

ROCKY VIEW REGIONAL HANDIBUS SOCIETY
FINANCIAL STATEMENTS
DECEMBER 31, 2017

ANDA FRUDESCU PROFESSIONAL CORPORATION

CHARTERED PROFESSIONAL ACCOUNTANT

INDEPENDENT AUDITOR'S REPORT

To the Members of Rocky View Regional Handibus Society:

I have audited the accompanying financial statements of Rocky View Regional Handibus Society which comprise the Statement of Financial Position as at December 31, 2017, the statement of operations, the statement of changes in net assets, and statement of 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.

Auditor's Responsibility

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I 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 procedures to obtain 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 statement 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.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my qualified audit opinion .

Basis for Qualified Opinion

In common with many charitable organizations, the society derives revenues from donations, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, my verification of these revenues was limited to the amount recorded in the records of the society and I was not able to determine whether any adjustments might be necessary to donations, statement of operations and financial position.

Qualified Opinion

In my 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 Rocky View Regional Handibus Society as at December 31, 2017, 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.

Calgary, Alberta
March 29, 2018

CHARTERED PROFESSIONAL ACCOUNTANT

- Original Signed -

ROCKY VIEW REGIONAL HANDIBUS SOCIETY

STATEMENT OF OPERATIONS

FOR THE YEAR ENDED DECEMBER 31, 2017

| | 2017 | 2016 |
|---|--------------------|------------------|
| REVENUES | | |
| Deferred capital contributions | \$ 136,931 | \$ 51,015 |
| Deferred casino contributions | 31,852 | - |
| Passenger subsidies | (2,956) | (1,643) |
| Fee for service | 361,810 | 344,579 |
| Grants | 571,104 | 490,882 |
| Other income | 8,274 | 11,807 |
| Unrestricted contributions | 10,419 | 2,499 |
| User fees | 96,273 | 77,710 |
| Interest | 219 | 140 |
| Total revenues | 1,213,926 | 976,989 |
| EXPENSES | | |
| Advertising and promotion | 1,633 | 2,380 |
| Amortization | 166,984 | 51,484 |
| Bad debts | 1,188 | 912 |
| Dues and memberships | 4,764 | 1,119 |
| Fuel | 97,172 | 82,424 |
| Insurance | 33,923 | 32,860 |
| Interest and bank charges | 3,363 | 2,482 |
| Office | 21,285 | 18,499 |
| Professional fees | 7,200 | 7,200 |
| Rent | 38,400 | 27,450 |
| Repairs and maintenance | 95,120 | 87,869 |
| Salaries and benefits | 674,376 | 600,435 |
| Telephone | 13,563 | 19,575 |
| Uniforms | 1,923 | - |
| Utilities | 5,260 | 3,613 |
| Training and education | 3,993 | 1,819 |
| Info technology services | 21,285 | 10,046 |
| Total expenses | 1,191,432 | 950,167 |
| EXCESS OF REVENUES OVER EXPENSES | 22,494 | 26,822 |
| OTHER ITEMS | | |
| Loss on disposal of assets | (44,831) | (14,450) |
| EXCESS OF REVENUES OVER EXPENSES | \$ (22,337) | \$ 12,372 |

ROCKY VIEW REGIONAL HANDIBUS SOCIETY

STATEMENT OF CHANGES IN NET ASSETS FOR THE YEAR ENDED DECEMBER 31, 2017

| | <u>Total</u> <u>2017</u> | <u>Total</u> <u>2016</u> |
|---|-----------------------------|-----------------------------|
| BALANCE, beginning of year | \$ 231,526 | \$ 219,154 |
| Excess of revenues over expenditures | (22,337) | 12,372 |
| <hr/> | | |
| BALANCE, end of year | \$ 209,189 | \$ 231,526 |

ROCKY VIEW REGIONAL HANDIBUS SOCIETY

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED DECEMBER 31, 2017

| | 2017 | 2016 |
|---|------------------|-------------------|
| CASH FLOWS FROM/(TO) OPERATING ACTIVITIES | | |
| Excess of revenues over expenses, continuing operations | \$ 22,494 | \$ 26,822 |
| Items not affecting cash | | |
| Amortization | 166,984 | 51,484 |
| Loss on disposal of property and equipment | (44,831) | (14,450) |
| Amortization of deferred contributions | (136,931) | (51,015) |
| | 7,716 | 12,841 |
| Change in non-cash working capital items | | |
| Accounts receivable | (417) | 25,609 |
| Prepaid expenses | (7,807) | (2,946) |
| Accounts payable and accrued liabilities | 23,408 | (22,703) |
| Deferred casino contributions | 11,792 | (96) |
| NET CASH GENERATED THROUGH OPERATING ACTIVITIES | 34,692 | 12,705 |
| CASH FLOWS FROM FINANCING ACTIVITIES | | |
| Increase in deferred contributions | - | 122,500 |
| NET CASH GENERATED THROUGH FINANCING ACTIVITIES | - | 122,500 |
| CASH FLOWS FROM INVESTING ACTIVITIES | | |
| Purchase of property and equipment | (118,293) | (115,865) |
| Loss of disposal of property and equipment | 45,471 | 14,450 |
| NET CASH GENERATED THROUGH INVESTING ACTIVITIES | (72,822) | (101,415) |
| NET (DECREASE) / INCREASE IN CASH | (38,130) | 33,790 |
| BALANCE, Beginning of year | 137,589 | 103,799 |
| BALANCE, End of year | \$ 99,459 | \$ 137,589 |
| CASH CONSISTS OF: | | |
| Cash and cash equivalent | 85,858 | 135,780 |
| Restricted cash | 13,601 | 1,809 |
| | 99,459 | 137,589 |

ROCKY VIEW REGIONAL HANDIBUS SOCIETY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2017

1. NATURE OF OPERATIONS

Rocky View Regional Handibus Society (the "Society") is a non-profit organization that provides transportation for special needs children and seniors in Central Alberta. The Society is incorporated under the Alberta Societies Act, on August 27 1980, and is exempt from income tax under the provision of section 149(1) of the Income Tax Act . The continued operations of the society are dependant of the on-going financial and other support of its sponsors.

2. ACCOUNTING POLICIES

The society's accounting policies and the standards of it's disclosure are in accordance with the Canadian accounting standards for not-for-profit organizations.

Cash and cash equivalent

Cash and cash equivalents are defined as bank balances that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

Capital assets

Capital assets are recorded at cost. The Society provides for amortization using the declining balance method at rates designed to amortize the cost of the capital assets over their estimated useful lives. The annual amortization rates are as follows:

| | Over 10 years period |
|--------------------------------|----------------------|
| Automotive | |
| Office furniture and equipment | 20% |
| Computer equipment | 30% |
| Leasehold improvements | 20% |
| Scheduling software | 20% |

One half the normal rate of amortization is recorded in the year of acquisition and no provision is recorded in the year of disposition

Revenue recognition

The Society follows the deferral method of accounting for contributions. Restricted contributions are recorded as revenue in the year in which the related expenses are incurred. Deferred Capital Contributions are recognized as revenue over the estimated life of the related asset using the declining balance method. 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.

Fee for service, user fees and other income revenues are recognized on a completion basis.

Contributed services

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

Income taxes

The Society is a not-for-profit organization within the meaning of the Income Tax Act of Canada and is exempt from income taxes.

ROCKY VIEW REGIONAL HANDIBUS SOCIETY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2017

Management estimates

The preparation of these financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements and the reported revenues and expense during the current period. All estimates are reviewed periodically and adjustments are made to the statement of operations as appropriate in the year they become known.

Financial instruments risks

Rocky View Regional Handibus Society is exposed to various risks through its financial instruments. The exposure to the risks associated with financial instruments that have the potential to affect its operating and financial performance are managed in accordance with the Risk Management Policy. The objective of the policy is to reduce volatility in cash flow and earnings. The Board of Directors monitors compliance with risk management policies and reviews risk management policies on an annual basis.

a) Credit risk

Rocky View Regional Handibus Society is exposed to credit risk resulting from the possibility that parties may default on their financial obligations, or if there is a concentration of transactions carried on with the same party. Management follows a program of credit evaluation of customers and a limit of the amount of credit extended.

b) Liquidity risk

Liquidity risk is the risk that Rocky View Regional Handibus Society will not be able to meet a demand for cash or fund its obligations as they come due. Liquidity requirements are met by preparing and monitoring forecasts of cash flows from operations and maintaining a line of credit.

c) Market risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk is comprised of currency risk and interest rate risk.

d) Currency risk

Currency risk refers to the risk that the fair value of financial instruments or future cash flows associated with the instruments will fluctuate relative to the Canadian dollar due to changes in foreign exchange rates. Rocky View Regional Handibus Society does not deal in foreign currency.

e) Interest rate risk

Interest rate risk refers to the risk that the fair value of financial instruments or future cash flows associated with the instruments will fluctuate due to changes in market interest rates.

f) Changes in risk

There have been no changes in the Rocky View Regional Handibus Society's risk exposure from the prior year.

3. CASINO CASH

Casino cash is contributed for the specific purposes of acquiring and maintaining capital assets. Restricted contributions are funds received for specific purposes that have not yet been spent.

| | 2017 | 2016 |
|-------------|-----------|----------|
| Casino cash | \$ 13,601 | \$ 1,809 |
| | \$ 13,601 | \$ 1,809 |

ROCKY VIEW REGIONAL HANDIBUS SOCIETY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2017

4. CAPITAL ASSETS

| | Cost | Accumulated Amortization | Net <u>2017</u> | Net <u>2016</u> |
|------------------------------|-------------------|-----------------------------|--------------------|--------------------|
| Automotive | \$ 777,417 | \$ 439,149 | \$ 338,268 | \$ 418,301 |
| Office furniture & equipment | 10,827 | 10,377 | 450 | 1,040 |
| Computer equipment | 6,838 | 6,838 | - | 1,873 |
| Scheduling software | 121,222 | 61,327 | 59,895 | 71,524 |
| | <u>\$ 918,920</u> | <u>\$ 520,307</u> | <u>\$ 398,613</u> | <u>\$ 492,775</u> |

5. DEFERRED CASINO CONTRIBUTIONS

| | 2017 | 2016 |
|--------------------------------|------------------|-----------------|
| Balance, beginning of the year | \$ 1,809 | \$ 1,905 |
| Amount transferred in (out) | 11,792 | (96) |
| | <u>\$ 13,601</u> | <u>\$ 1,809</u> |

Deferred casino contributions represent casino funds that are to be used to maintain the property and equipment and assist in paying for office rent and insurance expenditure.

6. DEFERRED CAPITAL CONTRIBUTIONS

| | 2017 | 2016 |
|--------------------------------|-------------------|-------------------|
| Balance, beginning of the year | \$ 383,230 | \$ 351,746 |
| Restricted contributions | - | 82,500 |
| Amount recognized as revenue | (136,931) | (51,016) |
| | <u>\$ 246,299</u> | <u>\$ 383,230</u> |

Deferred capital contributions represent contributed property and equipment and restricted contributions related to the Society's automotive assets.

7. DEFERRED GRANT CONTRIBUTIONS

| | 2017 | 2016 |
|--------------------------------|------------------|------------------|
| Restricted grant contributions | \$ 40,000 | \$ 40,000 |
| | <u>\$ 40,000</u> | <u>\$ 40,000</u> |

The Society received in 2016 a grant of \$40,000 from Alberta Culture and Tourism. The annual operating grant is for the purpose of assisting the Society with its operations.

ROCKY VIEW REGIONAL HANDIBUS SOCIETY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2017

8. ECONOMIC DEPENDENCE

The society relies on funds from Rocky View Schools and Rocky View County.

9. RENT

The rent is paid monthly to Erroll Projects Inc. at a rate of \$2,800 plus the applicable GST taxes.

10. LEASES

The Society received in 2016 and 2017, 4 busses for \$1.00 . The lease agreement is for a period of 10 years. In 2016, the Society paid \$20, 000 toward the aquisition of the busses. The busses were recorded as capital assets, for a value of \$20,000, and amortized over 10 years period.

11. AMORTIZATION

The amortization calculation for the busses was changed in order to properly reflect the net book value, and the Society's accounting policies.

All busses older than 10 years were fully amortized.

12. LINE OF CREDIT AND MASTERCARD

The Society has an operating line of credit with ATB Financial to a maximum of \$40,000. The interest rate is based on the ATB Financial rate of 6.5%.

The Society has a mastercard with ATB Financial to a maximum of \$47,700. The interest rate is 8.85%

13. FUNDRAISING COSTS

The society solicits funds from various organizations and individuals in the area. Fundraising activities are carried out by administrative personnel, no outside agencies are employed. There are minimal costs associated with fundraising as a separate activity.

14. FINANCIAL INSTRUMENTS

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

1) Measurement of financial instruments

Financial assets measured at amortized cost include cash and accounts receivable and fixed income investments.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities.

2) Impairment

The carrying amount of the asset is reduced directly or through the use of an allowance account. The amount of reduction is recognized as an impairment loss in the statement of operations.

3) Transaction costs

Transactions costs are recognized in the statement of operations in the period incurred, except for financial instruments that will be subsequently measured at amortized cost.