

Legacy Counselling Centre

Rev. Edwin Rideout, Board Chair
Galina MacKenzie, Lead Professional Counsellor

November 27, 2019

Organization Mandate

- Quality counselling provided by highly trained and experienced counsellors, devoted to assisting others toward a path of holistic living
- A safe place to be heard and helped; a place where you are treated with dignity and compassion
- Office is located in Dickinsfield, with services available to all
- Funding will support two full-time counsellors to provide services that align with the Family and Community Support Services (FCSS) preventative social services mandate

Community Impact

- Provide professional counselling for individuals and families who are faced with significant life issues, such as:
 - Addictions
 - Behavioural challenges
 - Relationship concerns
 - Other mental health issues and challenges
- No- or low-cost fee structure
- Will promote and enhance healthy relationships and healthy family units.

2020 Grant Request

2020 Grant Request	
Revenue	\$0
Expense	\$320,000
Subsidy Requested	\$320,000
Subsidy represents 100% of total expenses	
Previous Year's Financial Information	
Last Fiscal Year End Date	December 31, 2018
Total expenses from previous year	\$4,289,926
Unrestricted Net Assets	\$363,604

Expense Summary

Cost Category	Total Expense	Funded by RMWB
Salary/Wages (2 full time)	\$272,000	\$272,000
Program Costs	\$19,000	\$19,000
Overhead (utilities, insurance, etc.)	\$29,000	\$29,000
TOTAL	\$320,000	\$320,000

Community Investment History

2020 Request	2019	2018
\$320,000	\$0	\$0

Family Christian Centre o/a Legacy Counselling Centre**2020 Sustaining Grant Analysis****CIP Grant Summary:**

				2020 Recommended by CIP	Variance Recommended vs. Requested
2017	2018	2019	2020 Request		
-	-	-	320,000	320,000	-

Fiscal Year End	Total Expenses	Unrestricted Net Assets
December 31, 2018	4,289,926	363,604

Notes:

Legacy Counselling Centre (LCC) is a local counselling service provider, operating under the charitable status of Family Christian Centre. It has its own Board of Directors, separate from Family Christian Centre.

Request is for 2 Counsellors, to provide FCSS counselling services.

Budget Line Description	2020 Total Budget	2020 Budget Request	2020 Recommended
Revenues			
RMWB Sustaining Grant	320,000	320,000	320,000
Total Revenues	320,000	320,000	320,000
Expenses			
FCSS Counsellor Salaries and Benefits	272,000	272,000	272,000
FCSS Counsellor Professional Membership	6,000	6,000	6,000
FCSS Counsellor Professional Development	6,000	6,000	6,000
Room Rental	1,000	1,000	1,000
Food Costs	500	500	500
Office Supplies related to FCSS Counselling	5,000	5,000	5,000
Travel (Mileage)	500	500	500
Administration (10%)	29,000	29,000	29,000
Total Expenses	320,000	320,000	320,000
Total Surplus (Deficit)	\$ -	\$ -	\$ -



2020 Sustaining Grant Application for Grant Funding

The grant program under which your organization is applying has specific eligibility requirements. The Application Form should clearly show how the proposed event meets these requirements. The Application Form, including all required attachments, must be received by the closing date. **Late or incomplete applications will not be processed (Community Investment Program Policy FIN-220, Section 3.1.5).**

In order to complete this application for funding, please read the following thoroughly:

- 2020 Sustaining Grant Guidelines

If you have reviewed the 2020 Sustaining Grant Guidelines and have any questions regarding this application form or eligibility, please contact CIP@mmwb.ca.

Organization Name: Family Christian Centre o/a Legacy Counselling Centre

Declaration: In making this application, we, the undersigned, confirm:

Board Member(s) and/or
Executive Director Initials:

- that we have read the Sustaining Grant Guidelines;
- that we understand that this application form and all attachments shall be part of the **public** Council agenda and accessible through all methods that the Council agenda is available;
- that we understand that this application form and all required attachments must be completed in full and received before 4:30 p.m. MT on Monday, September 23, 2019;
- that we understand the term of the Sustaining Grant is January 1 to December 31, 2020 and that all expenditures must happen during this term; and
- that we are authorized by the applicant organization to complete the application and hereby represent to the Regional Municipality of Wood Buffalo's Community Investment Program and declare that to the best of our knowledge and belief, the information provided is truthful and accurate, and the application is made on behalf of the above-named organization and with the Board of Directors' full knowledge and consent.

ER OR

ER OR

ER OR

ER OR

ER OR

[Signature]
Signature of Board Member
(must have signing authority)

[Signature]
Signature of Board Member or Executive Director
(must have signing authority)

Rev. Edwin Rideout
Print Name

DWIGHT RIMMER
Print Name

2019-11-05
Date: (YYYY-MM-DD)

2019-11-05
Date: (YYYY-MM-DD)

Sustaining Grant Part A - Organization Summary

1. Organization Details

Organization Name:	Family Christian Centre o/a Legacy Counselling Centre
Street Address:	160 Dickins Drive
City/Hamlet:	Fort McMurray
Province:	Alberta
Postal Code:	T9K 1R4
Phone Number:	s.17 (1)
Email Address:	info@legacycounsellingcentre.org
Act Registered Under:	Canada Not-For-Profit Corporation
Registration Number:	119250736RR0001

Note: Organization must be in good standing to receive funding.

2. Main Contact

Title:	Lead Professional Counsellor
Name:	Galina MacKenzie
Daytime Phone:	s.17 (1)
Email Address:	galinamackenzie@legacycounsellingcentre.org

3. Executive Director

Name:	Galina MacKenzie
Daytime Phone:	s.17 (1)
Email Address:	galinamackenzie@legacycounsellingcentre.org

4. Board Chair / President

Name:	Edwin Rideout
Daytime Phone:	780-791-3366
Email Address:	pastoredwin@familychristiancentre.org

Note: Should any of the contact details in Questions 2 to 4 change before December 31, 2020, please advise the Community Investment Program at CIP@rmwb.ca

Part B - Board Questionnaire

9. Are any board members being paid, or receiving an honorarium, for being on the Board or for other positions in the organization outside of their role on the Board? Yes ☐ No ☒

If yes, complete the following table:

Board member name	Paid role on the board / organization	Amount received

10. What are the restrictions (if any) on becoming a member of your organization or participating in programs or services?

There are no restrictions.

11. How often does the Board review the financial position of the agency? What efforts have been made in the past fiscal year to increase the number and types of financial support for your organization?

The Board is reviewing the financial position of Legacy Counselling Centre on a regular basis. The reason being, as a newer agency, LCC is wanting to find as many ways as possible to have sustainable funding for the years ahead. This year the focus of the discussion has been the following:

- 1.) researching the benefits/challenges associated with engaging a professional fundraising agent or agencies.
- 2.) exploring different grants and applications being considered and completed.
- 3.) reaching out to local businesses and churches to determine if there is a financial willingness to support our agency.
- 4.) reviewing LCC's fee scale to increase revenue for services rendered.

The personal information collected in this application is collected under the authority of section 33(c) of Alberta's Freedom of Information and Protection of Privacy (FOIP) Act. It will be used to process the application and contact you if needed, during the review of this application. If you have any questions about the collection and use of the personal information you may contact the Manager, Community Investment Program, at 9909 Franklin Avenue, Fort McMurray, AB T9H 2K4 or at (780) 743-7918.

Part C - Strategic Plan

The Regional Municipality of Wood Buffalo 2018-2021 Strategic Plan focuses on the vision of a vibrant, sustainable region we are proud to call home. It identifies four key strategic priorities to achieve this goal: Responsible Government, Downtown Revitalization, Regional Economic Development, and Rural and Indigenous Communities and Partnerships. The Community Investment Program aims to assist non-profit agencies to achieve the goals and objectives outlined in the Municipal Strategic Plan.

The Sustaining Grant subsidizes organizations to operate and maintain Municipally-owned assets and/or contribute toward the key strategic priorities identified above. Please indicate which category that is applicable to the organization.

- ☐ Operator of a Municipally-owned asset (Please continue to Part E on page 8)
- ☐ Provide programs and services related to the collection, preservation and display of regional heritage and culture in a museum setting (Strategy & Initiatives #1a and #1c)
- ☐ a) the development of the arts community (Strategy & Initiative #1f);
b) progression of interests of the social profit sector (Strategy & Initiative #1i);
c) advancement of cultural diversity (Strategy & Initiative #3f); or
d) promotion of the economic diversification of the Municipality (Strategy & Initiative #3b)
- ☒ Provides strategic programs/services that are of benefit to the entire region

Part D - Organization Questionnaire

12. What year did the organization complete its last business plan or strategic plan?

2018

13. Provide a brief overview of the organization's strategic priorities:

Legacy Counselling Centre Strategic Plan 2018-2019 Objectives:

- 1) deliver professional counselling with excellence.
- 2) develop and sustain excellent staff.
- 3) continue to pursue and solidify funding and other opportunities that match our overall mission and vision.
- 4) attain high standards in policy and practice

Part D - Organization Questionnaire

14. Describe the elements, activities, or events that the organization is seeking this funding for:

Current activities and vision of organization: Legacy Counselling Centre provides quality counselling by highly trained and experienced counsellors. It is a safe place to be heard and helped. It is a place where clients are treated with dignity and compassion. The staff are non-judgmental and are devoted to assisting people toward a path of holistic and healthy living.

This project vision: The LCC Professional Counsellor(s) - is aimed at enhancing the public outreach and financial sustainability of LCC to support the quality of mental and emotional health in the region of Wood Buffalo. It would allow for our agency to hire an addition staff to help deal with the high demands for one-on-one counselling, not just found with our agency, but also found within the region over all. LCC will promotes understanding and dialogue around key issues and leads to higher rates of crisis prevention and treatment.

This project's activities:

We plan to continue to provide professional counselling for any individuals and families who are faced with significant life issues, ie; addictions, mental health issues/challenges/diagnosis, behavioural challenges, relationship concerns, etc. LCC prides itself on being a community counselling centre accessible to all individuals without restrictions on who may access supports and services.

Counselling services are free for those 20 years of age and younger for the first 6 sessions, and only there after, a small charge of \$20 per session. It is also noteworthy to mention that the first 2 sessions are free for everyone above 20 and any applicable fees thereafter are based on a sliding scale according to an individual's/family's means to pay and household income. LCC works with individuals, couples, and families to decrease any financial barriers to accessing services.

One specific area of this project would be to focusing on providing support for child, youth, adults, couples, and faamilies that are struggling with identified concerns around relationship struggles, separation, and divorce. This would be providing barrier free one-on-one counselling sessions, groups sessions and/or educational workshops to help with the promotion and enhancement of healthy relationships and healthy family units.

Screening and assessment would occur during intake to determine if clients are struggling with relationships, separation, and/or divorce. Up to 6 sessions would be made available free through this program. If continued counselling supports are required, a minimum charge would be required based on means to pay. Group and educational sessions would also be offered free of charge on such topics like coping skills for children facing separation and divorce, communication skills for married couples, etc.

15. Explain how the operations/programming will achieve the objectives of the Municipal Strategic Plan as indicated on page 5:

The operations/programming will achieve the objective of providing programs/services to benefit to entire region.

Legacy Counselling Centre is wanting to provide quality counselling services to all individuals who live in the Wood Buffalo Region. These services, one on one counselling, presently services children as young as 4 to an individual who is a senior as old as 82. Our policies speaks to seeing children as young as 2 years old, however, this is a specialized field in counselling and we are presently limited in this area and would make appropriate referrals.

We are also wanting to provide an equal opportunity to those individuals and populations that may not be able to afford counselling by offering free initial sessions, with sessions fees thereafter reflecting means to pay sliding scale rates.

Part D - Organization Questionnaire

16. Describe any other funding initiatives the organization has taken or is planning to implement to further support this request for Sustaining Grant funding:

Other funding initiatives that Legacy Counselling Centre has taken and/or is planning to implement to further support this request:

- 1) Application in process for United Way Member Agency Grant 2020-2021: We have been funded annually through this grant since 2015.
- 2) Legacy Dodge is committed to be a significant business donor to LCC, and has been since 2015
- 3) Alberta Job Training Grants: We annually apply to receive funding for training employees.
- 4) Family Christian Centre: LCC is under the governing body of Family Christian Centre and they are committed to housing and funding our agency.
- 5) Annual fund raising events
- 6) Annual fees for services reviewed.
- 7) Board discussion about hire an individual to focus on funding resourcing and grants

Presently Legacy Counselling Centre is looking to build capacity and funding resources to help

17. Current Volunteer Information:

	Per Organizational Needs:	Currently Filled:
Program & Services Volunteers	0	0
Fundraising Volunteers	5	3
Committee Volunteers	8	8
Administrative Volunteers	2	1
Total Organization Volunteers (Count each only once)	15	12

Part E - Financial Information, Budget Request & Cash Flow

18. Current Staff Information:

	Per Organization Chart:	Currently Filled:
Full Time Positions	3	3
Part Time Positions	2	2

19. Please explain any cost savings initiatives the organization has, or is planning, to implement:

One cost saving initiatives for this organization is to make use of volunteers. This could help with covering vacation times for administrative duties, assist in fund raising events, and getting promotional materials out in the community.

20. 2020 Grant Request:

Total 2020 Budgeted Revenue (<u>excluding</u> RMWB Sustaining Grant)	\$	490,000.00
Total 2020 Budgeted Expenses	\$	810,000.00
Surplus* / (Deficit)	\$	(320,000.00)

2020 Sustaining Grant Request Amount:	\$	320,000.00
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* If in a surplus position, organization is not eligible for a Sustaining Grant.

Please Indicate Preferred Cash Flow, if approved:**

January/February \$ 80,000.00	April \$ 80,000.00
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(no more than 75% of request)

August \$ 80,000.00	October \$ 80,000.00
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** Must have minimum of 25% to be disbursed between August and December. There will be no funds released in July, as six-month reports are due by July 31 and require Administrative review prior to August/October disbursements.

21. Provide any additional information that may assist in developing a better understanding of your organization or its services/programs during the grant review.

N/A

Part F - Required Attachments for Application

22. The following attachment **MUST** accompany your application. Failure to submit the following will result in your application being deemed incomplete.

- ☒ A detailed budget showing projected 2020 revenue and expenses
- ☒ 2020 Business Plan or Strategic Plan
- ☐ Logic Model (if available)
- ☒ Financial Statements of the most recent fiscal year

In Person or By Mail:

Community Investment Program
Community Services
Regional Municipality of Wood Buffalo
9909 Franklin Avenue
Fort McMurray, AB T9K 2K4

OR

By Email: CIP@rmwb.ca

**LATE or INCOMPLETE applications will not be processed
(Community Investment Program Policy FIN-220, Section 3.1.5)**

Strategic Plan for Legacy Counselling Centre
Current as of 2018-2020

Executive Summary

The strategic Plan for Legacy Counselling Centre consists of the following high level objectives and action steps:

Objective #1: Deliver professional counselling with excellence

- Deliver clinical excellence in community-based mental health treatment
- Seeking out new and maintaining existing community partnerships
- Develop welcoming environment and intake process for clients
- Offer with an openness appropriate community referrals to clients fostering integrated service delivery
- Educating about the benefits of different therapy approaches.
- Developing a Quality Improvement Plan

Objective #2: Develop and sustain excellent staff

- Embedding a culture of ongoing development for staff
- Retaining and nurturing competent and passionate individuals
- Enabling staff to bring complementary talents and interests
- Providing compensation that attracts qualified staff and allows them to choose to grow with us
- Explore options for quality supervision and consultation for staff development
- Developing and implementing a succession and leadership development plan

Objective #3: Continue to pursue and solidify funding and other opportunities that match our overall mission and vision

- Focusing on annualized funding
- Explore volunteer resources for funding events.
- Exploring and applying for new grant opportunities.
- Networking with local business and church organizations who may be willing to support our mission and vision financially.

Objective #4: Attain high standards in policy and practice

- Focusing on the development of policy and procedure manual
- Revise policies to align with Best Practices Models
- Revise policies to align with certified counsellors' Codes of Ethics

Budget Sheet

AGENCY: Legacy Counselling Centre			2020	Codes
			Projected Overall Agency	
			Annual Budget	
OPERATING REVENUE:				
Grants (FCSS)			\$320,000.00	4031
Fundraising/Donations/etc.			\$310,000.00	4032
Sale of Product or Fee for Services			\$40,000.00	4033
United Way Allocation			\$110,000.00	4034
United Way Designated Donations			\$5,000.00	4035
Investment Income				4046
Other (other)			\$25,000.00	4037
TOTAL REVENUE:			\$810,000.00	
OPERATING EXPENDITURES:				
STAFFING:				
* Salaries (incl Benefits)			\$530,266.00	5603
* Casual Labour/Contractors			\$87,000.00	5604
* Employer Benefits (Other)				5605
* Supplementary Benefits (Insurances)			\$18,900.00	5606
BUILDING:				
* Rent/Mortgage			\$100,000.00	5607
* Janitor/Maintenance				5608
* Utilities				5609
* Insurance				5610
* Taxes				5611
VEHICLE (Agency owned or Leased):				
* Lease/Loan Charges				5612
* Insurance				5613
* Maintenance				5614
* Gas & Oil				5615
HOUSEHOLD:				
* Laundry				5616
* Bedding & Linen				5617
* Crockery & Cutlery			\$2,200.00	5618
PROGRAM:				
* Materials			\$7,400.00	5619
* Food/Supplies			\$1,134.00	5620
* Consultants			\$4,000.00	5621
* Staff Development			\$12,000.00	5622
* Dues & Subscriptions			\$4,000.00	5623
CLIENT:				
* Dental/Medical				5624
* Transportation				5625
* Personal Needs				5626
ADMINISTRATION:				
* Office Supplies			\$8,000.00	5627
* Leased Equipment			\$5,100.00	5628
* Freight & Postage				5629
* Staff Travel/Mileage			\$3,000.00	5630
* Telephone			\$6,000.00	5631
* Advertising			\$4,000.00	5632
* Professional Fees - Accounting			\$7,000.00	5633
* Bank Charges			\$6,500.00	5634
* GST			\$1,500.00	5635
BOARD EXPENSES:			\$2,000.00	5636
OTHER (SPECIFY)				5637
TOTAL EXPENSES:			\$810,000.00	
SURPLUS/DEFICIT			\$0.00	

FAMILY CHRISTIAN CENTRE

Financial Statements

December 31, 2018

Leonard W Harvey, CPA, CGA
Chartered Professional Accountant

Table of Contents

	Page
Independent Practitioner's Review Engagement Report	3
Statement of Financial Position	4
Statement of Operations and Changes in Fund Balances	5
Statement of Cash Flows	6
Notes to Financial Statements	7 - 10



HARVEY'S ACCOUNTING SERVICES

Leonard W Harvey, CPA, CGA • Chartered Professional Accountant

INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

To the Board of Deacons
Family Christian Centre

I have reviewed the accompanying financial statements of Family Christian Centre that comprise the statement of financial position as at December 31, 2018 and the statement of operations and changes in fund balances 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.

Practitioner's Responsibility

My responsibility is to express a conclusion on the accompanying financial statements based on my review. I conducted my review in accordance with Canadian generally accepted standards for review engagements, which require me to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, I do not express an audit opinion on these financial statements.

Conclusion

Based on my review, nothing has come to my attention that causes me to believe that the accompanying financial statements do not present fairly, in all material respects, the financial position of Family Christian Centre as at December 31, 2018, 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 (ASNPO).

Leonard W. Harvey
Chartered Professional Accountant

April 23, 2019

FAMILY CHRISTIAN CENTRE
STATEMENT OF FINANCIAL POSITION
As at December 31, 2018

	Operating Fund	Tangible Capital Asset Fund	2018	2017
ASSETS				
Current assets				
Cash	\$ 363,371	\$ -	\$ 363,371	\$ 428,230
Grants receivable	30,519	-	30,519	1,206
GST recoverable	6,525	-	6,525	9,326
Mortgage relief receivable	70,212	-	70,212	37,906
Prepaid expenses	25,777	-	25,777	44,540
	496,404	-	496,404	521,208
Tangible capital assets (Notes 2,3)	-	15,007,398	15,007,398	15,527,282
	\$ 496,404	\$ 15,007,398	\$ 15,503,802	\$ 16,048,490
LIABILITIES AND MEMBERS' EQUITY				
Current liabilities				
Accounts payable and accrued liabilities	\$ 101,390	21,282	\$ 122,672	\$ 99,827
Employee deductions payable	22,681	-	22,681	51,857
Unearned revenue (Note 4)	8,729	-	8,729	19,175
Current portion-LTD	-	302,282	302,282	347,336
	132,800	323,564	456,364	518,195
Long-term debt (Note 5)	-	5,379,654	5,379,654	5,677,198
	132,800	5,703,218	5,836,018	6,195,393
Fund balances				
Unrestricted	363,604	-	363,604	367,746
Invested in tangible capital assets	-	9,304,180	9,304,180	9,485,351
	363,604	9,304,180	9,667,784	9,853,097
	\$ 496,404	\$ 15,007,398	\$ 15,503,802	\$ 16,048,490

ON BEHALF OF THE BOARD

_____, Lead Pastor

_____, Board Member

The accompanying notes form an integral part of these financial statements.

Leonard W Harvey, CPA, CGA
Chartered Professional Accountant

FAMILY CHRISTIAN CENTRE
STATEMENT OF OPERATIONS AND CHANGES IN FUND BALANCES
For the year ended December 31, 2018

	Operating Fund	Tangible Capital Asset Fund	2018	2017
Revenue (Note 6)	\$ 4,145,956	\$ 229,220	\$ 4,375,176	\$ 4,381,824
Designated expenditures	270,563	-	270,563	251,055
	3,875,393	229,220	4,104,613	4,130,769
Expenses				
Advertising	24,211		24,211	33,839
Amortization	-	575,286	575,286	592,556
GST (non recoverable)	12,739		12,739	15,560
Insurance	24,555		24,555	23,367
Interest and bank charges	44,722		44,722	42,749
Janitorial expense	24,671		24,671	30,435
Maintenance	40,155		40,155	74,639
Meetings and travel	40,534		40,534	40,164
Missions	351,548		351,548	298,052
Mortgage interest	-	208,066	208,066	226,195
Municipal taxes	7,090		7,090	6,989
Office and administration	34,333		34,333	37,214
PAOC grants	100,000		100,000	100,000
Professional fees	46,890		46,890	34,753
Supplies	46,469		46,469	48,648
Telephone and utilities	79,477		79,477	73,413
Travel expense	19,330		19,330	14,747
Vehicles	1,393		1,393	890
Visiting ministries	19,410		19,410	17,200
Wages and benefits	2,589,047		2,589,047	2,410,122
	3,506,574	783,352	4,289,926	4,121,532
Excess(deficiency) of operating revenues over expenses	368,819	(554,132)	(185,313)	9,237
Fund balances, beginning of year	367,746	9,485,351	9,853,097	9,843,860
Tangible capital assets acquired from internal funds	(372,961)	372,961		
Fund balances, end of year	\$ 363,604	\$ 9,304,180	\$ 9,667,784	\$ 9,853,097

The accompanying notes form an integral part of these financial statements.

Leonard W Harvey, CPA, CGA
Chartered Professional Accountant

FAMILY CHRISTIAN CENTRE
STATEMENT OF CASH FLOWS
For the year ended December 31, 2018

	2018	2017
Operating activities		
Excess (deficiency) of revenue over expenditures	\$ (185,313)	\$ 9,237
Items not requiring an outlay of funds		
Amortization	575,286	592,556
	389,973	601,793
Changes in non-cash working capital		
Accounts receivable	(58,818)	(15,385)
Prepaid expenses	18,764	(9,826)
Accounts payable and accrued liabilities	(6,331)	30,229
Unearned revenue	(10,446)	11,075
	333,142	617,886
Investing activities		
Acquisition of tangible capital assets	(55,402)	(166,372)
	(55,402)	(166,372)
Financing activities		
Proceeds from (repayment of) bank financing	(342,599)	(819,140)
	(342,599)	(819,140)
Increase (decrease) in cash and cash equivalents	(64,859)	(367,626)
Cash and cash equivalents, beginning of year	428,230	795,856
Cash and cash equivalents, end of year	\$ 363,371	\$ 428,230
Cash and cash equivalents consist of		
Cash	\$ 363,371	\$ 428,230
	\$ 363,371	\$ 428,230

The accompanying notes form an integral part of these financial statements.

Leonard W Harvey, CPA, CGA
Chartered Professional Accountant

FAMILY CHRISTIAN CENTRE
NOTES TO FINANCIAL STATEMENTS
Year ended December 31, 2018

1. DESCRIPTION OF BUSINESS

The organization is incorporated under the Alberta Societies Act as a not-for-profit organization and is registered as a charitable organization under the Income Tax Act. The charity registration number assigned to this organization is 11925 0736 RR0001.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of accounting

The Family Christian Centre prepares its financial statements in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

Cash and cash equivalents

Cash and cash equivalents consist of cash on hand and bank balances.

Income taxes

The organization is registered as a charitable organization under the Income Tax Act and accordingly is exempt from income tax.

Fund Accounting

The Family Christian Centre follows the restricted fund method of accounting for contributions.

The General Fund accounts for the organization's program delivery and administrative activities. This fund reports unrestricted resources.

The Tangible Capital Asset Fund reports the assets, liabilities, revenues and expenses related to the organization's tangible capital assets including equipment, building and building expansions.

Measurement Uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations (ASNPO) 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. Actual results could differ from these estimates.

FAMILY CHRISTIAN CENTRE
NOTES TO FINANCIAL STATEMENTS
Year ended December 31, 2018

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Revenue Recognition

The organization earns the majority of its revenue from member offerings. Revenue is also generated from childcare registrations at Wheaton – Penney Childcare Centre and counselling services offered at Legacy Counselling Centre. Member tithes, offerings, child care registrations and counselling revenue are recognized as revenue of the General Fund when collected. Contributions designated as building fund are recognized as revenue of the Tangible Capital Asset fund when collected. Any non-cash offerings are recognized at their fair market value.

Financial instruments

The organization initially measures its financial assets and liabilities at fair value. The organization subsequently measures all its financial assets and financial liabilities at amortized cost.

Financial assets subsequently measured at amortized cost include cash and accounts receivable. Financial liabilities measured at amortized cost include accounts payable and accrued liabilities and long-term debt.

Tangible capital assets

Tangible capital assets are stated at cost less accumulated amortization and are amortized over their estimated useful lives at the following rates and methods:

Buildings	4%	declining balance method
Land improvements	20%	declining balance method
Equipment	20%	declining balance method
Sign	20%	declining balance method
Vehicle	30%	declining balance method
Computer	55%	declining balance method

FAMILY CHRISTIAN CENTRE
NOTES TO FINANCIAL STATEMENTS
Year ended December 31, 2018

3. TANGIBLE CAPITAL ASSETS

			2018	2017
	Cost	Accumulated Amortization	Net Book Value	Net Book Value
Land	\$ 2,660,000	\$ -----	\$ 2,660,000	\$ 2,660,000
Land improvement	80,827	54,811	26,016	32,520
Building	14,801,559	2,738,807	12,062,752	12,540,808
Equipment	797,071	597,270	199,801	222,544
Playground	13,107	3,670	9,437	11,796
Sign	101,323	74,738	26,585	33,231
Vehicle	68,520	52,437	16,083	22,976
Computer	23,650	16,926	6,724	3,407
Total	\$ 18,546,057	\$ 3,538,659	\$ 15,007,398	\$ 15,527,282

4. UNEARNED REVENUE

Revenue received in 2018 for 2019 childcare registrations for Wheaton Penney Childcare.

5. LONG-TERM DEBT

	2018	2017
Servus credit union. Mortgage payable, monthly payments of \$45,565, interest @ 4.41%. Mortgage renewal date is April 1, 2019. Secured by a charge over Building located at 160 Dickens Drive, Fort McMurray, AB with net carrying value of \$12,062,752.08.	\$ 5,681,936	\$ 6,024,534
Less: Current portion	(302,282)	(347,336)
Total	\$ 5,379,654	\$ 5,677,198

Principal repayments on long-term debt over the next five years are as follows:

2019	302,282
2020	315,866
2021	330,100
2022	344,955
2023	360,479
Total	\$ 1,653,682

Leonard W Harvey, CPA, CGA
Chartered Professional Accountant

FAMILY CHRISTIAN CENTRE
NOTES TO FINANCIAL STATEMENTS
Year ended December 31, 2018

6. REVENUE CONSISTS OF

	Operating Fund	Tangible Capital Asset Fund
General Fund	\$ 2,021,250	\$ -----
Wheaton-Penney Child Care Centre	1,261,850	-----
Legacy Counselling Centre	562,233	-----
Building Fund	-----	229,220
Missions	178,654	-----
Church Ministries	45,600	-----
Benevolence – Designated	23,456	-----
Mercy Ministry	18,070	-----
Conferences	14,155	-----
Café Kitchen	11,486	-----
Merchandise	4,675	-----
FMM Ministerial Association	4,487	-----
Benevolence – General	40	-----
	\$ 4,145,956	\$ 229,220

7. FINANCIAL INSTRUMENTS – FINANCIAL RISKS

The organization is exposed to various risks through its financial instruments. The significant risks are detailed below.

Credit risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The organization is exposed to credit risk with respect to accounts 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 contributions, long-term debt, and accounts payable.

Interest rate risk

The organization is exposed to interest rate risk on the fair value of its fixed rate long-term debt mortgage.