



7030 Trans-Canada Highway
Duncan, BC V9L 6A1 Canada
www.northcowichan.ca
T 250.746.3100
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GRANT APPLICATION

(PLEASE PRINT)

Name of Organization	Cowchan Historical Society
Address of Organization	130 Canada Avenue, Duncan, BC
Full Mailing Address	PO Box 1014, Duncan, BC V9L 3Y2
Telephone Number & Email	██████████ FIPPA s. 22(1)
Contact Person/Title	Sheila Kitson, Vice-President

Primary purpose of organization: Collection & care of artifacts of the Cowichan Valley

Category under which greatest portion of services fall:

Social Service Sports Cultural Economic Development Other _____

Services available to all members of community: Yes No

If no, please list criteria for receiving your service:

Total Number of people that used your service last year: 8,000

Approximate number of your clients that reside in North Cowichan: 1,500 plus

(Please note that North Cowichan includes the communities of Chemainus, Crofton, Maple Bay, and the Duncan area north of the Cowichan River, and outside the one square mile Duncan core.)

Amount of grant requested: \$10,000

Describe how the grant will be used: (e.g. special projects, operations, maintenance, etc.)

The grant will be used for operations, ongoing maintenance to the 1912 Duncan Train Station where the museum is housed, increased security for the museum, as well as for the school program which is reaching out to school in the North Cowichan region.

In order to be considered for a Municipal grant, please ensure that you enclose the following: the most recent financial statement, and the proposed operating budget.

Other Information: Have you obtained a previous grant from the Municipality? Yes No

Or have you applied to another local government for funding? Yes No

If yes, please list: \$5,500.00 FIPPA s. 22(1)

Applicant's signature: ██████████ **Date:** Oct. 10 '23

In order to be eligible for consideration for a 2024 grant-in-aid, this application and all requested supporting materials must be received no later than October 15th, 2023.

Please submit in person at 7030 Trans Canada Hwy or email to finance@northcowichan.ca

Print Form

Note: Personal information is collected by the Municipality of North Cowichan under the authority of section 26(c) of the Freedom of Information and Protection of Privacy Act for the purpose of processing and administering grant-in-aid applications. Should you have any questions about the collection of this personal information, please contact the Deputy Director of Corporate Services, (250) 746-3100, 7030 Trans-Canada Highway, Duncan, BC V9L 6A1.

COWICHAN HISTORICAL SOCIETY

Financial Information

Year Ended December 31, 2022

COWICHAN HISTORICAL SOCIETY

Index to Financial Information

Year Ended December 31, 2022

(Unaudited - See Notice To Reader)

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COMPILATION ENGAGEMENT REPORT

To the Board of Directors of Cowichan Historical Society:

On the basis of information provided by management, we have compiled the statement of financial position of Cowichan Historical Society as at December 31, 2022, and the statements of revenues and expenditures and changes in net assets for the year then ended, and Note 1, which describes the basis of accounting applied in the preparation of the compiled financial information ("financial information").

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

We performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, *Compilation Engagements*, which requires us to comply with relevant ethical requirements. Our responsibility is to assist management in the preparation of the financial information.

We did not perform an audit engagement or a review engagement, nor were we required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an audit opinion or a review conclusion, or provide any form of assurance on the financial information.

Readers are cautioned that the financial information may not be appropriate for their purposes.

Duncan, British Columbia
March 27, 2023



WESTWICK & ASSOCIATES INC.
Chartered Professional Accountants

COWICHAN HISTORICAL SOCIETY

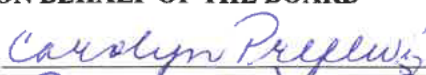

Statement of Financial Position

December 31, 2022

(Unaudited - See Notice To Reader)

	<u>2022</u>	<u>2021</u>
ASSETS		
CURRENT		
Cash	\$ 157,031	\$ 98,085
Term deposits	15,934	5,910
Accounts receivable	-	2,352
Inventory	<u>2,683</u>	<u>3,810</u>
	175,648	110,157
PROPERTY, PLANT AND EQUIPMENT <i>(Note 4)</i>	<u>78,606</u>	<u>84,186</u>
	<u>\$ 254,254</u>	<u>\$ 194,343</u>
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable	\$ 4,969	\$ 1,253
Deferred income	<u>43,789</u>	<u>24,987</u>
	48,758	26,240
NET ASSETS	<u>205,496</u>	<u>168,103</u>
	<u>\$ 254,254</u>	<u>\$ 194,343</u>

ON BEHALF OF THE BOARD

 Director
 Director

The accompanying notes form an integral part of these financial information

COWICHAN HISTORICAL SOCIETY
Statement of Revenues and Expenditures
Year Ended December 31, 2022
(Unaudited - See Notice To Reader)

	2022	2021
REVENUES		
Community Gaming Grant	\$ 21,400	\$ 33,100
Grants - Municipal	22,887	20,748
Grants - Other	14,310	21,500
Admissions	15,286	3,050
Sales - Gift Shop	12,739	2,931
Fundraising	1,300	1,891
Other Revenue	21,016	5,953
First Peoples' Cultural Council	-	14,500
	<u>108,938</u>	<u>103,673</u>
COST OF SALES		
First Peoples' Cultural Council	-	14,500
Duncan Train Station Rehabilitation	5,353	-
	<u>5,353</u>	<u>14,500</u>
GROSS MARGIN	<u>103,585</u>	<u>89,173</u>
EXPENSES		
Amortization	5,581	5,074
Wages - Totem Tour/Tourist Info Centre	11,927	6,920
Insurance	3,707	2,964
Salaries - Regular	-	28,814
Other	5,575	9,629
Office	8,723	4,777
School program	11,724	-
Repairs and maintenance	4,663	9,302
Supplies	6,702	6,601
Electricity	7,590	4,736
	<u>66,192</u>	<u>78,817</u>
EXCESS OF REVENUES OVER EXPENSES FROM OPERATIONS	<u>37,393</u>	<u>10,356</u>
OTHER INCOME		
Wage Subsidy	-	12,176
EXCESS OF REVENUES OVER EXPENSES	<u>\$ 37,393</u>	<u>\$ 22,532</u>

The accompanying notes form an integral part of these financial information

COWICHAN HISTORICAL SOCIETY

Statement of Changes in Net Assets

Year Ended December 31, 2022

(Unaudited - See Notice To Reader)

	2022	2021
NET ASSETS - BEGINNING OF YEAR	\$ 168,103	\$ 145,571
EXCESS OF REVENUES OVER EXPENSES	37,393	22,532
NET ASSETS - END OF YEAR	\$ 205,496	\$ 168,103

The accompanying notes form an integral part of these financial information

COWICHAN HISTORICAL SOCIETY

Notes to Financial Information

Year Ended December 31, 2022

(Unaudited - See Notice To Reader)

1. INCORPORATION AND NATURE OF THE ORGANIZATION

Cowichan Historical Society (the "Society") was incorporated under the Societies Act of British Columbia on May 31, 1974. The Society is a registered charity and is exempt from the payment of income tax under Section 149(1) of the Income Tax Act.

The Society's principal activities are to operate a museum and preserve historical records for the Cowichan area.

2. BASIS OF ACCOUNTING

The basis of accounting applied in the preparation of the statement of financial position of Cowichan Historical Society as at December 31, 2022, and the statements of revenues and expenditures and changes in net assets for the year then ended is the historical cost basis and reflects cash transactions with the addition of:

Revenue Recognition

The Society follows the deferral method of accounting for contributions. 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. Membership dues are recognized as revenue in the year in which they are received.

Capital Assets

Purchased capital assets are recorded at cost. Contributed capital assets are recorded at fair value at the date of contribution if fair value can be reasonably determined. Amortization is provided using the straight-line method at rates intended to amortize the cost of assets over their estimated useful lives.

Donations in Kind

Contributions of materials and services are recognized both as contributions and expenses in the statement of operations when a fair value can be reasonably estimated and when the materials and services are used in the normal course of the Society's operations and would otherwise have been purchased. The value of volunteer hours contributed is not recognized in the financial statements.

Accounts Payable

Expenses are recognized when incurred. Expenses that are unpaid are recorded as accounts payable.

3. COLLECTIONS AND ARTIFACTS

The collections, including art and historic treasures, are not recorded as assets in the financial statements. Donated collections are recorded as revenue estimated at the fair market value of the gift based on appraisals by independent appraisers. The acquisition of both donated and purchased collections are expensed as incurred.

COWICHAN HISTORICAL SOCIETY

Notes to Financial Information

Year Ended December 31, 2022

(Unaudited - See Notice To Reader)

4. PROPERTY, PLANT AND EQUIPMENT

	Cost	Accumulated amortization	2022 Net book value	2021 Net book value
Equipment	\$ 18,241	\$ 2,635	\$ 15,606	\$ 17,065
Canada 150 Capital Project	82,415	19,415	63,000	67,121
	<u>\$ 100,656</u>	<u>\$ 22,050</u>	<u>\$ 78,606</u>	<u>\$ 84,186</u>

The leasehold improvements completed under the Canada 150 Capital Project are being amortized by the straight-line method over the 20 years of the current building lease. Equipment is amortized on the straight-line basis at the rate of 8%.

5. GRANTS - MUNICIPAL

	2022	2021
District of North Cowichan	\$ 4,000	\$ 4,000
City of Duncan	9,150	9,150
City of Duncan Visitor Info Centre	8,874	7,598
City of Duncan – Duncan Train Station Rehabilitation	-	5,000
City of Duncan - Security Grant	863	5,000
Subtotal	<u>22,887</u>	<u>30,748</u>
Deferral of Duncan Train Station Rehabilitation	-	(5,000)
	<u>\$ 22,887</u>	<u>\$ 25,748</u>

6. GRANTS - OTHER

	2022	2021
Heritage Canada MAP grant	\$ 14,310	\$ 20,000
Heritage Canada Recovery grant	11,448	-
Heritage BC	-	1,500
Subtotal	<u>25,758</u>	<u>21,500</u>
Deferral of Heritage Canada Recovery Grant	<u>(11,448)</u>	<u>-</u>
	<u>\$ 14,310</u>	<u>\$ 21,500</u>

COWICHAN HISTORICAL SOCIETY

Notes to Financial Information

Year Ended December 31, 2022

(Unaudited - See Notice To Reader)

7. OTHER REVENUE

	<u>2022</u>	<u>2021</u>
Donations	\$ 13,894	\$ 3,357
John Porter Archival Preservation Fund	750	750
Membership dues	1,860	1,846
Archives	689	-
Sundry (Programs, Curator Services, etc.)	3,823	-
	<u>\$ 21,016</u>	<u>\$ 5,953</u>

8. DEFERRED REVENUE

	<u>2022</u>	<u>2021</u>
Duncan Train Station Rehabilitation Fund		
Received		
City of Duncan	\$ 5,000	\$ 5,000
Island Corridor Foundation	10,000	10,000
Donations	10,000	1,245
Canada Heritage Recovery	11,448	-
Expended		
Design work	(3,470)	(2,069)
	<u>32,978</u>	<u>14,176</u>
Heritage Book Project		
Received		
Cowichan Heritage Society Grant	14,311	14,311
Expended		
Author advance	(3,000)	(3,000)
Design work	(500)	(500)
	<u>10,811</u>	<u>10,811</u>
	<u>\$ 43,789</u>	<u>\$ 24,987</u>
