

# **Financial Statements**

**The Kanata North Business Improvement Area**

**December 31, 2018**

## Independent auditor's report

To the Board Members, Members of Council, Inhabitants and Ratepayers of  
**The Kanata North Business Improvement Area**

### Opinion

We have audited the financial statements of **The Kanata North Business Improvement Area** [the "BIA"], which comprise the statement of financial position as at December 31, 2018, 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, the accompanying financial statements present fairly, in all material respects, the financial position of the BIA as at December 31, 2018, and its financial performance and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### Basis for opinion

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 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 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.

Ottawa, Canada  
August 7, 2019

*Ernst & Young LLP*

Chartered Professional Accountants  
Licensed Public Accountants

# THE KANATA NORTH BUSINESS IMPROVEMENT AREA

## STATEMENT OF FINANCIAL POSITION

As at December 31, 2018, with comparative information for 2017

Table 1 - Statement of Financial Position - Financial Assets

<b>Financial assets</b>	<b>2018</b>	<b>2017</b>
Cash	<b>\$1,738</b>	\$8,997
Cash on deposit with the Corporation of the City of Ottawa	<b>236,567</b>	133,359
Accounts receivable	<b>3,800</b>	3,477
<b>Total financial assets</b>	<b>242,105</b>	145,833

Table 2 - Statement of Financial Position - Liabilities

<b>Liabilities</b>	<b>2018</b>	<b>2017</b>
Accounts payable and accrued liabilities <i>[note 2]</i>	<b>60,969</b>	30,300
Deferred revenue	-	5,283
<b>Total liabilities</b>	<b>60,969</b>	35,583
<b>Net financial assets</b>	<b>181,136</b>	110,250

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

<b>Non-financial assets</b>	<b>2018</b>	<b>2017</b>
Prepaid expenses	<b>2,943</b>	5,401
<b>Total non-financial assets</b>	<b>2,943</b>	5,401
<b>Accumulated surplus</b>	<b>\$184,079</b>	\$115,651

*See accompanying notes*

# THE KANATA NORTH BUSINESS IMPROVEMENT AREA

## STATEMENT OF OPERATIONS

For the year ended December 31, 2018, with comparative information for 2017

Table 4 - Statement of Operations - Revenue

<b>Revenue</b>	<b>Budget 2018</b>	<b>Actual 2018</b>	<b>Actual 2017</b>
Tax revenue <i>[note 3]</i>	\$400,000	<b>\$441,052</b>	\$394,921
Advertising income	112,000	<b>136,510</b>	92,931
Payments in lieu of taxation	1,500	<b>1,975</b>	1,710
<b>Total revenue</b>	<b>513,500</b>	<b>579,537</b>	<b>489,562</b>

Table 5 - Statement of Operations - Expenses

<b>Expenses</b>	<b>Budget 2018</b>	<b>Actual 2018</b>	<b>Actual 2017</b>
Salaries	194,000	<b>148,480</b>	170,506
Advertising and promotion	216,000	<b>218,084</b>	176,995
Office	54,500	<b>66,861</b>	51,463
Rent	30,000	<b>27,200</b>	26,076
Maintenance	11,000	<b>7,681</b>	5,454
Professional and consulting fees	-	<b>36,134</b>	10,500
Insurance	6,500	<b>4,842</b>	4,194
Audit fees	1,500	<b>1,827</b>	4,108
<b>Total expenses</b>	<b>513,500</b>	<b>511,109</b>	<b>449,296</b>
<b>Annual surplus</b>	<b>-</b>	<b>68,428</b>	<b>40,266</b>
Accumulated surplus, beginning of year	115,651	<b>115,651</b>	75,385
<b>Accumulated surplus, end of year</b>	<b>\$115,651</b>	<b>\$184,079</b>	<b>\$115,651</b>

See accompanying notes

# THE KANATA NORTH BUSINESS IMPROVEMENT AREA

## STATEMENT OF CHANGES IN NET FINANCIAL ASSETS

For the year ended December 31, 2018, with comparative information for 2017

Table 6 - Statement of Changes in Net Financial Assets

	<b>Budget 2018</b>	<b>Actual 2018</b>	<b>Actual 2017</b>
<b>Annual surplus</b>	\$ -	<b>\$68,428</b>	\$40,266
Decrease in prepaid expenses	-	<b>2,458</b>	4,016
<b>Increase in net financial assets</b>	-	<b>70,886</b>	44,282
Net financial assets, beginning of year	110,250	<b>110,250</b>	65,968
<b>Net financial assets, end of year</b>	<b>\$110,250</b>	<b>\$181,136</b>	<b>\$110,250</b>

*See accompanying notes*

# THE KANATA NORTH BUSINESS IMPROVEMENT AREA

## STATEMENT OF CASH FLOWS

For the year ended December 31, 2018, with comparative information for 2017

Table 7 - Statement of Cash Flows - Operating Activities

<b>Operating activities</b>	<b>2018</b>	<b>2017</b>
Annual surplus	<b>\$68,428</b>	\$40,266
Changes in non-cash working capital balances related to operations		
Increase in accounts receivable	<b>(323)</b>	(3,162)
Decrease in prepaid expenses	<b>2,458</b>	4,016
Increase in accounts payable and accrued liabilities	<b>30,669</b>	10,476
(Decrease) increase in deferred revenue	<b>(5,283)</b>	5,283
<b>Cash provided by operating activities</b>	<b>95,949</b>	56,879

Table 8 - Statement of Cash Flows - Change in Cash and Cash Equivalents

<b>Change in cash and cash equivalents</b>	<b>2018</b>	<b>2017</b>
Net increase in cash and cash equivalents during the year	<b>95,949</b>	56,879
Cash and cash equivalents, beginning of the year	<b>142,356</b>	85,477
<b>Cash and cash equivalents, end of year</b>	<b>\$238,305</b>	\$142,356

Table 9 - Statement of Cash Flows - Cash Breakdown

<b>Cash and cash equivalents consists of</b>	<b>2018</b>	<b>2017</b>
Cash	<b>\$1,738</b>	\$8,997
Cash on deposit with the Corporation of the City of Ottawa	<b>236,567</b>	133,359
	<b>\$238,305</b>	\$142,356

*See accompanying notes*

# **THE KANATA NORTH BUSINESS IMPROVEMENT AREA**

## **NOTES TO THE FINANCIAL STATEMENTS**

**DECEMBER 31, 2018**

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

#### **Basis of presentation**

The financial statements of The Kanata North Business Improvement Area [the “BIA”] are the representation 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 revenues as they become 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.

#### **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, accounts payable and accrued liabilities. Unless otherwise noted, it is management’s opinion that the BIA is not exposed to significant interest, currency or credit risks arising from these financial instruments.



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

### **Tax revenue**

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

### **New Accounting Standards**

The Public Sector Accounting Board issued new accounting standards effective for fiscal years beginning on or after April 1, 2017.

Of these pronouncements, PS 2200 *Related Party Disclosures*, PS 3320 *Contingent Assets*, and PS 3380 *Contractual Rights* provide guidance on disclosure requirements only. The adoption of PS 3320 and PS 3380 did not result in additional note disclosures. The disclosure on PS 2200 is included in Note 2.

In addition to these disclosure standards, the BIA adopted PS 3420 *Inter-entity Transactions* which establishes the accounting and reporting for transactions between public sector entities that comprise a government's reporting entity from both a provider and recipient perspective. The adoption of this new standard did not result in any financial impact on the BIA's financial statements.

## **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 commercial rates. In 2018, the following material related party transactions occurred with companies associated with members of the Board of Directors.

The BIA entered into contracts with Brookstreet Hotel to provide conference and meeting space facilities at a cost of \$48,440; and with TrueCourse Communications to provide graphic design and strategic marketing services at a cost of \$28,450. The BIA also paid KRP Properties \$27,200 for office space under a leasing contract, and Invest Ottawa \$4,730 for conference related services. In addition, KRP contributed \$1,000 in sponsorship for a BIA event and the BIA received \$9,720 from Invest Ottawa in relation to a cost sharing agreement. These transactions occurred at commercial rates. The BIA is also related to all entities under control of the City of Ottawa.

As at December 31, 2018, \$7,026 [2017 – nil] of the related party transactions is included in accounts payable and accrued liabilities.

### 3. TAX REVENUE

Tax revenue comprises the following:

Table 10 - Tax revenue breakdown

	<b>2018</b>	<b>2017</b>
	<b>\$</b>	<b>\$</b>
General tax levy	<b>423,880</b>	414,932
Supplementary assessments	<b>29,550</b>	2,749
Remissions	<b>(8,403)</b>	(11,560)
Vacancy rebates	<b>(3,975)</b>	(11,200)
	<b>441,052</b>	394,921