

**QUEEN STREET WEST BUSINESS  
IMPROVEMENT AREA**

**FINANCIAL STATEMENTS**

**DECEMBER 31, 2017**



**C.C.L.**

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**Chartered Professional Accountants  
Professional Corporation**

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**QUEEN STREET WEST BUSINESS IMPROVEMENT AREA**  
**FINANCIAL STATEMENTS**  
**December 31, 2017**

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**C.C.L.** Chartered Professional Accountants  
Professional Corporation  
(Member of LAWCPA network)

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## INDEPENDENT AUDITOR'S REPORT

To the Board of Directors  
QUEEN STREET WEST BUSINESS IMPROVEMENT AREA

### Report on the Financial Statements

We have audited the accompanying financial statements of **QUEEN STREET WEST BUSINESS IMPROVEMENT AREA**, which comprise the statements of financial position as at December 31, 2017 and the statements of operations, changes in accumulated surplus and cash flows for the year then ended and a summary of significant accounting policies and other explanatory information.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for 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

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 audit opinion.

**Opinion**

In our opinion, the financial statements present fairly, in all material respects, the financial position of Queen Street West Business Improvement Area as at December 31, 2017 and the results of its operations, changes in accumulated surplus and its 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).

*C.C.I.*

**Chartered Professional Accountants Professional Corporation  
Authorized to practice public accounting by the  
Chartered Professional Accountants of Ontario**

Toronto, Ontario  
February 4, 2019

**QUEEN STREET WEST BUSINESS IMPROVEMENT AREA**

**Statement of Financial Position  
December 31, 2017**

	<u>2017</u> \$	<u>2016</u> \$
<b>Financial Assets</b>		
Cash	1,004,629	843,322
Accounts receivable		
- City of Toronto - special charges (note 3)	30,327	67,091
- Others	40,767	29,242
Prepaid and deposits	<u>-</u>	<u>3,562</u>
	<u>1,075,723</u>	<u>943,217</u>
<b>Liabilities</b>		
Accounts payable		
- City of Toronto	156,201	46,881
- Others	<u>11,770</u>	<u>11,222</u>
	<u>167,971</u>	<u>58,103</u>
<b>Net Financial Assets</b>	907,752	885,114
<b>Non Financial Assets</b>		
Property and equipment (note 4)	<u>148,399</u>	<u>8,800</u>
Accumulated Surplus	<u>1,056,151</u>	<u>893,914</u>

Approved on behalf of the Board of Management

 \_\_\_\_\_, Chair

\_\_\_\_\_, Treasurer

**QUEEN STREET WEST BUSINESS IMPROVEMENT AREA**

**Statement of Changes in Accumulated Surplus  
Year Ended December 31, 2017**

	<u>2017</u>	<u>2016</u>
	\$	\$
<b>Accumulated Surplus</b>		
Balance, beginning of year	893,914	770,065
Surplus for the year	<u>162,237</u>	<u>123,849</u>
Balance, end of year	<u>1,056,151</u>	<u>893,914</u>

**QUEEN STREET WEST BUSINESS IMPROVEMENT AREA**

**Statement of Operations  
Year Ended December 31, 2017**

	<b>Budget 2017 \$</b>	<b>2017 \$</b>	<b>2016 \$</b>
<b>Revenue</b>			
City of Toronto - special charges	297,820	299,573	277,445
Miscellaneous income	-	-	5,947
	<u>297,820</u>	<u>299,573</u>	<u>283,392</u>
<b>Expenses</b>			
Advertising and promotion	45,500	32,367	18,738
Administration	78,901	55,739	64,563
Amortization	-	3,602	3,447
Repair and maintenance	21,900	18,592	16,318
Streetscape	395,000	-	71,532
Provision for uncollected special charges (recovered)	<u>27,075</u>	<u>27,036</u>	<u>(15,055)</u>
	<u>568,376</u>	<u>137,336</u>	<u>159,543</u>
<b>Surplus for the year</b>	<u>(270,556)</u>	<u>162,237</u>	<u>123,849</u>

**QUEEN STREET WEST BUSINESS IMPROVEMENT AREA**

**Statement of Cash Flows  
Year Ended December 31, 2017**

	<u>2017</u> \$	<u>2016</u> \$
<b>Fund provided (used):</b>		
<b>Operating Activities</b>		
Excess of revenues over expenses	162,237	123,849
- amortization	3,602	3,447
Changes in non-cash working capital components (1)	<u>138,669</u>	<u>8,400</u>
	<u>304,508</u>	<u>135,696</u>
<b>Investing Activities</b>		
Acquisition of property and equipment	<u>(143,201)</u>	<u>-</u>
<b>Net increase in cash</b>	<b>161,307</b>	<b>135,696</b>
Cash, beginning of year	<u>843,322</u>	<u>707,626</u>
Cash, end of year	<u>1,004,629</u>	<u>843,322</u>
<b>(1) Changes in non-cash working capital components represented by:</b>		
Accounts receivable - City of Toronto	36,764	(24,449)
Accounts receivable - Other	(11,525)	(8,911)
Prepaid and deposits	3,562	(3,562)
Accounts payable - City of Toronto	109,320	44,874
Accounts payable - Other	<u>548</u>	<u>448</u>
	<u>138,669</u>	<u>8,400</u>



## QUEEN STREET WEST BUSINESS IMPROVEMENT AREA

Notes to Financial Statements  
December 31, 2017

### 1. Nature of the Organization

Queen Street West Business Improvement Area is a not-for-profit volunteer-based association dedicated to create a safe and competitive business area that attract shoppers and new businesses 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.

### 2. Significant Accounting Policies

The Organization follows Canadian accounting standards for local governments as prescribed by the Public Sector Accounting Board (PSAB) which include the following policies:

#### Revenue recognition:

The Organization receives special charges from the City of Toronto, cash donations from corporate sponsors and private donors, as well as grants for operating purposes and capital projects. Revenue are being recorded upon signing of contract, and when collection can be reasonably ascertained.

#### Property and equipment:

Property and equipment are stated at cost and amortized using straight-line basis over the estimated useful lives of the assets at the following rates per annum:

Banners	3 years
Computer equipment	3 years
Bike Racks	5 years
Street furniture	5 years
Lights	5 years

#### Streetscape development:

To be amortized over the estimated useful life upon completion of the project.

#### Contributed services:

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

#### Financial instruments:

Financial instruments are recorded at the approximated fair value.

**QUEEN STREET WEST BUSINESS IMPROVEMENT AREA**

**Notes to Financial Statements  
December 31, 2017**

**2. Significant Accounting Policies (continued)**

Use of Estimates:

The preparation of these financial statements in conformity with Canadian accounting standards for local governments requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, at the date of the financial statements, and the reported amounts of revenues and expenses during the reported period. Actual results could differ from management's best estimates, as additional information becomes available in the future.

**3. City of Toronto - Special Charges**

Special charges levied by the City are collected from BIA members 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 net of an allowance for uncollected amounts. The special charges receivable from the City of Toronto are comprised of:

	<u>2017</u>	<u>2016</u>
	\$	\$
Total special charges outstanding	72,627	88,291
Less: allowance for uncollected special charges	<u>(42,300)</u>	<u>(21,200)</u>
Accounts receivable - City of Toronto (special charges)	<u>30,327</u>	<u>67,091</u>

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

	<u>2017</u>	<u>2016</u>
	\$	\$
Special charges written-off	5,936	7,245
Changes in allowance for uncollected special charges	<u>21,100</u>	<u>(22,300)</u>
	<u>27,036</u>	<u>(15,055)</u>

**4. Equipment**

	<u>Cost</u>	<u>Accumulated Amortization</u>	Net	
	\$	\$	<u>2017</u>	<u>2016</u>
	\$	\$	\$	\$
Banners	4,380	4,380	-	-
Bike racks	11,365	11,365	-	-
Lights	16,317	11,422	4,895	8,159
Street furniture	13,475	13,017	458	641
Computer equipment	1,601	824	777	-
Streetscape development	<u>142,269</u>	<u>-</u>	<u>142,269</u>	<u>-</u>
	<u>189,407</u>	<u>41,008</u>	<u>148,399</u>	<u>8,800</u>

**QUEEN STREET WEST BUSINESS IMPROVEMENT AREA**

**Notes to Financial Statements**

**December 31, 2017**

**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. Budget**

Budget figures are provided for comparative purpose only and have not been audited. Accordingly, we do not express any opinion on the budget figures.