

**BIG BROTHERS BIG SISTERS
OF CENTRAL VANCOUVER ISLAND**

**FINANCIAL INFORMATION
DECEMBER 31, 2021**

THE LAYMAN GROUP

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COMPILATION ENGAGEMENT REPORT

To the Management of Big Brothers Big Sisters of Central Vancouver Island

On the basis of information provided by management, I have compiled the statement of financial position of Big Brothers Big Sisters of Central Vancouver Island as at December 31, 2021, the statements of operations and changes in net assets for the year then ended, and note , which describes the basis of accounting applied in the preparation of the compiled financial information ("financial information").

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

I performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, Compilation Engagements, which requires me to comply with relevant ethical requirements. My responsibility is to assist management in the preparation of the financial information.

I did not perform an audit engagement or a review engagement, nor was I required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, I do not express an audit opinion or a review conclusion, or provide any form of assurance on the financial information.

Readers are cautioned that the financial information may not be appropriate for their purposes.

Prior to compiling Big Brothers Big Sisters of Central Vancouver Island's financial information my accounting firm prepared several journal entries which have a material effect on this financial information.

Ladysmith, B.C.
February 22, 2022



Elaine J. Layman, CPA
Chartered Professional Accountant

**BIG BROTHERS BIG SISTERS
OF CENTRAL VANCOUVER ISLAND
STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2021**

	<u>2021</u>	<u>2020</u>
Assets		
Current		
Cash	\$ 174,865	\$ 62,362
Cash and Term Deposits Restricted (note 4)	247,687	237,755
Accounts receivable (note 5)	9,491	22,698
Deposits	<u>-</u>	<u>250</u>
	432,043	323,065
 Property, plant and equipment (note 6)	 <u>8,141</u>	 <u>11,603</u>
	 <u>\$ 440,184</u>	 <u>\$ 334,668</u>

Approved by the board

Members



**BIG BROTHERS BIG SISTERS
OF CENTRAL VANCOUVER ISLAND
STATEMENT OF FINANCIAL POSITION, continued
AS AT DECEMBER 31, 2021**

	<u>2021</u>	<u>2020</u>
Liabilities		
Current		
Accounts payable (note 7)	\$ 18,827	\$ 21,168
Deferred Revenue (note 8)	102,247	101,767
Deposits - Rent	<u>250</u>	<u>250</u>
	<u>121,324</u>	<u>123,185</u>
Long-term liabilities		
Government CEBA Loan (note 9)	<u>40,000</u>	<u>30,000</u>
Fund balances		
Internally Restricted	46,729	46,257
Building Reserve	106,900	76,632
Balance	<u>125,231</u>	<u>58,594</u>
	<u>278,860</u>	<u>181,483</u>
	<u>\$ 440,184</u>	<u>\$ 334,668</u>

**BIG BROTHERS BIG SISTERS
OF CENTRAL VANCOUVER ISLAND
STATEMENT OF OPERATIONS
FOR THE YEAR ENDED DECEMBER 31, 2021**

	<u>2021</u>	<u>2020</u>
Revenues, Schedule 1	\$ 271,068	\$ 218,212
Expenditures		
Advertising and promotion	1,543	2,239
Amortization	36	50
Fees & Dues	4,659	4,758
Community Engagement	5,068	4,800
Consultant - Grant Writing	990	1,140
Insurance	7,561	7,826
Interest and bank charges	417	238
Meeting and Board costs	516	953
Office	6,035	3,582
Program Development	-	287
Professional fees	2,920	2,878
Rent	20,398	14,760
Repairs and maintenance	2,925	3,169
Supplies and Postage	4,198	1,693
Training & Professional development	(343)	97
Telephone and utilities	11,568	10,512
Travel	890	582
Wages and benefits	<u>114,310</u>	<u>119,600</u>
	<u>183,691</u>	<u>179,164</u>
Excess of revenues over expenditures before undernoted item	87,377	39,048
Other income		
CEBA Government Loan forgiveness	<u>10,000</u>	<u>10,000</u>
Excess of revenues over expenditures	<u><u>\$ 97,377</u></u>	<u><u>\$ 49,048</u></u>

**BIG BROTHERS BIG SISTERS
OF CENTRAL VANCOUVER ISLAND
STATEMENT OF CHANGES IN NET ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2021**
Draft For Discussion purposes only

	Operational Reserve	Externally Restricted	Unrestricted	Total 2021	Total 2020
Balance, Beginning of year	122,889	114,866	- 56,272	181,483	132,435
Excess of revenue over expenses (expenses over revenue)	740	- 20,808	117,445	97,377	49,048
Reserve funds allocated to current	30,000		- 30,000	-	
Balance, end of year	\$ 153,629	\$ 94,058	\$ 31,173	\$ 278,860	\$ 181,483

See accompanying notes
Elaine J. Layman, CPA, Chartered Professional Accountant

**BIG BROTHERS BIG SISTERS
OF CENTRAL VANCOUVER ISLAND
NOTES TO THE FINANCIAL INFORMATION
DECEMBER 31, 2021**

1. Nature of operations

Big Brothers Big Sisters of Central Vancouver Island is a not-for-profit organization that provides young people with qualified volunteers that give support, mentor, friendship, reinforcement, and positive example. Programs are supported by organizing fundraising events, donation programs and other social programs. The Society is a registered charity under the Income Tax Act.

2. Restatement of prior year figures

The financial statements have been restated, where applicable, to conform to the presentation used in the current year. The changes do not affect prior year earnings.

3. Significant accounting policies

The following is a summary of the significant accounting policies used by management in the preparation of this financial information.

(a) Fund accounting restricted

The revenues and expenses related to the collection of unrestricted donations and fund raising activities are reported in the General Fund. The Restricted Fund reports amounts for which the use is restricted by the donors and related investment income on the fund balance.

(b) Property, plant and equipment

Property, plant and equipment are recorded at cost. The organization provides for amortization using the declining balance method at rates designed to amortize the cost of the property, plant and equipment over their estimated useful lives. The annual amortization rates are as follows:

Vehicles - Delivery Van	30%
Office equipment	20%
Computer equipment	45%
Clothing Drop Box	20%

(c) Donated material and services

Donated capital, materials and investments are recorded in the financial statements at fair value on the date of the donation.

**BIG BROTHERS BIG SISTERS
OF CENTRAL VANCOUVER ISLAND
NOTES TO THE FINANCIAL INFORMATION
DECEMBER 31, 2021**

4. Cash and Term Deposits Restricted

The cash balance is composed of restricted and unrestricted funds. The restricted funds are composed of:

	<u>2021</u>	<u>2020</u>
Prudent Operating Reserve	\$ 46,729	\$ 46,257
Gaming Account Funds	94,058	114,866
Building Fund Reserve	<u>106,900</u>	<u>76,632</u>
	<u>\$ 247,687</u>	<u>\$ 237,755</u>

There is a term deposit of \$31,714 (2020-\$31,245) a GIC of \$7,500, and a savings account of \$7,515 (2020-\$7,511) which makes up the Prudent Operating funds. The fund was set up on December 12, 2019 and these funds can be accessed only by Board approval. There are 2 Term Deposits totally \$106,900 (2020-\$76,632) for the Building Fund, \$75,000 deposited in December 2019 and \$30,000 deposited in December 2021 which also needs Board Approval to access. Funds in the gaming account and the Gaming GIC are externally restricted to the 2022 operation year by the BC Gaming Authority.

5. Accounts receivable

Accounts receivable are made up of Interest accrued on term deposits to the year end, an small amount due from customers, (\$344) from GST (\$682) and for bulk clothes sales (\$7737.93). There is no need for allowance for bad debts.

**BIG BROTHERS BIG SISTERS
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NOTES TO THE FINANCIAL INFORMATION
DECEMBER 31, 2021**

6. Property, plant and equipment

	<u>2021</u>		<u>2020</u>	
	<u>Cost</u>	<u>Accumulated amortization</u>	<u>Net</u>	<u>Net</u>
Vehicles - Delivery Van	\$ 27,375	\$ 19,394	\$ 7,981	\$ 11,402
Office equipment	12,006	11,863	143	179
Computer equipment	10,997	10,997	-	-
Clothing Drop Box	854	837	17	22
	<u>\$ 51,232</u>	<u>\$ 43,091</u>	<u>\$ 8,141</u>	<u>\$ 11,603</u>

7. Accounts payable

Included in accounts payable and accrued liabilities are the following amounts owing for Workers Compensation (\$ 924), amount for Source Deductions (\$7,242.83) amounts owing to employees (\$3,347) and Trade Payables (\$3,923).

8. Deferred Revenue

Deferred revenue represents funds externally restricted for specific programs received in the current or prior periods that relate to a subsequent period and/or for income designated to the 2022 year.

	<u>2021</u>	<u>2020</u>
Gaming Funds	\$ 91,750	\$ 91,750
First West Credit Union	9,000	-
United Way	-	3,814
Rogers Foundation	606	4,027
District of Nanaimo - computer equipment grant	891	1,926
460 Realty - Gift cards	-	250
	<u>\$ 102,247</u>	<u>\$ 101,767</u>

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9. Government CEBA loan

	<u>2021</u>
Government COVID Loan	<u>\$ 40,000</u>

The Government of Canada guaranteed CEBA Loan for \$60,000 has \$20,000 forgivable portion written off, as required, in the year the funds were received . The balance must be repaid by Dec 31,2023 with no interest charged.

10. Gaming Funds

The gaming grant for 2022 has been approved and received. Funds are externally restricted by the Gaming Commission and a separate report is completed by the society each year.

11. Related party transactions

The society paid \$4,537 in dues to the national level organization, Big Brothers and Big Sisters of Canada.

**BIG BROTHERS BIG SISTERS
OF CENTRAL VANCOUVER ISLAND
SCHEDULES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021**

Schedule of revenues

Schedule 1

	<u>2021</u>	<u>2020</u>
Gaming Revenue	\$ 91,750	\$ 80,500
Donations	53,579	11,097
HRDC Summer Student Grant	5,531	-
Foundation Grants	29,545	36,546
Rental	8,400	8,400
Program Sponsorship	14,500	19,225
Interest income	1,728	3,351
	<u><u>\$ 271,068</u></u>	<u><u>\$ 218,212</u></u>

Schedule of recycled clothing program

Schedule 2

	<u>2021</u>	<u>2020</u>
Sales	<u>\$ 33,742</u>	<u>\$ 23,713</u>
Cost of sales		
Clothing purchased	12	1,773
Amortization	3,425	4,886
Delivery and Collection	3,540	6,277
Storage Costs	6,048	4,920
Misc Clothing expenses	1,402	930
Clothing wages	11,959	9,861
	<u>26,386</u>	<u>28,647</u>
Gross profit (2021 - 2.7%; 2020 - -2.3%)	<u><u>\$ 7,356</u></u>	<u><u>\$ (4,934)</u></u>

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Schedule of fundraising income

Schedule 3

	<u>2021</u>	<u>2020</u>
Revenue		
Third Party Fundraisers	\$ 1,525	\$ 5,254
Raffles	5,642	-
Country Club Santa Photos	<u>-</u>	<u>4,621</u>
	<u>\$ 7,167</u>	<u>\$ 9,875</u>

Schedule of federal programs due to covid

Schedule 4

Revenue	
Federal Rent Subsidy	\$ 7,863
Federal Wage Subsidy - CEWS	<u>43,649</u>
	<u>\$ 51,512</u>

All Federal funds were received due to COVID relief programs