

PLAN INSTITUTE FOR CITIZENSHIP AND DISABILITY

AUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED MARCH 31, 2016

Stated in Canadian Funds

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MANAGEMENT'S RESPONSIBILITY

To the Stakeholders of Plan Institute for Citizenship and Disability

Management is responsible for the preparation and presentation of the accompanying financial statements, including responsibility for significant accounting judgments and estimates in accordance with Canadian Accounting Standards for Not-for-Profit Organizations. This responsibility includes selecting appropriate accounting principles and methods and making decisions affecting the measurement of transactions in which objective judgment is required.

In discharging its responsibilities for the integrity and fairness of the financial statements, management designs and maintains the necessary accounting systems and related internal controls to provide reasonable assurance that transactions are authorized, assets are safeguarded and financial records are properly maintained to provide reliable information for the preparation of financial statements.

The Board of Directors is composed primarily of directors who are neither management nor employees of Plan Institute for Citizenship and Disability (the "Institute"). The Board is responsible for overseeing management in the performance of its financial reporting responsibilities, and for approving the financial information included in the annual financial statements. The Board fulfils these responsibilities by reviewing the financial information prepared by management and discussing relevant matters with management and external auditors. The Board is also responsible for recommending the appointment of the institute's external auditors.

Clearline Chartered Professional Accountants, an independent firm of Chartered Professional Accountants, is appointed by the Board of Directors to audit the financial statements and report directly to them; their report follows. The external auditors have full and free access to, and meet periodically and separately with, both the Board of Directors and management to discuss their audit findings.

September 19, 2016

"Timothy Ames"

Executive Director

"Jessika Grant"

Manager of Finance and Administration



INDEPENDENT AUDITOR'S REPORT

To the Stakeholders of Plan Institute for Citizenship and Disability

We have audited the statement of financial position of Plan Institute for Citizenship and Disability (the "Institute") as at March 31, 2016 and the statements of operations and changes in fund balances and cash flows for the year then ended. These financial statements are the responsibility of the Institute's management. Our responsibility is to express an opinion on these financial statements based on our audit.

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 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 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 qualified audit opinion.

Basis for Qualified Opinion

As is common with many not-for-profit organizations, the Institute derives revenue from donations, 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 Institute. Therefore, we were not able to determine whether any adjustments might be necessary to contributions, excess of revenue over expenses and cash flows from operations for the year ended March 31, 2016 and current assets and net assets as at March 31, 2016.

Qualified Opinion

In our 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 Plan Institute for Citizenship and Disability as at March 31, 2016, and the results of its operations and its cash flows for the year ended March 31, 2016, in accordance with Canadian accounting standards for not-for-profit organizations.

September 19, 2016

Vancouver, BC


CHARTERED PROFESSIONAL ACCOUNTANTS

PLAN INSTITUTE FOR CITIZENSHIP AND DISABILITY

Statement 1

AS AT MARCH 31, 2016

(AUDITED)

STATEMENT OF FINANCIAL POSITION

	Note	Operating Fund	Project Fund	Total 2016	Total 2015
ASSETS					
Current Assets					
Cash		\$ 11,430	\$ 116,526	\$ 127,956	\$ 242,763
Term deposit		-	618	618	610
Accounts receivable		9,512	77,405	86,917	25,449
Inventory	(4)	6,376	-	6,376	10,057
Prepaid expenses		26,214	-	26,214	26,866
Due from related parties	(6)	-	-	-	13,475
		53,532	194,549	248,081	319,220
Non-current Assets					
Equipment	(8)	1,928	-	1,928	1,432
Long-term investments	(5)	1	-	1	1
		1,929	-	1,929	1,433
		\$ 55,461	\$ 194,549	\$ 250,010	\$ 320,653
LIABILITIES					
Current Liabilities					
Accounts payable and accrued liabilities		\$ 21,113	\$ 43,114	\$ 64,227	\$ 28,452
Due to related parties	(6)	2,422	-	2,422	3,304
Deferred revenue		-	49,475	49,475	3,760
Deferred contributions (Schedule 1)		-	101,960	101,960	249,500
		23,535	194,549	218,084	285,016
FUND BALANCES					
Invested in equipment		1,928	-	1,928	1,432
Unrestricted		29,998	-	29,998	34,205
		31,926	-	31,926	35,637
		\$ 55,461	\$ 194,549	\$ 250,010	\$ 320,653

Nature of operations (1) Income tax status (10)

The financial statements were approved by the Board of Directors on September 19, 2016 and were signed on its behalf by:

Director

Director



PLAN INSTITUTE FOR CITIZENSHIP AND DISABILITY

FOR THE YEAR ENDED MARCH 31, 2016

(AUDITED)

STATEMENT OF OPERATIONS AND CHANGES IN FUND BALANCES

	Note	Operating Fund	Project Fund	Total 2016	Total 2015
RECEIPTS					
Projects (<i>Schedule 2</i>)		\$ -	\$ 307,498	\$ 307,498	\$ 319,647
Training and consulting		226,927	-	226,927	104,346
Product Development		10,250	-	10,250	-
Learning products		6,241	-	6,241	3,094
Donations		756	-	756	14
Interest		161	-	161	188
		<u>244,335</u>	<u>307,498</u>	<u>551,833</u>	<u>427,289</u>
EXPENDITURES					
Personnel		75,721	132,162	207,883	63,046
Office and administration		146,602	43,902	190,504	177,345
Contractors and consultants		16,995	130,972	147,967	148,870
Meetings and travel		8,135	462	8,597	23,773
Amortization	(8)	593	-	593	253
Impairment of long-term investments	(5)	-	-	-	99
		<u>248,046</u>	<u>307,498</u>	<u>555,544</u>	<u>413,386</u>
Deficiency of Receipts over					
Expenditures		(3,711)	-	(3,711)	13,903
Fund balances – beginning of year		35,637	-	35,637	21,734
Fund Balances – End of Year		\$ 31,926	\$ -	\$ 31,926	\$ 35,637

PLAN INSTITUTE FOR CITIZENSHIP AND DISABILITY

Statement 3

FOR THE YEAR ENDED MARCH 31, 2016

(AUDITED)

STATEMENT OF CASH FLOWS

	Operating Fund	Project Fund	Total 2016	Total 2015
OPERATING ACTIVITIES				
Training and consulting	\$ 266,927	\$ -	\$ 266,927	\$ 105,278
Projects income	-	193,030	193,030	549,702
Learning Products	16,289	-	16,289	(28,532)
Product development	10,250	-	10,250	-
Donations	756	-	756	14
Interest	161	-	161	157
Meetings and travel	(6,085)	(462)	(6,547)	(23,773)
Contractors and consulting	(210)	(130,972)	(131,182)	(148,766)
Office and administration	(166,406)	(52,925)	(219,331)	(235,549)
Personnel	(111,901)	(132,162)	(244,063)	(59,688)
	9,781	(123,491)	(113,710)	158,843
INVESTING ACTIVITIES				
Purchase of equipment	(8) (1,089)	-	(1,089)	(1,685)
	(1,089)	-	(1,089)	(1,685)
FINANCING ACTIVITIES				
Redemption of term deposits	-	(8)	(8)	-
	-	(8)	(8)	-
NET (DECREASE) INCREASE IN CASH	8,692	(123,499)	(114,807)	157,158
Cash, beginning of year	2,738	240,025	242,763	85,605
Cash, End of Year	\$ 11,430	\$ 116,526	\$ 127,956	\$ 242,763

PLAN INSTITUTE FOR CITIZENSHIP AND DISABILITY

NOTES TO FINANCIAL STATEMENTS FOR THE YEAR ENDED MARCH 31, 2016

1) Nature of operations

Plan Institute for Citizenship and Disability (the "Institute") is incorporated under the Canada Corporations Act and is a registered charity under the Income Tax Act. The Institute is dedicated to improving the lives of people with disabilities and enriching their communities by creating opportunities to form mutually beneficial relationships and partnerships. The Institute provides training, consultations, learning products, resource materials, and strategic organization support for its constituents. The members of the Institute are the Directors of Planned Lifetime Advocacy Network ("PLAN").

2) Summary of significant accounting policies

a) Basis of presentation

The financial statements were prepared in accordance with Canadian Accounting Standards for Not-for-Profit Organizations (ASNPO).

b) Fund accounting

The Institute follows the deferral method of accounting for contributions.

Receipts and expenditures related to administrative activities are reported in the Operating Fund.

Receipts and expenditures related to project activities are reported in the Project Fund. Project fund balances are restricted amounts, and are not available for general operating purposes.

c) Revenue recognition

Donations are recognized as receipts when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Deferred contributions and deferred revenue are recognized as revenue to the extent that corresponding expenditures have been incurred.

d) Measurement uncertainty

The preparation of these financial statements 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 revenues and expenses during the reporting period.

Significant areas that require estimates as the basis for determining the stated amounts include assumptions related to accounts payable and accrued liabilities, deferred revenue, deferred contributions, and project recoveries.

The Institute bases its estimates and assumptions on current facts, historical experience, and various other factors that it believes to be reasonable under the circumstances, the results of which form the basis for making judgments about the carrying values of assets and liabilities, and the accrual of costs and expenses that are not readily apparent from other sources. These estimates require extensive judgment about the nature, cost, and timing of the work to be completed and may change.

The actual results experienced by the Institute may differ materially from the Institute's estimates. To the extent there are differences between the estimates and the actual results, future results of operations will be affected.

PLAN INSTITUTE FOR CITIZENSHIP AND DISABILITY

NOTES TO FINANCIAL STATEMENTS YEAR ENDED MARCH 31, 2016

e) Deferred contributions

Funds received for which corresponding expenditures have not been incurred are recorded as deferred contributions in accordance with the deferral method of accounting for not-for-profit organizations. In addition, when a project is completed during the fiscal year, any surplus or deficit for that project is recognized as revenue in the period. An interfund transfer to the Operating Fund is booked to transfer the surplus, if any, in the Project Fund.

f) Investments

The Institute's investment in a profit-oriented company is subject to significant influence and is accounted for using the equity method. Under this method, the Institute records its share of the earnings or loss in the statement of operations, with a corresponding adjustment to the carrying value of the investment.

g) Cash

Cash consists of cash on hand, deposits in banks and highly liquid investments with an original maturity of three months or less.

h) Allocation of expenditures

The Institute allocates staff time (e.g. administration, project management) and operational expenses (e.g. rent, equipment use) directly related to projects on the basis of time and usage. When a project is completed during the fiscal year, any surplus is recognized as revenue in the period. An interfund transfer to the Operating Fund is booked to transfer the surpluses, if any, in the Project Fund.

i) Contributed services

Volunteers contribute time each year to assist the Institute in carrying out its activities. Because of the difficulty in determining the fair value, contributed services are not recognized in these financial statements.

3) Financial Instruments

All financial instruments are initially recorded at their fair market value, less significant associated transaction costs. Subsequently, publically traded fixed income securities are measured at their fair value. All loans and receivables are subsequently measured at their amortized cost using the effective interest method, while all other financial instruments are subsequently measured at fair value. Any unrealized gains or losses associated with subsequent measurements are recognized immediately in net excess of revenue over expenses. Unless otherwise noted, the fair value of these financial instruments approximate their carrying values due to their short-term maturity.

a) Credit risk

The Institute is exposed to credit risk with respect to its cash and term deposit; however, this is mitigated as the cash and term deposit are placed with a major financial institution. The Institute maintains provisions for potential credit losses, and any such losses to date have been within management's expectations. The Institute is not exposed to significant credit risk.

b) Currency risk

Currency risk is the risk that the fair value of future cash flows of a financial instrument will fluctuate because of changes in foreign exchange rates. The Institute holds all funds in Canadian dollars and therefore is not exposed to foreign currency risk.

PLAN INSTITUTE FOR CITIZENSHIP AND DISABILITY

NOTES TO FINANCIAL STATEMENTS YEAR ENDED MARCH 31, 2016

c) Interest rate risk

The Institute is not exposed to significant interest rate price risk due to the short-term maturity and nature of its monetary assets and liabilities.

d) Liquidity risk

Liquidity risk is the risk that the Institute cannot meet a demand for cash or fund its obligations as they come due. The Institute manages liquidity risk by continuously monitoring cash flow. Management believes that the Institute is not significantly exposed to liquidity risks.

As at March 31, 2016, Institute holds unrestricted cash totalling \$11,430 to settle current monetary obligations totalling \$66,649; accordingly, Institute is moderately exposed to liquidity risk.

4) Inventory

Inventory is measured at the lower of cost or net realizable value. Net realizable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale. Inventory includes all costs to purchase, convert, and bring the inventories to their present location and condition. Cost is determined using the weighted-average cost formula. Inventory valuation reserves are maintained for inventory that is slow moving or obsolete.

5) Long-term investments

709972 Canada Ltd., formerly, Tyze Personal Networks Ltd., ("Tyze") is a provincially incorporated profit-oriented organization that provided secure, online personal networks of support that result in better health outcomes and full lives of people experiencing life challenges.

Tyze was incorporated on December 29, 2008. On June 19, 2009, the Institute transferred intellectual property rights and the web application related to the Web 2.0 project to Tyze at \$100 in exchange for 50% ownership of Tyze through the issuance of 1,000,000 Class A voting common shares. Tyze has since issued preferred voting shares to other investors, thereby decreasing the Institute's ownership of Tyze to 32% in 2016 (2015 – 32%). Tyze's year-end is December 31.

During the year ended March 31, 2015, the assets of Tyze were sold to a third party. Tyze is dormant and the Institute's investment in Tyze has been impaired to a nominal value.

PLAN INSTITUTE FOR CITIZENSHIP AND DISABILITY

NOTES TO FINANCIAL STATEMENTS YEAR ENDED MARCH 31, 2016

6) Related party transactions

Related party transactions and balances not disclosed elsewhere in the financial statements are as follows:

	Total 2016	Total 2015
RECEIPTS		
Training and consulting	\$ 223,103	\$ 69,073
Interest Income	-	-
	\$ 223,103	\$ 69,073
EXPENDITURES		
Premises and administration fees	\$ 108,000	\$ 112,800
Projects	-	9,779
Consulting	-	20,900
	\$ 108,000	\$ 143,479
BALANCES		
Due from related party	\$ -	\$ 13,475
Due (to) related party	\$ (2,422)	\$ (3,304)

PLAN is a not-for-profit charitable organization whose directors are members of the Institute, accordingly PLAN is a related party.

Included in deferred revenue is \$40,000 advanced from PLAN for consulting services to be performed in fiscal 2017.

These transactions are in the normal course of operations and are measured at the exchange amount, which is the amount of consideration established and agreed to by the related parties.

PLAN INSTITUTE FOR CITIZENSHIP AND DISABILITY

NOTES TO FINANCIAL STATEMENTS YEAR ENDED MARCH 31, 2016

7) Deferred Contributions

	March 31 2016	March 31 2015
Project funds		
Project Restricted Funds	\$ 66,020	\$ 249,500
Internally Restricted Funds	35,940	-
Total	\$ 101,960	\$ 249,500

Deferred contributions consist of project restricted funds and internally restricted funds. Project restricted funds are restricted as per the terms of the related contractual agreement. Internally restricted funds are allocated at the discretion of Institute's management.

8) Equipment

	Computer and Equipment
COST OR DEEMED COST	
Balance at April 1, 2014	\$ -
Additions	1,685
Balance at March 31, 2015	1,685
Additions	1,089
Balance at March 31, 2016	\$ 2,774

DEPRECIATION

Balance at April 1, 2014	\$ -
Depreciation for the year	253
Balance at March 31, 2015	253
Depreciation for the year	593
Balance at March 31, 2016	\$ 846

CARRYING AMOUNTS

At March 31, 2015	\$ 1,432
At March 31, 2016	\$ 1,928

Equipment is stated, in the statement of financial position, at cost less accumulated depreciation and accumulated impairment losses.

9) Fund management

The Institute's objective when managing its funds is to ensure sufficient funds are available to meet its obligations and to safeguard the Institute's ability to continue as a going concern so that it can continue to improve the lives of people with disabilities and enrich their communities to form mutually beneficial relationships and partnerships. The Institute intends to achieve this objective through continued training, consultations, and cost control.

PLAN INSTITUTE FOR CITIZENSHIP AND DISABILITY

NOTES TO FINANCIAL STATEMENTS YEAR ENDED MARCH 31, 2016

10) Income tax status

The Institute is registered as a Charitable Organization with the Charitable and Not-for-Profit Organization Section of the Canada Revenue Agency, and as such, it is not liable for income taxes.

For the year ended March 31, 2016, the Institute has met the disbursement requirement to disburse 3.5% of all assets not currently used in charitable activities or administration if these assets exceed a threshold of \$100,000, as the Institute did not hold any assets not currently used in charitable activities or administration.

PLAN INSTITUTE FOR CITIZENSHIP AND DISABILITY

AS AT MARCH 31, 2016

SCHEDULE OF DEFERRED CONTRIBUTIONS

	MSDI SIE ⁽ⁱ⁾	Safe and Secure Expanded	National Systems Change WS ⁽ⁱⁱ⁾	CCS Beyond Graduation	RDSP	TLM 2016	ESDC RDSP Ph6 ⁽ⁱⁱⁱ⁾	ESDC RDSP Ph7 ^(iv)	ESDC RDSP PH8 ^(iv)	Disability Planning Helpline	Total
DEFERRED CONTRIBUTIONS											
Opening, April 01, 2015	\$ 16,848	\$ 66,072	\$ 1,223	\$ 165,357	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 249,500
Contributions	-	11,000	-	-	15,423	-	-	55,471	78,065	-	159,959
Disbursements	-	(62,072)	-	(99,337)	-	-	-	(55,471)	(78,065)	(12,554)	307,499
Surplus allocation	(16,848)	(15,000)	(1,223)	-	-	18,071	-	-	-	15,000	-
Closing, March 31, 2016	\$ -	\$ -	\$ -	\$ 66,020	\$ 15,423	\$ 18,071	\$ -	\$ -	\$ -	\$ 2,446	\$ 101,960

	MSDI SIE	Safe and Secure BC	SG National Systems Change WS	CCS Beyond Graduation	RDSP	TLM 2016	ESDC RDSP Ph6	ESDC RDSP Ph7	ESDC RDSP PH8	Disability Planning Helpline	Total
DEFERRED CONTRIBUTIONS											
Opening, April 01, 2014	\$ 24,000	\$ -	\$ -	\$ 1,922	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,922
Contributions	30,000	173,772	15,000	-	-	-	29,512	102,535	-	-	543,225
Disbursements	(37,152)	(107,700)	(13,777)	(1,922)	-	-	(29,512)	(102,535)	-	-	(319,647)
Closing, March 31, 2015	\$ 16,848	\$ 66,072	\$ 1,223	\$ 165,357	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 249,500

(i) Ministry of Social Development and Innovation: Social Innovation Exchange

(ii) SIG National: Systems Change Workshop

(iii) Coast Capital Savings

(iv) Employment and Social Development Canada: Registered Disability Savings Plan (RDSP) Phase 6, 7, and 8

PLAN INSTITUTE FOR CITIZENSHIP AND DISABILITY

FOR THE YEAR ENDED MARCH 31, 2016

SCHEDULE OF PROJECT EXPENDITURES

	MSDI SIE	Safe and Secure Expanded	SIG							Total
			National Systems Change WS	ESDC FP Tool	CCS Beyond Graduation	ESDC RDSP Ph6	ESDC RDSP Ph7	ESDC RDSP PH8	Disability Planning Helpline	
PROJECTS EXPENDITURES										
For the year ended March 31, 2016										
Personnel	\$ -	\$ 7,180	\$ -	\$ 50,000	\$ -	\$ -	\$ 32,019	\$ 42,963	\$ -	\$ 132,162
Contractors and consultants	-	10,263	-	49,337	-	-	23,452	35,102	12,199	130,353
Publishing expense	-	42,134	-	-	-	-	-	-	-	42,134
Office and administration	-	1,413	-	-	-	-	-	-	355	1,768
Communications	-	620	-	-	-	-	-	-	-	620
Meetings and travel	-	462	-	-	-	-	-	-	-	462
Total	\$ -	\$ 62,072	\$ -	\$ 99,337	\$ -	\$ -	\$ 55,471	\$ 78,065	\$ 12,554	\$ 307,499

	MSDI SIE	Safe and Secure BC	SIG							Total
			National Systems Change WS	ESDC FP Tool	CCS Beyond Graduation	ESDC RDSP Ph6	ESDC RDSP Ph7	ESDC RDSP PH8	Disability Planning Helpline	
For the year ended March 31, 2015										
Contractors and Consultants	\$ 37,152	\$ 41,684	\$ 5,000	\$ 6,000	\$ -	\$ 13,192	\$ 39,175	\$ -	\$ -	\$ 142,203
Office and administration	-	26,285	-	21,000	-	45	26,000	-	-	73,330
Publishing expense	-	35,125	-	-	-	-	-	-	-	35,125
Personnel	-	-	-	-	1,922	16,275	37,212	-	-	55,409
Meetings and travel	-	997	8,777	5	-	-	76	-	-	9,855
Communications	-	3,609	-	44	-	-	72	-	-	3,725
Total	\$ 37,152	\$ 107,700	\$ 13,777	\$ 27,049	\$ 1,922	\$ 29,512	\$ 102,535	\$ -	\$ -	\$ 319,647