



REGIONAL  
DISTRICT  
OF NANAIMO

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AUG 26 2019

REGIONAL DISTRICT  
OF NANAIMO

## COMMUNITY GRANTS PROGRAM APPLICATION

<b>NAME OF ORGANIZATION</b> Oceanside Hospice Society		<b>GRANT AMOUNT REQUESTED</b> \$2,000
<b>MAILING ADDRESS</b> 210 Crescent Rd. West, Qualicum Beach, BC		
<b>POSTAL CODE</b> V9K 1J9	<b>CONTACT PERSON</b> Shianne Carswell	
<b>EMAIL ADDRESS</b> shianne@oceansidehospice.com	<b>TELEPHONE NUMBER</b> [REDACTED]	

<b>PLEASE REVIEW THE COMMUNITY GRANTS CRITERIA OUTLINED ON THE LAST PAGE OF THIS FORM. DOES YOUR ORGANIZATION MEET THE CRITERIA FOR THIS PROGRAM?</b>	<b>YES</b> <input checked="" type="checkbox"/>	<b>NO</b> <input type="checkbox"/>
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**IMPORTANT:** If your organization meets the Community Grants criteria, and if you can answer 'yes' to the following four questions, please proceed to complete this application for submission.

Are you a registered non-profit organization in good standing?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Does your organization provide a social enrichment service to the community?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Does the project fill a need in the community?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Does the project promote volunteer participation and citizen involvement?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>

**Application Submission Requirements**

**Please provide the following information. Items 1 through 14 are mandatory requirements for consideration of the application. Please attach additional pages with corresponding question numbers if more space is required.**

1. Provide information about the programs and services offered to the community by your organization.

Please see attachment

2. Provide information regarding your organization's revenue generating activities and other sources of income.

3. Does your organization own its own facility? Yes ☐ No ☒

**Grant Request Information:**

4. Describe the project that this grant is intended to be used for.

5. Provide the project start and end date.

Start Date:

End Date:

6. Describe the benefit of the project for the residents fo the Regional District.

7. How many people does your organization anticipate will attend, benefit or participate in this project?

8. Describe how the project will promote volunteer participation and citizen involvement. Include a description of the types of roles the volunteers will undertake.

9. Provide details of how the grant funding will be used and a breakdown of expenses.



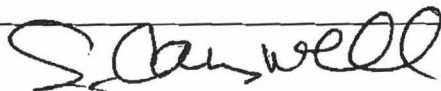
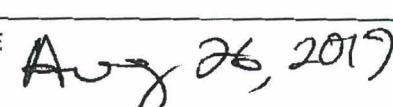
10. Provide information regarding revenues and fees that will be charged for the event or program (if applicable).

11. Provide details regarding all other sources of funding for this project including financial contributions and any grants received, or applied for, from other sources, i.e. other municipalities, levels of government or service organizations.

**Budget Information – please provide the following information as separate attachments:**

- |   |          |     |
|---|----------|-----|
| 12. Provide a copy of your organization's current year budget.        | Attached |     |
| 13. Provide a copy of your organization's latest financial statement. | Attached |     |
| 14. Provide an annual report for your organization, if applicable.    | Attached | N/A |

Applications received that are incomplete, that do not meet the criteria, or are received after the deadline will not be considered. Please check to ensure that you have provided all information and details as requested in this application prior to submission.

SIGNATURE 	DATE 
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**Please submit your organization's completed application to:**

Finance Department  
Regional District of Nanaimo  
6300 Hammond Bay Road, Nanaimo, BC V9T 6N2  
Telephone: 250-390-4111 or toll free 1-877-607-4111, Fax: 250-390-6572  
Email: [inquiries@rdn.bc.ca](mailto:inquiries@rdn.bc.ca)

**Please Note:** The Regional District of Nanaimo is subject to the provisions of the *Freedom of Information and Protection of Privacy Act* and cannot guarantee that information provided can or will be held in confidence.

## **RDN Grants-in-Aid Application 2019-2020**

### **Oceanside Hospice Self-Care Clinic – Equipment Requirements**



1. Provide details about the programs and services offered to the community by your organization in the past 12 months.

Oceanside Hospice Society (OHS) is a non-profit organization located in Qualicum Beach. We are community-funded and volunteer-driven, currently with over 65 volunteers and 4 full-time staff involved in our program delivery. We support individuals, families and caregivers who are facing end-of-life issues including bereavement and grief, in the Oceanside communities of Parksville, Qualicum Beach, Nanoose Bay, Deep Bay, Bowser, Errington, Coombs, Hilliers, Whiskey Creek and Lesqueti Island. Our volunteers also provide service in the Hospice at Trillium (Lodge) in Parksville.

OHS is an integral part of the interdisciplinary, end-of-life team within the Oceanside community. In a flexible and case-specific manner, we bridge gaps in the continuum of care by supporting caregiving at home, in hospital or palliative care units, and in community care facilities.

Complimentary Programs and services our organization offers include:

- On-Call Counselling - we offer the services of a clinical counsellor for people facing their own death; we also provide this service for family members, friends, groups and caregivers who are anticipating or have experienced the loss of a loved one.
- Equipment Loan Program - we deliver hospital beds, commodes, walkers and other devices which help palliative patients to stay at home longer, in comfort, and surrounded by loved ones. This Program helps alleviate the need for travel to Nanaimo Regional General Hospital (NRGH) or other hospitals.
- Self-Care Clinic – every Friday, volunteers with specialized training in Healing Touch & Reiki offer a free 45 minute treatment to palliative clients, caregivers, or the bereaved. This service is provided at 'Valhalla' - our base of operations; in a care facility; or in the client's home.

- NRGH Palliative Care Unit and One-to-One Client Support Services – volunteers are available on-call to provide support to palliative patients and caregivers either at NRGH, in other care facilities or in the home.
- Caregiver Respite and Companionship – volunteers are available to provide practical and psychosocial supports to caregivers and to those individuals who have experienced a loss.
- Palliative Vigil Team – volunteers will sit with palliative patients, for those at end of life who are without a family, and for families who need relief.
- Grief Support Groups – meet weekly at Valhalla.
- Grief Walking Groups – meet weekly at Valhalla
- Lending Library - An extensive and up to date selection of books and DVDs dealing with end of life issues, care giving, grief and loss are available on loan at 'Valhalla.'

**2. Provide details regarding your organization's revenue generating activities and other sources of income.**

We are a not-for-profit organization. As such, we seek to secure funding through all means available to us, principally:

- Grants – Gaming, United Way, Order of St. John
- VIHA – Contract for capacity building of End of Life Services
- Annual Fundraising Events – Annual Golf Tournament, Cycle for Life Tour, Memory Tree Campaign, Butterfly Release, Partners in Community Benefit Gala
- Third party fundraisers - service club events etc.
- Educational Events – Community sessions, Informational talks, etc.

**3. Does your organization own its own facility? YES ☐ NO ☒**

Our base of operations is at 210 Crescent Road West, Qualicum Beach. We lease this space at a subsidized rent from the town of Qualicum Beach.

**4. Describe the project that this grant is intended to be used for.**

**Oceanside Hospice Equipment Loan Program – Equipment Costs**

As mentioned above, The Oceanside Hospice Society offers an Equipment Loan Program in our community. Upon the request of home care nurses who care for palliative patients in the Oceanside area, we deliver hospital beds, commodes, walkers and other devices which help palliative patients to stay at home longer, in comfort, and surrounded by loved ones. This program is facilitated entirely by volunteers who deliver and set up the equipment in the homes of these clients. This Program helps alleviate the need for travel to Nanaimo Regional General Hospital (NRGH) or other hospitals. As the demand for this



service is increasing, we require support to increase our inventory of the pieces of equipment that are in constant demand. Please see request details below.

5. Provide the project start and end date

This program runs year round. We are seeking funding for this equipment to align with our fiscal year which begins April 1, 2019 and ends March 31, 2020.

6. Describe the benefit of the project for the residents of the Regional District

Our Equipment Loan Program is not only free of charge for the palliative patients who live in the Oceanside area, but it allows families who are dealing with end of life to stay at home for as long as possible. This takes the burden off of the hospitals and care facilities, decreases the stress on family members who don't have to drive to and from the hospital each day, and most importantly, provides patients with the means to stay in the comfort of their own home for as long as they are able.

7. How many people does your organization anticipate will attend, benefit or participate in this project?

We deliver equipment to approximately 220 palliative clients per year.

8. Describe how the project will promote volunteer participation and citizen involvement. Include a description of the types of roles the volunteers will undertake.

OHS has a very dedicated volunteer base. In 2018, OHS volunteers contributed approximately 4800 hours of volunteer time and expertise to hospice/palliative care service delivery, with an in-kind value of almost \$94,000. With the exception of the one on one counselling program which is administered by a paid clinical counsellor, all of the other services outlined are run predominantly by volunteers. The Equipment Loan program is run primarily by volunteers who have training in dealing with clients who are managing end of life issues as well as on medical equipment and how it's safely used. They deliver and set up the medical equipment and pick up medical equipment when it is no longer needed.

9. Provide details of how the grant funding will be used and a breakdown of expenses.

This RDN grant funding would be used to buy the following pieces of equipment that we require to provide better service in the Oceanside area.

Expenditures	Description	Number Required	Cost Per Item	Cost
Air Flow Mattress	Prevents and treats pressure ulcers by molding to the body	1	\$3000.00	\$3000.00

	to maximize contact, redistributing weight as uniformly as possible, and reducing pressure to below capillary closure			
Transfer Wheel Chair	Collapsible wheelchair for easier transfer to vehicle	2	\$265	\$530.00
2 Wheel Walkers	For assistance walking in the home	4	\$120	\$480.00
Roho Cushions	The cellular design of the Roho cushion allows for maximum pressure redistribution, while decreasing friction and shear. The simple adjustment allows the cushions to fit the shape of the individual, minimizing tissue deformation and facilitating blood flow.	3	\$300	\$900
Total Cost				\$4910
Total Requested from RDN				\$2000

10. Provide information regarding revenues and fees that will be charged for the event.

This program is free of charge to palliative clients in the Oceanside area.

11. Provide details regarding all other sources of funding for the project including financial contributions and any grants received, or applied for, from other sources, i.e. other municipalities, levels of government or service organizations.

Estimated Revenues

Sources of Funding	Type	(C\$)	Status
--------------------	------	-------	--------

Seasted Foundation	Financial Support	\$2000	Applied/Unconfirmed

12. Provide a copy of your organization's current year budget. \*\*Attached\*\*

13. Provide a copy of your organization's latest financial statement. \*\*Attached\*\*

14. Provide an annual report for your organization, if applicable. \*\*Attached\*\*

ALL

**Actual**  
Revenue /Expenses  
2017/2018

Program Budget  
2018 - 2019

Program Budget  
2019-2020

**Revenue**

Contracts	9,600.00	2,900.00	5,000.00
Community Gaming Grant	94,000.00	70,500.00	97,000.00
Grants	94,358.24	41,000.00	40,000.00
Donations	67,482.02	85,300.00	61,250.00
Fundraising	45,230.27	61,550.00	246,500.00
Education	9,220.70	2,400.00	2,260.00
Third Party Fundraising	7,557.18	9,000.00	11,200.00
Membership Fees	165.00	165.00	150.00
Interest & Other	1,886.48	500.00	350.00
<b>Sub-Total</b>	<b>329,499.89</b>	<b>273,315.00</b>	<b>463,710.00</b>

**In-Kind Income**

\$20.00 per hour Labour	91,745.00	101,400.00	110,000.00
Materials/Golf Tournament in Kind	13,420.00		10,000.00
<b>Sub-Total</b>	<b>105,165.00</b>	<b>101,400.00</b>	<b>120,000.00</b>
<b>Total</b>	<b>434,664.89</b>	<b>374,715.00</b>	<b>583,710.00</b>

**Expenses**

Administrative Costs	2,089.80	2,080.00	2,300.00
Advertising and Promotion	7,570.23	5,000.00	5,700.00
Capital Acquisitions	4,094.02	250.00	500.00
New Building and Upgrades		6,812.00	180,000.00
Equipment Loan Program	6,942.77	4,350.00	7,000.00
Building Costs Maintenance & Storage	11,697.99	12,157.00	6,117.00
Education Expense	1,989.61	1,650.00	1,790.00
Office Expense	9,089.60	7,200.00	5,975.00
Publications (for Lending Library)	468.73	100.00	200.00
Society Operations Expense	17,776.42	6,865.00	8,190.00



ALL

Program Budget  
2018 - 2019

Program Budget  
2019-2020

Expenses continued

Staff Wages and Benefits	226,654.96	191,696.00	207,296.00
Operational Expense	26,874.40	8,749.86	8,625.00
Utilities	4,919.23	5,935.00	6,245.00
Fundraising / Event Expenses	51,629.98	24,000.00	24,175.00
<b>Sub-Total</b>	<b>371,797.74</b>	<b>276,844.86</b>	<b>464,113.00</b>
<b>In-Kind Income</b>			
Labour	91,745.00	101,400.00	110,000.00
Golf Tournament in Kind	13,420.00		10,000.00
<b>Sub-Total</b>	<b>105,165.00</b>	<b>101,400.00</b>	<b>120,000.00</b>
<b>Total</b>	<b>476,962.74</b>	<b>378,244.86</b>	<b>584,113.00</b>
Excess of Revenues over Expenses	-42,297.85	-3,529.86	-403.00

Oceanside Hospice year end March 31, 2019.

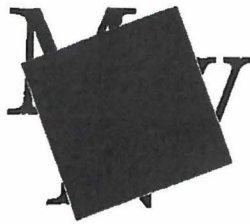
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**OCEANSIDE HOSPICE SOCIETY**  
**Financial Statements**  
**Year ended March 31, 2018**

**Oceanside Hospice Society  
Financial Statements  
March 31, 2018**

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McINTOSH | NORTON | WILLIAMS  
Chartered Professional Accountants

Cory McIntosh, CPA, CGA CAFM, CFP\*  
Jason S. Moore, BA, CPA, CGA\*  
Michael K. Williams, CPA, CGA\*

*\*practising as a professional corporation.*

*'It's not what you earn, it's what you keep!'*

## INDEPENDENT AUDITOR'S REPORT

To the Directors of  
**Oceanside Hospice Society**

We have audited the accompanying financial statements of Oceanside Hospice Society, which comprise the statement of financial position as at March 31, 2018, and the statements of operations, changes in net assets and cash flows for the year then ended, 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 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 society'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 society'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*

Oceanside Hospice Society derives a material amount of revenue from donations and fundraising activities. We were not able to obtain sufficient appropriate audit evidence about the completeness of the reported amounts for accounts receivable, donation and fundraising revenue, revenue in excess of expenditure and changes to net assets because there is no direct relationship between assets or services given up in exchange for amounts received or receivable. Consequently, we were unable to determine whether any adjustments to these amounts were necessary.

#### **QUALICUM BEACH**

102-222 Second Ave. W.  
Qualicum Beach BC V9K 0A4  
T: (250) 752.6996 • F: (250) 752.1071  
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#### **PARKSVILLE**

141 Alberni Hwy.  
Parksville, BC  
T: (250) 586.7996

#### **PORT ALBERNI**

4757 Tebo Ave.  
Port Alberni, BC V9Y 8A9  
T: (250) 724.0185 • F: (250) 724.1774  
TF: 1.866.724.0185

**www.mnwcga.com • info@mnwcga.com**

## INDEPENDENT AUDITOR'S REPORT, continued

### *Qualified Opinion*

In our opinion, except for the 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 Oceanside Hospice Society as at March 31, 2018, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

### *Report on Other Legal and Regulatory Requirements*

As required by the Society Act of British Columbia, we report that, in our opinion, these principles have been applied on a basis consistent with that of the preceding year.

*McIntosh Norton Williams*

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McINTOSH | NORTON | WILLIAMS  
chartered professional accountants

Qualicum Beach, B.C.  
June 28, 2018

**Oceanside Hospice Society  
Statement of Operations  
Year ended March 31, 2018**

	2018 \$	2017 \$
<b>Revenues</b>		
Gaming	94,000	94,000
Fundraising	67,050	55,940
Donations	68,680	93,754
Other grants	62,616	-
Contracts	17,600	11,800
Vancouver Island Health Authority	17,408	17,062
Amortization of revenue	6,897	-
Ministry of Health	4,019	-
Memberships & other	718	887
	<u>338,988</u>	<u>273,443</u>
<b>Expenditures</b>		
Advertising and promotion	6,915	4,048
Amortization	9,943	1,895
Client services	1,277	360
Contract service	18,340	78,504
Fundraising	35,035	31,006
Insurance	2,860	2,843
Interest and bank charges	2,090	1,786
Office	9,336	9,209
Patient Navigator toolkit	655	780
Postage and courier	1,459	1,350
Professional fees	8,003	7,999
Rent	7,455	7,463
Repairs and maintenance	5,555	4,513
Subscriptions, permits and licenses	637	1,963
Telephone	1,734	2,221
Travel	3,445	4,074
Trillium enhancement	21,790	3,352
Utilities	3,477	3,630
Vehicle	3,338	5,912
Volunteer	285	1,984
Wages and benefits	229,209	164,075
	<u>372,838</u>	<u>338,967</u>
Deficiency of revenues over expenditures before other items	<u>(33,850)</u>	<u>(65,524)</u>
<b>Other income (expense)</b>		
Gain on sale of capital assets	1,362	-
Interest	1,670	2,268
Unrealized gain on investment	9,026	75,710
Dividend income	12,218	11,257
Building development costs	-	(8,817)
	<u>24,276</u>	<u>80,418</u>
Excess (deficiency) of revenues over expenditures	<u>(9,574)</u>	<u>14,894</u>

The attached notes are an integral part of these financial statements



**Oceanside Hospice Society  
Statement of Changes in Net Assets  
Year ended March 31, 2018**

	Invested in Capital Assets \$	Internally Restricted \$	Unrestricted \$	Total 2018 \$	Total 2017 \$
Balance, beginning of year	6,667	450,000	80,581	<b>537,248</b>	522,354
Excess (deficiency) of revenues over expenditures - page 1	-	-	(9,574)	<b>(9,574)</b>	14,894
Capital contributions	(45,981)	-	45,981	-	-
Amortization of capital assets	(9,943)	-	9,943	-	-
Purchase of capital assets	54,334	-	(54,334)	-	-
Gain on sale of capital asset	1,362	-	(1,362)	-	-
Sale of capital asset	(1,800)	-	1,800	-	-
Amortization of deferred capital contributions	<u>6,897</u>	<u>-</u>	<u>(6,897)</u>	<u>-</u>	<u>-</u>
Balance, end of year	<u><b>11,536</b></u>	<u><b>450,000</b></u>	<u><b>66,138</b></u>	<u><b>527,674</b></u>	<u><b>537,248</b></u>

The attached notes are an integral part of these financial statements

**McINTOSH | NORTON | WILLIAMS**  
chartered professional accountants

**Oceanside Hospice Society  
Statement of Financial Position  
March 31, 2018**

	2018 \$	2017 \$
<b>ASSETS</b>		
Current		
Cash	29,158	120,773
Term deposits	105,289	104,264
Accounts receivable	525	600
Prepaid expenses	519	508
Goods and services taxes refundable	2,370	10,653
Restricted cash (Note 3)	<u>60,301</u>	<u>82,798</u>
	198,162	319,596
Restricted cash (Note 3)	108,447	117,474
Investments (Note 4)	341,553	332,526
Capital assets (Note 5)	<u>50,620</u>	<u>6,667</u>
	<u>698,782</u>	<u>776,263</u>
<b>LIABILITIES</b>		
Current		
Accounts payable and accrued liabilities	6,771	6,949
Wages payable	9,580	7,957
Due to government agencies	4,415	5,109
Deferred contributions (Note 6)	<u>111,258</u>	<u>219,000</u>
	132,024	239,015
Deferred government assistance (Note 7)	<u>39,084</u>	<u>-</u>
	<u>171,108</u>	<u>239,015</u>
<b>FUND BALANCES</b>		
Invested in Capital Assets - page 2	11,536	6,667
Internally Restricted - page 2	450,000	450,000
Unrestricted - page 2 (Note 8)	<u>66,138</u>	<u>80,581</u>
	527,674	537,248
	<u>698,782</u>	<u>776,263</u>

Approved by the Directors

\_\_\_\_\_ Director

\_\_\_\_\_ Director

The attached notes are an integral part of these financial statements



**Oceanside Hospice Society  
Statement of Cash Flows  
Year ended March 31, 2018**

	2018 \$	2017 \$
<b>Operating activities</b>		
Excess (deficiency) of revenues over expenditures	(9,574)	14,894
Adjustments for		
Amortization	9,943	1,895
Gain on sale of capital assets	(1,362)	-
Unrealized loss (gain) on investments	(9,026)	(75,710)
	(10,019)	(58,921)
Change in non-cash working capital items		
Accounts receivable	75	(75)
Prepaid expenses	(11)	(508)
Goods and services taxes refundable	8,283	(2,234)
Accounts payable and accrued liabilities	(180)	180
Wages payable	1,623	4,014
Due to government agencies	(694)	2,293
Deferred contributions	(107,742)	125,000
	(108,665)	69,749
<b>Investing activities</b>		
Purchase of capital assets	(54,333)	(1,083)
Proceeds on disposal of capital assets	1,800	-
Deposit	-	8,817
	(52,533)	7,734
<b>Financing activity</b>		
Deferred government assistance	39,084	-
<b>Increase (decrease) in cash</b>	(122,114)	77,483
<b>Cash, beginning of year</b>	425,309	347,826
<b>Cash, end of year</b>	303,195	425,309
<b>Cash consists of:</b>		
Cash	29,158	120,773
Term deposits	105,289	104,264
Externally restricted cash	60,301	82,798
Internally restricted cash	108,447	117,474
	303,195	425,309

The attached notes are an integral part of these financial statements

**Oceanside Hospice Society  
Notes to the Financial Statements  
March 31, 2018**

**1. Purpose of the Organization**

The Oceanside Hospice Society ("Society") offers compassionate supportive care to individuals and families who are facing advanced illness, death and bereavement. The Society is incorporated under the B.C. Society Act as a not-for-profit organization and is a registered charity under the Income Tax Act.

**2. Accounting policies**

The society applies the Canadian accounting standards for not-for-profit organizations.

**(a) Fund accounting deferred**

The society follows the deferral method of accounting for contributions which includes grants and donations. Contributions of property and equipment are included as deferred contributions and are amortized to revenue at the same rate and on the same basis as amortization of the related property and equipment.

Fund balances are comprised of the following:

*Unrestricted Fund*

The unrestricted fund reports amounts used to fund the Society's activities that are not specifically restricted.

*Internally Restricted Fund*

The internally restricted fund reports amounts that have been restricted by the Board for future capital expenditures. Use of these funds requires explicit approval by the Board of Directors

*Capital Asset Fund*

The capital asset fund reports the amounts related to capital assets. All deferred contributions are recognized in the capital asset fund when they are related to the acquisition of capital assets.

**(b) Capital assets**

Capital assets are recorded at cost. The society provides for amortization using the declining balance method at rates designed to amortize the cost of the capital assets over their estimated useful lives. The annual amortization rates are as follows:

Computer equipment	55%
Furniture and fixtures	20%
Medical equipment	20%
Van	30%

**(c) Cash equivalents**

Cash and cash equivalents are defined as unrestricted cash and short term deposits with term maturity of three months or less at the date of purchase.

**Oceanside Hospice Society  
Notes to the Financial Statements  
March 31, 2018**

**2. Accounting policies, continued**

**(d) Prior year's figures**

Prior year's figures have been restated, where applicable, to conform to current year's presentation.

**(e) Financial instruments**

The society's financial instruments consist of cash, investments, accounts receivable, accounts payable and accrued liabilities. Unless otherwise noted it is management's opinion that the society is not exposed to significant interest, currency or credit risks.

Cash, accounts receivable, accounts payable and accrued liabilities are initially measured at fair value and subsequently carried at amortized cost.

Investments are initially measured at and subsequently carried at fair value.

**(f) Use of estimates**

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 amounts of assets and liabilities and disclosure of contingent assets and liabilities at the balance sheet date and the reported amounts of revenues and expenses during the year. Actual results could differ from those estimates.

Significant items requiring the use of management estimates include recognition of accrued liabilities and amortization periods and rates related to capital assets.

**(g) Volunteers**

Volunteers contribute an invaluable amount of hours per year to assist the Society in carrying out its service delivery activities. Because of the difficulty in determining their fair value, contributed services are not recognized in the financial statements.

**3. Restricted cash**

Cash and investments totaling \$450,000 (2017 - \$450,000) have been restricted by the Board (see also Note 8).

Funds received from BC Gaming are restricted to expenditures that qualify under the terms of the Society's Community Gaming Grant.

	2018	2017
	\$	\$
Internally restricted cash	108,447	117,474
BC Gaming Funds	60,301	82,798
Restricted cash (current)	<u>(60,301)</u>	<u>(82,798)</u>
	<u>108,447</u>	<u>117,474</u>

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**4. Investments**

Investments consist of Canadian equities with a market value of \$341,553 (2017 - \$332,526) (see also Note 8).

**5. Capital assets**

	2018		2017	
	Cost	Accumulated amortization	Net	Net
	\$	\$	\$	\$
Computer equipment	7,832	4,134	3,698	290
Furniture and fixtures	4,513	646	3,867	975
Medical equipment	13,130	9,159	3,971	4,965
Van	45,981	6,897	39,084	437
	<u>71,456</u>	<u>20,836</u>	<u>50,620</u>	<u>6,667</u>

**6. Deferred contributions**

Deferred contributions consists of funding received in the fiscal year that is intended for the subsequent fiscal year.

	2018	2017
	\$	\$
BC Gaming Grant	70,500	94,000
Ministry of Health	-	50,000
BC Centre for Palliative Care	38,847	60,000
Wish List Grant	-	15,000
RDN Grant-in-Aid	1,911	-
	<u>111,258</u>	<u>219,000</u>
	2018	2017
	\$	\$
Balance - beginning of year	219,000	94,000
Deferred contributions received	75,332	219,000
Deferred contributions recognized as revenue	(137,093)	(94,000)
Transfers to deferred capital contributions	(45,981)	-
	<u>111,258</u>	<u>219,000</u>



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**7. Deferred capital contributions**

	2018		2017
	Cost	Accumulated amortization	Net
	\$	\$	\$
Deferred capital contributions	<u>45,981</u>	<u>6,897</u>	<u>39,084</u>
			<u>\$ -</u>

**8. Internally Restricted Net Assets**

Internally restricted net assets represent funds restricted by the Society's Board of Directors for future capital expenditures. The Society received approval from Canada Revenue Agency to accumulate property for a building project for a period of 10 years April 1, 2013 to March 31, 2023. Internally restricted fund consists of:

	2018	2017
	\$	\$
Restricted cash (Note 3)	108,447	117,474
Investments (Note 4)	<u>341,553</u>	<u>332,526</u>
	<u>450,000</u>	<u>450,000</u>

**9. Lease Obligations**

The Society has entered into an operating lease for rental of a photocopier. The Society also has a lease obligation with the Town of Qualicum Beach for use of the Valhalla Property where they continue to base their operations. The total obligation under these leases over the next two years is as follows:

	\$
2019	3,269
2020	<u>1,445</u>
	<u>4,714</u>

**10. Parksville Qualicum Community Foundation**

The Society has established a fund with the Parksville Qualicum Community Foundation whereby individuals can donate funds to the Foundation in the name of the Society. The funds cannot be accessed or controlled by the Society, but are invested by the Foundation and pay investment income annually to the Society. As a result, the value of this investment is not recognized in the financial statements. The market value for the account at December 31, 2017 was \$9,493 (2016 - \$9,164).

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**11. Strategic Charitable Giving Foundation - Investor's Group**

The Society has contributed \$25,000 to the Investor's Group Charitable Giving Foundation in memory of Betsy Christian. The funds cannot be accessed or controlled by the Society, but are invested by the Foundation and pay investment income annually to the Society. As a result, the value of this investment is not recognized in the financial statements. The most recent market value available for the account was December 31, 2017 at \$23,354 (2016 - \$24,047).

**12. Financial Instruments risks and uncertainties**

Transactions in financial instruments may result in an entity assuming or transferring to another party one or more of the financial risks described below. The required disclosures provide information that assists users of financial statements in assessing the extent of risk related to financial instruments.

**(a) Fair value**

The fair value of current financial assets and current financial liabilities approximates their carrying value due to their short-term maturity dates. The fair value of long-term financial liabilities approximates their carrying value based on the presumption that the society is a going concern and thus expects to fully repay the outstanding amounts.

**(b) Currency risk**

Currency risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in foreign exchange rates. The society has no foreign currency transactions and therefore is not exposed to currency risk

**(c) Market risk**

Market risk is the risk that the value of a financial instrument will fluctuate as a result of changes in market prices, whether the factors are specific to the instrument or all instruments traded in the market. The investments are subject to market risk.

**(d) Credit risk**

The society does have credit risk in accounts receivable of \$525 (2017 - \$600). Credit risk is the risk that one party to a transaction will fail to discharge an obligation and cause the other party to incur a financial loss. The society reduces its exposure to credit risk by performing credit valuations on a regular basis; granting credit upon a review of the credit history of the applicant and creating an allowance for bad debts when applicable. The society maintains strict credit policies and limits in respect to counterparties. In the opinion of management the credit risk exposure to the society is low and is not material.

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**12. Financial instruments, continued**

**(e) Interest rate risk**

The society is exposed to interest rate risk. Interest rate risk is the risk that the society has interest rate exposure on its bank indebtedness, which is variable based on the bank's prime rates. This exposure may have an effect on its earnings in future periods. The society reduces its exposure to interest rate risk by regularly monitoring published bank prime interest rates which have been relatively stable over the period presented. There are some loans payable that are at fixed term rates, or zero interest rates and do not affect interest rate risk. The society does not use derivative instruments to reduce its exposure to interest rate risk. In the opinion of management the interest rate risk exposure to the society low and is not material.