

COMMUNITY FUTURES WEST YELLOWHEAD

Financial Statements

Year Ended March 31, 2017

COMMUNITY FUTURES WEST YELLOWHEAD

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Year Ended March 31, 2017

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INDEPENDENT AUDITOR'S REPORT

To the Members of Community Futures West Yellowhead

We have audited the accompanying financial statements of Community Futures West Yellowhead, which comprise the statement of financial position as at March 31, 2017 and the statements of revenues and expenditures, 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.

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.

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Independent Auditor's Report to the Members of Community Futures West Yellowhead *(continued)*

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Community Futures West Yellowhead as at March 31, 2017 and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

A handwritten signature in black ink that reads "Carlson Roberts Seely LLP." The signature is written in a cursive, flowing style.

Drayton Valley, Alberta
June 15, 2017

CHARTERED PROFESSIONAL ACCOUNTANTS

COMMUNITY FUTURES WEST YELLOWHEAD

Statement of Financial Position

March 31, 2017

	General Fund 2017	Non-repayable 2017	Repayable 2017	Disabled 2017	Total 2017	Total 2016
ASSETS						
CURRENT						
Cash (Note 2)	\$ 221,542	\$ 898,907	\$ 5,860	\$ 103,882	\$ 1,230,191	\$ 1,012,033
Accounts receivable (Note 3)	1,779	-	-	-	1,779	2,466
Prepaid expenses	6,141	-	-	-	6,141	-
Accrued interest and loan fees receivable (Note 4)	-	18,819	40,937	1,786	61,542	33,823
Current portion of investment loans receivable (Note 6)	-	195,693	325,247	42,931	563,871	571,325
	229,462	1,113,419	372,044	148,599	1,863,524	1,619,647
EQUIPMENT (Net of accumulated amortization) (Note 5)	12,708	-	-	-	12,708	11,437
INVESTMENT LOANS RECEIVABLE (Note 6)	-	391,861	507,788	130,856	1,030,505	1,286,312
	\$ 242,170	\$ 1,505,280	\$ 879,832	\$ 279,455	\$ 2,906,737	\$ 2,917,396

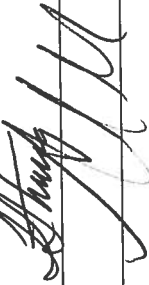
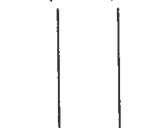
COMMUNITY FUTURES WEST YELLOWHEAD

Statement of Financial Position

March 31, 2017

	General Fund 2017	Non-repayable 2017	Repayable 2017	Disabled 2017	Total 2017	Total 2016
LIABILITIES AND NET ASSETS						
CURRENT						
Accounts payable and accrued liabilities	\$ 16,900	\$ -	\$ -	\$ -	\$ 16,900	\$ 19,423
Callable CFNA Loan (Note 7)	-	-	293,155	-	293,155	323,830
Employee deductions payable	64	-	-	-	64	-
Deferred income (Note 8)	43,071	-	-	-	43,071	24,580
	60,035	-	293,155	-	353,190	367,833
	182,135	1,505,280	586,677	279,455	2,553,547	2,549,563
NET ASSETS (Note 9.)	\$ 242,170	\$ 1,505,280	\$ 879,832	\$ 279,455	\$ 2,906,737	\$ 2,917,396

ON BEHALF OF THE BOARD

 Director
 Director

COMMUNITY FUTURES WEST YELLOWHEAD
Statement of General Fund Revenues and Expenses

Year Ended March 31, 2017

	2017	2016
REVENUE		
Federal contracts	\$ 294,963	\$ 294,963
Loan fees	31,248	42,166
Other	30,826	23,001
Other contracts	2,790	14,684
Interest Income	1,467	1,982
Gains (losses) on disposal of assets	-	9,902
	<u>361,294</u>	<u>386,698</u>
EXPENSES		
Salaries and benefits	238,411	248,952
Programs	33,186	37,937
Office rent	31,615	31,619
Professional, accounting and audit	14,602	14,441
Board member expenses	12,014	15,250
Travel	11,919	12,376
Seminars and training	10,477	14,138
Telephone	5,940	6,328
Insurance	4,451	3,935
Bank charges and loan costs	3,615	3,018
Utilities and janitorial	3,399	3,813
Office supplies	3,333	4,074
Advertising and promotion	3,278	4,409
Books and publications	3,219	9,571
Meetings and conventions	3,126	9,749
Repairs and maintenance	457	869
Postage and delivery	419	347
Rural Alberta Business Centre	-	6,659
Amortization	9,837	8,436
	<u>393,298</u>	<u>435,921</u>
DEFICIENCY OF EXPENSES OVER REVENUE	<u>\$ (32,004)</u>	<u>\$ (49,223)</u>

COMMUNITY FUTURES WEST YELLOWHEAD
Statement of Loan Investment Fund Revenues and Expenses
Year Ended March 31, 2017

	Non-repayable 2017	Repayable 2017	Disabled 2017	Total 2017	Total 2016
REVENUE					
Investment interest	\$ 52,182	\$ 107,049	\$ 11,972	\$ 171,203	\$ 214,162
Bank interest	8,333	3,892	500	12,725	10,354
Write-up of marketable securities	4,184	1,701	756	6,641	(1,565)
	64,699	112,642	13,228	190,569	222,951
EXPENSES					
Provision (recovery) of investment losses	11,344	93,609	997	105,950	(23)
Interest on credit facility	-	8,279	-	8,279	8,987
Portfolio recovery expense	24,064	8,315	7,972	40,351	29,410
	35,408	110,203	8,969	154,580	38,374
INCOME FROM OPERATIONS					
	\$ 29,291	\$ 2,439	\$ 4,259	\$ 35,989	\$ 184,577

COMMUNITY FUTURES WEST YELLOWHEAD

Statement of Changes in Net Assets

Year Ended March 31, 2017

	General Fund 2017	Non-repayable 2017	Repayable 2017	Disabled 2017	Total 2017	Total 2016
NET ASSETS - BEGINNING OF YEAR	\$ 196,440	\$ 1,493,688	\$ 584,239	\$ 275,196	\$ 2,549,563	\$ 2,414,209
Interest transfer	17,698	(17,698)	-	-	-	-
Net income (loss)	(32,003)	29,290	2,438	4,259	3,984	135,354
NET ASSETS - END OF YEAR	\$ 182,135	\$ 1,505,280	\$ 586,677	\$ 279,455	\$ 2,553,547	\$ 2,549,563

Breakdown of Net Assets

Year Ended March 31, 2017

	General Fund 2017	Non-repayable 2017	Repayable 2017	Disabled 2017	Total 2017	Total 2016
Original contributions	\$ -	\$ 1,107,119	\$ 450,000	\$ 200,000	\$ 1,757,119	\$ 1,757,119
Earned net assets	182,135	398,161	136,677	79,455	796,428	792,444
	\$ 182,135	\$ 1,505,280	\$ 586,677	\$ 279,455	\$ 2,553,547	\$ 2,549,563

See notes to financial statements

COMMUNITY FUTURES WEST YELLOWHEAD

Statement of Cash Flows

Year Ended March 31, 2017

	General Fund 2017	Non-repayable 2017	Repayable 2017	Disabled 2017	Total 2017	Total 2016
OPERATING ACTIVITIES						
Excess of revenue over expenses	\$ (32,004)	\$ 29,291	\$ 2,439	\$ 4,259	\$ 3,985	\$ 135,352
Items not affecting cash:						
Amortization	9,837	-	-	-	9,837	8,436
Gain on disposal of assets	-	-	-	-	-	(9,902)
Provision for investment losses	-	8,997	86,242	997	96,236	(12,557)
	(22,167)	38,288	88,681	5,256	110,058	121,329
Changes in non-cash working capital:						
Accounts receivable	687	-	-	-	687	965
Accounts payable and accrued liabilities	(2,523)	-	-	-	(2,523)	(1,118)
Deferred income	18,491	-	-	-	18,491	(10,435)
Prepaid expenses	(6,141)	-	-	-	(6,141)	5,775
Accrued interest and loan fees receivable	-	(13,183)	(22,254)	1,965	(33,472)	(32,783)
Employee deductions payable	64	-	-	-	64	-
	10,578	(13,183)	(22,254)	1,965	(22,894)	(37,596)
Cash flow from operating activities	(11,589)	25,105	66,427	7,221	87,164	83,733
INVESTING ACTIVITIES						
Purchase of equipment	(11,107)	-	-	-	(11,107)	(11,738)
Proceeds on disposal of equipment	-	-	-	-	-	10,000
Repayment of loans and notes receivable	-	273,696	623,116	15,094	911,906	869,230
Addition to loans and notes receivable	-	(463,878)	(244,429)	(46,500)	(754,807)	(819,586)
Recoveries on loans and notes receivable	-	7,400	8,277	-	15,677	-

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COMMUNITY FUTURES WEST YELLOWHEAD

Statement of Cash Flows (continued)

Year Ended March 31, 2017

	General Fund 2017	Non-repayable 2017	Repayable 2017	Disabled 2017	Total 2017	Total 2016
Cash flow from (used by) investing activities	(11,107)	(182,782)	386,964	(31,406)	161,669	47,906
FINANCING ACTIVITIES						
Repayments of short term debt	-	-	(30,675)	-	(30,675)	(8,083)
Interest transfer	17,698	(17,698)	-	-	-	-
Cash flow from (used by) financing activities	17,698	(17,698)	(30,675)	-	(30,675)	(8,083)
INCREASE (DECREASE) IN CASH FLOW	(4,998)	(175,375)	422,716	(24,185)	218,158	123,556
Cash (deficiency) - beginning of year	226,540	1,074,282	(416,856)	128,067	1,012,033	888,477
CASH - END OF YEAR (Note 2)	\$ 221,542	\$ 898,907	\$ 5,860	\$ 103,882	\$ 1,230,191	\$ 1,012,033

COMMUNITY FUTURES WEST YELLOWHEAD

Notes to Financial Statements

Year Ended March 31, 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Purpose of the Organization

Community Futures West Yellowhead (the "organization") is a not-for-profit organization incorporated provincially under the Corporations Act of Alberta. Management has determined that they are exempt from payment of income tax under Section 149(1) of the Income Tax Act.

With the financial support of the Government of Canada, it provides loans and financial services to small businesses otherwise unable to obtain financing, delivers government services and programs related to employment and economic development, provides training and business advisory services, and contributes leadership and expertise in economic development to local communities.

The financial statements were prepared in accordance with nadian accounting standards for not-for-profit organizations (ASNFPO).

Fund accounting

Community Futures West Yellowhead follows the restricted fund method of accounting for contributions.

The General Fund accounts for the organization's operating costs, operating grants and general revenues. Project funding is reported as revenue and the related project costs are included in various categories of expense. Cash balances in excess of those required to fund loans approved are retained in the general fund for efficient investment in short term securities. Net transfers of cash appear as inter-fund transfers and the accumulated balance is reflected as inter-fund receivables and payables.

The Loan Investment Funds report restricted resources that are to be used for assistance to small businesses and entrepreneurs in the form of loans, loan guarantees or equity participation. Loans from the Loan Investment Fund for the Disabled are limited to businesses owned and operated by disabled entrepreneurs. The organization is restricted in the types of loans that can be made according to its agreement with the Government of Canada.

Recognition of Contributions

Federal contracts and grants are included in revenue in the year in which they are received or become receivable, with the exception that amounts received to fund specific expenditures are included in revenue in the year the funds are expended.

Recognition of Other Revenues

Revenue from all other sources is included in revenue in the year in which it is received or becomes receivable.

Contributed services

The operations of the organization depend on both the contribution of time by volunteers and donated materials from various sources. The fair value of donated materials and services cannot be reasonably determined and are therefore not reflected in these financial statements.

Cash and cash equivalents

Cash includes cash and cash equivalents. Cash equivalents are investments in treasury bills and are valued at cost plus accrued interest. The carrying amounts approximate fair value because they have maturities at the date of purchase of less than ninety days.

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COMMUNITY FUTURES WEST YELLOWHEAD

Notes to Financial Statements

Year Ended March 31, 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Investment Loans and Accrued Interest Receivable

Investment loans receivable are classified as held to maturity financial instruments and are recorded at the lower of principal plus accrued interest and estimated realizable value.

Interest income from loans is recorded on the accrual basis for all loans not classified as impaired. Loans are classified as impaired when there is reasonable doubt as to the timely collection of some portion of principal or interest. This assessment is made by management and the Board of Directors.

When a loan is classified as impaired, recognition of interest income in accordance with the original loan agreement ceases. Any subsequent payments received on an impaired loan are applied to reduce the recorded investment in the loan.

Allowance for Doubtful Loans

The Allowance for Doubtful Loans is calculated by management based on specific doubtful loans plus 3% (3% - 2016) of the rest of the portfolio.

Property, plant and equipment

Purchased capital assets are recorded at cost. Contributed capital assets are recorded at fair value at the date of contribution. Equipment is amortized over their estimated useful lives on a declining balance basis at the following rates.

Computer equipment	55%	declining balance method
Office equipment and furniture	20%	declining balance method
Leasehold improvements	20%	declining balance method
S.E.A. Equipment	20%	declining balance method

Amortization expense is reported in the General Fund.

Measurement uncertainty

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

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COMMUNITY FUTURES WEST YELLOWHEAD

Notes to Financial Statements

Year Ended March 31, 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Financial Instruments Policy

Held for trading

The organization has classified the following financial assets and liabilities as held for trading: cash and short term investments. These instruments are initially recognized at their fair value. Fair value is approximated by the instrument's initial cost in a transaction between unrelated parties.

Held for trading financial instruments are subsequently measured at their fair value. Gains and losses arising from changes in fair value are recognized immediately in net income.

Loans and receivables

The organization has classified the following financial assets as loans and receivables: trade accounts receivable and long term loans receivable. These assets are initially recognized at their fair value. Fair value is approximated by the instrument's initial cost in a transaction between unrelated parties.

Loans and receivables are subsequently measured at their amortized cost, using the effective interest method. Under this method, estimated future cash receipts are exactly discounted over the asset's expected life, or other appropriate method, to its net carrying value. Amortized cost is the amount at which the financial asset is measured at initial recognition less principal repayments, plus or minus the cumulative amortization using the effective interest method of any difference between the initial amount and the maturity amount, and less any reduction for impairment or uncollectibility. Gains or losses arising from changes in fair value are recognized in net income from derecognition or impairment.

Other financial liabilities

The organization has classified the following financial liabilities as other financial liabilities: accounts payable and accruals. These liabilities are initially recognized at their fair value. Fair value is approximated by the instrument's initial cost in a transaction between unrelated parties.

Other financial liabilities are subsequently measured at amortized cost using the effective interest method. Under this method, estimated future cash payments are exactly discounted over the liability's expected life, or other appropriate period, to its net carry value. Amortized cost is the amount at which the financial liability is measured at initial recognition less principal repayments, and plus or minus the cumulative amortization using the effective interest method of any difference between the initial amount and the maturity amount. Gains and losses arising from the changes in fair value are recognized in net income upon derecognition or impairment.

2. CASH

	<u>2017</u>	<u>2016</u>
Cash	\$ 154,871	\$ 205,015
Short term investments	1,075,320	807,018
	<u>\$ 1,230,191</u>	<u>\$ 1,012,033</u>

COMMUNITY FUTURES WEST YELLOWHEAD

Notes to Financial Statements

Year Ended March 31, 2017

3. ACCOUNTS RECEIVABLE

Accounts receivable is comprised of:

	2017	2016
Accts. rec., trade & other	\$ 1,000	\$ 1,093
GST receivable	779	1,373
	<u>\$ 1,779</u>	<u>\$ 2,466</u>

4. ACCRUED INTEREST AND LOAN FEES RECEIVABLE

Loan Investment Funds

	Non-repayable	Repayable	Disabled	2017	2016
Interest and loan fees in arrears	\$ 34,867	\$ 51,328	\$ 1,841	\$ 88,036	\$ 54,564
Less: provision for loan losses	(16,048)	(10,391)	(55)	(26,494)	(20,741)
	<u>\$ 18,819</u>	<u>\$ 40,937</u>	<u>\$ 1,786</u>	<u>\$ 61,542</u>	<u>\$ 33,823</u>

5. PROPERTY, PLANT AND EQUIPMENT

	Cost	Accumulated amortization	2017 Net book value	2016 Net book value
Office equipment and furniture	\$ 95,369	\$ 89,836	\$ 5,533	\$ 4,463
Computer equipment	136,148	132,625	3,523	2,409
Leasehold improvements	32,923	29,271	3,652	4,565
S.E.A. Equipment	15,437	15,437	-	-
	<u>\$ 279,877</u>	<u>\$ 267,169</u>	<u>\$ 12,708</u>	<u>\$ 11,437</u>

When taking the fixed asset inventory, the S.E.A. equipment was included in the various other categories. Original investment reflects amounts invested since inception.

COMMUNITY FUTURES WEST YELLOWHEAD

Notes to Financial Statements

Year Ended March 31, 2017

6. INVESTMENT LOANS RECEIVABLE

Loan Investment Funds

	Non-repayable	Repayable	Disabled	2017	2016
Loan Receivable	\$ 781,864	\$ 969,583	\$ 179,162	\$ 1,930,609	\$ 2,188,843
Less: allowance for loan impairment	(194,310)	(136,548)	(5,375)	(336,233)	(331,206)
Less: current portion	(195,693)	(325,247)	(42,931)	(563,871)	(571,325)
	<u>\$ 391,861</u>	<u>\$ 507,788</u>	<u>\$ 130,856</u>	<u>\$ 1,030,505</u>	<u>\$ 1,286,312</u>

ALLOWANCE FOR LOAN IMPAIRMENT:

Balance, beginning of year	\$ (240,684)	\$ (86,089)	\$ (4,433)	\$ (331,206)	\$ (496,907)
Provision for loan losses	(11,154)	(102,460)	(942)	(114,556)	(165,329)
Amounts written off to the allowance	46,355	40,791	-	87,146	140,360
Amounts recovered from the allowance	11,173	11,210	-	22,383	190,670
Balance at end of year	<u>\$ (194,310)</u>	<u>\$ (136,548)</u>	<u>\$ (5,375)</u>	<u>\$ (336,233)</u>	<u>\$ (331,206)</u>
Total recorded investment on impaired loans	<u>\$ 170,434</u>	<u>\$ 246,403</u>	<u>\$ -</u>	<u>\$ 416,837</u>	<u>\$ 375,839</u>

In accordance with the organization's objectives, the organization has provided loans to small businesses. Outstanding loans to entrepreneurs are interest bearing at fixed rates varying from 7.5% to 11% per annum with monthly blended principal and interest repayments amortized for terms between 12 and 120 months. Security is taken on these loans as appropriate to the situation and includes personal guarantees, general security agreements covering business assets and mortgages on property.

7. CALLABLE CFNA LOAN

The organization has a credit facility of \$750,000 from Community Futures Network of Alberta. As at March 31, 2017, the organization used \$293,155 (\$323,830 in 2016) from its credit facility. As a security for the repayment, the Society provided a general security agreement and a promissory note for the total amount of the loan.

COMMUNITY FUTURES WEST YELLOWHEAD

Notes to Financial Statements

Year Ended March 31, 2017

8. DEFERRED REVENUE

Deferred revenues represent the amount of the restricted contributions that are related to disbursements of future periods. These funds are disbursed in accordance with the signed grant agreement.

	<u>2017</u>	<u>2016</u>
Western Economic Diversification Canada Grant	\$ 24,580	\$ 24,580
Alberta Government OHS Innovation & Engagement Grant	10,000	-
Western Economic Diversification EDP Grant	8,491	-
	<u>\$ 43,071</u>	<u>\$ 24,580</u>

9. GENERAL FUND NET ASSETS

Included in the general fund net assets is \$12,708 (2016 - \$11,437) that is invested in capital assets.

10. EXTERNALLY RESTRICTED NET ASSETS

Loan funds contributed by the government are classified as non-repayable, repayable and disabled according to the nature of the restrictions placed on their use and the term of the program for which they were advanced. Externally imposed restrictions on loan investment fund balances are as follows:

	<u>2017</u>	<u>2016</u>
Non-repayable	\$ 1,505,280	\$ 1,493,688
Repayable	586,677	584,239
Disabled	279,455	275,196
	<u>\$ 2,371,412</u>	<u>\$ 2,353,123</u>

Repayable and disabled funds, as of the balance sheet date, are repayable on demand under certain conditions. Under the terms and conditions of the contribution agreement with the Department of Western Economic Diversification, loan investment funds include Conditionally Repayable Loan Funds in the amount of \$650,000 that are repayable if any of the following conditions occur:

- a) The Conditionally Repayable Investment fund is not administered according to the terms and conditions specified in the Agreement; or
- b) Based on review and evaluations of the operations and the Conditionally Repayable Investment Fund of the organization, the Conditionally Repayable Investment Fund is not provision a satisfactory level of benefits in terms of employment creation, the development of community-owned or controlled
- c) In the opinion of the Minister, the Conditionally Repayable Investment Fund is no longer necessary or relevant to the development of the Western Canadian economy; or
- d) The Agreement is terminated as described in Section 12 of the Agreement; or
- e) An event of default occurs as described in Section 7 of the Agreement; or
- f) The Minister does not approve terms and conditions to extend the project beyond March 31, 2018.

11. ECONOMIC DEPENDENCE

The organization receives a significant portion of its operating revenues from the Federal and Provincial governments and is economically dependent upon them.

COMMUNITY FUTURES WEST YELLOWHEAD

Notes to Financial Statements

Year Ended March 31, 2017

12. FINANCIAL INSTRUMENTS

The organization is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the organization's risk exposure and concentration as of March 31, 2017.

Credit risk

The organization is exposed to credit risk on investment loans receivable from its applicants. In order to reduce its risk, the organization has adopted credit policies and all loans are approved by the Board of Directors. The organization also provides for doubtful accounts based on estimated realizable value of the investment loans receivable.

Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The organization is exposed to this risk mainly in respect of its receipt of funds from its customers and other related sources, long-term debt, obligations under capital leases, contributions to the pension plan, and accounts payable.

The organization is exposed to this risk mainly in respect of its receipt of funds from its loan clients and other related sources, short-term debt and accounts payable.

Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the organization manages exposure through its normal operating and financing activities. The organization is exposed to interest rate risk primarily through its floating interest rate on short-term debt.

Changes in risk

There have been no changes in the organization's risk exposures from the prior year.