



**Big Brothers Big Sisters**  
of the Annapolis Valley



# ANNUAL REPORT

2016

*"We commit to the young people of our community that we will be leaders in providing them with the highest quality, volunteer based mentoring programs."*

# TABLE OF CONTENTS

## Contents

To Our Members	1
Financial Summary	2
Financial Statements	3
Notes to Financial Statements	5
Independent Auditor's Report	6
Sponsors & Supporters	8
Staff & Directors	9
Agency Information	9
 <b>Big Brothers Big Sisters</b> of the Annapolis Valley	9

# TO OUR MEMBERS

## To Our Members

### FINANCIAL HIGHLIGHTS

2016 began with an increased deficit over the previous year, but with the hard work and diligence of staff and tremendous support of our directors and committee members, we were able to reduce the deficit. This will remain a priority through 2017. Agency management and the directors will continue to monitor revenue and expenses and reduce costs where possible without negatively impacting services.

### OPERATING HIGHLIGHTS

The agency remains committed to providing quality mentoring programs and engagement opportunities to children and youth across the Annapolis Valley. In 2016, we provided mentoring programs to 124 young people, in addition to a variety of activities and services. Board recruitment and development was also a priority for 2016, and we were very successful in filling several of the vacancies.

### LOOKING AHEAD

While we made great strides in 2016, we still have much work to do. There are still many children, across the Annapolis Valley waiting to be matched with a Big. Recruiting, screening, and training more Bigs is a top priority for the board and staff. We are also looking for talented and community minded individuals to sit on the agency Board and a variety of working groups.

Warmest regards.

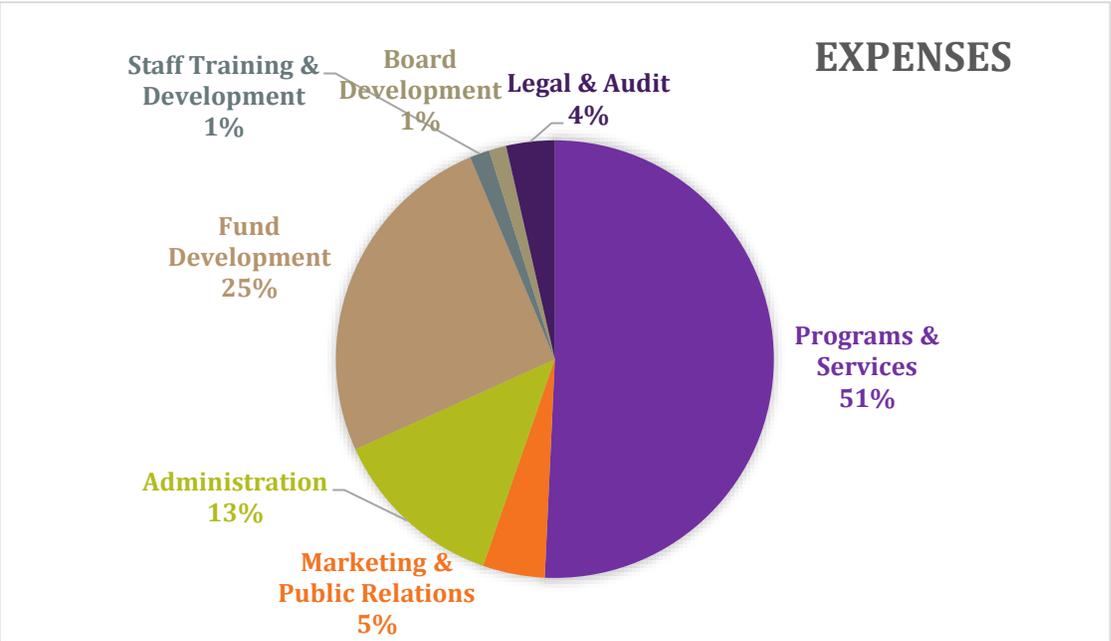
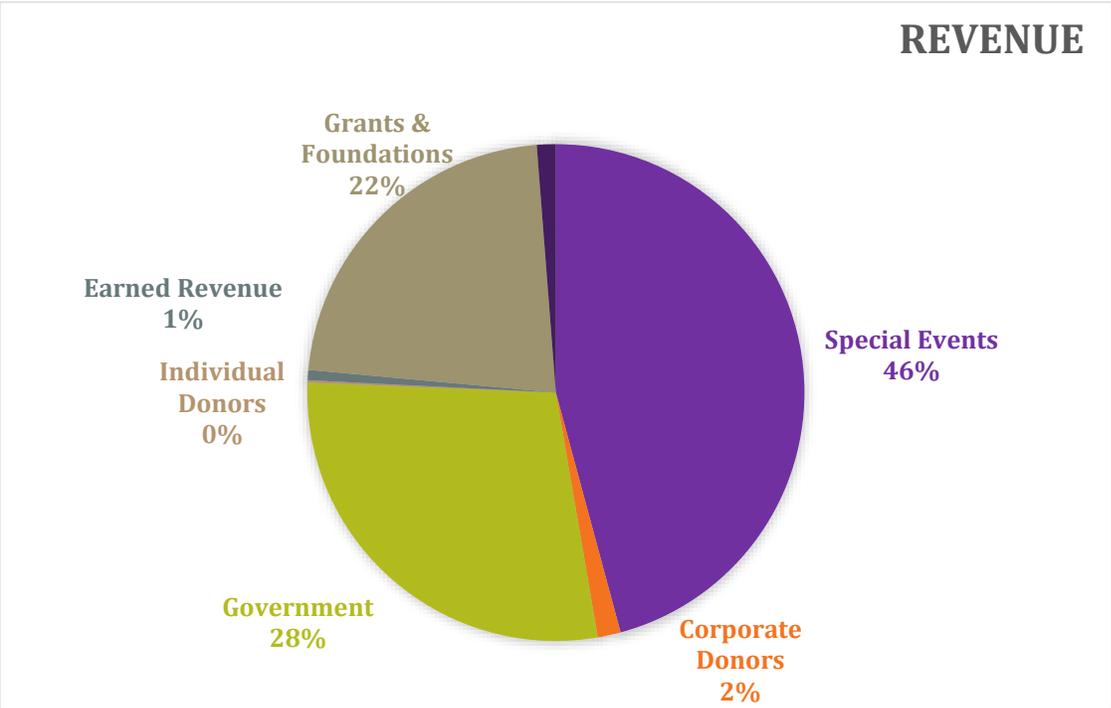
Jonathan Leard  
Agency Manager

Shelly Phillips  
Board Chair

April 11, 2017

# FINANCIAL SUMMARY

## Financial Summary



# FINANCIAL STATEMENTS

## Financial Statements

### STATEMENT OF FINANCIAL POSITION

DESCRIPTION	2016	2015
<b>ASSETS</b>		
CURRENT		
CASH	\$ -	\$-
ACCOUNTS RECEIVABLE	\$9,433	\$15,641
HST RECEIVABLE	\$3,351	\$5,323
	<b><u>\$12,784</u></b>	<b><u>\$20,964</u></b>
<b>LIABILITIES</b>		
CURRENT		
BANK INDEBTEDNESS	\$ 105	\$ 485
ROYAL BANK – LINE OF CREDIT	\$ 18,000	\$ -
PAYABLES & ACCRUALS	\$ 11,895	\$ 10,674
PAYROLL DEDUCTIONS PAYABLE	\$ -	\$ 7,198
DEFERRED REV. – GOV. GRANT	\$ 11,750	\$ 11,750
DEFERRED REV. – WESTON FOODS	\$ -	\$ 37,278
	\$41,750	\$67,385
<b>NET DEFICIT</b>		
NET DEFICIT, beginning of year	\$(46,421)	\$(31,863)
OPERATING SURPLUS (DEFICIT)	\$ 17,455	\$(14,558)
NET DEFICIT, end of year	<b><u>\$(28,966)</u></b>	<b><u>\$(46,421)</u></b>

### OVERVIEW OF OPERATIONS

DESCRIPTION	2016 BUDGET	2016 ACTUAL	2015 ACTUAL
<b>REVENUE</b>	\$176,800	\$179,620	\$161,927
<b>EXPENSES</b>	\$172,159	\$162,165	\$176,485
<b>EARNINGS</b>	\$4,461	\$17,455	\$12,012

### STATEMENT OF CASH FLOWS

DESCRIPTION	2016	2015
<b>Cash Provided By (Used In)</b>		
Operating Surplus (Deficit)	\$17,455	\$(14,558)
<b>Changes In</b>		
Accounts Receivable	\$8,180	\$(6,808)

# FINANCIAL STATEMENTS

Prepaid	-	-
Deferred Revenue	\$(37,278)	\$(17,743)
Accounts Payable	\$(5,977)	\$2,969
Line Of Credit	\$18,000	\$ -
<b>Cash Decrease</b>	\$380	\$(654)
<b>Cash and Equivalencies, beginning of year</b>	\$(485)	\$169
<b>Cash and Equivalencies, end of year</b>	\$(105)	\$(485)
<b>Represented by:</b>		
Cash	-	-
Bank Indebtedness	\$(105)	\$(485)

# NOTES TO FINANCIAL STATEMENTS

## Notes to Financial Statements

### NATURE OF BUSINESS

The organization provides quality volunteer and professional services for children and youth in Kings, Annapolis, and West Hants counties to assist them in reaching their full potential.

### SIGNIFICANT ACCOUNTING POLICIES

Basis of Presentation – These financial statements have been prepared in accordance with Canadian accounting standards for not for profit organizations.

Cash and cash equivalents – Cash and cash equivalents consist primarily of commercial paper and deposits with an original maturity date of three months or less.

Contributed services – Volunteers contribute many hours per year to assist the organization in carrying out its activities. Due to difficulty of determining fair value, contributed services are not recognized in the financial statements.

Property and Equipment – Property and equipment purchased during the year are expensed.

Income Tax – The organization is exempt from income tax pursuant to Section 149(1)(F) of the Income Tax act.

Revenue Recognition – The organization uses the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount is to be received.

Use of Estimates – The preparation of the financial statements in conformity with the Canadian accounting standards for not for profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets, liabilities, and the 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. Actual results may differ from those estimates.

### ROYAL BANK LINE OF CREDIT

Royal Bank of Canada operating line of credit maximum available \$19,000, interest rate of prime plus 2.00%, unsecured. There was \$18,000 outstanding amount as of December 31<sup>st</sup>, 2016.

### COMMITMENTS

The Organization leases office equipment through de Lage Landen. Quarterly payments are \$340 plus HST and expire in June 2021.

# INDEPENDENT AUDITOR'S REPORT

## Independent Auditor's Report

### 1.1 Big Brothers Big Sisters of the Annapolis Valley

We have audited the accompanying financial statements of Big Brothers & Big Sisters of the Annapolis Valley, which comprise the statement of financial position as at December 31, 2016, and the statement of operations and cash flow statement for the year then ended, and a summary of significant accounting policies and other explanatory information. Management's Responsibility for the Financial Statements

1.2 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.

### 1.3 Auditors 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.

### 1.4 Basis For Qualified Opinion

In common with many charitable organizations, the organization derives revenue from donations, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, our verification of donation revenue was limited to the amounts recorded in the records of the organization and we were not able to determine whether any adjustments might be necessary to revenue, excess of revenue over expenditures, assets and surplus.

### 1.5 Qualified Opinion

In our opinion, except for the effect of adjustments, if any, which we might have determined to be necessary had we been able to satisfy ourselves concerning the completeness of the donation revenue

# INDEPENDENT AUDITOR'S REPORT

referred to in the preceding paragraph, these financial statements present fairly, in all material respects, the financial position of the Society as at December 31, 2016 and the results of operations and changes in financial position for the year then ended, in accordance with Canadian accounting standards for not for profit organizations.

Prepared by: Morse Brewster Lake Chartered Accountants  
Berwick, Nova Scotia

For a copy of official Auditor's Report and Financial Statement please submit a request in writing to:  
**Big Brothers Big Sisters of the Annapolis Valley**  
**Attn: Agency Manager**  
**136 Exhibition St**  
**Kentville NS B4N 4E5**

# SPONSORS & SUPPORTERS

## Sponsors & Supporters

We are pleased to work with a number of partners who helped us start something for kids in the Annapolis Valley. Their commitment to ensuring positive outcomes for children in our community is unparalleled. Our partners include government, corporations, community groups, as well as individuals. We are proud to recognize the following as champions for children in the Annapolis Valley in 2016.

Abs-O-Lute	Acadia Refrigeration	AC Bishop & Company
Annapolis Valley Radio	Advanced Labour & Education	Big Brothers Big Sisters of Canada
Boston Pizza	Community Services	Cutbank Country Construction
Eden Valley	Esson's	Exit Realty
Frasers Pro Hardware	Frito-Lay	Great Valley Juices
Giant Tiger	Harvey's	Hergett Law
HGS	Jessy's Pizza	John Lohr, MLA Kings North
Jordan's Furniture	Jonathan Leard	Jungle Jims
Keith Irving, MLA Kings South	Kinsmen Club of Kentville	Kings Arms Pub by Lew Murphy's
Kings Physiotherapy	K-Rock	Larry's Pharmacy
Paddy's Brewpub & Rosie's	Father Paul Abbass	RE/MAX Banner Real Estate
Rotary Club of New Minas	Rotary Club of Wolfville	Royal LePage Atlantic
Royal Bank	Sackville Copier & Printer	Scentsy
Scotiabank	Shannex	Speedy Glass
Stephen McNeil, MLA Annapolis	Subway	Take Flight Communications
Town of Kentville	TD Canada Trust	Tim Hortons
Valley Harvester	Waterbury Newtown	Weston Foods
Willowbank Farm	Wilmot Baptist Church	Young Drivers

*This is by no means a complete list and does not include the many individuals who participate in our events, such as Bowl For Kids, Dinner Theatre, Spooktacular, or purchase a Lottery Calendar.*

*We also would like to extend a sincere Thank You to the many volunteers who help make our events a huge success. A thank you to all our Littles and parents, and finally, a BIG thank you to all of our Big Brothers and Big Sisters. Our organization would not exist without caring individuals who take the time to out of their busy lives to spend with the young people in our community.*

*On June 17<sup>th</sup> 2017, we'll be hosting our first annual Volunteer Appreciation event in Kentville. Please watch for details to come.*

# STAFF & DIRECTORS

## Staff & Directors

Big Brothers Big Sisters of the Annapolis Valley Staff

**JONATHAN LEARD**  
AGENCY MANAGER

Tel 902 678 8641 Ext 101  
Jonathan.leard@bigbrothersbigsisters.ca

**JESSICA ATWELL**  
MENTORING  
COORDINATOR

Tel 902 678 8641 Ext 102  
Jessica.atwell@bigbrothersbigsisters.ca

**JOCELYN ENGLAND**  
FUND DEVELOPMENT  
ASSOCIATE

Tel 902 678 8641 Ext 103  
Jocelyn.england@bigbrothersbigsisters.ca

### 2016 Board Of Directors

**Chair**

*Shelly Phillips*

**Secretary**

*Amanda Dornan*

**Director**

*Charmaine Schofield*

**Director**

*Lyle Crosby*

**Vice Chair**

*Laura Toole*

**Director**

*Carol Robar*

**Director**

*Luke Morine*

**Treasurer**

*Wanda Winkelman*

**Director**

*Sharon Brake*

**Director**

*Andy Woolaver*

## Agency Information



**Big Brothers Big Sisters**  
of the Annapolis Valley

Big Brothers Big Sisters of the Annapolis Valley

136 Exhibition St, Kentville NS, B4N 4E5

Tel 902 678 8641

Fax 902 678 8641

[www.bbbsannapolisvalley.ca](http://www.bbbsannapolisvalley.ca)