

ATTACHMENT 2



CITY OF NANAIMO CITY  
 OF NANAIMO THE APPLICATION

Office Use

FOR PERMISSIVE

TAX EXEMPTION

ORGANIZATION: Clay Tree Society	DATE: February 24 2020
ADDRESS: 838 Old Victoria Road Nanaimo, BC V9R 6A1	PRESIDENT: Dan Dube
	SENIOR STAFF MEMBER: Glenys Patmore
	POSITION: Executive Director
	CONTACT: glenys.claytree@shaw.ca
TELEPHONE: 250-753-5322 ext 1	TELEPHONE:
GEOGRAPHIC AREA SERVED BY THE ORGANIZATION: Nanaimo and surrounding area	
NO. OF FULL TIME STAFF: 18	NO. OF PART TIME STAFF: 10
NO. OF COMMUNITY VOLUNTEERS: 20	NO. OF VOLUNTEER HOURS PER YEAR:
CLIENTS SERVED, LAST YEAR: 120	CLIENTS SERVED, THIS YEAR (PROJECTED): 120
B.C. SOCIETY ACT REG. NO.: S0005166	REVENUE CANADA CHARITABLE REG. NO.: BN10775864RT001
CURRENT BUDGET: 1.9 MIL	LEGAL DESCRIPTION OF PROPERTY:
INCOME 1.9 MIL	
EXPENSES: 1.9 MIL	TAX FOLIO NUMBER:
NEXT YEAR PROJECTED: 1.9 MIL	
INCOME: 1.9 MIL	CURRENT YEAR TAXES (IF KNOWN):
EXPENSES: 1.9 MIL	

### CITY OF NANAIMO GRANT QUESTIONNAIRE

SIGNATURE: <i>Wm Easter</i>	TITLE/POSITION: <i>Financial Controller, S. Mgr</i>	DATE: <i>Feb 24 2020</i>
<p><b>NOTE:</b> YOUR ORGANIZATION'S MOST RECENT YEAR-END FINANCIAL STATEMENTS AND CURRENT YEAR-TO-DATE STATEMENTS MUST BE ATTACHED TO THE APPLICATION FORM (INCLUDING A BALANCE SHEET AND INCOME STATEMENT).</p>		

*250-753-5311 ext 3*

1. Please describe the Purpose or Mandate of your organization in this community.  
Clay Tree is a non profit day program supporting people with developmental disabilities.

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2. Please list the programs and services provided by your organization.  
We are an accredited agency with interest groups that support adults with developmental disabilities ranging in age from nineteen to seventy. We focus on providing community inclusion, recreation, volunteer opportunities, art exploration, life skills, personal empowerment and independence.

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

We strive for continued growth and do continuous assessment and research, with a 3 year strategic plan and are fully CARF accredited.

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

Clay Tree Participants volunteer at the 7 10 club, Local Salvation Thrift stores, poppy production for the Branch 10 Legion, Salvation Army Kettles, Loaves and Fishes and the Chamber of commerce. We also have a wide variety of volunteers that come to Clay Tree to volunteer their time, such as local music groups, Literacy Nanaimo, Church groups and Katimavik.

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5. Please list all grants received from the City of Nanaimo, Regional District of Nanaimo, and other governments or service clubs. We have received donations from local service clubs such as the Lions Club, Branch 10 Legion, Branch 256 etc.

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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.

We are funded by Community Living BC

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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.

N/A

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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

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**CITY OF NANAIMO  
GRANT QUESTIONNAIRE**

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9. Please describe current or planned approaches to self generated income.  
Fundraising events, wood shop orders for BC Hydro & Island Timberlands.

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

Clay Tree Society was founded on May 3<sup>rd</sup>, 1957. We are the Largest and Oldest day program in Nanaimo. We would not be submitting this application if we did not need support from the city. We are under funded from CLBC each year and truly appreciate your consideration of this application. We are grateful for any help you can give us.

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## CITY OF NANAIMO GRANT QUESTIONNAIRE

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

It is our understanding that agencies that receive support from the city for the permissive tax exemption are announced in the local newspaper. We will with full appreciation and respect publicly acknowledge and thank the city via our website and Facebook page to all of our membership, parents, participants, caregivers, home support, board of directors, employees and general public that we were supported by the City of Nanaimo.

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**CLAY TREE SOCIETY FOR PEOPLE  
WITH DEVELOPMENTAL DISABILITIES**

**FINANCIAL STATEMENTS**

**YEAR ENDED MARCH 31, 2019**

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**CLAY TREE SOCIETY FOR PEOPLE WITH DEVELOPMENTAL DISABILITIES**

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**YEAR ENDED MARCH 31, 2019  
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## INDEPENDENT AUDITORS' REPORT

To the Members of Clay Tree Society for People with Developmental Disabilities

### Qualified Opinion

We have audited the accompanying financial statements of Clay Tree Society for People with Developmental Disabilities, which comprise the statement of financial position as at March 31, 2019, and the statements of operations, changes in net assets and cash flows for the year then ended, and notes to the financial statements including a summary of significant accounting policies.

In our opinion, except for the effect of the matter described in the *Basis for Qualified Opinion* section of our report, the accompanying financial statements present fairly, in all material respects, the financial position of Clay Tree Society for People with Developmental Disabilities as at March 31, 2019, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

### Basis for Qualified Opinion

In common with many charitable organizations, Clay Tree Society for People with Developmental Disabilities derives revenue from donations and fundraising, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, verification of these revenues was limited to the amounts recorded in the records of the Society. Therefore, we were not able to determine whether any adjustments might be necessary to recorded donations or fundraising, excess of revenues over expenses, cash flows from operations for the years ended March 31, 2019 and 2018, current assets as at March 31, 2019 and 2018, and net assets as at April 1 and March 31 for both 2019 and 2018 years. Our audit opinion on the financial statements for the year ended March 31, 2018 was modified accordingly because of the possible effects of this scope limitation.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are independent of Clay Tree Society for People with Developmental Disabilities in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

### Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Society's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Society or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Society's financial reporting process.

### Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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 Society's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Society's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Society to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

**Report on Other Legal and Regulatory Requirements**

As required by the British Columbia Society Act, we report that, in our opinion, these standards have been applied on a basis consistent with that of the preceding year.

Parksville, Canada  
May 31, 2019

*McGowan Macdonald*  
CHARTERED PROFESSIONAL ACCOUNTANTS

**CLAY TREE SOCIETY FOR PEOPLE WITH DEVELOPMENTAL DISABILITIES**

**STATEMENT OF FINANCIAL POSITION  
AS AT MARCH 31, 2019**

<b>ASSETS</b>		
	<b>2019</b>	<b>2018</b>
<b>CURRENT</b>		
Cash and equivalents	\$ 717,828	\$ 495,198
GST receivable	1,936	4,264
Accounts receivable	19,635	6,027
Interest receivable	7,405	1,043
Prepaid expenses	6,366	3,512
	753,170	510,044
<b>TANGIBLE CAPITAL ASSETS (note 4)</b>	1,271,019	1,285,092
	\$ 2,024,189	\$ 1,795,136
<b>LIABILITIES</b>		
<b>CURRENT</b>		
Accounts payable and accrued liabilities (note 5)	\$ 130,818	\$ 127,415
Current portion of long term debt (note 6)	352,587	28,637
	483,405	156,052
<b>LONG TERM DEBT (note 6)</b>	-	352,587
<b>DEFERRED CONTRIBUTIONS (note 7)</b>	69,768	60,284
	553,173	568,923
<b>NET ASSETS</b>		
Invested in tangible capital assets (note 8)	848,323	843,244
Unrestricted (note 9)	622,693	382,969
	1,471,016	1,226,213
	\$ 2,024,189	\$ 1,795,136

Commitment (note 10)  
Economic dependence (note 11)  
Employee, contractor and director remuneration (note 12)

**APPROVED ON BEHALF OF THE BOARD:**

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

**CLAY TREE SOCIETY FOR PEOPLE WITH DEVELOPMENTAL DISABILITIES**

**STATEMENT OF OPERATIONS  
YEAR ENDED MARCH 31, 2019**

	2019	2018
<b>REVENUE</b>		
Community Living British Columbia - programs	\$ 1,656,412	\$ 1,547,734
Sales	36,855	25,300
Fundraising and donations	22,553	65,547
Deferred contributions - amortization	15,170	14,709
Interest and other	9,068	2,903
Gain on sale of tangible capital assets	614	88
	<b>1,740,672</b>	<b>1,656,281</b>
<b>EXPENSES</b>		
Wages and benefits - programs	1,019,411	937,777
Wages and benefits - administration	242,510	224,422
Amortization	46,279	48,740
Program costs, memberships and dues	40,285	28,920
Utilities	31,618	31,075
Transportation and vehicle	27,702	17,127
Training and education	17,519	24,632
Supplies	13,947	13,563
Professional fees	11,592	13,432
Repairs and maintenance	11,544	11,148
Insurance	9,921	9,677
Mortgage interest	7,363	5,224
Fundraising	6,547	29,463
Cleaning supplies	5,858	4,465
Board	3,157	4,309
Accreditation	616	4
Building occupancy	-	4,612
	<b>1,495,869</b>	<b>1,408,590</b>
<b>EXCESS OF REVENUE</b>	<b>\$ 244,803</b>	<b>\$ 247,691</b>

**CLAY TREE SOCIETY FOR PEOPLE WITH DEVELOPMENTAL DISABILITIES**

**STATEMENT OF CHANGES IN NET ASSETS  
YEAR ENDED MARCH 31, 2019**

	Invested in		Total	Total
	Tangible Capital	Unrestricted	2019	2018
	Assets			
<b>BALANCE AT BEGINNING OF YEAR</b>	\$ 843,244	\$ 382,969	\$ 1,226,213	\$ 978,522
Net change in invested in tangible capital assets	32,206	(32,206)	-	-
Payment of principal portion of long term debt	28,637	(28,637)	-	-
Deferred contributions	(24,655)	24,655	-	-
Excess of revenue (expenses)	(31,109)	275,912	244,803	247,691
<b>BALANCE AT END OF YEAR</b>	\$ 848,323	\$ 622,693	\$ 1,471,016	\$ 1,226,213

**CLAY TREE SOCIETY FOR PEOPLE WITH DEVELOPMENTAL DISABILITIES**

**STATEMENT OF CASH FLOWS  
YEAR ENDED MARCH 31, 2019**

	2019	2018
<b>OPERATING ACTIVITIES</b>		
Excess of revenue	\$ 244,803	\$ 247,691
Adjust for items which do not affect cash:		
Amortization	46,279	48,740
Deferred contributions	(15,170)	(14,709)
Gain on sale of tangible capital assets	(614)	(88)
	<b>275,298</b>	<b>281,634</b>
Changes in non-cash working capital		
Decrease (increase) in:		
GST receivable	2,328	(1,861)
Accounts receivable	(13,608)	(1,666)
Interest receivable	(6,362)	178
Prepaid expenses	(2,854)	470
Increase (decrease) in:		
Accounts payable and accrued liabilities	3,402	7,751
	<b>(17,094)</b>	<b>4,872</b>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>	<b>258,204</b>	<b>286,506</b>
<b>INVESTING ACTIVITIES</b>		
Purchase of tangible capital assets	(36,573)	(866,190)
Deferred contributions	24,655	35,000
Proceeds on sale of tangible capital assets	4,981	3,000
	<b>(6,937)</b>	<b>(828,190)</b>
<b>FINANCING ACTIVITIES</b>		
Increase (decrease) in long term debt	(28,637)	381,224
<b>INCREASE (DECREASE) IN CASH AND EQUIVALENTS</b>	<b>222,630</b>	<b>(160,460)</b>
<b>CASH AND EQUIVALENTS AT BEGINNING OF YEAR</b>	<b>495,198</b>	<b>655,658</b>
<b>CASH AND EQUIVALENTS AT END OF YEAR</b>	<b>\$ 717,828</b>	<b>\$ 495,198</b>
<b>CASH AND EQUIVALENTS CONSIST OF:</b>		
Cash	\$ 216,830	\$ 200,475
Cashable guaranteed investment certificates	500,998	294,723
	<b>\$ 717,828</b>	<b>\$ 495,198</b>

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# CLAY TREE SOCIETY FOR PEOPLE WITH DEVELOPMENTAL DISABILITIES

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## NOTES TO FINANCIAL STATEMENTS YEAR ENDED MARCH 31, 2019

The Clay Tree Society for People with Developmental Disabilities was incorporated under the Society Act of British Columbia in 1967 and is considered a registered charity under the Income Tax Act. The Society was incorporated to provide and run programs to service people with developmental disabilities in the Nanaimo area.

The Society is a registered charity and in accordance with the Income Tax Act is not required to pay income taxes provided certain requirements under the Income Tax Act are met. In the opinion of management, these requirements have been met.

### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFPO) and include the following significant accounting policies:

(a) Basis of accounting

The Society follows the deferral method of accounting for contributions.

(b) Cash

The Society's policy is to disclose bank balances under cash.

(c) Cash equivalents

Cash equivalents include short term highly liquid investments that are cashable on demand.

(d) Tangible capital assets

Tangible capital assets are recorded at cost and are being amortized on the straight-line basis using the following annual rates:

Building	- 40 years
Furniture and fixtures	- 10 years
Equipment	- 10 years
Vehicles	- 10 years
Computer hardware	- 3 years

(e) Revenue recognition

The Society follows the deferral method of accounting for contributions. Externally restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Contributions restricted for the purchase of tangible capital assets are deferred and amortized into revenue at a rate corresponding with the amortization rate for the related tangible capital asset. Unrestricted contributions are recognized as revenue when received. Contributed materials and services are recognized at fair value when they are considered to be significant.

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# CLAY TREE SOCIETY FOR PEOPLE WITH DEVELOPMENTAL DISABILITIES

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## NOTES TO FINANCIAL STATEMENTS YEAR ENDED MARCH 31, 2019

### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

#### (f) Use of estimates

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the amounts of assets and liabilities, disclosure of contingent assets and liabilities and the reported amounts of revenue and expenses during the current period. Significant items subject to such estimates and assumptions include valuation of accounts receivable, prepaid expenses, the estimated useful lives of tangible capital assets and accrued liabilities. These estimates are reviewed periodically and adjustments are made to income as appropriate in the year they become known.

### 2. FINANCIAL INSTRUMENTS

The Society initially measures its financial assets and financial liabilities at fair value.

The Society subsequently measures its financial assets and financial liabilities at amortized cost. Changes in fair value are recognized in net income.

Financial assets measured at amortized cost include cash and equivalents, accounts receivable and interest receivable.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities and long term debt.

#### *Impairment*

Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in net income. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in net income.

#### *Transaction costs*

Transaction costs related to financial assets measured at fair value are expensed as incurred. Transaction costs related to other financial assets and financial liabilities are included or deducted in the initial measurement of the asset or liability.

#### *Risks and concentrations*

The Society is exposed to various risks through its financial instruments, without being exposed to concentrations of risk. The following analysis provides a measure of the Society's risk exposure at March 31, 2019:

#### *Credit risk*

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The Society's main credit risk relates to its accounts receivable. The Society provides credit to its clients in the normal course of its operations.



**CLAY TREE SOCIETY FOR PEOPLE WITH DEVELOPMENTAL DISABILITIES**

**NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED MARCH 31, 2019**

**2. FINANCIAL INSTRUMENTS (continued)**

*Risks and concentrations (continued)*

*Credit risk (continued)*

Four clients account for 100% of accounts receivable. The Society is subject to normal risk associated with accounts receivable.

*Liquidity risk*

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Society's main liquidity risks relate to its accounts payable and accrued liabilities and long term debt.

**3. BANK INDEBTEDNESS**

The Society has a line of credit available to a maximum of \$50,000 with interest payable at prime plus 2%.

**4. TANGIBLE CAPITAL ASSETS**

	Cost	Accumulated Amortization	Net 2019	Net 2018
Land	\$ 750,000	\$ -	\$ 750,000	\$ 750,000
Building	690,231	318,767	371,464	388,720
Furniture and fixtures	170,126	141,020	29,106	24,637
Equipment	2,524	2,344	180	231
Vehicles	249,661	131,604	118,057	121,504
Computer hardware	56,049	53,837	2,212	-
Fencing	5,256	5,256	-	-
Paving	3,466	3,466	-	-
	<b>\$ 1,927,313</b>	<b>\$ 656,294</b>	<b>\$ 1,271,019</b>	<b>\$ 1,285,092</b>

**5. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES**

	2019	2018
Trades payable and accrued liabilities	\$ 95,671	\$ 93,692
Government remittances	35,147	33,723
	<b>\$ 130,818</b>	<b>\$ 127,415</b>

**CLAY TREE SOCIETY FOR PEOPLE WITH DEVELOPMENTAL DISABILITIES**

**NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED MARCH 31, 2019**

**6. LONG TERM DEBT**

	2019	2018
Board of Education of School District No. 68 loan, repayable at \$3,000 per month, including interest at 2%, due February 2021	\$ 352,587	\$ 381,224
Current portion of long term debt	352,587	28,637
	\$ -	\$ 352,587

The loan is secured by land included in tangible capital assets. The balance of principal and interest on the loan will be paid out in the 2020 fiscal year using funds from guaranteed investment certificates included in cash and equivalents.

**7. DEFERRED CONTRIBUTIONS**

	2019	2018
Beginning balance	\$ 60,284	\$ 39,993
Contributions received	24,654	35,000
Amount amortized to revenue	(15,170)	(14,709)
	\$ 69,768	\$ 60,284

**8. INVESTED IN TANGIBLE CAPITAL ASSETS**

Invested in tangible capital assets consists of tangible capital assets net of liabilities related to the acquisition of tangible capital assets.

**9. UNRESTRICTED NET ASSETS**

Unrestricted net assets represent the operating equity of the Society.

**10. COMMITMENT**

The Society rents equipment under a long term operating lease which expires March 31, 2022. Payments due under this lease are \$146 per month plus applicable taxes. The total amount due to the expiry of the lease is \$5,256 not including taxes.

**11. ECONOMIC DEPENDENCE**

Operations of the Society are dependant on continued funding from Community Living British Columbia (CLBC) with which there is an agreement in place until March 31, 2020. Cessation of funding from CLBC would seriously affect the organization's ability to carry out its stated objectives.

**12. EMPLOYEE, CONTRACTOR AND DIRECTOR REMUNERATION**

For the year ended March 31, 2019, the Society paid one employee total annual remuneration of \$75,000 or greater.

**CLAY TREE SOCIETY**  
*For People with Developmental Disabilities*

BALANCE SHEET  
AS AT 12/31/19  
(Unaudited)  
Actual

ASSETS

CURRENT ASSETS

Cash - Bank Accounts	343,085.13
Cash - Other	1,870.80
Term Deposits	218,718.66
Reserve Bank	25,738.29
Accounts Receivable	7,360.53
Prepaid Expenses	12,860.11
	<hr/> 609,633.52

CAPITAL ASSETS

Furniture and Fixtures	812,933.26
Building Renovation Claytree	364,380.07
Less: Accumulated Depreciation	(692,608.25)
Land	750,000.00
	<hr/> 1,234,705.08

OTHER ASSETS

	<hr/> 0.00
	<hr/> <hr/> 1,844,338.60



**For People with Developmental Disabilities**

**January 2020**

# CLAY TREE SOCIETY

*For People with Developmental Disabilities*

## BALANCE SHEET

AS AT 1/31/20

(Unaudited)

Actual

### ASSETS

#### CURRENT ASSETS

Cash - Bank Accounts	34,656.94
Cash - Other	1,870.92
Term Deposits	518,851.57
Reserve Bank	25,738.29
Accounts Receivable	(737.77)
Prepaid Expenses	11,109.05
	<hr/>
	591,489.00

#### CAPITAL ASSETS

Furniture and Fixtures	812,933.26
Building Renovation Claytree	364,380.07
Less: Accumulated Depreciation	(696,643.07)
Land	750,000.00
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	1,230,670.26

#### OTHER ASSETS

	<hr/>
	0.00
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	1,822,159.26
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# CLAY TREE SOCIETY

*For People with Developmental Disabilities*

## BALANCE SHEET

AS AT 1/31/20

(Unaudited)

### LIABILITIES

#### CURRENT LIABILITIES

Accounts Payable	105,675.10
	<u>105,675.10</u>

#### OTHER LIABILITIES

Mortgage Payable	(1,171.27)
Deferred Funding-Sundeck BC21	9,832.09
Deferred Funding - Mercedes Van	3,846.58
Deferred Funding - Wheelchair Van	25,083.30
Deferred Funding - 2016 Van	21,231.70
Reserve for Centre Daytrips	(100.00)
	<u>58,722.40</u>

### SURPLUS

Surplus - Unappropriated	778,329.29
Surplus - Capital - allocation of prior year	879,432.47
	<u>1,657,761.76</u>
	<u><u>1,822,159.26</u></u>

**CLAY TREE SOCIETY**  
*For People with Developmental Disabilities*  
**Statement of Revenue Over Expenditure For The 10 Months Ending January 31, 2020**  
**(Unaudited) - Budget vs Actual**  
**Consolidated Departments to ZZ**

	<u>Current Month</u>	<u>Budget Month</u>	<u>Actual YTD</u>	<u>Budget YTD</u>	<u>Over/(Under) YTD</u>
<b>REVENUE</b>					
Sales	0.00	3,563.13	32,955.00	42,873.78	(9,918.78)
Fund Raising	25.00	2,738.84	11,975.50	24,522.34	(12,546.84)
Donations	125.00	2,211.88	5,610.34	15,576.28	(9,965.94)
Miscellaneous Income	535.48	500.00	5,665.42	5,000.00	665.42
Transfers from other Programs	1,155.41	0.00	6,305.73	0.00	6,305.73
Transfers to other Programs	(1,155.41)	0.00	(6,305.73)	0.00	(6,305.73)
	<u>685.48</u>	<u>9,013.85</u>	<u>56,206.26</u>	<u>87,972.40</u>	<u>(31,766.14)</u>
<b>COST OF SALES</b>					
Cost of Sales Purchases	467.70	1,875.00	16,665.51	18,750.00	(2,084.49)
	<u>467.70</u>	<u>1,875.00</u>	<u>16,665.51</u>	<u>18,750.00</u>	<u>(2,084.49)</u>
<b>GROSS PROFIT</b>	<u>217.78</u>	<u>7,138.85</u>	<u>39,540.75</u>	<u>69,222.40</u>	<u>(29,681.65)</u>
<b>OTHER INCOME</b>					
Government Subsidy	159,249.25	154,283.38	1,597,543.36	1,491,433.24	106,110.12
Interest	143.71	100.00	467.00	1,000.00	(533.00)
Deferred Funding	1,097.19	0.00	9,874.71	0.00	9,874.71
Membership & Fees	195.00	66.00	340.00	668.00	(328.00)
	<u>160,685.15</u>	<u>154,449.38</u>	<u>1,608,225.07</u>	<u>1,493,101.24</u>	<u>115,123.83</u>
	<u>160,902.93</u>	<u>161,588.23</u>	<u>1,647,765.82</u>	<u>1,562,323.64</u>	<u>85,442.18</u>

**For The 10 Months Ending January 31, 2020**  
**(Unaudited) - Budget vs Actual**  
**Consolidated Departments to ZZ**

	<u>Current Month</u>	<u>Budget Month</u>	<u>Actual YTD</u>	<u>Budget YTD</u>	<u>Over/(Under) YTD</u>
<b>STAFFING EXPENSES</b>					
Employee Wages	62,940.95	87,494.58	777,456.33	874,945.80	(97,489.47)
CPP Expense	2,868.68	3,866.83	35,237.47	38,668.30	(3,430.83)
EI Expense	1,392.22	1,960.38	17,572.37	19,603.80	(2,031.43)
MSP Expense	0.00	1,598.70	4,221.60	15,987.00	(11,765.40)
Life Ins. Expense	209.53	158.85	2,099.99	1,588.50	511.49
RRSP Expense	4,816.02	6,140.29	55,008.84	61,402.90	(6,394.06)
WCB Expense	574.59	806.85	8,718.03	8,068.50	649.53
LTD Expense	1,519.11	1,703.01	15,806.09	17,030.10	(1,224.01)
AD & D Expense	21.85	32.30	226.90	323.00	(96.10)
Dental Expense	1,795.42	3,413.45	17,056.37	34,134.50	(17,078.13)
EHB Expense	1,405.20	3,364.92	15,088.99	33,649.20	(18,560.21)
Admin Wage Expenses Allocated	29,343.25	21,187.86	250,134.49	211,878.60	38,255.89
	<u>106,886.82</u>	<u>131,728.02</u>	<u>1,198,627.47</u>	<u>1,317,280.20</u>	<u>(118,652.73)</u>



**For The 10 Months Ending January 31, 2020  
(Unaudited) - Budget vs Actual  
Consolidated Departments to ZZ**

	<u>Current Month</u>	<u>Budget Month</u>	<u>Actual YTD</u>	<u>Budget YTD</u>	<u>Over/(Under) YTD</u>
<b>PROGRAM EXPENSES</b>					
Staff Training	2,878.34	1,250.00	4,678.77	12,500.00	(7,821.23)
BCACL & CSSEA Training	2,152.15	916.67	10,986.21	9,166.70	1,819.51
Insurance	865.25	1,333.33	8,652.50	13,333.30	(4,680.80)
Kitchen	93.99	125.00	517.13	1,250.00	(732.87)
Program	12,202.61	3,875.00	40,481.98	38,750.00	1,731.98
Repairs & Maintenance	3,667.73	2,291.67	25,170.67	22,916.70	2,253.97
Costs - Mary Feron Travel	100.00	150.00	500.00	1,500.00	(1,000.00)
Fund Raising \$ Spent	1,481.29	166.67	2,738.83	1,666.70	1,072.13
Audit Costs	925.00	1,166.67	9,762.50	11,666.70	(1,904.20)
Cleaning Supplies	869.00	583.33	5,859.16	5,833.30	25.86
Accreditation	0.00	83.33	1,178.90	833.30	345.60
Professional Fees	6,590.68	333.33	41,486.17	3,333.30	38,152.87
Marketing / Promo	0.00	625.00	133.73	6,250.00	(6,116.27)
Utilities	5,602.48	3,000.00	27,779.52	30,000.00	(2,220.48)
Bank & Visa Charges	25.01	83.33	500.01	833.30	(333.29)
Copier Lease	163.66	163.66	4,292.70	1,636.60	2,656.10
Board Expense	1,418.44	333.33	3,481.85	3,333.30	148.55
Transportation	3,668.43	3,333.33	33,843.51	33,333.30	510.21
Depreciation	4,034.82	2,500.00	40,348.20	25,000.00	15,348.20
	<u>46,738.88</u>	<u>22,313.65</u>	<u>262,392.34</u>	<u>223,136.50</u>	<u>39,255.84</u>
<b>SURPLUS (DEFICIT)</b>	<u>7,277.23</u>	<u>7,546.56</u>	<u>186,746.01</u>	<u>21,906.94</u>	<u>164,839.07</u>



**2019 BC SOCIETY ANNUAL REPORT**

BC Society • Societies Act

**NAME OF SOCIETY: CLAY TREE SOCIETY FOR PEOPLE WITH DEVELOPMENTAL DISABILITIES**

Incorporation Number: S0005166  
Business Number: 10775 8864 BC0001  
Filed Date and Time: July 18, 2019 03:00 PM Pacific Time  
Annual General Meeting (AGM) Date: June 11, 2019

**REGISTERED OFFICE ADDRESS INFORMATION**

<b>Delivery Address:</b>	<b>Mailing Address:</b>
838 OLD VICTORIA ROAD NANAIMO BC V9R 6A1	838 OLD VICTORIA ROAD NANAIMO BC V9R 6A1

**DIRECTOR INFORMATION AS OF June 11, 2019**

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

DUBE, DAN

**Delivery Address:**

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

HUBERTS, KRIS

**Delivery Address:**

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

STUART, ALEXANDRIA KATHRYN

**Delivery Address:**

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

TRINKWON, DARLENE

**Delivery Address:**

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

WEEDON, KEVIN JOHN

**Delivery Address:**

**CERTIFICATION**

I, BHT Corporate Services, certify that I have relevant knowledge of the society, and that I am authorized to make this filing.



2019 2020 Budget Accounts	Clay Tree Programs	TOTAL
Audit	\$ 14,000.00	\$ 14,000.00
Program (program office computer kitchen centre)	\$ 48,000.00	\$ 48,000.00
Transportation	\$ 40,000.00	\$ 40,000.00
Utilities	\$ 36,000.00	\$ 36,000.00
Accreditation	\$ 1,000.00	\$ 1,000.00
Staff Training	\$ 15,000.00	\$ 15,000.00
Professional Fees	\$ 40,000.00	\$ 40,000.00
Cleaning	\$ 7,000.00	\$ 7,000.00
Repairs & Maint - (Equipment, Grounds, Building)	\$ 28,500.00	\$ 28,500.00
Board	\$ 4,000.00	\$ 4,000.00
CSSEA/BCACL	\$ 11,000.00	\$ 11,000.00
Insurance	\$ 16,000.00	\$ 16,000.00
Rent	\$ -	\$ -
Wages & Benefits	\$ 1,580,736.08	\$ 1,580,736.08
M Feron Travel	\$ 1,800.00	\$ 1,800.00
Bank Visa Charges	\$ 1,000.00	\$ 1,000.00
Marketing Promo	\$ 7,500.00	\$ 7,500.00
Depreciation	\$ 30,000.00	\$ 30,000.00
Fundraising Spent	\$ 2,000.00	\$ 2,000.00
Cost of Sales	\$ 22,500.00	\$ 22,500.00
Copier Lease	\$ 1,963.92	\$ 1,963.92

\$ 1,908,000.00

**NOTE1:**

30000.00 of Wages & Benefits are Connections and will be taken out of other income.

**NOTE 2:**

The wage and Benefit portion of this budget may be exceeded by 75000.00 to take into account the training period start of new E.D.

The above notes have been approved by the BOARD OF DIRECTORS.

\$ 1,800,000.00 CLBC Revenue  
 \$ 50,000.00 Sales  
 30000.00 Fundraising  
 20000.00 Donations  
 6000.00 Misc. Income  
 1200.00 Interest Earned  
 800.00 Membership

\$ 1,908,000.00