

**Downtown Vancouver  
Business Improvement Association  
Financial Statements  
For the year ended March 31, 2023**

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For the year ended March 31, 2023**

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## Independent Auditor's Report

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**To the Members of Downtown Vancouver Business Improvement Association,**

We have audited the accompanying financial statements of the Downtown Vancouver Business Improvement Association (the "Association") which comprise the Statement of Financial Position as at March 31, 2023, and the Statements of Changes in Net Assets and Operations, and Cash Flows for the year then ended and a summary of significant accounting policies and other explanatory information.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Association as at March 31, 2023, and its results of operations, changes in net assets and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

### **Basis for Opinion**

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Association 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 opinion.

### **Responsibilities of Management and Those Charged with Governance 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.

In preparing the financial statements, management is responsible for assessing the Association'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 Association or to cease operations, or has no realistic alternative but to do so.

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

### **Auditor's Responsibility 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 auditor's 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 Association'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 Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's 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 auditor's report. However, future events or conditions may cause the Association 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.

#### **Report on Other Legal and Regulatory Requirements**

As required by the Societies Act of 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 consistent basis with that of the preceding year.

*BDO Canada LLP*

Chartered Professional Accountants

Vancouver, British Columbia

August 2, 2023

**Downtown Vancouver Business Improvement Association**  
**Statement of Financial Position**

March 31	2023	2022
<b>Assets</b>		
<b>Current</b>		
Cash	\$ 231,523	\$ -
Term deposits and GICs (Note 4)	500,000	1,000,000
Accounts and interest receivable	27,566	1,250
GST receivable	73,261	60,635
Prepaid expenses and deposits	139,844	97,544
	972,194	1,159,429
Tangible capital assets (Note 5)	216,512	132,299
	\$ 1,188,706	\$ 1,291,728

**Liabilities**

<b>Current</b>		
Cheques issued in excess of deposits	\$ -	\$ 99,049
Accounts payable and accrued liabilities	113,054	41,846
Accrued vacation and payroll liabilities	67,999	58,726
	181,053	199,621
<b>Net assets</b>		
Invested in tangible capital assets	216,512	132,299
Legal defence reserve (Note 7)	113,595	83,353
Unrestricted	677,546	876,455
	1,007,653	1,092,107
	\$ 1,188,706	\$ 1,291,728

Approved on behalf of the Board:

\_\_\_\_\_ Director

\_\_\_\_\_ Director

**Downtown Vancouver Business Improvement Association  
Statement of Changes in Net Assets**

**For the years ended March 31, 2023 and 2022**

	Invested in Capital Assets	Alberni Improvement Voluntary Levy (Note 2)	Legal Defense Reserve (Note 7)	Unrestricted	Total
Balance, April 1, 2021	\$ 169,927	\$ 23,262	\$ 56,593	\$ 1,152,210	\$ 1,401,992
Excess (deficiency) of revenues over expenses	(47,188)	(23,262)	26,760	(266,195)	(309,885)
Investment in Capital Assets	9,560	-	-	(9,560)	-
Balance, March 31, 2022	132,299	-	83,353	876,455	1,092,107
Excess (deficiency) of revenues over expenses	(43,083)	-	30,242	(71,613)	(84,454)
Investment in Capital Assets	127,296	-	-	(127,296)	-
<b>Balance, March 31, 2023</b>	<b>\$ 216,512</b>	<b>\$ -</b>	<b>\$ 113,595</b>	<b>\$ 677,546</b>	<b>\$ 1,007,653</b>

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

**Downtown Vancouver Business Improvement Association  
Statement of Operations**

<b>For the year ended March 31</b>	<b>2023</b>	<b>2022</b>
<b>Revenue</b>		
Assessment levy	\$ 6,018,116	\$ 5,325,240
Assessment levy and contributions - legal defence reserve (Note 7)	30,242	26,760
Graffiti Abatement Grant (Note 3)	50,000	50,000
IDA conference contributions	50,844	-
Membership event	29,000	-
Public events and other contributions	129,351	37,334
Public Spaces Grant	15,000	-
Interest	31,870	9,612
	<b>6,354,423</b>	<b>5,448,946</b>
<b>Expenses</b>		
Alberni improvement (Note 2)	-	23,262
Sustainability and livability (Schedule)	215,696	99,883
Vibrant economy (Schedule)	266,581	201,448
Administration (Schedule)	1,142,198	1,029,227
Membership and governance (Schedule)	463,813	284,685
Placemaking and marketing (Schedule)	2,628,359	2,521,135
Safety and security (Schedule)	1,722,230	1,599,191
	<b>6,438,877</b>	<b>5,758,831</b>
<b>Deficiency of revenue over expenses</b>	<b>\$ (84,454)</b>	<b>\$ (309,885)</b>

**Downtown Vancouver Business Improvement Association**  
**Statement of Cash Flows**

<b>For the year ended March 31</b>	<b>2023</b>	<b>2022</b>
<b>Cash flows from operating activities</b>		
Deficiency of revenue over expenses	\$ (84,454)	\$ (309,885)
Item not involving cash		
Amortization	<u>43,083</u>	<u>47,188</u>
	(41,371)	(262,697)
Changes in working capital items		
Accounts and interest receivable	(26,316)	142,318
GST receivable	(12,626)	(11,064)
Prepaid expenses and deposits	(42,300)	4,263
Accounts payable and accrued liabilities	71,208	(131,981)
Accrued vacation and payroll liabilities	<u>9,273</u>	<u>14,444</u>
Net cash generated from operating activities	<u>(42,132)</u>	<u>(244,717)</u>
<b>Cash flow from investing activities</b>		
Increase in term deposits and GICs, net	500,000	-
Purchase of capital assets	<u>(127,296)</u>	<u>(9,560)</u>
Net cash generated from investing activities	<u>372,704</u>	<u>(9,560)</u>
<b>Net increase (decrease) in cash</b>	<b>330,572</b>	<b>(254,277)</b>
<b>Cash (cheques issued in excess of deposits), beginning of year</b>	<u><b>(99,049)</b></u>	<u><b>155,228</b></u>
<b>Cash (cheques issued in excess of deposits), end of year</b>	<u><b>\$ 231,523</b></u>	<u><b>\$ (99,049)</b></u>



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# Downtown Vancouver Business Improvement Association

## Notes to Financial Statements

**March 31, 2023**

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### 1. Significant Accounting Policies

(a) Purpose

The Downtown Vancouver Business Improvement Association (the "Association") was created in 1990 by Vancouver City Council ("Council") at the request of the Vancouver downtown business community as a business improvement area ("BIA") under the Vancouver Charter. In 2020, the Association was issued a new 10 year mandate by Council, expiring March 31, 2030 unless renewed. The Association's mandate is to develop, encourage and promote business in the downtown Vancouver business improvement area. The Association was incorporated under the laws of British Columbia as a society in 1990 and is a non-profit organization under the Income Tax Act. The Association transitioned to the new Societies Act British Columbia in 2017.

Membership in the Association is only available to businesses and all businesses located within the 90-block downtown Vancouver area are automatically members. The Association is funded by a special municipal levy, based on the businesses' assessed property value, which is collected by the City of Vancouver.

(b) Basis of Accounting

The financial statements have been prepared using Canadian accounting standards for not-for-profit organizations ("ASNPO").

(c) Fund Accounting

In order to ensure observance of limitations and restrictions placed on the use of resources available to the Association, the Association follows the deferral method of accounting for contributions and reports internal restrictions using fund accounting. Accordingly, resources are classified for accounting and reporting purposes into funds. These funds are held in accordance with the directives issued by the Board of Directors.

(d) Use of Estimates

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ materially from these estimates.

(e) Financial Instruments

Financial Instruments are recorded at fair value when acquired or issued. Term deposits have been designated to be in the fair value category subsequent to acquisition, with gains and losses reported in operations. All other financial instruments are subsequently reported at cost or amortized cost less impairment, if applicable. Transaction costs on the acquisition, sale or issue of financial instruments are expensed for those items remeasured at fair value at each statement of financial position date and charged to these instruments carried at cost or amortized cost. Financial assets carried at cost or amortized cost are tested for impairment when changes in circumstances indicate the asset could be impaired.

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## Downtown Vancouver Business Improvement Association Notes to Financial Statements

March 31, 2023

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### 1. Significant Accounting Policies - Continued

#### (f) Tangible Capital Assets

Tangible capital assets are carried at cost less accumulated amortization. When a capital asset no longer contributes to the Association's ability to provide goods and services, or the value of future economic benefits or service potential is less than its carrying amount, it is written down to its fair value or replacement cost. Amortization is provided over the asset's estimated useful life as follows:

Furniture and equipment	-	20% declining-balance basis
Computer equipment	-	30% declining-balance basis
Computer software	-	straight-line basis over 3 years
Leasehold improvements	-	straight-line basis over the term of the lease
Uniforms	-	straight-line basis over 3 years

#### (g) Revenue Recognition

The Association follows the deferral method of accounting for contributions. Restricted contributions are initially deferred and subsequently recognized as revenue in the year in which the related expenses are incurred. Contributions restricted solely for the acquisition of capital assets are deferred and amortized to revenue on the same basis as the asset acquired is amortized. 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.

Assessment levy revenue is granted to the Association annually by the City of Vancouver based on a budget submitted by the Association for the fiscal year ending March 31. This revenue is recognized by the Association upon approval of its annual budget by the City of Vancouver. Assessment levy and other amounts received in advance are recorded as deferred revenue.

Alberni improvement voluntary levy revenue is a voluntary levy paid by commercial building owners in the Alberni area. As the levy is voluntary, revenues are recognized when the amounts have been received.

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## Downtown Vancouver Business Improvement Association Notes to Financial Statements

March 31, 2023

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### 1. Significant Accounting Policies - Continued

#### (g) Revenue Recognition - Continued

Legal defence fund revenues are internally restricted revenues and based on 0.5% (2022 - 0.5%) of the assessment levy. This revenue is recognized by the Association upon approval of its annual budget by the City of Vancouver.

Other unrestricted contributions are recognized at the earlier of when the amounts can be reasonably estimated and ultimate collection is reasonably assured or when received.

Membership events revenue is recognized when the events occur and collection is reasonably assured.

Interest revenue is recognized in the year earned.

#### (h) Expense Allocation

The Association incurs certain wage and benefit costs related to the administration of the Association, membership activities and placemaking and marketing activities. The Association allocates these wage and benefit costs to these functions proportionately, on the basis of time spent by each employee on these functions.

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### 2. Alberni Improvement Voluntary Levy

During the 2014 fiscal year, the Association approached various commercial building owners in the Alberni area of Vancouver to improve the area, resulting in a voluntary levy on buildings in this area of \$0.05 per square foot of building space. The voluntary improvement levy continued through the end of the 2019-20 fiscal year. In April 2020, the DVBIA began its new ten-year mandate, and the volunteer levy ceased to exist. All retail district costs were absorbed into the annual operating budget under "Retail Districts." As a result, as of March 31, 2023, the Association has received \$Nil (2022 - \$Nil) and incurred expenses of \$Nil (2022 - \$23,262).

**Downtown Vancouver Business Improvement Association**  
**Notes to Financial Statements**

**March 31, 2023**

**3. Graffiti Abatement Grants to Business Improvement Associations (BIAs)**

During the year ended March 31, 2023, the Association was entitled to receive a restricted grant of a total of \$50,000 (2022 - \$50,000) from the City of Vancouver to be spent on graffiti removal or related measures such as repair or murals and mural coatings. For the years ended March 31, 2023 and 2022, the Association spent the requisite amount of expenditures and received an amount of \$50,000.

**4. Term Deposits and GICs**

The guaranteed investment certificates ("GICs") bear interest at 3.5% (2022 - 0.70% - 0.80%) per annum and mature in October 2023.

**5. Tangible Capital Assets**

			2023	2022
	Cost	Accumulated Amortization	Net Book Value	Net Book Value
Furniture and equipment	\$ 278,542	\$ 213,271	\$ 65,271	\$ 72,208
Computer equipment	138,094	116,528	21,566	26,724
Computer software	30,950	21,867	9,083	12,976
Leasehold improvements	169,319	48,727	120,592	18,639
Uniforms	94,468	94,468	-	1,752
	<b>\$ 711,373</b>	<b>\$ 494,861</b>	<b>\$ 216,512</b>	<b>\$ 132,299</b>

**6. Allocation of Wages and Benefits**

Total wages and benefits have been charged to administration and various functions as follows:

	2023	2022
Administration	\$ 408,748	\$ 427,462
Membership and governance	274,890	241,911
Placemaking and marketing	577,575	474,719
Vibrant economy	164,769	156,083
Safety and security	1,334,697	1,206,260
	<b>\$ 2,760,679</b>	<b>\$ 2,506,435</b>

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**Downtown Vancouver Business Improvement Association**  
**Notes to Financial Statements**

**March 31, 2023**

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**7. Legal Defense Reserve**

During the fiscal 2013 year, the Association internally restricted net assets to a legal defense reserve which represented unexpended budgeted amounts for professional fees. This reserve will be used for legal and related costs the Association may incur in relation to past and future legal proceedings. At the 2013 Annual General Meeting, the membership approved that in future years 1.0% of the assessment levy will be allocated to this fund and the board will review the legal defense reserve on a periodic basis. At the 2016 Annual General Meeting, the membership approved a reduction in the allocation of the assessment levy to 0.5% effective for the 2017 fiscal year. The levy remained unchanged from fiscal years 2018-2023.

During the year ended March 31, 2023, the Association allocated \$30,242 (2022 - \$26,760) to the fund. During the year ended March 31, 2023, the Association incurred expenditures of \$Nil (2022 - \$Nil) related to legal defense.

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**8. Commitments**

The Association entered into a new office lease agreement during the year for a five year term. In addition, the Association has a five year human resources and health and safety service agreement and a storage unit lease both ending in 2025.

The combined minimum annual payments for the lease and service agreements until expiry are as follows:

Year	Amount
2024	\$ 160,695
2025	158,580
2026	156,713
2027	156,713
2028	<u>65,297</u>
	<u>\$ 697,998</u>

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**Downtown Vancouver Business Improvement Association**  
**Notes to Financial Statements**

**March 31, 2023**

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**9. Financial Instruments Risks**

The Association through its financial assets and liabilities, is exposed to various risks. The following provides an analysis of those risks at March 31, 2023. There have been no changes to these risks from the prior year.

(a) Credit Risk

Credit risk is the risk that the Association will incur a loss due to the failure by its debtors to meet their contractual obligations. Financial instruments that potentially subject the Association to significant concentrations of credit risk consist primarily of cash, term deposits and accounts and interest receivable. The Association limits its exposure to credit risk by placing its cash and GICs with high credit quality financial institutions, in accordance with investment policies adopted by the Board of Directors.

(b) 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 interest rates and terms of cash, term deposits and GICs are as disclosed in Note 4.

(c) Liquidity Risk

Liquidity risk is the risk that the Association will not be able to meet its obligations as they fall due. The Association maintains adequate levels of working capital to ensure all its obligations can be met when they fall due.

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**10. Salaries, Honoraria and Benefits**

The Societies Act (British Columbia) requires certain information to be reported with regards to remuneration of employees, contractors, and Directors.

Included in wages and benefits there are 10 (2022 - 8) employees and contractors with remuneration over \$75,000. Total compensation to these employees for the year ended March 31, 2023 was \$1,131,208 (2022 - \$982,444).

No remuneration was paid to members of the Board of Directors for 2023 (2022 - \$Nil).

**Downtown Vancouver Business Improvement Association**  
**Schedule - Expenses**

<b>For the year ended March 31</b>	<b>2023</b>	<b>2022</b>
<b>Sustainability and Livability</b>		
Projects (Livability)	\$ 137,495	\$ 45,660
Projects (Sustainability)	78,201	54,223
	<u>\$ 215,696</u>	<u>\$ 99,883</u>
<b>Vibrant Economy</b>		
Committee expenses	\$ 4,099	\$ 2,309
Policy development	28,854	21,200
Economic development and data	68,859	21,856
Wages and benefits	164,769	156,083
	<u>\$ 266,581</u>	<u>\$ 201,448</u>
<b>Administration</b>		
Amortization	\$ 43,083	\$ 47,188
Bank charges and interest	1,105	1,641
Conferences and education	83,991	41,563
Couriers, freight and postage	2,333	1,340
Equipment lease	15,946	11,208
Insurance	16,364	13,802
Memberships and dues	9,372	2,764
Office supplies and computer equipment	36,063	32,350
Office rent	241,205	193,177
Professional fees	138,965	119,425
Technology and computer platforms	145,023	137,307
Wages and benefits	408,748	427,462
	<u>\$ 1,142,198</u>	<u>\$ 1,029,227</u>

**Downtown Vancouver Business Improvement Association**  
**Schedule - Expenses - Continued**

<b>For the year ended March 31</b>	<b>2023</b>	<b>2022</b>
<b>Membership and Governance</b>		
Annual general meeting	\$ 18,348	\$ 3,344
Executive and board	3,261	2,121
Member recruitment	16,657	6,249
Member relations	10,814	8,412
Membership events and roundtables	135,305	22,648
Recognition events and awards	4,538	-
Wages and benefits	274,890	241,911
	<b>\$ 463,813</b>	<b>\$ 284,685</b>
<b>Placemaking and Marketing</b>		
Awareness campaign	\$ 189,018	\$ 156,419
Mosaic art tile project	2,308	1,514
Communications	96,860	78,813
Sponsorships	589,559	521,000
Public spaces	917,027	1,019,852
Wages and benefits	577,575	474,719
Retail Districts Management	256,012	268,818
	<b>\$ 2,628,359</b>	<b>\$ 2,521,135</b>
<b>Safety and Security</b>		
Downtown Ambassadors operating costs	\$ 387,533	\$ 392,931
Wages and benefits	1,334,697	1,206,260
	<b>\$ 1,722,230</b>	<b>\$ 1,599,191</b>