

**NOVA SCOTIA HEALTH AND COMMUNITY SERVICES**

**SAFETY ASSOCIATION**

**FINANCIAL STATEMENTS**

**MARCH 31, 2017**

**UNAUDITED**

**NOVA SCOTIA HEALTH AND COMMUNITY SERVICES  
SAFETY ASSOCIATION  
INDEX  
MARCH 31, 2017  
UNAUDITED**

---

	Page
<b>REVIEW ENGAGEMENT REPORT</b>	1
<b>STATEMENT OF OPERATIONS AND CHANGES IN NET ASSETS</b>	2
<b>STATEMENT OF FINANCIAL POSITION</b>	3
<b>STATEMENT OF CASH FLOWS</b>	4
<b>NOTES TO THE FINANCIAL STATEMENTS</b>	5 - 9



Collins Barrow Nova Scotia  
101 – 120 Eileen Stubbs Avenue  
City of Lakes Business Park  
Dartmouth, Nova Scotia  
B2B 1Y1 Canada  
T: 902.404.4000  
F: 902-404-3099  
Email: [halifax@collinsbarrow.com](mailto:halifax@collinsbarrow.com)  
[www.collinsbarrow.com](http://www.collinsbarrow.com)

## REVIEW ENGAGEMENT REPORT

To the Board of Directors of:  
**Nova Scotia Health and Community Services Safety Association**

We have reviewed the statement of financial position of **Nova Scotia Health and Community Services Safety Association** as at March 31, 2017 and the statements of operations and changes in net assets and cash flows for the year then ended. Our review was made in accordance with Canadian generally accepted standards for review engagements and accordingly consisted primarily of inquiry, analytical procedures and discussion related to information supplied to us by the association.

A review does not constitute an audit and consequently we do not express an audit opinion on these financial statements.

Based on our review, nothing has come to our attention that causes us to believe that these financial statements are not, in all material respects, in accordance with Canadian accounting standards for not-for-profit organizations.

A handwritten signature in cursive script that reads 'Collins Barrow Inc.'.

Dartmouth, Nova Scotia  
June 1, 2017

**Chartered Professional Accountants  
Licensed Public Accountants**

**NOVA SCOTIA HEALTH AND COMMUNITY SERVICES**  
**SAFETY ASSOCIATION**  
**STATEMENT OF OPERATIONS AND CHANGES IN NET ASSETS**  
**FOR THE YEAR ENDED MARCH 31, 2017**  
**UNAUDITED**

2


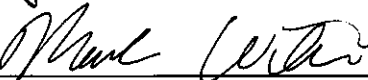
	2017	2016
	\$	\$
<b>REVENUES</b>		
Department of Health and Wellness	450,000	450,000
Department of Labour OHS Education Trust Fund	-	50,000
Workers Compensation Board	100,000	27,000
Interest and other	<u>3,576</u>	<u>1,319</u>
	<u>553,576</u>	<u>528,319</u>
<b>OPERATING EXPENSES</b>		
Advertising and promotion	1,012	2,107
Amortization	6,548	6,574
Communications	7,536	4,086
Executive meetings	6,597	6,648
Governance	31,205	12,509
Insurance	924	623
Interest and bank charges	1,543	1,528
Membership, dues and fees	1,325	2,358
Office	9,263	13,431
Professional fees	19,963	19,647
Program salaries	212,214	207,224
Programs	53,154	63,587
Rental of premises	28,644	29,172
Salaries and wages	154,917	165,638
Subscriptions	<u>-</u>	<u>1,648</u>
	<u>534,845</u>	<u>536,780</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES</b>	18,731	( 8,461)
NET ASSETS - beginning of year	<u>15,060</u>	<u>23,521</u>
NET ASSETS - end of year	<u>33,791</u>	<u>15,060</u>

NOVA SCOTIA HEALTH AND COMMUNITY SERVICES  
 SAFETY ASSOCIATION  
 STATEMENT OF FINANCIAL POSITION  
 AS AT MARCH 31, 2017  
 UNAUDITED

	2017	2016
	\$	\$
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	31,856	7
Accounts receivable	3,391	-
HST recoverable	8,764	16,215
Prepays	<u>2,391</u>	<u>2,430</u>
	46,402	18,652
<b>CAPITAL ASSETS (Note 3)</b>	<u>12,370</u>	<u>18,918</u>
	<u><b>58,772</b></u>	<u><b>37,570</b></u>
<b>LIABILITIES</b>		
<b>CURRENT</b>		
Accounts payable and accrued liabilities (Note 4)	<u>24,981</u>	<u>22,510</u>
<b>NET ASSETS</b>		
<b>UNRESTRICTED</b>	<u>33,791</u>	<u>15,060</u>
	<u><b>58,772</b></u>	<u><b>37,570</b></u>

COMMITMENT (Note 8)

Approved by the Board

  
 \_\_\_\_\_ Director  
  
 \_\_\_\_\_ Director

**NOVA SCOTIA HEALTH AND COMMUNITY SERVICES**  
**SAFETY ASSOCIATION**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED MARCH 31, 2017**  
**UNAUDITED**

4

	2017	2016
	\$	\$
<b>CASH PROVIDED BY (USED FOR):</b>		
<b>OPERATING</b>		
Excess (deficiency) of revenues over expenses	18,731	( 8,461)
Items not affecting cash		
Amortization	6,548	6,574
Write-off of web development costs	<u>-</u>	<u>6,450</u>
	25,279	4,563
Changes in non-cash working capital items		
Accounts receivable	( 3,391)	-
HST recoverable	7,451	( 5,224)
Prepays	39	44
Accounts payable and accrued liabilities	<u>2,471</u>	<u>( 7,931)</u>
	<u>31,849</u>	<u>( 8,548)</u>
<b>INVESTING</b>		
Acquisition of capital assets	<u>-</u>	<u>( 3,752)</u>
<b>CHANGE IN CASH</b>	31,849	( 12,300)
<b>CASH - beginning of year</b>	<u>7</u>	<u>12,307</u>
<b>CASH - end of year</b>	<u>31,856</u>	<u>7</u>

NOVA SCOTIA HEALTH AND COMMUNITY SERVICES  
SAFETY ASSOCIATION  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED MARCH 31, 2017  
UNAUDITED

---

5

**1. OPERATIONS**

Nova Scotia Health and Community Services Safety Association (the "Association") is a not-for-profit organization incorporated under the Nova Scotia Societies Act. The Association works with stakeholders and partners to promote and improve safety and health in Health and Community Services workplaces.

**2. SIGNIFICANT ACCOUNTING POLICIES**

Basis of accounting

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations and include the following significant accounting policies:

Cash

Cash consists of a bank balance held with a financial institution.

Capital assets

Capital assets are recorded at cost. Amortization is provided for using the following rates and methods over their estimated useful lives as follows:

Computer equipment	55%	Diminishing balance
Equipment	3 years	Straight-line
Furniture and fixtures	30%	Diminishing balance
Leaseholds	5 years	Straight-line

One half year's amortization is taken in the year of acquisition.

Impairment of long-lived assets

Long-lived assets are tested for impairment whenever events or changes in circumstances indicate that their carrying value may not be recoverable. An impairment loss is recognized when the carrying amount of the asset exceeds the sum of the undiscounted cash flows resulting from its use and eventual disposition. An impairment loss is measured as the amount by which the carrying amount of the long-lived asset exceeds its fair value.

NOVA SCOTIA HEALTH AND COMMUNITY SERVICES  
SAFETY ASSOCIATION  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED MARCH 31, 2017  
UNAUDITED

---

6

## 2. SIGNIFICANT ACCOUNTING POLICIES (Continued)

### Revenue recognition

The Association 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 they are received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Interest revenue is recorded as earned.

Other revenue is recorded when there is pervasive evidence that an arrangement exists, the price is fixed and determinable and services have been rendered.

### Income taxes

The Association is a registered non-profit organization under the meaning assigned in Section 149.1 (1) of the Income Tax Act and as such is exempt from income taxes. Accordingly, no provision has been made in the accounts for income taxes.

### Financial instruments

#### *Measurement of financial instruments*

The Association initially measures its financial assets and financial liabilities at fair value.

The Association subsequently measures all its financial assets and financial liabilities at amortized cost.

Financial assets measured at amortized cost include cash, accounts receivable and HST recoverable.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities.

#### *Impairment*

Financial assets measured at amortized cost are tested for impairment when there are indicators of impairment. The amount of any write-down is recognized in excess (deficiency) of revenues over expenses. Any previously recognized impairment loss may be reversed to the extent of any improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of any reversal is recognized in excess (deficiency) of revenues over expenses.



NOVA SCOTIA HEALTH AND COMMUNITY SERVICES  
SAFETY ASSOCIATION  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED MARCH 31, 2017  
UNAUDITED

**2. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

Use of estimates

The preparation of financial statements in accordance with accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingencies at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Estimates are used when accounting for items and matters such as useful lives of capital assets and certain accrued liabilities. Actual results could differ from those estimates.

**3. CAPITAL ASSETS**

	Cost	Accumulated Amortization	Net 2017	Net 2016
	\$	\$	\$	\$
Computer equipment	614	523	91	200
Equipment	33,755	31,289	2,466	4,898
Furniture and fixtures	31,600	28,788	2,812	4,018
Leaseholds	<u>20,793</u>	<u>13,792</u>	<u>7,001</u>	<u>9,802</u>
	<u>86,762</u>	<u>74,392</u>	<u>12,370</u>	<u>18,918</u>

**4. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES**

	2017	2016
	\$	\$
Accounts payable	7,237	5,132
Accrued liabilities	7,579	6,902
Government remittances	<u>10,165</u>	<u>10,476</u>
	<u>24,981</u>	<u>22,510</u>

NOVA SCOTIA HEALTH AND COMMUNITY SERVICES  
SAFETY ASSOCIATION  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED MARCH 31, 2017  
UNAUDITED

---

8

**5. PENSION PLAN**

During the year, the Association contributed to a defined benefit pension plan on behalf of its employees. The benefit plan is the Nova Scotia Association of Health Employees' Pension Plan, which is a multi-employer defined benefit plan administered by its Board of Trustees. The Plan is administered in compliance with Plan documents, Canada's Income Tax Act and the Nova Scotia Pension Benefits Act. The Association matches employee contributions, calculated as a percentage of salary. Contributions of \$28,613 have been expensed for the year ended March 31, 2017 (2016 - \$28,391). The Association bears no direct financial liability for the plan as the responsibility lies with the plan administrators.

**6. PUBLIC SECTOR COMPENSATION DISCLOSURE**

The Public Sector Compensation Disclosure Act (the "Act"), Province of Nova Scotia, requires the disclosure of compensation under certain defined circumstances. Under the Act, disclosure of the compensation of the Executive Director, Susan Dempsey is required. Ms. Dempsey's compensation and benefits for the year ended March 31, 2017 was \$111,994 (2016 - \$112,977).

**7. FINANCIAL INSTRUMENTS**

*Risks and concentrations*

The Association is exposed to various risks through its financial instruments. The following analysis provides a measure of the Association's risk exposure and concentrations at March 31, 2017.

It is management's opinion that the Association is not exposed to significant market, currency, interest rate and price risk from its financial instruments. The risks arising on financial instruments are limited to the following:

*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. Financial instruments that potentially subject the Association to concentrations of credit risk consist of cash. The Association deposits its cash in a reputable financial institution and therefore believes the risk of loss to be remote.

NOVA SCOTIA HEALTH AND COMMUNITY SERVICES  
SAFETY ASSOCIATION  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED MARCH 31, 2017  
UNAUDITED

---

**7. FINANCIAL INSTRUMENTS (Continued)**

*Liquidity risk*

Liquidity risk is the risk that the Association will encounter difficulty in meeting obligations associated with financial liabilities. The Association is exposed to this risk mainly in respect of its accounts payable and accrued liabilities. The Association mitigates this risk through budget preparation and careful cash flow management.

**8. COMMITMENT**

The Association has committed to a two year lease expiring April 1, 2019, for office space at 201 Brownlow Avenue in Dartmouth, NS. Future minimum lease payments over the next two fiscal years are as follows:

	\$
2018	30,965
2019	30,965

**9. ECONOMIC DEPENDENCE**

The Association's ability to continue viable operations is dependent on continuing government funding from the Province of Nova Scotia Department of Health and Wellness (the "Department").

Funding has been secured until March 2018 under the terms of a contract with the Department.