



Annual Report

2013 – 2014

Regina Work Preparation Centre Inc.

Building the Saskatchewan workforce
One person at a time

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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

As part of preparing my message for this year's Annual Report I reviewed the past 5 or 6 reports. I see that status quo for our organization would seem to be constant change, constant challenge, and never-ending hard work and commitment to those we serve. This year is no different.

It has been a difficult year as we had to face significant cuts to and structural changes to our funding. The most difficult part of this has been the decisions that necessarily needed to be made and the farewells to some of our employees and coworkers related to these decisions. I am saddened by the losses.

I want to give all the credit due to the staff of the Regina Work Prep Centre who have continued to give their very best to the hundreds of people in our community to whom we provide services.

I also want to give heartfelt thanks to all the volunteers who work with us and who make the Regina Work Prep Centre a very unique part of the NGO community of services in Regina.

Finally, I would like to make note of the good work of the volunteers that make up the Regina Work Prep Centre's Board of Directors. The Board has worked together over the past couple of years to rebuild and become a solid part of our organization. We continue our commitment to make stronger the way we govern ourselves. I am pleased that we are able, at this year's Annual General Meeting to ratify a new set of Bylaws governing the Board of Directors. I look forward to working on other key pieces of Board Governance in the upcoming business year.

In the past year we said goodbye to Chelsey Lemke. We are very appreciative of the work she did while she was a member of the Board.

I wish you all a good summer and all the best for us in the upcoming 2014/15 business year.

Thank you

Brenden Wallace

Regina Work Preparation Centre 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 2013 - 14 fiscal year the following were members of the Board.

Brenden Wallace - President
Lorna Selinger - Vice President
Mike Farrer - Treasurer
Dale Young - Secretary

Betty Ann Pottruff
Frankie Jordan
Barb Church-Staudt
Leigh Lamontagne
Chelsey Lemke

Executive Director's Report

It's been an exciting year at Work Prep. A year of growth and experimentation. And a year of downsizing.

I would like to thank our major funders: the Ministry of the Economy, Service Canada, Aboriginal Affairs and Northern Development Canada, the Saskatchewan Arts Board and the United Way. Without their support and interest in what we do we could not exist. Last year we received funding for innovative projects including our Aboriginal Liaison, Artist In Residence and Outreach Employment Counsellor.

We are proud of our work in the community building partnerships. Some examples are:

- The Saskatchewan Arts Board and its support for our Artist In Residence program
- The Community Initiatives Fund which supported our Aboriginal Liaison initiative
- This spring we launched our Hospitality QuEST program thanks to funding from The Cooperators
- In September we held our grand opening of our new training room thanks to funding from Conexus Credit Union
- We partnered with the YMCA to provide employment support services to their Y Cafe participants
- We have developed a working committee with Yorkton Tribal Council & File Hills Qu'Appelle Enhanced Service Delivery and the File Hills Employment and Training Centre.
- We attend the monthly meetings of the File Hills Employment Working Group in Balcarres
- We partnered with Piapot and Pasqua First Nations to recruit participants to our Warehouse program
- We provided a variety of supports to Balfour Collegiate helping students prepare for their future
- We partnered with My Aunts Place at the YW providing outreach employment support services
- We provided Regina Transition House outreach employment support services
- Our continuing relationship with Sofia House where we collaborate on the programming and service delivery for participants who are pursuing employment
- We were one of the partners with Circle Project and their National Aboriginal Day celebrations. This was a fun event at Grassick Park, a real neighbourhood get together.
- We developed a truly innovative partnership with Wapanacik, Child and Family Services whereby a Work Prep staff member was housed there providing employment support services.
- Circle Project, Wapanacik and Work Prep teamed together to collectively get Motivational Interviewing Level 1 training
- We had an ongoing relationship with the Regina Provincial Correctional Centre (RPCC) where we support their work in the Honour Dorm and at the Dedicated Substance Abuse Treatment Unit.

The upcoming year promises to be one of significant challenges. Most funders are introducing changes in how they fund us and their level of funding. We will be working hard to understand and respond to these changes in direction while still remaining true to Work Prep's mission and vision. While we do not know all the impacts we know we will be doing more with less and will have fewer dollars for innovation and exploring new ways of doing business. We also know there will be a significant reduction in staff.

As can be imagined this news has had a traumatic impact on all involved. The uncertainty weighs on everyone. I want to thank all staff for the professional manner in which they have conducted themselves. They have shown a true commitment to the people we serve and to what we are trying to achieve. It is my hope and belief we will come through this intact and strong.

One answer is to always look for opportunities to get better at what we are doing. In that vein, we are committed to building and piloting new and different ways to support the people we serve. And we are committed to building strong community partnerships and collaborations. When we work together great things can be achieved.

Chris Bailey
Executive Director

Work Prep Centre at a Glance

Regina Work Preparation Centre is building the Saskatchewan workforce, one person at a time.

Every day, we meet clients where they're at and help them meet their goals.

And every day, we meet the changing needs of the local economy, labour market, clients and the community. We're developing persons, employees, consumers and taxpayers.

Saskatchewan has a shortage of workers. Continued industry growth requires an investment in labour development.

Saskatchewan has an untapped labour pool consisting of people with significant barriers to employment. This is our client base. In 2013-14 we worked with people with barriers such as:

- Lack of attachment to labour force (54%);
- Lack of housing, childcare or transportation (51%);
- Lack of Vocational Direction (40%);
- Lack of education (37%);
- Addictions (25%);
- Criminal involvement (22%);
- Lack of Social Supports (17%);
- Poor self-image / Poor self-management (16%)

People deserve the opportunity to explore and reach their employment potential. People deserve the opportunity to participate fully in the workforce.

At Work Prep we make a difference:

- 239 Work Prep clients found work in 2013-14. We work with employers to develop, recruit and retain employees.
- Work Prep also partnered with over 10 vocational training institutions. As a result, another 126 clients enrolled in education or training in 2013-14.
- Our work last year accounts for 425 people who moved to employment or moved in a positive direction toward doing so.

Most of our services are based on one-on-one counselling. You can walk into Work Prep whenever you want and get to see an intake worker within 30 minutes and begin receiving services within a week.

We provide a variety of half-day and full-day workshops which clients can participate in at their discretion and on the advice of their counsellor.

We have a computer lab open to anyone who needs access to a computer for work search purposes. We have professional staff available doing anything from counselling, helping prepare resumes to facilitating internet job searches. In 2013-14 1507 people accessed the Computer Lab and we provided 2858 points of service, or almost 3 contacts per individual served.

We partnered with Loblaw's and Ministry of the Economy, along with the Piapot and Pasqua First Nations, on a six-week paid program leading to employment in a warehouse/distribution centre. Participants who successfully completed the program were offered full-time warehouse assembler positions with Loblaw's.

Our Youth Employment Readiness Program is a three-month paid group which assists youth with multiple barriers to employment. They gain the skills, motivation and commitment to find employment or further their education. We typically have about a 60 to 80% success rate with this program.

The Cooperators has provided funding for a pilot project - **Hospitality QuEST**. This 10 week program consists of classroom preparation including industry specific certificates, such as Safe Food Handling, Service Best, Serve it Right, WHMIS, and 1st Aid. In the final weeks participants access goal related work experiences to put their learning's into practice.

Our client base is 60% First Nations and 10% Métis (self declared). We have an Aboriginal Liaison who helps to:

- Heighten the cultural awareness of our staff.
- Take the lead in preparing clients to 'walk in both worlds'
- Develop cultural programming with an employment focus
- Develop contacts and identify resources with surrounding bands and tribal Councils

We have an Outreach Employment Counsellor position who develops relationships with service agencies providing non-employment support services. We collaboratively identify clients for whom employment is a viable and desirable goal. But instead of the client being referred to Regina Work Prep, we go to them.

Work Prep has a Visual Arts program led by our Artist In Residence. The focus is on using the arts as a catalyst to build confidence in an individual's transferrable skills and talents. Our Visual Arts program addresses:

- Envisioning workplace surroundings
- Nurturing life skills within the individual
- Identifying values

Work Prep continues to build relationships in the community. In 2013-14 we partnered with:

- The YMCA with their Y Cafe project
- Balfour Collegiate , Shirley Schneider Tutorial providing support and information to their students
- My Aunts Place at the YWCA providing outreach employment support services
- Regina Transition House providing outreach employment support services
- Sofia House providing soft transfers
- Circle Project with their National Aboriginal Day celebrations
- Wapanacik, Child and Family Services whereby a Work Prep staff member is housed at Wapanacik and provides employment support services to their clients
- Circle Project and Wapanacik in Motivational Interviewing Level 1 training
- Regina Provincial Correctional Centre with the Honour Dorm and the Dedicated Substance Abuse Treatment Unit.

2013 - 14 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.

Culture	# of RWPC Clients	%
First Nations/Métis	598	69%
New Canadian	11	1%
Other Canadian	261	30%
Total	870	100%
Gender		
Male	250	28%
Female	643	72%
Total	893	100%
Education		
Less than Gr.12	438	49%
Gr.12 or Higher	448	51%
Total	886	100%
Parental Status		
With Children	669	76%
No Dependants	217	24%
Total	886	100%
Age		
Under 30 Years	454	51%
30-49 Years	380	43%
50+ Years	57	6%
Total	891	100%

RWPC	April 2013 - March 2014	
Employed	239	25%
Further Education	126	13%
Complete-Referred, Work Ready	60	6%
Success Rate	425	45%
Assessed-Not Work Ready	128	14%
Discontinued/Quit	385	41%
Total	938	100%

Service Outputs:	# Clients	% Clients
1. Dev Career Action Plan	125	14%
2. Secured Housing	40	4%
3. Secured Communications	11	1%
4. Secured Transportation	30	3%
5. Secured Childcare	59	7%
6. Increased Practical Skills	7	1%
7. Criminal Record/Pardon/Fines	4	1%
8. Completed Work Placement	9	1%
9. Accessed Com/Govt Supports	117	13%
10. Skill Certification	27	3%
Skill Development:	% Delivered	% Achieved
1. Fundamental Workplace Skills	9%	7%
2. Self Awareness/Self Mgt Skills	24%	17%
3. Core Resources	20%	14%
4. Vocational Direction	28%	19%
5. Workplace Success	17%	12%
6. Job Search Strategies	40%	31%
7. Interview Skills	14%	11%
8. SOC/MI	39%	28%
Barriers to Employment:	# Clients	% Clients
1. Disability	64	7%
2. Lack of Core Resources	456	51%
3. Self Image/Self Management	150	16%
4. Trauma	72	8%
5. Lack of Social Supports	157	17%
6. Addictions	222	25%
7. Criminal Involvement	198	22%
8. Limited Education Attainment	330	37%
9. Custodial Issues	43	5%
10. Medical Issues	85	9%
11. Lack of Vocational direction	359	40%
12. Lack of Attachement to Labour Market	484	54%
13. Other:	59	7%

Staff

Current:

Carol Pelletier	Aboriginal Liaison
Chantelle Houchen	Employment Counsellor
Chantelle Renwick	Employment Counsellor
Chris Bailey	Executive Director
Christina Kante	Intake and Assessment
Crystal Howie	Artist in Residence
Debbie Deausy	Finance
Diana Florence	Employment Counsellor
Gordon Brock	Resource Development
Jennifer Broughton	Employment Counsellor
Kathy Nicholas	Intake and Assessment
Kathy Palmer	Program Manager
Larissa Kwasnitzka	Program Support Coordinator
Lisa Williams	Employment Counsellor
Marla Bengert	Intake and Assessment
Melva MacDonald	Administrative Support Services Coordinator
Nadine Sapp	Janitor/Relief Reception
Nicole Young	Employment Counsellor
Nitole Quader	Employment Counsellor
Patti Schmidt	Outreach Employment Counsellor
Randi Desmarais	Employment Counsellor
Rhonda Bird	Employment Counsellor
Sarah Pedersen	Intake and Assessment
Wes Reid	Summer Student

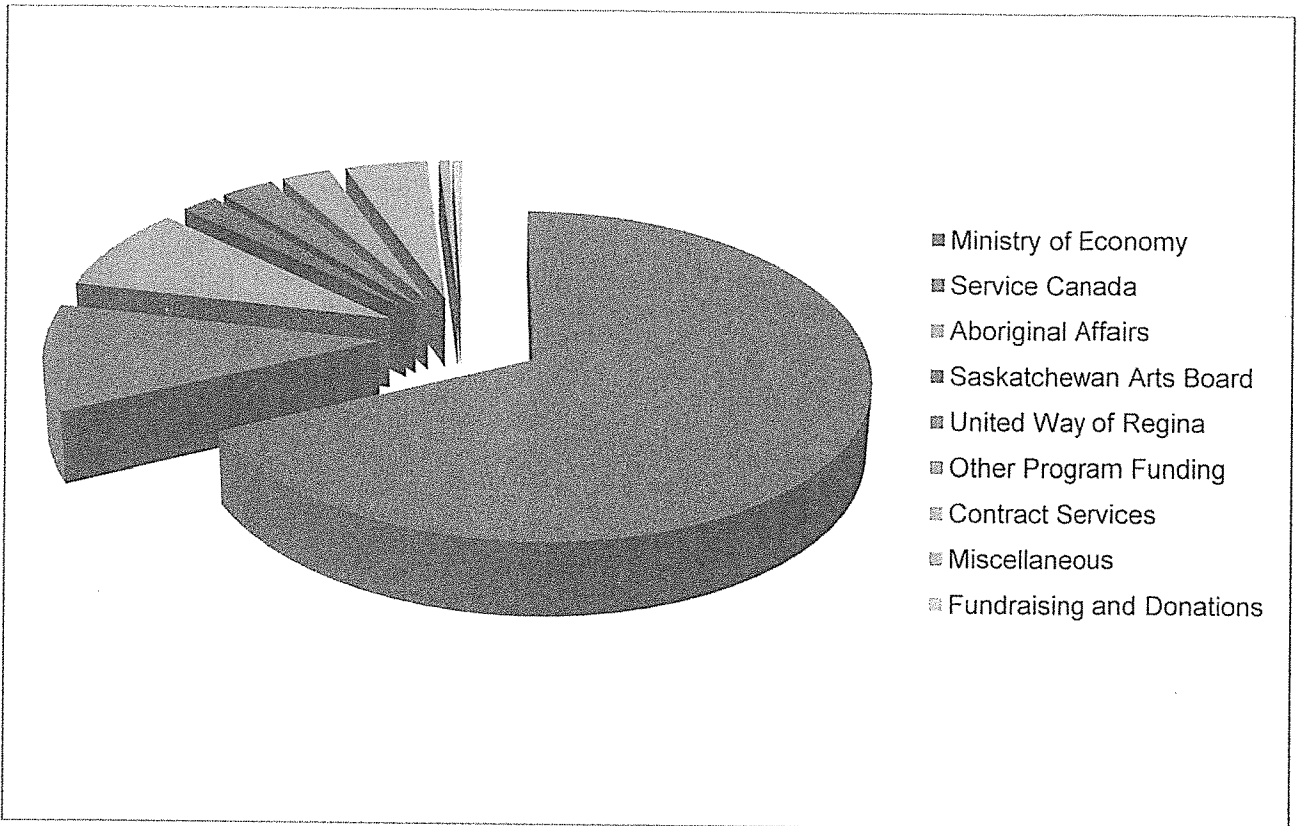
Former:

Ashley Boha	Program Manager
Doris Wesaquate	Intake Worker
Leona Fayant	Employment Counsellor
Maryam Mumtaz	Child Minder
Shannon Brice	Employment Counsellor

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

Aboriginal Family Services
AIDS Program South Saskatchewan
All Nations Hope
All Sask Logistics
Arbor Oaks Manor
Balfour Collegiate, Shirley Schneider Centre
Transition House
Bath and Body Works
Bocado's
Broadway Western Pizza
Cabtec Manufacturing
Canada Post
Canada Safeway Limited \\
Carmichael Outreach
Casino Regina
Catholic Family Services
CH Construction
Circle Project

Native Health Services at General Hospital
Newo Yotina Friendship Centre
Nicky's Cafe
Normanview Mall Medi Clinic
North Central Community Association
North Central Family Centre
Partners In Employment (PIE)
Pasqua First Nation
Piapot First Nation
PnC Computers
Prairie Spirit Connection
Primex Training
Quadris
Radisson Plaza
Rainbow Youth
Regina Anti-Poverty Ministry
Regina Education and Action on Child Hunger
Regina Food Bank

City of Regina
Clements Printers
Community Treatment Residences
Conexus Insurance
Construction Careers
Creeland
Cupar Agencies
Cupboard Brothers
David Aplin Group
Diabetes Association
Dress For Success
Early Learning Centre
Ehrlo Community Services
Evraz
Family Service Regina
File Hills Employment and Training Centre
First Nations Employment Centre
Flynn Roofing
Fox Valley Counselling
Fries Tallman Lumber
Giant Tiger
Go Green Recycling
Golden Mile Lanes
Grace Haven Youth Group Home
Habitat for Humanity
Helping Hands
Isabel Johnson House (YWCA)
Italian Star Deli
Jays Moving
Jessica Bridal
John Howard Society.
Kelly Services
Kids First
La Senza
Lendvey Painting and Decorating
Loblaw's Distribution Centre
Mental Health Association

My Aunts Place (YWCA)
Regina Open Door Society
Regina Qu'Appelle Health Region
Regina Trades and Skills Centre
Regional Council of Carpenters Drywall,
Millwrights and Allied Workers
Rock Tenn
RPCC - Dedicated Substance Abuse
Treatment Unit
RPCC – Honour Dorm
Safe Workplace Training Regina
Safeway Victoria Square Mall
Salvation Army - Haven of Hope Ministries
Saskatchewan Abilities Council
Saskatchewan Building Trades
Saskatchewan Federation of Labour
Saskatchewan Government Insurance
Saskatchewan Human Right Commission
SaskEnergy
SGEU
SIAST – Auto mechanics, Food Services,
Office Education and Continuing Care
Smitty's
Sofia House
Souls Harbour Rescue Mission
South Saskatchewan Independent Living
Centre
Supreme Basics
The Commissionaires
The Gap Inc
Travelodge Hotel
Wal Mart
Wapanacik Child and Family Services
Wascana Daycare Cooperative
Wingate Hotel
YMCA
Yorkton Tribal Council

Individuals

Archie Weenie
Brenda Dubois
Cadmus Delorme
Curtis Weenie
Deanna Keewatin
Deb Humeniuk
Delise Morrison
Jeff Cappel
John Horstman
Keith Pratt

Lana Van Dijk
Laura Armitage
Laura Dieter
Lyndell Haywahe
Olive Quesnell
Robyn Pitawanakwat
Tannen Acoose
Terry Deausy
William Asikinack
Winter Bengert-Siman

Our Major Supporters



Saskatchewan
Ministry of the
Economy

Canada

- Service Canada
- Aboriginal Affairs



United Way
of Regina



the co-operators

A Better Place For You™



Community
Initiatives
Fund
Connect • Engage • Thrive



South
Saskatchewan
Community
Foundation



Regina Work Preparation Centre

**Minutes
Annual General Meeting**

Thursday, June 20, 2013
4321 McMillan Drive

-
1. Present: Brenden Wallace, Lorna Selinger, Mike Farrer, Chelsey Lemke, Chris Bailey

Regrets: Betty Ann Pottruff, Frankie Jordan

Guests: Kathy Palmer, Ashley Boha, Deb Deausy, Marla Bengert, Sarah Pedersen, Gord Brock, Barb Church-Staudt

2. Approval of Last Year's Annual Meeting Minutes

M/S Lemke/Farrer to approve the Minutes of the 2012 Annual General Meeting.
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CARRIED

3. Business Arising

None

4. New Business

None

5. President's Report

M/S Wallace/Lemke to accept the President's Report as presented.

CARRIED

6. Executive Director's Report

M/S Selinger/Wallace to accept the Executive Director's Report as presented.

CARRIED

7. Financial Audit Report

M/S Farrer/Selinger to accept the Audited Financial Statement as presented.	CARRIED
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8. Appointment of Auditor

M/S Farrer/Lemke to appoint Bob Szautner as auditor for the 2012 - 2013 fiscal year.	CARRIED
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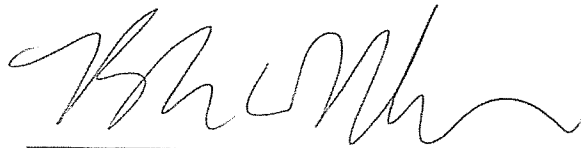
9. Election of the Board

The positions were filled by acclamation:

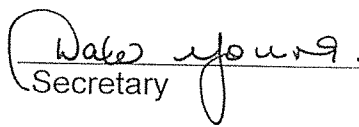
President	Brenden Wallace
Vice President	Lorna Selinger
Treasurer	Mike Farrer
Secretary	Vacant
Members At Large	Betty Ann Pottruff
	Chelsey Lemke
	Frankie Jordan
	Barb Church Staudt

10. Adjournment

M Lemke to adjourn	
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President



Secretary

Regina Work Preparation Centre Inc.
Financial Statements
March 31, 2014

Robert D. Szaulner,
Chartered Accountant Prof. Corp.

Independent Auditors' Report

To the Members of Regina Work Preparation Centre Inc.:

I have audited the accompanying financial statements Regina Work Preparation Centre Inc., which comprise the statement of financial position as at March 31, 2014, and the statements of operations, changes in net assets 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 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.

Auditors' 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 auditors' 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 statement.

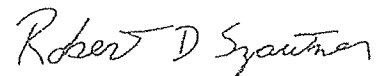
I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

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, 2014 and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Other Matter

The financial statements of Regina Work Preparation Centre Inc. for the year ended March 31, 2013 were audited by another auditor who expressed an unqualified opinion on those statements on May 24, 2013.



Regina, Saskatchewan
May 30, 2014

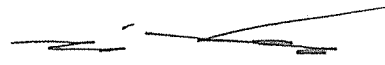
Robert D. Szaulner
Chartered Accountant

Regina Work Preparation Centre Inc.
Statement of Financial Position

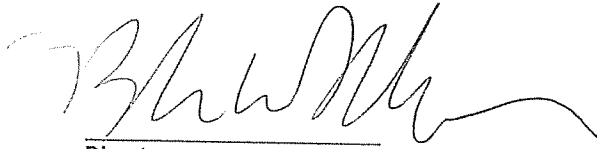
As at March 31, 2014

	2014	2013
Assets		
Current		
Cash	261,673	340,993
Investments (Note 3)	145,551	142,592
Accounts receivable	112,077	25,913
Accrued interest receivable	1,111	1,308
Prepaid expenses	7,282	2,572
	527,694	513,378
Long-term investments (Note 3)	12,738	12,738
Capital assets (Note 4)	11,651	4,085
	552,083	530,201
Liabilities		
Current		
Accounts payable	4,704	21,876
Deferred contributions	171,171	221,376
Accrued vacation payable	16,524	2,995
	192,399	246,247
Net Assets		
Unappropriated	359,684	283,954
	552,083	530,201

Approved on behalf of the Board



Director



Director

The accompanying notes are an integral part of these financial statements

Regina Work Preparation Centre Inc.
Statement of Operations
For the year ended March 31, 2014

	2014	2013
Revenue		
Ministry of Economy		
Computer lab	113,238	45,687
ESP program	322,480	321,504
Pre-employment	389,840	453,278
Job Launch	101,434	148,551
Warehouse project	151,867	-
Service Canada	169,324	82,440
Aboriginal Affairs - Urban aboriginal strategy	134,611	29,176
Community Initiatives Fund	25,000	-
The Co-operators	5,715	-
South Saskatchewan Community Foundation	2,000	-
Saskatchewan Arts Board	31,202	7,500
United Way of Regina	45,972	46,584
Conexus Credit Union	10,000	-
Contract services	71,396	-
Fundraising and donations	8,253	11,948
Miscellaneous	9,503	9,159
	1,591,835	1,155,827
Expenses		
Ministry of Economy		
Pre-employment	389,840	453,302
ESP program	322,495	300,070
Job Launch	101,434	148,559
Computer lab contract	113,238	45,689
Warehouse project	151,867	-
Service Canada	164,369	82,648
Aboriginal Affairs - Urban aboriginal strategy	132,637	25,912
Community Initiatives Fund	25,000	-
The Co-operators	5,715	-
South Saskatchewan Community Foundation	1,253	-
Saskatchewan Arts Board	31,202	7,062
Administration	3,237	48,835
Conexus Credit Union	10,000	-
Contract services	60,743	-
Resource development	3,075	44,742
	1,516,105	1,156,819
Excess (deficiency) of revenues over expenses	75,730	(992)

The accompanying notes are an integral part of these financial statements

Regina Work Preparation Centre Inc.
Statement of Changes in Net Assets
For the year ended March 31, 2014

	2014	2013
Unappropriated surplus, beginning of year	283,954	284,946
Excess (deficiency) of revenues over expenses	75,730	(992)
Unappropriated surplus, end of year	359,684	283,954

The accompanying notes are an integral part of these financial statements

Regina Work Preparation Centre Inc.
Statement of Cash Flows
For the year ended March 31, 2014

	2014	2013
Cash provided by (used for) the following activities		
Operating activities		
Excess (deficiency) of revenues over expenses	75,730	(992)
Amortization	6,346	3,581
(Increase) decrease in:		
Accounts receivable	(86,164)	2,270
Accrued interest receivable	197	385
Prepaid expenses	(4,710)	5,944
Increase (decrease)		
Accounts payable	(17,172)	10,702
Accrued vacation payable	13,529	(12,371)
Deferred contributions	(50,205)	167,330
	(62,449)	176,849
Investing activities		
Purchase of capital assets	(13,912)	-
Decrease in cash resources	(76,361)	176,849
Cash resources, beginning of year	483,585	306,736
Cash resources, end of year	407,224	483,585
Cash resources consist of:		
Cash in bank	261,673	340,993
Short term investments	145,551	142,592
	407,224	483,585

The accompanying notes are an integral part of these financial statements

Regina Work Preparation Centre Inc.
Notes to the Financial Statements

For the year ended March 31, 2014

1. Incorporation and commencement of operations

The Regina Work Preparation Centre Inc. (the "organization") is incorporated under the Non-Profit Corporations Act of Saskatchewan. The organization 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

The financial statements have been prepared in accordance with Canadian Accounting Standards for Not-for-Profit Organizations using the following significant accounting policies:

Capital assets

Capital assets are recorded at cost.

Amortization is provided using the following methods and rates intended to amortize the cost of assets over their estimated useful lives.

	<i>Method</i>	<i>Rate</i>
Furniture and fixtures	declining balance	20 %
Computer equipment	declining balance	55 %

Revenue recognition

The organization follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions, fundraising and sponsorships are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Measurement uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations 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.

Amortization of capital assets is provided based on the organization's estimate of useful lives of those assets.

These estimates and assumptions are reviewed periodically and, as adjustments become necessary they are reported in excess of revenues and expenses in the periods in which they become known.

Income taxes

The organization is registered as a charitable organization under the *Income Tax Act* (the "Act") and as such is exempt from income taxes and is able to issue donation receipts for income tax purposes. In order to maintain its status as a registered charity under the Act, the Association must meet certain requirements within the Act. In the opinion of management, these requirements have been met.

Financial instruments

The organization recognizes its financial instruments when the organization becomes party to the contractual provisions of the financial instrument. All financial instruments are initially recorded at their fair value.

At initial recognition, the organization may irrevocably elect to subsequently measure any financial instrument at fair value. The organization has not made such an election during the period. Cash, investments, accounts receivable, and accounts payable have been designated to be subsequently measured at their amortized cost.

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2. Significant accounting policies *(continued)*

Financial asset impairment:

The organization assesses impairment of all of its financial assets measured at cost or amortized cost. When there is an indication of impairment, the organization determines whether it has resulted in a significant adverse change in the expected timing or amount of future cash flows during the period. If so, the organization reduces the carrying amount of any impaired financial assets to the highest of: the present value of cash flows expected to be generated by holding the assets; the amount that could be realized by selling the assets; and the amount expected to be realized by exercising any rights to collateral held against those assets. Any impairment, which is not considered temporary, is included in current period excess (deficiency) of revenues over expenses.

3. Investments

Investments consist of the following:

	2014	2013
Short-term:		
Scotia McLeod cash	316	313
Scotia McLeod GIC's (interest rates 1.60% - 2.10%; maturity October 2014 – December 2014)	145,235	142,279
	145,551	142,592
Long-term:		
Government of Canada (interest rate 4.25%, maturity January 2021)	12,738	12,738

The fair market value of investments at March 31, 2014 was \$164,775 (2013 - \$163,207).

4. Capital assets

	<i>Cost</i>	<i>Accumulated amortization</i>	<i>2014 Net book value</i>	<i>2013 Net book value</i>
Computer equipment	13,286	9,754	3,532	2,633
Furniture and fixtures	12,043	3,924	8,119	1,452
	25,329	13,678	11,651	4,085

5. Financial instruments

The organization as part of its operations carries a number of financial instruments. It is management's opinion that the organization is not exposed to significant interest, currency or credit risks arising from these financial instruments except as otherwise disclosed.

Interest rate risk

Interest rate risk refers to the risk that the fair value of financial instruments or future cash flows associated with the instruments will fluctuate due to changes in market interest rates. The exposure of the organization to interest rate risk arises from its interest bearing investments at fixed interest rates.

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6. Economic dependence

The organization 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.

7. Comparative figures

Certain comparative figures have been reclassified to conform with current year presentation. The prior year figures were audited by another chartered accountant.