

# Moose Jaw MFRC Annual General Report 2014-2015



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**MEMORANDUM**

5850-4 (MFRC Chairperson)

23 Apr 2015

**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 28th, 2015. 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 collaboratively engaged with our military families and community and defence partners, which affects positive community transitions and relevant and adaptive family services, programs and resources for military families.

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### **ANNUAL GENERAL MEETING**

#### **AGENDA**

Date: Thursday, 28 May 2015 at 6:00 p.m.

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. GREETING FROM WCOMD
4. ADOPTION OF 2014 AGM MINUTES
5. REPORTS
6. ADOPTION OF 2014/15 AUDITED FINANCIAL STATEMENTS
7. APPOINTMENT OF AUDITOR FISCAL YEAR 2015/16
8. BYLAW REVISIONS
9. DISCUSSION/RECOGNITIONS
10. ELECTION AND PRESENTATION OF DIRECTORS TO ASSEMBLY
11. ADJOURNMENT

**MOOSE JAW MILITARY FAMILY RESOURCE CENTRE  
ANNUAL GENERAL MEETING MINUTES  
22 May 14**

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

23 May 14

Dist. List

**ATTENDANCE:**

Christina Finn	Chair
Dani Basley	Vice Chair/Personnel Chair
Sheryl Parker	Secretary
Cheryl Smyslo	Finance Chair
Lisa Brake	Program/Evaluation Chair
Julie Fukushima	Member at Large
Dalene Murray	Member at Large
Laura Fox	Member at Large
Tammy Barclay	Member at Large
Jaime Moore	Member at Large
Lillian Ng	Member at Large
Joanne Ubell	Member at Large
Kristi Rudolph- Portage	Member at Large
Regan Gorski	MFRC Executive Director
Michael Blain	Wing Ex-Officio

Members: 100

**NOT IN ATTENDANCE:**

Candace MacFarlane	Member at Large
Julie Fukushima	Member at Large

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**MOOSE JAW MILITARY RESOURCE CENTRE  
ANNUAL GENERAL MEETING  
22 May 14**

1. **Call to order:** This AGM meeting is called to order at 6:15 pm
2. **Adoption of the Agenda:** The motion to adopt the 22 May 14 AGM agenda was made by Sheryl Parker and seconded by Laura Fox. All in favor. CARRIED
3. **Greetings from the WComd/ Designate:** LCol Clow spoke on behalf of the WComd.
4. **Review and approval of the 2013 AGM minutes:** A motion to approve the minutes of the 2013 AGM was made by Jaime Moore and seconded by Tammy Barclay. All in favour. CARRIED
5. **Reports:** A brochure highlighting the 2013-14 statistics, financials and strategic priorities were available for all to review, as well, as a more comprehensive statistical report and the complete audited financial statements.
6. **Adoption of the 2013/14 audited financial statements:** A motion to approve the 2013/14 audited financial statements was made by Laura Fox and seconded by Cheryl Smyslo. All in favour. CARRIED
7. **Appointment of auditor for fiscal year 2014/2015:** The motion to approve the appointment of Sheila Roy as the auditor for FY 2014/2015 was made by Joanne Ubell and seconded by Tammy Barclay. All in favour. CARRIED
8. **Discussion/Recognition:** MFRC Board Chair, Christina Finn, thanked the community for their support and extended gratitude to the incoming Board members.
9. **Election/Presentation of the new board to the community:**

Christina Finn- Chair	Danielle Broen
Dani Basley- Vice chair/personnel	Jaime Moore
Lisa Brake- Evaluation chair	Julie Fukushima
Sheryl Parker- Secretary	Kristie Rudolph- Portage
Candace MacFarlane	Laura Fox
Cheryl Smyslo	Lillian Ng
Dalene Murray	Joanne Ubell
Tammy Barclay	Brenna Kahvedjian
10. **Adjournment:** A motion to adjourn the meeting was made by Lisa Brake. All in Favour. CARRIED. The meeting was adjourned at 6:21 pm.

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**MOOSE JAW MILITARY FAMILY RESOURCE CENTRE  
ANNUAL GENERAL MEETING MINUTES  
22 May 14**

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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 Moose Jaw MFRC Inc. is collaboratively engaged with our military families and community and defence partners, which affects positive community transitions and relevant and adaptive family services, programs and resources for military families.

## 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.

**BY-LAWS**  
**MOOSE JAW MILITARY FAMILY RESOURCE CENTRE INC**  
**May 2015**

**I LOCATION**

The Military Family Resource Centre (MFRC) is located in building #80/95/64 at 15 Wing, which is part of the properties owned and administered by the Department of National Defence.

**II GENERAL MEMBERSHIP**

**1. Eligibility**

All military personnel and their families residing at CFB Moose Jaw, Bushell Park, or the City of Moose Jaw, and the surrounding area, are members of the MFRC. No membership fees are required to be a part of the MFRC.

Although only military personnel and their families are members of the MFRC, civilian employees working at 15 Wing Moose Jaw, as well as the surrounding civilian population may take part in courses on a space available basis by paying the appropriate regular unsubsidized enrolment fee.

**2. Voting Privileges**

Each member, 18 years or older, shall at all AGMs, be entitled to one vote per motion.

At all meetings of members, every question shall be decided by a majority of the votes of the members present and voted on in person, unless otherwise required by the by-laws of the Centre, or by law. Every question, except as otherwise set forth in these by-laws, shall be decided in the first instance by a show of hands, unless a secret ballot is requested by at least 25% of the members present. Upon a show of hands, every member shall have one vote, and unless a secret ballot is requested as per above, a declaration by the chairperson of the meeting that a resolution has been carried or not carried and an entry to that effect in the minutes of the Centre shall be admissible in evidence as *prima facie* proof of the fact without proof of the number or proportion of votes accorded in favour of or against the resolution.

The request for a secret ballot may be withdrawn, but if a secret ballot is requested and not withdrawn, the question shall be decided by a majority of votes given by the members present, and the secret ballot shall be taken in such manner as the chairperson of the meeting shall direct. The result of the secret ballot shall be deemed the decision of the members in general, meeting upon the matter in question.

In case of an equality of votes at any general meeting, whether upon a show of hands or at a secret ballot, the chairperson shall be entitled to a deciding vote.

**3. Removal of Members**

Any member may be removed for any reason, including, but not limited to, misconduct or conduct unbecoming as a member. A two-thirds majority vote of the directors present and voting at the meeting, supported by the Wing Commander or Wing Commander's Representative is required. The member shall be notified forthwith and shall be given thirty (30) days in which to present a response to the Centre.

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Each member shall be governed by the Centre's objectives. Subject to review by the Board of Directors, the membership of any individual, shall cease forthwith in the event of such an individual:

- a. is no longer interested in the objectives of the Centre as set out; or
- b. makes a general assignment for the benefit of creditors or a trust deed, or other general transfer or conveyance of assets for the benefit of creditors.

### **III MEETINGS**

#### **1. Annual**

The fiscal year for the MFRC is April 1 to March 31. The Annual General Meeting of the MFRC shall be held following the fiscal year end and no later than 31 May of each year. Notice of time and place of the meeting shall be sent via local media not less than fifteen days before the meeting.

Any proposed changes in by-laws must be presented in writing to the chair. Proposed changes must be posted 15 days in advance of the AGM so they may be available for members' perusal at the office.

#### **2. Special Meetings**

A special General Meeting may be called at the discretion of the Chairperson, but the Chairperson shall call a special meeting when requested to do so, in writing, by a minimum twenty (20) present members. Notice of time and place of meeting shall be sent to the membership not less than fifteen days before the meeting and shall state:

- a. the nature of the business of the special meeting in sufficient detail to permit the members to form a reasonable judgement therein; and
- b. the text of any special resolution to be submitted to the meeting (see the Non-Profit Corporations Act - Section 121 - 1 and 7).

Voting shall normally be by show of hands except where a secret ballot is requested by at least 25% of the members present.

#### **3. Quorum For Annual/Special Meetings**

A quorum for the transaction of business at any meeting of members shall consist of at least twenty (20) present members. At any meeting of the membership, providing a quorum exists at the time the meeting is called to order, a quorum shall be deemed to have existed throughout the meeting, but in no event shall a quorum be constituted if attendance diminishes to less than fifteen.

#### Errors in Notice

No errors or omissions in giving notice of any annual or general meeting or any adjourned meeting, whether annual or general, by the members of the Centre shall invalidate the meeting or make void any proceedings taken at it, and any member may, at any time, waive notice of any of these meetings and may ratify a proceeding of the meeting.

#### **4. Board Meeting**

##### A. Quorum

Fifty - one (51%) percent of the Board shall form a quorum for the transaction of business. Meetings of the Board may be called by the Chair, Vice-Chair or by any two (2) directors or by the Executive Director on direction of any of these officers. The Chair shall act as chairperson of the meetings and in the event that the Chair is unable to act then the Vice-Chair will act as the chairperson. In the event that the Vice-Chair is unable to act, a majority of the directors shall elect an executive member as chairperson for the purposes of that meeting only. Notice of such meetings shall be communicated to each member of the Board not less than five (5) days before the meeting is to take place. The statutory declaration of the Executive Director or Chair that notice has been given pursuant to this by-law shall be sufficient and conclusive evidence of the giving of such notice. The Board may appoint a day or days in any month or months for regular meetings, at an hour to be named, and for such regular meetings no notice need be sent. A meeting of the Board may also be held, without notice, immediately following the annual general meeting of the Centre. The Board may consider or transact any business, either special or general, at any meeting of the Board. At any meeting of the Board, provided a quorum existed at the time the meeting was called to order, a quorum shall be deemed to have existed throughout the meeting.

##### B. Voting Procedures

Questions arising at any meeting, of the Board shall be decided by a majority of votes, except the removal of a member, where two thirds vote is required. In case of an equality of votes, the Chairperson of the meeting shall have the deciding vote. All votes at any such meeting may be taken by ballot, if so requested by at least 25% of the directors present, but if no request is made, the vote shall be taken in the usual way by assent or dissent. A declaration by the Chairperson of the meeting that a resolution has been carried and an entry to that effect in the minutes shall be admissible in evidence as prima facie proof of the fact, without proof of the number or proportion of the votes recorded in favour of, or against such resolution. In the absence of the Chair, the duties of the chairperson may be performed by the Vice-Chair or such other executive member as the Board may, from time to time, appoint for the purpose.

##### C. Errors in Notice

No errors or omissions in giving the notice for a meeting of the Board shall invalidate the meeting or make void any proceedings taken at the meeting.

## **IV BOARD OF DIRECTORS**

A democratic Board of Directors, composed of up to eleven elected Directors (**one of which must be from Portage**) and other Ex-Officio Directors (who are invited by and serve at the pleasure of the directors), shall manage the affairs of the MFRC. There must be a minimum of seven elected Directors. No employee may be a director or executive officer. All prospective Directors of the Company must satisfactorily complete an interview and screening (criminal record check, orientation and interview) by the Executive Committee before they will be added to the slate of Directors for an Annual General Meeting or, in the case of an Interim Director, be recommended to the Directors to fill any vacancy on the Board.

### **1. Powers of Directors**

The Board shall have full power with respect to governing the affairs of the Centre and, subject to the provision of Amendment, no resolution passed or enacted by the Board, or any other action taken by the Board, requires confirmation or ratification by the members of the Centre in order to become valid or to bind the Centre, with the exception of any changes to the bylaws, which require ratification by a majority of the general membership at the annual general meeting. Without limiting the generality of the powers of the Board as set out in these By-Laws, the Board shall have the power to pass, without any confirmation by the members, all necessary rules and regulations related in any way to the operations of the Centre, including, without limitation, conduct of members, rules of order for meetings and all other aspects of operation of the Centre. The Directors recognize that they are responsible for the decisions and actions taken by the BOD, the Executive Committee and any other Committees, whether or not they directly participate in each decision. Matters of specific direction and discipline shall be addressed through the Chair. These powers shall not supersede regulations and orders of the Department of National Defence or the Canadian Forces or 15 Wing Moose Jaw.

### **2. Election of Directors**

Election as a voting Director shall be for a three-year term. A Director may stand for election for two additional years. The Directors shall be elected by a majority vote of the members and such election shall occur at the Annual General Meeting of the Centre. Of the elected Directors, the majority will be elected from the community at large, with emphasis on representation from all segments of military families such as; civilian spouses, single parents, Francophones and Anglophones. The majority (51%) of the elected Directors shall be spouses of CF members.

- 1) An employee of the MFRC shall not be eligible to hold a position on the Board of Directors until 12 months after the employee's termination of employment.
- 2) A member of the Board of Director shall be eligible to apply for employment at the MFRC through the official resignation from the Board of Directors. Reinstatement to the Board of Directors is at the sole discretion of the Board of Directors, in consultation with the MFRC Director, and is subject to para 1).

### **3. Vacancies**

Vacancies on the Board, however caused, may, so long as a quorum of directors remain in office, be filled by the Board from among the members of the Centre, if they see fit to do so; otherwise the vacancy shall be filled at the next annual meeting of the members. If there is not a quorum of directors, the remaining directors shall convene a special meeting to fill the vacancies.

### **4. Remuneration of Directors**

No director shall be permitted to serve while their spouse and/or dependant(s) is/are receiving a salary directly for service to the MFRC and its related activities. Only out of pocket expenses of Directors doing work for the MFRC shall be considered for reimbursement, after submission to the Finance Chair or the Executive Director.

### **5. Legal**

Every member of the Board of Directors, Staff and his/her heirs, executors, administrators and estate and effects, respectively, will from time to time and at all times be indemnified and saved harmless from the funds of the Board from and against:

- a. All costs and expenses whatsoever that Board member sustains or incurs in or about any action, suit or proceeding that is brought, commenced or prosecuted against him/her for or in respect of any act, deed or matter whatsoever made, done or permitted by him/her in or about the execution of his/her duties, except such costs, charges or expenses incurred as a result of his/her own wilful neglect or default.
- b. All other costs, charges and expenses that he/she sustains or incurs in or about or in relation to the affairs of the Board except such costs, charges or expenses as are occasioned by his/her wilful neglect or default.

## **V OFFICERS OF THE ASSOCIATION**

### **1. Executive Committee Officers**

The Board of Directors shall maintain Executive Officers, whose term is set at a maximum of three (3) years. If an Executive Officer wishes to retain said position for an additional two (2) year-term, this must be Board approved. The Executive Committee shall be comprised of the Chairperson and Vice/Personnel Chairperson of the Board, as well as the Finance Chair.

Succession planning as follows:

If Chair is vacant, first right of refusal is to Vice/Personnel and/or Finance Chair(s). Second right of refusal is made to other Committee Chair positions. If vacancies still remain, then Directors who have completed a minimum one year term may put forward an expression of interest.

If Vice-Chair/Personnel or Finance Chair is vacant, first right of refusal is to other Committee Chair positions. Second right of refusal is made to Directors who have completed a minimum one year term. If vacancies still remain, then Directors with less than one year served may put forward an expression of interest.

If other Committee Chair positions are vacant, first right of refusal is to Directors who have completed a minimum one year term. If vacancies remain, then Directors with less than one year served may put forward an expression of interest.

For all succession planning protocols as above, multiple interest/nominations for vacant positions are to be decided by secret ballot.

## **2. Vacancies of Board Members**

A Board member's position shall be vacated if a Board member:

- a. ceases to be a member of the Centre as specified hereafter;
- b. resigns office by notice in writing to the Centre; or
- c. has been absent, without being excused by resolution of the Board, from three (3) consecutive meetings of the Board.
- d. acts in a manner detrimental to the Centre or contrary to its aims; or
- e. commits a breach of oath of confidentiality

## **VI COMMITTEES**

The Board may appoint such committees as it, from time to time, considers advisable.

### **1. Powers of Committees**

With the exception of the Executive Committee, no committee shall have the power to act for or on behalf of the Centre, or otherwise commit or bind the Centre to any course of action. Committees with the exception of the Executive Committee, shall only have the power to make recommendations to the Board, or to the members, as the Board may, from time to time, direct.

### **2. Membership on Committees**

Chairpersons of Committees shall be appointed by, and hold office at the pleasure of the Board.

### **3. Reports of Committees**

Each committee shall submit to the Board such reports as the Board may, from time to time, request. In any event, each committee shall submit an annual report to the Board at such time as the Board may, from time to time, determine.

### **4. Standing Committees**

#### **A. Executive Committee**

Shall consist of the Chairperson and Vice-Chairperson of the Board as well as the Finance Chairperson. During intervals between Board Meetings the Executive Committee shall possess and may exercise all the powers of the Board in the management and direction of the affairs and business of the MFRC. The Executive Committee shall keep minutes of its meetings, which shall record all actions taken by it, and report all decisions to the Board.

#### B. Finance Committee

The Board of Directors shall nominate and elect a Finance Chair who will chair the committee. The Committee will therefore consist of the Finance Chair, Fundraising Coordinator, the Executive Director and others as deemed necessary. The Finance Committee will be required to oversee all expenditures and, in conjunction with the Executive Director, report on the financial statements for the Board, conduct a semi annual review of the organization's finances, ensure an annual financial report is produced and ensure an audit is carried out. The Committee shall hold meetings at the discretion of the Finance Chair. Decisions of the Committee shall receive a simple majority of its members present and must be ratified by the Directors at their next meeting.

#### C. Personnel Committee

The Board of Directors shall nominate and elect a representative of the Board to act as Chairperson for this Committee. This committee will consist of the Chairperson, the Executive Director, and others as deemed necessary by the Board. The Committee will draft personnel policies concerning publicly contracted staff. These policies will address such issues as hiring procedures, probation, staff evaluation, compensation, benefits, employee training, and termination of employment. The Committee shall hold meetings at the discretion of the Chairperson of the Personnel Committee. Decisions of the Committee shall receive a simple majority of its members present and must be ratified by the Directors at their next meeting.

#### D. Program and Evaluation Committee

The Board of Directors shall nominate and elect representatives of the Board to act as Chairperson and Vice-Chair respectively for this Committee. The Committee shall consist of the Chair, the Vice-Chair the Executive Director, and others as deemed necessary by the Board. The Committee shall hold meetings at the discretion of its Chairperson. The decisions of the Committee shall receive a simple majority of its members present and must be ratified by the Directors at their next meeting.

#### E. Nomination Committee

The Board of Directors shall nominate and elect a representative of the Board to act as chairperson for this Committee. The Committee shall consist of the Chair, and others as deemed necessary by the Board.

This Committee will make recommendations to the Board on members at large who have been identified by individual Board members as being worthy of consideration as appropriate candidates for nomination to the Board of Directors. The Committee shall hold meetings at the discretion of the Chairperson. The recommendations will be forwarded to the Directors at their next meeting.

### **VII SIGNING AUTHORITY**

All cheques, bills of exchange or other orders of payment for money, must be signed by at least two of the authorized signing authorities, as determined by the Board of Directors; specifically, one of the executive officers, the Executive Director or one other staff member as the Executive Director appoints. The appointed staff with signing authority shall be the only person to act in the capacity of the Executive Director.

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Any officer may alone endorse notes or drafts for collection on account of the MFRC through its bankers, and endorse notes and cheques for deposit with the said MFRC's bankers for the credit of the MFRC, or the same may be endorsed "For Deposit" with the said bankers of the MFRC by using the MFRC rubber stamp for that purpose.

#### **VIII EX-OFFICIO**

The following positions will be appointed as Ex-Officio Members: Wing Commander's Representative and others as deemed necessary. Elected Directors will have voting privileges on the Board while Ex-Officio Members act in an advisory capacity without voting privileges. The role of Ex-Officio members is to relay information on behalf of the organization they represent. Ex-Officio members have the right to speak to an issue if a motion will come in conflict with their organization's goals, or at the request of the Chairperson. The intent of Ex-officio members on the Board is to promote a partnership approach.

#### **IX EXECUTION OF DOCUMENTS**

The Chairperson, Vice-Chairperson or the Finance Chair may sign documents requiring execution by the MFRC. The Board may from time to time appoint any officers or Directors on behalf of the MFRC to sign documents generally, or to sign specific documents.

#### **X BOOKS, RECORDS AND REPORTS**

The Board shall see that all necessary minutes of proceedings, books and records of the Centre, required by the by-laws of the Centre, or by any applicable statute or law, are regularly and properly kept, and the custody of all such minutes of proceedings, books and records shall be kept at the office.

The custody of the seal of the Centre shall be kept at the office and use of the seal shall be as deemed appropriate by the Board, from time to time.

The books and public records of the Centre may be inspected by any member in good standing upon no less than 24 hours notice to the office and such inspection shall occur between the hours of 8:00 a.m. and 4:30 p.m. on any weekday which is not normally a holiday. Inspection will take place on the premises in the presence of the Executive Director or designate.

#### **XI DEPOSIT OF SECURITIES FOR SAFEKEEPING**

The securities of the Centre shall be deposited for safekeeping with one or more banks, trust companies, or other financial institutions to be selected by the Board. Any and all securities so deposited may be withdrawn from time to time, only upon the written order of the Centre, signed by the officer or officers, agent or agents of the Centre, and in the manner, as shall from time to time be determined by resolution of the Board. The authority may be general or confined to specific instances.

#### **XII AUDITS AND ACCREDITATION**

The Centre, subject to Board approval, shall annually appoint a duly qualified auditor to conduct an audit of the books and accreditation of the Centre upon the completion of the Centre's fiscal year. Such audited financial statements shall be presented to the members for approval at the annual general meeting of the Centre.

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### **XIII AMENDMENTS**

Except in the case of first by-laws after incorporation, all by-laws shall be made, amended, or repealed by the members in General meeting. The first by-laws shall be submitted at the first meeting of the members and may, by ordinary resolution, be accepted, rejected, or amended. These by-laws may be amended only in the manner provided by the Non-Profit Corporations' Act, and must be approved by the Wing Commander 15 Wing Moose Jaw when such amendments may affect his responsibility for either the morale and welfare of the military community or the operation of military activities or facilities.

### **XIV WINDING UP**

Subject to Division XVIII of the Non-Profit Corporations' Act, and in, the event of, and upon liquidation and dissolution of the Corporation, any remaining property and assets, other than Public or Non-Public Fund property and assets, of the Corporation shall be transferred to any Charitable, Benevolent or Education Corporation, as selected by the Board, which operates similarly to the Corporation.

## CHAIRPERSON



I would like to take this opportunity to extend my gratitude 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. Indeed, the community is the driver for all our programs and services.

Our unique partnerships at 15Wing with Industry, PSP, DND 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 and most importantly, adaptable. Thank you for all the hard work and dedication.

To my colleagues on the Board, thank you. We have had a great year. Some of our accomplishments have been to review and update the strategic plan, review the bylaws and implement ongoing board training. Without your dedication and support this would not have been possible. 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. On behalf of the Board of Directors, I would like to thank all of you who have made such a positive impact on the community by giving so generously of your time and energy in making this past year such a good one.

Christina Finn

## VOLUNTEER OPPORTUNITY SUMMARY

### Management and Administration

	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Number of Opportunities	3	3	3	3	12
Number of Volunteers	6	6	6	6	24
Number of Volunteer Hours	58	58	58	58	232

### Volunteer Management and Community Leadership

	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Number of Opportunities	10	10	10	10	40
Number of Volunteers	20	20	20	20	80
Number of Volunteer Hours	150	150	150	150	600

### Personal Development and Community Integration

Number of Opportunities	10	6	12	10	38
Number of Volunteers	20	15	20	20	75
Number of Volunteer Hours	100	65	215	120	500

### Child and Youth Development and Parenting Support

	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Number of Opportunities	6	4	8	6	24
Number of Volunteers	20	15	25	20	80
Number of Volunteer Hours	125	95	150	125	495

### Family Separation and Reunion

	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Number of Opportunities	2	2	2	2	8
Number of Volunteers	4	4	4	4	16
Number of Volunteer Hours	25	25	25	25	100

### Prevention, Support and Intervention

	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Number of Opportunities	2	2	2	2	8
Number of Volunteers	1	1	1	1	4
Number of Volunteer Hours	20	20	20	20	80

### TOTAL

	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Number of Opportunities	33	27	37	33	130
Number of Volunteers	71	61	76	71	279
Number of Volunteer Hours	478	413	618	498	2007

## SERVICE DELIVERY SUMMARY

### Personal Development and Community Integration

#### Welcome and Community Orientation

	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
How many families do you expect to welcome and orient to their new community?	57	52	57	42	208

#### Information and Referral

	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
How many families do you expect to access information and referral services?	90	90	95	100	375
How many referrals to community services and programs do you expect to make?	85	85	85	55	310

#### Employment and Education Assistance

	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
How many adults do you expect to access education services?	2	2	1	2	7
How many adults do you expect to access employment services?	11	6	11	7	35
How many youth do you expect to access education services?	2	2	2	2	8
How many youth do you expect to access employment services?	4	2	3	3	12

#### Personal Development

	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
How many individuals will participate in personal development activities?	50	35	50	50	185

#### Second Language Services

	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
How many individuals do you expect to access Second Language Services?	30	30	40	40	140



## 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
How many children (aged 0 to 5 years) do you expect to participate in these activities and initiatives?	138	108	158	103	507
How many children (aged 6 to 12 years) do you expect to participate in these activities and initiatives?	75	129	80	70	354
How many children (aged 13 to 18 years) do you expect to participate in these activities and initiatives?	21	26	24	21	92

#### Parent/Caregiver Education and Support

	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
How many individuals do you expect to access parent/caregiver education and support services?	125	105	95	110	435

#### Emergency Child Care

	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
How many families do you expect to assist in preparing a child care plan?	3	4	4	5	16
How many families do you expect will access emergency child care services?	7	5	7	7	26

#### Emergency Respite Child Care

	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
How many families experiencing service related separation do you expect to access emergency respite child care services?	10	10	10	10	40

#### Casual Child Care

	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
How many families do you expect to access casual child care services?	50	50	65	50	215



## SERVICE DELIVERY SUMMARY CONTINUED

### Family Separation and Reunion

#### Outreach, Information, Support and Assistance

	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
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	57	57	37	37	188
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	10	14	10	10	44

### Prevention, Support and Intervention

#### Education and Prevention

	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
How many individuals do you expect to access education and prevention services?	50	50	50	50	200

#### Self-help Groups

	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
How many individuals do you expect to participate in or be referred to self-help groups?	40	40	20	20	120

#### Assessment and Referral

	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
How many families do you expect to access assessment and referral services?	21	25	26	30	102
How many referrals to community services and programs do you expect to make?	18	23	23	23	87

#### Short-term Intervention and Crisis Support

	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
How many families do you expect to access short-term intervention and crisis support services?	6	11	9	11	37



## ACTIVITIES SUMMARY

### Personal Development and Community Integration

#### Welcome and Community Orientation

	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Number of Special or Social Events	11	12	17	19	59
Total Attendance	351	401	615	300	1667
Number of Briefings / Information Sessions	16	18	15	21	70
Total Attendance	374	274	359	234	1241

#### Information and Referral

	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Number of Briefings / Information Sessions	10	18	15	11	54
Attendance - Families	135	170	40	40	385
Attendance - Local Community Partners	30	35	25	40	130
Attendance - CF personnel from the regular force	90	350	90	70	600
Attendance - CF personnel from the reserve force	15	25	10	10	60

#### Employment and Education Assistance

	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Number of Workshops, Courses or Seminars-Employment	5	3	6	3	17
Total Registration-Employment	60	40	60	25	185
Number of Workshops, Courses or Seminars-Education	7	5	8	4	24
Total Registration-Education	72	52	72	31	227
Number of Special or Social Events-Employment	6	10	7	12	35
Total Attendance-Employment	30	350	100	180	660
Number of Special or Social Events-Education	9	13	10	15	47
Total Attendance-Education	54	374	124	204	756

#### Personal Development

	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Number of Workshops, Courses or Seminars	6	4	6	6	22
Total Registration	30	20	35	35	120
Number of Special or Social Events	3	3	14	14	34
Total Attendance	15	15	103	103	236





## ACTIVITIES SUMMARY CONTINUED

### Personal Development and Community Integration Continued

#### Second Language Services

	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Special or Social events-second official language	8	10	15	18	51
Total Attendance	200	400	500	250	1350
Special or Social events-first official language	6	8	12	15	41
Total Attendance	20	35	75	50	180
Number of Courses-French	3	0	3	3	9
Total Registration	20	0	30	35	85
Number of Courses-English	2	0	2	2	6
Total Registration	15	0	15	15	45

### Child and Youth Development and Parenting Support

#### Activities and Initiatives for Children and Youth

	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Number of Workshops, Courses or Seminars	7	4	8	8	27
Total Registration	37	17	27	35	116
Number of Special or Social Events	45	51	38	66	200
Total Attendance	524	1628	386	370	2908
Number of Other Activities	39	31	41	49	160
Total Attendance	392	320	340	380	1432

#### Parent/Caregiver Education and Support

	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Number of Workshops, Courses or Seminars	3	4	4	5	16
Total Registration	5	5	8	22	40
Number of Briefings / Information Sessions	1	1	3	2	7
Total Attendance	15	5	10	5	35

#### Emergency Child Care

	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Number of Briefings / Information Sessions	2	2	1	1	6
Total Attendance	38	13	5	7	63

#### Emergency Respite Child Care

	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Number of Briefings / Information Sessions	2	1	1	1	5
Total Attendance	38	7	5	7	57



## ACTIVITIES SUMMARY CONTINUED

### Family Separation and Reunion

#### Outreach, Information, Support and Assistance

	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Number of Workshops, Courses or Seminars	1	1	7	3	12
Total Registration	5	15	90	20	130
Number of Special or Social Events	12	10	15	18	55
Total Attendance	220	350	500	220	1290
Number of Briefings / Information Sessions	5	5	8	3	21
Total Attendance	150	350	70	25	595

### Prevention, Support and Intervention

#### Education and Prevention

	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Number of Workshops, Courses or Seminars	2	1	2	1	6
Total Registration	80	20	30	20	150
Number of Briefings / Information Sessions	4	4	3	3	14
Total Attendance	60	60	50	50	220

### Family Liaison Officer

#### Case Load

	Quarter 1	Quarter 2	Quarter 3	Quarter 4	TOTAL
Current IPSC/FLO Cases	14	34	40	60	148
Potential Cases	12	27	19	18	76
Clear ins that met with FLO (new posted IPSC members )	4	4	1	2	11
Potential usage for casualty support childcare	11	23	20	26	80
MFRC Support	7	5	5	7	24
Total IPSC involvement	17	32	32	43	124
MFRC Cases	9	6	4	4	23
Requests for Information, Support and other (Numbers reflect both FLO & PSI)	278	272	194	469	1213



## Community Feedback



"It isn't easy to pack up your life and move to a different town, let alone a different province. The Moose Jaw MFRC has provided me with knowledge and the strength to get through this very first posting. Whether it is through kid and youth programs for our children, various volunteer opportunities, welcome Wednesdays where I keep on meeting fantastic people or even a Ladies' Night Out in Regina, the MFRC has really provided opportunities to combat the loneliness and nostalgia that sometimes creeps in. The MFRC is composed of a fantastic group of people working to help us feel welcome and at home here in Moose Jaw. So I'd like to thank all of those working to help make our lives better and easier!"

~ Anne-Marie

"We found the Military Family Resource Centre at 15 Wing to be a dedicated and caring group that truly contributes to making a difference and to connecting with families so they feel at home in Moose Jaw."

"Considering the challenges of fundraising to meet the demands, I want to highlight the exemplary collaboration of the Military Family Resource Centre staff, Personnel Support Programs staff and the surrounding community to optimize services to families. They offer important initiatives that are having a real and constructive impact on the lives of military families at Moose Jaw."

~ National Defence and Canadian Forces Ombudsman



## Moose Jaw

"It is important for me to express how essential the MFRC programming is to the well-being of our military family. While my husband was posted away for several months, the Deployment Dinners and ELC proved an invaluable lifeline to me and my infant son. Being away from our family and friends in Ontario means we don't have access to the extended network of care on which most other family units rely. The MFRC and its staff have filled that role and beyond - the helpfulness of the support and information provided by this organization cannot be overstated."

~ Catherine



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

**Financial Statements**

**Year Ended March 31, 2015**

# 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, 2015 and the statements of earnings and 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, 2015, current assets and net assets as at April 1, 2014 and March 31, 2015

### Qualified Opinion

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph, the financial statements present fairly, in all material respects, the financial position of Moose Jaw Military Family Resource Centre Inc. as at March 31, 2015 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 20, 2015

  
S.N.Roy & Associates

610 1ST AVENUE NW • MOOSE JAW, SASKATCHEWAN • S6H 3M6  
PHONE: (306) 694-1066 • FAX: (306) 694-1766

**Moose Jaw Military Family Resource Centre Inc.**  
**Balance Sheet**  
**For the Year Ended March 31, 2015**

ASSETS		
	2015	2014
	\$	\$
<b>Current Assets</b>		
Petty cash	350.00	350.00
Membership shares Credit Union	20.00	20.00
Operating Bank	<u>121,259.52</u>	<u>119,313.99</u>
	121,629.52	119,683.99
Accounts Receivable	914.50	27,120.83
Prepaid expenses	0.04	1,061.16
GST receivable	<u>2,184.36</u>	<u>2,063.53</u>
	<u>124,728.42</u>	<u>149,929.51</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>84,357.70</u>
	0.00	0.00
Long Term Investments (Note 4)	<u>163,393.28</u>	<u>91,680.00</u>
	<u>288,121.70</u>	<u>241,609.51</u>
LIABILITIES AND FUND BALANCE		
<b>Current Liabilities</b>		
Accounts Payable	408.99	716.12
Unearned revenue	<u>223,201.25</u>	<u>178,201.25</u>
	<u>223,610.24</u>	<u>178,917.37</u>
<b>Fund Balance</b>		
Equipment equity	405.90	405.90
Donated Equipment equity	13,640.15	13,640.15
Fund Balance	<u>50,465.41</u>	<u>48,646.09</u>
	64,511.46	62,692.14
Approved by the Board	<u>288,121.70</u>	<u>241,609.51</u>

**Moose Jaw Military Family Resource Centre Inc.**  
**Statement of Loss and Fund Balance**  
**For the Year Ended March 31, 2015**

	2015	2014
	\$	\$
REVENUE		
Interest Revenue	4,008.59	3,121.71
United Way	2,246.53	997.50
DMFS: IPSC & Casualty Sup Childcare	136,000.00	106,000.00
DMFS	613,243.00	570,095.00
Grants: TPL HRSDC	24,965.00	0.00
Donations	25,991.83	1,317.19
Fundraising	3,663.90	5,571.69
ELC Casual Childcare Rev	30,100.30	45,422.93
NYM - Usage Revenue	0.00	1,169.70
Youth Centre Revenue	4,646.00	2,980.00
Kids Kloset Revenue	2,193.40	3,035.35
Summer Fun Revenue	27,387.00	29,205.00
Prev. Sup & Intervention Rev	400.00	0.00
Parents & Tots Revenue	590.00	618.80
Family Sep. & Reunion Revenue	0.00	20.00
SLT (Program) Revenue	0.00	180.00
Program Revenue	215.00	430.00
Volunteer Revenue	0.00	40.00
DND Funding	101,847.12	78,618.75
Conference Revenue	755.00	750.00
3CFFTS Portage Revenue	10.00	160.00
TOTAL REVENUE	<u>978,262.67</u>	<u>849,733.62</u>
EXPENSES		
Total Activity Expense	141,206.98	128,829.40
Total Operating Expense	51,391.72	46,176.45
Wage Expense	783,844.65	668,341.77
Depreciation	0.00	7,206.46
	<u>976,443.35</u>	<u>850,554.08</u>
NET INCOME	1,819.32	-820.46
FUND BALANCE - Beginning of year	<u>48,646.09</u>	<u>49,466.55</u>
FUND BALANCE - End of year	<u><u>50,465.41</u></u>	<u><u>48,646.09</u></u>

**Moose Jaw Military Family Resource Centre Inc.**  
**Schedule of Expenses**  
**For the Year Ended March 31, 2015**

EXPENSES	2015	2014
Receiver General exp., prior year	328.51	406.30
Emergency Childcare Expense	8.49	337.78
FLO/IPSC PD & Resources	3,501.56	17,251.08
IPSC: Casualty Support Childcare	4,605.87	2,226.92
FLO/IPSC Travel	21,610.42	7,976.67
Emergency Respite Childcare Exp.	4,785.46	5,258.18
3CFFTS Portage Travel, PD, Training	5,472.29	3,991.94
3CFFTS Portage ECC/ERCC	0.00	179.55
3CFFTS Portage Program & Resource	5,361.35	10,130.93
NYM - Leadership/Outdoor Adv. Exp.	698.55	3,038.33
Fundraising Expense	23.01	1,380.75
ELC Casual Childcare Exp.	4,673.23	8,391.47
Youth Centre Expense	2,216.39	1,040.37
Transportation Expense	6,620.22	8,197.79
Kids Kloset Expense	1,369.30	2,651.30
Prev. Sup. Intervention Expense	28,411.24	13,035.81
Summer Fun Expense	11,501.22	7,364.67
Parents & Tots Expense	1,618.24	1,066.77
Info & Referral Expense	168.95	8,204.82
Community Integration Expense	6,898.27	9,744.57
Personal Development Exp.	2,411.82	977.34
Volunteer Sup. & Dev. Expense	7,896.11	3,285.79
Volunteer Childcare Expense	3,611.00	1,873.00
SLT Expense	8,731.56	0.00
SLT Childcare Expense	0.00	45.00
Family Sep. & Reunion Expense	4,564.67	4,879.03
Projects Expense	0.00	0.00
Regina/Reserve Units Exp	4,119.25	5,893.24
<b>Total Activity Expense</b>	<b>141,206.98</b>	<b>128,829.40</b>
Miscellaneous Expense	114.66	30.00
Food & Beverage Expense	9,063.99	6,875.35
Professional Expense (acc't, legal)	1,575.00	1,750.00
Promotion & Advertising	420.00	498.08
Annual General Meeting, Year End	1,116.00	1,257.00
Bank Charges	25.00	1.22
NSF Cheques	6.50	0.00
Membership, Fees, Dues	1,780.00	1,504.49
Third party liability Insurance	5,480.04	6,151.22
Employee Benefit Insurance Exp.	957.26	6,221.37
Admin. & Logistical Support Exp.	1,359.43	191.92
Staff Team Building Expense	0.00	806.25
Conference Expense	6,786.38	10,894.05
GST Expense	2,121.40	1,963.96
PST Expense	1,749.31	1,599.63
Staff Professional Development	10,727.82	4,030.37
French Resources Mat./ Programs	0.00	0.00
Translation services	0.00	0.00
Board Training & Development Exp.	8,108.93	2,401.54
English Resource Materials	0.00	0.00
<b>Total Operating Expense</b>	<b>51,391.72</b>	<b>46,176.45</b>
Wages, ELC Casual Childcare	47,163.87	43,839.93
Wages, Summer Fun	22,921.17	22,891.04
Wages, Youth	14,950.85	16,028.91
Wages, ECC & ERCC	23,080.11	21,470.05
Wages, DMFS Public	0.00	0.01
Wages, SLT	0.00	3,435.00
Wages, Contract	0.00	0.00
Wages, Parents & Tots	3,938.53	4,267.50
CPP Expense	26,250.15	22,040.41
EI Expense	14,687.46	12,353.70
Group RRSP Expense	39,395.37	44,863.36
Group Benefit Premium	36,344.73	0.00
Workers Compensation SK & MB	3,621.61	4,933.81
Wages, Management & Admin.	83,063.84	69,979.03
Wages, Volunteer Manage & Com Invol	68,250.00	43,875.00
Wages, Personal Dev. & Comm. Int.	64,450.00	65,598.99
Wages, Child & Youth Services	55,438.86	67,671.65
Wages, Family Sep. & Reunion Serv.	42,200.00	40,095.00
Wages, Prev. Sup. & Intervention	70,637.28	54,200.00
Wages, 3CFFTS Portage	65,700.98	54,043.20
Wages, FLO (IPSC)	101,749.84	76,184.43
Wages, CSCC	0.00	570.75
Wage Expense	<u>783,844.65</u>	<u>668,341.77</u>
<b>Total Administration</b>	<b>976,443.35</b>	<b>843,347.62</b>
Depreciation	0.00	7,206.46
<b>Total Depreciation</b>	<u>0.00</u>	<u>7,206.46</u>
<b>TOTAL EXPENSE</b>	<b><u>976,443.35</u></b>	<b><u>850,554.08</u></b>



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

**Statement of Cash Flows**

**Year Ended March 31, 2015**

	2015	2014
<b>OPERATING ACTIVITIES</b>		
Net earnings	\$ 1,819	\$ (820)
Item not affecting cash:		
Amortization of property, plant and equipment	-	7,206
	<u>1,819</u>	<u>6,386</u>
Changes in non-cash working capital:		
Accounts receivable	26,206	30,360
Inventory	1,061	(1,061)
Accounts payable	(307)	(400)
Deferred income	45,000	67,801
Prepaid expenses	-	(103)
GST payable (receivable)	(120)	594
	<u>71,840</u>	<u>96,003</u>
Cash flow from operating activities	<u>73,659</u>	<u>102,389</u>
<b>INVESTING ACTIVITY</b>		
Term Deposits	<u>(71,713)</u>	<u>(31,680)</u>
<b>INCREASE IN CASH FLOW</b>	<b>1,946</b>	<b>70,709</b>
Cash - beginning of year	<u>119,684</u>	<u>48,975</u>
<b>CASH - END OF YEAR</b>	<b>\$ 121,630</b>	<b>\$ 119,684</b>
<b>CASH CONSISTS OF:</b>		
Cash	\$ 4,746	\$ 5,216
Term deposits	<u>116,884</u>	<u>114,468</u>
	<u>\$ 121,630</u>	<u>\$ 119,684</u>

See notes to financial statements

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

**Notes to Financial Statements**

**Year Ended March 31, 2015**

**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

**3. PROPERTY, PLANT AND EQUIPMENT**

	Cost	Accumulated amortization	2015 Net book value	2014 Net book value
Equipment	\$ 84,358	\$ 84,358	\$ -	\$ -

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**

	2015	2014
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
Three year non redeemable term deposit maturing May 5, 2015. Interest is paid annually @ 2.20%.	31,334	30,660
Three year redeemable term deposit maturing May 6, 2017. Interest is paid annually @ 1.7 %	132,059	-
	<b>\$ 163,393</b>	<b>\$ 91,680</b>

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