

## Cheryl McMullen

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**From:** Chris Pettman <cpettman@cariboofamily.org>  
**Sent:** September 22, 2023 1:33 PM  
**To:** CRD Mailbox; district@100milehouse.com  
**Subject:** Cariboo Family Enrichment Centre Grant For Assistance Application  
**Attachments:** CFEC District:CRD Grant In Aid Age Friendly.pdf; Annual General Meeting Minutes 2023.pdf; Board Members.docx; CFEC Age Friendly Grant In Aid Budget.pdf; CFEC Audited Financial Statements 2022-23 .pdf

You don't often get email from cpettman@cariboofamily.org. [Learn why this is important](#)

Please see attached the Cariboo Family Enrichment Centre's Grant For Assistance Application for the Age Friendly Service/Support Program and supporting documents.

Please let me know if you have any questions, or if I have omitted any forms.

Regards,



Chris Pettman MBA  
*He/Him/His*  
*Executive Director*  
**Cariboo Family Enrichment Centre**  
[cpettman@cariboofamily.org](mailto:cpettman@cariboofamily.org) | [www.cariboofamily.org](http://www.cariboofamily.org)  
#1-486 Birch Ave | 100 Mile House, BC V0K 2E0  
T (250)395-5155 | F (250)395-1811

The CFEC is located on Tseqcenemc (unceded traditional lands of people of Canim Lake) on Secwepemculecw (lands of the Shuswap people).

*This message may contain information that is considered confidential and which may be prohibited from disclosure under applicable law or by contractual agreement. The information is intended solely for the use of the individual or entity named above. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution or use of the information contained in or attached to this message is strictly prohibited. If you have received this email transmission in error, please notify the sender by replying to this email and then delete it from your system.*



## ANNUAL INTAKE GRANT FOR ASSISTANCE APPLICATION

### SOUTH CARIBOO (Electoral Areas G, H, AND L) and DISTRICT OF 100 MILE HOUSE

On an annual basis, **Electoral Areas G, H, and L** of the **Cariboo Regional District (CRD)** and the **District of 100 Mile House** jointly provide Grants for Assistance to local **non-profit organizations** for projects, activities and events that strengthen and enhance the wellbeing of the community, promote volunteerism and support the goals and priorities of the CRD and the District.

Applications may be submitted to the **Cariboo Regional District** via mail or by hand at Suite D, 180 North Third Ave., Williams Lake, BC V2G 2A4 or by hand to Unit 3 – 170 Cedar Avenue 100 Mile House; facsimile at 250-392-2812; or via email at [mailbox@cariboord.ca](mailto:mailbox@cariboord.ca)

Applications may also be submitted to the **District of 100 Mile House** via mail to PO Box 340, 100 Mile House, BC V0K 2E0 or by hand to #1-385 Birch Avenue, 100 Mile House, BC; facsimile at 250-395-1232; or email at [district@100milehouse.com](mailto:district@100milehouse.com)

**THE DEADLINE FOR APPLICATIONS IS OCTOBER 2<sup>ND</sup>, 2023.**

Before submitting your application, please ensure you have included all required documentation.

- ☒ Completed and signed application form
- ☒ Minutes of last Annual General Meeting
- ☒ List of current Directors
- ☒ Most current financial statements
- ☐ Required report for previous Grant for Assistance (if applicable and not already submitted. If unsure, please contact us. The report should contain the following information:
  - How the funds were utilized;
  - The success of the project or event;
  - The way the CRD was publicly recognized for providing funding.
- ☒ Budget for project you are requesting funds

If you have any questions, please contact the Cariboo Regional District or District of 100 Mile House.



District of 100 Mile House



**Grant for Assistance Application – South Cariboo /  
District of 100 Mile House**

**Organization Information:**

<b>Name of Organization:</b> Cariboo Family Enrichment Centre Society	
<b>Mailing Address:</b> PO Box 2427 100 Mile House BC V0K 2E0	
<b>Physical Address:</b> 1-486 Birch Ave. 100 Mile House BC V0K 2E0	
<b>Telephone (office):</b> 250 395 5155	<b>email (office):</b> cpettman@cariboofamily.org
<b>Purpose of Organization:</b> The Cariboo Family Enrichment Centre strengthens the quality of personal, family and community life through education, counselling, referral and support.	
<b>What community(ies) does the organization serve?</b> 100 Mile House and surrounding areas	
<b>How long has the organization operated in the community?</b> Since 1988	
<b>BC Society Registration Number: (if applicable)</b> S-24022	
<b>Federal Charitable Registration Number: (if applicable)</b> 12617 5413 RR0001	
<b>Chairperson's name:</b> Stephanie Kappei	
<b>Telephone:</b>	<b>email:</b>
<b>Treasurer or Financial Officer's name:</b> Ingrid Meyer	
<b>Telephone:</b>	<b>email:</b>

**Date of your last AGM:**

**Previous Grant from CRD (if applicable):** \$ \_\_\_\_\_

**Current Grant Request:** \$ 5,000

**A final report for your last grant received MUST be included with this submission,  
if not previously submitted.**



## Grant for Assistance Application – South Cariboo / District of 100 Mile House

### Project Information:

#### Brief description of proposed use of grant:

The Cariboo Family Enrichment Centre has taken over the community duties of the previous "Age Friendly Society" in 100 Mile House and is building a program for serving the needs of seniors in and around 100 Mile House. CFEC will use the requested funding to facilitate providing supplies, resources, and services to this demographic.

#### How do you know there is a need for this project/event in your community?

100 Mile House has a large and growing population of seniors, and some resources, such as the former "Age Friendly Society" are no longer providing services. CFEC has taken on these responsibilities to continue to provide care and support in the community for seniors.

#### Start date of the project:

2024-01-01

#### End date for the project:

2024-12-31

#### Describe the key activities and timelines to complete the project

CFEC is currently building the program to assist seniors. The supports may include organized activities, food support, community navigation, counseling, outreach, and other services as are identified by the program's coordinator, in collaboration with program participants.

#### How will you determine if the project/event is successful?

CFEC will keep records of the number of participants in the program, as well as noting personal positive outcomes as reported by those in the program via feedback. Further, CFEC can keep statistics on our Case Administration Management System on demographics and case outcomes.

#### Does your organization have sustainable funding? Please explain.

CFEC has served the community of 100 Mile House and surrounding areas since 1988. We are funded by a number of sources, including the Province of British Columbia, Red Cross, United Way, and many other contracts for our ongoing programs, such as Early Years, Counseling, and Youth Services, among others. The requested funding is for a new program for seniors.

#### Is your organization applying for funds from other sources for this project/event? If yes, what other organization(s)? How much? \$ TBD

Yes, CFEC is applying for a number of grants from as many opportunities as possible, including Blue Cross and others that are to be determined. It is our goal to raise as much as possible to provide the maximum possible range of services to this new program. Every source of funding will be appreciated and used to directly impact program participants.





## Grant for Assistance Application – South Cariboo / District of 100 Mile House

Describe the impact of this application being denied or approval of an amount less than requested.  
Will you be able to complete the project/event if you do not receive the funds applied for?

CFEC is seeking every opportunity for funding this program for seniors in 100 Mile House. We do not yet have confirmed funding from any one source, so we are hoping to build our supports around what funding is available. If we awarded less than what is requested, we will use whatever portion of the awarded funding to provide what we can to seniors in need.

Does your organization charge user fees/membership/admission? If yes, attach your current fee structure.

Does your organization receive any other support(s) from the CRD? Yes ☐ No ☒  
(i.e. financial support, rental subsidies, contribution agreements, tax exemption, use of CRD-owned facility)

If yes, what support(s) and how much?

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How will you recognize the CRD's contribution to your organization?

CFEC will acknowledge the CRD's support on our website as well as on any program materials distributed in the community. Further, the support will be noted in our agency newsletter where the CRD will be recognized as a funder of CFEC programming.

All funders are recognized in the 100 Mile Free Press throughout the year.

**THE INFORMATION INCLUDED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.**

[Redacted Signature]

**President/Chairperson**

2023-09-08

**Date**

Cariboo Family Enrichment Centre	
Age Friendly Budget District/CRD Grant In Aid	
Senior Navigator Wages/Benefits	2600
Nutrition (Snacks, Meals, Refreshments for participants)	1200
Transportation for Clients	600
Program Supplies	600
Total Expenses	5000

**The Cariboo Family Enrichment Centre Society**  
**Financial Statements**  
*March 31, 2023*

# The Cariboo Family Enrichment Centre Society

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*For the year ended March 31, 2023*

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To the Board of Directors of The Cariboo Family Enrichment Centre Society:

## Report on the Audit of the Financial Statements

### Qualified Opinion

We have audited the financial statements of The Cariboo Family Enrichment Centre Society (the "Society"), which comprise the statement of financial position as at March 31, 2023, 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, except for the possible effects of the matter described in the Basis for Qualified Opinion section of our report, the accompanying financial statements present fairly, in all material respects, the financial position of the Society as at March 31, 2023, 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.

### Basis for Qualified Opinion

In common with many not-for-profit organizations, the Society derives revenue from donations, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, our verification of these revenues was limited to the amounts recorded in the records of the Society and we were not able to determine whether any adjustments might be necessary to recorded contributions, the excess of revenues of expenses, and cash flows from operations for the year ended March 31, 2023 and current and net assets as at March 31, 2023. The audit opinion for the year ended March 31, 2022 was modified accordingly because of this scope limitation.

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 Society 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 qualified opinion.

### Annual Report

Management is responsible for the annual report. Other information obtained at the date of this auditor's report is financial information included in the annual report, but does not include the financial statements and our auditor's report thereon.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work we have performed on the other information obtained prior to the date of this auditor's report, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.



## 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 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 Society'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 Society or to cease operations, or has no realistic alternative but to do so.

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

## Report on Other Legal and Regulatory Requirements

As required by the British Columbia Society Act, we report that in our opinion, these principles have been applied on a basis consistent with that of the preceding year.

Prince George, British Columbia

September 19, 2023

Chartered Professional Accountants

# The Cariboo Family Enrichment Centre Society

## Statement of Financial Position

As at March 31, 2023

	2023	2022
<b>Assets</b>		
<b>Current</b>		
Cash (Note 3)	289,269	432,504
Accounts receivable	61,538	35,815
Prepaid expenses	5,151	2,861
Current portion of long-term investments (Note 4)	-	161,983
	<b>355,958</b>	633,163
<b>Investments (Note 4)</b>	<b>164,260</b>	1,200
<b>Tangible capital assets (Note 5)</b>	<b>32,390</b>	48,013
	<b>552,608</b>	682,376
<b>Liabilities</b>		
<b>Current</b>		
Accounts payable and accruals	24,431	41,889
Government remittances payable	23,332	22,396
Wages and benefits payable	63,408	64,338
Deferred contributions (Note 6)	296,471	363,797
Unearned revenue	1,012	2,633
	<b>408,654</b>	495,053
<b>Commitments (Note 7)</b>		
<b>Net Assets</b>		
Net assets invested in tangible capital assets	32,390	48,013
Net assets internally restricted (Note 9)	217,581	215,320
Net debt unrestricted	(106,017)	(76,010)
	<b>143,954</b>	187,323
	<b>552,608</b>	682,376

Board of Directors

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The accompanying notes are an integral part of these financial statements

# The Cariboo Family Enrichment Centre Society

## Statement of Operations

*For the year ended March 31, 2023*

	2023	2022
<b>Revenue</b>		
Ministry of Children and Family Development	617,030	862,948
Childcare revenue	479,512	420,358
Course fees and other income	398,053	219,503
BC Gaming Commission	123,350	130,432
Canadian Red Cross	117,994	219,403
Interior Health Authority	91,209	17,089
Fundraising	51,169	31,187
	<b>1,878,317</b>	<b>1,900,920</b>
<b>Expenses</b>		
Wages and benefits	1,432,572	1,466,808
Program supplies	115,609	120,581
Rent	107,748	107,748
Facilitator and subcontractor fees	74,457	48,117
Repairs and maintenance	27,856	27,873
Staff development	24,275	43,930
Phone, fax, and internet	16,747	17,659
Office supplies	16,464	15,724
Audit	16,431	10,359
Donations in kind	14,157	14,981
Insurance	12,173	12,729
Janitorial	8,687	14,851
Advertising and promotion	8,394	6,666
Workshops	5,848	-
Photocopier	5,296	5,309
Office equipment	4,802	6,022
Travel	4,751	4,882
Membership and subscriptions	3,781	3,858
Vehicle	2,933	-
Legal fees	55	40
Client expense	-	13,512
Amortization	18,650	19,358
	<b>1,921,686</b>	<b>1,961,007</b>
<b>Deficiency of revenue over expenses</b>	<b>(43,369)</b>	<b>(60,087)</b>

*The accompanying notes are an integral part of these financial statements*

# The Cariboo Family Enrichment Centre Society

## Statement of Changes in Net Assets

*For the year ended March 31, 2023*

	<i>Invested in Tangible Capital Assets</i>	<i>Internally Restricted Net Assets (Note 9)</i>	<i>Unrestricted Net Assets</i>	<b>2023</b>	<b>2022</b>
Net assets (debt), beginning of year	48,013	215,320	(76,010)	187,323	247,410
Deficiency of revenue over expenses	(18,650)	-	(24,719)	(43,369)	(60,087)
Purchase of tangible capital assets	3,027	-	(3,027)	-	-
Transfer to internally restricted reserve	-	2,261	(2,261)	-	-
Net assets (debt), end of year	32,390	217,581	(106,017)	143,954	187,323

*The accompanying notes are an integral part of these financial statements*



# The Cariboo Family Enrichment Centre Society

## Statement of Cash Flows

*For the year ended March 31, 2023*

	<b>2023</b>	<b>2022</b>
<b>Cash provided by (used for) the following activities</b>		
<b>Operating</b>		
Deficiency of revenue over expenses	(43,369)	(60,087)
Amortization	18,650	19,358
	(24,719)	(40,729)
Changes in working capital accounts		
Accounts receivable	(25,723)	(16,970)
Prepaid expenses	(2,290)	(848)
Accounts payable and accruals	(17,458)	24,401
Government remittances payable	936	(4,720)
Wages and benefits payable	(930)	(3,375)
Deferred contributions	(67,326)	(89,368)
Unearned revenue	(1,621)	2,633
	(139,131)	(128,976)
<b>Investing</b>		
Purchase of investments	(1,077)	(1,086)
Purchase of tangible capital assets	(3,027)	(10,269)
	(4,104)	(11,355)
<b>Decrease in cash resources</b>	(143,235)	(140,331)
<b>Cash resources, beginning of year</b>	432,504	572,835
<b>Cash resources, end of year</b>	289,269	432,504

*The accompanying notes are an integral part of these financial statements*

# The Cariboo Family Enrichment Centre Society

## Notes to the Financial Statements

*For the year ended March 31, 2023*

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### 1. Incorporation and nature of the organization

The Cariboo Family Enrichment Centre Society ("CFEC" or the "Society") was incorporated on August 29, 1988 under the Society Act of British Columbia and has been serving the South Cariboo for over 35 years. The Mission of the Society is to "strengthen the quality of personal, family and community life through counselling, education, referral and support". CFEC's vision is "Enriched Families Living with Vitality". CFEC's values include working with families and community in ways that demonstrate respect, empathy, integrity, collaboration, confidentiality, client-centered and quality improvement.

CFEC's Strategic Plan has three goals that drive the Society to continue to improve its services to the community:

- Positively impact the lives of children, youth and families in the South Cariboo
- Secure the resources and infrastructure needed to support children, youth and families
- Advocate and mobilize community to support children, youth and families

The CFEC serves all of the communities of the South Cariboo Region, which represents a population of over 16,000 people. The CFEC Society is a registered charity under section 149.1(1)(b) of the Income Tax Act (Canada) and, accordingly, is exempt from income taxes, provided certain requirements of the Income Tax Act (Canada) are met

The CFEC promotes quality, culturally competent, evidence-based services provided in a working environment supportive of employee wellness. In October 2023, the CFEC received its seventh four-year Accreditation Award (from Council on Accreditation). Accreditation recognizes the CFEC as a service provider that continues to implement high performance standards and delivering the highest quality of services to all stakeholders.

#### Description of CFEC's Activities

CFEC is governed by a Board of volunteer directors. Funding for the CFEC Society is provided by the Province of British Columbia (Ministry of Children and Family Development, BC Gaming Commission) Public Health Services Authority, Interior Health Authority, United Way, Canadian Red Cross, the Canadian Women's Foundation, childcare fees, corporate grants, and community donations. The following are some of the programs offered during the 2022/2023 fiscal year:

#### Family Services Department

The Family Services Department provides support services to prompt a planned change in the behaviour, condition or functioning of children, youth, families, and caregivers. Family Support Workers:

- Establish a trusting relationship with families by providing regular contact through appointments, conversations, or home visits
- Engage the family in an assessment of their strengths and needs to establish a family support plan with goals, objectives and activities to meet the family's needs
- Make appropriate referrals to community resources if needed. Assist parents in making and attending appointments for doctors, social service agencies, etc. Acts as a liaison between families & other community agencies and serve as family advocate as required. Set up records for follow-up monitoring
- Apply working knowledge of parent-child interaction, child development, and the dynamics of child abuse/neglect to help families improve parenting skills, reduce stress, and meet dependency needs of parents
- Assist parents in learning problem-solving and coping skills by providing supportive advice and/or by referring them to appropriate agencies
- Provide parents with psycho-education on child development and age-appropriate developmental activities to enhance parent-child interaction
- Conduct groups when appropriate
- Reduce maladaptive coping behaviours to increase stability in family's lives
- Reduce conflict between parent, youth and child
- Assist families to improve communication skills
- Assist parents to learn and demonstrate parenting skills that adequately meet the need of their children

# The Cariboo Family Enrichment Centre Society

## Notes to the Financial Statements

For the year ended March 31, 2023

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### 1. Incorporation and nature of the organization *(Continued from previous page)*

#### **Fetal Alcohol Spectrum Disorder (FASD)/Complex Behaviors Keyworker & Parent Support Program**

Fetal alcohol spectrum disorder (FASD) is a term used to describe the range of problems caused by drinking alcohol during pregnancy, including physical, mental, behavioral and learning disabilities. The effects are often invisible, leaving children and adults with FASD vulnerable and misunderstood.

Children with FASD do best when their individual strengths are recognized. A key worker helps to do this by:

- Finding ways that parents, family members, caregivers and service providers can adapt the child's environment
- Giving emotional and practical support to families along with education and information tailored specifically to needs
- Referring families and parents to resources like training, support groups or mentoring programs.

#### **Child Care Resource and Referral Program (CCRR)**

Child Care Resource and Referral (CCRR) Centres make it easier for families to find and access responsive and inclusive quality licensed and registered child care by providing information, support, resources and referral services to parents and child care providers across the province.

The Ministry of Children and Family Development provides funding to CCRRs, which work in partnership with government to improve the accessibility, affordability, and quality of child care in all B.C. communities.

CCRRs provide support services and consultations to all child care providers to foster quality inclusive care through services such as: workshops and training, networking opportunities, supportive program outreach, access to lending libraries, referrals to community resources, drop-in programs, and listing in a registry of licensed and License-Not-Required child care providers.

CCRRs also help License-Not-Required child care providers to become registered by offering training and additional support through the process.

#### **Counselling Services Department**

The Counselling Services Department works with individuals, families, groups, and communities to improve overall care and well-being using a holistic approach. Counsellors will encourage clients to explore emotions and experiences across a variety of issues including substance abuse, aging, bullying, anger management, careers, anxiety, depression, relationships, LGBTQ issues, self-image, and self-harm, as well as to help define goals, plan action, gain insight, develop therapeutic process, and refer clients to appropriate services.

Counselling Services includes Child Counselling and Play Therapy, Parent Teen Mediation, Family Group Conferences, Men's Support Groups, Adult Counselling (Individual, Couples, and Families), Anger Education Workshops, Relationship Support Groups, Trauma Release Groups and Workshops, and Women's Support Groups.

#### **Youth Services Department**

The Youth Services Department offers support and advocate on behalf of youth facing behavioral, developmental, social, economic, and protection issues. Youth Support Workers work with youth both individually and within group settings offering practical and emotional support and assisting youth to develop skills to make positive changes. YSWs plan and facilitate programs to address issues that youth face including building self-esteem and confidence, family conflict, homelessness, drug and alcohol abuse, sex and relationships, education, and employment.

Currently, the Youth Services Department offers Youth Outreach, the Raven Youth Activity Centre, Relate Connection Program for Caregivers, and Mind-Up mindfulness program.

#### **Early Care and Learning Centre (ECLC)**

The Child Care Centre provides licensed facilities for 0-3 (infant/toddler), 3-5 years and before school/after school/out of school children (5 to 12) and preschool. The ECLC provides the international Seeds of Empathy Program as well as best practice child development including partnerships with Interior Health Speech and Language Services and Supported Child Services. The ECLC Early Childhood Educators screen and monitor child development using the Ages and Stages Infant/Child Developmental Assessment Forms.

# The Cariboo Family Enrichment Centre Society

## Notes to the Financial Statements

For the year ended March 31, 2023

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### 1. Incorporation and nature of the organization *(Continued from previous page)*

#### Early Years Department

The Early Years Departments supports the BC Government Families First Strategy, to ensure that all families have the information and resources needed to support healthy child development. The Early Years Department engages with families with young children (ages 0-5) and offers support through nutrition, activities, developmental assessments, pre and post-natal supplies, information and referrals to all applicable child and family resources in the South Cariboo.

Early Years Programs include:

- Pregnancy Outreach Program
- Parent Info Drop-In Sessions
- Infant Massage
- Pre-Natal-In-A-Day
- Pre and post-natal support
- Nobody's Perfect parent support workshops
- Mom's Self Care Group
- Infant Nutrition Program

The CFEC collaborates with numerous community organizations including: Interagency Case Assessment Teams (ICAT), Violence in Relationship Committee, Early Childhood Development Committee, Child and Youth Mental Health Collaborative, and Suicide Prevention Committee. The CFEC actively works with Canadian Mental Health Association, Stop the Violence Counsellor, Work BC, District Of 100 Mile House, Cedar Crest Society, Interior Health, Cariboo Chilcotin Partners for Literacy, Stemet7uw'i Friendship Centre, School District 27, Ministry of Children and Family Development and Tsq'escen First Nation.

The CFEC is a member of the BC Federation of Social Service Agencies, BC Board Voice, Community Social Services Employers' Association (CSSEA), BC Council of families, BC Poverty Coalition, Canadian Red Cross (Training Partners), and BC Association of Pregnancy Outreach Services.

# The Cariboo Family Enrichment Centre Society

## Notes to the Financial Statements

*For the year ended March 31, 2023*

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### 2. Significant accounting policies

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations set out in Part III of the CPA Canada Handbook - Accounting, as issued by the Accounting Standards Board in Canada, which are part of Canadian generally accepted accounting principles, and include the following significant accounting policies:

#### **Financial instruments**

The Society recognizes financial instruments when the Society becomes party to the contractual provisions of the financial instrument.

#### **Arm's length financial instruments**

Financial instruments originated/acquired or issued/assumed in an arm's length transaction ("arm's length financial instruments") are initially recorded at their fair value.

At initial recognition, the Society may irrevocably elect to subsequently measure any arm's length financial instrument at fair value. The Society has not made such an election during the year. Fair value is determined by reference to recent arm's length transactions.

The Society subsequently measures investments in equity instruments quoted in an active market at fair value. Fair value is determined by published price quotations. Investments in equity instruments not quoted in an active market and derivatives that are linked to, and must be settled by delivery of, unquoted equity instruments of another entity, are subsequently measured at cost less impairment. With the exception of financial liabilities indexed to a measure of the Society's performance or value of its equity and those instruments designated at fair value, all other financial assets and liabilities are subsequently measured at amortized cost.

Transaction costs and financing fees directly attributable to the origination, acquisition, issuance or assumption of financial instruments subsequently measured at fair value are immediately recognized in deficiency of revenue over expenses. Conversely, transaction costs and financing fees are added to the carrying amount for those financial instruments subsequently measured at cost or amortized cost.

The carrying values of financial assets measured at amortized cost or fair value, and of investments in equity instruments measured at cost less impairment are as follows:

	2023	2022
<b>Financial assets measured at fair value:</b>		
Cash	289,269	432,504
Investments	164,260	163,183
<b>Financial assets measured at amortized cost:</b>		
Accounts receivable	61,538	35,815

#### **Financial asset impairment**

The Society assesses impairment of all its financial assets measured at cost or amortized cost. The Society groups assets for impairment testing when available information is not sufficient to permit identification of each individually impaired financial asset in the group. Management considers whether the issuer is having significant financial difficulty; whether there has been a breach in contract, such as a default or delinquency in interest or principal payments in determining whether objective evidence of impairment exists. When there is an indication of impairment, the Society determines whether it has resulted in a significant adverse change in the expected timing or amount of future cash flows during the year.

With the exception of related party debt instruments and related party equity instruments initially measured at cost, the Society reduces the carrying amount of any impaired financial assets to the highest of: the present value of cash flows expected to be generated by holding the assets; the amount that could be realized by selling the assets at the statement of financial position date; and the amount expected to be realized by exercising any rights to collateral held against those assets. The Society does not have any related party debt instruments or related party equity instruments initially measured at cost.

Any impairment, which is not considered temporary, is included in current year deficiency of revenue over expenses.



# The Cariboo Family Enrichment Centre Society

## Notes to the Financial Statements

For the year ended March 31, 2023

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### 2. Significant accounting policies (Continued from previous page)

The Society reverses impairment losses on financial assets when there is a decrease in impairment and the decrease can be objectively related to an event occurring after the impairment loss was recognized. The amount of the reversal is recognized in deficiency of revenue over expenses in the year the reversal occurs.

#### **Tangible capital assets**

Purchased tangible capital assets are recorded at cost. Contributed tangible capital assets are recorded at fair value at the date of contribution. Tangible capital assets are allocated directly to the program for which budgeted funds have been approved.

The carrying value of tangible capital assets is tested for recoverability whenever events or changes in circumstances indicate that the carrying value may not be recoverable. An impairment loss is recognized when the asset's carrying amount exceeds its fair value.

Amortization is provided using the straight-line method at rates intended to amortize the cost of assets over their estimated useful lives.

	<b>Rate</b>
Computer equipment	3 years
Computer software	2 years
Furniture and equipment	5 years
Leasehold improvements	5 years

#### **Long-lived assets**

Long-lived assets consist of tangible capital assets. Long-lived assets held for use are measured and amortized as described in the applicable accounting policies.

The Society writes down long-lived assets held for use when conditions indicate that the asset no longer contributes to the Society's ability to provide goods and services. The asset are also written-down when the value of future economic benefits or service potential associated with the asset is less than its net carrying amount. When the Society determines that a long-lived asset is impaired, its carrying amount is written down to the asset's fair value.

#### **Revenue recognition**

The Society follows the deferral method of accounting for contributions. Restricted contributions are deferred and recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue in the period in which they are received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Unearned revenue represents amounts paid in advance of being earned. Unrestricted investment income is recognized as revenue when earned.

#### **Donations in kind**

Donations in kind are recognized in the financial statements when a fair market value can be reasonably estimated and when the donated goods or services would have been otherwise purchased. Fair value is estimated using market or appraisal values at the date of the donation.

#### **Contributed services**

Volunteers contribute a valuable service to assist the Society in carrying out its activities. Because of the difficulty of determining their fair market value, contributed services are not recognized in the financial statements.

#### **Income taxes**

No provision has been made for income taxes in these financial statements as the Society is a not-for-profit organization registered under the Income Tax Act (Canada) and is exempt from income taxes.

# The Cariboo Family Enrichment Centre Society

## Notes to the Financial Statements

For the year ended March 31, 2023

### 2. Significant accounting policies (Continued from previous page)

#### Use of estimates

The preparation of financial statements in conformity with Canadian 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 contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the year. Key components of the financial statements requiring management to make estimates include the provision for doubtful accounts in respect to receivables, estimated useful lives and impairment of tangible capital assets, value of donations-in-kind and value of accrued liabilities and potential contingencies. Actual results could differ from those estimates.

### 3. Cash

	2023	2022
Cash	165,919	309,154
Restricted cash	123,350	123,350
	<b>289,269</b>	<b>432,504</b>

Restricted cash is comprised of Community Gaming Grant funds received from the Province of B.C. and can only be used towards approved program expenditures.

### 4. Investments

	2023	2022
Measured at cost:		
Guaranteed investment certificates with interest rates of 5.00% and maturity dates between January 2025 and February 2025.	163,060	161,983
Co-op shares	1,200	1,200
	<b>164,260</b>	<b>163,183</b>
Less: current portion	-	161,983
	<b>164,260</b>	<b>1,200</b>

### 5. Tangible capital assets

	Cost	Accumulated amortization	2023 Net book value	2022 Net book value
Computer equipment	52,155	46,609	5,546	10,606
Computer software	8,649	8,649	-	-
Furniture and equipment	94,402	80,455	13,947	19,895
Leasehold improvements	112,514	99,617	12,897	17,512
	<b>267,720</b>	<b>235,330</b>	<b>32,390</b>	<b>48,013</b>

# The Cariboo Family Enrichment Centre Society

## Notes to the Financial Statements

*For the year ended March 31, 2023*

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### 6. Deferred contributions

Deferred contributions represent unspent resources externally restricted for the purpose of providing a broad range of community programs and services and include restricted operating funding received in the current fiscal period that is related to the subsequent period. The change in deferred contributions are as follows:

	2023	2022
Balance, beginning of year	363,797	453,165
Amount received during the year	597,958	447,770
Less: Amount recognized as revenue during the year	(665,284)	(537,138)
Balance, end of year	296,471	363,797

### 7. Commitments

The Society leases facilities at #1 & #2 486 Birch Avenue in 100 Mile House, B.C. Rental payments of \$7,000 per month effective April 1, 2021 to March 31, 2026 are payable on this lease.

The Society leases the facilities at 429 Cedar Avenue in 100 Mile House, B.C. The lease will expire June 2023 is \$1,760 per month, which will continue until June 2023. The lease renewal has not been negotiated.

The Society has committed to future lease payments for office equipment totaling \$1,463 which expire November 2024 and include the following amounts payable over the next three years:

2024	924
2025	539
	1,463

### 8. Net assets externally restricted

Certain external funders require that surplus program funds be applied on a specific basis. These surplus funds are not generally available for discretionary purposes without the consent of funders. The Society did not have any surplus program funds which were externally restricted at March 31, 2023.

### 9. Net assets internally restricted

A contingency fund has been set aside for emergency and other unplanned events (i.e. staff severance) which would ensure the Society would be available to continue to provide services should unforeseen circumstances occur. A capital fund has been set aside to allow the Society to consider future service and operational opportunities.

### 10. Financial instruments

The Society, as part of its operations, carries a number of financial instruments. It is management's opinion that the Society is not exposed to significant interest, currency, credit, liquidity or other price risks arising from these financial instruments.

### 11. Employee and director compensation

During the year, the Society paid \$103,506 (2022 – \$97,177) to one employee whose compensation was greater than \$75,000. No remuneration was paid to any members of the Board of Directors.



# CARIBOO FAMILY ENRICHMENT CENTRE

Strengthening the Quality of Personal, Family, and Community Life

## ANNUAL GENERAL MEETING

THE CARIBOO FAMILY ENRICHMENT CENTRE

#1—486 Birch Avenue

100 Mile House, British Columbia V0K 2E0

cmeteṁs re kwséltkten (Room 111)

### Meeting Minutes

ITEM		RESPONSIBLE
<b>WEDNESDAY, September, 2023 / 12:00 – 1:30</b>		
<b>PART A:</b>		<b>Board Chair</b>
<b>1.</b>	<b>Acknowledgement</b> "The CFEC is located on Tseqcenemc (unceded traditional lands of people of Canim Lake) on Secwepemculecw (lands of the Shuswap people)."	S. Kappei
<b>PART B: Administrative Matters</b>		<b>Board Chair</b>
<b>1.</b>	<b>Call to Order</b> <ul style="list-style-type: none"> <li>Welcome and opening remarks by the chair</li> </ul>	S. Kappei
<b>2.</b>	<b>Attendance: Stephanie Kappei, Ingrid Meyer, Chris Pettman, Lorna Ross, Cindy Steven</b> <b>Regrets:</b> <b>Voting by Proxy: Sabrina Zezza, Rob Diether, Denise Archie</b>	Administration
<b>3.</b>	<b>Additions and approval of agenda</b>	Recommended motion: motion to approve agenda (with or without additions listed).  Motioned to approve: I. Meyer  Seconded: S. Kappei Motion Passed.
<b>4.</b>	<b>Consent Agenda</b> <i>A consent agenda is a component of a meeting agenda that allows the board to group routine items and resolutions under one motion. Items in the consent agenda are voted on and approved in a single motion. A board member may remove any item from the consent agenda for discussion. Any items removed from the consent agenda need to be added to the main agenda, discussed and voted on in a separate motion.</i> <ol style="list-style-type: none"> <li>Previous meeting minutes</li> <li>Organizational report</li> <li>Committee reports (as appropriate)</li> <li>New members/Membership</li> <li>Correspondence</li> </ol>	Recommended motion: motion to approve the consent agenda as presented (with the exception)  Motioned to approve: S. Kappei  Seconded: I. Meyer Motion Passed.



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# CARIBOO FAMILY ENRICHMENT CENTRE

*Strengthening the Quality of Personal, Family, and Community Life*

		item(s) _____)	
<b>5.</b>	<b>Conflict of interest declarations</b>		S. Kappei
<b>PART B: Matters for discussion/decision</b>			<b>As Per Item</b>
<b>6.</b>	<b>New Business</b>		
	6.1 Adoption of Rules of Order: Democratic Rules of Order	Recommended Motion: Adopt Democratic Rules of Order	Motioned to adopt Democratic Rules of order: I. Meyer  Seconded: S. Kappei
	6.2 Review of Minutes of June 16 2022 Annual General Meeting	Recommended Motion: Accept the Minutes of the June 16, 2022 Annual General Meeting	Motioned to accept minutes of 2022 AGM: S. Kappei  Seconded: I. Meyer
	6.3 Annual Audit Report from Audit Committee – Presentation of 2022/2023 Audited Financial Statements as prepared by MNP LLP.	Recommended Motion: Adopt the 2022/2023 Audited Financial Statements as attached and recommended by the Audit Committee	Motioned to adopt Financial Statements as recommended: Sabrina Zezza  Seconded: Stephanie Kappei  Motion Passed.
	6.4 Appoint MNP LLP. to prepare 2023/2024 Audited Financial Statements. The board requested a review and to get different quotes from 3 other auditors. Chris and Cindy will bring forward to the board at a TBD	Information Item	
<b>7.</b>	<b>Standing Items</b>		
	7.1 Review of Bylaws and Policies and Procedures – circulated prior to AGM for board review. No changes.	Recommended Motion: To accept the CFEC bylaws and	Motioned: S. Kappei Second: I. Meyer



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# CARIBOO FAMILY ENRICHMENT CENTRE

*Strengthening the Quality of Personal, Family, and Community Life*

		policies and procedures as circulated	Motion Passed.
	7.2 2022/2023 Annual Report – will be circulated to the board September 15 <sup>th</sup> .		C. Pettman
	<p>7.3 Annual Chairperson Report – The Cariboo Family Enrichment Centre (CFEC) has been offering services and supports to families and individuals in the South Cariboo for over 35 years! What started out as a parenting and pregnancy support program, has grown into one of 100 Mile House's best and well-respected service organizations, expanding services to meet community needs. The CFEC has once again tackled some of the most vexing challenges facing our community – mental health, addictions, partner violence, poverty, inequality, youth transition and supports – and have accomplished our mission with dignity and respect.</p> <p>2022-23 saw many changes and challenges for the staff and management of CFEC, including another successful Accreditation Cycle, new board members, and the addition of new programs and services (Age Friendly Supports). I believe I speak for each member of the Board of Directors of CFEC when I say that it is a privilege to fulfil our roles and represent the organization with pride in the larger community.</p> <p>On behalf of the CFEC Board of Directors, I sincerely thank Executive Director Chris Pettman and the entire CFEC staff for the compassionate, relational, and dedicated supports they provide on a daily basis to improve the well-being of the entire South Cariboo community.</p>		S. Kappei
	7.4 Membership – CFEC has 92 members. Doing more community events to increase membership.		C. Pettman
	7.5 Election of Board of Directors – Stephani Kappei, Ingrid Meyer, Rob Diether, Denise Archie and Sabrina Zezza have agreed to stay on until 2024 AGM. Will train newer board members on senior positions. It was noted that director Kappei and Meyers will fulfill their duties until the 2024 AGM.	Recommended Motion: To have Chris Pettman lead the nomination for Election of Board of Directors	<p>Motioned to have Chris Pettman lead the nomination: S. Kappei</p> <p>Seconded: I. Meyer</p> <p>Motion Passed.</p>
	7.6 Appoint to CFEC Board of Directors		C. Pettman
	7.7 Board Chair to resume meeting as Chair		
8.	<p><b>Committee Meetings</b></p> <ul style="list-style-type: none"> <li>Finance Committee</li> <li>Annual Board Review Workshop</li> </ul>	All TBD	



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	<ul style="list-style-type: none"><li>• Audit Committee</li><li>• Annual General Meeting</li><li>• Ethics Committee</li><li>• Accreditation Committee</li><li>• Policy Committee</li><li>• Nominating Committee</li><li>• Fund Development</li></ul>		
9.	<b>Date of next CFEC Annual General Meeting - TBD</b> <ul style="list-style-type: none"><li>•</li></ul>		S. Kappei
	<b>Adjournment: 1:30pm</b>	Recommended motion: Motion to adjourn.	Motioned to adjourn meeting at 1:30pm. Motioned: S. Kappei  Seconded: I. Meyer



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# CARIBOO FAMILY ENRICHMENT CENTRE

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Stephanie Kappei – Board Chair

Ingrid Meyer – Treasurer

Denise Archie – Director

Rob Diether – Director

Sabrina Zezza - Director



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