

F.P.S.S. Foster Parent Support Services Society

Financial Statements

For the Year Ended March 31, 2021



Baker Tilly Victoria Ltd
Chartered Professional
Accountants
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INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

To the Shareholders of F.P.S.S. Foster Parent Support Services Society

We have reviewed the accompanying financial statements of F.P.S.S. Foster Parent Support Services Society that comprise the statement of financial position as at March 31, 2021, and the statements of operations, 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.

Practitioner's Responsibility

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.



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INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT (continued)

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

Conclusion

Based on our review, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of F.P.S.S. Foster Parent Support Services Society as at March 31, 2021, 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.

Baker Tilly Victoria Ltd.

CHARTERED PROFESSIONAL ACCOUNTANTS

Victoria, BC

July 21, 2021

F.P.S.S. FOSTER PARENT SUPPORT SERVICES SOCIETY
STATEMENT OF FINANCIAL POSITION
MARCH 31, 2021

	2021	2020
ASSETS		
CURRENT		
Cash and cash equivalents	\$ 187,471	\$ 192,882
Cash and cash equivalents - reserve fund	91,561	82,352
Restricted cash - deferred contributions	42,342	47,357
Accounts receivable	-	186
Goods and services tax recoverable	2,910	2,689
Prepaid expenses	4,981	4,004
	329,265	329,470
CAPITAL ASSETS (Note 3)	2,959	2,739
	\$ 332,224	\$ 332,209
LIABILITIES		
CURRENT		
Accounts payable and accrued liabilities	\$ 45,893	\$ 39,972
Employee deductions payable	12,036	7,476
Deferred contributions (Note 4)	42,342	47,357
	100,271	94,805
NET ASSETS		
INVESTED IN CAPITAL ASSETS	2,959	2,739
RESERVE FUND (Note 5)	91,561	82,352
SURPLUS EFFICIENCIES RETENTION FUND (Note 6)	97,691	109,679
UNRESTRICTED NET ASSETS	39,742	42,634
	231,953	237,404
	\$ 332,224	\$ 332,209

LEASE COMMITMENTS (Note 7)

Approved By The Directors

_____ Director

_____ Director

See notes to financial statements

F.P.S.S. FOSTER PARENT SUPPORT SERVICES SOCIETY
STATEMENT OF REVENUES AND EXPENDITURES
YEAR ENDED MARCH 31, 2021

	2021	2020
REVENUE		
Education and Support Program <i>(Schedule 1)</i>	\$ 473,806	\$ 451,017
BCFPSS and CSSFP	3,500	-
Safe Babies Grant	2,500	-
Mutual Aid Grant	1,515	2,332
Donations	196	241
	481,517	453,590
EXPENDITURES		
Education and Support Program <i>(Schedule 1)</i>	485,794	425,291
Conference	-	6,973
Mutual Aid Grant	1,515	2,332
Safe Babies Grant	2,500	-
BCFPSS & CSSFP	3,500	-
	493,309	434,596
EXCESS OF REVENUE OVER EXPENDITURES FROM OPERATIONS	(11,792)	18,994
Reserve revenue <i>(Note 5)</i>	6,341	4,341
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES	\$ (5,451)	\$ 23,335

See notes to financial statements

F.P.S.S. FOSTER PARENT SUPPORT SERVICES SOCIETY
STATEMENT OF CHANGES IN NET ASSETS
YEAR ENDED MARCH 31, 2021

	Capital Assets	Reserve Fund <i>(note 5)</i>	Surplus Efficiencies Retention Fund <i>(note 6)</i>	Unrestricted Net Assets	2021 Balance
Balance beginning of year	\$ 2,739	\$ 82,352	\$ 109,679	\$ 42,634	\$ 237,404
Revenues in excess of expenses	-	6,341	-	(11,792)	(5,451)
Allocation from unrestricted net assets	-	2,868	-	(2,868)	-
Amortization of capital assets	(2,296)	-	-	2,296	-
Purchase of capital assets	2,516	-	-	(2,516)	-
Net transfer to surplus efficiencies retention fund	-	-	(11,988)	11,988	-
	\$ 2,959	\$ 91,561	\$ 97,691	\$ 39,742	\$ 231,953

	Capital Assets	Reserve Fund	Surplus Efficiencies Retention Fund	Unrestricted Net Assets	2020 Balance
Balance beginning of year	\$ 5,120	\$ 75,356	\$ 83,953	\$ 49,640	\$ 214,069
Revenues in excess of expenses	-	4,341	-	18,994	23,335
Allocation from unrestricted net assets	-	2,655	-	(2,655)	-
Amortization of capital assets	(2,381)	-	-	2,381	-
Net transfer to surplus efficiencies retention fund	-	-	25,726	(25,726)	-
	\$ 2,739	\$ 82,352	\$ 109,679	\$ 42,634	\$ 237,404

See notes to financial statements

F.P.S.S. FOSTER PARENT SUPPORT SERVICES SOCIETY
STATEMENT OF CASH FLOWS
YEAR ENDED MARCH 31, 2021

	2021	2020
CASH FLOWS FROM OPERATING ACTIVITIES		
Cash receipts from the province	\$ 476,306	\$ 452,267
Cash received from other contributors	382	241
Cash paid for salaries and benefits	(324,894)	(285,671)
Cash paid to for materials and services	(156,836)	(147,389)
Cash received on the reserve fund	6,341	4,341
	1,299	23,789
CASH FLOWS FROM INVESTING ACTIVITY		
Purchase of capital assets	(2,516)	-
INCREASE (DECREASE) IN CASH FLOW	(1,217)	23,789
Cash - beginning of year	322,591	298,802
CASH - END OF YEAR	\$ 321,374	\$ 322,591
CASH CONSISTS OF:		
Cash and cash equivalents	\$ 187,471	\$ 192,882
Restricted cash - reserve fund	91,561	82,352
Restricted cash - deferred contributions	42,342	47,357
	\$ 321,374	\$ 322,591

See notes to financial statements

F.P.S.S. FOSTER PARENT SUPPORT SERVICES SOCIETY
NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2021

1. DESCRIPTION OF OPERATIONS

F.P.S.S. Foster Parent Support Services Society (the "society") is incorporated under the British Columbia Society Act. The society provides education and support to foster parents within the Vancouver Island region and has offices in Victoria and Campbell River. The society's operations are funded by the provincial government.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

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

Cash and cash equivalents

Cash includes cash and cash equivalents. Cash equivalents are investments in treasury bills and are valued at cost plus accrued interest. The carrying amounts approximate fair value because they are highly liquid investments with maturities of one year or less at date of purchase.

Capital assets

Capital assets are stated at cost or deemed cost less accumulated amortization. Capital assets are amortized over their estimated useful lives at the following rates and methods:

Computer equipment	3 years	straight-line method
Computer software	3 years	straight-line method
Furniture and fixtures	5 years	straight-line method

Reserve fund

GST refunds, interest on term deposit and other non-operating monies received by the society, with no restrictions attached, are credited to the reserve fund. Expenditures for the benefit of the society are approved by the board of directors and charged against the reserve fund.

Revenue recognition

F.P.S.S. Foster Parent Support Services Society follows the deferral method of accounting for contributions.

Restricted contributions are recognized as deferred contributions in the year they are received and recognized as revenue in the year in which the related expenses are incurred. 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.

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. Actual results could differ from these estimates.

(continues)

F.P.S.S. FOSTER PARENT SUPPORT SERVICES SOCIETY
NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2021

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Financial instruments policy

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in income. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

3. CAPITAL ASSETS

	Cost	Accumulated amortization	2021 Net book value	2020 Net book value
Computer equipment	\$ 33,813	\$ 31,049	\$ 2,764	\$ 2,413
Furniture and fixtures	62,773	62,578	195	326
	<u>\$ 96,586</u>	<u>\$ 93,627</u>	<u>\$ 2,959</u>	<u>\$ 2,739</u>

F.P.S.S. FOSTER PARENT SUPPORT SERVICES SOCIETY
NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2021

4. DEFERRED CONTRIBUTIONS

	Balances, March 31, 2020	Amounts received during the year	Amounts recognized as revenue	Balances, March 31, 2021
(a) Children and Youth with Complex and Challenging Behaviour	\$ 18,323	\$ -	\$ -	\$ 18,323
(b) Caregiver Support Services Framework	8,547	-	3,500	5,047
(c) Residential Review Project	6,631	-	-	6,631
(d) Mutual Aid Grant	5,236	2,500	1,515	6,221
(e) Partnership Training	3,560	-	-	3,560
(f) Practice Guidelines Grant	2,560	-	-	2,560
(g) Safe Babies	2,500	-	2,500	-
	\$ 47,357	\$ 2,500	\$ 7,515	\$ 42,342

- a) The society received a \$60,000 grant from the Provincial Health Services Authority. These funds are to be used for a literature review of best practices for Children and Youth with Complex and Challenging Behaviour support.
- b) The society received a \$8,547 grant from the British Columbia Federation of Foster Parent Associations during 2011, in lieu of recruitment materials purchased for their Caregiver Support Services Framework Project. These funds are to be used for the purposes of providing on-going training for foster parents in South (60%) and Central (40%) Vancouver Island.
- c) The society received a \$33,333 grant from the Ministry of Children and Family Development (MCFD) during 2007, to support the tasks of the Caregiver Education Framework Advisory Table and working groups to review and re-design the MCFD Education Program for caregivers. The funds will be used to support the MCFD - Residential Review Project.
- d) The society received a \$7,500 grant from the MCFD for Mutual Aid. These funds are to be used to provide opportunities for foster parent networking in the Comox Valley Regional District. An additional \$1,250 was received in the current fiscal period.
- e) The society received a \$12,000 grant from the MCFD for Partnership Training. These funds are to be used in the Nanaimo (\$7,500) and Duncan (\$4,500) areas for training to impart knowledge, improve skills and build awareness of resources for foster parents.
- f) The society received \$78,000 grant from the Provincial Health Services Authority. These funds will be used toward the development and dissemination of practice guidelines for MCFD practitioners from across all program areas who are working with children and youth with complex needs and their families/caregivers.
- g) The society received a \$2,500 grant from the Vancouver Island Health Authority for the Safe Babies training. These funds are to be used to provide safe baby training and support.

F.P.S.S. FOSTER PARENT SUPPORT SERVICES SOCIETY
NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2021

5. RESERVE FUND

	North Island	Campbell River	Regional Office	2021	2020
Reserve fund beginning of year	\$ 238	\$ 5,345	\$ 76,769	\$ 82,352	\$ 75,356
Revenues	-	-	6,341	6,341	4,341
Allocation from unrestricted net assets	-	-	2,868	2,868	2,655
Reserve fund end of year	\$ 238	\$ 5,345	\$ 85,978	\$ 91,561	\$ 82,352

6. SURPLUS EFFICIENCIES RETENTION FUND

	2021	2020
Surplus efficiencies retention fund beginning of year	\$ 109,679	\$ 83,953
Allocation from net assets	(11,988)	25,726
Surplus efficiency retention fund end of year	\$ 97,691	\$ 109,679

If the society's funding exceeds its expenditures related to the delivery of services the society may retain up to a cumulative 5% of the annual contract value to a maximum of \$22,026 as allowable surplus. This allowable surplus should only be utilized for capital and operating expenditures for delivery of services in British Columbia. Any expenditures out of this fund must be approved by the Board of Directors.

7. LEASE COMMITMENTS

The society has a long term lease with respect to its Victoria premises. Future minimum lease payments including Goods and Services Tax as at March 31, 2021, are as follows:

2022	\$ 14,700
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8. ALLOCATION OF COMMON COSTS

The operating expenditures of the Education and Support program, unless specifically related to a geographical region, are allocated 50% to the South Island area, 35% to the Central Island area and 15% to the Upper Island area.

F.P.S.S. FOSTER PARENT SUPPORT SERVICES SOCIETY
NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2021

9. FINANCIAL INSTRUMENTS

The society is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the society's risk exposure and concentration as of March 31, 2021.

Credit risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The society is exposed to credit risk from funders. An allowance for doubtful accounts is established based upon factors surrounding the credit risk of specific accounts, historical trends and other information. The society has a significant number of funders which minimizes concentration of credit risk.

Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The society is exposed to this risk mainly in respect of its receipt of funds from its funders and other related sources, and accounts payable.

Market risk

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 three types of risk: currency rate risk, interest rate risk and other price risk. The society is mainly exposed to interest rate risk.

Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the society manages exposure through its normal operating and financing activities. The society is exposed to interest rate risk primarily through its fixed rate cash equivalents.

10. SUBSEQUENT EVENTS

In March 2020 the World Health Organization declared coronavirus COVID-19 a global pandemic. This contagious disease outbreak has adversely affected workforces, customers, economies, and financial markets globally, potentially leading to an economic downturn. It has also disrupted the normal operations of many businesses. This outbreak could adversely impact the society's operations. It is not possible for the society to predict the duration or magnitude of the adverse results of the outbreak and its effects on the society's business or results of operations at this time.

F.P.S.S. FOSTER PARENT SUPPORT SERVICES SOCIETY
SCHEDULE OF EDUCATION AND SUPPORT PROGRAM
YEAR ENDED MARCH 31, 2021

(Schedule 1)

	South	Central	Upper Island	2021	2020
REVENUE					
Ministry of Children and Family Development	\$ 229,416	\$ 160,591	\$ 68,824	\$ 458,831	\$ 451,017
MCFD one time funding	7,488	5,241	2,246	14,975	-
	<u>236,904</u>	<u>165,832</u>	<u>71,070</u>	<u>473,806</u>	<u>451,017</u>
EXPENDITURES					
Operational					
Salaries and benefits	168,414	117,891	50,525	336,830	291,823
Office supplies	11,112	7,779	3,334	22,225	29,089
Facilitator					9,598
Training and workshops	2,741	1,919	822	5,482	4,741
Transportation	581	406	174	1,161	7,795
Telephone	5,059	3,541	1,518	10,118	7,934
Website development	401	281	120	802	618
Peer support	2,605	1,824	782	5,211	5,238
Protocol support	757	530	227	1,514	784
Regional newsletter	943	660	283	1,886	2,348
Foster Parent appreciation	2,326	1,629	698	4,653	964
Amortization of equipment	1,148	804	344	2,296	2,380
Postage	1,275	892	382	2,549	1,078
Memberships	834	584	250	1,668	1,091
FCSS of BC meeting	-	-	-	-	3,562
Respite	-	-	-	-	360
Accreditation	4,505	3,153	1,351	9,009	-
Foster Parent recruitment	10,727	7,509	3,218	21,454	-
Facilities					
Rent	17,313	12,119	5,194	34,626	34,440
Insurance	1,300	910	390	2,600	2,366
Hydro and gas	895	627	269	1,791	1,837
Repairs and maintenance	-	-	-	-	1,516
Security	221	155	66	442	442
Administrative					
Legal and professional fees	4,395	3,076	1,318	8,789	9,672
Board development	4,423	3,096	1,327	8,846	4,126
Interest and bank charges	451	316	135	902	883
Courier	470	329	141	940	606
	<u>242,896</u>	<u>170,030</u>	<u>72,868</u>	<u>485,794</u>	<u>425,291</u>
REVENUE IN EXCESS OF (LESS THAN) EXPENDITURES					
	\$ (5,992)	\$ (4,198)	\$ (1,798)	\$ (11,988)	\$ 25,726