



Financial Statements

Greater Victoria Police Victim Services
Society

March 31, 2022

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Independent Practitioner's Review Engagement Report

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To the Members of
Greater Victoria Police Victim Services Society

We have reviewed the accompanying financial statements of Greater Victoria Police Victim Services Society that comprise the statement of financial position as at March 31, 2022, and the statements of operations, changes in net assets, and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's responsibility for the financial statements

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

Practitioner's responsibility

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

Conclusion

Based on our review, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of Greater Victoria Police Victim Services Society as at March 31, 2022, 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.

Independent Practitioner's Review Engagement Report (continued)

Report on other legal and regulatory requirements

As required by the Societies Act (British Columbia), we report that, in our opinion, the accounting principles in the Canadian accounting standards for not-for-profit organizations have been applied on a consistent basis with that of the preceding year.

Victoria, Canada
Date to be determined

Chartered Professional Accountants

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Greater Victoria Police Victim Services Society

Statement of Operations

Year ended March 31	2022	2021
Revenue		
Grants (Note 3)	\$ 522,825	\$ 520,702
Donations (Note 7)	22,362	25,029
Interest and miscellaneous	1,839	2,746
	547,026	548,477
Expenditures		
Administration	42,568	37,225
Amortization	4,674	7,248
Interest and bank charges	1,416	1,645
Professional fees	3,474	8,001
Training and development	19,728	20,271
Transportation	5,730	6,332
Wages and benefits	441,237	442,754
	518,827	523,476
Excess of revenue over expenditures	\$ 28,199	\$ 25,001

Greater Victoria Police Victim Services Society

Statement of Changes in Net Assets

Year ended March 31

	Unrestricted fund	Invested in tangible capital assets	Internally restricted funds	Total 2022	Total 2021
Balance, beginning of year	\$ 349,199	\$ 18,618	\$ 120,000	\$ 487,817	\$ 462,816
Excess (deficiency) of revenue over expenditures	<u>32,874</u>	<u>(4,675)</u>	<u>-</u>	<u>28,199</u>	<u>25,001</u>
Balance, end of year	<u>\$ 382,073</u>	<u>\$ 13,943</u>	<u>\$ 120,000</u>	<u>\$ 516,016</u>	<u>\$ 487,817</u>

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Greater Victoria Police Victim Services Society

Statement of Financial Position

March 31

2022

2021

Assets

Current

Cash and cash equivalents	\$ 480,264	\$ 444,750
Inventory	3,239	4,254
Prepaid expenses	2,257	4,269
Goods and services tax receivable	<u>483</u>	<u>1,299</u>
	<u>486,243</u>	<u>454,572</u>

Long-term

Restricted cash (Note 4)	120,000	120,000
Tangible capital assets (Note 5)	<u>13,943</u>	<u>18,618</u>
	<u>133,943</u>	<u>138,618</u>
	<u>\$ 620,186</u>	<u>\$ 593,190</u>

Liabilities

Current

Accounts payable and accrued liabilities	\$ 31,045	\$ 33,673
Deferred revenue	<u>73,125</u>	<u>71,700</u>
	<u>104,170</u>	<u>105,373</u>

Fund balances

Unrestricted fund	382,073	349,199
Invested in tangible capital assets	13,943	18,618
Internally restricted funds	<u>120,000</u>	<u>120,000</u>
	<u>516,016</u>	<u>487,817</u>
	<u>\$ 620,186</u>	<u>\$ 593,190</u>

Commitments (Note 6)

Subsequent events (Note 11)

On behalf of the board

_____ Member

_____ Member

Greater Victoria Police Victim Services Society

Statement of Cash Flows

Year ended March 31

2022

2021

Increase (decrease) in cash

Operating

Excess of revenue over expenditures	\$ 28,199	\$ 25,001
Item not affecting cash		
Amortization	4,674	7,248
	32,873	32,249
Change in non-cash working capital items		
Accounts receivable	-	70,812
Inventory	1,015	537
Prepaid expenses	2,012	(1,156)
Goods and services tax	816	435
Accounts payable and accrued liabilities	(2,627)	5,732
Deferred revenue	1,425	71,700
	35,514	180,309

Investing

Purchase of tangible capital assets	-	(3,616)
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Increase in cash	35,514	176,693
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Cash

Beginning of year	564,750	388,057
End of year	\$ 600,264	\$ 564,750

Cash consists of:

Cash and cash equivalents	\$ 480,264	\$ 444,750
Restricted cash	120,000	120,000
	\$ 600,264	\$ 564,750

Greater Victoria Police Victim Services Society

Notes to the Financial Statements

March 31, 2022

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. The 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 and is exempt from income taxes. To maintain its charitable status for income tax purposes, the Society must meet minimum obligations as set out by Canada Revenue Agency.

2. Basis of accounting and significant accounting policies

The Society applies the Canadian accounting standards for not-for-profit organizations. As a result these financial statements are in accordance with Canadian Generally Accepted Accounting Principles ("Canadian GAAP").

Cash and cash equivalents

Cash and cash equivalents consists of cash on hand, term deposits with a maturity of less than 12 months and balances with banks.

Inventory

Inventory is valued at the lower of cost and net realizable value. Cost is determined using the first-in, first-out method.

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 (Note 5).

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.

Greater Victoria Police Victim Services Society

Notes to the Financial Statements

March 31, 2022

2. Basis of accounting and significant accounting policies (continued)

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 at the following rates:

Equipment	20% Declining balance
Computer equipment	30% Declining balance
Computer software	100% Declining balance
Website	30% Declining balance

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

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 include the collectability of accounts receivable, accrual of accounts payable and useful life of tangible capital assets and 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.

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 \$21,600 in goods were donated (2021 - \$21,250). This is comprised of \$21,250 in office rent for 850 square feet with an estimated equivalent value of \$25/sqft annually, plus the donated use of CREST radios whose equivalent rental would approximate \$350 annually.

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.

Greater Victoria Police Victim Services Society

Notes to the Financial Statements

March 31, 2022

2. Basis of accounting and significant accounting policies (continued)

Financial instruments

The Society considers any contract creating a financial asset, liability or equity instrument as a financial instrument, except in certain limited circumstances. The Society accounts for the following as financial instruments:

- cash and cash equivalents
- accounts receivable
- restricted cash
- accounts payable and accrued liabilities

A financial asset or liability is recognized when the Society becomes party to contractual provisions of the instrument.

Financial assets or liabilities obtained in arm's length transactions are initially measured at their fair value. In the case of a financial asset or liability not being subsequently measured at fair value, the initial fair value will be adjusted for financing fees and transaction costs that are directly attributable to its origination, acquisition, issuance or assumption.

The Society subsequently measures its financial assets and financial liabilities at amortized cost, except for derivatives and equity securities quoted in an active market, which are subsequently measured at fair value. Changes in fair value are recognized in net income.

Financial assets measured at amortized cost include cash, restricted cash, and accounts receivable. Financial liabilities measured at amortized cost include accounts payable and accrued liabilities.

3. Grants

	<u>2022</u>	<u>2021</u>
Capital Regional District	\$ 288,225	\$ 282,600
Ministry of Public Safety & Solicitor General	229,500	227,102
District of North Saanich	5,100	5,000
Other	<u>-</u>	<u>6,000</u>
	<u>\$ 522,825</u>	<u>\$ 520,702</u>

Greater Victoria Police Victim Services Society

Notes to the Financial Statements

March 31, 2022

4. 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. Interest earned on liquid, fixed-income investments is recognized in the unrestricted fund.

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, 2022, the balance in the contingency fund was \$120,000 (2021 – \$120,000).

5. Tangible capital assets

			<u>2022</u>	<u>2021</u>
	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>Net Book Value</u>	<u>Net Book Value</u>
Equipment	\$ 27,460	\$ 20,172	\$ 7,288	\$ 9,110
Computer equipment	14,127	10,956	3,171	4,530
Computer software	6,495	6,495	-	-
Website	<u>7,688</u>	<u>4,204</u>	<u>3,484</u>	<u>4,978</u>
	<u>\$ 55,770</u>	<u>\$ 41,827</u>	<u>\$ 13,943</u>	<u>\$ 18,618</u>

6. Commitments

The Society has entered into operating lease agreements for vehicles used in its operations. The operating lease payments are \$346 per month. Minimum lease payments until the expiry of the leases are as follows:

Estimated principal repayments are as follows:

2023	\$ 4,152
2024	<u>2,076</u>
	<u>\$ 6,228</u>

7. Donations

Charitable donation receipts were issued for \$100 (2021 - \$100) during the year.

Greater Victoria Police Victim Services Society

Notes to the Financial Statements

March 31, 2022

8. 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, 2022.

(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, and accounts payable.

(c) Market risk

Market risk is the risk that the fair value or expected future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency risk, interest rate risk and other price risk.

(i) 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.

(ii) 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.

(iii) 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.

Greater Victoria Police Victim Services Society

Notes to the Financial Statements

March 31, 2022

9. 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.

10. Director, employee and contractor remuneration

The British Columbia Societies Act includes a requirement to disclose the remuneration paid to all directors, the ten highest paid employees and all contractors who are paid at least \$75,000 annually.

During the year, no amount was paid to directors (2021 - \$nil) and there was one employee or contracted person who was paid \$86,667 (2021 - \$85,554).

11. Subsequent events

Subsequent to year end, the Society received significant donations from a variety of sources totaling \$32,650 and a new grant of \$10,000 to support work on diversity awareness and practice.

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