BISSELL CENTRE FINANCIAL STATEMENTS

March 31, 2015



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BISSELL CENTRE

FINANCIAL STATEMENTS

March 31, 2015

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MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING

The management of Bissell Centre prepared these financial statements for the year ended March 31, 2015 and are responsible for their reliability, completeness and integrity. They conform, in all material respects, to Canadian accounting standards for not-for-profit organizations.

Management maintains the necessary accounting and internal control systems designed to ensure: the timely production of reliable and accurate financial information, the protection of assets against material loss or unauthorized use, compliance with legislation and agreements, and the promotion of operational efficiency. The Board of Governors oversees management's responsibilities for the financial reporting and internal control systems.

The external auditors, appointed by the Board of Governors, conducted an audit of these financial statements in accordance with Canadian generally accepted auditing standards. Management reviewed these financial statements in detail with the external auditors before recommending their approval by the Board of Governors.

Edmonton, Alberta June 22, 2015

Mark Holmgren, CEO









INDEPENDENT AUDITOR'S REPORT

To the Members of Bissell Centre:

We have audited the accompanying financial statements of Bissell Centre, which comprise the statement of financial position as at March 31, 2015, and the statements of operations and changes in net assets and cash flows for the year ended March 31, 2015, 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

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we 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 performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, 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 statements 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.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Basis for Qualified Opinion

In common with many charitable organizations, the Centre derives revenue from donations and sale of donated merchandise, the completeness of which is not susceptible of satisfactory audit verification. Accordingly, our verification of these revenues was limited to the amounts recorded in the records of the Centre and we were not able to determine whether any adjustments might be necessary to revenues, excess (deficiency) of revenues over expenditures, assets and net assets.

Qualified Opinion

Except as described in the preceding paragraph, in our opinion, the financial statements present fairly, in all material respects, the financial position of the Bissell Centre as at March 31, 2015, and its financial performance and its cash flows for the year ended March 31, 2015 and in accordance with Canadian accounting standards for not-for-profit organizations.

Bergeron & Co., CGA
Certified General Accountants

Edmonton, AB June 22, 2015

BISSELL CENTRE STATEMENT OF OPERATIONS For the year ended March 31, 2015

	2015	2014
REVENUES		
Government grants	\$ 4,847,773	\$ 4,233,780
Designated donations	988,167	791,363
Thrift Store sales	566,975	622,849
City of Edmonton (FCSS)	433,530	428,004
Administration fees	430,798	452,020
United Way - program allocation	394,109	411,967
Amortization of deferred contributions related to property & equipment	269,864	280,031
Other revenues	206,141	87,366
Contributions from foundations	168,284	424,479
United Church grants	68,380	67,822
Fundraising events	 42,471	160,990
	8,416,492	7,960,671
EXPENSES		
Staff costs	6,342,002	5,969,193
Program costs	761,017	540,651
Occupancy costs	618,446	543,275
Amortization of property & equipment	413,842	417,641
Office costs	289,103	274,131
Publicity and promotions	51,882	60,283
Consulting and professional fees	38,557	32,121
Fundraising events	7,741	31,216
	 8,522,590	7,868,511
(DEFICIENCY) EXCESS OF REVENUES OVER		
EXPENSES BEFORE OTHER ITEMS	(106,098)	92,160
OTHER ITEMS		
Insurance proceeds - Construction Thrift Store	1,038,241	-
Loss on disposal of assets	 (167,795)	
•	 870,446	
EXCESS OF REVENUES OVER EXPENSES	\$ 764,348	 92,160

BISSELL CENTRE STATEMENT OF FINANCIAL POSITION March 31, 2015

ASSETS

			2015		2014
CURRENT ASSETS					
Cash (Note 2 & 4)		\$	930,502	\$	1,595,544
Accounts receivable (Note 5)			873,761		425,506
Prepaid expenses			61,848		71,808
Trust assets (Note 3)			26,252		46,567
			1,892,363		2,139,425
INVESTMENTS (Note 2 & 6)			28,571		27,476
PROPERTY & EQUIPMENT (Note 2 & 7)			7,795,923		7,153,506
TOTAL ASSETS			9,716,857	\$	9,320,407
	LIABILITIES				
CURRENT LIABILITIES					
Accounts payable and accrued liabilities		\$	113,606	\$	165,104
Payroll liabilities		Ψ	367,147	Ψ	311,163
Deferred revenue (Note 2 & 9)			695,150		891,349
Trust liabilities (Note 3)			26,252		46,567
			1,202,155		1,414,183
DEFERRED CONTRIBUTIONS RELATED			*		
TO PROPERTY & EQUIPMENT (Note 2 & 10)			3,950,337		4,096,794
TOTAL LIABILITIES			5,152,492		5,510,977
	NET ASSETS				
NET ACCETS					
NET ASSETS Unrestricted net assets (Note 11)		\$	577,779	\$	611,718
Internally restricted net assets (Note 2)		Ψ	141,000	Ψ	141,000
Invested in property and equipment			3,845,586		3,056,712
miletine in property and equipment			4,564,365		3,809,430
TOTAL LIABILITIES AND NET ASSETS			9,716,857	_\$_	9,320,407
APPROVED ON BEHALF OF THE BOARD:					

BISSELL CENTRE STATEMENT OF CHANGES IN NET ASSETS For the year ended March 31, 2015

	NET	STRICTED TASSETS Jote 11)	REST NET	RNALLY TRICTED ASSETS age 13)	PRO	NVESTED OPERTY & UIPMENT	2015
NET ASSETS BEGINNING OF PERIOD	\$	611,718	\$	141,000	\$	3,056,712	\$ 3,809,430
EXCESS OF REVENUES OVER EXPENSES		764,348				-	764,348
PRIOR PERIOD ADJUSTMENT		(9,413)		-		-	(9,413)
PROPERTY AND EQUIPMENT ADDITIONS		(932,852)		-		932,852	-
AMORTIZATION		143,978		_		(143,978)	
NET ASSETS END OF PERIOD	\$	577,779	\$	141,000	\$	3,845,586	 4,564,365
	NET	STRICTED ASSETS	REST.	RNALLY RICTED ASSETS	PRC	VESTED DPERTY &	
	(N	(ote 11)	(Pag	oe 13)		HIPMENT	2014
NET ASSETS BEGINNING OF PERIOD	\$	lote 11) -	\$	ge 13) 621,659	\$	2,075,453	\$ 2014 2,697,112
	`	92,160	` `	,			\$
BEGINNING OF PERIOD EXCESS OF REVENUES	`	· -	` `	,			\$ 2,697,112
BEGINNING OF PERIOD EXCESS OF REVENUES OVER EXPENSES	`	92,160	` `	,			\$ 2,697,112 92,160
BEGINNING OF PERIOD EXCESS OF REVENUES OVER EXPENSES PRIOR PERIOD ADJUSTMENT TRANSFERS FROM (TO)	`	92,160 (14,842)	` `	621,659			\$ 2,697,112 92,160
BEGINNING OF PERIOD EXCESS OF REVENUES OVER EXPENSES PRIOR PERIOD ADJUSTMENT TRANSFERS FROM (TO) FUNDS PROPERTY AND EQUIPMENT ADDITIONS	`	92,160 (14,842) 480,659	` `	621,659		2,075,453	\$ 2,697,112 92,160 (14,842)

BISSELL CENTRE STATEMENT OF CHANGES IN CASH FLOWS For the year ended March 31, 2015

	2015	2014
CASH PROVIDED (USED IN)		
OPERATING ACTIVITIES		
Cash received from grants	\$ 6,071,673	\$ 6,448,387
Cash received from donations	974,673	788,770
Cash received from earned income	816,832	878,966
Cash paid for operating expenses	(2,038,373)	(1,506,770)
Cash paid to employees	 (6,286,852)	(5,960,701)
	(462,047)	648,652
INVESTING ACTIVITIES		
Purchase of property and equipment	 (202,995)	(116,029)
(DECREASE) INCREASE IN CASH DURING THE YEAR	(665,042)	532,623
(=)	(000,012)	202,020
BEGINNING CASH BALANCE	 1,595,544	 1,062,921
ENDING CASH BALANCE	\$ 930,502	\$ 1,595,544

1. PURPOSE OF THE ORGANIZATION

Bissell Centre (the Centre) is an Edmonton, Alberta based organization established to increase the power of people with the least access to resources to determine and achieve their goals. The Centre works to empower the people to move from poverty to prosperity. Relationships are developed with people who access the agency, who volunteer and work within, and those in the greater community committed to addressing issues of poverty. Bissell Centre is a non-profit organization incorporated under the Societies Act of Alberta and is exempt from income tax pursuant to the Canadian Income Tax Act. Bissell Centre is also registered as a charity with the Canada Revenue Agency.

2. SIGNIFICANT ACCOUNTING POLICIES

These financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations and include the following significant accounting policies:

Cash

Cash is comprised of amounts on deposit with financial institutions.

Investment measurement and reporting

Investments are reported at fair value as of the date of acquisition. Earned interest is reported in the statement of operations. Investments consist of shares of a Credit Union financial institution.

Inventory

Inventory is not recorded in the financial statements as all products sold are donated products.

Revenue recognition

The Centre follows the deferral method of accounting for contributions. Externally restricted grants and revenues are recorded as deferred contributions and are recognized as revenue in the year in which the related expenses are incurred. Unrestricted grants and revenues are recognized when received or receivable if the amount can be estimated and collection is reasonably assured. Net proceeds of unspecified donations (net resource development proceeds), are allocated proportionately to programs based on program deficiencies.

Contributions restricted for the purchase of property & equipment received to be amortized are deferred. They are recognized in revenues using the same method and rate used for amortization of property & equipment acquired to which they relate.

Revenue is measured at the fair value of the consideration received and is recognized to the extent that it is probable that the economic benefits will flow to the Centre and that the revenue can be reliably measured.

2. SIGNIFICANT ACCOUNTING POLICIES (continued...)

Expense recognition

Expenses identifiable to specific programs are charged directly and applied consistently each year. Administrative expenditures are allocated to regular programs in proportion to the number of employees in each program. Amortization expense is allocated directly to program costs when specific assets are easily linked to the program; whereas occupancy space is used to allocate building amortization and general repairs and maintenance. All other general amortization expense is allocated to the administration program.

Donations

Cash donations are shown as revenue. Because of the difficulties in measurement of donations in kind, volunteer time, products, or services, they are not valued or recorded in the financial statements.

Management's use of estimates

When preparing financial statements according to accounting standards for not-for-profit organizations, the Centre makes estimates and assumptions relating to:

- Reported amounts of revenues and expenses;
- Reported amounts of assets and liabilities; and
- Disclosure of contingent assets and liabilities.

Management's assumptions are based on a number of factors, including historical experience, current events and actions that the Centre may undertake in the future, and other assumptions that we believe are reasonable under the circumstances. Actual results could differ from those estimates under different conditions and assumptions. Estimates were used when accounting for certain items, such as the useful lives of property & equipment and amortization of long-term assets.

Property & equipment

Property & equipment are recorded at cost, given that this cost exceeds \$5,000, and are being amortized using the straight line method at the following rates:

Moonlight Bay Centre25 yearsBuildings25 yearsEquipment5 yearsComputer equipment3 yearsVehicles2 & 3.33 yearsLeasehold improvements2 yearsConstruction in progress0 years

Rates are applied using the half-year rule in the year of acquisition and there is no amortization taken in the year of disposition for all capital assets except for leasehold improvements which are amortized according to the lease agreement. Construction in progress is not amortized until the construction project is completed and fully operational.

2. SIGNIFICANT ACCOUNTING POLICIES (continued...)

Internally Restricted Net Assets

Future Forward Fund

The Future Forward Fund is intended to provide funds to meet special targets of opportunity or that further the mission and vision of the Centre which may or may not have specific expectation of incremental or long-term increased income.

Building and Capital Fund

The Building Fund is to ensure there is funding available to cover major repairs on the Centre's facilities and equipment that would not normally be funded under normal operations. The capital fund is intended for reserving funds to acquire additional buildings to support Bissell's growth.

3. TRUST ASSETS & LIABILITIES

The funds held in trust represent funds for the Edmonton Fetal Alcohol Network for which the Bissell Centre is acting as custodian.

4. CASH & RESTRICTED CASH

	2015	2014
Internally restricted cash - Future Forward Fund Internally restricted cash - Building and Capital Fund Externally restricted cash - Deferred revenue	\$ 10,000 131,000 <u>695,150</u>	\$ 10,000 131,000 891,349
Total restricted cash	836,150	1,032,349
Unrestricted cash	94,352	563,195
Total cash	<u>\$930,502</u>	\$1,595,544

5. ACCOUNTS RECEIVABLE

	2015	2014
Goods and Services Tax recoverable	\$ 59,422	\$ 28,066
Accounts receivable	_814,339	397,440
	\$873,761	<u>\$425,506</u>

6. INVESTMENTS

	2015	2014
Servus Credit Union Common Shares	<u>\$28,571</u>	<u>\$27,476</u>

7. PROPERTY & EQUIPMENT

			2015	2014
	Cost	Accumulated Amortization	Net Book Value	Net Book Value
Land	\$ 1,622,167	\$ -	\$ 1,622,167	\$ 1,622,167
Moonlight Bay Centre	1,936,562	813,599	1,122,963	1,146,586
Buildings	8,151,571	3,267,987	4,883,584	4,290,444
Equipment	426,898	377,729	49,169	14,200
Computer equipment	144,345	73,274	71,071	46,867
Vehicles	155,587	117,967	37,620	28,624
Leasehold improvements	5,976	1,245	4,731	-
Construction in progress – building*	4,618		4,618	4,618
	<u>\$12,447,724</u>	\$4,651,801	\$7,795,923	\$7,153,506

^{*}Construction in progress consists of an interior design project not yet completed at year-end.

8. OPERATING LINE OF CREDIT

The organization has arranged for a revolving operating line of credit with Servus Credit Union authorized to \$500,000. The line of credit is secured by Servus Credit Union Ltd.'s collateral mortgage over two of its properties. Interest is calculated daily and payable monthly on any outstanding balance at an annual interest rate equal to the Credit Union's Prime Lending Rate plus 1.51%.

9. DEFERRED REVENUE

	2015	2014
OPERATING:		
Core Services	\$ 514,009	\$ 451,502
Financial Stability Services	20,000	20,000
Safe Affordable Housing	-	69,148
Health and Wellness	10,750	16,376
Projects	891	65,613
	<u>545,650</u>	<u>622,639</u>
PROPERTY & EQUIPMENT:		
Learning and Development	139,824	139,041
Health and Wellness	9,676	129,669
	<u>149,500</u>	<u>268,710</u>
Total for operating and property & equipment	\$695,150	\$891,349
		and the state of t

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10. DEFERRED CONTRIBUTIONS RELATED TO PROPERTY & EQUIPMENT

	2015	2014
Buildings	\$ 2,906,828	\$ 3,097,448
Moonlight Bay	1,005,188	969,688
Equipment		1,038
Vehicles	38,321	28,620
	<u>\$3,950,337</u>	<u>\$4,096,794</u>

11. UNRESTRICTED NET ASSETS

The Centre made a stated commitment to establish a level of working capital equivalent to three months operating revenues as part of its long term risk management strategy.

12. CONTINGENT LIABILITIES

The Centre is a co-owner, with two other social services agencies, of the Inner City Youth Housing Project (ICYHP). These financial statements do not reflect any of the assets, liabilities, revenues, and expenses of ICYHP. As of March 31, 2015, ICYHP's financial statements indicated mortgages payable of \$507,926 and capital assets of \$464,017. As co-owner of ICYHP, the Centre has guaranteed 33% of the mortgages with Canada Mortgage and Housing Corporation. Since inception in 1993, ICYHP has operated on a balanced budget, and maintains its own resources for future major repairs.

13. EDMONTON COMMUNITY FOUNDATION'S BISSELL FUND

The Centre receives the net income generated from the Edmonton Community Foundation's Bissell Fund. Assets of this fund are not the property of the Bissell Centre. As at December 31, 2014 the balance in the Foundation's Bissell Fund was \$517,698 (2013 - \$385,015).

14. FUND DEVELOPMENT

Resource development expenses incurred for the purpose of soliciting contributions were \$302,489 of which \$225,627 were paid as remuneration to employees whose duties mostly involve fundraising.

No expenditures for soliciting contributions were paid to a third party.

15. FINANCIAL INSTRUMENTS

The Centre's financial instruments consist of investments, accounts receivables, short-term indebtedness, and accounts payable and accrued liabilities. Unless otherwise noted, it is our opinion that the Centre is not exposed to significant interest, currency, or credit risks arising from these financial instruments. The fair value of the instruments approximates their carrying values, unless otherwise noted.

The Centre is exposed to financial risks that arise from the fluctuation in interest rates and in the credit quality of its customers.

There are no derivative financial instruments to mitigate these risks.

Credit risk

The Centre's credit risk consists principally of cash and cash equivalents, short-term and other investments, and accounts receivable. The Centre maintains cash and cash equivalents with reputable and major financial institutions. The investments are issued by high-credit quality corporations and financial institutions, and we consider the risk of non-performance of these instruments to be remote.

Currency risk

The Centre does not have any significant currency risks.

Interest rate risk

The Centre is exposed to interest risk with respect to cash and cash equivalents and investments. Changes in interest rates can affect the fair value of investments and the cash flows related to interest income and expense.

Liquidity risk

Liquidity risk exposure is dependent on the receipt of funds from federal, provincial and municipal government grants, sales, resource developments, and other sources to enable the Centre to pay its liabilities as they become due.

Fair value

The cash and cash equivalents, short-term and other investments, accounts receivable and accounts payable, and accrued liabilities are short-term financial instruments whose fair value approximates their carrying value.

16. COMPARATIVE FIGURES

Comparative figures have been reclassified where necessary to conform to the current year presentation.

BISSELL CENTRE SCHEDULE OF INTERNALLY RESTRICTED NET ASSETS For the year ended March 31, 2015

	C	ILDING & CAPITAL FUND (Note 2)	FO	UTURE RWARD FUND Note 2)	2015		2014
BALANCE OF INTERNALLY RESTRICTED NET ASSETS, BEGINNING OF YEAR	\$	131,000		10,000	\$ 141,000	\$	621,659
TRANSFERS			<u></u>		-		(480,659)
BALANCE OF INTERNALLY RESTRICTED NET ASSETS, END OF YEAR	\$	131,000	\$	10,000	\$ 141,000	_\$_	141,000

BISSELL CENTRE Schedule of Program Revenues and Expenses For the year ended March 31, 2015

Government grants Designated donations Thrift Store sales City of Edmonton (FCSS) Administration fees United Way - program allocation Amortization of deferred contributions related to property & equipment Other revenues	\$ 1,104,590 69,227 536,751 30,000 14,922 320,526 39,614	884,0 4,7 57,6	97 -	756,306 556	\$ 2,560,449 7,631	\$ 245,248 24,536	\$ 48,111 2,120	\$ 10	\$ 4,847,773 988,167
Thriff Store sales City of Edmonton (FCSS) Administration fees United Way - program allocation Amortization of deferred contributions related to property & equipment Other revenues	536,751 30,000 14,922 320,526 39,614	4,7 57,6	-	-	7,631		,		77.5
City of Edmonton (FCSS) Administration fees United Way - program allocation Amortization of deferred contributions related to property & equipment Other revenues	30,000 14,922 320,526 39,614	57,6	22	-	_				
Administration fees United Way - program allocation Amortization of deferred contributions related to property & equipment Other revenues	14,922 320,526 39,614	57,6	22			-	30,224	-	566,975
United Way - program allocation Amortization of deferred contributions related to property & equipment Other revenues	320,526 39,614	-		-	804	398,004	-	-	433,530
Amortization of deferred contributions related to property & equipment Other revenues	39,614	72 5	80	-	358,196			-	430,798
Other revenues		73,5	5	28	-	-	н.	-	394,109
		15,9	4	18,946	50,071	47,801	67,249	30,249	269,864
	183,391		-	-	-	· •	1,998	20,752	206,141
Contributions from foundations	47,379	119,9	15	-	-	1,000	-	-	168,284
United Church grants	67,500	8	0	-	-	-	-	- \$	68,380
Fundraising events	-	42,4	1	-	-	-	-	-	42,471
Allocation of donations	399,741	(738,7:		19,163	1,514	198,183	120,158	-	
	2,813,641	593,5	4	794,999	2,978,665	914,772	269,860	51,011	8,416,492
XPENSES									
Staff costs	1,839,554	374,20	0	543,505	1,804,287	641,016	131,935	1,007,445	6,342,002
Program costs	115,828	7,63	0	43,903	576,373	11,629	3,402	2,252	761,017
Occupancy costs	294,402	41,45	1	31,963	88,976	55,376	37,607	68,671	618,446
Amortization of property and equipment	86,773	21,53	0	29,391	64,969	55,765	81,965	73,449	413,842
Office costs	78,685	26,43	8	14,651	68,857	21,528	4,474	74,470	289,103
Publicity and promotions	30	46,08	9	707	704	-	1,247	3,105	51,882
Consulting and professional fees	-		-	-	_	-	-	38,557	38,557
Fundraising events	-	7,74	1	-	-	-	-	-	7,741
Allocation of administration expense	464,957	68,40		133,112	374,675	152,555	23,234	(1,216,938)	- 44.
	2,880,229	593,54	4	797,232	2,978,841	937,869	283,864	51,011	8,522,590
EFICIENCY) EXCESS OF REVENUES OVER									
EXPENSES BEFORE OTHER ITEMS	(66,588)		-	(2,233)	(176)	(23,097)	(14,004)	-	(106,098
THER ITEMS									
Insurance proceeds - Construction Thrift Store	1,038,241		_	-	-	-	_	-	1,038,241
Gain (loss) on disposal of assets	(156,352)		-	-	(11,443)	_	-	-	(167,795
	881,889		-	-	(11,443)	-	-	-	870,446