

Financial Statements

The Manotick Business Improvement Area

December 31, 2020

Independent auditor's report

To the Board Members, Members of Council, Inhabitants and Ratepayers of
The Manotick Business Improvement Area

Opinion

We have audited the financial statements of **The Manotick Business Improvement Area** [the "BIA"], which comprise the statement of financial position as at December 31, 2020, and the statement of operations, statement of changes in net debt 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, 2020, 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 consolidated 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
July 28, 2021

Ernst & Young LLP

Chartered Professional Accountants
Licensed Public Accountants



THE MANOTICK BUSINESS IMPROVEMENT AREA

STATEMENT OF FINANCIAL POSITION

As at December 31, 2020, with comparative information for 2019

Table 1 - Statement of Financial Position - Financial Assets

Financial assets	2020	2019
Cash and cash equivalents	\$1,000	\$1,000
Accounts receivable	460	—
Cash on deposit with the Corporation of the City of Ottawa	10,251	17,242
Total financial assets	11,711	18,242

Table 2 - Statement of Financial Position - Liabilities

Liabilities	2020	2019
Deferred revenue	2,874	—
Accounts payable and accrued liabilities <i>[note 2]</i>	20,101	20,868
Total liabilities	22,975	20,868
Net debt	(11,264)	(2,626)

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

Non-financial assets	2020	2019
Tangible capital assets <i>[note 4]</i>	41,634	31,703
Prepaid expenses	4,683	871
Total non-financial assets	46,317	32,574
Accumulated surplus	\$35,053	\$29,948

See accompanying notes

THE MANOTICK BUSINESS IMPROVEMENT AREA

STATEMENT OF OPERATIONS

For the year ended December 31, 2020, with comparative information for 2019

Table 4 - Statement of Operations - Revenue

Revenue	Budget 2020	Actual 2020	Actual 2019
Tax revenue <i>[note 3]</i>	\$215,540	\$182,504	\$221,241
Sundry	17,846	28,197	80,840
Payments in lieu of taxation	6,200	6,426	6,015
Total revenue	239,586	217,127	308,096

Table 5 - Statement of Operations - Expenses

Expenses	Budget 2020	Actual 2020	Actual 2019
Advertising and promotion	114,135	78,970	123,578
Professional and consulting fees	81,705	72,356	79,707
Maintenance	29,046	44,724	42,620
Office and administration	8,850	6,983	17,661
Insurance	4,000	2,200	3,636
Audit fees	1,850	2,184	2,160
Depreciation		4,605	1,494
Total expenses	239,586	212,022	270,856
Annual surplus	-	5,105	37,240
Accumulated surplus (deficit), beginning of year	29,948	29,948	(7,292)
Accumulated surplus, end of year	\$29,948	\$35,053	\$29,948

See accompanying notes

THE MANOTICK BUSINESS IMPROVEMENT AREA

STATEMENT OF CHANGES IN NET DEBT

For the year ended December 31, 2020, with comparative information for 2019

Table 6 - Statement of Changes in Net Debt

	Budget 2020	Actual 2020	Actual 2019
Annual surplus	—	\$5,105	\$37,240
Acquisition of tangible capital assets	—	(14,536)	(33,197)
Depreciation of tangible capital assets	—	4,605	1,494
(Increase) decrease in prepaid expenses	—	(3,812)	52
Decrease (increase) in net debt	—	(8,638)	5,589
Net debt, beginning of year	(2,626)	(2,626)	(8,215)
Net debt, end of year	\$(2,626)	\$(11,264)	\$(2,626)

See accompanying notes

THE MANOTICK BUSINESS IMPROVEMENT AREA

STATEMENT OF CASH FLOWS

For the year ended December 31, 2020, with comparative information for 2019

Table 7 - Statement of Cash Flows - Operating Activities

Operating activities	2020	2019
Annual surplus	\$5,105	\$37,240
Add item not affecting cash		
Depreciation of tangible capital assets	4,605	1,494
Changes in non-cash working capital balances related to operations		
(Increase) decrease in accounts receivable	(460)	241
(Increase) decrease in prepaid expenses	(3,812)	52
Increase in deferred revenue	2,874	—
(Decrease) increase in accounts payable and accrued liabilities	(767)	12,793
Cash provided by operating activities	7,545	51,820

Table 8 - Statement of Cash Flows - Capital Activities

Capital activities	2020	2019
Acquisition of tangible capital assets	(14,536)	(33,197)
Cash used in capital activities	(14,536)	(33,197)

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

Change in cash and cash equivalents	2020	2019
Net (decrease) increase in cash and cash equivalents during the year	(6,991)	18,623
Cash and cash equivalents, beginning of year	18,242	(381)
Cash and cash equivalents, end of year	\$11,251	\$18,242

Table 10 - Statement of Cash Flows - Cash Breakdown

Cash and cash equivalents consist of	2020	2019
Cash and cash equivalents	\$1,000	\$1,000
Cash on deposit with (due to) the Corporation of the City of Ottawa	10,251	17,242
	\$11,251	\$18,242

See accompanying notes

THE MANOTICK BUSINESS IMPROVEMENT AREA

NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 2020

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

The financial statements of The Manotick 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 the 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 benefit 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 five to ten years. When a new tangible asset is acquired, depreciation is recorded when the asset is put into use.

THE MANOTICK BUSINESS IMPROVEMENT AREA

NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 2020

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Financial instruments

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

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 to 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.

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 \$1,496 and purchased tangible capital assets for \$7,447, both of which were paid to related parties in return for goods and services.

The BIA paid \$7,792 [2019 - \$751] to Manotick Home Hardware to purchase bike racks and other miscellaneous supplies. The supplies purchased have been included in maintenance expense, and the bike racks have been capitalized to the statement of financial position. These transactions occurred at exchange rates.

In addition, the BIA is related to all entities under control of the City of Ottawa. As at December 31, 2020, nil [2019 – nil] is included in accounts payable and accrued liabilities that is due to related parties.

THE MANOTICK BUSINESS IMPROVEMENT AREA

NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 2020

3. TAX REVENUE

Tax revenue comprises the following:

Table 11 - Tax Revenue Breakdown

	2020	2019
	\$	\$
General tax levy	219,612	214,172
Supplementary assessment	(175)	9,821
Remissions	(36,933)	(2,752)
	<u>182,504</u>	<u>221,241</u>

4. TANGIBLE CAPITAL ASSETS

Tangible capital assets comprise the following:

Table 9 - Tangible Capital Assets Breakdown

	2020	2019
	\$	\$
Equipment	47,733	33,197
Accumulated depreciation	(6,099)	(1,494)
Net book value	<u>41,634</u>	<u>31,703</u>

5. SUBSEQUENT EVENTS

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 an effort to provide financial relief to members dealing with COVID-19 restrictions, the BIA elected to reduce their general tax levy by 25% to \$165,626 [2020 - \$219,612] for the 2021 fiscal year.