

ATTACHMENT B



CITY OF NANAIMO APPLICATION FOR PERMISSIVE TAX EXEMPTION

Office Use

ORGANIZATION: Nanaimo Brain Injury Society		DATE: Jan. 21, 2019	
ADDRESS: 285 Prideaux St		PRESIDENT: Jamie Dunnett	
Nanaimo, BC		SENIOR STAFF MEMBER: Kix Citton	
V9R 2N2		POSITION: Executive Director	
		CONTACT: Susan Norris, Admin Manager	
TELEPHONE: 250-753-5600		TELEPHONE: 250-753-5600 ext. 200	
GEOGRAPHIC AREA SERVED BY THE ORGANIZATION: Nanaimo			
NO. OF FULL TIME STAFF: 0		NO. OF PART TIME STAFF: 6	
NO. OF COMMUNITY VOLUNTEERS: 29		NO. OF VOLUNTEER HOURS PER YEAR: 870	
CLIENTS SERVED, LAST YEAR: 212		CLIENTS SERVED, THIS YEAR (PROJECTED): 225	
B.C. SOCIETY ACT REG. NO.: S-0024257		REVENUE CANADA CHARITABLE REG. NO.: 89010 4060 RR0001	
CURRENT BUDGET:		LEGAL DESCRIPTION OF PROPERTY: 106-285 Prideaux St.	
INCOME \$ 244,711		TAX FOLIO NUMBER: Prideaux St. 81611.022	
EXPENSES: \$ 250,735			
NEXT YEAR PROJECTED:		CURRENT YEAR TAXES (IF KNOWN): \$128.00	
INCOME: \$ 255,000			
EXPENSES: \$ 264,000			
SIGNATURE: <i>K. Citton</i>	TITLE/POSITION: Executive Director	DATE: Jan. 21, 2019	
<p>NOTE: YOUR ORGANIZATION'S MOST RECENT YEAR-END FINANCIAL STATEMENTS AND CURRENT YEAR-TO-DATE FINANCIAL STATEMENTS MUST BE ATTACHED TO THE APPLICATION FORM (INCLUDING A BALANCE SHEET AND INCOME STATEMENT).</p>			

CITY OF NANAIMO GRANT QUESTIONNAIRE

1. Please describe the Purpose or Mandate of your organization in this community.

NBIS fosters opportunity and self-determination with those affected by Acquired Brain Injury.

2. Please list the programs and services provided by your organization.

1. Community Navigator

2. Education

3. Peer Support

3. Are you planning to change or add to current programs and services in the future?

No

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

Hospital Peer Visitation Volunteers - visit patients with brain injury in hospital

Coffee drop-in Volunteers - facilitate supportive conversations in an informal coffee drop-in

Board members and Community members ensure the oversight of the organization

Education program and admin volunteers support staff with project tasks

5. Please list all grants received from the City of Nanaimo, Regional District of Nanaimo, and other governments or service clubs.

Island Health

Brain Injury Alliance

BC Gaming

United Way

ICBC

BC Rehab

CITY OF NANAIMO GRANT QUESTIONNAIRE

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

No fees charged for our programs

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

n/a

8. If you lease or rent out part of your premises: please note the amount of space rented (sq ft), total square feet of the premises, name of organization renting the space, and the annual rent received.

n/a

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

Fundraisers - beer and burger, silent auction, raffles, etc.

CITY OF NANAIMO GRANT QUESTIONNAIRE

10. Is there any other information about your organization that you would like to provide to support your application?

We greatly appreciate the support of the city in considering our application for the permissive tax exemption. This financial support allows us to put more of our limited resources into direct service programs to support individuals and families impacted by brain injury in Nanaimo.

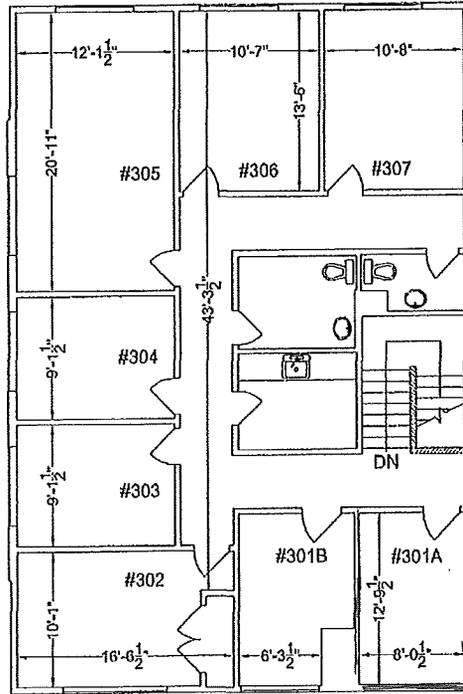
11. In what ways would you recognize the City's support, should you receive a Permissive Tax Exemption?

The City of Nanaimo logo is included on our printed communication and website.
The support from the City of Nanaimo is also acknowledged at our Annual General Meeting.

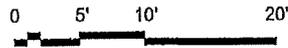
Permissive tax exemption is included as a line item on our Financial Reports.

UPPER LEVEL
285 PRIDEAUX ST
NANAIMO BC

DRAFT



BLOCK 6



MAIN LEVEL
 285 PRIDEAUX ST
 NANAIMO BC

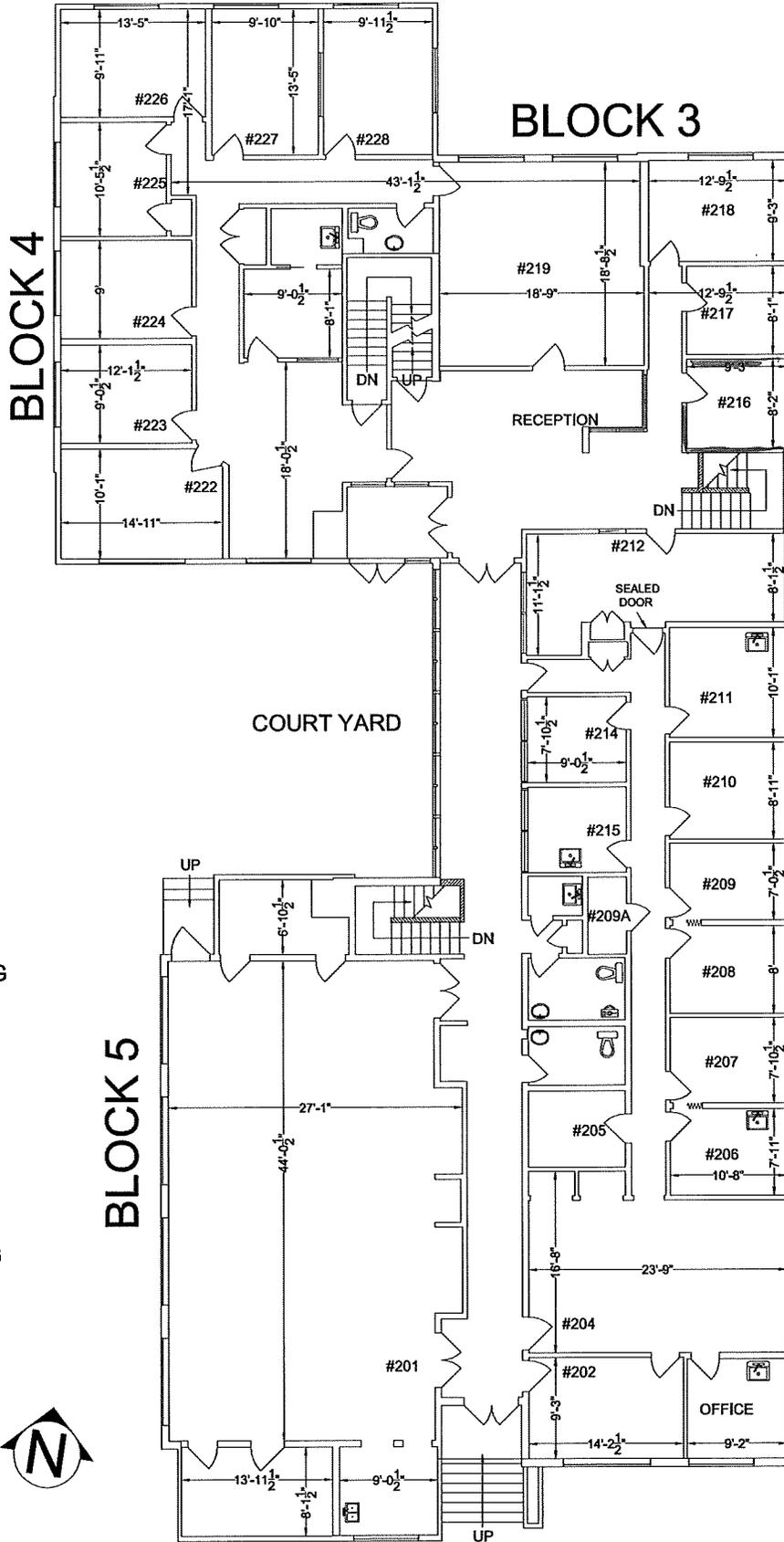
LUBBOCK SQUARE

PARKING

PARKING

PARKING

PARKING



MEASURED FEB 2009

DTZ BARNICKE
 201-155 SKINNER STREET
 NANAIMO BC V9R 5E8
 TEL(250) 753-5757
 FAX (250) 753-4993

BLOCKS 2-5
 MAIN LEVEL
 285 PRIDEAUX STREET
 NANAIMO BC

FLOOR PLAN

4 MARCH 2009

09-1305

1/16" = 1'0"

M MEASURE MASTERS
 VANCOUVER ISLAND - COMMERCIAL
 3034 WESTDOWNE ROAD
 VICTORIA BC V8R 5G2
 TEL 250 472 2653 FAX 250 472 2683



2018 BC SOCIETY ANNUAL REPORT

BC Society • Societies Act

NAME OF SOCIETY: **NANAIMO BRAIN INJURY SOCIETY**
Incorporation Number: S0024257
Business Number: 89010 4060 BC0001
Filed Date and Time: July 23, 2018 10:11 AM Pacific Time
Annual General Meeting (AGM) Date: June 21, 2018

REGISTERED OFFICE ADDRESS INFORMATION

Delivery Address:

COMMUNITY SERVICES BUILDING
106-285 PRIDEAUX STREET
NANAIMO BC V9R 2N2

Mailing Address:

COMMUNITY SERVICES BUILDING
106-285 PRIDEAUX STREET
NANAIMO BC V9R 2N2

DIRECTOR INFORMATION AS OF June 21, 2018

Last Name, First Name Middle Name:

DUNNETT, JAMIE

Delivery Address:

Last Name, First Name Middle Name:

GRAUMAN, TOM

Delivery Address:

Last Name, First Name Middle Name:

KOZLICK, DYLAN

Delivery Address:

Last Name, First Name Middle Name:

MCAULEY, CHRISTINE

Delivery Address:

Last Name, First Name Middle Name:

ROBERTSON, TONY

Delivery Address:

Last Name, First Name Middle Name:

STADLER, HEATHER ANN

Delivery Address:

CERTIFICATION

I, Susan Norris, certify that I have relevant knowledge of the society, and that I am authorized to make this filing.



Nanaimo Brain Injury Society
Financial Statements
March 31, 2018
(Unaudited - see Notice to Reader)

Notice To Reader

On the basis of information provided by management, we have compiled the statement of financial position of Nanaimo Brain Injury Society as at March 31, 2018 and the statements of operations and changes in net assets for the year then ended. We have not performed an audit or a review engagement in respect of these financial statements and, accordingly, we express no assurance thereon. Readers are cautioned that these statements may not be appropriate for their purposes.

Nanaimo, British Columbia

June 19, 2018

MNP LLP

Chartered Professional Accountants

Nanaimo Brain Injury Society
Statement of Financial Position

As at March 31, 2018
(Unaudited - see Notice to Reader)

	2018	2017
Assets		
Current		
Cash	199,272	190,055
Accounts receivable	10,305	40
Prepaid expenses	1,490	755
Goods and services tax receivable	1,656	1,261
	212,723	192,111
Capital assets	9,300	9,649
	222,023	201,760
Liabilities		
Current		
Accounts payable and accruals	5,262	5,631
Wages and benefits payable	7,750	16,491
	13,012	22,122
Deferred contributions	67,917	88,963
	80,929	111,085
Net Assets		
Unrestricted	34,754	90,675
Internally restricted	106,340	-
	141,094	90,675
	222,023	201,760

Nanaimo Brain Injury Society
Statement of Operations

For the year ended March 31, 2018
(Unaudited - see Notice to Reader)

	2018	2017
Revenue		
Brain Injury Program	112,423	112,377
Brain Injury Alliance	64,026	22,808
Gaming revenue	51,250	51,250
Donations	17,976	9,862
United Way grant	6,000	7,500
Permissive tax exemption revenue	5,984	5,984
Other revenue	1,426	2,582
Interest income	876	501
Grant revenue	450	630
Memberships	210	260
Event revenue	-	705
	260,621	214,459
Expenses		
Accounting and legal	1,909	1,812
Advertising	1,302	2,487
Amortization	2,655	3,336
Bank charges and interest	235	113
Food and beverage	313	186
Insurance	1,007	1,033
Licences and dues	235	60
Office supplies and expenses	10,435	7,907
Program expenses	1,184	1,482
Property tax	5,984	5,984
Rent	23,450	22,140
Salaries and benefits	136,173	149,656
Special events	915	746
Staff training	1,335	2,599
Subcontracts	20,800	18,481
Telephone	1,816	2,124
Travel	454	296
	210,202	220,442
Excess (deficiency) of revenue over expenses before other items	50,419	(5,983)
Other items		
Gain on disposal of capital assets	-	7,535
Excess of revenue over expenses	50,419	1,552

Nanaimo Brain Injury Society
Statement of Changes in Net Assets

For the year ended March 31, 2018
(Unaudited - see Notice to Reader)

	<i>Internally Restricted</i>	<i>Unrestricted</i>	<i>2018</i>	<i>2017</i>
Net assets beginning of year	-	90,675	90,675	89,123
Excess of revenue over expenses	-	50,419	50,419	1,552
Internal transfers	106,340	(106,340)	-	-
Net assets, end of year	106,340	34,754	141,094	90,675

**Nanaimo Brain Injury Society
Statement of Financial Position
as at December 31, 2018**

ASSET

Current Assets

Petty Cash		200.00
IS - Society (General)	39,313.88	
IS - Society HI	44,755.95	
IS - Gaming Savings	13,098.88	
IS-Segregated	64,378.95	
Gaming - Chequing	406.00	
Undeposited Funds	10,550.00	
Cash - Gift Cards	25.00	
Total Cash		172,528.66
Accounts Receivable		29,153.20
Prepaid Expenses		1,602.03
Total Current Assets		203,483.89

Capital Assets

Leasehold Improvements		6,687.41
Leaseholds - Accum. Amortization		(6,397.10)
Office Furniture & Equipment		19,234.45
Accum. Amort. - Furniture & Equip.		(14,067.40)
Computer Equipment		31,597.35
Accum. Amort.-Computer Equipment		(30,289.30)
Website		2,306.25
Equipment		7,644.09
Accum. Amort. - Equipment		(7,415.53)
Total Capital Assets		9,300.22

TOTAL ASSET

212,784.11

LIABILITY

Current Liabilities

DR - Gaming		12,812.57
DR - United Way		3,000.00
DR - Brain Injury Alliance		26,920.85
Accounts Payable		142.87
Mastercard Payable		1,735.39
Staples Credit Card Payable		903.35
Vacation payable		9,003.58
EI Payable	489.19	
CPP Payable	1,060.94	
Federal Income Tax Payable	1,295.87	
Total Receiver General		2,846.00
Accrued Liabilities		2,000.00
WCB Payable		279.20
GST/HST Paid on Purchases	(1,302.00)	
GST/HST Owing (Refund)		(1,302.00)

Deferred Revenue	10,000.00
Total Current Liabilities	<u>68,341.81</u>
TOTAL LIABILITY	<u>68,341.81</u>
EQUITY	
Retained Earnings	
Retained Earnings - Previous Year	141,095.30
Allocated Net Assets	(106,340.00)
Internally Restricted - Contingency	65,000.00
Internally Restricted - Other	18,007.00
Internally Restricted - Other	3,333.00
Internally Restricted - Other	20,000.00
Current Earnings	3,347.00
Total Retained Earnings	<u>144,442.30</u>
TOTAL EQUITY	<u>144,442.30</u>
LIABILITIES AND EQUITY	<u><u>212,784.11</u></u>

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Nanaimo Brain Injury Society
Comparative Statement of Operations
1-Apr 2018 to 31-Dec 2018

	Actual 01 Apr, 2018 to 31 Dec, 2018	Budget 01 Apr, 2018 to 31 Mar, 2019	Percent
REVENUE			
Revenue			
Brain Injury Program - VIHA	91,597	114,511	(20)
Gaming Revenue	38,437	51,250	(25)
United Way	3,000	6,000	(50)
Brain Injury Alliance	35,896	46,150	(22)
Non-Receipt Donations/Fundraising	10,151	2,000	408
ICBC	90	10,000	(99)
Society Memberships	310	200	55
Donations in Kind	212	0	0
Grants & Receiptable Donations	4,310	1,500	187
Interest Income	739	600	23
Miscellaneous Revenue	218	0	0
March of Dimes	5,571	8,000	(30)
Other Revenue	3,715	1,500	148
TOTAL REVENUE	<u>194,246</u>	<u>241,711</u>	(20)
TOTAL REVENUE	<u>194,246</u>	<u>241,711</u>	(20)
EXPENSE			
Payroll Expenses			
Wages & Salaries	111,574	152,435	(27)
EI Expense	2,512	3,536	(29)
CPP Expense	4,720	6,679	(29)
WCB Expense	224	351	(36)
Employee Benefits	11,325	14,955	(24)
Contract Wages	12,269	17,955	(32)
Total Payroll Expense	<u>142,623</u>	<u>195,911</u>	(27)
General & Administrative Expenses			
Janitorial Expense	130	370	(65)
Accounting & Legal	2,361	2,000	18
Advertising/Promotions/Media	1,281	1,500	(15)
Bank & Interest Charges	2	100	(98)
Computer Maintenance	2,057	1,000	106
Office Water	148	200	(26)
Furniture & Equipment	994	500	99
Computer Equipment	1,072	500	114
Computer Software	2,374	2,050	16
Program Expenses	2,717	2,500	9
Special Events Expenses	2,889	1,800	61
Membership Fees	0	250	(100)
Professional Fees	1,281	0	0
Payment Processing Fees	216	0	0
Honorarium	250	700	(64)
Staff & Board Expenses	660	750	(12)
Volunteer Expenses	769	1,500	(49)
Professional Development	2,863	2,000	43

Insurance	720	1,100	(35)
Office Supplies	521	1,000	(48)
Photocopy Expense	630	850	(26)
Equipment Lease/Rental	1,763	2,700	(35)
Office Expenses	664	300	121
Facility Reno/Improvements	0	200	(100)
Postage/Handling Expenses	13	100	(87)
Parking	16	0	0
Offsite Rental	0	550	(100)
Rent	18,291	24,500	(25)
Repair & Maintenance	0	200	(100)
Telephone & Internet	1,428	1,800	(21)
Meals & Entertainment	0	150	(100)
Milage Reimbursements	0	154	(100)
Travel/Transportation	118	500	(76)
Website	2,050	3,000	(32)
Total General & Admin. Expenses	<u>48,276</u>	<u>54,824</u>	(12)
TOTAL EXPENSE	<u>190,899</u>	<u>250,735</u>	(24)
NET INCOME	<u>3,347</u>	<u>(9,024)</u>	(137)

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Interim Financial Statements