

# Moose Jaw MFRC Annual General Report 2013-2014



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**MEMORANDUM**

5850-4 (MFRC Chairperson)

15 Apr 14

**NOTICE OF THE ANNUAL GENERAL MEETING (AGM) OF THE MOOSE JAW MFRC INC.**

**Ref.: Bylaw 114. (a) of MFRC of Moose Jaw Inc. May 94**

1. This is to advise you that the annual general meeting of the Moose Jaw MFRC Inc. will be held at 6:00 pm, Thursday, May 22nd, 2014. Enclosed you will find the agenda and various other documents for your review.

C. Finn  
MFRC Chairperson

Enclosures

Dist List

Action

MFRC Board of Directors  
MFRC Executive Director

Info

WComd  
WAdminO

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## **Moose Jaw MFRC Inc.**

**Vision:** Strong, capable and resilient families in a supportive Canadian Forces community.

**Mission:** The Moose Jaw MFRC Inc. is committed to enriching the lives of its individuals, families and community through positive action, education, and support.

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### **MFRC ANNUAL GENERAL MEETING**

#### **AGENDA**

Date: Thursday, 22 May 14 at 6:00 p.m.

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. GREETING FROM WCOMD
4. ADOPTION OF 2013 AGM MINUTES
5. REPORTS
6. ADOPTION OF 2013/14 AUDITED FINANCIAL STATEMENTS
7. APPOINTMENT OF AUDITOR FISCAL YEAR 2014/15
8. DISCUSSION/RECOGNITIONS
9. ELECTION AND/OR PRESENTATION OF DIRECTORS TO ASSEMBLY
10. ADJOURNMENT

**MOOSE JAW MILITARY FAMILY RESOURCE CENTRE  
ANNUAL GENERAL MEETING MINUTES  
23 May 13**

5848-4 (15 Wing)  
Moose Jaw, SK  
S6H 7Z8

24 May 13

Dist. List

**ATTENDANCE:**

Christina Finn	Chair
Dani Basley	Vice Chair/Personnel Chair
Nicole Appleby	Secretary
Julie Fukushima	Member at Large
Regan Gorski	Executive Director

Members: 116

**NOT IN ATTENDANCE:**

Joanne Ubell	Finance Chair
Lisa Brake	Program/Evaluation Chair
Dalene Murray	Member at Large
Sheryl Parker	Member at Large
Gabrielle Hogg	Member at Large
Stacey Greenfield	Member at Large
Deborah Matthews	Wing Ex-Officio

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**MOOSE JAW MILITARY FAMILY RESOURCE CENTRE  
ANNUAL GENERAL MEETING MINUTES  
23 May 13**

1. **Call to order:** The meeting was called to order at 18:18.
2. **Adoption of agenda:** The motion to approve the agenda of 23 May 13 was made by Tammy Barclay and seconded by Shawn Finn. All in favour. CARRIED.
3. **Greetings from WComd:** On behalf of the WComd, LCol Greenough expressed his thanks to the great work being done at the MFRC. He also discussed the fiscal environment and the challenges they present. He spoke to the creative/innovative programs that will continue to keep the MFRC vibrant and relevant. LCol Greenough concluded with the call to all to remain engaged and involved in all the community opportunities.
4. **Review and approval of 2012 AGM minutes:** The motion to approve the previous minutes of 24 May 12 was made by Dani Basley and seconded by Maryse Carmichael. All in favour. CARRIED.
5. **Reports:** The board, staff and financial reports were presented to the assembly. Further detail was provided in the AGM report, available to all.
6. **Adoption of 2012/13 audited financial statements:** The motion to approve the 2012/13 audited financial statements was made by Dani Basley and seconded by Julie Fukushima. All in favour. CARRIED.
7. **Appointment of auditor for fiscal year 2013/2014:** The motion to retain the services of Sheila Roy, Accountant, for the fiscal year 2013/14 was made by Julie Fukushima and seconded by Dani Basley. All in favour. CARRIED.
8. **Discussion/Recognitions:** The Chair thanked the community, MFRC Dir and staff and her colleagues for their continued support. The MFRC Dir read correspondence on behalf of the WCWO, expressing gratitude to the Chair and Board for their effort.
9. **Election/Presentation of new board to the community:**

Christina Finn-Chair	Stacey Greenfield
Dani Basley-Vice chair/Personnel	Gabrielle Hogg
Joanne Ubell-Finance chair	Sheryl Parker
Lisa Brake-Evaluation Chair	Julie Fukushima
Nicole Appleby-Secy	Dalene Murray
10. **Adjournment:** A motion to adjourn the meeting was made by Dani Basley. All in favour. CARRIED. The meeting was adjourned at 18:27.

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**MOOSE JAW MILITARY FAMILY RESOURCE CENTRE  
ANNUAL GENERAL MEETING MINUTES  
23 May 13**

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Secretary

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Chair

Comments:

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WCWO – Ex-Officio

Comments:

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WComd

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## VISION STATEMENT

Strong, capable and resilient families in a supportive Canadian Forces community.

## MISSION STATEMENT

The Military Family Resource Centre of Moose Jaw is committed to enriching the lives of its individuals, families and community through positive action, education and support.

## VALUE STATEMENTS

We believe that there are unique stressors placed upon military personnel and their families.

We believe that all people are equal and we value their ideas, concerns, needs, feelings, input and feedback.

We believe that our programs should be accessible and reflect the input of community members.

We believe that all people are to be treated with respect and dignity.

We believe strongly in each person's right to privacy and confidentiality, as long as it doesn't endanger oneself or others.

We believe that when people are given access to resources and support, they are capable of taking responsibility for their own problems.

We believe in respecting the unique cultural diversity found within the community.

We believe that all members of this community have an effect on the overall quality of the Canadian Forces and the extended community.

We believe in people's need to belong and experience stability.

We believe that the decisions made should take into account the needs of the total community.

## CHAIRPERSON



It has been another eventful year here at the Moose Jaw MFRC with some important developments. First off, I would like to extend my appreciation to the WComd and his senior staff for their continued support, as well as MFS for their ongoing funding which enables us to meet the diverse needs of the community. Our biggest development this past year was the inclusion of the 3 CFFTS Portage Military Family Service Centre (MFSC) to our area of responsibility. This involved the hiring of a Community Program/Outreach Coordinator, who created a variety of programs and services for the 3CFFTS Portage community. Another development was the approval and additional funding for a part time Family Liaison Officer.

Our unique partnerships at 15 Wing with PSP, DND, industry and community organizations enable us to deliver enhanced services. The philosophy "PARTNERS FOR A BETTER COMMUNITY" is one of our foundations of success. Furthermore our dedicated staff continues to perform beyond expectations, regardless of the strategic or operational challenges. They are resourceful, energetic, adaptable and a fantastic team. I want to take this opportunity to thank all the staff for the work you do. Your never ending commitment is greatly appreciated! You make my job an easy one. I would also like to thank my fellow board members and all the volunteers, because of your involvement we are able to maintain and enhance programs and services.

The board is committed to have the MFRC continue to provide high quality programs and services, remain fiscally responsible and accountable and continue working with the community to meet emerging needs. It is my sincere privilege to act on your behalf as the 15 Wing Moose Jaw MFRC Chairperson.

Christina Finn

## VOLUNTEER OPPORTUNITY SUMMARY

### Management and Administration

Item	Quarter 1		Quarter 2		Quarter 3		Quarter 4		Total	
	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual
Number of Opportunities	2	2	2	2	2	2	2	2	8	8
Number of Volunteers	4	4	4	7	4	5	4	4	16	20
Number of Volunteer Hours	50	51	50	72	50	55	50	40	200	218

### Volunteer Management and Community Leadership

Item	Quarter 1		Quarter 2		Quarter 3		Quarter 4		Total	
	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual
Number of Opportunities	10	14	10	10	10	3	10	10	40	37
Number of Volunteers	20	11	20	25	20	15	20	15	80	66
Number of Volunteer Hours	150	90	150	195	150	95	150	100	600	480

### Personal Development and Community Integration

Item	Quarter 1		Quarter 2		Quarter 3		Quarter 4		Total	
	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual
Number of Opportunities	8	8	4	12	10	12	8	5	30	37
Number of Volunteers	15	30	10	35	15	50	15	10	55	125
Number of Volunteer Hours	100	102	50	290	200	460	100	75	450	927

### Child and Youth Development and Parenting Support

Item	Quarter 1		Quarter 2		Quarter 3		Quarter 4		Total	
	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual
Number of Opportunities	4	4	2	6	4	5	4	0	14	15
Number of Volunteers	10	16	6	7	15	40	10	0	41	63
Number of Volunteer Hours	100	260	75	95	125	170	100	0	400	525

### Family Separation and Reunion

Item	Quarter 1		Quarter 2		Quarter 3		Quarter 4		Total	
	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual
Number of Opportunities	2	5	2	2	2	2	2	0	8	9
Number of Volunteers	4	11	4	4	4	4	4	0	16	19
Number of Volunteer Hours	25	33	25	20	25	20	25	0	100	73

### Prevention, Support and Intervention

Item	Quarter 1		Quarter 2		Quarter 3		Quarter 4		Total	
	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual
Number of Opportunities	2	4	2	2	2	1	2	0	8	7
Number of Volunteers	1	10	1	1	1	1	1	0	4	12
Number of Volunteer Hours	40	33	20	10	40	6	25	0	125	49

### TOTAL

Item	Quarter 1		Quarter 2		Quarter 3		Quarter 4		Total	
	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual
Number of Opportunities	2	37	2	34	2	25	2	17	8	113
Number of Volunteers	4	82	4	79	4	115	4	29	16	305
Number of Volunteer Hours	50	569	50	682	50	806	50	215	200	2272

## SERVICE DELIVERY SUMMARY

### Personal Development and Community Integration

#### Welcome and Community Orientation

	Quarter 1		Quarter 2		Quarter 3		Quarter 4		Total	
	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual
How many families do you expect to welcome and orient to their new community?	40	50	50	50	30	55	30	42	150	197

#### Information and Referral

	Quarter 1		Quarter 2		Quarter 3		Quarter 4		Total	
	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual
How many families do you expect to access information and referral services?	60	75	75	75	60	0	40	80	235	230
How many referrals to community services and programs do you expect to make?	30	50	45	50	30	0	20	20	125	120

#### Employment and Education Assistance

	Quarter 1		Quarter 2		Quarter 3		Quarter 4		Total	
	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual
How many adults do you expect to access education services?	8	1	8	4	6	0	6	1	28	6
How many adults do you expect to access employment services?	15	14	15	14	10	12	6	6	46	46
How many youth do you expect to access education services?	5	0	5	0	5	0	5	0	20	0
How many youth do you expect to access employment services?	4	4	4	2	4	3	4	3	16	12

#### Personal Development

	Quarter 1		Quarter 2		Quarter 3		Quarter 4		Total	
	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual
How many individuals will participate in personal development activities?	50	0	25	0	60	0	40	0	175	0

#### Second Language Services

	Quarter 1		Quarter 2		Quarter 3		Quarter 4		Total	
	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual
How many individuals do you expect to access Second Language Services?	20	62	10	31	25	43	30	76	85	212



## SERVICE DELIVERY SUMMARY CONTINUED

### Child and Youth Development and Parenting Support

#### Activities and Initiatives for Children and Youth

	Quarter 1		Quarter 2		Quarter 3		Quarter 4		Total	
	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual
How many children (aged 0 to 5 years) do you expect to participate in these activities and initiatives?	125	111	125	81	150	133	100	75	500	400
How many children (aged 6 to 12 years) do you expect to participate in these activities and initiatives?	75	64	100	124	75	64	50	57	300	309
How many children (aged 13 to 18 years) do you expect to participate in these activities and initiatives?	25	18	25	23	25	21	20	18	95	80

#### Parent/Caregiver Education and Support

	Quarter 1		Quarter 2		Quarter 3		Quarter 4		Total	
	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual
How many individuals do you expect to access parent/caregiver education and support services?	60	104	35	86	65	76	40	87	200	353

#### Emergency Child Care

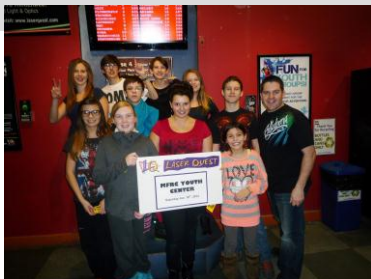
	Quarter 1		Quarter 2		Quarter 3		Quarter 4		Total	
	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual
How many families do you expect to assist in preparing a child care plan?	20	3	20	4	20	4	15	5	75	16
How many families do you expect will access emergency child care services?	15	1	15	2	15	6	10	2	55	11

#### Emergency Respite Child Care

	Quarter 1		Quarter 2		Quarter 3		Quarter 4		Total	
	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual
How many families experiencing service related separation do you expect to access emergency respite child care services?	25	0	25	8	25	8	15	6	90	22

#### Casual Child Care

	Quarter 1		Quarter 2		Quarter 3		Quarter 4		Total	
	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual
How many families do you expect to access casual child care services?	75	49	75	54	100	67	50	49	300	219



## SERVICE DELIVERY SUMMARY CONTINUED

### Family Separation and Reunion

#### Outreach, Information, Support and Assistance

	Quarter 1		Quarter 2		Quarter 3		Quarter 4		Total	
	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual
How many families do you expect to access family separation and reunion services from each of the following groups: Families of CF personnel from the regular force	80	44	40	40	80	11	80	11	280	106
How many families do you expect to access family separation and reunion services from each of the following groups: Families of CF personnel from the reserve force	15	26	15	5	15	12	15	10	60	53

### Prevention, Support and Intervention

#### Education and Prevention

	Quarter 1		Quarter 2		Quarter 3		Quarter 4		Total	
	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual
How many individuals do you expect to access education and prevention services?	50	228	25	76	40	129	25	91	140	524

#### Self-help Groups

	Quarter 1		Quarter 2		Quarter 3		Quarter 4		Total	
	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual
How many individuals do you expect to participate in or be referred to self-help groups?	25	49	20	36	20	8	15	8	80	101

#### Assessment and Referral

	Quarter 1		Quarter 2		Quarter 3		Quarter 4		Total	
	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual
How many families do you expect to access assessment and referral services?	20	2	25	5	25	16	30	7	100	30
How many referrals to community services and programs do you expect to make?	15	1	20	2	20	4	20	3	75	10

#### Short-term Intervention and Crisis Support

	Quarter 1		Quarter 2		Quarter 3		Quarter 4		Total	
	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual
How many families do you expect to access short-term intervention and crisis support services?	5	2	8	5	10	8	15	4	38	19





## ACTIVITIES SUMMARY

### Personal Development and Community Integration

#### Welcome and Community Orientation

	Quarter 1		Quarter 2		Quarter 3		Quarter 4		Total	
	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual
Number of Briefings / Information Sessions	4	10	4	12	2	9	2	15	12	46
Total Attendance	40	200	40	100	25	185	20	60	125	545
Number of Special or Social Events	8	9	8	10	12	15	8	17	36	51
Total Attendance	300	400	450	350	600	565	200	250	1550	1565

#### Information and Referral

	Quarter 1		Quarter 2		Quarter 3		Quarter 4		Total	
	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual
Number of Briefings / Information Sessions	5	5	5	12	5	10	3	6	18	33
Attendance - Families	25	120	25	150	20	20	15	20	85	310
Attendance - Local Community Partners	4	4	4	12	3	3	2	2	13	21
Attendance - CF personnel from the regular force	20	40	20	300	15	40	15	20	70	400
Attendance - CF personnel from the reserve force	15	15	15	20	10	10	10	10	50	55

#### Employment and Education Assistance

	Quarter 1		Quarter 2		Quarter 3		Quarter 4		Total	
	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual
Number of Workshops, Courses or Seminars-Employment	2	5	2	3	2	6	2	3	8	17
Total Registration-Employment	2	60	2	52	2	63	2	29	8	204
Number of Workshops, Courses or Seminars-Education	15	5	15	3	10	6	10	3	50	17
Total Registration-Education	10	60	10	52	10	63	10	29	40	204
Number of Special or Social Events-Employment	1	6	0	10	1	7	0	12	2	35
Total Attendance-Employment	30	30	0	387	25	103	0	186	55	706
Number of Special or Social Events-Education	1	6	0	10	1	7	0	12	2	35
Total Attendance-Education	25	30	0	387	20	103	0	186	45	706

#### Personal Development

	Quarter 1		Quarter 2		Quarter 3		Quarter 4		Total	
	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual
Number of Workshops, Courses or Seminars	10	0	5	0	10	0	8	0	33	0
Total Registration	75	0	50	0	60	0	50	0	235	0
Total Participation	0	0	0	0	0	0	0	0	0	0
Number of Special or Social Events	1	0	0	0	1	0	1	0	3	0
Total Attendance	25	0	0	0	30	0	20	0	75	0
Total Event Participation	0	0	0	0	0	0	0	0	0	0

## ACTIVITIES SUMMARY CONTINUED

### Personal Development and Community Integration Continued

#### Second Language Services

	Quarter 1		Quarter 2		Quarter 3		Quarter 4		Total	
	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual
Number of Courses-English	1	3	0	0	2	0	2	3	5	6
Total Registration	15	1	0	0	25	0	25	4	65	5
Number of Courses-French	0	3	0	0	1	0	1	3	2	6
Total Registration	0	7	0	0	10	0	10	36	20	43
Special or Social events-first official language	3	8	0	10	3	17	3	15	9	50
Total Attendance	10	20	0	40	10	75	10	55	30	190
Special or Social events-second official language	3	8	0	10	3	17	3	18	9	53
Total Attendance	20	210	0	456	20	705	15	242	55	1613

### Child and Youth Development and Parenting Support

#### Activities and Initiatives for Children and Youth

	Quarter 1		Quarter 2		Quarter 3		Quarter 4		Total	
	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual
Number of Workshops, Courses or Seminars	6	4	4	1	6	5	6	5	22	15
Total Registration	20	29	10	11	25	19	25	37	80	96
Number of Special or Social Events	30	42	20	44	40	34	40	65	130	185
Total Attendance	200	407	150	1567	225	168	250	354	825	2496
Number of Other Activities	3	15	0	7	3	27	3	23	9	72
Total Attendance	25	152	0	83	30	188	20	141	75	564

#### Parent/Caregiver Education and Support

	Quarter 1		Quarter 2		Quarter 3		Quarter 4		Total	
	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual
Number of Workshops, Courses or Seminars	6	3	3	4	6	4	6	8	21	19
Total Registration	15	5	8	5	12	8	12	22	47	40
Number of Briefings / Information Sessions	4	1	2	1	4	4	4	2	14	8
Total Attendance	10	16	6	7	10	8	10	21	36	52

#### Emergency Child Care

	Quarter 1		Quarter 2		Quarter 3		Quarter 4		Total	
	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual
Number of Briefings / Information Sessions	1	2	1	1	1	1	1	1	4	5
Total Attendance	5	38	5	7	5	6	5	7	20	58

#### Emergency Respite Child Care

	Quarter 1		Quarter 2		Quarter 3		Quarter 4		Total	
	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual
Number of Briefings / Information Sessions	1	0	0	1	1	1	1	1	3	3
Total Attendance	5	0	0	7	5	6	5	7	15	20



## ACTIVITIES SUMMARY CONTINUED

### Family Separation and Reunion

#### Outreach, Information, Support and Assistance

	Quarter 1		Quarter 2		Quarter 3		Quarter 4		Total	
	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual
Number of Workshops, Courses or Seminars	3	1	3	1	3	7	3	3	12	12
Total Registration	20	0	15	16	20	94	15	21	70	131
Number of Briefings / Information Sessions	3	6	3	5	3	8	3	3	12	22
Total Attendance	25	170	20	366	25	73	25	29	95	638
Number of Special or Social Events	6	12	6	10	6	20	6	18	24	60
Total Attendance	100	238	75	387	275	708	150	222	600	1555

### Prevention, Support and Intervention

#### Education and Prevention

	Quarter 1		Quarter 2		Quarter 3		Quarter 4		Total	
	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual
Number of Workshops, Courses or Seminars	1	4	0	2	1	3	1	6	3	15
Total Registration	10	209	0	60	10	48	15	57	35	374
Number of Briefings / Information Sessions	1	2	1	1	1	3	1	2	4	8
Total Attendance	15	51	15	16	10	81	10	43	50	191

### Family Liaison Officer

#### Case Load

	Quarter 1	Quarter 2	Quarter 3	Quarter 4	TOTAL
Current IPSC/FLO Cases	10	21	17	34	82
Potential Cases	14	23	26	22	85
Clear ins that met with FLO (new posted IPSC members )	4	1	2	4	11
Potential usage for casualty support childcare	6	10	10	16	42
MFRC Support	2	9	7	14	32
Total IPSC involvement	13	22	18	37	90
MFRC Cases	1	9	11	14	35
Requests for Information, Support and other (Numbers reflect both FLO & PSI)	187	237	344	559	1327

## TESTIMONIALS



The MFRC is like the hub of our community of military families. The staff are warm, friendly and very knowledgeable about the resources offered both within the military system and within the Moose Jaw community. It's such a comfort to know that no matter what the need is, you can find someone there who will be able to help you with your need or connect you with someone else who can. Our family really appreciates the obvious passion and pride the staff take in making Bushell Park a safe, friendly and welcoming place to live and work!

For the short time we've been here, we've had an extremely positive experience with the Moose Jaw MFRC. The staff is always so friendly and helpful, and they've gone above and beyond in trying to help us out in any way they can. I've also thoroughly enjoyed Welcome Wednesdays and Parents and Tots. I've managed to meet a lot of people in a short period of time because of these groups. Thanks to everyone and all of their hard work!

Brenna



The MFRC is a place where we always feel welcome. Everyone has a smile on their face when we walk in the door. Staff is always eager to help, whether it's a question to answer or just watching a toddler so mommy can use the bathroom. I feel like you guys go the extra mile, beyond the "job description" and we highly appreciate it.

There are many great programs and family "special day" activities. The MFRC brings everyone together, and this community feels like a home away from home. :o)

Caroline



The MFRC has been an integral part of helping us settle here in Moose Jaw. We stopped in on our HHT to see what programs were available. When we moved here a few months later and walked into Welcome Wednesday, we were greeted by name! The staff have consistently shown why the Moose Jaw MFRC has a great reputation. They are helpful, understanding, and extremely friendly.

Lillian :)



**MOOSE JAW MILITARY FAMILY RESOURCE CENTRE INC.**

**Financial Statements**

**Year Ended March 31, 2014**

# S.N.ROY & ASSOCIATES

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## INDEPENDENT AUDITOR'S REPORT

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To the Directors of Moose Jaw Military Family Resource Centre Inc.

We have audited the accompanying financial statements of Moose Jaw Military Family Resource Centre Inc., which comprise the balance sheet as at March 31, 2014 and the statements of loss, retained earnings 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 qualified audit opinion.

### Basis for Qualified Opinion

In common with many not-for-profit organizations, Moose Jaw Military Family Resource Centre Inc. derives revenue from fundraising activities the completeness of which is not susceptible to satisfactory audit verification. Accordingly, verification of these revenues was limited to the amounts recorded in the records of Moose Jaw Military Family Resource Centre Inc.. Therefore, we were not able to determine whether any adjustments might be necessary to fundraising revenue, excess of revenues over expenses, and cash flows from operations for the year ended March 31, 2014, current assets and net assets as at April 1, 2013 and March 31, 2014

### Qualified Opinion

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph,

*(continues)*

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Independent Auditor's Report to the Directors of Moose Jaw Military Family Resource Centre Inc. *(continued)*

the financial statements present fairly, in all material respects, the financial position of Moose Jaw Military Family Resource Centre Inc. as at March 31, 2014 and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

Moose Jaw, Saskatchewan  
May 17, 2014

  
S.N.Roy & Associates

**Moose Jaw Military Family Resource Centre Inc.**  
**Balance Sheet**  
**For the Year Ended March 31, 2014**

ASSETS		
	2014	2013
	\$	\$
<b>Current Assets</b>		
Petty cash	350.00	350.00
Membership shares Credit Union	20.00	20.00
Operating Bank	<u>119,313.99</u>	<u>48,605.04</u>
	119,683.99	48,975.04
Accounts Receivable	27,120.83	57,508.04
Prepaid expenses	1,061.16	0.00
GST receivable	<u>2,063.53</u>	<u>1,470.05</u>
	<u>149,929.51</u>	<u>107,953.13</u>
<b>Fixed Assets (Note 3)</b>		
Equipment	80,759.62	80,759.62
Toy lending library	946.70	946.70
French resources	2,101.34	2,101.34
English resources	<u>550.04</u>	<u>550.04</u>
	84,357.70	84,357.70
Less: Accumulated depreciation	<u>84,357.70</u>	<u>77,151.24</u>
	0.00	7,206.46
Long Term Investments (Note 4)	<u>91,680.00</u>	<u>60,000.00</u>
	<u>241,609.51</u>	<u>175,159.59</u>
LIABILITIES AND FUND BALANCE		
<b>Current Liabilities</b>		
Accounts Payable	716.12	367.50
Unearned revenue	<u>178,201.25</u>	<u>111,279.49</u>
	<u>178,917.37</u>	<u>111,646.99</u>
<b>Fund Balance</b>		
Equipment equity	405.90	405.90
Donated Equipment equity	13,640.15	13,640.15
Fund Balance	<u>48,646.09</u>	<u>49,466.55</u>
	62,692.14	63,512.60
Approved by the Board	<u>241,609.51</u>	<u>175,159.59</u>
_____		
_____		

**Moose Jaw Military Family Resource Centre Inc.**  
**Statement of Loss and Fund Balance**  
**For the Year Ended March 31, 2014**

	2014	2013
REVENUE	\$	\$
Interest Revenue	3,121.71	1,010.16
DMFS: IPSC & Casualty Sup Childcare	106,000.00	100,000.00
DMFS	570,095.00	470,383.00
Donations	1,317.19	1,750.00
Fundraising	5,571.69	337.98
ELC Casual Childcare Rev	45,422.93	40,420.44
DMFS NYM - Wages	0.00	21,500.00
NYM - Usage Revenue	1,169.70	419.27
Youth Centre Revenue	2,980.00	4,741.00
Kids Klostet Revenue	3,035.35	1,265.15
Summer Fun Revenue	29,205.00	33,480.00
Parents & Tots Revenue	618.80	452.00
Family Sep. & Reunion Revenue	20.00	9,100.00
SLT (Program) Revenue	180.00	1,110.00
Program Revenue	430.00	1,255.00
Volunteer Revenue	40.00	0.00
Miscellaneous Income	0.00	136.90
DND Funding	78,618.75	108,387.50
Conference Revenue	750.00	-38.31
3CFFTS Portage Revenue	160.00	0.00
<b>TOTAL REVENUE</b>	<b><u>849,733.62</u></b>	<b><u>796,591.41</u></b>
 <b>EXPENSES</b>		
Total Activity Expense	128,829.40	85,382.91
Total Operating Expense	46,176.45	57,864.54
Wage Expense	668,341.77	645,281.98
Depreciation	7,206.46	8,916.72
	<b><u>850,554.08</u></b>	<b><u>797,446.15</u></b>
 <b>NET INCOME</b>	 <b>-820.46</b>	 <b>-854.74</b>
 <b>FUND BALANCE - Beginning of year</b>	 <b><u>49,466.55</u></b>	 <b><u>50,321.29</u></b>
 <b>FUND BALANCE - End of year</b>	 <b><u>48,646.09</u></b>	 <b><u>49,466.55</u></b>



**Moose Jaw Military Family Resource Centre Inc.**  
**Schedule of Expenses**  
**For the Year Ended March 31, 2014**

EXPENSES	2014	2013
Receiver General exp., prior year	406.30	0.00
Emergency Childcare Expense	337.78	725.85
FLO/IPSC PD & Resources	17,251.08	4,648.60
IPSC: Casualty Support Childcare	2,226.92	797.75
FLO/IPSC Travel	7,976.67	6,984.33
Emergency Respite Childcare Exp.	5,258.18	5,623.69
3CFFTS Portage Travel, PD, Training	3,991.94	0.00
3CFFTS Portage ECC/ERCC	179.55	0.00
3CFFTS Portage Program & Resource	10,130.93	0.00
NYM - Leadership/Outdoor Adv. Exp.	3,038.33	6,303.17
Fundraising Expense	1,380.75	200.00
ELC Casual Childcare Exp.	8,391.47	2,821.15
Youth Centre Expense	1,040.37	1,331.68
Transportation Expense	8,197.79	8,736.76
Kids Kioset Expense	2,651.30	835.37
Prev. Sup. Intervention Expense	13,035.81	6,046.24
Summer Fun Expense	7,364.67	4,508.00
Parents & Tots Expense	1,066.77	617.17
Info & Referral Expense	8,204.82	13,497.89
Community Integration Expense	9,744.57	6,408.06
Personal Development Exp.	977.34	4,700.97
Volunteer Sup. & Dev. Expense	3,285.79	2,967.12
Volunteer Childcare Expense	1,873.00	1,778.50
SLT Expense	0.00	223.38
SLT Childcare Expense	45.00	415.50
Family Sep. & Reunion Expense	4,879.03	4,691.39
Projects Expense	0.00	144.50
Regina/Reserve Units Exp	5,893.24	375.84
Total Activity Expense	128,829.40	85,382.91
Miscellaneous Expense	30.00	38.57
Food & Beverage Expense	6,875.35	8,180.23
Professional Expense (acct., legal)	1,750.00	1,750.00
Promotion & Advertising	498.08	2,954.61
Annual General Meeting, Year End	1,257.00	416.91
Bank Charges	1.22	176.49
Membership, Fees, Dues	1,504.49	2,147.67
Third party liability Insurance	6,151.22	5,448.96
Employee Benefit Insurance Exp.	6,221.37	4,211.28
Admin. & Logistical Support Exp.	191.92	459.16
Staff Team Building Expense	806.25	510.54
Conference Expense	10,894.05	4,368.57
GST Expense	1,963.96	1,417.13
PST Expense	1,599.63	0.00
Staff Professional Development	4,030.37	23,439.60
French Resources Mat./ Programs	0.00	206.98
Translation services	0.00	0.00
Board Training & Development Exp.	2,401.54	2,017.43
English Resource Materials	0.00	120.41
Total Operating Expense	46,176.45	57,864.54
Wages, ELC Casual Childcare	43,839.93	36,959.28
Wages, Summer Fun	22,891.04	8,663.26
Wages, Youth	16,028.91	25,418.92
Wages, ECC & ERCC	21,470.05	34,722.02
Wages, DMFS Public	0.01	6.92
Wages, SLT	3,435.00	5,970.00
Wages, Contract	0.00	5,941.22
Wages, Parents & Tots	4,267.50	2,813.62
CPP Expense	22,040.41	20,560.60
EI Expense	12,353.70	11,671.17
Group RRSP Expense	44,863.36	37,687.90
Workers Compensation SK & MB	4,933.81	6,722.20
Wages, Management & Admin.	69,979.03	79,075.00
Wages, Volunteer Manage & Com Invol	43,875.00	63,990.40
Wages, Personal Dev. & Comm. Int.	65,598.99	60,181.30
Wages, Child & Youth Services	67,671.65	63,769.09
Wages, Family Sep. & Reunion Serv.	40,095.00	47,176.00
Wages, Prev. Sup. & Intervention	54,200.00	53,500.00
Wages, 3CFFTS Portage	54,043.20	0.00
Wages, FLO (IPSC)	76,184.43	78,083.33
Wages, CSCC	570.75	2,369.75
Wage Expense	668,341.77	645,281.98
Total Administration	843,347.62	788,529.43
<b>Depreciation</b>		
Depreciation	7,206.46	8,916.72
Total Depreciation	7,206.46	8,916.72
<b>TOTAL EXPENSE</b>	<u>850,554.08</u>	<u>797,446.15</u>



**MOOSE JAW MILITARY FAMILY RESOURCE CENTRE INC.**

**Statement of Cash Flows**

**Year Ended March 31, 2014**

	2014	2013
<b>OPERATING ACTIVITIES</b>		
Net earnings	\$ (820)	\$ (855)
Item not affecting cash:		
Amortization of property, plant and equipment	7,206	8,917
	<u>6,386</u>	<u>8,062</u>
Changes in non-cash working capital:		
Accounts receivable	30,360	15,567
Inventory	(1,061)	-
Accounts payable	(400)	(114)
Deferred income	67,801	21,581
Prepaid expenses	(103)	(630)
GST payable (receivable)	(594)	786
	<u>96,003</u>	<u>37,190</u>
Cash flow from operating activities	<u>102,389</u>	<u>45,252</u>
<b>INVESTING ACTIVITY</b>		
Term Deposits	<u>(31,680)</u>	<u>(60,000)</u>
<b>INCREASE (DECREASE) IN CASH FLOW</b>	<b>70,709</b>	<b>(14,748)</b>
Cash - beginning of year	<u>48,975</u>	<u>63,723</u>
<b>CASH - END OF YEAR</b>	<b>\$ 119,684</b>	<b>\$ 48,975</b>
<b>CASH CONSISTS OF:</b>		
Cash	\$ 5,216	\$ 11,068
Term deposits	<u>114,468</u>	<u>37,907</u>
	<u>\$ 119,684</u>	<u>\$ 48,975</u>

See notes to financial statements

**MOOSE JAW MILITARY FAMILY RESOURCE CENTRE INC.**

**Notes to Financial Statements**

**Year Ended March 31, 2014**

**1. DESCRIPTION OF BUSINESS**

The business is incorporated under the provincial business corporations act. The Moose Jaw Military Family Resource Centre Inc. operated as a non profit organization that provides support services to military members and families, as well as members and families of civilian partners and contractors. It operates core programs funded by the Department of National Defence. It also operates other programs internally funded.

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Contributed services

Volunteers contribute a significant amount of their time each year. Because of the difficulty in determining their fair value, contributed services are not recognized in the financial statements.

Fixed assets

Capital assets are stated at cost and amortization is recorded at 1% per month.

Equipment	1%	straight-line method
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**3. PROPERTY, PLANT AND EQUIPMENT**

	Cost	Accumulated amortization	2014 Net book value	2013 Net book value
Equipment	\$ 84,358	\$ 84,358	\$ -	\$ 7,207

Fixed assets are depreciated at a rate of 1 percent of cost per month. Assets are depreciated beginning in the year after acquisition.

**4. LONG TERM INVESTMENTS**

	2014	2013
One year redeemable term deposit maturing May 05, 2014. Interest is paid at maturity @ 1.60%	\$ 30,480	\$ -
Two year non redeemable term deposit maturing May 05, 2014. Interest is paid at annually @ 1.80%	30,540	30,000
Three year non redeemable term deposit maturing May 5, 2015. Interest is paid annually @ 2.20%	30,660	30,000
	<b>\$ 91,680</b>	<b>\$ 60,000</b>

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