

Spruce Grove Specialized Transit Service

c/o 315 Jespersen Avenue, Spruce Grove, Alberta T7X 3E8 Phone 962-2456

June 04, 2013

Manager of Legislative and Administrative Services
Parkland Count, 53109 Hwy 779
Parkland County, AB
T7Z 1R1

RECEIVED

JUN 10 2013

PARKLAND COUNTY
LEG. & ADMIN

Re: Seniors and Disabled Transportation Grant

As the Specialized Transit Service once again reviews its goals and priorities for the coming year, we take the time to thank those groups who continue to support the work we do. The County of Parkland, who represents our second largest contributor, continues to show it's generosity in supporting seniors and the less fortunate who live in our immediate areas. We are again asking the County for their generous support to meet our 2013 Operational funding goals.

Over the past year as we have seen a modest growth from all areas that our service supports and we continue to see increasing operational costs rise. With the introduction of our new bus, we were able to increase the number of our shopping days to two a week. This has been greatly accepted by our seniors who find the extra day to get out of their homes and into the community exciting and welcome. Our medical trips particularly into Edmonton have continued to increase and place an ongoing burden on our drivers and office staff to ensure they are delivered and picked up in a timely fashion. Office changes to improve operational efficiencies and reporting have required increased training and the replacement of computer and peripheral equipment.


We are still awaiting the arrival of our new van and expect to begin the process of replacing our second unit late in 2014. This will improve the availability of our vehicles and cut down on the maintenance times we are currently experiencing. As we look at the cities on going transportation plans, we are looking at our next Three Year Business Plan with interest and anticipation. As our costs continue to rise, we as a board continue to work with our staff to ensure that we manage the funds entrusted to us are spent in an efficient and competent manner.

Toward these objectives, we are asking you to again support our efforts through a slight increase in your past contribution. A \$1,000.00 increase for a total grant of \$11,000.00 would go a long way in helping us keep pace with these rising costs and continue to provide the services the community as a whole have come to expect.

In closing, I wish to thank you in advance on behalf of all our present and future clients. Your humanitarian consideration of the needs of a very select segment of our society is evident in this gift.

Should you require any additional information regarding STS, please contact Bonnie Foster at (780) 962-2456, or myself at (780) 962-3829.

Sincerely,


Sid Davis, President
Spruce Grove Specialized Transit Service
SD/bf



**SPECIALIZED TRANSPORTATION GRANTS
FOR SENIORS AND DISABLED PERSONS**

APPLICATION FOR FUNDING

Name of Association, Society or Group: Spruce Grove Specialized Transit Service

Are you registered with the Province of Alberta as a non-profit organization? Yes

Address: c/o 315 Jespersen Avenue, Spruce Grove, AB T7X 3E8

Contact Person (position/title): Bonnie Foster, Office Manager

Telephone Number: 780.962-2456 Fax Number: 780.962-9501

Cell Number: _____ E-mail Address: _____

Purpose of Goals of Association, Society or Group: The Spruce Grove Specialized Transit Service is an independent not-for-profit organization that provides transportation for essential medical and social services at a reasonable cost for Seniors (55+) and persons with mobility challenges in Spruce Grove and designated Parkland County areas.

Reason for Request for Funding: _____
Funding for operational costs for the year 2013.

Number of People Served by Association, Society or Group: 800 Registered Applicants

Number of Parkland County People Served: 66 Registered County Clients

Please attach:

1. Financial Statement and/or Budget that indicates revenues and expenditures.
2. Map of Parkland County indicating your service area.

Date

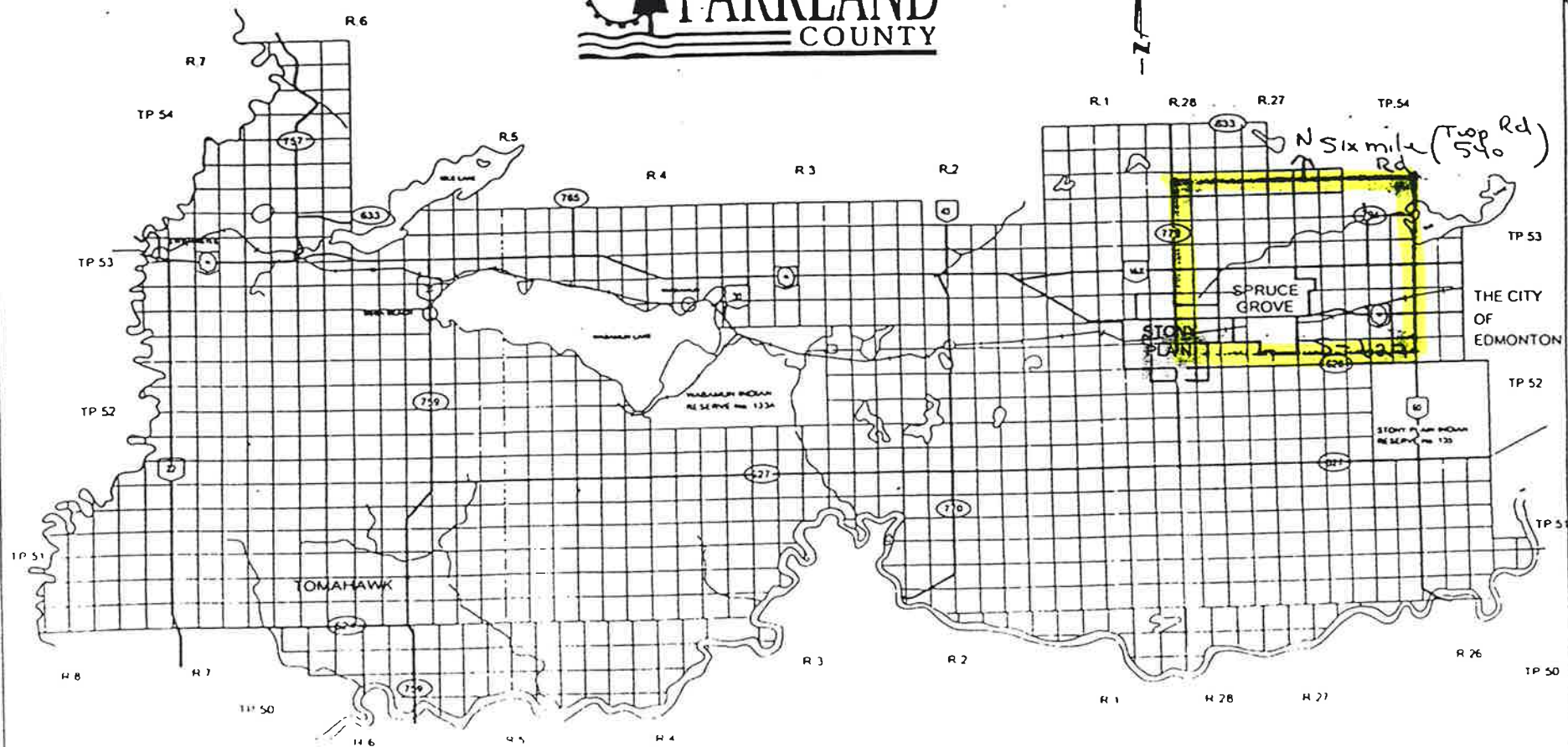
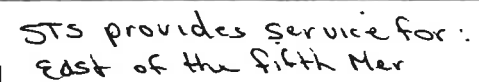
June 04, 2013

Signature

Office Manager

**Please forward completed form and attachments to Manager of Legislative and Administrative Services,
Parkland County, 53109 Hwy 779, Parkland County, AB T7Z 1R1. Applications must be received by June 28th.
For further information, please contact Barb Williams at 780-968-8888, extension 8232.**

The personal information provided by you is being collected under the authority of the Municipal Government Act and will be used for the purposes under that Act. The personal information that you provide may be made public, subject to the provisions of the Freedom of Information and Protection of Privacy Act. Should you have any questions regarding this collection of information, please contact Doug Tymchyshyn, Manager of Legislative and Administrative Services, at 780-968-8405.



SPRUCE GROVE SPECIALIZED TRANSIT SERVICE

Spruce Grove, Alberta

Financial Statements

For The Year Ended December 31, 2012



INDEPENDENT AUDITORS' REPORT

To the Members of Spruce Grove Specialized Transit Service

Report on Financial Statements

We have audited the accompanying financial statements of Spruce Grove Specialized Transit Service, which comprise the statements of financial position as at December 31, 2012, December 31, 2011 and January 1, 2011, and the statements of operations, changes in net assets and cash flows for the years ended December 31, 2012 and December 31, 2011, 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 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.

Auditors' 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 in our audits is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Spruce Grove Specialized Transit Service as at December 31, 2012, December 31, 2011 and January 1, 2011, and the results of its operations and its cash flows for the year ended December 31, 2012 and December 31, 2011 in accordance with Canadian Accounting Standards for Not-for-Profit Organizations.

Edmonton, Alberta
May 21, 2013

HAWKINGS EPP DUMONT LLP
Chartered Accountants

EDMONTON
Mayfield Square I
10476 – Mayfield Road
Edmonton, AB T5P 4P4
T: 780.489.9606
F: 780.484.9689

STONY PLAIN
#101, 5300 – 50 Street
PO Box 3188, Station Main
Stony Plain, AB T7Z 1T8
T: 780.963.2727
F: 780.963.1294

LLOYDMINSTER
5102 – 48 Street
PO Box 10099
Lloydminster, AB T9V 3A2
T: 780.875.7433
F: 780.875.5304

HAWKINGS.COM



SPRUCE GROVE SPECIALIZED TRANSIT SERVICE**Statement of Financial Position****As At December 31, 2012**

	<i>December 31 2012</i>	<i>December 31 2011</i>	<i>January 1 2011</i>
ASSETS			
CURRENT			
Cash and temporary investments (<i>Note 4</i>)	\$ 173,118	\$ 158,556	\$ 151,279
Goods and Services Tax recoverable	592	680	747
	173,710	159,236	152,026
LONG TERM INVESTMENTS			
	1,886	1,814	1,741
	\$ 175,596	\$ 161,050	\$ 153,767
LIABILITIES AND NET ASSETS			
CURRENT			
Accounts payable and accrued liabilities	\$ 8,489	\$ 8,650	\$ 5,410
NET ASSETS			
Unrestricted	167,107	152,400	148,357
	\$ 175,596	\$ 161,050	\$ 153,767

ON BEHALF OF THE BOARD:_____
*Director*_____
Director

The accompanying notes are an integral part of these financial statements.



SPRUCE GROVE SPECIALIZED TRANSIT SERVICE

Statement of Operations

For The Year Ended December 31, 2012

	Budget 2012 (Note 9)	2012	2011
REVENUE			
Grants (Note 5)	\$ 125,500	\$ 126,000	\$ 113,500
Fares	41,000	44,487	39,005
Donations	6,000	8,850	6,440
Interest	1,000	1,672	1,582
Miscellaneous	-	152	155
	<u>173,500</u>	<u>181,161</u>	<u>160,682</u>
EXPENSES			
Contract labour	98,000	102,531	91,893
Salaries, wages and benefits	40,000	35,548	35,485
Fuel	17,000	15,000	14,479
Professional fees	4,000	3,188	3,488
Telephone	4,000	3,055	2,962
Office	4,000	2,062	3,257
Workers' Compensation Board	2,000	1,660	1,391
Insurance	2,000	1,052	1,185
Utilities	-	678	694
Professional development	600	645	-
Miscellaneous	-	579	813
Advertising and promotion	1,900	338	889
Interest and bank charges	-	118	103
	<u>173,500</u>	<u>166,454</u>	<u>156,639</u>
EXCESS OF REVENUE OVER EXPENSES	<u>\$ -</u>	<u>\$ 14,707</u>	<u>\$ 4,043</u>

The accompanying notes are an integral part of these financial statements.

SPRUCE GROVE SPECIALIZED TRANSIT SERVICE

Statement of Changes in Net Assets

For The Year Ended December 31, 2012

	2012	2011
NET ASSETS - BEGINNING OF YEAR	\$ 152,400	\$ 148,357
Excess of revenue over expenses	<u>14,707</u>	<u>4,043</u>
NET ASSETS - END OF YEAR	<u>\$ 167,107</u>	<u>\$ 152,400</u>

The accompanying notes are an integral part of these financial statements.



SPRUCE GROVE SPECIALIZED TRANSIT SERVICE**Statement of Cash Flows****For The Year Ended December 31, 2012**

	2012	2011
OPERATING ACTIVITIES		
Excess of revenue over expenses	\$ 14,707	\$ 4,043
Changes in non-cash working capital:		
Accounts payable and accrued liabilities	(161)	3,240
Goods and Services Tax receivable	88	67
	(73)	3,307
Cash flow from operating activities	14,634	7,350
INVESTING ACTIVITY		
Increase in Servus Credit Union Common Shares	(72)	(73)
INCREASE IN CASH FLOW	14,562	7,277
CASH AND TEMPORARY INVESTMENTS- BEGINNING OF YEAR	158,556	151,279
CASH AND TEMPORARY INVESTMENTS - END OF YEAR (Note 4)	\$ 173,118	\$ 158,556
CASH FLOWS SUPPLEMENTARY INFORMATION		
Interest received	\$ 1,666	\$ 1,504

The accompanying notes are an integral part of these financial statements.



SPRUCE GROVE SPECIALIZED TRANSIT SERVICE

Notes to Financial Statements

December 31, 2012

1. NATURE OF OPERATIONS

The Service is a not-for-profit organization incorporated under the *Companies Act* of the Province of Alberta on January 25, 1994. The Service is committed to providing door-to-door public transportation services at a reasonable cost for all seniors and for youth, adults, and families in Spruce Grove and area who are unable to use regular transportation because of a physical or mental disability. The Service is also a registered charity and, therefore, exempt from income tax.

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

Effective January 1, 2012, the Service adopted the requirements of the Canadian Institute of Chartered Accountants (CICA) Handbook, electing to adopt the new accounting framework: Canadian Accounting Standards for Not-for-Profit Organizations (ASNPO). These are the Service's first financial statements prepared in accordance with ASNPO which has been applied retrospectively. The accounting policies set out in the significant accounting policies note have been applied in preparing the financial statements for the year ended December 31, 2012, the comparative information for the year ended December 31, 2011 and in the preparation of the opening ASNPO balance sheet at January 1, 2011 (the Service's date of transition).

The Service issued financial statements for the year ended December 31, 2011 using generally accepted accounting principles prescribed by CICA Handbook. The adoption of ASNPO had no impact on the previously reported assets, liabilities and equity of the Service, and accordingly; no adjustments have been recorded in the comparative balance sheet, income statement, statement of retained earnings and the cash flow statement. Certain of the Service's disclosures included in these financial statements reflect the new disclosure requirements of ASNPO.

3. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Presentation

The financial statements have been prepared by management in accordance with Canadian accounting standards for not-for-profit organizations.

Use of estimates

The precise determination of many assets and liabilities is dependent on future events. As a result, the preparation of financial statements for a period involves the use of estimates and approximations which have been made using careful judgment. Actual results could differ from those estimates and approximations.

Revenue recognition

The Service follows the deferral method of accounting for contributions, which include donations and government grants. Restricted contributions are recognized as revenue in the year in which the related expenditures 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.

Fare revenue is recognized when received.

Restricted investment income is recognized as revenue in the year in which the related expenses are incurred.

(continues)

SPRUCE GROVE SPECIALIZED TRANSIT SERVICE

Notes to Financial Statements

December 31, 2012

3. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (*continued*)

Tangible capital assets

Tangible capital assets are recorded as expenses on the Statement of Operations in the year in which they are purchased. There were no tangible capital assets expensed in 2012 or 2011.

Contributed services

The Service records the value of donated services to the extent that these services would otherwise be purchased. Values are established by reference to the fair value of the services being provided.

There were no contributed services in either the current year or the prior year.

Financial instruments

Measurement of financial instruments

The Service initially measures its financial assets and financial liabilities at fair value adjusted by, in the case of a financial instrument that will not be measured subsequently at fair value, the amount of transaction costs directly attributable to the instruments.

The Service subsequently measures all its financial assets and financial liabilities at amortized cost, except for investments in equity instruments that are quoted in an active market, which are measured at fair value. Changes in fair value are recognized in net income.

Financial assets measured at amortized cost include cash and temporary investments.

The Service has no financial assets measured at fair value.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities.

Impairment

Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in net income. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in net income.

4. CASH AND TEMPORARY INVESTMENTS

	2012	2011
High Yield Savings Account	\$ 118,701	\$ 111,139
Chequing Accounts	54,417	47,417
	<u>\$ 173,118</u>	<u>\$ 158,556</u>

SPRUCE GROVE SPECIALIZED TRANSIT SERVICE

Notes to Financial Statements

December 31, 2012

5. GRANTS

	Budget 2012 (Note 9)	2012	2011
City of Spruce Grove	\$ 116,000	\$ 116,000	\$ 104,000
Parkland County	9,500	10,000	9,500
	<u>\$ 125,500</u>	<u>\$ 126,000</u>	<u>\$ 113,500</u>

6. FINANCIAL INSTRUMENTS

The Service is not exposed to significant credit, market, currency or other price risk through its financial instruments. The following analysis provides information about the Service's risk exposure and concentration as of December 31, 2012.

Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Service is exposed to this risk mainly in respect of its receipt of funds from its customers and other related sources and accounts payable.

Interest rate risk

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 Service manages exposure through its normal operating and financing activities. The Service is exposed to interest rate risk primarily through its high yield savings account.

The Service mitigates these risks by monitoring cash activities and expected outflows through extensive budgeting and maintaining investments that may be converted to cash in the near-term if unexpected cash outflows arise.

7. ECONOMIC DEPENDENCE

The Service's primary source of revenue is grant revenue from the City of Spruce Grove and Parkland County. The Service's ability to continue viable operations is dependent on this funding.

8. AGREEMENT WITH CITY OF SPRUCE GROVE

The City of Spruce Grove (the "City") and the Service have an agreement for a three year term from October 1, 2011 to September 30, 2014, at which time it will be reviewed by both parties.

Under this Agreement the Service will administer services that will assist seniors and residents with a physical or mental disability who cannot utilize an alternate means of transport in accessing essential services and maintaining a reasonable quality of life.

The City has agreed to provide general maintenance, parts and labour on the Service's vehicles in accordance with established City practices, and federal Department of Transport Regulations. The City will purchase replacement vehicles and will provide a garage for storage of the Service's vehicles, including rent, upkeep and utilities.

SPRUCE GROVE SPECIALIZED TRANSIT SERVICE

Notes to Financial Statements

December 31, 2012

9. BUDGET FIGURES

Budget figures have been provided for information purposes only and are unaudited.

