FINANCIAL STATEMENTS

For

CANADIAN FORCES PERSONNEL AND FAMILY SUPPORT SERVICES

For year ended

MARCH 31, 2012



Welch LLP

INDEPENDENT AUDITOR'S REPORT

To the Non-Public Property Board

We have audited the accompanying financial statements of the Canadian Forces Personnel and Family Support Services, which comprise the statement of financial position as at March 31, 2012 and the statements of changes in net assets, revenue and expense 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 generally accepted accounting principles, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Canadian Forces Personnel and Family Support Services as at March 31, 2012 and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

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Chartered Accountants Licensed Public Accountants

Ottawa, Ontario November 5, 2012.

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CANADIAN FORCES PERSONNEL AND FAMILY SUPPORT SERVICES STATEMENT OF FINANCIAL POSITION MARCH 31, 2012

ASSETS	<u>2012</u>	<u>2011</u>
CURRENT ASSETS Cash Deposit with Canadian Forces Central Fund Accounts receivable Prepaid expenses	\$ 850 3,298,000 <u>417,390</u> 3,716,240	\$
CAPITAL ASSETS (note 5)	3,583,208	3,469,814
	<u>\$ 7,299,448</u>	<u>\$ 4,444,023</u>
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES Accounts payable and accrued liabilities Advances from Canadian Forces Central Fund (note 6)	\$ 2,441,699 5,969,318 8,411,017	\$ 2,228,782
NET ASSETS Unrestricted Internally restricted (note 7) Staff of NPF Employer Cost (Public) Future insurance costs	(7,991,298) 4,569,065 <u>2,310,664</u> (1,111,569)	(1,638,948) 1,704,811 <u>2,149,378</u> 2,215,241
	<u>\$ 7,299,448</u>	<u>\$ 4,444,023</u>

Approved:



CANADIAN FORCES PERSONNEL AND FAMILY SUPPORT SERVICES STATEMENT OF CHANGES IN NET ASSETS YEAR ENDED MARCH 31, 2012

	2012			2011	
	Int	Internally restricted			
		ff of			
	N	-			
		loyer Future			
		ost Insurance			
	Unrestricted (Pul	blic) Costs	<u>Total</u>	<u>Total</u>	
			• • • • • • • •		
Balance, beginning of year	\$ (1,638,948) \$ 1,70	04,811 \$ 2,149,378	\$ 2,215,241	\$ 5,860,568	
			(0.000.040)	(0.045.007)	
Net revenue (expense)	(6,352,350) 2,80	04,254 161,286	(3,326,810)	(3,645,327)	
Balance, end of year	\$ (7,991,298) \$ 4,56	69,065 \$ 2,310,664	\$ (1,111,569) \$	\$ 2,215,241	
Balance, beginning of year Net revenue (expense) Balance, end of year	(6,352,350) 2,86	04,811 \$ 2,149,378 64,254 <u>161,286</u> 69,065 <u>\$ 2,310,664</u>	(3,326,810)	 5,860,568 (3,645,327) 2,215,241 	



CANADIAN FORCES PERSONNEL AND FAMILY SUPPORT SERVICES STATEMENT OF REVENUE AND EXPENSE YEAR ENDED MARCH 31, 2012

TEAR ENDED MARCH 31, 2012	0040	0044
	<u>2012</u>	<u>2011</u>
Revenue		
User Fees for Services		
Canadian Forces Exchange System (CANEX)	\$ 3,519,409	\$ 3,429,132
Service Income Security Insurance Plan (SISIP)	695,565	655,921
Base/Wing Funds/Messes	692,505	3,588,166
Canadian Forces Central Fund (CFCF)	350,000	350,000
Pension Administration	165,000	165,000
r choich / ammodration	5,422,479	8,188,219
Contributions	<u> </u>	0,100,213
	2 000 000	500.000
CANEX Contribution to Non-Public Fund (NPF) Services and Operations	2,900,000	500,000
SISIP Contribution to Programs and Distributions	3,133,577	3,142,393
CFCF Contribution to Programs and Distributions	655,256	298,484
CFCF Contribution to NPF Services and Operations	5,992,355	4,257,468
Other Revenue	95,236	93,078
	12,776,424	8,291,423
	18,198,903	16,479,642
Expenses		
NPF Services		
NPF Accounting	4,428,919	4,193,787
Information Management/Information Technology (IM/IT)	3,574,822	3,414,352
Human Resources (HR) Management Services	3,241,894	3,046,956
Consolidated Insurance Program	803,720	715,591
	12,049,355	11,370,686
Corporate Operations		
Canadian Forces Personnel and Family Support		
Services (CFPFSS) Headquarters	992,888	715,916
Personnel Support Program (PSP) Management - Headquarters	7,968	7,149
NPP Contract Support	-	100,000
Corporate Services	168,474	149,005
	1,169,330	972,070
Programs	1,100,000	
-	89,524	74 101
Sports Grant		74,101
Conseil International du Sport Militaire (CISM)	228,607	185,638
Sports Banquet	182,570	192,353
Volunteers Recognition Program	85,577	92,393
Project Access	160,522	152,919
CF Discount Program	-	100,000
Sponsorship/Donation	44,132	72,574
	790,932	869,978
Distributions		
CANEX/SISIP Morale and Welfare Grant	3,833,423	2,870,450
PSP Grant	80,668	76,314
Capital Projects	113,909	193,382
Capital Tojects	4,028,000	3,140,146
	18,037,617	16,352,880
Not NPE operating revenue before Staff of NPE Employer Cost (NPE)	161,286	106 760
Net NPF operating revenue before Staff of NPF Employer Cost (NPF)	101,200	126,762
Staff of NPF Employer Cost (NPF)		
Revenue	12,908,884	12,405,642
Expenses	19,261,234	14,044,590
Net expense	(6,352,350)	(1,638,948)
ואפו פיאפוופב	(0,332,330)	<u>(1,030,940</u>)
Net NPF operating expense	(6,191,064)	(1,512,186)
Net Public operating revenue (expense) - schedule A	2,864,254	(2,133,141)
Net expense	<u>\$ (3,326,810</u>)	<u>\$ (3,645,327</u>)



CANADIAN FORCES PERSONNEL AND FAMILY SUPPORT SERVICES STATEMENT OF CASH FLOWS YEAR ENDED MARCH 31, 2012

CASH PROVIDED FROM (USED IN)	<u>2012</u>	<u>2011</u>
Operating activities Net expense	\$ (3,326,810)	\$ (3,645,327)
Item not affecting cash: Amortization	1.311.655	1.088.619
Changes in level of:	(2,015,155)	(2,556,708)
Accounts receivable Prepaid expenses	(3,248,000) 139,030	(50,000) (6,437)
Accounts payable and accrued liabilities	<u>212,917</u> (4,911,208)	<u>557,257</u> (2,055,888)
Investing activities Purchase of capital assets	(1,425,049)	(1,723,750)
Financing activities Advances from Canadian Forces Central Fund	5,969,318	
Decrease in cash and deposit	(366,939)	(3,779,638)
Cash and deposit at beginning of year	367,789	4,147,427
Cash and deposit at end of year	<u>\$ 850</u>	<u>\$ 367,789</u>
Cash and deposit consist of:		
Cash Deposit with Canadian Forces Central Fund	\$	\$
	<u>\$850</u>	<u>\$ 367,789</u>



1. NATURE OF OPERATIONS

The Canadian Forces Personnel and Family Support Services (CFPFSS) is both a staff/headquarters organization for the Non-Public Property (NPP), Public reimbursed NPP programs and Public funded programs. CFPFSS is operating under the authority of the Chief of the Defence Staff (CDS) in his NPP capacity.

CFPFSS provides support services in the areas of NPP accounting, information management and information technology, Non-Public Fund human resources management and corporate services. CFPFSS distributes grants and contributions to enhance NPP programs and activities for the military community at all locations. Public funded programs include Morale and Welfare Programs and Military Family Support. Responsibility for directing the affairs of CFPFSS rests with the Director General Personnel and Family Support Services as delegated by the CDS.

In common with other non-public funds, CFPFSS is exempt from paying income tax under Part 1 of the Income Tax Act.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

(a) *Revenue recognition*

Revenue from user fees and contributions from other entities under the directional responsibility of the NPP Board relating to welfare programs, services and activities administered by CFPFSS are billed and recognized as revenue in the month the applicable program service or activity is rendered.

In addition to this revenue from related parties, CFPFSS also provides support programs for the benefit of the Public (Department of National Defence - "DND"). The level of Public Support provided to CFPFSS is outlined in Chapter 5 of DND Manual A-PS-110-001/AG-002 - "Public Support of Personnel Support Programs". These amounts are recognized as revenue in the month the support programs are rendered to the Public.

(b) Capital assets

Capital assets are recorded at cost and amortized at the following rates:

Buildings	5% straight-line
Office furniture	12% straight-line
Computer equipment	17-24% straight-line

(c) Use of estimates

The preparation of financial statements in conformity with Canadian generally accepted accounting principles 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 revenues and expenses during the reporting period. Actual results could differ from those estimates.



3. FUTURE ACCOUNTING STANDARDS FOR THE NOT-FOR-PROFIT SECTOR

The Accounting Standards Board of the Canadian Institute of Chartered Accountants approved a financial reporting framework designed specifically to meet the needs of users of financial statements prepared by not-for-profit organizations. Not-for-profit organizations are also given the option to adopt International Financial Reporting Standards (IFRS) instead of the new not-for-profit accounting standards. One of these new frameworks must be applied by the organization by its March 31, 2013 fiscal year-end and the organization is permitted to adopt these standards earlier, if desired. Management is currently evaluating the impact of these new reporting frameworks on their financial statements.

4. **FINANCIAL INSTRUMENTS**

Financial instruments recognized in the statement of financial position consist of cash, accounts receivable, accounts payable and accrued liabilities and advances from Canadian Forces Central Fund. Cash is recorded at its fair value in the financial statements. All other financial instruments are recorded at their amortized cost.

The fair value of these financial instruments approximates their carrying value due to their short-term nature.

Credit risk

CFPFSS is exposed to credit risk resulting from the possibility that parties may default on their financial obligations. It carries out, on a continuing basis, a review of outstanding amounts and maintains provision for uncollectible amounts. The year-end receivable is entirely for March 2012 support programs for the Public that was received in full in April 2012.

The credit risk arises principally from CFPFSS cash and accounts receivable. The carrying amount of these financial assets amounting to approximately \$3,299,000 (2011-\$418,000) represents the maximum exposure to credit risk at March 31, 2012.

Currency risk

CFPFSS operates primarily in Canadian dollars and is not exposed to significant currency risk.

Liquidity risk

Liquidity risk refers to the adverse consequences that CFPFSS will encounter difficulty in meeting obligations associated with financial liabilities, which are comprised largely of accounts payable and accrued liabilities.

CFPFSS manages this risk by either maintaining sufficient cash and cash equivalents, or as needed, assessing available credit from CFCF, in order to meet their current obligations. In addition, management also establishes budget and cash estimates to determine their future cash flow requirements.

5. CAPITAL ASSETS

		2011		
	Cost	Accumulated amortization	Net book value	Net book value
Buildings Computer equipment Office furniture	\$ 570,623 9,860,893 285,330	\$ 90,134 6,831,827 211,677	\$ 480,489 3,029,066 73,653	\$ 509,021 2,881,706 <u>79,087</u>
	<u>\$ 10,716,846</u>	<u>\$ 7,133,638</u>	<u>\$ 3,583,208</u>	<u>\$ 3,469,814</u>

The aggregate amortization expense for the year ended March 31, 2012 is \$1,311,655 (2011 - \$1,088,619).

6. ADVANCES FROM CANADIAN FORCES CENTRAL FUND (CFCF)

The advances from CFCF represents amounts advanced by CFCF to fund cash deficiencies sustained in the year. The advances are non-interest bearing. CFCF and CFPFSS both operate under the authority of the Chief of the Defence Staff (CDS) in his Non-Public Property (NPP) capacity. Responsibility for directing the affairs of CFCF and CFPFSS rests with the Director General Personnel and Family Support Services as delegated by the CDS.

7. INTERNALLY RESTRICTED NET ASSETS

(a) Staff of NPF Employer Cost (Public)

Amounts have been designated to provide funding for future personnel costs, such as pension, severance pay, hiring costs, accumulated leave, maternity leave and other personnel costs. In accordance with VCDS 3/96 instruction, a fixed employer cost percentage was established to reimburse the Public funded Staff of Non-Public Funds, Canadian Forces with delivering Morale and Welfare programs. The difference between the Public reimbursed and actual employer costs has been recorded in this restricted account.

(b) Future Insurance Costs

Amounts have been designated to provide funding for future NPF insurance claims based on the premium savings resulting from the increase in property self insured retention levels of \$1 million for each and every loss, and aggregate limit.

8. PENSION PLAN

The Non-Public Funds Employees Pension Plan (the "Plan") is a multi-employer, defined benefit pension plan which provides retirement benefits relating to contributions and years of service. Substantially all CFPFSS employees are eligible to be members of the Plan. Plan contributions of \$5.19 million (2011 - \$4.63 million) have been included in the applicable expense category on the NPF and Public statement of revenue and expense.

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9. **RELATED PARTY TRANSACTIONS**

Non-Public Property (NPP), as defined under the National Defence Act, consists of money and property contributed by Canadian Forces members and is administered for their benefit by the CFPFSS. The CFPFSS is responsible for delivering selected morale and welfare programs, services and activities through three operational divisions, CANEX, Personnel Support Programs and SISIP Financial Services (including the Canadian Forces Personnel Assistance Fund).

Under the National Defence Act, NPP is explicitly excluded from the Financial Administration Act. The government provides some services to NPP such as accommodation and security for which no charge is made. The cost of providing these services is included in the Public Accounts and is reported annually within the Department of National Defence in accordance with the requirements of the Financial Administration Manual Chapter 1019-8.

NPP estimated revenues and expenses of approximately \$361 million and \$376 million for the year ended March 31, 2012, respectively, and net equity of \$578 million at March 31, 2012 are excluded from the financial statements of the Government of Canada.

In addition, during the year, CFPFSS charged other Non-Public Fund entities for accounting, human resources management, information management and information technology and consolidated insurance program services.

These transactions are in the normal course of operations and are measured at the exchange amount which is the amount of consideration established and agreed to by the related parties. The charges are as follows:

	<u>CANEX</u>	<u>SISIP</u>	Bases/ Wings/ <u>Messes</u>	<u>CFCF</u>	Pension Administration	2012 Total	<u>2011</u>
Accounting	\$1,999,076	\$ 145,556	\$ 138,085	\$ 350,000	\$ 165,000	\$2,797,717	\$4,188,462
Information management/ Information technology Human resources	536,603	365,612	8,339	-	-	910,554	894,220
management services Consolidated insurance	608,432	184,397	54,096	-	-	846,925	2,089,605
program	375,298		491,985			867,283	1,015,932
Total	<u>\$3,519,409</u>	<u>\$ 695,565</u>	<u>\$ 692,505</u>	<u>\$ 350,000</u>	<u>\$ 165,000</u>	<u>\$5,422,479</u>	<u>\$8,188,219</u>

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10. CAPITAL DISCLOSURES

The organization defines its capital as its unrestricted and internally restricted net assets and is not subject to external restrictions on its capital. The organization's objective when managing its capital is to hold sufficient net assets to maintain the stability of its financial structure enabling it to focus its efforts on serving its members.

11. GROSS REVENUE AND GROSS EXPENSES

The financial statements disclose revenue and expenses on a NPF and Public basis. Gross revenue and expenses on a combined basis are as follows:

	<u>2012</u>	<u>2011</u>
Gross revenue Gross expenses	\$178,726,863 <u>182,053,673</u>	\$160,400,243 164,045,570
Net expense	<u>\$ (3,326,810</u>)	<u>\$ (3,645,327</u>)



CANADIAN FORCES PERSONNEL AND FAMILY SUPPORT SERVICES STATEMENT OF PUBLIC OPERATING REVENUE AND EXPENSE YEAR ENDED MARCH 31, 2012

Persona	<u>2012</u>	<u>2011</u>
Revenue C108 - Military Family Support	\$ 24,876,471	\$ 24,088,770
C109 - Personnel Support Program (PSP)	88,484,877	\$ 24,088,770 81,859,527
Health Promotion	6,483,365	5,815,117
Other Public Funds	5,338,523	7,570,233
Total Revenue	125,183,236	119,333,647
Expenses		
C108 - Military Family Support	24,876,471	24,088,770
C109 - Personal Support Program	21,010,111	21,000,110
CFPFSS Headquarters (HQ)	3,207,448	3,155,524
PSP Management - HQ and Field	6,629,209	5,042,630
Military Physical Fitness and Sports Program	31,912,955	30,289,514
Mess Management	3,292,169	3,032,992
JPSU, OFS, SOF, PSP Sponsorship	1,764,386	1,164,711
PSP for Deployed Operations	2,954,839	4,402,141
PSP in Support to Small Units	-	1,131,876
Youth Program	828,491	732,685
Reserve Testing	238,117	296,553
Military Family Support	3,979,679	5,557,996
Customer Relationship Management	245,363	473,201
SISIP Financial Counselling and Education	3,503,143	3,439,690
Accidental Dismemberment Insurance	900,000	3,531,448
CANEX Management	2,519,856	2,489,842
NPF Accounting	6,961,864	6,569,285
NPF HR Management	4,043,040	4,215,908
Information Management/Information Technology (IM/IT)	4,055,892	5,041,856
Corporate Services	11,459,316	1,321,187
GECA	141,000	141,000
Health Promotion	6,483,365	5,815,117
Other Public Funds	5,186,633	7,399,721
Total Expenses	125,183,236	119,333,647
Net Public programs and operating revenue before item below		
Staff of NPF Employer Cost (Public) charged to internally restricted net assets - note 7		
Revenue	22,435,840	12,181,312
Expenses	19,571,586	14,314,453
Net revenue (expense)	2,864,254	(2,133,141)
Net Public operating revenue (expense)	<u>\$ 2,864,254</u>	<u>\$ (2,133,141</u>)