



**Big Brothers Big Sisters**  
of the Annapolis Valley



# ANNUAL REPORT

2018

*"We commit to the young people of our community that we will be leaders in providing them with the highest quality, volunteer based mentoring programs."*

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# TO OUR MEMBERS

## To Our Members

2018 has been a great year for Big Brothers Big Sisters of the Annapolis Valley! We have begun conversations among board members and staff about setting our priorities for an updated Strategic Plan. We have also continued to focus our energy on the most effective programs; the 1:1 Big Brother, Big Sister, Big Couple and In School Mentoring. From moving away from more of the short-term group programs we are able to focus on these long term friendships that provide the biggest impact on our local youth. Jessica Atwell, our Mentoring Coordinator is a huge asset in allowing our matches to feel safe and supported.

Our board has been engaged and enthusiastic over the past year. We have started our strategic planning discussions, set our focus areas, and been involved with the front line work through fundraising and community events. This has allowed the agency to end the year with solid financial footing by focusing on a few set fundraising events. This allows us to participate in more volunteer recruitment. Throw it Forward, our newest annual event was a tremendous success in the first year. Big thanks to Tracy Comeau for all her hard work as our Fundraising Coordinator.

In the coming year, we will see a continued focus on recruiting Bigs to match more children and youth, and improve service to outlying areas. I would like to thank our Agency Manager, Jonathan Leard for keeping us organized and focused on the big picture. As a board, we look forward for what is to come, while being thankful for our past success. Thank you to our retired board members - Charmaine Schofield, Rhea Farris, James Bagshaw and Greg Affleck. And welcome to our newest board members! Thanks to the local businesses, community groups and volunteers - our success depends on you! You are making a difference in our community!

Warmest regards.

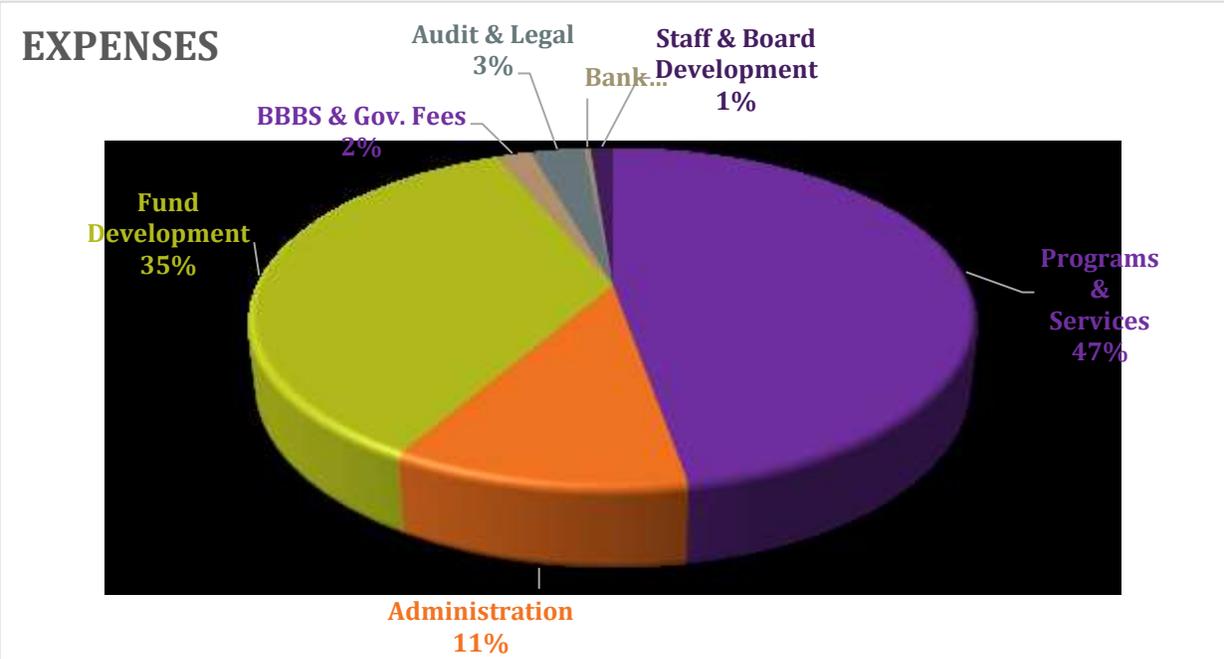
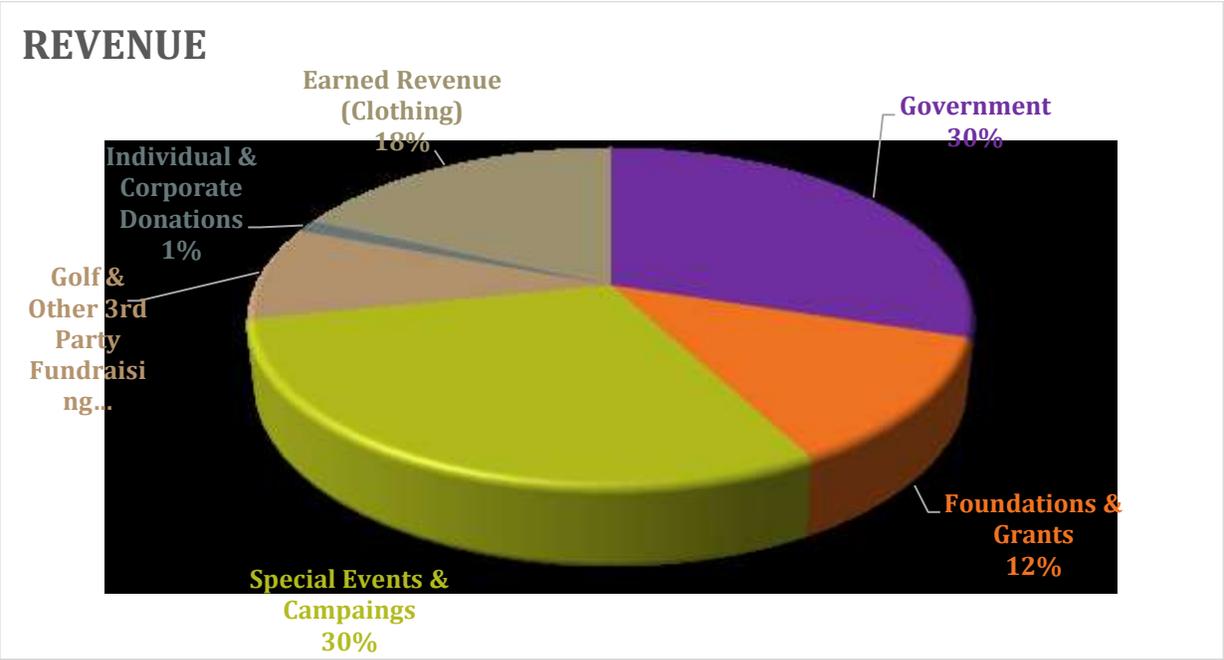
Laura Rodriguez

Board Chair

May 28, 2019

# FINANCIAL SUMMARY

## Financial Summary



# FINANCIAL STATEMENTS

## Financial Statements

### STATEMENT OF FINANCIAL POSITION

DESCRIPTION	2018	2017
<b>ASSETS</b>		
CURRENT		
CASH	\$ 21,024	\$ 22,492
ACCOUNTS RECEIVABLE	\$ 8,933	\$ 5,189
HST RECEIVABLE	\$ 4,777	\$ 1,981
PREPAID EXPENSES	\$ 3,653	\$ 1,025
	<b><u>\$38,387</u></b>	<b><u>\$30,687</u></b>
<b>LIABILITIES</b>		
CURRENT		
BANK INDEBTEDNESS	\$ -	\$ -
ROYAL BANK – LINE OF CREDIT	\$ -	\$ -
PAYABLES & ACCRUALS	\$ 14,8761	\$ 10,265
DEFERRED REV. – GOV. GRANT	\$ 11,750	\$ 11,750
DEFERRED REV. – OTHER	<u>\$ 1,000</u>	<u>\$ 4,250</u>
	\$27,621	\$26,265
<b>NET DEFICIT</b>		
BALANCE, beginning of year	\$ 4,422	\$ (28,966)
OPERATING SURPLUS (DEFICIT)	\$ 6,344	\$ 33,388
NET DEFICIT, end of year	<b><u>\$ 10,766</u></b>	<b><u>\$ 4,422</u></b>

### OVERVIEW OF OPERATIONS

DESCRIPTION	2018 BUDGET	2018 ACTUAL	2017 ACTUAL
<b>REVENUE</b>	\$155,100	\$159,506	\$179,632
<b>EXPENSES</b>	\$154,452	\$153,162	\$139,244
<b>EARNINGS</b>	\$648	\$6,344	\$33,388

### STATEMENT OF CASH FLOWS

DESCRIPTION	2018	2017
<b>Cash Provided By (Used In)</b>		
Operating Surplus (Deficit)	\$ 6,344	\$ 33,388
<b>Changes In</b>		
Accounts Receivable	\$ (6,540)	\$ 5,614

## FINANCIAL STATEMENTS

Prepaid	\$ (2,638)	\$ (1,025)
Deferred Revenue	\$ (3,250)	\$ 4,250
Accounts Payable	\$ 4,606	\$ (1,630)
Line Of Credit	\$ -	\$(18,000)
<b>Cash Increase</b>	\$ (1,468)	\$ 22,597
<b>Cash and Equivalencies, beginning of year</b>	\$ 22,492	\$ (105)
<b>Cash and Equivalencies, end of year</b>	\$ 21,024	\$ 22,492
<b>Represented by:</b>		
Cash	\$ 21,024	\$ 22,492
Bank Indebtedness	\$ -	\$ -

# NOTES TO FINANCIAL STATEMENTS

## Notes to Financial Statements

### NATURE OF BUSINESS

The organization provides quality volunteer and professional services for children and youth in Kings, Annapolis, and West Hants counties to assist them in reaching their full potential. The organization is a registered charity under the Income Tax Act and, accordingly, is exempt from income taxes under section 149(1)(1), provided certain requirements of the Income Tax Act are met.

### SIGNIFICANT ACCOUNTING POLICIES

**Basis of Presentation** – These financial statements have been prepared in accordance with Canadian accounting standards for not for profit organizations.

**Cash and cash equivalents** – Cash and cash equivalents consist primarily of commercial paper and deposits with an original maturity date of three months or less.

**Contributed services** – Volunteers contribute many hours per year to assist the organization in carrying out its activities. Due to difficulty of determining fair value, contributed services are not recognized in the financial statements.

**Property and Equipment** – Property and equipment purchased during the year are expensed.

**Income Tax** – The organization is exempt from income tax pursuant to Section 149(1)(F) of the Income Tax act.

**Revenue Recognition** – The organization uses the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount is to be received. Revenue from the sale of goods and services are recognized when the goods are delivered or services rendered. Externally restricted contributions that have not been expended are recorded as deferred revenue on the statement of financial position.

**Use of Estimates** – The preparation of the financial statements in conformity with the Canadian accounting standards for not for profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets, liabilities, and the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results may differ from those estimates.

**Concentration of Credit Risk** – In the normal course of operations, the organization is exposed to credit risk on the accounts receivable from its donors. The organization does not have significant exposure to any individual donors.

# NOTES TO FINANCIAL STATEMENTS

Interest Rate Risk – The organization is exposed to risks associated with the effects of fluctuations in the prevailing market interest rates on its investments and operating line of credit.

Fair Value of Financial Assets and Financial Liabilities – Financial Instruments of the organization consist mainly of cash, accounts receivable, short-term investments, accounts payable and accrued liabilities. The carrying value of these financial instruments approximate their fair values unless otherwise indicated.

## ROYAL BANK LINE OF CREDIT

Royal Bank of Canada operating line of credit maximum available \$19,000, interest rate of prime plus 2.00%, unsecured. There was \$0 outstanding amount as of December 31<sup>st</sup>, 2018. (\$0 – 2017)

## COMMITMENTS

The Organization leases office equipment through de Lage Landen. Quarterly payments are \$340 plus HST and expire in June 2021.

## CAPITAL MANAGEMENT

The Organization's objectives in managing capital are to ensure that sufficient financial resources are in place to deliver on the priorities set by the Board of Directors. Management and Directors of the Organization monitor its capital on an ongoing basis by reviewing financial metrics, including cash flows and variances to forecasts and budgets.

## DEFERRED REVENUE

The Organization receives annual funding from the provincial government for operations. Due to the differences between the Organization's calendar year end and the governments fiscal year end, \$11,750 is considered deferred. The Organization received \$3000 from the Big Brothers Big Sisters Nova Scotia Foundation during the year, \$1000 was deferred to 2019.

# INDEPENDENT AUDITOR'S REPORT

## Independent Auditor's Report

### Qualified Opinion

We have audited the financial statements of **Big Brothers & Big Sisters of the Annapolis Valley**, which comprise the statement of financial position as at December 31, 2018, and the statements of operations, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion section of our report, the accompanying financial statements present fairly, in all material respects, the financial position of the **Big Brothers & Big Sisters of the Annapolis Valley** as at December 31, 2018, and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

### Basis for Qualified Opinion

In common with many not-for-profit organizations, the Organization derives revenue from fundraising activities the completeness of which is not susceptible to satisfactory audit verification. Accordingly, verification of these revenues was limited to the amounts recorded in the records of the Organization. Therefore, we were not able to determine whether any adjustments might be necessary to fundraising revenue, excess of revenues over expenses, and cash flows from operations for the years ended December 31, 2018, current assets as at December 31, 2018, and net assets as at January 1 and December 31 for 2018. Our audit opinion on the financial statements for the year ended December 31, 2018 was modified accordingly because of the possible effects of this limitation in scope.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Organization in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

### Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the 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.

In preparing the financial statements, management is responsible for assessing the Organization's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Organization or to cease operations, or has no realistic alternative but to do so. Those charged with governance are responsible for overseeing the Organization's financial reporting process.

### Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they

# INDEPENDENT AUDITOR'S REPORT

could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

Obtain an understanding of internal control relevant to the audit 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.

Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

Conclude on the appropriateness of management's use of the going concern basis of accounting and based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion.

Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern. Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We communicate with those charged with governance regarding, among other matters, the planned scope and timing

Prepared by: Morse Brewster Lake Chartered Accountants  
Berwick, Nova Scotia

For a copy of official Auditor's Report and Financial Statement please submit a request in writing to:

**Big Brothers Big Sisters of the Annapolis Valley**

**Attn: Agency Manager**

**136 Exhibition St**

**Kentville NS B4N 4E5**

**admin.bbbsav@bigbrothersbigsisters.ca**

# SPONSORS & SUPPORTERS

## Sponsors & Supporters

We are pleased to work with a number of partners who helped us start something for kids in the Annapolis Valley. Their commitment to ensuring positive outcomes for children in our community is unparalleled. Our partners include government, corporations, community groups, as well as individuals. We are proud to recognize the following as champions for children in the Annapolis Valley in 2018.

Acadia Refrigeration	Appleblossom Festival	BBBS NS Foundation
Bishop & Company	Boston Pizza	Capital Paper
Chambers PetroCanada	CBI Health Group	Chuck Porter, MLA
Department of Community Services	Eassons Transport	Frasers Pro Home Centre
HaliMac Axe Throwing	Harvey's	Half Acre Cafe
Hiawatha Lodge Fund 67	Jessy's Pizza	Jungle Jims
Kings Arm Pub	Jordan's Home Furnishing	Keith Irving MLA
Kinsmen Club of Kentville	Maid Pro	New Valley Homes
OK Tire - Greenwood & Windsor	Paddy's Pub & Rosie's Restaurant	Pita Pit
Rotary New Minas	Royal LePage Atlantic	Royson's Flooring
Ski Martock	St Eulalie Rebekah Lodge 27	Stacey de Vries
Stephen McNeil, MLA	Subway - Kingston/Greenwood	Swiss Chalet
Speedy Glass New Minas	TD Bank	Town Of Kentville
Valley Ford	Value Village	

*This is by no means a complete list and does not include the many individuals who participate in our events, such as Bowl For Kids, Throw It Forward, Spooktacular, or purchase a Lottery Calendar.*

*We also would like to extend a sincere Thank You to the many volunteers who help make our events a huge success. A thank you to all our Littles and parents, and finally, a BIG thank you to all of our Big Brothers and Big Sisters. Our organization would not exist without caring individuals who take the time to out of their busy lives to spend with the young people in our community.*

# STAFF & DIRECTORS

## Staff & Directors

Big Brothers Big Sisters of the Annapolis Valley Staff

**JONATHAN LEARD**  
AGENCY MANAGER

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Jonathan.leard@bigbrothersbigsisters.ca

**JESSICA ATWELL**  
MENTORING  
COORDINATOR

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Jessica.atwell@bigbrothersbigsisters.ca

**TRACY COMEAU**  
FUND DEVELOPMENT  
ASSOCIATE

Tel 902 678 8641 Ext 103  
Tracy.comeau@bigbrothersbigsisters.ca

### 2018-19 Board Of Directors

**Chair**

*Laura Rodriguez*

**Treasurer**

*Jonathan Veinot*

**Director**

*Lyle Crosby*

**Director**

*Rhea Farris (Retired)*

**Director**

*Charmaine Schofield (Retired)*

**Vice Chair**

*Andy Woolaver*

**Secretary**

*Terry Sulis*

**Director**

*Kathleen Hutchinson*

**Past Chair**

*Shelly Phillips*

**Vice Chair**

*Stephen Healy*

**Director**

*Wanda Winkelman*

**Director**

*James Bagshaw (Retired)*

**Director**

*Greg Affleck (Retired)*

## Agency Information

Big Brothers Big Sisters of the Annapolis Valley

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