



# BC Epilepsy Society

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED**

**DECEMBER 31, 2015**

## Independent Auditor's Report

To the Members of the British Columbia Epilepsy Society

We have audited the accompanying financial statements of the British Columbia Epilepsy Society, which comprise the statement of financial position as at December 31, 2015, and the statements of operations, 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 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 auditors consider 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 in our audit is sufficient and appropriate to provide a basis for our audit opinion.

### Basis for Qualified Opinion

In common with many organizations of this nature, the Society derives revenue from donations and membership fees that are not susceptible to complete audit verification. Accordingly, our verification of revenue from these sources was limited to accounting for amounts recorded in the records of the Society.

### Qualified Opinion

In our opinion, except for effects of the matter described in the Basis for Qualified Opinion paragraph, these financial statements present fairly, in all material respects, the financial position of the British Columbia Epilepsy Society as at December 31, 2015 and its financial performance and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

*Sidhu Straker & Associates*

Chartered Professional Accountants  
Vancouver, British Columbia  
March 21, 2016

**BRITISH COLUMBIA EPILEPSY SOCIETY**  
**Statements of Financial Position**  
**As at December 31**

	<i>Note</i>	<b>2015</b>	<b>2014</b>
<b>ASSETS</b>			
Current			
Cash	3	\$ 4,417	\$ 236,197
Receivables	4	2,507	8,955
Gaming grant receivable	5	117,000	-
Prepaid expenses	6	3,984	5,202
		127,908	250,354
Equipment	7	-	1,345
		\$ 127,908	\$ 251,699
<b>LIABILITIES</b>			
Current			
Line of credit	8	\$ 18,744	\$ -
Accounts payable and accrued liabilities	9	4,200	2,800
		22,944	2,800
<b>NET ASSETS</b>			
Internally restricted	10	3,874	5,074
Unrestricted		101,090	243,825
		104,964	248,899
		\$ 127,908	\$ 251,699
Commitments	12		
Subsequent event	5		

These financial statements are approved for issue by the Board of Directors on March 21, 2016.

"Dan O'Brien"

Dan O'Brien, Director

"Trevor Young"

Trevor Young, Director

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

**BRITISH COLUMBIA EPILEPSY SOCIETY**  
**Statements of Changes in Net Assets**

	<b>Internally restricted</b>	<b>Unrestricted</b>	<b>Total</b>
<b>Balance, December 31, 2014</b>	\$ 5,074	\$ 243,825	\$ 248,899
Deficiency of revenue over expenses	-	(142,735)	(142,735)
Net change in internally imposed restrictions	(1,200)	-	(1,200)
<b>Balance, December 31, 2015</b>	<b>\$ 3,874</b>	<b>\$ 101,090</b>	<b>\$ 104,964</b>

	<b>Internally restricted</b>	<b>Unrestricted</b>	<b>Total</b>
<b>Balance, December 31, 2013</b>	\$ 183,074	\$ 424,384	\$ 607,458
Deficiency of revenue over expenses	-	(180,559)	(180,559)
Net change in internally imposed restrictions	(178,000)	-	(178,000)
<b>Balance, December 31, 2014</b>	<b>\$ 5,074</b>	<b>\$ 243,825</b>	<b>\$ 248,899</b>

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

**BRITISH COLUMBIA EPILEPSY SOCIETY**  
**Statements of Operations**

	<i>Note</i>	<b>Year ended December 31,</b>	
		<b>2015</b>	<b>2014</b>
<b>REVENUES</b>			
<b>Grants</b>			
Gaming	5	\$ 117,000	\$ 117,000
Partners in teaching		500	60,684
<b>Other revenue</b>			
Donations		24,244	47,768
Endowment fund investment income	11	17,350	21,886
Interest and other income		736	3,353
Membership fees		1,360	3,570
Special events		33,339	29,425
Telemarketing campaign		64,657	81,652
United Way		2,922	3,830
		<b>262,108</b>	<b>369,168</b>

*... Continued*

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

**BRITISH COLUMBIA EPILEPSY SOCIETY**  
**Statements of Operations**

	<i>Note</i>	<b>Year ended December 31,</b>	
		<b>2015</b>	<b>2014</b>
<b>EXPENSES</b>			
Communications		2,921	4,151
Consulting		13,671	-
Depreciation		1,345	851
Donations			
BC Children's Hospital		-	120,000
Dr. Stuart Cain		-	130,000
VGH & UBC Hospital Foundation		-	150,000
Interest and bank charges		1,209	2,150
Insurance		3,603	3,466
Office		13,943	16,623
Professional fees		7,709	6,642
Rent		31,760	31,636
Salaries and benefits		250,033	186,303
Scholarships		10,000	8,000
Special events		26,173	13,433
Telemarketing campaign		38,074	49,157
Travel		888	2,457
Website		3,514	2,858
		404,843	727,727
Less: Long term research reserve re-allocation	<i>10</i>	-	(178,000)
		404,843	549,727
<b>Deficiency of revenue over expenses</b>		<b>\$ (142,735)</b>	<b>\$ (180,559)</b>

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

**BRITISH COLUMBIA EPILEPSY SOCIETY**  
**Statements of Cash Flows**

	<b>Year ended December 31,</b>	
	<b>2015</b>	<b>2014</b>
<b>Cash flows to operating activities</b>		
Deficiency of revenue over expenses	\$ (142,735)	\$ (180,559)
Items not involving cash:		
Long term research reserve re-allocation	-	(178,000)
Depreciation	1,345	851
Changes in non-cash working capital items:		
Receivables	6,448	(20)
Gaming grant receivable	(117,000)	-
Prepaid expenses	1,218	(656)
Accounts payable and accrued liabilities	1,400	(1,797)
	(249,324)	(360,181)
<b>Cash flows to investing activities</b>		
Purchase of equipment	-	(665)
Camp subsidies	(1,200)	-
	(1,200)	(665)
<b>Cash flows from financing activities</b>		
Line of credit	18,744	-
	18,744	-
<b>Decrease in cash for the year</b>	(231,780)	(360,846)
<b>Cash, beginning of year</b>	236,197	597,043
<b>Cash, end of year</b>	\$ 4,417	\$ 236,197

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

# BRITISH COLUMBIA EPILEPSY SOCIETY

## Notes to the Financial Statements

For the year ended December 31, 2015

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### 1. Purpose of the organization

The British Columbia Epilepsy Society (the “Society”) was incorporated on August 17, 1959 under the Society Act of British Columbia. The purpose of the Society is to empower, educate, and support British Columbians living with epilepsy and their families, and fund research to find a cure. The Society is a charitable organization and is not subject to income taxes under the Income Tax Act.

### 2. Significant accounting policies

#### *Basis of presentation*

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations.

The financial statements have, in management’s opinion, been properly prepared within reasonable limits of materiality and within the framework of significant accounting policies summarized below.

#### *Use of estimates*

The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amount of revenues and expenses during the period. Actual results could differ from these estimates.

#### *Equipment*

Equipment is recorded at cost. Amortization is provided using the straight-line method at rates calculated to write-off the assets over their estimated useful lives as follows:

Office furniture and equipment	- 5 years straight line
Computer equipment	- 3 years straight line

#### *Revenue recognition*

The Society derives revenue from fundraising events and donations, which is recognized when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

The Society follows the deferral method of accounting for revenue. Restricted contributions are deferred and recognized as revenue in the year in which the related expenses are incurred. Restricted contributions related to equipment are amortized to revenue on the same basis as the related equipment. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

**BRITISH COLUMBIA EPILEPSY SOCIETY**  
**Notes to the Financial Statements**  
**For the year ended December 31, 2015**

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**2. Significant accounting policies** (continued)

*Revenue recognition (continued)*

Restricted investment income is recognized as revenue in the year in which the related expenses are incurred. Unrestricted investment income is recognized as revenue when earned.

*Donated goods and services*

The Foundation and its members benefit greatly from donated services and facilities in the form of volunteer time. The Foundation also receives donated goods and services to be auctioned at fundraising events. Because of the difficulty in determining their fair value, the donated goods and services are not recognized in these financial statements. The property received for auctioned items are reflected as fundraising revenue.

*Financial instruments*

The Society initially measures its financial assets and liabilities at fair value. The Society subsequently measures all of its financial assets and financial liabilities as amortized cost, except for investments in equity instruments that are quoted in an active market, which are measured at fair value. Changes in fair value are recognized in the statement of operations.

The carrying values of cash, receivables, accounts payable and accrued liabilities approximate their fair value due to the short-term nature of these assets and liabilities.

Fair value approximates amounts at which financial instruments could be exchanged between willing parties, based on current markets for instruments of the same risk, principal and remaining maturities. Fair values are based on quoted market values.

*Comparative information*

Certain comparative figures have been reclassified to conform to the financial statement presentation adopted for the current year. Among other things, the Society no longer allocates certain salaries and support services as well as overhead expenditures to various programs on the statement of operations.

**BRITISH COLUMBIA EPILEPSY SOCIETY**  
**Notes to the Financial Statements**  
**For the year ended December 31, 2015**

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**3. Cash**

	<b>December 31, 2015</b>	<b>December 31, 2014</b>
Cash	\$ 4,417	\$ 147,858
Short-term deposit	-	88,339
<b>Total</b>	<b>\$ 4,417</b>	<b>\$ 236,197</b>

**4. Receivables**

	<b>December 31, 2015</b>	<b>December 31, 2014</b>
GST receivable	\$ 2,507	\$ 3,084
Accrued interest	-	5,471
Other	-	400
<b>Total</b>	<b>\$ 2,507</b>	<b>\$ 8,955</b>

**5. Gaming grant receivable**

During the year ended December 31, 2015, the Company recorded \$117,000 (2014 - \$117,000) in gaming grant revenue.

In January 2016, the Society received a gaming grant of \$117,000. This amount was recorded as a receivable as at December 31, 2015.

**6. Prepaid expenses**

	<b>December 31, 2015</b>	<b>December 31, 2014</b>
Prepaid expenses	\$ 1,555	\$ 2,773
Deposit	2,429	2,429
<b>Total</b>	<b>\$ 3,984</b>	<b>\$ 5,202</b>

**BRITISH COLUMBIA EPILEPSY SOCIETY**  
**Notes to the Financial Statements**  
**For the year ended December 31, 2015**

**7. Equipment**

	<b>Furniture and equipment</b>		<b>Computer Software</b>		<b>Total</b>
<b>Cost</b>					
At December 31, 2013	\$	23,007	\$	4,581	\$ 27,588
Additions		-		-	-
At December 31, 2014		23,007		4,581	27,588
Additions		-		-	-
At December 31, 2015	\$	23,007	\$	4,581	\$ 27,588
<b>Accumulated depreciation</b>					
At December 31, 2013	\$	21,476	\$	3,916	\$ 25,392
Depreciation for the year		629		222	851
At December 31, 2014		22,105		4,138	26,243
Depreciation for the year		902		443	1,345
At December 31, 2015	\$	23,007	\$	4,581	\$ 27,588
<b>Carrying amounts</b>					
At December 31, 2014	\$	902	\$	443	\$ 1,345
At December 31, 2015	\$	-	\$	-	\$ -

**8. Line of credit**

The Society has an operating loan with VanCity Credit Union to a maximum of \$50,000. The operating loan is secured by a general security agreement made by the Society creating a security interest against all present and after-acquired personal property and registered (1st position) at the Personal Property Registry against the Society. It bears interest at prime plus 2.75% per annum when drawn upon. As at December 31, 2015, the balance of this line of credit was \$18,744 (2014 - \$Nil).

**9. Accounts payable and accrued liabilities**

	<b>December 31, 2015</b>		<b>December 31, 2014</b>	
Accounts payable	\$	-	\$	-
Accrued liabilities		4,200		2,800
Total	\$	4,200	\$	2,800

**BRITISH COLUMBIA EPILEPSY SOCIETY**  
**Notes to the Financial Statements**  
**For the year ended December 31, 2015**

**10. Internally restricted**

By motions of the Board, funds have been internally restricted for future purposes as follows:

	<b>Long-term research</b>	<b>Camp subsidies</b>	<b>Total</b>
At December 31, 2013	\$ 178,000	\$ 5,074	\$ 183,074
Net change in internally imposed restrictions	(178,000)	-	(178,000)
At December 31, 2014	-	5,074	5,074
Net change in internally imposed restrictions	-	(1,200)	(1,200)
At December 31, 2015	\$ -	\$ 3,874	\$ 3,874

*Long-term research*

This amount represented funding for a lead contribution to a long-term research commitment in collaboration with UBC and other funders. During the year ended December 31, 2014, the Board elected to reallocate this reserve to other donations.

*Camp subsidies*

This amount represents funding required for camp subsidies to send kids with epilepsy to the Zajac Ranch. During the year ended December 31, 2015, the Society spent \$1,200 (2014 - \$Nil) on camp subsidies.

**11. Endowment fund**

The Society established an endowment fund in 1994 through the auspices of the Vancouver Foundation. The total principal balance in the fund is \$511,169 of which \$50,000 was contributed by the Vancouver Foundation representing "matching" contributions of \$25,000 in each of the years 1994 and 1995. Under the terms of the Trust, the principal must be retained in perpetuity. Only the income can be distributed and is to be used for the "charitable operations" of the Society. The Vancouver Foundation has complete control over the Trust. It cannot be dissolved by action of the Society Board and, in the event the Society would cease to exist and/or cease to be a registered charity, the principal would revert to the Vancouver Foundation who could then use the income to support similar charitable activities. During the year ended December 31, 2015, the Society received \$17,350 (2014 - \$21,886) in investment income from the endowment fund.

**BRITISH COLUMBIA EPILEPSY SOCIETY**  
**Notes to the Financial Statements**  
**For the year ended December 31, 2015**

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**12. Commitments**

The Society entered into a five year lease agreement for office space on October 7, 2010. The agreement commenced on March 1, 2011 and expired on February 28, 2016. The minimum rent payable pursuant to this lease agreement in 2016 is \$2,420.

In February 2016, the lease was extended for a 6 month term on a month to month basis.

**13. Related party transactions**

During the year ended December 31, 2015, the Society paid \$4,000 (2014 - \$Nil) in consulting fees to a director in his capacity as Acting Executive Director of the Society.

**14. Financial instruments**

The Society has a comprehensive risk management framework to monitor, evaluate and manage the principal risks assumed with financial instruments. The risks that arise from transacting financial instruments include credit risk, liquidity risk and market risk.

*Credit risk*

Credit risk is the risk of potential loss to the Society if a counterparty to a financial instrument fails to meet its contractual obligations. The Society's credit risk is primarily attributable to its liquid financial assets, including cash and receivables. Cash is maintained with federally and provincially regulated Canadian financial institutions. Receivable consists primarily of accrued interest and GST rebates. The risk of non-performance of these instruments is considered to be remote.

*Liquidity risk*

Liquidity risk is the risk that the Society will not have the resources to meet its obligations as they come due. The Society's exposure to liquidity risk is dependent on receipt of funds from government, contributors and members. In the opinion of management, the liquidity risk exposure to the Society is low and is not material.

*Market risk*

Market risk is the risk of loss that may arise from changes in market factors such as interest rates, currency exchange rates, and equity prices. It is management's opinion that the Society is not exposed to significant interest, currency or equity price risks arising from its financial instruments.