



Financial Statements

Greater Victoria Chamber of Commerce

December 31, 2019

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Independent Auditors' Report

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To the members of the Greater Victoria Chamber of Commerce

Opinion

We have audited the financial statements of the Greater Victoria Chamber of Commerce (“the Organization”), which comprise the statement of financial position as at December 31, 2019, and the statements of operations, changes in net assets and 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 Greater Victoria Chamber of Commerce as at December 31, 2019, and its results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

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 Organization 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 opinion.

Responsibilities of Management and Those Charged with Governance 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.

In preparing the financial statements, management is responsible for assessing the Organization'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 Organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Organization'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 Organization'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 Organization'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 Organization 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.

Victoria, Canada
April 28, 2020



Chartered Professional Accountants

Greater Victoria Chamber of Commerce

Statement of Operations

Year Ended December 31

2019

2018

Revenue		
Advertising	\$ 26,345	\$ 22,539
Benefits and other income	216,499	192,405
Contract administration fees	9,080	9,740
Events	373,715	400,465
Investment income	7,906	10,135
Members' dues and assessments	661,880	660,186
	<u>1,295,425</u>	<u>1,295,470</u>
Expenses		
Administration (Note 8)	1,020,914	986,576
Advertising	29,101	22,525
Amortization	14,639	19,145
Committee activities	2,184	2,638
Events	230,489	249,061
	<u>1,297,327</u>	<u>1,279,945</u>
(Deficiency) excess of revenues over expenses from operations	(1,902)	15,525
Increase on fair market value of investments	<u>91,157</u>	<u>8,950</u>
Excess of revenue over expenses	<u>\$ 89,255</u>	<u>\$ 24,475</u>

See accompanying notes to the financial statements.

Greater Victoria Chamber of Commerce

Statement of Changes in Net Assets

Year Ended December 31

	Invested in capital assets	Unrestricted	2019 Total	2018 Total
Balance, beginning of the year	\$ 30,896	\$ 605,294	\$ 636,190	\$ 611,714
(Deficiency) excess of revenue over expenses	(14,639)	103,894	89,255	24,476
Purchase of capital assets	5,207	(5,207)	-	-
Balance, end of year	\$ 21,464	\$ 703,981	\$ 725,445	\$ 636,190

See accompanying notes to the financial statements.

**Greater Victoria Chamber of Commerce
Statement of Financial Position**

December 31 2019 2018

Assets

Current

Cash and cash equivalents	\$	13,933	\$	5,463
Prepays		34,365		29,370
Receivables		31,285		43,545
Investments (Note 3)		978,352		889,183
		1,057,935		967,561

Capital assets (Note 4)

		21,464		30,896
		1,079,399		998,457

Liabilities

Current

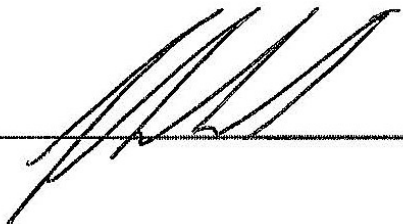
Payables and accruals	\$	43,802	\$	52,939
Government remittances		3,562		4,546
Deferred revenue (Note 6)		306,590		304,782
		353,954		362,267

Net Assets

Invested in capital assets		21,464		30,896
Unrestricted		703,981		605,294
		725,445		636,190
		1,079,399		998,457

Commitments (Note 7)

On behalf of the Board



Director



Director

See accompanying notes to the financial statements.

Greater Victoria Chamber of Commerce

Statement of Cash Flows

Year Ended December 31

2019

2018

Increase (decrease) in cash

Operating

Excess of revenue over expenses	\$	89,255	\$	24,476
Amortization		14,639		19,145
Increase on fair market value of investments		(91,157)		(8,950)
		12,737		34,671

Change in non-cash operating working capital

Receivables		12,260		(21,228)
Prepays		(4,995)		17,595
Payables and accruals		(9,136)		2,285
Government remittances		(984)		1,222
Deferred revenue		1,808		17,879
		(1,047)		17,753
		11,690		52,424

Investing

Purchase of capital assets		(5,207)		(18,545)
Purchase of investments		(163,990)		(892,833)
Proceeds on sale of investments		165,977		888,524
		(3,220)		(22,854)

Net increase in cash

8,470 29,570

Cash (bank indebtedness), beginning of year

5,463 (24,107)

Cash, end of year

\$ 13,933 \$ 5,463

See accompanying notes to the financial statements.

Greater Victoria Chamber of Commerce

Notes to the Financial Statements

December 31, 2019

1. Purpose of the organization

The Greater Victoria Chamber of Commerce (the “Chamber”) is incorporated under the Board of Trade Act of Canada and its principal activity is to promote and improve trade and commerce and the economic, civic, and social welfare of Greater Victoria.

2. Summary of significant accounting policies

Basis of presentation

The Chamber has prepared these financial statements in accordance with Canadian Accounting Standards for Not-for-Profit Organizations (“ASNPO”).

Revenue recognition

The Chamber follows the deferral method of accounting for contributions. Restricted contributions are 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.

All other revenues are recognized as earned.

Capital assets

Purchased capital assets are recorded at cost. Contributed capital assets are recorded at fair value at the date of the contribution. Capital assets are amortized on a straight-line basis over their estimated useful life as follows:

Furniture and equipment	20%, straight-line basis
Computer hardware and software	30%, straight-line basis
Leasehold improvements	straight-line basis over the lesser of useful life and lease term

Cash and cash equivalents

Cash and cash equivalents consist of cash on deposit with financial institutions.

Use of estimates

In preparing the Chamber’s financial statements, management is required to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements and reported amounts of revenue and expenses during the year. Actual results could differ from these estimates.

Greater Victoria Chamber of Commerce

Notes to the Financial Statements

December 31, 2019

2. Summary of significant accounting policies (continued)

Impairment of long-lived assets

The Chamber regularly reviews the carrying value of long-lived assets and continually makes estimates regarding future cash flows and other factors to determine the fair value of the respective assets. If these estimates or their related assumptions change in the future, the Chamber may be required to record impairment charges for these assets.

Financial instruments

Financial instruments are recorded at fair value on initial recognition. Investments that are quoted in an active market are subsequently measured at fair value with changes in fair value recorded in the statement of operations. All other financial instruments are subsequently recorded at cost or amortized cost, unless management has elected to carry the instruments at fair value. The Chamber has not elected to carry any such financial instruments at fair value.

Transaction costs incurred on the acquisition of financial instruments measured subsequently at fair value are expensed as incurred. All other financial instruments are adjusted by transaction costs incurred on acquisition and financing costs, which are amortized using the straight-line method.

Financial assets are assessed for impairment on an annual basis at the end of the fiscal year if there are indicators of impairment. If there is an indicator of impairment, the Chamber determines if there is a significant adverse change in the expected amount or timing of future cash flows from the financial asset. If there is a significant adverse change in the expected cash flows, the carrying value of the financial asset is reduced to the highest of the present value of the expected cash flows, the amount that could be realized from selling the financial asset or the amount the Chamber expects to realize by exercising its right to any collateral. If events and circumstances reverse in a future period, an impairment loss will be reversed to the extent of the improvement, not exceeding the initial carrying value.

Contributed materials and services

Donated property, equipment and services are recorded at fair value when received, if obtainable and significant. If the fair market value cannot be determined or is trivial, such items are not recognized in the financial statements.

The Chamber is dependent on the voluntary service of many members and others. Since these services are not normally purchased by the Chamber and, because of the difficulty of determining their fair value, donated services are not recognized in these financial statements.

Greater Victoria Chamber of Commerce

Notes to the Financial Statements

December 31, 2019

3. Investments

Investments have a cost of \$908,204 (2018: \$892,614) with a market value of \$978,352 (2018: \$889,183). The funds are managed in accordance with the Chamber's investment guidelines and consist of:

	<u>2019</u>	<u>2018</u>
Cash and cash equivalents	\$ 110,587	\$ 191,140
Fixed Income	286,893	261,052
Equities	<u>580,872</u>	<u>436,991</u>
	<u>\$ 978,352</u>	<u>\$ 889,183</u>

Included in investments are \$337,350 of foreign securities, of which \$183,410 are U.S. investments and \$153,940 are investments in other countries.

4. Capital assets

			<u>2019</u>	<u>2018</u>
	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>Net Book Value</u>	<u>Net Book Value</u>
Furniture and equipment	\$ 69,309	\$ 69,309	\$ -	\$ 5,003
Computer hardware and software	105,922	84,458	21,464	25,893
Leasehold Improvements	<u>22,381</u>	<u>22,381</u>	<u>-</u>	<u>-</u>
	<u>\$ 197,612</u>	<u>\$ 176,148</u>	<u>\$ 21,464</u>	<u>\$ 30,896</u>

5. Bank indebtedness

The Chamber has a line of credit authorized to \$100,000. Advances bear interest at prime plus 1.00% and are due on demand. A general security agreement has been provided in support of the line of credit.

6. Deferred revenue

Deferred revenue represents the unearned portion of membership fees received or receivable in advance and other fees and sponsorships received in advance of the related event.

Greater Victoria Chamber of Commerce

Notes to the Financial Statements

December 31, 2019

7. Commitments

The Chamber leases its office under an operating lease which expires on January 31, 2021. The lease includes minimum annual rent payments of \$37,766 and 18.88% of applicable common area costs. Annual payments of minimum rent over the remainder of the lease term are:

2020	37,766
2021	3,148
	<u>\$ 40,914</u>

8. Administration

	<u>2019</u>	<u>2018</u>
Affiliation and association dues	\$ 4,281	\$ 16,492
Interest	-	59
Membership expenses	2,646	1,209
Occupancy costs	103,258	103,448
Office	83,031	76,567
Postage	5,617	3,671
Professional fees	10,341	16,912
Salaries and employee costs	798,546	746,929
Telephone	8,452	10,090
Travel and convention	4,742	11,198
	<u>\$ 1,020,914</u>	<u>\$ 986,575</u>

9. Related party transactions

During the year, there were payments made in the amount of \$3,944 (2018: \$6,572) to companies owned by members of the board of directors. The amounts were paid in exchange for office supplies, marketing services, courier service, and programming and fundraising expenses in the normal course of operations and represent the fair value of services rendered.

During the year, there were advertising, events, and sponsorship revenues received totalling \$50,516 (2018: \$29,542) from companies owned by members of the Board of Directors.

Greater Victoria Chamber of Commerce

Notes to the Financial Statements

December 31, 2019

10. Financial instrument risks

In the normal course of business, the Chamber is exposed to credit risk, liquidity risk, interest rate risk, market risk and currency risk.

Credit risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The Chamber's main credit risks relate to its accounts receivable.

Liquidity risk

Liquidity risk is the risk that the Chamber cannot meet a demand for cash or fund its obligations as they come due. The Chamber is exposed to this risk mainly in respect of its payables and accruals and government remittances.

Interest rate risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Chamber is exposed to interest rate fluctuations on its credit facilities as outlined in note 5 to the financial statements. The Chamber is also exposed to interest rate risk on its fixed rate investments and the possibility that they will change in value due to future fluctuations in market interest rates.

Market risk

Market risk relates to the possibility that the investments will change in value due to future fluctuations in market prices. This risk is reduced by the investment policy provisions approved by management for a structured asset mix to be followed by the investment managers, the requirement for diversification of investments within each asset class and credit quality constraints on fixed income instruments. Market risk can be measured in terms of volatility, i.e., the standard deviation of change in the value of a financial instrument within a specific time horizon. The Chamber is exposed to market risk through its investments quoted in an active market.

Currency risk

Currency risk relates to the possibility that the investments will change in value due to fluctuations in US, Euro and other international foreign exchanges rates. The Chamber does not perform significant transactions in foreign currencies and is not exposed to significant currency risk.

Greater Victoria Chamber of Commerce

Notes to the Financial Statements

December 31, 2019

11. Subsequent events

Since December 31, 2019, the outbreak of COVID-19 and related global responses have caused material disruptions to businesses around the world, leading to an economic slowdown. Global equity markets have experienced significant volatility and weakness. As at March 20, 2020, the date that these financial statements were approved, the fair value of the Chamber's investments had declined significantly to \$XXX, which also reflects a \$XXX withdrawal made in February 2020.

While governments and central banks have reacted with monetary and fiscal interventions designed to stabilize economic conditions, the duration and extent of the impact of the COVID-19 outbreak, as well as the effectiveness of government and central bank responses, remains unclear at this time.

The subsequent changes in the fair value of the Chamber's investments are not reflected in the financial statements as at December 31, 2019.
