

NOVA SCOTIA HEALTH AND COMMUNITY SERVICES
SAFETY ASSOCIATION
FINANCIAL STATEMENTS
MARCH 31, 2018

NOVA SCOTIA HEALTH AND COMMUNITY SERVICES
SAFETY ASSOCIATION
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MARCH 31, 2018

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INDEPENDENT PRACTITIONERS' REVIEW ENGAGEMENT REPORT

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

We have reviewed the accompanying financial statements of **Nova Scotia Health and Community Services Safety Association** that comprise the statement of financial position as at March 31, 2018 and the statements of operations and changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility 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.

Practitioners' Responsibility

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

Conclusion

Based on our review, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of **Nova Scotia Health and Community Services Safety Association** as at March 31, 2018, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.



Dartmouth, Nova Scotia
June 7, 2018

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, 2018

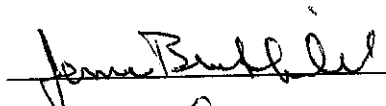
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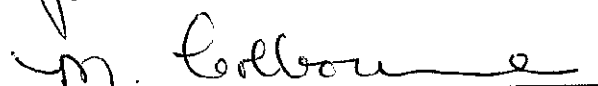
	2018	2017
	\$	\$
REVENUES		
Department of Health and Wellness	500,000	450,000
Department of Labour OHS Education Trust Fund	25,000	-
Workers Compensation Board	19,270	100,000
Interest and other	<u>2,597</u>	<u>3,576</u>
	<u>546,867</u>	<u>553,576</u>
OPERATING EXPENSES		
Advertising and promotion	375	1,012
Amortization	6,160	6,548
Communications	7,148	7,536
Executive meetings	6,355	6,597
Governance	14,368	31,205
Insurance	1,200	924
Interest and bank charges	1,469	1,543
Membership, dues and fees	1,484	1,325
Office	7,899	9,263
Professional fees	20,354	19,963
Program salaries	211,648	212,214
Programs	64,848	53,154
Rental of premises	30,965	28,644
Salaries and wages	<u>195,899</u>	<u>154,917</u>
	<u>570,172</u>	<u>534,845</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	(23,305)	18,731
NET ASSETS - beginning of year	<u>33,791</u>	<u>15,060</u>
NET ASSETS - end of year	<u>10,486</u>	<u>33,791</u>

NOVA SCOTIA HEALTH AND COMMUNITY SERVICES
SAFETY ASSOCIATION
STATEMENT OF FINANCIAL POSITION
AS AT MARCH 31, 2018

	2018	2017
	\$	\$
ASSETS		
CURRENT		
Cash	34,831	31,856
Accounts receivable	-	3,391
HST recoverable	4,188	8,764
Prepays	<u>1,646</u>	<u>2,391</u>
	40,665	46,402
CAPITAL ASSETS (Note 3)	<u>6,210</u>	<u>12,370</u>
	<u>46,875</u>	<u>58,772</u>
LIABILITIES		
CURRENT		
Accounts payable and accrued liabilities (Note 4)	<u>36,389</u>	<u>24,981</u>
NET ASSETS		
UNRESTRICTED	<u>10,486</u>	<u>33,791</u>
	<u>46,875</u>	<u>58,772</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, 2018

	2018	2017
	\$	\$
CASH PROVIDED BY (USED FOR):		
OPERATING		
Excess (deficiency) of revenues over expenses	(23,305)	18,731
Item not affecting cash		
Amortization	<u>6,160</u>	<u>6,548</u>
	(17,145)	25,279
Changes in non-cash working capital items		
Accounts receivable	3,391	(3,391)
HST recoverable	4,576	7,451
Prepays	745	39
Accounts payable and accrued liabilities	<u>11,408</u>	<u>2,471</u>
	2,975	31,849
CHANGE IN CASH		
CASH - beginning of year	<u>31,856</u>	<u>7</u>
CASH - end of year	<u><u>34,831</u></u>	<u><u>31,856</u></u>

NOVA SCOTIA HEALTH AND COMMUNITY SERVICES
SAFETY ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED MARCH 31, 2018

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, 2018

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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 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, 2018

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 2018	Net 2017
	\$	\$	\$	\$
Computer equipment	614	573	40	91
Equipment	33,755	33,755	-	2,466
Furniture and fixtures	31,600	29,631	1,969	2,812
Leaseholds	<u>20,793</u>	<u>16,592</u>	<u>4,201</u>	<u>7,001</u>
	<u>86,762</u>	<u>80,551</u>	<u>6,210</u>	<u>12,370</u>

4. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

	2018	2017
	\$	\$
Accounts payable	14,699	7,237
Accrued liabilities	7,320	7,579
Government remittances	<u>14,370</u>	<u>10,165</u>
	<u>36,389</u>	<u>24,981</u>

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 \$31,427 have been expensed for the year ended March 31, 2018 (2017 - \$28,613). 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, 2018 was \$119,068 (2017 - \$111,994).

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, 2018.

It is management's opinion that the Association is not exposed to significant market, currency, interest rate or 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.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED MARCH 31, 2018

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 fiscal year are as follows:

	\$
2019	33,365

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 2020 under the terms of a contract with the Department.