

**Grants Advisory Committee**  
**August 15, 2012**  
**3:00 p.m. – Bylaw Services Meeting Room, City Hall Annex**  
**238 Franklyn Street**

**AGENDA**

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**1. Information Items**

Minutes of June 20, 2012 meeting	Attached
Report to Council	Attached
2012 Grants Committee Budget	Attached
2012 Synopsis of Grants Awarded/Denied	Attached

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**2. DELEGATION - New Applications**

<b>PTE - 02      Nanaimo Region John Howard Society</b> Request to be placed on the City's 2012 Permissive Tax Exemption Bylaw for property leased at 200 1585 Bowen Road and for any relief from 2012 taxes' deemed appropriate.	Application attached
<b>PTE - 03      Nanaimo Squash Club</b> Request to be placed on the City's 2012 Permissive Tax Exemption Bylaw for property leased at 256 Wallace Street and for any relief from 2012 taxes' deemed appropriate.	Application attached
<b>PTE - 04      Habitat for Humanity Mid-Vancouver Island</b> Request to be placed on the City's 2012 Permissive Tax Exemption Bylaw for property leased at 1-4128 Mostar Road and for any relief from 2012 taxes' deemed appropriate.	Application attached
<b>OG - 02      Nanaimo Citizens on Patrol</b> Cash grant request in the amount of \$2500 to cover costs of introducing a bike component and to purchase additional gas cards for driver reimbursement program.	Application attached

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**3. Next Meeting:**

The next meeting of the Committee is scheduled for Wednesday, September 19, 2012 at 3:00 p.m. in the Bylaw Services Meeting Room, City Hall Annex, 238 Franklyn Street.

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**4. Adjournment:**

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

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**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

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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 PacificCARE) made a presentation relating to their Permissive Tax Exemption application.

4.    NEW BUSINESS

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

MOVED and SECONDED that Pacific Child and Family Enrichment Society (dba PacificCARE) 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

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Chair

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Date

# REPORT TO COUNCIL

DATE OF MEETING: 2012-JUL-09

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

RE: 2012 GRANTS ADVISORY COMMITTEE RECOMMENDATIONS

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## COMMITTEE'S RECOMMENDATION:

That Council award a permissive tax exemption to Pacific Child and Family Enrichment Society (PTE-01) (dba PacificCARE).

## PURPOSE:

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

## BACKGROUND:

The Grants Advisory Committee met on 2012-JUN-20.

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

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

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

## **NEW APPLICATIONS**

### **Permissive Tax Exemptions Category**

#### **Application PTE-01 Pacific Child and Family Enrichment Society (dba PacificCARE)**

The Committee recommends that Council place this Society 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 and until the next review.

Respectfully submitted



Councillor Diana Johnstone  
Chair, Grants Advisory Committee (GAC)

Drafted: 2012-JUN-20  
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Report.docx  
LLM

**GRANTS ADVISORY COMMITTEE  
2012 Grant Applications**

**Other Grants 275000 - 1334**

2011-OG-07 Nanaimo 7-10 Club Society covered by Council contingency  
2011-OG-09 Errington Therapeutic Riding Association - Prior year funds  
OG-01 Nanaimo Volunteer & Information Centre Society  
OG-02 Nanaimo Citizens on Patrol

2006	2007	2008	2009	2010	2011	2012	2012	Remaining
Grant	Grant	Grant	Grant	Grant	Grant	Request	Recommend	Budget
								19,321.00
							9,321.00	10,000.00
							3,000.00	7,000.00
754.00	DNA	DNA	1,521.26	1,293.80	1,408.06	1,397.42	1,397.42	5,602.58
	2,000.00					2,500.00		5,602.58
<b>754.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,521.26</b>	<b>1,293.80</b>	<b>1,408.06</b>	<b>3,897.42</b>	<b>13,718.42</b>	<b>5,602.58</b>

**Subtotal: Other Grants 275000 - 1334**

**Permissive Tax Exemptions 275000 - 1332**

**Subtotal: Permissive Tax Exemptions 27500 - 1332**

<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,000.00</b>
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**Security Check Grants 275000 - 1329**

2011-SC-02 Red Cross - Prior year funds

					90.00	90.00		2,090.00
							90.00	2,000.00

**Subtotal: Security Check Grants 275000 - 1329**

<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>90.00</b>	<b>0.00</b>	<b>90.00</b>	<b>2,000.00</b>
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**Totals**

<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>90.00</b>	<b>0.00</b>	<b>90.00</b>	<b>2,000.00</b>
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Nanaimo 7-10 Club Society - 50% rent reduction for 2012 only  
was approved by Council. Funded from 2012 Council Contingency.

<b>2012 Budget</b>	14,000.00
Add: Transfer from Council Cont	9,321.00
Add: Transfer from Prior Year	3,000.00
Add: Transfer from Prior Year	90.00
Less: Recommended Grants	(13,808.42)
<b>Remaining Budget</b>	<b>12,602.58</b>

## Synopsis of Grants Awarded/Denied 2012

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)	√		√			√	\$1,397.42	'In Kind' grant for Beban Park rental. Funds paid out from Grants cost centre.

### SECURITY CHECK GRANTS


### PERMISSIVE TAX EXEMPTION GRANTS

Pacific Child and Family Enrichment Society (dba Pacific Care) PTE - 01	√		√			√	\$ 0.00	Recommended to be placed on 2012 PTE bylaw.



2012-July-10

Pacific Child and Family Enrichment Society dba Pacific Care  
3156 Barons Road  
Nanaimo, BC V9T 4B5

Attention: Dianne Magor, Executive Director

Dear Ms. Magor,

**Re: Application for Permissive Tax Exemption  
3156 Barons Road – Folio 07498.255**

At its meeting held 2012-Jul-09, Council received a report from the Grants Advisory Committee recommending that property leased by Pacific Child and Family Enrichment Society dba Pacific Care at 3156 Barons Road be placed on the City's 2012 Permissive Tax Exemption Bylaw.

I am pleased to advise that Council endorsed the recommendation of the Grants Advisory Committee. This property will become tax exempt commencing in 2013. Please note that the City conducts a review of all permissive tax exemptions every three years, with the next review year scheduled for 2014.

If you require further information, please do not hesitate to contact me at 250-755-4413.

Sincerely,

Laura Mercer  
Staff Liaison  
Grants Advisory Committee

LM/jb  
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**CITY OF NANAIMO  
EVALUATION  
PERMISSIVE TAX EXEMPTIONS (PTE)**

**Name of Organization: Nanaimo Region John Howard Society**

Request to be placed on 2012 Permissive Tax Exemption Bylaw.

**Grant No. 2012 PTE-02**

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

**Discussion:**

**Notes:**

# JohnHoward

Nanaimo Region John Howard Society

200-1585 Bowen Road, Nanaimo, BC V9S 1G4 • Bus: 250.754.1266 Fax: 250.754.2340

Email: [jhsnan@shawcable.com](mailto:jhsnan@shawcable.com) • Website: [www.jhsnr.org](http://www.jhsnr.org)

July 19, 2012

Laura Mercer  
Staff Liaison  
Grants Advisory Committee  
City of Nanaimo  
455 Wallace Street  
Nanaimo, BC V9R 5J6

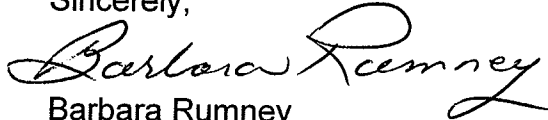
Dear Ms. Mercer:

The Nanaimo Region John Howard Society leases office space at #200-1585 Bowen Road. Further to our conversation, please find our completed application for Permissive Tax Exemption as specified in the triple net .

Included with the application are documents from the Property Manager detailing the Triple Net costs,, acknowledgement from the landlord that the Society will be credited their portion of the dollar value of the tax exemption and a floor plan of the area the Society leases.

Thank you for your consideration.

Sincerely,

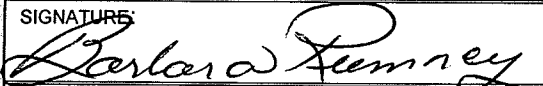


Barbara Rumney  
Executive Director



# CITY OF NANAIMO APPLICATION FOR PERMISSIVE TAX EXEMPTION

Office Use

ORGANIZATION: <b>Nanaimo Region John Howard Society</b>	DATE: <b>JULY 19<sup>TH</sup> 2012</b>
ADDRESS: <b>#200-1585 BOWEN ROAD</b>	PRESIDENT: <b>JOANNE BEVIS</b>
<b>NANAIMO</b>	SENIOR STAFF MEMBER: <b>BARBARA RUMNEY</b>
<b>B.C.</b>	POSITION: <b>EXECUTIVE DIRECTOR</b>
<b>V9S 1G4</b>	CONTACT: <b>BARBARA RUMNEY</b>
TELEPHONE: <b>(250) 754-1266</b>	TELEPHONE: <b>250-754-1266</b>
OVERVIEW OF YOUR ORGANIZATION'S PROGRAMS AND SERVICES OFFERED IN THE COMMUNITY: We are a non-profit registered charitable organization concerned with CRIME Prevention and Crime Reduction Programs through community involvement. The Society serves a wide range of youth, adults and families offered through our programs.	
GEOGRAPHIC AREA SERVED BY THE ORGANIZATION: <b>NANAIMO REGION – PRIMARILY THE CITY OF NANAIMO</b>	
NO. OF FULL TIME STAFF: <b>20</b>	NO. OF PART TIME STAFF: <b>9</b>
NO. OF COMMUNITY VOLUNTEERS: <b>143</b>	NO. OF VOLUNTEER HOURS PER YEAR: <b>2,981.5</b>
NO. OF MEMBERS: <b>23</b>	MEMBERSHIP FEE: <b>\$10.00</b>
CLIENTS SERVED, LAST YEAR: <b>1,389</b>	CLIENTS SERVED, THIS YEAR (PROJECTED): <b>1,500</b>
B.C. SOCIETY ACT REG. NO.: <b>S25007</b>	REVENUE CANADA CHARITABLE REG. NO.: <b>130303936RR0001</b>
CURRENT BUDGET: <b>2012-2013</b>	LEGAL DESCRIPTION OF PROPERTY: <b>LT1, PLAN 36556, LD 32, SECTION 1</b>
INCOME <b>\$1,716,804.98</b>	TAX FOLIO NUMBER: <b>UNKNOWN – RENTAL PROPERTY</b>
EXPENSES: <b>\$1,735,528.98</b>	PID 000-412-856
NEXT YEAR PROJECTED: <b>2012-2013</b>	CURRENT YEAR TAXES (IF KNOWN): <b>\$33,079.00</b>
INCOME: <b>\$1,716,804.98</b>	
EXPENSES: <b>\$1,735,528.98</b>	
SIGNATURE: 	TITLE/POSITION: <b>EXECUTIVE DIRECTOR</b>
	DATE: <b>JULY 19, 2012</b>

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

## CITY OF NANAIMO GRANT QUESTIONNAIRE

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

The Society is a community based registered charity service provider; offering programs that help to build a healthy community through positive social change and citizen involvement. We offer the following 12 programs (serving a wide range of youth, adults and families); Restorative Justice, Volunteer Program, Public Education, Mental Health Outreach, Community Service Orders, Forensic Housing and Outreach, Guthrie Therapeutic Community at Nanaimo Correctional Centre, Vancouver Island Therapeutic Community Nanaimo, Aftercare Outreach, Response and Assistance Program, Community Employment Program and Transitional Housing Program. We are a United Way agency; members of the Chamber of Commerce and Volunteer Nanaimo, The Society are active participants on the Nanaimo Working Group on Homelessness and the Nanaimo Addiction Foundation.

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

Further development and expansion of the Vancouver Island Therapeutic Community

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Continue to support and explore housing opportunities for individuals who are homeless and/or at risk of homelessness

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Expand employment services for ex-offenders

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

By annual reviews from the Board of Directors and funding sources

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Periodic independent evaluations and needs assessments

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Liaison with community colleagues

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

Volunteers assist in the delivery of various programs; as trained facilitators in the Restorative Justice

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Program; practicum students; Social Enterprise Volunteers, special projects and as a Board members.

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

Provincial Community Accountability Program – grant for the Restorative Justice Program - \$2,500

Community Gaming Grant – pending will apply in August 2012

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

We do not have any fees for service.

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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 Society is autonomous, governed by a local Board of Directors.

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

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

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

We are developing a Social Enterprise providing clients with vocational rehabilitation and a potential source of future income for the Society. Additionally, we receive shelter allowance revenue from clients

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participating in the Transitional Housing Program, Forensic Housing\Outreach Program and the Community Therapeutic Program. Finally, we receive a nominal amount of donations.

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10. What will the effect be if you do not receive a Grant in Aid from the City of Nanaimo?  
It would result in a probable operating deficit .

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

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**Jay Cousins, B.Comm.**

1-5140 Metral Drive

Nanaimo, B.C., V9T 2K8

Tel: (250) 751-1223

Fax: (250) 751-3592

Toll free: 1-877-335-4380

e-mail: jay@jaycousins.com

www.jaycousins.com

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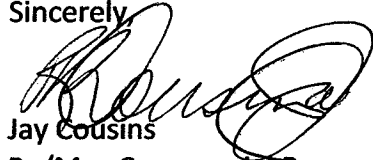
**COMMERCIAL**

July 11, 2012

**To Whom It May Concern**

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

Sincerely,



Jay Cousins

Re/Max Commercial Property Management

Authorized Agent for 811580 BC Ltd





## 1585 BOWEN ROAD

### TRIPLE NET EXPENSES

“Actuals” for 12 Months Ended April 30, 2012

Property Taxes	33,079
Insurance	5,048
Property Management	7,200
Water/Sewer	1,354
License Fee	165
Landscape/Parking Lot	1,680
Waste Removal	3,817
Janitorial	4,336
Gas	3,080
Hydro	2,837
Repairs & Maintenance	3,898
Snow Removal	150
Pest Control	3,335
Security Patrol	<u>1,259</u>
 TOTAL	 71,238
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Total Leasable area 16,964 Sq. Ft.	
Actual cost per Sq. Ft.	\$4.20
	=====

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**STANDARD FORM LEASE**

THIS LEASE made in triplicate this day of July, 2001

BETWEEN:

**LAWRENCE & MELODY CAMPBELL**

Box 1419, Marysville

Washington, USA

98270

Tel: 360-651-7337

(hereinafter referred to as the "Landlord")

OF THE FIRST PART

AND:

**NANAIMO REGION JOHN HOWARD SOCIETY**

4-1585 Bowen Road

Nanaimo, B.C.

V9S 1G4

Tel: 250-000-0000 250 254 1266

(hereinafter referred to as the "Tenant")

OF THE SECOND PART

In consideration of the covenants, agreements and conditions herein contained, the parties agree as follows:

**ARTICLE 1 - PREMISES AND TERM**

**1.01 DEMISE**

The Landlord demises and leases to the Tenant the Premises, as more particularly described and outlined in Schedule "A" attached hereto, comprising an area of 3942 square feet, more or less, located on the following floor(s):

3942 square feet on the upper floor;

of that Building situated at: 1585 Bowen Road, Nanaimo, B.C.

**1.02 HABENDUM AND COMMENCEMENT**

To have and to hold the Premises for and during the Term of Five Years from the Commencement Date.

**ARTICLE 2 - DEFINITIONS**

**2.01 BASE YEAR (OPERATING COSTS)**

"Base Year (Operating Costs)" means the operating costs incurred during the period of TWELVE (12) months commencing on the later of either the Commencement Date.

**2.02 BASE YEAR (TAXES)**

"Base Year (Taxes)" means the taxes assessed during the period of twelve months commencing on the later of either the Commencement Date, or the date in the taxation year following the Commencement Date in which the taxes levied and assessed against the land and the building(s) are so levied and assessed on the basis that the building(s) are fully completed for the whole of such year, without rebate or concession in determining the Base Year (Taxes), a pro-rata adjustment of two ensuing taxation years may be necessary.

**2.03**

**BUILDING**

"Building" means the land and building of which the Premises form a part.

**2.04**

**COMMENCEMENT DATE**

"Commencement Date" shall be the first day of August, 2001. *Handwritten initials*

**2.05**

**MUNICIPAL TAXES**

"Municipal Taxes" means the substantiated aggregate of all property, utility and local improvement taxes or similar charges, duties, rate and assessments save and except business, machinery and equipment taxes charged or levied by any lawful authority against the Building. The Tenant shall not be responsible for increases in the Municipal Taxes resulting from additions or improvements made to the Building by persons other than the Tenant or not requested by the Tenant.

**2.06**

**OPERATING COSTS**

"Operating Costs" means the substantiated direct cost to the Landlord of ordinary non-capital expenditures incurred only in connection with the operation of the Building as itemized in column (b) of Schedule "B" attached hereto, and the costs of services provided by the Landlord but paid for by the Tenant as itemized in column (c) of the said Schedule "B", including, as the context may require, costs for:

- (a) preventative servicing & minor repairs of the heating, ventilating and air-conditioning (HVAC) system;
- (b) water and sewer rates;
- (c) electric power, save and except for power factor surcharges;
- (d) heating;
- (e) snow and garbage removal;
- (f) landscaping and common area maintenance;
- (g) cleaning and maintenance of the interior of the Building;
- (h) preventative servicing and minor repair of elevator(s);
- (i) maintenance of parking lot;
- (j) security services;
- (k) management;
- (l) accounting/legal;

and excluding costs for:

- i) structural maintenance and repairs.

Amounts normally charged to depreciation, interest on debt or capital retirement of debt, and rental agent fees shall not be included in calculating Operating Costs.

**2.07**

**PREMISES**

"Premises" means the area of approximately 3942 square feet, as may be more particularly indicated in a distinguishing colour on the plan of that portion of the Building which is outlined in red and attached to Schedule "A".

**2.08**

**PROPORTIONATE SHARE**

"Proportionate Share" means a fraction, the numerator of which represents the Premises and the denominator of which is the Total Rentable Area of the Building, which areas shall be determined according to the standard method of measurement approved at the time of execution hereof by the Building Owners and Managers Association International, and which is 23.3%. In the event that the Building may be subject to multiple purpose tenancies, due weight and consideration shall be given to the use and benefits derived or being derived by respective classes of tenancies in ascribing the proportionate share factor to the Premises.

**2.09**

**IMPROVEMENTS**

"Improvements" means the improvements to be made to the Premises as may be more particularly set forth in Schedule "C" attached hereto.

**2.10**

**TERM**

"Term" means the period of time described in Paragraph 1.02 and shall be construed, if necessary, to include any term resulting from the exercise of the option to renew in Paragraph 4.09.

**2.11**

**TERM YEAR**

"Term Year" means a ONE (1) year period commencing on the Commencement Date and running one full year thereafter and each subsequent one year period thereafter until termination.

**2.12 TOTAL RENTABLE AREA**

"Total Rentable Area" means the aggregate of all areas in the Building which are rented or available for rental and which is **16950** square feet.

**ARTICLE 3 - RENT AND OTHER CHARGES**

**3.01 RENT**

The Tenant shall pay to the Landlord, Rent over the whole of the Term as follows:

Year	\$ / sq. ft.	Annual Base Rent	Monthly	
1-5	4.50	\$17739.00	\$1478.25	plus GST

**ADDITIONAL RENT**

The parties understand that this lease is completely on a fixed cost basis in favour of the Landlord whereby the Tenants additional rent shall be fixed for the term of this Lease in the amount as follows:

Year	\$ / sq. ft.	Annual Additional Rent	Monthly	
1-5	3.50	\$13797.00	\$1149.75	plus GST

The Landlord shall provide a statement of all operating costs for the building annually. The Tenant acknowledges that no rebate or further charge will be made by the Landlord as an adjustment against actual operating costs of the building annually.

**DEPOSIT**

Within 48 hours of execution of this Lease the Tenant shall pay to Re/Max Jay Cousins Realty in "Trust" \$3163.51, being the first and last months basic rent plus GST due under this agreement. \$1478.25 of the deposit amount shall be applied to the first month's basic rent and the balance retained as a security deposit during the term of the Lease.

\$ 1685.26

**3.02 TAXES**

**a) PROPORTIONATE SHARE OF TAXES**

N/A

**3.03 UTILITIES**

In addition to the basic rent and the additional rent, the Tenant shall be responsible for it's own telephone charges, electrical and gas consumption, and any other utilities not included in the operating costs.

**3.04 RECORDS**

During the term of this Lease, as the same may be renewed, and for a period of not less than TWENTY-FOUR (24) months after the expiration or sooner determination of the said Term,

- a) the Landlord shall, keep and maintain full and complete records of expenses and costs incurred for the Building and the Premises together with proper records of all tender calls, quotations, contracts, correspondence, invoices, receipts and vouchers relating thereto.

**ARTICLE 4 - GENERAL COVENANTS**

**4.01 QUIET ENJOYMENT**

The Landlord covenants with the Tenant for quiet enjoyment.

**4.02 USE OF PREMISES**

The Tenant may use the Premises solely for the programs and functions of the John Howard Society.

**4.03 ACCESS**

The Tenant, its subtenants and their respective servants, agents, employees, licensees and invitees shall have the right in common with other occupants of the Building to pass, repass and utilize all common areas including corridors, lobbies, washrooms, stairways, and passages and over the lands of the Building for the purposes of ingress, egress and full enjoyment of the Premises, parking and other facilities in use by the Tenant.

**REMINDER**

Society Annual Report (Form 11)

Annual Report Fee: \$25.00

Change of Address: Additional \$15.00

**2012 Annual Report**

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

OFFICE USE ONLY

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

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

2. Incorporation Number: **S-0025007** Access Code: **125166538**  
Business Number: **130303936BC0001**

3. The date your 2012 Annual General Meeting was held is (YYYY/MM/DD): 21 June 2012  
(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.)

200 - 1585 BOWEN ROAD  
NANAIMO BC V9S 1G4

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: **ANDERSON**

First name (include initials): **BILL**

Address (include postal code):

2530 HOLYROOD DR  
NANAIMO BC V9S 4K9



Last name: BATTERIL

First name (include initials): PAM

Address (include postal code):

2170 WOODTHRUSH PLACE  
NANAIMO BC V9R 6V2

Last name: BEVIS

First name (include initials): JOANNE

Address (include postal code):

420 HERON PLACE  
NANAIMO BC V9T 4X7

Last name: CHADWICK

First name (include initials): SCOTT

Address (include postal code):

2650 JASMINE PL  
NANAIMO BC V9T 5W6

Last name: GUY

First name (include initials): JUDITH

Address (include postal code):

~~3785 HAMMOND BAY RD~~  
~~NANAIMO BC V9T 1G2~~

*New  
Address*

*1180 Lee Road*

*Parksville B.C. V9P 2L2*

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

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

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

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

Last name: ROBERT

First name (include initials): RICHARD

Address (include postal code):  
~~5430 COLINWOOD DR~~  
~~NANAIMO BC V9T 6G2~~

Churchill

Christopher

279 Pine Street

NANAIMO - B.C V9R 2B7

Last name: SIMON

First name (include initials): WILBERT E.

Address (include postal code):  
3862 MAPLEWOOD DRIVE  
~~NANAIMO BC V9T 6B9~~

Last name: SIPPEL *New address* 5807 Redwing Crescent.  
First name (include initials): JOE NANAIMO B.C V9T 6H9.  
Address (include postal code):  
~~6-1640 NORTHFIELD RD-~~  
~~NANAIMO BC V9S 3A9-~~

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

7. Sign and certify this form.

I certify that this information is accurate and complete.

Signature: *Frances Jellies*

**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.



**THE NANAIMO REGION JOHN HOWARD SOCIETY**

**FINANCIAL STATEMENTS**

**YEAR ENDED MARCH 31, 2012**

**THE NANAIMO REGION JOHN HOWARD SOCIETY**  
**(Incorporated under the Society Act of British Columbia)**

**FINANCIAL STATEMENTS**

**MARCH 31, 2012**

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Notes to Financial Statements	7 - 11

**JOHN D. HOUGH, BA, CGA**  
CERTIFIED GENERAL ACCOUNTANT

Ph. 250 - 751 - 8532  
Fax 250 - 758 - 4043  
Email john@johndhough.com

Page 1

## INDEPENDENT AUDITOR'S REPORT

### To the Members of Nanaimo Region John Howard Society

I have audited the accompanying financial statements of Nanaimo Region John Howard Society, which comprise the statement of financial position as at March 31, 2012 and the statements of operations, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

#### *Management's responsibility for the financial statements*

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

#### *Auditors' responsibility*

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with Canadian auditing standards. Those standards require that I 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.

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

#### *Basis for Qualified Opinion*

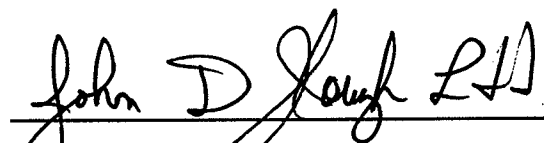
In common with many charitable organizations, the Society derives a part of its revenue from donations, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, my verification of these revenues was limited to the amounts recorded in the records of the Society and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

*(continues)*

Independent Auditor's Report to the Members of Nanaimo Region John Howard Society (*continued*)

**Qualified Opinion**

In my opinion, except for the effect of adjustments, if any, which I might have determined to be necessary had I been able to satisfy myself concerning the completeness of the contributions referred to in the preceding paragraph, the financial statements present fairly, in all material respects, the financial position of Nanaimo Region John Howard Society as at March 31, 2012, and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles. As required by Section 47 of the Society Act of British Columbia, I report that, in my opinion these principles have been applied, on a basis consistent with that of the preceding year.

A handwritten signature in black ink that reads "John D. Hough LTD." The signature is written in a cursive, flowing style. It is positioned above a solid horizontal line.

JOHN D. HOUGH LTD.  
DBA HOUGH & COMPANY  
Certified General Accountant

Nanaimo, British Columbia  
June 13, 2012

# THE NANAIMO REGION JOHN HOWARD SOCIETY

## STATEMENT OF FINANCIAL POSITION

MARCH 31, 2012

### ASSETS

CURRENT	2012	2011
Cash (NOTE 3)	\$ 6,522	\$ 50,587
Restricted cash (NOTE 2(d) and 3)	35,804	44,660
Term deposits (NOTE 2(d) and 3)	59,817	59,817
Accounts receivable (NOTE 2(e))	180,753	90,813
HST receivable	6,058	5,913
Refundable deposit	-	25,000
Prepaid expenses	6,921	5,568
	<u>295,875</u>	<u>282,358</u>
CAPITAL ASSETS (NOTES 2(b), 4, 7 and 8)	507,319	529,232
	<u>\$ 803,374</u>	<u>\$ 811,590</u>

### LIABILITIES

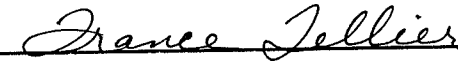
CURRENT		
Bank indebtedness (NOTE 3)	\$ 30,931	\$ -
Accounts payable and accrued liabilities (NOTE 3)	12,442	7,571
Accrued wages payable	17,908	11,562
Unearned revenue	63,951	57,500
Current portion of long term debt (NOTE 7)	3,586	95,631
	<u>128,818</u>	<u>161,264</u>
LONG TERM DEBT (NOTE 7)	89,689	-
	<u>218,507</u>	<u>161,264</u>
CONTINGENCIES (NOTE 9)		

### NET ASSETS

Net assets invested in capital assets (Page 4)	414,044	433,600
Restricted net assets (Page 4) (NOTES 2(d), 3, and 10)	84,790	115,275
Unrestricted net assets (Page 4)	85,853	90,451
	<u>584,867</u>	<u>639,326</u>
	<u>\$ 803,374</u>	<u>\$ 811,590</u>

APPROVED BY THE DIRECTORS

  
Director

  
Director

The accompanying notes are an integral part of these statements.

# **THE NANAIMO REGION JOHN HOWARD SOCIETY**

## **STATEMENT OF CHANGES IN NET ASSETS**

**YEAR ENDED MARCH 31, 2012**

	<u>Invested in capital assets</u>	<u>Restricted</u>	<u>Unrestricted</u>	<u>Total 2012</u>	<u>Total 2011</u>
BALANCE - beginning of year	\$ 433,600	\$ 115,275	\$ 90,451	\$ 639,326	\$ 377,157
Excess (deficiency) of revenues over expenditures (Page 5)	-	-	(24,154)	(24,154)	227,294
Net transfers to (from) restricted net assets (Notes 2(d), 9 and 10)	-	(30,485)	-	(30,485)	34,875
Investment (reduction) in capital assets	<u>(19,556)</u>	<u>-</u>	<u>19,556</u>	<u>-</u>	<u>-</u>
BALANCE - end of year	<u>\$ 414,044</u>	<u>\$ 84,790</u>	<u>\$ 85,853</u>	<u>\$ 584,867</u>	<u>\$ 639,326</u>

The accompanying notes are an integral part of these statements.

# THE NANAIMO REGION JOHN HOWARD SOCIETY

## STATEMENT OF OPERATIONS

YEAR ENDED MARCH 31, 2012

	2012	2011
<b>REVENUES (NOTE 6)</b>		
Contract revenue	\$ 1,058,053	\$ 836,762
Grants	66,149	65,501
Interest	1,699	1,661
Residential revenues	91,762	115,847
Membership dues, donations and sundry (NOTE 8)	23,841	250,813
Sublease rental income (NOTE 5)	22,175	21,825
British Columbia Gaming Commission	81,250	65,000
Social enterprise - Into the Green	6,236	7,775
	<u>1,351,165</u>	<u>1,365,184</u>
<b>EXPENDITURES</b>		
Accounting and bank charges	8,219	4,638
Amortization (NOTES 2 (b) and 4)	23,427	25,643
Contractors	12,872	19,696
Insurance	9,783	7,717
Interest on long term debt (NOTE 7)	6,654	7,062
Maintenance	4,760	5,276
Office supplies	13,177	12,281
Program development and purchases	66,423	46,150
Program purchases - therapeutic community	28,761	-
Rent - administrative (NOTE 5)	43,893	40,985
Rent - residential	70,542	56,120
Staff development	3,751	4,619
Sundry	20,521	3,892
Telephone and cell phone	14,306	13,341
Travel	33,276	28,208
Utilities	34,241	31,874
Vehicle costs	11,248	9,923
Volunteer development	14,053	17,662
Wages and benefits	985,897	767,928
	<u>1,405,804</u>	<u>1,103,015</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES FROM OPERATIONS</b>	(54,639)	262,169
 Net transfers from (to) restricted reserves (NOTES 2(d) and 9)	 30,485	 (34,875)
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<u><u>\$ (24,154)</u></u>	<u><u>\$ 227,294</u></u>

The accompanying notes are an integral part of these statements.

# THE NANAIMO REGION JOHN HOWARD SOCIETY

## STATEMENT OF CASH FLOWS

YEAR ENDED MARCH 31, 2012

	2012	2011
<b>Cash flows from operating activities</b>		
Excess (deficiency) of revenues over expenditures	\$ (24,154)	\$ 227,294
Add items - not requiring an outlay of cash		
Amortization of capital assets	23,427	25,643
Net transfers (from) to restricted reserves	(30,485)	34,875
	(31,212)	287,812
Changes in non-cash working capital		
Accounts receivable	(89,940)	(40,471)
HST receivable	(145)	(3,439)
Refundable deposit	25,000	(25,000)
Prepaid expenses	(1,353)	(1,981)
Accounts payable and accrued liabilities	4,871	(690)
Accrued wages payable	6,346	4,339
Unearned revenue	6,451	10,999
Current portion of long term debt	(92,045)	93,944
	(172,027)	325,513
<b>Cash flows from financing activities</b>		
Advances from long term debt	94,385	-
Repayment of long term debt	(4,696)	(95,631)
	89,689	(95,631)
<b>Cash flows from investing activities</b>		
Acquisition of capital assets	(1,514)	(224,002)
	(1,514)	(224,002)
<b>Net increase (decrease) in cash and cash equivalents</b>	( 83,852)	5,880
<b>Cash and cash equivalents at beginning of year</b>	155,064	149,184
<b>Cash and cash equivalents at end of year</b>	<u>\$ 71,212</u>	<u>\$ 155,064</u>
<b>As represented by:</b>		
Cash - unrestricted	\$ 6,522	\$ 50,587
Cash - restricted	35,804	44,660
Term deposits	59,817	59,817
Bank indebtedness	(30,931)	-
	<u>\$ 71,212</u>	<u>\$ 155,064</u>

The accompanying notes are an integral part of these statements.



# THE NANAIMO REGION JOHN HOWARD SOCIETY

## NOTES TO FINANCIAL STATEMENTS

YEAR ENDED MARCH 31, 2012

### 1. DESCRIPTION OF THE SOCIETY

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

### 2. SIGNIFICANT ACCOUNTING POLICIES

- a) The Society follows the deferral method of accounting for contributions. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Donations in kind are recorded in the year received and expended in program purchases and development.
- b) Capital assets are recorded at cost. Amortization of capital assets has been recorded on a straight - line basis over their estimated useful lives as follows:

Computers and equipment	5 years
Leasehold improvements	5 years
Residential buildings	40 years
Oasis workshop	40 years
Residential furniture and fixtures	5 years
Vehicles	10 years

- c) The Society's financial instruments consist of cash, term deposits, accounts receivable, bank indebtedness, accounts payable, unearned revenue, accrued liabilities and long term debt. Unless otherwise noted, it is management's opinion that the Society is not exposed to significant interest, currency or credit risks arising from these financial instruments.
- d) Net assets internally restricted are Board allocations of unrestricted net assets and are designated as reserves for specific purchases, programs or contingencies. These internally restricted amounts are not available for unrestricted purposes without approval of the Board of Directors.
- e) Accounts receivable include an amount of \$1,135 owed by an employee of the Society (2011- \$ nil). The employee is paying back the loan through withholdings from his paychecks.

# THE NANAIMO REGION JOHN HOWARD SOCIETY

## NOTES TO FINANCIAL STATEMENTS

YEAR ENDED MARCH 31, 2012

### 3. CASH

Cash consists of:

	2012	2011
General account	\$ 6,522	\$ 50,587
High interest savings account - restricted use	14,994	14,086
Gaming account - restricted use	20,808	30,574
Term deposits	59,817	59,817
Bank indebtedness	(30,931)	-
	<u>\$ 71,212</u>	<u>\$ 155,064</u>

The Gaming Policy and Enforcement Branch, Public Safety and Solicitor General has approved the Society's application for direct charitable access for fiscal 2012 under the eligibility category "Human and Social Services and Public Safety". The use of these funds are restricted to eligible purposes that are approved by the Gaming Policy and Enforcement Branch, Public Safety and Solicitor General

The Society has moved \$14,994 into a high interest savings account to satisfy the potential liability of \$ 13,959 for the two former employees of Community Addiction Resources Society.

The Society has a \$60,000 line of credit which bears interest at prime plus 1.5% ( 4.5% as at March 31, 2012). The line of credit is secured by a first mortgage and assignment of rents on the property located at 2227 McGarrigle Road, Nanaimo and a general first charge on company assets. The total interest paid on the line of credit during the year ended March 31, 2012 was \$171. (2011 - \$ nil)

The fair market value of the term deposits at March 31, 2012 is \$ 59,817 (2011 - \$ 59,817).

# THE NANAIMO REGION JOHN HOWARD SOCIETY

## NOTES TO FINANCIAL STATEMENTS

YEAR ENDED MARCH 31, 2012

### 4. CAPITAL ASSETS

	Cost	Accumulated Amortization	2012 Net Book Value	2011 Net Book Value
Computers and equipment	\$ 50,801	\$ 43,430	\$ 7,371	\$ 8,774
Leasehold improvements	33,509	33,509	-	-
Residential buildings	194,672	38,360	156,312	161,179
Land	205,400	-	205,400	205,400
Oasis workshop	96,738	9,604	87,134	89,553
Residential furniture and fixtures	45,303	24,334	20,969	29,556
Vehicles	46,375	16,242	30,133	34,770
	<u>\$ 672,798</u>	<u>\$ 165,479</u>	<u>\$ 507,319</u>	<u>\$ 529,232</u>

### 5. OPERATING LEASE

The office premises at 1585 Bowen Road, Nanaimo, BC are leased until July 31, 2012 with an option to renew for two years. As at March 31, 2012, the Society was committed to minimum lease payments in the following amounts:

March 31, 2013	<u>\$ 14,948</u>
----------------	------------------

The Society is currently renting a portion of their office space to three unrelated societies on a month to month basis for a total of \$ 1,825 per month.

### 6. ECONOMIC DEPENDENCE

The operation of the Society is dependent upon contracts renewed on an annual basis with Service Canada, Correctional Service of Canada, City of Nanaimo, Forensic Psychiatric Services Commission, Solicitor General (Corrections and Gaming branches) and Ministry for Children and Family Development and upon contributions and grants from the City of Nanaimo, the Nanaimo Regional District and Duncan Municipality \ Cowichan District.

# THE NANAIMO REGION JOHN HOWARD SOCIETY

## NOTES TO FINANCIAL STATEMENTS

YEAR ENDED MARCH 31, 2012

### 7. LONG TERM DEBT

	2012	2011
Mortgage: Coastal Community Credit Union: bearing interest at 7.3% per annum; repayable in weekly blended payments of \$ 168. The mortgage matures on January 1, 2016 and is secured by a mortgage on 2227 McGarrigle Road.	\$ 93,275	\$ 95,631
Current portion of long term debt	(3,586)	(95,631)
	\$ 89,689	\$ -
Less current portion due within five years		
March 31, 2013	\$ 3,586	
March 31, 2014	3,799	
March 31, 2015	4,025	
March 31, 2016	4,265	
March 31, 2017	77,600	
	\$ 93,275	

### 8. DONATIONS

During the year ended March 31, 2011, after the dissolution of CARS, the building located at 961 Haliburton Street was legally transferred to the Society. The building was capitalized on the Society's financial statements at its transferred value of \$220,800 plus legal costs.

# THE NANAIMO REGION JOHN HOWARD SOCIETY

## NOTES TO FINANCIAL STATEMENTS

YEAR ENDED MARCH 31, 2012

### 9. CONTINGENT LIABILITY

On June 24, 2010, the Board of the Society passed a resolution to place a restricted reserve of \$13,959 to cover the potential liabilities for two former employees of CARS. The Board also passed a resolution that should other financial liabilities of CARS be substantiated, the Nanaimo Region John Howard Society, will provide CARS financial assistance to a maximum of \$60,775. These liabilities have not been reflected on the financial statements as there is no certainty that they will materialize.

### 10. NET ASSETS INTERNALLY RESTRICTED

	Balance at beginning of year	Net transfers to (from) restricted net assets	Balance at end of year
<b>Operating Reserves</b>			
Forensic Housing \ Outreach program	\$ 20,000	\$ 11,000	\$ 31,000
Forensic Workshop	500	(500)	-
Gaming - Response and Assistance program	-	20,808	20,808
Guthrie Therapeutic Community	16,900	(6,253)	10,647
Into the Green	-	235	235
Mental Health Outreach	-	3,100	3,100
Restorative Justice - Nanaimo	6,800	(4,400)	2,400
Restorative Justice - Duncan	2,500	(2,500)	-
Society Services	46,175	(33,175)	13,000
Vancouver Island Therapeutic Community	22,400	(19,200)	3,200
Volunteer Program	-	400	400
	<u>\$ 115,275</u>	<u>\$ (30,485)</u>	<u>\$ 84,790</u>

Nanaimo Region John Howard Society  
Balance Sheet  
April 30, 2012

CURRENT ASSETS

Credit Union: Operating	\$ 24,322.92	
Credit Union: HISA-C.A.R.S	14,261.28	
Credit Union: Equity	348.82	
Credit Union: Bingo	20,808.84	
Credit Union: Bingo Equity	54.98	
Credit Union: Landscaping	5,881.52	
Credit Union: Restorative Jus	857.11	
Total Cash		\$ 66,535.47
Accounts Receivable	148,351.00	
GST Receivable	7,054.32	
Pre-paid	6,920.76	
Term Deposit	59,817.12	
Restricted Funds	733.30	
Total CURRENT ASSETS		289,411.97

FIXED ASSETS

FO/House	182,392.92
Haliburton House	252,982.04
VANOC	10,000.00
Leasehold Improvements	33,509.19
Oasis Workshop Construction	96,737.52
Office Equipment	50,803.52
Outlander	21,508.92
Mini Vans - H house	24,866.00
less Depreciation:	165,474.78

TOTAL FIXED ASSETS	<u>507,325.33</u>
TOTAL ASSETS	<u>\$796,737.30</u>
	=====

CURRENT LIABILITIES

Accounts Payable &		
Accrued Liabilities	\$ 70,417.86	
Wages & Benefits Payable		
Reserve Fund	<u>77,707.95</u>	
TOTAL CURRENT LIABILITIES		\$148,125.81

LONG-TERM DEBT (Mortgage)		93,011.06
---------------------------	--	-----------

Retained Surplus (Deficit)	<u>555,600.43</u>	
Total Members' Equity		<u>555,600.43</u>
TOTAL LIABILITIES AND SURPLUS		<u>\$796,737.30</u>
		=====

## Analysis: Consolidated Income Statement

Apr 30,12

Description	Actual to Date	Budget to Date	Annual Budget
COMBINED REVENUE			
Administration Transfers	11,450.80	11,450.82	137,410.00
Bingo Pooling\Direct Access	0.00	2,975.66	35,708.00
Bingo\Acct.ledger Transfers	1,633.32	1,734.00	20,808.00
Solicitor General	26,936.83	29,934.66	359,216.00
City of Nana\NRD\	5,583.22	5,583.32	67,000.00
Corrections Service Canada	7,015.35	7,499.99	90,000.00
Donations	40,200.00	3,666.66	44,000.00
Service Canada	11,107.18	12,090.16	145,082.00
Interest	0.38	125.00	1,500.00
Memberships	0.00	25.00	300.00
Ministry for Children & Famil	1,362.12	1,362.12	16,345.44
Ministry of Health	20,947.75	20,947.75	251,373.00
Nan.Work Group\Homeless Commu	377.54	31.46	377.54
Housing Occupants\FO\H	1,500.00	833.33	10,000.00
Rent-Office Co-locators	1,700.00	1,700.00	20,400.00
Reserve Transfers	7,222.47	7,062.47	84,750.00
Social Enterprise\Into Green	3,348.95	619.58	7,435.00
Sundry	11,920.77	4,783.33	57,400.00
Housing Occupants -Supp\Recov	5,215.40	5,666.66	68,000.00
Van.Isl.Therapeutic Program	25,620.62	23,750.00	285,000.00
Volunteer Progam Transfers	475.00	475.00	5,700.00
United Way	0.00	750.00	9,000.00
	-----	-----	-----
TOTAL REVENUE	183,617.70	143,066.97	1,716,804.98
	=====	=====	=====
COMBINED EXPENDITURES			
Administration Fees	11,450.80	11,450.79	137,410.00
Audit\Bank Charges	10.21	467.55	5,611.00
Contractors\JHS	65.01	408.34	4,900.00
Bingo:PE\RAP\VOL Trsf	0.00	1,734.00	20,808.00
Food Purchases\VITC	2,492.41	4,166.66	50,000.00
Garbage\VITC	0.00	163.99	1,968.00
Insurance Housing	0.00	650.99	7,812.00
Insurance Society	0.00	636.57	7,639.00
Maintenance: Office\houses	1,468.77	944.98	11,340.00
Mortgage - Oasis	405.60	446.34	5,356.00
Nan.Work.Group\Homeless Commu	0.00	31.46	377.54
Office Supplies	3,364.28	1,190.07	14,281.00
Payroll: Wages	76,002.18	84,923.20	1,019,079.32
Benefits	5,931.81	4,691.40	56,297.12
Payroll: Employer Costs	7,060.25	6,090.96	73,092.06
Program	2,729.47	3,625.24	43,503.50
Projects	0.00	99.59	1,195.00
Rent\lease - all Nanaimo	9,123.79	10,954.23	131,451.00
SRO-rec\materials\supplies	0.00	125.00	1,500.00
Staff Development	722.69	404.74	4,857.00
Sundry	376.12	0.00	0.00
Telephone	1,081.71	1,363.38	16,361.00
VITC materials\supplies	421.65	583.33	7,000.00
Travel\Accomodation\Meetings	1,102.63	3,366.65	40,400.44
Utilities	2,787.67	3,277.89	39,335.00
Vehicle	0.00	1,034.97	12,420.00
Volunteers\Honorariums	1,315.00	1,794.58	21,535.00
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TOTAL COMBINED EXPENDITURES	127,912.05	144,626.90	1,735,528.98
	-----	-----	-----
Operating Surplus (Deficit)	55,705.65	1,559.93-	18,724.00-
	=====	=====	=====



Nanaimo Region John Howard Society  
 Bingo/Casino Operations  
 For the period April 1, 2012 to April 30, 2012

	Actual to Date	Budget to Date	Annual Budget
BINGO/CASINO REVENUE			
Reserve Transfers	\$ 1,734.00	\$ 1,734.00	\$ 20,808.00
TOTAL BINGO/CASINO REVENUE	\$ 1,734.00	\$ 1,734.00	\$ 20,808.00
	=====	=====	=====
 BINGO/CASINO EXPENDITURES			
PE/RAP/VOL/	0.00	1,734.00	20,808.00
Sundry/other	0.00	0.00	0.00
TOTAL BINGO EXPENDITURES	0.00	1,734.00	20,808.00
BINGO SURPLUS (DEFICIT)	\$ 1,734.00	\$ 0.00	\$ 0.00
	=====	=====	=====

Nanaimo Region John Howard Society  
Community Employment Program  
For the period April 1, 2012 to April 30, 2012

	Actual to Date	Budget to Date	Annual Budget
CEP REVENUE			
Correctional Service Canada	\$ 2,272.50	\$ 2,416.66	\$ 29,000.00
TOTAL CEP REVENUE	\$ 2,272.50	\$ 2,416.66	\$ 29,000.00
	=====	=====	=====
CEP EXPENDITURES			
Administration	241.66	241.66	2,900.00
Audit	10.00	10.00	120.00
Insurance	10.00	10.00	120.00
Maintenance	15.00	15.00	180.00
Office Supplies	15.00	15.00	180.00
Payroll:Benefits	116.66	116.67	1,400.00
Employer Costs	96.98	116.66	1,400.00
Special Serv Worker	1,330.00	1,416.67	17,000.00
Direct Program Expenses	0.00	166.66	2,000.00
Rent	150.00	150.00	1,800.00
Staff Development	0.00	32.50	390.00
Telephone	30.00	30.00	360.00
Travel	0.00	20.83	250.00
Utilities	18.32	18.33	220.00
Vehicle	31.66	31.66	380.00
Volunteers	25.00	25.00	300.00
TOTAL CEP EXPENDITURES	2,090.28	2,416.64	29,000.00
CEP SURPLUS (DEFICIT)	\$ 182.22	\$ 0.02	\$ 0.00
	=====	=====	=====

Nanaimo Region John Howard Society  
Community Service Orders  
For the period April 1, 2012 to April 30, 2012

	Actual to Date	Budget to Date	Annual Budget
CSO REVENUE			
Ministry for Children & Family	\$ 1,362.12	\$ 1,362.12	\$ 16,345.44
Project-Min.for Children & Fam	0.00	0.00	0.00
TOTAL CSO REVENUE	\$ 1,362.12	\$ 1,362.12	\$ 16,345.44
	=====	=====	=====
CSO EXPENDITURES			
Administration	272.41	272.41	3,269.00
Audit / Bank Charges	36.67	36.66	440.00
Insurance	20.00	20.00	240.00
Maintenance	20.00	20.00	240.00
Office Supplies	38.00	38.00	456.00
Payroll: Benefits	50.00	50.83	610.00
Payroll: Employer Costs	53.43	55.00	660.00
Secretary/Reception	12.50	12.50	150.00
Prog. Coord	532.00	583.33	7,000.00
Program Purchases	0.00	2.50	30.00
Rent	150.00	150.00	1,800.00
Staff Development	0.00	8.33	100.00
Telephone	30.00	30.00	360.00
Travel & Meetings	0.00	7.53	90.44
Utilities	30.00	30.00	360.00
Vehicle	20.00	20.00	240.00
Volunteer Development	25.00	25.00	300.00
TOTAL CSO EXPENDITURES	<u>1,290.01</u>	<u>1,362.09</u>	<u>16,345.44</u>
CSO SURPLUS (DEFICIT)	\$ 72.11	\$ 0.03	\$ 0.00
	=====	=====	=====

Nanaimo Region John Howard Society  
Forensic Outreach/Housing  
For the period April 1, 2012 to April 30, 2012

	Actual to Date	Budget to Date	Annual Budget
<b>FORENSIC OUTRE/HOUSE REVENUE</b>			
Ministry of Health	\$ 20,947.75	\$ 20,947.75	\$ 251,373.00
Reserve Transfers	2,583.33	2,583.33	31,000.00
Housing Occupants	1,500.00	833.33	10,000.00
Sundry/other	0.00	1,500.00	18,000.00
<b>TOTAL FORENSIC REVENUE</b>	<b>\$ 25,031.08</b>	<b>\$ 25,864.41</b>	<b>\$ 310,373.00</b>
	=====	=====	=====
<b>FORENSIC EXPENDITURES</b>			
Administration	4,220.58	4,220.58	50,647.00
Audit	60.00	60.00	720.00
Contractors	0.00	333.34	4,000.00
Honorariums	320.00	625.00	7,500.00
Insurance Housing	0.00	197.33	2,368.00
Insurance Society	60.00	60.00	720.00
Maintenance House	0.00	333.33	4,000.00
Maintenance Shop	0.00	60.00	720.00
Mortgage / workshop	405.60	446.34	5,356.00
Office Supplies	123.99	123.99	1,488.00
Payroll: Program Manager .8	2,968.00	3,518.66	42,224.00
Forensic/Outreac .8	2,464.00	2,669.33	32,032.00
Forensic/Outrea FTE	2,870.00	3,185.00	38,220.00
Forensic/Outreac .6	691.60	1,270.67	15,248.00
Forensic/Program Su	452.18	458.33	5,500.00
Benefits	631.31	583.34	7,000.00
Employer Costs	982.54	833.34	10,000.00
Program/life skills lunch	389.06	1,154.41	13,853.00
Projects	0.00	83.33	1,000.00
Rent: Client refunds	0.00	80.08	961.00
Rent: Suites	2,016.30	3,516.33	42,196.00
Staff Development	0.00	100.00	1,200.00
Telephone/cells	295.43	351.67	4,220.00
Telephone/shop	39.91	41.66	500.00
Travel/Meetings	297.43	666.66	8,000.00
Utilities - Work shop	161.57	316.66	3,800.00
Utilities - Apts.	346.66	291.67	3,500.00
Vehicle/insurance/repair	208.34	208.33	2,500.00
Volunteers	75.00	75.00	900.00
<b>TOTAL FORENSIC EXPENDITURES</b>	<b>20,079.50</b>	<b>25,864.38</b>	<b>310,373.00</b>
<b>FORENSIC SURPLUS/ (DEFICIT)</b>	<b>\$ 4,951.58</b>	<b>\$ 0.03</b>	<b>\$ 0.00</b>
	=====	=====	=====

Nanaimo Region John Howard Society  
Forensic/Workshop  
For the period April 1, 2012 to April 30, 2012

	Actual to Date	Budget to Date	Annual Budget
FORENSIC WORKSHOP REVENUE			
Other Income/Work experience	\$ 160.00	\$ 0.00	\$ 0.00
Workshop/house/Reserve Trsf	16.25	16.25	195.00
TOTAL REVENUE	<u>\$ 176.25</u> =====	<u>\$ 16.25</u> =====	<u>\$ 195.00</u> =====
FORENSIC WORKSHOP EXPENDITURES			
Program expenses	0.00	16.25	195.00
House upgrades	0.00	0.01	0.00
TOTAL EXPENDITURES	<u>0.00</u>	<u>16.26</u>	<u>195.00</u>
SURPLUS/ (DEFICIT)	<u>\$ 176.25</u> =====	<u>\$ (0.01)</u> =====	<u>\$ 0.00</u> =====

Nanaimo Region John Howard Society  
Guthrie Therapeutic Community  
For the period April 1, 2012 to April 30, 2012

	Actual to Date	Budget to Date	Annual Budget
GUTHRIE TC REVENUE			
Solicitor General	\$ 24,436.83	\$ 29,726.33	\$ 356,716.00
Reserve	887.24	887.24	10,647.00
TOTAL GTC REVENUE	<u>\$ 25,324.07</u>	<u>\$ 30,613.57</u>	<u>\$ 367,363.00</u>
	=====	=====	=====
GTC EXPENDITURES			
Administration	3,812.17	3,812.16	45,746.00
Audit	100.00	100.00	1,200.00
GTC Escort expenses	0.00	220.00	2,640.00
Insurance	100.00	100.00	1,200.00
Office Supplies	200.00	200.00	2,400.00
Payroll:			
Program Manager	4,480.00	4,853.33	58,240.00
GTC Counsellor	3,080.00	3,336.66	40,040.00
GTC Counsellor	3,220.00	3,488.34	41,860.00
GTC Counsellor	3,080.00	3,336.67	40,040.00
GTC Addiction Worker	0.00	2,660.00	31,920.00
GTC Outreach Worker	3,080.00	3,336.67	40,040.00
GTC Admin Support	1,309.00	1,289.17	15,470.00
GTC Benefits	1,680.71	1,250.00	15,000.00
GTC Employer Costs	1,638.95	1,583.33	19,000.00
Program Expenses	31.14	366.66	4,400.00
Staff Development	650.00	188.91	2,267.00
Telephone/cell	127.65	125.00	1,500.00
Travel/Meetings	140.96	208.33	2,500.00
Vehicle	83.33	83.33	1,000.00
Volunteers	75.00	75.00	900.00
TOTAL GTC EXPENDITURES	<u>26,888.91</u>	<u>30,613.56</u>	<u>367,363.00</u>
GTC SURPLUS / (DEFICIT)	<u>\$ (1,564.84)</u>	<u>\$ 0.01</u>	<u>\$ 0.00</u>
	=====	=====	=====

Nanaimo Region John Howard Society  
 Into Green  
 For the period April 1, 2012 to April 30, 2012

	Actual to Date	Budget to Date	Annual Budget
<b>IG REVENUE</b>			
Customer Revenue	\$ 3,329.37	\$ 600.00	\$ 7,200.00
Reserve (bank acct)	<u>19.58</u>	<u>19.58</u>	<u>235.00</u>
Total IG Revenue	\$ <u>3,348.95</u>	\$ <u>619.58</u>	\$ <u>7,435.00</u>
	=====	=====	=====
<b>IG EXPENDITURES</b>			
Honorariums	0.00	69.58	835.00
Telephone/cell	6.73	50.00	600.00
Program Purchases	797.38	200.00	2,400.00
Travel	29.52	83.32	1,000.00
Vehicle	166.66	166.66	2,000.00
Volunteers	<u>50.00</u>	<u>50.00</u>	<u>600.00</u>
TOTAL EXPENDITURES	<u>1,050.29</u>	<u>619.56</u>	<u>7,435.00</u>
IG SURPLUS (DEFICIT)	\$ <u>2,298.66</u>	\$ <u>0.02</u>	\$ <u>0.00</u>
	=====	=====	=====

Nanaimo Region John Howard Society  
Mental Health Outreach Program  
For the period April 1, 2012 to April 30, 2012

	Actual to Date	Budget to Date	Annual Budget
MHOP REVENUE			
Correction Services Canada	\$ 4,742.85	\$ 5,083.33	\$ 61,000.00
Reserve Transfers	<u>258.33</u>	<u>258.33</u>	<u>3,100.00</u>
TOTAL MHOP REVENUE	<u>\$ 5,001.18</u>	<u>\$ 5,341.66</u>	<u>\$ 64,100.00</u>
	=====	=====	=====
MHOP EXPENDITURES			
Administration	176.66	176.66	2,120.00
Audit	30.00	30.00	360.00
Insurance	20.00	20.00	240.00
Maintenance	20.00	20.00	240.00
Office supplies	30.00	30.00	360.00
Payroll:			
Benefits	75.00	75.00	900.00
Employer Costs	308.15	225.00	2,700.00
Outreach Worker	2,940.00	3,185.00	38,220.00
Program Costs	0.00	53.33	640.00
Rent	350.00	350.00	4,200.00
Telephone/cell	47.87	60.00	720.00
Telephone	20.00	20.00	240.00
Travel-Meetings	0.00	916.66	11,000.00
Utilities	30.00	29.99	360.00
Vehicle	100.00	100.00	1,200.00
Volunteers	<u>50.00</u>	<u>50.00</u>	<u>600.00</u>
TOTAL MHOP EXPENDITURES	<u>4,197.68</u>	<u>5,341.64</u>	<u>64,100.00</u>
MHOP SURPLUS/DEFICIT	<u>\$ 803.50</u>	<u>\$ 0.02</u>	<u>\$ 0.00</u>
	=====	=====	=====



Nanaimo Region John Howard Society  
 NWGH/Community  
 For the period April 1, 2012 to April 30, 2012

	Actual to Date	Budget to Date	Annual Budget
NWGH/COMMUNITY REVENUE			
City of Nanaimo	\$ 377.54	\$ 31.46	\$ 377.54
Donations/Misc	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL NWGH REVENUE	\$ 377.54 =====	\$ 31.46 =====	\$ 377.54 =====
NWGH EXPENDITURES			
Community events	0.00	31.46	377.54
Sundry	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL NWGH EXPENDITURES	<u>0.00</u>	<u>31.46</u>	<u>377.54</u>
NWGH SURPLUS/DEFICIT	\$ 377.54 =====	\$ 0.00 =====	\$ 0.00 =====

Nanaimo Region John Howard Society  
Parkway Trail  
For the period April 1, 2012 to April 30, 2012

	Actual to Date	Budget to Date	Annual Budget
PARKWAY TRAIL & E/N REVENUE:			
City of Nanaimo/Parks & Rec	\$ 1,000.00	\$ 1,000.00	\$ 12,000.00
Parkway Trail Reserves	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL REVENUE	\$ 1,000.00	\$ 1,000.00	\$ 12,000.00
	=====	=====	=====
PARKWAY/E&N EXPENDITURES:			
Administration	200.00	200.00	2,400.00
Audit	20.00	20.00	240.00
Contractors/Honorariums	220.00	375.00	4,500.00
Insurance	30.00	30.00	360.00
Maintenance	30.00	30.00	360.00
Office Supplies	30.00	30.00	360.00
Program purchases	0.00	31.66	380.00
Rent/office	60.00	60.00	720.00
Telephone/office	10.00	10.00	120.00
Travel	0.00	66.66	800.00
Utilities/office	21.66	21.66	260.00
Vehicle(s)	100.00	100.00	1,200.00
Volunteers	25.00	25.00	300.00
	<u>746.66</u>	<u>999.98</u>	<u>12,000.00</u>
TOTAL EXPENDITURES			
PARKWAY/E&N SURPLUS (DEFICIT)	\$ 253.34	\$ 0.02	\$ 0.00
	=====	=====	=====

Nanaimo Region John Howard Society  
Public Education/Bingo  
For the period April 1, 2012 to April 30, 2012

	Actual to Date	Budget to Date	Annual Budget
REVENUE:			
Bingo Transfers/Bingo	\$ 1,414.32	\$ 1,415.00	\$ 16,980.00
Bingo Transfers/Direct Access	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL BINGO REVENUE	<u>\$ 1,414.32</u> =====	<u>\$ 1,415.00</u> =====	<u>\$ 16,980.00</u> =====
CORE/SRO EXPENDITURES			
Audit	30.00	30.00	360.00
Insurance/Office	30.00	30.00	360.00
Payroll: Benefits	100.00	100.00	1,200.00
Employer Costs	100.00	100.00	1,200.00
Executive Director	333.00	333.33	4,000.00
Director of Programs	333.00	333.33	4,000.00
Clerical Supp Worker	166.66	166.66	2,000.00
Rent - Office	266.66	266.66	3,200.00
Telephone	20.00	20.00	240.00
Utilities/Office	35.00	35.00	420.00
Volunteers	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL EXPENDITURES	<u>1,414.32</u>	<u>1,414.98</u>	<u>16,980.00</u>
GAMING SURPLUS (DEFICIT)	<u>\$ 0.00</u> =====	<u>\$ 0.02</u> =====	<u>\$ 0.00</u> =====

Nanaimo Region John Howard Society  
Response and Assistance/Gaming  
For the period April 1, 2012 to April 30, 2012

	Actual to Date	Budget to Date	Annual Budget
RAP REVENUE			
Bingo	\$ 81.50	\$ 181.50	\$ 2,178.00
Total RAP Revenue	\$ 81.50	\$ 181.50	\$ 2,178.00
	=====	=====	=====
RAP/BINGO EXPENDITURES			
Audit/Bank Charges	10.00	10.00	120.00
Insurance	10.00	10.00	120.00
Office supplies	10.00	10.00	120.00
Payroll:			
Employer Costs	0.00	(0.01)	0.00
Program costs	0.00	100.00	1,200.00
Rent office	41.50	41.50	498.00
Telephone office	5.00	5.00	60.00
Utilities	5.00	5.00	60.00
TOTAL EXPENDITURES	81.50	181.49	2,178.00
RAP2 SURPLUS (DEFICIT)	\$ 0.00	\$ 0.01	\$ 0.00
	=====	=====	=====

Nanaimo Region John Howard Society  
Restorative Justice/Nanaimo  
For the period April 1, 2012 to April 30, 2012

	Actual to Date	Budget to Date	Annual Budget
RJ REVENUE			
City of Nanaimo	\$ 4,166.56	\$ 4,166.66	\$ 50,000.00
Provincial CAP Funding	2,500.00	208.33	2,500.00
Donations/Grants/Training	100.00	250.00	3,000.00
Nanaimo Regional District	416.66	416.66	5,000.00
Reserves	200.00	200.00	2,400.00
United Way/Nanaimo	0.00	750.00	9,000.00
TOTAL RJ REVENUE	<u>\$ 7,383.22</u>	<u>\$ 5,991.65</u>	<u>\$ 71,900.00</u>
	=====	=====	=====
RJ EXPENDITURES			
Administration	577.32	577.32	6,928.00
Audit	30.00	30.00	360.00
Insurance	30.00	30.00	360.00
Maintenance	30.00	30.00	360.00
Office Supplies	100.00	100.00	1,200.00
Payroll: Benefits	459.80	348.83	4,186.00
Employer Costs	325.53	348.83	4,186.00
Program Coordinator	3,220.00	3,488.33	41,860.00
Program Purchases	0.00	208.33	2,500.00
Rent - Office	599.99	599.99	7,200.00
Staff Development	0.00	25.00	300.00
Telephone	30.00	30.00	360.00
Travel/Meetings	0.00	125.00	1,500.00
Volunteers	50.00	50.00	600.00
TOTAL RJ EXPENDITURES	<u>5,452.64</u>	<u>5,991.63</u>	<u>71,900.00</u>
RJ SURPLUS (DEFICIT)	<u>\$ 1,930.58</u>	<u>\$ 0.02</u>	<u>\$ 0.00</u>
	=====	=====	=====

Nanaimo Region John Howard Society  
Society Services Program  
For the period April 1, 2012 to April 30, 2012

	Actual to Date	Budget to Date	Annual Budget
<b>SOCIETY SERVICES REVENUE</b>			
Administrative Transfers	\$ 11,450.80	\$ 11,450.82	\$ 137,410.00
Donations	100.00	83.33	1,000.00
Interest	0.38	125.00	1,500.00
GT Hiring Solutions	8,177.00	2,833.33	34,000.00
Memberships	0.00	25.00	300.00
Rent -Other Agencies	1,700.00	1,700.00	20,400.00
Reserve Transfer	1,083.33	1,083.33	13,000.00
Sundry/Misc.	3,743.77	450.00	5,400.00
<b>TOTAL SOCIETY SERVICES REVENUE</b>	<b>\$ 26,255.28</b>	<b>\$ 17,750.81</b>	<b>\$ 213,010.00</b>
	=====	=====	=====
<b>SOCIETY SERVICES EXPENDITURES</b>			
Audit/Bank charges	(421.44)	0.00	0.00
CAMS	387.65	370.00	4,440.00
Insurance	(484.99)	115.00	1,380.00
Maintenance	65.01	75.00	900.00
Office Supplies	1,448.45	346.67	4,160.00
Payroll: Benefits	1,042.61	833.33	10,000.00
Payroll: Employer Costs	1,339.06	833.33	10,000.00
Payroll: Executive Director	5,032.12	5,470.58	65,647.00
Payroll: Director of Programs	5,032.12	5,470.58	65,647.00
Payroll: Admin Supp	2,253.85	2,866.67	34,400.00
Payroll: Relief	1,221.36	83.34	1,000.00
Program	904.62	250.00	3,000.00
Rent	2,038.01	2,038.34	24,460.00
Staff Development	72.69	0.00	0.00
Sundry	376.12	0.00	0.00
Telephone/cells	(119.98)	83.33	1,000.00
Travel & Meetings	58.51	175.00	2,100.00
Utilities	157.07	250.00	3,000.00
Vehicle Insurance/maintenance	(826.65)	0.00	0.00
Volunteer Development	50.00	50.00	600.00
<b>TOTAL SS EXPENDITURES</b>	<b>19,626.19</b>	<b>19,311.17</b>	<b>231,734.00</b>
<b>SS SURPLUS (DEFICIT)</b>	<b>\$ 6,629.09</b>	<b>\$ (1,560.36)</b>	<b>\$ (18,724.00)</b>
	=====	=====	=====

Nanaimo Region John Howard Society  
Supportive Recovery/Outreach  
For the period April 1, 2012 to April 30, 2012

	Actual to Date	Budget to Date	Annual Budget
SRO REVENUE			
Housing Occupants	\$ 5,215.40	\$ 5,666.66	\$ 68,000.00
Reserve Transfers	0.00	0.00	0.00
TOTAL SRO REVENUE	<u>\$ 5,215.40</u>	<u>\$ 5,666.66</u>	<u>\$ 68,000.00</u>
	=====	=====	=====
SRO EXPENDITURES			
Administration	1,950.00	1,950.00	23,400.00
Audit	43.33	43.33	520.00
Honorariums	300.00	250.00	3,000.00
Insurance Houses	0.00	30.00	360.00
Insurance office	30.00	30.00	360.00
Maintenance Houses	68.58	83.33	1,000.00
Materials & Supplies Houses	0.00	125.00	1,500.00
Office supplies	30.00	30.00	360.00
Payroll:			
Admin. Support	43.33	43.33	520.00
Special Serv Worker	1,120.00	1,365.00	16,380.00
Employer Costs	109.87	100.00	1,200.00
Benefits	10.43	83.33	1,000.00
Program Expenses	84.10	416.66	5,000.00
Rent Refunds	0.00	250.00	3,000.00
Staff Development	0.00	50.00	600.00
Telephone/Houses/cells	200.20	150.00	1,800.00
Travel/meetings	(109.56)	250.00	3,000.00
Utilities Houses	147.09	250.00	3,000.00
Vehicle	116.66	116.66	1,400.00
Volunteers	<u>50.00</u>	<u>50.00</u>	<u>600.00</u>
TOTAL SRO EXPENDITURES	<u>4,194.03</u>	<u>5,666.64</u>	<u>68,000.00</u>
SRO SURPLUS/(DEFICIT)	<u>\$ 1,021.37</u>	<u>\$ 0.02</u>	<u>\$ 0.00</u>
	=====	=====	=====

Nanaimo Region John Howard Society  
Transitional Housing  
For the period April 1, 2012 to April 30, 2012

	Actual to Date	Budget to Date	Annual Budget
THP REVENUE			
Service Canada/THP/HPS	\$ 11,107.18	\$ 12,090.16	\$ 145,082.00
TOTAL THP REVENUE:	\$ 11,107.18	\$ 12,090.16	\$ 145,082.00
	=====	=====	=====
THP EXPENDITURES			
Answering Service	123.57	155.00	1,860.00
Insurance/Houses	0.00	215.33	2,584.00
Payroll:			
Benefits-ED/AM/PSW	363.58	403.42	4,841.12
Emp Costs/ED/AM/PSW	492.47	475.50	5,706.06
Executive Director	365.82	396.30	4,755.66
Director of Programs	365.82	396.30	4,755.66
Program Sup Worker	282.00	303.33	3,640.00
Outreach Worker	3,080.00	3,336.66	40,040.00
Special Service Worker	1,540.00	1,668.33	20,020.00
Direct Project Costs/Supplies	55.52	275.33	3,304.00
Organizational Infrastruc Cos			
Utilities/office	31.61	55.62	667.50
Audit/office	0.00	35.91	431.00
Telephone/office/internet	0.00	33.41	401.00
Insurance/general office	0.00	36.58	439.00
Office Supplies/Photo Copier	187.87	79.75	957.00
Rent: Houses	3,000.00	3,000.00	36,000.00
Telephone Houses	33.23	0.00	0.00
Telephone (cell)	71.39	65.00	780.00
Travel	371.35	200.00	2,400.00
Utilities/Houses	739.85	958.33	11,500.00
TOTAL THP EXPENDITURES	11,104.08	12,090.10	145,082.00
THP SURPLUS/(DEFICIT)	\$ 3.10	\$ 0.06	\$ 0.00
	=====	=====	=====



Nanaimo Region John Howard Society  
VITC/Surfside  
For the period April 1, 2012 to April 30, 2012

	Actual to Date	Budget to Date	Annual Budget
<b>VITC/SURFSIDE REVENUE</b>			
BC Corrections	\$ 1,800.00	\$ 1,250.00	\$ 15,000.00
Donations/Other	40,000.00	3,333.33	40,000.00
Gaming	0.00	2,975.66	35,708.00
Reserve Transfers	266.66	266.66	3,200.00
Surfside Society	23,820.62	22,500.00	270,000.00
<b>TOTAL VITC REVENUE</b>	<b>\$ 65,887.28</b>	<b>\$ 30,325.65</b>	<b>\$ 363,908.00</b>
	=====	=====	=====
<b>VITC EXPENDITURES</b>			
Audit	41.66	41.66	500.00
Garbage	0.00	163.99	1,968.00
Insurance-house	0.00	208.33	2,500.00
Insurance-Liability	125.00	125.00	1,500.00
Leasing Fee	375.00	375.00	4,500.00
Maintenance	1,265.20	333.33	4,000.00
Materials & Supplies	421.65	583.33	7,000.00
Office Supplies	1,130.98	166.67	2,000.00
Payroll:			
Benefits	1,373.86	833.33	10,000.00
Employer Costs	1,588.27	1,406.66	16,880.00
Program Manager	2,215.00	2,600.00	31,200.00
Administrative Officer	3,335.00	3,488.33	41,860.00
Addiction Worker	2,660.00	2,881.67	34,580.00
Cook	2,790.40	2,773.33	33,280.00
Night Supervisor	2,093.00	2,253.33	27,040.00
Weekend Supervisor(s)	3,879.46	4,225.00	50,700.00
Evening Supervisor	1,417.00	1,408.33	16,900.00
Program Purchases	326.48	583.33	7,000.00
Telephone	90.73	83.33	1,000.00
Travel	314.42	416.66	5,000.00
Food	2,492.41	4,166.66	50,000.00
Utilities	1,048.21	1,000.00	12,000.00
Vehicle	0.00	208.33	2,500.00
<b>TOTAL VITC EXPENDITURES</b>	<b>28,983.73</b>	<b>30,325.60</b>	<b>363,908.00</b>
<b>VITC SURPLUS / (DEFICIT)</b>	<b>\$ 36,903.55</b>	<b>\$ 0.05</b>	<b>\$ 0.00</b>
	=====	=====	=====

Nanaimo Region John Howard Society  
Volunteer Program  
For the period April 1, 2012 to April 30, 2012

	Actual to Date	Budget to Date	Annual Budget
REVENUE			
Program Transfers	\$ 475.00	\$ 475.00	\$ 5,700.00
Reserves	<u>33.33</u>	<u>33.33</u>	<u>400.00</u>
Total Vol Revenue	\$ 508.33	\$ 508.33	\$ 6,100.00
	=====	=====	=====
EXPENDITURES:			
Audit	19.99	19.99	240.00
Insurance	19.99	19.99	240.00
Maintenance	19.99	19.99	240.00
Office Supplies	19.99	19.99	240.00
Payroll:			
Volunteer Coordinator	208.32	208.32	2,500.00
Program Support	41.66	41.66	500.00
Benefits	27.85	13.32	160.00
Employer Costs	25.00	13.32	160.00
Program expenses	80.00	29.70	356.50
Rent	76.33	76.33	916.00
Telephone	19.98	19.98	240.00
Travel/Meetings	0.00	10.00	120.00
Utilities	15.63	15.63	187.50
Vehicle	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL EXPENDITURES	<u>574.73</u>	<u>508.22</u>	<u>6,100.00</u>
VOL SURPLUS/DEFICIT	\$ (66.40)	\$ 0.11	\$ 0.00
	=====	=====	=====

Nanaimo Region John Howard Society  
 Volunteer/Gaming  
 For the period April 1, 2012 to April 30, 2012

	Actual to Date	Budget to Date	Annual Budget
REVENUE			
Gaming	\$ 137.50	\$ 137.50	\$ 1,650.00
Total Vol2 Revenue	\$ 137.50	\$ 137.50	\$ 1,650.00
	=====	=====	=====
EXPENDITURES:			
Payroll:			
Vol Coordinator	137.50	137.50	1,650.00
Vehicle	0.00	0.00	0.00
TOTAL EXPENDITURES	137.50	137.50	1,650.00
VOL 2 SURPLUS/DEFICIT	\$ 0.00	\$ 0.00	\$ 0.00
	=====	=====	=====

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

**Name of Organization: Nanaimo Squash Club**

Request to be placed on 2012 Permissive Tax Exemption Bylaw.

**Grant No. 2012 PTE-03**

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

**Discussion:**


**Notes:**



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

Office Use

PTE 03

ORGANIZATION: Nanaimo Squash Club		DATE: AUGUST 1, 2012	
ADDRESS: 256 WALLACE STREET, NANAIMO, BC V9R 5B3		PRESIDENT: OMI FONTAINE	
		SENIOR STAFF MEMBER: GREG VANDER KOOI	
		POSITION: SQUASH PRO	
		CONTACT: SIMON DAVIDSON	
TELEPHONE: 250-754-3123		TELEPHONE: 250-616-1474	
<p>OVERVIEW OF YOUR ORGANIZATION'S PROGRAMS AND SERVICES OFFERED IN THE COMMUNITY: NSC MISSION STATEMENT – "To provide high quality squash facilities for all members, guests and the general public in the central Vancouver Island region in a friendly, social and competitive atmosphere. We will deliver value for all player levels in order to continually grow and strengthen the Nanaimo Squash Club".</p>			
GEOGRAPHIC AREA SERVED BY THE ORGANIZATION: NANAIMO AND MID-ISLAND			
NO. OF FULL TIME STAFF: 0		NO. OF PART TIME STAFF: 2	
NO. OF COMMUNITY VOLUNTEERS: 75		NO. OF VOLUNTEER HOURS PER YEAR: 2000	
NO. OF MEMBERS: <del>135</del> 150 O.F.		MEMBERSHIP FEE: SINGLE \$72 (ALL INCL. HST) COUPLE/FAMILY \$115, STUDENT/JUNIOR \$34	
CLIENTS SERVED, LAST YEAR: 1000		CLIENTS SERVED, THIS YEAR (PROJECTED): 1100	
B.C. SOCIETY ACT REG. NO.: S - 0021396		REVENUE CANADA CHARITABLE REG. NO.: N/A	
CURRENT BUDGET:		LEGAL DESCRIPTION OF PROPERTY: PLAN 43024, LOT 1, SEC 1, NANAIMO DISTRICT	
INCOME: \$159,000			
EXPENSES: \$157,000		TAX FOLIO NUMBER: 86226.000	
NEXT YEAR PROJECTED:			
INCOME: \$165,000		CURRENT YEAR TAXES (IF KNOWN): \$53,834 (NSC PORTION, \$14,642)	
EXPENSES: \$160,000			
SIGNATURE: 		TITLE/POSITION: PRESIDENT	
		DATE: AUGUST 1, 2012	
<p><b>NOTE: YOUR ORGANIZATION'S MOST RECENT AUDITED FINANCIAL STATEMENTS AND CURRENT FINANCIAL STATEMENTS MUST BE ATTACHED TO THE APPLICATION FORM (INCLUDING A BALANCE SHEET AND INCOME</b></p>			

August 1, 2012

~~Grants Advisory Committee, c/o Laura Mercer~~

~~Finance Department~~

City of Nanaimo

455 Wallace Street

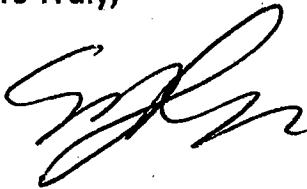
Nanaimo, B.C. V9R 5J6

**SUBJECT: APPLICATION FOR PERMISSIVE TAX EXEMPTION**

Please find enclosed our application for Permissive Tax Exemption for the upcoming year. Should there be a need for additional information then please do not hesitate to contact me.

We respectfully look forward to your consideration of our application.

Yours Truly,

A handwritten signature in black ink, appearing to read 'SD', is written over a faint, larger signature that appears to read 'Simon Davidson'.

Simon Davidson

Board Member, Nanaimo Squash Club

Email: [simonrdavidson@gmail.com](mailto:simonrdavidson@gmail.com)

Tel.: 250-756-9222

Mobile: 250-616-1474

## **CITY OF NANAIMO GRANT QUESTIONNAIRE**

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

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

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

NSC is a non-profit organization with member and drop in fees going directly to the daily operation of the club. Today the club consists of 150 members that have 24 hour access to the club. During regular hours of operation the club is open to the public and sees over 500 drop-in visits per year. The NSC has four International Squash Courts, two of which are glass-backed viewing courts.

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

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

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

We host tournaments and ladders for players of novice to "A" level that are open to all ages and skills levels.

*Special note: - our members travel to various provincial and international tournaments and 2 years ago in Australia our number one women's "A" level player won the world championship.*

The Nanaimo Squash Club hosts its annual sanctioned tournament every February which attracts players from all over BC for a 3 day visit to Nanaimo.

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

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

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

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

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

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

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

The NSC received its first municipal grant in 2010 for our annual tournament. Additional funds to date have been provided through tournament and League sponsorships and donations. This will be the first year that we will be researching other forms of funds available for the service we provide and approach service clubs for possible support of our youth programs.

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

**Monthly Membership Fees (includes HST):**

Single – single parents can include children 16 and under	\$72.00
Couple/Family Rate (children under 18 included)	\$115.00
Student – must be full time students and provide student ID or transcripts	\$34.00
Fitness only or Medical	\$38.00
Junior	\$34.00
Corporate Rate 5 people 15% discount	
10 people 25% discount	

**Special Group Introductory Membership**

Gather 4 or more people that are new to the game and your group will qualify for 3 months for \$150 per person

General Public Drop In Fee \$10.00

All memberships are for a one year period and are subject to change – Prices Include HST.

In order to qualify for our couple rate the couple must be either married or common law

Juniors - \$8.00 per visit

League - \$40 per participants (Spring & Fall)

Tournaments - \$50 Squash BC Members and \$60 non-member per participant

School programs - \$2.50 per students per visit

Private Function Facility Rental - \$250

These costs are determined based on operation costs. Our youth programs are breakeven and tournament and League fees cover the cost of the program.

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

Paid members of Squash BC and it does not affect the financial structure of the club or membership.

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

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





# Registry Services

## SOCIETY ANNUAL REPORT (FORM 11)

Annual Report Fee \$25.00

Change of Address: Additional \$15.00

### Annual Report

OFFICE USE ONLY

1. Name of Society:

Nanaimo Squash Club

Address of Society:

256 Wallace Street

Nanaimo, BC V9R 5B3

2.

Incorporation Number:

S-0021396

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

See the last page for details

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

↑  
[Insert year of Annual General Meeting]

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

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

256 Wallace Street

Nanaimo, BC V9R 5B3

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

NOTE

One director must be a B.C. resident

5. The society's directors are listed below.

Addresses must be physical locations. No PO Boxes.

Last name: Fontaine

First name (include initials): Omi

Address (include postal code): 311 Kennedy Street - UNIT A

Nanaimo, BC V9R 2J2

Last name: Valliere

First name (include initials): James S.

Address (include postal code): 1338 Ivy Lane

Nanaimo, BC V9T 5T2

Last name: Morben

First name (include initials): Melinda J.

Address (include postal code): 4567 Sheridan Ridge  
Nanaimo, BC V9T 6S6

Last name: Braun

First name (include initials): Rhenda C.

Address (include postal code): 5804 Delta Circle  
Nanaimo, BC V9G 1E7

Last name: Davidson

First name (include initials): Sharon M.

Address (include postal code): 6050 Driftwood Place  
Nanaimo, BC V9V 1G2

Last name: Davidson

First name (include initials): Simon R.

Address (include postal code): 6050 Driftwood Place  
Nanaimo, BC V9V 1G2

Last name: Newstone

First name (include initials): Daniel A.

Address (include postal code): 188 Wildlife Place  
Nanaimo, BC V9R 6H2

Last name: Fitterer

First name (include initials): Anthony C.M.

Address (include postal code): 7319 Millard Drive  
Lantzville, BC V0R 2H0

Last name: Rutherford

First name (include initials): David

Address (include postal code): Nanaimo, BC

Last name: \_\_\_\_\_

First name (include initials): \_\_\_\_\_

Address (include postal code): \_\_\_\_\_

Last name: \_\_\_\_\_

First name (include initials): \_\_\_\_\_

Address (include postal code): \_\_\_\_\_

Last name: \_\_\_\_\_

First name (include initials): \_\_\_\_\_

Address (include postal code): \_\_\_\_\_

# Nanaimo Squash Club

## Comparative Balance Sheet

	As at 03/31/2012	As at 03/31/2011
<b>ASSET</b>		
<b>ASSETS</b>		
Cash Clearing	1,535.67	0.00
Cash Register Float	200.00	200.00
CCCU - Cheq.Acct.	16,080.15	15,836.89
RBC Tournament Acct 03180 1...	1,466.25	3,799.96
CCCU Savings Acct#10001916...	5.08	5.08
Bank of BC	0.00	0.00
Prepaid Expenses	1,681.95	1,428.76
Inventory - Clothing & Equipment	529.91	1,004.20
Inventory - Bar	1,633.42	2,157.61
Inventory - Pop/Juice Misc.	151.08	182.76
Inventory - Key Cards	307.62	389.90
Furniture & Equipment	13,494.59	12,969.35
A/A - Furniture & Equipment	-2,786.39	-3,116.38
<b>TOTAL ASSETS</b>	<b>34,299.33</b>	<b>34,858.13</b>
<b>TOTAL ASSET</b>	<b>34,299.33</b>	<b>34,858.13</b>
<b>LIABILITY</b>		
<b>LIABILITIES</b>		
Prepaid Dues	4,566.33	11,697.26
Accounts Payable	4,363.08	636.75
Vacation Pay Payable	801.80	124.32
EI Payable	0.00	0.00
CPP Payable	0.00	0.00
Income Tax Payable	0.00	0.00
WCB Payable	39.27	53.17
PST Payable	0.00	0.00
HST/GST Charged on Sales	1,047.61	1,409.95
HST/GST Paid on Purchases	-833.86	-1,360.82
HST/GST Payable	0.00	0.00
Loan - Tony Fitterer	388.00	543.00
<b>TOTAL LIABILITIES</b>	<b>10,372.23</b>	<b>13,103.63</b>
<b>TOTAL LIABILITY</b>	<b>10,372.23</b>	<b>13,103.63</b>
<b>EQUITY</b>		
<b>MEMBERS EQUITY</b>		
Retained Earnings	21,754.50	7,853.33
Current Earnings	2,172.60	13,901.17
<b>TOTAL MEMBERS EQUITY</b>	<b>23,927.10</b>	<b>21,754.50</b>
<b>TOTAL EQUITY</b>	<b>23,927.10</b>	<b>21,754.50</b>
<b>LIABILITIES AND EQUITY</b>	<b>34,299.33</b>	<b>34,858.13</b>

# Nanaimo Squash Club

## Comparative Income Statement

	Actual 04/01/2011 to 03/31/2012	Actual 04/01/2010 to 03/31/2011
<b>REVENUE</b>		
<b>GENERAL REVENUE</b>		
Membership Dues	86,433.25	81,587.05
Junior Dues	445.11	1,464.41
League Revenue	2,154.03	2,797.24
Card Revenue	585.00	450.00
Other Income	99.98	0.00
Sponsorship Revenue	2,650.00	0.00
Sales Tax Commission	0.00	42.23
Guest Fees	2,832.44	2,604.67
Locker Fees	860.21	629.78
Interest Income	1.73	245.32
Commissions on Racquets	60.00	25.00
Fundraising Revenue	190.00	4,544.32
Tournament Revenue	5,698.41	12,675.93
<b>TOTAL GENERAL REVENUE</b>	<b>102,010.16</b>	<b>107,065.95</b>
<b>LOUNGE REVENUE</b>		
Clothing & Equipment Sales	3,187.62	7,561.57
Bottled Beer Sales	20,923.74	25,456.18
Draft Beer Sales	0.00	500.53
Wine Sales	731.52	693.36
Liquor Sales	762.41	1,931.27
Cider/Cooler Sales	494.95	773.61
Pop/Juice Sales	1,328.52	813.84
Member Lessons	0.00	375.00
Sundry Sales	17.88	0.00
<b>TOTAL LOUNGE REVENUE</b>	<b>27,446.64</b>	<b>38,105.36</b>
<b>TOTAL REVENUE</b>	<b>129,456.80</b>	<b>145,171.31</b>
<b>EXPENSE</b>		
<b>COST OF GOODS</b>		
COGS - Clothing & Equipment	2,264.27	4,639.15
COGS - Bottled Beer	12,039.03	15,316.31
COGS - Draft Beer	0.00	184.37
COGS - Wine	389.08	311.50
COGS - Liquor	384.06	762.04
COGS - Cider/Coolers	240.12	313.80
COGS - Pop/Juice	587.45	404.03
<b>TOTAL COST OF GOODS</b>	<b>15,904.01</b>	<b>21,931.20</b>
<b>LEAGUE</b>		
League Food	1,606.51	1,713.75
League Supplies	277.29	266.32
<b>TOTAL LEAGUE COSTS</b>	<b>1,883.80</b>	<b>1,980.07</b>
<b>LOUNGE GENERAL OPERAT...</b>		

# **Manaimo Squash Club** **Comparative Income Statement**

	Actual 04/01/2011 to 03/31/2012	Actual 04/01/2010 to 03/31/2011
Freight Expense	79.62	52.49
Lounge - Operating Supplies	2,412.41	1,425.95
Lounge - Licences & Dues	224.98	290.00
Lounge - Cash Over/Short	0.00	19.25
Lounge - Litter	36.56	418.39
<b>TOTAL LOUNGE GENERAL E...</b>	<b>2,753.57</b>	<b>2,206.08</b>
<b>CLUB OPERATING COSTS</b>		
Tournament Expense	7,197.28	9,355.67
Junior Expense	206.72	216.99
Accounting	2,640.00	2,440.00
Advertising & Marketing	1,406.15	867.90
Stringing Costs	30.00	0.00
Bank Charges	366.25	1,301.68
Credit Card Fees	1,532.90	1,753.03
Cable Expense	981.76	1,160.59
Member Lessons	636.00	720.00
Insurance	3,871.83	3,891.06
Club - Licences & Dues	1,065.00	466.00
Janitorial Contract	350.00	1,250.00
Management Wages	0.00	0.00
CPP Expense	0.00	0.00
EI Expense	0.00	0.00
WCB Expense	0.00	0.00
Total Management Wages	0.00	0.00
Office Expense	1,256.86	1,200.91
Freight Charges	0.00	12.00
Club Equipment	4,102.89	5,202.84
Squash Pro/Coordinator	14,026.61	5,080.00
Security	359.40	359.40
Lease - Rent	37,369.19	37,728.48
Telephone	644.43	1,540.30
Hydro	5,171.07	4,012.19
Cleaning Supplies	2,080.00	2,811.06
Repairs & Maintenance	2,098.67	2,708.59
<b>TOTAL CLUB OPERATING C...</b>	<b>87,393.01</b>	<b>84,078.69</b>
<b>LOUNGE WAGES</b>		
Bar - Wages	18,113.94	19,620.01
Bar - CPP Expense	652.35	743.77
Bar - EI Expense	415.09	447.07
Bar - WCB Expense	168.43	263.25
Total Bar Wages	19,349.81	21,074.10
<b>TOTAL LOUNGE WAGES</b>	<b>19,349.81</b>	<b>21,074.10</b>
<b>TOTAL EXPENSE</b>	<b>127,284.20</b>	<b>131,270.14</b>
<b>NET INCOME</b>	<b>2,172.60</b>	<b>13,901.17</b>

# Nanaimo Squash Club

## Comparative Income Statement

	Actual 05/01/2012 to 05/31/2012	Actual 05/01/2011 to 05/31/2011	Actual 04/01/2012 to 05/31/2012	Actual 04/01/2011 to 05/31/2011
<b>REVENUE</b>				
<b>GENERAL REVENUE</b>				
Membership Dues	6,895.20	7,782.51	14,845.06	15,446.07
Junior Dues	0.00	28.60	0.00	345.01
Card Revenue	0.00	75.00	45.00	135.00
Sponsorship Revenue	500.00	0.00	500.00	0.00
Guest Fees	223.47	106.20	616.76	365.43
Locker Fees	40.23	178.97	40.23	201.32
Interest Income	0.17	0.15	0.33	0.31
Tournament Revenue	0.00	403.99	200.00	428.99
<b>TOTAL GENERAL REVENUE</b>	<b>7,659.07</b>	<b>8,575.42</b>	<b>16,247.38</b>	<b>16,922.13</b>
<b>LOUNGE REVENUE</b>				
Clothing & Equipment Sales	91.29	251.14	394.79	666.15
Bottled Beer Sales	1,790.97	2,084.32	4,142.82	4,342.34
Wine Sales	98.32	25.46	135.38	180.05
Liquor Sales	98.99	47.73	173.37	161.26
Cider/Cooler Sales	64.59	94.22	139.89	94.22
Pop/Juice Sales	76.84	96.54	247.52	248.44
<b>TOTAL LOUNGE REVENUE</b>	<b>2,221.00</b>	<b>2,599.41</b>	<b>5,233.77</b>	<b>5,692.46</b>
<b>TOTAL REVENUE</b>	<b>9,880.07</b>	<b>11,174.83</b>	<b>21,481.15</b>	<b>22,614.59</b>
<b>EXPENSE</b>				
<b>COST OF GOODS</b>				
COGS - Clothing & Equipment	105.44	203.24	157.19	409.15
COGS - Bottled Beer	1,007.35	1,068.42	1,910.98	2,858.75
COGS - Wine	92.75	12.46	98.77	93.47
COGS - Liquor	27.69	14.03	52.38	96.99
COGS - Cider/Coolers	4.29	45.20	29.44	45.20
COGS - Pop/Juice	39.76	49.21	112.60	124.69
<b>TOTAL COST OF GOODS</b>	<b>1,277.28</b>	<b>1,392.56</b>	<b>2,361.36</b>	<b>3,628.25</b>
<b>LEAGUE</b>				
League Food	0.00	28.00	118.75	177.63
League Supplies	0.00	0.00	0.00	221.86
<b>TOTAL LEAGUE COSTS</b>	<b>0.00</b>	<b>28.00</b>	<b>118.75</b>	<b>399.49</b>
<b>LOUNGE GENERAL OPERAT...</b>				
Freight Expense	0.00	11.83	0.00	39.51
Lounge - Operating Supplies	299.09	562.41	325.52	1,031.39
Lounge - Licences & Dues	41.66	100.00	83.32	100.00
Lounge - Cash Over/Short	0.00	0.00	0.00	0.00
Lounge - Litter	38.57	36.43	79.82	-372.83
<b>TOTAL LOUNGE GENERAL E...</b>	<b>379.32</b>	<b>710.67</b>	<b>488.66</b>	<b>798.07</b>
<b>CLUB OPERATING COSTS</b>				
Tournament Expense	0.00	794.32	0.00	798.07

**Nanaimo Squash Club – Board of Directors (2012 – 2013)**

**President – Omi Fontaine**

**Vice President – Melinda Morben**

**Secretary – Sharon Davidson**

**Treasurer – Jimmy Valliere**

**Members at Large: Rhenda Braun, Simon Davidson, Tony Fitterer, Dan Newstone, David Rutherford,**



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

**Name of Organization: Habitat for Humanity Mid-Vancouver Island**

Request to be placed on 2012 Permissive Tax Exemption Bylaw.

**Grant No. 2012 PTE-04**

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

**Discussion:**

**Notes:**

ORGANIZATION: <i>HABITAT FOR HUMANITY MID-VANCOUVER ISLAND</i>		DATE: <i>JULY 26, 2012</i>	
ADDRESS: <i>1-4128 MASTER ROAD</i>		PRESIDENT: <i>MARK DRYSDALE</i>	
<i>NANAIMO, BC</i>		SENIOR STAFF MEMBER: <i>TERESA PRING</i>	
<i>V9T 6C9</i>		POSITION: <i>CHIEF EXECUTIVE OFFICER</i>	
		CONTACT: <i>TERESA PRING.</i>	
TELEPHONE: <i>250-758-8078</i>		TELEPHONE: <i>250-758-8078</i>	
OVERVIEW OF YOUR ORGANIZATION'S PROGRAMS AND SERVICES OFFERED IN THE COMMUNITY: <i>HABITAT FOR HUMANITY MID-VANCOUVER ISLAND IS A NON-PROFIT, NON-GOVERNMENT, CHARITABLE ORGANIZATION WITH A MISSION TO REDUCE POVERTY HOUSING BY BUILDING SIMPLE, DECENT, AFFORDABLE HOMES. THESE HOMES ARE SOLD TO QUALIFYING LOW-INCOME FAMILIES AT CURRENT MARKET VALUE, WITH NO DOWN PAYMENT AND AN INTEREST FREE MORTGAGE.</i>			
GEOGRAPHIC AREA SERVED BY THE ORGANIZATION: <i>FROM NANAIMO AS FAR SOUTH AS DUNCAN AND AS FAR NORTH AS QUALICUM BEACH</i>			
NO. OF FULL TIME STAFF: <i>6</i>		NO. OF PART TIME STAFF: <i>1</i>	
NO. OF COMMUNITY VOLUNTEERS: <i>97</i>		NO. OF VOLUNTEER HOURS PER YEAR: <i>4822.25</i>	
NO. OF MEMBERS: <i>6</i>		MEMBERSHIP FEE: <i>\$10 ANNUALLY</i>	
CLIENTS SERVED, LAST YEAR: <i>29</i>		CLIENTS SERVED, THIS YEAR (PROJECTED): <i>34</i>	
B.C. SOCIETY ACT REG. NO.: <i>5-0032950</i>		REVENUE CANADA CHARITABLE REG. NO.: <i>881 877 781 BC0001</i>	
CURRENT BUDGET: <i>2012</i>		LEGAL DESCRIPTION OF PROPERTY: <i>LOT 17, SEC 5, PLAN 38953</i>	
INCOME: <i>\$824,600</i>		TAX FOLIO NUMBER: <i>07375.585</i>	
EXPENSES: <i>425,500</i>			
NEXT YEAR PROJECTED: <i>2013</i>			
INCOME: <i>\$845,600</i>			
EXPENSES: <i>436,250</i>		CURRENT YEAR TAXES (IF KNOWN): <i>\$2,000</i>	
SIGNATURE: <i>Teresa Pring</i>		TITLE/POSITION: <i>CHIEF EXECUTIVE OFFICER</i>	
		DATE: <i>AUGUST 7, 2012</i>	

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

## CITY OF NANAIMO GRANT QUESTIONNAIRE

*\* PLEASE SEE ATTACHED FOR COMPREHENSIVE  
ANSWERS TO ALL QUESTIONS.*

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

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

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

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

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

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## **CITY OF NANAIMO GRANT QUESTIONNAIRE**

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

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

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

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

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

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

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

## **CITY OF NANAIMO GRANT QUESTIONNAIRE**

1. Habitat for Humanity Mid-Vancouver Island (HFHMVI) is a non-profit, non-government, charitable organization with a mission to reduce poverty housing by building simple, decent, affordable homes. These homes are sold to qualifying low-income families at current market value, with no down payment and an interest free mortgage.
2. Habitat for Humanity Mid-Vancouver Island is currently engaged in building one duplex on land purchased on the corner of Prideaux and Hecate Streets. This land purchase was for a double lot that will permit HFHMVI to build an additional duplex on the property in 2013. We will provide affordable homes for four families by the end of 2013.

The ReStore supports HFHMVI's building program in that the revenues generated by the ReStore cover the majority of our administrative costs and, therefore, donations to HFHMVI, whether corporate or individual, are applied directly to building homes for low-income families.

3. HFHMVI holds information sessions when a suitable piece of land has been purchased and we are ready to begin the process of selecting a family or families to occupy the home(s). These information sessions are advertised through television, radio, and newspaper advertisements, as well as on the HFHMVI website and through social media. We have also been fortunate in that our projects are often featured in articles in the local newspapers. Prospective applicants are invited to attend an information session, where they are provided with details regarding our home ownership program and are given an application form to submit. We are able to make contact with and assess the needs of those that we wish to serve in this way.

HFHMVI maintains a membership in the local chapter of the Canadian Home Builders' Association and has representation at Chamber of Commerce events.

HFHMVI attempts to gauge the need for low-income housing in Nanaimo by referencing statistical data provided both by the City of Nanaimo and by Canadian Mortgage and Housing Corporation.

4. Volunteers are essential to the success for HFHMVI, both in the ReStore and at our build sites. CRA requirements dictate that we must have nine volunteers for each paid staff person working in the ReStore. We have a very dedicated compliment of volunteers in the ReStore who each contribute a minimum of 40 hours annually.

One of the key components of the Habitat for Humanity homeownership program is that we utilize volunteer labour whenever possible in an effort to minimize expenditures

on our build sites. This ensures not only that we maximize the impact of our building funds, but that we actively involve members of the community in the mission of Habitat for Humanity to mobilize community partners and volunteers in building affordable housing and promoting homeownership as a means of breaking the cycle of poverty.

5. HFHMVI has not received government grants of any kind since 2009 and has not received funding from service clubs.
6. HFHMVI charges no fees of any kind for the service which we provide to the communities that we serve.
7. Although not considered to be a branch of a larger organization, HFHMVI is an affiliate of Habitat for Humanity Canada (HFHC). As such, we are required to submit the following to HFHC:
  - Annual affiliate flat fee
  - A fee for each Habitat home built
  - A percentage of gross ReStore sales
  - 10% of all undesignated donations
  - 10% for gift in kind build materials obtained through HFHC
8. HFHMVI does not have capital reserves and the only special purpose funds that the affiliate has are donations are received from supporters that are designated to be applied to a specific build project. These designated donations are tracked and are applied to the specified build project expenses. Year-end surpluses are always applied to future build projects. As stated previously, revenue generated in the ReStore is used to cover administrative expenses so that any resources realized through fundraising initiatives are applied directly to building homes for low-income families. In this way, HFHMVI is continually expending funds on program delivery to the communities that we serve.
9. All income generated through various fundraising activities and capital campaigns is applied directly to building safe, decent, affordable homes for low-income families in the communities that HFHMVI serves.
10. A Grant in Aid from the City of Nanaimo would represent a significant savings on rent for the ReStore in the coming tax year. The ReStore supports the home building programs of HFHMVI, so saving on ReStore expenses would mean more funds available to build homes for families that would never realize the dream of homeownership through conventional means.
11. HFHMVI does not require funding to cover the current year's taxes.

# Noort Investments *& Associates*

#101 - 403 6th Street  
New Westminster, BC V3L 3B1 Canada

*Assoc.* \_\_\_\_\_

July 31, 2012

TO WHOM IT MAY CONCERN:

Re: Account/Folio 07375.585  
PID 001-006-606

1. Noort Investments is aware of and supports Habitat for Humanity's application for a permissive tax exemption.
2. Noort Investments will return any savings on the property taxes to Habitat for Humanity Mid-Vancouver Island as it relates to # 1 - 4128 Mostar, Nanaimo.

Yours truly,  
NOORT INVESTMENTS



Nick Noort



**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: May 31, 2012 02:25 PM Pacific Time

### ANNUAL REPORT DETAILS

**NAME OF SOCIETY**

HABITAT FOR HUMANITY MID-VANCOUVER ISLAND SOCIETY  
201 SELBY STREET  
NANAIMO BC  
CANADA V9R 2R2

**SOCIETY INCORPORATION NUMBER**  
S-0032950

**DATE OF INCORPORATION**  
December 20, 1994

**DATE OF ANNUAL GENERAL MEETING (AGM)**  
April 25, 2012

### DIRECTOR INFORMATION as of April 25, 2012

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

ARNOLD, MARY JO

**Physical Address:**

396 SEVENTH ST  
NANAIMO BC V9R 1E2

**Mailing Address:**

396 SEVENTH ST  
NANAIMO BC V9R 1E2

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

DRYSDALE, MARK (Formerly DRYSDALE, JOHN MARK)

**Physical Address:**

13411 DOOLE RD  
LADYSMITH BC V9G 1G6

**Mailing Address:**

13411 DOOLE RD  
LADYSMITH BC V9G 1G6

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

HARMAN, CRAIG

**Physical Address:**

09 SPURLING CRES  
LADYSMITH BC V9G 0A1

**Mailing Address:**

609 SPURLING CRES  
LADYSMITH BC V9G 0A1

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

HUGHES, JAMES

**Physical Address:****Mailing Address:**1287 POINT MERCER DR  
QUALICUM BEACH BC  
CANADA V9K 2K51287 POINT MERCER DR  
QUALICUM BEACH BC  
CANADA V9K 2K5**Last Name, First Name, Middle Name:**

MAGEE-CHALMERS, JESSIE

**Physical Address:****Mailing Address:**2335 ASHLEE RD  
NANAIMO BC V9R 6T32335 ASHLEE RD  
NANAIMO BC V9R 6T3**Last Name, First Name, Middle Name:**

MCCREATH, FRED

**Physical Address:****Mailing Address:**6335 THURLOW PL  
NANAIMO BC V9V 1S86335 THURLOW PL  
NANAIMO BC V9V 1S8**Last Name, First Name, Middle Name:**

SHEEN, COLIN

**Physical Address:****Mailing Address:**601-150 PROMENADE DR  
NANAIMO BC  
CANADA V9R 6M6601-150 PROMENADE DR  
NANAIMO BC  
CANADA V9R 6M6



Annual Report

OFFICE USE ONLY

1. Name of Society:

HABITAT FOR HUMANITY MID-VANCOUVER ISLAND SOCIETY

Address of Society:

201 SELBY STREET

NANAIMO, BC V9R 2R2

2.

Incorporation Number:

S-32950

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

See the last page for details

3. Give us the date your 2012 Annual General Meeting was held (YYYY/MM/DD): 2012/04/25

[Insert year of Annual General Meeting]

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

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

201 SELBY STREET

NANAIMO, BC V9R 2R2

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

NOTE

One director must be a B.C. resident

5. The society's directors are listed below.

Addresses must be physical locations. No PO Boxes.

Last name: DRYSDALE

First name (include initials): MARK

Address (include postal code): 13411 DOOLE ROAD  
LADYSMITH, BC V9G 1G6

Last name: HUGHES

First name (include initials): JAMES

Address (include postal code): 1287 POINT MERCER DRIVE  
QUALICUM BEACH, BC V9K 2K5



Last name: SHEEN

First name (include initials): COLIN

Address (include postal code): #601 - 150 PROMENADE DRIVE  
NANAIMO, BC V9R 6M6

Last name: HARMAN

First name (include initials): CRAIG

Address (include postal code): 609 SPURLING CRESCENT  
LADYSMITH, BC V9G 0A1

Last name: MAGEE-CHALMERS

First name (include initials): JESSIE

Address (include postal code): 2335 ASHLEE ROAD  
NANAIMO, BC V9R 6T3

Last name: ARNOLD

First name (include initials): MARY JO

Address (include postal code): 396 SEVENTH STREET  
NANAIMO, BC V9R 1E2

Last name: McCREATH

First name (include initials): FRED

Address (include postal code): 6335 THURLOW PLACE  
NANAIMO, BC V9V 1S8



# BC Registry Services

## SOCIETY ANNUAL REPORT (FORM 11)

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

info@habitatmvi.org

7. Sign and certify this form

I certify that this information is accurate and complete.

Signature: *Theresa Prung, CEO*

**NOTE**

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

8. Return form and fee

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

**NOTE**

Annual Report filing  
fee is \$25.00

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

Questions? Call 250 356-8609

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

**HABITAT FOR HUMANITY MID-VANCOUVER ISLAND SOCIETY**

**Financial Statements**

**Year Ended December 31, 2011**

*(Unaudited)*

**HABITAT FOR HUMANITY MID-VANCOUVER ISLAND SOCIETY**

**Index to Financial Statements**

**Year Ended December 31, 2011**

*(Unaudited)*

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FINANCIAL STATEMENTS	
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Statement of Cash Flows	5
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Statement of Net Revenue fom Restore ( <i>Schedule 1</i> )	10

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## REVIEW ENGAGEMENT REPORT

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To the Members of HABITAT FOR HUMANITY MID-VANCOUVER ISLAND SOCIETY

We have reviewed the statement of financial position of HABITAT FOR HUMANITY MID-VANCOUVER ISLAND SOCIETY as at December 31, 2011 and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended. Our review was made in accordance with Canadian generally accepted standards for review engagements and, accordingly, consisted primarily of inquiry, analytical procedures and discussion related to information supplied to us by the Society.

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

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

Nanaimo, British Columbia  
April 18, 2012

*Morine & Co.*  
CHARTERED ACCOUNTANTS LLP



**HABITAT FOR HUMANITY MID-VANCOUVER ISLAND SOCIETY****Statement of Financial Position****December 31, 2011***(Unaudited)*

	2011	2010
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	\$ 325,250	\$ 211,711
Accounts receivable	742	177
Current portion of mortgages receivable (Note 3)	69,579	60,494
Harmonized sales tax recoverable	18,711	-
Prepaid expenses	257	-
	<u>414,539</u>	<u>272,382</u>
PROPERTY, PLANT AND EQUIPMENT (Note 4)	72,212	40,493
MORTGAGES RECEIVABLE (Note 3)	<u>1,180,378</u>	<u>1,171,435</u>
	<u>\$ 1,667,129</u>	<u>\$ 1,484,310</u>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT</b>		
Accounts payable	\$ 37,393	\$ 35,781
Harmonized sales tax payable	-	16,846
Wages payable	12,947	10,431
	<u>50,340</u>	<u>63,058</u>
DEFERRED INCOME (Note 6)	<u>14,000</u>	<u>-</u>
	<u>64,340</u>	<u>63,058</u>
<b>NET ASSETS</b>		
Unrestricted equity	1,530,575	1,380,758
Equity in capital assets	<u>72,214</u>	<u>40,494</u>
	<u>1,602,789</u>	<u>1,421,252</u>
	<u>\$ 1,667,129</u>	<u>\$ 1,484,310</u>
<b>LEASE COMMITMENTS (Note 7)</b>		

**ON BEHALF OF THE BOARD**\_\_\_\_\_  
*Director*\_\_\_\_\_  
*Director*

See notes to financial statements

# HABITAT FOR HUMANITY MID-VANCOUVER ISLAND SOCIETY

## Statement of Revenues and Expenditures

Year Ended December 31, 2011

(Unaudited)

	2011	2010
<b>REVENUE</b>		
<i>Restore, net (Schedule 1)</i>	\$ 261,876	\$ 273,341
Grants	36,120	172,884
Fundraising	20,820	-
Donations	16,754	201,067
Other income	1,461	507
Membership fees	100	80
House sales	-	1,353,000
	<u>337,131</u>	<u>2,000,879</u>
<b>COST OF SALES</b>		
Unallocated house building costs (recoveries)	17,570	(1,170)
Fundraising	12,174	2,849
Purchases	-	1,240,074
Mortgage discount (premium)	(82,315)	413,394
	<u>(52,571)</u>	<u>1,655,147</u>
<b>GROSS MARGIN</b>	<u>389,702</u>	<u>345,732</u>
<b>EXPENDITURES</b>		
Advertising and promotion	13,276	865
Amortization	1,046	1,325
Insurance	700	800
Interest on long term debt	-	5,442
Meetings and conventions	8,746	5,943
National membership fees	2,753	2,784
Office	16,203	17,845
Professional fees	14,083	12,193
Telephone	4,886	6,459
Tithes	916	1,677
Travel	1,811	1,194
Wages and benefits	143,745	101,615
	<u>208,165</u>	<u>158,142</u>
<b>EXCESS OF REVENUE OVER EXPENDITURES</b>	<u>\$ 181,537</u>	<u>\$ 187,590</u>

**HABITAT FOR HUMANITY MID-VANCOUVER ISLAND SOCIETY**

**Statement of Changes in Net Assets**

**Year Ended December 31, 2011**

*(Unaudited)*

	Unrestricted Equity	Equity In Capital Assets	2011	2010
<b>NET ASSETS - BEGINNING OF YEAR</b>	<b>\$ 1,380,758</b>	<b>\$ 40,494</b>	<b>\$ 1,421,252</b>	<b>\$ 1,233,662</b>
Excess of revenue over expenditures	197,071	(15,534)	181,537	187,590
Acquisition of capital assets	(47,254)	47,254	-	-
<b>NET ASSETS - END OF YEAR</b>	<b>\$ 1,530,575</b>	<b>\$ 72,214</b>	<b>\$ 1,602,789</b>	<b>\$ 1,421,252</b>

# HABITAT FOR HUMANITY MID-VANCOUVER ISLAND SOCIETY

## Statement of Cash Flows

Year Ended December 31, 2011

(Unaudited)

	2011	2010
<b>OPERATING ACTIVITIES</b>		
Excess of revenue over expenditures	\$ 181,537	\$ 187,590
Item not affecting cash:		
Amortization of property, plant and equipment	15,534	9,956
	<u>197,071</u>	<u>197,546</u>
Changes in non-cash working capital:		
Accounts receivable	(565)	33,461
Construction in progress	-	765,614
Accounts payable	1,613	9,635
Prepaid expenses	(257)	-
Harmonized sales tax payable (recoverable)	(35,557)	16,840
Wages payable	2,516	(840)
Deposits received	-	(3,450)
	<u>(32,250)</u>	<u>821,260</u>
Cash flow from operating activities	<u>164,821</u>	<u>1,018,806</u>
<b>INVESTING ACTIVITIES</b>		
Purchase of property, plant and equipment	(47,254)	(25,828)
Increase in mortgages receivable	(18,028)	(789,971)
Cash flow used by investing activities	<u>(65,282)</u>	<u>(815,799)</u>
<b>FINANCING ACTIVITIES</b>		
Increase (decrease) in deferred income	14,000	(169,223)
Repayment of demand loan	-	(150,000)
Cash flow from (used by) financing activities	<u>14,000</u>	<u>(319,223)</u>
<b>INCREASE (DECREASE) IN CASH FLOW</b>	<b>113,539</b>	<b>(116,216)</b>
Cash - beginning of year	<u>211,711</u>	<u>327,927</u>
<b>CASH - END OF YEAR</b>	<b>\$ 325,250</b>	<b>\$ 211,711</b>
<b>CASH FLOWS SUPPLEMENTARY INFORMATION</b>		
Interest paid	\$ -	\$ 5,442

# HABITAT FOR HUMANITY MID-VANCOUVER ISLAND SOCIETY

## Notes to Financial Statements

Year Ended December 31, 2011

(Unaudited)

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### 1. NATURE OF OPERATIONS

HABITAT FOR HUMANITY MID-VANCOUVER ISLAND SOCIETY (the "Society") is incorporated under the Society Act of British Columbia. The Society is part of an international organization dedicated to the elimination of poverty housing through the use of volunteer labour and donations. As part of its fundraising activities the Society operates a used building materials store (Restore) which relies on donated goods and volunteer labor.

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### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### Fund accounting

The General Fund accounts for the Society's program delivery and administrative activities. This fund reports unrestricted resources and restricted operating grants.

The Capital Asset Fund reports the assets, liabilities, revenues and expenses related to HABITAT FOR HUMANITY MID-VANCOUVER ISLAND SOCIETY's capital assets.

#### Construction in progress

Construction in progress consists of the cost of land plus direct construction costs including the fair value of contributed materials. They do not include the value of volunteer labor.

#### Property, plant and equipment

Property, plant and equipment are stated at cost or deemed cost less accumulated amortization. Property, plant and equipment are amortized over their estimated useful lives at the following rates and methods:

Equipment	20%	declining balance method
Motor vehicles	30%	declining balance method
Computer equipment	30%	declining balance method
Leasehold improvements	5 years	straight-line method
Fencing	20%	declining balance method

The Society regularly reviews its property, plant and equipment to eliminate obsolete items. Government grants are treated as a reduction of property, plant and equipment cost.

#### Mortgages receivable

Mortgages receivable from sales of homes are interest free and repayable over periods of time normally ranging from twenty to thirty years.

The Society also holds second mortgages on certain properties. These second mortgages are not recognized in the financial statements and represent a contingent asset of the Society.

(continues)

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# HABITAT FOR HUMANITY MID-VANCOUVER ISLAND SOCIETY

## Notes to Financial Statements

Year Ended December 31, 2011

(Unaudited)

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

#### Revenue recognition

HABITAT FOR HUMANITY MID-VANCOUVER ISLAND SOCIETY follows the deferral method of accounting for contributions.

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

Restore sales revenue is recognized when the sales process is complete, which is when the product is sold to the customer, title has been transferred and the price is determined.

The Society uses the completed contract method for house sales, under which the Society recognizes no profits on construction projects in progress, billed or unbilled, until such time as title is transferred to the homeowners.

#### Contributed goods and services

The Society receives donations of contributed materials the value for which is not capable of reasonable estimation and is not included in these statements. Volunteers contribute a significant amount of their time each year. Because of the difficulty in determining their fair value, contributed services are not recognized in the financial statements.

#### Measurement uncertainty

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

#### Capital management

Capital is comprised of the Society's members' equity and any debt that it may issue. As at December 31, 2011, the Society's members' equity was \$1,602,789 and it had no outstanding debt. The Society's objectives when managing capital are to continue as a going concern to protect its ability to meet its on-going liabilities, and to maximize returns for members over the long term. Protecting the ability to pay current and future liabilities includes maintaining capital above minimum regulatory levels, current financial strength rating requirements and internally determined capital guidelines based on risk management policies.

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# HABITAT FOR HUMANITY MID-VANCOUVER ISLAND SOCIETY

## Notes to Financial Statements

Year Ended December 31, 2011

(Unaudited)

### 3. MORTGAGES RECEIVABLE

	2011	2010
Mortgages receivable, interest free, being repaid in monthly installments totaling \$5,798 (adjusted annually, based upon the purchaser's income).	\$ 1,686,997	\$ 1,751,284
Mortgage discount	(437,040)	(519,355)
	1,249,957	1,231,929
Current portion of mortgages receivable	(69,579)	(60,494)
	<u>\$ 1,180,378</u>	<u>\$ 1,171,435</u>

All mortgages receivable are secured by first mortgages over the property transferred to the purchaser. Certain mortgages receivable also carry second mortgages over the property transferred to the purchaser.

Under the terms of the agreements with the purchaser of the home, if the purchaser sells the property within five years of the date of purchase the Society retains all proceeds from the sale and all mortgage payments are reclassified as rental payments. If the property is sold after that date the Society retains a portion of the proceeds, depending upon the length of ownership and the sale proceeds.

The value of second mortgages at year end is \$520,730 (2010 - \$520,730) which has not been recorded in the assets of the Society in accordance with its accounting policy stated in Note 2.

### 4. PROPERTY, PLANT AND EQUIPMENT

	Cost	Accumulated amortization	2011 Net book value	2010 Net book value
Equipment	\$ 31,065	\$ 20,355	\$ 10,710	\$ 13,388
Motor vehicles	60,676	41,933	18,743	26,776
Computer equipment	4,645	4,415	230	329
Leasehold improvements	42,379	4,238	38,141	-
Fencing	4,875	487	4,388	-
	<u>\$ 143,640</u>	<u>\$ 71,428</u>	<u>\$ 72,212</u>	<u>\$ 40,493</u>

### 5. LINE OF CREDIT

The Society has a \$20,000 line of credit, secured by a Commercial Security Agreement covering all assets of the Society.

# HABITAT FOR HUMANITY MID-VANCOUVER ISLAND SOCIETY

## Notes to Financial Statements

Year Ended December 31, 2011

(Unaudited)

### 6. DEFERRED INCOME

	2011	2010
Balance at beginning of year	\$ -	\$ 169,225
Grants received	25,000	-
Less: allocated to revenue	(11,000)	(169,225)
Balance at end of year	\$ 14,000	\$ -

### 7. LEASE COMMITMENTS

The Society has a long term lease with respect to its premises used for the Restore and administrative offices through a solely owned incorporated company, 636332 B.C. Ltd. The lease expires October 31, 2016. Lease payments are \$9,564 per month including, property taxes, management fees and common area maintenance.

### 8. FINANCIAL INSTRUMENTS

The Society classified cash and short term deposits as financial assets held for trading; accounts receivable and mortgages receivable as loans and receivables; and accounts payable as other liabilities.

#### Fair Value

The Society's carrying value of cash and cash equivalents, accounts receivable, and accounts payable approximates its fair value due to the immediate or short term maturity of these instruments.

The mortgages receivable are carried at their discounted value (see Note 3).

#### Credit Risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Society is exposed to credit risk from the client families. The Society performs credit risk evaluations on its client families and considers their risk to be acceptable and appropriately managed.

#### Interest Rate

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. Such interest rate fluctuations will continually affect the Society's income. The Society considers its exposure to interest rate volatility to be acceptable and appropriately managed.



**HABITAT FOR HUMANITY MID-VANCOUVER ISLAND SOCIETY****Statement of Net Revenue from Restore****(Schedule 1)****Year Ended December 31, 2011****(Unaudited)**

	<b>2011</b>	<b>2010</b>
<b>SALES</b>	<b>\$ 652,279</b>	<b>\$ 673,333</b>
<b>OTHER INCOME</b>		
Gifts in kind	3,200	49,898
Cost of donated gifts	(3,200)	(49,898)
	-	-
<b>EXPENSES</b>		
Advertising and promotion	5,176	2,782
Amortization	14,489	8,631
Automotive	11,893	14,866
Bank charges	5,698	6,598
Conferences	1,228	3,206
Insurance	1,647	2,735
National contribution	22,054	22,969
Office	2,157	2,877
Rent	99,643	96,909
Repairs and maintenance	4,995	6,340
Small tools	6,026	4,844
Telephone	3,810	4,232
Training and education	974	352
Utilities	19,944	20,338
Volunteers	4,455	3,987
Wages and benefits	186,214	198,326
	390,403	399,992
<b>INCOME FROM OPERATIONS</b>	<b>\$ 261,876</b>	<b>\$ 273,341</b>

**Habitat for Humanity Mid-Vancouver Island Society  
Balance Sheet**

<b>As at</b>	<b>30-Jun-12</b>	<b>31-May-12</b>
<b>Assets</b>		
<b>Current Assets</b>		
Cash	209,203.52	222,227.80
Accounts receivable	635.59	1,943.64
GST receivable	4,917.01	2,360.75
Prepaid expenses	114.08	-
WIP - Hecate & Prideaux	270,704.84	224,539.78
	<u>485,575.04</u>	<u>451,071.97</u>
<b>Mortgages receivable</b>	1,218,272.15	1,224,086.31
<b>Fund for Humanity bank account</b>	84,175.70	83,279.76
	<u>1,302,447.85</u>	<u>1,307,366.07</u>
<b>Capital Assets</b>	<u>79,173.99</u>	<u>74,723.99</u>
<b>Total Assets</b>	<u><u>1,867,196.88</u></u>	<u><u>1,833,162.03</u></u>
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Accounts payable	25,340.29	21,173.37
Deferred revenue	9,667.23	9,667.23
GST payable	-	-
	<u>35,007.52</u>	<u>30,840.60</u>
<b>Long Term Liabilities</b>		
Mortgage payable	144,251.16	148,684.46
	<u>179,258.68</u>	<u>179,525.06</u>
<b>Net Assets</b>		
<b>Capital Assets</b>		
Beginning of period	72,212.85	72,212.85
Acquisition of capital assets	6,961.14	2,511.14
	<u>79,173.99</u>	<u>74,723.99</u>
<b>Unrestricted Equity</b>		
Beginning of period	1,530,578.82	1,530,578.82
Acquisition of capital assets	(6,961.14)	(2,511.14)
Excess of revenue over expenditures	85,146.53	50,845.30
	<u>1,608,764.21</u>	<u>1,578,912.98</u>
	<u><u>1,867,196.88</u></u>	<u><u>1,833,162.03</u></u>

**Habitat for Humanity Mid-Vancouver Island Society**  
**Statement of Revenue and Expenditures**  
**For the Six Months Ended June 30, 2012**

	<b>Actual Year-to-Date</b>			<b>2012 Budget</b>
	<b>Admin</b>	<b>Build</b>	<b>ReStore</b>	<b>Year-to-Date</b>
<b>REVENUE</b>				
Sales		-	332,310.15	332,310.15
Grants - HFHC - restricted	2,637.75		1,695.02	4,332.77
Grants - other - restricted		15,000.00		15,000.00
Recycling revenue			9,349.44	9,349.44
Fund Raising	-			-
Donations - unrestricted	2,148.98			2,148.98
Donations - restricted		27,074.70		27,074.70
GIK donations - HFHC		-		-
GIK donations - other		-	-	-
Interest income	1,321.74			1,321.74
Coffee revenue			188.80	188.80
Membership Fees	30.00			30.00
	6,138.47	42,074.70	343,543.41	391,756.58
<b>EXPENSES</b>				
Accounting and legal	718.54			718.54
Advertising and promotion	2,814.37		2,381.09	5,195.46
Bank charges & fees	482.54			482.54
Bookkeeping	3,844.51			3,844.51
Cash (over) short			(259.06)	(259.06)
Coffee supplies			439.72	439.72
Conferences and meetings	4,105.29		246.88	4,352.17
Cost of houses sold		-		-
Credit Card Fees			3,247.91	3,247.91
Donated goods			-	-
Electricity			3,208.35	3,208.35
Forklift maintenance			994.22	994.22
Fundraising costs	4,903.46			4,903.46
Heat			4,587.79	4,587.79
Insurance	-		2,418.00	2,418.00
IT Maintenance, software & supplies	1,699.42			1,699.42
Maintenance and repairs			945.34	945.34
Membership fees, dues	2,707.93			2,707.93
Mortgage interest		1,751.16		1,751.16
National contribution			11,630.85	11,630.85
Non-allocable house-building costs		2,256.01		2,256.01
Personal Vehicle Usage	1,512.90			1,512.90
Postage, courier & freight	64.36		-	64.36
Rent and common fees			53,143.56	53,143.56
Staff & Board development	682.71		417.00	1,099.71
Staff, volunteer, board recognition	295.40		595.92	891.32
Supplies, printing & copies	3,466.51		3,108.13	6,574.64

**Habitat for Humanity Mid-Vancouver Island Society**  
**Statement of Revenue and Expenditures**  
**For the Six Months Ended June 30, 2012**

	Actual Year-to-Date				2012 Budget
	Admin	Build	ReStore	Total	Year-to-Date
Telephone & fax	2,676.43		1,630.46	4,306.89	4,999.98
Tithes	214.90			214.90	-
Truck gas and oil			3,383.73	3,383.73	3,000.00
Truck insurance			243.00	243.00	1,999.98
Truck repairs			874.83	874.83	999.96
Wages and benefits	77,271.47		97,501.79	174,773.26	167,772.00
Waste			4,402.63	4,402.63	3,999.96
	107,460.74	4,007.17	195,142.14	306,610.05	310,171.26
<b>NET INCOME</b>	<b>(101,322.27)</b>	<b>38,067.53</b>	<b>148,401.27</b>	<b>85,146.53</b>	<b>49,378.62</b>

**Habitat for Humanity Mid-Vancouver Island Society**

**Statement of Administration Income**

**For the Six Months Ended June 30, 2012**

	<b>Actual</b>		<b>2011 Actual</b>	<b>2012 Budget</b>
	<b>Current Month</b>	<b>Year-to-Date</b>	<b>Year-to-Date</b>	<b>Year-to-Date</b>
<b>REVENUE</b>				
Fund Raising	-	-	12,550.00	-
Grants - HFHC - restricted	-	2,637.75	25,000.00	9,000.00
Donations - unrestricted	1,255.42	2,148.98	1,322.18	-
Interest income	223.47	1,321.74	102.44	-
Membership Fees	-	30.00	100.00	49.98
	<u>1,478.89</u>	<u>6,138.47</u>	<u>39,074.62</u>	<u>9,049.98</u>
<b>EXPENSES</b>				
Accounting and legal	-	718.54	4,059.39	2,100.00
Advertising and promotion	-	2,814.37	1,406.29	7,500.00
Bank charges & fees	112.51	482.54	591.25	450.00
Bookkeeping	844.08	3,844.51	3,297.17	3,499.98
Conferences and meetings	292.66	4,105.29	3,795.13	3,750.00
Fundraising costs	-	4,903.46	3,990.17	4,500.00
Insurance	-	-	700.00	399.96
IT Maintenance, software & supplies	148.08	1,699.42	3,368.28	1,999.98
Membership fees, dues	-	2,707.93	2,707.93	2,100.00
Personal Vehicle Usage	64.86	1,512.90	1,006.16	999.96
Postage, courier & freight	-	64.36	186.75	300.00
Staff & Board development	-	682.71	-	999.96
Staff, volunteer, board recognition	20.00	295.40	682.59	1,800.00
Supplies, printing & copies	605.41	3,466.51	3,260.24	3,499.98
Telephone & fax	395.42	2,676.43	2,600.10	3,000.00
Tithes	149.52	214.90	95.72	-
Wages and benefits	16,090.23	77,271.47	60,548.10	71,148.00
	<u>18,722.77</u>	<u>107,460.74</u>	<u>92,295.27</u>	<u>108,047.82</u>
<b>NET INCOME</b>	<u>(17,243.88)</u>	<u>(101,322.27)</u>	<u>(53,220.65)</u>	<u>(98,997.84)</u>

**Habitat for Humanity Mid-Vancouver Island Society****Statement of Building Fund Income****For the Six Months Ended June 30, 2012**

	<u>Actual</u>		<u>2011 Actual</u>	<u>2012 Budget</u>
	<u>Current Month</u>	<u>Year-to-Date</u>	<u>Year-to-Date</u>	<u>Year-to-Date</u>
<b>REVENUE</b>				
Sales	-	-	-	-
Grants - other - restricted	10,000.00	15,000.00	-	4,999.98
Donations - restricted	10,974.70	27,074.70	525.98	-
GIK donations - HFHC	-	-	-	-
GIK donations - other	-	-	-	-
	<u>20,974.70</u>	<u>42,074.70</u>	<u>525.98</u>	<u>4,999.98</u>
<b>EXPENSES</b>				
Cost of houses sold	-	-	-	-
Mortgage interest	566.70	1,751.16	-	-
Non-allocable house-building costs	(50.00)	2,256.01	8,838.28	2,499.96
<b>TOTAL EXPENSES</b>	<u>516.70</u>	<u>4,007.17</u>	<u>8,838.28</u>	<u>2,499.96</u>
<b>NET INCOME</b>	<u>20,458.00</u>	<u>38,067.53</u>	<u>(8,312.30)</u>	<u>2,500.02</u>

**Habitat for Humanity Mid-Vancouver Island Society**  
**Statement of Restore Income**  
**For the Six Months Ended June 30, 2012**

	<u>Actual</u>		<u>2011 Actual</u>	<u>2012 Budget</u>
	<u>Current Month</u>	<u>Year-to-Date</u>	<u>Year-to-Date</u>	<u>Year-to-Date</u>
<b>REVENUE</b>				
ReStore sales	60,638.14	332,310.15	293,413.38	337,749.96
ReStore recycling revenue	2,715.57	9,349.44	9,004.27	7,500.00
Restore coffee revenue	17.27	188.80	197.22	249.96
Restore revenue - GIK	-	-	3,199.58	-
Grants - HFHC - restricted	941.67	1,695.02	-	5,000.00
	<u>64,312.65</u>	<u>343,543.41</u>	<u>305,814.45</u>	<u>350,499.92</u>
<b>EXPENSE</b>				
Advertising and promotion	242.67	2,381.09	1,827.35	3,999.96
Cash over/short	7.32	(259.06)	298.86	-
Coffee supplies	79.20	439.72	265.70	499.98
Conferences and meetings	89.28	246.88	1,035.66	1,999.98
Credit Card Fees	526.34	3,247.91	2,884.52	3,249.96
Donated goods	-	-	3,199.58	-
Electricity	-	3,208.35	2,469.90	2,749.98
Forklift maintenance	-	994.22	646.98	499.98
Freight-in & purchases	-	-	829.10	999.96
Heat	137.83	4,587.79	5,029.36	4,249.98
Insurance, commercial	-	2,418.00	1,647.00	999.96
Maintenance and repairs	639.11	945.34	2,536.01	1,500.00
National contribution	2,122.33	11,630.85	10,269.47	11,499.96
Rent and common fees	9,010.23	53,143.56	48,945.42	52,500.00
Small tools and supplies	783.40	3,108.13	2,833.00	2,499.96
Staff training/certif	-	417.00	799.42	1,249.98
Telephone	250.86	1,630.46	2,078.20	1,999.98
Truck gas and oil	849.05	3,383.73	1,688.51	3,000.00
Truck insurance	-	243.00	267.00	1,999.98
Truck repairs	143.17	874.83	643.50	999.96
Volunteer recognition	58.74	595.92	904.59	2,499.96
Wages and salaries	16,486.33	97,501.79	74,585.67	96,624.00
Waste	858.01	4,402.63	3,950.24	3,999.96
	<u>32,283.87</u>	<u>195,142.14</u>	<u>169,635.04</u>	<u>199,623.48</u>
<b>NET INCOME</b>	<u>32,028.78</u>	<u>148,401.27</u>	<u>136,179.41</u>	<u>150,876.44</u>

**Habitat for Humanity Mid-Vancouver Island Society**  
**Statement of Cash Flows**  
**For the Six Months Ended June 30, 2012**

	<b>Actual</b>	
	<b>Current Month</b>	<b>Year-to-Date</b>
<b>Cash flows from (used in) operating activities</b>		
Net income (loss)	35,242.90	85,146.53
<b>Adjustments to reconcile net income to net cash provided by (used in) operating activities</b>		
Decrease (Increase) in receivables	1,308.05	20,583.80
Decrease (Increase) in GST receivable/payable	(2,556.26)	(4,856.78)
Decrease (Increase) in prepaid expenses	(114.08)	143.04
Decrease (Increase) in Work in Progress	(46,165.06)	(270,704.84)
Increase (Decrease) in deferred revenue	-	(4,332.77)
Increase (Decrease) in accounts payable	4,166.92	(24,997.03)
	<u>(8,117.53)</u>	<u>(199,018.05)</u>
<b>Cash flows from (used in) investing activities</b>		
Increase (Decrease) in mortgages receivable	5,814.16	29,857.69
Purchase of capital assets	(4,450.00)	(6,961.14)
	<u>1,364.16</u>	<u>22,896.55</u>
<b>Cash flows from (used in) financing activities</b>		
Increase (Decrease) in mortgages payable	<u>(4,433.30)</u>	<u>144,251.16</u>
<b>Increase (Decrease) in cash and equivalents</b>	<u>(11,186.67)</u>	<u>(31,870.34)</u>
<b>Cash and cash equivalents, beginning</b>	<u>305,507.56</u>	<u>325,249.56</u>
<b>Cash and cash equivalents, ending</b>	<u><u>294,320.89</u></u>	<u><u>293,379.22</u></u>
<b>Cash consists of:</b>		
Cash		209,203.52
Fund for Humanity		<u>84,175.70</u>
		<u><u>293,379.22</u></u>



**Habitat for Humanity MVI Society**  
**Provider Aged Summary As at 30 June 2012**

Name	Total	Current	31 to 60	61 to 90	91+
Boggis, Marjorie	896.00	896.00	-	-	-
Central Island Towing Ltd	336.00	336.00	-	-	-
Coastal Community Ins Services Ltd	(883.00)	(883.00)	-	-	-
Creative Display Ltd	291.20	-	-	-	291.20
CU Credit Payment Processing	3,710.97	3,710.97	-	-	-
Dalman, Sandra	162.72	162.72	-	-	-
DBL Disposal Services Ltd	192.64	192.64	-	-	-
DenMar Electric Ltd	409.95	409.95	-	-	-
Emterra Environmental (Nanaimo)	602.01	602.01	-	-	-
FortisBC - Natural Gas Unit 1	70.71	70.71	-	-	-
FortisBC - Natural Gas Unit 4	75.60	75.60	-	-	-
Habitat for Humanity Canada	5,685.26	3,843.12	-	1,842.14	-
Hennessy Information Systems Inc	50.96	50.96	-	-	-
Hughes, Jim	382.50	171.90	-	175.95	34.65
Impact Visual Communications Ltd	257.60	257.60	-	-	-
Island Radio	(3,798.48)	999.60	(5,597.76)	799.68	-
Island Wood Waste Recycling	(40.32)	-	-	-	(40.32)
Keltie Chamberlain, Landscape Design & Consulting	4,704.00	4,704.00	-	-	-
Lewkowich Geotechnical Engineering	785.34	785.34	-	-	-
Mayco Mix Ltd	910.00	910.00	-	-	-
Minister of Finance - Pring	(348.00)	(348.00)	-	-	-
Pacific Coast Waste Management Ltd	126.00	126.00	-	-	-
Receiver General - Source	7,294.16	7,294.16	-	-	-
Securiguard Services Limited	528.64	528.64	-	-	-
Telus Communications	508.46	508.46	-	-	-
Telus Mobility	185.22	185.22	-	-	-
Windsor Plywood	1,740.18	1,740.18	-	-	-
CU Mastercard	(477.46)	(477.46)	-	-	-
Guarnishee payable	-	-	-	-	-
RRSP Payable	-	-	-	-	-
WCB Payable	942.38	942.38	-	-	-
Source deductions payable	39.05	39.05	-	-	-
<b>Total outstanding:</b>	<b>25,340.29</b>	<b>27,834.75</b>	<b>(5,597.76)</b>	<b>2,817.77</b>	<b>285.53</b>

need receipts

**Provider Aged Summary As at 31 May 2012**

Name	Total	Current	31 to 60	61 to 90	91+
BC Hydro	1,103.62	1,103.62	-	-	-
Boggis, Marjorie	672.00	672.00	-	-	-
Creative Display Ltd	291.20	-	-	291.20	-
CU Credit Payment Processing	2,372.09	2,372.09	-	-	-
Dalman, Sandra	213.04	213.04	-	-	-
DBL Disposal Services Ltd	1,094.89	1,094.89	-	-	-
Emterra Environmental (Nanaimo)	602.01	602.01	-	-	-
FortisBC - Natural Gas Unit 1	128.44	128.44	-	-	-
FortisBC - Natural Gas Unit 4	166.19	166.19	-	-	-
Habitat for Humanity Canada	3,775.91	1,933.77	1,842.14	-	-
Hennessy Information Systems Inc	51.52	51.52	-	-	-
Hughes, Jim	313.65	103.05	175.95	34.65	-
Island Aggregates Ltd.	112.53	112.53	-	-	-
Island Evergreen Ltd	418.88	418.88	-	-	-
Island Radio	(3,798.48)	(4,598.16)	799.68	-	-
Island Wood Waste Recycling	(40.32)	-	-	-	(40.32)
Magee-Chalmers, Jessie	175.00	175.00	-	-	-
Minister of Finance - Pring	(116.00)	-	-	(116.00)	-
Price's Alarm Systems Ltd	(268.46)	(268.46)	-	-	-
Receiver General - Source	6,854.10	6,854.10	-	-	-
Sharecost Rentals & Sales Ltd	223.40	223.40	-	-	-
St John Ambulance	267.00	-	-	267.00	-
Stoughton, Kathryn	79.78	79.78	-	-	-
Telus Communications	510.37	510.37	-	-	-
Telus Mobility	210.06	210.06	-	-	-
Williamson & Associates	3,699.92	3,699.92	-	-	-
CU Mastercard	1,282.92	1,282.92	-	-	-
Guarnishee payable	-	-	-	-	-
RRSP Payable	-	-	-	-	-

WCB Payable  
Source deductions payable  
**Total outstanding:**

778.11	778.11	-	-	-
-	-	-	-	-
21,173.37	17,919.07	2,817.77	476.85	(40.32)

**Habitat for Humanity MVI Society**  
**General Ledger Report 01 Jan, 2012 to 01 Dec, 2012**

	<u>Date</u>	<u>Comment</u>	<u>Source #</u>	<u>Debits</u>
<b>1630 Furniture &amp; Equipment</b>				
	08 Jun, 2012	Van Isle Containers Inc	44982	4,450.00
<b>1660 Leasehold Improvements</b>				
	24 May, 2012	DenMar Electric Ltd	22623	<u>2,511.14</u>
				<u>6,961.14</u>

Habitat for Humanity MVI Society  
Comparative Income Statement

From  
To

A	B	C	D	E	F	G	H
Actual 1-Jan-10 31-Dec-10	Actual Jan 1 2011 Nov 30 2011	PROJECTED TO 2011 YEAR END	Budget 1-Jan-11 31-Dec-11	Budget 1-Jan-12 31-Dec-12	INCREASE (DECREASE) BUDGET 2012 TO BUDGET 2011	INCREASE (DECREASE) BUDGET 2012 TO ACTUAL 2011	% INCREASE (DECREASE) BUDGET 2012 TO ACTUAL 2011
<b>REVENUE</b>							
House sales	1,353,000.00	0.00	0.00	0.00	-	\$0	0.0%
Donations - unrestricted	16,770.04	3,201.16	20,000.00	0.00	(20,000)	\$0	0.0%
Donations - restricted	184,296.85	7,441.81	0.00	0.00	-	\$0	0.0%
GK donations - HFHC	9,884.72	0.00	0.00	0.00	-	\$0	0.0%
GK donations - other	142,999.00	0.00	0.00	0.00	-	\$0	0.0%
Membership Fees	80.00	100.00	200.00	100.00	(100)	\$0	0.0%
Grants - HFHC - restricted	0.00	0.00	25,000.00	39,000.00	14,000	\$39,000	#DIV/0!
Grants - other - restricted	20,000.00	36,120.00	10,000.00	110,000.00	100,000	\$73,880	100.0%
Fund Raising	0.00	19,115.00	20,000.00	0.00	(20,000)	\$0	0.0%
ReStore revenue	723,231.31	609,437.31	655,500.00	675,500.00	10,000	\$24,223	3.7%
Interest income	506.53	1,254.63	0.00	0.00	-	\$1,369	100.0%
<b>TOTAL REVENUE</b>	<b>2,450,768.45</b>	<b>676,669.71</b>	<b>888,665.78</b>	<b>824,500.00</b>	<b>83,900</b>	<b>\$135,734</b>	<b>19.7%</b>
<b>EXPENSES</b>							
<b>Cost of House Building</b>							
Cost of houses sold	1,240,074.27	0.00	0.00	0.00	-	\$0	0.0%
Mortgage interest	5,441.57	0.00	0.00	0.00	-	\$0	0.0%
Mortgage discount exp	413,394.00	0.00	0.00	0.00	-	\$0	0.0%
Non-allocable house-building costs	(1,170.27)	14,570.00	3,000.00	5,000.00	2,000	\$9,570	-65.7%
<b>Total House-Building Costs</b>	<b>1,657,739.57</b>	<b>14,570.00</b>	<b>3,000.00</b>	<b>5,000.00</b>	<b>2,000</b>	<b>\$9,570</b>	<b>-65.7%</b>
<b>Fundraising Expenses</b>							
Donor Recognition	0.00	47.47	0.00	0.00	(1,000)	\$0	0.0%
Event advertising and promotion	0.00	1,208.52	0.00	0.00	(1,000)	\$0	0.0%
Event costs, other	0.00	407.09	0.00	0.00	(2,500)	\$0	0.0%
Event supplies and postage	0.00	2,071.13	0.00	0.00	(500)	\$0	0.0%
Event venues and facilities	0.00	5,249.12	0.00	0.00	(5,000)	\$0	0.0%
Fundraising Costs	2,848.77	3,190.30	0.00	9,000.00	3,000	\$9,000	0.0%
ReStore expenses	449,890.73	336,121.71	366,678.23	416,500.00	7,900	\$49,822	13.6%
<b>Total expenses</b>	<b>452,739.50</b>	<b>348,295.34</b>	<b>424,600.00</b>	<b>425,500.00</b>	<b>900</b>	<b>\$58,822</b>	<b>16.0%</b>
<b>General Administration</b>							
Amortization	1,324.79	0.00	0.00	0.00	-	\$0	0.0%
Advertising & promotion	864.62	12,804.84	13,968.92	15,000.00	12,000	\$1,031	7.4%
Membership fees, dues	2,784.11	2,753.15	3,003.44	4,200.00	1,400	\$1,197	39.8%
Tithes	1,877.00	320.12	349.22	0.00	(2,000)	\$349	-100.0%
Conferences & meetings	5,943.49	8,626.81	9,411.07	7,500.00	-	\$1,911	-20.3%
Personal Vehicle Usage	1,194.41	1,704.99	1,859.99	2,000.00	-	\$140	7.5%
Bookkeeping	7,535.94	6,066.80	6,618.33	7,000.00	-	\$382	5.8%
Accounting and legal	4,656.63	4,171.90	4,551.16	4,200.00	-	\$351	-7.7%
Insurance, liability	800.00	700.00	763.64	1,000.00	200	\$36	4.8%
Bank charges & fees	827.20	629.79	697.04	900.00	-	\$213	31.0%
Office supplies, printing & copies	10,154.07	6,359.90	6,936.07	7,000.00	(5,000)	\$62	0.9%
Postage, courier & freight	470.48	373.50	407.45	800.00	(400)	\$193	47.3%
Telephone & fax	6,459.02	4,492.43	4,900.83	8,000.00	2,500	\$1,099	22.4%
IT Maintenance, software & supplies	3,873.47	4,447.36	4,851.67	4,000.00	-	\$852	-17.6%
Admin Wages & Benefits	101,614.93	123,978.03	135,248.76	155,000.00	13,500	\$19,751	14.6%
Staff, volunteer, board recognition	2,518.86	1,683.10	1,836.10	3,600.00	-	\$1,764	96.1%
Staff & Board development	0.00	581.88	634.78	2,000.00	(2,000)	\$1,365	215.1%
<b>Total Administration Expenses</b>	<b>152,699.02</b>	<b>179,694.80</b>	<b>196,030.47</b>	<b>219,800.00</b>	<b>19,800</b>	<b>\$23,770</b>	<b>12.1%</b>
<b>TOTAL EXPENSE</b>	<b>2,263,178.09</b>	<b>542,559.94</b>	<b>677,278.70</b>	<b>650,300.00</b>	<b>22,700</b>	<b>\$73,021</b>	<b>12.6%</b>
<b>NET INCOME</b>	<b>187,590.36</b>	<b>134,109.77</b>	<b>111,587.08</b>	<b>174,300.00</b>	<b>61,200</b>	<b>62,713</b>	<b>56.2%</b>

**Habitat for Humanity MVI Society  
Proposed Budget for 2013**

	From To	Budget 1-Jan-13 31-Dec-13
<b>REVENUE</b>		
House sales		0.00
Donations - unrestricted		0.00
Donations - restricted		0.00
GIK donations - HFHC		0.00
GIK donations - other		0.00
Membership Fees		100.00
Grants - HFHC - restricted		40,000.00
Grants - other - restricted		113,000.00
Fund Raising		0.00
ReStore revenue		692,500.00
Interest income		0.00
<b>TOTAL REVENUE</b>		<b>845,600.00</b>
<b>EXPENSES</b>		
<b>Cost of House Building</b>		
Cost of houses sold		0.00
Mortgage interest		0.00
Mortgage discount exp		0.00
Non-allocable house-building costs		5,200.00
<b>Total House-Building Costs</b>		<b>5,200.00</b>
<b>Fundraising Expenses</b>		
Donor Recognition		0.00
Event advertising and promotion		0.00
Event costs, other		0.00
Event supplies and postage		0.00
Event venues and facilities		0.00
Fundraising Costs		9,250.00
ReStore expenses		427,000.00
<b>Total expenses</b>		<b>436,250.00</b>
<b>General Administration</b>		
Amortization		0.00
Advertising & promotion		15,500.00
Membership fees, dues		4,300.00
Tithes		0.00
Conferences & meetings		7,700.00
Personal Vehicle Usage		2,100.00
Bookkeeping		7,200.00
Accounting and legal		4,300.00
Insurance, liability		820.00
Bank charges & fees		925.00
Office supplies, printing & copies		7,200.00
Postage, courier & freight		620.00
Telephone & fax		6,150.00
IT Maintenance, software & supplies		4,100.00
Admin Wages & Benefits		159,000.00
Staff, volunteer, board recognition		3,700.00
Staff & Board development		2,055.00
<b>Total Administration Expenses</b>		<b>225,670.00</b>
<b>TOTAL EXPENSE</b>		<b>667,120.00</b>
<b>NET INCOME</b>		<b>178,480.00</b>



## Directors List – 2012/2013

**Mark Drysdale**  
President

13411 Doole Road  
Ladysmith, BC V9G 1G6  
Cell: 250-714-3664  
Email: [mdrysdale@shaw.ca](mailto:mdrysdale@shaw.ca)

**James (Jim) Hughes**  
Treasurer

1287 Point Mercer Drive  
Qualicum Beach, BC V9K 2K5  
Home: 250-738-0905  
Email: [jhughes1111@shaw.ca](mailto:jhughes1111@shaw.ca)

**Colin Sheen**  
Director

#601 – 150 Promenade Drive  
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**Craig Harman**  
Director

609 Spurling Crescent  
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**Jessie Magee-Chalmers**  
Director

2335 Ashlee Road  
Nanaimo, BC V9R 6T3  
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Email: [Jessie.Magee-Chalmers@viu.ca](mailto:Jessie.Magee-Chalmers@viu.ca)

**Mary Jo Arnold**  
Director

396 Seventh Street  
Nanaimo, BC V9R 1E2  
Home: 250-754-7575 Cell: 250-618-1326  
Email: [arnoldmaryjo6@gmail.com](mailto:arnoldmaryjo6@gmail.com)

**Fred McCreath**  
Director

6335 Thurlow Place  
Nanaimo, BC V9V 1S8  
Home: 250-585-8505 Cell: 250-734-2430  
Email: [fredmc@shaw.ca](mailto:fredmc@shaw.ca)

## Sky Snelgrove

---

**From:** Wendy Fulla  
**Sent:** Monday, August 13, 2012 3:12 PM  
**To:** Diana Johnstone; George Anderson; 'Mercedes Beaudoin-Lobb'; 'Lynda Avis'; 'John Neville'; 'France Tellier'; 'Bill Anderson'; 'Don Bonner (don@nisa.net)'  
**Cc:** Brian Clemens; Sky Snelgrove; Laura Mercer  
**Subject:** Grants Advisory Committee Meeting - Additional Information From Habitat For Humanity Nanaimo  
**Attachments:** Habitat For Humanity - Additional Info.pdf

Good Afternoon,

Please find attached additional information regarding Habitat For Humanity's application for permissive tax exemption. The estimated PTE value based on 2012 taxes is \$19,493.28.

Thanks,  
Wendy

Wendy Fulla, CGA  
Acting Manager, Revenue Services  
City of Nanaimo  
P:205.755.4413

# Noort Investments & Associates

#101 - 403 6th Street  
New Westminster, BC V3L 3B1 Canada

Assoc. \_\_\_\_\_

## ANNUAL TRIPLE NET ADJUSTMENT - 2011

### HABITAT FOR HUMANITY NANAIMO

#1 - 4 - 4128 Mostar Road  
Nanaimo, BC V9T 6C9

4128 Mostar Rd., Nanaimo, B.C.

TOTAL BUILDING AREA: 37,938

RENTAL AREA: 9,109

#### TRIPLE NET COST

Building Maintenance	\$ 8,244.25	
Electric & Gas	\$ 2,545.84	
Garbage Disposal		(no garbage)
Grounds Maintenance	\$ 8,666.36	
Insurance	\$ 3,761.00	
Parking Lot Maintenance	\$ 90.38	
Property Taxes	\$ 77,745.31	
Snow Removal	\$ 1,416.97	
Water & Sewer	\$ 2,030.33	
	<u>\$ 104,500.44</u>	

Tenant's portion	\$ 25,090.79
Less: previously billed	<u>(25,960.68)</u>
Balance overpaid	(869.89)
HST 12217 6936 RT0001	<u>(104.39)</u>
Balance due to you	<u>\$ (974.27)</u>





# Noort Investments & Associates

#101 - 403 6th Street  
New Westminster, BC V3L 3B1 Canada

Assoc. \_\_\_\_\_

1-Dec-11

Habitat For Humanity MVI Society  
#1 - 4 - 4128 Mostar Road  
Nanaimo, B.C. V9T 6C9

Dear Sirs:

Re: Estimated Operating Costs - Year 2012  
4128 Mostar Road, Nanaimo, BC - your square footage is 9,109

Enclosed please find the Schedule of Estimated Operating Costs for the year ending December 31, 2012.

Your monthly payments effective:	Jan 1/12	Nov 1/12
Rent	\$ 6,072.67	\$ 6,452.21
Management Fee	\$ 303.63	\$ 322.61
CAM	\$ 538.95	\$ 538.95
P.Taxes	\$ 1,624.44	\$ 1,624.44
	<u>\$ 8,539.69</u>	<u>\$ 8,938.21</u>
HST 12%	\$ 1,024.76	\$ 1,072.59
	<u>\$ 9,564.45</u>	<u>\$ 10,010.80</u>
Monthly Total		

To assist us in the administration of your lease, we request that you provide our office with a series of post-dated cheques.

If you have any questions, please do not hesitate to call.

Yours truly,  
NOORT INVESTMENTS



Gail Carlton  
Lease Administration

**TRIPLE NET BUDGET**  
**For year ending December, 2012**

~~For Humanity~~

**4128 Mostar Road, Nanaimo**  
**TOTAL BUILDING AREA:**

38,265

**CAM**

**2012**

Building Maintenance	\$ 8,000
Electricity	\$ 3,400
Garbage Disposal	
Grounds Maintenance	\$ 8,000
HVAC Maintenance	
Improvements	
Insurance	\$ 4,000
Parking Lot Maintenance	\$ 1,200
Security	
Snow Removal	\$ 1,700
Water & Sewer	\$ 1,800
	<u>\$ 28,100</u>

**Cost per sq ft**

**\$ 0.73**

**PROPERTY TAXES**

**\$ 82,000**

**Cost per sq ft**

**\$ 2.14**

**Total cost per sq ft**

**\$ 2.88**

**CITY OF NANAIMO  
EVALUATION  
OTHER GRANTS**

**Name of Organization:** Nanaimo Citizens on Patrol

Request for cash grant in the amount of \$2,500.00 to cover the cost of purchasing additional gas cards for driver reimbursement program and introducing a bike component with day patrols.

**Grant No. 2012 OG-02**

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


**Discussion:**

**Notes:**



**CITY OF NANAIMO**  
**APPLICATION FOR GRANT**  
**OTHER GRANTS**

Office Use

ORGANIZATION: <b>NANAIMO CITIZENS ON PATROL</b>		DATE: <b>2012. 08.10</b>
ADDRESS: <b>58 SUMMIT DRIVE</b>		PRESIDENT: <b>BRIAN CORNBOROUGH</b>
<b>NANAIMO BC VOT 4Y1</b>		SENIOR STAFF MEMBER: <b>BRIAN CORNBOROUGH</b>
TELEPHONE: <b>250. 758. 6535</b>		POSITION: <b>PRESIDENT</b>
FAX: <b>N/A</b>		CONTACT: <b>BRIAN CORNBOROUGH</b>
EMAIL: <b>b.cornborough@shaw.ca</b>		TELEPHONE: <b>250. 758. 6535</b>
OVERVIEW OF YOUR ORGANIZATION'S PROGRAMS AND SERVICES OFFERED IN THE COMMUNITY: <b>OUR PROGRAM IS ONE PROVIDING PROTECTIVE SERVICES TO ALL CITIZENS AND THE POLICE.</b>		
GEOGRAPHIC AREA SERVED BY THE ORGANIZATION: <b>RDM, CITY OF NANAIMO, DISTRICT OF LANZVILLE</b>		
NO. OF FULL TIME STAFF: <b>NONE</b>	NO. OF PART TIME STAFF: <b>NONE</b>	
NO. OF COMMUNITY VOLUNTEERS: <b>50</b>	NO. OF VOLUNTEER HOURS PER YEAR: <b>3700 +</b>	
NO. OF MEMBERS: <b>50</b>	MEMBERSHIP FEE: <b>NONE</b>	
CLIENTS SERVED, LAST YEAR: <b>90,000</b>	CLIENTS SERVED, THIS YEAR (PROJECTED): <b>90,000</b>	
B.C. SOCIETY ACT REG. NO.: <b>S - 56099</b>	REVENUE CANADA CHARITABLE REG. NO.: <b>80518 4058 R20001</b>	
CURRENT BUDGET: <b>INCLUDES GAMING GRANT</b>	DO YOU REQUIRE A RENTAL SUBSIDY? IF SO, HOW MUCH? <b>NO</b>	
INCOME <b>\$ 12,200</b>		
EXPENSES: <b>\$ 12,125</b>	DO YOU REQUIRE A CASH GRANT? IF SO, HOW MUCH? <b>YES. \$ 2,500</b>	
NEXT YEAR PROJECTED: <b>NO CHANGE (2013)</b>		
INCOME: <b>NO CHANGE (2013)</b>	TOTAL GRANT REQUESTED: <b>\$ 2,500</b>	
EXPENSES: <b>NO CHANGE (2013)</b>		
SIGNATURE: 	TITLE/POSITION: <b>PRESIDENT</b>	DATE: <b>2012. 08.10</b>
NOTE: YOUR ORGANIZATION'S MOST RECENT AUDITED FINANCIAL STATEMENTS, CURRENT FINANCIAL STATEMENTS AND BALANCE SHEET AND INCOME STATEMENT MUST BE ATTACHED TO THE APPLICATION FORM (SEE COMPLETE LIST OF REQUIRED ATTACHMENTS ON BACK OF THIS FORM).		

# CITY OF NANAIMO GRANT QUESTIONNAIRE

1. What is the main purpose of your organization?

TO PROVIDE SUPPORT TO THE NANAIMO RCMP  
BY CONDUCTING TWO PERSON VEHICLE PATROLS OF  
THOSE NEIGHBOURHOODS SUBJECT TO CRIME.

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

ON MOST WEEKEND NIGHTS, WE CONDUCT 2 OR 3  
VEHICLE PATROLS TO OBSERVE AND REPORT ON ANYTHING  
OF A SUSPICIOUS NATURE. INCIDENTS REPORTED TO POLICE.

3. What other agencies provide similar services?

NONE.

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

N/A

5. Describe who your clients are.

THE CITIZENS OF THE POLICE DETACHMENT AREA  
BENEFIT FROM THE SERVICE WE PROVIDE.

6. Where do your clients live?

THE MUNICIPALITIES OF NANAIMO, LANTZVILLE, AND  
REGIONAL DISTRICT OF NANAIMO.

## CITY OF NANAIMO GRANT QUESTIONNAIRE

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

THERE ARE NO FEES FOR OUR SERVICE. WE VOLUNTEER  
OUR TIME TO POLICE AND THE CITIZENS.

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

NANAIMO COPS IS A SEPARATE AND DISTINCT  
REGISTERED SOCIETY WITH FINANCIAL STATEMENTS  
AS PROVIDED.

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

OUR ACCOUNTS INCLUDE ALL INCOME FOR GENERAL  
AND CONFERENCE OPERATIONS. OUR CAPITAL INCLUDES  
RADIOS, COMPUTERS, AND OTHER EQUIPMENT. WE  
HOLD NO SPECIAL PURPOSE BEQUESTS, ENDOWMENTS, OR  
RESERVE FUNDS.

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

THEY ARE CARRIED OVER TO THE FOLLOWING  
FISCAL YEAR.

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

WE RECEIVE SOME INCOME FROM ICBS, DEPENDENT ON  
THE NUMBER OF VEHICLES CHECKED. PLANNED INCOME  
WILL COME FROM GRANT REQUESTS TO THE CITY AND  
OTHERS.

# CITY OF NANAIMO GRANT QUESTIONNAIRE

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

A GRANT WAS RECEIVED FROM GAMING FOR THE  
PURPOSE OF PURCHASING EQUIPMENT SUCH AS TWO-WAY  
RADIOS, COMPUTER, PROJECTOR, AND NOTEBOOKS.

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

Name: MARK FENWICK, WOODSLOVE, MSR Telephone No: 250.390.2721

Name: SAUL HILCHLEY, ROYAL BANK Telephone No: 250.729.3271

Name: TIM MANDSLEY, ISLAND SAVINGS Telephone No: 250.390.7070

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

NONE FROM CITY OF NANAIMO. PROVINCIAL GAMING GRANT  
USED TO PURCHASE RADIOS, EQUIPMENT WITH THEM DOCUMENTED  
IN A SEPARATE BANK ACCOUNT FOR IDENTIFICATION.

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

WE INTEND TO USE THE GRANT FOR 2 PURPOSES: INTRODUCTION  
OF A BIKE COMPONENT AND DAY PATROL; AND PURCHASING  
OF ADDITIONAL GAS CARDS FOR OUR DRIVER REIMBURSEMENT  
PROGRAM.

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

OUR VOLUNTEERS WILL NOT BE ABLE TO EFFECTIVELY  
PERFORM THESE NEW DUTIES OR FOR AS LONG PERIODS  
WITH DAY PATROLS.

**If you have any questions, call Laura Mercer at (250) 755-4413**

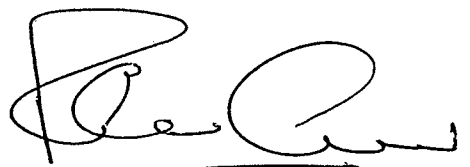
NICOPS  
FINANCIAL

**Nanaimo Citizens On Patrol Society  
Statement of Receipts and Disbursements  
For the Year ended December 31, 2011**

	<u>2011</u>	<u>2010</u>
<b>Cash on Hand, January 1, 2011</b>	<u>\$1,400</u>	<u>\$0</u>
<b>Receipts</b>		
ICBC Support	750	750
Donations	2200	1500
VIX Parking (Note 3)	1927	0
Province of B.C. (Note 4)	6450	0
	<u>11327</u>	<u>2,250</u>
<b>Disbursements</b>		
Advances to the Convention Fund	-494	494
Conference Registrations (Note 3)	1260	0
Gas	1785	1500
Office	316	202
Promotion	0	227
Repairs and Maintenance	75	291
Travel	0	177
Volunteer Appreciation	780	1815
	<u>3722</u>	<u>4706</u>
<b>Excess of Receipts over Disbursements</b>	7605	
<b>Excess of Disbursements over Receipts</b>		<u>2456</u>
<b>Cash Contributions (Note 1)</b>		
Opening bank Balance		3,801
Petty Cash		55
		<u>3,856</u>
<b>Cash on Hand, December 31, 2011 (Note 2)</b>	<u>\$9,005</u>	<u>\$1,400</u>

**Approved on behalf of the directors:**

  
Director

  
Director



**Nanaimo Citizens On Patrol Society  
Statement of Receipts and Disbursements  
For the Year ended December 31, 2011**

**Notes to the Statement of Receipts and Disbursements**

**1. Cash Contributions**

The Society was incorporated under the Societies Act of BC on December 23, 2009 and commenced operations as a Society on January 1, 2010. At that time, the former Nanaimo Citizens on Patrol group contributed the balance of their bank and cash accounts to the Society.

**2. Cash on Hand**

Cash on hand is represented by

Coastal Community Credit Union general account	\$2,539	\$1,367
Coastal Community Credit Union gaming account	6,450	0
	16	33
	<u>\$9,005</u>	<u>\$1,400</u>

**3. Parking and Conference Registrations**

During the year the conference committee determined that the revenues for VIX parking should properly be recorded as fund raising activities. The total revenue was allocated on the basis of the volunteer hours provided by each group. Of the total allocated to the Nanaimo group \$1260. was transferred to the conference account in support of member attendance.

**4. Province of B.C.**

This amount has been provided as community gaming grant. These funds are to be expended on direct program costs, training and equipment acquisitions.

**5. Fixed Assets**

In addition to cash the Society received certain operating assets from the former COP's group. The current value of these assets is considered to be negligible and no attempt has been made to include their value in this statement.

# Nanaimo Citizens on Patrol - Budget 2012

## (A) General Administration

### Income

ICBC	\$ 750.00
Gas coupons	\$ 1,000.00
Grant - Community Gaming Grant	\$ 6,450.00
City - Community Grant	\$ 1,000.00
Rotary Clubs	\$ 1,000.00
Parking VIEX	\$ 2,000.00
Total income	<u>\$ 12,200.00</u>

### Expenses

Bank charges	\$ 25.00
Membership expense - printing	\$ 100.00
Gas coupons	\$ 2,100.00
Office expenses - radios, computer	\$ 500.00
Promotional expense	\$ 250.00
Radios, tablets, projector	\$ 4,000.00
Repairs and Maintenance	\$ 100.00
Travel	\$ 100.00
Training	\$ 100.00
Volunteer Appreciation expense	\$ 750.00
Vehicle expense - lease, insurance	\$ 2,000.00
Website expense	\$ 100.00
Conference Registration	\$ 2,000.00
Total expenses	<u>\$ 12,125.00</u>

### Net

\$ 75.00

## (B) Other Income

Interest earned	\$ 0.70
Misc income	\$ 50.00
Total other income	\$ 50.70

## (C) Net Income

\$ 125.70