



# **Annual Report**

## **2012 – 2013**

**Regina Work Preparation Centre Inc.**

---

*Building the Saskatchewan workforce  
One person at a time*



If client reengages refer to MBTable Of Contents

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### **Vision Statement**

The Regina Work Preparation Centre leads the community in providing employment services that are specifically tailored for our diverse clients

### **Mission Statement**

Regina Work Preparation Centre's mission is to strengthen and increase the individual's capacity to participate in the community, with a focus on employment or vocational pursuits.

### **Our Mandate**

The Regina Work Preparation Centre's mandate is to provide services and opportunities for individuals to overcome their personal employment barriers in order that they may reach their employment potential.

### **Service Commitments**

1. To provide each client with the resources needed to reach his or her employment potential.
2. To provide each client with personal and vocational counselling, so they may realistically and effectively plan for the future.
3. To provide clients with information regarding resources available in the community; i.e.: child care, vocational training, legal, educational, medical, and personal counselling.
4. To arrange job placements, funding or training-on-the-job opportunities for those clients ready and desiring to work or to go into training.
5. To provide on-going follow-up counselling and support until clients reach their goals or discontinue our service.
6. To develop programs and services to address client needs.
7. To develop contacts and relationships with employers to find hiring opportunities.

## President's Report

To prepare myself for writing this review of the past year of our Regina Work Preparation Centre Inc. (Work Prep Centre) journey, I didn't only rely on my first-hand knowledge, but also took the opportunity to re-read the last several annual reports. We've really had quite a ride during the last few years!

As we approach the end of the 2012-13 operating year, I am just so pleased with the solid position in which we find ourselves in terms of the high quality of programming we continue to provide for the people we serve and the solid funding support for these programs. The staff of Work Prep Centre deserve a heartfelt thank you for this.

At the same time as I see the healthy stabilization and growth in our program and client service areas, I know that we have some hard work ahead with regard to how myself and the Board of Directors tackle the challenges ahead of us. In the course of this past year we have sadly found ourselves saying goodbye to Brie Galenzoski (Treasurer), Janet Cook (Secretary) and Marmie Poitras (Member at Large). We have also been very fortunate to welcome Mike Farrer to the Board as our new Treasurer.

My own tenure with the Board of Directors is another facet of the (at times, wild) ride we have been on. Although I have had an arms-length relationship with Board and staff of Work Prep Centre going back to the 1980s, it was only in the 2011-12 operating year that I joined the Board as a Member at Large. My promotion to the position of President effective the current operating year has made for some thrilling times!

I have been very pleased with the good working relationship that I have with Chris Bailey, Executive Director. It's been a pleasure for me to work in support of Chris and his entire team.

In closing, I again wish to acknowledge, on behalf of the Board of Directors, the principled, dedicated work the staff do to assist the people we serve to improve their employment and vocational opportunities in our community. Thank you! I also wish to thank Lorna Selinger, Mike Farrer, Betty Ann Pottruff, Frankie Jordan and Chelsey Lemke – our Board of Directors team.

I am looking forward to all we can accomplish in the upcoming year!

Thank you  
Brenden Wallace

### Regina Work Preparation Centre Inc. Board of Directors

The Work Preparation Centre Board is composed of a dedicated team of volunteers who have made time in their busy lives to oversee the operations of the Centre. During the 2012-13 fiscal year the following were members of the Board.

Betty Ann Pottruff  
Lorna Selinger  
Marmie Poitras  
Frankie Jordan

Janet Cook  
Brenden Wallace  
Chelsey Lemke  
Brie Galenzoski  
Mike Farrer

## Executive Director's Report

Like Brenden, I reviewed past annual reports to get a perspective on where we have been, where we are at and where we are going. One paragraph from my last year's report leapt out at me. It read:

"This has been two years of change and growth. I foresee the next year as a time of solidification."

All I can say is, my skills at prognostication are wanting. While we did develop greatly at honing our skills and services, at adapting theory to reality and at pursuing excellence, it was also a year of reviewing and revising how we do things and how we interact with our community.

We have continued to build our person centred service philosophy. We have often asked the question this year, is this purposeful?.. Is what we are doing helping people move forward in their lives and helping them transition into employment? Consequently our services are more responsive and immediate than they were a year ago. We are constantly reviewing and revising our services to ensure they constitute 'best practice'. We are also fostering a customer service approach from our staff and processes .

We are also exploring different ways to support people's journey to employment. Of particular note is our Aboriginal Liaison Program, which was supported by funding from the Urban Aboriginal Strategy, the Community Initiatives Fund and Aboriginal Affairs. We were also able to research the role and value of an Artist -In-Residence, thanks to the Saskatchewan Arts Board.

This year we got serious about what it means to be a community partner. There is a saying, "It takes a village to raise a child." In the same vein, it also takes a village to support a person. We have always supported and respected the work of our community partners. While we do great work separately, we believe we do even better work together. We began with visits to a broad range of organizations, to see how we could work more closely together to support the people we serve. Our efforts at building meaningful partnerships are beginning to bear fruit.

Early last year, we developed a strong and mutually supportive relationship with Sophia House. Now, instead of simply referring people to Work Prep Centre, Sophia House staff personally come here to make the handoff of a client both personal and less intimidating.

Another very important relationship we have formed has been with the YMCA. The YM delivers a kitchen training course for youth. We came together in recognition that their students needed not only skills training, but also career and employment support. In our first collaboration, all four participants successfully found employment in the restaurant industry. The YM and we have successfully transformed that pilot project into a sustainable program.

We were also able this year to host two "Lunch & Learns". At our first event, Roxanne Sawatzki gave an entertaining introduction to Motivational Interviewing. Following on the success of that lunch, we brought in Rob Chubb, the founder of ColourSpectrums, which is an interactive and informative way to learn about behavioural styles. These lunches were open to the staff in community-based organizations throughout the city. We are planning to have at least one "Lunch & Learn" this year, and hopefully more.

We are continuing to build substantive collaborative relationships. I can safely predict that in my report next year I will be talking about even deeper partnerships.

We are entering our 40th Anniversary Year. Our current Board and staff have inherited a long and valued legacy. We are committed to honouring and expanding that legacy. The success of Work Prep Centre is truly a team effort. The Board has provided strong direction and unwavering support. The Work Prep Centre staff have proven to be of the highest quality and have the strongest desire to provide the best-possible service. With their dedication and skills, we will continue to grow.

Chris Bailey  
Executive Director

## Overview of the Work Prep Centre Service Delivery Model

### Universal Intake

For the past year, Work Prep Centre has delivered an agency wide intake and assessment process grounded in Motivational Interviewing (MI) and Choice Theory/Reality Therapy (C/T, R/T). Work Prep Centre wanted to move from the traditional one-hour intake appointment to a process that explored values, identified discrepancies, resolved ambivalence and strengthened change talk and confidence. The process is timely and directive, with the number of appointments (2-6) depending on the individual's stage of change at initial contact and their readiness for change. Work Prep Centre provided staff with training and support to advance their skills in Motivational Interviewing. Staff members provided the hard work and commitment that made this change both person-centred and successful.

This person-centered service starts the moment someone walks through our door. We provide a welcoming and informative presence, treating each person as a valued guest. An intake worker is available to meet with the individual and listen to their goals and needs. The intake worker will answer questions, provide information about our services and explore the individual's readiness for change.

More than 875 individuals engaged in our new intake and assessment process between April 1, 2012 and March 31, 2013. In a three-month survey, 83 per cent of the individuals walking through our door and requesting services or information met with an intake worker within the target period of 30-45 minutes. The majority of the remaining 17 per cent of people who came to Work Prep Centre made a choice not to be seen by an intake worker right away.

### Employment Services

Work Prep Centre offers person-centred employment services. Our services can be divided into three broad and connected categories: Addressing Barriers; Employment Readiness; and Links to Employment.

**Addressing Barriers:** Employment can be a daunting goal if a person has no housing, has little or no work experience, does not feel good about themselves, or faces any of the other multitude of barriers experienced in Regina. We help our clients:

- put their challenges into perspective;
- develop an employment plan that deals with those challenges; and
- achieve their plan.

**Employment Readiness:** Wanting work and being ready for work are not always the same things. We help our clients:

- learn about their strengths and aptitudes;
- identify their employment goals; and
- move toward their goals.

We provide training in practical job search skills such as:

- preparation and practice for success;
- labour market knowledge;
- active job search skills;
- resumes and cover letters; and
- job interviews

Getting a job and keeping a job are not always the same things. We provide training on topics such as:

- work culture;
- assertiveness;
- conflict resolution;
- workplace expectations; and
- Labour Standards

**Links to Employment:** Getting a foot in the workplace door can be hard. We offer opportunities for people to assess their readiness, interest and fit for a position. We have a large network of employers and make every attempt to link the right person to the right job. If the match is right, we connect the two. We also help clients with specific career goals, by creating customized job searches and by contacting employers on our clients' behalf.

**Financial Support:** If the job has some basic clothing, tool or training needs, we can help clients access support for items such as work boots, hammers or First Aid training.

**Work Assessment:** Work Assessments are tailored to individual clients. Clients can be placed on a job site for up to 80 hours. Clients complete job assignments as per the work assessment agreement and, upon completion of the work assessment, are evaluated on their skills and attitude. Along with their counsellor, clients then focus on developing those skills deemed to be lacking.

**Work Placement:** Work Placements are tailored to individual clients. Clients are placed on a job site based on the area of employment that interests them. For up to 80 hours, the client completes duties as per the work placement agreement and job description. Employment is the primary goal of all Work Placements.



## Program Descriptions

### Pre-Employment Services

Our Pre-Employment Services Program is funded through the Ministry of the Economy, Labour Market Services. The program provides stabilization services and support to individuals aged 16 and older, focusing on helping them overcome employment barriers, develop labour market self-sufficiency and reach a level of stability. Combined, these facets will allow them to gain and maintain employment. Clients may also follow through on plans for education and training. Our goal is for participants to achieve employment and training readiness by developing a career action plan, by demonstrating their capacity to follow through on commitments, by establishing the resilience to manage day-to-day difficulties and by staying motivated to achieve future goals.

### Employment Service For Parents

The Employment Service for Parents (ESP) is funded through the Ministry of the Economy, Labour Market Services. ESP provides specialized career and employment services to parents referred by the Ministry of Social Services (MSS). Every week, ESP hosts an information session in partnership with the MSS for parents applying for, or in receipt of, the Saskatchewan Assistance Plan (SAP) or Transitional Employment Allowance (TEA). We provide assistance with career and education research, with developing an action plan, with job search and interview skills, with resume and cover letter preparation and with problem solving related to the individual's job search and education plan.

### Job Launch

The Job Launch program is funded through the Ministry of the Economy, Labour Market Services. Job Launch helped men and women with recent involvement with the Provincial Corrections System by developing employability skills, by supporting job search activities and assisting with the cost of short-term skills training. Work Prep Centre also facilitated employment by covering the costs of work-related tools and equipment and by arranging work placement opportunities, so clients can develop work skills, acquire a reference, or get their foot in the door. The majority of participants were referred by staff at the Regina Provincial Correctional Centre, Adult Probations Office, and the Regina Community Training Residence.

Job Launch provided outreach to the Regina Provincial Correctional Centre through presentations on how to connect upon release, on SMART recovery, on work assessments and on participant supports.

### Youth Employment Readiness Project

Youth Employment Readiness Project (YERP) is funded under the Ministry of Human Resources and Skills Development Canada. The program focused on youth deemed as "employment ready." The focus was to assist them in preparing for employment or continued education. Eligible youth were between the ages of 16 and 29 and had not recently received EI benefits.

YERP consisted of individual case management and two intensive employment programs. The first employment program included one month of in-class, paid training followed by six weeks of paid work placements within organizations and businesses in Regina. The second project consisted of three weeks of in-class, paid training followed by three weeks of paid work placements. The final goal of the program was to directly link youth to the workforce and/or continued education.

### Aboriginal Liaison

The Aboriginal Liaison position is funded through Aboriginal Affairs Cultural Connections to Aboriginal Youth, the Community Initiatives Fund and the Regina Urban Aboriginal Strategy. The Aboriginal Liaison position was established in November 2012 based on the evaluation that followed Work Prep Centre's Aboriginal Elder Services project, funded under the Urban Aboriginal Strategy.

The evaluation reported two findings: first, there is a need and demand for cultural services at Work Prep Centre; second, access to an Elder is somewhat limiting. This evaluation led to the creation of the Aboriginal Liaison position. The Aboriginal Liaison has four objectives:

1. Connect aboriginal employers to our clients;
2. Connect clients to services not currently available at our office, such as life skills and self-awareness;
3. Bring relevant aboriginal community services into our office; and
4. Heighten the cultural awareness and sensitivity of our staff.

The Aboriginal Liaison was hired in February 2013 and for the last two months of the year focused on developing partnerships in the community, in addition to meeting to build new partnerships and strengthen existing ones with 11 First Nations or diversity employers and 14 First Nations Community Business Organizations. The beginning of these partnerships were celebrated at a Traditional Feast hosted in March 2013 for all partners of Work Prep Centre. In addition to having developed community partnerships, the Aboriginal Liaison also hosted two Aboriginal Identity Workshops for clients, community and staff featuring Dr. William Asicinack from the First Nations University of Canada and Jeff Cappel from Wapanacik Child & Family Services, Yorkton Tribal Council.

### **Artist in Residence**

The Artist in Residence was established in February 2013 through funding from the Saskatchewan Arts Board. The goal of this project was to explore and develop the incorporation of the visual arts into service delivery at Work Prep Centre. The intent is to move to a one-year innovation grant, to fully develop programming that incorporates the visual arts at the centre. The project focused on the following questions:

1. Within the context of a career and employment services organization, how does involvement with art and its critical processes strengthen a person's capacity and/or resolve to gain employment?
2. How can creativity inspire and motivate people toward employment and goal setting?

### **YMCA Cooking Program**

The YMCA approached Work Prep Centre to partner in this exciting new pilot project supporting four individuals for 16 weeks, to develop their employability skills and readiness for entry-level positions in the cooking field. This unique partnership model provided an opportunity for both agencies to bring their expertise together for a common goal. Work Prep Centre identified the clients for the cooking program and provided the career counselling and soft employability skills development. The YM did the training and accessed the work opportunities. The success rate of the pilot project was 100 per cent. All 4 participants completed the program and gained employment in their field.

### **Computer Pilot Project**

Work Prep Centre with the support of the Ministry of Economy began developing a computer lab in October 2012. This specialized service provided training, support and coaching in the use and application of technology (especially computers) in the fields of job searching and employment planning. The project focused on participants who lack the necessary computer skills to adequately perform job searching activities. An employment counsellor is available to help with computer and employability skills. Individuals drop in to work on their resume, to complete an online job search, to practice their computer skills, to search for childcare, to research education and training options and to apply for work. A basic computer course was successfully piloted in February, with more training planned in the upcoming year. Work Prep Centre created an environment of safe learning that adhered to Adult Learning Principles and built on an atmosphere of positive development.

In total, 169 individuals accessed the computer lab from December 12, 2012 to March 31, 2013 with a total of 462 points of service.

## Annual Statistics

Work Prep Centre is committed to collecting useable and useful data to ensure we are providing effective and efficient services. All programs collect and report in the same manner on demographics, barriers to employment, services delivered, outputs and outcomes achieved.

For this fiscal year April 1, 2012 – March 31, 2013, this is the data available across all four programs.

- 853 individuals received services through Work Prep Centre programs.

Of the 853 clients:

- 557 (65 per cent) were transferred from the Intake Worker to an Employment Counsellor at Work Prep Centre;
- 81 (9 per cent) secured employment, education or an independent job search directly as a result of their intake;
- 387 (45 per cent) were initially assessed as pre-contemplative or contemplative, as measured by the URICA Stages of Change tool;
- 216 (25 per cent) of the individuals referred for services were discontinued. Of those, 143 (17 per cent) lacked engagement or were referred out, while 72 (8 per cent) were referred to a more appropriate service during the intake and assessment process.

Of the 672 clients initially assessed as being motivated and ready to move forward with their employment and education goals, the following outcomes were achieved:

- 206 (31 per cent) secured employment;
- 124 (18 per cent) entered further education or training; and
- 70 (10 per cent) completed programming and were ready for employment and/or training.

### Demographics

Of the 888 clients served in this fiscal year:

- 73 per cent were female;
- 72 per cent self-declared as being First Nations or Métis;
- 61 per cent were single parents;
- 55 per cent were under 30 years of age;
- 50 per cent of clients' dependent children were under 5 years old;
- 20 per cent reported recent involvement (within 6 months) with the criminal justice system; and
- 19 per cent identified addictions issues.

## Staff

### Current:

Ashley Boha	Resource Development Officer/ Program Manager
Carol Pelletier	Aboriginal Liaison
Chantelle Houchen	Team Lead/Employment Counsellor
Chris Bailey	Executive Director
Christina Kante	Team Lead/Intake and Assessment
Crystal Howie	Artist in Residence
Debbie Deausy	Office Manager/Accountant
Diana Florence	Employment Counsellor
Jennifer Broughton	Employment Counsellor
Kathy Nicholas	Team Lead/Intake and Assessment
Kathy Palmer	Program Manager
Larissa Kwasnitza	Program Support Coordinator
Marla Bengert	Intake and Assessment
Maryam Mumtaz	Child Minder
Melva MacDonald	Administrative Support Services Coordinator
Nadine Sapp	Janitor
Nicole Young	Employment Counsellor
Randi Desmarais	Employment Counsellor
Sarah Pedersen	Intake and Assessment
Shannon Brice	Employment Counsellor

### Former:

Amanda Norton	Resource Coach
Claudia Gillies	Program Support Coordinator
Josh Fillion	Summer Student
Katelyn Hawken	Janitor
Kelli Gherasim	Employment Counsellor (maternity leave)

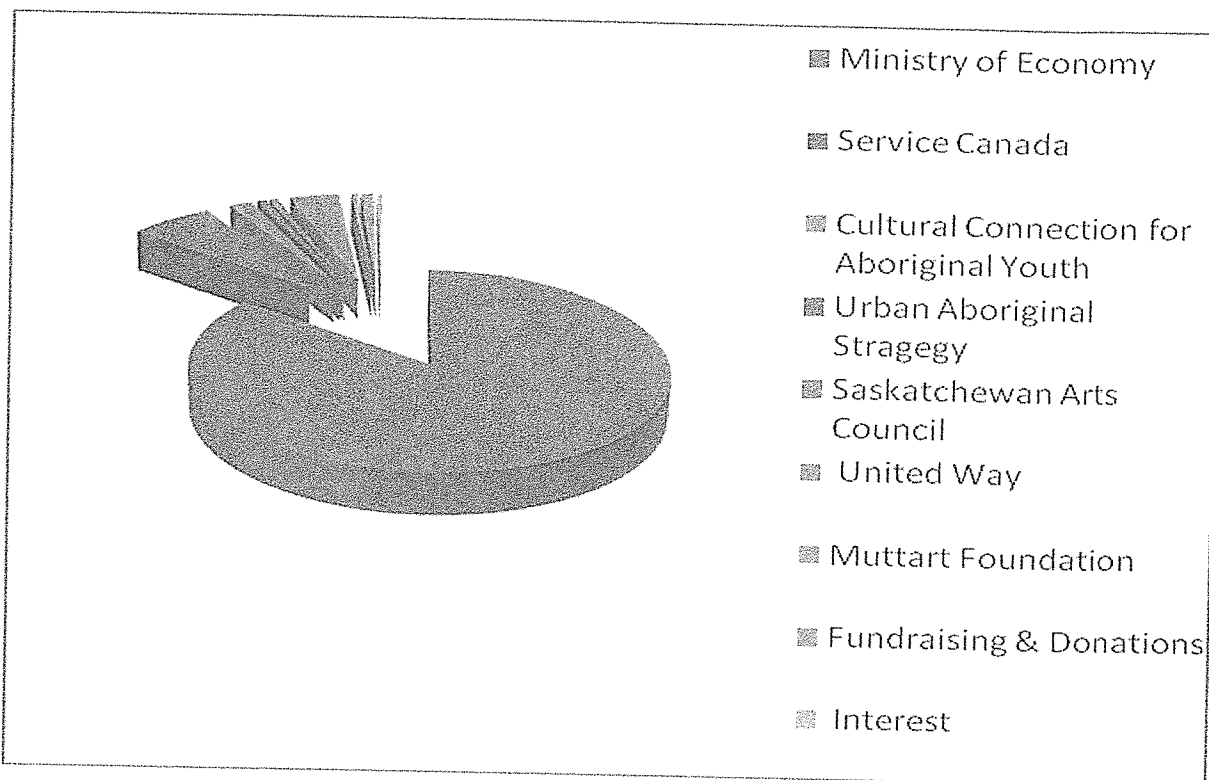
### Elder

Archie Weenie	Current
Mike Pinay	Former

## Acknowledgements

We wish to thank the following agencies and individuals for their support, in a multiplicity of ways, of the Regina Work Preparation Centre.

### Funders



### Organizations

PnC Computers  
 Clements Printers  
 WETT Breweries  
 Newo Yotina Friendship Centre  
 Partners In Employment  
 Saskatchewan Abilities Council  
 South Saskatchewan Independent Living Centre  
 Prairie Spirit Connection  
 Regina Anti-Poverty Ministry  
 Catholic Family Services  
 Family Service Regina  
 Kids First  
 Safeway  
 Carmichael Outreach  
 Aboriginal Family Services  
 Fries Tallman Lumber  
 Go Green Recycling  
 Regina Inn  
 Casino Regina  
 Construction Careers

Thundercreek Pork  
 Regina Trades and Skills Centre  
 Saskatchewan Human Right Commission  
 Saskatchewan Trucking Association  
 Regional Council of Carpenters Drywall, Millwrights  
 and Allied Workers  
 Primex Training  
 Ehrlo Community Services  
 Circle Project  
 Native Health Services at General Hospital  
 AIDS Program South Saskatchewan  
 Community Treatment Residences  
 John Howard Society  
 Canadian Home Builders  
 Saskatchewan Building Trades  
 SGEU  
 SIAST – Auto mechanics, Food Services, Office  
 Education and Continuing Care  
 Cabtec Manufacturing  
 Macabe Hardware, Cupar

Italian Star Deli  
Jays Moving  
The Gap Inc.  
Canada Post  
Habitat for Humanity  
Regina Food Bank  
Flynn Roofing  
Rainbow Youth  
Wascana Daycare Cooperative  
Wal Mart (North & South)  
Evraz  
Helping Hands  
David Aplin Group  
Kelly Services  
Salvation Army - Haven of Hope Ministries  
Saskatchewan Federation of Labour  
Wingate Hotel  
North Central Community Association  
Briarpatch Magazine  
The Cooperators

Safe Workplace Training Regina  
Conexus Credit Union  
Clare Parker Homes  
Capital Auto Group  
Fallen Feather Photography  
Sarah Stockdale Photography  
Tania Bird- Passion, Prosperity, Purpose  
SaskEnergy  
Saskatchewan Government Insurance  
Supreme Basics  
Golden Mile Lanes  
Normanview Regis  
North Central Family Centre  
Western Pizza  
First Nations Employment Centre  
La Senza  
Arbor Oaks Manor  
Grace Haven Youth Group Home  
Travelodge Hotel

#### Individuals

Parry Numrich  
Jana Ellis  
Deanna Keewatin  
Roxanne Boekelder  
Jacqueline Anaquod  
Will Antosh  
Murray Logan  
John Horstman  
Casey Harvey  
Jason Houchen  
Shobna Radons  
Laurel Mattison  
Delise Morrison

Steve Nichols  
Cheryl Clarkson  
John Barker  
Pierre Cato  
Jennifer Petriew  
Andy and Ashley Boha  
Debbie and Terry Deausy  
Norma Pedersen  
Winter Bengert-Siman  
Laura Armitage  
Deb Humeniuk  
Tannen Acoose  
Olive Quesnell



Regina Work Preparation Centre

**Annual General Meeting  
Minutes**

Thursday, June 21, 2012  
3615 Hill Avenue

- 
1. **Present:** Howie Alberts, Brenden Wallace, Janet Cook, Brie Galenzoski, Betty Ann Pottruff, Lorna Selinger, Marmie Poitras, Chris Bailey

**Regrets:** Lisa Horvey, Frankie Jordan, Chelsey Lemke

**Guests:** Deb Deausy, Marla Bengert, Diana Florence, Ashley Boha, Kathy Palmer, Kathy Nicholas, Christina Kante

2. **President's Report**

M/S Pottruff/Selinger to accept the President's Report as presented.	CARRIED
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3. **Executive Director's Report**

M/S Alberts/Wallace to accept the Executive Director's Report as presented.	CARRIED
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4. **Financial Audit Report**

M/S Wallace/Poitras to accept the 2011 - 2012 Financial Audited Statement as presented.	CARRIED
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5. **Appointment of Auditor**

M/S Pottruff/Alberts to appoint James Zatulsky to audit the Regina Work Preparation Centre's financial records for the 2012 -2013 fiscal year.	CARRIED
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6. **Approval of Annual General Meeting Minutes of June 9, 2011**

M/S Cook/Wallace to approve the Annual Minutes of June 9, 2011.	CARRIED
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**7. Election of the Board**

• Board slate:

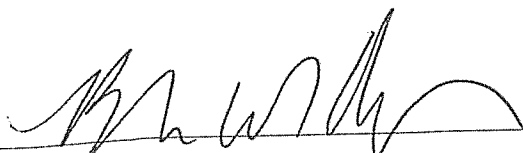
- President - Brenden Wallace - Elected by acclamation
- Vice President - Lorna Selinger - Elected by acclamation
- Secretary - Janet Cook - Re-Elected by acclamation
- Treasurer - Brie Galenzoski - Re-Elected by acclamation

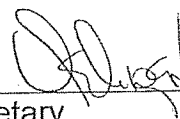
**8. Old Business**

None

**9. Adjournment**

M Pottruff to adjourn

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary



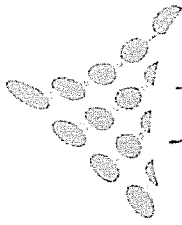
**REGINA WORK PREPARATION CENTRE INC.**

**FINANCIAL STATEMENTS**

For the Year Ended

March 31, 2013

Independent Auditor's Report  
Balance Sheet  
Statement of Revenue and Expenditures  
Statement of Appropriated Surplus  
Statement of Unappropriated Surplus  
Statement of Cash Flows  
Schedules to Financial Statements  
Notes to Financial Statements



**James R Zatulsky**  
Chartered Accountant  
Operating as James R Zatulsky, C.A. Prof. Corp.

## **INDEPENDENT AUDITOR'S REPORT**

**To the Members of Regina Work Preparation Centre Inc.**

I have audited the accompanying financial statements of Regina Work Preparation Centre Inc. which comprise the statement of financial position as at March 31, 2013, and the statement of revenue and expenditures, statement of net assets and statement of cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

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

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian Accounting Standards for Not for Profit Organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with Canadian Generally Accepted Auditing Standards. Those standards require that I 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.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

### **Opinion**

In my opinion, these financial statements present fairly, in all material respects, the financial position of Regina Work Preparation Centre Inc. as at March 31, 2013, and its financial performance and its cash flows for the year then ended in accordance with Canadian Accounting Standards for Not for Profit Organizations.

Regina, Saskatchewan  
May 24, 2013

**JAMES R. ZATULSKY**  
CHARTERED ACCOUNTANT

# REGINA WORK PREPARATION CENTRE INC.

BALANCE SHEET AS AT MARCH 31

**ASSETS**

	<u>2013</u>	<u>2012</u>
<b>Current Assets</b>		
Bank.....	\$ 340,993	\$ 166,411
Investments (Note 3).....	155,330	153,063
Accounts Receivable.....	25,913	28,183
Accrued Interest Receivable.....	1,308	1,693
Prepaid Expenses.....	<u>2,572</u>	<u>8,516</u>
	<u>386,316</u>	<u>357,866</u>
<b>Long Term Assets</b>		
Capital Assets (Note 4).....	<u>4,085</u>	<u>7,666</u>
	<u>\$ 530,201</u>	<u>\$ 365,532</u>

**LIABILITIES**

**Current Liabilities**

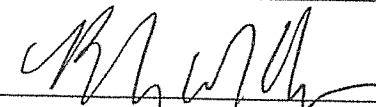
Accounts Payable.....	\$ 21,876	\$ 11,174
Deferred Revenue.....	221,376	54,046
Accrued Vacation Payable.....	<u>2,995</u>	<u>15,366</u>
	<u>246,247</u>	<u>80,586</u>

**ACCUMULATED SURPLUS**

Unappropriated Surplus.....	<u>283,954</u>	<u>284,946</u>
	<u>\$ 530,201</u>	<u>\$ 365,532</u>

**APPROVED ON BEHALF OF THE BOARD**

  
\_\_\_\_\_  
Director

  
\_\_\_\_\_  
Director

**SEE NOTES TO FINANCIAL STATEMENTS**

# REGINA WORK PREPARATION CENTRE INC.

## STATEMENT OF REVENUE AND EXPENDITURES For the Year Ended March 31

REVENUE	<u>2013</u>	<u>2012</u>
Ministry of Economy		
- Administrative Fee..... \$	118,847	\$ 129,752
- Computer Lab. ....	45,687	-
- ESP Program.....	321,504	303,398
- Pre Employment. ....	453,278	546,895
- Job Launch. ....	148,551	159,643
- Transitions (Offender) Program.....	-	12,805
Service Canada.....	82,440	45,935
Aboriginal Affairs		
- Cultural Connection for Aboriginal Youth . . . .	21,176	-
- Urban Aboriginal Strategy. ....	8,000	-
Saskatchewan Arts Council. ....	7,500	-
Agency		
- United Way of Regina. ....	46,584	44,836
- Elder Contributions.....	-	6,636
- Interest. ....	4,259	3,231
- Muttart Foundation.....	4,900	-
- Fundraising and Donations.....	11,948	11,518
	<u>1,274,674</u>	<u>1,264,699</u>
<b>EXPENDITURES</b>		
Ministry of Economy		
- Pre Employment. ....	453,302	477,384
- ESP Program.....	300,070	304,006
- Job Launch. ....	148,559	160,310
- Computer Lab Contract.....	45,689	-
- Transitions (Offender) Program.....	-	37,301
Service Canada.....	82,648	46,584
Aboriginal Affairs		
- Cultural Connection for Aboriginal Youth.....	19,918	-
- Urban Aboriginal Strategy. ....	5,994	-
Community Initiative Funding.....	-	12,952
Saskatchewan Arts Council. ....	7,062	-
Elder Program.....	-	6,636
Agency		
- Administration. ....	167,682	155,539
- Resource Development.....	44,742	25,526
	<u>1,275,666</u>	<u>1,226,238</u>
<b>NET REVENUE (EXPENDITURES)</b>		
<b>FOR THE YEAR. ....</b>	<u>\$( 992)</u>	<u>\$ 38,461</u>

SEE NOTES TO FINANCIAL STATEMENTS

**REGINA WORK PREPARATION CENTRE INC.**

**STATEMENT OF UNAPPROPRIATED SURPLUS**  
For the Year Ended March 31

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	<u>2013</u>	<u>2012</u>
<b>UNAPPROPRIATED SURPLUS (DEFICIT) AT THE BEGINNING OF THE YEAR. ....</b>	<b>\$ 284,946</b>	<b>\$ 246,485</b>
Net Revenue (Expenditures) for the Year.....	( 992)	38,461
<b>UNAPPROPRIATED SURPLUS (DEFICIT) AT THE END OF THE YEAR. ....</b>	<b><u>\$ 283,954</u></b>	<b><u>\$ 284,946</u></b>

SEE NOTES TO FINANCIAL STATEMENTS

# REGINA WORK PREPARATION CENTRE INC.

## STATEMENT OF CASH FLOWS For the Year Ended March 31

	<u>2013</u>	<u>2012</u>
<b>CASH PROVIDED BY (USED IN) OPERATIONS</b>		
Net Revenue (Expenditures) for the Year.....	\$( 992) \$	38,461
Adjustments to reconcile Net Revenue (Expenditures) to cash provided by operating activities:		
Amortization.....	3,581	2,673
(Increase) Decrease in:		
Accounts Receivable.....	2,270	52,305
Accrued Interest Receivable.....	385	1,061
Prepaid Expenses.....	5,944	2,578
(Decrease) Increase in:		
Accounts Payable.....	10,702 (	2,185)
Accrued Vacation.....	( 12,371) (	1,603)
Deferred Revenue.....	167,330	54,046
<b>Cash Provided by (Used In) Operations.....</b>	<u>176,849</u>	<u>147,336</u>
<b>CASH PROVIDED BY (USED IN) INVESTING</b>		
Purchase of Capital Assets.....	— (	8,070)
<b>Cash Provided by (Used In) Investing.....</b>	<u>— (</u>	<u>8,070)</u>
<b>Net Cash Provided (Used) during the Year.....</b>	176,849	139,266
Cash Position at the beginning of the year.....	319,474	180,208
<b>CASH POSITION AT THE END OF THE YEAR.....</b>	<u>\$ 496,323</u>	<u>\$ 319,474</u>
<u>Cash is Represented By:</u>		
Cash in Bank.....	\$ 340,993	\$ 166,411
Short Term Investments.....	155,330	153,063
	<u>\$ 496,323</u>	<u>\$ 319,474</u>

SEE NOTES TO FINANCIAL STATEMENTS

# REGINA WORK PREPARATION CENTRE INC.

## NOTES TO FINANCIAL STATEMENTS For the Year Ended March 31, 2013

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### 1. PURPOSE OF THE ASSOCIATION

The Regina Work Preparation Centre Inc. is incorporated under The Non-profit Corporations Act of Saskatchewan. The Regina Work Preparation Centre Inc. provides services and opportunities for individuals to overcome their personal employment barriers in order that they may reach their employment potential.

### 2. SIGNIFICANT ACCOUNTING POLICIES

#### a) Accounting Policies

The financial statements have been prepared in accordance with Accounting Standards for Not for Profit Organizations (ASNFPO).

#### b) Accounting Standards for Not for Profit Organizations

The corporation elected to apply the Accounting Standards for Not for Profit Organizations, Part III of the Canadian Institute of Chartered Accountants (CICA) Handbook, in accordance with Canadian Generally Accepted Accounting Principles.

The corporation choose not to elect under any of the exemptions available to corporations at adoption of Accounting Standards for Not for Profit Organizations. The options available were under the categories of business combinations; fair value accounting; employee future benefits; cumulative translation differences, financial instruments, shared based payment transactions, asset retirement obligations and related party transactions.

#### c) Capital Assets

According to C.I.C.A. Handbook, not-for-profit organizations which have average gross revenues greater than \$500,000 for the current and preceding period are required to capitalize property and equipment purchases. All Capital Assets are recorded at cost. Furniture and equipment are amortized at 20% per annum, computers are amortized at 55% per annum. Minor capital asset purchases under \$200 are expensed in the year of acquisition. In 2010, the Regina Work Preparation Centre Inc. met the revenue criteria and began to capitalize its asset purchases. There was no retroactive treatment of this policy.

#### d) Investments

Investments are recorded at cost.

# REGINA WORK PREPARATION CENTRE INC.

## NOTES TO FINANCIAL STATEMENTS For the Year Ended March 31, 2013

### e) Use of Estimates

The preparation of financial statements in accordance with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amount of revenues and expenses during the reporting period. These estimates are reviewed periodically, and as adjustments become necessary, they are reported in earnings in the period in which they become known.

### f) Financial Instruments

Regina Work Preparation Centre Inc.'s recognized financial instruments consist of cash, accounts receivable, accrued interest receivable, investments, accounts payable, deferred revenue and accrued vacation payable.

The fair value of cash, accounts receivable, accrued interest receivable, investments, accounts payable, deferred revenue and accrued vacation payable approximate their carrying value due to the short term nature of these instruments

Credit risk arises from the potential that a counter party will fail to perform its obligation. After providing for appropriate allowances, it is management's opinion that the Regina Work Preparation Centre Inc. is not exposed to significant interest, currency or credit risks arising from its financial instruments.

### f) Revenue Recognition

Fundraising, donations and sponsorships are recorded as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Interest is recorded in the period earned. Operating and other grants are recognized as revenue as they are earned. Grants for specific projects are recognized concurrent with project expenditures.

### 3. INVESTMENTS

	<u>2013</u>	<u>2012</u>
Scotia McLeod.....	\$ 313	\$ 1,422
Guarantee Investment Certificates.....	142,279	140,037
Government of Canada.....	<u>12,738</u>	<u>11,604</u>
	<u>\$ 155,330</u>	<u>\$ 153,063</u>
Market Value of Investments.....	<u>\$ 163,207</u>	<u>\$ 160,690</u>



# REGINA WORK PREPARATION CENTRE INC.

## NOTES TO FINANCIAL STATEMENTS For the Year Ended March 31, 2013

### 4. CAPITAL ASSETS

			2013	2012
		Accumulated	Net Book	Net Book
		Cost Amortization	Value	Value
Computer Equipment.....	\$ 8,071	\$ 5,438	\$ 2,633	\$ 5,851
Furniture and Fixtures.....	3,346	1,894	1,452	1,815
	<u>\$ 11,417</u>	<u>\$ 7,332</u>	<u>\$ 4,085</u>	<u>\$ 7,666</u>

### 5. INCOME TAX STATUS

The corporation is exempt from income tax as a non-profit organization.

### 6. ECONOMIC DEPENDENCE

Regina Work Preparation Centre Inc. currently receives significant revenue in contracts from the Ministry of Economy. As a result, the organization is dependent upon the continuance of these contracts to maintain operations at their current level.

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