

Appendix Q:

**THE BOARD OF MANAGEMENT FOR THE
FOREST HILL VILLAGE
BUSINESS IMPROVEMENT AREA**

**Financial Statements
For the Year Ended December 31, 2013**

**FOREST HILL VILLAGE
BUSINESS IMPROVEMENT AREA**

DECEMBER 31, 2013

CONTENTS

	<u>Page</u>
Independent auditor's report	3
Financial statements	
Statement of financial position	4
Statement of operations and accumulated surplus	5
Statement of changes in net financial assets	6
Statement of cash flows	7
Notes to financial statements	8 – 11

INDEPENDENT AUDITOR'S REPORT

To the Council of the Corporation of the City of Toronto and the Board of Management for the Forest Hill Village Business Improvement Area

I have audited the accompanying financial statements of the Forest Hill Village Business Improvement Area, which comprise the statement of financial position as at December 31, 2013 and the statement of operations and accumulated surplus, statement of changes in net financial assets and statement of 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 generally accepted accounting principles 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

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance whether the financial statements are free of 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.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Opinion

In my opinion, these financial statements present fairly in all material respects, the financial position of the Board as at December 31, 2013 and the results of its operations and cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

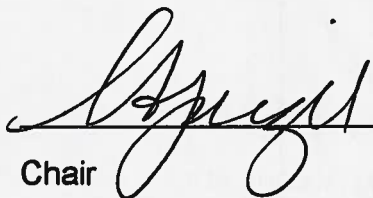
Toronto, Ontario
March 4, 2014

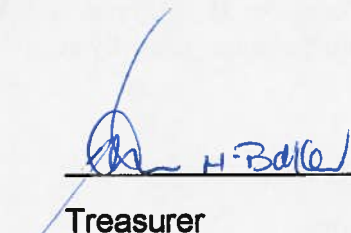

Chartered Accountant
Licensed Public Accountant

**THE BOARD OF MANAGEMENT FOR THE
FOREST HILL VILLAGE BUSINESS IMPROVEMENT AREA
STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2013**

	2013	2012
	\$	\$
FINANCIAL ASSETS		
Cash and short-term investments	380,034	264,610
Accounts receivable		
City of Toronto – special charges (Note 3)	30,387	54,668
Other	6,020	4,668
	<u>416,441</u>	<u>323,946</u>
LIABILITIES		
Accounts payable and accrued liabilities		
City of Toronto	15,763	1,679
Other	6,374	1,800
	<u>22,137</u>	<u>3,479</u>
NET FINANCIAL ASSETS	394,304	320,467
NON-FINANCIAL ASSETS		
Tangible Capital Assets (Note 4)	6,400	-
ACCUMULATED SURPLUS	<u>400,704</u>	<u>320,467</u>

Approved on behalf of the Board of Management:


Chair


Treasurer

**THE BOARD OF MANAGEMENT FOR THE
FOREST HILL VILLAGE BUSINESS IMPROVEMENT AREA
STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS
FOR THE YEAR ENDED DECEMBER 31, 2013**

	2013 \$ Budget (Note 9)	2013 \$ Actual	2012 \$ Actual
REVENUE			
City of Toronto – special charges	197,250	197,250	197,716
Interest and other revenue	2,000	3,313	3,208
	<u>199,250</u>	<u>200,563</u>	<u>200,924</u>
EXPENSES			
Administration	59,953	35,838	30,194
Promotion	36,500	19,125	8,550
Maintenance	27,000	14,137	20,295
Capital (note 7)	150,000	19,138	-
Amortization	-	1,600	-
Provision for (recovery of) uncollected special charges (note 3)	6,207	30,488	(25,019)
	<u>279,660</u>	<u>120,326</u>	<u>34,020</u>
SURPLUS (DEFICT) FOR THE YEAR	(80,410)	80,237	166,904
OPERATING SURPLUS, BEGINNING OF YEAR	<u>320,467</u>	<u>320,467</u>	<u>153,563</u>
OPERATING SURPLUS, END OF YEAR	<u>240,057</u>	<u>400,704</u>	<u>320,467</u>

**THE BOARD OF MANAGEMENT FOR THE
FOREST HILL VILLAGE BUSINESS IMPROVEMENT AREA
STATEMENT OF CHANGES IN NET FINANCIAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2013**

	2013	2012
	\$	\$
Surplus for the year	80,237	166,904
Acquisition of tangible capital assets	(8,000)	-
Amortization of tangible capital assets	1,600	-
	73,837	166,904
Balance - Beginning of year	320,467	153,563
Balance - End of year	<u>394,304</u>	<u>320,467</u>

**THE BOARD OF MANAGEMENT FOR THE
FOREST HILL VILLAGE BUSINESS IMPROVEMENT AREA
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2013**

	2013	2012
	\$	\$
Cash flows from operating activities		
Surplus for the year	80,237	166,904
Adjustment for non-cash item - Amortization	1,600	-
Non-cash changes to operations		
Increase (decrease) resulting from changes in		
Accounts receivable - City of Toronto	24,281	(46,870)
Accounts receivable – other	(1,352)	3,592
Accounts payable - City of Toronto	14,084	(166,223)
Accounts payable – other	4,574	(2,832)
Cash Provided By (Used In) Operations	123,424	(45,429)
Investing Activities		
Purchase of tangible capital assets (note 4)	(8,000)	-
Cash and short-term investments, Beginning Of Year	264,610	310,039
Cash and short-term investments, End Of Year	380,034	264,610

**THE BOARD OF MANAGEMENT FOR THE
FOREST HILL VILLAGE BUSINESS IMPROVEMENT AREA
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2013**

1. ESTABLISHMENT AND OPERATIONS

The Forest Hill Village Business Improvement Area (BIA) is established as a Business Improvement Area under the management and control of a Board of Management appointed by Council of the City of Toronto.

The Board is entrusted with the improvements, beautification and maintenance of municipally owned lands, buildings and structures in the area, together with the promotion of the area as a business or shopping area. Funding is provided by property owners of the BIA who are levied a special charge based on an annual operating budget prepared by the Board and approved by Council under Section 220(17) of the Municipal Act, as amended.

2. SIGNIFICANT ACCOUNTING POLICIES

These financial statements are the representation of management and have been prepared in accordance with generally accepted accounting principles for local governments as prescribed by the Public Sector Accounting Board (PSAB) of the Canadian Institute of Chartered Accountants (CICA), the most significant of which are as follows:

- (a) Revenues and expenses are recorded using the accrual basis of accounting.
- (b) **Capital assets**
Purchased capital assets are recorded at cost. Amortization is calculated on a straight-line basis over the estimated useful lives of the assets as follows:

Computers	3 years
Street & Christmas lights	5 years
Street furniture	5 years
Planters	5 years
- (c) Services provided without charge by the City of Toronto and others are not recorded in these financial statements.

**THE BOARD OF MANAGEMENT FOR THE
FOREST HILL VILLAGE BUSINESS IMPROVEMENT AREA
NOTES TO THE FINANCIAL STATEMENTS, CONT'D
FOR THE YEAR ENDED DECEMBER 31, 2013**

3. CITY OF TORONTO – SPECIAL CHARGES

Special charges levied by the City are collected and remitted to the Board by the City. The total special charges outstanding consist of amounts collected by the City not yet remitted to the Board and amounts uncollected by the City.

The Board records special charges receivable/ (payable) net of an allowance for uncollected amounts. The special charges receivable/ (payable) from the City of Toronto are comprised of:

	2013 \$	2012 \$
Total special charges outstanding	68,787	72,568
Less: allowance for uncollected special charges	<u>(38,400)</u>	<u>(17,900)</u>
Special charges receivable	<u>30,387</u>	<u>54,668</u>

Provision for (recovery of) uncollected levies reported on the Statement of Revenue, Expenses and Operating Surplus comprises:

	2013 \$	2012 \$
Special charges written-off	9,988	10,081
Change in allowance for uncollected special charges	<u>20,500</u>	<u>(35,100)</u>
	<u>30,488</u>	<u>(25,019)</u>

**THE BOARD OF MANAGEMENT FOR THE
FOREST HILL VILLAGE BUSINESS IMPROVEMENT AREA
NOTES TO THE FINANCIAL STATEMENTS, CONT'D
FOR THE YEAR ENDED DECEMBER 31, 2013**

4. TANGIBLE CAPITAL ASSETS

	2013	
	Street Furniture	Total
Cost		
Beginning	-	-
Additions	8,000	8,000
Disposals	-	-
Ending	8,000	8,000
Accumulated Amortization		
Beginning	-	-
Amortization	1,600	1,600
Disposals	-	-
Ending	1,600	1,600
Net Book Value	6,400	6,400

5. INSURANCE

The Board is required to deposit with the Treasurer, City of Toronto, insurance policies indemnifying the City against public liability and property damage in respect of the activities of the Board. Insurance coverage providing \$5,000,000 for each occurrence or accident has been obtained by the Board, through the City of Toronto.

6. FINANCIAL INSTRUMENTS

The financial instruments recognized in the statement of financial position consist of cash and short-term investments, accounts receivable, and accounts payable and accrued liabilities. The fair values of these financial instruments approximate their carrying amounts due to the short-term maturity of these instruments.

**THE BOARD OF MANAGEMENT FOR THE
FOREST HILL VILLAGE BUSINESS IMPROVEMENT AREA
NOTES TO THE FINANCIAL STATEMENTS, CONT'D
FOR THE YEAR ENDED DECEMBER 31, 2013**

7. CAPITAL EXPENSES

In order to finance major capital expenses the BIA annually budgets certain amounts and accumulates them as operating surplus. Once adequate funds have accumulated, the BIA undertakes cost-shared capital improvement projects with the City. For this reason the actual expenses in a given year could significantly differ from the amount budgeted for the year. Any excess actual capital expenses are financed out of the accumulated surplus.

8. COMMITMENTS

The Board, in co-operation with the City, has implemented cost-shared capital improvement projects on publicly owned property for several years. The projects are long-term in nature and are usually completed subsequent to the year of Council's approval. The Board is committed to capital improvement projects of which the Board's share of \$18,814 (2012 - \$40,246) was outstanding as at December 31, 2013.

9. BUDGET

Budget Figures are provided for comparative purposes only and have not been subject to audit procedures.

24

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF CHEMISTRY
530 SOUTH EAST ASIAN AVENUE
CHICAGO, ILLINOIS 60607

Dear Sirs:

I am pleased to inform you that your application for admission to the Ph.D. program in Chemistry for the fall semester has been accepted. You will be joining the department in September 1982. Your advisor will be Professor [Name].

You will receive a letter from the Registrar's Office regarding the registration process. Please contact the Registrar's Office at [Phone Number] if you have any questions. You will also receive information regarding housing and financial aid.

Very truly yours,
[Name]
Chairman, Department of Chemistry