

Financial Statements of

**DIOCESAN PASTORAL  
CENTRE OF THE BISHOP OF  
VICTORIA, CORPORATION  
SOLE**

Year ended December 31, 2013



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## INDEPENDENT AUDITORS' REPORT

To the Bishop of the Diocese of Victoria

We have audited the accompanying financial statements of Diocesan Pastoral Centre of the Bishop of Victoria, Corporation Sole, which comprise the statement of financial position as at December 31, 2013, the statements of operations, changes in net assets and cash flows for the year then ended, and notes, comprising a summary of significant accounting policies and other explanatory information. The financial statements have been prepared by management in accordance with the basis of accounting in Note 1 to the financial statements.

### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the basis of accounting in Note 1 to the financial statements; this includes determining that the basis of accounting is an acceptable basis for the preparation of these financial statements in the circumstances, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### *Auditors' Responsibility*

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on our 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, we 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 is sufficient and appropriate to provide a basis for our qualified audit opinion.



Page 2

*Basis of Qualified Opinion*

In common with many charitable organizations, the Diocesan Pastoral Centre of the Bishop of Victoria, Corporation Sole derives revenue from donations, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, verification of these revenues was limited to the amounts recorded in the records of the Diocesan Pastoral Centre of the Bishop of Victoria, Corporation Sole. Therefore, we were not able to determine whether, as at and for the years ended December 31, 2013 and December 31, 2012, any adjustments might be necessary to donations revenues and excess of revenues over expenses reported in the statements of operations, excess of revenues over expenses reported in the statements of cash flows and current assets and net assets reported in the statements of financial position. This caused us to qualify our audit opinion on the financial statements as at and for the year ended December 31, 2012.

*Qualified Opinion*

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph, the financial statements present fairly, in all material respects, the financial position of Diocesan Pastoral Centre of the Bishop of Victoria, Corporation Sole as at December 31, 2013, and its results of operations and its cash flows for the year then ended in accordance with the basis of accounting in Note 1 to the financial statements.

*Basis of Accounting*

Without modifying our opinion, we draw attention to Note 1 to the financial statements, which describes the basis of accounting and the defined entity as reported upon in these financial statements. The financial statements are prepared for reporting to the Bishop and to lenders. As a result, the financial statements may not be suitable for other purposes.

*KPMG LLP*

Chartered Accountants

June 12, 2014

Victoria, Canada

# **DIOCESAN PASTORAL CENTRE OF THE BISHOP OF VICTORIA, CORPORATION SOLE**

Statement of Financial Position

December 31, 2013, with comparative information for 2012

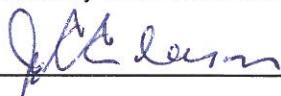
	2013	2012
<b>Assets</b>		
Current assets:		
Cash and cash equivalents	\$ 940,891	\$ 1,280,774
Accounts receivable	300,415	289,470
Prepaid expenses and deposits	38,075	14,554
	<u>1,279,381</u>	<u>1,584,798</u>
Loans receivable (note 2)	645,099	680,360
Investments (note 3)	2,851,848	2,918,919
Capital assets (note 4)	7,144,494	7,216,627
	<u>\$ 11,920,822</u>	<u>\$ 12,400,704</u>

## **Liabilities and Net Assets**

Current liabilities:		
Accounts payable and accrued liabilities (note 5)	\$ 195,350	\$ 357,811
Demand bank loan (note 6)	32,682	44,682
Deferred revenue and contributions (note 7)	1,129,898	1,313,911
	<u>1,357,930</u>	<u>1,716,404</u>
Deferred revenue and contributions (note 7)	1,481,467	1,514,267
Total liabilities	<u>2,839,397</u>	<u>3,230,671</u>
Net assets:		
Invested in capital assets	5,663,027	5,702,360
Restricted for endowment purposes (note 10)	381,486	373,326
Internally restricted (note 10)	548,070	703,468
Unrestricted	2,488,842	2,390,879
	<u>9,081,425</u>	<u>9,170,033</u>
Guarantees and obligations (note 11)		
	<u>\$ 11,920,822</u>	<u>\$ 12,400,704</u>

See accompanying notes to financial statements.

Approved by the Finance Committee

  
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# **DIOCESAN PASTORAL CENTRE OF THE BISHOP OF VICTORIA, CORPORATION SOLE**

## Statement of Operations

Year ended December 31, 2013, with comparative information for 2012

	2013	2012
Revenue:		
Parish assessments	\$ 1,099,716	\$ 1,047,345
Donations	126,373	166,278
Administration fees	37,945	40,208
Ministries and Programs:		
Parish levies	81,024	71,064
Donations	56,674	44,336
Grants	234,727	196,972
Program revenue recognized	34,584	17,593
Donation appeal	885,184	1,012,969
Investment income (note 8)	187,242	163,197
Property income	216,375	213,501
	2,959,844	2,973,463
Expenses:		
General Diocesan	801,266	905,511
Pastoral Centre	85,592	93,474
Ministries and Programs	1,525,226	1,571,378
Interest on bank loans	29,357	29,560
Property expenses	109,267	113,455
Administration	429,205	445,611
Appeal campaign expenses	75,199	61,258
Loss on disposal of equipment	1,500	-
	3,056,612	3,220,247
Deficiency of revenue over expenses before the undernoted	(96,768)	(246,784)
Other expense:		
Donations to parishes and schools	-	20,000
Deficiency of revenue over expenses	\$ (96,768)	\$ (266,784)

See accompanying notes to financial statements.

# DIOCESAN PASTORAL CENTRE OF THE BISHOP OF VICTORIA, CORPORATION SOLE

## Statement of Changes in Net Assets

Year ended December 31, 2013, with comparative information for 2012

	Invested in capital assets	Restricted for endowment purposes	Internally restricted	Unrestricted	Total
Balance December 31, 2011	\$ 5,733,730	\$ 376,435	\$ 882,860	\$ 2,446,901	\$ 9,439,926
Deficiency of revenue over expenses	(42,516)	-	(26,310)	(197,958)	(266,784)
Endowment income	-	(3,109)	-	-	(3,109)
Internally imposed restrictions	-	-	(153,082)	153,082	-
Capital asset purchases	11,146	-	-	(11,146)	-
Balance December 31, 2012	5,702,360	373,326	703,468	2,390,879	9,170,033
Excess (deficiency) of revenue over expenses	(40,093)	-	2,258	(58,933)	(96,768)
Endowment income	-	8,160	-	-	8,160
Internally imposed restrictions	-	-	(157,656)	157,656	-
Capital asset purchases	760	-	-	(760)	-
Balance, December 31, 2013	\$ 5,663,027	\$ 381,486	\$ 548,070	\$ 2,488,842	\$ 9,081,425

See accompanying notes to financial statements.



# DIOCESAN PASTORAL CENTRE OF THE BISHOP OF VICTORIA, CORPORATION SOLE

## Statement of Cash Flows

Year ended December 31, 2013, with comparative information for 2012

	2013	2012
Cash provided by (used in):		
Operations:		
Deficiency of revenue over expenses	\$ (96,768)	\$ (266,784)
Items not involving cash:		
Amortization of capital assets	48,673	52,600
Amortization of building under life lease	22,720	22,716
Loss on disposal of equipment	1,500	-
(Increase) decrease in accounts receivable	(10,945)	119,711
Increase in prepaid expense and deposits	(23,521)	(7,156)
(Decrease) increase in accounts payable and accrued liabilities	(162,461)	231,857
Decrease in deferred revenue and contributions	(216,813)	(201,255)
	(437,615)	(48,311)
Financing:		
Repayment of demand bank loans	(12,000)	(87,000)
Increase (decrease) in net assets restricted for endowment purposes	8,160	(3,109)
	(3,840)	(90,109)
Investing:		
Collection of loans receivable	35,261	87,000
Investments	67,071	(920,884)
Purchase of capital assets	(760)	(11,146)
	101,572	(845,030)
Decrease in cash and cash equivalents	(339,883)	(983,450)
Cash and cash equivalents, beginning of year	1,280,774	2,264,224
Cash and cash equivalents, end of year	\$ 940,891	\$ 1,280,774

See accompanying notes to financial statements.

## Notes to Financial Statements

Year ended December 31, 2013

The Corporation Sole is registered with Canada Revenue Agency as a charitable organization and, accordingly, is not subject to income tax. The Bishop of Victoria, through a Finance Committee, administers the Diocese of Victoria (the "Diocese"), which encompasses the Pastoral Centre, the parishes and other affiliates. As indicated in note 1(a) below, these financial statements reflect only a portion of the assets, liabilities and operations of the Bishop of Victoria, Corporation Sole.

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations except that the individual parishes and missions, St. Joseph's Hospital, St. Patrick's Parish Housing Corporation and the Island Catholic Schools, controlled entities, have not been fully consolidated nor disclosed. The financial statements are prepared for purposes of reporting specified operations to the Bishop of the Diocese of Victoria and to lenders on the specified operating activities. As a result, the financial statements may not be suitable for other purposes.

The Corporation Sole comprises a number of diverse operations and ownership or control of a number of related entities.

The Diocesan Pastoral Centre  
The 40 parishes and missions of the Diocese  
St. Joseph's Hospital (the "Hospital")

St. Patrick's Parish Housing Corporation  
Island Catholic Schools

For purposes of these financial statements, the defined entity reflected in these financial statements consists only of the Diocesan Pastoral Centre and does not include the other entities described above. This defined entity for reporting purposes in these financial statements is referred to as the "Pastoral Centre".

5



# **DIOCESAN PASTORAL CENTRE OF THE BISHOP OF VICTORIA, CORPORATION SOLE**

Notes to Financial Statements (continued)

Year ended December 31, 2013

## **1. Significant accounting policies (continued):**

### (b) Capital assets:

Capital assets are stated at cost less accumulated amortization. Land and buildings acquired prior to January 1, 2011 are recorded at deemed cost, being fair value at January 1, 2011, the transition date to Canadian accounting standards for not-for-profit organizations. Amortization is provided using the straight line method and the following annual rates:

Asset	Rate
Buildings	25 and 50 years
Buildings under life lease	60 years
Furniture and equipment	10 years
Computers	3 years

### (c) Cash and cash equivalents:

Cash and cash equivalents include cash on hand and short term deposits which are highly liquid with original maturities of less than three months at the date of acquisition. These financial assets are convertible to known amounts of cash and are subject to an insignificant risk of changes in value.

### (d) Revenue recognition:

The Pastoral Centre follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Endowment contributions are recognized as direct increases in net assets.

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.

The Pastoral Centre assesses the parishes for the administration of the Pastoral Centre. These and all other revenue items are recorded on an accrual basis.

# DIOCESAN PASTORAL CENTRE OF THE BISHOP OF VICTORIA, CORPORATION SOLE

Notes to Financial Statements (continued)

Year ended December 31, 2013

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## 1. Significant accounting policies (continued):

### (e) Use of estimates:

The preparation of the financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the year. Actual results could differ from those estimates.

### (f) Financial instruments:

Financial instruments are recorded at fair value on initial recognition. Investments that are quoted in an active market are subsequently measured at fair value. All other financial instruments are subsequently recorded at cost or amortized cost, unless management has elected to carry the instruments at fair value. The Pastoral Centre has elected to carry all investments at fair value.

Transaction costs incurred on the acquisition of financial instruments measured subsequently at fair value are expensed as incurred. All other financial instruments are adjusted by transaction costs incurred on acquisition and financing costs, which are amortized using straight-line method.

Financial assets are assessed for impairment on an annual basis at the end of the fiscal year if there are indicators of impairment. If there is an indicator of impairment, the Pastoral Centre determines if there is a significant adverse change in the expected amount or timing of future cash flows from the financial asset. If there is a significant adverse change in the expected cash flows, the carrying value of the financial asset is reduced to the highest of the present value of the expected cash flows, the amount that could be realized from selling the financial asset or the amount the Pastoral Centre expects to realize by exercising its right to any collateral. If events and circumstances reverse in a future period, an impairment loss will be reversed to the extent of the improvement, not exceeding the initial carrying value.

# **DIOCESAN PASTORAL CENTRE OF THE BISHOP OF VICTORIA, CORPORATION SOLE**

Notes to Financial Statements (continued)

Year ended December 31, 2013

## **2. Loans receivable:**

	2013	2012
St. Patrick's Parish	\$ 128,261	\$ 163,522
Third party	516,838	516,838
	<b>\$ 645,099</b>	<b>\$ 680,360</b>

- (a) The loan to St. Patrick's Parish is long-term, bears interest at prime plus 0.5% per annum, and there are no set terms of repayment.
- (b) The third party loan is due January 5, 2015, bears interest at 7% per annum, calculated semi annually not in advance from the date of advance to the date of payment. The loan is secured by an assignment of an interest in the related property acquired for development.

## **3. Investments:**

Investments are recorded at fair value.

	2013	2012
Cash	\$ 139,571	\$ 60,204
Fixed income	547,022	868,790
Guaranteed investment certificates	225,290	382,271
Money market investments	1,489,998	1,238,142
Equities	1,732,572	1,593,389
	<b>4,134,453</b>	<b>4,142,796</b>
Less amounts held in trust (note 9)	<b>(1,282,605)</b>	<b>(1,223,877)</b>
	<b>\$ 2,851,848</b>	<b>\$ 2,918,919</b>

# **DIOCESAN PASTORAL CENTRE OF THE BISHOP OF VICTORIA, CORPORATION SOLE**

Notes to Financial Statements (continued)

Year ended December 31, 2013

## **4. Capital assets:**

			2013
	Cost	Accumulated amortization	Net book value
Land	\$ 4,640,000	\$ -	\$ 4,640,000
Buildings	1,241,975	83,152	1,158,823
Buildings under life lease	1,726,060	436,385	1,289,675
Furniture and equipment	122,102	67,759	54,343
Computers	34,382	32,729	1,653
	<b>\$ 7,764,519</b>	<b>\$ 620,025</b>	<b>\$ 7,144,494</b>
			2012
	Cost	Accumulated amortization	Net book value
Land	\$ 4,640,000	\$ -	\$ 4,640,000
Buildings	1,247,874	55,435	1,192,439
Buildings under life lease	1,726,060	408,024	1,318,037
Furniture and equipment	116,944	59,177	57,767
Computers	34,382	25,998	8,384
	<b>\$ 7,765,260</b>	<b>\$ 548,634</b>	<b>\$ 7,216,627</b>

(a) The land and buildings are subject to mortgages and guarantees more specifically explained in notes 6 and 11.

(b) The buildings under life lease are leased to St. Patrick's Parish Housing Corporation under a 60-year life lease.

## **5. Accounts payable and accrued liabilities:**

Included in accounts payable and accrued liabilities are government remittances payable of \$35,690 (2012 - \$12,942), which includes amounts payable for GST, workers' safety insurance and payroll related remittances.

# DIOCESAN PASTORAL CENTRE OF THE BISHOP OF VICTORIA, CORPORATION SOLE

Notes to Financial Statements (continued)

Year ended December 31, 2013

## 6. Demand bank loan:

The bank loan is secured by a demand collateral mortgage of \$20 million over certain properties of the Diocese and Island Catholic Schools and a general assignment of book debts. The loan bears interest at the greater of 3.75% and the bank's prime lending rate plus 1.5% per annum. Repayment terms are interest only, but on the understanding that the principal is to be reduced by at least \$24,000 per annum, with further reductions to be made from fundraising by St. Patrick's Parish.

## 7. Deferred revenue and contributions:

	Deferred revenue - life lease	Deferred contributions	Total
Balance, December 31, 2011	\$ 1,547,067	\$ 1,482,366	\$ 3,029,433
Less amounts recognized as revenue in the year	(32,800)	(1,317,655)	(1,350,455)
Add amounts received	-	1,149,200	1,149,200
Balance, December 31, 2012	1,514,267	1,313,911	2,828,178
Less amounts recognized as revenue in the year	(32,800)	(1,337,386)	(1,370,186)
Add amounts received	-	1,153,373	1,153,373
Balance, December 31, 2013	\$ 1,481,467	\$ 1,129,898	\$ 2,611,365

- (a) The deferred revenue - life lease represents deferred revenue for a 60-year life lease granted to St. Patrick's Parish Housing Corporation. This deferred revenue is being recognized as revenue over the 60-year term of the lease at \$32,800 annually.
- (b) Deferred contributions represent unspent revenues and investment income externally restricted for spiritual and education purposes and restricted operating funding received in the current period that is related to subsequent periods.

# DIOCESAN PASTORAL CENTRE OF THE BISHOP OF VICTORIA, CORPORATION SOLE

Notes to Financial Statements (continued)

Year ended December 31, 2013

## 8. Investment income:

Investment income earned, recorded in the statement of operations, is calculated as follows:

	2013	2012
Income on investments	\$ 216,404	\$ 167,579
Income on cash and cash equivalents	75,585	99,201
Income on loans receivable	10,602	15,358
	302,591	282,138
Externally restricted amounts deferred	(49,176)	(53,625)
Allocated to funds held in trust	(62,905)	(61,835)
Allocated to endowments	(3,268)	(3,481)
	\$ 187,242	\$ 163,197

## 9. Assets held in trust for other entities:

The Pastoral Centre holds \$1,282,605 (2012 - \$1,223,877) cash and investments in trust for other entities, which includes certain schools and parishes. Neither the trust assets, nor the offsetting trust liabilities, are included on the statement of financial position.

## 10. Restriction on net assets:

The net assets restricted for endowment purposes are all subject to externally imposed restrictions stipulating that the resources be maintained permanently. Investment income on \$381,486 (2012 - \$373,326) is externally restricted for educational and spiritual purposes.

As at December 31, 2013, the Pastoral Centre internally restricted \$548,070 (2012 - \$703,468) of net assets. The funds comprise:

- (a) funds restricted for educational and spiritual purposes,
- (b) an insurance reserve

These funds are not available for other purposes without approval of the Pastoral Centre. Interest earned on internally restricted funds is recorded in the statement of operations and transferred to the internally restricted net assets.



# DIOCESAN PASTORAL CENTRE OF THE BISHOP OF VICTORIA, CORPORATION SOLE

Notes to Financial Statements (continued)

Year ended December 31, 2013

## 11. Guarantees and obligations:

- (a) The Bishop is a guarantor on an agreement between the Canadian Federal Government and the St. Andrews Refugee Association (the "Association"). Should the Association fail to meet its obligations in the support of refugees, the Pastoral Centre will be responsible for settling these amounts.
- (b) The Bishop has guaranteed the bank loans and obligations of Island Catholic Schools. At December 31, 2013 these liabilities were as follows:

	2013	2012
Term loans	\$ 2,009,811	\$ 1,702,731
Operating loans	867,015	1,255,261
Building expansion loan	4,000,000	-
	<u>\$ 6,876,826</u>	<u>\$ 2,957,992</u>

- (c) In January 2013, an agreement for a construction loan of \$2.0 million from Canadian Western Bank was signed for the expansion and seismic upgrade of St. Joseph's Elementary School in Victoria. This loan is secured by the Bishop of Victoria. The first draw was made on February 27, 2014 for a total of \$290,804.

## 12. Defined contribution pension plan:

The Pastoral Centre contributes to a defined contribution plan that provides pension benefits to its employees. Participation in the plan is compulsory for all eligible employees. The Pastoral Centre and the employee each contribute 4% of gross annual salary. In 2013, the Pastoral Centre contributed \$21,868 (2012 - \$19,005) to the plan.

# DIOCESAN PASTORAL CENTRE OF THE BISHOP OF VICTORIA, CORPORATION SOLE

Notes to Financial Statements (continued)

Year ended December 31, 2013

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## 13. Related party transactions:

Substantial portions of the Pastoral Centre's activities involve transactions with parishes and other religious organizations as described in note 1(a). The following significant related-party transactions occurred during the year:

The Pastoral Centre received revenue from various entities that are wholly owned by the Pastoral Centre or are controlled and administered through a common finance committee. Related party revenues include parish assessments, certain donations, administration fees, parish levies, and grants. Included in property income is lease income of \$32,800 (2012 - \$32,800) from a wholly owned affiliate. These transactions are recorded at the exchange amount, which is the amount agreed upon by the parties.

In 2012, a donation received during the year for \$20,000 from St. Patrick's Housing Corporation was donated to St. Patrick's Parish of Victoria. The donation is included in donations to parishes and schools on the 2012 statement of operations.

## 14. Financial risks and concentration of risk:

### (a) Currency risk:

Investments that trade in foreign markets are exposed to currency risk as the price in local terms on the foreign stock exchange is converted to Canadian dollars to determine fair value. The Pastoral Centre's overall currency positions are monitored on a daily basis by the portfolio manager.

### (b) Liquidity risk:

Liquidity risk is the risk that the Pastoral Centre will be unable to fulfill its obligations on a timely basis or at a reasonable cost. The Pastoral Centre manages its liquidity risk by monitoring its operating requirements. The Pastoral Centre prepares budget and cash forecasts to ensure it has sufficient funds to fulfill its obligations.

### (c) Credit risk:

Credit risk refers to the risk that a counterparty may default on its contractual obligations resulting in a financial loss. The Pastoral Centre is exposed to credit risk with respect to the accounts receivable and loans receivable. The Pastoral Centre assesses, on a continuous basis, accounts receivable and loans receivable and provides for any amounts that are not collectible in the allowance for doubtful accounts.

# **DIOCESAN PASTORAL CENTRE OF THE BISHOP OF VICTORIA, CORPORATION SOLE**

Notes to Financial Statements (continued)

Year ended December 31, 2013

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## **14. Financial risks and concentration of risk: (continued):**

### **(d) Interest rate risk:**

The Pastoral Centre is exposed to interest rate risk on its fixed interest rate financial instruments. Further details about the fixed rate investments are included in note 3, the loans receivable are included in note 2 and the demand bank loan is included in note 6.

## **15. Comparative information:**

Certain comparative figures have been reclassified from those previously presented to conform to the presentation of the 2013 financial statements.