FINANCIAL STATEMENTS

31 DECEMBER 2021

Financial Statements

For the year ended 31 December 2021

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INDEPENDENT AUDITORS' REPORT

To the Directors, Vancouver International Writers Festival Society

Qualified Opinion

We have audited the financial statements of Vancouver International Writers Festival Society, (the "Society") which comprise the statement of financial position as at 31 December 2021, and the statements of changes in fund balances, operations and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the effects of the matter described in the Basis for Qualified Opinion section of our report, the accompanying financial statements present fairly, in all material respects, the financial position of the Society as at 31 December 2021, and the results of its operations and its cash flows for the year then ended in accordance with ASNPO.

Basis for Qualified Opinion

In common with many not-for-profit organizations, the Society derives revenue from the general public in the form of 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 Society. Therefore, we were not able to determine whether any adjustments might be necessary to donation revenue, excess of revenues over expenses, and cash flows from operations for the years ended 31 December 2021 and 2020, current assets as at 31 December 2021 and 2020, and net assets as at 1 January and 31 December for both the 2021 and 2020 and 2020 years. Our audit opinion on the financial statements for the year ended 31 December 2020 was modified accordingly because of the possible effects of this limitation in scope.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Society in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with ASNPO, 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.

In preparing the financial statements, management is responsible for assessing the Society's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Society or to cease operations, or has no realistic alternative but to do so.





INDEPENDENT AUDITORS' REPORT - Continued

Those charged with governance are responsible for overseeing the Society's financial reporting process.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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 Society's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Society's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Society to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



INDEPENDENT AUDITORS' REPORT - Continued

Report on Other Legal and Regulatory Requirements

As required by the Societies Act (British Columbia), we report that, in our opinion, the accounting principles in Canadian accounting standards for not-for-profit organizations have been applied on a basis consistent with that of a preceding year.

CHARTERED PROFESSIONAL ACCOUNTANTS

Rolfe. Berson LLP

Vancouver, Canada 17 May 2022

VANCOUVER INTERNATIONAL WRITERS FESTIVAL SOCIETY Statement of Financial Position

21	December	2021	
.71	December	2021	

		2021		2020
Assets				
Current				
Cash and cash equivalents - operating	\$	72,871	\$	200,618
Cash and cash equivalents - internally restricted	•	487,575	_	443,773
Guaranteed investment certificate - internally restricted		-		51,061
Accounts receivable (Note 8)		160,258		37,347
GST receivable		3,288		4,638
Prepaid expenses		2,794		12,439
		726,786		749,876
Term Deposits		20,000		18,991
Tangible capital assets (Note 3)		9,700		3,784
Intangible assets (Note 4)		24,000		-
	\$	780,486	\$	772,651
Liabilities				
Current				
Accounts payable and accrued liabilities	\$	55,752	\$	25,225
Employee deductions payable	Ψ	8,737	Ψ	9,486
Deferred contributions (Note 5)		350		111,820
Poet Laureate Program (Note 6)		19,139		17,684
1 set Zuntente 1 rogrum (1 tote s)		83,978		164,215
Fund Balances				
Invested in tangible capital and intangible assets		33,700		3,784
Internally restricted - Hal Wake Legacy Fund		33,700		7,259
Internally restricted - Programming Fund		_		95,000
Internally restricted - Contingency Fund		_		110,000
Internally restricted - Outreach Fund		_		39,200
Internally restricted - Strategic Plan Projects Fund		_		36,875
Internally restricted - Ticketing and Box Office Fund		_		80,500
Internally restricted - Reserve Fund		_		126,000
Internally restricted - Cash Reserves Fund		487,575		120,000
Unrestricted		175,233		109,818
		696,508		608,436
	\$	780,486	\$	772,651
APPROVED ON BEHALF OF THE DIRECTORS:				
		Б.		
Director		Direc	tor	

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

Statement of Changes in Fund Balances

For the year ended 31 December 2021

					Inter	nally Restricted						
	Invested in tangible	Hal Wake P			Outreach	Strategic Plan	Ticketing and	Reserve	Cash Reserves			
	capital and intangible assets		Fund	Fund	Fund		Box Office Fund	Fund	Fund	Unrestricted	2021	2020
	\$	\$	\$	\$	\$	\$	\$	\$		\$	\$	\$
Balance - beginning of year	3,784	7,259	95,000	110,000	39,200	36,875	80,500	126,000	-	109,818	608,436	490,869
Excess (deficiency) of revenues over expenses for the year	(9,007)	-	-	-	-	-	-	-	-	97,079	88,072	117,567
Transfer from Hal Wake Legacy Fund (Note 2(b))	-	(7,259)	-	-	-	-	-	-	-	7,259	-	-
Transfer from Programming Fund (Note 2(b))	-	-	(95,000)	-	=	-	-	-	95,000	-	-	-
Transfer from Contingency Fund (Note 2(b))	-	-	-	(110,000)	-	-	-	-	110,000	-	-	-
Transfer from Outreach Fund (Note 2(b))	-	-	-	-	(39,200)	-	-	-	39,200	-	-	-
Transfer from Strategic Plan Projects Fund (Note 2(b))	-	-	-	-	-	(36,875)	-	-	36,875	-	-	-
Transfer from Ticketing and Box Office Fund (Note 2(b))	-	-	-	-	-	-	(80,500)	-	80,500	-	-	-
Transfer from Reserve Fund (Note 2(b))	-	-	=	-	-	-	-	(126,000)	126,000	-	-	=
Transfer from Unrestricted Fund	38,923	-	-	-	-	-	-	-	-	(38,923)	-	-
Balance - end of year	33,700	-		<u>-</u> _	-	-	-	-	487,575	175,233	696,508	608,436

Statement of Operations

For the year ended 31 December 2021

		2021	2020
			(Note 12)
Revenues			
Public sector grants - Schedule	\$	589,310	\$ 410,726
Private sector contributions	·	253,973	240,040
Earned income		187,502	152,528
Canada Emergency Wage Subsidy (Note 8)		119,875	160,916
BC Gaming Commission - Community Gaming Grant		58,500	58,500
Investment income		47,340	44,932
Other income		-	9,687
		1,256,500	1,077,329
Expenses			
Personnel		592,703	526,766
Programming		364,649	131,243
Operational		110,104	116,815
Professional		91,965	103,616
Amortization		9,007	1,322
		1,168,428	879,762
Excess of revenues over expenses			
for the year from operations	\$	88,072	\$ 197,567
Other Expenses			
Endowment contribution to Vancouver Foundation -			
Alma Lee Legacy Fund (Note 7)		-	80,000
Excess of revenues over expenses for the year	\$	88,072	\$ 117,567

Statement of Cash Flows

For the year ended 31 December 2021

S	88,072 \$ 9,007 97,079	117,567 1,322 118,889
3	9,007	1,322
S	9,007	1,322
	,	
	,	
	97,079	118,889
		· ·
	(100 011)	05.016
	(122,911)	85,916
	1,350	(23,021)
	9,645	3,845
	· · · · · · · · · · · · · · · · · · ·	7,622
	` /	(6,856) 102,500
		(1,158)
	•	287,737
	(23,074)	201,131
	51,061	48,939
	*	-
	(30,000)	-
	(1,009)	(363)
	11,129	48,576
	(83,945)	336,313
	644,391	308,078
3	560 446 \$	644,391
	\$	(1,009) 11,129 (83,945) 644,391

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

Notes to the Financial Statements For the year ended 31 December 2021

1. Purpose

The Vancouver International Writers Festival Society (the "Society") connects people to exceptional books, ideas and dialogue through year-round programming that ignites a passion for words and the world around us. The Society is incorporated under the Societies Act (British Columbia) and is a registered charitable organization under the Income Tax Act, and therefore, is not subject to either federal or provincial income taxes providing certain requirements are met.

2. Summary of significant accounting policies

These financial statements are prepared in accordance with Canadian accounting standards for not-for-profit organizations. The significant accounting policies are detailed as follows:

(a) Financial instruments

(i) Measurement of financial instruments

The Society initially measures its financial assets and liabilities at fair value.

The Society subsequently measures all its financial assets and financial liabilities at cost or 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 in the period incurred.

Financial assets measured at amortized cost include cash and cash equivalents, accounts receivable, term deposits and guaranteed investment certificates.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities and employee deductions payable.

(ii) Impairment

For financial assets measured at cost or amortized cost, the Society determines whether there are indications of possible impairment. When there is an indication of impairment, and the Society determines that a significant adverse change has occurred during the period in the expected timing or amount of future cash flows, a write-down is recognized in the statement of operations. A previously recognized impairment loss may be reversed to the extent of the improvement. The carrying amount of the financial asset may not be greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in the statement of operations.

Notes to the Financial Statements For the year ended 31 December 2021

2. Summary of significant accounting policies - Continued

(a) Financial instruments - Continued

(iii) Transaction costs

The Society recognizes its transaction costs in the statement of operations in the period incurred. However, financial instruments that will not be subsequently measured at fair value are adjusted by the transaction costs that are directly attributable to their origination, issuance or assumption.

(b) Fund accounting

During the year, the board of directors passed a motion to create the cash reserves fund. The establishment of this fund resulted in the consolidation of all the internally restricted funds (Programming Fund, Contingency Fund, Outreach Fund, Strategic Plan Projects Fund, Ticketing and Box Office Fund, and Reserve Fund), with the exception of the Hal Wake Legacy Fund, which the Society used the entire fund balance in operations during the year. As a result, the consolidation of the internally restricted funds have been presented as fund transfers in the statement of changes in fund balances. The purpose of the cash reserves fund is to ensure the Society has six to nine months' worth of core operating reserves and the funds may only be used to support activities that advance the purposes of the organization. The full amount of any funds withdrawn for these purposes must be replenished within 12 months of the date they are borrowed.

(c) Revenue recognition

The Society follows the restricted fund method of accounting for contributions. Unrestricted contributions are recognized as received or receivable and when the amount can be reasonably estimated and collection is reasonably assured. Externally restricted contributions to specific funds are recognized in the funds as received or earned. Restricted contributions related to general operations are recognized as revenue in the year in which the related expenses are incurred.

Earned income consists of revenue from literary and fundraising events and is recognized when the event occurs.

Annual memberships, donations and other contributions are recognized as received or receivable. Multi year memberships are recognized as revenue in the year to which they relate.

(d) Cash and cash equivalents

The Society's policy is to disclose bank balances under cash and cash equivalents, including bank overdrafts with balances that fluctuate frequently from being positive to overdrawn and term deposits with a maturity period of three months or less from the date of acquisition. Term deposits that the entity cannot use for current transactions because they are pledged as security are also excluded from cash and cash equivalents.

Notes to the Financial Statements For the year ended 31 December 2021

2. Summary of significant accounting policies - Continued

(e) Tangible capital assets

Tangible capital assets purchased are recorded at cost and are amortized over their estimated useful lives at the following annual rates:

Furniture and fixtures 7 years straight-line Computer equipment 5 years straight-line

When a tangible capital asset no longer contributes to the services provided by the Society, its carrying amount is written down to its residual value. No impairment losses were determined by management to be necessary for the year.

(f) Intangible assets

Intangible assets are recorded at cost. The Society provides for amortization using the straight-line method at rates designed to amortize the cost of the intangible assets over their estimated useful lives. The annual amortization rates are as follows:

Website 5 years straight-line

When an intangible asset no longer contributes to the services provided by the Society, its carrying amount is written down to its residual value. No impairment losses were determined by management to be necessary for the year.

(g) Donated material and services

The Society recognizes donated goods and services in the statement of operations when their fair market value can be determined and the goods and services are used in the normal course of the Society's operations and would otherwise have been purchased.

Volunteers contribute a significant amount of time every year to assist the Society in carrying out its programs and services. Due to the difficulty of determining their fair market value, the value of these hours are not recognized in these financial statements.

(h) 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 amounts of assets, liabilities, revenues and expenses and disclosure of contingencies at the date of the statement of financial position. Accounts subject to estimates include accrued liabilities and amortization on tangible capital and intangible assets. Management believes that estimates utilized in preparing the financial statements are prudent and reasonable; however, actual results could differ from those estimates.

Notes to the Financial Statements For the year ended 31 December 2021

3.	Tangible capital assets				
		 Cost	 umulated ortization	2021 Net	2020 Net
	Furniture and fixtures Computer equipment	\$ 33,866 17,558	\$ 32,916 8,808	\$ 950 8,750	\$ 1,251 2,533
		\$ 51,424	\$ 41,724	\$ 9,700	\$ 3,784
4.	Intangible assets				
		 Cost	umulated ortization	2021 Net	2020 Net
	Website	\$ 30,000	\$ 6,000	\$ 24,000	\$ -

5. Deferred contributions

Contributions designated for specific future programs have been deferred to the 2022 fiscal year. These funds will be recognized as revenue as the related expenditures are incurred. The balance consists of the following:

	2021		2020
\$		\$	5,320
<u> </u>	350	\$	106,500
	\$ 	-	<u>-</u>

During the year, the Society terminated its prepaid two-year membership program. The program will be completely phased out in the 2022 fiscal year.

Notes to the Financial Statements For the year ended 31 December 2021

6. Poet Laureate Program

The Society has capital investments with a cost of \$200,000 (2020 - \$200,000) and a market value of \$286,578 (2020 - \$265,554) on deposit with the Vancouver Foundation in the Vancouver Poet Laureate Fund. This fund was created as an endowment fund in 2007 by the Society, the City of Vancouver and the Vancouver Public Library for the purpose of creating and perpetuating the appointment of a Poet Laureate for the City of Vancouver, or if such purpose becomes impossible or impractical to carry out, for charitable programs relating to poetry in the City of Vancouver. The fund is held and administered by the Vancouver Foundation and is permanently restricted. The Society acts as an agent on behalf of the Poet Laureate program and consequently the fund balance and revenues and expenses related to this fund are not included in these financial statements.

Interest income on this fund of \$9,904 (2020 - \$9,842) was earned and recorded in the Poet Laureate Fund account for the year.

	 2021	2020
Balance - beginning of the year Investment revenue received Programming expenses	\$ 17,684 9,904 (8,449)	\$ 18,842 9,842 (11,000)
Balance - end of the year	\$ 19,139	\$ 17,684

7. Alma Lee Legacy Fund

The Society has capital investments with a cost of \$1,051,740 (2020 - \$998,595) and a market value of \$1,413,704 (2020 - \$1,257,680) on deposit with the Vancouver Foundation in the Alma Lee Legacy Fund. The endowment fund was created in 2005 to provide a stable source of funding for the continued expansion of the programming of the Society. This fund is administered by the Vancouver Foundation and is permanently restricted and consequently not included as an asset in these financial statements.

Interest income on this fund of \$48,370 (2020 - \$43,650) was earned and recorded as revenue during the current year. During the year, the Society made a capital contribution of \$Nil (2020 - \$80,000) to the Alma Lee Legacy Fund. A capital contribution of \$53,145 (2020 - \$Nil) was made to the Fund by the Minister of Canadian Heritage in the current year as a grant to the Vancouver Foundation. The capital contributions are held by the Vancouver Foundation as part of the Fund's permanently restricted capital.

Notes to the Financial Statements For the year ended 31 December 2021

8. Canada Emergency Wage Subsidy

The Society received federal assistance from the Canada Emergency Wage Subsidy ("CEWS") program initiated by the federal government in March 2020 in response to the COVID-19 pandemic. This assistance was provided to offset payroll expenses in periods where revenues of the Society had been negatively impacted by COVID-19. During the year, the Society applied for \$119,875 (2020 - \$160,916) of assistance through this program which has been included in revenue on the statement of operations. As at 31 December 2021, \$Nil (2020 - \$17,285) of CEWS was included in accounts receivable. The measurement of the CEWS is subject to uncertainty as the claims are subject to review and possible adjustment by the Canada Revenue Agency.

9. Financial instruments

The Society is exposed to various risks through its financial instruments. The following analysis provides a measure of the Society's risk exposure and concentrations at the statement of financial position date, 31 December 2021.

(a) Credit risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The Society's main credit risks relate to its cash and cash equivalents and accounts receivable. The Society's cash and cash equivalents are maintained with a large federally regulated financial institution in Canada. The Society provides credit to its clients in the normal course of the operations. There has been no change in risk exposure from the prior year.

(b) Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Society is exposed to this risk mainly in respect of its accounts payable and accrued liabilities and employee deductions payable. The Society manages liquidity risk by maintaining adequate cash. There has been no change in risk exposure from the prior year.

(c) Market risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency risk, interest rate risk and other price risk. The Society is mainly exposed to interest rate risk.

Notes to the Financial Statements For the year ended 31 December 2021

9. Financial instruments - Continued

(d) Interest rate risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Society is exposed to interest rate risk on its floating interest rate financial instruments. Floating-rate instruments subject the Society to a cash flow risk. The endowment investments held with the Vancouver Foundation (Alma Lee Legacy Fund) are subject to floating rates of interest, therefore a change in the variable rate can impact cash flow to service operations. Management does not consider changes in interest rates to be of significant risk. There has been no change in risk exposure from the prior year.

10. Impact of COVID-19

In March 2020, the World Health Organization declared the COVID-19 outbreak to be a public health emergency. This pandemic has caused an increase in economic uncertainty that has disrupted the business operations around the world. The Society's primary sources of revenue are derived from government funding, box office ticket sales and fundraising. Due to the restrictions on public gatherings, the Society was limited in the number and type of events that it was able to hold. However, the Society has continued to receive revenue from its principal funding agencies and other supporters, and has accessed government COVID-19 relief funding, including wage subsidies (Note 8), as well as pivoting and adapting its programming as possible to continue ticket revenue opportunities. The Society has been monitoring the situation closely and has implemented necessary actions to control operating costs. At the date of the Independent Auditors' Report, COVID-19 continues to make planning unpredictable, thus management is unable to determine the full impact of the COVID-19 pandemic on its future operations.

11. Remuneration of Employees, Contractors and Directors

For the fiscal year ended 31 December 2021, included in wages and salaries is one employee with remuneration over \$75,000. The total paid to this individual was \$91,350. No remuneration was paid to members of the Board of Directors for the 2021 fiscal year.

12. Comparative amounts

Certain 2020 comparative amounts have been reclassified to conform with the financial statement presentation adopted for 2021.

Schedule of Public Sector Grants

For the year ended 31 December 2021

		2021		2020
Public sector grants				
DCH - Arts Presentation Canada	\$	127,030	\$	88,000
BC Arts Council Special Projects	•	122,000	·	10,000
Ministry of Tourism, Arts & Culture - Government of BC		115,000		-
City of Vancouver Operating		65,000		65,000
BC Arts Council Operating		56,500		68,500
CMHC Cultural Partner		41,850		46,500
DCH - Canada Book Fund		33,000		32,193
Canada Council Operating		11,600		58,000
CMHC in Kind		9,558		-
Canada Council Governor General Award		5,000		5,000
Consulate General of France		2,222		2,333
Consulate General of Switzerland		550		_
Canada Council Other		-		35,200
	\$	589,310	\$	410,726