

**THE NEW BRUNSWICK COMMUNITY COLLEGE FOUNDATION/LA FONDATION  
DU COLLÈGE COMMUNAUTAIRE DU NOUVEAU-BRUNSWICK INC.**

**FINANCIAL STATEMENTS**

**MARCH 31, 2014**

# Shannon & Buffett, LLP

## Chartered Accountants

HAL C. BUFFETT, B.A., C.A. GARRY L. ARMSTRONG, B.SC., C.A.  
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May 15, 2014

### INDEPENDENT AUDITOR'S REPORT

To the Board of Trustees of The New Brunswick Community College Foundation/La Fondation du Collège Communautaire du Nouveau-Brunswick Inc.

We have audited the accompanying financial statements of The New Brunswick Community College Foundation/La Fondation du Collège Communautaire du Nouveau-Brunswick Inc., which comprise the statement of financial position as at March 31, 2014, 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 auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### **Opinion**

In our opinion, these financial statements present fairly, in all material respects, the financial position of The New Brunswick Community College Foundation/La Fondation du Collège Communautaire du Nouveau-Brunswick Inc. as at March 31, 2014 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.

*Shannon & Buffett LLP*  
Chartered Accountants

**THE NEW BRUNSWICK COMMUNITY COLLEGE FOUNDATION/LA FONDATION****DU COLLÈGE COMMUNAUTAIRE DU NOUVEAU-BRUNSWICK INC.****STATEMENT OF FINANCIAL POSITION - MARCH 31, 2014**

	<u>Endowment Fund</u>	<u>Scholarship Fund</u>	<u>Operating Fund</u>	<u>2014 Total</u>	<u>2013 Total</u>
<b><u>ASSETS</u></b>					
Current:					
Cash	\$ 55,039	\$ 888	\$ 62,208	\$ 118,135	\$ 336,968
Accounts receivable (note 4)	12,369	-	3,043	15,412	418,039
Prepaid expenses	<u>-</u>	<u>-</u>	<u>295</u>	<u>295</u>	<u>295</u>
	<u>67,408</u>	<u>888</u>	<u>65,546</u>	<u>133,842</u>	<u>755,302</u>
Interfund amounts	<u>-</u>	<u>32,834</u>	<u>290,257</u>	<u>323,091</u>	<u>9,852</u>
Investments (note 5)	<u>6,458,678</u>	<u>-</u>	<u>-</u>	<u>6,458,678</u>	<u>5,417,793</u>
	<u>\$6,526,086</u>	<u>\$ 33,722</u>	<u>\$ 355,803</u>	<u>\$6,915,611</u>	<u>\$6,182,947</u>
<b><u>LIABILITIES</u></b>					
Current:					
Accrued liabilities	\$ <u>-</u>	\$ <u>10,917</u>	\$ <u>8,586</u>	\$ <u>19,503</u>	\$ <u>13,849</u>
Interfund amounts	<u>323,091</u>	<u>-</u>	<u>-</u>	<u>323,091</u>	<u>9,852</u>
total liabilities	<u>323,091</u>	<u>10,917</u>	<u>8,586</u>	<u>342,594</u>	<u>23,701</u>
<b><u>NET ASSETS</u></b>					
Endowment Fund	6,202,995	-	-	6,202,995	5,682,431
Scholarship Fund (note 6)	-	22,805	-	22,805	157,844
Operating Fund	<u>-</u>	<u>-</u>	<u>347,217</u>	<u>347,217</u>	<u>318,971</u>
	<u>6,202,995</u>	<u>22,805</u>	<u>347,217</u>	<u>6,573,017</u>	<u>6,159,246</u>
	<u>\$6,526,086</u>	<u>\$ 33,722</u>	<u>\$ 355,803</u>	<u>\$6,915,611</u>	<u>\$6,182,947</u>

Approved by the Board:

THE NEW BRUNSWICK COMMUNITY COLLEGE FOUNDATION/LA FONDATION

DU COLLÈGE COMMUNAUTAIRE DU NOUVEAU-BRUNSWICK INC.

STATEMENT OF OPERATIONS

FOR THE YEAR ENDED MARCH 31, 2014

	<u>Endowment Fund</u>	<u>Scholarship Fund</u>	<u>Operating Fund</u>	<u>2014 Total</u>	<u>2013 Total</u>
<b>Revenue:</b>					
Endowment contributions	\$ 15,811	\$ -	\$ -	\$ 15,811	\$ 45,337
Other donations	-	89,680	-	89,680	62,815
Grants	-	-	-	-	100,000
Investment income	-	243,392	-	243,392	222,190
Contributions - New Brunswick Opportunities Fund (note 3)	51,520	-	-	51,520	210,849
Administration recoveries	-	-	41,117	41,117	50,000
Change in market value of investments	<u>453,233</u>	<u>-</u>	<u>-</u>	<u>453,233</u>	<u>83,640</u>
	<u>520,564</u>	<u>333,072</u>	<u>41,117</u>	<u>894,753</u>	<u>774,831</u>
<b>Expenses:</b>					
Scholarships	-	428,705	-	428,705	360,978
Broker fees	-	39,406	-	39,406	35,154
Insurance	-	-	1,560	1,560	1,560
Travel and meetings	-	-	561	561	748
Printing and supplies	-	-	6,013	6,013	4,343
Professional services	-	-	4,473	4,473	4,473
Bank charges	<u>-</u>	<u>-</u>	<u>264</u>	<u>264</u>	<u>323</u>
	<u>-</u>	<u>468,111</u>	<u>12,871</u>	<u>480,982</u>	<u>407,579</u>
<b>Excess of revenue (expenses) for the year</b>	<u>\$ 520,564</u>	<u>\$ (135,039)</u>	<u>\$ 28,246</u>	<u>\$ 413,771</u>	<u>\$ 367,252</u>

**THE NEW BRUNSWICK COMMUNITY COLLEGE FOUNDATION/LA FONDATION**

**DU COLLÈGE COMMUNAUTAIRE DU NOUVEAU-BRUNSWICK INC.**

**STATEMENT OF CHANGES IN NET ASSETS**

**FOR THE YEAR ENDED MARCH 31, 2014**

	<b><u>Endowment Fund</u></b>	<b><u>Scholarship Fund</u></b>	<b><u>Operating Fund</u></b>	<b><u>2014 Total</u></b>	<b><u>2013 Total</u></b>
Balance, beginning of year	\$ 5,682,431	\$ 157,844	\$ 318,971	\$ 6,159,246	\$ 5,791,994
Excess of revenue (expenses) for the year	<u>520,564</u>	<u>(135,039)</u>	<u>28,246</u>	<u>413,771</u>	<u>367,252</u>
Balance, end of year	<u>\$ 6,202,995</u>	<u>\$ 22,805</u>	<u>\$ 347,217</u>	<u>\$ 6,573,017</u>	<u>\$ 6,159,246</u>

**THE NEW BRUNSWICK COMMUNITY COLLEGE FOUNDATION/LA FONDATION****DU COLLÈGE COMMUNAUTAIRE DU NOUVEAU-BRUNSWICK INC.****STATEMENT OF CASH FLOWS****FOR THE YEAR ENDED MARCH 31, 2014**

	<u>2014</u>	<u>2013</u>
<b>CASH GENERATED FROM (USED IN):</b>		
<b>OPERATING ACTIVITIES:</b>		
Excess of revenue over expenses for the year	\$ 413,771	\$ 367,252
Item not requiring a cash outlay:		
- Change in market value of investments	<u>(453,233)</u>	<u>(83,640)</u>
	(39,462)	283,612
Net change in current assets and liabilities other than cash (note 7)	<u>408,281</u>	<u>(11,645)</u>
	<u>368,819</u>	<u>271,967</u>
<b>INVESTING ACTIVITIES:</b>		
Proceeds on disposal of investments	1,507,574	286,477
Additions to investments	<u>(2,095,226)</u>	<u>(793,973)</u>
	<u>(587,652)</u>	<u>(507,496)</u>
<b>(DECREASE) IN CASH, in the year</b>	(218,833)	(235,529)
<b>CASH, beginning of year</b>	<u>336,968</u>	<u>572,497</u>
<b>CASH, end of year</b>	<u>\$ 118,135</u>	<u>\$ 336,968</u>

**THE NEW BRUNSWICK COMMUNITY COLLEGE FOUNDATION/LA FONDATION**

**DU COLLÈGE COMMUNAUTAIRE DU NOUVEAU-BRUNSWICK INC.**

**NOTES TO THE FINANCIAL STATEMENTS**

**MARCH 31, 2014**

**1. The Foundation:**

The New Brunswick Community College Foundation was established under the Province of New Brunswick Higher Education Foundation Act on December 28, 2005. The Foundation became a public charitable foundation effective January 24, 2006 under the Income Tax Act. The Foundation's activities include receiving contributions, investing and administering the contributions received, and to make grants for scholarship programs.

Effective July 2, 2013, the Foundation incorporated as "The New Brunswick Community College Foundation/La Fondation du Collège Communautaire du Nouveau-Brunswick Inc." and assigned a new charitable registration number by Canada Revenue Agency.

These financial statements reflect the operations of the Foundation from April 1, 2013 to March 31, 2014, combining pre-incorporation and post-incorporation operations for that time period. The comparative figures for the year ended March 31, 2013 are for the pre-incorporation Foundation.

**2. Significant accounting policies:**

**(a) Basis of accounting -**

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations and are in accordance with Canadian generally accepted accounting principles.

**(b) Fund accounting -**

The Foundation follows the restricted fund method of accounting for operations and net assets.

(i) The Endowment Fund includes all private endowment donation contributions and the corresponding 50% matching contributions received from NBOF.

(ii) The Scholarship Fund includes all investment income earned by the Foundation investments, all private non-endowment donation and grant contributions restricted for payment of scholarships and all scholarship program disbursements.

(iii) The Operations Fund includes all private unrestricted non-endowment donation contributions, administration revenue and administration expense amounts.

**(c) Investments -**

Investments consist of mutual funds held by broker firms.

The mutual funds are recorded at fair value (quoted market price).

**THE NEW BRUNSWICK COMMUNITY COLLEGE FOUNDATION/LA FONDATION**

**DU COLLÈGE COMMUNAUTAIRE DU NOUVEAU-BRUNSWICK INC.**

**NOTES TO THE FINANCIAL STATEMENTS**

**MARCH 31, 2014**

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

**(d) Revenue recognition -**

Endowment contributions are recognized as revenue when the amount can be reasonably estimated and collection is reasonably assured. Pledged amounts are not recorded until received.

Non-endowment contributions and administration recoveries revenue are recognized as revenue when the amount can be reasonably estimated and collection is reasonably assured.

NBOF contributions are recognized as revenue when the corresponding matched endowment contributions have been received, to a maximum of \$250,000 of the following years NBOF allocation (see note 3).

**(e) Donated services -**

The value of donated services provided to the Foundation such as volunteer work is not recorded in the accounts.

**(f) Use of estimates -**

In preparing the Foundation's financial statements, management is required to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements and reported amounts of revenue and expenses during the period. Actual results could differ from these amounts.

**3. New Brunswick Opportunities Fund (NBOF):**

For private donation contributions received, the New Brunswick Opportunities Fund (NBOF) will match funding at a rate of 50% under the terms of an agreement between the Foundation and NBOF.

NBOF will match contributions received to a maximum of \$250,000 per fiscal year (50% of \$500,000 contributions) and currently allows the Foundation to carry over excess unmatched contributions to the following fiscal year of NBOF for matching.



**THE NEW BRUNSWICK COMMUNITY COLLEGE FOUNDATION/LA FONDATION****DU COLLÈGE COMMUNAUTAIRE DU NOUVEAU-BRUNSWICK INC.****NOTES TO THE FINANCIAL STATEMENTS****MARCH 31, 2014****4. Accounts receivable:**

	<b><u>2014</u></b>	<b><u>2013</u></b>
New Brunswick Opportunities Fund	\$ 12,369	\$ 210,849
Administration recoveries receivable	-	50,000
Scholarship grants receivable	-	100,000
Accrued interest receivable - Investments	-	54,464
HST receivable	<u>3,043</u>	<u>2,726</u>
	<b><u>\$ 15,412</u></b>	<b><u>\$ 418,039</u></b>

The New Brunswick Opportunities Fund amount of \$12,369 represents a portion of the 2013-14 NBOF 50% allocation as matched to \$24,738 of endowment and scholarship contributions received prior to March 31, 2014.

**5. Investments:**

	<b><u>2014</u></b>	<b><u>2013</u></b>
Mutual funds (Louisbourg Investments)	\$ 4,877,924	\$ 3,950,762
Mutual funds (Acadia Financial Services)	1,580,754	-
Term savings (Caisse Populaire Beausejour Ltee.)	<u>-</u>	<u>1,467,031</u>
	<b><u>\$ 6,458,678</u></b>	<b><u>\$ 5,417,793</u></b>

The Foundation has established policies for management of its investments. The mutual fund investments are managed by independent external investment managers.

The Foundation's investment strategy is designed to maintain an investment portfolio of high quality financial assets. The Foundation manages investment risk by diversifying its portfolio among asset classes, industry sectors, and individual securities.

The fair value of the mutual fund investments is subject to fluctuations of the corresponding public financial instrument trading index.

**THE NEW BRUNSWICK COMMUNITY COLLEGE FOUNDATION/LA FONDATION****DU COLLÈGE COMMUNAUTAIRE DU NOUVEAU-BRUNSWICK INC.****NOTES TO THE FINANCIAL STATEMENTS****MARCH 31, 2014****6. Restricted amounts - Scholarship Fund net assets:**

	<b><u>2014</u></b>	<b><u>2013</u></b>
Externally restricted portion of undisbursed non-endowment donation contributions for payment of scholarships	\$ 55,103	\$ 62,621
Externally restricted undisbursed grants for payment of scholarships	-	100,000
Internally restricted balance of Scholarship Fund net assets	<u>(32,298)</u>	<u>(4,777)</u>
	<b><u>\$ 22,805</u></b>	<b><u>\$ 157,844</u></b>

**7. Net change in current assets and liabilities other than cash:**

	<b><u>2014</u></b>	<b><u>2013</u></b>
(Increase) decrease in accounts receivable	\$ 402,627	\$ (8,862)
Increase (decrease) in accrued liabilities	<u>5,654</u>	<u>(2,783)</u>
	<b><u>\$ 408,281</u></b>	<b><u>\$ (11,645)</u></b>

**8. Financial instruments:****Fair value -**

The Foundation's carrying value of cash, accounts receivable and accrued liabilities approximates fair value due to the immediate or expected short-term maturity of these instruments.

**Liquidity risk -**

Liquidity risk is the risk that the Foundation will not be able to meet a demand for cash or fund its obligations as they come due.

The Foundation meets its liquidity requirements by preparing an annual budget for operations, anticipating investing and financing and scholarship activities and holding assets that can be readily converted into cash. All of the Foundation's investments can be readily convertible to cash on the market.