

**United Way of the Central & South Okanagan/Similkameen**  
**Financial Statements**  
*January 31, 2018*

# United Way of the Central & South Okanagan/Similkameen Contents

*For the year ended January 31, 2018*

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## **Management's Responsibility**

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To the Members of United Way of the Central & South Okanagan/Similkameen:

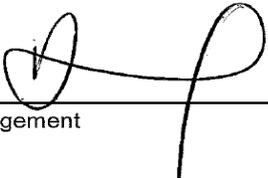
Management is responsible for the preparation and presentation of the accompanying financial statements, including responsibility for significant accounting judgments and estimates in accordance with Canadian accounting standards for not-for-profit organizations and ensuring that all information in the annual report is consistent with the statements. This responsibility includes selecting appropriate accounting principles and methods, and making decisions affecting the measurement of transactions in which objective judgment is required.

In discharging its responsibilities for the integrity and fairness of the financial statements, management designs and maintains the necessary accounting systems and related internal controls to provide reasonable assurance that transactions are authorized, assets are safeguarded and financial records are properly maintained to provide reliable information for the preparation of financial statements.

The Board of Directors and Audit Committee are composed entirely of Directors who are neither management nor employees of the Organization. The Board is responsible for overseeing management in the performance of its financial reporting responsibilities, and for approving the financial information included in the annual report. The Board fulfils these responsibilities by reviewing the financial information prepared by management and discussing relevant matters with management and external auditors. The Committee is also responsible for recommending the appointment of the Organization's external auditors.

MNP LLP is appointed by the members to audit the financial statements and report directly to them; their report follows. The external auditors have full and free access to, and meet periodically and separately with, both the Committee and management to discuss their audit findings.

May 22, 2018

  
\_\_\_\_\_  
Management

## Independent Auditors' Report

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To the Board of Directors of United Way of the Central & South Okanagan/Similkameen:

We have audited the accompanying financial statements of United Way of the Central & South Okanagan/Similkameen, which comprise the statement of financial position as at January 31, 2018, and the statements of operations and allocations, changes in net assets 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 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.

### *Auditors' 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 auditors' 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 non-profit organizations, the Society derives revenue from donations from the public, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, our verification of these revenues was limited to the amounts recorded in the records of the Society and we were not able to determine whether any adjustments might be necessary to donations, excess (deficiency) of revenue over expenses, or net assets.

### *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 United Way of the Central & South Okanagan/Similkameen as at January 31, 2018 and the results of its operations and allocations, changes in net assets and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

### *Other Matter*

The previous year's comparative financial statements were audited and issued with a qualified audit report dated May 23, 2017, issued by another firm of public accountants.

Kelowna, British Columbia

May 22, 2018

**MNP LLP**

Chartered Professional Accountants

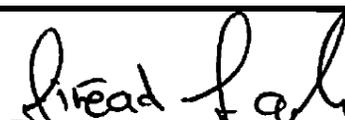
# United Way of the Central & South Okanagan/Similkameen Statement of Financial Position

*As at January 31, 2018*

|  | <b>2018</b>      | <b>2017</b>      |
|--|------------------|------------------|
| <b>Assets</b>  |                  |                  |
| <b>Current</b>                                       |                  |                  |
| Cash and cash equivalents <i>(Note 3)</i>            | 442,334          | 515,769          |
| Pledges receivable <i>(Note 4)</i>                   | 442,665          | 610,608          |
| Investments <i>(Note 5)</i>                          | 250,000          | -                |
| Prepaid expenses                                     | 18,678           | 17,443           |
| Accounts receivable and accruals                     | 2,355            | 735              |
| GST recoverable                                      | 1,945            | 4,168            |
|  | <b>1,157,977</b> | <b>1,148,723</b> |
| <b>Tangible capital assets</b> <i>(Note 6)</i>       | <b>68,598</b>    | <b>73,708</b>    |
| <b>Investment of reserve funds</b> <i>(Note 3)</i>   | <b>471,120</b>   | <b>467,375</b>   |
|  | <b>1,697,695</b> | <b>1,689,806</b> |
| <b>Liabilities</b>                                   |                  |                  |
| <b>Current</b>                                       |                  |                  |
| Accounts payable and accruals <i>(Note 7)</i>        | 44,977           | 67,944           |
| Deferred revenue <i>(Note 8)</i>                     | 77,134           | 68,007           |
| Allocations payable <i>(Note 9)</i>                  | 906,467          | 894,261          |
|  | <b>1,028,578</b> | <b>1,030,212</b> |
| <b>Commitments</b>                                   |                  |                  |
| <b>Net Assets</b>                                    |                  |                  |
| Internally restricted contingency reserve            | 388,536          | 388,536          |
| Internally restricted tangible capital asset reserve | 20,523           | 16,778           |
| Internally restricted strategic investment reserve   | 62,061           | 62,061           |
| Invested in tangible capital assets                  | 68,597           | 73,708           |
| Unrestricted   | 129,400          | 118,511          |
|  | <b>669,117</b>   | <b>659,594</b>   |
|  | <b>1,697,695</b> | <b>1,689,806</b> |

Approved on behalf of the Board

  
Director

  
Director

*The accompanying notes are an integral part of these financial statements*

# United Way of the Central & South Okanagan/Similkameen Statement of Operations and Allocations

*For the year ended January 31, 2018*

|   | <b>2018</b>      | <b>2017</b> |
|---|------------------|-------------|
| <b>Donations</b>                                    |                  |             |
| Designated and undesignated                         | <b>339,314</b>   | 499,795     |
| Donations collected by other United Ways            | <b>366,054</b>   | 436,420     |
| Uncollectible pledges, net                          | <b>(26,899)</b>  | (75,312)    |
|   | <b>678,469</b>   | 860,903     |
| <b>Other revenue</b>                                |                  |             |
| Bequests  | <b>451,200</b>   | 3,000       |
| Success by Six Program                              | <b>216,805</b>   | 180,125     |
| Special events                                      | <b>127,543</b>   | 246,444     |
| Grants  | <b>14,755</b>    | 17,722      |
| Gifts in kind                                       | <b>1,783</b>     | 2,624       |
| Interest  | <b>33,996</b>    | 40,610      |
|   | <b>1,524,551</b> | 1,351,428   |
| <b>Expenses</b>                                     |                  |             |
| Fundraising expenses <i>(Schedule 2)</i>            | <b>321,065</b>   | 440,720     |
| <b>Net revenue available for programs</b>           | <b>1,203,486</b> | 910,708     |
| Program expenses <i>(Schedule 3)</i>                | <b>428,599</b>   | 394,107     |
| Allocations <i>(Note 9)</i>                         | <b>765,364</b>   | 685,442     |
|   | <b>1,193,963</b> | 1,079,549   |
| <b>Excess (deficiency) of revenue over expenses</b> | <b>9,523</b>     | (168,841)   |

*The accompanying notes are an integral part of these financial statements*

**United Way of the Central & South Okanagan/Similkameen**  
**Statement of Changes in Net Assets**  
*For the year ended January 31, 2018*

|  | <i>Internally<br/>restricted<br/>contingency<br/>reserve</i> | <i>Internally<br/>restricted<br/>tangible<br/>capital<br/>asset<br/>reserve</i> | <i>Internally<br/>restricted<br/>strategic<br/>investment<br/>reserve</i> | <i>Invested in<br/>tangible<br/>capital<br/>assets</i> | <i>Unrestricted</i> | <b>2018</b>    | <b>2017</b>    |
|--|--|---|---|--|---------------------|----------------|----------------|
| Net assets, beginning of year                | 388,536  | 16,778  | 62,061  | 73,708   | 118,511             | 659,594        | 828,435        |
| Excess (deficiency) of revenue over expenses | -  | -   | -   | (7,490)  | 17,013              | 9,523          | (168,841)      |
| Purchase of tangible capital assets          | -  | -   | -   | 2,379  | (2,379)             | -              | -              |
| Transfers                                    | -  | 3,745   | -   | -  | (3,745)             | -              | -              |
| <b>Net assets, end of year</b>               | <b>388,536</b>   | <b>20,523</b>   | <b>62,061</b>   | <b>68,597</b>  | <b>129,400</b>      | <b>669,117</b> | <b>659,594</b> |

# United Way of the Central & South Okanagan/Similkameen

## Statement of Cash Flows

*For the year ended January 31, 2018*

|   | <b>2018</b>      | <b>2017</b>      |
|---|------------------|------------------|
| <b>Cash provided by (used for) the following activities</b> |                  |                  |
| <b>Operating</b>  |                  |                  |
| Cash received from donations                                | 803,891          | 847,236          |
| Cash received from other sources                            | 810,466          | 449,180          |
| Cash paid to agencies, employees and suppliers              | (1,465,664)      | (1,710,847)      |
| Interest received   | 33,996           | 40,610           |
|   | <b>182,689</b>   | <b>(373,821)</b> |
| <b>Investing</b>  |                  |                  |
| Purchase of investments                                     | (250,000)        | -                |
| Proceeds on disposal of investments                         | -                | 171,746          |
| Purchase of tangible capital assets                         | (2,379)          | (1,175)          |
| Proceeds from (additions to) investment of reserve funds    | (3,745)          | 164,779          |
|   | <b>(256,124)</b> | <b>335,350</b>   |
| <b>Decrease in cash and cash equivalents</b>                | <b>(73,435)</b>  | <b>(38,471)</b>  |
| <b>Cash and cash equivalents, beginning of year</b>         | <b>515,769</b>   | <b>554,240</b>   |
| <b>Cash and cash equivalents, end of year</b>               | <b>442,334</b>   | <b>515,769</b>   |

*The accompanying notes are an integral part of these financial statements*

# United Way of the Central & South Okanagan/Similkameen

## Notes to the Financial Statements

For the year ended January 31, 2018

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### 1. Incorporation and nature of the organization

United Way of the Central & South Okanagan/Similkameen (the "Organization") was incorporated on December 31, 1950 under the authority of the British Columbia Societies Act and is a registered charity, and thus is exempt from income taxes under section 149(1)(f) of the Income Tax Act ("the Act").

The Organization's principal activity is raising funds for charitable purposes.

### 2. Significant accounting policies

The financial statements have been prepared in accordance with Canadian Accounting Standards for Not-for-Profit Organizations (ASNPO) as set out in Part III of the CPA Canada Handbook - Accounting Standards for Not-for-Profit Organizations, as issued by the Accounting Standards Board in Canada, and include the following significant accounting policies:

#### **Cash and cash equivalents**

Cash and cash equivalents include cash on hand, balances with banks and short-term deposits with original maturities of three months or less. Cash subject to restrictions that prevent its use for current purposes is included in restricted cash and investment of reserve funds.

#### **Investments**

Investments consist of guaranteed investment certificates with maturities greater than three months. Investments are recorded at fair value at the date of acquisition and subsequently measured at amortized cost with changes reflected in the statement of operations and allocations.

#### **Tangible capital assets**

Purchased tangible capital assets are recorded at cost. Contributed capital assets are recorded at fair value at the date of contribution if fair value can be reasonably determined.

Amortization is provided using the declining balance method at rates intended to amortize the cost of assets over their estimated useful lives.

|                         | <b>Rate</b> |
|-------------------------|-------------|
| Furniture and equipment | 10 %        |

#### **Long-lived assets**

Long-lived assets consist of tangible capital assets. Long-lived assets held for use are measured and amortized as described in the applicable accounting policies.

When the Organization determines that a long-lived asset no longer has any long-term service potential to the organization, the excess of its net carrying amount over any residual value is recognized as an expense in the statement of operations and allocations. Write-downs are not reversed.

#### **Revenue recognition**

The Organization 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, fundraising income, and government grants 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.

#### **Contributed materials and services**

Contributions of materials and services are recognized both as contributions and expenses in the statement of operations and allocations when a fair value can be reasonably estimated and when the materials and services are used in the normal course of the Organization's operations and would otherwise have been purchased. During the year \$1,783 (2017 - \$2,624) in contributed services were recognized in the statement of operations and allocations. If the fair value of the contributed materials and services cannot be reasonably estimated, the contributed materials and services are not recognized in these financial statements.

# United Way of the Central & South Okanagan/Similkameen

## Notes to the Financial Statements

For the year ended January 31, 2018

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### ***Pledges receivable***

Contributions pledged are recorded as receivables at their gross amount, less any allowances for amounts estimated to be uncollectible.

### ***Measurement uncertainty (use of estimates)***

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 amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period.

Pledges receivable and accounts receivable are stated after evaluation as to their collectability and an appropriate allowance for doubtful accounts is provided where considered necessary. Amortization is based on the estimated useful lives of tangible capital assets.

These estimates and assumptions are reviewed periodically and, as adjustments become necessary they are reported in excess of revenues and expenses in the periods in which they become known.

### ***Financial instruments***

The Organization recognizes its financial instruments when the Organization becomes party to the contractual provisions of the financial instrument. All financial instruments are initially recorded at their fair value, including financial assets and liabilities originated and issued in a related party transaction with management. Financial assets and liabilities originated and issued in all other related party transactions are initially measured at their carrying or exchange amount in accordance with Section 3840 *Related Party Transactions*.

At initial recognition, the Organization may irrevocably elect to subsequently measure any financial instrument at fair value. The Organization has not made such an election during the year.

Transaction costs and financing fees directly attributable to the origination, acquisition, issuance or assumption of financial instruments subsequently measured at fair value are immediately recognized in operations for the current period. Conversely, transaction costs and financing fees are added to the carrying amount for those financial instruments subsequently measured at cost or amortized cost.

### ***Financial asset impairment***

The Organization assesses impairment of all of its financial assets measured at cost or amortized cost. The Organization groups assets for impairment testing when available information is not sufficient to permit identification of each individually impaired financial asset in the group; there are numerous assets affected by the same factors; no asset is individually significant. Management considers whether the issuer is having significant financial difficulty; whether there has been a breach in contract, such as a default or delinquency in interest or principal payments; in determining whether objective evidence of impairment exists. When there is an indication of impairment, the Organization determines whether it has resulted in a significant adverse change in the expected timing or amount of future cash flows during the year. If so, the Organization reduces the carrying amount of any impaired financial assets to the highest of: the present value of cash flows expected to be generated by holding the assets; the amount that could be realized by selling the assets; and the amount expected to be realized by exercising any rights to collateral held against those assets. Any impairment, which is not considered temporary, is included in the current year statement of operations and allocations.

The Organization reverses impairment losses on financial assets when there is a decrease in impairment and the decrease can be objectively related to an event occurring after the impairment loss was recognized. The amount of the reversal is recognized in the year the reversal occurs.

# United Way of the Central & South Okanagan/Similkameen

## Notes to the Financial Statements

*For the year ended January 31, 2018*

### ***Internally restricted reserves***

The Organization maintains three internally restricted funds, as approved by the Board of Directors: contingency reserve, tangible capital asset reserve, and strategic investment reserve. Such restricted funds are appropriations of unrestricted net assets. All allocations of funds in or out of these reserves are to be done by way of motion to the Board of Directors by the Finance Committee.

These reserves are fully funded through cash and cash equivalents as outlined in Note 3.

### ***Contingency reserve***

The contingency reserve provides for unanticipated expenses or shortfalls in revenue. The balance of the reserve shall be 6 to 12 months of budgeted expenses for that fiscal year.

### ***Tangible capital asset reserve***

The tangible capital asset reserve provides for the replacement of tangible capital assets as they reach the end of their useful lives. Each year, funds equivalent to 50% of the annual amortization expense calculated for the previous year, or additional amounts as deemed necessary, are allocated to the reserve.

### ***Strategic investment reserve***

The strategic investment reserve provides funding for special initiatives that align with the long term objectives of the Organization. This reserve may also assist with maintaining the contingency reserve and tangible capital asset reserve, should it be required.

### **3. Cash and cash equivalents and investment of reserve funds**

|                             | <b>2018</b>    | <b>2017</b>    |
|-----------------------------|----------------|----------------|
| Cash in bank                | 913,217        | 982,927        |
| Petty cash                  | 237            | 217            |
|                             | <b>913,454</b> | <b>983,144</b> |
| <b>Allocated to:</b>        |                |                |
| Cash and cash equivalents   | 442,334        | 515,769        |
| Investment of reserve funds | 471,120        | 467,375        |
|                             | <b>913,454</b> | <b>983,144</b> |

Included in cash and cash equivalents is cash of \$52,725 (2017 - \$58,039) subject to externally imposed restrictions.

### **4. Pledges receivable**

|   | <b>2018</b>    | <b>2017</b>    |
|---|----------------|----------------|
| Pledges receivable                        | 468,164        | 644,954        |
| Less: allowance for uncollectible pledges | (25,499)       | (34,346)       |
|   | <b>442,665</b> | <b>610,608</b> |

### **5. Investments**

|  | <b>2018</b>    | <b>2017</b> |
|--|----------------|-------------|
| Guaranteed Investment Certificate, maturing September 18, 2018 | 250,000        | -           |
|  | <b>250,000</b> | <b>-</b>    |

The guaranteed investment certificate (GIC) has a term of one year. Interest is paid on the anniversary date at 0.80%.

## United Way of the Central & South Okanagan/Similkameen Notes to the Financial Statements

*For the year ended January 31, 2018*

### 6. Tangible capital assets

|                         | <i>Cost</i> | <i>Accumulated<br/>amortization</i> | <i>2018<br/>Net book<br/>value</i> | <i>2017<br/>Net book<br/>value</i> |
|-------------------------|-------------|-------------------------------------|------------------------------------|------------------------------------|
| Furniture and equipment | 171,984     | 103,386                             | 68,598                             | 73,708                             |

### 7. Accounts payable and accruals

|                                | <i>2018</i>   | <i>2017</i>   |
|--------------------------------|---------------|---------------|
| Accounts payable and accruals  | 44,929        | 65,477        |
| Government remittances payable | 48            | 2,467         |
|                                | <b>44,977</b> | <b>67,944</b> |

### 8. Deferred revenue

The Organization receives contributions from contributors who have restricted their use for specific projects or expenditures. Recognition of these amounts as revenue is deferred to the periods when the specific project or expenditures are made. Changes in the deferred contributions balance are as follows:

|                          | <i>Balance,<br/>beginning of<br/>year</i> | <i>Amounts<br/>received</i> | <i>Recognized<br/>as revenue</i> | <i>2018</i>   | <i>2017</i>   |
|--------------------------|---|-----------------------------|----------------------------------|---------------|---------------|
| Designated contributions | 9,968                                     | 99,908                      | (85,467)                         | 24,409        | 9,968         |
| Success by Six           | 58,039                                    | 211,491                     | (216,805)                        | 52,725        | 58,039        |
|                          | <b>68,007</b>                             | <b>311,399</b>              | <b>(302,272)</b>                 | <b>77,134</b> | <b>68,007</b> |

Designated contributions represent contributions which have been designated for payment to a specific local charity by the contributor. The Organization pays out designated contributions within nine months of receipt and defers recognition of the associated revenue until payout has occurred.

# United Way of the Central & South Okanagan/Similkameen

## Notes to the Financial Statements

*For the year ended January 31, 2018*

### 9. Allocations payable

|   | 2018             | 2017      |
|---|------------------|-----------|
| Balance, beginning of year  | 894,261          | 1,087,399 |
| Allocations paid  | <b>(688,510)</b> | (782,607) |
| <hr/>   |                  |           |
| Allocations unallocated from prior years                                  | 205,751          | 304,792   |
| <b>Current year</b>   |                  |           |
| Designated  | 133,028          | 185,442   |
| Undesignated  | 632,336          | 500,000   |
| Designated amounts paid (or payable) by other United Ways during the year | <b>(64,648)</b>  | (95,973)  |
| <hr/>   |                  |           |
| Balance, end of year  | <b>906,467</b>   | 894,261   |
| <hr/>   |                  |           |
| <b>Allocations</b>  |                  |           |
| Designated  | 133,028          | 185,442   |
| Undesignated  | 632,336          | 500,000   |
| <hr/>   |                  |           |
|   | <b>765,364</b>   | 685,442   |
| <hr/>   |                  |           |

### 10. Allocation of expenses

Administrative expenses are incurred to support functional areas and are allocated to fundraising and program expenses based on the time study method. Following this method, administration expenses are allocated as follows:

|                         | 2018       | 2017 |
|-------------------------|------------|------|
|                         | %          | %    |
| To fundraising expenses | 40         | 47   |
| To program expenses     | 60         | 53   |
| <hr/>                   |            |      |
|                         | <b>100</b> | 100  |
| <hr/>                   |            |      |

### 11. Commitments

The Organization has entered into various agreements for the lease of office space and equipment. Minimum estimated annual payments for office space and equipment over the next five years are as follows:

|      |        |
|------|--------|
| 2019 | 22,536 |
| 2020 | 20,067 |
| 2021 | 20,657 |
| 2022 | 20,789 |
| 2023 | 20,392 |

In addition to these lease payments, the Organization is required to pay their proportionate share of common area maintenance and property tax.

The Organization also funds community initiatives which require quarterly payments of \$24,334 until April 2019 and an annual payment of \$24,313 in April 2018, respectively. These payments are not reflected in the table above.

# United Way of the Central & South Okanagan/Similkameen

## Notes to the Financial Statements

For the year ended January 31, 2018

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### 12. Endowment funds

The Central Okanagan Foundation holds endowment funds for the benefit of the Organization. The fund balance has been derived from third party contributions directly to the Central Okanagan Foundation and from allocations from fundraising campaigns by the Organization. The fund is held in perpetuity by the Central Okanagan Foundation, with the income earned on the fund being paid to the Organization annually. The fund balance at January 31, 2018 was \$596,891 (2017 - \$596,891). Investment income received by the Organization from the fund was \$20,891 (2017 - \$26,860) for the current year.

The Community Foundation for the South Okanagan holds endowment funds for the benefit of the Organization. The fund balance at December 31, 2017 was \$120,922 (2016 - \$120,922). Investment income received by the Organization from the fund was \$12,370 (2017- \$5,754) for the current year.

These funds are not controlled or owned by the Organization and therefore the fund balances have not been recorded in these financial statements.

### 13. Financial instruments

The Organization, as part of its operations, carries a number of financial instruments. It is management's opinion that the Organization is not exposed to significant interest, currency, liquidity or other price risks arising from these financial instruments except as otherwise disclosed.

#### ***Credit risk***

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The Organization is primarily exposed to credit risk through its pledges receivable and accounts receivable. To Organization provides an allowance for amounts anticipated to be uncollectible, and believes this to be adequate to address the credit risk associated with these receivables.

### 14. British Columbia Societies Act

In accordance with British Columbia's *Societies Act*, the Organization is required to disclose remuneration in excess of \$75,000. For the fiscal year ending January 31, 2018, the Society had no individuals meeting the disclosure requirements (2017 - one individual \$79,000).

### 15. Comparative figures

Certain comparative figures have been reclassified to conform with current year presentation.

**United Way of the Central & South Okanagan/Similkameen**  
**Schedule 1 - Schedule of Administrative Expenses**

*For the year ended January 31, 2018*

|  | 2018            | 2017           |
|--|-----------------|----------------|
| <b>Fundraising expenditures</b>                            |                 |                |
| <b>Administrative expenses</b>                             |                 |                |
| Amortization   | 7,490           | 8,125          |
| Equipment rental   | 1,443           | 1,519          |
| Insurance  | 2,922           | 2,682          |
| Marketing and printing                                     | 720             | 3,892          |
| Meetings and training                                      | 6,975           | 11,037         |
| Office rent  | 12,209          | 12,789         |
| Office supplies  | 6,655           | 6,605          |
| Professional fees  | 43,501          | 46,368         |
| Telephone  | 2,104           | 2,766          |
| Wages and employee benefits                                | 26,047          | 41,208         |
| <b>Total administrative expenses before allocation</b>     | <b>110,066</b>  | <b>136,991</b> |
| <b>Administrative allocations</b>                          |                 |                |
| Allocation to fundraising expenditures <i>(Schedule 2)</i> | <b>(44,026)</b> | (64,003)       |
| Allocation to program expenditures <i>(Schedule 3)</i>     | <b>(66,040)</b> | (72,988)       |
| <b>Total administrative expenses</b>                       | <b>-</b>        | <b>-</b>       |

**United Way of the Central & South Okanagan/Similkameen**  
**Schedule 2 - Schedule of Fundraising Expenses**

*For the year ended January 31, 2018*

|  | <b>2018</b>    | <b>2017</b>    |
|--|----------------|----------------|
| <b>Fundraising expenditures</b>                                  |                |                |
| <b>Fundraising expenses</b>                                      |                |                |
| Equipment rental   | 1,329          | 1,139          |
| Information technology   | 1,982          | 3,011          |
| Insurance  | 1,783          | 1,988          |
| Marketing and printing   | 10,595         | 14,989         |
| Meetings and training  | 15,932         | 19,416         |
| Office rent  | 11,245         | 9,892          |
| Office supplies  | 18,430         | 16,455         |
| Special event  | 17,603         | 112,954        |
| Wages and employee benefits                                      | 198,140        | 196,873        |
| <b>Total direct fundraising expenses</b>                         | <b>277,039</b> | <b>376,717</b> |
| <b>Allocation of administrative expenses</b> <i>(Schedule 1)</i> | <b>44,026</b>  | <b>64,003</b>  |
| <b>Total fundraising expenses</b>                                | <b>321,065</b> | <b>440,720</b> |

**United Way of the Central & South Okanagan/Similkameen**  
**Schedule 3 - Schedule of Program Expenses**

*For the year ended January 31, 2018*

|  | 2018           | 2017    |
|--|----------------|---------|
| <b>Fundraising expenditures</b>                                  |                |         |
| <b>Program expenses</b>  |                |         |
| Community building   | 839            | 531     |
| Donor recognition  | 10,352         | 2,363   |
| Equipment rental   | 1,025          | 1,139   |
| Memberships  | 10,696         | 18,799  |
| Office rent  | 8,674          | 9,292   |
| Office supplies  | 11,346         | 12,791  |
| Wages and employee benefits                                      | 102,822        | 96,079  |
| Success by Six   | 216,805        | 180,125 |
| <b>Total direct program expenses</b>                             | <b>362,559</b> | 321,119 |
| <b>Allocation of administrative expenses</b> <i>(Schedule 1)</i> | <b>66,040</b>  | 72,988  |
| <b>Total program expenses</b>                                    | <b>428,599</b> | 394,107 |