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**BIG BROTHERS BIG SISTERS OF THE FRASER VALLEY**  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED**  
**DECEMBER 31, 2019**

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**INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT**

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To the Members of  
Big Brothers Big Sisters of the Fraser Valley

We have reviewed the accompanying financial statements of Big Brothers Big Sisters of the Fraser Valley that comprise the statement of financial position as at December 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 misstatements, whether due to fraud or error.

**Practitioner's Responsibility for the Financial Statements**

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 these financial statements do not present fairly, in all material respects, the financial position of Big Brothers Big Sisters of the Fraser Valley as at December 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.

*Manning Elliott LLP*

Chartered Professional Accountants

Abbotsford, British Columbia

May 4, 2020

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**BIG BROTHERS BIG SISTERS OF THE FRASER VALLEY****STATEMENT OF FINANCIAL POSITION****AS AT DECEMBER 31, 2019**

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	General Fund	Capital Fund	2019 Total	2018 Total
<b>ASSETS</b>				
<b>CURRENT ASSETS</b>				
Cash (Note 2)	\$ 343,256	\$ —	\$ 343,256	\$ 122,630
Accounts receivable (Note 3)	4,261	—	4,261	8,342
Prepays	13,783	—	13,783	2,323
	361,300	—	361,300	133,295
<b>CAPITAL ASSETS (Note 4)</b>	—	430,595	430,595	449,109
	\$ 361,300	\$ 430,595	\$ 791,895	\$ 582,404
<b>LIABILITIES</b>				
<b>CURRENT LIABILITIES</b>				
Accounts payable and accrued liabilities (Note 6)	\$ 30,825	\$ —	\$ 30,825	\$ 35,196
Unearned revenue	225,000	—	225,000	—
	255,825	—	255,825	35,196
<b>NET ASSETS</b>				
Invested in capital assets	—	430,595	430,595	449,109
Unrestricted	105,475	—	105,475	98,099
	105,475	430,595	536,070	547,208
	\$ 361,300	\$ 430,595	\$ 791,895	\$ 582,404

Approved by the Board:

\_\_\_\_\_  
Director\_\_\_\_\_  
Director

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**BIG BROTHERS BIG SISTERS OF THE FRASER VALLEY****STATEMENT OF OPERATIONS****FOR THE YEAR ENDED DECEMBER 31, 2019**

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	General Fund	Capital Fund	2019 Total	2018 Total
<b>REVENUE</b>				
Government funding (Note 8)	\$ 246,642	\$ —	\$ 246,642	\$ 236,681
Mentoring grants	95,545	—	95,545	81,065
Fund development	161,349	—	161,349	178,828
External agreements	118,439	—	118,439	90,147
Interest revenue	4,229	—	4,229	686
Other revenue (Note 9)	20,026	—	20,026	21,454
	646,230	—	646,230	608,861
<b>EXPENSES</b>				
Amortization	—	18,514	18,514	20,322
Bank charges	2,591	—	2,591	3,896
Fund development	39,395	—	39,395	34,882
Mentoring program	17,463	—	17,463	17,268
Office	27,119	—	27,119	28,728
Payroll	474,011	—	474,011	433,192
Property	30,837	—	30,837	25,809
Support	47,438	—	47,438	48,335
	638,854	18,514	657,368	612,433
<b>DEFICIENCY OF REVENUE OVER EXPENSES</b>	\$ 7,376	\$ (18,514)	\$ (11,138)	\$ (3,572)

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**BIG BROTHERS BIG SISTERS OF THE FRASER VALLEY****STATEMENT OF CHANGES IN NET ASSETS****FOR THE YEAR ENDED DECEMBER 31, 2019**

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	General Fund	Capital Fund	<b>2019</b> Total	<b>2018</b> Total
<b>NET ASSETS, BEGINNING OF YEAR</b>	\$ 98,099	\$ 449,109	\$ 547,208	\$ 550,780
<b>DEFICIENCY OF REVENUE OVER EXPENSES</b>	7,376	(18,514)	(11,138)	(3,572)
<b>NET ASSETS, END OF YEAR</b>	\$ 105,475	\$ 430,595	\$ 536,070	\$ 547,208

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**BIG BROTHERS BIG SISTERS OF THE FRASER VALLEY****STATEMENT OF CASH FLOWS****FOR THE YEAR ENDED DECEMBER 31, 2019**

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	<b>2019</b>	<b>2018</b>
CASH PROVIDED BY (USED FOR):		
OPERATING ACTIVITIES		
Deficiency of revenue over expenses	\$ (11,138)	\$ (3,572)
Amortization	18,514	20,323
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Changes in non-cash working capital accounts	7,376	16,751
Prepays	(11,460)	(327)
Accounts receivable	4,081	10,540
Accounts payable and accruals	(4,371)	9,154
Unearned revenue	225,000	(1,500)
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INCREASE IN CASH RESOURCES DURING THE YEAR	220,626	34,618
CASH RESOURCES, BEGINNING OF YEAR	122,630	88,012
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CASH RESOURCES, END OF YEAR	\$ 343,256	\$ 122,630

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## **BIG BROTHERS BIG SISTERS OF THE FRASER VALLEY**

### **NOTES TO FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED DECEMBER 31, 2019**

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#### **NATURE OF OPERATIONS**

The Society is incorporated under the laws of the Society Act of British Columbia. The Society's purpose is to enhance the emotional, social, and physical growth of youth from single parent homes. The primary means of attaining this goal is through the establishment of quality adult to child relationships.

#### **1. SIGNIFICANT ACCOUNTING POLICIES**

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations ("ASNPO") under Part III of the CPA Canada Handbook – Accounting. Financial statements prepared in accordance with ASNPO are also in accordance with Canadian generally accepted accounting principles ("GAAP").

The financial statements have, in management's opinion, been prepared within reasonable limits of materiality using the significant accounting policies noted below.

##### **a) Fund accounting**

In order to ensure observance of limitations and restrictions placed on the use of resources available to the Society, the accounts are maintained on a fund accounting basis. Accordingly, resources are classified for accounting and reporting purposes into funds. These funds are held in accordance with the objectives specified by the contributors or in accordance with the directives issued by the Board of Directors.

Two funds are maintained: the General Fund and the Capital Fund.

The General Fund is used to account for all revenue and expenses related to the general and ancillary operations of the Society.

The Capital Fund is used to account for all capital assets of the Society and to present the flow of funds related to their acquisition and disposal, unexpended capital resources and debt commitments.

##### **b) Financial instruments**

###### **Measurement**

The Society's financial instruments consist of cash, accounts receivable and accounts payable.

The Society initially measures all of its financial assets and liabilities at fair value, except for certain non-arm's length transactions. Fair value is determined by the instrument's initial cost in a transaction between unrelated parties. The Society subsequently measures all financial assets and liabilities at amortized cost.

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**BIG BROTHERS BIG SISTERS OF THE FRASER VALLEY**

**NOTES TO FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED DECEMBER 31, 2019**

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1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

b) Financial instruments (continued)

Impairment

Financial assets measured at amortized cost are tested for impairment when there are indicators of impairment. The amount of any write-down that is determined is recognized in the statement of operations. A previously recognized impairment loss may be reversed to the extent of any improvement, 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 the statement of operations in the period in which it is determined.

c) Revenue recognition

The Society follows the deferral method of accounting for revenue. Restricted revenue is recognized during the year in which the related expenses are incurred. Unrestricted revenue is recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. The Society recognizes fundraising revenue for events at the occurrence of the event.

d) Capital assets

Capital assets are stated at cost less accumulated amortization which is recorded over the useful lives of the assets on the declining balance basis, at the following annual rates:

Buildings	4%
Computer equipment	30%
Office furniture and equipment	20%

e) Income taxes

The Society is registered as a charitable organization under the Income Tax Act of Canada (the "Act") and as such is exempt from income taxes and is able to issue donation receipts for income tax purposes. In order to maintain its status as a registered charity under the Act, the Society must meet certain requirements within the Act. In the opinion of management, these requirements have been met.

f) Contributed services

Volunteers contribute a number of hours per year to assist the Society in carrying out its service delivery activities. Because of the difficulty in determining their fair value, contributed services are not recognized in the financial statements.

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**BIG BROTHERS BIG SISTERS OF THE FRASER VALLEY****NOTES TO FINANCIAL STATEMENTS****FOR THE YEAR ENDED DECEMBER 31, 2019**

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

## g) Measurement uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organization requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenses during the reporting period.

Accounts receivable are stated after evaluation as to their collectability and an appropriate allowance for doubtful accounts is provided where considered necessary. Amortization is based on the estimated useful lives of capital assets.

These estimates and assumptions are reviewed periodically and, as adjustments become necessary, they are reported in excess of revenue and expenses in the period in which they become known.

## 2. CASH

	<b>2019</b>	<b>2018</b>
Unrestricted cash	\$ 118,251	\$ 117,752
Restricted cash	225,005	4,878
	<hr/> \$ 343,256	<hr/> \$ 122,630

Restricted cash is comprised of Gaming Funds, which are restricted in accordance with Gaming rules for allowed uses.

## 3. ACCOUNTS RECEIVABLE

	<b>2019</b>	<b>2018</b>
Trade accounts receivable	\$ 2,873	\$ 7,580
Government remittance receivable	1,388	762
	<hr/> \$ 4,261	<hr/> \$ 8,342

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**BIG BROTHERS BIG SISTERS OF THE FRASER VALLEY****NOTES TO FINANCIAL STATEMENTS****FOR THE YEAR ENDED DECEMBER 31, 2019**

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## 4. CAPITAL ASSETS

			<b>2019</b>	<b>2018</b>
	Cost	Accumulated Amortization	Net Book Value	Net Book Value
Land	\$ 56,305	\$ —	\$ 56,305	\$ 56,305
Buildings	562,175	198,087	364,088	379,258
Computer equipment	61,621	57,179	4,442	6,346
Office furniture and equipment	36,584	30,824	5,760	7,200
	<b>\$ 716,685</b>	<b>\$ 286,090</b>	<b>\$ 430,595</b>	<b>\$ 449,109</b>

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## 5. BANK INDEBTEDNESS

The Society has an operating line of credit authorized to a maximum of \$35,000, payable on demand. As of December 31, 2019 the credit available is \$35,000. The line of credit bears interest at prime plus 1% per annum. The operating line of credit is secured as follows:

- A general security agreement granting a first security interest in all present and after acquired personal property; and
- First security interest over the Society's premises located at 2445 West Railway Street, Abbotsford, BC.

The terms of the line of credit requires the Company to maintain a debt service coverage of 1.20:1. As at December 31, 2019, the Society was in compliance with this financial covenant.

## 6. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

	<b>2019</b>	<b>2018</b>
Trade accounts payable	\$ 30,825	\$ 34,649
Government remittances payable	—	547
	<b>\$ 30,825</b>	<b>\$ 35,196</b>

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**BIG BROTHERS BIG SISTERS OF THE FRASER VALLEY****NOTES TO FINANCIAL STATEMENTS****FOR THE YEAR ENDED DECEMBER 31, 2019**

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**7. FINANCIAL INSTRUMENTS RISKS**

Financial instruments are subject to risk and uncertainties such as interest rate risk, liquidity risk, credit risk and market risk. In management's opinion, the Society is not exposed to any liquidity risk, credit risk, market risk, currency risk or other price risk.

**Interest rate risk**

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Society is exposed to interest rate risk on its operating line of credit. Changes in the bank's prime lending rate can cause fluctuations in interest payments and cash flows. The interest rate on bank indebtedness is disclosed in Note 5. There has been no change in the risk exposure from the prior year, except as disclosed in Note 11.

**8. GOVERNMENT FUNDING**

	<b>2019</b>	<b>2018</b>
Province of British Columbia - Community Gaming Grant	\$ 225,000	\$ 225,000
Government of Canada - Canada Summer Jobs Grant	21,642	11,681
	<hr/> \$ 246,642	<hr/> \$ 236,681

**9. OTHER REVENUE**

Included in other revenue is \$2,814 (2018 - \$3,165) of interest income earned on the endowment fund. The endowment fund is held by Abbotsford Community Foundation with any income earned allocated to the Society and has a principal balance of \$70,341 at year end. The endowment fund principal balance is not reflected in these financial statements.

**10. ECONOMIC DEPENDENCE**

The Society is economically dependent on the Community Gaming Grant of the Province of British Columbia as it receives a substantial portion its revenue from this source.

**11. SUBSEQUENT EVENT**

Subsequent to year-end, the COVID-19 pandemic is causing significant financial and social dislocation. The situation is dynamic with various cities and countries around the world responding in different ways to address the outbreak. The Society continues to monitor and assess the impact COVID-19 will have on its business activities, including the risks identified in Note 7. The extent of the effect of the COVID-19 pandemic on the Society is uncertain.