

Mary Hasan

From: heather fleming <heathercfleming@hotmail.com>
Sent: January-23-14 2:44 PM
To: Mary Hasan
Subject: Re: Supporting Documents for Donation Request
Attachments: 2013 KMF financial statements.pdf; 2014 Budget.pdf

Hello Mary,

I received a letter from you a few weeks ago and am just finding a moment to respond. The Kiwanis Music Festival of Guelph has submitted our annual donation request letter to you in the hopes that the Township of Puslinch will once again be able to offer financial support to our Festival. Your letter requested 2013 Financial Statements and 2014 Operating Budget which I have attached for you here. If you require hard copies of these, please let me know and I can mail them to you right away. Do you also need another copy of the original request letter I sent you?

I might add that we are not receiving any funding from the City of Guelph this year and are therefore already \$3,000 shy of our fundraising goals to date. The City changed the way it receives grant applications this year and also moved their deadline almost a month earlier than it has always been. No one notified me of these changes and we unfortunately missed the deadline and were not permitted to even request our annual grant this year. If the Township of Puslinch happens to have any extra funding you would be willing to send our way, we would be most grateful :-)

Thank you so much for your consideration of our request and for your continued support of the Kiwanis Music Festival of Guelph.

Sincerely,
Heather Fleming
Festival Coordinator



KIWANIS MUSIC FESTIVAL of GUELPH

PO Box 1475 Guelph, ON N1H 6N9
Phone: (519) 821-4365

E-mail: hfleming@guelphkiwanismusicfestival.org
Website: www.guelphkiwanismusicfestival.org

RECEIVED

DEC 05 2013

November 29, 2013

Dear The Corporation of the Township of Puslinch,
Township of Puslinch

**Fundraising
Committee**

Chair:
Peter Anderson

**Festival
Coordinator:**
Heather Fleming

Members:
Andrea Manera
Mike Manera
Don Kidd
Marion
Samuel-Stevens
Bonnie Snider
Florence White
Rick Woolfrey

**Kiwanis Music
Festival Chair:**
Joe Scollard

The Kiwanis Music Festival of Guelph is celebrating its 33rd anniversary of providing local music students with the opportunity to showcase their talents in a wide variety of musical disciplines in venues across our city. This year's Festival will be held from March 31 to April 17 and April 24 to 25, 2014.

Preparations are well underway and the Syllabus, which lists all the classes that can be entered, has been distributed and is available on our website for music teachers and students to view. Sixteen professional musicians have been booked as adjudicators for the 2014 Festival. Last year, we added classes for Handbells & Chimes and Speech Arts. This year we have expanded our Piano and Voice categories and added a section for Special Needs.

The Festival will have over 1200 entrants this year, providing performance opportunities for 3000 to 3500 young people, making it the largest youth services program in the arts in our community. Annually, venues across the city resound with the musical offerings of performers, delighting upwards of 6000 audience members with approximately 250 hours of music over a three week period.

Entry fees only cover one-third of the Festival's expenses. Fees are kept at a modest level to encourage maximum participation and to ensure that there are no financial barriers to entrants. The balance of our funding comes primarily from private and corporate donations, grants, advertising and our Festival Gala and Highlights of the Festival concerts.

CLERK'S DEPARTMENT	
TO	
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Please Handle	
For Your Information	
Council Agenda	
File	

Last year the festival awarded just over \$15,000 in prizes to 160 solo performers and ensembles as recommended by the adjudicators. Many of these recipients wrote notes of appreciation to our donors and expressed how much they valued this experience and recognition.

As a past donor we invite you to consider making a donation to this year's Festival joining the many other supporters who see the importance of music in the education of our children. We appreciated your donation last year of \$200. If you made your donation after December 31, 2012 your official tax receipt for income tax purposes is enclosed. We have also enclosed our brochure and a self-addressed, stamped envelope for your convenience. Please complete and return the tear off portion of the brochure along with your cheque. If you prefer to make an online donation through our website, we encourage you to do so.

Thank you for your continued support of the Kiwanis Music Festival of Guelph.

Sincerely,

Peter Anderson
Fundraising Chair

Heather Fleming
Festival Coordinator

**KIWANIS MUSIC FESTIVAL OF GUELPH
BUDGETED FINANCIAL STATEMENTS
FOR THE TWELVE MONTHS ENDED MAY 31, 2014**

	Actual 12/13	Budget 12/13	Budget 13/14
INCOME			
FUNDRAISING INCOME			
Corporate Donations	\$ 2,800.00	\$ 2,500.00	\$ 2,800.00
Individual Donations	\$ 17,464.61	\$ 20,000.00	\$ 18,000.00
Highlights Concert	\$ 2,285.00	\$ 2,500.00	\$ 2,300.00
GALA	\$ 7,023.01	\$ 4,000.00	\$ 7,000.00
Total FUNDRAISING INCOME	\$ 29,572.62	\$ 29,000.00	\$ 30,100.00
GRANTS INCOME			
City of Guelph	\$ 3,000.00	\$ 3,000.00	\$ -
Kiwanis Club of Guelph	\$ 2,500.00	\$ 2,500.00	\$ 3,000.00
Other funding	\$ -	\$ -	\$ 3,500.00
Trillium Grant	\$ 13,400.00	\$ 13,400.00	\$ 680.00
Total GRANTS INCOME	\$ 18,900.00	\$ 18,900.00	\$ 7,180.00
OTHER INCOME			
Interest	\$ 1,978.12	\$ 1,500.00	\$ 1,500.00
Staging rental	\$ -	\$ 1,000.00	\$ 1,250.00
Total OTHER INCOME	\$ 1,978.12	\$ 2,500.00	\$ 2,750.00
PROGRAM INCOME			
Entry Fees	\$ 27,914.25	\$ 27,500.00	\$ 28,000.00
Admission	\$ 3,739.61	\$ 3,500.00	\$ 4,300.00
Sponsorship/Advertising	\$ 4,765.00	\$ 4,000.00	\$ 4,800.00
Total PROGRAM INCOME	\$ 36,418.86	\$ 35,000.00	\$ 37,100.00
TOTAL INCOME	\$ 86,869.60	\$ 85,400.00	\$ 77,130.00
EXPENSES			
ADMINISTRATION EXPENSES			
Professional fees	\$ 2,524.79	\$ 2,500.00	\$ 2,500.00
Office Supplies	\$ 1,019.63	\$ 850.00	\$ 850.00
Travel (Festival Car expenses)	\$ 128.47	\$ 100.00	\$ 100.00
Total ADMINISTRATION EXPENSES	\$ 3,672.89	\$ 3,450.00	\$ 3,450.00
BANK EXPENSES			
Bank Service Charges	\$ 603.32	\$ 650.00	\$ 625.00
Total BANK EXPENSES	\$ 603.32	\$ 650.00	\$ 625.00
FUNDRAISING/MARKETING EXPENSES			
Advertising & Promotion	\$ 109.14	\$ -	\$ 100.00
Postage	\$ 190.21	\$ 100.00	\$ 200.00
Volunteer/Donor Appreciation	\$ 135.00	\$ 100.00	\$ 150.00
Gala	\$ 1,109.62	\$ 750.00	\$ 1,000.00
Total FUNDRAISING/MARKETING EXPENSES	\$ 1,543.97	\$ 950.00	\$ 1,450.00
PROGRAM EXPENSES			
Adjudicator Honorariums	\$ 12,195.00	\$ 11,500.00	\$ 12,500.00
Adjudicator Per Diems	\$ 1,640.00	\$ 1,480.00	\$ 1,650.00
Adjudicator Transportation	\$ 1,477.55	\$ 1,000.00	\$ 1,675.00
Adjudicator Accommodation	\$ 3,225.26	\$ 1,700.00	\$ 2,500.00
Awards - Prizes	\$ 14,375.00	\$ 15,000.00	\$ 15,000.00
Awards - Trophies, certificates & ribbons	\$ 2,494.14	\$ 2,170.00	\$ 2,500.00
Dues and Fees - Socan, Arts Council	\$ 185.00	\$ 250.00	\$ 250.00
OMFA	\$ 1,989.60	\$ 1,600.00	\$ 2,000.00
Facility rentals	\$ 10,264.96	\$ 10,000.00	\$ 10,500.00
Piano tuning	\$ 155.91	\$ 100.00	\$ 150.00
Piano moving	\$ 311.82	\$ 300.00	\$ 300.00
Music	\$ -	\$ -	\$ -
Printing	\$ 1,913.76	\$ 1,000.00	\$ 2,000.00
Staging	\$ 12,719.25	\$ 13,400.00	\$ 4,100.00
Busing Charges	\$ -	\$ 1,100.00	\$ -
Total PROGRAM EXPENSES	\$ 62,947.25	\$ 60,600.00	\$ 55,125.00
Final concert			
Rental/Charges for final concert	\$ 854.56	\$ 750.00	\$ 900.00
Total FINAL CONCERT	\$ 854.56	\$ 750.00	\$ 900.00
WAGES & BENEFITS			
Computer Operations Secretary	\$ 4,999.92	\$ 5,000.00	\$ 5,000.00
Festival Coordinator	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00
Fundraising Coordinator	\$ 5,000.04	\$ 5,000.00	\$ 5,000.00
Total WAGES & BENEFITS	\$ 18,999.96	\$ 19,000.00	\$ 19,000.00
TOTAL EXPENSE	88,621.95	85,400.00	80,550.00
TOTAL INCOME	\$ 86,869.60	\$ 85,400.00	\$ 77,130.00
TOTAL EXPENSE	\$ 88,621.95	\$ 85,400.00	\$ 80,550.00
EXCESS OF INCOME OVER EXPENDITURES	(1,752.35)	0.00	(3,420.00)

KIWANIS MUSIC FESTIVAL OF GUELPH
Financial Statements
Year Ended May 31, 2013

KIWANIS MUSIC FESTIVAL OF GUELPH
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Year Ended May 31, 2013

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INDEPENDENT AUDITOR'S REPORT

To the Members of Kiwanis Music Festival of Guelph

We have audited the accompanying financial statements of Kiwanis Music Festival of Guelph, which comprise the statement of financial position as at May 31, 2013 and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian Accounting Standards for Not-for-Profit Organizations, and for such internal controls 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 charitable organizations, the company derives revenue from cash admission and program sales the completeness of which is not susceptible of satisfactory audit verification. Accordingly, our verification of these revenues was limited to the amounts recorded in the records of the company and we were not able to determine whether any adjustments might be necessary to contributions, excess of revenues over expenses, current assets and net assets.

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Independent Auditor's Report to the Members of Kiwanis Music Festival of Guelph *(continued)*

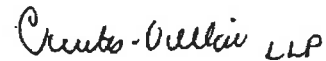
Qualified Opinion

In our opinion, except for the effect of adjustments, if any, which we might have determined to be necessary had we been able to satisfy ourselves concerning the completeness of the contributions referred to in the preceding paragraph, the financial statements present fairly, in all material respects, the financial position of Kiwanis Music Festival of Guelph as at May 31, 2013 and the results of its operations and its cash flows for the year then ended in accordance with Canadian Accounting Standards for Not-for-Profit Organizations.

Comparative Information

Without modifying our opinion, we draw attention to Note 5 to the financial statements which describes that Kiwanis Music Festival of Guelph adopted Canadian Accounting Standards for Not-for-Profit Organizations on June 1, 2012 with a transition date of June 1, 2011. These standards were applied retrospectively by management to the comparative information in these financial statements, including the statements of financial position as at May 31, 2012 and June 1, 2011 and the statements of revenues and expenditures, changes in net assets and cash flows for the year ended May 31, 2012 and related disclosures. We were not engaged to report on the restated comparative information, and as such, it is unaudited.

Guelph, Ontario
September 27, 2013



CURTIS-VILLAR LLP
Chartered Accountants
Licensed Public Accountants

KIWANIS MUSIC FESTIVAL OF GUELPH
Statement of Financial Position
May 31, 2013

	2013	2012
ASSETS		
CURRENT		
Cash	\$ 3,453	\$ 832
Term deposits (Note 2)	26,103	29,150
Accounts receivable	6,068	4,665
Prepaid expenses	-	1,583
	\$ 35,624	\$ 36,230
 LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable	\$ 4,496	\$ 3,349
Deferred income	680	-
	5,176	3,349
 NET ASSETS		
General fund	4,112	8,498
Scholarship fund (Note 3)	21,336	19,383
Appropriated fund	5,000	5,000
	30,448	32,881
	\$ 35,624	\$ 36,230

ON BEHALF OF THE BOARD

_____ Director

_____ Director

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements

KIWANIS MUSIC FESTIVAL OF GUELPH
Statement of Revenues and Expenditures
Year Ended May 31, 2013

	2013	2012
REVENUES		
Fundraising	\$ 29,573	\$ 27,180
Grants	18,220	6,500
Program	36,419	33,764
Other revenue	25	342
	<u>84,237</u>	<u>67,786</u>
EXPENSES		
Fundraising and marketing	50,228	47,212
Salaries and wages	19,000	19,000
Staging	12,719	-
Administration	3,565	4,411
Program	1,652	1,558
Final concert	855	1,559
Interest and bank charges	604	639
	<u>88,623</u>	<u>74,379</u>
DEFICIENCY OF REVENUES OVER EXPENSES	<u>\$ (4,386)</u>	<u>\$ (6,593)</u>

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements

KIWANIS MUSIC FESTIVAL OF GUELPH
Statement of Changes in Net Assets
Year Ended May 31, 2013

	General Fund	Scholarship Fund	Appropriated Fund	2013	2012
NET ASSETS - BEGINNING OF YEAR	\$ 8,498	\$ 19,383	\$ 5,000	\$ 32,881	\$ 39,578
Deficiency of revenues over expenses	(4,386)	-	-	(4,386)	(6,593)
Prizes	-	-	-	-	(1,675)
Interest	-	1,953	-	1,953	1,571
NET ASSETS - END OF YEAR	\$ 4,112	\$ 21,336	\$ 5,000	\$ 30,448	\$ 32,881

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements

KIWANIS MUSIC FESTIVAL OF GUELPH
Statement of Cash Flows
Year Ended May 31, 2013

	2013	2012
OPERATING ACTIVITIES		
Deficiency of revenues over expenses	\$ (4,386)	\$ (6,593)
Changes in non-cash working capital:		
Accounts receivable	(1,403)	1,424
Accounts payable	1,147	251
Deferred income	680	-
Prepaid expenses	1,583	(1,583)
Scholarship fund	-	(1,675)
	<u>2,007</u>	<u>(1,583)</u>
Cash flow used by operating activities	<u>(2,379)</u>	<u>(8,176)</u>
INVESTING ACTIVITY	1,953	1,571
Interest earned on scholarship funds	<u>(426)</u>	<u>(6,605)</u>
DECREASE IN CASH FLOW	29,982	36,587
Cash - beginning of year	<u>\$ 29,556</u>	<u>\$ 29,982</u>
CASH - END OF YEAR		
CASH FLOWS SUPPLEMENTARY INFORMATION		
Interest received	<u>\$ -</u>	<u>\$ -</u>
Interest paid	<u>\$ 603</u>	<u>\$ 639</u>
Income taxes paid	<u>\$ -</u>	<u>\$ -</u>
CASH CONSISTS OF:		
Cash	\$ 3,453	\$ 832
Term deposits	<u>26,103</u>	<u>29,150</u>
	<u>\$ 29,556</u>	<u>\$ 29,982</u>

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements

KIWANIS MUSIC FESTIVAL OF GUELPH
Notes to Financial Statements
Year Ended May 31, 2013

1. **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Description of Business

The Kiwanis Music Festival of Guelph is incorporated as a charitable organization for the purposes of encouraging participation in music, and as such, it is exempt from income tax under the Income Tax Act.

Revenue Recognition

The company follows the deferral method of accounting for contributions.

Measurement Uncertainty

The preparation of financial statements in conformity with Canadian accounting standard for private enterprises requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

Property, Plant and Equipment

Property, Plant and Equipment are expensed in the year of purchase.

Contributed Services

The value of services contributed by volunteers is not reflected in these financial statements as it is not clearly measureable.

2. **INVESTMENT**

The market value of the investment is lower than the cost. The organization does not believe that there is a long-term impairment of the investment and therefore has valued the asset at its cost. The investment is composed of the following amounts:

	2013	2012
General fund	\$ -	\$ 5,000
Scholarship fund	26,103	24,150
	\$ 26,103	\$ 29,150

KIWANIS MUSIC FESTIVAL OF GUELPH
Notes to Financial Statements
Year Ended May 31, 2013

3. SCHOLARSHIP FUNDS

	2013	2012
Don Shuh Memorial Fund	\$ 2,227	\$ 2,227
Alice Sloan Memorial Fund	2,307	1,878
Roberta Hoy Memorial Fund	56	56
CE (Ted) Scott Memorial Fund	271	210
June & Nick Kaethler Fund	6,348	5,785
William A. Frank Memorial Fund	6,515	5,953
Estate of Alfred Hales Fund	3,612	3,274
	\$ 21,336	\$ 19,383

4. FINANCIAL INSTRUMENTS

Credit Risk

The organization's risk arises from the failure of a sponsor or other party to meet its financial obligation. This risk is minimized by the organization's monitoring of its receivables.

Fair Value

The company's financial instruments consist of cash, accounts receivable, prepaid expenses, accounts payable and deferred income. The carrying amounts of these financial instruments approximate their fair market values due to their short term maturity or capacity for prompt liquidation.

Interest Rate

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the company manages exposure through its normal operating and financing activities.

5. FIRST TIME ADOPTION OF ACCOUNTING STANDARDS FOR NOT-FOR-PROFIT ORGANIZATIONS

During the year the company adopted Canadian Accounting Standards for Not-for-Profit Organizations (ASNFPO). These financial statements are the first prepared in accordance with these standards. The adoption of ASNFPO had no impact on net assets as at June 1, 2011 or revenues and expenditures or cash flows for the year ended May 31, 2012 as previously reported in accordance with pre-changeover Canadian generally accepted accounting principles.

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KIWANIS MUSIC FESTIVAL OF GUELPH
Notes to Financial Statements
Year Ended May 31, 2013

5. **FIRST TIME ADOPTION OF ACCOUNTING STANDARDS FOR NOT-FOR-PROFIT ORGANIZATIONS**
(continued)

a) The statement of financial position at June 1, 2011 has no restatements.

	<i>June 1</i> 2011
ASSETS	
CURRENT	
Cash	\$ 3,761
Investments	32,826
Accounts receivable	6,091
Due from scholarship fund	3,015
	45,693
 LONG TERM	 \$ 45,693
 LIABILITIES	
CURRENT	
Accounts payable	\$ 3,100
Due to general fund	3,015
	6,115
 LONG TERM	 6,115
 FUND BALANCES	
Scholarship fund	19,487
Appropriated	5,000
Unappropriated	15,091
	39,578
	\$ 45,693

6. **COMPARATIVE FIGURES**

Some of the comparative figures have been reclassified to conform to the current year's presentation.