, Middle Name:**

THERIAULT, TONY

**Physical Address:**

5345 GEORGIAVIEW CRES  
NANAIMO BC V9T 5Z7

**Mailing Address:**

5345 GEORGIAVIEW CRES  
NANAIMO BC V9T 5Z7

**Last Name, First Name, Middle Name:**

TREBETT, SUE

**Physical Address:**

101 - 5545 TURNER RD  
NANAIMO BC V9T 5M4

**Mailing Address:**

101 - 5545 TURNER RD  
NANAIMO BC V9T 5M4

**Last Name, First Name, Middle Name:**

TURNER, KYLIE D

**Physical Address:**

980 NEWTON ST  
NANAIMO BC V9T 2Y3

**Mailing Address:**

2980 NEWTON ST  
NANAIMO BC V9T 2Y3

**Last Name, First Name, Middle Name:**

VAN OOSTEN, JOANNE

**Physical Address:**

2356 YORK CRES  
NANAIMO BC V9T 4N3

**Mailing Address:**

2356 YORK CRES  
NANAIMO BC V9T 4N3

Year end Jan. 31, 2013

# Nanaimo Rowing Club -2012/2013 Financial Summary

Period Ending - January 30

## Balances

	<u>January 30th, 2013</u>
General	\$15,294
Gaming	\$7,440
	<u>\$22,734</u>

## Balances Available

Jan30th Balance	<u>\$22,734</u>	
Outstanding chq's	\$1,055	Rowing Bc
Misc exp	\$994	wages
Misc rev	\$0	
Available	<u>\$20,685</u>	

## Revenue

	<u>Budget 12/13</u>	<u>YTD 12/13 Acts</u>
Registration	\$36,200	\$33,037
Regatta Fees	\$6,000	\$3,740
Grants		\$0
Gaming	\$10,200	\$23,600
HRSDC	\$4,500	\$4,284
Fundraising	\$6,000	\$4,838
Boathouse	\$2,250	\$0
Interest		\$1
Misc.	#REF!	\$1,374
GST Rebate	#REF!	\$0
Clothing/gear	\$3,500	\$1,531
Donations	\$2,000	\$0
<b>Total Revenue</b>	<u>#REF!</u>	<u>\$72,404</u>

## Expenses

Salaries	\$31,418	\$27,590
Benefits	\$4,182	\$4,460
Annual Dues	\$4,700	\$3,932
Insurance	\$2,700	\$3,025
Maintenance	\$4,690	\$2,793
Utilities	\$360	\$342
Office Supplies	\$500	\$361
Room rental	\$100	\$0
Fundraising Costs	\$500	\$0
Misc	\$3,000	\$3,143

## Regatta Costs

Gas	\$1,000	\$857
Fees	\$7,000	\$4,569
Truck Rentals	\$1,000	\$1,570
Clothes/Gear	\$3,500	\$2,473
Misc	\$500	\$351
Boathouse	\$2,250	
Capital	\$3,250	\$0

<b>Total Costs</b>	<u>\$70,650</u>	<u>\$55,466</u>
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<b>Balance</b>	<u>#REF!</u>	<u>\$16,938</u>
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<u>YTD General</u>	<u>YTD Gaming</u>	<u>January 12/13 Acts</u>
\$33,037		\$3,155
\$3,740		\$0
	\$23,600	
\$4,284		\$0
\$4,838		\$128
\$1		
\$1,282	\$92	\$0
\$1,531		\$0
<u>\$48,712</u>	<u>\$23,692</u>	<u>\$3,283</u>
\$10,121	\$17,469	\$2,375
\$4,460		\$1,177
\$3,932		\$1,123
\$3,025		\$0
\$2,793		\$0
\$342		\$0
\$361		\$170
\$0		\$0
\$0		\$0
\$3,143		\$410
\$857		\$0
\$4,569		\$0
\$1,570		\$0
\$2,473		\$0
\$351		\$0
\$0		\$0
<u>\$37,997</u>	<u>\$17,469</u>	<u>\$5,255</u>
<u>\$10,715</u>	<u>\$6,223</u>	<u>-\$1,972</u>

**Balance Sheet January 31st, 2012**

**Assets**

General Account	\$15,294
Gaming Account	\$6,888
Term Deposit	\$0

Total Deposits	\$22,182
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Equipment	\$93,875
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<b>Total Assets</b>	<b><u>\$116,057</u></b>
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**Liabilities**

Short Term Payables	\$1,055
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Member Equity	\$115,002
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Total Liabilities and Members Equity	<b><u>\$116,057</u></b>
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Prepared by Treasurer	Kylie Turner
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Approved by President	Kate Rutherford
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Secretary	Sue Trebett
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## Nanaimo Rowing Club -2013-14 budget and 2014-15 proposed

	<b>Budget <u>13/14</u></b>	<b>Budget <u>14/15</u></b>
<b><u>Revenue</u></b>		
Registration	\$30,600	\$32,130
Regatta Fees	\$6,000	\$6,300
Grants		
Gaming	\$43,000	\$25,000
HRSDC	\$5,400	\$6,000
Fundraising	\$6,500	\$8,000
Interest	\$1	\$1
Misc.	\$100	\$100
GST Rebate	\$0	\$0
Clothing/gear	\$3,675	\$3,500
Donations	\$1,000	\$1,100
Boathouse	\$1,000	\$1,100
<b>Total Revenue</b>	<b><u>\$97,276</u></b>	<b><u>\$83,231</u></b>
<b><u>Expenses</u></b>		
Salaries	\$32,989	\$34,638
Benefits	\$4,392	\$4,612
Annual Dues	\$4,935	\$5,200
Insurance	\$2,835	\$3,000
Maintenance	\$6,500	\$6,825
Utilities	\$500	\$525
Office Supplies	\$500	\$525
Room rental	\$650	\$683
Fundraising Costs	\$525	\$550
Clothes/Gear	\$3,675	\$3,500
Coach boat gas	\$1,000	\$1,050
Misc	\$1,000	\$1,050
<b><u>Regatta Costs</u></b>		
Gas	\$1,100	\$1,155
Fees	\$5,000	\$5,250
Truck Rentals	\$1,050	\$1,100
Coach expenses	\$1,000	\$1,050
Misc	\$525	\$550
Boathouse	\$500	\$525
Capital	\$25,000	\$10,000
<b>Total Costs</b>	<b><u>\$93,676</u></b>	<b><u>\$81,788</u></b>
<b>Balance</b>	<b><u>\$3,600</u></b>	<b><u>\$1,444</u></b>

# Nanaimo Rowing Club -2012/2013 Financial Summary

Period Ending - November 30

## Balances

## Balances Available

November 30th, 2013

General \$5,875  
Gaming \$12,609

\$18,484

Nov 30th Balance \$18,484

Outstanding chq's

Misc exp

Misc rev

Available

1485 - clothing

\$18,484

Budget YTD  
13/14 13/14 Acts

## Revenue

Registration \$30,600 \$18,729  
Regatta Fees \$6,000 \$480  
Grants  
Gaming \$43,000 \$24,888  
HRSDC \$5,400 \$6,124

Fundraising \$6,500 \$624  
Interest \$1 \$2

Misc. \$100 \$2,598  
GST Rebate \$0 \$0  
Clothing/gear \$3,675 \$0  
Donations \$1,000 \$2,349  
Boathouse \$1,000 \$0

**Total Revenue** \$97,276 \$55,793

## Expenses

Salaries \$32,989 \$24,362  
Benefits \$4,392 \$4,272  
Annual Dues \$4,935 \$2,460  
Insurance \$2,835 \$2,923  
Maintenance \$6,500 \$1,487  
Utilities \$500 \$502  
Office Supplies \$500 \$464  
Room rental \$650 \$200  
Fundraising Costs \$525 \$135  
Clothes/Gear \$3,675 \$1,093  
Coach boat gas \$1,000 \$317  
Misc \$1,000 \$3,443

## Regatta Costs

Gas \$1,100 \$400  
Fees \$5,000 \$3,157  
Truck Rentals \$1,050 \$0  
Coach expenses \$1,000 \$1,104  
Misc \$525 \$96

Boathouse \$500 \$0  
Capital \$25,000 \$1,500

**Total Costs** \$93,676 \$47,915

**Balance** \$3,600 \$7,878

YTD General	YTD Boathouse	YTD Gaming
\$18,729		
\$480		
		\$24,888
\$6,124		
\$624		
\$1	\$1	\$1
\$2,427		\$171
\$0		
	\$2,349	
<b>\$28,384</b>	<b>\$2,350</b>	<b>\$25,059</b>
\$12,747		\$11,615
\$3,445		\$827
\$2,460		
\$2,923		
\$1,487		
\$502		
\$464		
\$200		
\$135		
\$1,093		
\$317		
\$3,439	\$4	
\$400		
\$3,157		
\$0		
\$1,104		
\$96		
\$1,500		
<b>\$35,468</b>	<b>\$4</b>	<b>\$12,442</b>
<b>-\$7,084</b>	<b>\$2,345</b>	<b>\$12,617</b>



Nanaimo Rowing Club  
Executive 2013-2014

President:

Kate Rutherford  
3623 Reynolds Rd  
Nanaimo, BC  
V9T 2P3  
250-758-1898  
cell: 250-755-6912  
[kdrutherford@telus.net](mailto:kdrutherford@telus.net)

Vice-President:

Joanne Van Oosten  
2356 York Crescent  
Nanaimo, BC  
V9T 4N3  
250-758-4789  
[jvanoost@gmail.com](mailto:jvanoost@gmail.com)

Treasurer:

Kylie Turner  
2980 Newton Rd.  
Nanaimo, BC  
V9T 2Y3  
250-714-2029  
[turnerkylie@hotmail.com](mailto:turnerkylie@hotmail.com)

Secretary:

Sue Trebett  
101-5545 Turner Rd.  
Nanaimo, BC  
V9T 5M4  
250-758-4448  
[goodbett@telus.net](mailto:goodbett@telus.net)

Member at Large:

Tony Theriault  
5345 Georgiaview Crescent  
Nanaimo, BC  
V9T 5Z7  
250-758-8856  
[tonytheriault@hotmail.com](mailto:tonytheriault@hotmail.com)

Member at Large:

Jeff Britten  
4733 Vista View Crescent  
Nanaimo, B.C.  
9V 1N8  
250-751-1241  
[jeff123088@hotmail.com](mailto:jeff123088@hotmail.com)

Member at Large:

Trevor Somerville  
2361 Morland Rd.  
Nanaimo, BC  
V9X 1J1  
250-668-0676  
[trevor.somerville@gmail.com](mailto:trevor.somerville@gmail.com)

Member at Large:

Chrys Neville  
6264 Ferley  
Nanaimo, BC  
V9V 1S2  
250-668-4522  
[nevillecm@shaw.ca](mailto:nevillecm@shaw.ca)

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

**Name of Organization: Mid Island Metis Nation Association**

**Grant No. RPTE-57**

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.			
<b>Amount Requested:</b>	\$		<b>Amount Recommended:</b>
<b>Grant Awarded:</b>	Yes	No	
			\$

**Discussion:**

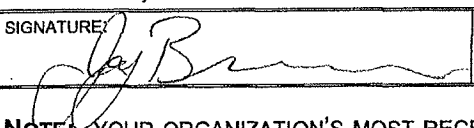
**Notes:**



# CITY OF NANAIMO APPLICATION FOR PERMISSIVE TAX EXEMPTION

Office Use

RPT-57

ORGANIZATION: <b>Mid Island Metis Nation</b>		DATE: <b>December 27, 2013</b>	
ADDRESS: <b>109-285 Prideaux Street</b>		PRESIDENT: <b>Joy Bremner</b>	
<b>Nanaimo BC</b>		SENIOR STAFF MEMBER: <b>n/a</b>	
<b>V9R 2N2</b>		POSITION: <b>President</b>	
		CONTACT: <b>jgbremner@shaw.ca</b>	
TELEPHONE: <b>250 740-0223</b>		TELEPHONE: <b>250 716-1618</b>	
OVERVIEW OF YOUR ORGANIZATION'S PROGRAMS AND SERVICES OFFERED IN THE COMMUNITY:  Promote the culture and heritage of the Metis People in the mid island region through research, communications and involvement in cultural activities. To develop and implement training and education initiatives for Metis people in the mid island region.			
GEOGRAPHIC AREA SERVED BY THE ORGANIZATION: <b>Ladysmith to Qualicum Beach</b>			
NO. OF FULL TIME STAFF: <b>n/a</b>		NO. OF PART TIME STAFF: <b>n/a</b>	
NO. OF COMMUNITY VOLUNTEERS: <b>45</b>		NO. OF VOLUNTEER HOURS PER YEAR: <b>4000</b>	
NO. OF MEMBERS: <b>986</b>		MEMBERSHIP FEE: <b>n/a</b>	
CLIENTS SERVED, LAST YEAR: <b>578</b>		CLIENTS SERVED, THIS YEAR (PROJECTED): <b>725</b>	
B.C. SOCIETY ACT REG. NO.: <b>S35957</b>		REVENUE CANADA CHARITABLE REG. NO.:	
CURRENT BUDGET: <b>53,500</b>		LEGAL DESCRIPTION OF PROPERTY: <b>109-285 Prideaux</b>	
INCOME <b>53,500</b>			
EXPENSES: <b>50,000</b>		TAX FOLIO NUMBER: <b>n/a</b>	
NEXT YEAR PROJECTED: <b>35,000</b>		<b>81611.014</b>	
INCOME: <b>30,000</b>		CURRENT YEAR TAXES (IF KNOWN): <b>n/a</b>	
EXPENSES: <b>35,000</b>			
SIGNATURE: 		TITLE/POSITION: <b>President</b>	DATE: <b>27/12/2013</b>
<b>NOTE:</b> 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.

Assist with genealogical and historical research, community services referral, advocacy,  
promotion of Metis culture and heritage through education, information and cultural events.  
Representation in SD 68 and Vancouver Island University, monthly community meetings

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

Develop avenues of communication with Metis youth and elders, promotion of healthy lifestyle  
changes. Commitment to continued historical research and cultural promotion with the general  
public. Increasing partnerships with other organizations and communities.

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

Regular email communication, up to date website, facebook page and regular office hours  
providing opportunities for the community to give feedback, requests and suggestions regarding  
needs.

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

Elder and youth support, maintaining the office with regular hours, grant writing, financials,  
communication flow, program writing and implementation, attendance and involvement in  
community and public events.

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

Vancouver Island Health Authority, Mid Island Metis Nation Health Initiative  
Aboriginal Affairs and Northern Development Canada, Cultural Connections for Aboriginal Youth  
Metis Youth Mentoring Youth.  
SportMedBC Aboriginal RunWalk grant

## CITY OF NANAIMO GRANT QUESTIONNAIRE

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

Cultural programs are offered so fee covers costs. A processing fee is charged for initial membership. Cultural presentations are billed to cover all related costs.

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

Mid Island Metis Nation is a charter community of the Metis Nation of BC, which opens opportunities for grants through them.

We have access through MNBC to legal, cultural, geneological research infor and Metis Health updates.

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

Unfortunately we operate year to year as funds are raised or grants received. There are no reserves capital or surpluses.

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

Raffles, grants, bottle drives, donations, advertising in self generated newsletter, fundraising sales (poinsettias)

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

MIMN would be unable to raise the money to pay for rental space at an increased amount.

**CITY OF NANAIMO  
GRANT QUESTIONNAIRE**

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

n/a

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# Registry Services

## SOCIETY ANNUAL REPORT (FORM 11)

Annual Report Fee \$25.00

Change of Registered Office Address:

Additional \$15.00

OFFICE USE ONLY

### Annual Report

1. Name of Society:

MID-ISLAND METIS NATION ASSOCIATION

Address of Society:

109-285 PRIDEAUX STREET

NANAIMO, BC V9R 2N2

2.

Incorporation Number:

S-35957

ONLINE FILING AVAILABLE at [www.bcregistryservices.gov.bc.ca](http://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): 2013/10/24

[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.

109-285 PRIDEAUX STREET

NANAIMO, BC V9R 2N2

Is this 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: BREMNER

First name (include initials): JOY

Address (include postal code): 235 ST GEORGE STREET

NANAIMO, BC

V9S 1V6

Last name: SIMONDS

First name (include initials): VALERY

Address (include postal code): 286 FINE STREET

NANAIMO, BC

V9R 2B6



# Registry Services

## SOCIETY ANNUAL REPORT (FORM 11)

Last name: LESTRANGE

First name (include initials): ALICE

Address (include postal code): 208 CANDUFF PLACE  
NANAIMO, BC  
V9S 4H5

Last name: BECK

First name (include initials): EILEEN

Address (include postal code): 1016 BEAUFORT DRIVE  
NANAIMO, BC  
V9S 2C8

Last name: HUGUE

First name (include initials): BRENDA

Address (include postal code): 65-971 DOUGLAS AVENUE  
NANAIMO, BC  
V9R 6C1

Last name: CATHERS

First name (include initials): CHRIS

Address (include postal code): 201 PINE STREET  
NANAIMO, BC  
V9R 2B5

Last name: CARDINAL

First name (include initials): BFA

Address (include postal code): 3049 McCauley DRIVE  
NANAIMO, BC  
V9T 1V7





# Registry Services

## SOCIETY ANNUAL REPORT (FORM 11)

Last name: POITRAS  
First name (include initials): RON  
Address (include postal code): 1210 VANCOUVER AVENUE  
NANAIMO, BC  
V9S 4H5

Last name: SANSALL  
First name (include initials): GEORGE  
Address (include postal code): 3315 HAMMOND BAY ROAD  
NANAIMO, BC  
V9T 1E4

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:

office.mimn@shaw.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 Str 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.

**MID-ISLAND METIS NATION ASSOCIATION**

**FINANCIAL STATEMENTS**

**MARCH 31, 2013**

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



**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@robertfischercca.ca

## NOTICE TO READER

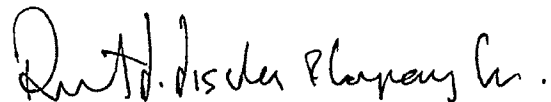
To the Shareholders of

### Mid-Island Metis Nation Association

On the basis of information provided by management, I have compiled the balance sheet of Mid-Island Metis Nation Association as at March 31, 2013 and the statements of operations and net assets and cash flows for the year then ended.

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

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



ROBERT F. FISCHER & COMPANY INC.  
CERTIFIED GENERAL ACCOUNTANT

Nanaimo, BC  
October 22, 2013



Member, Certified General Accountants  
Association of British Columbia

\* A Professional Corporation

MID-ISLAND METIS NATION ASSOCIATION

STATEMENT OF FINANCIAL POSITION

MARCH 31, 2013

(Unaudited - See Notice to Reader)

	<u>2013</u>	<u>2012</u>
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash (Note 1)	\$ 9,284	\$ 6,767
<b>CAPITAL ASSETS (Note 2)</b>	<u>3,623</u>	<u>3,623</u>
	<u>\$ 12,907</u>	<u>\$ 10,390</u>
<b>LIABILITIES</b>		
<b>CURRENT</b>		
Accounts payable and accruals	\$ 1,042	\$ 2,401
Deferred contributions (Note 3)	<u>4,029</u>	<u>6,331</u>
	5,071	8,732
<b>NET ASSETS</b>		
<b>NET ASSETS</b>	<u>7,836</u>	<u>1,658</u>
	<u>\$ 12,907</u>	<u>\$ 10,390</u>

APPROVED BY THE DIRECTORS

\_\_\_\_\_ Director

\_\_\_\_\_ Director

MID-ISLAND METIS NATION ASSOCIATION

STATEMENT OF NET ASSETS

FOR THE YEAR ENDED MARCH 31, 2013

(Unaudited - See Notice to Reader)

	Invested in <u>capital assets</u>		<u>Unrestricted</u>	
			<u>2013</u>	<u>2012</u>
BALANCE, at beginning of the year	\$	3,623	\$ (1,965)	\$ 1,658
Net excess of revenue and expenditures for the year		<u>-</u>	<u>6,178</u>	<u>(1,414)</u>
BALANCE, at end of the year	\$	<u>3,623</u>	\$ <u>4,213</u>	\$ <u>7,836</u>

**MID-ISLAND METIS NATION ASSOCIATION**

**STATEMENT OF OPERATIONS**

**FOR THE YEAR ENDED MARCH 31, 2013**

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

	<u>2013</u>	<u>2012</u>
<b>REVENUE</b>		
Fundraising and miscellaneous	\$ 15,066	\$ 4,294
VIHA Health Grant	13,750	21,250
SD #68 Education Bins	4,462	-
BCUMYC Project	3,973	19,040
Summer student	2,610	-
Gaming	<u>-</u>	<u>92</u>
	39,861	44,676
<b>DIRECT PROJECT COSTS</b>	<u>1,785</u>	<u>3,760</u>
	<u>38,076</u>	<u>40,916</u>
<b>EXPENSES, ADMINISTRATIVE AND GENERAL</b>		
Coordinator payments	8,800	9,260
Program fitness costs	5,888	3,028
Rent	5,007	4,925
SD #68 education bins	4,462	-
Office and miscellaneous	3,091	5,925
Summer student	2,619	-
Telephone and utilities	1,587	1,480
Accounting and legal	232	1,371
Travel	200	1,435
Bank charges and interest	12	80
Food and entertainment	-	1,690
Consulting	-	12,050
Donations, gifts and promotions	<u>-</u>	<u>1,086</u>
	<u>31,898</u>	<u>42,330</u>
<b>NET EXCESS OF REVENUE AND EXPENDITURES FOR THE YEAR</b>	<u>\$ 6,178</u>	<u>\$ (1,414)</u>

**MID-ISLAND METIS NATION ASSOCIATION**

**STATEMENT OF CASH FLOWS**

**FOR THE YEAR ENDED MARCH 31, 2013**

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

	<u>2013</u>	<u>2012</u>
<b>OPERATING ACTIVITIES</b>		
Net excess of revenue and expenditures for the year	\$ 6,178	\$ (1,414)
Cash applied to net changes in non cash working capital items	<u>(3,661)</u>	<u>(1)</u>
Cash provided from (applied to) operating activities	<u>2,517</u>	<u>(1,415)</u>
<b>INCREASE (DECREASE) IN CASH DURING THE YEAR</b>	2,517	(1,415)
<b>CASH, at beginning of the year</b>	<u>6,767</u>	<u>8,182</u>
<b>CASH, at end of the year</b>	<u><u>\$ 9,284</u></u>	<u><u>\$ 6,767</u></u>
 Net changes in non-cash working capital items consist of:		
Accounts payable and accruals	\$ (1,358)	\$ 1,301
Deferred contributions	<u>(2,303)</u>	<u>(1,302)</u>
	<u><u>\$ (3,661)</u></u>	<u><u>\$ (1)</u></u>



**MID-ISLAND METIS NATION ASSOCIATION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED MARCH 31, 2013**  
**(Unaudited - See Notice to Reader)**

**1. CASH**

Cash consists of the following:

	<u>2013</u>	<u>2012</u>
Gaming account	\$ 10	\$ 6
Project account	4,019	6,326
General account	<u>5,255</u>	<u>435</u>
	<u>\$ 9,284</u>	<u>\$ 6,767</u>

**2. CAPITAL ASSETS**

Capital assets are comprised of the following:

	<u>2013</u>		<u>2012</u>	
	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>Net Book Value</u>	<u>Net Book Value</u>
Computer equipment	\$ 3,083	\$ -	\$ 3,083	\$ 3,083
Office equipment	325	-	325	325
Cultural materials	<u>215</u>	<u>-</u>	<u>215</u>	<u>215</u>
	<u>\$ 3,623</u>	<u>\$ -</u>	<u>\$ 3,623</u>	<u>\$ 3,623</u>

No amortization is being taken on the capital assets. They will be written off at the end of their useful life.

**3. DEFERRED CONTRIBUTIONS**

Deferred contributions represent restricted operating funding received in the current period that is related to the subsequent period. The ending balance consists of the following:

	<u>2013</u>	<u>2012</u>
Gaming	\$ 10	\$ 6
Projects	<u>4,019</u>	<u>6,326</u>
	<u>\$ 4,029</u>	<u>\$ 6,332</u>

Mid-Island Metis Nation Association  
Summary of bank transactions  
April 2013 to November 30, 2013  
General Account

Date	Description	General Account		
		DR	CR	
	Balance forward			4,813.58
March	Previous cheques		330.47	4,483.11
Apr-04	City of Nanaimo Rent		341.32	4,141.79
Apr-04	Deposit, A, P, D	705.00		4,846.79
Apr-30	Interest	0.04		4,846.83
Apr-13	Deposit, A, P, D	285.67		5,132.50
May-01	Parks & Rec Hall rent		134.70	4,997.80
May-01	Deposit, NA, P	610.00		5,607.80
May-14	Computer		780.89	4,826.91
May-21	Deposit, CN,P, D	1,845.00		6,671.91
May-24	City of Nanaimo Rent		298.66	6,373.25
May-24	Accountant		500.00	5,873.25
May-28	Deposit,P, D	125.00		5,998.25
May-30	Shaw Cable		80.47	5,917.78
May-31	Interest	0.05		5,917.83
Jun-03	Deposit D	28.10		5,945.93
Jun-05	Deposit, S, P	475.00		6,420.93
Jun-06	City of Nanaimo Rent		319.99	6,100.94
Jun-12	Cultural Presenter fee		400.00	5,700.94
Jun-14	Shaw Cable		80.47	5,620.47
Jun-20	Petty Cash		200.00	5,420.47
Jun-19	Insurance		222.00	5,198.47
Jun-21	Deposit Na, P	65.00		5,263.47
Jun-25	Deposit P, D,	654.75		5,918.22
Jun-20	City of Nanaimo Rent		319.99	5,598.23
Jun-30	Interest	0.05		5,598.28
Jul-09	Deposit VIHA Ad, P, SD	583.88		6,182.16
Jul-10	Cultural Supplies		142.79	6,039.37
Jul-10	Petty Cash		200.00	5,839.37
Jul-27	Youth Jigging group		150.00	5,689.37
Jul-31	Interest	0.05		5,689.42
Aug-03	City of Nanaimo Rent		319.99	5,369.43
Aug-10	Shaw Cable		81.58	5,287.85
Aug-16	Deposit P, D,	410.00		5,697.85
Aug-21	Petty Cash		300.00	5,397.85
Aug-22	Honorarium BG		360.00	5,037.85
Aug-28	Shaw Cable		162.05	4,875.80
Aug-31	Interest	0.04		4,875.84
Sep-24	Bylaws		206.65	4,669.19
Sep-30	Interest	0.04		4,669.23
Oct-01	Val Beauchamp SD		50.00	4,619.23
Oct-01	Stella Johnson SD		50.00	4,569.23
Oct-02	Joy Bremner SD		50.00	4,519.23
Oct-02	Connie Kulhavy SD		70.00	4,449.23
Oct-03	Garnet Kulhavy SD		30.00	4,419.23
Oct-04	Deposit P,S,A	260.00		4,679.23
Oct-05	Petty Cash		200.00	4,479.23 *

A - Admin fee  
P - Processing fees  
D- Donations  
NA - Newsletter ads  
CN - City of  
Nanaimo  
S - Sales  
SD - School District  
MNBC Metis Nation of BC

Oct-07	Deposit SD, P, D	602.50	5,081.73
Oct-08	Bylaws		234.36 4,847.37
Oct-12	Cultural Supplies BG		89.06 4,758.31
Oct-12	Bylaws		441.05 4,317.26
Oct-17	Mary Koenders SD		50.00 4,267.26
Oct-17	City of Nanimo Rent		639.98 3,627.28
Oct-17	Deposit Trans Gaming	1,165.03	4,792.31
Oct-19	Margaret Sloan SD		50.00 4,742.31
Oct-22	Cathy Robinson SD		50.00 4,692.31
Oct-26	Deposit P, D,	229.16	4,921.47
Oct-31	Interest	0.04	4,921.51
Nov-01	Accountant		542.00 4,379.51
Nov-01	Accountant		577.50 3,802.01
Nov-07	City of Nanimo Rent		134.70 3,667.31
Nov-09	Minister of Finance		25.00 3,642.31
Nov-09	Minister of Finance		50.00 3,592.31
Nov-16	Shaw Cable		159.83 3,432.48
Nov-16	Deposit MNBC, P	620.00	4,052.48
Nov-20	Mary Koenders SD		140.00 3,912.48
Nov-20	Petty Cash		200.00 3,712.48
Nov-20	Mary Koenders SD		379.64 3,332.84
Nov-21	Petty Cash		200.00 3,132.84
Nov-27	City of Nanimo Rent		319.99 2,812.85
Nov-30	Brenda Hogue SD		45.00 2,767.85
Nov-30	Raffle Tickets PM		80.00 2,687.85
Nov-30	Stella Johnson SD		45.00 2,642.85
Nov-30	Interest	0.03	2,642.88

Mid-Island Metis Nation Association  
Summary of bank transactions  
April 2013 to November 30, 2013  
Gaming  
Account

Date	Description	Gaming account	
		DR	CR
Balance forward			9.99
May-21	Deposit (raffle)	300.00	309.99
Jun-03	Deposit (raffle)	145.00	454.99
Jun-05	Deposit (raffle)	75.00	529.99
Jun-15	Deposit (raffle)	130.00	659.99
Jun-21	Deposit (raffle)	320.00	979.99
Jun-25	Deposit (raffle)	195.00	1,174.99
Jun-30	Interest	0.01	1,175.00
Jul-31	Interest	0.01	1,175.01
Aug-31	Interest	0.01	1,175.02
Sep-30	Interest	0.01	1,175.03
Oct-17	Transfer to General		1,165.03 10.00
Oct-31	Interest	0.01	10.01
Dec-04	Deposit (raffle)	175.00	185.01
Dec-14	Deposit (raffle)	150.00	335.01
Dec-21	Deposit (raffle)	225.00	560.01

Mid-Island Metis Nation Association  
Summary of bank transactions  
April 2013 to November 30, 2013  
Education Account

Date	Description	Education Account	
		DR	CR
	Balance forward		-0.00
Nov-16	Deposit MNBC	9,708.00	9,708.00
Nov-30	Interest	0.04	9,708.04
Dec-06	Salary BG		98.41
Dec-06	Salary TP		81.05
Dec-06	Salary TT		149.59
Dec-06	Salary RM		448.64
Dec-09	MIMN Admin fee		633.20
Dec-21	Coordinator payment BG		236.00
Dec-21	Coordinator payment TP		236.00
Dec-21	Coordinator payment TT		236.00
Dec-21	Salary RM		456.67
Dec-21	Project Expenses		66.60
Dec-21	Director Payment CC		508.43

Mid-Island Metis Nation Association  
Summary of bank transactions  
April 2013 to November 30, 2013  
Project Account

Date	Description	Project account	
		DR	CR
	Balance forward		5,085.17
Mar-31	previous year cheques		1,066.00
Apr-13	Admin fee		166.67
Apr-30	Interest	0.04	
Apr-30	Coor fee		500.00
Apr-30	Deposit VIHA	1,666.66	
May-23	Healthy Snack program		200.00
May-30	Deposit VIHA	1,666.66	
May-31	Interest	0.04	
Jun-07	Healthy Snack program		200.00
Jun-25	Coor fee		500.00
Jun-28	Deposit VIHA	1,666.66	
Jun-30	Interest	0.05	
Jul-04	Healthy Snack program		200.00
Jul-04	Coor fee		270.00
Jul-10	Admin fee		498.00
Jul-25	Tillicum Boot Camp		400.00
Jul-25	Honorarium		288.00
Jul-27	Tillicum Boot Camp		1,600.00
Jul-30	Deposit VIHA	1,666.66	
Jul-25	Coord fee/expenses		540.00
Jul-31	Interest	0.05	
Aug-30	Deposit VIHA	1,666.66	
Aug-31	Interest	0.05	
Sep-28	Deposit VIHA	1,666.66	
Sep-30	Interest	0.06	
Oct-05	Coor fee/expenses		310.00
Oct-05	Coor fee/expenses		320.00
Oct-08	Presenter fee RP		200.00
Oct-08	Tillicum Boot Camp		400.00
Oct-25	NBIS rental		40.00
Oct-31	Deposit VIHA	1,666.66	
Oct-31	Interest	0.06	
Nov-05	Food Safe MK		79.00
Nov-05	Petty Cash		200.00
Nov-06	Coor fee/expenses		481.43
Nov-19	Honorarium CE		300.00
Nov-20	Petty Cash		200.00
Nov-30	Deposit VIHA	1,666.66	
Nov-30	Interest	0.07	

# Mid Island Metis Nation

## Projected Budget April 2013-March 2014

<b>Revenue</b>	
Gaming	\$1,800.00
Vancouver Island Health Authority	\$20,000.00
Member Applications/Donations	\$3,000.00
Fund Raising Events	\$1,000.00
CCAY Metis Youth Mentoring Youth	\$24,270.00
City of Nanaimo	\$1,250.00
<b>Total Revenue</b>	<b>\$51,320.00</b>
<b>Project Costs</b>	
Salaries and employee benefits	\$2,646.00
Consultant Fees/Coordinator Payments	\$20,140.00
Office Lease	\$3840.00
Telephone/Internet	\$1,170.00
Hall Rental for monthly Community Meetings	\$432.00
Training	\$2,000.00
Gaming	\$00
Quality of Life Programs	\$3,742.00
Workshops & Supplies	\$12,000.00
Computer & Fax/Printer	\$1,250.00
Office Equipment	\$1,000.00
Office supplies	\$1,200.00
Legal	\$200.00
Events Publicity	\$400.00
Insurance	\$1,300.00
<b>Total Project Costs</b>	<b>\$51,320.00</b>



**MID ISLAND METIS NATION**

**#109-285 Prideaux Street, NANAIMO, B.C. V9R 2N2**

**TEL: (250) 740-0223**

**FAX: (250) 740-0243**

**MIMN Board of Directors October 2013 – October 2014**

President	Joy Bremer
Vice President	Val Simonds
Secretary	Alice Les Strange
Treasurer	Eileen Beck

**Directors at Large:**

Brenda Hogue  
Chris Cathers  
Bea Cardinal  
Ron Poitras  
George Sansall

**Elders:**

Walther Koenders  
Mike Bennie



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

**Name of Organization: Nanaimo Canoe Kayak Club**

**Grant No. RPTE-58**

<b>Criteria:</b>	<b>Meets Criteria:</b>		<b>Statement of Purpose:</b>  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.
	<b>Yes</b>	<b>No</b>	
➤ 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.			
<b>Amount Requested:</b>	<b>\$</b>		<b>Amount Recommended:</b>
<b>Grant Awarded:</b>	<b>Yes</b>	<b>No</b>	
			<b>\$</b>

**Discussion:**

**Notes:**



**CITY OF NANAIMO**  
**APPLICATION FOR PERMISSIVE**  
**TAX EXEMPTION RENEWAL**

Office Use

RPT-58

ORGANIZATION: Nanaimo Canoe Kayak Club	DATE: Nov. 30, 2013
ADDRESS: 1750 Dufferin Crescent	PRESIDENT: Joyce Mark
PO Box 60004	SENIOR STAFF MEMBER: Ashley Rowe
NANAIMO, BC	POSITION: Head Coach
V9S 0A5	CONTACT: Ben Sopow (Vice-Commodore)
TELEPHONE: 250-758-4052	TELEPHONE: 250 741-1200 667 2684

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

Recreational and Sprint Canoeing Kayaking and Outrigger

GEOGRAPHIC AREA SERVED BY THE ORGANIZATION:

Nanaimo and Nanaimo Regional District

NO. OF FULL TIME STAFF: 1	NO. OF PART TIME STAFF: 15
NO. OF COMMUNITY VOLUNTEERS: 40	NO. OF VOLUNTEER HOURS PER YEAR: @ 4000 hrs.
NO. OF MEMBERS: 198	MEMBERSHIP FEE: \$150/yr.
CLIENTS SERVED, LAST YEAR: 950	CLIENTS SERVED, THIS YEAR (PROJECTED): 950
B.C. SOCIETY ACT REG. NO.: # S-0025265	REVENUE CANADA CHARITABLE REG. NO.: 0

CURRENT BUDGET:	Section 96 Wellington District, Plan 388 PID: 009-168-630
INCOME \$112,640	LEGAL DESCRIPTION OF PROPERTY:
EXPENSES: \$96,597	TAX FOLIO NUMBER: 07151.002
NEXT YEAR PROJECTED:	
INCOME: \$105,992	CURRENT YEAR TAXES (IF KNOWN):
EXPENSES: \$108,992	

SIGNATURE: 	TITLE/POSITION: Vice-Commodore	DATE: Dec 4, 2013
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**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).**

See Section 9  
Gaming Act Summary  
Report.

# CITY OF NANAIMO GRANT QUESTIONNAIRE

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

Runs a youth paddling program under parent organizations  
Bt Canoe and Kayak BC and Canoe Kayak Canada  
Recreational Canoe & Kayak programs.  
Summer Camps under City of Nanaimo, School Groups programs

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

Quality for Gaming Commission Grant  
Youth Sprint Program  
Summer Paddling Camps  
Fundraising w/ Nanaimo Rowing Club for new Boathouse at  
Lauden Park.

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

Partnerships w/ City of Nanaimo, Vancouver Island  
University  
- reg. monthly meetings of directors (AGM)

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

Boat maintenance fundraising organizing  
paddle events, races & regattas, communication  
and advertising, volunteer directors conduct  
the business of the club

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

Gaming Commission  
HRDC - summer student employment

# 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.

\$300 grant for our Crazy 8 Outrigger Race Event which brings 30-36 teams of 6 paddlers from out of town.

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

We have fees for Summer Camp participants that cover the CKBC Insurance and the cost (partial) of hiring coaches for the summer.  
We charge school groups \$14/child for a session Summer Camp. \$195 \$95 half-day

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

We are member of: Canoe Kayak BC  
Canoe Kayak Canada  
Canadian Outrigger Racing Association  
We pay annual dues. Members pay for insurance to CKBC & CORA.

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

Year end surpluses or deficits are applied to our reserve account. The policy is to maintain enough in the account to replace Gearing & HRDC grants should they be withdrawn. This would allow us to continue to operate for a year while we sought alternate funding.

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

We may have to raise fees membership fees to cover rising costs of coaches, boat maintenance and replacement.

**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?

We would have to seek additional funding support to offset the new cost we would incur.

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

We recognize and list our partnership with the City of Nanaimo in all our marketing.



Annual Report

OFFICE USE ONLY

1. Name of Society:

Nanaimo Canoe Kayak Club

Address of Society:

1750 Dufferin Crescent, POBox 60004

Nanaimo BC, V9S 5K0

2.

Incorporation Number:

ONLINE FILING AVAILABLE at [www.bcregistryservices.gov.bc.ca](http://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): 2013/01/28

[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.

4295 Victoria Ave

Nanaimo BC

V9T2A9

Is this 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: Mark

First name (include initials):

Joyce

Address (include postal code):

18 Albion Street

Nanaimo, BC

V9R 1R7

Last name: Sopow

First name (include initials):

Ben

Address (include postal code):

19 - 855 Howard Ave

Nanaimo BC

V9R 5V4



Last name: Shuley

First name (include initials): Graham

Address (include postal code): 225 Harvey St  
Nanaimo, BC  
V9R 3W6

Last name: Horwood

First name (include initials): Trent

Address (include postal code): 3005 Persimmon Pl  
Nanaimo, BC  
V9T 4P2

Last name: Folkes

First name (include initials): Michael

Address (include postal code): 257 Kennedy St  
Nanaimo BC  
V9R 2H9

Last name: Hudson

First name (include initials): Mary-Jane

Address (include postal code): 1676 Meredith Road  
Nanaimo BC  
V9S 2M4

Last name: Drysdale

First name (include initials): Doug

Address (include postal code): 5428 Leslie Cres  
Nanaimo BC  
V9V 1T1



Last name: Ambo  
First name (include initials): Heather  
Address (include postal code): 101-2460 Geln Eagle Cres  
Nanaimo, BC  
V9T 4T8

Last name: Caron  
First name (include initials): Danielle  
Address (include postal code): 2226 Fern Rd  
Nanaimo, BC  
V9S 5T2

Last name: Mihor  
First name (include initials): Jade  
Address (include postal code): 354 Chesterlea Ave  
Nanaimo BC  
V9R 4B2

Last name: Define  
First name (include initials): Tammy  
Address (include postal code): 2226 Fern Road  
Nanaimo BC  
V9S 5T2

Last name: Cohen  
First name (include initials): Don  
Address (include postal code): 100 Pirates Lane  
Nanaimo BC  
V9R 2G3





Last name: Wansborough

First name (include initials): Doug

Address (include postal code): 110 Locksley Pl  
Nanaimo, BC  
V9T 4S5

Last name: Lavoie

First name (include initials): Rob

Address (include postal code): 1676 Meredith Rd  
Nanaimo, BC  
V9R 1J7

Last name: Gutierrez Rivas

First name (include initials): Eduardo

Address (include postal code): 673 Sixth St  
Nanaimo BC  
V9R 1J7

Last name: Henoch

First name (include initials): Barbara

Address (include postal code): 358 Pine St  
Nanaimo BC  
V9R 2B9

Last name: Pearsal

First name (include initials): Isobell

Address (include postal code): 99 Machleary St  
Nanaimo BC  
V9R 2G8



Last name: Patrick

First name (include initials): Danusch

Address (include postal code): 108B - 6231 Blueback Rd

Nanaimo, BC

V9V 1J3

Last name: Hoyt

First name (include initials): Tom

Address (include postal code): 2150 Ryder St

Nanaimo, BC

V9X 1G3

Last name: Malbon

First name (include initials): Terry

Address (include postal code): 5054 Bullrush Pl

Nanaimo BC

V9T 6K7

Last name: Rowe

First name (include initials): Ashley

Address (include postal code): 673 Sixth St

Nanaimo BC

V9R 1J7

Last name: \_\_\_\_\_

First name (include initials): \_\_\_\_\_

Address (include postal code): \_\_\_\_\_



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

julesntrent@gmail.com

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, 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.

**Nanaimo Canoe Kayak Club**  
**Income Statement from January 1 to December 31, 2012**

	Actual Year-To-Date			2012 Budget	2013 Budget
	Adult	Youth	Total		
<b>Revenue - Adult</b>					
Summer Camp	\$ -	\$ 22,326.25	\$ 22,326.25	\$ 20,000.00	\$ 25,000.00
Licensed Gaming Revenue	-	19,100.00	19,100.00	38,700.00	19,100.00
Membership Dues	11,727.28	245.00	11,972.28	13,000.00	13,500.00
Regatta fees	5,178.75	5,680.97	10,859.72	6,000.00	8,500.00
Group Sessions	-	8,632.80	8,632.80	10,000.00	9,000.00
Grants - Service Canada	-	8,200.00	8,200.00	6,700.00	8,200.00
Drop-in fees	-	2,819.39	2,819.39	2,500.00	3,500.00
Sprint Fees	-	2,522.10	2,522.10	7,200.00	12,840.00
Grants - VIU	2,500.00	-	2,500.00	4,000.00	10,000.00
Grants - City	500.00	-	500.00	600.00	500.00
Fundraising - Boathouse acct	-	492.78	492.78	-	500.00
Paddling Courses	-	393.00	393.00	2,000.00	2,000.00
Donations	-	279.34	279.34	2,000.00	-
Interest Income	44.79	2.27	47.06	-	-
	<u>19,950.82</u>	<u>70,693.90</u>	<u>90,644.72</u>	<u>112,700.00</u>	<u>112,640.00</u>
<b>Expenses</b>					
Bank services	4.98	431.16	436.14	-	-
Boat Purchases/Sales	5,213.25	12,346.40	17,559.65	10,000.00	-
Boathouse	-	2,183.60	2,183.60	-	-
Bookkeeping	-	1,213.29	1,213.29	-	1,200.00
Club Events	1,605.97	1,978.65	3,584.62	2,500.00	2,500.00
Dues	150.00	1,382.00	1,532.00	1,100.00	1,135.00
Equipment repairs	3,763.69	1,518.22	5,281.91	9,000.00	9,000.00
Hydro	-	136.82	136.82	-	200.00
Insurance	4,086.29	11,514.00	15,600.29	12,000.00	9,962.00
Marketing	-	3,264.34	3,264.34	-	1,200.00
Office supplies	332.47	502.18	834.65	5,000.00	1,000.00
Pro-D - Coach	-	1,859.22	1,859.22	-	1,200.00
Regatta & travel	-	3,065.10	3,065.10	6,500.00	4,000.00
Summer program	-	329.58	329.58	1,200.00	500.00
Telephone	-	1,635.19	1,635.19	1,300.00	1,200.00
Wages & Benefits - Head Coach	-	24,562.58	24,562.58	34,000.00	34,000.00
Wages & Benefits - Summer Program	-	34,783.13	34,783.13	30,000.00	30,000.00
	<u>15,156.65</u>	<u>102,705.46</u>	<u>117,862.11</u>	<u>112,600.00</u>	<u>97,097.00</u>
<b>NET INCOME</b>	<u>\$ 4,794.17</u>	<u>\$ (32,011.56)</u>	<u>\$ (27,217.39)</u>	<u>\$ 100.00</u>	<u>\$ 15,543.00</u>

**Nanaimo Canoe Kayak Club**

**Balance Sheet**

<b>As At December 31</b>	<b>2012</b>	<b>2011</b>
<b>ASSETS</b>		
<b>Current Assets</b>		
Bank - General Account	\$ 57,895.81	\$ 30,674.89
Bank - Gaming Account	6,714.96	39,983.70
Bank - US \$ Account		25.10
Bank - CCCU Equity	39.09	38.73
Bank - Paddlers account	1,939.27	689.97
Bank - Boathouse Fund	1,587.84	3,565.91
<b>TOTAL ASSETS</b>	<b>\$ <u>68,176.97</u></b>	<b>\$ <u>74,978.30</u></b>
<b>LIABILITIES</b>		
<b>Current Liabilities</b>		
Accounts Payable	\$ 19,427.92	\$ -
Held in trust for paddlers	1,939.27	951.13
	<u>21,367.19</u>	<u>951.13</u>
<b>Net Assets</b>		
Net Assets, Beginning of Year	74,027.17	
Excess of Revenue over Expenses	(27,217.39)	
<b>Total Net Assets</b>	<u>46,809.78</u>	<u>74,027.17</u>
<b>LIABILITIES AND NET ASSETS</b>	<b>\$ <u>68,176.97</u></b>	<b>\$ <u>74,978.30</u></b>

**Nanaimo Canoe Kayak Club**

**Balance Sheet**

**As At November 12**

**2013**

**ASSETS**

**Current Assets**

Bank - General Account	\$ 72,580.04
Bank - Gaming Account	51.72
Bank - CCCU Equity	39.45
Bank - Paddlers account	1,456.14
Bank - Boathouse Fund	4,112.50
Paypal account	120.00
Petty cash	(65.00)

<b>TOTAL ASSETS</b>	<b>\$ <u>78,294.85</u></b>
---------------------	----------------------------

**LIABILITIES**

**Current Liabilities**

Accounts Payable	\$ 8,752.77
Held in trust for paddlers	1,456.07
Vacation pay payable	245.22
WCB Payable	594.01

<u>11,048.07</u>
------------------

**Net Assets**

Net Assets, Beginning of Year	46,809.78
Excess of Revenue over Expenses	<u>25,101.89</u>
<b>Total Net Assets</b>	<b><u>71,911.67</u></b>

<b>LIABILITIES AND NET ASSETS</b>	<b>\$ <u>82,959.74</u></b>
-----------------------------------	----------------------------

(4,664.89)

**NCKC: Income Statement for January 1 to November 12, 2013**

	Actual Year-To-Date			2013
	Adult	Youth	Total	Budget
<b>Revenue - Adult</b>				
Summer Camp	\$ -	\$ 28,522.90	28,522.90	\$ 25,000.00
Licensed Gaming Revenue	-	-	-	19,100.00
Membership Dues	13,055.17	4,921.07	17,976.24	13,500.00
Regatta fees	6,005.25	4,859.90	10,865.15	8,500.00
Group Sessions	-	5,390.00	5,390.00	9,000.00
Drop-in fees	-	991.00	991.00	3,500.00
Sprint Fees	-	4,582.00	4,582.00	12,840.00
Grants - City of Nanaimo	375.00	-	375.00	500.00
Grants - Service Canada	-	8,200.00	8,200.00	8,200.00
Grants - Cdn Canoe Assoc	-	750.00	750.00	
Grants - Pacific Sport	-	192.00	192.00	
Grants - Regional District	-	142.00	142.00	
Grants - VIU	10,000.00	-	10,000.00	10,000.00
Fundraising	-	-	-	500.00
Paddling Courses	-	4,845.00	4,845.00	2,000.00
Donations	-	294.01	294.01	-
Interest Income	4.38	-	4.38	-
	<u>29,439.80</u>	<u>63,689.88</u>	<u>93,129.68</u>	<u>112,640.00</u>
<b>Expenses</b>				
Bank services	-	402.45	402.45	-
Boat & Equip purchases	4,132.00	1,160.57	5,292.57	7,000.00
Boathouse	-	-	-	-
Bookkeeping	-	1,057.00	1,057.00	1,200.00
Club Events	1,861.64	1,991.17	3,852.81	2,500.00
Dues	375.00	7,009.00	7,384.00	1,135.00
Gaming disbursements	-	(25,763.60)	(25,763.60)	
Equipment repairs	1,845.44	879.96	2,725.40	2,000.00
Hydro	-	106.81	106.81	200.00
Insurance	3,654.20	1,013.00	4,667.20	9,962.00
Marketing	-	645.04	645.04	1,200.00
Office supplies	393.56	316.94	710.50	1,000.00
Pro-D - Coach	-	-	-	1,200.00
Regatta & travel	-	9,739.60	9,739.60	4,000.00
Summer program	-	1,148.41	1,148.41	-
Telephone	-	1,132.48	1,132.48	1,200.00
Wages & Benefits - Head Coach	-	26,498.54	26,498.54	34,000.00
Wages & Benefits - Other	-	28,428.58	28,428.58	30,000.00
	<u>12,261.84</u>	<u>55,765.95</u>	<u>68,027.79</u>	<u>96,597.00</u>
<b>NET INCOME</b>	\$ <u>17,177.96</u>	\$ <u>7,923.93</u>	<u>25,101.89</u>	\$ <u>16,043.00</u>

<b>2013 Variance</b>	<b>2014 Budget</b>
3,522.90	27000
(19,100.00)	19100
4,476.24	15000
2,365.15	7000
(3,610.00)	5000
(2,509.00)	800
(8,258.00)	4500
(125.00)	375
-	8200
750.00	
192.00	
142.00	
-	5000
(500.00)	12000
2,845.00	2000
294.01	
4.38	17
<b>(19,510.32)</b>	<b>105992</b>
(402.45)	360
1,707.43	17000
-	
143.00	1200
(1,352.81)	3500
(6,249.00)	1650
25,763.60	
(725.40)	3000
93.19	200
5,294.80	5000
554.96	1200
289.50	800
1,200.00	1000
(5,739.60)	7000
(1,148.41)	500
67.52	1000
7,501.46	35582
1,571.42	30000
28,569.21	
<b>9,058.89</b>	<b>108992</b>



## **NCKC BOARD OF DIRECTORS 2013**

**Mailing address: 1750 Dufferin St, PO Box 60004, Nanaimo, BC V9S 5K0**

**Club House address: 4295 Victoria Ave, Nanaimo, BC V9T 2A9 (phone# 250-758-4052)**

### **Executive Directors**

Joyce Mark - Commodore & CanoeKayak BC Rep  
18 Albion Street, Nanaimo, BC V9R 1R7  
Home: 250-741-8884  
Email: [mark\\_je123@yahoo.ca](mailto:mark_je123@yahoo.ca)

Ben Sopow - Vice Commodore  
19- 855 Howard Ave, Nanaimo, BC postal code  
ph # 250-591-6042 ~~667-2684~~  
Email: [bsopow@live.com](mailto:bsopow@live.com)

Graham Shuley- Treasurer  
225 Harvey St, Nanaimo BC, V9R 3W6  
250-716-0996  
Email: [gshuley@gmail.com](mailto:gshuley@gmail.com)

Trent Horwood - Secretary  
3005 Persimmon Pl, Nanaimo BC V9T 4P2  
250-729-9982  
Email: [julesntrent@gmail.com](mailto:julesntrent@gmail.com)

Michael Folkes - Director of Coaching  
257 Kennedy St, Nanaimo BC V9R 2H9  
250-741-1642  
Email: [mjpfolkes@gmail.com](mailto:mjpfolkes@gmail.com)

Mary-Jane Hudson - Website Mgr  
1676 Meredith Road, Nanaimo, BC, V9S 2M4  
250-758-6930  
Email: [lavhud@shaw.ca](mailto:lavhud@shaw.ca)

### **Directors**

Doug Drysdale - Outrigger Rep & Equip Manager (Breachin)  
3428 Leslie Cres, Nanaimo BC V9V 1T1

250-758-3783

Email: [mccannpatriciaj@gmail.com](mailto:mccannpatriciaj@gmail.com)

Doug Wansbrough - Registrar / Padtrack  
Address needed, Nanaimo BC postal code  
250-751-2926  
Email:

Rob Lavoie - Equipment Manager (Breachin)  
1676 Meredith Road, Nanaimo, BC, V9S 2M4  
250-758-6930  
[roeblavoie@mac.com](mailto:roeblavoie@mac.com)

Eduardo Gutierrez Rivas - Equipment Manager (Lake side)  
673 Sixth St, Nanaimo, BC V9R 1J7  
Home: 250-741-1200  
Email: [eduardogutriv@gmail.com](mailto:eduardogutriv@gmail.com)

Barbra Henoeh - Fundraising  
358 Pine St, Nanaimo, BC V9R 2B9  
250-591-2444  
Email: [bhenoch@shaw.ca](mailto:bhenoch@shaw.ca)

Isobel Pearsall - Fundraising  
Address needed, Nanaimo BC postal code  
250-716-3424  
Email: [Pearsall@shaw.ca](mailto:Pearsall@shaw.ca)

Heather Ambo - Communications & Pay role  
101- 2460 Glen Eagle Cres, Nanaimo BC, postal code  
250-758-1246  
Email: [getaholdofheather@hotmail.com](mailto:getaholdofheather@hotmail.com)

Danielle Caron - Athlete Rep  
2226 Fern Rd, Nanaimo BC,  
250-758-6076  
[Ubpastrychef@shaw.ca](mailto:Ubpastrychef@shaw.ca)

Jade Minor - Athlete Rep  
354 Chesterlea Ave, Nanaimo BC  
250-591-7462  
Email:

### **Directors at Large**

Don Cohen - Director at Large  
100 Pirates Lane, Nanaimo V9R 6R1  
250-741-4131  
Email: [don.cohen@viu.ca](mailto:don.cohen@viu.ca)

Tammy Deline - Director at Large  
2226 Fern Rd, Nanaimo BC,  
250-758-6076  
[Ubpastrychef@shaw.ca](mailto:Ubpastrychef@shaw.ca)

Danusch - Director at Large  
#108B - 6231 Blueback Rd., Nanaimo, B. C. V9V 1J3  
250-390-9011  
Email: [danuschp@gmail.com](mailto:danuschp@gmail.com)

Tom Hoyt - Director at Large  
2150 Ryder St., Nanaimo, B. C. V9X 1G3  
250-753-2921  
Email: [tommyvelo@hotmail.com](mailto:tommyvelo@hotmail.com)

### **Staff**

Ashley Rowe - Head Coach  
673 Sixth St, Nanaimo, BC V9R 1J7  
Home: 250-741-1200  
Email: [headcoach@nckc.ca](mailto:headcoach@nckc.ca)

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

**Name of Organization: Vancouver Island Symphony**

**Grant No. RPTE-59**

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.			
<b>Amount Requested:</b>	\$		<b>Amount Recommended:</b>
<b>Grant Awarded:</b>	Yes	No	
			\$

**Discussion:**

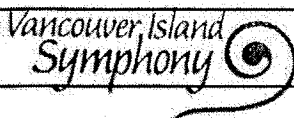
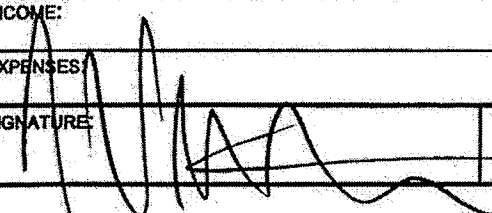
**Notes:**



# CITY OF NANAIMO APPLICATION FOR PERMISSIVE TAX EXEMPTION RENEWAL

Office Use

RPT-59

ORGANIZATION:		DATE:	
ADDRESS:		PRESIDENT:	
 Box 661 Nanaimo BC V9R 5L9 www.vancouverislandsymphony.com		TOM DORRAN SENIOR STAFF MEMBER: MARGOT C. HONNES POSITION: EXECUTIVE DIRECTOR CONTACT: JAE VALENTINE TELEPHONE: 250.754.0177	
TELEPHONE:		TELEPHONE:	
250.754.0177		250.754.0177	
OVERVIEW OF YOUR ORGANIZATION'S PROGRAMS AND SERVICES OFFERED IN THE COMMUNITY:			
PRESENT 12 CONCERTS PER SEASON AT THE PORT THEATRE. PRESENT EDUCATION SHOWS TO ALL GRADE 4 STUDENTS			
GEOGRAPHIC AREA SERVED BY THE ORGANIZATION:			
CENTRAL ISLAND & NORTH ISLAND			
NO. OF FULL TIME STAFF:		NO. OF PART TIME STAFF:	
2		3 + ARTISTIC STAFF	
NO. OF COMMUNITY VOLUNTEERS:		NO. OF VOLUNTEER HOURS PER YEAR:	
100+		3000+	
NO. OF MEMBERS:		MEMBERSHIP FEE:	
380			
CLIENTS SERVED, LAST YEAR:		CLIENTS SERVED, THIS YEAR (PROJECTED):	
15,500		15,500	
B.C. SOCIETY ACT REG. NO.:		REVENUE CANADA CHARITABLE REG. NO.:	
50005128		11905-0813-RR0001	
CURRENT BUDGET:		LEGAL DESCRIPTION OF PROPERTY:	
SEE ATTACHED.		7,150 COMMERCIAL ST	
INCOME:		TAX FOLIO NUMBER:	
		85616.007	
EXPENSES:		CURRENT YEAR TAXES (IF KNOWN):	
NEXT YEAR PROJECTED:			
INCOME:			
EXPENSES:			
SIGNATURE:		TITLE/POSITION:	DATE:
		ADMINISTRATOR	

**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.

PRESENT A CLASSICAL SERIES (8-12 CONCERTS)  
AT THE PORT THEATRE; EDUCATION SHOWS FOR  
GRADE 4 STUDENTS; ENSEMBLES TO ALL  
SCHOOLS IN DISTRICTS 68, 69 & 71; PUBLIC FREE  
COMMUNITY DAYS 2 TIMES PER YEAR.

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

TO PRESENT 12 CONCERTS PLUS A  
SHOWCASE CONCERT OF LOCAL TALENT.  
CONTINUE OUTREACH TO CHILDREN &  
FAMILIES WITH OUR NOTEWORTHY KIDS  
MUSIC FAN CLUB.

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

AUDIENCE FEED BACK & SURVEYS.  
TICKET SALES DETERMINE NEEDS.

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

VOLUNTEERS ARE NECESSARY TO OUR  
FUNDRAISING EVENTS - ORGANIZING,  
PLANNING, SETUP, ETC. VOLUNTEERS ALSO  
ASSIST WITH MAIL OUTS, FILING, DATA ENTRY, ETC

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

CANADA COUNCIL; GAMING; BC ARTS COUNCIL,  
ROTARY, LEGIONS, THE MOOSE

# 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.

OPERATING & FESTIVAL

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

OUR MUSICIANS ARE MEMBERS OF THE AMERICAN FEDERATION OF MUSICIAN UNION & ARE PAID ACCORDING TO THEIR STANDARDS. STAFF ARE CONTRACT.

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.

WE DO NOT HAVE ANY CAPITAL; EDUCATION, SPECIAL EVENTS & GAMING ARE KEPT IN SEPERATE ACCOUNTS; SURPLUS IS USED TO PAY DOWN ACCUMULATED DEBT.

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

75% OF OUR INCOME IS SELF GENERATED

**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?

WE WOULD MOVE OUT OF THE  
BUILDING AS WE HAVE NOT  
BUDGETED FOR THIS.

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

CITY LOGO IS ON OUR SEASON  
FOROCHURE, CONCERT PROGRAMMES  
& ADVERTISING ADS FOR COMMUNITY  
DAYS.





COPY

2013 Annual Report  
BC SOCIETY

FORM 11  
SOCIETY ACT  
Section 68

Filed Date and Time: December 2, 2013 11:29 AM Pacific Time

ANNUAL REPORT DETAILS

NAME OF SOCIETY

VANCOUVER ISLAND SYMPHONY  
150 COMMERCIAL STREET  
NANAIMO BC  
CANADA V9R 5G8

SOCIETY INCORPORATION NUMBER  
S-0005128

DATE OF INCORPORATION  
February 20, 1957

DATE OF ANNUAL GENERAL MEETING (AGM)  
October 23, 2013

DIRECTOR INFORMATION as of October 23, 2013

Last Name, First Name, Middle Name:

ARRUDA, TONY

Physical Address:

413 BELMONTE PL  
NANAIMO BC V9T 5A1

Mailing Address:

413 BELMONTE PL  
NANAIMO BC V9T 5A1

Last Name, First Name, Middle Name:

CAMPBELL, GILL

Physical Address:

121 BIRD SANCTUARY DR  
NANAIMO BC  
CANADA V9R 6H1

Mailing Address:

121 BIRD SANCTUARY DR  
NANAIMO BC  
CANADA V9R 6H1

**Last Name, First Name, Middle Name:**

CARTER, JUDI

**Physical Address:**

6205 OLIVER RD  
NANAIMO BC V9T 6T1

**Mailing Address:**

6205 OLIVER RD  
NANAIMO BC V9T 6T1

---

**Last Name, First Name, Middle Name:**

DORRAN, TOM

**Physical Address:**

5345 GEORGIAVIEW CRES  
NANAIMO BC  
CANADA V9T 5Z7

**Mailing Address:**

5345 GEORGIAVIEW CRES  
NANAIMO BC  
CANADA V9T 5Z7

---

**Last Name, First Name, Middle Name:**

MAGREGA, MARY

**Physical Address:**

3357 EDGEWOOD DR  
NANAIMO BC  
CANADA V9T 5V2

**Mailing Address:**

3357 EDGEWOOD DR  
NANAIMO BC  
CANADA V9T 5V2

---

**Last Name, First Name, Middle Name:**

MCGUFFIE, BLAKE

**Physical Address:**

10 ESPLANADE AV  
NANAIMO BC V9R 4Y7

**Mailing Address:**

10 ESPLANADE AV  
NANAIMO BC V9R 4Y7

---

**Last Name, First Name, Middle Name:**

O'ROURKE, EVELINE

**Physical Address:**

3648 PLACE ROAD  
NANAIMO BC  
CANADA V9T 1M8

**Mailing Address:**

3648 PLACE ROAD  
NANAIMO BC  
CANADA V9T 1M8

---

**Last Name, First Name, Middle Name:**

RUMMING, LARRY

**Physical Address:**

2486 DIVOT DRIVE  
NANAIMO BC  
CANADA V9T 4C1

**Mailing Address:**

2486 DIVOT DRIVE  
NANAIMO BC  
CANADA V9T 4C1

---

**Last Name, First Name, Middle Name:**

WARSH, MICHAEL

**Physical Address:**

206 CILAIRES DR  
NANAIMO BC  
CANADA V9S 3E4

**Mailing Address:**

206 CILAIRES DR  
NANAIMO BC  
CANADA V9S 3E4

---

**Last Name, First Name, Middle Name:**

WATSON, JOYCE

**Physical Address:**

502 - 500 STEWART AVE  
NANAIMO BC V9S 5T5

**Mailing Address:**

502 - 500 STEWART AVE  
NANAIMO BC V9S 5T5

**VANCOUVER ISLAND SYMPHONY**  
**Financial Statements**  
**Year Ended June 30, 2013**  
*(Unaudited)*

---

- CYRENNE, SEAL, MOORE & CO. -

**VANCOUVER ISLAND SYMPHONY**

**Index to Financial Statements**

**Year Ended June 30, 2013**

*(Unaudited)*

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	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 - 8

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**REVIEW ENGAGEMENT REPORT**

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To the Members of Vancouver Island Symphony

We have reviewed the statement of financial position of Vancouver Island Symphony as at June 30, 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 company.

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.

We draw attention to Note 2 to the financial statements which describes that Vancouver Island Symphony adopted Canadian accounting standards for not-for-profit organizations on July 1, 2012 with a transition date of July 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 June 30, 2012 and July 1, 2011 and the statements of revenues and expenditures, changes in net assets and cash flows for the year ended June 30, 2012 and related disclosures.

Nanaimo, British Columbia  
October 8, 2013

*Cyrenne, Seal, Moore & Co.*  
CYRENNE, SEAL, MOORE & CO.  
CERTIFIED GENERAL ACCOUNTANTS

# VANCOUVER ISLAND SYMPHONY

## Statement of Revenues and Expenditures

Year Ended June 30, 2013

(Unaudited)

	2013	2012
<b>Revenues</b>		
Tickets and sold services	\$ 265,953	\$ 201,011
Government grants (Note 5)	120,547	139,698
Donations	105,481	101,290
Community Gaming grant	109,345	23,728
Fundraising and sponsorships	76,396	180,425
	<b>677,722</b>	<b>646,152</b>
<b>Production expenses</b>		
Artistic fees - musicians	216,352	226,293
Guest artist fees and travel	74,873	35,511
Miscellaneous production expenses	13,782	14,507
Printing	23,455	16,158
Promotion and advertising	46,289	40,494
Royalties and music rentals	15,604	14,569
Technical	24,477	18,209
Theatre rentals	35,118	28,662
Travel	24,747	28,415
	<b>474,697</b>	<b>422,818</b>
	<b>203,025</b>	<b>223,334</b>
<b>Administrative expenses</b>		
Amortization (Notes 3, 6)	3,141	3,416
Amortization of intangible assets	790	1,581
Bad debts	1,500	571
Business taxes, licenses and memberships	1,114	1,535
Insurance	3,241	3,659
Interest and bank charges	15,344	14,560
Office	12,784	12,773
Fundraising	11,722	55,407
Professional fees	3,165	3,300
Rental	8,074	7,806
Salaries and wages	2,995	1,498
Sub-contracts	129,868	145,284
Telephone	2,663	2,921
	<b>196,401</b>	<b>254,311</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES</b>	<b>\$ 6,624</b>	<b>\$ (30,977)</b>

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

- CYRENNE, SEAL, MOORE & CO. -

2

**VANCOUVER ISLAND SYMPHONY**  
**Statement of Changes in Net Assets**  
**Year Ended June 30, 2013**  
*(Unaudited)*

	Invested in capital assets	Unrestricted Funds	2013	2012
<b>NET ASSETS - BEGINNING OF YEAR</b>	\$ 22,134	\$ (137,411)	\$ (115,277)	\$ (84,300)
Excess (deficiency) of revenues over expenses	(3,142)	9,766	6,624	(30,977)
<b>NET ASSETS - END OF YEAR</b>	\$ 18,992	\$ (127,645)	\$ (108,653)	\$ (115,277)

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

- CYRENNE, SEAL, MOORE & CO. -

3

# VANCOUVER ISLAND SYMPHONY

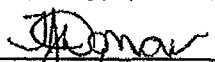
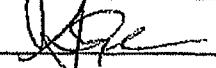
## Statement of Financial Position

June 30, 2013

(Unaudited)

	June 30 2013	June 30 2012	July 1 2011
<b>ASSETS</b>			
<b>CURRENT</b>			
Cash	\$ 35,358	\$ -	\$ -
Term deposits (Note 8)	30,461	30,159	30,000
Marketable securities	5,172	134	17,892
Accounts receivable (Note 3)	3,643	20,956	5,821
Inventory	4,119	4,904	9,366
Goods and services tax recoverable	3,484	5,337	7,858
Prepaid expenses	31,588	10,083	10,874
	<b>113,825</b>	<b>71,573</b>	<b>81,811</b>
CAPITAL ASSETS (Notes 3, 6, 8)	<b>18,993</b>	<b>22,134</b>	<b>25,551</b>
ECONOMIC IMPACT STUDY	-	790	2,371
	<b>\$ 132,818</b>	<b>\$ 94,497</b>	<b>\$ 109,733</b>
<b>LIABILITIES AND NET ASSETS</b>			
<b>CURRENT</b>			
Bank indebtedness	\$ -	\$ 9,834	\$ 6,976
Accounts payable	11,585	42,849	40,307
Bank loans (Note 8)	64,753	71,046	54,149
Wages payable	-	187	-
Loans payable (Note 7)	53,796	58,796	18,796
	<b>130,134</b>	<b>182,712</b>	<b>120,228</b>
DEFERRED INCOME (Note 3)	<b>111,337</b>	<b>27,062</b>	<b>73,805</b>
	<b>241,471</b>	<b>209,774</b>	<b>194,033</b>
<b>NET ASSETS</b>			
Invested in capital assets	18,992	22,134	23,179
Unrestricted funds	(127,645)	(137,411)	(107,479)
	<b>(108,653)</b>	<b>(115,277)</b>	<b>(84,300)</b>
	<b>\$ 132,818</b>	<b>\$ 94,497</b>	<b>\$ 109,733</b>

ON BEHALF OF THE BOARD

 Director  
 Director

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

- CYRENNE, SEAL, MOORE & CO. -

4



**VANCOUVER ISLAND SYMPHONY****Statement of Cash Flows****Year Ended June 30, 2013***(Unaudited)*

	2013	2012
<b>OPERATING ACTIVITIES</b>		
Excess (deficiency) of revenues over expenses	\$ 6,624	\$ (30,977)
Item not affecting cash:		
Amortization	3,931	4,997
	10,555	(25,980)
Changes in non-cash working capital:		
Accounts receivable	17,313	(15,135)
Marketable securities	(5,038)	17,758
Inventory	785	4,462
Accounts payable	(31,264)	2,543
Prepaid expenses	(21,505)	791
Goods and services tax recoverable	1,853	2,521
Wages payable	(187)	187
Deferred income	84,275	(46,743)
	46,232	(33,616)
Cash flow from (used by) operating activities	56,787	(59,596)
<b>FINANCING ACTIVITIES</b>		
Increase (decrease) in loans payable	(5,000)	40,000
Repayment of bank loan	(13,293)	(12,103)
Cash flow from (used by) financing activities	(18,293)	27,897
<b>INCREASE (DECREASE) IN CASH FLOW</b>	38,494	(31,699)
Cash (deficiency) - beginning of year	(23,675)	8,024
<b>CASH (DEFICIENCY) - END OF YEAR</b>	\$ 14,819	\$ (23,675)
<b>CASH (DEFICIENCY) CONSISTS OF:</b>		
Cash	\$ 35,358	\$ -
Term deposits	30,461	30,159
Bank account overdraft	-	(9,834)
Bank operating line	(51,000)	(44,000)
	\$ 14,819	\$ (23,675)

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

# VANCOUVER ISLAND SYMPHONY

## Notes to Financial Statements

Year Ended June 30, 2013

(Unaudited)

### 1. DESCRIPTION OF BUSINESS

The Vancouver Island Symphony is a Society incorporated under the laws of British Columbia on February 20, 1957 as a not-for-profit organization and is a registered charity under the Income Tax Act. Its main activity is the performance of symphonic music in the Central Vancouver Island area.

### 2. 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 July 1, 2011. No restatements have resulted from the adoption of these standards.

### 3. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### Inventory

Inventory is valued at the lower of cost and net realizable value. The inventory consists of unsold compact discs.

#### Capital assets

Capital assets are recorded at cost. Capital assets are amortized over their estimated useful lives at the following rates and methods except in the year of acquisition when one half the normal rate is used:

Musical instruments	20%	declining balance method
Computer equipment	30%	declining balance method
Furniture and fixtures	20%	declining balance method
Music library	-	not amortized
Music library - Legends composition	10%	straight-line method

The Society regularly reviews its capital assets to eliminate obsolete items. The contents of the music library are no longer being amortized as the net book value stated reflects the residual value of the collection. The Legends composition continues to be amortized over 10 years, on a straight line basis.

(continues)

# VANCOUVER ISLAND SYMPHONY

## Notes to Financial Statements

Year Ended June 30, 2013

(Unaudited)

### 3. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

#### Revenue recognition

The Vancouver Island Symphony follows the deferral method of accounting for contributions.

Ticket sales and sold services are recognized when the corresponding event occurs.

All contributions received in advance of their intended use are reported as deferred contributions.

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.

Restricted contributions, such as direct access gaming grants, are recognized as revenue in the year in which the related expenses are incurred.

General donations are recognized in the fiscal period in which they are received.

### 4. FINANCIAL INSTRUMENTS

The Society's financial instruments consist of cash, term deposits, marketable securities, accounts receivable, goods and services tax recoverable, accounts payable, bank loans, wages payable and loans payable. 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.

### 5. GOVERNMENT GRANTS

	2013	2012
City of Nanaimo	\$ 87,352	\$ 111,048
BC Arts Council	11,500	11,500
Canada Council	11,500	11,500
Canada Council - New Commission	4,400	4,400
Orchestra Canada Grant	-	1,250
City of Nanaimo Special Grant	2,105	-
Federal Government Grant - Employee	3,690	-
	\$ 120,547	\$ 139,698

# VANCOUVER ISLAND SYMPHONY

## Notes to Financial Statements

Year Ended June 30, 2013

(Unaudited)

### 6. CAPITAL ASSETS

	Cost	Accumulated amortization	2013 Net book value	2012 Net book value
Musical instruments	\$ 13,360	\$ 12,793	\$ 567	\$ 709
Computer equipment	8,700	7,478	1,222	1,745
Furniture and fixtures	690	436	254	318
Musical library	33,990	27,947	6,043	6,043
Music library - Legends composition	24,119	13,212	10,907	13,319
	<u>\$ 80,859</u>	<u>\$ 61,866</u>	<u>\$ 18,993</u>	<u>\$ 22,134</u>

### 7. LOANS PAYABLE

The loans payable are private loans from individuals. They are unsecured with no specified terms of repayment and bear interest at various rates from 0% - 4%.

### 8. BANK LOANS

The bank loans consist of:

	2013	2012
Operating line - Royal Bank	\$ 51,000	\$ 44,000
Demand loan - Royal Bank	13,753	27,046
	<u>\$ 64,753</u>	<u>\$ 71,046</u>

Interest is payable at prime rate plus 2.25% per annum on the operating line and prime rate plus 6.35% on the demand loan. The loans are secured by a general security agreement which covers all assets of the Society. The term deposit in the amount of \$30,461 is held as collateral for the operating line.

### 9. ECONOMIC DEPENDENCE

The society is dependent upon the ongoing receipt of various government grants to ensure the ongoing continuance of its programs. At the date of this report management has no reason to believe that this financial support will not continue.

# Vancouver Island Symphony

## Comparative Income Statement

	Actual	Budget	
	07/01/2013 to 12/31/2013	07/01/2013 to 06/30/2014	
<b>REVENUE</b>			
<b>EARNED REVENUE</b>			
Single Ticket Sales	135,904.78	280,000.00	
<b>TOTAL SINGLE TICKET SALES</b>	135,904.78		280,000.00
Concert fees - School Program	0.00	4,000.00	
Stocking Stuffer Ticket Sales	623.00	1,500.00	
Outreach-Nanaimo Bar None (Tickets)	0.00	40,000.00	
Noteworthy Kids Membership	1,420.00	4,000.00	
<b>TOTAL OTHER CONCERT FEES</b>	2,043.00		49,500.00
Sponsorship - Concerts and Series	28,749.99		32,500.00
Sponsorship - Choirs	7,500.00		7,500.00
Sponsorship-Nanaimo Bare None	1,000.00		12,000.00
Sponsorship-Education Shows	0.00		15,000.00
Sponsorship-NWKids & Community Days	4,000.00		10,000.00
Programme Advertising	8,065.10	18,000.00	
Brochure/Dining Guide Advertising	1,734.00	0.00	
<b>TOTAL ADVERTISING REVENUE</b>	9,799.10		18,000.00
Interest & Other Income	310.83		0.00
<b>TOTAL EARNED REVENUE</b>	189,307.70		424,500.00
<b>FUNDRAISING REVENUE</b>			
Individual Donations	50,037.63	85,000.00	
WON Donations	3,535.00	10,000.00	
Symphonic Choir Donations	4,650.00	3,500.00	
<b>TOTAL INDIVIDUAL SUPPORTER DONATION</b>	58,222.63		98,500.00
Corporate Donations	2,690.83		7,000.00
Service Club Donations	0.00		5,000.00
WON Bursary	230.00		1,000.00
WON Events	676.00		2,000.00
Spec. Event - Homes of Note (All)	4,715.00	10,000.00	
Noteworthy Kids Music Club	0.00	0.00	
Gaming - Direct Funds	41,927.00	80,000.00	
Cirque Raffle	1,216.00	0.00	
Homes of Note Raffle	294.00	0.00	
Shop for the Symphony	0.00	2,000.00	
Best Seats Raffle	315.00	0.00	
Fundraising- Raffle(Lazyboy)	0.00	4,000.00	
Symphony of Roses	0.00	10,000.00	
Miscellaneous	(76.74)	0.00	
CD Projects - Sales	15.00	200.00	
Other Fundraising	70.00	0.00	
<b>SPECIAL PROJECTS REVENUE</b>	48,475.26		106,200.00
<b>TOTAL FUNDRAISING REVENUE</b>	110,294.72		219,700.00
<b>GOVERNMENT GRANTS/FOUNDATIONS</b>			
City of Nanaimo	1,250.00		85,000.00
City of Nanaimo - Outreach	0.00		2,000.00

BC Arts Council	37,650.00	12,400.00
Canada Council	0.00	11,500.00
Canada Council - New Commission	4,000.00	8,000.00
Foundation Grants	19,500.00	20,000.00
Federal Government Grant - Employee	0.00	9,000.00
Other Grants	1,500.00	0.00
Society Membership	200.00	375.00
<b>TOTAL GOV'T GRANTS/FOUNDATIONS</b>	<u>64,100.00</u>	<u>148,275.00</u>
<b>TOTAL REVENUE</b>	<u>363,702.42</u>	<u>792,475.00</u>
<b>EXPENSE</b>		
<b>ARTISTIC EXPENSES</b>		
Artistic-Orchestra/AD/Conductor	98,477.70	276,500.00
Artistic - Guest artists (Nanaimo)	34,177.15	57,500.00
Union dues	0.00	0.00
Pension Plan	2,947.25	7,500.00
New Canada Council Commission	11,100.00	8,000.00
Education Concerts (all artistic)	0.00	24,000.00
Send a Symphony Musician to School	0.00	5,000.00
Outreach-Nanaimo Bar None(artistc)	0.00	12,000.00
Community Engagement	0.00	1,000.00
Outreach - Noteworthy Kids Club	2,754.26	1,000.00
Outreach - Symphonic Choir	0.00	4,000.00
Outreach - Grade 5 Choir	1,849.98	0.00
<b>TOTAL ARTISTIC EXPENSES</b>	<u>151,306.34</u>	<u>396,500.00</u>
<b>PRODUCTION EXPENSES</b>		
Production - Theatre rental	7,010.75	16,000.00
Production - Box Office Fees	2,675.84	6,000.00
Production - Equipment rental	(0.72)	1,000.00
Production - Capital develop. fee	6,017.50	12,000.00
Production - Rehearsal space	2,870.00	7,000.00
Production-Trav(Guest Artists/Cond)	7,722.08	6,000.00
Production - Travel (Orchestra)	7,490.00	19,000.00
Production - Hotel room costs	3,955.09	4,000.00
Production-Library purchases/rental	1,917.56	5,500.00
Production - Librarian	2,300.00	5,500.00
Production - Misc.	2,485.15	8,000.00
Production - Personnel Mgr	2,300.00	6,000.00
Production - Instrument rental	28.47	1,000.00
Production - Cartage	0.00	1,500.00
Production - Socan fees	3,250.78	5,500.00
Production - Technical	12,217.55	25,000.00
Production - Credit card fees	3,830.48	7,600.00
<b>TOTAL PRODUCTION EXPENSES</b>	<u>66,070.53</u>	<u>136,600.00</u>
<b>PROMOTION EXPENSES</b>		
Promotion - Advertising	18,316.83	20,000.00
Promotion - Website	2,549.09	2,500.00
Promotion - Sponsorship	80.65	1,000.00

Promotion - General printing	2,546.50	6,000.00
Promotion - Marketing	1,534.45	0.00
Promotion - Programmes	4,417.65	12,000.00
Promotion - Season/Season Brochure	12,117.43	5,000.00
Promotion - Education	0.00	500.00
<b>TOTAL PROMOTION EXPENSES</b>	<u>41,562.60</u>	<u>47,000.00</u>
<b>FUNDRAISING EXPENSES</b>		
Fundraising - Individual donations	0.00	2,000.00
Fundraising - Corporate donations	226.50	2,000.00
Fundraising - WON	480.71	1,500.00
Fundraising - Legacy Circle	0.00	500.00
Special Event-Sizzle/Homes of Note	508.22	1,000.00
Fundraising - Roses	0.00	3,000.00
Fundraising- Symphony Sweeps Raffle	0.00	500.00
<b>TOTAL FUNDRAISING EXPENSES</b>	<u>1,215.43</u>	<u>10,500.00</u>
<b>ADMINISTRATIVE EXPENSES</b>		
Admin - Bank Fees/Loan Int. Chgs.	2,025.56	500.00
Admin-Staff Professional Dev.	3,095.09	1,000.00
Admin - Misc. Int. Chgs./Penalties	166.04	0.00
Admin - Equip. Maint & Tech Support	1,728.49	1,000.00
Admin - Equipment Lease	1,182.95	3,000.00
Admin - Licences, Dues & Fees	1,271.25	1,500.00
Admin - Insurance	1,950.59	2,500.00
Admin - Office Supplies/Exp.	3,615.25	3,500.00
Admin - Postage & Courier	2,617.67	4,500.00
Admin - Professional fees	728.75	700.00
Admin - Telephone/fax	697.73	2,500.00
Admin - Rent	3,799.97	9,000.00
Wages - (Gov't Grant Subsidized)	0.00	10,000.00
Admin - Contracts for Service	76,911.35	148,000.00
Admin - Board of Directors	1,084.32	1,000.00
EI Expense	0.00	200.00
CPP Expense	0.00	300.00
WCB Expense	0.00	500.00
<b>TOTAL ADMIN EXPENSES</b>	<u>100,875.01</u>	<u>189,700.00</u>
<b>TOTAL EXPENSE</b>	<u>361,029.91</u>	<u>780,300.00</u>
<b>NET INCOME</b>	<u>2,672.51</u>	<u>12,175.00</u>

Generated On: 01/06/2014

# Vancouver Island Symphony

Balance Sheet As at 12/31/2013

## ASSET

### CURRENT ASSETS

Royal Bank - Operating (1453273)	(17,836.51)	
Royal Bank - Gaming (145-329-9)	22,383.97	
Royal Bank - Education (100-064-5)	3.91	
Royal Bank-Special Events (1001353)	0.10	
BMO Nesbitt Burns	5,021.42	
Credit Union (3086444)	260.66	
Harbour City Bingo - Common Share	20.00	
Cash Floats	(110.00)	
Royal Bank - GIC	30,460.71	
Investment Fund	156.77	
Cash: Total		40,361.03
Accounts Receivable	519.98	
Net accounts receivable		519.98
Inventory - CD's		4,118.79
<b>TOTAL CURRENT ASSETS</b>		<b>44,999.80</b>

### FIXED ASSETS

Musical List	9,060.00	
Accum. Amort. - Musical List	(8,908.23)	
Musical List - Net		151.77
Music Library	33,990.27	
Accum. Amort. - Music Library	(27,947.20)	
Musical Library - Net		6,043.07
Equipment - Timpani	4,300.00	
Accum Amort - Timpani	(3,884.50)	
Timpani - Net		415.50
Computer hardware	8,512.35	
Accum. Amort. - Computer hardware	(7,291.12)	
Computer hardware - Net		1,221.23
Computer printer	187.24	
Accum Amort - Computer printer	(187.24)	
Computer printer - net		0.00
Office Furniture	689.84	
Accum Amort - Office Furniture	(435.54)	
Office Furniture - net		254.30
Legends Assets	24,119.37	
Accum Amort - Legends Assets	(13,211.92)	
Legends Assets - Net		10,907.45
Economic Impact Study	4,742.50	
Accum.Amort - Economic Impact Study	(4,742.50)	
Economic Impact Study - Net		0.00
<b>TOTAL FIXED ASSETS</b>		<b>18,993.32</b>
<b>TOTAL ASSET</b>		<b>63,993.12</b>



Vancouver Island Symphony  
Board of Directors  
2013-2014 Season

VIS Board of Directors 2013-2014					
NAME	HOME ADDRESS	CITY	PV	PC	OCCUPATION
<b>President</b>					
Tom Dorrان	5345 Georgiaview Cr.	Nanaimo	BC	V9T 5Z7	Emergency Physician
<b>Vice President</b>					
Mary Magrega	3357 Edgewood Dr	Nanaimo	BC	V9T 5V2	Retired, Library Admin
<b>Co-Treasurers:</b>					
Gill Campbell	121 Bird Sanctuary Dr	Nanaimo	BC	V9R 6H1	CFP - Insurance Broker
<b>Secretary:</b>					
Tony Arruda	413 Belmonte Place	Nanaimo	BC	V9T 5A1	Teacher
<b>DIRECTORS AT LARGE</b>					
Judi Carter	5307 Lost Lake	Nanaimo	BC	V9T 5E7	GM - Origin at Longwood
Blake McGuffie	10 Esplanade	Nanaimo	BC	V9R 4Y7	Tax Consultant
Larry Rumming	2486 Divot Dr	Nanaimo	BC	V9T 4C1	Employment/Corporate Consultant
Michael Warsh	156 Prince John Way	Nanaimo	BC	V9T 3G4	Lawyer
Joyce Watson	500 Stewart Ave # 502	Nanaimo	BC	V9S 5T5	Retired
<b>VIS Ambassador</b>					
Marianne Turley	3527 Fairview Drive	Nanaimo	BC	V9T4R5	Business Owner

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

**Name of Organization: Nanaimo BMX Association**

**Grant No. RPTE-60**

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.			
<b>Amount Requested:</b>	\$		<b>Amount Recommended:</b>
<b>Grant Awarded:</b>	Yes	No	
			\$

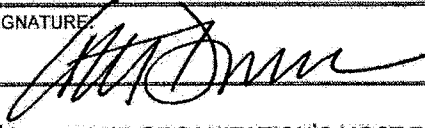
**Discussion:**

**Notes:**



**CITY OF NANAIMO  
APPLICATION FOR PERMISSIVE  
TAX EXEMPTION**

Office Use

ORGANIZATION: <b>NANAIMO BMX ASSOCIATION</b>		DATE: <b>JANUARY 8, 2014</b>	
ADDRESS: <b>% 2546 WESTBERRY PLACE</b>		PRESIDENT: <b>CHRIS JOHNSON</b>	
<b>NANAIMO, BC V9R 6Y7</b>		SENIOR STAFF MEMBER:	
		POSITION: <b>TREASURER</b>	
		CONTACT: <b>KATHY DAVIDSON</b>	
TELEPHONE: <b>250-714-0520</b>		TELEPHONE: <b>250-714-0520</b>	
OVERVIEW OF YOUR ORGANIZATION'S PROGRAMS AND SERVICES OFFERED IN THE COMMUNITY:  <b>SEE ATTACHED DETAILED SUMMARY</b>			
GEOGRAPHIC AREA SERVED BY THE ORGANIZATION: <b>NANAIMO + SURROUNDING COMMUNITIES</b>			
NO. OF FULL TIME STAFF: <b>0</b>		NO. OF PART TIME STAFF: <b>0</b>	
NO. OF COMMUNITY VOLUNTEERS: <b>20+</b>		NO. OF VOLUNTEER HOURS PER YEAR:	
NO. OF MEMBERS: <b>240</b>		MEMBERSHIP FEE: <b>\$60-</b>	
CLIENTS SERVED, LAST YEAR:		CLIENTS SERVED, THIS YEAR (PROJECTED):	
B.C. SOCIETY ACT REG. NO.: <b>S 0020944</b>		REVENUE CANADA CHARITABLE REG. NO.: <b>N/A</b>	
CURRENT BUDGET:		LEGAL DESCRIPTION OF PROPERTY:	
INCOME			
EXPENSES:			
NEXT YEAR PROJECTED:		TAX FOLIO NUMBER: <b>05549.007</b>	
INCOME:		CURRENT YEAR TAXES (IF KNOWN):	
EXPENSES:			
SIGNATURE: 		TITLE/POSITION: <b>TREASURER</b>	
		DATE: <b>JAN 8, 2014</b>	
<b>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).</b>			

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# City of Nanaimo

## 2014 Permissive Tax Exemption

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Nanaimo BMX Association  
c/o 2546 Westberry Place  
Nanaimo, BC V9R 6Y7

Contact: Kathy Davidson  
Phone: (250) 714-0520

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**Overview:**

The BMX facility located at Beban Park (Labieux Road entrance) was developed to provide bike enthusiasts and their families with a safe and challenging place to ride bikes and help eliminate the hazards of riding on the streets and public pathways.

**Volunteer Hours:**

Average 60 - 80 hours per week (six months in-season)  
Average 10 hours per week (six months off-season)

**Community Served:**

All bicycle enthusiasts and their families in the central Vancouver Island area.



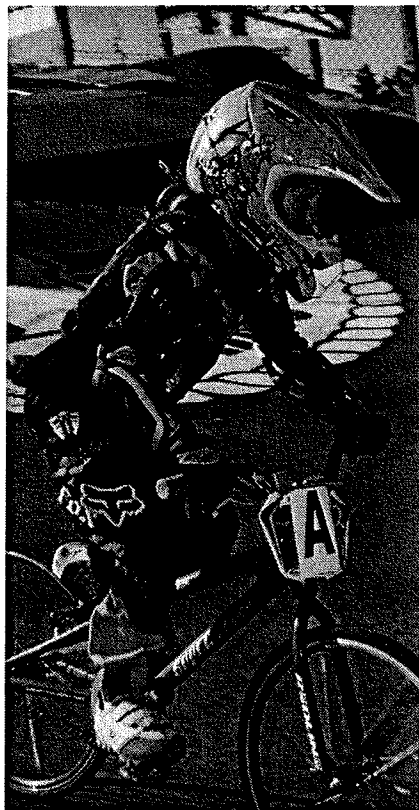
*Visit our website at [www.nanaimobmx.com](http://www.nanaimobmx.com)*

# GENERAL INFORMATION

## 1. Contributions to our Community

The Nanaimo BMX Association has a bicycle motocross facility located at Beban Park (Labieux Road entrance). It was developed to be accessible by all bike riders in the Nanaimo area. Our intent is to provide bike riders with a safe and challenging place to ride and help eliminate the hazards of bike riding on the streets and public pathways.

The sport of BMX provides riders with the opportunity to enhance their



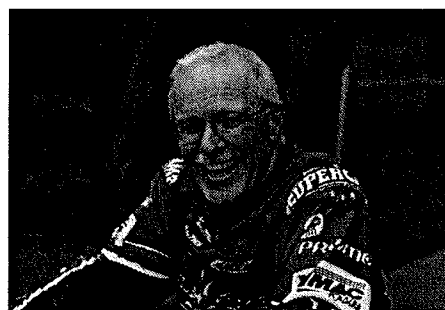
individual skills; competitively, socially, and physically. Our local membership is comprised of approximately 350 riders who live in the mid island area between Duncan & Nanoose Bay. The facility attracts a variety of different age groups. Our club has riders attending our sanctioned races as young as 18 months and as "young at heart" as 70. BMX is a family sport that encourages both boys and girls; parents and other adults to race.



Our association was incorporated on February 3, 1986 but our kids have been racing since 1984. In 1989, approval from the Nanaimo Kinsmen permitted us to relocate the track facility from Cedar to the Kinsmen Riding Grounds at Beban Park and shortly thereafter we acquired the entire site. The Beban Park location is more accessible to a greater number of riders throughout Nanaimo and surrounding areas. With the support of many local businesses and clubs and a ton of encouragement and enthusiasm from our membership, we are pleased to have had the opportunity to host two world events, one in 1997 and the other in 2004. We are proud of our riders and can boast top ranked island, provincial, national, and world riders.

Our facility attracts BMX bike riders, mountain bike riders, and 10-speed bike riders and local remote control car and truck enthusiasts. The track is

open "free of charge" to the public daily during daylight hours with the exception of our weekly sanctioned race events and occasional special race weekends. We welcome everyone to our track and do not charge a spectators fee for any of our race events.



## GENERAL INFORMATION

### 2. Specific Priorities for Upcoming Year

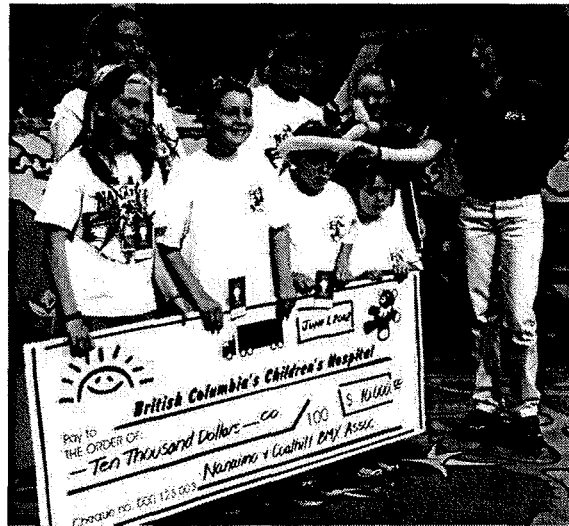
This upcoming race season, Nanaimo BMX will be putting an emphasis on encouraging younger riders to participate in the sport. We are finding that children are eager to start racing at a much younger age with the recent re-invent of "run bikes". The "run bike" has no pedals, no crank set and chain, and no training wheels. Riders sit on the seat and run or "scoot" to gain momentum.

Maintenance and upkeep of the facility is always a priority. Throughout the year, our volunteers maintain the grounds and facilities which include buildings; a children's play area; a small bike park; a parking lot; and of course the BMX track. Safety is #1 so we make certain proper signage is posted for rider safety and that it is "graffiti free" and that the track is free of debris and damages. Fundraising for a new safer "barrel gate" will start in 2014. The new starting gate eliminates crush hazards and greatly improves gate stability from end to end.

The upcoming race season schedule will include a minimum of 30 regular race events that are held twice weekly during the spring and then weekly during the summer and fall. During 2013, our club ran a successful "pilot" development & training program. Parents involved took specialized coach & first aid training and will be expanding the program in 2014. Additional special races include the Vancouver Island series, Provincial Race, and the Race for Life and getting the facility ready for a National event in 2015.

**The Annual Race for Life** supports cancer research through the BC Children's Hospital. Each year Nanaimo BMX raises funds through pledges and various fund raising events. In 2013, Nanaimo BMX raised \$8,114. **Nanaimo riders have raised over \$100,000 on their own and have been recognized on the dedication wall at the BC Children's Hospital.**

Local non-member kids and adults with a safe bike can ride this one event on a waiver. No license required. It is a great opportunity to help Nanaimo's Race for Life fundraising as well as a chance to check out BMX at its best! Proceeds earned from this race and various other events are donated to the BC Children's Hospital.



## GENERAL INFORMATION

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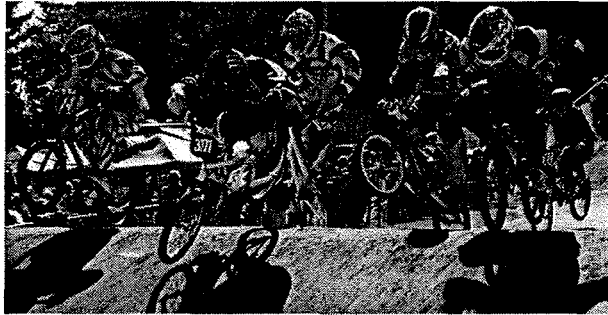
### 3. Addressing Continuing and Emerging Community Needs

We are fortunate to have an extremely energetic board of directors and the support of many parents. Our organization participates in various community events throughout the year. Swap meets, bike maintenance, safety clinics and BMX workshops are held throughout the race season. Advertising is done through the District #68 Schools, internet, bicycle magazines and local media. Input from our riders and their parents along with constructive suggestions from other tracks throughout Canada and the United States help to ensure that we continue to meet our growing community's needs.

BMX is truly the only sport where a family can attend as a whole and participate as a whole. The entire family can race - toddlers, children, teenagers, young adults, parents, and even grandparents! Even kids with disabilities can participate!



What's even better is that you do it all in one outing – which means you drive everyone to one location and the whole family is there to cheer one another on and be supportive of each other. The sport has virtually no boundaries and with such a wide range of ages everyone has someone to look to as a role model. Riders can participate as individuals and/or as a part of a team. The entire community has the opportunity to utilize the track for their personal enjoyment and members can ride competitively as novices, intermediates, and experts and ultimately as professionals.



# EVERYONE IS A WINNER!

# GENERAL INFORMATION

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## 4. Volunteers in our Organization

The volunteers in our organization provide the following services "free of charge":

- \* labourers - regular track maintenance
- \* grounds-keepers - regular surveillance to ensure the grounds are kept up and the concession building and washrooms are secure in an effort to deter vandalism.
- \* track officials - adult volunteers strategically positioned on the track to monitor races and to act as referees
- \* finish line officials - adult volunteers to score races
- \* starting gate officials - adult volunteers that activate electronic gate and monitor riders
- \* staging officials - adult volunteers to organize riders for each moto and monitor riders
- \* sports commentator - adult volunteers to broadcast races on sound system for spectators
- \* concession staff - adult volunteers that act as counterpersons and cashiers
- \* registration - adult volunteers who run registration, sign-up, designate riders to motos, and act as cashiers
- \* coaches - qualified, trained adult volunteers that run organized development and training clinics
- \* first aid attendants - adult volunteers holding valid first aid licenses
- \* general volunteers to help with community fundraising schemes (50/50 ticket sales, hot dog sales, car washes, bike clinics, etc.)





## **GENERAL INFORMATION**

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### **5. Grants Applied For/Received from Other Governments or Service Clubs**

The club currently receives 50/50 ticket revenues through the BC Gaming .

### **6. Organization Fees / Costs**

Nanaimo BMX generates its own regular revenues by charging riders regular race fees that are determined by our association's board of directors. Insurance; awards; and, administrative supplies and costs are all considered. National and Provincial race fees are determined by each of their own governing bodies. Other revenues generated by our club include, hot dog sales, bike clinics; 50/50 ticket sales, and t-shirt sales.

### **7. Nanaimo BMX Association / BMX Canada**

Our local association is an independent society and a member of a much larger organization that has a membership of over 50,000 riders. This larger organization is our sanctioning body and governs the rules and regulations of the sport and maintains all district and national point standings. While we are a part of this sanctioning body, we are, in no way, funded by them. Our association carries the sole responsibility for its own funding and operational costs and pays a nominal fee of \$25 for each race to our sanctioning body.

### **8. Policy for Use of Funds**

Nanaimo BMX rarely has any year-end surpluses. However, when our association does have the luxury of additional funding, all proceeds are used to enhance and/or upgrade the facility or purchase additional equipment that can be loaned to less fortunate riders.

### **9. Current Approaches to Self Generated Income**

As laid out in item 6. Organization Fees/Costs, the Nanaimo BMX Association generates income primarily through memberships and concession. In addition, the club offers extracurricular events at the track such as birthday parties; swap meets; bike maintenance clinics; and rider training clinics; all in an effort to raise enough funds to cover operational costs.

### **10. Grant –in-Aid**

It is a difficult task for our club to make all of the needed upgrades and enhancements to keep our facility a safe and challenging place to ride without the financial support of the community and programs such as the Grants-in-Aid offered through the City of Nanaimo.

### **11. Current Year Taxes**

Nanaimo BMX does not have the funding to pay the current year taxes. We request that the full amount of taxes be waived.

# **THANK YOU.....**



## 2013 Annual Report BC SOCIETY

FORM 11  
SOCIETY ACT  
Section 68

Filed Date and Time: **February 3, 2014 02:15 PM Pacific Time**

### ANNUAL REPORT DETAILS

**NAME OF SOCIETY**

NANAIMO BMX ASSOCIATION  
2546 WESTBERRY PLACE  
NANAIMO BC  
CANADA V9R 6Y7

**SOCIETY INCORPORATION NUMBER**  
**S-0020944**

**DATE OF INCORPORATION**  
**February 3, 1986**

**DATE OF ANNUAL GENERAL MEETING (AGM)**  
**February 13, 2013**

### DIRECTOR INFORMATION as of February 13, 2013

**Last Name, First Name, Middle Name:**

BEADALL, RICK

**Physical Address:**

13152 PROSEPECT DRIVE  
LADYSMITH BC  
CANADA V9G 1G8

**Mailing Address:**

13152 PROSEPECT DRIVE  
LADYSMITH BC  
CANADA V9G 1G8

**Last Name, First Name, Middle Name:**

BRADLEY, JASON

**Physical Address:**

3674 SANDRA ROAD  
NANAIMO BC  
CANADA V9T 4E9

**Mailing Address:**

3674 SANDRA ROAD  
NANAIMO BC  
CANADA V9T 4E9

**Last Name, First Name, Middle Name:**

BUTCHER, DANA

**Physical Address:**3334 DEPARTURE BAY ROAD  
NANAIMO BC  
CANADA V9T 1B4**Mailing Address:**3334 DEPARTURE BAY ROAD  
NANAIMO BC  
CANADA V9T 1B4**Last Name, First Name, Middle Name:**

CHURKO, SCOTT

**Physical Address:**3158 ADBY RD  
NANAIMO BC V9T 2W4**Mailing Address:**3158 ADBY RD  
NANAIMO BC V9T 2W4**Last Name, First Name, Middle Name:**

DAVIDSON, KATHY

**Physical Address:**2546 WESTBERRY PLACE  
NANAIMO BC  
CANADA V9R 6Y7**Mailing Address:**2546 WESTBERRY PLACE  
NANAIMO BC  
CANADA V9R 6Y7**Last Name, First Name, Middle Name:**

FRETZ, JAMIE

**Physical Address:**1061 YELLOWBRICK RD  
PARKSVILLE BC V9P 2B3**Mailing Address:**1061 YELLOWBRICK RD  
PARKSVILLE BC V9P 2B3**Last Name, First Name, Middle Name:**

HOULE, GLENN

**Physical Address:**5752 BROOKWOOD DRIVE  
NANAIMO BC  
CANADA V9T 5P2**Mailing Address:**5752 BROOKWOOD DRIVE  
NANAIMO BC  
CANADA V9T 5P2**Last Name, First Name, Middle Name:**

JOHNSON, CHRIS

**Physical Address:**2965 ROCK CITY ROAD  
NANAIMO BC  
CANADA V9T 1S7**Mailing Address:**2965 ROCK CITY ROAD  
NANAIMO BC  
CANADA V9T 1S7**Last Name, First Name, Middle Name:**

LESLIE, GINA

**Physical Address:**3144 SINGLETON ROAD  
NANAIMO BC  
CANADA V9T 2X3**Mailing Address:**3144 SINGLETON ROAD  
NANAIMO BC  
CANADA V9T 2X3**Last Name, First Name, Middle Name:**

VIPOND, KEN

**Physical Address:**775 BEACH DRIVE  
NANAIMO BC  
CANADA V9S 2Y2**Mailing Address:**775 BEACH DRIVE  
NANAIMO BC  
CANADA V9S 2Y2

**Nanaimo BMX Association  
Balance Sheet As at November 30, 2012**

**ASSETS**

**Current Assets**

General Acct #23-02411	23,340.77	
CIBC - US Acct #91-64030 (Nanaimo)	797.80	
Gaming Acct #23-027123	3,444.85	
Petty Cash	1,000.00	
Fundraising (CIBC #1894838)	2,648.55	
CIBC - US Acct #91-63832 (National)	29.20	
Total Cash		31,261.17
Prepaid Deposits		3,500.00
Accounts Receivable		571.00
Concession Trailer		8,000.00
Fencing & Bleachers		28,833.90
Administration She		2,515.65
Mobile Motoshed		25,000.00
Computer Hardware		5,017.17
Track Equipment		18,927.21
<b>TOTAL ASSETS</b>		<b>123,626.10</b>

**LIABILITIES**

**Current Liabilities**

Accounts Payable	4,594.91
<b>TOTAL LIABILITIES</b>	<b>4,594.91</b>

**EQUITY**

**Surplus**

Surplus at Beginning of Year	131,499.61
Surplus (Loss)	(12,468.42)
<b>TOTAL EQUITY</b>	<b>119,031.19</b>

**LIABILITIES AND EQUITY**

**123,626.10 0.00**

X  
Kathy Davidson, Treasurer

X  
Randy Little, President



**Treasurer's Report**  
**for year ended November 30, 2012**

	<b>Current Year</b>	<b>2011</b>	<b>2010</b>
<b><u>Racing</u></b>			
Race Revenue	32,103.86	29,839.83	22,377.52
ABA Rider Fees / Membership	(13,395.00)	(10,203.65)	(9,204.50)
Advertising	(1,898.60)	(2,490.01)	(4,404.12)
Insurance	(1,461.00)	(1,461.00)	(2,044.00)
Safety Gear	-	-	-
Track & Facility Maintenance	(11,086.36)	(15,223.62)	(9,530.00)
Trophies & Promo	(9,948.70)	(14,190.75)	(14,638.98)
	<b>(5,685.80)</b>	<b>(13,729.20)</b>	<b>(17,444.08)</b>
<b><u>Gaming</u></b>			
50/50 Revenue	2,406.80	2,040.25	3,496.75
Gaming Revenue	-	33,000.00	33,000.00
Gaming Expenses	-	(300.00)	(375.00)
	<b>2,406.80</b>	<b>34,740.25</b>	<b>36,121.75</b>
<b><u>Concession</u></b>			
Revenue	15,981.42	10,443.54	12,788.05
Expenses	(9,044.60)	(4,672.49)	(5,927.42)
	<b>6,936.82</b>	<b>5,771.05</b>	<b>6,860.63</b>
<b><u>Fundraising</u></b>			
Race for Life	9,683.51	12,862.66	31,800.00
Community Sponsorship	3,770.00	400.00	4,200.00
Fundraising Events	2,659.00	3,170.19	10,101.55
Fundraising Expense	(3,549.06)	(2,329.67)	
Donations	(10,364.56)	(13,473.40)	(32,900.00)
Meetings & Year End Banquet	(6,633.19)	(6,581.99)	(5,019.79)
SuperCamp	-	-	1,300.00
	<b>(4,434.30)</b>	<b>(5,952.21)</b>	<b>9,481.76</b>
<b><u>General Overhead</u></b>			
Interest Income	-	127.74	27.37
Accounting & Legal	(25.00)	(115.00)	-
Bank Charges & Interest	(329.68)	(534.65)	(528.33)
Canadian Nationals	-	-	(4,843.37)
Courier & Freight	(473.10)	(404.62)	(137.12)
Office Supplies & Postage	(1,317.77)	(1,000.04)	(942.84)
Membership Fees	-	(10.00)	-
Security	(4,564.16)	(413.28)	(720.27)
Travel Expenses	-	-	(1,261.77)
Utilities	(4,982.23)	(5,166.19)	(4,394.93)
Vehicle Expenses	-	(40.00)	(2,505.35)
	<b>(11,691.94)</b>	<b>(7,556.04)</b>	<b>(15,306.61)</b>
<b>NET INCOME (LOSS)</b>	<b>(12,468.42)</b>	<b>13,273.85</b>	<b>19,713.45</b>

NANAIMO BMX ASSOCIATION		
BUDGET		
FOR FUTURE YEARS ENDING NOVEMBER 30, 2013 & 2014		
	2013 YE	2014 YE
<b>REVENUE</b>		
Race Revenue	33,750.00	35,000.00
Concession	16,000.00	17,000.00
50/50	3,000.00	3,000.00
Gaming	-	15,000.00
Community Sponsorship	6,000.00	6,000.00
Fundraising	3,000.00	3,000.00
Race for Life (BC Childrens Hospital)	10,000.00	10,000.00
<b>TOTAL REVENUE</b>	<b>71,750.00</b>	<b>89,000.00</b>
<b>EXPENSES</b>		
ABA Rider Fees	14,000.00	14,500.00
Accounting & Legal	100.00	100.00
Advertising	2,500.00	2,500.00
Bank Charges & Interest	350.00	350.00
Concession	10,000.00	10,500.00
Courier & Freight	500.00	500.00
Donations (BC Childrens Hospital)	10,000.00	10,000.00
Fundraising	500.00	500.00
Insurance	1,500.00	1,500.00
Meetings & Year End Banquet	6,500.00	6,500.00
Membership Fees & Subscriptions	100.00	100.00
Office Supplies & Postage	1,000.00	1,000.00
Safety Gear & Loaner Equipment	-	15,000.00
Security	3,000.00	4,500.00
Track Maintenance	10,000.00	10,000.00
Trophies & Promo	10,000.00	10,000.00
Utilities	5,000.00	5,000.00
<b>TOTAL EXPENSES</b>	<b>75,050.00</b>	<b>92,550.00</b>
<b>NET SURPLUS (LOSS)</b>	<b>(3,300.00)</b>	<b>(3,550.00)</b>

<b>NANAIMO BMX ASSOCIATION</b> <b>BOARD OF DIRECTORS</b> <b>2013 RACE SEASON</b>			
<b>TITLE</b>	<b>NAME</b>	<b>EMAIL</b>	<b>PHONE</b>
President	Chris Johnson	<a href="mailto:cpjohnson@telus.net">cpjohnson@telus.net</a>	250-756-4557
Vice President	Jason Bradley	<a href="mailto:jbradley@shaw.ca">jbradley@shaw.ca</a>	250-751-2415
Secretary	Jamie Fretz	<a href="mailto:jfretz@shaw.ca">jfretz@shaw.ca</a>	250-951-1006
Treasurer	Kathy Davidson	<a href="mailto:kathybrt@me.com">kathybrt@me.com</a>	250-714-0520
Track Director	Dana Butcher	<a href="mailto:dcbutcher@shaw.ca">dcbutcher@shaw.ca</a>	250-758-4998
Asst. Track Director	Glenn Houle	<a href="mailto:glennhoule@shaw.ca">glennhoule@shaw.ca</a>	(250) 751-4512
Director	Gina Leslie	<a href="mailto:ginpete@shaw.ca">ginpete@shaw.ca</a>	250-751-1054
Director	Rick Beadall	<a href="mailto:rbrmk@shaw.ca">rbrmk@shaw.ca</a>	250-245-7888
Director	Ken Vipond	<a href="mailto:kenvipond@shaw.ca">kenvipond@shaw.ca</a>	250-754-7188
Director	Scott Churko	<a href="mailto:deboscott@shaw.ca">deboscott@shaw.ca</a>	250-927-1856