

ATTACHMENT B



February 20, 2019

Sarah Peabody, Manager of Revenue Services  
411 Dunsmuir St.  
Nanaimo, BC  
V9R 0E4

Dear Sarah

Thanks for your assistance and understanding yesterday.

I have assembled all the paperwork required, as discuss, and enclose herein.  
Look forward to hearing from you soon,

Yours truly

A handwritten signature in black ink that reads "Rita Innamorati".

Rita Innamorati

Volunteer Nanaimo

Telephone 250-758-7121 Email: vnaimo@gmail.com



## **APPLICATION FOR OTHER GRANTS**

### **REQUIRED INFORMATION, CRITERIA AND KIND OF FUNDING**

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

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

#### **Criteria for Awarding Other Grants:**

1. large number of volunteers
2. registered nonprofit society
3. sound financial and administrative management
4. demonstrated financial need
5. accessible to a large portion of the community
6. broad base of support
7. other source of financial support
8. must be local in focus and comply with City of Nanaimo bylaws and policies
9. cash grants not provided if organization receives a PTE or where the facility is provided by the City free of charge or reduced rate. Notwithstanding the above statement, organizations facing critical financial difficulties are eligible to apply for emergency funding.

#### **Kind of Funding Provided for Other Grants:**

1. educational funding
2. emergency funding
3. capital grants on a matching basis up to a maximum of \$5,000
4. in-kind funding for facility rental

## CITY OF NANAIMO GRANT QUESTIONNAIRE

1. What is the main purpose of your organization?

*Our mission: we commit to enhance the quality of life in our community by increasing the impact of volunteerism*

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

*Promotion of volunteerism + raise awareness of the power of service*

*Deliver current resource information, as well as services to community (tapes, Christmas program, tech services, youth program)*

3. What other agencies provide similar services?

*Salvation Army*

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

*We offer more extensive and personalized services than other non-profits*

5. Describe who your clients are.

*Marginalized, challenged, low income + senior citizens*

6. Where do your clients live?

*Nanaimo and limited outlying (Oceanside to Ladysmith)*

## CITY OF NANAIMO GRANT QUESTIONNAIRE

7. Describe the needs of your clients.

*Varied depending on program or services*

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

*To continue to promote volunteerism & the services already in place*

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

*Basically we listen to the people we deal with, respond to calls for assistance*

10. Describe your organization's community support.

*We are fortunate to have corporate support in different areas of our services*

11. Describe the role of volunteers in your organization.

*Our organization is run primarily by volunteers. 95% of the work, keeping the doors open, is by an extraordinary team. Our E.O. is our only part-time employee.*

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

*Funding continues to be our ongoing obstacle. Seeking out new grant opportunities as well as strategies for fundraising and possible social enterprise.*



**CITY OF NANAIMO  
GRANT QUESTIONNAIRE**

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

*Membership fees : \$60 non profit organization \$10 individual. We do not have any fees for services. Any money received from clients is by donation.*

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

*N/A*

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

*We have set aside some designated funding for future premises.*

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

*This has not been an issue in my 13 years with Volunteer Opinions.*

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

*Seucka Truck fundraiser (5th annual) to be held on Father's Day.*

## CITY OF NANAIMO GRANT QUESTIONNAIRE

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

BC Gaming  
Summer Employment Grant  
New Horizons

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

Name: Marilyn Sullivan, Autism Society Telephone No.: \_\_\_\_\_

Name: Melanie Morton Foster Parent Telephone No.: \_\_\_\_\_

Name: Bernadette French Community School Coordinator Telephone No.: \_\_\_\_\_

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

The City of Nanaimo has provided a grant annually to cover the cost of our venue (Beban Social Centre) for our Appreciation Luncheon. The previous council approved it for the years of their installation without the need to reapply.

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

Cover the cost of our venue for our 24th Annual Volunteer Appreciation Luncheon.

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

Financial hardships that the event may not be held as we have up to 400 attendees.

**If you have any questions, call Diane Hiscock at 250-755-4413**





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

Office Use

ORGANIZATION: <i>NANAIMO VOLUNTEER * INFORMATION CENTRE SOCIETY</i>		DATE: <i>Feb 11, 2019</i>	
ADDRESS: <i>E-3148 Barons Rd</i>		PRESIDENT: <i>Omar Karim</i>	
<i>Nanaimo, BC V9T 4B5</i>		SENIOR STAFF MEMBER: <i>Marjorie Driscoll, E.D.</i>	
TELEPHONE: <i>250-758-7121</i>		POSITION: <i>EXECUTIVE DIRECTOR</i>	
FAX: <i>250-758-7106</i>		CONTACT: <i>250-240-5704</i>	
EMAIL: <i>vn@volunteer-nanaimo.ca</i>		TELEPHONE:	
OVERVIEW OF YOUR ORGANIZATION'S PROGRAMS AND SERVICES OFFERED IN THE COMMUNITY:			
GEOGRAPHIC AREA SERVED BY THE ORGANIZATION: <i>Nanaimo area (Oceanside to Ladysmith)</i>			
NO. OF FULL TIME STAFF: <i>0</i>		NO. OF PART TIME STAFF: <i>1</i>	
NO. OF COMMUNITY VOLUNTEERS: <i>30 ±</i>		NO. OF VOLUNTEER HOURS PER YEAR:	
NO. OF MEMBERS: <i>90</i>		MEMBERSHIP FEE: <i>\$60 organization, \$10 individual</i>	
CLIENTS SERVED, LAST YEAR: <i>4000+</i>		CLIENTS SERVED, THIS YEAR (PROJECTED): <i>4000+</i>	
B.C. SOCIETY ACT REG. NO.: <i>50015055</i>		REVENUE CANADA CHARITABLE REG. NO.: <i>11905 0862 RR 0001</i>	
CURRENT BUDGET: <i>attached</i>		DO YOU REQUIRE A RENTAL SUBSIDY? IF SO, HOW MUCH?	
INCOME			
EXPENSES:		DO YOU REQUIRE A CASH GRANT? IF SO, HOW MUCH?	
NEXT YEAR PROJECTED:			
INCOME:		TOTAL GRANT REQUESTED: <i>\$155146</i>	
EXPENSES:			
SIGNATURE: <i>Rita Innamorati</i>		TITLE/POSITION: <i>administration</i>	
		DATE: <i>Feb 12/19</i>	

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).

	A	B	C	D	E	F	G	H	I	J	K
1	Nanaimo Volunteer and Information Centre Society										
2	Budget 2017-2019										
3	Fiscal Year: April 1 - March 31		2016-2017			2017-2018			2018-2019		
4	REVENUE		Actual	YN	VN	Budget	YN	VN	Budget	YN	VN
5	Grants and Contributions		\$ 6,736.00	\$ 6,000.00	\$ 736.00	\$ 36,500.00	\$ 7,000.00	\$ 29,500.00	\$ 40,250.00	\$ 7,000.00	\$ 33,250.00
6	Community Gaming Grant		\$ 32,500.00	\$ 1,500.00	\$ 31,000.00	\$ 60,000.00	\$ 15,000.00	\$ 45,000.00	\$ 60,000.00	\$ 15,000.00	\$ 45,000.00
7	Dental Program		\$ 1,880.00		\$ 1,880.00	\$ -	\$ -	\$ -	\$ -		\$ -
8	Events Income		\$ 9,791.00	\$ 3,000.00	\$ 6,791.00	\$ 17,000.00	\$ 5,000.00	\$ 12,000.00	\$ 23,700.00	\$ 5,000.00	\$ 18,700.00
9	Volunteer Luncheon		\$ 3,223.00		\$ 223.00	\$ 4,500.00	\$ -	\$ 4,500.00	\$ 4,950.00		\$ 4,950.00
10	Membership Fees and Other		\$ 5,042.00		\$ 5,042.00	\$ 10,000.00	\$ -	\$ 10,000.00	\$ 13,000.00		\$ 13,000.00
11	Sub-Total Revenue		\$ 59,172.00	\$ 10,500.00	\$ 48,672.00	\$ 128,000.00	\$ 27,000.00	\$ 101,000.00	\$ 141,900.00	\$ 27,000.00	\$ 114,900.00
12	In-Kind Contribution		\$ 219,600.00	\$ 22,000.00	\$ 197,600.00	\$ 230,580.00	\$ 25,000.00	\$ 205,580.00	\$ 242,109.00	\$ 25,000.00	\$ 217,109.00
13	TOTAL REVENUE		\$ 278,772.00	\$ 32,500.00	\$ 246,272.00	\$ 358,580.00	\$ 52,000.00	\$ 306,580.00	\$ 384,009.00	\$ 52,000.00	\$ 332,009.00
14											
15	EXPENSE										
16	Advertising		\$ 1,189.00	\$ 600.00	\$ 589.00	\$ 3,500.00	\$ 1,000.00	\$ 2,500.00	\$ 5,000.00	\$ 1,000.00	\$ 4,000.00
17	Amortization		\$ 1,425.00		\$ 1,425.00	\$ 1,500.00		\$ 1,500.00	\$ 1,650.00		\$ 1,650.00
18	Bank fees/ charges		\$ 1.00		\$ 1.00	\$ 300.00	\$ 100.00	\$ 200.00	\$ 330.00	\$ 100.00	\$ 230.00
19	Books, Memberships and Supplies		\$ -		\$ -	\$ 1,000.00	\$ 400.00	\$ 600.00	\$ 1,500.00	\$ 400.00	\$ 1,100.00
20	Consultant		\$ 3,220.00	\$ 450.00	\$ 2,770.00	\$ 10,000.00	\$ 2,500.00	\$ 7,500.00	\$ 12,570.00	\$ 2,500.00	\$ 10,070.00
21	Fund Raising/Event Expenses		\$ 8,341.00	\$ 289.00	\$ 8,052.00	\$ 11,000.00	\$ 1,000.00	\$ 10,000.00	\$ 13,200.00	\$ 1,000.00	\$ 12,200.00
22	Board Expenses		\$ 911.00		\$ 911.00	\$ 1,500.00	\$ 500.00	\$ 1,000.00	\$ 2,000.00	\$ 500.00	\$ 1,500.00
23	Insurance		\$ 2,556.00	\$ 120.00	\$ 2,436.00	\$ 4,000.00	\$ 1,050.00	\$ 2,950.00	\$ 4,850.00	\$ 1,050.00	\$ 3,800.00
24	Office Supplies		\$ 6,330.00	\$ 209.00	\$ 6,121.00	\$ 9,500.00	\$ 1,000.00	\$ 8,500.00	\$ 10,450.00	\$ 1,000.00	\$ 9,450.00
25	Professional Fees		\$ 1,200.00		\$ 1,200.00	\$ 5,700.00	\$ 2,150.00	\$ 3,550.00	\$ 6,100.00	\$ 2,150.00	\$ 3,950.00
26	Rent and Utilities		\$ 13,735.00	\$ 475.00	\$ 13,260.00	\$ 18,500.00	\$ 2,400.00	\$ 16,100.00	\$ 16,500.00	\$ 2,400.00	\$ 14,100.00
27	Repairs and Maintenance		\$ 2,007.00		\$ 2,007.00	\$ 7,500.00		\$ 7,500.00	\$ 9,450.00		\$ 9,450.00
28	Telephone/Internet provider		\$ 2,230.00		\$ 2,230.00	\$ 4,000.00	\$ 1,000.00	\$ 3,000.00	\$ 3,300.00	\$ 1,000.00	\$ 2,300.00
29	Wages and Employee Benefits		\$ 17,261.00	\$ 8,500.00	\$ 8,761.00	\$ 40,000.00	\$ 13,500.00	\$ 26,500.00	\$ 44,000.00	\$ 13,500.00	\$ 30,500.00
30	Volunteer Appreciation		\$ 5,125.00	\$ 275.00	\$ 4,850.00	\$ 10,000.00	\$ 400.00	\$ 9,600.00	\$ 11,000.00	\$ 400.00	\$ 10,600.00
31	Sub-Total Expenses		\$ 65,531.00	\$ 10,918.00	\$ 54,613.00	\$ 128,000.00	\$ 27,000.00	\$ 101,000.00	\$ 141,900.00	\$ 27,000.00	\$ 114,900.00
32	In-Kind Contribution		\$ 219,600.00	\$ 22,000.00	\$ 197,600.00	\$ 230,580.00	\$ 25,000.00	\$ 205,580.00	\$ 242,109.00	\$ 25,000.00	\$ 217,109.00
33	TOTAL EXPENSE		\$ 285,131.00	\$ 32,918.00	\$ 252,213.00	\$ 358,580.00	\$ 52,000.00	\$ 306,580.00	\$ 384,009.00	\$ 52,000.00	\$ 332,009.00
34											
35	NET INCOME		-\$ 6,359.00	-\$ 418.00	-\$ 5,941.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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37	Generated On: 10/27/2017										
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## **Volunteer Placement and Orientation**

Volunteer Nanaimo is the first point of entry for individuals wanting to connect with their community through volunteer roles.

Volunteer Nanaimo provides:

- Information about volunteer opportunities via the V.N. web site, facebook, twitter, weekly newspaper ads, and email.
- Presentations to businesses that are interested in developing an employee volunteer program.
- Presentations to agencies working with the unemployed.

## **Community Volunteer Income Tax Service**

Volunteers provide tax services for low income individuals and seniors. The program has completed over **2540 returns** at no cost, for the tax year 2017. They have saved each client a minimum of **\$85.00** in the cost of tax preparation. In addition clients receive a minimum of \$300 for GST rebates plus \$75 refund credit, as well as Universal Childcare Tax Benefit for families, and Guaranteed Income Supplement for Seniors, which brought over **\$1,000,000.00 in buying power** to the Nanaimo economy.

## **Watchdog Technology Services**

Volunteer technicians work with low income seniors, the staff or volunteers of non-profit organizations, to service their computer systems and build their capacity to manage technology. Computer equipment donated to Volunteer Nanaimo is updated and/or repaired. The refurbished equipment is redistributed to seniors and marginalized individuals in need of a computer.

## **Seniors On-Line**

This service pairs seniors with senior volunteers to help with email, online access, computer, tablet or smart phone use. We have two regular volunteers available and there is no minimum or maximum time spent with the client, though generally three visits are sufficient. This has been very helpful to reduce isolation and help seniors stay connected with family and friends. The seniors also become more effective at using the many Internet resources, from government forms to social and healthcare resources.

## **Christmas Angels**

Volunteer Nanaimo hosts a Christmas Angel service for the less fortunate of the community, by matching families, vulnerable teens and seniors with volunteer “angels” who assist in making their Christmas a happier one. Volunteer angels consist of individuals, families, and corporate sponsors. The recipients are vetted and referred by local social service agencies. For Christmas of 2018 Volunteer Nanaimo served over 380 households.

### **Volunteer Fair**

Each year Volunteer Nanaimo sponsors a Volunteer Fair in a local mall. Representatives from up to 30 organizations set up tables and supply the visiting community members with information about volunteer opportunities available. The organizations also benefit from community exposure. This fair is a Volunteer Nanaimo initiative to share opportunities and the importance of volunteerism in our community.

### **Volunteer Appreciation Luncheon**

Each year during National Volunteer Week Volunteer Nanaimo sponsors a luncheon for 400 community volunteers. This event is organized by volunteers, prepared by a volunteer chef with volunteer helpers, and served by up to 60 volunteer youths from local high schools. It is a huge commitment by our volunteers to ensure that Nanaimo area volunteers feel appreciated by their community.

### **COMMUNITY BENEFIT:**

Volunteer Nanaimo strengthens and improves the community by:

- ***Connecting people with opportunities to serve.*** There are many volunteer opportunities for every person and the role of Volunteer Nanaimo is to “*ask for participation*” and “*help with suitable referrals*”. Volunteers are interviewed to determine their skills and are referred to organizations. Their skills and interests are recorded for future projects and special events, with their permission. Individuals are matched to volunteer opportunities, targeting programs for special populations wanting to volunteer (e.g. corporate volunteers, New Canadians, people with disabilities, youth). Throughout the year Volunteer Nanaimo interacts directly with over 2,000 prospective volunteers.
- ***Celebrating Volunteerism.*** 400 volunteers are honoured for their volunteer contributions at our annual Volunteer Appreciation Luncheon. This high profile event is attended by dignitaries and community leaders which reinforces the positive impact of volunteers on the city of Nanaimo. Many non-profits use this event to recognize the efforts of those who volunteer for their organizations.
- ***Promoting Volunteerism.*** Volunteer Nanaimo promotes volunteerism by the annual Volunteer Fair. This event connects individuals with 30 organizations seeking volunteers. Additionally, volunteer ads are placed in Facebook, local newspaper, and uploaded to our website.

- ***Facilitating Partnerships to Meet the Rising Demands of Community Needs.*** Volunteer Nanaimo challenges the voluntary sector to meet the rising demands of community service needs. Each year we facilitate a Christmas Angel service to the less fortunate of the community by matching families, vulnerable teens and seniors with volunteer “angels” who assist in making their Christmas a happier one. In 2016 we facilitated the gifting of over 350 families. These “angels” represent a segment of the community who are not necessarily available for other volunteer activities.
- ***Connecting People With Local Community Benefit Experiences.*** Throughout the year we connect with over 2500 individuals for their tax preparation and filing. This is done through a team of over a dozen volunteers and is responsible for bringing an estimated \$1,000,000 into the community.
- ***Introducing volunteerism to youth, new Canadians, and isolated individuals.*** Our Watchdog service last year donated over 40 refurbished computers to seniors, youth, and immigrants. We provided repair service on the average of one computer per day, and our Seniors On-Line mentoring service instructed over 20 individuals in using technology last year.

#### **ACCESSIBILITY:**

Volunteer Nanaimo provides services to all citizens. Our services are accessible to people of all ages, ability, ethnicity, gender, religion, income or sexual orientation. We have trained and encouraged organizations to embrace people with mobility or mental health issues, to access youth groups and to work with people in isolation (cultural, gender based, ethnicity, etc.). In addition Volunteer Nanaimo encourages and supports people who receive services to give back through service.

The Volunteer Nanaimo Resource Centre is physically accessible to the larger community from our location in central Nanaimo. The office is positioned behind a busy shopping centre close to north and south bus routes. The work hours of the office are from 9:00am to 3:00pm. (Mon-Thurs.) The physical layout of our office is mobility and wheelchair accessible. Our volunteer receptionists are the first point of entry for office visitors, email and phone contact, and they handle the needs of visitors in an efficient and timely manner. Volunteer Nanaimo offers a meeting room for community use from 8:30 am to 11:00 pm.



Youth Network is administered by a Project Coordinator who is enrolled in post-secondary education. The Program Coordinator recruits through the school system by giving classroom presentations and at local malls. Youth are interviewed with their parents to ensure both understand the program services and expectations. The youth complete an application form that must be signed by a parent. The Program Coordinator recruits Team Leaders, 19 years and up, who facilitate, encourage and support youth while they work with them on volunteer projects. Five Team Leaders helped 58 youth to better understand the meaning and the significance of helping in the community.

The goal of the program is twofold: to give youth a meaningful volunteer experience and to help the non-profit sector see the value of having youth involved with their organization and how best to engage them in volunteering. The program is a model for youth engagement. The program has two components, a summer program from June to August and a school program from September to May. Youth choose what projects they want to participate in by signing up from the generated list of projects. During the summer program the Program Coordinator solicits volunteer projects from non-profit organizations. Projects are planned with learning objectives and skills development. The teams are supported on site by trained volunteer Team Leaders (university students and adults; minimum age 19.

The Project Coordinator and Team Leader ensure that youth are safe and prepared for their role. The Coordinator works with the agency being served and mentors agency staff to work with youth, promoting inclusion, respect and appreciation. The summer projects consist of the community annual special events (Loaves & Fishes, 7-10 Club, Bathtub Race, jazz festival, children festival, Heart and Stroke Big Bike, etc.) and projects developed by the youth. This year, 58 youth participated in the program and completed over 1100 volunteer hours of organization events (includes the hours of the five Team Leaders.)

During the school year, the Project Coordinator provides school and community presentations on youth volunteering and the benefits of volunteering. Youth are required to complete 25-40 volunteer hours by the end of their senior year. Volunteer opportunities posted on our website or sent out to our youth from Youth Network email list are vetted to compliment curriculum and student interest. Parents are encouraged to do their due diligence and follow up with the Volunteer Coordinator of the organizations requesting

volunteers. During school breaks, youth work on special projects in teams with a Team Leader through Volunteer Nanaimo: for example the Christmas Angels helping to pack and deliver baskets, our Volunteer Luncheon (we have over 50 high school students participate by helping with decorating, setting and serving the lunch to 400 plus guests) supporting our Touch a Truck event. Youth also participate in community special events during school breaks, which keeps them engaged in the volunteer experiences throughout the year.



Vice Chair  
Sarah Pachkowsky

Chair  
Omar Karim

SECRETARY  
David Beer

Treasurer  
Deryk Mortensen

Director  
Taylor Farrell

DIRECTOR  
Rita Innamorati

DIRECTOR (honorary Board Member)  
Vi Windley

Executive Director  
Marjorie Driscoll





## 2018 BC SOCIETY ANNUAL REPORT

BC Society • Societies Act

NAME OF SOCIETY: **NANAIMO VOLUNTEER AND INFORMATION CENTRE SOCIETY**

Incorporation Number: S0015055  
Business Number: 11905 0862 BC0001  
Filed Date and Time: July 4, 2018 05:31 PM Pacific Time  
Annual General Meeting (AGM) Date: June 21, 2018

### REGISTERED OFFICE ADDRESS INFORMATION

**Delivery Address:**

E 3148 BARONS ROAD  
NANAIMO BC V9T 4B5

**Mailing Address:**

E 3148 BARONS ROAD  
NANAIMO BC V9T 4B5

### DIRECTOR INFORMATION AS OF June 21, 2018

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

ALLEN, RICHARD

**Delivery Address:**

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

BEER, DAVE

**Delivery Address:**

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

BULGER, RITA MARIA

**Delivery Address:**

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

FARRELL, TAYLOR

**Delivery Address:**

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

KARIM, OMAR

**Delivery Address:**

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

MORTENSEN, DERYK

**Delivery Address:**

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

PACHKOWSKY, SARAH

**Delivery Address:**

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

WINDLEY, VI

**Delivery Address:**

#### **CERTIFICATION**

I, Rita Innamorati Bulger, certify that I have relevant knowledge of the society, and that I am authorized to make this filing.



**Nanaimo Volunteer & Information Ctr.**  
**Balance Sheet As at 12/31/2018**

**ASSET**

**CURRENT ASSETS**

Petty cash fund	0.00	
Bank Acct 00260 0305992	100.11	
Bank Acct 0026 0000547	1,429.27	
Current/General/718243	2,815.10	
Bank Acct YVC 304813	4,779.66	
Bank Acct JCP/Finance 0306743	275.00	
Gaming 0306840	3,633.80	
Bank Acct Training 0026 0304538	17,567.83	
Total Cash		30,600.77
GST receivables		792.49
Suspence		0.00
<b>Total Current Assets</b>		<b>31,393.26</b>

**Amortization Asset**

COMPUTER	11,052.34	
ACCUM. AMORT COMPUTER	-9,150.00	
furniture and equipment	8,482.76	
accumu amortization furniture	-6,280.00	
<b>Total Amortization</b>		<b>4,105.10</b>

**TOTAL ASSET** **35,498.36**

**LIABILITY**

**Current Liabilities**

accounts payable	2,600.00	
Accounts Payable	0.00	
Vacation Payable	0.00	
EI Payable	-40.10	
CPP Payable	164.74	
IncomeTax Payable	168.58	
Receiver General Payable		293.22
Year End Accounts Payable		0.00
Wages Payable		0.00
WBC Payable		114.51
unearned revenue		23,625.00
<b>Total Current Liabilities</b>		<b>26,632.73</b>

**TOTAL LIABILITY** **26,632.73**

**EQUITY**

**Earnings**

Members Equity/Retained Earnin...	34,852.38	
Current Earnings	-25,986.75	
Prior Period Adjustments	0.00	
<b>Total Earnings</b>		<b>8,865.63</b>

**TOTAL EQUITY** **8,865.63**

**LIABILITIES AND EQUITY** **35,498.36**



**Nanaimo Volunteer & Information Ctr.**  
**Income Statement 04/01/2018 to 12/31/2018**

**REVENUE**

**Revenue**

Donations Christmas Angel Prog...	8,342.00
touch a truck	5,903.85
Movie Event	0.00
interest income	2.91
copying/printing	0.00
Nanaimo Youth Services	0.00
Tree Farm	0.00
Misc Revenue	1,935.78
Consultingc	0.00
Dental Program	0.00
Gaming/Bingo	0.00
CODE Billing Revenue	0.00
Memberships	1,680.00
Donations Volunteer Luncheon	2,825.00
Volunteer Fair	0.00
donations tree chipping	0.00
Donations tax program	2,120.00
Donations	2,221.00
Fundraising	0.00
Workshops/Honourarium	0.00
watchdog	1,134.00
Rental Revenue	0.00
Training/Workshops	0.00
New Horizons	0.00
JCP-HRDC Revenue	0.00
YVC	4,600.00
<b>Total Revenue</b>	<b>30,764.54</b>

**TOTAL REVENUE**

**30,764.54**

**EXPENSE**

**Expenses**

Christmas Angel Program	12,814.21
touch a truck	1,212.61
Movie Event	0.00
150 x150 canada	0.00
Honourarium	357.83
Volunteer Fair	175.00
AGM Expenses	100.00
Advertising	1,249.80
bank fees/ charges	7.50
tree farm	0.00
amortization	0.00
Board Meeting Expenses	41.44
Dental Program	8.38
Equipment/Furniture	0.00
Computer hardware/software	764.00
Network/Computer Maintenance	0.00
dental pro billing	0.00
insurance	1,703.45
Janitorial	625.00
Bookkeeping/Accounting	1,200.00
Misc Expenses	65.00
fundraising	0.00
Office Supplies	502.55
Postage	119.70
Stationary/Printed Materials	0.00
watchdog	0.00
Rent	9,146.25
common charges for property	0.00
Security	0.00
Supplies/Fixes	0.00

**Nanaimo Volunteer & Information Ctr.**  
**Income Statement 04/01/2018 to 12/31/2018**

Telephone/Internet provider		1,776.98
Travel		0.00
Utilities		1,365.45
Volunteer appreciation		2,152.64
Volunteer luncheon expense		2,648.95
Youth Volunteer Program		1,848.12
Wages Expense	13,301.60	
Consultant Fees	100.00	
EI Expense	309.08	
CPP Expense	654.90	
Income Tax	0.00	
WCB Expense	14.96	
Total Wage Expense		14,380.54
tree farm expenses		0.00
Membership Fees		40.00
Printing/Copying		939.03
Workshop/Orientation expenses		0.00
GST		1,012.45
PST		494.41
HST		0.00
GST		0.00
Training Allowance		0.00
New Horizons		0.00
<b>Total Expenses</b>		<u>56,751.29</u>
<b>TOTAL EXPENSE</b>		<u>56,751.29</u>
<b>NET INCOME</b>		<u><u>-25,986.75</u></u>



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**NANAIMO VOLUNTEER & INFORMATION CTR.**

**Financial Statements**

**Year Ended March 31, 2018**

*(Unaudited - See Notice To Reader)*

**NANAIMO VOLUNTEER & INFORMATION CTR.**

**Index to Financial Statements**

**Year Ended March 31, 2018**

*(Unaudited - See Notice To Reader)*

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	Page
NOTICE TO READER	1
FINANCIAL STATEMENTS	
Statement of Financial Position	2
Statement of Revenues and Expenditures	3
Statement of Cash Flow	4
Notes to Financial Statements	5



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### NOTICE TO READER

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On the basis of information provided by management, we have compiled the statement of financial position of Nanaimo Volunteer & Information Ctr. as at March 31, 2018 and the statements of revenues and expenditures and cash flow for the year then ended.

We have not performed an audit or a review engagement in respect of these financial statements and, accordingly, we express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.

Lantzville, British Columbia

June 20, 2018

*KMA Chartered Professional Accountants*

KMA CHARTERED PROFESSIONAL ACCOUNTANTS

**NANAIMO VOLUNTEER & INFORMATION CTR.****Statement of Financial Position****March 31, 2018***(Unaudited - See Notice To Reader)*

	2018	2017
<b>ASSETS</b>		
CURRENT		
Cash	\$ 56,846	\$ 79,827
Accounts receivable	775	792
	<u>57,621</u>	<u>80,619</u>
PROPERTY, PLANT AND EQUIPMENT <i>(Note 2)</i>	<u>3,438</u>	<u>4,105</u>
	<u>\$ 61,059</u>	<u>\$ 84,724</u>
<b>LIABILITIES AND NET ASSETS</b>		
CURRENT		
Accounts payable	\$ 2,696	\$ 2,666
Employee deductions payable	605	-
	<u>3,301</u>	<u>2,666</u>
DEFERRED INCOME	<u>23,625</u>	<u>48,625</u>
	<u>26,926</u>	<u>51,291</u>
NET ASSETS	<u>34,133</u>	<u>33,433</u>
	<u>\$ 61,059</u>	<u>\$ 84,724</u>

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

See notes to financial statements



**NANAIMO VOLUNTEER & INFORMATION CTR.****Statement of Revenues and Expenditures****Year Ended March 31, 2018***(Unaudited - See Notice To Reader)*

	2018	2017
<b>TRADE SALES</b>		
Bingo and casino events	\$ 52,625	\$ 32,500
Grants and contributions	10,933	6,736
Dental program	-	1,880
Volunteer luncheon	3,171	3,223
Membership fees and other	5,969	5,042
Events income	19,982	9,791
	<u>92,680</u>	<u>59,172</u>
<b>EXPENSES</b>		
Advertising and promotion	2,050	1,189
Amortization	1,798	1,425
Consulting fees	8,500	3,220
Insurance	2,754	2,556
Office	10,186	8,337
Fundraising	1,262	911
Event expenses	15,625	8,341
Volunteer appreciation	3,632	5,125
Professional fees	1,387	1,200
Rental	12,195	12,195
Salaries and wages	28,578	17,261
Utilities	4,013	3,770
	<u>91,980</u>	<u>65,530</u>
<b>EXCESS (DEFICIENCY) OF TRADE SALES OVER EXPENSES</b>	<u>\$ 700</u>	<u>\$ (6,358)</u>

See notes to financial statements

**NANAIMO VOLUNTEER & INFORMATION CTR.****Statement of Cash Flow****Year Ended March 31, 2018***(Unaudited - See Notice To Reader)*

	2018	2017
<b>OPERATING ACTIVITIES</b>		
Excess (deficiency) of trade sales over expenses	\$ 700	\$ (6,358)
Item not affecting cash:		
Amortization of property, plant and equipment	1,798	1,425
	<u>2,498</u>	<u>(4,933)</u>
Changes in non-cash working capital:		
Accounts receivable	17	769
Accounts payable	30	15
Employee deductions payable	605	(66)
Deferred income	<u>(25,000)</u>	<u>17,125</u>
	<u>(24,348)</u>	<u>17,843</u>
Cash flow from (used by) operating activities	<u>(21,850)</u>	<u>12,910</u>
<b>INVESTING ACTIVITY</b>		
Purchase of property, plant and equipment	<u>(1,131)</u>	<u>-</u>
<b>INCREASE (DECREASE) IN CASH FLOW</b>	<u>(22,981)</u>	<u>12,910</u>
Cash - beginning of year	<u>79,827</u>	<u>66,917</u>
<b>CASH - END OF YEAR</b>	<u>\$ 56,846</u>	<u>\$ 79,827</u>
<b>CASH CONSISTS OF:</b>		
Cash	<u>\$ 56,846</u>	<u>\$ 79,827</u>

See notes to financial statements

# NANAIMO VOLUNTEER & INFORMATION CTR.

## Notes to Financial Statements

Year Ended March 31, 2018

(Unaudited - See Notice To Reader)

### 1. PURPOSE OF THE ORGANIZATION

Nanaimo Volunteer & Information Ctr. (the "organization") is a not-for-profit organization incorporated provincially under the Society Act of British Columbia. As a registered charity the organization is exempt from the payment of income tax under Section 149(1) of the Income Tax Act.

The organization operates to provide volunteerism in the Nanaimo region.

### 2. PROPERTY, PLANT AND EQUIPMENT

	Cost	Accumulated amortization	2018 Net book value	2017 Net book value
Computer equipment	\$ 12,183	\$ 10,507	\$ 1,676	\$ 1,902
Furniture and fixtures	8,483	6,721	1,762	2,203
	<u>\$ 20,666</u>	<u>\$ 17,228</u>	<u>\$ 3,438</u>	<u>\$ 4,105</u>

### 3. COMPARATIVE FIGURES

Some of the comparative figures have been reclassified to conform to the current year's presentation.