

# 2005 annual report



EXCELLENCE AND INNOVATION  
IN HUMAN RESOURCES  
AND LABOUR RELATIONS





## FROM YOUR CEO

The 2005 Annual General Meeting marks the end of a remarkable business year for CSSEA and the start of positive operational changes for years to come.

Working with your elected panel members and government, we closely examined our association to better respond to your needs. By involving all the stakeholders in the development of a strategic plan, we, for the first time, clearly defined the nature of the relationship between CSSEA, its members and government.

CSSEA consulted with the panels on all major projects this year, and their insight improved upon our product. The panel representatives played a significant role in the development of our three-year operational plan, now aligned with our members' needs more than ever before. We look forward to the continued growth of this valuable partnership.

Our highly organized and professional approach to 2006's sectoral bargaining ensures a more comprehensive, more accurate, and better executed set of negotiations than in the past.

We worked to build a positive relationship with the Association of Unions through joint projects, such as CSSEIP, and the Employee Health in Community Social Services Project, that will identify health and safety risks in our sector. We are also exploring alternative dispute resolution processes with the unions that are more timely and less expensive than traditional arbitration.

To improve the timeliness and quality of our core service, we created a team approach to the handling of day-to-day HR/LR inquiries, so when members call our office, they speak with a consultant they know — and who knows them. Our improved online tracking system will help consultants stay informed of member issues and history.

I share with staff a satisfaction in the evolution of CSSEA this past year. We take pride in the work we do and in the work of the members we serve. We look forward to seeing you at the annual general meeting.

  
Lorne Rieder,  
Acting CEO



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## Auditors' Report

To the Members of  
Community Social Services Employers'  
Association of B.C.

We have audited the statement of financial position of Community Social Services Employers' Association of B.C. (the "Association") as at March 31, 2005 and the statements of operations, changes in net assets and cash flows for the year then ended. These financial statements are the responsibility of the Association's management. 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 plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the Association as at March 31, 2005 and the results of its operations, changes in net assets and cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

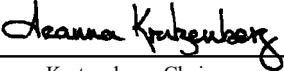
Chartered Accountants  
Vancouver, British Columbia  
June 15, 2005

**COMMUNITY SOCIAL SERVICES  
EMPLOYERS' ASSOCIATION OF B.C.  
Statement of Financial Position  
March 31, 2005**


	<u>2005</u>	<u>2004</u>
<b>ASSETS</b>		
CURRENT		
Cash and cash equivalents	\$ 2,782,878	\$ 2,810,177
Accounts receivable	111,090	85,850
Prepaid expenses	39,665	37,194
	<u>2,933,633</u>	<u>2,933,221</u>
CAPITAL ASSETS (Note 3)	171,010	160,510
	<u>\$ 3,104,643</u>	<u>\$ 3,093,731</u>
<b>LIABILITIES</b>		
CURRENT		
Accounts payable	\$ 231,277	\$ 210,040
Deferred revenue	572,823	576,166
	<u>804,100</u>	<u>786,206</u>
<b>NET ASSETS</b>		
Invested in capital assets	171,010	160,510
Restricted (Note 4)	896,127	954,871
Unrestricted	1,233,406	1,192,144
	<u>2,300,543</u>	<u>2,307,525</u>
	<u>\$ 3,104,643</u>	<u>\$ 3,093,731</u>

COMMITMENTS (Note 5)

APPROVED



Deanna Kratzenberg, Chair



Lorne Rieder, Acting Chief Executive Officer

**COMMUNITY SOCIAL SERVICES  
EMPLOYERS' ASSOCIATION OF B.C.  
Statement of Operations  
Year ended March 31, 2005**

	<b>Year ended March 31, 2005</b>	Ten months ended March 31, 2004
<b>REVENUE</b>		
Provincial Operating Grant	\$ 2,449,119	\$ 2,636,000
Fees	100,616	54,130
Consulting, Health Benefits Trust	90,000	-
Interest	78,758	79,099
	<b>2,718,493</b>	<b>2,769,229</b>
<b>EXPENDITURES</b>		
Amortization	48,244	47,132
Consulting	361,835	311,811
Delivery	8,259	8,169
Directors and committees	70,232	28,383
Equipment	36,275	40,625
Labour negotiations	20,514	104,126
Legal, accounting and other professional services	144,602	126,163
Loss on disposal of capital assets	-	41,194
Member education	240	3,142
Non-recoverable GST	34,131	32,767
Occupancy	223,769	218,898
Office supplies	8,311	8,317
Photocopy and printing	12,626	7,343
Salaries and benefits	1,641,277	1,322,427
Telephone and facsimile	34,372	31,937
Travel and training	80,788	97,911
	<b>2,725,475</b>	<b>2,430,345</b>
<b>(DEFICIENCY) EXCESS OF REVENUE OVER EXPENDITURES</b>	<b>\$ (6,982)</b>	<b>\$ 338,884</b>

**COMMUNITY SOCIAL SERVICES  
EMPLOYERS' ASSOCIATION OF B.C.  
Statement of Changes in Net Assets  
Year ended March 31, 2005**

	<b>Year ended March 31, 2005</b>					<b>Ten months ended May 31, 2004</b>	
	<b>Invested in Capital Assets</b>	<b>Restricted for Capital Assets</b>	<b>Restricted for Labour Relations Activities</b>	<b>Restricted for Project Activities</b>	<b>Unrestricted</b>	<b>Total</b>	<b>Total</b>
Balance, beginning of period	\$ 160,510	\$ 204,540	\$ 658,333	\$ 91,998	\$ 1,192,144	\$ 2,307,525	\$ 1,968,641
Purchase of capital assets	58,744	(58,744)	-	-	-	-	-
(Deficiency) excess of revenue over expenditures	(48,244)	-	-	-	41,262	(6,982)	338,884
<b>Balance, end of period</b>	<b>\$ 171,010</b>	<b>\$ 145,796</b>	<b>\$ 658,333</b>	<b>\$ 91,998</b>	<b>\$ 1,233,406</b>	<b>\$ 2,300,543</b>	<b>\$ 2,307,525</b>

**COMMUNITY SOCIAL SERVICES  
EMPLOYERS' ASSOCIATION OF B.C.  
Statement of Cash Flows  
Year ended March 31, 2005**

	<b>Year ended March 31, 2005</b>	<b>Ten months ended March 31, 2004</b>
<b>OPERATING ACTIVITIES</b>		
(Deficiency) excess of revenue over expenditures	\$ (6,982)	\$ 338,884
Items not affecting cash		
Amortization and loss on disposal of capital assets	<b>48,244</b>	88,326
	<b>41,262</b>	427,210
Changes in non-cash working capital		
Accounts receivable	<b>(25,240)</b>	(32,276)
Prepaid expenses	<b>(2,471)</b>	9,286
Accounts payable	<b>21,237</b>	(115,320)
Deferred revenue	<b>(3,343)</b>	(285,850)
	<b>31,445</b>	3,050
<b>INVESTING ACTIVITY</b>		
Capital asset purchases	<b>(58,744)</b>	(17,726)
<b>NET CASH OUTFLOW</b>	<b>(27,299)</b>	(14,676)
<b>CASH AND CASH EQUIVALENTS, BEGINNING OF PERIOD</b>	<b>2,810,177</b>	2,824,853
<b>CASH AND CASH EQUIVALENTS, END OF PERIOD</b>	<b>\$ 2,782,878</b>	\$ 2,810,177
<b>CASH AND CASH EQUIVALENTS CONSIST OF:</b>		
Cash	\$ 31,257	\$ 508,629
Short-term investments	<b>2,751,621</b>	2,301,548
	<b>\$ 2,782,878</b>	\$ 2,810,177

**COMMUNITY SOCIAL SERVICES  
EMPLOYERS' ASSOCIATION OF B.C.**

**Notes to the Financial Statements**

**Year ended March 31, 2005**

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**1. INCORPORATION AND NATURE OF OPERATIONS**

The Community Social Services Employers' Association of B.C. (the "Association") was constituted on January 13, 1994 under the Society Act of British Columbia, to coordinate and provide human resource planning and development and labour relations management services to its members. The Association is a non-taxable entity as defined by the Income Tax Act.

During the 2004 fiscal period, the Association changed its year end from May 31 to March 31 and, as such, the comparative figures are for the ten month period ended March 31, 2004.

**2. SIGNIFICANT ACCOUNTING POLICIES**

These financial statements have been prepared in accordance with Canadian generally accepted accounting principles and reflect the following significant accounting policies:

*(a) Cash and cash equivalents*

Cash and cash equivalents consist of cash on hand, bank deposits and term deposits with an original maturity of ninety days or less.

*(b) Revenue recognition*

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

Externally restricted investment income is recognized as revenue in the year in which the related expenses are incurred. Unrestricted investment income is recognized as revenue when earned.

*(c) Capital assets*

Capital assets are recorded at cost and amortization is provided as follows:

Furniture and fixtures	20% declining balance method
Computer and communication equipment	20% declining balance method
Leasehold improvements	Over remaining term of lease



**COMMUNITY SOCIAL SERVICES  
EMPLOYERS' ASSOCIATION OF B.C.**  
**Notes to the Financial Statements**  
**Year ended March 31, 2005**

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**2. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

(d) *Deferred revenue*

Deferred revenue represents government grants received for specific expenditures expected to be incurred in subsequent years.

(e) *Use of estimates*

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting periods. Actual results could differ from those estimates.

**3. CAPITAL ASSETS**

	<u>2005</u>		<u>2004</u>	
	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>Net Book Value</u>	<u>Net Book Value</u>
Furniture and fixtures	\$ 147,931	\$ 123,724	\$ 24,207	\$ 30,259
Computer and communications equipment	374,448	232,040	142,408	111,923
Leasehold improvements	81,896	77,501	4,395	18,328
	<u>\$ 604,275</u>	<u>\$ 433,265</u>	<u>\$ 171,010</u>	<u>\$ 160,510</u>

**4. RESTRICTED NET ASSETS**

	<u>2005</u>	<u>2004</u>
Restricted for capital assets	\$ 145,796	\$ 204,540
Restricted for labour relations activities	658,333	658,333
Restricted for project activities	91,998	91,998
	<u>\$ 896,127</u>	<u>\$ 954,871</u>

These internally restricted amounts are not available for other purposes without approval of management and the Executive Committee of the Association.

# COMMUNITY SOCIAL SERVICES EMPLOYERS' ASSOCIATION OF B.C.

## Notes to the Financial Statements

Year ended March 31, 2005

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## FROM YOUR BOARD

The shift from the strategic to the operational plan yielded a productive year for our organization. This task-oriented term focused on improved communication and information flow with our membership and on our relationships with unions, government and other employers' associations.

Key to this year's operational plan was the improvement of communication to and from member agencies. With a clear mandate, we were better able to communicate the scope of our services, to seek and integrate input, and to focus on data collection for bargaining. The divisional panels provided dynamic, critical review of plans, policies, surveys and reports,

adding another link between members, staff and the board, and augmenting CSSEA's communication and information goals. Members responded positively and participated in our data collection initiatives with response rates as high as 92%. Our organization is preparing for bargaining and will have a collective bargaining position based on the information each member provided.

The 2005 AGM will allow members to further participate in the governance of CSSEA. Panel members will be elected, and each panel will then elect directors to CSSEA's board, and determine the 2006 bargaining teams. Member participation is invaluable to the development of our association as a whole and, consequently, to each and every member agency. I encourage members to participate wherever possible, by running for office, liaising with the panels, or taking advantage of CSSEA's excellent programs and services.

It has been an honour to serve as your board chair again this year and to work with a strong, dedicated board. While I will miss actively participating in the governance of the association, I look forward to the contribution of next year's board and panels, and to our association's continued progress.

A handwritten signature in black ink that reads "Deanna Kratzberg". The signature is written in a cursive, flowing style.

Deanna Kratzberg,  
Board Chair

## CSSEA STAFF DIRECTORY

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