

VICTORIA BRAIN INJURY SOCIETY

FINANCIAL STATEMENTS

MARCH 31, 2019

TABLE OF CONTENTS

	Page
Independent Practitioner's Review Engagement Report	
Financial Statements	
Statement of Operations	1
Statement of Financial Position	2
Statement of Changes in Net Assets	3
Statement of Cash Flows	4
Notes to the Financial Statements	5 - 8

INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

To the Members of
Victoria Brain Injury Society

We have reviewed the accompanying financial statements of Victoria Brain Injury Society that 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 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 Victoria Brain Injury Society 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.



Sidney, BC
July 11, 2019

Hughesman Morris
Chartered Professional Accountants

VICTORIA BRAIN INJURY SOCIETY
STATEMENT OF OPERATIONS
FOR THE YEAR ENDED MARCH 31
(unaudited)

	2019	2018
REVENUES		
Grants (note 3)	\$ 234,064	\$ 188,533
Brain injury program - VIHA	153,732	141,844
Fundraising	32,069	50,597
Donations	22,008	34,557
Advertising and memberships	771	2,374
Rental	525	5,213
Contract funding	150	140
	443,319	423,258
EXPENDITURES		
Advertising and promotion	634	392
Amortization	2,228	3,646
Bad debts	50	79
Contract facilitators	12,650	9,675
Dues, fees and licenses	1,516	440
Fundraising	21,425	1,194
Insurance	2,900	2,993
Interest and bank charges	1,455	1,693
Office	31,031	31,809
Professional development	312	3,557
Program support	4,806	503
Rent	54,501	53,315
Repairs and maintenance	3,502	1,945
Telephone	2,763	2,851
Wages and benefits	262,331	262,384
	402,104	376,476
EXCESS OF REVENUES OVER EXPENDITURES FROM OPERATIONS	41,215	46,782
Contribution to Victoria Foundation Endowment Fund	-	(7,500)
EXCESS OF REVENUES OVER EXPENDITURES	\$ 41,215	\$ 39,282

VICTORIA BRAIN INJURY SOCIETY
STATEMENT OF FINANCIAL POSITION
AS AT MARCH 31
(unaudited)

	2019	2018
ASSETS		
CURRENT		
Cash	\$ 125,619	\$ 101,892
Restricted cash (note 5)	31,770	63,750
Accounts receivable	23,306	93
Prepaid expenses	6,826	4,232
	187,521	169,967
Property, plant and equipment (note 4)	950	3,177
	\$ 188,471	\$ 173,144
LIABILITIES		
CURRENT		
Accounts payable and accrued liabilities	\$ 15,688	\$ 18,857
Due to government agencies	13,582	4,321
Deferred contributions (note 5)	31,770	63,750
	61,040	86,928
NET ASSETS		
General fund	126,482	83,039
Invested in capital	949	3,177
	127,431	86,216
	\$ 188,471	\$ 173,144

Approved on behalf of the Board

Members _____

Members _____

VICTORIA BRAIN INJURY SOCIETY
STATEMENT OF CHANGES IN NET ASSETS
FOR THE YEAR ENDED MARCH 31
(unaudited)

	General fund	Invested in capital	Total 2019	Total 2018
BALANCE, BEGINNING OF YEAR	\$ 83,039	\$ 3,177	86,216	46,934
Excess of revenues over expenditures	41,215	-	41,215	39,282
Amortization	2,228	(2,228)	-	-
BALANCE, END OF YEAR	\$ 126,482	\$ 949	127,431	86,216

VICTORIA BRAIN INJURY SOCIETY
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED MARCH 31
(unaudited)

	2019	2018
CASH FLOWS FROM OPERATING ACTIVITIES		
Cash received from general contributors	\$ 233,217	\$ 293,405
Cash received from government funding	154,909	142,301
Cash paid to suppliers and employees	(396,379)	(379,607)
	(8,253)	56,099
CASH FLOWS FROM INVESTING ACTIVITY		
Purchase of property, plant and equipment	-	(450)
NET (DECREASE) INCREASE IN CASH	(8,253)	55,649
CASH, BEGINNING OF YEAR	165,642	109,993
CASH, END OF YEAR	\$ 157,389	\$ 165,642
CASH CONSISTS OF:		
Cash	\$ 125,619	\$ 101,892
Restricted cash	31,770	63,750
	\$ 157,389	\$ 165,642

VICTORIA BRAIN INJURY SOCIETY
NOTES TO THE FINANCIAL STATEMENTS
AS AT MARCH 31, 2019
(unaudited)

1. **NATURE OF OPERATIONS**

Victoria Brain Injury Society (the "Society") is registered under the British Columbia Societies Act. The Society operates a not-for-profit centre for individuals and their families suffering from brain injuries. The Society is a registered charity under the Income Tax Act and is exempt from tax.

2. **SIGNIFICANT ACCOUNTING POLICIES**

These financial statements are prepared in accordance with Canadian accounting standards for not-for-profit organizations. The significant accounting policies are detailed as follows:

(a) **Property, plant and equipment**

Property, plant and equipment are recorded at cost. The Society provides for amortization using the straight-line method at rates designed to amortize the cost of the property, plant and equipment over their estimated useful lives. One half of the year's amortization is recorded in the year of acquisition. No amortization is recorded in the year of disposal. The annual amortization rates are as follows:

Computer equipment	3 years
Office equipment	5 years

(b) **Financial instruments**

The Society initially measures its financial assets and liabilities at fair value, except for certain non-arm's length transactions. The company subsequently measures its financial assets and financial liabilities at amortized cost, except for securities quoted in an active market, which are subsequently measured at fair value.

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.

(c) **Revenue recognition**

The Society follows 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 to be received can be reasonably estimated and collection is reasonably assured.

The Society records revenue from advertising and memberships as services are performed.

The Society records rental revenue on a monthly basis as per the sub-lease agreements.

VICTORIA BRAIN INJURY SOCIETY
NOTES TO THE FINANCIAL STATEMENTS
AS AT MARCH 31, 2019
(unaudited)

2. **SIGNIFICANT ACCOUNTING POLICIES, continued**

(d) **Contributed services**

Volunteers contribute a significant amount of time to assist the Society in carrying out its services. Because of the difficulty of determining their fair value, contributed services are not recognized in the financial statements.

(e) **Use of estimates**

The preparation of financial statements in accordance 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, revenues and expenses.

The main estimates relate to accounts receivable exposure and the useful life of property, plant and equipment. Actual results could differ from those estimates, although management does not generally believe such differences would materially affect the financial statements in any individual year.

3. **GRANTS**

	<u>2019</u>	<u>2018</u>
Brain Injury Alliance	\$ 127,806	\$ 93,467
Charlton L. Smith	5,000	-
City of Victoria	8,125	7,625
Dr. Gur Singh	4,553	-
Government of Canada	6,072	6,836
ICBC Peer Support Program	11,905	-
Music Heals Foundation	4,895	1,000
Quail Rock Foundation	10,833	2,500
Rotary Club of Victoria	2,000	-
Tony and Mignon Fenton Foundation	-	3,000
United Way	45,000	53,480
Vandekerkhove	4,375	3,125
Vancity Community Foundation	1,500	3,000
Victoria Foundation	2,000	13,500
Other	-	1,000
	<u>\$ 234,064</u>	<u>\$ 188,533</u>

VICTORIA BRAIN INJURY SOCIETY
NOTES TO THE FINANCIAL STATEMENTS
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4. PROPERTY, PLANT AND EQUIPMENT

	Cost	Accumulated amortization	2019	2018
Computer equipment	\$ 19,987	\$ 19,879	\$ 108	\$ 1,511
Office equipment	4,120	3,278	842	1,666
	\$ 24,107	\$ 23,157	\$ 950	\$ 3,177

5. DEFERRED CONTRIBUTIONS

Cash is externally restricted for the following purposes:

	Opening balance	Contributions	Disbursements	Closing balance
Brain Injury Alliance	\$ 34,583	\$ 93,223	\$ (127,806)	-
Vancouver Island Health Authority	12,042	154,909	(153,732)	13,219
Other	17,125	52,060	(50,634)	18,551
	\$ 63,750	\$ 300,192	\$ (332,172)	\$ 31,770

6. FINANCIAL INSTRUMENTS

The Society is exposed to various financial risks through transactions in financial instruments. Unless otherwise noted, it is management's opinion that the Society is not exposed to significant currency, credit, liquidity, interest rate or other price risks.

7. LEASE COMMITMENTS

The Society's total commitments under various operating leases, are as follows:

2020	\$ 55,620
2021	6,081
	\$ 61,701

VICTORIA BRAIN INJURY SOCIETY
NOTES TO THE FINANCIAL STATEMENTS
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8. FUNDS HELD AT THE VICTORIA FOUNDATION

In 2017 the Victoria Brain Injury Society Fund was established. Victoria Foundation matched Victoria Brain Injury Society's gift of \$7,500, for a total of \$15,000. The funds are being held in perpetuity by the Victoria Foundation, and are not included on the Statement of Financial Position.

	<u>2019</u>
Beginning balance, market value	\$ 14,770
Total investment returns	881
Administration fees	<u>(103)</u>
	<u>\$ 15,548</u>

As of March 31, 2019, there were funds of \$528 available to grant.