

**THE BOARD OF MANAGEMENT FOR
PAPE VILLAGE
BUSINESS IMPROVEMENT AREA**

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

PAPE VILLAGE BUSINESS IMPROVEMENT AREA

DECEMBER 31, 2017

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

AUDITOR'S REPORT

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

I have audited the accompanying financial statements of Pape Village 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 Pape Village 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
May 23, 2018


Chartered Professional Accountant
Licensed Public Accountant


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

	2017 \$	2016 \$
FINANCIAL ASSETS		
Cash	23,373	31,103
Accounts receivable		
City of Toronto – special charges (Note 3)	1,625	12,722
Other	14,636	7,026
	<u>39,634</u>	<u>50,851</u>
LIABILITIES		
Accounts payable and accrued liabilities		
City of Toronto	3,536	7,978
Other	1,400	1,788
	<u>4,936</u>	<u>9,766</u>
NET FINANCIAL ASSETS	34,698	41,085
NON-FINANCIAL ASSETS		
Tangible Capital Assets (Note 4)	5,487	6,895
ACCUMULATED SURPLUS	<u>40,185</u>	<u>47,980</u>

Approved on behalf of the Board of Management:



Chair



Treasurer

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

	2017 \$ Budget (Note 9)	2017 \$ Actual	2016 \$ Actual
REVENUE			
City of Toronto – special levies	92,931	92,931	88,827
Festival, donations and other	6,000	4,941	7,822
	<u>98,931</u>	<u>97,872</u>	<u>96,649</u>
EXPENDITURE			
Administration	19,693	21,702	20,141
Promotion and advertising	51,250	41,966	50,713
Maintenance	26,135	30,106	21,102
Amortization	-	4,943	4,236
Provision for (recovery of) uncollected levies (Note 3)	(4,147)	6,950	(3,512)
	<u>92,931</u>	<u>105,667</u>	<u>92,680</u>
SURPLUS (DEFICIT) FOR THE YEAR	6,000	(7,795)	3,969
ACCUMULATED SURPLUS, BEGINNING OF YEAR	47,980	47,980	44,011
ACCUMULATED SURPLUS, END OF YEAR	<u>53,980</u>	<u>40,185</u>	<u>47,980</u>

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

	2017	2016
	\$	\$
Surplus (deficit) for the year	(7,795)	3,969
Acquisition of tangible capital assets	(3,535)	(7,977)
Amortization of tangible capital assets	4,943	4,236
	(6,387)	228
Balance - Beginning of year	41,085	40,857
Balance - End of year	<u>34,698</u>	<u>41,085</u>

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

	2017	2016
	\$	\$
Cash flows from operating activities		
Surplus (deficit) for the year	(7,795)	3,969
Non-cash changes to operations		
Add: Non-cash item Amortization of capital assets	4,943	4,236
Increase (decrease) resulting from changes in		
Accounts receivable - City of Toronto	11,097	(9,032)
Accounts receivable – other	(7,610)	809
Accounts payable - City of Toronto	(4,442)	7,978
Accounts payable – other	(388)	(7,598)
Cash Provided By Operations	(4,195)	362
Investing activities		
Purchase of tangible capital assets	(3,535)	(7,977)
Decrease in short-term investments	-	31,543
Cash and short-term investments, Beginning Of Year	31,103	7,175
Cash and short-term investments, End Of Year	23,373	31,103

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

1. ESTABLISHMENT AND OPERATIONS

Pape 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 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:

Flags & Banners	5 years	Equipment	5 years
Street Signs / Furniture	5 years	Travelling Bear	5 years
Planters	5 years	Lights	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
PAPE VILLAGE 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. 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 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	6,725	12,722
Less: allowance for uncollected special charges	(5,100)	-
Special charges receivable	<u>1,625</u>	<u>12,722</u>

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

	2017	2016
	\$	\$
Special charges written-off	1,850	3,388
Change in allowance for uncollected special charges	5,100	(6,900)
	<u>6,950</u>	<u>(3,512)</u>

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

4. CAPITAL ASSETS

2017					
	Flags & Banner	Lights	Street Signs	Travelling Bear	Total
Cost					
Beginning	14,190	5,493	-	5,335	25,018
Additions	-	3,535	-	-	3,535
Disposals	-	-	-	-	-
Ending	14,190	9,028	-	5,335	28,553
Accumulated Amortization					
Beginning	8,872	4,983	-	4,268	18,123
Amortization	2,659	1,217	-	1,067	4,943
Disposals	-	-	-	-	-
Ending	11,531	6,200	-	5,335	23,066
Net Book Value	2,659	2,828	-	-	5,487

2016					
	Flags & Banner	Lights	Street Signs	Travelling Bear	Total
Cost					
Beginning	6,213	5,493	2,420	5,335	19,461
Additions	7,977	-	-	-	7,977
Disposals	-	-	-	-	-
Ending	14,190	5,493	2,420	5,335	27,438
Accumulated Amortization					
Beginning	6,213	4,473	2,420	3,201	16,307
Amortization	2,659	510	-	1,067	4,236
Disposals	-	-	-	-	-
Ending	8,872	4,983	2,420	4,268	20,543
Net Book Value	5,318	510	-	1,067	6,895

**THE BOARD OF MANAGEMENT FOR
PAPE VILLAGE BUSINESS IMPROVEMENT AREA
NOTES TO THE FINANCIAL STATEMENTS, CONT'D
FOR THE YEAR ENDED 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. FINANCIAL INSTRUMENTS

The carrying value of cash and short-term investments, accounts receivable, due from and to City of Toronto, accounts payable and accrued liabilities reflected in the statement of financial position approximate their respective fair value, due to the relatively short term nature of the instruments.

7. CAPITAL EXPENSES

In order to finance major capital expenses, the BIA annually budgets certain amounts and accumulates them as 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 \$500 (2016 - \$75) was outstanding as at December 31, 2017.

9. BUDGET

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

