

**CANADIAN MENTAL HEALTH ASSOCIATION  
PRINCE GEORGE BRANCH**

**PRINCE GEORGE, BC  
FINANCIAL STATEMENTS  
MARCH 31, 2016 AND MARCH 31, 2015**

**CANADIAN MENTAL HEALTH ASSOCIATION  
PRINCE GEORGE BRANCH  
MARCH 31, 2016**

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## INDEPENDANT AUDITOR'S REPORT

**To the Members of the  
Canadian Mental Health Association Prince George Branch**

I have audited the accompanying financial statements of the Canadian Mental Health Association Prince George Branch, which comprise the statements of financial position as at March 31, 2016 and the statement of operations and changes in fund balances and cash flows for the year then ended and a summary of significant accounting policies and other explanatory information.

### **Management's Responsibility of 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 is determines necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditors' 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 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.

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

**INDEPENDANT AUDITOR'S REPORT, CONTINUED****Basis for Qualified Opinion**

In common with many not-for-profit organizations, the Association derives a portion of its revenue from the general public in the form of fundraising and donations, the completeness of which is not susceptible of satisfactory audit verification. Accordingly, my verification of these revenues was limited to the amount recorded in the records of the Association and I was not able to determine whether any adjustments might be necessary to revenue, excess revenue, assets and net assets.

**Qualified Opinion**

In my opinion, except for the effects of the matter described in the Basis for Qualified Opinion paragraph, these financial statements present fairly, in all material respects, the financial position of the Canadian Mental Health Association Prince George Branch as at March 31, 2016 and its financial performance and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations. As required by the British Columbia Society Act I report that, in my opinion, Canadian accounting standard for not-for-profit organizations have been applied on a basis consistent with that of the preceding year.

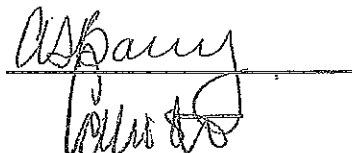
August 08, 2016  
Prince George, BC

  
**AHMED & CO.**  
Chartered Professional Accountant

CANADIAN MENTAL HEALTH ASSOCIATION  
 PRINCE GEORGE BRANCH  
 BALANCE SHEET  
 MARCH 31, 2016

	Operations	Tangible Capital Asset Fund	Moss House Reserve Fund (Note 3)	Infrastructure Reserve Fund (Note 3)	2016	2015
<b>CURRENT ASSETS</b>						
Cash	\$ 73,408	\$ -	\$ 10,504	\$ 44,290	\$ 128,202	\$ 129,584
Accounts receivable	67,231	-	-	-	67,231	53,726
Taxes recoverable	3,079	-	-	-	3,079	9,444
Inventories	2,581	-	-	-	2,581	2,781
Prepaid	14,863	-	-	-	14,863	16,179
	161,162	-	10,504	44,290	215,956	211,714
<b>TANGIBLE CAPITAL ASSETS</b>						
Property, plant and equipment, net of accumulated amortization (Note 4)	-	181,965	-	-	181,965	217,921
	161,162	181,965	10,504	44,290	397,921	429,635
<b>LIABILITIES AND FUND BALANCES</b>						
<b>CURRENT LIABILITIES</b>						
Trade accounts payable	94,659	-	-	-	94,659	60,832
Payroll liabilities	84,682	-	-	-	84,682	89,649
Security deposits	4,766	-	-	-	4,766	4,520
Unearned revenue (Note 5)	105,532	-	-	-	105,532	87,980
Current portion of long term liabilities (Note 6)	-	14,400	-	-	14,400	24,000
	289,639	14,400	-	-	304,039	266,981
<b>LONG TERM LIABILITIES</b>						
Long term debt (Note 6)	-	18,552	-	-	18,552	24,058
<b>FUND BALANCES</b>						
Internally restricted (Note 3)	-	-	10,504	44,290	54,794	56,048
Unrestricted	(128,477)	149,013	-	-	20,536	82,548
	(128,477)	149,013	10,504	44,290	75,330	138,596
	\$ 161,162	\$ 181,965	\$ 10,504	\$ 44,290	\$ 397,921	\$ 429,635

APPROVED BY THE BOARD

  
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## CANADIAN MENTAL HEALTH ASSOCIATION

## PRINCE GEORGE BRANCH

## STATEMENT OF OPERATIONS AND CHANGES IN FUND BALANCES

FOR THE YEAR ENDED MARCH 31, 2016

	Operations	Tangible Capital Asset Fund	Moss House Reserve Fund (Note 3)	Infrastructure Reserve Fund (Note 3)	2016	2015
<b>REVENUES</b>						
<b>Northern Health Authority</b>						
General program funds	\$ 824,556	\$ -	\$ -	\$ -	\$ 824,556	\$ 763,553
Program sales	192,530	-	-	-	192,530	167,480
Canadian Mental Health BC Division	84,459	-	-	-	84,459	108,293
<b>Rent subsidies</b>						
Rent subsidies - Tenant rent contributions	107,973	-	-	-	107,973	103,476
Rent subsidies - BC Housing operating Disability without Poverty Network	77,725	-	-	-	77,725	78,238
	-	-	-	-	-	42,822
<b>Forensic Psychiatric Services Commission</b>						
Forensic - Program funds	43,517	-	-	-	43,517	41,400
Forensic - SILP Administered funds	17,121	-	-	-	17,121	19,625
BC Gaming Commission	75,000	-	-	-	75,000	40,500
Federal and Provincial Grants	62,712	-	-	-	62,712	34,874
Donations and other income	36,008	-	-	-	36,008	26,266
Other Not for Profit Grants	-	-	-	-	-	22,768
Kopar	11,621	-	-	-	11,621	17,304
Municipal Grants	6,283	-	-	-	6,283	17,000
Community Family Initiatives	18,900	-	-	-	18,900	9,400
PG and District United Way	13,750	-	-	-	13,750	7,500
Interest income	1,188	-	-	-	1,188	405
Gatekeeper	22,256	-	-	-	22,256	-
Systems navigator	45,120	-	-	-	45,120	-
	1,640,719	-	-	-	1,640,719	1,500,904
<b>EXPENSES</b>						
Wages and benefits	1,032,123	-	-	-	1,032,123	961,590
<b>Rent and related costs</b>						
Rent -Projects	146,404	-	-	-	146,404	140,382
Rent - Office	66,780	-	-	-	66,780	66,128
Rent SILP Administered Funds	35,178	-	-	-	35,178	39,534
Program activities	164,778	-	-	-	164,778	130,886
Office and sundry	76,141	-	-	-	76,141	81,307
Travel and automotive	64,116	-	-	-	64,116	58,484
Utilities	26,843	-	-	-	26,843	24,520
Accounting fees	15,913	-	-	-	15,913	20,500
Maintenance and supplies	10,153	-	-	-	10,153	16,279
Staff development	27,137	-	-	-	27,137	14,824
Bad debt expense	84	-	-	-	84	2,214
Subcontracting	-	-	-	-	-	1,365
Amortization of tangible assets	-	40,638	-	-	40,638	24,013
	1,665,650	40,638	-	-	1,706,288	1,582,026
<b>EXCESS REVENUES (EXPENSES)</b>	<b>(24,931)</b>	<b>(40,638)</b>	<b>-</b>	<b>-</b>	<b>(65,569)</b>	<b>(81,122)</b>
<b>FUND BALANCES AT BEGINNING OF YEAR</b>	<b>(87,316)</b>	<b>169,864</b>	<b>18,275</b>	<b>37,773</b>	<b>138,596</b>	<b>214,062</b>
<b>BC HOUSING ADJUSTMENT (Note 7)</b>	<b>2,303</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,303</b>	<b>5,656</b>
<b>INTERFUND TRANSFERS</b>						
Capital assets acquired	(4,681)	4,681	-	-	-	-
Infrastructure reserve fund	(6,517)	-	-	6,517	-	-
Leasehold improvements loan payments	(15,106)	15,106	-	-	-	-
Replacement reserve provision	7,771	-	(7,771)	-	-	-
<b>FUND BALANCES AT END OF YEAR</b>	<b>\$ (128,477)</b>	<b>\$ 149,013</b>	<b>\$ 10,504</b>	<b>\$ 44,290</b>	<b>\$ 75,330</b>	<b>\$ 138,596</b>

The accompanying notes are an integral part of these Financial Statements

CANADIAN MENTAL HEALTH ASSOCIATION  
 PRINCE GEORGE BRANCH  
 STATEMENT OF CASH FLOWS  
 FOR THE YEAR ENDED MARCH 31, 2016

	Operations	Tangible Capital Asset Fund	Moss House Reser Fund	Infrastructure Reserve Fund	2016	2015
<b>OPERATING ACTIVITIES</b>						
Excess revenues(expenses) for the year	\$ (24,931)	\$ (40,638)	\$ -	\$ -	\$ (65,569)	\$ (81,122)
<b>Items not affecting cash</b>						
Amortization	-	40,638	-	-	40,638	24,013
BC Housing adjustment	2,303	-	-	-	2,303	5,656
	(22,628)	-	-	-	(22,628)	(51,453)
<b>Changes in non-cash working capital items</b>						
Accounts receivable	(13,505)	-	-	-	(13,505)	4,538
Government remittances receivable - GST	6,365	-	-	-	6,365	11,460
Inventories	200	-	-	-	200	(2,781)
Prepaid expenses	1,316	-	-	-	1,316	(3,962)
Accounts payable and accrued liabilities	33,826	-	-	-	33,826	16,390
Payroll liabilities	(4,967)	-	-	-	(4,967)	9,289
Security deposits	247	-	-	-	247	(1,173)
Deferred revenue	17,552	-	-	-	17,552	(38,953)
	41,034	-	-	-	41,034	(5,191)
	18,406	-	-	-	18,406	(56,645)
<b>INVESTING ACTIVITIES</b>						
Acquisition of equipment	-	(4,681)	-	-	(4,681)	(69,152)
<b>FINANCING ACTIVITIES</b>						
Leasehold improvement loan proceeds	-	-	-	-	-	61,258
Leasehold improvement loan payments	-	(15,106)	-	-	(15,106)	(13,200)
	-	(19,787)	-	-	(15,106)	48,058
<b>INTERFUND TRANSFERS</b>						
Acquisition of tangible capital assets	(4,681)	4,681	-	-	-	-
Leasehold improvement loan payments	(15,106)	15,106	-	-	-	-
Replacement reserve provision	1,253	-	(7,771)	6,517	-	-
	(18,534)	19,787	(7,771)	6,517	-	-
<b>INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS DURING THE YEAR</b>						
	(128)	-	(7,771)	6,517	(1,381)	(77,739)
<b>CASH AND CASH EQUIVALENTS AT BEGINNING OF THE YEAR</b>						
	73,536	-	18,275	37,773	129,584	207,323
<b>CASH AND CASH EQUIVALENTS AT END OF THE YEAR</b>						
	\$ 73,408	\$ -	\$ 10,504	\$ 44,290	\$ 128,202	\$ 129,584

The accompanying notes are an integral part of these Financial Statements

**CANADIAN MENTAL HEALTH ASSOCIATION  
PRINCE GEORGE BRANCH  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED MARCH 31, 2016**

**1. STATUTES OF INCORPORATION AND NATURE OF ACTIVITIES**

Canadian Mental Health Association Prince George Branch (the "Association") is a registered charity incorporated under the laws of the Society Act of the Province of British Columbia. The Association provides supported housing and outreach community services, as well as education and awareness on mental health and mental illnesses in the Prince George and District.

**2. SIGNIFICANT ACCOUNTING POLICIES**

The Society applies the Canadian accounting standards for not-for-profit organizations (ASNFPO).

**FUND ACCOUNTING**

The Operations Fund reports operating grants, revenue and expenses related to the Association's general operations and housing activities.

The Tangible capital Asset Fund reports the ownership and equity related to the Association's property and equipment.

The Moss House Reserve Fund reports the assets, liabilities, revenue and expenses related to property and equipment replacement activities at Moss House.

The infrastructure Reserve Fund reports the assets, liabilities, revenue and expenses relating to planned leasehold improvements and future infrastructure purchases for the Association and/or occupancy costs

**REVENUE RECOGNITION**

The Association follows the restricted fund method of accounting for contributions.

**Contributions from BC Housing**

Contributions received from BC Housing for the replacement reserve fund have been reported as inter-fund transfers from the Operating Fund to the Replacement Reserve Fund

Contribution received from BC Housing for the acquisition of capital assets have been recognized as revenue in the Capital Asset Fund

**Other Contributions**

All other contributions are recognized as revenue of the appropriate fund in the year to which the contribution relates.

**Investment Income**

Interest income earned on replacement reserve funds is recognized as revenue in the period the investment income is earned

**Catering Revenue**

Catering revenue is recognized in the period it is invoiced.

**PROPERTY, PLANT AND EQUIPMENT**

Property, plant, and equipment are stated at cost. Amortization is provided using the following methods and annual rates:

Furniture and equipment	5 years straight line
Automotive equipment	5 years straight line
Leasehold improvements	5 years straight line
Building	35 years straight line

**UNEARNED REVENUE**

The unearned revenue reported in the Operating Fund represents deferred operation funds received in the current year that are related to the subsequent period.

**INVENTORIES**

Inventories are valued at cost. The cost is determined by using the average cost method for catering supplies.

**USE OF ESTIMATES**

The preparation of financial statements in accordance with ASNFPO requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenses during the year. Actual results could differ from managements best estimates as additional information becomes available in the future. Significant estimates include the useful life of property and equipment, wage and audit accruals, and unearned revenue.



**CANADIAN MENTAL HEALTH ASSOCIATION  
PRINCE GEORGE BRANCH  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED MARCH 31, 2016**

**2. SIGNIFICANT ACCOUNTING POLICIES continued**

CASH AND EQUIVALENTS

The Association considers all highly liquid investments with a maturity of twelve (12) months or less at acquisition to be cash equivalents.

ALLOCATIONS OF EXPENSES

Expenses that contribute directly to the output of more than one function are attributed on a reasonable and consistent basis to each function to which they apply. The basis of allocation used is determined by budgets prepared by management and approved by the funding authorities.

FINANCIAL INSTRUMENTS

Measurement of Financial Instruments

The entity initially measures its financial assets and financial liabilities at fair value, except for certain related party transactions that are measured at the carrying amount or exchange amount, as appropriate. The entity subsequently measures all its financial assets and financial liabilities at cost or amortized cost, except for investments in equity instruments that are quoted in an active market, which are measured at fair value. Changes in fair value of these financial instruments are recognized in net income.

Financial assets measured at cost include cash, term deposits, accounts receivable and notes receivable.

Financial liabilities measured at cost include accounts payable and accrued liabilities, payroll liabilities, and unearned revenue.

Impairment

Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in net income. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in net income.

Transaction Costs

The entity's transaction costs related to financial instruments that will be subsequently measured at fair value are recognized in net income in the period incurred. The carrying amount of the financial instruments that will not be subsequently measured at fair value is adjusted for transaction costs directly attributable to the origination, issuance or assumption of these instruments.

DONATIONS AND CONTRIBUTED SERVICES

Donated materials and services are recorded in the financial statements at fair market value when fair market value can be reasonably estimated and when the Association would otherwise have purchased these items.

In 2016/2015, approximately 95 volunteers contributed approximately just under 8,000 hours to assist the Association in carrying out its service activities. The fair value of these contributed services cannot be determined accurately and are not reflected in these financial statements.

Rent for the Mary Harper (Clubhouse Connections) premise is donated by Ministry of Land and Natural Resource Operations. The current market value for annual rent is estimated at \$18,000.

**3. INTERNALLY RESTRICTED FUNDS**

The Association has internally restricted the following fund amounts:

	2016	2015
Moss House Reserve Fund	\$ 10,504	\$ 18,275
Infrastructure Reserve Fund	44,290	37,773
	<b>\$ 54,794</b>	<b>\$ 56,048</b>

\* The General fund is to fund future expenditures and supplement on-going programs. The Association has committed to developing a 3-6 month operational reserve.

CANADIAN MENTAL HEALTH ASSOCIATION  
 PRINCE GEORGE BRANCH  
 NOTES TO THE FINANCIAL STATEMENTS  
 FOR THE YEAR ENDED MARCH 31, 2016

4. TANGIBLE CAPITAL ASSETS

	Cost	Accumulated Amortization	2016 Net Book Value	2015 Net Book Value
Furniture and Equipment	\$ 235,489	\$ 192,850	\$ 42,639	\$ 53,612
Automotive equipment	36,925	36,925	-	-
Leasehold Improvements	123,065	79,575	43,490	59,292
Building	167,461	92,625	74,836	84,017
Land	21,000	-	21,000	21,000
	<u>\$ 583,940</u>	<u>\$ 401,975</u>	<u>\$ 181,965</u>	<u>\$ 217,921</u>

5. UNEARNED REVENUE

	2016	2015
Gaming grants	\$ 75,000	\$ 75,000
BC Housing	6,831	6,616
BC Assistance client payments	6,701	6,364
City of Prince George	17,000	
	<u>\$ 105,532</u>	<u>\$ 87,980</u>

6. LONG TERM DEBT

	2016	2015
Leasehold improvement loan, interest free, repayable in monthly installments of \$1200 until paid in full	\$ 32,952	\$ 48,058
Current portion of loan	(14,400)	(24,000)
	<u>\$ 18,552</u>	<u>\$ 24,058</u>

Regular principal payments required on the loan in each of the next three years are as follows:

2016	\$ 14,400
2017	\$ 14,400
2018	\$ 4,152

**TOTAL \$ 32,952**

7. BC HOUSING ADJUSTMENT

BC Housing may conduct a review of the financial statements and may adjust the operating surplus or deficit. Adjustments are recognized in the fiscal year they are determined by BC Housing. There was a current year adjustment of \$2,303 determined by BC Housing for the year ended March 31, 2016.

8. BC GAMING COMMISSION

BC Gaming Commission expenses were as follows:

	2016	2015
Wages and benefits	\$ 76,744	\$ 38,629
Program activities	-	791
Rent and related costs	-	579
Bank charges	18	18
	<u>\$ 76,762</u>	<u>\$ 40,017</u>

**CANADIAN MENTAL HEALTH ASSOCIATION  
PRINCE GEORGE BRANCH  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED MARCH 31, 2016**

**9. RENTAL ASSISTANCE**

Rental assistance is provided jointly by Canada Mortgage and Housing Corporation on behalf of the Government of Canada, and the British Columbia Housing Management Commission on behalf of the Province of British Columbia.

**10. NORTHERN HEALTH AUTHORITY (NHA) / FORENSIC PSYCHIATRIC SERVICES COMMISSION (FPSC)**

The Association has contracts with each of the above funding agencies in which monies are disbursed by the Association at the discretion of community based committees separate from the Association. These contracts are reported as revenues and expenses in the accompanying financial statements.

**11. ECONOMIC DEPENDENCE**

The Association is economically dependent on the Northern Health Authority, and ultimately on the British Columbia Ministry of Health, for its economic viability in maintaining the current level of operations, consistent with its mission.

**12. CONTINGENCIES**

Repayment Liability

Although net operating assets and reserve balances have not been designated as externally restricted, certain of these funds may be repayable to the funding authorities under specific circumstances.

Pension Liability

The entity and its employees contribute to the Municipal Pension Plan (the "Plan"), a jointly trustee pension plan. The board of trustees, representing plan members and employers, is responsible for overseeing the management of the Plan, including investment of the assets and administration of benefits. The pension plan is a multi-employer contributory pension plan. Basic pension benefits provided are defined. The plan has about 188,000 active members, 36,000 inactive members and 84,000 retired members. Active members include approximately 14-16 contributors from the Association.

The most recent valuation as at December 31, 2012 indicated a \$1,370 million funding deficit for basic pension benefits. The next valuation will be as at December 31, 2015, with results available in 2016. Employers participating in the Plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the Plan records accrued liabilities and accrued assets for the Plan in aggregate with the result that there is no consistent and reliable basis for allocating the obligation, assets and costs to the individual employers participating in the Plan.

The Association paid \$52,507 (2015-\$51,486) for employer contributions to the Plan in fiscal 2016, while employees contributed \$42,530 (2015 - \$42,012) to the plan in fiscal 2016.

**13. COMMITMENTS**

The Association has commitments under operation leases of premises and equipment as follows:

- Office space at \$4,000 plus GST per month, covered by a lease agreement that expires April 30, 2019.
- Various residences, including those receiving rent subsidies, in the amount of \$11,728 per month; and
- Equipment at \$299 per quarter, covered by a lease expiring July 15, 2016.

**CANADIAN MENTAL HEALTH ASSOCIATION  
PRINCE GEORGE BRANCH  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED MARCH 31, 2016**

**14. NATURE AND EXTENT OF RISKS ARISING FROM FINANCIAL INSTRUMENTS**

The significant financial risks to which the Association is exposed are liquidity risk, credit risk, market risk and interest rate risk.

Liquidity risk is the risk that the association will encounter difficulty in meeting obligations associated with financial liabilities. The Association is exposed to liquidity risk primarily in respect of its accounts payable and accrued liabilities, payroll liabilities, and unearned revenue.

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 comprises of three types of risk: currency risk, interest rate risk and other price risk. The association is mainly exposed to interest rate risk which management deems to be low.

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The association is exposed to interest rate risk on its fixed and floating interest rate financial instruments. Fixed-interest instruments subject the entity to a fair value risk, since fair value fluctuates inversely to changes in market interest rates. Floating rate instruments subject the entity to related cash flow risk.

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The association's main credit risks relate to its short-term investment and accounts receivables. The association provides credit to its clients in the normal course of its operations.

**15. COMPARATIVE FIGURES**

Prior year's audited financial statements were prepared by another accounting firm. Prior year's figures are presented for comparative purposes.

**CANADIAN MENTAL HEALTH ASSOCIATION**

For the Year Ended March 31, 2016

**PRINCE GEORGE BRANCH  
SCHEDULE OF OPERATIONS**

	Northern Health	Bounce Back	Forensic Programs	BC Housing Programs	Moss and Resource Housing Programs	Two Rivers Catering	Second Chance Thrift Store	Connections Clubhouse	Branch Programs	2016	2015
<b>REVENUES</b>											
Northern Health Authority	\$ 783,523	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,432	\$ 26,601	\$ 824,556	\$ 763,552
General Program Funds	-	-	-	-	-	153,934	14,468	-	21,659	190,061	167,481
Program sales	-	84,459	-	-	-	-	-	-	-	84,459	108,293
Canadian Mental Health Association BC Division	-	-	-	-	-	-	-	-	-	-	-
Rent Subsidies	-	-	-	-	19,925	-	-	-	-	107,973	103,476
Tenant Rent contributions	-	-	-	88,048	-	-	-	-	-	77,725	78,238
BC Housing - operating	-	-	-	77,725	-	-	-	-	-	-	42,822
Disability Without Poverty Network	-	-	-	-	-	-	-	-	-	-	-
Forensic Psychiatric Services Commission	-	-	-	-	-	-	-	-	-	-	-
Program Funds	-	-	43,517	-	-	-	-	-	-	43,517	41,400
SILP Administered Funds	-	-	17,121	-	-	-	-	-	-	17,121	19,625
BC Gaming Commission	-	-	-	-	-	40,000	15,000	5,000	15,000	75,000	40,500
Federal and Provincial Grants	-	-	-	-	-	-	-	-	62,712	62,712	34,874
Donations and Other Income	-	-	-	-	-	-	-	-	36,008	36,008	26,266
Other Not-For-Profit Grants	-	-	-	-	-	-	-	-	-	-	22,768
Kopar	-	-	-	-	-	348	-	4,500	1,435	6,283	17,304
Municipal Grants	-	-	-	-	18,900	-	-	-	-	18,900	17,000
Community Family Initiatives	-	-	-	-	500	-	-	5,080	8,510	14,090	9,400
PG and District United Way	-	-	-	-	13,750	-	-	-	-	13,750	7,500
Interest	-	-	-	-	401	-	-	-	787	1,188	400
Gatekeeper	-	-	-	-	-	-	-	-	22,256	22,256	-
Systems Navigator	-	-	-	-	-	-	-	-	45,120	45,120	-
<b>EXPENSES</b>											
Wages and Benefits	783,523	84,459	60,638	165,773	53,476	194,282	29,468	29,012	240,088	1,640,719	1,500,899
Rent and related costs	629,175	60,587	37,344	9,556	31,818	105,189	5,668	6,826	145,960	1,032,123	961,590
Projects	-	-	-	146,404	-	-	-	-	-	146,404	140,382
Office	57,916	5,623	1,550	-	1,550	-	4,241	2,181	(6,281)	66,780	66,128
SILP Administered Funds	-	-	16,215	-	-	-	12,059	-	6,904	35,178	39,534
Program Activities	5,148	3,325	677	-	952	107,046	2,297	19,741	25,592	164,778	130,886
Office and sundry	42,886	7,094	1,632	1,043	6,359	-	2,341	1,655	13,131	76,141	81,307
Travel and automotive	33,409	2,575	3,324	66	911	7,874	-	-	15,957	64,116	58,484
Utilities	9,699	665	351	7,647	4,443	-	2,634	-	1,404	26,843	24,520
Professional services	11,178	846	169	423	676	-	338	-	2,283	15,913	20,500
Maintenance and supplies	2,957	2,012	164	542	1,086	594	538	-	2,260	10,153	16,279
Staff development	5,617	36	207	166	-	-	184	-	20,927	27,137	14,824
Bad debt expense	-	-	-	-	-	84	-	-	-	84	2,214
Subcontracting	-	-	-	-	-	-	-	-	-	-	1,365
<b>EXCESS REVENUES AND EXPENSES</b>	<b>797,985</b>	<b>82,763</b>	<b>61,633</b>	<b>165,847</b>	<b>47,795</b>	<b>220,787</b>	<b>30,300</b>	<b>30,403</b>	<b>228,137</b>	<b>1,665,650</b>	<b>1,558,013</b>
	<b>\$ (14,462)</b>	<b>\$ 1,696</b>	<b>\$ (995)</b>	<b>\$ (74)</b>	<b>\$ 5,681</b>	<b>\$ (26,505)</b>	<b>\$ (832)</b>	<b>\$ (1,391)</b>	<b>\$ 11,951</b>	<b>\$ (24,931)</b>	<b>\$ (57,114)</b>

The accompanying notes are an integral part of these Financial Statements

**Canadian Mental Health Association (Prince George Branch)**  
**1152 3<sup>RD</sup> Avenue**  
**Prince George, B.C. V2L 3E5**

**August 8, 2016**

**AHMED & CO**  
**Chartered Professional Accountant**  
**1540 6<sup>TH</sup> Avenue, Prince George, B.C.**  
**V2L 5B5**

Dear Mr. Ahmed:

This representations letter is provided in connection with your audit of the financial statements of Canadian Mental Health Association (Prince George Branch) for the year ended March 31, 2016 for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in accordance with Canadian generally accepted accounting principles for not-for-profit organizations.

We confirm that to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

**Financial statements**

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement dated November 2, 2015, for the preparation of the financial statements in accordance with Canadian generally accepted accounting principles for not-for-profit organizations; in particular, the financial statements are fairly presented in accordance therewith.
2. Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
3. Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of Canadian generally accepted accounting principles for not-for-profit organizations.
4. All events subsequent to the date of the financial statements and for which Canadian generally accepted accounting principles for not-for-profit organizations require adjustment or disclosure have been adjusted or disclosed.
5. The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements as a whole. A list of the uncorrected misstatements is attached to the representation letter.
6. We have reviewed and approved all journal entries you prepared or changed, account codes you determined or changed, transactions you classified, and accounting records you prepared or changed.

**Information provided**

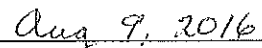
1. We have provided you with:
  - Access to all information of which we are aware that is relevant to the preparation of the financial statements, such as records, documentation and other matters;
  - Additional information that you have requested from us for the purpose of the audit; and
  - Unrestricted access to persons within the association from whom you determined it necessary to obtain audit evidence.
2. All transactions have been recorded in the accounting records and are reflected in the financial statements.
3. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
4. We have disclosed to you all information in relation to fraud or suspected fraud that we are aware of and that affects the association and involves:
  - Management;
  - Employees who have significant roles in internal control; or
  - Others where the fraud could have a material effect on the financial statements.
5. We have disclosed to you all information in relation to allegations of fraud, or suspected fraud, affecting the association's financial statement communicated by employees, former employees, analysts, regulators or others.
6. We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing financial statements.
7. We have disclosed to you the identity of the association's related parties and all the related party relationships and transactions of which we are aware.
8. We have disclosed to you all known or possible litigation and claims whose effects should be considered when preparing the financial statements, and they have been accounted for and disclosed in accordance with Canadian generally accepted accounting principles for not-for-profit organizations.

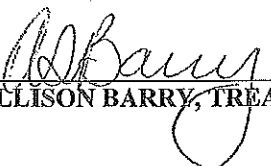
**Other matters**

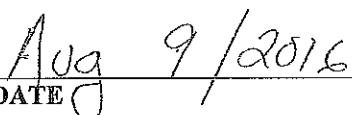
1. We have obtained all consents that are required under applicable privacy legislation for the collection, use, and disclosure to you of personal information.
2. We hereby acknowledge that you have made us aware of you firm's legal obligations under the Proceeds of Crime (Money Laundering) and Terrorist Financing Act. We hereby acknowledge that we are aware of potential conflict of interest that may arise as a result of your legal obligations under this Act and authorize your firm to release and disclose information about the Society if and when required by statute.

Sincerely;

  
\_\_\_\_\_  
MAUREEN DAVIS, EXECUTIVE DIRECTOR

  
\_\_\_\_\_  
DATE 8

  
\_\_\_\_\_  
ALLISON BARRY, TREASURER

  
\_\_\_\_\_  
DATE 9/2016

