

# **Financial Statements**

## **The Bank Street Business Improvement Area**

**December 31, 2021**

# Independent auditor's report

To the Board Members, Members of Council, Inhabitants and Ratepayers of  
**The Bank Street Business Improvement Area**

## Qualified opinion

We have audited the financial statements of **The Bank Street Business Improvement Area** [the "BIA"], which comprise the statement of financial position as at December 31, 2021, and the statement of operations, statement of changes in net financial assets and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the possible effects of the matter described in the *Basis for qualified opinion* section of our report, the accompanying financial statements present fairly, in all material respects, the financial position of the BIA as at December 31, 2021, and its results of operations, its changes in net financial assets, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

## Basis for qualified opinion

During the years ended December 31, 2020 and December 31, 2021, the BIA applied for and received \$12,202 and \$76,252, respectively, in government assistance from the Canada Emergency Wage Subsidy ["CEWS"] program under the COVID-19 Economic Response Plan in Canada, which has been recognized as sundry revenue in the statement of operations in each respective year. We were unable to obtain sufficient appropriate audit evidence about the BIA's eligibility for the CEWS program in order to recognize the amount in sundry revenue in the years ended December 31, 2020 or December 31, 2021. As a result, we were unable to determine whether any adjustments might be necessary to accounts payable and accrued liabilities, net financial assets, and accumulated surplus as at December 31, 2021, and sundry revenue and annual surplus for the year then ended.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial statements* section of our report. We are independent of the BIA in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

## Responsibilities of management and those charged with governance for the financial statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the BIA's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the BIA or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the BIA's financial reporting process.



### **Auditor's responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the BIA's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the BIA's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the BIA to cease to continue as a going concern.
- Evaluate the overall presentation, structure, and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

*Ernst & Young LLP*

Ottawa, Canada  
October 25, 2022

Chartered Professional Accountants  
Licensed Public Accountants



# THE BANK STREET BUSINESS IMPROVEMENT AREA

## STATEMENT OF FINANCIAL POSITION

As at December 31, 2021, with comparative information for 2020

Table 1 - Statement of Financial Position - Financial Assets

<b>Financial assets</b>	<b>2021</b>	<b>2020</b>
Cash and cash equivalents	<b>\$40,043</b>	<b>\$1,381</b>
Cash on deposit with the Corporation of the City of Ottawa	<b>245,917</b>	<b>275,204</b>
Accounts receivable	<b>103,661</b>	<b>16,220</b>
<b>Total financial assets</b>	<b>389,621</b>	<b>292,805</b>

Table 2 - Statement of Financial Position - Liabilities

<b>Liabilities</b>	<b>2021</b>	<b>2020</b>
Accounts payable and accrued liabilities <i>[note 2]</i>	<b>142,645</b>	94,738
<b>Total liabilities</b>	<b>142,645</b>	94,738
<b>Net financial assets</b>	<b>246,976</b>	198,067

Table 3 - Statement of Financial Position - Non-Financial Assets and Accumulated Surplus

<b>Non-financial assets</b>	<b>2021</b>	<b>2020</b>
Prepaid expenses	<b>52,603</b>	18,208
Tangible capital assets <i>[note 4]</i>	<b>7,416</b>	12,988
<b>Total non-financial assets</b>	<b>60,019</b>	31,196
<b>Accumulated surplus</b>	<b>\$306,995</b>	<b>\$229,263</b>

*See accompanying notes*

# THE BANK STREET BUSINESS IMPROVEMENT AREA

## STATEMENT OF OPERATIONS

For the year ended December 31, 2021, with comparative information for 2020

Table 4 - Statement of Operations – Revenue

<b>Revenue</b>	<b>Budget 2021 [note 5]</b>	<b>Actual 2021</b>	<b>Actual 2020</b>
Tax revenue [note 3]	\$575,600	\$581,754	\$701,281
Payments in lieu of taxation	140,000	123,687	140,922
Gain on sale of asset	-	804	-
Sundry	38,000	287,291	131,097
<b>Total revenue</b>	<b>753,600</b>	<b>993,536</b>	<b>973,300</b>

Table 5 - Statement of Operations - Expenses

<b>Expenses</b>	<b>Budget 2021 [note 5]</b>	<b>Actual 2021</b>	<b>Actual 2020</b>
Advertising and promotion [note 2]	315,900	325,194	359,941
Salaries	271,500	265,829	256,767
Professional and consulting fees	32,000	87,826	69,913
Maintenance	97,500	117,068	67,754
Rent	50,000	50,030	54,506
Office	86,700	49,232	48,087
Tangible capital asset write-down	-	5,000	18,601
Insurance	8,000	6,541	5,044
Depreciation	-	5,017	4,452
Audit fees	2,000	4,067	2,614
Provision for unforeseen	40,000	-	-
<b>Total expenses</b>	<b>903,600</b>	<b>915,804</b>	<b>887,679</b>
<b>Annual surplus (deficit)</b>	<b>(150,000)</b>	<b>77,732</b>	<b>85,621</b>
Accumulated surplus, beginning of year	229,263	229,263	143,642
<b>Accumulated surplus, end of year</b>	<b>\$79,263</b>	<b>\$306,995</b>	<b>\$229,263</b>

See accompanying notes

# THE BANK STREET BUSINESS IMPROVEMENT AREA

## STATEMENT OF CHANGES IN NET FINANCIAL ASSETS

For the year ended December 31, 2021, with comparative information for 2020

Table 6 - Statement of Changes in Net Financial Assets

	<b>Budget 2021 [note 5]</b>	<b>Actual 2021</b>	<b>Actual 2020</b>
<b>Annual surplus (deficit)</b>	<b>(\$150,000)</b>	<b>\$77,732</b>	<b>\$85,621</b>
Acquisition of tangible capital assets	-	<b>(4,969)</b>	(4,894)
Disposal of tangible capital assets	-	<b>1,328</b>	
Depreciation of tangible capital assets	-	<b>5,017</b>	4,452
Tangible capital asset write-down	-	<b>5,000</b>	18,601
Gain on sale of tangible capital assets	-	<b>(804)</b>	-
Increase in prepaid expenses	-	<b>(34,395)</b>	(10,524)
<b>Increase (decrease) in net financial assets</b>	<b>(150,000)</b>	<b>48,909</b>	<b>93,256</b>
Net financial assets, beginning of year	<b>198,067</b>	<b>198,067</b>	104,811
<b>Net financial assets, end of year</b>	<b>\$48,067</b>	<b>\$246,976</b>	<b>\$198,067</b>

*See accompanying notes*

# THE BANK STREET BUSINESS IMPROVEMENT AREA

## STATEMENT OF CASH FLOWS

For the year ended December 31, 2021, with comparative information for 2020

Table 7 - Statement of Cash Flows - Operating Activities

<b>Operating activities</b>	<b>2021</b>	<b>2020</b>
Annual surplus	<b>\$77,732</b>	\$85,621
Add items not affecting cash		
Depreciation	<b>5,017</b>	4,452
Tangible capital asset write-down	<b>5,000</b>	18,601
Changes in non-cash working capital balances related to operations		
Increase in accounts receivable	<b>(87,441)</b>	(5,770)
Increase in prepaid expenses	<b>(34,395)</b>	(10,524)
Decrease in deferred revenue	-	(11,999)
Increase in accounts payable and accrued liabilities	<b>47,907</b>	57,518
<b>Cash provided by operating activities</b>	<b>13,820</b>	137,899

Table 8 - Statement of Cash Flows - Capital Activities

<b>Capital activities</b>	<b>2021</b>	<b>2020</b>
Disposal of tangible capital assets	<b>1,328</b>	-
Gain on sale of tangible capital assets	<b>(804)</b>	-
Acquisition of tangible capital assets	<b>(4,969)</b>	(4,894)
<b>Cash used in capital activities</b>	<b>(4,445)</b>	(4,894)

Table 9 - Statement of Cash Flows - Change in Cash and Cash Equivalents

<b>Change in cash and cash equivalents</b>	<b>2021</b>	<b>2020</b>
Net increase in cash during the year	<b>9,374</b>	133,005
Cash and cash equivalents, beginning of year	<b>276,585</b>	143,580
<b>Cash and cash equivalents, end of year</b>	<b>\$285,960</b>	\$276,585

Table 10 - Statement of Cash Flows - Cash Breakdown

<b>Cash and cash equivalents consist of</b>	<b>2021</b>	<b>2020</b>
Cash and cash equivalents	<b>\$40,043</b>	\$1,381
Cash on deposit with the Corporation of the City of Ottawa	<b>245,917</b>	275,204
	<b>\$285,960</b>	\$276,585

*See accompanying notes*

# **THE BANK STREET BUSINESS IMPROVEMENT AREA**

## **NOTES TO THE FINANCIAL STATEMENTS**

**DECEMBER 31, 2021**

### **1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

#### **Basis of presentation**

The financial statements of The Bank Street Business Improvement Area [the “BIA”] are the responsibility of management prepared in accordance with accounting principles generally accepted for the public sector as prescribed by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. Since a precise determination of many assets and liabilities is dependent upon future events, the preparation of periodic financial statements necessarily involves the use of estimates and approximations. These estimates and approximations have been made using careful judgment.

#### **Accrual accounting**

Revenue and expenses are reported on the accrual basis of accounting.

The accrual basis of accounting recognizes revenue as it becomes earned and measurable; expenses are recognized as they are incurred and measurable as a result of receipt of goods or services.

Government transfers are recognized in revenue in the fiscal years during which events giving rise to the transfer occur, provided the transfers are authorized, eligibility criteria and stipulations have been met and reasonable estimates of the amounts can be made.

#### **Tangible capital assets**

Tangible capital assets are initially recorded at cost and depreciated over their estimated useful lives using the straight-line method. Capital expenditures that do not generate future economic benefits to the BIA are charged to operations in the year of acquisition.

The equipment, less residual value, is depreciated on a straight-line basis over its estimated useful life, which ranges from three to ten years. When a new tangible asset is acquired, depreciation is recorded from when the asset is put into use.



## **1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

### **Financial instruments**

The financial instruments of the BIA consist of cash and cash equivalents, cash on deposit with the Corporation of the City of Ottawa, accounts receivable and accounts payable and accrued liabilities. Unless otherwise noted, it is management's opinion that the BIA is not exposed to significant interest rate, currency or credit risks arising from these financial instruments.

### **Tax revenue**

Annually, the City of Ottawa bills and collects tax levies as well as payments in lieu of taxation on behalf of the BIA. Tax revenue consists of non-exchange transactions. It is recognized in the period to which the assessment relates and when reasonable estimates of amounts can be made. Annual revenue also includes adjustments related to reassessments or appeals related to prior years.

## **2. RELATED PARTY TRANSACTIONS**

The BIA purchases certain services from companies controlled by the Board of Directors' members and company executives in the normal course of business at exchange amounts, which is the amount agreed to by both parties. During the year, the BIA incurred expenses of \$4,910, which it paid to related parties in return for goods and services.

In addition, the BIA is related to all entities under control of the City of Ottawa. During the year ended December 31, 2021, the BIA incurred expenses with the City of Ottawa of \$10,035 [2020 - \$18,361] and recognized grant revenue from the City of Ottawa of \$51,000 [2020 - \$42,116] within sundry revenue on the Statement of Operations. As at December 31, 2021, \$140 [2020 - \$18,361] is included in accounts payable and accrued liabilities that is due to related parties.

### 3. TAX REVENUE

Tax revenue comprises the following:

Table 11 - Tax Revenue Breakdown

	<b>2021</b>	<b>2020</b>
	\$	\$
General tax levy	<b>675,607</b>	800,683
Supplementary assessments	-	2,156
Remissions	<b>(94,602)</b>	(101,563)
Vacancy rebates	<b>749</b>	5
	<b>581,754</b>	701,281

### 4. TANGIBLE CAPITAL ASSETS

Tangible capital assets comprise the following:

Table 12 - Tangible Capital Assets Breakdown

	<b>2021</b>	<b>2020</b>
	\$	\$
Equipment	<b>29,921</b>	33,724
Accumulated depreciation	<b>(22,505)</b>	(20,736)
<b>Net book value</b>	<b>(7,416)</b>	12,988

### 5. BUDGET AMOUNTS

Budget data presented in these financial statements is based upon the 2021 budget approved by the Board of Directors. The Board-approved budget is prepared on a basis that differs from budget amounts reported on the statements of operations and changes in net financial assets, which are prepared in accordance with Canadian public sector accounting standards. The total approved revenue budget of \$753,600 reconciles to the budget figures reported in these financial statements after deducting the budgeted contribution from reserves of \$150,000, which is not included in revenue for purposes of the financial statement presentation.

## **6. COVID-19 IMPACT**

The outbreak of the novel strain of coronavirus, specifically identified as “COVID-19”, has resulted in governments worldwide enacting emergency measures to combat the spread of the virus. The Government of Canada has announced a new set of economic measures to stabilize the economy during this challenging period. In response to the negative economic impact of COVID-19, various government programs have been announced to provide financial relief to affected businesses. The BIA determined that it qualified for the Canada Emergency Wage Subsidy [“CEWS”] under the COVID-19 Economic Response Plan in Canada. The BIA recognized \$76,252 [2020 - \$12,202] worth of CEWS revenue in sundry revenue in 2021.