

GROWING COMMUNITY



Annual Report

For the Year Ended
December 31, 2008

Funding for the Grande Prairie Volunteer Services Bureau Association has been provided in part by the City of Grande Prairie, Family and Community Support Services and the Wild Rose Foundation.



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Message from the Board

Todd Strang, President

Another year at the Volunteer Services Bureau has quickly drawn to an end. I'd like to thank the staff and Board for all their hard work and many successes in 2007.

However, our staff and Board have only been able to continue our good work through the support of our membership—our volunteers—and that of our sponsors. Without them, we would not be able to support the many volunteer based organizations and individuals that are the foundation of Grande Prairie's social structures.

I have spent nine years as a VSB Board representative, as both a director and in executive roles. As I mark the end of this era in 2008, I leave knowing that I have spent the better part of a decade working towards building a better future for my community.

I wish the Board, Staff, and volunteers many continued successes in the future.

Sincerely,

President
Grande Prairie Volunteer Services Bureau

2008 Board of Directors

Todd Strang, President
Anna Scott, Vice President
Melodie McCracken, Secretary/Treasurer
Kai So, Director
Jennifer Douglas, Director
Gayle Mayer, Director

Message from the Staff

Jacqueline Hutton, Executive Director

The Grande Prairie Volunteer Services Bureau Association (VSB) has undergone some incredible changes over the last year. In July 2007, a new Executive Director joined the team, replacing the past ED, Karen Pascut, who went on to pursue higher education at the Grande Prairie Regional College. In December, amidst the holidays and personal vacations, the VSB also relocated to a temporary office located at 10031-103 Avenue. And while the faces and office spaces may be new, the passion for volunteerism and drive to build a stronger Grande Prairie has persevered.

2008 marks an exciting year for the VSB. The Association originated in 1969 and has been an integral part of this community since that time with the exception of a brief hiatus in the mid-seventies. Officially incorporated as a Society on April 12, 1983, the VSB is pleased to celebrate its Societal Silver Anniversary in the same year as the City's Golden Anniversary. Each anniversary is a reflection of the other: the VSB could not provide its services without the ongoing support of the City of Grande Prairie, and the City would certainly feel a void within its social framework in the absence of such a strong voluntary sector.

The VSB Board of Directors and Staff would like to take this opportunity to thank the Community and our sponsors for the support and encouragement that they have provided to our organization.

Sincerely,

Jacqueline Hutton

Executive Director

Grande Prairie Volunteer Services Bureau

Staff

Jacqueline Hutton, Executive Director

Donna Durnford, Program Coordinator

Belief Statement

Volunteers make an important contribution to society.
Volunteerism enhances the quality of life for everyone.

Mission Statement

The Volunteer Services Bureau provides resources and promotes volunteerism for our community.

Objects

- To promote and strengthen volunteerism in the community at large through a variety of activities.
- To recruit and refer volunteers to non-profit agencies and registered charities.
- To provide workshops and seminars to volunteers on various topics, for example: board management.
- To operate a Community Centre on volunteering.

Association Services

- Volunteer opportunity listings on our website and in our weekly newspaper column
- Volunteer recruitment and referrals via our website, our Daily Herald Tribune sponsored column, and our in-house volunteer database
- Generating reports of potential volunteers for non-profit organizations using our internal database of community volunteers matching individual interests to community needs
- Volunteer recognition programs including Volunteer of the Week, sponsored by Tim Horton's, complimentary Annual Volunteer Appreciation Pancake Breakfast, Annual Volunteer Appreciation Luncheon, and the Leaders of Tomorrow Awards presented by ATCO
- Community Volunteer Income Tax Program for low-income individuals and families
- Low cost photocopying alternative for non-profit organizations
- Professional development workshops and seminars
- School and workplace presentations that focus on how youth, employers, and employees can become active volunteers in their communities
- The Community Directory, an annual publication of community services and programs that has become an essential workplace tool in many businesses and organizations throughout Grande Prairie
- Resource centre including books, videos, and audio cassettes on various volunteer related topics



Families who eat together, stay together—the Pancake Breakfast is about connecting with each other and connecting as a community!

Building Capacity within the Voluntary Sector

Each year, the Volunteer Services Bureau works to address the professional development needs of the local voluntary sector. In 2007, the VSB hosted the following workshops:

- **GiveMeaning.com**, an online fundraising tool, sponsored by the presenting organization;
- **Director's & Officers Liability Insurance Seminar**, sponsored by Volunteer Alberta;
- **Strengthening Volunteer Boards**, co-sponsored by the Board Development Program;
- **Canadian Code for Volunteer Involvement**, co-sponsored by Alberta Network Canadian Volunteerism Initiative and Volunteer Alberta with the participation of the Government of Canada;
- **Leadership Institute Second Tier**, co-sponsored by the Wild Rose Foundation, Alberta Lottery Fund, and the Government of Alberta; and
- **Screening Volunteers In...Not Out**, co-sponsored by Volunteer Alberta, Wild Rose Foundation, and Volunteer Canada.

Workshop topics are determined based on feedback received from Grande Prairie's voluntary and not-for-profit sectors. We also work closely with volunteer centres across Alberta to identify and address common concerns.



Professional development is about more than learning new skills—it's about learning how to pool resources and work together .

Volunteer Appreciation & Recognition

Volunteer of the Week Program

Ongoing throughout the year

- Sponsored by Tim Horton's and supported by the Daily Herald Tribune (DHT);
- Community organizations nominate a volunteer that will be recognized in the DHT and on Channel 7 for their contributions to their communities;
- Recipients receive a certificate, Tim Horton's gift certificates, Tim Horton's travel mug, and the opportunity to win the monthly prize of a Tim Horton's Home Coffee Brewer;
- Organizations are offered a zero cost opportunity to recognize their volunteers and receive free publicity.

National Volunteer Week, April 15—28, 2007

Annual Volunteer Appreciation Luncheon

April 18, 2007

- Over 500 attendees;
- One of the most highly anticipated events for volunteers in the City of Grande Prairie;
- Sponsored by EnCana, Investors Group, Volunteer Alberta, Suncor, Swan City Rotary, and the Grande Prairie, Wembley, and Trumpeter Lions Clubs.
- More than 30 local businesses and organizations provided door prizes, with West Jet supplying the grand prize valued at \$2,260.00.

Leaders of Tomorrow Awards Presented by ATCO

April 18, 2007

- A venue at which to recognize students who have made significant volunteer contributions and are projected to be "leaders of tomorrow" through their passion and dedication to community;
- Presented by ATCO with support from the regional FCSS offices, Grande Prairie & District Chamber of Commerce, ConocoPhillips, Talisman Energy, and Weyerhaeuser.

International Volunteer Day Complimentary Pancake Breakfast

December 5th, 2007

- Held at the Golden Age Centre;
- Approximately 175 people in attendance;
- Supported by over a dozen local businesses and organizations.

Success of the Organization

The Volunteer Services Bureau continues to be a very active and community focused organization. We are involved with community committees and events that require mass numbers of volunteers, such as the Coats for Kids Campaign, the Grande Prairie International Street Performers Festival, and the 2010 Arctic Winter Games.

In 2007, our volunteers contributed over 650 hours to support our Bingos, Community Volunteer Income Tax Program, and our Board. These volunteer hours are directly responsible for enabling our organization to deliver the diverse and much needed volunteer resources to our community's non-profit organizations and individuals.

As an organization that works with both individuals and non-profits, we take pride in knowing that our work enhances the quality of life for so many residents of Grande Prairie. In 2007, we worked with an Alternative Measures Volunteer to find a successful volunteer placement that would fulfill his mandated hours, satisfy a need within a non-profit group, and ideally inspire the volunteer to continue to be engaged in the community. After a few attempts, we were successful in finding a placement that met all three of these goals. We are pleased to report that at the end of his placement, he continued to work with the non-profit organization and has developed a solid connection within our community. This is just one example of the success that the VSB enjoys!

Testimonials

*"I'm always inspired by the time and energy that comes from the people at the VSB."
Clyde Blackburn, Street Performers Festival Organizer*

*"...the VSB does an amazing job of co-coordinating so much in Grande Prairie"
Sylvia Advent, Peace Country Health Volunteer Services*

"The VSB works very hard to assist local groups—they have been an invaluable asset to Sewing for Kids"

Joey Farnsworth, Sewing for Kids

*"It's (VSB Community Directory) the best one in the province!"
Marcel Gagne, Wintergreen Learning Materials (Calgary)*

**GRANDE PRAIRIE VOLUNTEER
SERVICES BUREAU ASSOCIATION**

Financial Statements

December 31, 2007

(Unaudited)





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REVIEW ENGAGEMENT REPORT

To the Members of **Grande Prairie Volunteer Services Bureau Association**

We have reviewed the statement of financial position of **Grande Prairie Volunteer Services Bureau Association** as at December 31, 2007 and the statements of financial activities and accumulated surplus and cash flows for the year then ended. Our review was made in accordance with Canadian generally accepted standards for review engagements and accordingly consisted primarily of enquiry, analytical procedures and discussion related to information supplied to us by the Association.

A review does not constitute an audit and consequently we do not express an audit opinion on these financial statements.

Based on our review, nothing has come to our attention that causes us to believe that these financial statements are not, in all material respects, in accordance with Canadian generally accepted accounting principles.

Grande Prairie, Alberta
February 12, 2008

Fletcher, Mudryk & Co.
Chartered Accountants

GRANDE PRAIRIE VOLUNTEER SERVICES BUREAU ASSOCIATION

Statement of Financial Position

December 31, 2007

(Unaudited)

	2007	2006
ASSETS		
FINANCIAL ASSETS		
Cash	\$ 59,160	\$ 60,676
Restricted cash - bingo	6,515	9,345
- casino	55,541	20,351
Accounts receivable - other	2,263	1,849
Prepays	2,415	3,450
	\$ 125,894	\$ 95,671
LIABILITIES		
FINANCIAL LIABILITIES		
Accounts payable and accrued liabilities	\$ 6,801	\$ 4,564
Deferred grant revenue	5,802	11,111
	12,603	15,675
MEMBERS' EQUITY		
ACCUMULATED SURPLUS	113,291	79,996
	\$ 125,894	\$ 95,671

ON BEHALF OF THE BOARD

_____ *Member*

_____ *Member*



GRANDE PRAIRIE VOLUNTEER SERVICES BUREAU ASSOCIATION

Statement of Financial Activities and Accumulated Surplus

Year Ended December 31, 2007

(Unaudited)

	2007	2006
REVENUE		
Bingo	\$ 15,179	\$ 21,282
Casino	49,221	-
Community directory	1,400	2,755
Grant - Community Foundation	3,043	4,388
- F.C.S.S	42,024	41,200
- Wildrose youth	2,266	146
Other	2,449	221
Photocopy charges	207	274
Programs - Leaders of Tomorrow	8,250	10,850
- Volunteer Alberta	-	3,000
- Miscellaneous workshops	596	5,380
Volunteer week	13,902	7,186
	<u>138,537</u>	<u>96,682</u>
EXPENDITURES <i>(Schedule 1)</i>	<u>106,070</u>	<u>124,051</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURES BEFORE THE FOLLOWING	32,467	(27,369)
Interest income	828	1,406
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURES	33,295	(25,963)
ACCUMULATED SURPLUS - beginning	<u>79,996</u>	<u>105,959</u>
ACCUMULATED SURPLUS - ending	<u>\$ 113,291</u>	<u>\$ 79,996</u>



GRANDE PRAIRIE VOLUNTEER SERVICES BUREAU ASSOCIATION

Statement of Cash Flows

Year Ended December 31, 2007

(Unaudited)

	2007	2006
OPERATING ACTIVITIES		
Excess (deficiency) of revenue over expenditures	\$ 33,295	\$ (25,963)
Changes in non-cash working capital:		
Accounts receivable - other	(414)	3,679
Prepays	1,035	1,035
Accounts payable and accrued liabilities	2,237	2,337
Deferred grant revenue	(5,309)	11,111
	<u>(2,451)</u>	<u>18,162</u>
Cash flow from (used by) operating activities	<u>30,844</u>	<u>(7,801)</u>
INCREASE (DECREASE) IN CASH	30,844	(7,801)
CASH - beginning	<u>90,372</u>	<u>98,173</u>
CASH - ending	<u>\$ 121,216</u>	<u>\$ 90,372</u>
CASH CONSISTS OF:		
Cash	\$ 59,160	\$ 60,676
Restricted cash - bingo	6,515	9,345
- casino	55,541	20,351
	<u>\$ 121,216</u>	<u>\$ 90,372</u>



GRANDE PRAIRIE VOLUNTEER SERVICES BUREAU ASSOCIATION

Notes to the Financial Statements

Year Ended December 31, 2007

(Unaudited)

1. NATURE OF BUSINESS

The primary purpose of the Grande Prairie Volunteer Services Bureau Association is to provide a wide range of volunteer services and resources to the community, to recruit, screen and refer volunteers, to educate the various components of the community and to provide updated information on community resources and agencies.

2. SIGNIFICANT ACCOUNTING POLICIES

Restricted cash

Restricted cash accounts represent money held, which is to be used for specified purposes and for which there are outside reporting requirements.

Property, plant and equipment

Property, plant and equipment are expensed in the year of acquisition.

Contributed services

The mission of the Grande Prairie Volunteer Services Bureau Association is dependent upon and thankful for the many hours contributed by its members. Members contribute about 1,200 hours per year to assist the Grande Prairie Volunteer Services Bureau Association in carrying out its mission. Because of the difficulty of determining their fair value, contributed services are not recognized in these financial statements.

Revenue recognition

Grande Prairie Volunteer Services Bureau Association follows the deferral method of accounting for contributions. Deferred 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.

Investment income is recognized on an accrual basis and is transferred to restricted funds when received. Fundraising revenue is recognized as revenue when the events are held.

Financial instruments

The Association's financial instruments consist of cash, accounts receivable and accounts payable and accrued liabilities. It is management's opinion that the Association is not exposed to significant interest, currency or credit risks arising from these financial instruments. Unless otherwise noted, the fair value of these financial instruments approximate their carrying values.

Measurement uncertainty

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 period. By their nature, these estimates are subject to measurement uncertainty and the effect on the financial statements of changes in such estimates in future periods could be significant.



GRANDE PRAIRIE VOLUNTEER SERVICES BUREAU ASSOCIATION

Notes to the Financial Statements

Year Ended December 31, 2007

(Unaudited)

3. INCOME TAX STATUS

The Association qualified as a tax-exempt registered entity effective January 1, 2001 under Section 149(1)(f) of the Income Tax Act.



GRANDE PRAIRIE VOLUNTEER SERVICES BUREAU ASSOCIATION

Expenditures

(Schedule 1)

Year Ended December 31, 2007

(Unaudited)

	2007	2006
Advertising and marketing	\$ 2,895	\$ 4,677
Bingo	1,238	7,977
Casino	98	219
Community donations	1,300	-
Cost of premises - rent	1,180	2,443
Equipment purchases	680	669
Executive meetings	142	25
Insurance	1,999	1,996
Licenses, fees and permits	574	155
Mediation program	-	88
Office	11,661	11,843
Professional fees	3,899	4,011
Programs - International Volunteer Day	851	503
- Leaders of Tomorrow	3,106	6,154
- Volunteer week	10,827	9,438
- Miscellaneous workshops	1,208	13,060
Salaries, wages and benefits	54,055	52,562
Staff development and travel	1,046	1,170
Telecommunications	2,437	2,372
Website	-	155
Wildrose youth	5,902	146
Youth Volunteerism project	972	4,388
	<u>\$ 106,070</u>	<u>\$ 124,051</u>



Grande Prairie Volunteer Services Bureau Association
Reconciliation of T3010A to Financial Statements
December 31, 2007

Total other expenditures	
Bingo expenses	\$ 1,238
Executive meetings	142
Insurance	1,999
Leaders of Tomorrow	3,106
Mediation program expenses	-
International Volunteer Day expenses	851
Telecommunications	2,437
Volunteer week expenses	10,827
Website development	-
Community Foundation	972
Wildrose Youth	5,902
Casino	98
Workshops	1,208
Line 4920	\$ 28,780
Total charitable programs expenditures	
Leaders of Tomorrow	\$ 3,106
Mediation program	-
Programs - International Volunteer Day	851
Youth Volunteerism project	972
Volunteer week	10,827
1/2 Office expense	5,831
1/2 Salaries, wages and benefits	27,028
Wildrose Youth	5,902
Workshops	1,208
Line 5000	\$ 55,725
Total management and administrative expenditures	
Advertising and promotion	\$ 4,195
Cost of premises - rent	1,180
Equipment purchases	680
Executive meetings	142
Insurance	1,999
Licenses, fees and permits	574
1/2 Office	5,830
Professional fees	3,899
1/2 Salaries, wages and benefits	27,027
Telecommunications	2,437
Staff development and travel	1,046
Website development	-
Line 5010	\$ 49,009



Grande Prairie Volunteer Services Bureau Association
Reconciliation of T3010A to Financial Statements (continued)
December 31, 2007

Total fundraising expenditures	
Casino	\$ 98
Bingo	<u>1,238</u>
Line 5020	<u><u>\$ 1,336</u></u>
Total expenses	<u><u>\$ 106,070</u></u>

Amounts taken from 12/31/07 financial statement

