CITY OF NANAIMO
THE HARBOUR CITY

AGENDA
GRANTS ADVISORY COMMITTEE
TO BE HELD ON WEDNESDAY, 2013-AUG-21 AT 3:00 PM
BOARD ROOM, 411 DUNSMUIR STREET

1. **CALL TO ORDER:**

2. **INTRODUCTION OF LATE ITEMS:**

3. **ADOPTION OF AGENDA:**

4. **ADOPTION OF MINUTES:**

   (a) Minutes of the Grants Advisory Committee Meeting held in the Board Room, 411 Dunsmuir Street, Nanaimo, BC, on Wednesday, 2013-MAY-15 at 3:00 p.m. *Pg. 3-4*

   (b) Minutes of the Grants Advisory Committee Meeting held in the Bylaw Service Meeting Room, 238 Franklyn Street, Nanaimo, BC, on Wednesday, 2012-JUN-20 at 3:00 p.m. *Pg. 5-6*

5. **INFORMATION ITEMS:**

   (a) Report to Council *Pg. 7-8*

   (b) 2013 Grants Committee Budget *Pg. 9*

   (c) 2013 Synopsis of Grants Awarded/Denied *Pg. 10*

   (d) Application for Permissive Tax Exemption from the Island Crisis Care Society *(for information only)*. *Pg. 11-64*

6. **DELEGATIONS:**

   (a) **PTE – 02 Radio Malaspina Society** *Pg. 65-94*

   Mr. Jesse Schroeder Sales and Fundraising, Radio Malaspina Society, to provide the Grants Advisory Committee with more information for property leased at 25 Front Street.

   Request to be placed on the City's 2014 Permissive Tax Exemption Bylaw for property leased at 25 Front Street, **and** for cash-in-lieu of 2013 taxes in the amount of $12,600 (estimated value).

7. **NEW APPLICATIONS:**

(a) **PTE – 04** **The Redeemed Christian Church of God** *Pg. 95-131*

Request to be placed on the City's 2014 Permissive Tax Exemption Bylaw for property it rents at 216 Prideaux Street.

(b) **PTE – 05** **Lighthouse Bible Baptist Church** *Pg. 132-144*

Request to be placed on the City's 2014 Permissive Tax Exemption Bylaw for property at 520 Prideaux Street.

(c) **PTE – 06** **Nanaimo Gymnastics School** *Pg. 145-159*

Request to be placed on the City's 2014 Permissive Tax Exemption Bylaw for property at 1975 Bollinger Road, **and** for cash-in-lieu of 2013 taxes in the amount of $17,431.70.

(d) **PTE – 07** **Nanaimo Economic Development Corporation** *Pg. 160-187*

Request to be placed on the City's 2014 Permissive Tax Exemption Bylaw for properties at 2450 Northfield Road and 104 Front Street.

(e) **SC-01** **St. Paul's Anglican Church** *Pg. 188-195*

$60 requested (original receipts were provided).
Represents 6 Volunteer Police Information Checks @ $10/each

[Note: Maximum $500 per year per organization.]

8. **NEXT MEETING:**

The next meeting is scheduled for 2013-SEP-18 at 3:00 p.m. in the Board Room, Service and Resource Centre, 411 Dunsmuir Street.

9. **ADJOURNMENT:**

CITY OF NANAIMO
THE HARBOUR CITY

MINUTES
GRANTS ADVISORY COMMITTEE
MEETING HELD WEDNESDAY, 2013-MAY-15, 3:00 PM
IN THE BOARD ROOM, 411 DUNSMUIR STREET

MEMBERS PRESENT:

Councillor D. Johnstone, Chair
V. Alcock-Carter
W. Anderson
D. Bonner
F. Tellier (arrived 3:10 p.m.)
I. Thorpe
L. Avis
Councillor G. Anderson (arrived 3:05 p.m.)

STAFF PRESENT:

L. Mercer, Manager of Revenue Services
T. Wilkinson, Recording Secretary

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1. CALL TO ORDER:

The meeting was called to order at 3:00 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-MAR-20 at 3:05 p.m. be adopted as circulated. The motion carried.

4. INFORMATION ITEMS:

There is $1,160 left in the Permissive Tax Exemption portion of the budget.

5. NEW APPLICATIONS:

(a) Trustees of the Chase River Congregation of Jehovah's Witnesses (PTE-03)

It was moved and seconded that the Trustees of the Chase River Congregation of Jehovah's Witnesses be placed on the City's 2014 Permissive Tax Exemption Bylaw for property at 1064 Old Victoria Road. The motion carried.

It was moved and seconded to deny the Trustees of the Chase River Congregation of Jehovah's Witnesses a cash-in-lieu of 2013 taxes in the amount of $4,811.95 (estimated value). The motion carried.

6. NEXT MEETING

The next meeting of the Grants Advisory Committee is scheduled for Wednesday, 2013-JUN-19 in the Board Room, Service and Resource Centre, 411 Dunsmuir Street.

7. ADJOURNMENT:

It was moved and seconded at 3:15 p.m. that the meeting terminate. The motion carried.

_____
Chair

_____
Date

G:\ADMINISTRATION\Committees\Grants Advisory Committee\2013 Grants\2013-MAY-15\GAC130515M.docx

CITY OF NANAIMO
THE HARBOUR CITY

MINUTES
GRANTS ADVISORY COMMITTEE
MEETING HELD WEDNESDAY, 2012-JUN-20, 3:00 PM
IN THE BYLAW MEETING ROOM, 238 FRANKLYN STREET

MEMBERS PRESENT:

Councilor D. Johnstone, Chair
L. Avis
M. Beaudoin-Lobb
Councilor G. Anderson
D. Bonner
W. Anderson

MEMBERS ABSENT:

F. Tellier
J. Neville

STAFF PRESENT:

L. Mercer, Manager, Revenue Services
Jane Beaton, Recording Secretary

1. CALL TO ORDER

The meeting was called to order at 3:05 pm.

2. ADOPTION OF MINUTES

It was MOVED and SECONDED that the Minutes from 2012-Feb-15 be adopted. The motion was carried.

3. DELEGATIONS

Dianne Magor (Executive Director) and Dean Mapstone (Accountant) from the Pacific Child and Family Enrichment Society (dba Pacific*CARE*) made a presentation relating to their Permissive Tax Exemption application.

4. NEW BUSINESS

PTE-01 - Pacific Child and Family Enrichment Society (dba Pacific*CARE*)

MOVED and SECONDED that Pacific Child and Family Enrichment Society (dba Pacific*CARE*) be placed on the City's 2012 Permissive Tax Exemption Bylaw for property it leases at 3156 Barons Road, receiving exemption from taxation for the year 2013 until the next review. THE MOTION CARRIED.

5. OLD BUSINESS

None.

6. NEXT MEETING

The next meeting of the Grants Advisory Committee is scheduled for Tuesday, 2012-Jul-18 in the Bylaw Meeting Room, 238 Franklyn Street.

7. ADJOURNMENT

The meeting adjourned at 3:36 pm. CARRIED

_____
Chair

_____
Date

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REPORT TO COUNCIL

DATE OF MEETING: 2013-MAY-27

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

RE: 2013 GRANTS ADVISORY COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That Council

1. award a Permissive Tax Exemption for 2014 to Trustees of the Chase River Congregation of Jehovah's Witnesses (PTE-03); and,

2. deny the Trustees of the Chase River Congregation of Jehovah's Witnesses a cash-in-lieu of 2013 taxes in the amount of $4,811.95 (estimated value).

PURPOSE:

The purpose of this report is to outline the Committee's recommendation regarding the Permissive Tax Exemption application received.

BACKGROUND:

The Grants Advisory Committee met on 2013-MAY-15.

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 31st of October of the year preceding exemptions.

DISCUSSION:

NEW APPLICATIONS

Permissive Tax Exemption Category

Application PTE-03 Trustees of the Chase River Congregation of Jehovah's Witnesses

The Committee recommends that Council place the Trustees of the Chase River Congregation of Jehovah's Witnesses on the City's 2014 Permissive Tax Exemption Bylaw for the property at 1064 Old Victoria Road.

The Committee recommends that Council deny the Trustees of the Chase River Congregation of Jehovah's Witnesses a cash-in-lieu of 2013 taxes in the amount of $4,811.95 (estimated value).

Respectfully submitted

Diana C Johnstone .

Councillor Diana Johnstone
Chair, Grants Advisory Committee

Drafted: 2013-MAY-16
LM/tw

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GRANTS ADVISORY COMMITTEE

2013 Grant Applications

		2007 Grant	2008 Grant	2009 Grant	2010 Grant	2011 Grant	2012 Grant	2013 Request	2013 Recommend	2013 Awarded	Remaining Budget
Other Grants 275000 - 1334											**41,321.00**
2012-OG-03	Nanaimo 7-10 Club Society covered by Council contingency						9,321.00	9,321.00	9,321.00	9,321.00	32,000.00
OG-01	Nanaimo Volunteer & Information Centre Society	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
OG-02	Nanaimo & District BC SPCA - Funded by Council	15,000.00		25,000.00		15,000.00		25,000.00	0.00	25,000.00	5,556.38
											5,556.38
	Subtotal: Other Grants 275000 - 1334	**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											**5,000.00**
PTE-01	Columbian Centre Society							3,840.00	3,840.00	4,022.91	977.09
PTE-02	Radio Malaspina Society							12,600.00			977.09
PTE-03	Trustees of the Chase River Congregation of Jehovah's Witnesses							4,811.95	-	-	977.09
	Subtotal: Permissive Tax Exemptions 27500 - 1332	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**21,251.95**	**3,840.00**	**4,022.91**	**977.09**
Security Check Grants 275000 - 1329											**2,000.00**
											2,000.00
											2,000.00
	Subtotal: Security Check Grants 275000 - 1329	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**2,000.00**
Totals											

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

2013 Budget	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)
Remaining Budget	8,533.47

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)	✓		✓		✓		$1,539.87	'In Kind' grant for Beban Park Auditorium rental. Funds paid out from Grants cost centre.
Nanaimo & District BC SPCA (OG-02)	✓		✓		✓		$25,000.00	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								
PERMISSIVE TAX EXEMPTION GRANTS								
Columbian Centre Society (PTE-01)	✓		✓			✓	$4,022.91	Recommended to be placed on 2013 PTE bylaw, and for a cash-in-lieu of 2013 taxes.
Radio Malaspina Society (PTE-02)							$12,600.00 (estimate)	GAC Postponed PTE request until more information has been received.
Trustees of the Chase River Congregation of Jehovah's Witnesses (PTE-03)	✓		✓			✓	$ 0.00	Recommended to be placed on 2014 PTE bylaw. Denied 2013 cash-in-lieu of PTE.

CITY OF NANAIMO
THE HARBOUR CITY

CITY OF NANAIMO APPLICATION FOR PERMISSIVE TAX EXEMPTION

Office Use

ORGANIZATION: Island Crisis Care Society	DATE: 28 May 2012
ADDRESS: 3156 Barons Road	PRESIDENT: Paul Leslie (Chair)
Nanaimo, BC	SENIOR STAFF MEMBER: Violet Hayes
V9T 4B5	POSITION: Executive Director
	CONTACT: Same
TELEPHONE: 250 - 585 - 2577	TELEPHONE: 250 - 585 - 2577

OVERVIEW OF YOUR ORGANIZATION'S PROGRAMS AND SERVICES OFFERED IN THE COMMUNITY: ICCS provides emergency shelter for Women at our Samaritan House program and crisis stabilization housing at our Crescent House, Safe Harbour House, and Hirst House locations. We provide supportive recovery housing at our Bridge location. We work cooperatively with the Health Authority, BC Housing, the Ministry of Social Development, and local non profit and governmental agencies.

GEOGRAPHIC AREA SERVED BY THE ORGANIZATION: Nanaimo, Parksville, and the surrounding areas.

NO. OF FULL TIME STAFF: 21	NO. OF PART TIME STAFF: 31
NO. OF COMMUNITY VOLUNTEERS: 33 (Not Including Fundraiser Participants)	NO. OF VOLUNTEER HOURS PER YEAR: 200 (Not Including Fundraiser Participants)
NO. OF MEMBERS: 34	MEMBERSHIP FEE: $5.00
CLIENTS SERVED, LAST YEAR (2012): 774	CLIENTS SERVED, THIS YEAR (PROJECTED 2013): 800
B.C. SOCIETY ACT REG. NO.: S-24746	REVENUE CANADA CHARITABLE REG. NO.: 13707 7111 RP 0001
CURRENT BUDGET: 2013/14 INCOME: $1,828,447	LEGAL DESCRIPTION OF PROPERTY: LOT 2, SECTION 1, NANAIMO DISTRICT, PLAN 6091
EXPENSES: $1,828,447 NEXT YEAR PROJECTED: 2014/15	TAX FOLIO NUMBER: 84681.000
INCOME: $1,403,316 EXPENSES: $1,403,316	CURRENT YEAR TAXES (IF KNOWN):

SIGNATURE:	TITLE/POSITION:	DATE:
[signature]	POLICY AND PUBLICATIONS MANAGER	30 JUN 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.

ICCS operates housing programs that provide emergency shelter, crisis stabilization, supportive recovery, and a variety of support services, including case management and referrals.

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

In 2013 our focus is on redeveloping our Emergency Shelter to fill gaps in service in the community and to respond to the emerging needs in the population who make frequent use of the shelter services. As well we are working with partner agencies to explore new opportunities for housing services that have a longer term of residency. We see a growing need for affordable housing with various levels of associated services.

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

As members of a variety of housing associations, including BC Non-profit Housing Association, we stay abreast of national and provincial trends. We maintain a database of basic client information. We provide clients with service evaluation forms and concern and complaint forms. We participate in round table discussions and attend local community meetings related to our client base.

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

We provide volunteer opportunities in two main categories: 1. Activities that support the operation of the society such as fundraising and society business (member duties, board of directors, etc.); and 2. Direct interaction with clients. Category 2 is reserved for practicum and intern placements by students enrolled in a program that relates to our service area.

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

Recent funding was received from Human Resources and Skills Development Canada for a proposal to clarify the best uses of existing and dedicated ICCS real estate at 359 and 355 Nicol Street. In the last year we have submitted 5 proposals for new programs or improvements to existing programs. One of these proposals, to the Office for Disability Issues -- Human Resources and Skills Development Canada, is still being adjudicated. That proposal is to address gaps in service with a project leader, data gathering and office systems specialist, and a support worker for a three year research, support, training, and development initiative. Seed applications are being written for 2013

CITY OF NANAIMO
GRANT QUESTIONNAIRE

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

Funding from BC Housing, along with fundraising, ensures that no fees are charged for emergency shelter services. At the current time, stays in our crisis stabilization and supportive recovery programs are completely covered for clients registered with the Ministry of Social Development. Clients not covered by the Ministry are given the opportunity to contribute to the equivalent cost of their stay to a maximum of $40 per day. In most cases alternative sources of funding are available through other government programs.

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

ICCS is not a branch of a larger organization.

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

See attached excerpt from the ICCS Governance Policy.

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

All Self-generated income is either ear-marked for specific projects, or goes to support general operations. Most or all of our fundraising at the moment is dedicated for the expansion of Samaritan House.

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

Funds will be diverted from service delivery or capital projects.

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

No

CITY OF NANAIMO

APPLICATION FOR PERMISSIVE TAX EXEMPTION

Division 7 of the *Community Charter* permits Council to exempt from taxation, property used for certain purposes. Organizations that are successful in receiving a Permissive Taxation Exemption will be exempt from taxes in the following and subsequent years. If an organization requires assistance to pay its property taxes in the current year, it should apply for a PTE Cash Grant by filling out question 11 at the end of this application.

Applications for Permissive Taxation Exemptions are first examined to determine whether they meet the requirements of the *Charter.* If they do not, they must be rejected by the Grants Advisory Committee. If the application meets the requirements, the Committee will then evaluate the application on the basis of financial need, appropriateness and service provided to the local community. Applicants may be required to appear before the Committee to answer questions with respect to program services, finances or other issues.

In preparation of your application, you are encouraged to submit any appendices that you feel would add to the understanding of your service. Please complete all attached forms even if you are submitting separate attachments. Ensure all questions on the application are completed or the application will be returned. Please type or print clearly.

Please return applications to the Grants Advisory Committee, c/o Laura Mercer, Finance Department, City of Nanaimo, 455 Wallace Street, Nanaimo, B.C., V9R 5J6. If you require further information or have any questions regarding the application, please call Ms. Mercer at 755-4413. Applications received after August 1 cannot be placed on the Permissive Taxation Exemption Bylaw for the next taxation year.

The following attachments are also required for consideration:

1. Copy of most recent Society Act Annual Report (Form 11) ✓
2. Most recent Audited Financial Statement (or year-end financial statements) ✓
3. Year-to-date Financial Statements ✓
4. Current Year Budget (income and expenditure) or Year-to-Date Statement ✓
5. Proposed Next Year's Budget ✓
6. List of Directors ✓

BC Registry Services

Mailing Address:
PO Box 9431 Stn Prov Govt
Victoria BC V8W 9V3
www.bcregistryservices.gov.bc.ca

Location:
2nd Floor - 940 Blanshard Street
Victoria BC
250 356-8609

2012 Annual Report
BC SOCIETY

FORM 11
SOCIETY ACT
Section 68

Filed Date and Time: **October 9, 2012 10:45 AM Pacific Time**

ANNUAL REPORT DETAILS

NAME OF SOCIETY

ISLAND CRISIS CARE SOCIETY
3156 BARONS RD
NANAIMO BC V9T 4B5

SOCIETY INCORPORATION NUMBER
S-0024746

DATE OF INCORPORATION
March 30, 1989

DATE OF ANNUAL GENERAL MEETING (AGM)
September 19, 2012

DIRECTOR INFORMATION as of September 19, 2012

Last Name, First Name, Middle Name:

BARG, KEVIN G.

Physical Address:

4070 BRIGHTON PL
NANAIMO BC
CANADA V9T 3Z5

Mailing Address:

4070 BRIGHTON PL
NANAIMO BC
CANADA V9T 3Z5

Last Name, First Name, Middle Name:

CROFTON, WILLIAM J.N.

Physical Address:

2668 HAYRAKE RD
NANAIMO BC
CANADA V9R 6W7

Mailing Address:

2668 HAYRAKE RD
NANAIMO BC
CANADA V9R 6W7

Last Name, First Name, Middle Name:

HAYWARD, BRETT A.

Physical Address:	**Mailing Address:**
5710 VANDERNEUK RD NANAIMO BC CANADA V9T 5H4	5710 VANDERNEUK RD NANAIMO BC CANADA V9T 5H4

Last Name, First Name, Middle Name:

LESLIE, W. PAUL (Formerly LESLIE, PAUL)

Physical Address:	**Mailing Address:**
378 HAREWELL RD NANAIMO BC CANADA V9R 1V1	378 HAREWELL RD NANAIMO BC CANADA V9R 1V1

Last Name, First Name, Middle Name:

WILLIAMS, WILLIAM

Physical Address:	**Mailing Address:**
980 PRATT RD QUALICUM BEACH BC CANADA V9K 1W9	980 PRATT RD QUALICUM BEACH BC CANADA V9K 1W9

Date and Time: October 9, 2012 10:46 AM Pacific Time

BRITISH COLUMBIA | BC Registry Services

Mailing Address:
PO Box 9431 Stn Prov Govt
Victoria BC V8W 9V3
www.bcregistryservices.gov.bc.ca

Location:
2nd Floor - 940 Blanshard Street
Victoria BC
250 356-8609

Notice of Change of Address for BC Society

FORM 5
SOCIETY ACT
Section 10

Filed Date and Time: **October 9, 2012 10:45 AM Pacific Time**
Effective Date and Time of Filing: **October 10, 2012 12:01 AM Pacific Time**

Society Incorporation Number:
S-0024746

Name of Society:
ISLAND CRISIS CARE SOCIETY

REGISTERED OFFICE INFORMATION

Physical Address:
3156 BARONS RD
NANAIMO BC V9T 4B5
CANADA

Mailing Address:
3156 BARONS RD
NANAIMO BC V9T 4B5
CANADA

Financial Statements of

ISLAND CRISIS CARE SOCIETY

Year ended March 31, 2012

ISLAND CRISIS CARE SOCIETY

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Year ended March 31, 2012

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INDEPENDENT AUDITORS' REPORT

To the Members of ISLAND CRISIS CARE SOCIETY

We have audited the accompanying financial statements of ISLAND CRISIS CARE SOCIETY, which comprise the statement of financial position as at March 31, 2012, and the statements of operations, changes in net equity in capital assets, changes in net assets and cash flow 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 principles, 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

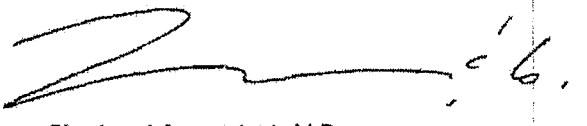
Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable 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 judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

Opinion

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

In our opinion, the financial statements present fairly, in all material respects, the financial position of ISLAND CRISIS CARE SOCIETY as at March 31, 2012, and the results of its operations and its cash flow for the year then ended in accordance with Canadian generally accepted accounting principles.



Chartered Accountants LLP

Nanaimo, Canada
September 6, 2012

ISLAND CRISIS CARE SOCIETY

Statement of Financial Position — Exhibit A

Year ended March 31, 2012, with comparative figures for 2011

	2012	2011
Assets		
CURRENT ASSETS		
Cash	$ 331,112	$ 481,086
Accounts receivable	78,908	76,212
Prepaid expenses	12,680	10,329
	422,700	567,627
Capital assets net of amortization (Note 2)	1,172,103	1,091,404
Restricted assets	291,243	-
	$ 1,886,046	$ 1,659,031
Liabilities		
CURRENT LIABILITIES		
Accounts payable and accrued liabilities	$ 100,882	$ 128,255
Deferred revenue (Note 3)	229,695	179,549
Demand loans (Note 4)	533,165	389,918
	863,742	697,722
Net Assets		
Restricted	291,243	-
Equity in Capital Assets (Exhibit C)	525,108	584,701
Unrestricted (Exhibit D)	205,953	376,608
	$ 1,886,046	$ 1,659,031

See accompanying notes to financial statements.

On behalf of the Society:

W. Paul Leslie

WILLIAM PAUL LESLIE BOARD CHAIR.

ISLAND CRISIS CARE SOCIETY

Statement of Operations — Exhibit B

Year ended March 31, 2012, with comparative figures for 2011

	2012	2011
Revenue:		
Vancouver Island Health Authority	$ 1,124,776	$ 1,118,792
BC Housing	758,943	756,522
Ministry of Social Development	221,422	207,876
Client room and board	3,360	3,360
BC Housing - maintenance	4,693	21,478
Donations	10,831	86,301
Other income	13,255	6,394
	2,137,280	2,200,723
Expenditure:		
Advertising and promotion	1,194	953
Amortization	44,164	39,487
Bank charges and interest	1,592	928
Food and supplies	165,984	138,005
Insurance	10,329	11,918
Interest on demand loans	21,574	16,350
Licences and dues	3,601	3,068
Office and miscellaneous	17,435	17,344
Professional development	6,564	13,364
Professional fees	7,592	14,973
Rent and property taxes	22,980	27,508
Repairs and maintenance	35,231	20,507
Salaries and benefits	1,681,106	1,605,006
Telephone	15,352	16,970
Travel	6,418	8,986
Utilities	35,168	33,310
Total expenditure for the year	2,076,284	1,968,677
Excess of revenue over expenditure for the year	$ 60,996	$ 232,046

See accompanying notes to the financial statements.

ISLAND CRISIS CARE SOCIETY

Statement of Changes in Net Equity in Capital Assets — Exhibit C

Year ended March 31, 2012, with comparative figures for 2011

	2012	2011
Balance at beginning of year	$ 584,701	$ 509,866
Add:		
Net asset acquisitions	124,863	353,224
Amortization of deferred capital contributions	2,957	1,478
Repayment of demand loans for asset acquisition	19,371	17,884
	147,191	372,586
Deduct:		
Amortization of capital assets	44,164	39,487
Demand loans received for asset acquisitions	162,620	140,000
Deferred capital contributions received	-	118,264
	206,784	297,751
Balance at end of year	$ 525,108	$ 584,701

ISLAND CRISIS CARE SOCIETY

Statement of Changes in Net Assets

Exhibit D

Year ended March 31, 2012, with comparative figures for 2011

Schedule	Program	Net Assets beginning of year 2011	Revenue	Expenditure	Excess (deficiency) of revenue over expenditure	Net change in equity in capital assets	Transfers & Recoveries	Net Assets end of year
1	Operating	$ 40,626	$ 214,698	$ 222,507	$ (7,809)	$ (1,040)	$ -	$ 31,777
2	Hirst House	51,107	318,862	301,089	17,773	(1,027)	(67,107)	746
3	Safe Harbour	(56,808)	373,478	398,208	(24,730)	100,771	-	19,233
4	Samaritan House	209,731	793,395	728,668	64,727	(37,079)	(117,565)	119,814
5	Crescent House	90,223	317,185	302,599	14,586	51	(74,843)	30,017
6	Sophia House	41,729	329,282	332,833	(3,551)	(2,084)	(31,728)	4,366
Total		$ 376,608	$ 2,346,900	$ 2,285,904	$ 60,996	$ 59,592	$ (291,243)	$ 205,953

See accompanying notes to financial statements.

ISLAND CRISIS CARE SOCIETY

Statement of Cash Flow — Exhibit E

Year ended March 31, 2012, with comparative figures for 2011

	2012	2011
Cash flow from operating activities:		
Excess of revenue over expenditure	$ 60,996	$ 232,046
Items not involving cash:		
Amortization	44,164	39,487
	105,160	271,533
Change in non-cash operating working capital:		
Accounts receivable	(2,696)	(31,885)
Accounts payable and accrued liabilities	(27,374)	(25,237)
Deferred revenue	50,146	(1,549)
Prepaid expenses	(2,351)	(575)
Restricted assets	(291,243)	
	(168,358)	212,287
Financing:		
Increase in demand loans	143,253	122,115
Investments:		
Purchase of capital assets	(124,869)	(353,227)
Decrease in cash	(149,974)	(18,825)
Cash, beginning of year	481,086	499,911
Cash, end of year	$ 331,112	$ 481,086
Supplementary information:		
Interest paid in the year	$ 21,574	$ 16,350
Interest received in the year	13,255	6,394

See accompanying notes to financial statements.

The objective of the Society is to provide emergency shelter, food and referrals to the community for those in crisis. The Society is a registered charity under the Income Tax Act and is therefore exempt from income tax.

1. Significant accounting policies:

(a) Fund accounting:

The Society records accounting transactions using the fund accounting method generally in use for non-profit organizations. A fund is determined for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations. Each fund has its own statement of operations which presents the results of operations for the fund. The statement of financial position of the Society includes the assets, liabilities and equity of all funds presented in the financial statements.

The various funds (being the operating fund, which includes all of the programs of the Society, the restricted fund that represents program surpluses of prior years set aside per funding agreements and the capital fund, which includes all of the capital assets of the Society) have been amalgamated for the purpose of presentation in the financial statements. Details of the operations of each program are set out in the supplementary schedules.

All inter-program balances have been eliminated on consolidation, but in order to present the results of operations for each specific program, transactions amongst programs have not necessarily been eliminated on the individual schedules.

(b) Revenue recognition:

The Society follows the deferral method of accounting for contributions. Accordingly, amounts received under funding arrangements which relate to a subsequent fiscal period are reflected as deferred revenue on the statement of financial position.

(c) 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 at the date of the financial statements and the reported amounts of revenue and expenditures during the reporting period. Actual amounts may subsequently differ from these estimates.

(d) Capital assets:

Capital assets are valued at acquisition cost. Amortization is charged against capital assets and equity in capital assets on a declining balance basis according to the following:

Asset	Basis	Rate
Buildings	Straight Line	20 and 40 years
Computer equipment	Declining Balance	30%
Furniture and equipment	Declining Balance	20%
Office equipment	Declining Balance	20%
Vehicle	Declining Balance	30%

(e) Financial Instruments:

The Society's financial assets and liabilities are classified as follows:

Accounts receivable are classified as loans and loans receivable. They are measured at amortized cost which approximates fair value.

Accounts payable and accrued liabilities and deferred contributions are classified as other financial liabilities and are measured at amortized cost which approximates fair value.

The financial instruments held by the Society expose it to the following risks:

Credit risk - the risk of an unexpected loss if a third party to a financial instrument fails to meet its contractual obligations;

Interest rate risk - the risk that the fair value of future cash flow from a financial instrument will fluctuate because of changes in market interest rates; and

Liquidity risk - the risk that the Society will not be able to meet its financial obligations as they fall due.

The Society limits its exposure to these risks by investing through large Canadian financial institutions.

(f) Capital Management:

The Society's capital management objectives are to meet the requirements of funders and to safeguard its ability to continue as a going concern and considers its capital for these purposes to be its net assets. The Society manages its capital by preparing annual budgets which are revised periodically based on current commitments and available funds and potential additional funding which it actively pursues. These budgets are approved by the board of directors.

(g) Going Concern:

The Society has completed an assessment and as a result has prepared its financial statements under the assumption that it will continue as a going concern.

2. Capital assets:

	Cost	Accumulated amortization	2012 Net book value	2011 Net book value
Land	$ 359,357	$ -	$ 359,357	$ 269,879
Buildings	812,202	86,832	725,370	746,976
Computer equipment	33,281	24,959	8,322	6,379
Furniture & fixtures	66,436	41,016	25,420	26,847
Office equipment	136,582	84,474	52,108	39,142
Vehicle	21,809	20,283	1,526	2,181
	$ 1,429,667	$ 257,564	$ 1,172,103	$ 1,091,404

3. Deferred revenue:

Deferred revenue represents amounts received in advance from funders related to operational expenditures for future periods and contibutions related to capital assets that are deferred and amortized to revenue over the life of the related asset.

4. Demand Loans

	2012	2011
Coastal Community Credit Union, mortgage secured by the related property, payable in monthly installments of $962 including interest at prime plus 1.5% (4.75% at year end). Due on demand.	$ 149,980	$ 154,058
Coastal Community Credit Union, mortgage secured by the related property, payable in monthly installments of $1,370 including interest at prime plus 1.5% (4.75% at year end). Due on demand.	146,952	98,382
Coastal Community Credit Union, mortgage secured by the related property, payable in monthly installments of $1,369 including interest at prime plus 1.5% (4.75% at year end). Due on demand.	236,233	137,478
	$ 533,165	$ 389,918

Scheduled principal repayments over the next five years are estimated as follows:

2013	$ 16,646
2014	20,311
2015	21,297
2016	22,048
2017	23,117
All future years	429,746
	$ 533,165

ISLAND CRISIS CARE SOCIETY

Schedule of Operations and Surplus
Operating

Schedule 1

Year ended March 31, 2012, with comparative figures for 2011

	2012	2011
Revenue:		
Donations	$ 4,904	$ 2,190
Other income	175	122
Administration	209,619	209,619
	214,698	211,931
Expenditure:		
Advertising and promotion	537	551
Amortization	2,300	2,447
Bank charges and interest	210	358
Food and supplies	9,821	2,514
Insurance	1,722	3,112
Licences and dues	2,907	3,068
Office and miscellaneous	5,810	6,820
Professional development	2,813	3,401
Professional fees	1,637	1,893
Rent and property taxes	-	465
Salaries and benefits	185,661	178,927
Telephone	3,418	3,884
Travel	4,871	7,479
Utilities	800	950
	222,507	215,869
Deficit of revenues over expenditures for the year	(7,809)	(3,938)
Surplus, beginning of year	40,626	42,117
Net change in equity in capital assets	(1,040)	2,447
Surplus, end of year	$ 31,777	$ 40,626

ISLAND CRISIS CARE SOCIETY

Schedule of Operations and Surplus
Hirst House

Schedule 2

Year ended March 31, 2012, with comparative figures for 2011

	2012	2011
Revenue:		
Vancouver Island Health Authority	$ 274,399	$ 271,682
BC Housing	2,800	3,360
Ministry of Social Development	39,026	46,833
Other income	2,637	8
Donations	-	100
	318,862	321,983
Expenditure:		
Administration	32,393	32,393
Amortization	720	434
Bank charges and interest	6	30
Food and supplies	26,361	17,713
Insurance	1,722	1,626
Office and miscellaneous	1,479	750
Professional development	715	89
Professional fees	1,612	1,893
Repairs and maintenance	3,113	2,603
Salaries and benefits	227,829	227,403
Telephone	3,488	3,693
Travel	389	-
Utilities	1,262	1,106
	301,089	289,733
Excess of revenues over expenditures for the year	17,773	32,250
Surplus, beginning of year	51,107	19,462
Net change in equity in capital assets	(1,027)	(605)
Transfers	(67,107)	-
Surplus, end of year	$ 746	$ 51,107

ISLAND CRISIS CARE SOCIETY

Schedule of Operations and Surplus — Schedule 3
Safe Harbour

Year ended March 31, 2012, with comparative figures for 2011

	2012	2011
Revenue:		
Vancouver Island Health Authority	$ 293,930	$ 267,939
Ministry of Social Development	74,801	48,200
Other government funding	4,693	
Donations	-	80,632
Other income	54	759
	373,478	419,008
Expenditure:		
Administration	34,629	34,629
Advertising and promotion	238	-
Amortization	19,317	12,437
Bank charges and interest	825	256
Food and supplies	38,093	22,882
Insurance	1,722	2,304
Interest on demand loans	16,573	11,961
Office and miscellaneous	1,861	403
Professional development	528	89
Professional fees	1,157	2,787
Rent and property taxes	-	4,063
Repairs and maintenance	12,698	2,087
Salaries and benefits	258,358	220,259
Telephone	2,850	2,878
Travel	51	-
Utilities	8,703	7,136
	398,208	324,171
(Deficit) excess of revenue over expenditures for the year	(24,730)	94,837
Deficit, beginning of year	(56,808)	(74,828)
Net change in equity in capital assets	100,771	(76,817)
Surplus (deficit), end of year	$ 19,233	$ (56,808)

ISLAND CRISIS CARE SOCIETY

Schedule of Operations and Surplus
Samaritan House

Schedule 4

Year ended March 31, 2012, with comparative figures for 2011

	2012	2011
Revenue:		
BC Housing	$ 756,143	$ 753,162
Ministry of Social Development	21,052	17,296
Donations	5,927	2,812
Other income	10,273	5,408
	793,395	778,678
Expenditure:		
Administration	75,000	75,000
Advertising and promotion	419	401
Amortization	17,976	20,426
Bank charges and interest	551	284
Food and supplies	59,731	50,175
Insurance	1,722	1,626
Interest on long term debt	5,001	4,389
Office and miscellaneous	3,238	3,141
Professional development	1,006	4,911
Professional fees	1,572	6,508
Repairs and maintenance	11,816	8,357
Salaries and benefits	534,671	552,575
Telephone	1,118	1,190
Travel	218	614
Utilities	14,629	15,598
	728,668	745,195
Excess of revenues over expenditures for the year	64,727	33,483
Surplus, beginning of year	209,731	176,305
Net change in equity in capital assets	(37,079)	(57)
Transfers	(117,565)	
Surplus, end of year	$ 119,814	$ 209,731

ISLAND CRISIS CARE SOCIETY

Schedule of Operations and Surplus
Crescent House

Schedule 5

Year ended March 31, 2012, with comparative figures for 2011

	2012	2011
Revenue:		
Vancouver Island Health Authority	$ 260,102	$ 257,527
Ministry of Social Development	53,610	54,507
Client room and board	3,360	3,360
Donations	-	
Other income	113	92
	317,185	315,534
Expenditure:		
Administration	32,213	32,213
Amortization	2,692	3,043
Food and supplies	16,562	16,499
Insurance	1,722	1,626
Office and miscellaneous	1,434	1,507
Professional development	927	160
Professional fees	1,612	1,893
Repairs and maintenance	4,457	3,037
Salaries and benefits	237,091	224,570
Telephone	2,114	2,329
Travel	208	59
Utilities	1,567	1,261
	302,599	288,197
Excess of revenue over expenditures for the year	14,586	27,337
Surplus, beginning of year	90,223	59,843
Net change in equity in capital assets	51	3,043
Transfers	(74,843)	-
Surplus, end of year	$ 30,017	$ 90,223

ISLAND CRISIS CARE SOCIETY

Schedule of Operations and Surplus
Sophia House

Schedule 6

Year ended March 31, 2012, with comparative figures for 2011

	2012	2011
Revenue:		
Vancouver Island Health Authority	$ 296,345	$ 321,644
Ministry of Social Development	32,933	41,040
Donations	-	519
Other	4	5
	329,282	363,208
Expenditure:		
Administration	35,384	35,384
Amortization	1,160	700
Insurance	1,722	1,626
Materials and supplies	15,415	28,221
Office and miscellaneous	3,612	4,724
Professional development	575	4,715
Rental of facilities and equipment	22,980	22,979
Repairs and maintenance	3,147	4,424
Replacement reserve	89	
Salaries and benefits	237,498	201,272
Telephone	2,364	2,996
Travel	680	834
Utilities	8,207	7,259
	332,833	315,134
(Deficit) excess of revenue over expenditures for the year	(3,551)	48,074
Surplus (deficit), beginning of year	41,729	(3,499)
Net change in equity in capital assets	(2,084)	(2,846)
Transfers	(31,728)	
Surplus, end of year	$ 4,366	$ 41,729

ICCS Program Balance Sheet as of March 2013

	Samaritan House	
ASSET		
Current Assets		
CCCU-Savings		15,918.77
Coastal Community Credit Union		244,192.89
CCCU-Gaming		0.00
Petty Cash		500.00
Prepaid Expenses		7,602.74
Payroll Advances		0.00
Accounts Recievable		0.00
GST A/R @ 50%		23,388.59
Total Current Assets		291,602.99
Capital Assets		
Computers	17,634.90	
Accum Amortization Computers	-14,371.95	
Net - Computers		3,262.95
Fixtures	0.00	
Accum Amortization Furn and Fix	0.00	
Leasehold Improvements		0.00
Furniture & Equipment	83,467.89	
Accum. Amort. -Furn. & Equip.	-47,666.80	
Net - Furniture & Equipment		35,801.09
Vehicle	21,809.21	
Accum. Amort. -Vehicle	-19,628.25	
Net - Vehicle		2,180.96
Building	216,742.62	
Accum. Amort. -Building	-38,245.54	
Net - Building		178,497.08
Building-870 Victoria Rd	0.00	
Accumulated Amortization-Build 870	0.00	
Net Building-870 Victoria Rd		0.00
Land		189,357.06
Total Capital Assets		409,099.14
Other Non-Current Assets		
Computer Software		0.00
Total Other Non-Current Assets		0.00
TOTAL ASSET		700,702.13
LIABILITY		
Current Liabilities		
Accounts Payable		192.20
Family Maintenace		0.00

ICCS Program Balance Sheet as of March 2013

Ministry Payable		0.00
Due from/to Samaritan House		0.00
Due from/to Crescent House		0.00
Due from/to Hirst House		0.00
Due from/to Operating		0.00
Due to/from Safe Harbour		455.00
CPP Payable	-239.41	
EI Payable	-148.27	
Income Tax Payable	-876.84	
Reciever General:Net		-1,264.52
Wages Payable		428.46
Vacation Payable		35,520.30
WCB Payable		-95.84
Union Dues Payable		25.63
Group Benefit Payable		-735.09
RRSP Payable		1,567.14
Total Current Liabilities		36,093.28
Deferred Accounts		
Deferred Capital Contribution		0.00
Total Deferred Accounts		0.00
Long Term Liabilities		
Bank Loans		0.00
Mortgage Payable		126,377.56
Mortgage Payable-870 Victoria Rd		0.00
Total Long Term Liabilities		0.00
TOTAL LIABILITY		162,470.84
EQUITY		
Members Equity		
Retained Earnings - Previous Year		298,349.21
Surplus Recovery		0.00
Current Earnings		26,033.38
Equity in Capital Assets		213,848.70
Total Owners Equity		538,231.29
TOTAL EQUITY		538,231.29
LIABILITIES AND EQUITY		700,702.13

ICCS Program Balance Sheet as of March 2013

		Crescent House
ASSET		
Current Assets		
CCCU-Savings		0.00
Coastal Community Credit Union		141,151.62
CCCU-Gaming		0.00
Petty Cash		400.00
Prepaid Expenses		4,615.31
Payroll Advances		0.00
Accounts Recievable		4,520.40
GST A/R @ 50%		3,522.24
Total Current Assets		154,209.57
Capital Assets		
Computers	557.73	
Accum Amortization Computers	-395.13	
Net - Computers		162.60
Fixtures	0.00	
Accum Amortization Furn and Fix	0.00	
Leasehold Improvements		0.00
Furniture & Equipment	25,228.80	
Accum. Amort. -Furn. & Equip.	-10,693.90	
Net - Furniture & Equipment		14,534.90
Vehicle	0.00	
Accum. Amort. -Vehicle	0.00	
Net - Vehicle		0.00
Building	0.00	
Accum. Amort. -Building	0.00	
Net - Building		0.00
Building-870 Victoria Rd	0.00	
Accumulated Amortization-Build 870	0.00	
Net Building-870 Victoria Rd		0.00
Land		0.00
Total Capital Assets		14,697.50
Other Non-Current Assets		
Computer Software		0.00
Total Other Non-Current Assets		0.00
TOTAL ASSET		168,907.07
LIABILITY		
Current Liabilities		
Accounts Payable		0.00
Family Maintenace		0.00

ICCS Program Balance Sheet as of March 2013

Ministry Payable		-60.00
Due from/to Samaritan House		0.00
Due from/to Crescent House		0.00
Due from/to Hirst House		0.00
Due from/to Operating		0.00
Due to/from Safe Harbour		0.00
CPP Payable	139.51	
EI Payable	113.89	
Income Tax Payable	408.99	
Reciever General:Net		662.39
Wages Payable		5,545.85
Vacation Payable		7,267.39
WCB Payable		95.61
Union Dues Payable		29.85
Group Benefit Payable		-0.04
RRSP Payable		192.22
Total Current Liabilities		13,733.27
Deferred Accounts		
Deferred Capital Contribution		0.00
Total Deferred Accounts		0.00
Long Term Liabilities		
Bank Loans		0.00
Mortgage Payable		0.00
Mortgage Payable-870 Victoria Rd		0.00
Total Long Term Liabilities		0.00
TOTAL LIABILITY		13,733.27
EQUITY		
Members Equity		
Retained Earnings - Previous Year		108,283.45
Surplus Recovery		0.00
Current Earnings		34,833.41
Equity in Capital Assets		12,056.94
Total Owners Equity		155,173.80
TOTAL EQUITY		155,173.80
LIABILITIES AND EQUITY		168,907.07

ICCS Program Balance Sheet as of March 2013

		Hirst House
ASSET		
Current Assets		
CCCU-Savings		0.00
Coastal Community Credit Union		99,421.01
CCCU-Gaming		0.00
Petty Cash		500.00
Prepaid Expenses		1,571.79
Payroll Advances		0.00
Accounts Recievable		4,200.00
GST A/R @ 50%		4,569.80
Total Current Assets		110,262.60
Capital Assets		
Computers	778.08	
Accum Amortization Computers	-551.23	
Net - Computers		226.85
Fixtures	6,686.61	
Accum Amortization Furn and Fix	-1,948.94	
Leasehold Improvements		4,737.67
Furniture & Equipment	0.00	
Accum. Amort. -Furn. & Equip.	0.00	
Net - Furniture & Equipment		0.00
Vehicle	0.00	
Accum. Amort. -Vehicle	0.00	
Net - Vehicle		0.00
Building	0.00	
Accum. Amort. -Building	0.00	
Net - Building		0.00
Building-870 Victoria Rd	0.00	
Accumulated Amortization-Build 870	0.00	
Net Building-870 Victoria Rd		0.00
Land		0.00
Total Capital Assets		4,964.52
Other Non-Current Assets		
Computer Software		0.00
Total Other Non-Current Assets		0.00
TOTAL ASSET		115,227.12
LIABILITY		
Current Liabilities		
Accounts Payable		4,000.00
Family Maintenace		0.00

ICCS Program Balance Sheet as of March 2013

Ministry Payable		0.00
Due from/to Samaritan House		0.00
Due from/to Crescent House		0.00
Due from/to Hirst House		0.00
Due from/to Operating		0.00
Due to/from Safe Harbour		0.00
CPP Payable	0.00	
EI Payable	0.16	
Income Tax Payable	-0.36	
Reciever General:Net		-0.20
Wages Payable		0.00
Vacation Payable		11,278.19
WCB Payable		-94.81
Union Dues Payable		-0.01
Group Benefit Payable		0.00
RRSP Payable		753.59
Total Current Liabilities		15,936.76
Deferred Accounts		
Deferred Capital Contribution		0.00
Total Deferred Accounts		0.00
Long Term Liabilities		
Bank Loans		0.00
Mortgage Payable		0.00
Mortgage Payable-870 Victoria Rd		0.00
Total Long Term Liabilities		0.00
TOTAL LIABILITY		15,936.76
EQUITY		
Members Equity		
Retained Earnings - Previous Year		74,142.61
Surplus Recovery		0.00
Current Earnings		22,536.86
Equity in Capital Assets		2,610.89
Total Owners Equity		99,290.36
TOTAL EQUITY		99,290.36
LIABILITIES AND EQUITY		115,227.12

ICCS Program Balance Sheet as of March 2013

	Safe Harbour House/The Bridge	
ASSET		
Current Assets		
CCCU-Savings		0.01
Coastal Community Credit Union		19,593.62
CCCU-Gaming		0.00
Petty Cash		500.00
Prepaid Expenses		6,345.23
Payroll Advances		0.00
Accounts Recievable		10,800.00
GST A/R @ 50%		20,756.96
Total Current Assets		57,995.82
Capital Assets		
Computers		0.00
Accum Amortization Computers		0.00
Net - Computers		
Fixtures		16,099.27
Accum Amortization Furn and Fix		-4,020.62
Leasehold Improvements		0.00
Furniture & Equipment	18,131.33	
Accum. Amort. -Furn. & Equip.	-4,041.44	
Net - Furniture & Equipment		14,089.89
Vehicle	0.00	
Accum. Amort. -Vehicle	0.00	
Net - Vehicle		0.00
Building	249,541.98	
Accum. Amort. -Building	-18,640.39	
Net - Building		230,901.59
Building-870 Victoria Rd	342,409.81	
Accumulated Amortization-Build 870	0.00	
Net Building-870 Victoria Rd		342,409.81
Land		170,000.00
Total Capital Assets		769,479.94
Other Non-Current Assets		
Computer Software		0.00
Total Other Non-Current Assets		0.00
TOTAL ASSET		827,475.76
LIABILITY		
Current Liabilities		
Accounts Payable		0.00
Family Maintenace		0.00

Ministry Payable		0.00
Due from/to Samaritan House		0.00
Due from/to Crescent House		0.00
Due from/to Hirst House		0.00
Due from/to Operating		0.00
Due to/from Safe Harbour		0.00
CPP Payable	-248.32	
EI Payable	-94.74	
Income Tax Payable	-107.42	
Reciever General:Net		-450.48
Wages Payable		10,775.34
Vacation Payable		19,074.62
WCB Payable		-236.65
Union Dues Payable		43.90
Group Benefit Payable		-11.44
RRSP Payable		420.88
Total Current Liabilities		29,616.17
Deferred Accounts		
Deferred Capital Contribution		148,136.61
Total Deferred Accounts		148,136.61
Long Term Liabilities		
Bank Loans		0.00
Mortgage Payable		134,277.66
Mortgage Payable-870 Victoria Rd		215,028.09
Total Long Term Liabilities		349,305.75
TOTAL LIABILITY		527,058.53
EQUITY		
Members Equity		
Retained Earnings - Previous Year		-47,845.81
Surplus Recovery		0.00
Current Earnings		5,564.82
Equity in Capital Assets		342,698.22
Total Owners Equity		300,417.23
TOTAL EQUITY		300,417.23
LIABILITIES AND EQUITY		827,475.76

Island Crisis Care Society

Budget

2012/2013

Program: Operating (ADMINISTRATION)

Total Wages		123,000
Employee Benefits	25.0%	30,750
Source Deductions		12,300
Advertising		2,400
Cable		600
Furnishings/Computers		1,000
Insurance		2,000
Office		7,200
Postage		600
Professional Fees		5,050
Telephone		2,500
Training and Staff Expense		2,400
Mileage		6,000
Total Expenses		195,800
Crescent House		33,620
Hirst House		34,042
Safe Harbour House		35,252
Samaritan House		75,000
Sophia House		9,207
Fundraising		8,679
Total Income		195,800

Safe Harbour House Annual Budget
2012/2013

Funding Schedule

Service Provider Island Crisis Care Society
Program **Safe Harbour**
Term April 1 2011-March 31 2013

STAFF / SALARY		HOURS		SUMMARY				
STAFF POSITION	SALARY / HOUR	ADMIN	CLIENT SERVICE	HOURS / WEEK	WEEKS WORKED	RELIEF	TOTAL HOURS	ANNUAL SALARY
Supervisor (Days)	21.11		40	40	52	333	2,413	50,934
Support Staff (Days)	18.64		80	80	52	666	4,826	89,949
Support Staff (Eve)	0.00							
Support Staff (Nights)	15.98		56	56	52	466	3,378	53,979
Totals			176	176		1,464	10,616	194,863

Employee Benefits		24.5%	47,741
Food	$7 x 6 x 365		15,330
Supplies			4,500
Insurance, dues and fees			2,200
Office and Sundry			2,400
Professional Fees			2,000
Telephone & Utilities			7,280
Physical Site Costs			16,252
Transportation			1,200
Admin Fee		12%	35,252
Total			329,018
Less: Resident Fees			
5 x $40 x 80% collection			58,400
Total VIHA Funding			$270,618

Samaritan House Annual Budget
2012/2013

Funding Schedule

Service Provider Island Crisis Care Society
Program **Samaritan House**
Term April 1 2011-March 31 2013

STAFF / SALARY		HOURS		SUMMARY				
STAFF POSITION	SALARY / HOUR	ADMIN	CLIENT SERVICE	HOURS / WEEK	WEEKS WORKED	RELIEF	TOTAL HOURS	ANNUAL SALARY
Program Director	24.46		40	40	52		2,080	50,877
Program Manager	21.11		40	40	52		2,080	43,909
Support Worker	18.64		304	304	52	2,371	18,179	338,860
Data Entry	15.98		20	20	52	156	1,196	19,112
Custodian	15.13		20	20	52	156	1,196	18,095
Totals			424	424		2,683	24,731	470,853

Employee Benefits	25.0%	117,713
Food	$7 x 25 x 365 x 80%	51,100
Supplies		8,472
Client Assistance		2,400
Insurance, dues and fees		2,200
Office and Sundry		3,000
Professional Fees		2,500
Telephone & Utilities		18,200
Physical Site Costs		30,000
Transportation		0
Admin Fee		75,000
Total		781,439
Transition Suite Income		21,312
Property Tax Exemp		2,570
Miscellaneous Revenue		4,000

Total BC Housing Funding	$753,557

Sophia House Annual Budget
2012/2013

Funding Schedule

Service Provider Island Crisis Care Society
Program **Sophia House**
Term April 1 2011-March 31 2013

STAFF / SALARY		HOURS		SUMMARY				
STAFF POSITION	SALARY / HOUR	ADMIN	CLIENT SERVICE	HOURS / WEEK	WEEKS WORKED	RELIEF	TOTAL HOURS	ANNUAL SALARY
Supervisor (Days)	21.11		40	40	52	333	2,413	50,934
Support Staff (Days)	18.64		80	80	52	666	4,826	89,949
Support Staff (Eve)	0.00							
Support Staff (Nights)	15.98		56	56	52	466	3,378	53,979
Totals			176	176		1,464	10,616	194,863

Employee Benefits		24.5%	47,741
Food	$7 x 6 x 365		15,600
Supplies			4,500
Insurance, dues and fees			2,200
Office and Sundry			2,400
Professional Fees			2,000
Telephone & Utilities			8,500
Physical Site Costs			27,960
Transportation			1,200
Admin Fee		12%	36,831
Total			343,795
Less: Resident Fees			
5 x $40 x 65% collection			47,450
Total VIHA Funding			$296,345

The Bridge Annual Budget
2012/2013

Funding Schedule

Service Provider Island Crisis Care Society
Program The Bridge
Term April 1 2012-Mar 31 2014

STAFF / SALARY		HOURS		SUMMARY				
STAFF POSITION	SALARY / HOUR	ADMIN	CLIENT SERVICE	HOURS / WEEK	WEEKS WORKED	RELIEF	TOTAL HOURS	ANNUAL SALARY
Supervisor (Days)								
Support Staff (Days)	18.64		32	32	52	266	1,930	35,980
Support Staff (Eve)	0.00							
Support Staff (Nights)	0.00		0	0	0	0	0	0
Totals			32	32		266	1,930	35,980

Employee Benefits		25.0%	8,995
Food	$7 x 6 x 365		15,330
Supplies			1,800
Insurance, dues and fees			2,200
Office and Sundry			600
Professional Fees			650
Telephone & Utilities			7,000
Physical Site Costs			22,358
Transportation			1,200
Admin Fee		12%	
Total			96,113
Less: Resident Fees (MHSD)			
6 x $800 x 12 x80%			46,080
Total VIHA Funding			$50,033

Crescent House Annual Budget
2012/2013

Funding Schedule

Service Provider Island Crisis Care Society
Program **Crescent House**
Term April 1 2012-March 31 2014

STAFF / SALARY		HOURS		SUMMARY				
STAFF POSITION	SALARY / HOUR	ADMIN	CLIENT SERVICE	HOURS / WEEK	WEEKS WORKED	RELIEF	TOTAL HOURS	ANNUAL SALARY
Supervisor (Days)	21.11		40	40	52	333	2,413	50,934
Support Staff (Days)	18.64		80	80	52	666	4,826	89,949
Support Staff (Eve)	0.00							
Support Staff (Nights)	15.98		56	56	52	466	3,378	53,979
Totals			176	176		1,464	10,616	194,863

Employee Benefits		25.0%	48,716
Food	$7 x 6 x 365		15,330
Supplies			4,500
Insurance, dues and fees			2,200
Office and Sundry			2,400
Professional Fees			3,880
Telephone & Utilities			3,700
Physical Site Costs			3,360
Transportation			1,200
Admin Fee		12%	33,620
Total			313,768
Less: Resident Fees			
5 x $40 x 80% collection			49,955
Less:BC Housing			3,360
Less: HST Rebate			350
Total VIHA Funding			$260,102

Hirst House Annual Budget
2012/2013

Funding Schedule

Service Provider Island Crisis Care Society
Program **Hirst House**
Term April 1 2012-March 31 2014

STAFF / SALARY		HOURS		SUMMARY				
STAFF POSITION	SALARY / HOUR	ADMIN	CLIENT SERVICE	HOURS / WEEK	WEEKS WORKED	RELIEF	TOTAL HOURS	ANNUAL SALARY
Supervisor (Days)	21.11		40	40	52	333	2,413	50,934
Support Staff (Days)	18.64		80	80	52	666	4,826	89,949
Support Staff (Eve)	0.00							
Support Staff (Nights)	15.98		56	56	52	466	3,378	53,979
Totals			176	176		1,464	10,616	194,863

Employee Benefits		25.0%	48,716
Food	$7 x 6 x 365		15,330
Supplies			4,500
Insurance, dues and fees			2,200
Office and Sundry			3,200
Professional Fees			5,800
Telephone & Utilities			3,700
Physical Site Costs			3,360
Transportation			2,400
Admin Fee		12%	34,042
Total			318,110
Less: Resident Fees			
			40,000
Less:BC Housing			3,360
Less: HST Rebate			350
Total VIHA Funding			274,400

Funding Schedule

Service Provider Island Crisis Care Society
Program The Bridge
Term April 1 2013-Mar 31 2014

STAFF / SALARY		HOURS		SUMMARY				
STAFF POSITION	SALARY / HOUR	ADMIN	CLIENT SERVICE	HOURS / WEEK	WEEKS WORKED	RELIEF	TOTAL HOURS	ANNUAL SALARY
Supervisor (Days)								
Support Staff (Days)	19.30		32	32	52	266	1,930	37,254
Support Staff (Eve)	0.00							
Support Staff (Nights)	0.00		0	0	0	0	0	0
Totals			32	32		266	1,930	37,254

Employee Benefits	25.0%	9,313
Food $7 x 6 x 365		15,330
Supplies		1,800
Insurance, dues and fees		2,200
Office and Sundry		600
Professional Fees		650
Telephone & Utilities		7,000
Physical Site Costs		20,766
Transportation		1,200
Admin Fee	12%	
Total		96,113
Less: Resident Fees (MHSD)		
6 x $800 x 12 x80%		46,080
Total VIHA Funding		$50,033

Funding Schedule

Service Provider Island Crisis Care Society
Program **Crescent House**
Term April 1 2013-March 31 2014

STAFF / SALARY		HOURS		SUMMARY				
STAFF POSITION	SALARY / HOUR	ADMIN	CLIENT SERVICE	HOURS / WEEK	WEEKS WORKED	RELIEF	TOTAL HOURS	ANNUAL SALARY
Supervisor (Days)	21.11		40	40	52	333	2,413	50,934
Support Staff (Days)	19.30		80	80	52	666	4,826	93,134
Support Staff (Eve)	0.00							
Support Staff (Nights)	16.55		56	56	52	466	3,378	55,905
Totals			176	176		1,464	10,616	199,973

Employee Benefits		25.0%	49,993
Food	$7 x 6 x 365		15,330
Supplies			2,400
Insurance, dues and fees			2,200
Office and Sundry			2,000
Professional Fees			2,000
Telephone & Utilities			2,600
Physical Site Costs			2,851
Transportation			800
Admin Fee		12%	33,620
Total			313,767
Less: Resident Fees			
5 x $40 x 80% collection			49,955
Less:BC Housing			3,360
Less: HST Rebate			350
Total VIHA Funding			$260,102

Hirst House Annual Budget
2013/2014

Funding Schedule

Service Provider Island Crisis Care Society
Program **Hirst House**
Term April 1 2013-March 31 2014

STAFF / SALARY		HOURS		SUMMARY				
STAFF POSITION	SALARY / HOUR	ADMIN	CLIENT SERVICE	HOURS / WEEK	WEEKS WORKED	RELIEF	TOTAL HOURS	ANNUAL SALARY
Supervisor (Days)	21.11		40	40	52	333	2,413	50,934
Support Staff (Days)	19.30		80	80	52	666	4,826	93,134
Support Staff (Eve)	0.00							
Support Staff (Nights)	16.55		56	56	52	466	3,378	55,905
Totals			176	176		1,464	10,616	199,973

Employee Benefits		25.0%	49,993
Food	$7 x 6 x 365		15,330
Supplies			4,500
Insurance, dues and fees			2,200
Office and Sundry			3,012
Professional Fees			2,000
Telephone & Utilities			2,700
Physical Site Costs			3,360
Transportation			1,000
Admin Fee		12%	34,042
Total			318,110
Less: Resident Fees			
			40,000
Less:BC Housing			3,360
Less: HST Rebate			350
Total VIHA Funding			274,400

Funding Schedule

Service Provider Island Crisis Care Society
Program **Operating**
Term April 1 2013-March 31 2014

STAFF / SALARY		HOURS		SUMMARY				
STAFF POSITION	SALARY / HOUR	ADMIN	CLIENT SERVICE	HOURS / WEEK	WEEKS WORKED	RELIEF	TOTAL HOURS	ANNUAL SALARY
Executive Director	28.27		40	40	52	0	2,080	58,802
Policy and Publications Off	24.22		32	32	52	0	1,664	40,302
Bookkeeper	18.75		20	20	52	0	1,040	19,500
Totals			92	92		0	4,784	118,604

		Employee Benefits	25.0% 29,651
		Source Deductions	11,416
Professional Fees		Advertising	2,400
CSSEA	2500	Cable	900
Shelter Net	250	Furnishings/Computers	2,400
BC Non Profit Housing	250	Insurance	2,000
Society Fees	50	Office	8,500
Audit	2000	Postage	600
		Professional Fees	5,050
Mileage		Telephone	3,500
ED	3600	Training and Staff Expense	2,000
PPM	1200	Mileage	4,800
		Total	191,821
		Crescent House	33,620
		Hirst House	34,042
		Safe Harbour House	35,252
		Samaritan House	75,000
		Sophia House	36,831

Total Administration Funding	214,745

Safe Harbour House Annual Budget
2013/2014

Funding Schedule

Service Provider Island Crisis Care Society
Program **Safe Harbour**
Term April 1 2013-March 31 2014

STAFF / SALARY		HOURS		SUMMARY				
STAFF POSITION	SALARY / HOUR	ADMIN	CLIENT SERVICE	HOURS / WEEK	WEEKS WORKED	RELIEF	TOTAL HOURS	ANNUAL SALARY
Supervisor (Days)	22.73		40	40	52	333	2,413	54,843
Support Staff (Days)	19.30		80	80	52	666	4,826	93,134
Support Staff (Eve)	0.00							
Support Staff (Nights)	15.67		56	56	52	466	3,378	52,932
Totals			176	176		1,464	10,616	200,909

Employee Benefits		24.5%	49,223
Food	$7 x 6 x 365		15,330
Supplies			3,000
Insurance, dues and fees			2,200
Office and Sundry			1,400
Professional Fees			2,000
Telephone & Utilities			5,004
Physical Site Costs			14,000
Transportation			700
Admin Fee		12%	35,252
Total			329,018
Less: Resident Fees			
5 x $40 x 80% collection			58,400
Total VIHA Funding			$270,618

Samaritan House Annual Budget
2013/2014

Funding Schedule

Service Provider Island Crisis Care Society
Program **Samaritan House**
Term April 1 2013-March 31 2014

STAFF / SALARY		HOURS		SUMMARY				
STAFF POSITION	SALARY / HOUR	ADMIN	CLIENT SERVICE	HOURS / WEEK	WEEKS WORKED	RELIEF	TOTAL HOURS	ANNUAL SALARY
Program Director	25.03		40	40	52		2,080	52,062
Program Manager	21.19		40	40	52		2,080	43,909
Support Worker	19.30		304	304	52	2,371	18,179	350,859
Data Entry	16.55		20	20	52	156	1,196	19,794
Custodian	16.49		20	20	52	156	1,196	19,722
Totals			424	424		2,683	24,731	486,346

Employee Benefits	25.0%	121,586
Food	$7 x 25 x 365 x 80%	51,100
Supplies		6,000
Client Assistance		2,000
Insurance, dues and fees		2,200
Office and Sundry		2,000
Professional Fees		2,000
Telephone & Utilities		14,000
Physical Site Costs		19,207
Transportation		0
Admin Fee		75,000
Total		781,439
Transition Suite Income		21,312
Property Tax Exemp		2,570
Miscellaneous Revenue		4,000

Samaritan House Annual Budget
2013/2014

Total BC Housing Funding	$753,557

Funding Schedule

Service Provider Island Crisis Care Society

Program **Operating**

Term April 1, 2013 - March 31, 2014

STAFF / SALARY		HOURS		SUMMARY				
STAFF POSITION	SALARY / HOUR	ADMIN	CLIENT SERVICE	HOURS / WEEK	WEEKS WORKED	RELIEF	TOTAL HOURS	ANNUAL SALARY
Executive Director	28.27		40	40	52	0	2,080	58,802
Policy and Publications Man	24.23		32	32	52	0	1,664	40,319
Administrative Support Manager	22.20		40	20 in OP 20 programs	52	0	2,080	23,088
Bookkeeper	18.87		20	20	52	0	1,040	19,625
Totals			132	92		0	6,864	141,833

new rate for bookkeeper

Professional Fees

CSSEA	2500
Shelter Net	250
BC Non Profit Housing	250
Society Fees	50
Audit	2000
other	1000

Mileage

ED	2000
PPM	2000
ASM	2000

Employee Benefits/costs	25.0%	35,458
Advertising		1,000
internet		1,000
Furnishings/Computers		1,000
Insurance		2,000
Office		8,000
Postage		600
fundraising expenses		1,000
Professional Fees		6,050
Telephone		4,500
Training and Staff Expense		2,400
Mileage		6,000
Total		210,841
Crescent House		33,620
Hirst House		34,042
Safe Harbour House		35,252
Samaritan House		75,000
HPS wage recovery		4,022
Fundraising /donations		35,000
Total Administrative income		216,936

Board of Directors 2012/2013

Paul Leslie - Chair

Paul is a Pastor at First Baptist Church in Nanaimo and has many years of experience in Christian ministry and the Human Service field. Paul was the Executive Director of ICCS for several years and instrumental in the creation of the Crescent House Model.

Bill Williams - Vice Chair

Bill is a local business owner who has been a Director with ICCS for over 10 years. Bill has extensive experience in worker training and skill development.

Brett Hayward - Secretary

Brett is a Veterinarian in Nanaimo and served as the Chair of the Nanaimo Working Group on Homelessness for several years.

Bill Crofton - Treasurer

Bill is a chartered accountant and serves as an elder of Christ Community Church in Nanaimo and as delegate to the Council of Christian Reformed Churches in Canada. Bill is the chair of a business management group, as well as serving on various finance committees. He has been involved as a humanitarian volunteer in the Dominican Republic and Haiti.

Kevin Barg -Director

Kevin works in the engineering department of the City of Nanaimo as a Geographic Information Systems Technician, and has worked in the field for 8 years. Kevin brings a knowledge of governmental procedure and quality assurance to the Board, as well as an overview of local geography and land use. He has volunteered in a variety of settings including serving as an elder in his church and providing practical aid and service.

CITY OF NANAIMO
THE HARBOUR CITY

FINANCE DEPARTMENT
Service and Resource Centre: 411 Dunsmuir Street
Mail to: 455 Wallace Street, Nanaimo BC V9R 5J6
Tel: 250-755-4415 • Email: property.info@nanaimo.ca
www.nanaimo.ca

2013 PROPERTY TAX NOTICE

DUE DATE: July 2, 2013

33750

5% PENALTY - END OF DAY JULY 2, 2013
5% PENALTY - END OF DAY AUGUST 8, 2013
PENALTIES WILL BE APPLIED TO UNPAID TAXES OR UNCLAIMED GRANT

ISLAND CRISIS CARE SOCIETY
3156 BARONS ROAD
NANAIMO BC V9T 4B5

LEGAL DESCRIPTION
LT 2, SEC 1, PLN 6091 EXC VIP51696 FOR ROAD, LD 32

TOTAL NET ASSESSED VALUES FOR TAXATION PURPOSES			
CLASS	GENERAL	SCHOOL	HOSPITAL
1 - Res	76,700	76,700	76,700

ACCOUNT/FOLIO	84681.000	ACCESS CODE	233937
PROPERTY ADDRESS	359 NICOL STREET		
PID	004-530-861	RATES	

			A - NOT ELIGIBLE FOR GRANT	B - BASIC GRANT UNDER AGE 65	C - SENIOR/ADDL AGE 65+ OR OTHER
STATEMENT DATE: MAY 13, 2013					
SCHOOL TAXES COLLECTED ON BEHALF OF PROVINCE OF BC					
SCHOOL	250-387-0555	2.30600	176.87	176.87	176.87
NET BASIC SCHOOL TAXES			**176.87**	**176.87**	**176.87**
LEVIES COLLECTED ON BEHALF OF OTHER AGENCIES					
B C ASSESSMENT	250-753-6621	0.06100	4.68	4.68	4.68
MUNICIPAL FINANCE AUTHORITY	250-383-1181	0.00020	0.02	0.02	0.02
REGIONAL DISTRICT GENERAL	250-390-4111	0.51070	39.17	39.17	39.17
REGIONAL DISTRICT PARKS		0.03580	2.75	2.75	2.75
REGIONAL DISTRICT SEWER BENEFITTING AREA		0.30710	23.55	23.55	23.55
REGIONAL HOSPITAL DISTRICT		0.22410	17.19	17.19	17.19
REGIONAL PARKS & TRAILS PARCEL TAX		13.00000	13.00	13.00	13.00
NET OTHER GOVERNMENT TAXES			**100.36**	**100.36**	**100.36**
TAXES LEVIED BY CITY OF NANAIMO					
CITY GENERAL		5.45170	418.15	418.15	418.15
VANCOUVER ISLAND REGIONAL LIBRARY		0.21690	16.64	16.64	16.64
NET MUNICIPAL TAXES			**434.79**	**434.79**	**434.79**
TOTAL NEW TAX LEVIES			**712.02**	**712.02**	**712.02**
Tax Prepayments/Adjustments			0.00	0.00	0.00
TOTAL TAXES DUE			**712.02**	**712.02**	**712.02**

NOTES: The N&R Home Owner Grant must be claimed by the tax due date to avoid a penalty. The grant can be claimed without payment of taxes. Post marks will not be considered as date of payment. No exceptions.

You are not currently enrolled in the Tax Installment Plan. If you were to enroll, your estimated monthly payment amount for next year's taxes would be $60.00.

CLAIM YOUR *NORTHERN AND RURAL HOME OWNER GRANT ONLINE – www.nanaimo.ca/goto/hog

Customer Copy

AMOUNT DUE JULY 2, 2013

A - NO GRANT	B - BASIC GRANT	C - ADD'L GRANT
$712.02	$712.02	$712.02

DETACH HERE

Committee Chair; (2) Governance Committee Chair.

4.2. E) The board will evaluate the effectiveness of its performance on an annual basis using the results of this evaluation to establish procedures that will improve future performance.

4.2. F) The Board of Directors may not jeopardize the capacity of the organization to manage its resources by allowing overall growth to exceed the ability to provide competent management oversight in a timely manner.

4.3 Allocation & Reallocation of Donated Funds

4.3. A) ICCS is committed to keeping overhead low and finding the most effective way to develop the potential of everyone we help. We do this by using all funds received through grants and/or donations according to the purpose for which the funds were given. In instances where a completed project is over funded and conditions agreed to in the receipt of such funds allow, the board may allocate the remaining balance to be used in other projects which,

1 Honour a similar purpose for which the funds were first received.

2 Fulfill the mission and purpose of the Society.[4]

5 MEMBERSHIP

5.1 Overall Policy

5.1. A) The Governance Committee will develop member recruitment strategies, create and maintain a roster of potential members, and will review all new applications for membership within the society, as well as all resignations.

5.1. B) The Governance Committee will, from time to time, review the eligibility criteria and recommend changes to membership eligibility; and to related policies and documents.

5.1. C) The Governance Committee will commission staff to create and maintain a membership database and will review all policies related to the collection

4 – Adopted for inclusion in the Governance Policy on Tuesday, May 6, 2008 at the regular Board of Directors meeting.

CITY OF NANAIMO
THE HARBOUR CITY
FINANCE DEPARTMENT

CITY OF NANAIMO
EVALUATION
PERMISSIVE TAX EXEMPTIONS (PTE)

Name of Organization: Radio Malaspina Society

Request to be placed on 2014 Permissive Tax Exemption Bylaw for property leased at 25 Front Street, and for cash-in-lieu of 2013 taxes in the amount of $12,600 (estimated value).

Grant No. 2013 PTE-02

Criteria:	Meets Criteria: Yes	No
➢ the property must be recommended for a Permissive Tax Exemption in the following year; and		
➢ 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		

Statement of Purpose:

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.

These exemptions must be adopted by bylaws, by the 31st of October of the year preceding exemption, and passed with a two-third's majority.

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.

Grant Awarded:	$ Yes	No	Amount Recommended:	$

Discussion:

Notes:

RECEIVED
MAR 12 2013
CITY OF NANAIMO
FINANCE DEPARTMENT

CITY OF NANAIMO APPLICATION FOR PERMISSIVE TAX EXEMPTION

Office Use

ORGANIZATION: Radio Malaspina Society	DATE: March 12 2013
ADDRESS: #2 34 Victoria Cres	PRESIDENT: Jen Moisan
Nanaimo, B.C	SENIOR STAFF MEMBER: Dylan Perry
V9R 5B8	POSITION: Program Manager
	CONTACT:
TELEPHONE: 250 716 3410	TELEPHONE: 250 716 3410

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

GEOGRAPHIC AREA SERVED BY THE ORGANIZATION:
see attached.

NO. OF FULL TIME STAFF: 2	NO. OF PART TIME STAFF: 2
NO. OF COMMUNITY VOLUNTEERS: 144	NO. OF VOLUNTEER HOURS PER YEAR: 5640
NO. OF MEMBERS: 8446	MEMBERSHIP FEE: $20/community $8/VIU STUDENT
CLIENTS SERVED, LAST YEAR: See attached.	CLIENTS SERVED, THIS YEAR (PROJECTED): See attached
B.C. SOCIETY ACT REG. NO.: S-37680	REVENUE CANADA CHAPITABLE REG. NO.:
CURRENT BUDGET:	LEGAL DESCRIPTION OF PROPERTY: Lot 1, Section 1, Nanaimo, 15369
INCOME 134,000	
EXPENSES: 125,955	TAX FOLIO NUMBER: 85807.
NEXT YEAR PROJECTED:	
INCOME: 178,000	CURRENT YEAR TAXES (IF KNOWN):
EXPENSES: 177,950	

SIGNATURE:	TITLE/POSITION:	DATE:
	Program Manager	March 12, 2013

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

CITY OF NANAIMO
GRANT QUESTIONNAIRE

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

See attached

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

See attached

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

See attached

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

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

CITY OF NANAIMO
GRANT QUESTIONNAIRE

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

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

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

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

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

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

G:Administration/Committees/Grants Advisory Committee/Grants Application Forms/Applications, Instructions, Info/PERMISSIVE TAX EXEMPTION APPLICATION.doc

The number of clients served by our operation depends on how you define "clients". Because we are a broadcaster, much of our clientele is not accurately measurable if we consider the listener/viewer as the primary client. Our FM broadcast signal is fairly unique as most Campus/Community stations are typically transmitting in the range of 500 watts or less. We have a "class A" commercial license and transmit at an effective radiated power of 3000 watts- blanketing the central coast of Vancouver Island from Campbell River to Mill Bay and the Lower Mainland from Powell River to Bellingham and including most of the Gulf Islands and parts of Metropolitan Vancouver - an estimated 1.2 million potential listeners. Our website receives nearly 10 000 hits on a monthly basis. Approximately five to seven thousand people participate in our broadcasts as "guests" or "interviewees" on an annual basis. We provide advertising opportunities for approximately 300 small businesses and non profit groups over the course of the year. Our live performance events draw an estimated one thousand attendees annually.

If we can successfully secure our new facility, we expect to expand our broadcast, live event and web streaming capacity in the coming year to serve at least five times as many clients.

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

Radio Malaspina Society operates a campus and community radio station and provides facilities and training for a multitude of media platforms including, but not limited to, traditional radio, internet radio, internet television, podcasting, traditional print, digital graphic design, video production, website management and construction as well as live performance.

In addition, our broadcast facilities and operations provide support and promotion for a wide variety of arts, cultural and community activities. Our services are available free to everyone via our broadcast transmission and websites. We offer a number of project specific free training opportunities for our members and the public at large such as news correspondent and web cast training and offer continuous training and support for persons who aspire to improve their media literacy, non profit management and digital production skills.

A large part of our activity is to provide a gathering place and platform for community members to meet and discuss relevant community events and initiatives and to interact and collaborate with people from a variety of social backgrounds and means.

We also provide opportunities for students at Vancouver Island University to earn credits and share their research by participating in the production of radio programs, constructing and executing member and public surveys, organizing events and the production of digital media and live events in a variety of forms. In addition to students and individuals from the community, we also provide a space for other non profit groups to share their activities and concerns to their members and the general public via our FM broadcast and other media platforms.

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

1) Securing and operating a venue for producing, web casting and broadcasting live events,

2) Training 60 to 80 community members in the use and operation of live web casting technology,

3) Further development of our on line television station,

4) Expansion of our Internet radio and television audience through the acquisition of additional bandwidth and increased promotion in regional and international markets,

5) Recording, streaming and producing live musical performances from the best local and emerging original artists,

6) Hosting a National or Regional conference for Campus and Community Radio Stations,

7) Increasing employment and work study opportunities for students and members of the community,

8) Supporting and developing local sports culture via broadcasting and web casting various sporting events,

9) Supporting local aboriginal language and culture through the provision of training, mentorship, production assistance and economic opportunities,

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

Our decentralized programming model and diverse membership means that specific and general needs that emerge in the community are able to be directly and immediately addressed by those persons and groups that have identified such needs.

Our range and scope of media services is subject to dynamic change according to advances and affordability of new technology and we are at the cutting edge of the new media evolution. We do not typically editorialize or assign content to our programs and each programmer, subject to regulations and our stated promises of performance, is free to address the needs and preferences of the communities that they cater to.

We have various methods for listener, member and public feedback including on line forms, comprehensive on line discussion forum(s) for the general public, our members and volunteers respectively. All of our board meetings are open for attendance and submission of proposals and feedback. In addition, we have a volunteer Programming Advisory Council under development to allow for further input and deliberation on emerging programming needs and policies.

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

Volunteers are the primary producers, engineers, researchers and hosts of our FM broadcasts. Our board of directors is comprised entirely of volunteers. As well, most of the committee members and even some key management positions at our station are unpaid. Our few staff members are primarily part time and give a large portion of time on a weekly basis to the society as volunteers themselves.

In total, we range from around 110 to 130 volunteers at any given time, about 70 of which are involved in FM programming and the remainder engaged in support, development, training, the production of other media and station administration. The radio station has for many years operated 24 hours a day, 365 days a year with only 1 to 1.5 FTE's and has recently been able to develop addition employment opportunities through conservative fiscal management, increased community support and project specific grants.

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

We do not typically apply for government or service club grants and, with the exception of this property tax exemption application, do not intend to build a business model based on grants from such organizations. The money that governments and service clubs raise is for the benefit of those who need it and we feel that we should not divert such funds from those causes. In most cases we actually donate our services to service clubs in order to support them in raising such funds. We simply ask that you relieve us of our obligation to pay property taxes on a building that will provide a great benefit for the community that local governments and service clubs are endeavouring to improve through their activities.

We have successfully applied for and received project specific grants from the Community Radio Fund of Canada ($19,600) to institute an educational program to train volunteers to utilize live web casting technology and will be applying for the second phase of this project early in April.

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

Membership in RMS is $20 per year for general community members and $.95 per student per semester at the Nanaimo Campus of VIU. Membership fees are determined by a majority vote of the board of directors and / or through referendum or special resolution at a general meeting and have remained the same since incorporation. There is no charge for receiving or producing any of our media content.

We do not currently charge for our training and educational programs and in most cases provide our training material free to the general public via the internet. Entrance fees to our live events are based on recovering the net costs of the event venue, insurance, performance production and the fees of any professional entertainers and technical support that is necessary for the event. Food and beverage fees may be subject to regulation and are otherwise calculated according to marginal cost.

Our advertising rates are $7 per thirty second spot, $75 for the first ad produced and $25 for each additional production. Ad rates are set at the discretion of our program manager and have not changed since our incorporation. Our advertising policy is to limit our advertising to non profit organizations and locally owned small businesses that play a role in fostering a healthy community.

The determining factor for the price of our advertising, and the objective of all of our services, is to provide an opportunity for messages, music and information that ordinarily would not be able to be heard on the airwaves to have an opportunity to be broadcast. Non profit and / or artistic, educational, musical and cultural organizations with limited budgets are often granted discounts or free advertising if it is determined that it would be of net benefit to the community to support the event or the institution.

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 an independent Society and do not operate as a branch of a larger organization.

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

Capital reserves at this time are held in an internally restricted account for the purposes of increasing our production studio capacity -either through equipment acquisition or for the purchase of a building that can facilitate the expansion and improvement of services. Special purpose funds are also internally restricted and are typically subject to external reporting requirements.

Year-end surpluses are carried over to the following year and divided between capital reserves and increasing operating capacity. Our fiscal year (May1 - April 30) is slightly offset from our schedule of receipts from the University students membership fees which means that each year we must bridge our revenues from the previous fiscal year to maintain adequate operating funds until the final payment arrives on or around April 15.

Each year we engage in an external audit to ensure that our operations, expenditures and controls are subjected to the scrutiny of a professional accounting firm and made transparent to our members and funding organizations.

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

Our current operational model is based on income generated from the sale of memberships, merchandise and advertising as well as some specific events such as live musical and spoken word performances. In addition, our semi-annual on air funding drives (similar to a telethon) yield a significant amount of donations and sponsorship from the community. Grants from external organizations form a small part of our revenue, are deliberately limited to specific

projects or capital expenditures and, as a matter of convention, are not relied upon for broadcast operating costs.

Our planned approach to self-generated income is to utilize our new building for a live performance to air / web casting studio that will allow for up to 140 attendees to participate in the role of "studio audience". The facility will allow for the generation of consistent, high quality content for our new on line television station and allow for the expansion of our advertising sales on that platform as well as providing additional sponsorship opportunities of the live shows and any related FM broadcasting of the events. The facility is equipped with a commercial kitchen facility and liquor license that will provide additional sources of revenue during events.

The eight residential apartments that are included with the property represent approximately six thousand dollars of monthly revenue when fully occupied and offer the potential in the mid to long term of being converted to other uses such as additional audio or multimedia production studios and / or hostel or hotel rooms.

The new facility should also increase our ability to receive in kind donations and "contra" for building related expenses, maintenance and merchandise and allow for increased volunteer deployment and training in a variety of new and expanded service roles. The increased profile of the new facility has already led to new memberships and collaborative opportunities and is expected, once fully operational, to attract proposals by other media organizations to utilize our studio space and expanded bandwidth on a rental basis.

A significant benefit of the new facility is the attraction of high calibre performers who want to increase their exposure through the live performance / multimedia broadcast and should therefore reduce our costs for live performances to a minimum and lead to an increase in our net yield from each "event". The performances will be captured with high quality video and audio recording equipment and will allow for downstream utilization of the content by the performers. RMS will acquire a number of rights and licenses due to the recording and publishing of the performances which has the possibility of yielding significant royalties over the long term depending on the success and popularity of such recordings.

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

There are a couple of scenarios that could happen if we do not receive a Grant in Aid from the City of Nanaimo. Currently we occupy a portion of the building on a trial basis and will decide on or about March 25, 2013 whether or not we will proceed with a two year lease of the entire building with terms to "rent to own" the property and associated licenses.

1)Without the Grant in Aid, our directors may decide not to proceed with the project, abandon the opportunity entirely and the building will likely revert back to a private, for profit facility.

2) Without the Grant in Aid, our directors may still decide to proceed with the project in which case our service levels, building maintenance schedule and levels of employment will suffer and funds that could otherwise be allocated to supporting live performances, increasing the quality and quantity of recordings, web casting and FM broadcasting will be diverted to pay for property

taxes. Additionally, fee and price levels for our services may increase leading to less opportunity for non-profit groups and educational or artistic endeavours to broadcast their message to the region over our FM signal. Plans for the development of our on line television station will be altered or delayed - specifically the increase in bandwidth critical for allowing more viewers and producers to utilize the system.

At this time we are looking for signals of support from our members, listeners, viewers, sponsors and various community groups and institutions in order to confidently proceed with the additional scale of operations that the acquisition of the facility represents. We do not expect the City to pay for our live performance facility, however, it is a significant portion of our monthly expenditures that would go to service the property taxes and a denial of our application at this time would signal to our board that the City of Nanaimo, as embodied in the committee and Council, is not supportive of this unique project.

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

We will enter into a two year lease with a "rent to own" option beginning April 1, 2013 and will be responsible for any related expenses for the property including the property tax from that point on. It would greatly benefit our organization and the artistic community to allocate the portion of our monthly costs that are related to property taxes towards an increase in service and / or additional employment opportunities that will lead to service increases and better quality performance and recording facilities. To that end, we request a Grant in Aid in the amount of the property taxes for the period of April 1 to December 31, 2013. The total amount requested from the committee to cover this years taxes is twelve thousand six hundred dollars ($12,600).

RADIO MALASPINA SOCIETY
FINANCIAL STATEMENTS
MAY 2012 - JANUARY 2013

Radio Malaspina Society
Comparative Balance Sheet

	As at 31/01/2013		As at 31/01/2012	
ASSET				
Current Assets				
Credit Union Account	7,647.36		9,249.51	
Total Credit Union Acct.		7,647.36		9,249.51
Donate Paypal acct	949.41		2,562.53	
Acctg Paypal account	52.69		52.69	
Total Paypal		1,002.10		2,615.22
Petty Cash		14.71		100.00
Accounts Receivable		1,938.00		150.00
Inventory		0.00		161.28
Total Current Assests		10,602.17		12,276.01
Fixed Assets				
Computer Equipment	16,720.16		16,154.51	
Acc. Amort. Computer Eqpt.	-12,544.26		-11,051.91	
Net Computer Eqpt.		4,175.90		5,102.60
Furniture	1,150.99		1,150.99	
Acc. Amort. Furniture	-879.49		-811.62	
Net Furniture		271.50		339.37
Office Equipment	1,921.36		1,921.36	
Acc. AmortOffice Eqpt.	-1,701.01		-1,645.92	
Net Office Eqpt.		220.35		275.44
Studio Equipment	26,710.41		24,896.04	
Acc. Amort. Studio Eqpt.	-23,339.12		-22,671.87	
Net Studio Eqpt.		3,371.29		2,224.17
Transmitter Equipment	52,447.96		51,518.04	
Acc. Transmitter Eqpt.	-43,814.34		-41,612.72	
Net Transmitter Eqpt.		8,633.62		9,905.32
Total Fixed Assets		16,672.66		17,846.90
TOTAL ASSET		27,274.83		30,122.91
LIABILITY				
Current Liabilities				
Payables General		886.52		0.00
Year end payables		4,099.55		5,200.00
Vacation Pay Payable		656.03		692.00
CPP Payable	300.86		169.12	
EI Payable	176.61		85.44	
Tax Payable	112.31		198.62	
Receiver General Payable		589.78		453.18
WCB Payable		60.85		3.92
Total Current Liabilities		6,292.73		6,349.10
Long Term Liabilities				
Private Loans		0.00		5,000.00
Total Long Term Liabilities		0.00		5,000.00
TOTAL LIABILITY		6,292.73		11,349.10

Radio Malaspina Society
Comparative Balance Sheet

	As at 31/01/2013	As at 31/01/2012
EQUITY		
Equity		
Retained Earnings	11,520.18	11,359.76
Current Earnings	9,461.92	7,414.05
Total Equity	20,982.10	18,773.81
TOTAL EQUITY	20,982.10	18,773.81
LIABILITIES AND EQUITY	27,274.83	30,122.91

Radio Malaspina Society
Comparative Income Statement

	Actual 01/01/2013 to 31/01/2013	Budget 01/01/2013 to 31/01/2013	Actual 01/05/2012 to 31/01/2013	Actual 01/05/2011 to 31/01/2012
REVENUE				
Revenue				
Advertising	1,330.00	1,500.00	16,945.18	16,416.00
Membership	20.00	300.00	11,227.87	8,535.00
Events	0.00	0.00	6,087.04	0.00
General Donations	916.37	300.00	20,759.77	23,714.87
V.I.U. Fees	0.00	0.00	32,099.22	12,434.26
Merchandise Sales	20.00	0.00	340.00	395.00
Production	0.00	0.00	50.00	0.00
Grants	0.00	0.00	14,700.00	0.00
Interest	0.11	0.00	1.05	0.85
Total Revenue	2,286.48	2,100.00	102,210.13	61,495.98
TOTAL REVENUE	2,286.48	2,100.00	102,210.13	61,495.98
EXPENSE				
Expenses				
Computer Supplies	991.11	0.00	1,121.14	160.74
Bank Charges & Interest	25.88	12.50	531.00	425.05
Board & AGM Expenses	0.00	29.16	160.00	114.24
Contract Labour	1,450.00	1,500.00	12,875.00	11,126.80
Courier/Shipping	20.27	125.00	139.35	0.00
Cercomm Elect. Taxes on Tower	0.00	0.00	2,542.08	2,542.08
Dues/Fees/Subscriptions	2,633.40	666.66	3,824.38	1,298.62
Education/Development Staff/V...	0.00	0.00	1,699.29	2,347.12
Events Expense	302.00	0.00	10,024.34	588.14
Hydro, Transmitter	280.00	280.00	2,520.00	2,520.00
Hydro - station	0.00	0.00	1,372.39	1,278.59
Internet	666.29	250.00	2,561.10	1,038.82
Insurance Expense	212.16	213.00	1,909.58	1,853.43
Legal fees	0.00	333.33	6,217.84	0.00
Membership Expense	0.00	100.00	0.00	0.00
Cost of Goods Sold	0.00	166.66	1,120.00	0.00
Office Expenses	118.74	83.33	1,961.36	551.95
Printing	0.00	250.00	523.34	2,598.01
Promotions Expense	0.00	416.66	188.41	1,000.00
Rent	560.00	560.00	5,040.00	4,032.00
Repairs & Maintenance	121.00	416.66	124.90	317.57
Studio Expenses	1,889.76	250.00	7,261.10	1,278.85
Telus, Station	0.00	166.66	471.99	1,291.95
Telus, Transmitter (729-0368)	62.14	66.66	562.98	574.30
Cell phone	0.00	54.16	950.00	0.00
Transportation	15.00	166.66	225.00	0.00
Volunteer Support/Appreciation	19.22	0.00	829.89	11.25
Cash box discrepancies	24.08	0.00	30.21	542.58
Wage Expense	5,141.34	2,400.00	24,472.02	15,496.00
CPP Expense	150.43	84.58	885.73	681.84
EI Expense	103.02	50.00	562.08	408.72
WCB Expense	5.18	9.16	41.71	3.28

Radio Malaspina Society
Comparative Income Statement

	Actual 01/01/2013 to 31/01/2013	Budget 01/01/2013 to 31/01/2013	Actual 01/05/2012 to 31/01/2013	Actual 01/05/2011 to 31/01/2012
Total Expenses	14,791.02	8,650.84	92,748.21	54,081.93
TOTAL EXPENSE	14,791.02	8,650.84	92,748.21	54,081.93
NET INCOME	-12,504.54	-6,550.84	9,461.92	7,414.05

RADIO MALASPINA SOCIETY

FINANCIAL STATEMENTS
April 30, 2012

Whiteaker & Associates
CHARTERED ACCOUNTANTS

INDEPENDENT AUDITOR'S REPORT

To the Members of Radio Malaspina Society

We have audited the accompanying financial statements of Radio Malaspina Society, which comprises the statement of financial position as at April 30, 2012 and the statements of revenue and expenditures and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

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 an audit to obtain reasonable assurance whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

Basis for Qualified Opinion

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

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Society as at April 30, 2012 and its financial performance and its cash flows for the year then ended in accordance with Canadian Accounting Standards for Not For Profit. As required by the Society Act of British Columbia, we report that, in our opinion, these principles have been applied on a basis consistent with that of the preceding year.

Nanaimo, B.C.
October 17, 2012

CHARTERED ACCOUNTANTS

RADIO MALASPINA SOCIETY
STATEMENT OF FINANCIAL POSITION
APRIL 30, 2012

	2012	2011
ASSETS		
CURRENT		
Cash	$ 16,017	$ 10,354
Music CD Inventory [Note 2(d)]	-	1
Inventory	-	161
	16,017	10,516
CAPITAL ASSETS [Notes 2(e) and 3]	14,294	10,246
	$ 30,311	$ 20,762
LIABILITIES		
CURRENT		
Accounts payable and accrued liabilities	$ 8,942	$ 7,499
Wages and benefits payable	1,404	1,906
Deferred contributions (Note 6)	8,447	-
	18,793	9,405
NET ASSETS		
Invested in capital assets	14,294	10,246
Operating net assets	(2,776)	1,111
NET ASSETS - Statement 2	11,518	11,357
	$ 30,311	$ 20,762

APPROVED ON BEHALF OF THE BOARD:

_____, Director

_____, Director

See accompanying notes to the financial statements

RADIO MALASPINA SOCIETY
STATEMENT OF REVENUE AND EXPENDITURES
FOR THE YEAR ENDED APRIL 30, 2012

	2012	2011
REVENUE		
Vancouver Island University	$ 29,348	$ 17,761
Donations	24,779	20,217
Sponsorship and advertising	17,891	19,655
Memberships	8,655	7,475
Events and other	396	13,742
	81,069	78,850
EXPENDITURES		
Wages and benefits	23,268	21,689
Consulting	14,684	15,006
Transmission	10,796	10,503
Rent	5,376	5,320
Amortization	4,484	4,172
Professional fees	3,150	2,296
Memberships and dues	3,123	6,702
Printing	2,598	1,099
Insurance	2,490	2,386
Staff training	2,347	525
Telephone and Internet	2,071	2,457
Office and other	1,952	3,400
Computer supplies and equipment	1,827	1,307
Advertising and promotion	1,000	7,945
Events expense	588	4,291
Bank charges	574	295
Repairs and maintenance	540	398
Travel	40	72
Bad debts	-	800
	80,908	90,663
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURES	161	(11,813)
NET ASSETS, beginning	11,357	23,170
NET ASSETS, ending - Statement 1	$ 11,518	$ 11,357

See accompanying notes to the financial statements

RADIO MALASPINA SOCIETY
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED APRIL 30, 2012

	2012	2011
OPERATING ACTIVITIES		
Receipts from operations	$ 89,514	$ 78,850
Payments for operating costs	(75,321)	(79,850)
CASH PROVIDED BY USED IN OPERATIONS	14,193	(1,000)
FINANCING ACTIVITIES		
INVESTING ACTIVITIES		
Acquisition of capital assets	(8,530)	(510)
INCREASE (DECREASE) IN CASH	5,663	(1,510)
CASH, beginning	10,354	11,864
CASH, ending	$ 16,017	$ 10,354

See accompanying notes to the financial statements

RADIO MALASPINA SOCIETY
NOTES TO THE FINANCIAL STATEMENTS
APRIL 30, 2012

1. PURPOSE OF THE SOCIETY

The Society was incorporated under the Society Act of British Columbia as a not-for-profit organization, and is exempt from tax under the Income Tax Act. The Society's mission is to engage listeners with an inclusive, intelligent and innovative alternative media experience. The Society is a campus and community supported forum and sets a stage for the voices of Vancouver Island University, the City of Nanaimo, the Islands and beyond.

2. SIGNIFICANT ACCOUNTING POLICIES

(a) The Radio Malaspina Society follows accounting policies generally accepted for not-for-profit organizations.

(b) Cash consists of cash on deposit with a credit union and cash on deposit with PayPal.

(c) Volunteers contribute their time to assist the Society in carrying out its activities. Due to the difficulty in determining the fair value of such services, the value of the contributed services is not recognized in these financial statements.

(d) The Society benefits greatly from the donation of CD's. The Society estimates the collection totals just under 10,000 CD's with an estimated total value of $150,000. Due to the difficulty in determining the actual fair value of such a collection, the value of this inventory is not recognized in these financial statements.

(e) Capital assets purchased by the Society are recorded at cost. Amortization is provided on a declining balance basis as follows:

Furniture and equipment	20%
Computer hardware	30%
Computer hardware required after 2011	55%
Studio and transmitter equipment	30%

(f) Revenue and expenditures are recorded on an accrual basis. The Society follows the deferral method of accounting for contributions. Contributions are recognized as revenue in the year in which it relates under the agreement. Advertising, memberships, and donations are recognized as revenue when received.

(g) The Society's financial instruments consist of cash, accounts payable and accrued liabilities. It is the Directors' opinion that the Society is not exposed to significant interest and credit risks arising from these financial instruments and that the carrying values approximate the fair values.

(h) The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions which affect the reported amounts of assets and liabilities at the date of the financial statements and revenues and expenitures for the year reported. Actual results could differ from those estimates.

3. CAPITAL ASSETS

	2012			2011
	Cost	Accumulated Amortization	Net Book Value	Net Book Value
Computer Equipment	$ 16,155	$ 12,544	$ 3,611	$ 3,565
Studio Equipment	24,896	23,339	1,557	2,224
Transmitter Equipment	52,448	43,814	8,634	3,842
Office Equipment	1,921	1,701	220	275
Furniture	1,151	879	272	340
	$ 96,571	$ 82,277	$ 14,294	$ 10,246

4. INTERNALLY RESTRICTED NET ASSETS

The Society has created two internally restricted accounts for future equipment back-up costs and future relocation/building costs. To date, no net assets has been transferred into this account

5. ECONOMIC DEPENDENCE

The Society's primary source of revenue is membership fees collected from students by Vancouver Island University pursuant to the provisions of the College and Institute Act (British Columbia). This collection activity can be terminated if the Society fails to fulfill its requirements under the Act. The Society's ability to continue viable operations is dependent upon maintaining its right to have these fees collected. As at the date of these financial statements the Society believes that it is in compliance with the Act.

6. DEFERRED CONTRIBUTIONS

The first instalment of VIU student fees for the fiscal year 2012-2013 was received in April 2012, and has been recorded as deferred contributions.

7. COMPARATIVE FIGURES

The financial statements of the prior period were audited by the predecessor auditor with an audit report dated October 19, 2011. The predecessor auditor expressed a qualified opinion which was due to the inability to confirm the completeness of revenue from donations and events.

Radio Malaspina Society
2014 Budget

Radio Malaspina Societ

Account No.	Account Name	Totals
4001	Advertising	30,000.00
4001a	-Mentions	30,000.00
4002	Membership	15,000.00
4003	Events	5,000.00
4004	General Donations	10,000.00
4006	VIU Membership Fees	64,000.00
4007	Merchandise Sales	5,000.00
4008	Production	3,000.00
4009	Grants	15,000.00
4010	Interest	
Total Income		178,000.00
5001	Accounting	2,500.00
5002	Amortization	
5003	Computer Supplies	500.00
5004	Bank Charges & Interest	150.00
5006	Board & AGM Expenses	1,000.00
5007	Commission - Advertising Sales	3,000.00
5008	Contract Labour	21,000.00
5009	Advertising Sales Exp. other	1,000.00
5010	Courier/Shipping	1,000.00
5011	Cercomm Elect. Taxes on Tower	2,300.00
5014	Dues/Fees/Subscriptions	2,000.00
5016	Events Expense	7,000.00
5017	Fundraiser Expense	1,200.00
5018	Hydro, Transmitter	3,200.00
5019	Hydro - station	2,000.00
5020	Internet	1,500.00
	Web Streaming	1,500.00
5022	Insurance Expense	2,500.00
5024	Membership Expense	1,200.00
5026	Cost of Goods Sold	2,500.00
5030	Office Expenses	2,000.00
5034	Printing	3,000.00
5035	Programming Expense	0.00
5036	Production fee	2,000.00
5038	Promotions Expense	5,000.00

Radio Malaspina Societ

Account No.	Account Name	Totals
5040	Allstream (A T & T)	0.00
5044	Rent	7,000.00
5046	Repairs & Maintenance	3,000.00
5048	Studio Expenses and engineering	5,000.00
5050	Shaw Telephone, Station	2,000.00
5056	Telus, Transmitter (729-0368)	600.00
5057	Cell phone	1,300.00
5058	Transportation	5,000.00
5060	Volunteer Support/Appreciation	2,000.00
5080	Cash box discrepancies	0.00
5085	Wage Expense	68,000.00
5086	CPP Expense	2,400.00
5087	EI Expense	1,200.00
5088	WCB Expense	300.00
	Legal fees	8,000.00
	Education/Development Staff Volunte	2400
Total Expense		177,250.00

BC Registry Services

Mailing Address:
PO Box 9431 Stn Prov Govt
Victoria BC V8W 9V3
www.bcregistryservices.gov.bc.ca

Location:
2nd Floor - 940 Blanshard Street
Victoria BC
250 356-8609

2012 Annual Report

BC SOCIETY

FORM 11
SOCIETY ACT
Section 68

Filed Date and Time: **November 21, 2012 12:00 PM Pacific Time**

ANNUAL REPORT DETAILS

NAME OF SOCIETY

RADIO MALASPINA SOCIETY
#2 - 34 VICTORIA CRESCENT
NANAIMO BC
CANADA V9R 5B8

SOCIETY INCORPORATION NUMBER
S-0037680

DATE OF INCORPORATION
December 3, 1997

DATE OF ANNUAL GENERAL MEETING (AGM)
October 30, 2012

DIRECTOR INFORMATION as of October 30, 2012

Last Name, First Name, Middle Name:

BONSOR, TRISTAN W.

Physical Address:

435 KITCHENER STREET
PO BOX 1776
LADYSMITH BC
CANADA V9G 1B6

Mailing Address:

435 KITCHENER STREET
PO BOX 1776
LADYSMITH BC
CANADA V9G 1B6

Last Name, First Name, Middle Name:

BOULTER, GREG

Physical Address:

1720 GRANT AVE
NANAIMO BC V9S 4T1

Mailing Address:

1720 GRANT AVE
NANAIMO BC V9S 4T1

Last Name, First Name, Middle Name:

FALVAI, MATT

Physical Address:	**Mailing Address:**
135 NICOL STREET NANAIMO BC CANADA V9R 5K4	135 NICOL STREET NANAIMO BC CANADA V9R 5K4

Last Name, First Name, Middle Name:

GILRAY, KATIE

Physical Address:	**Mailing Address:**
664 HAMILTON AVE NANAIMO BC V9R 4G4	664 HAMILTON AVE NANAIMO BC V9R 4G4

Last Name, First Name, Middle Name:

KALMAKOV-WELLBORN, ALEXANDER

Physical Address:	**Mailing Address:**
201 CRAIG ST NANAIMO BC V9R 3V4	201 CRAIG ST NANAIMO BC V9R 3V4

Last Name, First Name, Middle Name:

MOISAN, JEN

Physical Address:	**Mailing Address:**
2 - 7134 BLACKJACK DR LANTZVILLE BC CANADA V0R 2H0	2 - 7134 BLACKJACK DR LANTZVILLE BC CANADA V0R 2H0

Last Name, First Name, Middle Name:

MONSON, MIKE

Physical Address:	**Mailing Address:**
1877 WHITE BLOSSOM WAY NANAIMO BC V9X 1X5	1877 WHITE BLOSSOM WAY NANAIMO BC V9X 1X5

Last Name, First Name, Middle Name:

MONTGOMERY, LARISSA E.

Physical Address:	**Mailing Address:**
2 - 645 NICOL ST NANAIMO BC V9R 4T8	2 - 645 NICOL ST NANAIMO BC V9R 4T8

Last Name, First Name, Middle Name:

PLAMONDON, JALENE

Physical Address:	**Mailing Address:**
101 - 4730 SKYLINE WAY NANAIMO BC V9T 0C1	101 - 4730 SKYLINE WAY NANAIMO BC V9T 0C1

Last Name, First Name, Middle Name:

PRESTON, MIKE

Physical Address:	**Mailing Address:**
609 - 38 FRONT ST NANAIMO BC V9R 0B8	609 - 38 FRONT ST NANAIMO BC V9R 0B8

Radio Malaspina Society Board of Directors as of March 12, 2013

BONSOR, TRISTAN
435 KITCHENER STREET
PO BOX 1776
LADYSMITH BC
V9G 1B6

BOULTER, GREG
1720 GRANT AVE
NANAIMO, BC
V9S 4T1

FALVAI, MATT
135 NICOL STREET
NANAIMO, BC
V9R 5K4

GILRAY, KATIE
664 HAMILTON AVE
NANAIMO, BC
V9R 3V4

KALMAKOV-WELLBORN, ALEXANDER
201 CRAIG ST
NANAIMO, BC
V9R 3V4

LENNON, IAN
619 PINE STREET.
NANAIMO, BC
V9R 2C7

MOISAN, JEN
2-7134 BLACKJACK DR
LANTZVILLE, BC
V0R 2H0

MONTGOMERY, LARISSA
2-645 NICOL ST
NANAIMO, BC

V9R 4T8

PLAMONDON, JALENE
101 - 4730 SKYLINE WAY
NANAIMO, BC
V9T 0C1

PRESTON, MIKE
609 - 38 FRONT ST
NANAIMO, BC
V9R 0B8

CITY OF NANAIMO
THE HARBOUR CITY
FINANCE DEPARTMENT

CITY OF NANAIMO
EVALUATION
PERMISSIVE TAX EXEMPTIONS (PTE)

Name of Organization: The Redeemed Christian Church of God

Request to be placed on 2014 Permissive Tax Exemption Bylaw for property it rents at 216 Prideaux Street.

Grant No. 2013 PTE-04

Criteria:	Meets Criteria: Yes	No
➢ the property must be recommended for a Permissive Tax Exemption in the following year; and		
➢ 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		

Statement of Purpose:

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.

These exemptions must be adopted by bylaws, by the 31st of October of the year preceding exemption, and passed with a two-third's majority.

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.

	$			
	Yes	No		
Grant Awarded:			Amount Recommended:	$

Discussion:

Notes:

CITY OF NANAIMO

APPLICATION FOR PERMISSIVE TAX EXEMPTION

Division 7 of the *Community Charter* permits Council to exempt from taxation, property used for certain purposes. Organizations that are successful in receiving a Permissive Taxation Exemption will be exempt from taxes in the following and subsequent years. If an organization requires assistance to pay its property taxes in the current year, it should apply for a PTE Cash Grant by filling out question 11 at the end of this application.

Applications for Permissive Taxation Exemptions are first examined to determine whether they meet the requirements of the *Community Charter*. If they do not, they must be rejected by the Grants Advisory Committee. If the application meets the requirements, the Committee will then evaluate the application on the basis of financial need, appropriateness and service provided to the local community. Applicants may be required to appear before the Committee to answer questions with respect to program services, finances or other issues.

In preparation of your application, you are encouraged to submit any appendices that you feel would add to the understanding of your service. Please complete all attached forms even if you are submitting separate attachments. Ensure all questions on the application are completed or the application will be returned. Please type or print clearly.

Please return applications to the Grants Advisory Committee, c/o Laura Mercer, Finance Department, City of Nanaimo, 455 Wallace Street, Nanaimo, BC, V9R 5J6. If you require further information or have any questions regarding the application, please call Ms. Mercer at 250-755-4413. Applications received after August 1 cannot be placed on the Permissive Taxation Exemption Bylaw for the next taxation year.

The following attachments are also required for consideration:

1. Copy of most recent Society Act Annual Report (Form 11) ✓
2. Most recent Audited Financial Statement (or year-end financial statements) ✓
3. Year-to-date Financial Statements ✓2013
4. Current Year Budget (income and expenditure) or Year-to-Date Statement 2013
5. Proposed Next Year's Budget 2014
6. List of Directors ✓

CITY OF NANAIMO
THE HARBOUR CITY

CITY OF NANAIMO APPLICATION FOR PERMISSIVE TAX EXEMPTION

Office Use

ORGANIZATION: THE REDEEMED CHRISTIAN CHURCH OF GOD	DATE: JUNE 5TH, 2013
ADDRESS: 216 PRIDEAUX STREET, NANAIMO BC V9R 2M9	PRESIDENT: PASTOR SAMUEL OGUNSANLU
–	SENIOR STAFF MEMBER: PASTOR SAMUEL OGUNSANLU
–	POSITION: DIRECTOR
–	CONTACT: PASTOR SAMUE OGUNSANLU
TELEPHONE: 250 755 9202	TELEPHONE: 250 755 9202

OVERVIEW OF YOUR ORGANIZATION'S PROGRAMS AND SERVICES OFFERED IN THE COMMUNITY:
Preaching and teaching the Word of God, Counselling. Praying for the sick, Counselling the distressed

GEOGRAPHIC AREA SERVED BY THE ORGANIZATION:
NANAIMO BC

NO. OF FULL TIME STAFF: 1	NO. OF PART TIME STAFF: –
NO. OF COMMUNITY VOLUNTEERS: 2	NO. OF VOLUNTEER HOURS PER YEAR: 96
NO. OF MEMBERS: 28	MEMBERSHIP FEE: —
CLIENTS SERVED, LAST YEAR: 56	CLIENTS SERVED, THIS YEAR (PROJECTED): 210
B.C. SOCIETY ACT REG. NO.: S. 0059061	REVENUE CANADA CHARITABLE REG. NO.: 839431681 RR 0001
CURRENT BUDGET: 40,000	LEGAL DESCRIPTION OF PROPERTY:
INCOME 37,120	
EXPENSES: 40,375	TAX FOLIO NUMBER:
NEXT YEAR PROJECTED: 45,375	# 86094.000
INCOME: 42,000	CURRENT YEAR TAXES (IF KNOWN):
EXPENSES: 40,000	est. $2124.30

SIGNATURE:	TITLE/POSITION:	DATE:
Jsons	DIRECTOR	JUNE 5TH 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.

Preaching and teaching the Word of God, as it relates to the Christian faith, Counselling and deliverance, Intercessory prayers and hospital prayers for the sick.

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

To advance the Christian religion Maintain Sunday worship and bible study within the week. Solve spiritual problems, intercessory prayers, guidance and counselling, organize Liturgical functions.

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

By training more members as volunteers, adding to 18 volunteers presently engaging in reaching out to street people and the sick.

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

We have 18 volunteers who are graduates in diverse professions, they teach, pray for the sick and distressed people. Teaching and training members in Christian ethics and hospital visitation

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

N/A

CITY OF NANAIMO
GRANT QUESTIONNAIRE

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

All Services render by the Church and the Pastor are free

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 autonomous

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

Surplus funds will be channelled toward having our own permanent Worship Centre with facilities that will enhance our set goal

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

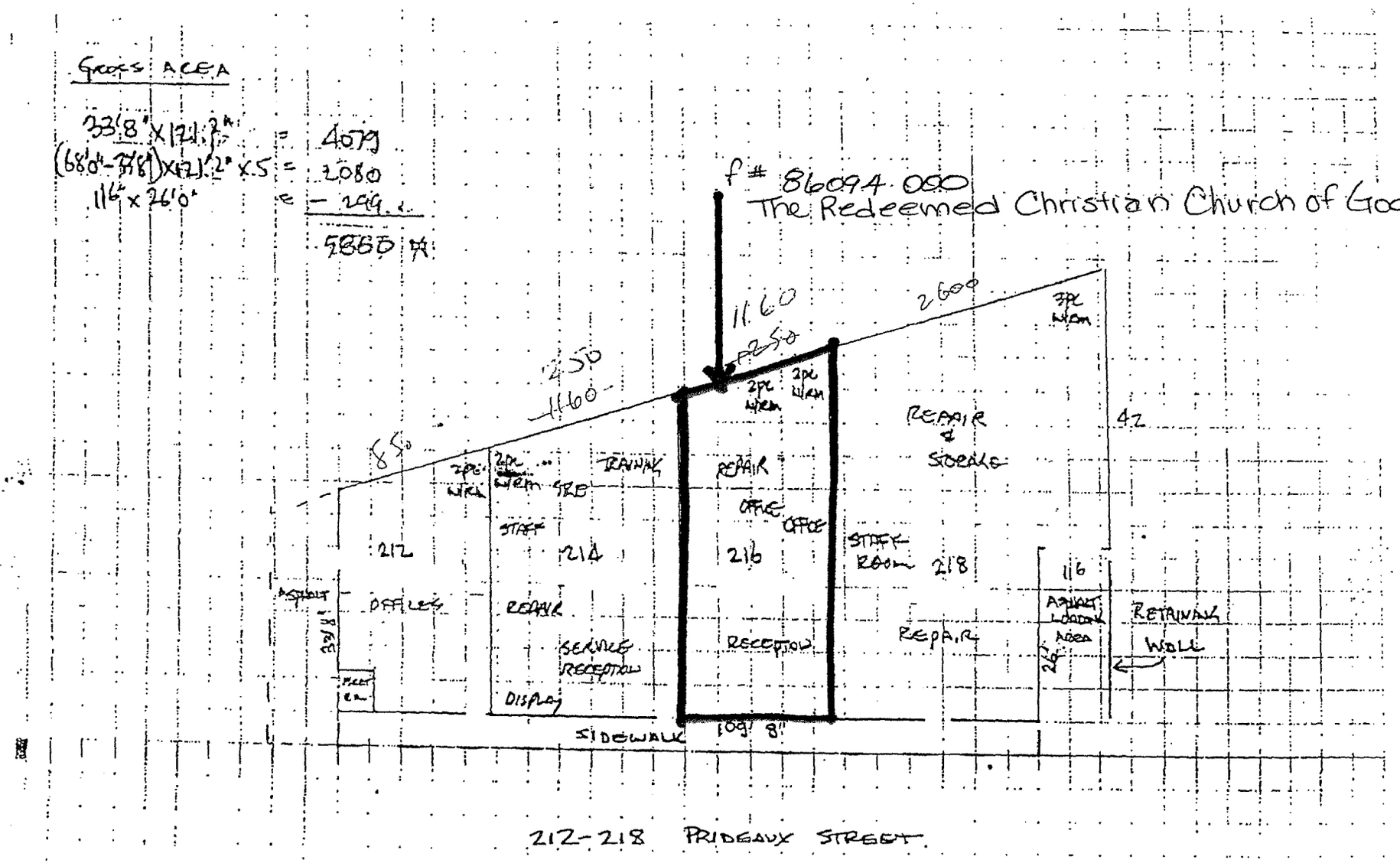
Current Source of income is from voluntary donations from members.

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 down on our outreach efforts

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

NO



212-218 PRIDEAUX STREET

KANAKA MANAGEMENT LIMITED

5984 Icarus Drive
Nanaimo, B.C.
V9V -1C8 Canada Larry M. Henricksen

Telephone, Message and FAX (250)**756-9219**
e-mail Kanakamgt@shaw.ca
cell-phone (250)**729-5807**

October 26, 2012

Pastor Samuel Ogansanlu
The Redeemed Christian Church of God
216 Prideaux Street
Nanaimo, B.C. V9R 2N1

Dear Samuel,

RE: Municipal Tax apportion, for your unit

I have provided a breakdown of the amount you are paying for rent and apportion of municipal tax.

If you can provide me with a letter of exemption for this tax amount, from the City of Nanaimo, then when I pay the taxes for the building I will reimburse the amount the City allows under your Charity Society Exemption, or not have to charge the tax amount?

Hope this helps to clarify the amounts charged, any further concerns please contact me.

Yours truly,

Larry M. Henricksen Kanaka Management Limited

Kanaka Management Ltd.

5984 Icarus Drive
Nanaimo, B.C, V9V 1C8 Larry M. Henricksen

Telephone, Message and FAX (250) 756-9219
E-mail: kanakamgt@shaw.ca
Cell # (250)729-5807

COMMERCIAL UNIT FOR RENT

DATE : June 1, 2013

INVOICE : # RCCG 015

TO : The Redeemed Christian Church of God

Pastor Samuel Ogunsanlu
(250)755-9202
www.rccg.org / pastorsamueloo@yahoo.ca

DESCRIPTION : Rental Unit @
216 Prideaux Street
Nanaimo, B.C.
V9R 2N1

UNIT Size: approx. (1,150) square feet at PRIDEAUX CENTRE

NOTE:
- Rent is due on or before the first day of each month
- Rental Term: month to month.
- Rent adjustment annually.
- Each unit pays their own Hydro-electric & Utilities.
- NO TENANTS OR CONTENTS INSURANCE; Tenants to make their own arrangements.
- AS IS CONDITION.

STATEMENT :

RENT for the month		**$ 880.oo**
Municipal TAX	**(apportion)**	**220.oo**
GST 5%	**Charity Exemption**	
Total		**$ 1,100.oo**

Please pay to this invoice **Thank you.**

Canada Revenue Agency / Agence du revenu du Canada

Place bar code label here

REGISTERED CHARITY INFORMATION RETURN

ction A: Identification

- Guide T4033, *Completing the Registered Charity Information Return*, is available through our Forms and publications Web pages at **www.cra.gc.ca/charities**.
- The *Privacy Act* protects all personal information given on this form, which is kept in personal information bank CRA PPU 200. The Canada Revenue Agency (CRA) will make this form and all attachments available to the public on the Charities Directorate Web site, except for information or data identified as confidential. All of the information collected on this form may be shared as permitted by law (e.g., with certain other government departments and agencies).

Remember: Even if the charity goes through an inactive period, you must continue to file information returns to maintain its registered status.

If you did not receive a barcode label to affix to the return, please complete the following:

1. Charity name:

TheRedeemedChristianChurchOfGod-LivingPraiseChapel

2. Return for fiscal period ending: Year Month Day 2012-12-31

3. BN/registration number: 839431681RR0001

4. Web address (if applicable): www.rccg.org

A1 Was the charity in a subordinate position to a parent organization? . . . . . **1510** ☐ Yes ☒ No

If yes, please provide the name and BN/registration number of the organization.

Name	BN (if applicable)

A2 Has the charity wound-up, dissolved, or terminated operations? . . . . . **1570** ☐ Yes ☒ No

A3 All charities are designated as one of the following: a charitable organization, a public foundation, or a private foundation. Is your organization designated as a public foundation or private foundation? . . . . . **1600** ☐ Yes ☒ No
(Refer to the Form TF725, *Registered Charity Basic Information Sheet* (BIS) to confirm. This form is included in the return package.)

If yes, you must complete and attach Schedule 1, *Foundations*, to your return.

ction B: Directors/trustees and like officials

B1 The charity is required to provide certain information for all members of its board of directors/trustees for the complete fiscal period. Only the **public information** section on the worksheet is available to the public. The **confidential data** section is for the CRA's use but may be shared as permitted by law (e.g., with certain other government departments and agencies). Use Form T1235, *Directors/Trustees and Like Officials Worksheet*, or include your own sheet with the **same** information. Charities subject to the Ontario *Corporations Act* may complete a blended worksheet.

Section C: Programs and general information

C1 Was the charity active during the fiscal period? **If no**, explain why in the "Ongoing programs" space provided at C2 . . . . . **1800** ☒ Yes ☐ No

C2 In the space provided, describe all **ongoing** and **new** charitable programs the charity carried on to further its charitable purpose(s) (as defined in its governing documents) this fiscal period. "Programs" includes all of the charitable work the charity carries out on its own through employees or volunteers as well as through qualified donees and intermediaries. The charity may also use this space to describe the contributions of its volunteers in carrying out its programs (e.g., number of volunteers and/or hours). Grant-making charities should describe the types of organizations they support. Please note that "programs" **does not** include fundraising activities. **Do not attach additional sheets of paper or annual reports.**

Ongoing programs:

Preaching and teaching the word of God and counselling (Sundays 8:00AM - 1:00AM)
Teaching the word of God (Bible Study) (Wednesdays 6:00PM - 8:00PM)
Free counselling/prayers for the afflicted (Mondays - Fridays 10:00AM - 5:00PM)
Last Wednesdays and Thursdays of the month - special prayers for the sick (7:00PM - 8:00PM)
Last Fridays of the month - Deliverance prayers for the sick and those that suffered all kinds of addiction (11:00PM - 1:00AM)
Every first Sunday - Free counselling and free feeding (10:00AM - 12:00PM)
Hospital counselling and prayers for the sick.

New programs:

BN/registration number 839431681RR0001 Fiscal period end 2012-12-31

Registered charities may make gifts to qualified donees. Qualified donees are other registered Canadian charities, as well as certain other organizations described in the *Income Tax Act*.

C3 Did the charity make gifts or transfer funds to qualified donees or other organizations? . . . . . **2000** ☐ Yes ☒ No

If yes, you must complete and attach Form T1236, *Qualified Donees Worksheet/Amounts Provided to Other Organizations*, to your return.

C4 Did the charity carry on, fund, or provide any resources through employees, volunteers, agents, joint ventures, contractors, or any other individuals, intermediaries, entities, or means (other than qualified donees) for any activity/program/project outside Canada? . . . . . **2100** ☐ Yes ☒ No

If yes, you must complete and attach Schedule 2, *Activities Outside Canada*, to your return.

A registered charity may pursue political activities to retain, oppose, or change the law, policy, or decision of any level of government inside or outside Canada provided the activities are non-partisan, related to its charitable purposes, and limited in extent.

C5 (a) Did the charity carry on any political activities during the fiscal period? . . . . . **2400** ☐ Yes ☒ No

(b) Enter the total amount spent by the charity on these activities . . . . . **5030** $

C6 If the charity carried on fundraising activities or engaged third parties to carry on fundraising activities on its behalf, tick all fundraising methods that it used during the fiscal period.

2500 ☐ Advertisements/print/radio/ TV commercials	**2570** ☐ Fundraising sales (e.g., cookies)	**2620** ☐ Telephone/TV solicitations
2510 ☐ Auctions	**2575** ☒ Internet	**2630** ☐ Tournament/sporting events
2530 ☐ Collection plate/boxes	**2580** ☐ Mail campaigns	**2640** ☐ Cause-related marketing
2540 ☐ Door-to-door solicitation	**2590** ☒ Planned-giving programs	**2650** ☐ Other
2550 ☐ Draws/lotteries	**2600** ☐ Targeted corporate donations/ sponsorships	**2660** Specify:
2560 ☐ Fundraising dinners/galas/concerts	**2610** ☒ Targeted contacts	

C7 Did the charity pay external fundraisers? . . . . . **2700** ☐ Yes ☒ No

If yes , you must complete the following lines, and complete and attach Schedule 4, *Confidential Data*, 1. Information about Fundraisers.

(a) Enter the gross revenue collected by the fundraisers on behalf of the charity. . . . . **5450** $

(b) Enter the amounts paid to and/or retained by the fundraisers . . . . . **5460** $

(c) Identify the method of payment to the fundraiser:

2730 ☐ Commissions	**2750** ☐ Finder's fees	**2770** ☐ Honoraria
2740 ☐ Bonuses	**2760** ☐ Set fee for services	**2780** ☐ Other
		2790 Specify:

(d) Did the fundraiser issue tax receipts on behalf of the charity? . . . . . **2800** ☐ Yes ☒ No

C8 Did the charity compensate any of its directors/trustees or like officials or persons not at arm's length from the charity for services provided during the fiscal period (other than reimbursement for out-of pocket expenses)? . . . . . **3200** ☐ Yes ☒ No

C9 Did the charity incur any expenses for compensation of employees during the fiscal period? . . . . . **3400** ☐ Yes ☒ No

If yes, you must complete and attach Schedule 3, *Compensation*, to your return.

C10 Did the charity receive any donations or gifts of any kind valued at $10,000 or more from any donor that was **not** resident in Canada and was **not** any of the following: . . . . . **3900** ☐ Yes ☒ No

- A Canadian citizen, nor
- Employed in Canada, nor
- Carrying on a business in Canada, nor
- A person having disposed of taxable Canadian property?

If yes, you must complete and attach Schedule 4, *Confidential Data*, 2. Information about Donors Not Resident in Canada, for each donation of $10,000 or more.

C11	Did the charity receive any non-cash gifts (gifts-in-kind) for which it issued tax receipts? **If yes**, you must complete and attach Schedule 5, *Non-Cash Gifts*, to your return.	4000	☐ Yes	☒ No
C12	Did the charity acquire a non-qualifying security?	5800	☐ Yes	☒ No
13	Did the charity allow a donor to use any of the charity's property during the fiscal period? (except for permissible uses)	5810	☐ Yes	☒ No
C14	Did the charity issue any of its tax receipts for donations on behalf of another organization?	5820	☐ Yes	☒ No

BN/registration number 839431681RR0001 Fiscal period end 2012-12-31

Section D: Financial Information

If **any** of the following applies to your charity, proceed to Schedule 6, *Detailed Financial Information*, and **do not** complete Section D below. If **none** of the following applies, complete Section D.

a) The charity's revenue exceeds $100,000.
b) The amount of all property (e.g., investments, rental properties) not used in charitable programs exceeds $25,000.
c) The charity currently has permission to accumulate funds during this fiscal period.

Please show all figures to the nearest single dollar.

D1 Was the financial information reported below prepared on an accrual or cash basis? . . . . . 4020 [X] Accrual [ ] Cash

D2 Summary of financial position:

Using the charity's own financial statements, provide the following:

Does the charity own land and/or buildings?	4050	[ ] Yes [X] No
Total assets (including land and buildings)	4200	$ 3,188
Total liabilities	4350	$ 3,405
Did the charity borrow from, loan to, or invest assets with any non-arm's length parties?	4400	[ ] Yes [X] No

D3 Revenue:

Did the charity issue tax receipts for donations?	4490	[X] Yes [ ] No
If yes, what is the total eligible amount of all donations for which the charity issued tax receipts?	4500	$ 12,919
Total amount of 10 year gifts received	4505	$
Total amount received from other registered charities	4510	$
What is the total amount for all other donations received for which a tax receipt was **not** issued by the charity? (excluding amounts at lines 4575 and 4630)	4530	$ 10,012
Did the charity receive any revenue from any level of Canadian government?	4565	[ ] Yes [X] No
If yes, total amount received	4570	$
Total non tax-receipted amounts from all sources outside Canada (government and non-government)	4575	$
Total non tax-receipted amounts from fundraising	4630	$
Total revenue from sale of goods and services (except to any level of Canadian government)	4640	$
Other amounts not already included in the amounts above	4650	$
Total revenue (Add lines 4500 to 4650, excluding line 4505)	4700	$ 22,931

D4 Expenditures:

What was the charity's total expenditure on professional and consulting fees?	4860	$ 252
What was the charity's total expenditure on travel and vehicles?	4810	$
All other expenditures not already included in the amounts above (excluding gifts to qualified donees)	4920	$ 34,117
Total expenditures (excluding gifts to qualified donees) (**Add lines 4860, 4810, and 4920**)	4950	$ 34,369

Of the total amount at line 4950:

a) How much did the charity spend on charitable programs?	5000	$ 34,273
b) How much did the charity spend on management and administration?	5010	$ 96
Total amount of gifts made to all qualified donees	5050	$
Total expenditures (Add lines 4950 and 5050)	5100	$ 34,369

BN/registration number 839431681RR0001 Fiscal period end 2012-12-31

Section E: Certification

This return **must** be signed by a director/trustee or like official of the registered charity who has authority to sign on behalf of the charity. **It is a serious offence under the *Income Tax Act* to provide false or deceptive information.**

I certify that the information given on this form, the basic information sheet, and any attachment is, to the best of my knowledge, correct, complete, and current.

Name (please print):		Signature:
Samuel Oludotun Ogunsanlu		
Position in charity:	Date:	Telephone No.:
Director	2013-05-29	(250) 755-9202

Section F: Confidential Data

F1 Provide the physical address of the charity and the address in Canada for the charity's books and records. Post office box numbers and rural routes are not sufficient.

	Physical address of the charity	Address for the charity's books and records
Number, street, apt. no., or lot and concession no.	216 Prideaux Street	B - 286 Lambert Avenue
City	Nanaimo	Nanaimo
Province or territory and postal code	BC V9R 2M9	BC V9R 5N8

F2 Name and address of individual who completed this return.

Name:		
Zuvic, RPA, Leon		
Firm name (if applicable):		
Leon Zuvic Tax Services		
mber, street, apt. no., R.R. no., or P.O. box no.:		
308 - 5340 Hastings Street		
City, province or territory, and postal code:		
Burnaby BC V5B1R1		
Telephone No.:	Is this the same individual who certified in section E?	☐ Yes ☒ No
(604) 563-1283		

T3010, *Registered Charity Information Return*, checklist

☒ Have you confirmed that all charity information included in the Form TF725, ***Registered Charity Basic Information Sheet*** (BIS) is correct?
- Some changes can be made **directly** on the BIS.

☒ Have you attached Form TF725, *Registered Charity Basic Information Sheet* (BIS)?

☐ Has the charity made any amendments to its governing documents during the fiscal period?
- **If yes**, have you sent us an official copy of the amended governing documents in a separate envelope?

☐ Have you completed Schedule 1, *Foundations*, if required?

☒ Have you attached Form T1235, *Directors/Trustees and Like Officials Worksheet*?

☐ Have you attached Form T1236, *Qualified Donees Worksheet/Amounts Provided to Other Organizations*, if required?

☐ Have you completed Schedule 2, *Activities Outside Canada*, if required?

☐ Have you completed Schedule 3, *Compensation*, if required?

☐ Have you completed Schedule 4, *Confidential Data*, if required?

☐ Have you completed Schedule 5, *Non-Cash Gifts*, if required?

☐ Have you completed Schedule 6, *Detailed Financial Information*, if required?

☐ Have you attached a copy of the charity's financial statements?

BN/registration number 839431681RR0001 Fiscal period end 2012-12-31

Foundations — Schedule 1

1 Did the foundation acquire control of a corporation in the fiscal period?. . . . . 100 ☐ Yes ☐ No

2 Did the foundation incur any debts at any time during the fiscal period other than for current operating expenses, purchasing or selling investments, or in administering charitable programs? . . . . . 110 ☐ Yes ☐ No

For private foundations only:

3 At any time during the fiscal period, did the foundation hold any shares, rights to acquire shares, or debts owing to it that meet the definition of a non-qualified investment? . . . . . 120 ☐ Yes ☐ No

4 Did the foundation own more than 2% of any class of shares of a corporation at any time during this fiscal period? . . . . 130 ☐ Yes ☐ No

If yes, you must complete and attach Form T2081, *Excess Corporate Holdings Worksheet*, to your return.
(**Note:** Only private foundations will have this worksheet included in their return package.)

Activities Outside Canada — Schedule 2

For more information about carrying on programs outside Canada see the Charities Directorate website at www.cra.gc.ca/charities

1 What were total expenditures on activities/programs/projects carried on outside Canada during the fiscal period, excluding gifts to qualified donees? . . . . . 200 $

2 Were any of the charity's resources provided for programs outside Canada under any kind of an arrangement including a contract, agency agreement, or joint venture to any other individual or entity (excluding gifts to qualified donees)? . . . . . 210 ☐ Yes ☐ No

If yes, enter the amounts of the total reported on line 200 transferred to these individuals/organizations as required in the following table:

Name of individual/organization	Using the list on the reverse, identify country code where activities were carried on.	Amount ($) Show amounts to the nearest single dollar.

3 Using the list on the reverse, identify the countries where the charity itself carried on programs or provided any of its resources. Enter the appropriate country codes in the following spaces.

4 Are any projects undertaken outside Canada funded by the Canadian International Development Agency (CIDA)? . . . . . 220 ☐ Yes ☐ No

If yes, what was the total amount of funds expended under this arrangement?. . . . . 230 $

5 Were any programs carried on outside Canada carried out by employees of the charity? . . . . . 240 ☐ Yes ☐ No

6 Were any programs carried on outside Canada carried out by volunteers of the charity? . . . . . 250 ☐ Yes ☐ No

7 Is the charity exporting goods as part of its charitable programs? . . . . . 260 ☐ Yes ☐ No

If yes, list the items being exported, their value, their destination (city/region) and country code.

Item	Value	Destination (city/region)	Country code

BN/registration number 839431681RR0001 Fiscal period end 2012-12-31

COUNTRY CODES

Americas-Central and South
-Argentina
BO-Bolivia
BR-Brazil
CL-Chile
CO-Columbia
CR-Costa Rica
CU-Cuba
DO-Dominican Republic
EC-Ecuador
SV-El Salvador
GT-Guatemala
GY-Guyana
HT-Haiti
HN-Honduras
JM-Jamaica
MX-Mexico
NI-Nicaragua
PA-Panama
PE-Peru
UY-Uruguay
VE-Venezuela
QM-Other

Americas-North
US-United States of America
Other

Middle East
IR-Iran
IQ-Iraq
IL-Israel
PS-Israeli Occupied Territories
JO-Jordan
KW-Kuwait
LB-Lebanon
OM-Oman
QA-Qatar
SA-Saudi Arabia
SY-Syrian Arab Republic
YE-Yemen
QO-Other

Europe
AL- Albania
AM-Armenia
BA-Bosnia and Herzegovina
BY-Belarus
BG-Bulgaria
DK-Denmark
ES-Spain
FR-France
GE-Georgia
DE-Germany
GB-United Kingdom
HR-Croatia
IT-Italy
CY-Cyprus
MK-Macedonia
ME-Montenegro
NL-Netherlands
PL-Poland
RO-Romania
RU-Russia
RS-Serbia
TR-Turkey
UA-Ukraine
QP-Other

Asia and Oceania
AF- Afghanistan
AZ-Azerbaijan
BD-Bangladesh
BT-Bhutan
KH-Cambodia
CN-China
IN-India
ID-Indonesia
KZ-Kazakhstan
KG-Kyrgyzstan
LA-Laos
LK-Sri Lanka
MY-Malaysia
MN-Mongolia
MM-Myanmar (Burma)
KP-North Korea
KR-South Korea
PK-Pakistan
PH-Philippines
SG-Singapore
TH-Thailand
TJ-Tajikistan
TL-Timor-Leste
UZ-Uzbekistan
VN-Vietnam
QR-Other

Africa
DZ-Algeria
AO-Angola
BW-Botswana
CM-Cameroon
CF-Central African Republic
TD-Chad
CG-Republic of Congo
CD- Democratic Republic of Congo
EG-Egypt
ET-Ethiopia
GA-Gabon
GM-Gambia
GH-Ghana
NA-Namibia
KE-Kenya
LR-Liberia
MG-Madagascar
NE-Niger
NG-Nigeria
RW-Rwanda
SL-Sierra Leone
SO-Somalia
SD-Sudan
UG-Uganda
ZM-Zambia
ZW-Zimbabwe
QS-Other

Compensation — Schedule 3

1 (a) Enter the **number** of permanent, full-time, compensated positions in the fiscal period. This number should represent the number of positions the charity had including both managerial positions and others, and should not include independent contractors. **300**

(b) For the **ten (10)** highest compensated, permanent, full-time positions enter the **number** falling within each of the following annual compensation categories. . . . . .

305		$1 – $39,999	**310**		$40,000 – $79,999	**315**		$80,000 – $119,999
320		$120,000 – $159,999	**325**		$160,000 – $199,999	**330**		$200,000 – $249,999
335		$250,000 – $299,999	**340**		$300,000 – $349,999	**345**		$350,000 and over

2 (a) Enter the **number** of part-time or part-year (for example, seasonal) employees the charity employed during the fiscal period **370**

(b) What was the total expenditure on compensation for part-time or part-year employees in the fiscal period? . . . . . **380** $

3 What was the charity's total expenditure on all compensation in the fiscal period? . . . . . **390** $

BN/registration number 839431681RR0001 Fiscal period end 2012-12-31

Confidential Data — Schedule 4

The information in this confidential data schedule is for the CRA's use but may be shared as permitted by law (e.g., with certain other government departments and agencies).

1. Information about Fundraisers

Please provide the name(s) and arm's length status of external fundraiser(s).

Name	At arm's length? Yes/No

2. Information about Donors Not Resident in Canada

Complete this schedule to report any donation of $10,000 or more received from any donor that was **not** resident in Canada and was **not** any of the following:

- A Canadian citizen, nor
- Employed in Canada, nor
- Carrying on business in Canada, nor
- A person having disposed of taxable Canadian property

Provide the name of the donor and the value of the donation in the chart below. You must also indicate whether the donor was an organization (for example a business, corporate entity, charity, non-profit organization), a government or an individual by placing a check mark in the appropriate box.

Name	Amount	Organization	Government	Individual
		☐	☐	☐
		☐	☐	☐
		☐	☐	☐
		☐	☐	☐

Non-Cash Gifts — Schedule 5

1 Identify all types of non-cash gifts (gifts-in-kind) received for which a tax-receipt was issued:

500 ☐	Artwork/wine/jewellery	**525** ☐	Ecological properties	**550** ☐	Publicly traded securities/mutual funds
505 ☐	Building materials	**530** ☐	Life insurance policies	**555** ☐	Books (literature, comics)
510 ☐	Clothing/furniture/food	**535** ☐	Medical equipment/supplies	**560** ☐	Other
515 ☐	Vehicles	**540** ☐	Privately-held securities	**565**	Specify: _____
520 ☐	Cultural properties	**545** ☐	Machinery/equipment (including computers and software)		

2 Indicate the total eligible amount of tax-receipted non-cash gifts . . . . . **580** $ _____

BN/registration number 839431681RR0001 Fiscal period end 2012-12-31

Detailed Financial Information — Schedule 6

Was the financial information reported below prepared on an accrual or cash basis? 4020 ☐ Accrual ☐ Cash

ement of financial position

Show figures to the nearest single dollar.

Assets:

Cash, bank accounts, and short-term investments	4100	$
Amounts receivable from non-arm's length parties	4110	$
Amounts receivable from all others	4120	$
Investments in non-arm's length parties	4130	$
Long-term investments	4140	$
Inventories	4150	$
Land and buildings in Canada	4155	$
Other capital assets in Canada	4160	$
Capital assets outside Canada	4165	$
Accumulated amortization of capital assets	4166	$
Other assets	4170	$
10 year gifts	4180	$
Total assets (add lines 4100 to 4170)	4200	$

Liabilities:

Accounts payable and accrued liabilities	4300	$
Deferred revenue	4310	$
Amounts owing to non-arm's length parties	4320	$
Other liabilities	4330	$
Total liabilities (add lines 4300 to 4330)	4350	$
Amount included in lines 4150, 4155, 4160, 4165 and 4170 not used in charitable programs	4250	$

Statement of operations

Revenue:

Total eligible amount of all gifts for which the charity issued tax receipts	4500	$
Total eligible amount of tax-receipted tuition fees	5610	$
Total amount of 10 year gifts received	4505	$
amount received from other registered charities	4510	$
al other gifts received for which a tax receipt was **not** issued by the charity	4530	$
Total revenue received from federal government	4540	$
Total revenue received from provincial/territorial governments	4550	$
Total revenue received from municipal/regional governments	4560	$
Total revenue received from all sources outside Canada	4575	$
Total interest and investment income received or earned	4580	$
Gross proceeds from disposition of assets	4590	$
Net proceeds from disposition of assets (show a negative amount with brackets)	4600	$
Gross income received from rental of land and/or buildings	4610	$
Non tax-receipted revenues received for memberships, dues, and association fees	4620	$
Total non tax-receipted revenue from fundraising	4630	$
Total revenue from sale of goods and services (except to government)	4640	$
Other revenue not already included in the amounts above	4650	$
Specify type(s) of revenue included in the amount reported at 4650 (e.g., dividends)	4655	
Total revenue (add line 4500, 4510 to 4580, and 4600 to 4650)	4700	$

Expenditures:

Advertising and promotion	4800	$
Travel and vehicle expenses	4810	$
Interest and bank charges	4820	$
Licences, memberships, and dues	4830	$
Office supplies and expenses	4840	$
Occupancy costs	4850	$
Professional and consulting fees	4860	$
F cation and training for staff and volunteers	4870	$
l expenditure on all compensation (enter the amount reported at line 390 in Schedule 3, if applicable)	4880	$
Fair market value of all donated good used in charitable programs	4890	$
Total cost of all purchased supplies and assets	4891	$

Approval code: 12001

BN/registration number 839431681RR0001 Fiscal period end 2012-12-31

Amortization of capitalized assets	4900	$
Total expenditure for research grants and scholarships as part of charitable programs	4910	$
Other expenditures not included in the amounts above (excluding gifts to qualified donees)	4920	$
Specify type(s) of expenditures included in the amount reported at 4920	4930	
Total expenditures before gifts to qualified donees **(add lines 4800 to 4920)**	4950	$

Lines 5000 to 5040 represent a breakdown of the expenditures on lines 4800 to 4920. The total of lines 5000 to 5040 should equal line 4950.

Total expenditures on charitable programs	5000	$
Total expenditures on management and administration	5010	$
Total expenditures on fundraising	5020	$
Total expenditures on political activities, inside or outside Canada	5030	$
Total other expenditures included in line 4950	5040	$
Total amount of gifts made to all qualified donees	5050	$
Total expenditures (add amounts from lines 4950 and 5050)	5100	$

Other financial information

Permission to accumulate property:
Only registered charities that have written permission to accumulate should complete this section.

• Enter the amount accumulated for the fiscal period, including income earned on accumulated funds	5500	$
• Enter the amount disbursed for the fiscal period for the specified purpose we have permitted	5510	$

Permission to reduce disbursement quota:

If the charity has received approval from the Charities Directorate to make a reduction to its disbursement quota, enter the amount for the fiscal period	5750	$

Property not used in charitable activities:

Enter the value of property not used for charitable activities or administration during:

• The 24 months before the **beginning** of the fiscal period	5900	$
• The 24 months before the **end** of the fiscal period	5910	$

BRITISH COLUMBIA BC 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: THE REDEEMED CHRISTIAN CHURCH OF GOD LIVING PRAISE CHAPEL

Address of Society: MAILING
286B LAMBERT AVE NANAIMO
BC V9R 5N8

2. Incorporation Number: S-0059061

ONLINE FILING AVAILABLE at www.bcregistryservices.gov.bc.ca
See the last page for details

3. Give us the date your 2012 **Annual General Meeting was held (YYYY/MM/DD):** FEB 13TH 2013

[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.

286B LAMBERT AVE
NANAIMO BC V9R 5N8

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

NOTE
One director must be a B.C. resident

5. The society's directors are listed below.

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

Last name: OGUNSANLU OLUDOTUN SAMUEL
First name (include initials): SAMUEL OLUDOTUN
Address (include postal code): 286B LAMBERT AVE
NANAIMO BC V9R 5N8

Last name: FEHR
First name (include initials): JAKE
Address (include postal code): 304-8920 100 AVE
FORT-ST JOHN V1J 1X2

Last name: OGUNSANLU
First name (include initials): ESTHER OLANREWAJU
Address (include postal code): 286B LAMBERT AVE
NANAIMO BC V9R 5N8

Last name: ADEGOKE
First name (include initials): MEDAYESE OSINJOLU
Address (include postal code): 305 93A-9216
FORT ST JOHN BC V1J 5M6

Last name: ADAMA
First name (include initials): GLORIA . AMINAT
Address (include postal code): 315-1021 HOWAY STREET
NEW WESTMINISTER BC
V3M 1Z9

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:

Pastorsamuel002 Yahoo.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	Physical Address
PO Box 9431 Stn Prov Govt	2nd Floor 940 Blanshard Street
Victoria BC V8W 9V3	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.

0029

DATE 13th Feb 2013

TO BC Registry Services

RE RCCG Living Praise Annual Returns

HST $ | HST #

BALANCE FORWARD		
THIS CHEQUE	25	00
DEPOSIT		
OTHER		
BALANCE	25	00

1-1158B 2UP

117

THE REDEEMED CHRISTIAN CHURCH OF GOD-LIVING PRAISE CHAPEL
B 286 LAMBERT AVE.
NANAIMO, B.C. V9R 5N8
Tel: (250) 755-2902

0029

PAY to BC Registry Services

the order of Twenty-five 00/100 DOLLARS

CIBC
CANADIAN IMPERIAL BANK OF COMMERCE
PORT PLACE SHOPPING CENTRE
109-650 TERMINAL AVE.
NANAIMO, B.C. V9R 5E2

RE RCCG Living Praise Annual Returns

[redacted]

⑈0000 29⑈ ⑆00040⑈010⑆ 44⑈0611 7⑈ NOT NEGOTIABLE / NON NÉGOCIABLE

FILE ONLINE AT www.bcregistryservices.gov.bc.ca

If you wish to file your Annual Report online, please contact BC Registry Services at 1 877 526-1526, Extension 4 to have an access code mailed to the Registered Office of the society. Once the access code has been received, go to **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. If you are also changing your registered office address in British Columbia, there is an additional fee of $15.

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**.

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.

A 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.***

B 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 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.**

C 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.

D Society forms are available from this office or your local Service BC Centre.

E Please take a photocopy of this document if you require a copy for your records.

F 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.

G Please return the original Annual Report with any additional forms and fees to (Item 8):

Mailing Address	Physical Address
PO Box 9431 Stn Prov Govt	2nd Fl., 940 Blanshard Street
Victoria BC V8W 9V3	Victoria BC 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 purposes 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

1. Name of Society
This is the full legal name of the society as shown on the Certificate of Incorporation or Change of Name.

2. 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.

3. Annual General Meeting
Show the date the annual general meeting was held. Section 56 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.

4. 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. The change is NOT effective until the day after the form is filed by the Registrar of Companies.

5. 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 office.

Attach an additional sheet if more space is required for directors.

6. Email Address
Provide an email address that we may use for future communications.

7. Signature
This report must be originally signed by a current director, officer or society solicitor.

The Redeemed Christian Church Of God

Living Praise Chapel

Financial Statements

January 01, 2012 to December 31, 2012

(Prepared Without Audit - See Notice To Reader)

LEON ZUVIC TAX & ACCOUNTING SERVICES

308-5340 Hastings Street
Burnaby, B.C.
V5B-1R1
(604) 773-9905

May 01, 2013

Notice to Reader:

Have prepared the accompanying Statement of Financial Position as at December 31, 2012 and the Statement of Income for the period January 01, 2012 through December 31, 2012 from the financial records provided by the director(s) of The Redeemed Christian Church Of God – Living Praise Chapel.

In the preparation of the financial statements, generally accepted accounting principles were adhered to and no material deviations in this respect were found. The principal concern in this engagement was the analytical enquiry and the comparison of the provided information for the purpose of producing financial statements.

In the process of this engagement there has been no audit and hence, no qualified opinion is expressed in regards to these statements.

Sincerely,

Leon Zuvic, RPA

The Redeemed Christian Church of God - Living Praise Chapel
Statement of Income
For The Year Ended December 31, 2012
(Prepared Without Audit - See Notice To Reader)

Income	
Contribution Income	$12,919
Donor Restricted	
Grants	$10,012
Total Income	**22,931**
Expenses	
Operating Expenses	
Accounting fees	252
Administration	96
Bank fees	437
Depreciation	0
Equipment/Instruments/Music	1,116
Insurance	800
Office supplies, printing & design	1,596
RCCG - Tithe/Levy remittance	1,292
Salaries & reimbursements	0
Subtotal Operating Expenses	**5,336**
Occupancy Expenses	
Building maintenance	0
Facility rental	13,998
Utilities	1,725
Subtotal Occupancy Expenses	**15,723**
Evangelism/Outreach/Ministry/Departments	
Benevolence	1,363
Children ministry	0
Education & training	0
Food/meal costs	686
Honorarium & gifts	0
Outreach & evangelism	909
Special programs	0
Vicarage	10,352
Subtotal Evangelism/Outreach/Ministry/Departments	**13,310**
Travel/Meetings/Conventions	
Transport & travelling	0
Subtotal Travel/Meetings/Conventions	**0**
Total Expenses	**34,369**
Net Income/Deficit For The Period	**-$11,439**

(See accompanying notes)

The Redeemed Christian Church of God - Living Praise Chapel

Statement Of Financial Position

As At December 31, 2012

(Prepared Without Audit - See Notice To Reader)

ASSETS		
CURRENT		
Chequing/Savings		
Operations account		$1,920
Taxes receivable (GST/HST)		450
		1,920
Fixed Assets	(see notes)	1,268
Total Assets		**3,188**
LIABILITIES		
CURRENT LIABILITIES		
Accounts payable & accrued liabilities		347
LONG TERM DEBT		3,058
NET ASSETS		**$12,168**
Net assets invested in capital assets		($2,228)
Restricted net assets		($22,325)
		($24,553)
		$3,188

Approved by the directors:

_____ ,Director _____ ,Director

The Redeemed Christian Church of God - Living Praise Chapel
Statement Of Changes In Net Assets
For The Year Ended December 31, 2012
(Prepared Without Audit - See Notice To Reader)

Net Assets	Invested in capital assets	Restricted	Unrestricted	Total 2012
Balance, beginning of year	($960)	($12,313)	$0	($13,114)
Deficiency of revenues over expenses	($1,268)	($10,012)	$0	($11,439)
	($2,228)	($22,325)	$0	($24,553)
Balance, end of year	($2,228)	($22,325)	$0	($24,553)

The Redeemed Christian Church of God - Living Praise Chapel
Notes To The Financial Statements
December 31, 2012
(Prepared Without Audit - See Notice To Reader)

1. Significant Accounting Policies

a) Revenue recognition - revenue is recognized when earned for the fiscal period in question.

	Tax - receipted gifts
Contributions	$12,919
	Non Tax Receipted Gifts(Donor Restricted)
Grant - Grace Chapel	$0
Grant - RCCG Canada	0
Grant - RCCG Nigeria	10,012
	10,012
Total Income	**$22,931**

b) RCCG - Tithe/Levy Remittance - Monthly remittance represents amount paid to RCCG - Canada headquarters.

c) Capital Assets - Expensed

Acoustic Guitar	$179
Altar Decoration	129
Filing Cabinet	156
Pulpit	40
HI Back Iron Chair	216
Konga Drums	350
GPS	78
Office Table	59
Mic Stand	34
Black Table	22
HI Back Chairs	269
Plastic Chairs	36
Reading Stand	50
	$1,618

Long Term Debt

	2012	**2011**
Loan from members of the church	$3,058	$3,058
Less current portion due within one year	0	0
	$3,058	**$3,058**

End Of Notes

LEON ZUVIC TAX & ACCOUNTING SERVICES

308-5340 Hastings Street
Burnaby, B.C.
V5B-1R1
(604) 773-9905

June 01, 2013

Notice to Reader:

Have prepared the accompanying Statement of Financial Position as at May 31, 2013 and the Statement of Income for the period January 01, 2013 through May 31, 2013 from the financial records provided by the director(s) of The Redeemed Christian Church Of God – Living Praise Chapel.

In the preparation of the financial statements, generally accepted accounting principles were adhered to and no material deviations in this respect were found. The principal concern in this engagement was the analytical enquiry and the comparison of the provided information for the purpose of producing financial statements.

In the process of this engagement there has been no audit and hence, no qualified opinion is expressed in regards to these statements.

Sincerely,

Leon Zuvic, RPA

The Redeemed Christian Church of God - Living Praise Chapel
Statement of Income
Year-To-Date May 30, 2013
(Prepared Without Audit - See Notice To Reader)

Income	
Contribution Income	$16,473
Donor Restricted	
Grants	$0
Total Income	**16,473**
Expenses	
Operating Expenses	
Accounting fees	347
Administration	0
Bank fees	0
Depreciation	0
Equipment/Instruments/Music	0
Insurance	0
Office supplies, printing & design	597
RCCG - Tithe/Levy remittance	306
Salaries & reimbursements	7,009
Subtotal Operating Expenses	**8,260**
Occupancy Expenses	
Building maintenance	0
Facility rental	5,500
Utilities	508
Subtotal Occupancy Expenses	**6,008**
Evangelism/Outreach/Ministry/Departments	
Benevolence	308
Children ministry	0
Education & training	0
Food/meal costs	0
Honorarium & gifts	0
Outreach & evangelism	300
Special programs	0
Vicarage	0
Subtotal Evangelism/Outreach/Ministry/Departments	**608**
Travel/Meetings/Conventions	
Transport & travelling	0
Subtotal Travel/Meetings/Conventions	**0**
Total Expenses	**14,876**
Net Income/Deficit For The Period	**$1,597**

(See accompanying notes)

The Redeemed Christian Church of God - Living Praise Chapel

Statement Of Financial Position

Year-To-Date May 30, 2013

(Prepared Without Audit - See Notice To Reader)

ASSETS		
CURRENT		
Chequing/Savings		
Operations account		$2,850
Taxes receivable (GST/HST)		
		2,850
Fixed Assets	(see notes)	1,268
Total Assets		**4,118**
LIABILITIES		
CURRENT LIABILITIES		
Accounts payable & accrued liabilities		0
LONG TERM DEBT		3,058
NET ASSETS		**$12,807**
Net assets invested in capital assets		($2,228)
Restricted net assets		($22,325)
		($24,553)
		$4,118

Approved by the directors:

_____,Director _____,Director

The Redeemed Christian Church of God - Living Praise Chapel
Notes To The Financial Statements
Year-To-Date May 30, 2013
(Prepared Without Audit - See Notice To Reader)

1. Significant Accounting Policies

a) Revenue recognition - revenue is recognized when earned for the fiscal period in question.

	Tax - receipted gifts
Contributions	$16,473

	Non Tax Receipted Gifts(Donor Restricted)
Grant - Grace Chapel	$0
Grant - RCCG Canada	0
Grant - RCCG Nigeria	0
	0
Total Income	**$16,473**

b) RCCG - Tithe/Levy Remittance - Monthly remittance represents amount paid to RCCG - Canada headquarters.

c) Capital Assets - Expensed

Acoustic Guitar	$179
Altar Decoration	129
Filing Cabinet	156
Pulpit	40
HI Back Iron Chair	216
Konga Drums	350
GPS	78
Office Table	59
Mic Stand	34
Black Table	22
HI Back Chairs	269
Plastic Chairs	36
Reading Stand	50
	$1,618

Long Term Debt

	2013	2012	2011
Loan from members of the church	$3,058	$3,058	$3,058
Less current portion due within one year		0	0
	$3,058	**$3,058**	**$3,058**

2014 Budget				2014 Budget Status													
				Monthly Budget Expensed												Total Income/	Total Budget
GL	Description	Income	Expenses	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Expense	Remaining
4000	**Donations**																
4020	Tithe & Offerings	$35,500.00		2950.00	2950.00	4000.00	2900.00	2900.00	3000.00	3000.00	3000.00	3000.00	3000.00	3000.00	3000.00	35,500.00	
4030	Love Gift	$1,800.00		150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	1,800.00	
4040	Benevolence Funds	$900.00		75.00	75.00	75.00	75.00	50.00	50.00	50.00	50.00	50.00	50.00	150.00	150.00	900.00	
4050	Mission Funds	$975.00		75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	150.00	975.00	
4060	Building Funds	$4,600.00		350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	450.00	450.00	450.00	450.00	4,600.00	
4070	Anonymous Gifts	$1,200.00		100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00	
4100	**Miscellaneous Income** (Specify)															-	
	Total Donations	**$44,975.00**		2750.00	3250.00	4750.00	2750.00	2725.00	3725.00	3725.00	3725.00	4325.00	4325.00	4425.00	4500.00	44,975.00	
	Expenditures																
5000	**Administrative Expenses**		$ 21,605.00	1715.00	1740.00	2190.00	1765.00	1765.00	1765.00	1790.00	1790.00	1790.00	1765.00	1765.00	1765.00	20,730.00	875.00
5010	Salaries & Wages		$ 18,000.00	1500.00	1500.00	1500.00	1500.00	1500.00	1500.00	1500.00	1500.00	1500.00	1500.00	1500.00	1500.00	18,000.00	-
5020	Benefits (medical, gas)		$ 60.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	60.00	-
5030	Parking fees		$ 60.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	60.00	-
5040	Office Supplies (including printing supplies)		$ 600.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	600.00	-
5050	Cell phone		$ 300.00	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	-
5060	Internet		$ 300.00	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	-
5070	Telephone - Landline		$ 360.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	360.00	-
5080	Web hosting fees		$ 60.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	60.00	-
5090	Professional fees (accounting, legal, etc)		$ 450.00	0.00	0.00	450.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	450.00	-
5100	Bank Charges		$ 60.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	60.00	-
5110	Mailbox & Postage Charges		$ 60.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	60.00	-
5120	Business fees (licenses, dues)		$ 120.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	120.00	-
5130	Insurance		$ 300.00	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	-
5140	Fixed Assets		$ 875.00	25.00	50.00	50.00	75.00	75.00	75.00	100.00	100.00	100.00	75.00	75.00	75.00	875.00	-
5200	**Occupancy Expenses**		$ 14,225.00	1290.00	1290.00	1290.00	1285.00	1285.00	1280.00	1280.00	1305.00	1305.00	1305.00	1310.00	1305.00	15,530.00	(1,305.00)
5210	Space Rent		$ 14,400.00	1200.00	1200.00	1200.00	1200.00	1200.00	1200.00	1200.00	1200.00	1200.00	1200.00	1200.00	1200.00	14,400.00	-
5220	Equipment Rental		$ 105.00	15.00	15.00	15.00	10.00	10.00	5.00	5.00	5.00	5.00	5.00	10.00	5.00	105.00	-
5230	Hydro & Gas		$ 725.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	75.00	75.00	75.00	75.00	75.00	725.00	-
5240	Building maintenance & Sanitary Supplies		$ 300.00	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	-
5250	Moving expenses		$ -	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-	-
5300	**Education & Meeting Expenses**		$ 2,475.00	125.00	125.00	125.00	125.00	125.00	150.00	250.00	250.00	250.00	250.00	350.00	350.00	2,475.00	-
5310	Travel (airfare & other travel expenses)		$ 975.00	50.00	50.00	50.00	50.00	50.00	75.00	75.00	75.00	75.00	75.00	175.00	175.00	975.00	-
5320	Accommodation & meal expenses		$ 300.00	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	-
5330	Education & Training		$ 180.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	180.00	-
5340	Leadership Retreat		$ 240.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	240.00	-
5350	Honorarium (residents)		$ 300.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00	50.00	50.00	50.00	50.00	50.00	300.00	-
5360	Love Gifts (Non-residents)		$ 300.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00	50.00	50.00	50.00	50.00	50.00	300.00	-
5370	Membership fee		$ 180.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	180.00	-
5400	**Ministry Expenses**		$ 2,430.00	175.00	175.00	180.00	180.00	170.00	180.00	205.00	215.00	215.00	215.00	235.00	285.00	2,430.00	-
5410	Street Outreach		$ 60.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	60.00	-
5420	Overseas Mission		$ 170.00	25.00	25.00	25.00	25.00	10.00	10.00	10.00	10.00	10.00	10.00	5.00	5.00	170.00	-
5430	Gifts to Canadian Charities		$ 120.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	120.00	-
5440	Benevolence/Donations		$ 120.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	120.00	-
5450	Appreciation Gifts		$ 120.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	120.00	-
5460	Sunday school supplies and activities		$ 180.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	180.00	-
5470	Kitchen & Food Supplies		$ 500.00	25.00	25.00	25.00	25.00	25.00	35.00	40.00	50.00	50.00	50.00	50.00	100.00	500.00	-
5480	Church supplies (communion, choir, etc)		$ 500.00	20.00	20.00	25.00	25.00	30.00	30.00	50.00	50.00	50.00	50.00	75.00	75.00	500.00	-
5490	Meals & Entertainment		$ 300.00	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	-
5500	Media/Communication Supplies		$ 300.00	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	-
5700	**Miscellaneous Expenses (specify)**		$ 60.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	60.00	-
	Total Expenses		***$ 40,735.00***	*3305.00*	*3330.00*	*3785.00*	*3355.00*	*3345.00*	*3375.00*	*3525.00*	*3560.00*	*3560.00*	*3535.00*	*3660.00*	*3705.00*	*42,040.00*	*(1,305.00)*
	Monthly Balance			(555.00)	(80.00)	965.00	(605.00)	(620.00)	350.00	200.00	165.00	765.00	790.00	765.00	795.00	2,935.00	

2013 Budget				2013 Budget Status													
				Monthly Budget Expensed												Total Income/ Expense	Total Budget Remaining
GL	Description	Income	Expenses	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
4000	**Donations**																
4020	Tithe & Offerings	$32,700.00		1400.00	2200.00	3530.00	1500.00	3000.00	3000.00	2800.00	2500.00	3500.00	3500.00	3500.00	3500.00	32,700.00	
4030	Love Gift	$1,275.00		75.00	75.00	150.00	150.00	75.00	75.00	75.00	75.00	75.00	150.00	150.00	150.00	1,275.00	
4040	Benevolence Funds	$900.00		75.00	75.00	75.00	75.00	50.00	50.00	50.00	50.00	50.00	50.00	150.00	150.00	900.00	
4050	Mission Funds	$425.00		25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	150.00	425.00	
4060	Building Funds	$1,100.00		125.00	125.00	125.00	125.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	1,100.00	
4070	Anonymous Gifts	$720.00		75.00	75.00	75.00	75.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	720.00	
4100	**Miscellaneous Income (Specify)**															-	
	Total Donations	**$37,120.00**		1775.00	2575.00	3950.00	1950.00	2275.00	3288.00	3085.00	2775.00	3775.00	3850.00	3750.00	4075.00	37,120.00	
	Expenditures																
5000	**Administrative Expenses**		**$ 21,305.00**	1690.00	1715.00	2165.00	1740.00	1740.00	1740.00	1765.00	1765.00	1765.00	1740.00	1740.00	1740.00	20,430.00	875.00
5010	Salaries & Wages		$ 18,000.00	1500.00	1500.00	1500.00	1500.00	1500.00	1500.00	1500.00	1500.00	1500.00	1500.00	1500.00	1500.00	18,000.00	-
5020	Benefits (medical, gas)		$ 60.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	60.00	-
5030	Parking fees		$ 60.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	60.00	-
5040	Office Supplies (including printing supplies)		$ 300.00	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	-
5050	Cell phone		$ 300.00	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	-
5060	Internet		$ 300.00	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	-
5070	Telephone - Landline		$ 360.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	360.00	-
5080	Web hosting fees		$ 60.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	60.00	-
5090	Professional fees (accounting, legal, etc)		$ 450.00	0.00	0.00	450.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	450.00	-
5100	Bank Charges		$ 60.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	60.00	-
5110	Mailbox & Postage Charges		$ 60.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	60.00	-
5120	Business fees (licenses, dues)		$ 120.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	120.00	-
5130	Insurance		$ 300.00	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	-
5140	Fixed Assets		$ 875.00	25.00	50.00	50.00	75.00	75.00	75.00	100.00	100.00	100.00	75.00	75.00	75.00	875.00	-
5200	**Occupancy Expenses**		**$ 14,225.00**	1175.00	1175.00	1175.00	1170.00	1170.00	1165.00	1165.00	1205.00	1205.00	1205.00	1210.00	1205.00	14,225.00	-
5210	Space Rent		$ 13,200.00	1100.00	1100.00	1100.00	1100.00	1100.00	1100.00	1100.00	1100.00	1100.00	1100.00	1100.00	1100.00	13,200.00	-
5220	Equipment Rental		$ 105.00	15.00	15.00	15.00	10.00	10.00	5.00	5.00	5.00	5.00	5.00	10.00	5.00	105.00	-
5230	Hydro & Gas		$ 725.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	75.00	75.00	75.00	75.00	75.00	725.00	-
5240	Building maintenance & Sanitary Supplies		$ 195.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	25.00	25.00	25.00	25.00	25.00	195.00	-
5250	Moving expenses		$ -	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-	-
5300	**Education & Meeting Expenses**		**$ 2,475.00**	125.00	125.00	125.00	125.00	125.00	150.00	250.00	250.00	250.00	250.00	350.00	350.00	2,475.00	-
5310	Travel (airfare & other travel expenses)		$ 975.00	50.00	50.00	50.00	50.00	50.00	75.00	75.00	75.00	75.00	75.00	175.00	175.00	975.00	-
5320	Accommodation & meal expenses		$ 300.00	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	-
5330	Education & Training		$ 180.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	180.00	-
5340	Leadership Retreat		$ 240.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	240.00	-
5350	Honorarium (residents)		$ 300.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00	50.00	50.00	50.00	50.00	50.00	300.00	-
5360	Love Gifts (Non-residents)		$ 300.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00	50.00	50.00	50.00	50.00	50.00	300.00	-
5370	Membership fee		$ 180.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	180.00	-
5400	**Ministry Expenses**		**$ 2,370.00**	165.00	165.00	180.00	180.00	165.00	175.00	200.00	215.00	215.00	215.00	235.00	260.00	2,370.00	-
5410	Street Outreach		$ 60.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	60.00	-
5420	Overseas Mission		$ 170.00	25.00	25.00	25.00	25.00	10.00	10.00	10.00	10.00	10.00	10.00	5.00	5.00	170.00	-
5430	Gifts to Canadian Charities		$ 120.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	120.00	-
5440	Benevolence/Donations		$ 120.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	120.00	-
5450	Appreciation Gifts		$ 120.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	120.00	-
5460	Sunday school supplies and activities		$ 180.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	180.00	-
5470	Kitchen & Food Supplies		$ 450.00	15.00	15.00	25.00	25.00	25.00	35.00	35.00	50.00	50.00	50.00	50.00	75.00	450.00	-
5480	Church supplies (communion, choir, etc)		$ 490.00	20.00	20.00	25.00	25.00	25.00	25.00	50.00	50.00	50.00	50.00	75.00	75.00	490.00	-
5490	Meals & Entertainment		$ 300.00	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	-
5500	Media/Communication Supplies		$ 300.00	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	-
5700	**Miscellaneous Expenses (specify)**		$ 60.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	60.00	-
	Total Expenses		**$ 40,375.00**	3155.00	3180.00	3645.00	3215.00	3200.00	3230.00	3380.00	3435.00	3435.00	3410.00	3535.00	3555.00	40,375.00	-
	Monthly Balance			(1380.00)	(605.00)	305.00	(1265.00)	(925.00)	55.00	(295.00)	(660.00)	340.00	440.00	215.00	520.00	(3,255.00)	

Canada Revenue Agency / Agence du revenu du Canada

Directors/Trustees and Like Officials Worksheet

Place bar code label here

You **must** give us complete information for each director/trustee and like official who, at any time during the fiscal period of this return, was a member of the charity's board of directors/trustees. Directors/trustees and like officials are persons who govern a registered charity. See the Help for information on filling out this form.

Total number of directors/trustees and like officials: 5

Public information			Confidential data		
Last name: Ogunsanlu	First name: Samuel	Initial: O	Home address – Street number and name: B-286 Lambert Avenue		
Term ▶ Start date (Y/M/D): 2012-01-01	End date (Y/M/D): 2013-12-31		City: Nanaimo	Prov/Terr: BC	Postal code: V9R 5N8
Position: Director	At arm's length with other Directors? [X] Yes [ ] No		Telephone number: (250) 755-9202	Date of birth (Y/M/D): 1957-04-07	
Last name: Fehr	First name: Jake	Initial:	Home address – Street number and name: 304 - 8920 100 Ave		
Term ▶ Start date (Y/M/D): 2012-01-01	End date (Y/M/D): 2013-12-31		City: Fort St. John	Prov/Terr: BC	Postal code: V1J 1X2
Position: Trustee	At arm's length with other Directors? [X] Yes [ ] No		Telephone number: (250) 261-1846	Date of birth (Y/M/D): 1968-07-21	
Last name: Ogunsanlu	First name: Esther	Initial: O	Home address – Street number and name: B - 286 Lambert Avenue		
Term ▶ Start date (Y/M/D): 2012-01-01	End date (Y/M/D): 2013-12-31		City: Nanaimo	Prov/Terr: BC	Postal code: V9R 5N8
Position: Trustee	At arm's length with other Directors? [ ] Yes [X] No		Telephone number: (250) 755-9280	Date of birth (Y/M/D): 1960-08-31	
Last name: Adegoke	First name: Medayese	Initial: O	Home address – Street number and name: 93A 9216		
Term ▶ Start date (Y/M/D): 2012-01-01	End date (Y/M/D): 2013-12-31		City: Fort St John	Prov/Terr: BC	Postal code: V1J 5M6
Position: Trustee	At arm's length with other Directors? [X] Yes [ ] No		Telephone number: (778) 821-1822	Date of birth (Y/M/D): 1978-08-28	
Last name: Adama	First name: Gloria	Initial: A	Home address – Street number and name: 315 - 1021 Howay Street		
Term ▶ Start date (Y/M/D): 2012-01-01	End date (Y/M/D): 2013-12-31		City: New Westminster	Prov/Terr: BC	Postal code: V3M 1Z9
Position: Trustee	At arm's length with other Directors? [X] Yes [ ] No		Telephone number: (250) 663-8823	Date of birth (Y/M/D): 1971-04-08	
Last name:	First name:	Initial:	Home address – Street number and name:		
Term ▶ Start date (Y/M/D):	End date (Y/M/D):		City:	Prov/Terr:	Postal code:
Position:	At arm's length with other Directors? [ ] Yes [ ] No		Telephone number:	Date of birth (Y/M/D):	

Approval code: 13001

T1235 E (13)

Canada

CITY OF NANAIMO
THE HARBOUR CITY
FINANCE DEPARTMENT

CITY OF NANAIMO
EVALUATION
PERMISSIVE TAX EXEMPTIONS (PTE)

Name of Organization: Lighthouse Bible Baptist Church

Request to be placed on 2014 Permissive Tax Exemption Bylaw for property at 520 Prideaux Street.

Grant No. 2013 PTE-05

Criteria:	Meets Criteria: Yes	No
➢ the property must be recommended for a Permissive Tax Exemption in the following year; and		
➢ 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		

Statement of Purpose:

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.

These exemptions must be adopted by bylaws, by the 31st of October of the year preceding exemption, and passed with a two-third's majority.

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.

Grant Awarded:	$ Yes	No	Amount Recommended:	$

Discussion:

Notes:

CITY OF NANAIMO

APPLICATION FOR PERMISSIVE TAX EXEMPTION

Division 7 of the *Community Charter* permits Council to exempt from taxation, property used for certain purposes. Organizations that are successful in receiving a Permissive Taxation Exemption will be exempt from taxes in the following and subsequent years. If an organization requires assistance to pay its property taxes in the current year, it should apply for a PTE Cash Grant by filling out question 11 at the end of this application.

Applications for Permissive Taxation Exemptions are first examined to determine whether they meet the requirements of the *Charter.* If they do not, they must be rejected by the Grants Advisory Committee. If the application meets the requirements, the Committee will then evaluate the application on the basis of financial need, appropriateness and service provided to the local community. Applicants may be required to appear before the Committee to answer questions with respect to program services, finances or other issues.

In preparation of your application, you are encouraged to submit any appendices that you feel would add to the understanding of your service. Please complete all attached forms even if you are submitting separate attachments. Ensure all questions on the application are completed or the application will be returned. Please type or print clearly.

Please return applications to the Grants Advisory Committee, c/o Laura Mercer, Finance Department, City of Nanaimo, 455 Wallace Street, Nanaimo, B.C., V9R 5J6. If you require further information or have any questions regarding the application, please call Ms. Mercer at 755-4413. Applications received after August 1 cannot be placed on the Permissive Taxation Exemption Bylaw for the next taxation year. End of Aug 2013.

The following attachments are also required for consideration:

✓ 1. Copy of most recent Society Act Annual Report (Form 11)

✓ 2. Most recent Audited Financial Statement (or year-end financial statements)

✓ 3. Year-to-date Financial Statements

✓ 4. Current Year Budget (income and expenditure) or Year-to-Date Statement

5. Proposed Next Year's Budget (WE DO NOT PREPARE A BUDGET. WE OPERATE ON A CASH BASIS WITH THE EXCEPTION OF OUR MORTGAGE WHICH SHOULD BE PAID OFF THIS YEAR.)

✓ 6. List of Directors

RECEIVED
JUL 10 2013
CITY OF NANAIMO
FINANCE DEPARTMENT

CITY OF NANAIMO
THE HARBOUR CITY

CITY OF NANAIMO APPLICATION FOR PERMISSIVE TAX EXEMPTION

Office Use

ORGANIZATION: LIGHTHOUSE BIBLE BAPTIST CHURCH	DATE: July 5, 2013
ADDRESS: 520 PRIDEAUX ST.	PRESIDENT:
NANAIMO, BC V9R 2N7	SENIOR STAFF MEMBER:
	POSITION: PASTOR JAY DEMPSEY
	CONTACT:
TELEPHONE: 250-716-7283	TELEPHONE: 250-754-9875

OVERVIEW OF YOUR ORGANIZATION'S PROGRAMS AND SERVICES OFFERED IN THE COMMUNITY:
OUR CHURCH HOLDS RELIGIOUS WORSHIP SERVICES WEEKLY. MINISTRIES FOR MEN, WOMEN & CHILDREN ARE PROVIDED. PASTORAL CARE IS GIVEN.

GEOGRAPHIC AREA SERVED BY THE ORGANIZATION:
NANAIMO, LADYSMITH, PARKSVILLE

NO. OF FULL TIME STAFF: 1	NO. OF PART TIME STAFF: 0
NO. OF COMMUNITY VOLUNTEERS: 20	NO. OF VOLUNTEER HOURS PER YEAR: 2,000
NO. OF MEMBERS: 35	MEMBERSHIP FEE: 0
CLIENTS SERVED, LAST YEAR:	CLIENTS SERVED, THIS YEAR (PROJECTED):
B.C. SOCIETY ACT REG. NO.: S-0045395	REVENUE CANADA CHARITABLE REG. NO.: 865042154 RR 0001
CURRENT BUDGET:	LEGAL DESCRIPTION OF PROPERTY: LT 2, SEC 1, PLN 14199, LD 32
INCOME $89,000	
EXPENSES: $71,000	TAX FOLIO NUMBER: 85738
NEXT YEAR PROJECTED:	
INCOME: $150,000	CURRENT YEAR TAXES (IF KNOWN): $850.34
EXPENSES: $150,000	

SIGNATURE:	TITLE/POSITION:	DATE:
JR Dempsey	PASTOR	July 5, 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.

OUR CHURCH HOLDS RELIGIOUS WORSHIP SERVICES WEEKLY. MINISTRIES FOR MEN, WOMEN & CHILDREN ARE PROVIDED. PASTORAL CARE IS GIVEN.

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

TO REACH NANAIMO WITH THE GOSPEL OF THE LORD JESUS CHRIST.

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

WE ARE CONSTANTLY IN CONTACT WITH THE COMMUNITY BY DOOR-TO-DOOR VISITATION.

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

WE CONTACT THE COMMUNITY BY WAY OF VISITATION AND WE MINISTER SERVICES TO TWO SENIOR FACILITIES.

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

NONE

CITY OF NANAIMO
GRANT QUESTIONNAIRE

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

NO 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.

N/A

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

ANY YEAR END SURPLUSES ARE APPLIED TO OUR MORTGAGE.

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

TITHES & OFFERINGS

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

WE WILL CONTINUE TO SERVICE OUR COMMUNITY.

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

NO

BRITISH COLUMBIA
The Best Place on Earth

BC 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.**

OFFICE USE ONLY

LIGHTHOUSE BIBLE BAPTIST CHURCH OF NANAIMO
SOCIETY
520 Prideaux St.
NANAIMO BC V9R 2N7

ONLINE FILING AVAILABLE at www.bcregistryservices.gov.bc.ca
See the last page for details.

2. **Incorporation Number:** **S-0045395** **Access Code:127379014**
Business Number: **865042154BC0001**

3. **The date your 2013 Annual General Meeting was held is (YYYY/MM/DD):** 2013/01/27
(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.)

520 Prideaux St.
NANAIMO BC V9R 2N7

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: BOSMA

First name (include initials): MARK

Address (include postal code):
2278 KINGSFORD PL
NANAIMO BC V9X 1Y3

Last name: DEMPSEY

First name (include initials): JANET LOUISE

Address (include postal code):
371 CARIBOO DR.
NANAIMO BC V9R 7E1

Last name: DEMPSEY

First name (include initials): JONES ROBERT

Address (include postal code):
371 CARIBOO DR.
NANAIMO BC V9R 7E1

Last name: PITTS

First name (include initials): ANGELIKA

Address (include postal code):
3078 NEYLAND RD.
NANAIMO BC V9T 2X5

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

Lighthouse bbc@shaw.ca

7. Sign and certify this form.

I certify that this information is accurate and complete.

Signature: JR Dempsey

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.

Lighthouse
BIBLE BAPTIST CHURCH

716-SAVE (7283) Pastor Jay Dempsey

Meeting at:
520 Prideaux Street, Nanaimo, BC

Mailing Address:
371 Cariboo Drive, Nanaimo, BC Canada V9R 7E1

ANNUAL FINANCIAL STATEMENT
LIGHTHOUSE BIBLE BAPTIST CHURCH
NANAIMO, BC
January 1, 2012 - December 31, 2012

INCOME		
Tithe and Offerings (4500)	$ 89,024.57	(100.00%)
TOTAL INCOME	**$ 89,024.57**	**(100.00%)**
EXPENSES		
Advertising (4800)	$ 1,103.67	(1.54%)
Auto (4920)	4,047.40	(5.64%)
Bank Charges (4820)	121.20	(0.17%)
Building Supplies (4155)	1.678.74	(2.34%)
Decorations (4840)	232.01	(0.32%)
Equipment (4891)	12,316.05	(17.5%)
Fees (4830)	40.00	(0.06%)
Food Expense (4920)	750.09	(1.04%)
Gift Given (4920)	7.83	(0.01%)
Groceries (4920)	988.14	(1.38%)
Insurance (4850)	1,621.00	(2.26%)
Library (4870)	767.93	(1.07%)
Love Offerings (4920)	8,662.08	(12.06%)
Maintenance Expense (4850)	110.00	(0.15%)
Misc. (4840)	18.41	(0.03%)
Missionaries (4880)	18,687.20	(26.03%)
Mortgage Payments (4850)	8,491.44	(11.83%)
Office Supplies (4840)	652.36	(0.91%)
Permits	250.00	(0.35%)
Security Alarm System (4850)	687.95	(0.96%)
Supplies (4840)	2,908.54	(4.05%)
Tax	836.53	(1.17%)
Travel Expense (4810)	3,813.76	(5.31%)
Utilities (4850)	3,006.35	(4.19%)
TOTAL EXPENSES	**$ 71,798.68**	**(100.00%)**
TOTAL INCOME - EXPENSES	**$ 17,225.89**	**(100.00%)**

Lighthouse
BIBLE BAPTIST CHURCH

716-SAVE (7283) Pastor Jay Dempsey

Meeting at:
520 Prideaux Street, Nanaimo, BC

Mailing Address:
371 Cariboo Drive, Nanaimo, BC Canada V9R 7E1

BALANCE SHEET
LIGHTHOUSE BIBLE BAPTIST CHURCH
NANAIMO, BC

As of December 31, 2012

ASSETS	
Cash in Bank Account	$50,849.12
Total Cash and Bank Accounts	**$50,849.12**
Equipment and fixtures	$23,693.52
Total Equipment and fixtures	**$23,693.52**
Land & Buildings in Canada	$170,000.00
Total Land & Buildings in Canada	**$170,000.00**
TOTAL ASSETS	**$244,542.64**
LIABILITIES & EQUITY	
Liabilities (Land & Property)	$ 61,686.79
Equity	$182,855.85
TOTAL LIABILITIES & EQUITY	**$244,542.64**

LBBC Annual Financial Statement YTD

1/1/13 Through 6/30/13

Category Description	1/1/13-6/30/13	% of Total
INCOME		
Income	76,617.72	100.00%
TOTAL INCOME	76,617.72	100.00%
EXPENSES		
Advertising	596.93	0.72%
Auto	2,190.50	2.64%
Bank Charge	50.96	0.06%
Building Supplies	133.17	0.16%
Decorations	233.22	0.28%
Equipment	13,176.00	15.87%
Fees	25.00	0.03%
Food Expense	627.34	0.76%
Groceries	300.26	0.36%
Library	94.50	0.11%
Love Offering	2,339.59	2.82%
Maintenance Expense	746.00	0.90%
Missionaries	16,468.49	19.83%
Mortgage Payment	41,263.79	49.69%
Office Supplies	177.57	0.21%
Security Alarm System	266.58	0.32%
Supplies	963.96	1.16%
Tax	850.34	1.02%
Travel	806.92	0.97%
Utilities	1,725.46	2.08%
Uncategorized Expenses	0.00	0%
TOTAL EXPENSES	83,036.58	100.00%
TOTAL INCOME - EXPENSES	-6,418.86	100.00%

Canada Revenue Agency / Agence du revenu du Canada

Directors/Trustees and Like Officials Worksheet

Enter the prescribed information for each director/trustee and like official of the charity's board of directors/trustees. The Canada Revenue available to the public. All of the information collected on this form, including the confidential data, may be shared as permitted by law (e.g See the reverse of this form for an explanation of terms used.

Total Number of Directors/Trustees and Like Officials: 4

22 2012-12-31 865042154 RR 0001 3022663 (6)

Public Information				Confidential Data			
Last name: DEMPSEY	First name: JONES	Initial: R		Home address – Street number and name: 371 CARIBOO DR.			
Director/Trustee/Like Officials Term ▶ Start Date: FEB 2003	End Date:			City: NANAIMO	Prov/Terr: BC	Postal Code: V9R 7E1	
Position: DIRECTOR	At arm's length with other Directors, etc.? ☒ Yes ☐ No			Telephone Number: 250-754-9875	Date of Birth (mandatory for identification): July 24, 1949		
Last name: DEMPSEY	First name: JANET	Initial: S		Home address – Street number and name: 371 CARIBOO DR.			
Director/Trustee/Like Officials Term ▶ Start Date: FEB 2003	End Date:			City: NANAIMO	Prov/Terr: BC	Postal Code: V9R 7E1	
Position: DIRECTOR	At arm's length with other Directors, etc.? ☒ Yes ☐ No			Telephone Number: 250-754-9875	Date of Birth (mandatory for identification): Aug 24, 1958		
Last name: PITTS	First name: ANGELIKA	Initial:		Home address – Street number and name: 3078 NEYLAND RD.			
Director/Trustee/Like Officials Term ▶ Start Date: FEB 2003	End Date:			City: NANAIMO	Prov/Terr: BC	Postal Code: V9T 2X5	
Position: DIRECTOR	At arm's length with other Directors, etc.? ☐ Yes ☒ No			Telephone Number: 250-758-3071	Date of Birth (mandatory for identification): Sep 8, 1953		
Last name: BOSMA	First name: MARC	Initial: J		Home address – Street number and name: 2278 KINGSFORD PL			
Director/Trustee/Like Officials Term ▶ Start Date: DEC 2008	End Date:			City: NANAIMO	Prov/Terr: BC	Postal Code: V9X 1W3	
Position: DIRECTOR	At arm's length with other Directors, etc.? ☐ Yes ☒ No			Telephone Number: 250-755-1126	Date of Birth (mandatory for identification): July 29, 1957		
Last name:	First name:	Initial:		Home address – Street number and name:			
Director/Trustee/Like Officials Term ▶ Start Date:	End Date:			City:	Prov/Terr:	Postal Code:	
Position:	At arm's length with other Directors, etc.? ☐ Yes ☐ No			Telephone Number:	Date of Birth (mandatory for identification):		
Last name:	First name:	Initial:		Home address – Street number and name:			
Director/Trustee/Like Officials Term ▶ Start Date:	End Date:			City:	Prov/Terr:	Postal Code:	
Position:	At arm's length with other Directors, etc.? ☐ Yes ☐ No			Telephone Number:	Date of Birth (mandatory for identification):		
Last name:	First name:	Initial:		Home address – Street number and name:			
Director/Trustee/Like Officials Term ▶ Start Date:	End Date:			City:	Prov/Terr:	Postal Code:	
Position:	At arm's length with other Directors, etc.? ☐ Yes ☐ No			Telephone Number:	Date of Birth (mandatory for identification):		
Last name:	First name:	Initial:		Home address – Street number and name:			
Director/Trustee/Like Officials Term ▶ Start Date:	End Date:			City:	Prov/Terr:	Postal Code:	
Position:	At arm's length with other Directors, etc.? ☐ Yes ☐ No			Telephone Number:	Date of Birth (mandatory for identification):		
Last name:	First name:	Initial:		Home address – Street number and name:			
Director/Trustee/Like Officials Term ▶ Start Date:	End Date:			City:	Prov/Terr:	Postal Code:	
Position:	At arm's length with other Directors, etc.? ☐ Yes ☐ No			Telephone Number:	Date of Birth (mandatory for identification):		

(Ce formul xiste en français.)

Canada

CITY OF NANAIMO
THE HARBOUR CITY
FINANCE DEPARTMENT

CITY OF NANAIMO EVALUATION PERMISSIVE TAX EXEMPTIONS (PTE)

Name of Organization: Nanaimo Gymnastics School

Request to be placed on 2014 Permissive Tax Exemption Bylaw for property at 1975 Bollinger Road, **and** for cash-in-lieu of 2013 taxes in the amount of $17,431.70.

Grant No. 2013 PTE-06

Criteria:	Meets Criteria: Yes	No
➢ the property must be recommended for a Permissive Tax Exemption in the following year; and		
➢ 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		

Statement of Purpose:

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.

These exemptions must be adopted by bylaws, by the 31st of October of the year preceding exemption, and passed with a two-third's majority.

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.

Grant Awarded:	$ Yes	No	Amount Recommended:	$

Discussion:

Notes:

CITY OF NANAIMO
THE HARBOUR CITY

CITY OF NANAIMO APPLICATION FOR PERMISSIVE TAX EXEMPTION

RECEIVED
Office Use
JUL 31 2013
CITY OF NANAIMO
FINANCE DEPARTMENT

ORGANIZATION: Nanaimo Gymnastics School	DATE: July 30, 2013
ADDRESS: 1975 Bollinger Rd Nanaimo, BC V9S 5W9	PRESIDENT: Bruce Hunter SENIOR STAFF MEMBER: Tracy Welborne & Megan Conway POSITION: Lead Coachs
	CONTACT:
TELEPHONE: 250-740-0330	TELEPHONE: 250-740-0330

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

GEOGRAPHIC AREA SERVED BY THE ORGANIZATION:
Parksville to Ladysmith

NO. OF FULL TIME STAFF: 3	NO. OF PART TIME STAFF: 5
NO. OF COMMUNITY VOLUNTEERS: 300	NO. OF VOLUNTEER HOURS PER YEAR: 10,000 hrs
NO. OF MEMBERS: 600	MEMBERSHIP FEE: $35.00 - 190.00
CLIENTS SERVED, LAST YEAR: 500	CLIENTS SERVED, THIS YEAR (PROJECTED): 600
B.C. SOCIETY ACT REG. NO.: S-0015030	REVENUE CANADA CHARITABLE REG. NO.: N/A
CURRENT BUDGET: (Budget included) INCOME: 343,000 EXPENSES: 349,700 NEXT YEAR PROJECTED: (Budget included) INCOME: 351,000 EXPENSES: 356,200	LEGAL DESCRIPTION OF PROPERTY: Lt 23, Sec 16, Rge 7, PL VIP61143 LD31 TAX FOLIO NUMBER: 05526.032 CURRENT YEAR TAXES (IF KNOWN): $17,431.70

SIGNATURE	TITLE/POSITION	DATE
(Paula Schain)	(250-714-5371) Treasurer	07/30/13

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 the community.**

   The NGS provides an opportunity for youth of all ages and income brackets to take part in gymnastics in Nanaimo. NGS offers a huge range of programs from recreational drop-in activities up to high level competitive training. Since none, if any, of the schools in Nanaimo are equipped for or have the expertise to offer gymnastics the NGS is the only opportunity many of Nanaimo's youth will have to be exposed to gymnastics. The NGS is also available for group rentals for birthday parties and other functions and is heavily booked for such activity. The NGS also regularly hosts local and regional competitions with the most recent event being the 2013 'Gymnaestrada' which attracted participants from across western Canada for three days of competition.

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

   To continue to expand programming to offer opportunities to more groups in Nanaimo and surrounding area. There are several large pieces of equipment which need to be replaced such as the sprung floor which will cost approximately $30,000. To which allow all of our children to advance further in their skills.

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

   By ensuring that the coaching staff is continually updating their skills and are aware of trends within the sport of gymnastics the NGS has done a very good job of keeping up with trends 'Parkour' is a new activity which has proven to be very popular with young boys and may be expanded. 'Tramp and tumbling' has also recently been added which has proven very popular with boys and girls. NGS also accommodates programs to allow special needs children to be able participate, providing them with focus, independence and confidence.

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

   Volunteers are the life blood of NGS. Parents of participants are responsible for much of the operation of the club including regular cleaning of the facility, gardening, hosting events, maintaining equipment etc. Parents and athletes are also responsible for all fundraising activities.

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

   We have applied for the BC Gaming grant, status still unknown.

CITY OF NANAIMO
GRANT QUESTIONNAIRE

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

   Our costs and fees are determined by the costs of maintenance and coaching fees that are expected to be paid out for this service. We also try to keep competitive with the other gymnastics clubs in other nearby areas. We are the only club that offers a competitive gymnastics program in the Nanaimo area.

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.**

   Nanaimo Gymnastics has not typically operate with reserves, all extra moneys go back into keeping equipment up to date and safe. Occasionally we will put aside or borrow money to replace large ticket items such as the foam pit (>$10000), balance beams or the main floor (>$30000). Our eventual goal is to be able to retain a minor contingency fund in order to directly pay for new equipment as well as for unforeseen circumstances.

9. **Please describe current or planned approaches to self-generated funds?**

   NGS covers most operating costs by way of recreational and competitive registration fees. We are also actively involved in many fund raising activities as well. Some examples are: bottle drives, donut sales, beer and burgers, chocolate sales, raffles, bulb sales, cartwheelathon.

10. **What will the effect be if a grant is not received?**

    If a grant is not received NGS will be unable to purchase any of the equipment which needs to be replaced, resulting in a loss of programming and a decrease in the safety of the athletes. New programming will not be possible.

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

    Yes we do. With all the programs we that we run, keeping equipment up to date, and ensuring competitive salaries to our coaches, we always find it a struggle to come up with the funds to pay the city taxes each year. We would appreciate any relief you may offer.

BRITISH COLUMBIA
The Best Place on Earth

BC Registry Services

Mailing Address:
PO BOX 9431 Stn Prov Govt.
Victoria BC V8W 9V3
www.bcregistryservices.gov.bc.ca

Location:
2nd Floor - 940 Blanshard St.
Victoria BC
250 356-8609

Society Summary

For

NANAIMO GYMNASTICS SCHOOL

Date and Time of Search: March 6, 2013 12:46 PM Pacific Time
Currency Date: January 22, 2013

ACTIVE

Society Number: S-0015030
Business Number: 889557393BC0001
Name of Society: NANAIMO GYMNASTICS SCHOOL
Incorporation Date and Time: Incorporated on September 25, 1979
Last Annual Report Filed: 2012
Reporting Society: No
Last Annual General Meeting: October 10, 2012
Number of Directors: 7
In Liquidation: No

There is a future dated filing for this society. See History for details.

SOCIETY NAME INFORMATION

Previous Name	Date of Name Change
PARENTS' AUXILIARY TO THE NANAIMO GYMNASTICS SCHOOL	January 28, 2002
NANAIMO GYMNASTICS AND ACROBATICS SCHOOL AUXILIARY	January 25, 1983

DISSOLUTION/RESTORATION INFORMATION

Filing/Event	Date of Filing
Full Restoration	March 6, 2013
Dissolved - Failure to File	April 13, 2012

REGISTERED OFFICE INFORMATION

Physical Address:
2254 MCGARRIGLE ROAD
NANAIMO BC V9S 4M6

Mailing Address:
2254 MCGARRIGLE ROAD
NANAIMO BC V9S 4M6

DIRECTOR INFORMATION

Last Name, First Name, Middle Name:
BAILDHAM, KEVIN

Physical Address:
3713 BELLAIRE DR
NANAIMO BC V9T 5R1

Mailing Address:
3713 BELLAIRE DR
NANAIMO BC V9T 5R1

Last Name, First Name, Middle Name:

HANNIBAL, TARA

Physical Address:	**Mailing Address:**
5047 BULLRUSH PL NANAIMO BC V9T 6K7	5047 BULLRUSH PL NANAIMO BC V9T 6K7

Last Name, First Name, Middle Name:

KIRK, RACHEL

Physical Address:	**Mailing Address:**
285 VILLA RD NANAIMO BC V9T 2P6	285 VILLA RD NANAIMO BC V9T 2P6

Last Name, First Name, Middle Name:

O'DONNELL, VALERIE

Physical Address:	**Mailing Address:**
5352 KENWILL DR NANAIMO BC V9T 5Z9	5352 KENWILL DR NANAIMO BC V9T 5Z9

Last Name, First Name, Middle Name:

RAPANOS, DEBBIE

Physical Address:	**Mailing Address:**
6248 FERLEY PL NANAIMO BC V9V 1S2	6248 FERLEY PL NANAIMO BC V9V 1S2

Last Name, First Name, Middle Name:

RICHARDSON, HEATHER

Physical Address:	**Mailing Address:**
2118 AARON WAY NANAIMO BC V9S 5R4	2118 AARON WAY NANAIMO BC V9S 5R4

Last Name, First Name, Middle Name:

SCHAN, PAOLA

Physical Address:	**Mailing Address:**
2049 MIDORA RD NANAIMO BC V9X 1E8	2049 MIDORA RD NANAIMO BC V9X 1E8

Nanaimo Gymnastics School
Balance Sheet As at 08/31/2012

ASSET		
Current Assets		
Petty Cash	0.00	
CCCU General	5,802.71	
CCCU Gaming	3,647.38	
HSBC	2,191.99	
Total Cash		11,642.08
Replacement Equipment	0.00	
Accounts Receivable	10,242.05	
Allowance for Doubtful Accounts	0.00	
Deposit on new building	0.00	
Payroll Advances	0.00	
Total Receivables		10,242.05
Prepaid Expenses		0.00
Total Current Assets		21,884.13
Capital Assets		
Equipment		0.00
Total Capital Assets		0.00
TOTAL ASSET		21,884.13
LIABILITY		
Current Liabilities		
Accounts Payable		43,572.80
City of Nanaimo Property taxes		0.00
Vacation Pay Payable		0.00
EI Payable	0.00	
CPP Payable	0.00	
Federal Income Tax Payable	0.00	
Total Receiver General		0.00
WCB Payable		0.00
PST Payable		0.00
GST Charged on Sales	0.00	
GST Paid on Purchases	0.00	
GST Payable		0.00
Current Total Liabilities		43,572.80
TOTAL LIABILITY		43,572.80
EQUITY		
Retained Earnings		
Returned Earnings - Previous Year		22,034.77
Current Earnings		-43,723.44
Total Retained Earnings		-21,688.67
TOTAL EQUITY		-21,688.67
LIABILITIES AND EQUITY		21,884.13

Nanaimo Gymnastics School
Income Statement 09/01/2011 to 08/31/2012

REVENUE

gram Revenue	
Registration	292,037.68
Member Dues	16,187.38
Meet Fees	9,864.49
Sponsors (Advertising)	500.00
Coaching Costs	0.00
Bingo	0.00
BC150 GRANT	0.00
HRDC - SCP	0.00
Total Program Revenue	318,589.55
Fundraising	
Fall Raffle	0.00
Spring Raffle	0.00
Gymnathon	2,028.05
Track Suits	0.00
Chocolate Sales	2,258.63
Pro Shop	1,388.40
Clodhoppers	3,888.62
Miscellaneous Fundraisers	14,783.46
Krispy Kreme	0.00
Total Fundraising	24,347.16
Other Revenue	
Interest Revenue	0.00
Miscellaneous Revenue	0.00
Total Other Revenue	0.00
TOTAL REVENUE	342,936.71

E. NSE

Payroll Expenses	
Health/Dental Insurance	4,170.00
Wages & Salaries	224,386.92
EI Expense	0.00
CPP Expense	0.00
WCB Expense	3,886.20
Employee Benefits	0.00
Total Payroll Expense	232,443.12
General & Administrative Expe...	
Accounting & Legal	28.00
Advertising & Promotions	935.52
Bad Debts	0.00
Meet Fees	9,466.90
Gymnastics Equipment	2,859.69
Liability Insurance	4,869.00
Building Insurance	1,479.08
Interest & Bank Charges	3,204.00
Office Supplies	2,477.90
Moving Expenses	0.00
NEW FOAM PIT	5,455.29
Program Supplies	1,158.70
Gym BC/Zone Membership Fees	0.00
Computer Equipment	0.00
Property Taxes	18,500.00
Miscellaneous	8,342.64
Gift and Donations	0.00
Professional Development	1,714.02
afunds	0.00
Rent	73,384.20
Repair & Maintenance	1,575.98
Supplies (ie paper towel ect)	662.60

Nanaimo Gymnastics School
Income Statement 09/01/2011 to 08/31/2012

Telephone/Fax/Internet	2,727.18
Travel	2,669.71
Comp travel expense	-699.15
Utilities	10,212.00
Total General & Admin. Expen...	151,023.26
Fundraising Expenses	
Fall Raffle	0.00
Spring Raffle	0.00
Gymnathon	0.00
Krispy Kreme	0.00
Chocolate Sales	0.00
Pro Shop	312.00
Cruise Raffle	0.00
Miscellaneous Fundraisers	2,881.77
Total Fundraising Expenses	3,193.77
TOTAL EXPENSE	386,660.15
NET INCOME	-43,723.44

NANAIMO GYMNASTICS SCHOOL
Budgets

REVENUE		PROGRAM BUDGET 2012/2013		PROGRAM BUDGET 2013/2014
REGISTRATION FEES	$	300,000.00	$	305,000.00
FUNDRAISING	$	25,000.00	$	25,000.00
REPLACEMENT EQUIPMENT FUND	$	2,500.00	$	4,000.00
MEMBER DUES	$	13,000.00	$	14,000.00
SPONSORS	$	2,500.00	$	3,000.00
TOTAL REVENUE	**$**	**343,000.00**	**$**	**351,000.00**
GAMING REVENUE				
BC 150				
BINGO GRANT				
DIRECT ACCESS GRANT				
TOTAL GAMING REVENUE	$	-	$	-
TOTAL REVENUE	**$**	**343,000.00**	**$**	**351,000.00**
EXPENSES				
ADVERTISING	$	1,000.00	$	1,200.00
BUILDING INSURANCE	$	1,500.00	$	1,500.00
BANK CHARGES	$	3,000.00	$	3,200.00
NEW EQUIPMENT	$	-	$	-
LIABILITY INSURANCE	$	9,600.00	$	9,800.00
COACHING TRAVEL COSTS	$	3,800.00	$	4,000.00
OFFICE SUPPLIES/GENERAL	$	2,000.00	$	2,500.00
PROGRAM SUPPLIES	$	500.00	$	500.00
PROFESSIONAL DEVELOP.	$	1,800.00	$	2,000.00
RENT/PROPERTY TAXES	$	90,000.00	$	88,000.00
REPAIR/MAINTENANCE	$	1,500.00	$	1,500.00
SUNDRY/OTHER	$	-	$	-
UTILITIES	$	10,000.00	$	10,000.00
WAGES.	$	225,000.00	$	232,000.00
TOTAL EXPENSES	**$**	**349,700.00**	**$**	**356,200.00**
NET INCOME	**-$**	**6,700.00**	**-$**	**5,200.00**

2012-2013
Board of Directors
Nanaimo Gymnastics School

Past President

- Bruce Hunter
- 6012 Nelson Street
- Nanaimo, BC V9T 5N7

President

- Tara Hannibal
- 5047 Bullrush Place
- Nanaimo, BC V9T 6K7

Vice President

- Kevin Baildham
- 3713 Belaire Drive
- Nanaimo, BC V9T 5A1

Treasurer

- Paola Schan
- 2049 Midora Road
- Nanaimo, BC V9X 1E8

Secretary

- Rachel Kirk
- 285 Villa Road
- Nanaimo, BC V9T 2P6

Director - Fundraising

- Debbie and Mark Rapanos
- 6248 Ferley Place
- Nanaimo, BC V9V 1S2

Director - Newsletter

- Valerie O'Donnal
- 5352 Kenwill Drive
- Nanaimo, BC V9T 5Z9

Director

- Heather Richardson
- 2118 Aaron Way
- Nanaimo, BC V9S 5R4

Director

- Cheri Naslund
- 832 Gaejten Street
- Parksville, BC V9P 1B2

Director

- Krissy Ingvardsen
- 1730 Mossy Place
- Nanaimo, BC V9X 1X6

Nanaimo Gymnastics School
Balance Sheet As at 06/30/2013

ASSET		
rent Assets		
Petty Cash	0.00	
CCCU General	3,931.85	
CCCU Gaming	3,647.38	
HSBC	20,118.59	
Total Cash		27,697.82
Replacement Equipment	3,611.25	
Accounts Receivable	8,796.30	
Allowance for Doubtful Accounts	0.00	
Deposit on new building	0.00	
Payroll Advances	0.00	
Total Receivables		12,407.55
Prepaid Expenses		0.00
Total Current Assets		40,105.37
Capital Assets		
Equipment		0.00
Total Capital Assets		0.00
TOTAL ASSET		40,105.37
LIABILITY		
Current Liabilities		
Accounts Payable		21,519.15
City of Nanaimo Property taxes		15,860.00
Vacation Pay Payable		0.00
EI Payable	4,978.53	
CPP Payable	7,836.66	
ederal Income Tax Payable	10,370.96	
otal Receiver General		23,186.15
WCB Payable		0.00
PST Payable		0.00
GST Charged on Sales	0.00	
GST Paid on Purchases	0.00	
GST Payable		0.00
Current Total Liabilities		60,565.30
TOTAL LIABILITY		60,565.30
EQUITY		
Retained Earnings		
Returned Earnings - Previous Year		-21,688.67
Current Earnings		1,228.74
Total Retained Earnings		-20,459.93
TOTAL EQUITY		-20,459.93
LIABILITIES AND EQUITY		40,105.37

Nanaimo Gymnastics School
Income Statement 09/01/2012 to 06/30/2013

REVENUE	
Program Revenue	
Registration	297,390.86
Member Dues	19,556.30
Meet Fees	13,849.00
Sponsors (Advertising)	1,000.00
Coaching Costs	0.00
Bingo	0.00
BC150 GRANT	0.00
HRDC - SCP	0.00
Total Program Revenue	331,796.16
Fundraising	
Fall Raffle	0.00
Spring Raffle	0.00
Gymnathon	0.00
Track Suits	-245.47
Chocolate Sales	0.00
Pro Shop	482.30
Clodhoppers	0.00
Miscellaneous Fundraisers	20,379.97
Krispy Kreme	3,770.25
Total Fundraising	24,387.05
Other Revenue	
Interest Revenue	1.53
Miscellaneous Revenue	0.00
Total Other Revenue	1.53
TOTAL REVENUE	356,184.74
EXPENSE	
Payroll Expenses	
Health/Dental Insurance	4,211.00
Wages & Salaries	190,684.64
EI Expense	3,427.40
CPP Expense	4,830.73
WCB Expense	5,420.02
Employee Benefits	0.00
Total Payroll Expense	208,573.79
General & Administrative Expe...	
Accounting & Legal	1,996.24
Advertising & Promotions	1,876.31
Bad Debts	0.00
Meet Fees	15,535.00
Gymnastics Equipment	780.00
Liability Insurance	8,822.00
Building Insurance	5,004.74
Interest & Bank Charges	3,144.43
Office Supplies	1,030.59
Moving Expenses	0.00
NEW FOAM PIT	4,979.44
Program Supplies	109.99
Gym BC/Zone Membership Fees	300.00
Computer Equipment	0.00
Property Taxes	15,860.00
Miscellaneous	368.28
Gift and Donations	0.00
Professional Development	2,116.00
Refunds	0.00
Rent	61,153.50
Repair & Maintenance	1,512.03
Supplies (ie paper towel ect)	967.11

Nanaimo Gymnastics School
Income Statement 09/01/2012 to 06/30/2013

Telephone/Fax/Internet	1,136.96
Travel	0.00
Comp travel expense	318.50
Utilities	9,124.27
Total General & Admin. Expen...	136,135.39
Fundraising Expenses	
Fall Raffle	0.00
Spring Raffle	0.00
Gymnathon	0.00
Krispy Kreme	1,628.80
Chocolate Sales	0.00
Pro Shop	0.00
Cruise Raffle	0.00
Miscellaneous Fundraisers	8,618.02
Total Fundraising Expenses	10,246.82
TOTAL EXPENSE	354,956.00
NET INCOME	1,228.74

Parkway Holdings Ltd

6421 Applecross Road, Nanaimo BC V9V 1N1

June 5/2013

City of Nanaimo
455 Wallace Street
Nanaimo BC
V9R 5J6

Subject: 1975 Bollinger Road

To whom it may concern;

Nanaimo Gymnastics School is the sole occupant of 1975 Bollinger Road, LT 23, SEC 16, RGE 7, PL VIP61143, LD.

Nanaimo Gymnastics School has paid the property taxes on this location since the Certificate of Occupancy was issued by the City of Nanaimo, May 13/2009.

Sincerely,

PARKWAY HOLDINGS LTD.

Per:

LANCE MCNABB

CITY OF NANAIMO
THE HARBOUR CITY
FINANCE DEPARTMENT

CITY OF NANAIMO
EVALUATION
PERMISSIVE TAX EXEMPTIONS (PTE)

Name of Organization: Nanaimo Economic Development Corporation

Request to be placed on 2014 Permissive Tax Exemption Bylaw for property at 2450 Northfield Road and 104 Front Street.

Grant No. 2013 PTE-07

Criteria:	Meets Criteria: Yes	No
➢ the property must be recommended for a Permissive Tax Exemption in the following year; and		
➢ 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		

Statement of Purpose:

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.

These exemptions must be adopted by bylaws, by the 31st of October of the year preceding exemption, and passed with a two-third's majority.

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.

	$			
	Yes	No		
Grant Awarded:			Amount Recommended:	$

Discussion:

Notes:

2013-AUG-21
G:\ADMINISTRATION\Committees\Grants Advisory Committee\2013 Grants\2013-AUG-21\EvaluationPTEs_NanaimoEconomicDevelopmentCorporation.docx

CITY OF NANAIMO
THE HARBOUR CITY

CITY OF NANAIMO APPLICATION FOR PERMISSIVE TAX EXEMPTION

RECEIVED
Office Use
JUL 31 2013
CITY OF NANAIMO
FINANCE DEPARTMENT

ORGANIZATION: NANAIMO Economic Dev. Corp	DATE: July 23, 2013
ADDRESS: Re: 2450 Northfield Rd. and 104 Front St Nanaimo, BC, V9R 5H7	PRESIDENT: Chair: A.J. Hustins
	SENIOR STAFF MEMBER: Sasha Angus
	POSITION: CEO
	CONTACT: Jennifer Kelly
TELEPHONE: 250-591-1551	TELEPHONE: 250-824-0155

OVERVIEW OF YOUR ORGANIZATION'S PROGRAMS AND SERVICES OFFERED IN THE COMMUNITY:
Economic Development + tourism services

GEOGRAPHIC AREA SERVED BY THE ORGANIZATION:
City of Nanaimo + RDN Areas A, B + C

NO. OF FULL TIME STAFF: 7	NO. OF PART TIME STAFF: 5
NO. OF COMMUNITY VOLUNTEERS: 12	NO. OF VOLUNTEER HOURS PER YEAR:
NO. OF MEMBERS: ~~N/A~~	MEMBERSHIP FEE: ~~N/A~~
CLIENTS SERVED, LAST YEAR: 5000+ visitors / and more.	CLIENTS SERVED, THIS YEAR (PROJECTED):
B.C. SOCIETY ACT REG. NO.: ~~N/A~~	REVENUE CANADA CHARITABLE REG. NO.: ~~N/A~~
CURRENT BUDGET:	LEGAL DESCRIPTION OF PROPERTY:
INCOME	
EXPENSES: Attached.	TAX FOLIO NUMBER: 05387.003 - 2450 Northfield 81552.010 - 104 Front St.
NEXT YEAR PROJECTED:	
INCOME:	CURRENT YEAR TAXES (IF KNOWN): $ NF Front St. $8089.94 + $289.14
EXPENSES:	

SIGNATURE: [signature] TITLE/POSITION: Dep. Dev. Officer DATE: July 23/13

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).

Nanaimo
ECONOMIC DEVELOPMENT

2013 BOARD OF DIRECTORS CONTACT LIST

Name/Appointment Type
Chair A.J. Hustins
Vice Chair Andre Sullivan
Treasurer Dan Kucherka
Secretary Moira Jenkins
Greg Baynton
Bob Bennie
Ron Hartman
Ian Howat (City Appointee)
Doug Kalcsics
Adrian Legin
Dr. Ralph Nilson
Charlie Parker
Bruce Williams
William Yoachim (Sununeymuxw Representative)
Dan Brady

To contact a member of the NEDC Board of Directors please email Board@investnanaimo.com or call 250-591-1551 x 427.

CITY OF NANAIMO
GRANT QUESTIONNAIRE

Nanaimo Economic Development Corporation
RE: 2450 Northfield Road (Visitor Centre) and 104 Front Street

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

The Mission of the Nanaimo Economic Development Corporation is to build a prosperous community through economic opportunity.

Nanaimo Economic Development provides advice on business start-up, growth, and relocation. This supports local business retention and expansion, and assists new businesses to establish in the area.

Our services include:
Business Investment & Attraction

- Promote Nanaimo as the clear choice for business location
- Provide companies with information on the development of a business plan to invest in Nanaimo
- Provide relocation and site selection services
- Orientation services for incoming companies to facilitate business linkages

Business Retention & Expansion

- Facilitation of real estate and development solutions
- Provide customized solutions for businesses on a wide range of issues from expansion to relocation.
- Facilitate introductions and business linkages

Trade Development

- Support businesses with export development information and referrals
- Provide in-region contacts
- Assisting clients in accessing markets through incoming and outgoing trade missions

Workforce Development

- Support Nanaimo businesses with best practices in workforce retention and attraction
- Assist businesses with making connections to meet workforce needs
- Provide labour market information

Research and Information

- Provide regional economic and industry information
- Industry sector profiles for the Retail, construction, Infrastructure and Tourism Sectors
- Provide access to business directories for sourcing products and services
- On-line economic development and tourism newsletter

Tourism Services (Tourism Nanaimo)

- Tourism Nanaimo will continue to effectively position Nanaimo as a favorable destination for Visitors
- Tourism Nanaimo is responsible for operations at two Visitor Centres

For additional information about the Nanaimo Economic Development Corporation please visit investnanaimo.com or for Tourism Nanaimo please visit www.tourismnanaimo.com

Links to the NEDC 2012 Annual Report and Tourism Strategic Plan.

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

Strategic Priorities

Business Development
NEDC activities will focus on business development through supporting the growth of local entrepreneurs and businesses, attracting new business, investment and visitors to the region, and working with regional partners in the growth of key economic sectors.

Communications
As part of the NEDC mandate to market the Nanaimo region as Vancouver Island's business and tourism gateway, emphasis will be placed on proactively communicating the region's economic strengths and attributes. The NEDC will work to ensure that all our customers have the information they need to make informed business, tourism and investment decisions concerning our community.

Corporate Sustainability
To support the NEDC's mission of a prosperous community through economic opportunity, emphasis will be placed on leveraging the local investment being made in economic development and we will continue to build on the organization's strong governance model. In delivering its programs and services, the NEDC will build strong partnerships with regional stakeholders to secure the highest possible benefit to our community.

Five key goals were identified in the Tourism Strategic Plan:
1. Product Development
2. Industry Partnerships
3. Marketing & Communications
4. Community Pride
5. Accountability

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

The Nanaimo Economic Development Corporation's role;

- to help create household sustaining jobs
- drive continued diversification and/ or economic vibrancy
- the Board of Directors ensures the NEDC activities meet the current and projected needs of the community
- NEDC staff engage and partner regularly with other community organizations such as the Chamber of Commerce, Innovation Island and others.

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

The NEDC Board of Directors and Tourism Leadership Committee are is comprised of business leaders who volunteer their time to provide strategic direction to the NEDC staff.

The Tourism division of the NEDC (AKA Tourism Nanaimo) has 12 – 15 volunteers annually. In addition we support Vancouver Island University's Tourism Management Program employing at least 2 students per summer through the Co-Op program. Volunteers are stationed at each visitor centre to assist with visitor information and events such as Cruise Ship days.

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

The NEDC has not applied for other grants – aside from those provided to Community Destination Marketing Organizations through Destination BC – these total $25,000 for the Visitor Centre Operations (annually) and approximately $9,000 specifically designated for co-operative marketing.

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

We do not charge a fee for service.

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

The NEDC is a wholey owned subsidiary of the City of Nanaimo.

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

A large majority of funds go to program delivery, business development activities. Any surpluses are used for future program delivery.

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

Stakeholder programs and (nominal) retail sales at the Visitor Centre generate income which is leveraged with provincial and federal resources to increase penetration into the marketplace.

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

The taxes will be paid with marketing and economic development activities reduced accordingly. The amount of the annually taxes is roughly equivalent to one domestic trade mission or 2 – 3 Tradeshows.

Nanaimo Economic Development Corporation
Balance Sheet As at 30/06/2013

ASSET		
ASSETS		
Scotiabank		-27,131.86
Petty Cash		200.00
Payroll Clearing		1,042.71
Due to/from City of Nanaimo		1.00
Accounts Receivable		152,827.69
AR - Other		336,541.20
Prepaid - Rent/Lease	23,297.70	
Prepaid Tourism Guide Production	-46.47	
Prepaid Expenses	3,211.92	
Total Prepaid Expenses		26,463.15
Receivable - Employees		58.28
TOTAL ASSETS		490,002.17
CAPITAL ASSETS		
Vehicles	7,380.00	
A/A - Vehcile	-5,904.00	
Net - Vehicle		1,476.00
Computers	48,578.32	
A/A - Computers	-4,084.31	
Net - Computers		44,494.01
Equipment & furniture	27,869.05	
A/A - Equipment & Furniture	-1,741.81	
Net - Equipment & furniture		26,127.24
TOTAL CAPITAL ASSETS		72,097.25
TOTAL ASSET		562,099.42
LIABILITY		
LIABILITIES		
Accounts Payable		21,526.73
Accrued Liabilities		36,127.94
Scotiabank Visa		-25,000.00
HST Collected	17,100.33	
HST Rebate	15,635.91	
HST Paid (Municipal)	-89,404.78	
HST Paid (100% Tourism Guide)	5,855.98	
HST Clearing	-256.77	
Net - HST		-51,069.33
PST Payable		41.29
GST Collected	75.69	
GST Paid (Municipal)	-1,556.94	
GST Paid (100% Tourism)	-2,219.95	
Net - GST		-3,701.20
Wages Payable		3,004.82
EI Payable	461.03	
CPP Payable	811.37	
Net - Receiver General Payable		1,272.40
WorksafeBC		1,743.09
BC Pension Plan		-5,139.28
Union Dues Payable		-2,779.90
Vacation Pay Payable - YE		9,273.33
TOTAL LIABILITIES		-14,700.11
TOTAL LIABILITY		-14,700.11
EQUITY		
EQUITY		

Nanaimo Economic Development Corporation
Balance Sheet As at 30/06/2013

Share Capital	1.00
Retained Earnings	486,072.64
Current Earnings	90,725.89
TOTAL EQUITY	576,799.53
TOTAL EQUITY	576,799.53
LIABILITIES AND EQUITY	562,099.42

Nanaimo Economic Development Corporation
Income Statement 01/01/2013 to 30/06/2013

REVENUE		
REVENUES		
City of Nanaimo - 2013	672,500.00	
City of Nanaimo - 2012	10,000.00	
CITY OF NANAIMO		682,500.00
Regional District of Nanaimo	137,000.00	
REGIONAL DISTRICT OF NANAIMO		137,000.00
Stakeholders Programs	26,081.11	
Stakeholder Forums	-384.76	
Other Tourism Revenues	107.11	
Other Visitor Services Income	25,000.00	
Provinical Grants	9,200.00	
Travel Guide Sales	59,469.50	
Retail Sales	802.24	
TOURISM		120,275.20
TOTAL REVENUES		939,775.20
TOTAL REVENUE		939,775.20
EXPENSE		
EXPENSES		
Management Wages	34,140.82	
Consultants	7,500.00	
EC Dev Wages	59,385.15	
Tourism Wages	75,651.14	
Seasonal Employment	16,445.68	
WAGES		193,122.79
CPP Expense	24,071.60	
EI Expense	11,038.31	
Income Tax Expense	42,047.20	
EAP	135.40	
Group Insurance	10,216.03	
Medical Services Plan of BC	18,770.75	
Pension Plan	20,490.83	
WorksafeBC	1,734.07	
BENEFITS		128,504.19
Rent NEDC	24,474.72	
Utilities	13,378.65	
Leasehold Upgrades	13,597.43	
Furniture	22,930.41	
Janitorial Services	3,758.94	
Kitchen Supplies	859.41	
Parking	8,845.46	
Security	298.13	
Property Insurance	2,390.67	
OCCUPANCY		90,533.82
Accounting Fees	8,117.38	
Assoc. Dues & Memberhips Ec Dev	2,497.14	
Assoc. Dues & Memberships Tourism	1,376.96	
Audit	10,149.57	
Chase Service Charge	1,455.02	
Bank Charges	851.70	
Courier	41.65	
IT Fees	3,115.99	
Office Relocation	244.20	
Office Supplies	4,413.20	
Photocopier Fees	3,841.59	
Postage	1,595.21	
Publications	1,257.69	
Software Purchases	3,544.30	
Storage Rental	1,268.24	
OFFICE AND ADMINISTRATION		43,769.84

Nanaimo Economic Development Corporation
Income Statement 01/01/2013 to 30/06/2013

Board Meeting Expenses	45.77	
Recruitment	622.99	
Staff Development	18,042.42	
STAFF & VOLUNTEER DEVELOPMENT		18,711.18
Advertising	16,352.70	
Business Counts Workshops	3,807.81	
Conferences	4,316.73	
Design	1,873.38	
Business / Investment Hospitality	17,518.45	
Management Consulting	8,840.80	
Newsletter	42.36	
Photography	78.75	
Printing	215.71	
Sponsorships	24,466.63	
Trade Shows	1,846.76	
Trade Missions	19,744.97	
Travel	7,136.57	
Web Site Updates	246.38	
MARKETING ECONOMIC DEVELOPMENT		106,488.00
Advertising	38,750.81	
Business / Investment Hospitality	4,547.57	
Collateral Printing & Materials	13,674.93	
Design	12,077.53	
Distribution	16,889.05	
FAM Tours	1,765.28	
FAM Travel	317.85	
Media Shows	1,207.50	
Newsletter	203.29	
Photography & Video	9,426.18	
Printing	6,384.87	
Promotional Items	5,739.85	
Sales Calls Travel Agents/Training	12.31	
Social Media	534.19	
TAVI Marketing Partnerships	16,985.05	
Trade Shows	1,781.89	
Travel	11,957.43	
Tourism Cost of Goods	492.54	
Van Expenses	597.46	
Visitor Info Centre - Northfield	6,990.60	
Visitor Info Centre-Port of Nanaimo	233.36	
Web Site Development	572.34	
MARKETING TOURISM		151,141.88
Design	17,685.30	
Distribution	11,423.22	
Print	55,544.14	
TOTAL TRAVEL GUIDE		84,652.66
Social Media		4,542.12
Special Projects		25,893.78
Contingency		1,689.05
TOTAL EXPENSES		849,049.31
TOTAL EXPENSE		849,049.31
NET INCOME		90,725.89

DRAFT 2013 NEDC BUDGET

REVENUES	Budget YTD 01/01/2013 to 31/12/2013	Actual YTD 01/01/2013 to 30/06/2013	Variance
Municipal			
City of Nanaimo	$ 1,345,000.00	$ 682,500.00	$ 662,500.00
District of Nanaimo	$ 125,000.00	$ 137,000.00	$ (12,000.00)
2012 Reserve	$ 550,000.00		$ 550,000.00
Total Municipal	**$ 2,020,000.00**	**$ 682,500.00**	**$ 1,337,500.00**
Provincial			
Tourism BC	$ 25,000.00	$ 25,011.18	$ (11.18)
CTO program	$ 5,000.00	$ 9,206.68	$ (4,206.68)
Total Provincial	**$ 30,000.00**	**$ 34,217.86**	**$ (4,217.86)**
Federal			
Western Economic Diversification	$ 500,000.00	-	**$ 500,000.00**
Total Federal	**$ 500,000.00**	-	**$ 500,000.00**
Stakeholder Programs			
Stakeholder programs	$ 33,000.00	$ 25,319.22	$ 7,680.78
Misc. stakeholder programming	$ 13,000.00	$ 1,445.00	$ 11,555.00
Sponsorship revenue	$ 45,000.00	$ 900.00	$ 44,100.00
Travel Guide sales	$ 60,000.00	$ 58,569.50	$ 1,430.50
Retail sales	$ 3,000.00	$ 801.77	$ 2,198.23
Total Stakeholder	**$ 154,000.00**	**$ 87,035.49**	**$ 66,964.51**
Total Revenues	**$ 2,704,000.00**	**$ 803,753.35**	**$ 1,900,246.65**

DRAFT 2013 NEDC BUDGET

EXPENSES

Human Resources			
Wages	$ 670,000.00	$ 260,017.38	$ 409,982.62
Benefits	$ 90,000.00	$ 56,492.63	$ 33,507.37
Staff & Volunteer Development	$ 20,000.00	$ 20,777.36	$ (777.36)
Recruiting	$ 4,000.00	$ 378.20	$ 3,621.80
	$ 784,000.00	**$ 337,665.57**	**$ 446,334.43**
Occupancy and Administration			
Lease improvements	$ 20,000.00	$ 14,467.55	$ 5,532.45
Office equipment and furniture	$ 10,000.00	$ 28,918.32	$ (18,918.32)
Communication & Information Technology	$ 35,000.00	$ 8,826.81	$ 26,173.19
Vehicle and mileage	$ 36,000.00	$ 867.36	$ 35,132.64
Occupancy	$ 100,000.00	$ 36,922.73	$ 63,077.27
Professional fees	$ 15,000.00	$ 10,700.82	$ 4,299.18
Association dues	$ 12,000.00	$ 2,763.25	$ 9,236.75
Office Administration	$ 125,000.00	$ 9,570.44	$ 115,429.56
	$ 353,000.00	**$ 113,037.28**	**$ 239,962.72**
Economic Development			
Benchmarking project	$ 50,000.00	$ 7,977.26	$ 42,022.74
KPMG Competitive Study	$ 20,000.00	$ 9,135.00	$ 10,865.00
BR&E programs	$ 15,000.00	$ 8,099.46	$ 6,900.54
Export Peer Mentoring Roundtable	$ 10,000.00	$ 866.84	$ 9,133.16
Export readiness programs	$ 5,000.00	$ 17.05	$ 4,982.95
New business outreach	$ 1,000.00		$ 1,000.00
CEO Roundtable	$ 2,000.00	$ 192.00	$ 1,808.00
Business Plan Competition	$ 45,000.00	$ 1,498.35	$ 43,501.65
Economic Gardening program	$ 20,000.00		$ 20,000.00
Economic outlook event	$ 10,000.00		$ 10,000.00
Economic Impact Studies	$ 160,000.00		$ 160,000.00
Team Nanaimo business mission	$ 25,000.00	$ 20,595.04	$ 4,404.96
Targeted investment program	$ 125,000.00	$ 8,840.80	$ 116,159.20
Business/Investment hosting	$ 25,000.00	$ 11,909.63	$ 13,090.37
Travel	$ 10,000.00	$ 3,589.39	$ 6,410.61
Conferences	$ 15,000.00	$ 383.00	$ 14,617.00
	$ 538,000.00	**$ 73,103.82**	**$ 464,896.18**

DRAFT 2013 NEDC BUDGET

Tourism			
Stakeholder forums and workshops	$ 15,000.00	$ 3,090.96	$ 11,909.04
Marketing partnerships	$ 70,000.00	$ 37,783.41	$ 32,216.59
Visitor Centre Operations	$ 20,000.00	$ 4,789.35	$ 15,210.65
Tourism COGS	$ 5,000.00	$ 492.54	$ 4,507.46
Local Experience campaign	$ 25,000.00		$ 25,000.00
Tourism awareness campaign	$ 40,000.00		$ 40,000.00
Home and Media Shows	$ 30,000.00	$ 2,609.01	$ 27,390.99
Familiarization tours	$ 15,000.00	$ 2,089.82	$ 12,910.18
Tourism business hosting	$ 10,000.00	$ 3,830.33	$ 6,169.67
Travel	$ 15,000.00	$ 14,186.02	$ 813.98
Conferences	$ 15,000.00	$ 907.46	$ 14,092.54
2014 Travel Guide	$ 100,000.00	$ 48,642.45	$ 51,357.55
Distribution	$ 24,000.00	$ 19,402.21	$ 4,597.79
Advertising	$ 60,000.00	$ 27,647.00	$ 32,353.00
Destination Development	$ 125,000.00		$ 125,000.00
Digital Asset Management	$ 5,000.00		$ 5,000.00
	$ 574,000.00	**$ 165,470.56**	**$ 408,529.44**
Corporate Communications			
Nanaimo Pride of Place Campaign	$ 50,000.00		$ 50,000.00
NEDC Brand implementation	$ 20,000.00	$ 14,012.91	$ 5,987.09
Marketing collateral development	$ 25,000.00	$ 12,304.69	$ 12,695.31
Photography and Video	$ 12,000.00	$ 6,400.00	$ 5,600.00
Tradeshow equipment	$ 10,000.00	$ 1,255.04	$ 8,744.96
Advertising	$ 25,000.00	$ 17,937.50	$ 7,062.50
Social media strategy and implementation	$ 20,000.00		$ 20,000.00
NEDC annual report and distribution	$ 5,000.00	$ 4,922.08	$ 77.92
Website hosting and maintainance	$ 3,000.00	$ 137.87	$ 2,862.13
Design and printing	$ 50,000.00	$ 7,904.89	$ 42,095.11
Sponsorship	$ 25,000.00	$ 19,014.67	$ 5,985.33
Promotional items	$ 10,000.00	$ 7,292.15	$ 2,707.85
	$ 255,000.00	**$ 91,181.80**	**$ 163,818.20**
Total Expenses	**$ 2,504,000.00**	**$ 780,459.03**	**$ 1,723,540.97**
Contigency reserve	**$ 200,000.00**	**$ 200,000.00**	
Net Income	**$ -**	**$ (176,705.68)**	**$ 176,705.68**

CITY OF NANAIMO

APPLICATION FOR PERMISSIVE TAX EXEMPTION

Division 7 of the *Community Charter* permits Council to exempt from taxation, property used for certain purposes. Organizations that are successful in receiving a Permissive Taxation Exemption will be exempt from taxes in the following and subsequent years. If an organization requires assistance to pay its property taxes in the current year, it should apply for a PTE Cash Grant by filling out question 11 at the end of this application.

Applications for Permissive Taxation Exemptions are first examined to determine whether they meet the requirements of the *Charter*. If they do not, they must be rejected by the Grants Advisory Committee. If the application meets the requirements, the Committee will then evaluate the application on the basis of financial need, appropriateness and service provided to the local community. Applicants may be required to appear before the Committee to answer questions with respect to program services, finances or other issues.

In preparation of your application, you are encouraged to submit any appendices that you feel would add to the understanding of your service. Please complete all attached forms even if you are submitting separate attachments. Ensure all questions on the application are completed or the application will be returned. Please type or print clearly.

Please return applications to the Grants Advisory Committee, c/o Laura Mercer, Finance Department, City of Nanaimo, 455 Wallace Street, Nanaimo, B.C., V9R 5J6. If you require further information or have any questions regarding the application, please call Ms. Mercer at 755-4413. Applications received after August 1 cannot be placed on the Permissive Taxation Exemption Bylaw for the next taxation year.

The following attachments are also required for consideration:

1. Copy of most recent Society Act Annual Report (Form 11)
2. Most recent Audited Financial Statement (or year-end financial statements)
3. Year-to-date Financial Statements
4. Current Year Budget (income and expenditure) or Year-to-Date Statement
5. Proposed Next Year's Budget
6. List of Directors

Nanaimo Economic Development Corporation

Financial Statements

December 31, 2012

MNP

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Management's Responsibility

Independent Auditors' Report

Financial Statements

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To the Shareholder of the Nanaimo Economic Development Corporation:

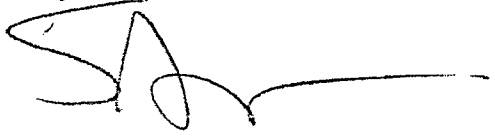
Management is responsible for the preparation and presentation of the accompanying financial statements, including responsibility for significant accounting judgments and estimates in accordance with Canadian public sector accounting standards. This responsibility includes selecting appropriate accounting 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 persons who are neither management nor employees of the Corporation. The Board is responsible for overseeing management in the performance of its financial reporting responsibilities and for approving the financial statements. The Board fulfills these responsibilities by reviewing the financial information prepared by management and discussing relevant matters with management and with the external auditors.

MNP LLP, an independent firm of Chartered Accountants, is appointed by the Shareholder to audit the financial statements and report to the Shareholder; their report follows. The external auditors have full and free access to meet with both the Board of Directors and management to discuss their audit findings.

February 14, 2013



Sasha Angus, CEO

To the Shareholder of the Nanaimo Economic Development Corporation:

We have audited the accompanying financial statements of the Nanaimo Economic Development Corporation, which comprise the statement of financial position as at December 31, 2012 and the statements of operations and accumulated surplus, change in net financial assets (debt) and cash flows for the year then ended, related schedules, 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 public sector accounting standards, 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 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 audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Nanaimo Economic Development Corporation as at December 31, 2012 and the results of its operations, change in net financial assets (debt) and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Nanaimo, British Columbia
February 14, 2013

MNP LLP
Chartered Accountants

Nanaimo Economic Development Corporation
Statement of Financial Position
As at December 31, 2012

	2012	2011
Financial assets		
Cash	476,145	14,008
Due from City of Nanaimo *(note 2)*	1	42,652
Accounts receivable	18,446	11,349
HST receivable	63,835	2,507
	558,427	70,516
Liabilities		
Accounts payable and accrued liabilities	71,989	49,892
Deferred revenues *(note 3)*	49,852	70,132
	121,841	120,024
Net financial assets (debt)	436,586	(49,508)
Non-financial assets		
Prepaid expenses	10,364	39,636
Tangible capital assets *(Schedule 1)*	38,599	22,023
	48,963	61,659
Accumulated surplus *(note 4)*	485,549	12,151

Commitments *(note 5)*

Approved:

Director

Director

The accompanying notes are an integral part of these financial statements

MNP

Nanaimo Economic Development Corporation
Statement of Operations and Accumulated Surplus
For the year ended December 31, 2012

	Budget	*Actual*	*Actual*
	Year ended December 31, 2012 (unaudited - note 6)	*Year ended December 31, 2012*	*Six months ended December 31, 2011*
Revenues			
Government transfers - City of Nanaimo	1,479,731	1,593,785	116,645
Government transfers - Provincial tourism grants	44,200	29,927	-
Service agreement - Regional District of Nanaimo	125,000	125,000	-
Tourism - visitor guide advertising sales	150,000	70,132	-
Tourism - advertising sales to stakeholders	32,000	31,156	-
Other income	11,500	9,969	-
In-kind contribution of tangible capital assets	-	-	10,100
	1,842,431	1,859,969	126,745
Expenses			
Administrative	350,239	291,812	68,116
Corporate communications	158,000	97,307	1,907
Economic development marketing	458,646	323,653	1,875
Occupancy	86,358	84,402	28
Staff and volunteer development	11,500	25,842	181
Tourism marketing	752,688	563,555	42,488
	1,817,431	1,386,571	114,595
Surplus for the year *(Schedule 2)*	25,000	473,398	12,150
Share capital issued during the year	-	-	1
Accumulated surplus - start of year	12,151	12,151	-
Accumulated surplus - end of year	37,151	485,549	12,151

The accompanying notes are an integral part of these financial statements

Nanaimo Economic Development Corporation
Statement of Change in Net Financial Assets (Debt)
For the year ended December 31, 2012

	Budget Year ended December 31, 2012 (unaudited - note 6)	*Actual* Year ended December 31, 2012	*Actual* Six months ended December 31, 2011
Surplus for the year	25,000	473,398	12,150
Purchase of tangible capital assets	(25,000)	(27,869)	(12,360)
Tangible capital assets acquired in-kind	-	-	(10,100)
Amortization of tangible capital assets	7,500	11,293	437
	(17,500)	(16,576)	(22,023)
Change in prepaid expenses	-	29,272	(39,636)
Receipt of share capital	-	-	1
Increase (decrease) in net financial assets (debt)	7,500	486,094	(49,508)
Net financial assets (debt), beginning of year	(49,508)	(49,508)	-
Net financial assets (debt), end of year	(42,008)	436,586	(49,508)

The accompanying notes are an integral part of these financial statements

Nanaimo Economic Development Corporation

Statement of Cash Flows

For the year ended December 31, 2012

	Actual Year ended December 31, 2012	*Actual Six months ended December 31, 2011*
Cash provided by (used for):		
Operations		
Surplus for the period	473,398	12,150
In-kind contributions of tangible capital assets	-	(10,100)
Amortization of tangible capital assets	11,293	437
Decrease (increase) in non-cash working capital balances related to operations:		
Accounts receivable	(7,097)	(11,349)
Due from City of Nanaimo	42,651	(42,652)
HST receivable	(61,328)	(2,507)
Prepaid expenses	29,272	(39,636)
Accounts payable and accrued liabilities	22,097	49,892
Deferred revenues	(20,280)	70,132
	490,006	26,367
Capital		
Purchases of tangible capital assets	(27,869)	(12,360)
Financing		
Receipt of share capital	-	1
Increase in cash	462,137	14,008
Cash - beginning of year	14,008	-
Cash - end of year	476,145	14,008

The accompanying notes are an integral part of these financial statements

The Nanaimo Economic Development Corporation was incorporated under the laws of the Province of British Columbia in June 2011 and is wholly owned by the City of Nanaimo. The purpose of the Corporation is to provide services of investment attraction, business retention and expansion and tourism marketing for the City of Nanaimo and its outlying areas.

1. Significant Accounting Policies

(a) Basis of presentation

The Corporation is controlled by the City of Nanaimo and the financial statements of the Corporation are prepared in accordance with Canadian public sector accounting standards.

(b) Accrual accounting

Items recognized in the financial statements are accounted for in accordance with the accrual basis of accounting. The accrual basis of accounting recognizes the effect of transactions and events in the period in which they occur, regardless of whether there has been a receipt or payment of cash or its equivalent. Liabilities are recognized until the obligation or condition(s) underlying the liability is partly or wholly satisfied. Assets are recognized until the future economic benefit underlying the asset is partly or wholly used or lost.

(c) Tangible capital assets

Tangible capital assets are recorded at cost, less accumulated amortization, and are classified according to their functional use. Contributed tangible capital assets are recorded at their fair value at the time of the in-kind contribution. Amortization is provided on a straight-line basis over the estimated useful life of the asset, commencing in the period that the asset is put into service. In the period that the asset is put into service, amortization is claimed for a proportionate number of in-service months.

Estimated useful lives are as follows:

Asset	Rate
Computers	4 years
Equipment	4 years
Vehicles	5 years

Repairs and maintenance costs are expensed. Betterments which extend the estimated useful life of the asset or enhance the service potential of the asset are capitalized.

1. **Significant Accounting Policies** *(continued from previous page)*

(d) Revenue recognition

Revenues are accounted for in the period in which the transactions or events giving rise to the revenues occur.

Government transfers are recognized as revenues in the period in which the events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met and reasonable estimates of the amounts can be made. Restricted grants are recognized when the related expenditures are incurred and when collection is reasonably assured. Tourism visitor guide advertising sales are recognized in the period in which the visitor guide is distributed, and when the amount can be estimated and when collection is reasonably assured. Other revenue is recognized when the service is provided or the amount is earned and when the amount can be estimated and when collection is reasonably assured.

(e) Use of estimates

Preparation of financial statements in accordance with Canadian public sector accounting standards 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.

Significant areas requiring the use of management estimates relate to the useful lives of tangible capital assets, valuation of contributed tangible capital assets, and collectability of accounts receivable.

Actual results could differ from those estimates. Adjustments, if any, will be reflected in operations in the period of settlement.

These estimates and assumptions are reviewed periodically and, as adjustments become necessary, they are reported in surplus in the periods in which they become known.

(f) Financial instruments

The Corporation's financial instruments consist of cash, due from the City of Nanaimo, accounts receivable and accounts payable and accrued liabilities. Unless otherwise noted, it is management's opinion that the Corporation is not exposed to significant interest, credit or currency risks arising from these financial instruments.

1. **Significant Accounting Policies** *(continued from previous page)*

(g) Recent accounting pronouncements

In March 2011, the Public Sector Accounting Board replaced and revised existing section PS 3410 *Government Transfers* with a newly amended section PS 3410. Newly issued PS 3410 establishes standards on how to account for and report government transfers to individuals, organizations and other governments' from both a transferring government and a recipient government perspective. This section permits a recipient government to recognize government transfers as revenue when the transfer is authorized by the transferring government, unless the transfer creates a liability for the recipient. A liability is created as a result of the recipient government not yet meeting eligibility criteria or the existence of stipulations in the transfer agreement. When a government transfer results in recognition of a liability, revenue is recognized by a recipient government as the liability is settled. A transferring government recognizes an expense when the transfer is authorized and the recipient has met all eligibility criteria. Newly revised and issued PS 3410 may be applied prospectively or retroactively and is effective for fiscal years beginning on or after April 1, 2012; however, earlier adoption is encouraged. PS 3410 will be applied prospectively for the Corporation's 2013 fiscal year, and the Corporation does not expect the adoption of the newly issued section to have a material impact on its financial statements.

2. **Due from City of Nanaimo**

The amount due from City of Nanaimo, the Corporation's shareholder, does not bear interest and has no set terms of repayment.

3. **Deferred revenues**

	2012	*2011*
Opening balance	**70,132**	-
Amounts received for next year's Visitor Guide	**49,852**	70,132
Amounts recognized as revenue in the period	**(70,132)**	-
Closing balance	**49,852**	70,132

4. Accumulated surplus

	2012	*2011*
Accumulated surplus is comprised as follows:		
From operations	446,949	(9,873)
Equity in tangible capital assets	38,599	22,023
Share capital – 1 share issued to City of Nanaimo	1	1
	485,549	12,151

The Corporation's authorized share capital is 100 shares without par value.

5. Commitments

Pension liability

The Corporation and its employees contribute to the Municipal Pension Plan (the "plan"), a jointly trusteed pension plan. The board of trustees, representing plan members and employers, is responsible for overseeing the management of the pension plan, including investment of the assets and administration of benefits. The Plan is a multi-employer contributory pension plan. Basic pension benefits provided are based on a formula. The Plan has about 176,000 active members and approximately 67,000 retired members. Active members include approximately 35,000 contributors from local governments.

The most recent actuarial valuation as at December 31, 2009 indicated a $1.024 billion funding deficit for basic pension benefits. The next valuation will be as at December 31, 2012 with results available in 2013. Defined contribution plan accounting is applied to the Plan as the Plan exposes the participating entities to actuarial risks associated with the current and former employees of other entities, with the result that there is no consistent and reliable basis for allocating the obligation, Plan assets and cost to individual entities participating in the Plan.

The Corporation paid $25,984 (2011 - $1,810) for employer contributions to the plan in the year.

Operating lease commitment

The Corporation is committed to payments of $45,794 during 2013 under an operating lease for its premises.

6. Budget

Budget figures represent the budget approved by the Board in 2012.

	2012
Surplus per budget	$ nil
Add: Capital expenditures	25,000
Budgeted Surplus per Statement of Operations and Accumulated Surplus	$ 25,000

7. Segmented information

Segmented information is presented in Schedule 2.

The Corporation has segmented its reporting to meet PS 2700 guidelines and to provide more meaningful reporting to management with divisions primarily along managerial reporting lines.

Budgeted revenues and expenses are determined for each segment based on the Board's approval of management recommendations based on the Board's overall vision and strategy for the Corporation. Actual revenues and expenses are coded at the time of the transaction to the appropriate segment.

Changes to the Corporation's reporting structure during the year have resulted in changes to the reportable segments.. The two main divisions are Economic Development marketing and Tourism marketing. Revenues and expenses that either cannot be allocated to these segments or that relate to administration and overhead have been shown in the Other segment. Segment information comparative figures have been restated accordingly.

8. Economic dependence

The Corporation is economically dependent on its shareholder for funding of its operations.

9. Comparative figures

Certain comparative figures have been reclassified to conform with the current year's presentation.

DRAFT 2014 NEDC BUDGET

REVENUES			
Municipal			
City of Nanaimo		$	1,345,000.00
District of Nanaimo		$	125,000.00
2013 Reserve		$	250,000.00
	Total Municipal	$	1,720,000.00
Provincial			
Tourism BC		$	25,000.00
CTO program		$	5,000.00
	Total Provincial	$	30,000.00
Stakeholder Programs			
Stakeholder programs		$	33,000.00
Misc. stakeholder programming		$	13,000.00
Sponsorship revenue		$	45,000.00
Travel Guide sales		$	60,000.00
Retail sales		$	3,000.00
	Total Stakeholder	$	154,000.00
	Total Revenues	$	1,904,000.00
EXPENSES			
Human Resources		$	784,000.00
Occupancy and Administration		$	300,000.00
Economic Development		$	330,000.00
Tourism		$	390,000.00
Corporate Communications		$	100,000.00
	Total Expenses	$	1,904,000.00
	Net Income	$	-

CITY OF NANAIMO
THE HARBOUR CITY
FINANCE DEPARTMENT

CITY OF NANAIMO EVALUATION SECURITY CHECKS

Name of Organization: St. Paul's Anglican Church

Applying for $60 grant (receipts provided).

Grant No. 2013 SC-01

Criteria:	Meets Criteria: Yes	No
➢ must be able to identify services provided to residents of Nanaimo		
➢ nonprofit organization		
➢ sound financial and administrative management		
➢ $500/year maximum award to any organization from this category		
➢ eligible organizations can only apply for financial support from this category once a calendar year (applications reviewed in November)		
➢ applications for this category must be received by October 31st		
➢ must adhere to all City of Nanaimo bylaws and policies		
➢ awards from this category are exclusive of awards from the other categories		

Statement of Purpose:

Security Check grants are awarded to organizations that must have security checks performed by the R.C.M.P. on their employees and/or volunteers and meet the criteria specified below.

Grant Awarded:	Yes	No	Amount Recommended:	$

Discussion:

Notes:

2013-AUG-21

G:\ADMINISTRATION\Committees\Grants Advisory Committee\2013 Grants\2013-AUG-21\EvaluationSecurityCheck_StPaulsAnglicanChurch.docx

CITY OF NANAIMO
THE HARBOUR CITY

CITY OF NANAIMO
APPLICATION FOR SECURITY CHECK GRANT IN AID

Office Use

ORGANIZATION: ST. PAUL'S ANGLICAN CHURCH	DATE: 30TH JULY 2013
ADDRESS: 100, CHAPEL STREET	PRESIDENT: THE VENERABLE BRIAN EVANS
NANAIMO	SENIOR STAFF MEMBER: TONY FOOTE
BC	POSITION: PARISH ADMINISTRATOR
V9R 5H2	CONTACT: TONY FOOTE
TELEPHONE: (250) 753-2523	TELEPHONE: (250) 753-2523

OVERVIEW OF YOUR ORGANIZATION'S PROGRAMS AND SERVICES OFFERED IN THE COMMUNITY:
AS A DOWNTOWN CHURCH WE HAVE MANY OPPORTUNITIES TO SERVE THE COMMUNITY AROUND US. WE AROVIDE FOOD VOUCHERS ON THE 3RD TUESDAY OF EACH MONTH AND IN EMERGENCIES; CLOTHING VOUCHERS, BUS TICKETS AND ASSISTANCE IN TRAVELLING TO THE MAINLAND. MANY SELF-HELP GROUPS (A.A. ALANON ETC) AND COMMUNITY GROUPS USE OUR CHURCH HALL EITHER FOR FREE OR TOKEN DONATIONS. WE SUPPORT VARIOUS ART GROUPS AS WELL.

GEOGRAPHIC AREA SERVED BY THE ORGANIZATION:
DOWNTOWN NANAIMO & DISTRICT

NO. OF FULL TIME STAFF: 1	NO. OF PART TIME STAFF: 3
NO. OF COMMUNITY VOLUNTEERS: 200	NO. OF VOLUNTEER HOURS PER YEAR: COUNTLESS HOURS
NO. OF MEMBERS: 317	MEMBERSHIP FEE: N/A
CLIENTS SERVED, LAST YEAR: 550	CLIENTS SERVED, THIS YEAR (PROJECTED): 600

NUMBER OF SECURITY CHECKS CARRIED OUT IN THE CURRENT CALENDAR YEAR? (PLEASE ATTACH ORIGINAL RECEIPTS)
6

WHAT WILL BE THE EFFECT IF YOU DO NOT RECEIVE A SECURITY CHECK GRANT FROM THE CITY OF NANAIMO?
IT WOULD BE MUCH APPRECIATED TO HAVE CITY SUPPORT OF OUR SAFE CHURCH PROGRAM

SIGNATURE:	TITLE/POSITION:	DATE:
Tony Foote	PARISH ADMINISTRATOR	30 JUL 2013

CITY OF NANAIMO

THE HARBOUR CITY

POLICE SERVICES
303 PRIDEAUX STREET, NANAIMO, BC V9R 2N3

Received From:

Adams, Marjorie

Police Information Check $_____

Volunteer Police Information Check $ 10

Fingerprinting $_____

Federal Fingerprinting – V/S $_____

TCN #_____

Miscellaneous $_____

No. 41250

Per: _____

Form #F62/04

City of Nanaimo - Police Services
RCMP 2

Receipt: 72939/5 Jan 10, 2013
Dated: Jan 10, 2013 2:57:40 PM
Station: RCMP2/RCMPCASH2

1 VOL CRIM CHE 41250 - ADAMS, MA 10.00

Total 10.00
RCMP - CASH ADAMS, MARJORIE -10.00

Nanaimo - City Hall
H.S.T.#R106930332

1/10

☑ Cash

☐ Debit Card

☐ Cheque

CITY OF NANAIMO

THE HARBOUR CITY

POLICE SERVICES
303 PRIDEAUX STREET, NANAIMO, BC V9R 2N3

Received From:

Susan GUEULETTE

Police Information Check	$_____
Volunteer Police Information Check	$ 10.00
Fingerprinting	$_____
Federal Fingerprinting – V/S	$_____
TCN #_____	
Miscellaneous	$_____

No. 41120

Per: MYB

Form #F62/04

City of Nanaimo Police Services

Receipt: 72787/3 Jan 7, 2013
Dated: Jan 7, 2013 11:19:41 AM
Station: RCMP1/RCMPCASH

1 VOL CRIM CHK 41120 - GUEULETTE 10.00

Total 10.00
RCMP - CASH GUEULETTE 10.00

Nanaimo - City Hall
H.S.T.#R106930342

- [x] Cash 1 | 10
- [ ] Debit Card 0
- [ ] Cheque

CITY OF NANAIMO

THE HARBOUR CITY

POLICE SERVICES
303 PRIDEAUX STREET, NANAIMO, BC V9R 2N3

Received From:

COLLEEN JOHNSTON

Police Information Check $_____

Volunteer Police Information Check $ 10.

Fingerprinting $_____

Federal Fingerprinting – V/S $_____

TCN #_____

Miscellaneous $_____

No. 042506

Per: _____

Form #F62/04

☐ Cash

☐ Debit Card

☐ Cheque

CITY OF NANAIMO

THE HARBOUR CITY

POLICE SERVICES
303 PRIDEAUX STREET, NANAIMO, BC V9R 2N3

Received From:

Patricia RADCLIFFE

Police Information Check	$_____
Volunteer Police Information Check	$ 10.00
Fingerprinting	$_____
Federal Fingerprinting – V/S	$_____
TCN #_____	
Miscellaneous	$_____

No. 41171

Per: _____

Form #F62/04

[X] Cash
[ ] Debit Card
[ ] Cheque

1/10
0

CITY OF NANAIMO

THE HARBOUR CITY

POLICE SERVICES
303 PRIDEAUX STREET, NANAIMO, BC V9R 2N3

Received From: Diane WADE

Police Information Check $_____

Volunteer Police Information Check $ 10.-

Fingerprinting $_____

Federal Fingerprinting – V/S $_____

TCN #_____

Miscellaneous $_____

No. 042505

Per: Myp

Form #F62/04

☐ Cash

☒ Debit Card

☐ Cheque

CITY OF NANAIMO

THE HARBOUR CITY

POLICE SERVICES
303 PRIDEAUX STREET, NANAIMO, BC V9R 2N3

Received From:

WILLIAMS, Tammy.

Police Information Check	$_____
Volunteer Police Information Check	$ 10
Fingerprinting	$_____
Federal Fingerprinting – V/S	$_____
TCN #_____	
Miscellaneous	$_____

No. 42628

Per: _____

Form #F62/04

City of Nanaimo - Police Services
RCMP 1

Receipt: 72121/8 Jan 21, 2013
Dated: Jan 21, 2013 2:02:17 PM
Station: RCMP1/RCMPCASH

1 VOL CPIM CHK 42628 - WILLIAMS 10.00

Total 10.00
RCMP - DEBIT WILLIAMS 10.00

Nanaimo - City Hall
H.S.T.#R106930032

- [ ] Cash
- [x] Debit Card
- [ ] Cheque