

Management Report

Bow Valley Food Alliance Association
For the period ended September 30, 2023



Prepared by
Maura Knox

Prepared on
July 22, 2024

Bow Valley Food Alliance Association Statement of Financial Position

At September 30, 2023

	Current Period	Previous Period
Assets		
Current Assets		
Cash and Cash Equivalent		
Cash and Cash Equivalent	\$ 65,492.95	\$ 103,309.72
Accounts Receivable (A/R)	-	-
Prepaid Expenses	215.43	221.07
Uncategorized Asset	3,272.66	-
Total Current Assets	68,981.04	103,530.79
Non-current Assets		
Capital Assets	751.49	1,016.81
Total Non Current Assets	751.49	1,016.81
Total Assets	\$ 69,732.53	\$ 104,547.60
Liabilities and Net Assets		
Liabilities		
Current Liabilities		
Accounts Payable (A/P)	\$ 12,517.54	\$ 14,293.64
Credit Card Payable	267.25	564.34
Deferred Contributions	51,983.49	84,873.87
Total Liabilities	\$ 64,768.28	\$ 99,731.85
Net Assets		
Unrestricted - from previous year	4,815.75	4,436.94
Unrestricted - from current year	148.50	378.81
Total Net Assets	4,964.25	4,815.75
Total Liabilities and Net Assets	\$ 69,732.53	\$ 104,547.60

Bow Valley Food Alliance Association
Statement of Operations

From the period October 1, 2022 to September 30, 2023

	Current Period	Previous Period
REVENUE		
Donations	\$ -	\$ -
Non-Profit Org/Group Contributions	-	1,696.67
Registered Charity Grants	-	126.00
Municipal Grants	127,890.38	149,985.49
Interest Revenue	250.13	334.59
	128,140.51	152,142.75
TOTAL REVENUE		
EXPENSES		
Staff and Board		
Staff Contracts	109,475.93	102,721.00
Professional Development and Training	1,903.28	1,489.84
Meals and Entertainment - Staff/Board	1,130.38	674.67
Other Staff/Board Related	122.65	288.93
	112,632.24	105,174.44
Total Staff and Board		
Program Delivery		
Food and Meals	6,503.82	18,933.96
Funding and Subsidies	1,350.00	600.00
Grocery Cards	100.00	6,490.00
Program Services (Contractors)	100.00	1,006.65
Honorariums	1,228.88	10,884.00
Facility Rental	97.50	110.00
Supplies and Materials	-	53.87
Other Delivery Costs	113.94	94.88
	9,494.14	38,173.36
Total Program Delivery		
Communications and Outreach		
Advertising/Promotional	499.92	1,133.88
Graphic Design	16.99	47.26
Printing	990.52	610.53
Translation Fees	1,428.00	469.82
Meals and Entertainment	507.34	3,482.82
Website	356.13	326.16
Other Event Related	42.00	180.00
	3,840.90	6,250.63
Total Communications and Outreach		
General Operations		
Banking and Other Financial Costs	40.83	64.05
Insurance	1,288.76	1,253.49
Office Supplies	185.85	164.75
Postage and Courier	9.66	
Software	210.00	417.90
	1,735.10	1,900.19
Total General Operations		
Amortization	265.32	265.32
	127,992.01	151,763.94
TOTAL EXPENSES		
EXCESS REVENUE OVER EXPENSES FOR THE PERIOD	\$ 148.50	\$ 378.81

Bow Valley Food Alliance Association Statement of Cash Flows

From the period October 1, 2022 to September 30, 2023

	Current Period	Previous Period
OPERATING ACTIVITIES		
Excess Revenue Over Expenses For Period	\$ 250.13	\$ 378.81
Adjustments to reconcile Net Income to Net Cash provided by operations:		
Accounts Receivable (A/R)	-	55,000.00
Contributions Receivable	193.37	-
Prepaid Expenses	(3,272.66)	(28.57)
Accounts Payable (A/P)	(1,776.10)	5,702.06
Credit Card Payable	(564.34)	(426.93)
Deferred Contributions	(32,890.38)	4,591.84
operations:	(38,310.11)	64,838.40
Net cash used by operating activities	(38,059.98)	65,217.21
 INVESTING ACTIVITIES		
Capital Assets: Computers & Office Equipment, Furniture, Computers & Office Equipment	243.21	265.32
Net cash provided by investing activities	243.21	265.32
 Net cash decrease for period	(37,816.77)	65,482.53
Cash at beginning of period	103,309.72	37,827.19
Cash at end of period	\$ 65,492.95	\$ 103,309.72

BVFA Financial Audit Form

Bow Valley Food Alliance Association

Internal Audit for October 1, 2022 – September 30, 2023

We, the authorized internal auditors assigned to a limited audit of the past Fiscal Year (October 1, 2022 – September 30, 2023) of the Financial Records of the Bow Valley Food Alliance Association (BVFAA) General and Visa Accounts, submit this report. This audit was limited to the record keeping aspects of the above-mentioned BVFAA accounts.

We have examined the relevant back-up financial statements together with all available invoices, provided income receipts, and processed cheques and e-transfers associated for all expense invoices or otherwise verified debits. We have reviewed the relevant monthly bank and Visa statements at the BVCU.

We find that the records of the BVFAA General and Visa Accounts as presented are in balance and are in order.

Jill Harrison Tuesday August 13, 2024 jilharrison1@gmail.com

Signature/ Date/ Email

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