

GR. VICTORIA FILM COMMISSION  
Income Statement 01/01/15 to 12/31/15

REVENUE

REVENUE	
PROVINCIAL - GRANTS	40,000.00
PROVINCIAL - IN KIND	0.00
MUNICIPAL - GRANTS	87,200.00
MEMBERSHIPS	3,335.00
SPONSORSHIPS	12,700.00
SPONSORSHIP - IN KIND	0.00
THRIFTY FOODS	1,195.14
Video Sponsorship	5,000.00
LOCATION BROCHURE REVE...	0.00
WORK SUBSIDY PROGRAM	0.00
MISC. INCOME	1,900.00
CREW DATABASE	0.00
EVENT REVENUE	26,233.50
EVENT - IN KIND	0.00
GIC INTEREST	0.00
GAMING COMMISSION	0.00
TOTAL REVENUE	<u>177,563.64</u>
TOTAL REVENUE	<u>177,563.64</u>

EXPENSE

EXPENSES	
ADVERTISING	2,463.56
COURIER AND POSTAGE	269.02
MEETINGS	145.90
EQUIPMENT/SOFTWARE PUR...	2,340.62
INTEREST ON CREDIT LINE	0.00
BANK CHARGES & INTEREST	303.61
PENALTY INTEREST	83.32
OFFICE	2,455.61
INSURANCE	4,243.00
ACCOUNTING FEES	10,063.75
PARKING	824.39
PHOTOCOPIER	533.00
LOCATION BROCHURE	0.00
SALARIES AND BENEFITS	113,287.17
WAGE SUBSIDY	0.00
EI EXPENSE	2,428.68
CPP EXPENSE	4,323.02
SUBCONTRACTORS	487.50
SPONSORSHIP COMMISSION	0.00
.....	0.00
.....	0.00
TELEPHONE AND FACSIMILE	2,613.59
INTERNET	306.24
TRADE SHOWS	0.00
PROFESSIONAL DEVELOPME...	0.00
TRAVEL	270.09
FAM TRIPS/IN HOUSE SCOUT	533.53
SCOUTING	1,314.04
RENT - OFFICE	2,460.00
EVENT COSTS	11,279.07
MEALS/ENTERTAINMENT	1,263.96
MEMBERSHIP COSTS	980.98
SUBSCRIPTIONS/EDUCATION...	330.09
REGIONAL EXPENSES	100.00
VOLUNTEER APPRECIATION	113.51
WEBSITE	549.30
Suspense	0.00
TOTAL EXPENSES	<u>166,366.55</u>
TOTAL EXPENSE	<u>166,366.55</u>

Printed On: 01/12/16

# VANCOUVER ISLAND SOUTH FILM AND MEDIA COMMISSION 2015 DRAFT BUDGET

## Administrative Expenses

### EXPENSES

2015

#### Administrative/Operating Expenses

Audit/Annual Report Fees	5375.00	Audit - \$5300/Annual Report fee \$75	
Bank Charges	215.00	Visa renewal \$120/Bank confirmation \$40/Paper Stmt. Fee \$24	bean stream membership
Professional Development	1120.00	volunteer victoria & AFCI courses	
Courier/postage	275.00	Postal Box \$215/\$60 postage/courier	
Equipment	1000.00	\$450 Go Pro, \$550 commissioners computer	
Insurance	4800.00	Property/Directors Liability/Volunteer	
Internet	0.00	Provided by GVCC n/c	
Meals/Entertainment	1200.00		
Memberships/Dues	1055.00	AFCI - \$960/Victoria Volunteer \$95	
Office other	1500.00		
Computer Backup	120.00	Crash Plan	
Parking	2075.00	Monthly spot -\$1845/ Misc. \$230	
Penalty Interest	0.00		
Photocopier	400.00	Copies \$400 / Yearend report printing	
Rent	0.00	Provided by GVCC n/c	
Subscriptions	450.00	IMDB & Playback & My PC	
Telephones	3420.00	Regular \$200 mth and Cell \$85 mth	
Travel	4000.00	attend AFCI Locations & AFCI Cineposium	
Volunteer Appreciation	200.00		

#### Marketing / Meeting Expenses

Advertising/Promo	5000.00	updated promo reel
Event Costs	13500.00	\$11500 Gala/\$500 Mixers/1500 Film Course
Meetings	900.00	community events
Fam Tours	700.00	in house scouting & surveys
Municipal Roundtables	200.00	
Regional Expenses	100.00	Membership
Trade Shows	1500.00	registration fees
Website	700.00	Hosting / development of website

#### Salaries

Commissioner	71940.00	wages;\$62,280. plus benefits (5,880) ei & cpp 3783
Admin Position	37710.00	7.5 HRS a day (returns this position to full time)
Support Position	12995.00	16 hr week @ \$15 ph
Bookkeeper	3600.00	
WCB	175.00	
	126420.00	
Work Subsidy Program	0.00	
Subcontractors	1000.00	coverage for holidays
Scouting	7000.00	

184225.00

**Vancouver Island South Film & Media Commission  
2015 Projected Revenue**

**2015**

**Municipal**

Central Saanich	500.00
Colwood	1000.00
Esquimalt	3000.00
Highlands	200.00
Langford	2000.00
Metchosin	500.00
North Saanich	500.00
Oak Bay	5000.00
Saanich	35700.00
Sidney	3000.00
Sooke	1000.00
Victoria	45000.00
View Royal	500.00

**Provincial Grant** 40000.00

**Video Sponsorship**

GVDA	5000.00 for marketing matching funds
Oak Bay Tourism	5000.00 for video
Hotels	5000.00 for video

**Corporate Sponsorship** 5000.00

**Membership Revenue** 2950.00

**Thrifty Foods Smile Card** 1500.00

**Event Revenue** 18200.00 12000 ticket sales, 7000 auction, 200 ballots

**Work Subsidy Program** 0.00

**HST Rebate** 1675.00

**GIC Interest** 0.00

**Misc. Income** 2000.00 BC Film Orientation Course

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184225.00

**VANCOUVER ISLAND SOUTH FILM AND MEDIA COMMISSION**

**Financial Statements**

**Year Ended December 31, 2014**

VANCOUVER ISLAND SOUTH FILM AND MEDIA COMMISSION

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Year Ended December 31, 2014

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## INDEPENDENT AUDITOR'S REPORT

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To the Members of Vancouver Island South Film and Media Commission

We have audited the accompanying financial statements of Vancouver Island South Film and Media Commission, which comprise the statement of financial position as at December 31, 2014 and the statements of revenues and expenses, changes in net assets and cash flow 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.

### Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements 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 entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

### Basis for Qualified Opinion

In common with many not-for-profit organizations, Vancouver Island South Film and Media Commission derives revenue from donations the completeness of which is not susceptible to satisfactory audit verification. Accordingly, verification of these revenues was limited to the amounts recorded in the records of Vancouver Island South Film and Media Commission. Therefore, we were not able to determine whether any adjustments might be necessary to donations, excess of revenues over expenses, and cash flows from operations for the year ended December 31, 2014, current assets and net assets as at December 31, 2014.

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Independent Auditor's Report to the Members of Vancouver Island South Film and Media Commission *(continued)*

Qualified Opinion

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph, the financial statements present fairly, in all material respects, the financial position of Vancouver Island South Film and Media Commission as at December 31, 2014 and the results of its operations and its cash flow for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Other Matter

As required by the Society Act, we report that, in our opinion, the accounting principles in the Canadian accounting standards for not-for-profit organizations have been applied on a consistent basis.

Victoria, BC  
October 15, 2015

*Hayes Stewart Little + Co*

CHARTERED PROFESSIONAL ACCOUNTANTS

# VANCOUVER ISLAND SOUTH FILM AND MEDIA COMMISSION

## Statement of Financial Position

December 31, 2014

	2014	2013
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash <i>(Note 3)</i>	\$ 117,311	\$ 95,018
Short term investments <i>(Note 3)</i>	41,027	40,701
Accounts receivable	-	2,023
Goods and services tax recoverable	1,685	1,042
Prepaid expenses	130	820
	<u>\$ 160,153</u>	<u>\$ 139,604</u>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT</b>		
Accounts payable	\$ 6,440	\$ 7,206
Employee deductions payable	1,604	984
Deferred revenue <i>(Note 5)</i>	5,500	-
	<u>13,544</u>	<u>8,190</u>
<b>NET ASSETS</b>		
General fund	<u>146,609</u>	<u>131,414</u>
	<u>\$ 160,153</u>	<u>\$ 139,604</u>

ON BEHALF OF THE BOARD

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

See notes to the financial statements



**VANCOUVER ISLAND SOUTH FILM AND MEDIA COMMISSION**

**Statement of Revenues and Expenses**

**Year Ended December 31, 2014**

	2014	2013
<b>REVENUE</b>		
Municipal grants	\$ 93,863	\$ 88,571
Provincial grant and contribution	40,000	40,000
Sponsorships	12,513	14,690
Event revenue	30,515	32,934
Miscellaneous	3,126	3,123
Memberships	1,800	1,150
	<u>181,817</u>	<u>180,468</u>
<b>EXPENSES</b>		
Advertising	22	10,468
Bank charges and interest	331	293
Equipment purchases	1,217	954
Event costs	15,892	17,376
Memberships and subscriptions	1,015	1,059
Office	8,676	7,706
Parking	1,975	1,697
Professional fees	8,894	8,774
Promotion and entertainment	1,311	1,092
Rent	9,000	9,000
Salaries and benefits	109,412	97,747
Telephone and internet	3,788	4,156
Trade shows and familiarization trips	105	3,437
Travel and scouting	4,984	3,199
	<u>166,622</u>	<u>166,958</u>
<b>EXCESS OF REVENUE OVER EXPENSES</b>	<u>\$ 15,195</u>	<u>\$ 13,510</u>

See notes to the financial statements

VANCOUVER ISLAND SOUTH FILM AND MEDIA COMMISSION

Statement of Changes in Net Assets

Year Ended December 31, 2014

	2014	2013
NET ASSETS - BEGINNING OF YEAR	\$ 131,414	\$ 117,904
Excess of revenue over expenses	<u>15,195</u>	<u>13,510</u>
NET ASSETS - END OF YEAR	<u>\$ 146,609</u>	<u>\$ 131,414</u>

See notes to the financial statements

## VANCOUVER ISLAND SOUTH FILM AND MEDIA COMMISSION

## Statement of Cash Flow

Year Ended December 31, 2014

	2014	2013
<b>OPERATING ACTIVITIES</b>		
Excess of revenue over expenses	\$ 15,195	\$ 13,510
Changes in non-cash working capital:		
Accounts receivable	2,023	(2,016)
Accounts payable	(766)	(4,539)
Deferred revenue	5,500	-
Prepaid expenses	690	1,174
Goods and services tax payable	(643)	856
Employee deductions payable	620	(143)
	<u>7,424</u>	<u>(4,668)</u>
<b>INCREASE IN CASH FLOW</b>	<b>22,619</b>	<b>8,842</b>
Cash and cash equivalents - beginning of year	<u>135,719</u>	<u>126,877</u>
<b>CASH AND CASH EQUIVALENTS - END OF YEAR (Note 3)</b>	<b>\$ 158,338</b>	<b>\$ 135,719</b>

See notes to the financial statements

# VANCOUVER ISLAND SOUTH FILM AND MEDIA COMMISSION

## Notes to Financial Statements

Year Ended December 31, 2014

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### 1. DESCRIPTION OF BUSINESS

Vancouver Island South Film and Media Commission (the "Commission") is incorporated under the Society Act of British Columbia. The Commission's principal activity is to market the south island area to the film, television, and commercial industry. The Commission is a not-for-profit organization and is not subject to income taxes.

### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFPO).

#### Revenue recognition

Vancouver Island South Film and Media Commission 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. Endowment contributions are recognized as direct increases in net assets.

#### Donated goods

Donated goods are recorded at their fair market value at the time of the donation. During the year \$15,000 (2013 - \$27,572) in goods were donated.

#### Contributed services

Volunteers contribute a significant amount of their time each year. Because of the difficulty in determining their fair value, contributed services are not recognized in the financial statements.

#### Tangible capital assets

Tangible capital assets are recorded as an expense in the year that it is acquired. In the current year \$nil of tangible capital assets was expensed.

#### Financial instruments policy

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in income. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

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# VANCOUVER ISLAND SOUTH FILM AND MEDIA COMMISSION

## Notes to Financial Statements

Year Ended December 31, 2014

### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

#### Measurement uncertainty

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 amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates. Significant estimates include collectability of accounts receivable and accrual of accounts payable.

### 3. CASH AND CASH EQUIVALENTS

	2014	2013
Cash	\$ 117,311	\$ 95,018
Short term investments	41,027	40,701
	<u>\$ 158,338</u>	<u>\$ 135,719</u>

Short term investments consist of a cashable GIC invested at a rate of 0.8% . The investment matures on November 12, 2015. The stated balance includes an interest accrual of \$44 (2013 - \$43).

### 4. BANK INDEBTEDNESS

The Commission has an authorized line of credit facility to a maximum of \$50,000 with RBC Royal Bank. The loan is secured by a General Security Agreement and bears interest at bank prime. As at December 31, 2014, the Commission has not drawn against this facility (2013 - Nil).

### 5. DEFERRED REVENUE

Deferred revenue consists of \$5,000 in grant revenue received in 2014 to fund a project that will be started in 2015 and \$500 received for tickets to an event to be held in 2015.

# VANCOUVER ISLAND SOUTH FILM AND MEDIA COMMISSION

## Notes to Financial Statements

Year Ended December 31, 2014

### 6. RELATED PARTY TRANSACTIONS

The following is a summary of the Commission's related party transactions:

	2014	2013
<i>Received from companies significantly influenced by Directors of the Commission. In kind donations are also recorded in the financial statements as expenses.</i>		
Sponsorship revenue	\$ 1,200	\$ 2,268
Event revenue	-	1,329
Office expense	(1,200)	(1,200)
Travel expense	-	(129)
	-	2,268
	\$ -	\$ 2,268

These transactions are in the normal course of operations and are measured at the exchange amount, which is the amount of consideration established and agreed to by the related parties. In kind amounts are recorded at fair market value of the goods or services that would have otherwise been purchased.

### 7. ECONOMIC DEPENDENCE

The Commission derives approximately 73% of its revenue from different levels of government. Should these government bodies substantially reduce their funding, management is of the opinion that continued viable operations would be doubtful.

### 8. FINANCIAL INSTRUMENTS

The Commission is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Commission's risk exposure and concentration as of December 31, 2014.

#### Credit risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Commission does not extend credit to its members or customers.

#### Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Commission is exposed to this risk mainly in respect of its receipt of funds from its customers and accounts payable.

#### Market risk

Market Risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency rate risk, interest rate risk and other price risk. The Commission is not significantly exposed to any of these risks.

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# VANCOUVER ISLAND SOUTH FILM AND MEDIA COMMISSION

## Notes to Financial Statements

Year Ended December 31, 2014

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### 8. FINANCIAL INSTRUMENTS *(continued)*

#### Currency risk

Currency risk is the risk to the company's earnings that arise from fluctuations of foreign exchange rates and the degree of volatility of these rates. The Commission does not have any cash, accounts receivable, and accounts payable held in foreign currency.

#### Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the Commission manages exposure through its normal operating and financing activities. The Commission has a GIC at a fixed interest rate. There is not a significant risk that future cash flows from this investment will decrease materially.

#### Other price risk

Other price risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices (other than those arising from interest rate risk or currency risk), whether those changes are caused by factors specific to the individual financial instrument or its issuer, or factors affecting all similar financial instruments traded in the market. The Commission is not exposed to other price risk as its investments are in GICs.