CANADIAN MENTAL HEALTH ASSOCIATION PORT ALBERNI BRANCH FINANCIAL STATEMENTS
March 31, 2014

## CANADIAN MENTAL HEALTH ASSOCIATION, PORT ALBERNI BRANCH FINANCIAL STATEMENTS March 31, 2014

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\*practising as a professional corporation

"It's not what you earn, it's what you keep!"

## INDEPENDENT AUDITOR'S REPORT

# To the Members of Canadian Mental Health Association, Port Alberni Branch

We have audited the accompanying financial statements of Canadian Mental Health Association, Port Alberni Branch, which comprise the statement of financial position as at March 31, 2014, and the statements of operations, statement of changes in fund balances and statement of cash flows for the period 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.

**Auditor's responsibility** 

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements 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 entity's internal control.

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

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Port Alberni

Basis for qualified opinion

Canadian Mental Health Association, Port Alberni Branch derives a significant portion of its revenues from donations, the completeness of which is not susceptible to audit verification. Consequently, we were unable to obtain sufficient appropriate audit evidence to support the completeness of donation revenue, and we were unable to determine whether any adjustments were necessary.

Qualified opinion

In our opinion, except for the possible effects of the matter described in the Basis for qualified opinion paragraph, the financial statements present fairly, in all material respects, the financial position of Canadian Mental Health Association, Port Alberni Branch as at March 31, 2014, and its financial performance and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Report on other legal and regulatory requirements

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

certified general accountants

Port Alberni, B.C. June 30, 2014

## Canadian Mental Health Association, Port Alberni Branch Statement of Operations March 31, 2014

	2014	2013 \$
Revenue	0.47.500	607 <b>7</b> 45
Island Health	647,330	627,745
Rental income	487,639	427,774 236,959
BC Housing	236,959	236,959 82,183
Donations	146,165	31,321
Other income	33,931 26,667	17,867
ACRD Grant	26,667	17,007
BC Gaming Commission	22,000	8,691
Amortization of deferred contributions	7,900 5.754	8,939
Sales	5,754	5,281
CMHA BC	1,614,345	1,446,760
Expense	312	521
Advertising	22,296	24,314
Amortization of capital assets	27,974	28,941
Bookkeeping fees	1,371	1,466
Education	10,459	11,764
Honorariums	43,722	44,149
Housing support	464	1,676
Initiatives	14,965	16,634
Insurance	260,125	187,592
Lease Expense	525	4,367
Legal Expenses	14,462	14,890
Lunch program	6,376	4,843
Management Fees Office and miscellaneous	26,252	23,286
Professional fees	7,614	8,054
• • • • • • • • • • • • • • • • • • • •	14,853	10,921
Property taxes Rent	17,252	16,640
Repairs and maintenance	78,479	61,017
Staff development and travel	28,733	29,995
Supplies	30,894	35,369
Telephone and utilities	71,130	68,399
Tenant expenses	8,083	8,200
Wages and benefits	<u>932,223</u>	961,216
wayes and benefits	1,618,564	1,564,254
Shortfall of revenue over expense - page 2	<u>(4,219</u> )	(117,494

## Canadian Mental Health Association, Port Alberni Branch Statement of Cash Flows As at March 31, 2014

	2014	2013 \$	
Operating Activities Shortfall of revenue over expense before other items Amortization of capital assets Changes in non-cash working capital items	(4,219) <u>22,296</u> 18,077	(117,494) <u>24,313</u> (93,181)	-
Accounts receivable Goods and services tax recoverable Prepaid expenses Accounts payable and accrued liabilities Wages and benefits payable Deferred contributions Deferred contributions related to capital assets Deferred Contributions - Long Term	(2,752) 6,801 (697) (2,733) (22,285) 23,088 (7,900) (26,667) (15,068)	7,136 2,129 (21,293) (20,480) 8,524 25,668 (8,691) 35,468 (64,720)	
Investing Activities (Decrease) in restricted cash	<u>(307)</u> (307)	(5,171) (5,171)	
Change in cash	(15,375)	(69,891)	
Cash - beginning of period	<u> 173,096</u>	242,987	
Cash - end of period	<u> 157,721</u>	<u> 173,096</u>	

## 1. Purpose of the Organization

The Canadian Mental Health Association, Port Alberni Branch operates several programs in Port Alberni, British Columbia, with the objective of providing programs and services for individuals with mental health and addictions issues. The organization is a provincially registered society and is a registered charity under the Income Tax Act.

### 2. Basis of Presentation and Significant Accounting Policies

- a) The Society prepares its financial statements in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).
- b) The Society uses the deferral method of accounting for contributions. 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 can be reasonably estimated and collection is reasonably assured.
- c) Comparative figures have been reclassified, where applicable, to conform to current presentation.
- d) The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reporting amounts of assets, liabilities, the disclosure of contingent assets and liabilites and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.
- e) Capital assets are recorded at cost. Amortization is provided annually at rates calculated to write off the assets over their useful lives. In the year of acquisition only one-half of the following amortization rate is applied:

Building - 2nd Avenue 25 years straight-line

Furniture, fixtures & equipment 5 years straight-line

Computer equipment 5 years straight-line

Vehicles 5 years straight-line

## 3. Restricted Cash

Restricted cash is comprised of:

				2014	2013
				\$	\$
	Security Deposits - Kendall		,	3,158	2,771
	Security Deposits - Roger Street Replacement Reserve		_	8,110 <u>64,680</u>	8,190 <u>64,680</u>
			-	75,948	75, <u>641</u>
4.	Capital Assets				
	•		Accumulated	2014	2013
		Cost \$	Amortization \$	Net \$	Net \$
	Building - 2nd Avenue	320,579	175,662	144,917	157,741
	Furniture, fixtures & equipment	75,424	63,182	12,242	19,298
	Computer equipment	10,533	10,318	215	814
	Vehicles	12,132	<u>9,710</u>	2,422	<u>4,239</u>
		418,668	258,872	159,796	182,092
	Land - 2nd Avenue	60,566	<del>_</del>	60,566	60,566
		479,234	<u> 258,872</u>	220,362	<u>242,658</u>

## 5. Deferred contributions

Deferred contributions represent unspent resources externally restricted for the purpose of providing services through the continuing projects of the Society.

	2014	2013
	<u> </u>	\$
Deferred contributions - opening balance	116,197	90,529
Less amount recognized as revenue in the year Add amount received related to the following year	(116,197) 148,085 148,085	(90,529) <u>151,665</u> 151,665
Less Contributions - Long term	(8,800)	(35,468)
Deferred contributions - ending balance	139,285	116,197

### 6. Contributed Fund Balance

COntributed I und Datance			2014	2013
	Grant Proceeds \$	Accumulated Amortization \$	Net \$	Net \$
Ministry of Health - Clubhouse Grant	60,000	45,000	15,000	17,400
Human Resources Development Canada - Clubhouse Grant	117,821	73,051	44,770	49,483
BC Housing - Roger Street computers and appliances	7,888	<u>7,888</u>		787
	185,709	125,939	59,770	67,670

Contributed net assets represent restricted contributions which are amortized and included in revenue at the same rate as the assets to which they relate.

### 7. Restricted Fund Balance

In previous years the Association's board of directors internally restricted funds bringing the total of internally restricted assets to \$64,680 to be used for future replacement of assets (2013 - \$64,680).

#### **Financial Instruments** 8.

The financial instruments of the Society consist of cash, accounts receivable, restricted cash, accounts payable and accruals and debt. Unless otherwise noted, it is management's opinion that the Society is not exposed to significant interest, currency, or credit risks arising from these financial instruments. The fair value of the instruments approximates their carrying values, unless otherwise noted.

The Society is exposed to financial risk that arises from the fluctuation in interest rates and in the credit quality of its customers and related-parties.

The Society's credit risk consists principally of cash and cash equivalents, and accounts receivable. The Society maintained cash and cash equivalents with reputable and major financial institutions.

The Society is exposed to interest rate risk with respect to cash and cash equivalents and debt. There are no derivative financial instruments to mitigate these risks.

The Society's cash and cash equivalents, accounts receivable, and accounts payable and accrued liabilities are short-term financial instruments whose fair value approximates their carrying values.

# **Economic Dependence**

The Association is dependent upon certain grants and contracts with various government agencies. These agreements are subject to annual review and negotiation and are not secured for long term periods.

# 10. Schedules to Financial Statements

These financial statements include schedules of revenue and expenditure for each program operated by the Society. Presentation in these schedules differs from the Canadian accounting standards for not-for-profit organizationsg utilized in the statements of financial position, changes in fund balances, cash flow and operations. The presentation is intended to assist the readers to understand the results of each program on a basis consistent with the intended use of the funding received for the program.

## 11. Contingent Liabilities

#### **Pension Liability**

The Canadian Mental Health Association-Port Alberni Branch and its employees contribute to the Municipal Pension Plan (the plan), a jointly trusteed pension plan. The board of trustees, representing plan members and employers, is responsible for overseeing the management of the pension plan, including investment of the assets and administration of the benefits. The pension plan is a multi-employer contributory pension plan. Basic pension benefits provided are defined. The plan has about 175,000 active members and approximately 67,000 retired members.

Every three years an actuarial valuation is performed to assess the financial position of the plan and the adequacy of plan funding. The most recent valuation as at December 31, 2012 indicated an unfunded liability of \$1.370 billion for basic pension benefits. The next valuation will be as at December 31, 2015 with results available in the fall of 2016 and reported in the 2016 Annual Report which will be released in the summer of 2017. The actuary does not attribute portions of the surplus to individual employers. The Canadian Mental Health Association-Port Alberni Branch paid \$47,125 for employer contributions to the plan in fiscal 2014 (2013 - \$46,680).

### 12. Lease Obligation

The Association has entered into an operating lease for rental of the King George Apartments. The expected obligation under this lease over the next five years is as follows:

Year	\$
	007.400
2015	265,126
2016	265,126
2017	265,126
2018	265,126
2019	265,126

#### 13. Prior Period Corrections

The prior period was adjusted to record amounts that were required to be repaid to BC Housing for 2012 resulting in a \$3,021 reduction to opening equity and an increase to accounts payable for the year ended March 31, 2013. As this amount was repaid during 2014, this results in a decrease to opening equity of \$3,021 for the year ended March 31, 2014.

During fiscal 2014 certain retroactive contribution amounts were recalculated for the Municipal Pension Plan resulting in an adjustment of \$8,128. \$6,828 of this is related to 2012 and prior fiscal years resulting in a decrease to opening equity in 2013. Another \$1,300 relates to 2013 resulting in an increase to wages and benefits expense and to payables for that year.

	Actual 2014 \$	Actual 2013 \$
Clubhouse P	rogram	
Revenue	270,511	264,797
Island Health	22,667	17,867
ACRD Grant Revenue	10,572	9,024
Other income Amortization of contributions	7,900	8,691
	4,300	3,300
Rental income	4,765	2,190
Donations	320,715	305,869
Expense	312	521
Advertising		20,209
Amortization	19,517	20,209 10,849
Bookkeeping fees	12,012 1,371	1,466
Education	464	1,400
Initiatives	2,130	1,953
Insurance	2,130 14,462	14,890
Lunch program	5,367	3,961
Office and miscellaneous	3,30 <i>7</i> 1,977	2,684
Professional fees	638	618
Property taxes	3,421	5,279
Repairs and maintenance	9,092	12,079
Staff development and travel	3,103	4,068
Supplies Talankana and utilities	9,216	9,899
Telephone and utilities	219,435	227,777
Wages and benefits	302,517	317,929
Excess (shortfall) of revenue over expense	<u> 18,198</u>	(12,060

	Actual 2014 \$	Actual 2013 \$
Gaming Program		
Revenue	22,000	_
BC Gaming Commission		-
Donations	29,510	
Expense	2.462	669
Office and miscellaneous	2,463 2,800	1,800
Rent	759	50
Repairs and maintenance Staff development and travel	4,502	782
Telephone and utilities	2,119	1,35
Wages and benefits	<u> 14,481</u>	<u>13,75</u>
	<u>27,124</u>	18,86
Excess (shortfall) of revenue over expenditure	2,386	(18,86

	Actual 2014 \$	Actual 2013 \$
Porthouse Program	n	
Revenue		
Island Health	269,465	261,629
Rental income	19,457	23,358
BC Housing	<b>2,760</b>	2,760
	291,682	287,747
Expense		
Amortization	-	42
Bookkeeping fees	5,986	6,238
Insurance	224	219
Office and miscellaneous	339	623
Professional fees	1,245	1,131
Rent	15,840	15,840
Repairs and maintenance	4,549	1,747
Staff development and travel	723	1,188
Supplies	2,995	3,610
Telephone and utilities	2,460	2,181
Tenant expenses	8,083	8,200
Wages and benefits	<u>246,200</u>	<u>259,606</u>
	<u> 288,644</u>	<u>300,625</u>
Excess (shortfall) of revenue over expenditure	3,038	<u>(12,878</u> )

	Actual 2014 \$	Actual 2013 \$
Peer Support		
Revenue		
Island Health	9,905	9,728
Expense		
Amortization	-	42
Bookkeeping fees	_	739
Honorariums	5,040	4,600
Rent Stoff development and the	1,500	1,500
Staff development and travel Supplies	105	397
Telephone and utilities	127	193
relephone and ddinies	<u>2,474</u>	2,067
	<u> </u>	<u>9,538</u>
Excess of revenue over expenditure	659	190

	Actual 2014 \$	Actual 2013 \$
King George Apar	tments	
Revenue Rental Income Donations	204,039 131,649 335,688	144,826 <u>79,967</u> <u>224,793</u>
Expenditure Insurance Lease Expense Legal Expenses Management Fees Office and miscellaneous Property taxes Repairs and Maintenance Telephone	5,139 260,125 525 6,376 1,158 14,218 48,921 <u>8,666</u> 345,128	6,894 187,592 4,367 4,843 890 10,303 33,533 4,30 252,73
Shortfall of revenue over expenditure	(9,440)	(27,93

	Actual 2014 \$	Actual 2013 \$
Kendall Ave	nue	
Revenue		
Rental income	75,290	72,315
Island Health	<u>35,239</u>	31,191
	<u>110,529</u>	<u>103,506</u>
Expenditure		
Bookkeeping fees	993	2,498
Insurance	253	385
Office and miscellaneous	2,158	1,330
Professional fees	293	283
Repairs and maintenance	6,071	3,532
Staff development and travel	145	46
Supplies	1,256	1,848
Telephone and utilities	16,135	12,073
Wages and benefits	<u>88,064</u>	<u>90,814</u>
	<u>115,368</u>	<u>112,809</u>
Shortfall of revenue over expenditure	<u>(4,839</u> )	(9,303

	Actual 2014 \$	Actual 2013 \$
Outreach Program		
Revenue	492 700	183,799
BC Housing	183,799 <u>4,000</u>	103,799
ACRD Grant Revenue	<u> 4,000</u> <u> 187,799</u>	183,799
Expenditure Amortization Bookkeeping fees Housing support Office and miscellaneous Professional fees Staff development and travel	287 4,849 43,722 961 1,171 14,070	681 4,237 44,149 1,114 1,131 13,616
Supplies Telephone and utilities Wages and benefits	657 3,121 <u>114,768</u> <u>183,606</u>	4,18 120,56 190,01
Excess (shortfall) of revenue over expenditure	<u>4,193</u>	<u>(6,21</u>

	Actual 2014 \$	Actual 2013 \$
Roger Street		
Revenue Rental income BC Housing Island Health Other income	188,853 50,400 21,027 <u>1,409</u> 261,689	187,275 50,400 20,400 
Expenditure Amortization Bookkeeping fees Insurance Office and miscellaneous Professional fees Repairs and maintenance Telephone and utilities Wages and benefits	2,435 4,135 7,101 5,351 2,929 14,757 26,939 195,074 258,721	3,220 4,38 7,100 5,89 2,82 16,42 32,33 198,01 270,21
Excess (shortfall) of revenue over expenditure	2,968	(10,81

	Actual 2014 \$	Actual 2013 \$
Bounce Bac	ek	
Revenue CMHA BC		<u>2,708</u>
Expenditure Amortization Office and miscellaneous Staff development and travel Supplies Wages and benefits	57 - - - - - - 57	114 85 105 24 <u>2,996</u> 3,324
Shortfall of revenue over expenditure	(57)	<u>(616</u> )

	Actual 2014 \$	Actual 2013 \$
Business Developme	ent Program	
Revenue	5,754	8,939
Farm sales	-	2,573
CMHA revenue	440	707
Other income	2 <u>,242</u>	
Donations	<u>8,436</u>	12,219
Expenditure	5,419	7,16
Honorariums	118	· 7
Insurance	1,412	80
Rent	95	1,19
Staff development and travel	6,174	9,89
Supplies	<u> 18,388</u>	<u> 18,28</u>
Wages and benefits	<u>31,606</u>	<u>37,42</u>
Shortfall of revenue over expenditure	<u>(23,170</u> )	(25,20

The accompanying notes are an integral part of these statements.

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	Actual 2014 \$	Actual 2013 \$
Connect the Dots		
Revenue Friendship Centre		<u> </u>
Expenditure Office and administration Staff development and travel	6,500 6,500	7,239 35′ 7,590
Excess (shortfall) of revenue over expenditure	500	(51

	Actual 2014 \$	Actual 2013
Frozen Mea	ls	
Revenue Island Health Meal income	41,183 <u>11,634</u> <u>52,817</u>	40,000 11,502 51,502
Expenditure Office and administration Supplies Staff development and travel Wages and benefits	4,739 14,773 <u>32,811</u> <u>52,323</u>	1,697 14,479 232 29,398 45,806
Excess of revenue over expenditure	<u>494</u>	<u>5,696</u>

The accompanying notes are an integral part of these statements.

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	Actual 2014 \$	Actual 2013 \$
Disability F	Pass	
Revenue Disability Passes Donations	2,877 	1,692 <u>25</u> 1,717
Expenditure Bank charges (recovery) Supplies	217 1,808 2,025	(222) 915 693
Excess of revenue over expenditure	852	1,024