



PARTNERS Family Services Inc. Annual General Meeting

June 20, 2017 – 6pm
PARTNERS Family Services Office



VISION

Caring for People

Bridging Resources

Building Hope

MISSION

We are committed to nurturing positive choices that sustain safe and healthy individuals, families and communities through support, education and partnerships.

VALUES

CARING through compassion and empathy

COMMITTED to safe and healthy individuals and communities

ACCOUNTABLE in taking responsibility for our decisions and actions

RESPECTFULLY treating people with dignity and equality

Monday to Thursday 9-4 Friday 9-3

P: 306-682-4135

www.partnersfamilyservices.ca



Board of Directors as of March 31st, 2017

Andre Kruger - Board Chair

Deborah Bryson-Sarauer – Vice Chair

Colleen Lessmeister – Treasurer

Corrine Arnold – Secretary

Paul Kneeshaw – Director

Andrew Burgess – Director

Brenda Shrader - Director

PARTNERS Family Services Staff as of March 31st, 2017

Hayley Kennedy – Executive Director

Vacant – Family Support Services Coordinator

Emily Schemenauer – Support Services Coordinator

Trina Joa – Office Coordinator

Jackie Rancourt – Program Assistant

Maureen Poncelet – Bookkeeper

Kathy Seipp – Family Support Worker

Jamie Thiemann – Family Support Worker

Crystal Perkins – On Maternity Leave

Teryn Ulriksen – On Maternity Leave



PARTNERS Family Services Inc.
Annual General Meeting
June 20, 2017
6pm
PARTNERS Family Services Office

AGENDA

1. Call to Order
2. Adoption of Agenda
3. Adoption of 2015-16 AGM Minutes
4. Presentation of Audited Financial Statement
5. Appointment of Auditor for 2017-18 Fiscal Year
6. Chairperson/Board Report
7. Executive Director Report
8. Nominations for Board Membership
9. Discussion
10. Adjournment



**PARTNERS Family Services
Minutes for Annual General Meeting**

Tuesday, June 28, 2016
Charlston Room, Bella Vista

Present: Board Members: Andrew Burgess, Colleen Lessmeister, Paul Kneeshaw, Corrinne Arnold.
Staff: Hayley Kennedy, Teryn Ulriksen, Emily Schemenauer
Others: Elaine Loehr, Mayor Malcolm Eaton, Colleen Bowman.
Regrets: Deborah Bryson Sarauer, Andre Kruger

1. Call to Order: 6:06 pm
Appoint Corrinne Arnold as secretary for AGM minutes.
2. Motion to Adopt Agenda
Motion to adopt the Agenda as presented.
Moved: Colleen Lessmeister Seconded: Paul Kneeshaw: Carried.
3. Motion to approve minutes from AGM July 27, 2015
Moved: Paul Kneeshaw Seconded: Corrinne Arnold: Carried.
4. Presentation of Audited Financial Statement
Colleen Bowman (auditor) made presentation of audited financial statement according to GAAP for non-profits.
Motion to accept the financial report as presented.
Moved: Colleen Lessmeister, Seconded: Paul Kneeshaw: Carried.
5. Appointment of auditor
Motion to accept Colleen Bowman as external auditor for the 2016-2017 fiscal year.
Moved: Colleen Lessmeister, Seconded: Paul Kneeshaw: Carried.
6. Board of Director's Chairperson Report - Andrew Burgess
Motion to accept report as presented.
Moved: Corrinne Arnold, Seconded: Paul Kneeshaw: Carried.
7. Executive Director's Report - Hayley Kennedy
Motion to accept as amended (date error).
Moved: Colleen Lessmeister, Seconded: Corrinne Arnold: Carried.
8. Bylaw Changes - Review and Adoption
Thanks to Elaine Loehr and Deborah Bryson Sarauer for their work.
Motion to accept the bylaw changes.
Moved: Paul Kneeshaw, Seconded: Corrinne Arnold: Carried.
9. Nominations for Board Membership - none for this meeting.



10. Election of Directors - Ratification - not required.
11. Discussion - general discussion of financial position and Ministry contracts.
12. Motion to adjourn at 6:33 pm.



Board Chair Report

This past year was my first as the Chair of the Partners Board. It was a challenge at first but I have now settled in and hope to provide the same insight and support as Andy Burgess did.

I would like give a huge thank you to Hayley and her staff for the excellent service that they provide day in and day out. The time commitment and dedication to the organization is recognized by the Board members. Thank you!!!!

We welcomed Brenda Shrader onto the board and look forward to working with her and the insight she will provide having served on many other non-profit boards in the past.

The Board will bid the following farewells: Andy Burgess the past Chair will be missed for his valuable contribution and insight and Corrinne Arnold has decided to resign after two years; she will be missed as our board secretary. We would like to thank both for their time and commitment will serving on the board.

The board will remain a policy driven board as well as working on the Governance for the Board members. We currently have 2 vacant positions on the board. The board would like to get someone from the financial sector and or the Horizon school division. The Board will continue to recruit until we have a full Board. This is very important as we have board members that will complete 2 terms next year.

We completed a Strategic Action Plan for the next 3 years will be working through this with the new and existing board members in the next year.

Partners will continue to work with our funding agencies to deliver quality programming for our clients.

Andre Kruger, Board Chair



Executive Director Report

The 2016-17 fiscal year was another successful year for PARTNERS Family Services Inc as the organization focused on its core values of CARING, COMMITTED, ACCOUNTABLE and RESPECTFUL as we continue to work with at risk individuals and families in Humboldt and Area.

The 16-17 fiscal year saw the completion of our second year of contracts under the Ministries of Social Services and Justice, and all programs saw an increase of usage by clients. Frontline staff continue to be challenged to work with clients and families in unique and innovative ways that makes use of limited resources in Humboldt and Area while ensuring the needs for the clients are met.

PFS received funding through the Community Initiatives Fund to set up two satellite sites in the communities of Wakaw and Wynyard. In partnership with Saskatoon Health Region, Individuals and families in these communities had access to a worker on a drop in or scheduled basis in their home community health clinic one day per week. These satellite offices cemented our presence in these outlying communities, as well as established PFS as a vital part of the rural support network in the northern and eastern areas of our service zone.

PFS has also been a leader in the implementation of the Hub model of support services. Originally brought forward in Humboldt and Area in 2013, the Hub group will work to support at risk individuals and families through coordinated and effective intervention and supports through partnerships with RCMP, Mental Health and Addiction Services, Victim Services and local education. PFS has been a leader in bringing this group together and moving forward towards a comprehensive service delivery model for the highest risk members of our communities. The Hub model is a reflection of the more than 70 initiatives PFS has taken part in with 27 different agencies in the past year.

In the past fiscal year, the organization has become a key member of the Sexual Assault Services of Saskatchewan provincial association, holding the vice-chair position for the organization. Through this provincial body, PFS has become a vital voice for ensuring the needs of individuals in rural Saskatchewan are included in discussions regarding supports and services and policy in regards to sexualized violence. PFS also sits on the Family Service Saskatchewan Board of Directors. It is through this organization we are able to work with other similar CBOs to ensure the needs of family service organizations are brought forth to government with a collective voice.

PFS held its Second Annual Walk a Mile in Her Shoes in June of 2016. This fundraiser and awareness campaign successfully engaged the community in raising funds for the organization while also encouraging community dialogue about violence against women and girls. Participants have identified this event as a fun and engaging way to support the organization financially while also supporting our goals of providing education and advocacy for victims and survivors of gender based violence.

This successful fundraiser allowed for the development of the Bridging Resources Fund – an emergency aid program administered by PFS to provide financial support for our most vulnerable clients during times of crisis. This fund has allowed PFS to use funds raised in the community to flow directly back to those who are most in need. Through this fund, PARTNERS was able to provide support to more than 40 individuals who would not have had their needs met without this financial aid.

In the past year, the organization has worked hard to recruit, hire and retain skilled and qualified staff to continue to deliver comprehensive and effective services in Humboldt and Area. As we look ahead to the next year, I look forward to continuing to grow the agency with a focus on meeting the needs of the individuals, families and communities we serve.



Hayley Kennedy, Executive Director

Family Support Program Report

The PARTNERS Family Support Program is fully funded by the Government of Saskatchewan. The Family Support Program provides support to families with identified needs varying from basic life skills to routine parenting strategies to encourage a healthy home environment. Our Family Support Workers work with families in the home and community to achieve desired outcomes.

Family Support Services include:

- In-home family support, where staff offer a hands on approach to problem solving.
- Transportation for children's appointments, which have been deemed necessary for case plan success.
- Supervised visits, which take place in our office or community setting when deemed necessary by the Ministry of Social Services.
- The Family Support Program provides services to Ministry clients and Diversion (prevention) clients. Referrals may be made through self-referrals, the Ministry, other human service agencies or Community Based Services.

It is the responsibility of the Family Support Coordinator to provide monthly statistical reports to the Ministry of Social Services providing details of family support hours, expenses, kilometers covered and contract hours. The Program has been through a bit of a transition with a change of Coordinators and updating referral processes. We now have new referral forms that will help get information needed to work efficiently with a family while keeping staff safety in mind.

The Family Support Program currently employs 2 Family Support Workers on a full/part time basis equaling 60 hours a week of in home support. Support staff have had the opportunity to attend training sessions such as ASIST, Write it Right, Confidentiality and Informed Consent, among others.

Teryn Ulriksen, Family Support Services Coordinator



Triple P Program Report

Triple P (Positive Parenting Program) continues to be well received in Humboldt and Area. This program focuses on bringing practical solutions to common parenting concerns by offering parents a variety of methods and choices to use when interacting with their children.

As an organization, we have struggled to maintain Triple P accredited staff due to the part time nature of the position. However, the organization, with support of the Ministry of Social services, invested in the program and at the end of the fiscal year PFS has three Triple P accredited staff. We will also add an additional worker in the new fiscal year.

In the 2016-17 fiscal year, PFS focused on ensuring our rural communities had access to the program. We focused on delivering programming in the communities in the outlying areas of our region to the North and East. Groups were offered in the communities of Wynyard, Spalding, Watson, and Wakaw as well locally in Humboldt.

We also implemented the Triple P Self Help Study into the homes of all families on the Family Support Case Load. This innovative use of Triple P made an effective use of resources and became a valuable tool for our frontline workers to connect with families in their homes and provide them with specific tools to use when parenting their children. This use of the program has allowed us to increase the number of families who have access to Triple P by 50% in the past year.

As we look ahead to 2017-18, we see continued growth for Triple P in Humboldt and Area. As one of 6 provincial roll out sites for this initial 3 year contact, PFS has run a very successful and well utilized programs and established our selves as one of the leading organizations in Triple P delivery. We look forward to continuing to offering Triple P in Humboldt and Area as well as to our smaller, rural communities.

Hayley Kennedy, Interim Triple P Program Coordinator



Prevention and Support Program Report

The Support Services Program is funded by the Ministry of Justice Interpersonal Violence and Abuse program and the Ministry of Social Services Counselling, Support and Education program. Through this branch of the organization, PARTNERS offers supports for those experiencing, or at risk of experiencing, interpersonal violence, as well as resources and assistance for individuals in the areas of family dynamics, housing, food security, mental health, addictions, emergency supplies, assistance with crisis situations and safety planning. Workers offer immediate assistance as needed for crisis response, as well as referrals to other agencies, service coordination and advocacy for individuals seeking services through multiple programs.

The Prevention and Support Program has seen a high volume of intakes over the past year. As a result, the role has evolved significantly. We have implemented a new client intake process and form to gather more information through initial calls. We now have a designated intake position that is responsible for collecting, screening and inputting information regarding initial reason for service request and additional details in order to best assess and offer more effective services. Through this increase in client intakes, we have also seen an increase in shelter transports for individuals as well as families involved in domestic violence situations. This position has also taken on a short-term counselling role, which has been a great need in our community.

The Support Services program saw an increase in the amount of outreach work done in smaller communities due an increasing emphasis on “meeting clients where they’re at” both emotionally and physically. Travel is a barrier to accessing services for many rural clients and we are pleased to be able to bridge this gap for people needing services. We launched a pilot outreach project in the communities of Wakaw and Wynyard in September 2016. A worker has been stationed in each of these communities one day a week to be an immediate reference point for people seeking services. Through this outreach project, we have been able to make many valuable connections with community members and have improved efficiency of service.

The Support Services Coordinator also saw an increase in the number of presentations and workshops requested by the community. Funded through the SaskLotto Community Grant Program, we were able to deliver presentations in our rural communities on the issues of domestic violence, healthy relationships, dating violence and bullying/ healthy peer relationships. We also offered an eight week Anger Management Program, which was credible for individuals on probation. These presentations/workshops were well received and attended by surrounding communities.

Over the past year, the Prevention and Support Services Coordinator has seen a consistent increase both in client numbers, as well as the complexity of the needs of the people who come through our doors. We look forward to being able to grow with this ever-increasing demand for service and continuing to work with individuals and families to support safe and healthy communities.

Emily Schemenauer, BSW, RSW Prevention and Support Services Coordinator



Program Stats
2016-2017

Triple P	
Total # families served	164
Total # hours of programming	328
Total # communities served	15

Family Support		
	<i>Ministry</i>	<i>Diversion</i>
Total # families served	68	76
Total # hours	1157.17 (64%)	744.25 (115%)
Total # communities served	11	9

Support Services	
Total # client contacts	4497
Total # outreach contacts	73
Total # hours of programming	98
Total # referrals made	1494
Total # communities served	32

PARTNERS FAMILY SERVICES INC.

Financial Statements

Year Ended March 31, 2017

PARTNERS FAMILY SERVICES INC.

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Year Ended March 31, 2017

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MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING

The financial statements of Partners Family Services Inc. have been prepared in accordance with Canadian accounting standards for not-for-profit organizations. When alternative accounting methods exist, management has chosen those it deems most appropriate in the circumstances. These statements include certain amounts based on management's estimates and judgments. Management has determined such amounts based on a reasonable basis in order to ensure that the financial statements are presented fairly in all material respects.

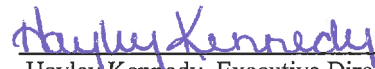
The integrity and reliability of Partners Family Services Inc. 's reporting systems are achieved through the use of formal policies and procedures, the careful selection of employees and an appropriate division of responsibilities. These systems are designed to provide reasonable assurance that the financial information is reliable and accurate.

The Board of Directors is responsible for ensuring that management fulfills its responsibility for financial reporting and is ultimately responsible for reviewing and approving the financial statements. The Board carries out this responsibility principally through its Audit Committee. The Audit Committee is appointed by the Board and meets periodically with management and the shareholders' auditors to review significant accounting, reporting and internal control matters. Following its review of the financial statements and discussions with the auditors, the Audit Committee reports to the Board of Directors prior to its approval of the financial statements. The Committee also considers, for review by the Board and approval by the shareholders, the engagement or re-appointment of the external auditors.

The financial statements have been audited on behalf of the shareholders by Coleen Bowman CPA Prof Corp , in accordance with Canadian accounting standards for not-for-profit organizations.



Andre Kruger, Chairperson



Hayley Kennedy, Executive Director

Humboldt, SK
June 15, 2016

INDEPENDENT AUDITOR'S REPORT

To the Members of Partners Family Services Inc.

I have audited the accompanying financial statements of Partners Family Services Inc., which comprise the statement of financial position as at March 31, 2017 and the statements of revenues and expenditures, changes in net assets and cash flow 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 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.

Auditor's Responsibility

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I 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.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my qualified audit opinion.

Basis for Qualified Opinion

In common with many not-for-profit organizations, Partners Family Services Inc. derives revenue from fundraising activities the completeness of which is not susceptible to satisfactory audit verification. Accordingly, verification of these revenues was limited to the amounts recorded in the records of Partners Family Services Inc. Therefore, I was not able to determine whether any adjustments might be necessary to fundraising revenue, excess of revenues over expenses, and cash flows from operations for the year ended March 31, 2017, current assets and net assets as at March 31, 2017.

(continues)

Independent Auditor's Report to the Members of Partners Family Services Inc. *(continued)*

Qualified Opinion

In my opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph, the financial statements present fairly, in all material respects, the financial position of Partners Family Services Inc. as at March 31, 2017 and the results of its operations and its cash flow for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Humboldt, SK
June 12, 2017




CHARTERED PROFESSIONAL ACCOUNTANT

Partner Family Services Inc.
Statement of Financial Position
As at March 31, 2017

	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016
	Core Operating Fund		Internally Restricted Fund		Externally Restricted Fund		Total			
ASSETS										
CURRENT										
Cash	\$ 180,445	\$ 167,961	\$ 70,620	\$ 46,771	\$ 110,168	\$ 90,394	\$ 361,233	\$ 305,126		
Accounts Receivable	2,000	3,090	-	-	-	-	2,000	3,090		
Goods and Services Tax recoverable	1,434	530	-	-	-	-	1,434	530		
Prepaid Expenses	-	177	-	-	-	-	-	177		
	183,879	171,758	70,620	46,771	110,168	90,394	364,667	308,923		
	1,192	1,560	-	-	-	-	1,192	1,560		
TANGIBLE CAPITAL ASSETS (Note 3)	\$ 185,071	\$ 173,318	\$ 70,620	\$ 46,771	\$ 110,168	\$ 90,394	\$ 365,859	\$ 310,483		
LIABILITIES AND NET ASSETS										
CURRENT										
Accounts payable	\$ 2,147	\$ 1,186	\$ -	\$ -	\$ -	\$ -	\$ 2,147	\$ 1,186		
Government Funding repayable (Note 4)	-	-	-	-	73,549	72,571	73,549	72,571		
Vacation payable	5,751	5,231	-	-	-	-	5,751	5,231		
Employee deductions payable	5,127	5,704	-	-	-	-	5,127	5,704		
Deferred Revenue (Note 5)	-	-	16,794	8,292	36,619	17,823	53,413	26,115		
	13,025	12,121	16,794	8,292	110,168	90,394	139,987	110,807		
NET ASSETS	172,046	161,197	53,826	38,479	-	-	225,872	199,676		
	\$ 185,071	\$ 173,318	\$ 70,620	\$ 46,771	\$ 110,168	\$ 90,394	\$ 365,859	\$ 310,483		


See accompanying notes

Approved by the Board

 Director
 Director
Colleen Bowman
 Chartered Professional Accountant
 Professional Corporation

Partner Family Services Inc.
Statement of Operations and Changes in Net Assets
As at March 31, 2017

	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	Total
	Core Services		MSS - Triple P		MSS - Family Support		MSS - Diversion		Justice - Family Violence Outreach		MSS - Counselling, Support and Education		MSS - Leadership		Total
Revenues															
Program Revenue	\$ 30,712	\$ 2,810	\$ 66,335	\$ 68,550	\$ 66,714	\$ 75,377	\$ 40,596	\$ 23,631	\$ 48,416	\$ 50,470	\$ 99,520	\$ 103,169	\$ 45,248	\$ 46,612	\$ 397,541
Donations	42,870	70,207	-	-	-	-	-	-	-	-	-	-	-	-	42,870
Workshop and other program revenue	2,361	25,939	-	-	-	-	-	-	-	-	-	-	-	-	2,361
Fundraising	1,537	36,961	-	-	-	-	-	-	-	-	-	-	-	-	1,537
Rental	16,820	17,070	-	-	-	-	-	-	-	-	-	-	-	-	16,820
Memberships	100	140	-	-	-	-	-	-	-	-	-	-	-	-	100
Investment income	321	169	-	-	-	-	-	-	-	-	-	-	-	-	321
	\$ 94,721	\$ 153,296	\$ 66,335	\$ 68,550	\$ 66,714	\$ 75,377	\$ 40,596	\$ 23,631	\$ 48,416	\$ 50,470	\$ 99,520	\$ 103,169	\$ 45,248	\$ 46,612	\$ 461,550
Expenses															
Advertising	549	1,153	359	239	-	-	-	-	734	415	56	646	317	-	2,015
Amortization	369	491	-	-	-	-	-	-	-	-	-	-	-	-	369
Fundraising	2,139	32,232	-	-	-	-	-	-	-	-	-	-	-	-	2,139
Governance	8,198	1,727	-	-	-	-	-	-	-	-	-	-	-	-	8,198
Insurance	1,289	1,281	-	-	884	700	449	300	345	673	1,258	1,486	-	-	4,225
Interest and bank charges	214	162	-	-	-	-	-	-	-	-	-	-	-	-	214
Memberships	493	-	-	-	-	-	-	-	600	550	-	103	-	-	1,093
Office equipment	1,742	3,612	-	-	-	-	-	-	-	-	-	-	-	-	1,742
Office and computer	4,000	538	917	1,293	1,529	426	700	165	393	670	802	621	421	-	8,763
Professional fees	2,149	1,611	600	600	-	-	-	-	500	500	1,320	1,320	-	-	4,569
Program expenses	5,651	9,718	2,849	2,295	4,283	3,876	383	818	921	311	310	345	179	-	14,576
Rent	17,699	21,294	10,136	9,747	6,075	3,500	3,411	1,500	6,568	6,801	11,954	13,000	-	-	55,842
Telephone	689	1,444	1,030	924	2,012	2,095	957	699	361	339	2,258	1,938	-	90	7,307
Travel and meals	6,429	1,458	2,238	3,088	9,315	9,194	2,347	2,044	1,601	1,720	1,652	937	82	-	23,665
Training, education, and materials	3,680	1,124	229	64	1,088	514	-	-	924	1,010	943	693	-	909	6,864
Utilities	269	303	-	-	471	-	221	-	414	373	7,408	6,874	-	-	8,783
Wages and benefits	12,968	7,807	47,977	50,300	41,058	55,072	32,129	18,106	35,054	37,108	71,557	75,206	44,249	45,613	284,993
	\$ 68,524	\$ 85,956	\$ 66,335	\$ 68,550	\$ 66,714	\$ 75,377	\$ 40,596	\$ 23,631	\$ 48,416	\$ 50,470	\$ 99,520	\$ 103,169	\$ 45,248	\$ 46,612	\$ 435,354
Excess of revenues over expenses	\$ 26,196	\$ 67,340	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,196
Net Assets, start of year	\$ 199,676	\$ 111,865	\$ -	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ 3,023	\$ -	\$ 5,000	\$ -	\$ 2,448	\$ 199,676
Deferred income transfer	-	20,471	-	(5,000)	-	(5,000)	-	-	-	(3,023)	-	(5,000)	-	(2,448)	-
Excess Government Funding Repayable	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Net Assets, end of year	\$ 225,872	\$ 199,676	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 225,872
															\$ 199,676



 stands for Ministry of Social Services
 stands for Ministry of Justice
 Chartered Professional Accountant
 Professional Corporation

PARTNERS FAMILY SERVICES INC.

**Statement of Cash Flow
Year Ended March 31, 2017**

	2017	2016
OPERATING ACTIVITIES		
Cash receipts from program funding, donations and fundraising	\$ 461,643	\$ 551,387
Cash paid to suppliers and employees	(421,596)	(470,305)
Interest received	321	169
Interest paid	(214)	(162)
Goods and Services Tax	(905)	2,643
INCREASE IN CASH FLOW	39,249	83,732
Cash - beginning of year	305,128	221,395
CASH - END OF YEAR	\$ 344,377	\$ 305,127
CASH CONSISTS OF:		
Cash	\$ 280,351	\$ 240,533
Restricted cash held in savings	80,881	64,595
	\$ 361,232	\$ 305,128

See notes to financial statements

PARTNERS FAMILY SERVICES INC.

Notes to Financial Statements

Year Ended March 31, 2017

1. PURPOSE OF THE ORGANIZATION

Partners Family Services Inc. (the "Organization") is a not-for-profit organization incorporated provincially under the Non-profit Corporations Act of Saskatchewan. As a registered charity, the Organization is exempt from the payment of income tax under Section 149(1) of the Income Tax Act.

The Organization operates to provide support for individuals and families in order to build a healthy community within Saskatchewan.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFPO). Canadian accounting standards for not-for-profit organizations are part of Canadian GAAP.

Fund accounting

Partners Family Services Inc. follows the Restricted Fund method of accounting for contributions.

Revenues and expenses related to non-government program delivery and administrative activities are reported in the Core Operating Fund.

The Internally-Restricted Fund relates to excess funding from the Aurora Project and a Reserve savings account intended for future capital and specified operating expenses.

The Externally Restricted Fund reports excess revenue from the Ministry of Social Services and the Ministry of Justice funded contracts. Contract funding received in excess of government-approved expenditures in any year is removed from income and recorded in the Government Funding Repayable account until repaid. Upon approval by the Ministry, a portion of the repayable funding can be retained but the funding remains restricted until the Ministry approves of the use.

Revenue recognition

Unrestricted program and workshop contributions in the Core Services Fund relate to internally-managed projects. Revenue is recognized in the year in which the related expenses are incurred. Excess funding is recorded as deferred revenue in the Internally Restricted Fund until the related program expenses are incurred.

Donations are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. In-kind donations of \$1,121 were received in 2017 (\$3,220 in 2016).

Fundraising revenue and expenditures are classified as deferred revenue or prepaid expenses until the related event occurs.

Rental revenue occurs from sharing excess building space with other non-profit organizations and individuals.

Restricted government program contributions are recognized as revenue in the year in which the related expenses are incurred in respect to project contracts. Excess funding received during the year is transferred to the Government Funding Repayable account until expenses are incurred or it is deemed to be refunded.

(continues)

PARTNERS FAMILY SERVICES INC.

Notes to Financial Statements

Year Ended March 31, 2017

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Cash and cash equivalents

Cash includes cash and cash equivalents. Cash equivalents are savings accounts in which interest revenue is recorded as incurred. Separate savings accounts are maintained for each fund.

Tangible capital assets

Tangible capital assets are stated at cost or deemed cost less accumulated amortization. Tangible capital assets are amortized over their estimated useful lives on a declining balance basis at the following rates and methods:

Computer equipment	30%
Office equipment	20%

Tangible capital assets acquired during the year but not placed into use are not amortized until they are placed into use.

Financial Instruments

Financial instruments are cash, savings, accounts receivable and accounts payable, are initially recorded at fair value and subsequently measured at amortized cost.

Allocation of expenses

The Organization allocated expenses based on approved amounts in the Ministry contracts. Other expenses incurred for core services and internally-managed projects are allocated to Core Services by appropriate expense category.

Measurement uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations 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.

3. TANGIBLE CAPITAL ASSETS

	Cost	Accumulated amortization	2017 Net book value	2016 Net book value
Equipment	\$ 5,936	\$ 5,142	\$ 794	\$ 993
Computer equipment	10,369	9,972	397	567
	\$ 16,305	\$ 15,114	\$ 1,191	\$ 1,560

PARTNERS FAMILY SERVICES INC.

Notes to Financial Statements

Year Ended March 31, 2017

4. GOVERNMENT FUNDING REPAYABLE

Advances from the Ministry of Social Services and the Ministry of Justice for approved contracts have been in excess of related expenditures during the current year. Overpaid amounts are required to be refunded and are reclassified to the Government Funding Repayable account as follows:

	<u>2017</u>	<u>2016</u>
Social Services - Family Support	\$57,139	\$48,476
Social Services - Diversion	\$ 345	\$17,311
Social Services - Triple P Program	\$ 6,480	\$ 4,266
Social Services - Counselling Support and Education	\$ 5,376	\$ 1,728
Social Services - Leadership	\$ 2,155	\$ 790
Justice - Family Violence Outreach	<u>\$ 2,054</u>	
Total	<u>\$73,549</u>	<u>\$72,571</u>

5. DEFERRED REVENUE

Deferred revenue consists of income received from internally managed programs in which the event or program occurs subsequent to year end. Amounts are transferred to revenue to match the related expenditures when the expenditure occurs.

6. FINANCIAL INSTRUMENTS

The Organization is exposed to various risks through its financial instruments and has a risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Organization's risk exposure and concentration as of March 31, 2017.

Credit risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Organization is exposed to credit risk from customers and from government funding. In order to reduce its credit risk, the Organization reviews a customer's credit history before extending credit and conducts regular reviews of its existing customers' credit performance. An allowance for doubtful accounts is established based upon factors surrounding the credit risk of specific accounts, historical trends and other information. The Organization has a significant number of customers which minimizes concentration of credit risk.

Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Organization is exposed to this risk mainly in respect of its receipt of funds from its customers and other related sources, long-term debt, obligations under capital leases, contributions to the pension plan, and accounts payable.

PARTNERS FAMILY SERVICES INC.

Notes to Financial Statements

Year Ended March 31, 2017

7. INTERFUND TRANSFERS

	Core Fund	Internally Restricted Fund	Externally Restricted Fund	Total
Opening Balances	\$ 161,197	\$ 38,479	\$ -	\$ 199,676
Excess Revenue over Expenses	39,507	-	-	39,507
Transfer to Internally Restricted Fund	(18,500)	18,500	-	-
Authorized use of Internally Restricted fund	3,153	(3,153)	-	-
	\$ 185,357	\$ 53,826	\$ -	\$ 239,183

Externally Restricted Funds are recorded as Deferred Revenue in the Fund. During the year, \$4,507 was approved for a special training program expenses. \$5,918 was approved to be retained and was moved from Government Funding Repayable to Deferred Revenue.

8. ECONOMIC DEPENDENCE

The Organization completes approximately 78% (68% in 2016) of its services with two funding agencies, the Ministry of Social Services and Ministry of Justice (Government of Saskatchewan). Should the Government substantially change its dealings with the Organization, management is of the opinion that continued viable operations would be doubtful. Additional reserves are being set aside to reduce the reliance on the Government departments, although the work performed with these departments forms the basis of the Organization.



Three-Year Strategic Action Plan

FINAL

March 3, 2017

Prepared by:



E-mail: info@schollie.com
Website: www.schollie.com



Vision:

Caring for People/Bridging Resources/Building Hope

Mission:

We are committed to nurturing positive choices that sustain safe and healthy individuals, families and communities through support, education and partnerships.

Values:

Caring through compassion and empathy.

Committed to safe and healthy individuals and communities.

Accountable in taking responsibility for our decisions and actions.

Respectfully treating people with dignity and equality.

Strategic Priorities:

Staff

Board

Marketing & Communications

Programs & Services

Financial Stewardship

Partnerships

Strategic Priority: **Staff**

Objective / Outcome: PARTNERS Family Services' has qualified, professional, and engaged staff. Staff are advocates of the organization and its clients.

Task / Action Steps	Responsibilities	Timeline
1. Provide adequate staff training / professional development.	Executive Director	Ongoing
2. Provide adequate resources for staff to do job.	Executive Director & Board	Ongoing
3. Continue to provide competitive payroll and improve competitiveness of staff benefits in comparison to similar rural communities.	Executive Director & Board	Within 6 months (addition of RRSP package)
4. Ensure there are clear avenues of communication between staff and board.	Board	Within 1 year

Evidence of Success

- Staff have appropriate qualifications.
 - All staff are trained in ASIST and Domestic Violence.
 - Number of training programs / professional development courses offered and attended.
 - PARTNERS Family Services participates in Provincial Family Services Board Employee Salary & Benefits review.
 - RRSP package in place for staff in addition to benefits package.
 - Decreased staff turnover.
 - Staff feedback / satisfaction.
 - Exit interviews: reasons for leaving organization not related to pay, benefits, stress, etc.
 - Communication avenues (including grievance procedures) between staff/Executive Director and board are clearly articulated.
-

Strategic Priority: **Board**

Objective / Outcome: PARTNERS Family Services' has a skilled and diverse board that advocates on behalf of the communities in its service area.

Task / Action Steps	Responsibilities	Timeline
1. Board Governance and Training: <ul style="list-style-type: none"> a. Develop and implement board orientation package b. Annual board training c. Bylaws d. Formally adopt and implement governance model e. Board reviews 	<ul style="list-style-type: none"> a. Board b. Board Chair / Vice Chair c. Board d. Board e. Board 	<ul style="list-style-type: none"> a. Ongoing. Review annually b. Within 1 year. Annually c. Review annually d. Within 6 months e. Annually
2. Develop and implement an annual board & staff social / appreciation event.	Board	Within 1 year
3. Support positive agency culture.	Board	Ongoing
4. Completion of Board Composition / Skills Matrix.	Board	Within 1 year
5. Develop and implement an organization recruitment and succession plan.	Board / Executive Director	Within 1 year
6. Ensure there are clear avenues of communication between staff and board.	Board	Within 1 year

Evidence of Success

- Formalized board orientation package.
- Annual training session for board.
- Board self-assessment.
- Staff feedback / satisfaction.
- Formal recruitment and succession plan.
- Smooth board transitions.
- Communication avenues (including grievance procedures) between staff/Executive Director and board are clearly articulated.

Strategic Priority: **Communications & Marketing**

Objective / Outcome: Our communities support what we do.

Objective / Outcome: PARTNERS Family Services is recognized locally, regionally, and provincially as a leader in providing rural services.

Task / Action Steps	Responsibilities	Timeline
1. Continue to build and maintain relationships with clients, communities, partner organizations and government.	Board / Executive Director / Staff	Ongoing
2. Tap into resources in the rural areas of our service area to improve marketing & communications in rural communities.	Executive Director	6 months to 1 year
3. Branding. <ul style="list-style-type: none"> a. Revisit branding once every 2-3 years to ensure it is still fresh, relevant. b. Revisit Vision Statement so it is an end result e.g. to be a leader in the delivery of rural programs. c. Continue to provide signature community event / fundraiser to build community awareness. 	<ul style="list-style-type: none"> a. Executive Director b. Board / Executive Director c. Board / Executive Director 	<ul style="list-style-type: none"> a. 2 to 3 years b. Within 3 months c. Annually
4. Share our accomplishments and outcomes by posting annual reports on website.	Executive Director / Staff	Annually

Evidence of Success

- Increased organizational awareness in outreach communities.
- Number of presentations about PARTNERS Family Services made to stakeholders.
- Increased drop-in numbers in outreach locations.
- Increased referrals in outreach locations.

Strategic Priority: Programs & Services

Objective / Outcome: To provide quality programs & services.

Task / Action Steps	Responsibility	Timeline
1. High quality program measurement & reporting.	Executive Director / Staff	Ongoing
2. Create business cases for growing and/or expanding programs and services.	Executive Director	Ongoing / as needed
3. Identify ways to increase the provision of the organization's current programs throughout PARTNERS Family Services' service area.	Board / Executive Director / Staff	Within 2 years
4. Engage in strategic dialogue with partners.	Board / Executive Director / Staff	Ongoing

Evidence of Success

- Continued and increased funding / support for programs and services.
 - Increased program delivery in outlying communities.
 - Achievement of desired client outcomes as described in Ministry contract.
 - Number of clients helped. Number of clients in program(s). Number of clients graduating from program(s).
 - Staff buy-in for growing and expanding programs & services.
 - Level of client satisfaction.
 - Number of presentations delivered in outlying communities.
 - PARTNERS Family Services' attendance at community and interagency meetings throughout the service area.
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Strategic Priority: Financial Stewardship

Objective / Outcome: Enhanced funding levels and diversified sources to deliver quality programs & services.

Objective / Outcome: Transparent and accountable financial reporting.

Task / Action Steps	Responsibilities	Timeline
1. Maintain relationships with current funders.	Board / Executive Director	Ongoing
2. Investigate potential new sources of sustainable funding.	Executive Director	Ongoing
3. Continue to build community fundraising support. Host annual fundraising / awareness campaign reflective of trends in client needs.	Board / Executive Director	Ongoing
4. Provide and share clean audited financial statements.	Executive Director	Within 1 month of 2016 AGM Annually thereafter

Evidence of Success

- Diversified donor sources.
- Annual revenue.
- Meeting fundraising goals.
- Ongoing / increased communication with funders.
- Number of new funders.

Strategic Priority: **Partnerships**

Objective / Outcome: Better resource utilization and a strong voice for Community Based Organizations in our region through partnerships.

Task / Action Steps	Responsibilities	Timeline
1. Work with other Community Based Organizations to provide shared board training.	Board	Annually
2. Increase networking opportunities so we all have a better understanding of what each organization does.	Board / Executive Director	Ongoing
3. Work with other agencies in our service area and across the province.	Board / Executive Director	Ongoing
4. Host an annual open-house event and invite other agencies and boards to attend.	Board / Executive Director / Staff	Annually

Evidence of Success

- Host at least one board training event annually where other Community Based Organizations have been invited to attend or share resources.
 - Increased understanding and cooperation between PARTNERS Family Services and other agencies and organizations.
 - PARTNERS Family Services are invited to attend other Community Based Organizations board training programs.
 - Leveraged resources and advocacy by working with other agencies.
 - Attendance at open-house event. Increased attendance in years 2 and 3.
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