



Grant Thornton

**GREATER VICTORIA POLICE VICTIM SERVICES SOCIETY**

**Financial Statements**

**Year Ended March 31, 2017**

*(Unaudited)*

**GREATER VICTORIA POLICE VICTIM SERVICES SOCIETY**

**Index to Financial Statements**

**Year Ended March 31, 2017**

*(Unaudited)*

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## REVIEW ENGAGEMENT REPORT

To the Members of Greater Victoria Police Victim Services Society

We have reviewed the statement of financial position of Greater Victoria Police Victim Services Society as at March 31, 2017 and the statements of revenues and expenses, changes in net assets and cash flow 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 accounting standards for not-for-profit organizations.

The financial statements of Greater Victoria Police Victim Services Society for the year ended March 31, 2016 were reviewed by Hayes Stewart Little & Co. The partners and staff of Hayes Stewart Little & Co joined Grant Thornton LLP subsequent to October 1, 2016.



Victoria, BC  
August 22, 2017

GRANT THORNTON LLP  
CHARTERED PROFESSIONAL ACCOUNTANTS

**GREATER VICTORIA POLICE VICTIM SERVICES SOCIETY**

**Statement of Financial Position**

**March 31, 2017**

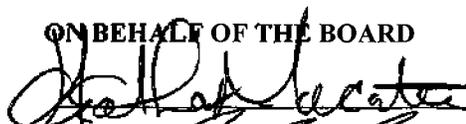
*(Unaudited)*

	2017	2016
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash and cash equivalents	\$ 252,364	\$ 247,340
Accounts receivable	67,787	65,518
Prepaid expenses	6,531	5,215
	326,682	318,073
TANGIBLE CAPITAL ASSETS <i>(Note 4)</i>	32,930	9,063
RESTRICTED CASH AND INVESTMENTS	87,489	87,489
	\$ 447,101	\$ 414,625
 <b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT</b>		
Accounts payable and accrued liabilities	\$ 30,644	\$ 28,246
Deferred capital contributions <i>(Note 5)</i>	3,248	-
	33,892	28,246
 <b>NET ASSETS</b>		
Unrestricted fund	292,790	289,827
Invested in tangible capital assets	32,930	9,063
Internally restricted funds <i>(Note 3)</i>	87,489	87,489
	413,209	386,379
	\$ 447,101	\$ 414,625

COMMITMENTS *(Note 10)*

SUBSEQUENT EVENT *(Note 13)*

**ON BEHALF OF THE BOARD**

 Director

 Director

See notes to the financial statements

**GREATER VICTORIA POLICE VICTIM SERVICES SOCIETY**

**Statement of Revenues and Expenses**

**For the Year Ended March 31, 2017**

*(Unaudited)*

	2017	2016
<b>REVENUE</b>		
Grants <i>(Note 7)</i>	\$ 441,414	\$ 433,690
Donations	7,991	2,407
Interest and miscellaneous	2,902	3,353
	<u>452,307</u>	<u>439,450</u>
<b>EXPENSES</b>		
Administration	44,360	18,096
Amortization	8,558	2,437
Bookkeeping	-	1,250
Interest and bank charges	1,456	1,354
Professional fees	5,945	7,145
Training and development	15,092	11,423
Transportation	13,289	16,305
Volunteer support	53	1,612
Wages and benefits	335,483	301,822
	<u>424,236</u>	<u>361,444</u>
<b>EXCESS OF REVENUE OVER EXPENSES FROM OPERATIONS</b>	28,071	78,006
<b>OTHER INCOME</b>		
Loss on disposal of tangible capital assets	(1,241)	(14,731)
<b>EXCESS OF REVENUE OVER EXPENSES</b>	<u>\$ 26,830</u>	<u>\$ 63,275</u>

**GREATER VICTORIA POLICE VICTIM SERVICES SOCIETY**

**Statement of Changes in Net Assets**

**Year Ended March 31, 2017**

*(Unaudited)*

	Unrestricted Fund	Invested in Tangible Capital Assets	Internally Restricted Funds <i>(Note 3)</i>	2017	2016
<b>NET ASSETS - BEGINNING OF YEAR</b>	\$ 289,827	\$ 9,063	\$ 87,489	\$ 386,379	\$ 323,103
Excess (deficiency) of revenue over expenses	36,631	(9,801)	-	26,830	63,275
Invested in tangible capital assets	(33,668)	33,668	-	-	-
<b>NET ASSETS - END OF YEAR</b>	\$ 292,790	\$ 32,930	\$ 87,489	\$ 413,209	\$ 386,378

**GREATER VICTORIA POLICE VICTIM SERVICES SOCIETY**

**Statement of Cash Flow**

**Year Ended March 31, 2017**

*(Unaudited)*

	2017	2016
<b>OPERATING ACTIVITIES</b>		
Excess of revenue over expenses	\$ 26,830	\$ 63,275
Items not affecting cash:		
Amortization	8,558	2,437
Loss on disposal on tangible capital assets	1,241	14,731
	<u>36,629</u>	<u>80,443</u>
Changes in non-cash working capital:		
Accounts receivable	(2,269)	(1,489)
Accounts payable and accrued liabilities	2,400	9,709
Deferred capital contributions	3,248	-
Prepaid expenses	(1,316)	277
	<u>2,063</u>	<u>8,497</u>
Cash flow from operating activities	<u>38,692</u>	<u>88,940</u>
<b>INVESTING ACTIVITY</b>		
Purchase of tangible capital assets	<u>(33,668)</u>	<u>(5,704)</u>
<b>FINANCING ACTIVITY</b>		
Repayment of obligations under capital lease	<u>-</u>	<u>(1,032)</u>
<b>INCREASE IN CASH</b>	<b>5,024</b>	<b>82,204</b>
CASH - BEGINNING OF YEAR	<u>334,829</u>	<u>252,625</u>
<b>CASH - END OF YEAR</b>	<b>\$ 339,853</b>	<b>\$ 334,829</b>
<b>CASH CONSISTS OF:</b>		
Cash and cash equivalents	\$ 252,364	\$ 247,340
Restricted cash and investments	87,489	87,489
	<u>\$ 339,853</u>	<u>\$ 334,829</u>

# GREATER VICTORIA POLICE VICTIM SERVICES SOCIETY

## Notes to Financial Statements

Year Ended March 31, 2017

(Unaudited)

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### 1. PURPOSE OF THE SOCIETY

Greater Victoria Police Victim Services Society (the "Society") is a local organization whose purpose involves working with police to help people impacted by crime and trauma. Mandated services include critical incident response, criminal justice information and support, safety planning, emotional and practical support, information and referrals, and networking, public awareness and education. Greater Victoria Police Victim Services Society is incorporated under the Societies Act of British Columbia as a not-for-profit organization and is a registered charity under the Income Tax Act, Charitable Taxation number 10745 0090 RR0001.

### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFPO). Canadian accounting standards for not-for-profit organizations are part of Canadian GAAP.

#### Fund accounting

Greater Victoria Police Victim Services Society follows the deferral method of accounting for contributions.

The Society records its activities in the following funds:

The Unrestricted Fund accounts for the Society's program delivery and general operations of the Society. This fund reports unrestricted and restricted operating grants.

The Invested in Tangible Capital Assets Fund accounts for transactions relating to tangible capital assets.

The Internally Restricted Fund accounts for funds internally restricted by the Society.

#### Revenue recognition

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.

Pledges from donors are recorded when payment is received by the Society. Bequests are recognized in the year that the assets are received by the Society.

#### Cash and cash equivalents

Cash and cash equivalents consists of cash on hand, term deposits and balances with banks.

(continues)

**GREATER VICTORIA POLICE VICTIM SERVICES SOCIETY**

**Notes to Financial Statements**

**Year Ended March 31, 2017**

*(Unaudited)*

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

Donated goods

The Society records donated goods in those cases where:

- the Society controls the way they are used;
- there is a measurable basis for arriving at fair value; and
- the goods are essential and would normally be purchased and paid for if not donated

During the year \$8,700 in goods were donated (2016 - \$0).

Contributed services

The Society is grateful for the many hours contributed by generous volunteers that allow it to carry out its activities in the community. Because of the difficulty of determining their fair value, contributed services are not recognized in the financial statements.

Tangible capital assets

Tangible capital assets, including assets under capital lease, are stated at cost or deemed cost less accumulated amortization. Tangible capital assets are amortized over their estimated useful lives on a declining balance basis at the following rates:

Capital lease equipment	20%
Computer equipment	30%
Computer software	100%
Equipment	20%
Website	30%

Tangible capital assets acquired during the year but not placed into use are not amortized until they are placed into use.

Financial instruments policy

The Society's financial instruments consist of cash, restricted cash and investments, accounts receivable, and accounts payable and accrued liabilities. Accounts receivable are classified as loans and receivables. Accounts payable and accrued liabilities are classified as other financial liabilities. Financial instruments are initially recorded at fair value except for term deposits or Guaranteed Investment Certificates, which are measured at amortized cost. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in income. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

*(continues)*

**GREATER VICTORIA POLICE VICTIM SERVICES SOCIETY**

**Notes to Financial Statements**

**Year Ended March 31, 2017**

*(Unaudited)*

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

**Measurement uncertainty**

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 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. Significant areas requiring the use of management estimates relates to the determination of the collectability of accounts receivable, the valuation of investments, the useful lives of tangible capital assets for amortization, and the accrual of accounts payable and accrued liabilities.

**3. INTERNALLY RESTRICTED FUNDS**

The balance represents funds restricted in an amount equal to internally restricted reserve funds. The funds are invested in liquid, fixed-income investments of varying terms.

**Contingency fund**

The contingency fund is internally restricted for the purpose of providing cash reserves for a period of three months in the event of a loss of core funding, allowing the Society to seek new funding sources. At March 31, 2017 the balance in the contingency fund was \$81,053 (2016 – \$81,053).

**Awareness initiatives fund**

The awareness initiatives fund was established by the Board of Directors in March 2013 for the purpose of funding a website redesign, displays, brochures and other significant awareness and promotional materials planned for purchase in the 2013/14 fiscal year. At March 31, 2017 the balance in the awareness initiatives fund was \$1,615 (2016 – \$1,615).

**Relocation fund**

The volunteer training fund was established by the Board of Directors in March 2014 for the purpose of funding additional costs anticipated for the intake and training of present and new volunteers during the transitional period of time during and after relocating GVPVS. At March 31, 2017 the balance in the volunteer training fund was \$4,820 (2016 – \$4,820).

**4. TANGIBLE CAPITAL ASSETS**

	Cost	Accumulated amortization	2017 Net book value	2016 Net book value
Computer equipment	\$ 9,688	\$ 5,266	\$ 4,422	\$ 7,347
Computer software	6,495	3,248	3,247	-
Equipment	39,073	14,133	24,940	1,256
Website	6,561	6,240	321	460
	<u>\$ 61,817</u>	<u>\$ 28,887</u>	<u>\$ 32,930</u>	<u>\$ 9,063</u>

**GREATER VICTORIA POLICE VICTIM SERVICES SOCIETY**

**Notes to Financial Statements**

**Year Ended March 31, 2017**

*(Unaudited)*

**5. DEFERRED CAPITAL CONTRIBUTIONS**

Contributions received for tangible capital assets are amortized to revenue on the same basis as the amortization of related tangible capital assets.

	<u>2017</u>	<u>2016</u>
Beginning balance	\$ 6,495	\$ -
Amounts amortized to revenue	<u>(3,247)</u>	<u>-</u>
Ending balance	<u>\$ 3,248</u>	<u>\$ -</u>

**6. CREDIT FACILITY**

The Society has a revolving line of credit with a maximum of \$25,000 of which \$0 (2016: \$0) was used at March 31, 2017. Amounts outstanding are payable on demand and bear interest at credit union prime plus 3.00%. The line of credit is unsecured.

**7. GRANTS**

	<u>2017</u>	<u>2016</u>
Capital Regional District	\$ 261,104	\$ 257,046
Ministry of Justice and Attorney General	175,310	171,644
District of North Saanich	<u>5,000</u>	<u>5,000</u>
	<u>\$ 441,414</u>	<u>\$ 433,690</u>

**8. DONATIONS**

Charitable donation receipts were issued for \$469 (2016 - \$1,302) during the year.

**9. INCOME TAXES**

The Society is registered as a charitable organization as defined by the Income Tax Act and, to maintain its charitable status for income tax purposes, the Society must meet minimum obligations as set out by Canada Revenue Agency.

**10. OTHER LEASE COMMITMENTS**

The Society has entered into operating lease agreements for vehicles used in its operations. The operating lease payments are \$510 per month. Minimum lease payments until the expiry of the leases are as follows:

	2018	\$ 6,122
	2019	<u>3,061</u>
Total		<u>\$ 9,183</u>

# GREATER VICTORIA POLICE VICTIM SERVICES SOCIETY

## Notes to Financial Statements

Year Ended March 31, 2017

(Unaudited)

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### 11. FINANCIAL INSTRUMENTS

The Society is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Society's risk exposure and concentration as of March 31, 2017.

#### *(a) Credit risk*

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Society does not have significant transactions with customers using credit and therefore is not exposed to significant credit risk from customers.

#### *(b) Liquidity risk*

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Society is exposed to this risk mainly in respect of its receipt of funds from its customers and other related sources, obligations under capital leases and accounts payable.

#### *(c) Currency risk*

Currency risk is the risk to the company's earnings that arise from fluctuations of foreign exchange rates and the degree of volatility of these rates. The Society is not exposed to foreign currency exchange risk as all transactions are completed in Canadian dollars.

#### *(d) Interest rate risk*

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the Society manages exposure through its normal operating and financing activities. The Society not exposed to significant interest rate risk.

#### *(e) Other price risk*

Other price risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices (other than those arising from interest rate risk or currency risk), whether those changes are caused by factors specific to the individual financial instrument or its issuer, or factors affecting all similar financial instruments traded in the market. The Society limits this risk by purchasing fixed interest rate term deposits.

### 12. ECONOMIC INTEREST

The Society receives a major portion of its funding from various levels of government that have an interest in the operations of the Society. The ongoing operation of the Society in its present form is dependent on continuing to receive adequate levels of funding from these sources.

### 13. SUBSEQUENT EVENTS

Subsequent to year end the Board of Directors approved a resolution to transfer a further \$38,947 from the Unrestricted Fund to the Contingency Fund (one of the Internally Restricted Funds), bringing the total Contingency Fund to \$120,000.