

**PLAN INSTITUTE FOR CITIZENSHIP AND DISABILITY**

**Financial Statements**

**Year Ended March 31, 2020**

**PLAN INSTITUTE FOR CITIZENSHIP AND DISABILITY**

**Index to Financial Statements**

**Year Ended March 31, 2020**

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## INDEPENDENT AUDITOR'S REPORT

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To the Members of Plan Institute for Citizenship and Disability

*Report on the Financial Statements*

*Qualified Opinion*

We have audited the financial statements of Plan Institute for Citizenship and Disability (the "Institute"), which comprise the statement of financial position as at March 31, 2020, and the statements of revenues and expenditures, 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 Institute as at March 31, 2020, and the results of its operations and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

*Basis for Qualified Opinion*

In common with many charitable organizations, the Institute derives revenue from fundraising activities, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, our 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 donations revenue, excess of receipts over expenditures, and cash flows from operations for the years ended March 31, 2020 and 2019, and net assets as at April 1 and March 31 for both 2020 and 2019 years. Our audit opinion on the financial statements for the year ended March 31, 2019 was modified accordingly because of the possible effects of this limitation of 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 Institute in accordance with 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 ASNPO, 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 Institute'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 Institute or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Institute'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 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 Institute'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 Institute'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 Institute 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 of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Vancouver, BC  
July 14, 2020



CHARTERED PROFESSIONAL ACCOUNTANTS

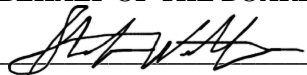
**PLAN INSTITUTE FOR CITIZENSHIP AND DISABILITY**

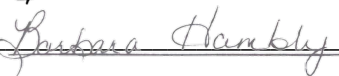
**Statement of Financial Position**

**March 31, 2020**

	Operating Fund	Project Fund	2020	2019
<b>ASSETS</b>				
Current				
Cash	\$ 342,456	\$ 97,295	\$ 439,751	\$ 247,360
Term deposits	643	-	643	637
Accounts receivable	1,435	500	1,935	13,849
Prepaid expenses	6,284	7,189	13,473	11,017
Inter-fund payable (receivable) (Note 3)	(149,371)	149,371	-	-
	201,447	254,355	455,802	272,863
Equipment (Note 4)	4,390	-	4,390	8,390
Restricted cash (Note 5)	-	174,477	174,477	119,666
	\$ 205,837	\$ 428,832	\$ 634,669	\$ 400,919
<b>LIABILITIES AND NET ASSETS</b>				
Current				
Accounts payable and accrued liabilities	\$ 30,418	\$ 4,082	\$ 34,500	\$ 49,171
Government remittances	190	-	190	-
Deferred revenue	40,100	-	40,100	40,360
Deferred project contributions (Schedule 1)	-	181,106	181,106	73,810
	70,708	185,188	255,896	163,341
Deferred contributions (Note 5)	-	174,477	174,477	119,666
	70,708	359,665	430,373	283,007
NET ASSETS				
Invested in equipment	4,390	-	4,390	8,390
Unrestricted	130,739	69,167	199,906	109,522
	135,129	69,167	204,296	117,912
	\$ 205,837	\$ 428,832	\$ 634,669	\$ 400,919

**ON BEHALF OF THE BOARD**

 Director

 Director

**PLAN INSTITUTE FOR CITIZENSHIP AND DISABILITY**  
**Statement of Revenues and Expenditures**  
**Year Ended March 31, 2020**

	Operating Fund	Project Fund	2020	2019
<b>RECEIPTS</b>				
Projects (Schedule 2)	\$ -	\$ 565,687	\$ 565,687	\$ 529,310
Training and consulting	103,815	-	103,815	108,814
Gaming grant	78,000	-	78,000	60,500
Learning products	2,093	-	2,093	1,821
Donations and contributions	4,709	-	4,709	440
Interest from other sources	382	-	382	3,146
	<u>188,999</u>	<u>565,687</u>	<u>754,686</u>	<u>704,031</u>
<b>EXPENDITURES</b>				
Personnel	82,658	398,476	481,134	468,242
Contractors and consultants	14,535	77,037	91,572	110,875
Office and administration	68,639	18,744	87,383	95,196
Meetings and travel	4,575	2,263	6,838	19,677
Amortization ( <i>Note 4</i> )	1,375	-	1,375	2,651
	<u>171,782</u>	<u>496,520</u>	<u>668,302</u>	<u>696,641</u>
Other income (expenses)				
Impairment of inventory	-	-	-	(13,099)
<b>EXCESS (DEFICIENCY) OF RECEIPTS OVER EXPENDITURES</b>	<u>\$ 17,217</u>	<u>\$ 69,167</u>	<u>\$ 86,384</u>	<u>\$ (5,709)</u>

See notes to financial statements

**PLAN INSTITUTE FOR CITIZENSHIP AND DISABILITY**

**Statement of Changes in Net Assets**

**Year Ended March 31, 2020**

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	Operating Fund	Project Fund	2020	2019
<b>NET ASSETS - BEGINNING OF YEAR</b>	\$ 117,912	\$ -	\$ 117,912	\$ 123,621
Excess of receipts over expenditures	17,217	69,167	86,384	(5,709)
<b>NET ASSETS - END OF YEAR</b>	<u>\$ 135,129</u>	<u>\$ 69,167</u>	<u>\$ 204,296</u>	<u>\$ 117,912</u>

See notes to financial statements

**PLAN INSTITUTE FOR CITIZENSHIP AND DISABILITY**

**Statement of Cash Flows**  
**Year Ended March 31, 2020**

	2020	2019
<b>OPERATING ACTIVITIES</b>		
Excess (deficiency) of receipts over expenditures	\$ 86,384	\$ (5,709)
Items not affecting cash:		
Amortization of equipment	1,375	2,651
Impairment of inventory	-	13,099
Loss on disposal of equipment	24	1,602
	<u>87,783</u>	<u>11,643</u>
Changes in non-cash working capital:		
Accounts receivable	11,908	9,239
Inventory	-	1,741
Prepaid expenses	(2,456)	84
Accounts payable and accrued liabilities	(14,381)	6,062
Government remittances	(99)	(54)
Deferred revenue	(260)	(345)
Deferred contributions	162,107	15,810
	<u>156,819</u>	<u>32,537</u>
Cash flow from operating activities	<u>244,602</u>	<u>44,180</u>
<b>INVESTING ACTIVITIES</b>		
Purchase of equipment	-	(1,673)
Proceeds on sale of equipment	2,600	1,200
	<u>2,600</u>	<u>(473)</u>
Cash flow from (used by) investing activities	<u>2,600</u>	<u>(473)</u>
<b>FINANCING ACTIVITIES</b>		
Restricted cash	(54,811)	(20,297)
Repayment of capital lease obligation	-	(872)
	<u>(54,811)</u>	<u>(21,169)</u>
Cash flow used by financing activities	<u>(54,811)</u>	<u>(21,169)</u>
<b>INCREASE IN CASH FLOW</b>	<b>192,391</b>	<b>22,538</b>
Cash - beginning of year	<u>247,360</u>	<u>224,822</u>
<b>CASH - END OF YEAR</b>	<b>\$ 439,751</b>	<b>\$ 247,360</b>

See notes to financial statements



# PLAN INSTITUTE FOR CITIZENSHIP AND DISABILITY

## Notes to Financial Statements

As at March 31, 2020

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### 1. NATURE OF OPERATIONS

Plan Institute for Citizenship and Disability (the "Institute") is a not-for-profit organization incorporated under the Canada Not-for-profit Corporations Act and is a registered charity under the Income Tax Act. As a registered charity the Institute is exempt from the payment of income tax under Section 149(1) of 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 relationship and partnerships. The Institute provides training, consultations, learning products, resource materials, and strategic organization support for its constituents.

### 2. CONTINUITY OF OPERATIONS (COVID-19)

In March of 2020, the COVID-19 outbreak was declared a pandemic by the World Health Organization and has had a significant financial, market and social dislocating impact on the general community. Given the Institute's mandate and programs, the Institute has played an important role in responding to the pandemic by providing some essential services. The pandemic and its impact has had significant impacts on the operations of the Institute in terms of adapting and adjusting services and programs, the Institute's workplace and work flow and organizational finances. While these impacts have been significant, they have not, for the most part, resulted in net negative impacts for the delivery of services and programs or on the short term financial health of the Institute.

Management will continue to monitor the on-going financial impact on its cash and budget forecasts and adjust its operations as required to ensure its ability to fulfil its obligations and continue operations.

To date, the Institute has received the temporary 10% wage subsidy in the amount of \$9,587.

### 3. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFPO).

#### Fund accounting

The resources and operations of the Institute have been segregated for accounting purposes using the following funds:

The Operating Fund reports the assets, liabilities, receipts and expenditures related to the Institute's operating activities.

The Project Fund reports the assets, liabilities, receipts and expenditures related to the Institute's project activities. Project Fund balances are restricted amounts, and are not available for general operating purposes.

The inter-fund payable (receivable) represents the restricted cash balance necessary to fund the Institute's project activity.

*(continues)*

# PLAN INSTITUTE FOR CITIZENSHIP AND DISABILITY

## Notes to Financial Statements

As at March 31, 2020

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### 3. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (*continued*)

#### Revenue recognition

Plan Institute for Citizenship and Disability follows the deferral method of accounting for contributions.

Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Contributions towards expenditures that will be incurred in future years are reported as deferred contributions. 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.

Revenues from training and consulting activities are recognized as earned.

#### Measurement uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. The Institute's principal estimates include the useful life of equipment and the collectability of accounts receivable. Actual results could differ from these estimates.

#### Equipment

Equipment is stated at cost or deemed cost less accumulated amortization and is amortized over its estimated useful life on a declining balance basis at the following rates and methods:

Computer equipment	30% to 50%
Equipment	20% to 30%

#### Allocation of expenditures

Institute incurs a number of general support expenses that are common to the administration of the Institute and each of its projects. The Institute allocates its general support expenses by identifying the appropriate basis of each component expense, and applies the basis consistently each year. The expenses allocated are to the projects on the basis of the percentage of time and usage that management estimates was spent in support the projects.

#### Contributed services

The operations of the Institute depend on both the contribution of time by volunteers and donated materials from various sources. The fair value of donated materials and services cannot be reasonably determined and are therefore not reflected in these financial statements.

#### 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**

**As at March 31, 2020**

**4. EQUIPMENT**

	Cost	Accumulated amortization	<b>2020 Net book value</b>	2019 Net book value
Computers	\$ 7,211	\$ 5,655	\$ <b>1,556</b>	\$ 4,847
Equipment	5,237	2,403	<b>2,834</b>	3,543
	<b>\$ 12,448</b>	<b>\$ 8,058</b>	<b>\$ 4,390</b>	<b>\$ 8,390</b>

**5. DEFERRED CONTRIBUTIONS**

	<u>2020</u>	<u>2019</u>
<u>Vancouver Foundation E150</u>		
Opening balance	\$ <b>119,666</b>	\$ 99,369
Contributions	<b>150,000</b>	150,000
Disbursements	<b>(95,370)</b>	(129,851)
Interest earned	<b>181</b>	148
	<b>\$ 174,477</b>	\$ 119,666

Deferred contributions consist of externally restricted funds. Externally restricted funds are restricted as per the terms of the related contractual agreement.

**PLAN INSTITUTE FOR CITIZENSHIP AND DISABILITY**

**Notes to Financial Statements**

**As at March 31, 2020**

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**6. RELATED PARTY TRANSACTIONS**

PLAN is a registered charity whose Board of Directors are members of Plan Institute. Related party transactions and balances not disclosed elsewhere in the financial statements are as follows:

	<u>2020</u>	<u>2019</u>
<u>Receipts</u>		
Training and consulting	\$ 115	\$ 415
<u>Expenditures</u>		
Projects	42,173	38,604
Premises and administration fees	-	9,000
Personnel	-	(74,052)
	<u>\$ 42,173</u>	<u>\$ (26,448)</u>

- Included in accounts receivable is \$238 (2019 - \$105) owed from PLAN.
- Included in accounts payable and accrued liabilities is \$1,450 (2019 - \$1,853) owed to PLAN.

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.

**7. FINANCIAL INSTRUMENTS**

Financial assets include cash, term deposits and accounts receivable and are measured at amortized cost as presented on the statement of financial position. Financial liabilities include accounts payable, government remittances and accrued liabilities measured at cost as presented on the statement of financial position.

The following analysis provides information about the Institute's risk exposure and concentration as of March 31, 2020.

Credit risk

Credit risk refers to the risk that a counterparty may default on its obligations resulting in a financial loss to Institute. Institute is exposed to credit risk with respect to its accounts receivable. Institute monitors and assesses, on a continual basis, accounts receivable and impairs any amounts that are not collectible.

Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. Institute is exposed to liquidity risk based on the timing of funding and donations received. As at March 31, 2020, Institute holds unrestricted cash totaling \$439,751 (2019 - \$247,360) to settle current liabilities of \$309,275 (2019 - \$163,341).

Unless otherwise noted, it is management's opinion that the Institute is not exposed to significant other price risks arising from these financial instruments.

**PLAN INSTITUTE FOR CITIZENSHIP AND DISABILITY**

**Schedule of Deferred Project Contributions**

*(Schedule 1)*

**Year Ended March 31, 2020**

	1	2	3	4	5	6	7	8	
	MSS - Zero	ABCD	ESDC CSJG	BCANDS S&S	MSS	LFBC WTEO	VF - Access RDSP	EDSC PAF	2020
<b>Deferred contributions</b>									
Opening, April 1, 2019	\$ -	\$ 6,452	\$ -	\$ 21,342	\$ 32,409	\$ -	\$ 13,607	\$ -	\$ <b>73,810</b>
Contributions	-	35,239	4,344	-	130,280	-	376,620	57,333	<b>603,816</b>
Disbursements	-	(37,282)	(4,344)	-	(130,178)	-	(265,971)	(58,745)	<b>(496,520)</b>
<b>Closing, March 31, 2020</b>	<b>\$ -</b>	<b>\$ 4,409</b>	<b>\$ -</b>	<b>\$ 21,342</b>	<b>\$ 32,511</b>	<b>\$ -</b>	<b>\$ 124,256</b>	<b>\$ (1,412)</b>	<b>\$ 181,106</b>
<b>Deferred contributions</b>									
Opening, April 1, 2018	\$ -	\$ 11,592	\$ -	\$ 16,478	\$ 26,183	\$ 3,092	\$ 20,952	\$ -	\$ <b>78,297</b>
Contributions	10,312	45,439	6,535	20,000	129,640	5,000	307,897	-	<b>524,823</b>
Disbursements	(10,312)	(50,579)	(6,535)	(15,136)	(123,414)	(8,092)	(315,242)	-	<b>(529,310)</b>
<b>Closing, March 31, 2019</b>	<b>\$ -</b>	<b>\$ 6,452</b>	<b>\$ -</b>	<b>\$ 21,342</b>	<b>\$ 32,409</b>	<b>\$ -</b>	<b>\$ 13,607</b>	<b>\$ -</b>	<b>\$ 73,810</b>

1. May and Stanley Smith Charitable Trust
2. Asset Based Community Development Institute
3. Employment and Social Development Canada - Canada Summer Jobs Grant
4. BC Aboriginal Network on Disability Society – Safe and Secure Indigenous
5. May and Stanley Smith Charitable Trust – General Program Support
6. Law Foundation of BC – Wills Trusts & Estates Online
7. Vancouver Foundation – e150 & Access RDSP
8. Employment and Social Development Canada - Performance Accountability Framework

See notes to financial statements

**PLAN INSTITUTE FOR CITIZENSHIP AND DISABILITY**

**Schedule of Project Expenditures**

*(Schedule 2)*

**Year Ended March 31, 2020**

	1	2	3	4	5	6	7	8	
	MSS - Zero	ABCD	ESDC CSJG	BCANDS S&S	MSS	LFBC WTEO	VF - Access RDSP	EDSC PAF	<b>Total</b>
<b>2020 Project Expenditures</b>									
Personnel	\$ -	\$ 11,994	\$ 4,344	\$ -	\$ 113,257	\$ -	\$ 214,212	\$ 54,669	\$ <b>398,476</b>
Consultants	-	25,288	-	-	16,921	-	31,356	2,900	<b>76,465</b>
Office & administration	-	-	-	-	-	-	17,568	1,176	<b>18,744</b>
Meeting and travel	-	-	-	-	-	-	2,835	-	<b>2,835</b>
<b>Total</b>	\$ -	\$ 37,282	\$ 4,344	\$ -	\$ 130,178	\$ -	\$ 265,971	\$ 58,745	\$ <b>496,520</b>
<b>2019 Project Expenditures</b>									
Personnel	\$ -	\$ 26,256	\$ 6,535	\$ -	\$ 105,435	\$ 1,943	\$ 249,826	\$ -	\$ <b>389,995</b>
Consultants	-	23,936	-	14,324	17,979	5,374	39,196	-	<b>100,809</b>
Office & administration	-	387	-	36	-	775	17,994	-	<b>19,192</b>
Meeting and travel	10,312	-	-	776	-	-	6,101	-	<b>17,189</b>
Communication	-	-	-	-	-	-	2,125	-	<b>2,125</b>
<b>Total</b>	\$ 10,312	\$ 50,579	\$ 6,535	\$ 15,136	\$ 123,414	\$ 8,092	\$ 315,242	\$ -	\$ <b>529,310</b>

See notes to financial statements