

**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 Room 318, 411 Dunsmuir Street, Nanaimo, BC, on Wednesday, 2013-SEP-11 at 1:05 p.m. *Pg. 2-3*

**5. INFORMATION ITEMS:**

- (a) Report to Council *Pg. 4-6*  
(b) 2013 Grants Committee Budget *Pg. 7*  
(c) 2013 Synopsis of Grants Awarded/Denied *Pg. 8-9*

**6. NEW APPLICATIONS:**

- (a) **PTE – 09 United Way Central and Northern Vancouver Island** *Pg. 10-35*  
Request to be placed on the City's 2014 Permissive Tax Exemption Bylaw for property at #9 – 327 Prideaux Street.

**7. NEXT MEETING:**

The next meeting is scheduled for 2013-OCT-16 at 3:00 p.m. in the Board Room, Service and Resource Centre, 411 Dunsmuir Street.

**8. ADJOURNMENT:**

**MEMBERS PRESENT:**

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

D. Bonner  
F. Tellier  
I. Thorpe

**MEMBERS ABSENT:**

Councillor G. Anderson  
V. Alcock-Carter

**STAFF PRESENT:**

L. Mercer, Manager of Revenue Services  
B. E. Clemens, Director of Finance  
T. Wilkinson, Recording Secretary

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1. CALL TO ORDER:

The meeting was called to order at 1:05 p.m.

2. ADOPTION OF AGENDA:

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

3. 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, 2013-AUG-21 at 3:00 p.m. be adopted as circulated. The motion carried.

4. INFORMATION ITEMS:

- (a) PTE-02 Radio Malaspina Society (floor plans regarding PTE portion).

Committee members noted:

- there are two options: the Committee could either highlight the floor plan area for the PTE or designate a percentage of the property at 25 Front Street.

It was moved and seconded that the Radio Malaspina Society be granted a Permissive Tax Exemption for the 2014 tax year based on 20% of the assessed value of the property leased at 25 Front Street. The motion carried.

*Opposed: L. Avis, I. Thorpe*

5. DELEGATIONS:

(a) The Redeemed Christian Church of God (PTE-04)

Pastor Samuel Ogunsanlu, The Redeemed Christian Church of God, provided the Grants Advisory Committee with more information for property it rents at 216 Prideaux Street, and that it is a registered church in British Columbia.

It was moved and seconded that The Redeemed Christian Church of God be granted a Permissive Tax Exemption for the 2014 tax year for property it rents at 216 Prideaux Street. The motion carried.

(b) Nanaimo Gymnastics School (PTE-06)

Ms. Paola Schan, Treasurer, Mr. Bruce Hunter, President, and Ms. Rachel Kirk, Secretary, Nanaimo Gymnastics School, provided the Grants Advisory Committee with more information regarding the Nanaimo Gymnastics School society and the programs they offer at 1975 Bollinger Road.

It was moved and seconded that the Nanaimo Gymnastics School be denied a Permissive Tax Exemption for the 2014 tax year for property at 1975 Bollinger Road, and that they reapply in 2014 for the 2015 tax year. The motion carried.

6. NEW APPLICATIONS:

(a) Nanaimo Church of the Nazarene (PTE-08)

It was moved and seconded that the Nanaimo Church of the Nazarene be granted a Permissive Tax Exemption for the 2014 tax year for property at 2150 Departure Bay Road. The motion carried.

7. NEXT MEETING:

The next meeting of the Grants Advisory Committee is scheduled for Friday, 2013-SEP-20 in the Board Room, Service and Resource Centre, 411 Dunsmuir Street.

8. ADJOURNMENT:

It was moved and seconded at 2:30 p.m. that the meeting terminate. The motion carried.

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Chair

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Date

## REPORT TO COUNCIL

DATE OF MEETING: 2013-SEP-23

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

RE: 2013 GRANTS ADVISORY COMMITTEE RECOMMENDATION

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### COMMITTEE RECOMMENDATION:

That Council:

1. award a Permissive Tax Exemption for the 2014 tax year to the Radio Malaspina Society (PTE-02) based on 20% of the assessed value of the property leased at 25 Front Street;
2. deny the Radio Malaspina Society (PTE-02) a cash-in-lieu of 2013 taxes in the amount of \$12,600 (estimated value);
3. award a Permissive Tax Exemption for the 2014 tax year to The Redeemed Christian Church of God (PTE-04);
4. award a Permissive Tax Exemption for the 2014 tax year to the Lighthouse Bible Baptist Church (PTE-05);
5. deny a Permissive Tax Exemption for the 2014 tax year to the Nanaimo Gymnastics School (PTE-06);
6. deny the Nanaimo Gymnastics School (PTE-06) a cash-in-lieu of 2013 taxes in the amount of \$17,431.70;
7. deny a Permissive Tax Exemption for the 2014 tax year to the Nanaimo Economic Development Corporation (PTE-07);
8. award a Permissive Tax Exemption for the 2014 tax year to the Nanaimo Church of the Nazarene (PTE-08); and,
9. award a Security Check Grant to St. Paul's Anglican Church (SC-01) in the amount of \$60.

### PURPOSE:

The purpose of this report is to outline the Committee's recommendation regarding the Permissive Tax Exemption and Security Check Grant applications received.

### BACKGROUND:

The Grants Advisory Committee met on 2013-AUG-21 and 2013-SEP-11.

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.

Council is permitted to (but not required to) exempt certain organizations from property taxation. Sections 224, 225, 226 of the *Community Charter* identify situations in which Council may exercise discretion in granting full or partial exemptions from taxation. These exemptions must be adopted by bylaw, by the 31<sup>st</sup> of October of the year preceding exemptions.

#### DISCUSSION:

##### Permissive Tax Exemption Category

###### Application PTE-02 Radio Malaspina Society

The Committee recommends that Council grant Radio Malaspina Society a Permissive Tax Exemption for the 2014 tax year based on 20% of the assessed value of the property leased at 25 Front Street.

###### Application PTE-04 The Redeemed Christian Church of God

The Committee recommends that Council grant The Redeemed Christian Church of God a Permissive Tax Exemption for the 2014 tax year for the property it rents at 216 Prideaux Street.

###### Application PTE-05 Lighthouse Baptist Church

The Committee recommends that Council grant the Lighthouse Baptist Church a Permissive Tax Exemption for the 2014 tax year for the property at 520 Prideaux Street.

###### Application PTE-06 Nanaimo Gymnastics School

The Committee recommends that Council deny the Nanaimo Gymnastics School's request to be granted a Permissive Tax Exemption for the 2014 tax year for property at 1975 Bollinger Road.

###### Application PTE-07 Nanaimo Economic Development Corporation

The Committee recommends that Council deny the Nanaimo Economic Development Corporation's (NEDC) request to be granted a Permissive Tax Exemption for the 2014 tax year for the properties at 2450 Northfield Road and 104 Front Street.

The Partnering Agreement between the NEDC and the City of Nanaimo does not specifically address tax exemption and therefore, an exemption cannot be granted until the Partnering Agreement is amended.

Application PTE-08 Nanaimo Church of the Nazarene

The Committee recommends that Council grant the Nanaimo Church of the Nazarene a Permissive Tax Exemption for the 2014 tax year for the property at 2150 Departure Bay Road.

**Cash-In-Lieu Category**

Application PTE-02 Radio Malaspina Society

The Committee recommends that Council deny the Radio Malaspina Society a cash-in-lieu of 2013 taxes in the amount of \$12,600 (estimated value).

Application PTE-06 Nanaimo Gymnastics School

The Committee recommends that Council deny the Nanaimo Gymnastics School a cash-in-lieu of 2013 taxes in the amount of \$17,431.70.

**Security Check Grants Category**

Application SC-01 St. Paul's Anglican Church

The Committee recommends that Council grant St. Paul's Anglican Church a Security Check Grant in the amount of \$60 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: 2013-SEP-12

LM/tw

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## GRANTS ADVISORY COMMITTEE

## 2013 Grant Applications

## Other Grants 275000 - 1334

2012-OG-03 Nanaimo 7-10 Club Society covered by Council contingency  
 OG-01 Nanaimo Volunteer & Information Centre Society  
 OG-02 Nanaimo & District BC SPCA - Funded by Council

2007 Grant	2008 Grant	2009 Grant	2010 Grant	2011 Grant	2012 Grant	2013 Request	2013 Recommend	2013 Awarded	Remaining Budget
									41,321.00
					9,321.00	9,321.00	9,321.00	9,321.00	32,000.00
DNA	DNA	1,521.26	1,293.80	1,408.06	1,397.42	1,539.87	1,539.87	1,443.62	30,556.38
15,000.00		25,000.00		15,000.00		25,000.00	0.00	25,000.00	5,556.38
									5,556.38
0.00	0.00	0.00	1,293.80	1,408.06	1,397.42	26,539.87	10,860.87	35,764.62	5,556.38

## Permissive Tax Exemptions 275000 - 1332

PTE-01 Columbian Centre Society  
 PTE-02 Radio Malaspina Society  
 PTE-03 Trustees of the Chase River Congregation of Jehovah's Witnesses  
 PTE-06 Nanaimo Gymnastics School

										5,000.00
						3,840.00	3,840.00	4,022.91		977.09
						12,600.00	-	-		977.09
						4,811.95	-	-		977.09
						17,431.70	-	-		977.09
	0.00	0.00	0.00	0.00	0.00	0.00	38,683.65	3,840.00	4,022.91	977.09

## Security Check Grants 275000 - 1329

SC-01 St. Pauls Anglican Church

										2,000.00
						60.00	60.00			1,940.00
										1,940.00
	0.00	0.00	0.00	0.00	0.00	0.00	60.00	60.00	0.00	1,940.00

## Totals

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

<b>2013 Budget</b>	14,000.00
Add: Transfer from Council Contingency	9,321.00
Add: Transfer from Council Contingency	25,000.00
Add: Transfer from Prior Year	
Less: Grants Awarded	(39,787.53)
<b>Remaining Budget</b>	<b>8,533.47</b>

## Synopsis of Grants Awarded/Denied 2013

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

Nanaimo Volunteer & Information Centre Society (OG-01)	✓		✓		✓		<b>\$1,539.87</b>	'In Kind' grant for Beban Park Auditorium rental. Funds paid out from Grants cost centre.
Nanaimo & District BC SPCA (OG-02)	✓		✓		✓		<b>\$25,000.00</b>	GAC denied Other Grant in the amount of \$25,000 for the SNIP program (low income spay and neuter service).  Council awarded Other Grant from Council Contingency on 2013-APR-15.

### SECURITY CHECK GRANTS

St. Paul's Anglican Church (SC-01)				✓		✓	<b>\$60.00</b>	Receipts provided to the amounts granted. Pending Council Approval.

### PERMISSIVE TAX EXEMPTION GRANTS

Columbian Centre Society (PTE-01)	✓		✓		✓		<b>\$4,022.91</b>	Recommended to be placed on 2014 PTE bylaw, and for a cash-in-lieu of 2013 taxes.
Radio Malaspina Society (PTE-02)				✓		✓	<b>\$0.00</b>	Recommended to be placed on 2014 PTE bylaw with 20% of assessment value exemption. Denied 2013 cash-in-lieu of PTE. Pending Council Approval.
Trustees of the Chase River Congregation of Jehovah's Witnesses (PTE-03)	✓		✓			✓	<b>\$ 0.00</b>	Recommended to be placed on 2014 PTE bylaw. Denied 2013 cash-in-lieu of PTE.
The Redeemed Christian Church of God (PTE-04)				✓		✓	<b>\$0.00</b>	Recommended to be placed on 2014 PTE bylaw. Pending Council Approval.
Lighthouse Bible Baptist Church (PTE-05)				✓		✓	<b>\$0.00</b>	Recommended to be placed on 2014 PTE bylaw. Pending Council Approval.



## Synopsis of Grants Awarded/Denied 2013

Organization	Grant Approved by Grants Committee & Council		Letter Sent		Cheque Sent		Amount Granted \$	Reason Grant Awarded/Denied
	Y	N	Y	N	Y	N		
Nanaimo Gymnastics School (PTE-06)				✓		✓	\$0.00	Denied being placed on the 2014 PTE bylaw and 2013 cash-in-lieu of PTE. Pending Council Approval.
Nanaimo Economic Development Corporation (PTE-07)				✓		✓	\$0.00	Denied being placed on the 2014 PTE bylaw. Pending Council Approval.
Nanaimo Church of the Nazarene (PTE-08)				✓		✓	\$0.00	Recommended to be placed on 2014 PTE bylaw. Pending Council Approval

**CITY OF NANAIMO  
EVALUATION  
PERMISSIVE TAX EXEMPTIONS (PTE)**

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

Request to be placed on 2014 Permissive Tax Exemption Bylaw for property at #9 – 327 Prideaux Street.

**Grant No. 2013 PTE-09**

Criteria:	Meets Criteria:		Statement of Purpose:
	Yes	No	
➤ the property <u>must</u> be recommended for a Permissive Tax Exemption in the following year; and			<p>An organization may only be added to the Permissive Tax Exemption roll for the following year. In some cases, it may be appropriate to give an organization a cash grant during the current year.</p> <p>These exemptions must be adopted by bylaws, by the 31<sup>st</sup> of October of the year preceding exemption, and passed with a two-third's majority.</p> <p>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.</p>
➤ the property qualifies for a PTE as a Church, Public Hospital, Community Care Facility, or Private School or			
➤ the organization can demonstrate a financial need			
➤ must adhere to all of the City of Nanaimo's bylaws and policies			
Grant Awarded:	\$		Amount Recommended: \$
	Yes	No	

**Discussion:**

**Notes:**



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

Office Use

ORGANIZATION: United Way Central + Northern V.I.		DATE: Sept. 10, 2013
ADDRESS: Current 3156 Barons Road V9T 4B5		PRESIDENT: Don Bonner
new property we seek. exemption: #9 - 327 Prideaux Street		SENIOR STAFF MEMBER: Signy Madden
Nanaimo, BC.		POSITION: Executive Director
TELEPHONE: 250-729-7400		CONTACT: Signy Madden
TELEPHONE: 250-729-7400		TELEPHONE: 250-729-7400
OVERVIEW OF YOUR ORGANIZATION'S PROGRAMS AND SERVICES OFFERED IN THE COMMUNITY: UWCNV I has three key areas we serve the community: ① Raising funds and providing grants for 60 social service programs ② Managing the Homeless Partnership Strategy funds - 6 programs funded ③ Managing the Success By 6 early childhood education program		
GEOGRAPHIC AREA SERVED BY THE ORGANIZATION: Nanaimo, Ladysmith, Gabriola + Protection Islands Campbell River, Comox Valley, Oceanside, Hornby and Denman		
NO. OF FULL TIME STAFF: 5		NO. OF PART TIME STAFF: 2
NO. OF COMMUNITY VOLUNTEERS: 11-Board, 20-committees, 20-campaign cabinets 100's in workplace campaigns.		NO. OF VOLUNTEER HOURS PER YEAR: Too many to calculate.
NO. OF MEMBERS: over 50		MEMBERSHIP FEE: \$20
CLIENTS SERVED, LAST YEAR: 18,000		CLIENTS SERVED, THIS YEAR (PROJECTED): 20,000
B.C. SOCIETY ACT REG. NO.: 5-5458		REVENUE CANADA CHARITABLE REG. NO.: 119260537RR0001
CURRENT BUDGET:		District lot 32
INCOME 1,923,800		LEGAL DESCRIPTION OF PROPERTY: Lot 9, Plan V152989, Section 1
EXPENSES: 1,923,800		TAX FOLIO NUMBER:
NEXT YEAR PROJECTED: *		
INCOME: \$2 million		CURRENT YEAR TAXES (IF KNOWN):
EXPENSES: \$2 million		\$1,338.17
SIGNATURE: 	TITLE/POSITION: Executive Director	DATE: Sept 10, 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 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.

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.
- Carry out community consultations about senior services to determine how best to launch the Better at Home services in 2014.
- Take what we have learned in Nanaimo around homelessness and assist in Comox Valley to host a forum on homelessness and work with partner agencies to create a community plan there.

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 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 Kick off 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.

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 have an exemption for the current property we are in for this year and 2014. We are requesting a new exemption for the property we will move to later this fall on 327 Prideaux Street, unite 9, for the remainder of 2013 and beyond.

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**United Way**  
Central & Northern  
Vancouver Island

### **Board of Directors 2013**

<b>Name</b>	<b>Position</b>
Bill Anderson	Director
Bonnie Bergeron	Director
Don Bonner	Board President
Caroline Deane	Director
Neil Fitter	Director
Jim Forsyth	Director
Laura Healey	Director
Elizabeth LeBaron	Director
Makenzie Leine	Director
John Little	Director
Jon Steininger	Director

### **United Way Central & Northern Vancouver Island**

#### **Change starts here**

Central Island: 3156 Barons Road Nanaimo, BC V9T 4B5 |250 729 7400

Comox Valley : PO Box 3097 Courtenay, BC V9N 5N5 |250 338 1151

Campbell River : PO Box 135 Campbell River, BC V9W 5A7 |250 287 3213

[www.uwcvi.ca](http://www.uwcvi.ca)

**United Way Central North Vancouver Island**  
**Budget April 1, 2013 - March 31, 2014**

<b>Operating Budget</b>	<b>Annual Budget</b>
<b>REVENUE</b>	
Donations/Pledges/Special Events	901,282
Administration fees Success by Six	17,342
Administration fees Better @ Home	5,184
SB6 Funding	407,470
HPS Funding	592,522
<b>TOTAL REVENUE</b>	<b>1,923,800</b>
<b>EXPENSES</b>	
Salaries and Benefits	260,038
Campaign	91386
Board	1,650
Staff Training & conference	6,000
Recognition/cultivation meetings	2,000
Bank Charges	3,000
Office Supplies	7,400
IT	8,715
Insurance	2,200
Equipment Leases	2,235
Telephone / Internet	7,200
Professional Fees/Audit	20,000
Memberships/Chamber	1,200
Other UW CCC Admin Fees	11,000
Rent	22,752
PR & Marketing	34,121
Program Travel	4,500
United Way Canada Dues	6,500
AFP - Sector Leadership	500
Outcome Measurement	6,000
Days of Caring	1,200
<b>Sub-Total</b>	<b>499597</b>
Program Grants	1,424,203
<b>TOTAL EXPENSES</b>	<b>1,923,800</b>





**BRITISH  
COLUMBIA**  
The Best Place on Earth

Ministry  
of Finance  
BC Registry Services

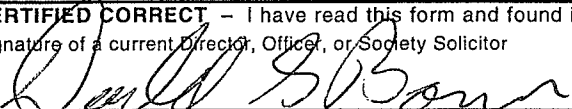
Mailing Address:  
PO Box 9431 Stn Prov Govt  
Victoria BC V8W 9V3  
Location:  
2nd Floor – 940 Blanshard Street  
Victoria BC  
[www.fin.gov.bc.ca/registries](http://www.fin.gov.bc.ca/registries)

**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</b> NAME OF SOCIETY		<b>B</b> ADDRESS OF SOCIETY – MUST BE A PHYSICAL ADDRESS		<b>C</b> CERTIFICATE OF INCORPORATION NUMBER	
United Way Central & Northern Vancouver Island 3156 Barons RD Nanaimo BC V9T 4B5				S-0005458	
				OFFICE USE ONLY – DO NOT WRITE IN THIS AREA	
<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 (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</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 731/8 WEB Rev. 2007 / 11 / 20

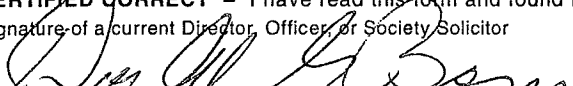
Telephone: 250 356-8609

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

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<p><b>A NAME OF SOCIETY</b></p> <p>United Way Central &amp; Northern Vancouver Island 3156 Barons RD Nanaimo, BC V9T 4B5</p>	<p><b>C CERTIFICATE OF INCORPORATION NUMBER</b></p> <p><b>S-0005458</b></p> <p><small>OFFICE USE ONLY – DO NOT WRITE IN THIS AREA</small></p>
<p><b>D ANNUAL GENERAL MEETING DATE</b></p> <p>This report contains information about the society as at the close of the annual general meeting held on</p> <p style="text-align: right;">YYYY / MM / DD 2012/06/21</p>	
<p><b>E DIRECTORS</b></p>	

LAST NAME	FIRST NAME & INITIALS (IF ANY)	RESIDENTIAL ADDRESS (MUST BE A PHYSICAL ADDRESS)	POSTAL CODE
Little	John	2039 Bay Street Nanaimo, BC	V9T 4V6
Jon Steininger	Jon	424 Hambrook Street PO Box 297 Ladysmith, BC	V9G 1A2
Winter	Len	1555 Arbutus Lane Nanoose Bay, BC	V9P 9B5

<p><b>F CERTIFIED CORRECT</b> – I have read this form and found it to be correct.</p> <p>Signature of a current Director, Officer, or Society Solicitor</p> <p><b>X</b> </p>	<p>DATE SIGNED</p> <p>YYYY / MM / DD</p>
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**United Way Central and Northern Vancouver Island  
Financial Statements**

December 31, 2011

Laura -

Please note we  
extended our year end  
to cover 15 months

Jan 2012 - March 2013.

We do not yet have  
our audited statements  
from MNP for that  
period. They are due soon.

Our fiscal year will  
now be April 1st to Mar 31st  
from now on.

Thanks

Signy

# United Way Central and Northern Vancouver Island

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For the year ended December 31, 2011

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To the Members of United Way Central and Northern Vancouver Island:

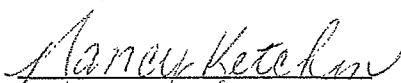
Management is responsible for the preparation and presentation of the accompanying financial statements, including responsibility for significant accounting judgments and estimates in accordance with Canadian generally accepted accounting principles for not for profit organizations. This responsibility 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, an independent firm of Chartered Accountants, 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.

May 24, 2012

  
Interim 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 December 31, 2011, the statements of operations, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian generally accepted 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 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 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*

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 contributions and pledges revenue, special events revenue 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 contributions and pledge revenue, special events revenue, deferred designated campaign revenue and excess (deficiency) of revenue over expenses, 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 United Way Central and Northern Vancouver Island as at December 31, 2011 and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting standards for not-for-profit organizations.

### *Other Matters*

Included in these statements is an unaudited schedule of expense allocation by activity. 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, these principles have been applied on a basis consistent with that of the preceding year.

Nanaimo, British Columbia

May 24, 2012

**MNP LLP**  
Chartered Accountants

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

As at December 31, 2011

	2011	2010
<b>Assets</b>		
<b>Current</b>		
Cash	204,805	199,174
Short term investments	210,672	301,079
Externally restricted gaming funds	3,237	3,237
Accounts receivable	30,159	23,499
Pledges receivable (Note 3)	684,829	607,086
Prepaid expenses and deposits	5,924	5,319
	1,139,626	1,139,394
<b>Capital assets (Note 4)</b>	6,463	7,617
	1,146,089	1,147,011
<b>Liabilities</b>		
<b>Current</b>		
Accounts payable and accruals	213,224	45,537
Deferred designated campaign revenue (Note 5)	157,867	117,711
Deferred revenue - gaming (Note 7)	3,237	3,237
	374,328	166,485
<b>Net Assets</b>		
Invested in capital assets	6,463	7,617
Unrestricted	162,052	244,425
Internally restricted (Note 8)	603,246	728,484
	771,761	980,526
	1,146,089	1,147,011

Approved on behalf of the Board of Directors

Director

Director

The accompanying notes are an integral part of these financial statements

# United Way Central and Northern Vancouver Island

## Statement of Operations

For the year ended December 31, 2011

	2011	2010
<b>Revenue</b>		
Contributions and pledges (Note 6)	941,181	933,418
Doubtful pledges	(69,363)	(91,758)
Other United Way admin fee	(10,060)	(4,966)
	861,758	836,694
Special events	54,870	50,825
Investment income	4,629	2,676
<b>Total revenue</b>	<b>921,257</b>	<b>890,195</b>
<b>Expenses</b>		
Amortization of capital assets	2,134	2,276
Bank charges and service fees	2,531	3,145
Campaign expenses	149,458	106,892
Conference and travel	7,567	5,062
Equipment leases	2,098	1,537
Volunteer and community relations	12,233	8,467
Insurance	1,769	1,812
Office supplies	4,712	3,964
Professional fees	24,617	10,388
Rent	19,000	19,025
Repairs and maintenance	2,520	780
Special event costs	29,365	19,258
Telephone, fax and internet	5,683	6,192
U.W. Centraide and memberships	6,485	6,475
Wages and benefits	132,345	154,343
	402,517	349,616
<b>Excess of revenues over expenses before allocations to community partners and other items</b>	<b>518,740</b>	<b>540,579</b>
<b>Allocations of prior year campaign funds to agencies</b>		
United Way allocations to community partners	673,484	510,510
Donor designated funds	54,021	70,562
	727,505	581,072
<b>Deficiency of revenues over expenses before other items</b>	<b>(208,765)</b>	<b>(40,493)</b>
<b>Other items</b>		
Gain arising from remeasurement of financial instruments at fair value	-	5,719
Transfer from The Campbell River and District United Way	-	71,307
	-	77,026
<b>Excess (deficiency) of revenues over expenses</b>	<b>(208,765)</b>	<b>36,533</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

*For the year ended December 31, 2011*

	<i>Invested in capital assets</i>	<i>Unrestricted</i>	<i>Internally restricted</i>	<i>2011</i>	<i>2010</i>
Net assets beginning of year	7,617	244,425	728,484	980,526	943,993
Excess (deficiency) of revenues over expenses	(2,134)	(206,631)	-	(208,765)	36,533
Purchase of capital assets funded by operations	980	(980)	-	-	-
Transfer from prior year campaign activities to unrestricted fund for 2011 agency allocations	-	728,484	(728,484)	-	-
Transfer from current year campaign activities to internally restricted fund for 2012 agency allocations (Note 8)	-	(603,246)	603,246	-	-
Net assets, end of year	6,463	162,052	603,246	771,761	980,526

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

# United Way Central and Northern Vancouver Island

## Statement of Cash Flows

*For the year ended December 31, 2011*

	2011	2010
<b>Cash provided by (used for) the following activities</b>		
<b>Operating activities</b>		
Cash received from donations and special events	877,339	838,011
Cash paid to agencies	(588,036)	(552,952)
Cash paid to employees	(222,166)	(215,399)
Cash paid on expenditures	(152,958)	(133,031)
Interest received	134	1,638
Cash transferred to Success by Six program	(2,753)	(4,354)
	(88,440)	(66,087)
<b>Financing activities</b>		
Purchase of short term investments	(309,334)	(300,000)
Proceeds from sale of short term investments	404,385	368,274
	95,051	68,274
<b>Investing activities</b>		
Purchases of capital assets	(980)	(1,823)
<b>Increase in cash resources</b>	5,631	364
<b>Cash resources, beginning of year</b>	199,174	198,810
<b>Cash resources, end of year</b>	204,805	199,174

*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 year ended December 31, 2011

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### 1. Organization

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 is 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 tax as long as certain conditions are met. It is management's opinion that these conditions have been met.

### 2. Significant accounting policies

The financial statements have been prepared in accordance with Canadian generally accepted accounting principles using the following significant accounting policies:

#### *Revenue recognition*

The Society follows the deferral method of accounting for contributions for not-for-profit organizations.

Support from the general public consists of pledges and donations relating to the current year's campaign. An allowance for pledge loss is provided annually based on historical percentages for pledge collections and on actual collection experience. Funds raised during a campaign, net of related campaign expenses and provisions, are used to provide funds for funded programs, other Canadian registered charities and operations in the following fiscal year.

Pledges and donations received by the United Way Central and Northern Vancouver Island 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. Pledges and donations received by the United Way Central and Northern Vancouver Island that are designated by the donor to fund 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 and services*

Contributed materials and services are recognized in the financial statements when their fair value can be reasonably determined and they 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.

#### *Pledges Receivable*

Contributions pledged are recorded as receivable and allowances are provided for amounts estimated to be uncollectible.

#### *Investment Income*

Investment income includes interest income, dividends and realized gains/losses on sale of securities.

**United Way Central and Northern Vancouver Island**  
**Notes to the Financial Statements**  
*For the year ended December 31, 2011*

---

**2. Significant accounting policies** *(Continued from previous page)*

***Distribution of funds***

United Way allocations to community partners represents the funds from the prior year campaign which have been designated for distribution to community partners in the current year. The "donor designated funds" represent funds from the prior year campaign which have been paid to donor designated agencies during the year.

***Capital assets***

Capital assets are recorded at cost. Contributions of capital assets are recorded at fair value at the date of contribution.

Amortization is provided using the declining balance method at rates intended to amortize the cost of assets over their estimated useful lives.

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.

***Financial instruments***

**Held for trading:**

The Society has classified the following financial assets and liabilities as held for trading: cash, externally restricted gaming funds, and short term investments.

These instruments are initially recognized at their fair value. Fair value is approximated by the instrument's initial cost in a transaction between unrelated parties. Transactions to purchase or sell these items are recorded on the trade date.

Held for trading financial instruments are subsequently measured at their fair value, without any deduction for transactions costs incurred on sale or other disposal. Gains and losses arising from changes in fair value are recognized immediately in the statement of operations.

**Loans and receivables:**

The Society has classified accounts receivable and pledges receivable as loans and receivables. These assets are initially recognized at their fair value. Fair value is approximated by the instrument's initial cost in a transaction between unrelated parties. Transactions to purchase or sell these items are recorded on the trade date.

Loans and receivables are subsequently measured at their amortized cost, using the effective interest method. Under this method, estimated future cash receipts are exactly discounted over the asset's expected life, or other appropriate period, to its net carrying value. Amortized cost is the amount at which the financial asset is measured at initial recognition less principal repayments, plus or minus the cumulative amortization using the effective interest method of any difference between that initial amount and the maturity amount, and less any reduction for impairment or uncollectability. Carrying value approximates amortized cost. Gains and losses arising from changes in fair value are recognized in the statement of operations upon derecognition or impairment.

**United Way Central and Northern Vancouver Island**  
**Notes to the Financial Statements**  
*For the year ended December 31, 2011*

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**2. Significant accounting policies** *(Continued from previous page)*

**Other financial liabilities:**

The Society has classified accounts payable and accruals as other financial liabilities. These liabilities are initially recognized at their fair value. Fair value is approximated by the instrument's initial cost in a transaction between unrelated parties. Transactions to purchase or sell these items are recorded on the trade date.

Other financial liabilities are subsequently measured at amortized cost using the effective interest method. Under this method, estimated future cash payments are exactly discounted over the liability's expected life, or other appropriate period, to its net carry value. Amortized cost is the amount at which the financial liability is measured at initial recognition less principal repayments, and plus or minus the cumulative amortization using the effective interest method of any difference between that initial amount and the maturity amount. Carrying value approximates amortized cost. Gains and losses arising from changes in fair value are recognized in the statement of operations upon derecognition or impairment.

**Measurement uncertainty (Use of estimates)**

The preparation of financial statements in conformity with Canadian generally accepted accounting principles 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 collectibility 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.

**Recent Accounting Pronouncements**

**Canadian accounting standards for not-for-profit organizations**

In October 2010, the Accounting Standards Board (AcSB) approved the accounting standards for private sector not-for-profit organizations (NFPOs) to be included in Part III of the CICA Handbook-Accounting ("Handbook"). Part III will comprise:

- The existing "4400 series" of standards dealing with the unique circumstances of NFPOs, currently in Part V of the Handbook; and
- The new accounting standards for private enterprises in Part II of the Handbook, to the extent that they would apply to NFPOs.

Effective for fiscal years beginning on or after January 1, 2012, private sector NFPOs will have the option to adopt either Part III of the Handbook or International Financial Reporting Standards (IFRS). Earlier adoption is permitted. The Society expects to adopt Part III of the Handbook as its new financial reporting standards. The Society has not yet determined the impact of the adoption of Part III of the Handbook on its financial statements.

**United Way Central and Northern Vancouver Island**  
**Notes to the Financial Statements**  
*For the year ended December 31, 2011*

**3. Pledges receivable**

	2011	2010
2011 campaign pledges receivable	670,419	-
Less allowance for uncollectable pledges	(66,581)	-
	<b>603,838</b>	<b>-</b>
2010 campaign pledges receivable	130,565	592,273
Less allowance for uncollectable pledges	(60,322)	(60,322)
	<b>70,243</b>	<b>531,951</b>
2009 campaign pledges receivable	66,542	130,928
Less allowance for uncollectable pledges	(55,794)	(55,793)
	<b>10,748</b>	<b>75,135</b>
	<b>684,829</b>	<b>607,086</b>

**4. Capital assets**

	Cost	Accumulated amortization	2011 Net book value	2010 Net book value
Computer equipment	7,400	4,739	2,661	2,612
Computer software	1,251	1,251	-	252
Equipment	14,701	13,699	1,002	1,253
Furniture and fixtures	4,311	2,741	1,570	1,962
Office equipment	6,971	5,741	1,230	1,538
	<b>34,634</b>	<b>28,171</b>	<b>6,463</b>	<b>7,617</b>

**5. Deferred designated campaign revenue**

Deferred designated campaign revenue consists of donations and pledges received under flow through arrangements 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:

	2011	2010
Balance, beginning of year	117,711	103,891
Received during the year	84,651	104,414
Recognized as revenue during the year	(44,495)	(90,594)
	<b>157,867</b>	<b>117,711</b>

**United Way Central and Northern Vancouver Island**  
**Notes to the Financial Statements**  
*For the year ended December 31, 2011*

**6. Campaign revenue and deferred designated campaign revenue**

The revenue reported in the Statement of Operations includes the unrestricted portion of the current year's campaign and the restricted portion of the previous year's campaign distributed during the year. The following schedule provides a reconciliation between the 2010 and 2011 campaign results and the gross campaign revenue reported in each respective year.

	2011	2010
Pledges and contributions received during the campaign for the 2011 and 2010 fiscal years	1,036,126	894,844
Other contributions received during the year	7,580	103,219
	<u>1,043,706</u>	<u>998,063</u>
Less: Contributions restricted for specific purposes	-	7,500
Special events revenue reported separately	54,870	50,825
Current year's deferred designated campaign revenue	84,650	96,914
Prior year donations restricted subsequent to year end	17,025	-
	<u>887,161</u>	<u>842,824</u>
Add: Prior year's deferred designated campaign revenue recognized during the year	54,020	90,594
	<u>941,181</u>	<u>933,418</u>

**7. Deferred revenue - gaming**

	2011	2010
Balance beginning of year	3,237	182
Amounts received during the year	-	3,055
	<u>3,237</u>	<u>3,237</u>

**8. Internally restricted net assets**

During the year, the Board of Directors internally restricted \$603,246 (2010 - \$728,484) representing funds received from the 2011 campaign that were not allocated to specific agencies by the Board at the year end but will be distributed in the next year based on Board approved allocations.

**United Way Central and Northern Vancouver Island**  
**Notes to the Financial Statements**  
*For the year ended December 31, 2011*

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**9. Trust funds**

The Society holds trust assets equal to trust liabilities in the amount of \$134,642 (2010 - \$106,480). These funds from the Ministry of Children and Family Development 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. and Access Nanaimo. See Schedule 1 for details on changes in these funds during the year.

	2011	2010
<b>Trust assets</b>		
Cash	119,144	88,384
Accounts receivable	16,328	18,096
	<b>135,472</b>	<b>106,480</b>
<b>Trust liabilities</b>		
Accounts payable	26,002	8,456
Trust fund liability (Schedule 1)	109,470	98,024
	<b>135,472</b>	<b>106,480</b>

**10. 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 and credit risk.

It is management's opinion that the Society is not exposed to significant interest, currency or credit risks arising from these financial instruments except as otherwise disclosed.

***Risk management policy***

Due to its size and limited operations, the Society does not have a formal risk management policy.

***Credit risk***

Campaign pledges receivable and other receivables are subject to credit risk.

***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 their short term investments.

***Fair value of financial instruments***

The carrying amount of cash, externally restricted gaming funds, short term investments, accounts receivable, pledges receivable and accounts payable and accruals is approximated by their fair value due to their short-term nature. Short term investments are recorded at fair value based on quoted market prices.



**United Way Central and Northern Vancouver Island**  
**Notes to the Financial Statements**  
*For the year ended December 31, 2011*

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**11. Capital management**

The Society defines its capital as the amounts included in its net assets.

The Society's objective when managing capital is to safeguard the Society's ability to continue as a going concern so that it can continue to help the 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 monitors its financial performance against an annual budget. Surpluses from unspent operational activities are accumulated under unrestricted net assets. In the event that revenues decline, the Society will budget for reduced distributions and reduced operational expenditures. Management and the Board of Directors carefully consider fundraising campaigns and investment income to ensure sufficient funds will be available to meet the Society's short or long-term objectives.

The Society manages cash as capital. Deferred designated campaign revenue represents funds received by the Society which are externally restricted under flow through arrangements for other charities. All externally imposed capital requirements were complied with in the year.

**12. Allocation of expenses**

Fundraising expenses reported in Schedule 2 of 254370 (2010 – \$201,179), with the exclusion of campaign expenses and special event costs, are reported after allocation of general operating costs of \$75,547 (2010 – \$75,029) based on the estimated time devoted to this activity at 34% of wages and 36% for all other expenses.

Community development expenses reported in Schedule 2 of \$79,116 (2010 – \$79,919), with the exclusion of U.W. Centraide and memberships, are reported after allocation of general operating costs of \$72,631 (2010 – \$73,444) based on the estimated time devoted to this activity at 35% of wages and 31% for all other expenses.

Administration expenses reported in Schedule 2 of \$69,030 (2010 – \$68,518) are reported after allocation of general operating costs of \$69,030 (2010 – \$68,518) based on the estimated time devoted to this activity at 31% of wages and 33% for all other expenses.

**United Way of Central and Northern Vancouver Island**  
**Schedule 1 - Reconciliation of trust fund liability**  
*For the year ended December 31, 2011*

	2011				
	Success By Six Central Island	Success By Six Northern Island	Access Nanaimo	Total	2010
<b>Funds received</b>					
Strategic implementation funds	57,895	46,494		104,389	110,246
Capacity funds	39,460	39,460		78,920	112,137
Aboriginal funds	72,000	103,670		175,670	122,000
Children First Funds	56,379	78,453		134,832	71,895
Other	4,333	14,867	7,620	26,820	8,680
Interest revenue	20	15		35	73
	230,087	282,959	7,620	520,666	425,031
<b>Expenditures</b>					
Public awareness	24,263	5,255		29,518	34,447
Travel	164	373		537	1,815
Bank charges and interest	4	-		4	-
Administration	1,016	-		1,016	373
Professional fees	-	-		-	4,613
Contractor fee	72,062	175,599		247,661	218,366
	97,509	181,227	-	278,736	259,614
<b>Subtotal</b>	132,578	101,732	7,620	241,930	165,417
<b>Programs</b>					
Strategic implementation	46,668	54,135		100,803	127,929
Aboriginal	69,025	58,833		127,858	161,127
Access Nanaimo			1,823	1,823	-
	115,693	112,968	1,823	230,484	289,056
Excess (deficiency) of receipts over expenditure:	16,885	(11,236)	5,797	11,446	(123,639)
Opening trust fund liability	20,120	77,904	-	98,024	221,663
<b>Ending trust fund liability</b>	37,005	66,668	5,797	109,470	98,024

# United Way Central and Northern Vancouver Island

## Schedule 2 - Schedule of Expenses Allocated by Activity

For the year ended December 31, 2011

(Unaudited)

	2011			
	Community	Fundraising	Administration	Total
	Development Program			
Amortization of capital assets	662	768	704	2,134
Bank charges and service fees	786	911	834	2,531
Campaign expenses	-	149,458	-	149,458
Conference and travel	2,346	2,724	2,497	7,567
Equipment lease	650	755	693	2,098
Volunteer and community relations	3,793	4,404	4,036	12,233
Insurance	548	637	584	1,769
Office supplies	1,461	1,696	1,555	4,712
Professional fees	7,631	8,862	8,124	24,617
Rent	5,890	6,840	6,270	19,000
Repairs and maintenance	782	907	831	2,520
Special event costs	-	29,365	-	29,365
Telephone, fax and internet	1,762	2,046	1,875	5,683
U.W. Centraide and memberships	6,485	-	-	6,485
Wages and benefits	46,320	44,997	41,027	132,345
	79,116	254,370	69,030	402,517

	2010			
	Community	Fundraising	Administration	Total
	Development Program			
Amortization of capital assets	706	819	751	2,276
Bank charges and service fees	976	1,132	1,037	3,145
Campaign expenses	-	106,892	-	106,892
Conference and travel	1,570	1,822	1,670	5,062
Equipment lease	476	553	507	1,536
Volunteer and community relations	2,625	3,048	2,794	8,467
Insurance	562	652	598	1,812
Office supplies	1,229	1,427	1,308	3,964
Professional fees	3,220	3,740	3,428	10,388
Rent	5,898	6,849	6,278	19,025
Repairs and maintenance	242	281	257	780
Special event costs	-	19,258	-	19,258
Telephone, fax and internet	1,920	2,229	2,043	6,192
U.W. Centraide and memberships	6,475	-	-	6,475
Wages and benefits	54,020	52,477	47,847	154,343
	79,919	201,179	68,518	349,615