

**THE BOARD OF MANAGEMENT FOR THE
DUKE HEIGHTS
BUSINESS IMPROVEMENT AREA**

**Financial Statements
For the Year Ended December 31, 2017**

**DUKE HEIGHTS
BUSINESS IMPROVEMENT AREA**

DECEMBER 31, 2017

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INDEPENDENT AUDITOR'S REPORT

To the Council of the Corporation of the City of Toronto and the Board of Management for the DUKE Heights Business Improvement Area

I have audited the accompanying financial statements of DUKE Heights Business Improvement Area, which comprise the statement of financial position as at December 31, 2017 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 the related notes which comprises 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 local governments as prescribed by the Public Sector Accounting Board (PSAB) 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 Duke Heights Business Improvement Area as at December 31, 2017 and the results of its operations and cash flows for the year then ended in accordance with Canadian accounting standards for local governments as prescribed by the Public Sector Accounting Board (PSAB).


Toronto, Ontario
April 17, 2018



Chartered Professional Accountant
Licensed Public Accountant

**THE BOARD OF MANAGEMENT FOR THE
DUKE HEIGHTS BUSINESS IMPROVEMENT AREA
STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2017**

	2017 \$	2016 \$
FINANCIAL ASSETS		
Cash	78,639	430,823
Short-term investments (Note 3)	1,098,909	451,899
Accounts receivable		
City of Toronto – special charges (Note 4)	39,414	124,521
Other	245,531	122,915
	<u>1,462,493</u>	<u>1,130,158</u>
LIABILITIES		
Accounts payable and accrued liabilities		
City of Toronto	29,330	19,539
Other	88,600	17,312
	<u>117,930</u>	<u>36,851</u>
NET FINANCIAL ASSETS	1,344,563	1,093,307
NON-FINANCIAL ASSETS		
Tangible Capital Assets (Note 5)	31,816	2,304
ACCUMULATED SURPLUS	<u>1,376,379</u>	<u>1,095,611</u>

Approved on behalf of the Board of Management:


Chair *Edwin P. ...*


Treasurer *SHAFIQ PUNJANI*

**THE BOARD OF MANAGEMENT FOR THE
DUKE HEIGHTS BUSINESS IMPROVEMENT AREA
STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS
FOR THE YEAR ENDED DECEMBER 31, 2017**

	2017 \$ Budget (Note 10)	2017 \$ Actual	2016 \$ Actual
REVENUE			
City of Toronto – special charges	1,196,921	1,196,950	1,183,127
Sponsorships, contributions and other	-	90,811	17,968
	<u>1,196,921</u>	<u>1,287,761</u>	<u>1,201,095</u>
EXPENSES			
Administration	333,625	376,712	289,144
Promotion and advertising	103,200	108,809	124,827
Maintenance	200,000	204,871	214,554
Capital (Note 7) ;			
Master Plan Consulting	178,000	95,108	104,130
Programs	57,000	98,984	3,594
Future Projects	300,000	-	-
Amortization	-	12,277	12,923
Provision for uncollected special charges (Note 3)	25,096	110,232	12,807
	<u>1,196,921</u>	<u>1,006,993</u>	<u>761,979</u>
SURPLUS FOR THE YEAR	-	280,768	439,116
ACCUMULATED SURPLUS, BEGINNING OF YEAR	<u>1,095,611</u>	<u>1,095,611</u>	<u>656,495</u>
ACCUMULATED SURPLUS, END OF YEAR	<u>1,095,611</u>	<u>1,376,379</u>	<u>1,095,611</u>

**THE BOARD OF MANAGEMENT FOR THE
DUKE HEIGHTS BUSINESS IMPROVEMENT AREA
STATEMENT OF CHANGES IN NET FINANCIAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2017**

	<u>2017</u>	<u>2016</u>
	\$	\$
Surplus for the year	280,768	439,116
Acquisition of tangible capital assets	(41,789)	(4,608)
Amortization of tangible capital assets	12,277	12,923
	251,256	447,431
Balance - Beginning of year	1,093,307	645,876
Balance - End of year	<u>1,344,563</u>	<u>1,093,307</u>

**THE BOARD OF MANAGEMENT FOR THE
DUKE HEIGHTS BUSINESS IMPROVEMENT AREA
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2017**

	2017	2016
	\$	\$
Cash flows from operating activities		
Surplus for the year	280,768	439,116
Non-cash changes to operations		
Add: Non-cash item Amortization of capital assets	12,277	12,923
Increase (decrease) resulting from changes in		
Accounts receivable - City of Toronto	85,107	(105,286)
Accounts receivable – other	(122,616)	(23,840)
Accounts payable - City of Toronto	9,791	4,609
Accounts payable – other	71,288	(15,665)
	<hr/>	<hr/>
Cash Provided By Operations	336,615	311,857
Investing activities		
Purchase of tangible capital assets	(41,789)	(4,608)
(Increase) decrease in short-term investment	(647,010)	118,101
Cash, Beginning Of Year	<hr/> 430,823	<hr/> 5,473
Cash, End Of Year	<hr/> 78,639	<hr/> 430,823

**THE BOARD OF MANAGEMENT FOR THE
DUKE HEIGHTS BUSINESS IMPROVEMENT AREA
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2017**

1. ESTABLISHMENT AND OPERATIONS

The DUKE Heights 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 Canadian accounting standards for local governments as prescribed by the Public Sector Accounting Board (PSAB), the most significant of which are as follows:

Revenue recognition:

The BIA receives special charges from its members which are levied and collected by the City of Toronto. It also receives cash donations and sponsorships from corporate and private donors and grants from local, provincial and federal governments for events and festivals. Revenue is being recorded upon the signing of contracts and when collection can be reasonably ascertained.

Short-term investments:

Short-term investments are highly liquid financial instruments with original maturities greater than three months but less than one year and are classified as "short-term" investments. BIA classifies short-term investments as current assets and reports them at their fair market value.

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	Leasehold Improvements - Over the term of Lease
Banners - 3 years	Office Furniture - 5 years
Street Signs - 5 years	

Contributed services:

Services provided without charge by the City of Toronto and others are not recorded in these financial statements.

Financial instruments:

Financial instruments are recorded at the approximated fair value.

**THE BOARD OF MANAGEMENT FOR THE
DUKE HEIGHTS BUSINESS IMPROVEMENT AREA
NOTES TO THE FINANCIAL STATEMENTS, CONT'D
FOR THE YEAR ENDED DECEMBER 31, 2017**

SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

Use of estimates:

The preparation of these financial statements in accordance with PSAB requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Significant estimates include determining the useful lives of tangible capital assets for amortization, the allowance for uncollectible levies and accounts receivable and contingent liabilities. Actual results could differ from management's best estimates, as additional information becomes available in the future.

3. SHORT-TERM INVESTMENT

Short-term investment consists of funds invested with BMO Wealth Management. These investments are cashable on demand and are recorded at fair market value.

4. 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 from the City of Toronto are comprised of:

	2017	2016
	\$	\$
Total special charges outstanding	191,814	204,821
Less: allowance for uncollected special charges	(152,400)	(80,300)
Special charges receivable (payable)	<u>39,414</u>	<u>124,521</u>

The provision for uncollected levies reported on the Statement of Operations and Accumulated Surplus comprises of:

	2017	2016
	\$	\$
Special charges written-off	38,132	36,507
Provision for losses on assessment appeals	72,100	(23,700)
	<u>110,232</u>	<u>12,807</u>

THE BOARD OF MANAGEMENT FOR THE
DUKE HEIGHTS BUSINESS IMPROVEMENT AREA
NOTES TO THE FINANCIAL STATEMENTS, CONT'D
FOR THE YEAR ENDED DECEMBER 31, 2017

5. CAPITAL ASSETS

	2017					
	Computer	Banners	Leasehold Improvements	Street Signs	Office Furniture	Total
Cost						
Beginning	-	19,536	-	-	-	19,536
Additions	-	-	12,114	14,400	15,275	41,789
Disposals	-	-	-	-	-	-
Ending	-	19,536	12,114	14,400	15,275	61,325
Accumulated Amortization						
Beginning	-	17,232	-	-	-	17,232
Amortization	-	2,304	4,038	2,880	3,055	12,277
Disposals	-	-	-	-	-	-
Ending	-	19,536	4,038	2,880	3,055	29,509
Net Book Value	-	-	8,076	11,520	12,220	31,816

	2016					
	Computer	Banners	Leasehold Improvements	Street Signs	Office Furniture	Total
Cost						
Beginning	2,000	14,928	-	-	-	16,928
Additions	-	4,608	-	-	-	4,608
Disposals	-	-	-	-	-	-
Ending	2,000	19,536	-	-	-	21,536
Accumulated Amortization						
Beginning	1,333	4,976	-	-	-	6,309
Amortization	667	12,256	-	-	-	12,923
Disposals	-	-	-	-	-	-
Ending	2,000	17,232	-	-	-	19,232
Net Book Value	-	2,304	-	-	-	2,304

**THE BOARD OF MANAGEMENT FOR THE
DUKE HEIGHTS BUSINESS IMPROVEMENT AREA
NOTES TO THE FINANCIAL STATEMENTS, CONT'D
FOR THE YEAR ENDED DECEMBER 31, 2017**

6. 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.

7. FINANCIAL INSTRUMENTS

The financial instruments recognized in the statement of financial position consist of cash, 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.

8. 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.

9. COMMITMENTS

The Board is committed to minimum annual operating payments for office space as follows:

Year	\$
2018	62,400
2019	64,700
2020	36,600
<u>Total</u>	<u>163,700</u>

10. BUDGET

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