

Financial statements

**Office of the Senate Ethics Officer**

March 31, 2017



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## Statement of management's responsibility

Responsibility for the integrity and objectivity of the accompanying financial statements for the year ended March 31, 2017 and all information contained in these financial statements rests with the management of the Office of the Senate Ethics Officer. These financial statements have been prepared based on Canadian public sector accounting standards.

Management is responsible for the integrity and objectivity of the information in these financial statements. Some of the information in the financial statements is based on management's best estimates and judgment, and gives due consideration to materiality. To fulfill its accounting and reporting responsibilities, management maintains a set of accounts that provides a centralized record of the financial transactions of the Office of the Senate Ethics Officer.

Management is also responsible for maintaining an effective system of internal control over financial reporting designed to provide reasonable assurance that financial information is reliable, that assets are safeguarded and that transactions are properly authorized and recorded in accordance with prescribed regulations and within Parliamentary authorities.

Management seeks to ensure the objectivity and integrity of data in its financial statements through careful selection, training and development of qualified staff; through organizational arrangements that provide appropriate divisions of responsibility; through communication programs aimed at ensuring that regulations, policies, standards, and managerial authorities are understood throughout the Office of the Senate Ethics Officer.

These financial statements have been audited by Ernst & Young LLP, the independent auditors of the Office of the Senate Ethics Officer.



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Lyse Ricard, FCPA, FCA  
Senate Ethics Officer and Chief Financial  
Officer



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Nathalie Charpentier, CPA, CGA  
Deputy Chief Financial Officer

June 28, 2017

## Independent auditors' report

To the Senate Ethics Officer of the  
**Office of the Senate Ethics Officer**

We have audited the accompanying financial statements of the **Office of the Senate Ethics Officer**, which comprise the statement of financial position as at March 31, 2017, and the statements of operations and net financial position and cash flows 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 Public Sector Accounting Standards, 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 auditors' 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 auditors consider 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 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 the **Office of the Senate Ethics Officer** as at March 31, 2017, and the results of its operations and its cash flows for the year then ended in accordance with Public Sector Accounting Standards.

*Ernst & Young LLP*

Ottawa, Canada  
June 28, 2017

Chartered Professional Accountants  
Licensed Public Accountants



Office of the Senate Ethics Officer

Statement of financial position

As at March 31

	2017	2016
	\$	\$
<b>Liabilities</b>		
Accounts payable and accrued liabilities <i>[note 7]</i>	117,883	118,438
Vacation pay and compensatory leave	9,861	19,083
<b>Total liabilities</b>	<b>127,744</b>	<b>137,521</b>
<b>Financial assets</b>		
Due from the Consolidated Revenue Fund	87,061	93,959
Accounts receivable and advances <i>[note 6]</i>	35,727	29,154
<b>Total financial assets</b>	<b>122,788</b>	<b>123,113</b>
<b>Net debt</b>	<b>4,956</b>	<b>14,408</b>
<b>Non-financial assets</b>		
Tangible capital assets <i>[note 8]</i>	23,218	—
Prepaid expenses	3,708	3,708
<b>Total non-financial assets</b>	<b>26,926</b>	<b>3,708</b>
<b>Net financial position</b>	<b>(21,970)</b>	<b>10,700</b>

See accompanying notes

## Office of the Senate Ethics Officer

### Statement of operations and net financial position

Year ended March 31

	Budget	2017	2016
	\$	\$	\$
<b>Expenses</b>			
Salaries and employee benefits	761,800	<b>748,796</b>	739,596
Professional and special services	350,000	<b>197,056</b>	55,498
Accommodation	117,702	<b>117,702</b>	125,631
Rentals, repairs and maintenance	12,000	<b>7,357</b>	10,629
Utilities, material and supplies	13,500	<b>8,125</b>	6,228
Printing and communication	19,000	<b>5,081</b>	2,665
Travel	15,000	<b>1,427</b>	1,176
<b>Total expenses and net cost of operations</b>	<b>1,289,002</b>	<b>1,085,544</b>	941,423
<b>Government funding</b>			
Net cash provided by Government of Canada		<b>925,674</b>	719,820
Change in due from the Consolidated Revenue Fund		<b>(6,898)</b>	50,850
Services provided without charge from federal government departments <i>[note 5]</i>		<b>199,438</b>	176,311
<b>Total Government funding</b>		<b>1,118,214</b>	946,981
<b>Net cost of operations after Government funding</b>		<b>(32,670)</b>	(5,558)
Net financial position – beginning of year		<b>10,700</b>	16,258
<b>Net financial position – end of year</b>		<b>(21,970)</b>	10,700

See accompanying notes

## Office of the Senate Ethics Officer

### Statement of cash flows

Year ended March 31

	2017	2016
	\$	\$
<b>Operating activities</b>		
Total net cost of operations	1,085,544	941,423
Deduct item not involving cash		
Services provided without charge from federal government departments	(199,438)	(176,311)
	<u>886,106</u>	<u>765,112</u>
Change in non-cash working capital related to operations		
Increase in accounts receivable and advances	6,573	4,558
Decrease (increase) in payables and accrued liabilities	555	(51,191)
Decrease in vacation pay and compensatory leave	9,222	1,341
<b>Cash used in operating activities</b>	<u>902,456</u>	<u>719,820</u>
<b>Investing activities</b>		
Acquisition of tangible capital assets	23,218	—
<b>Cash used in investing activities</b>	<u>23,218</u>	<u>—</u>
<b>Net cash provided by Government of Canada</b>	<u>925,674</u>	<u>719,820</u>

See accompanying notes

## Office of the Senate Ethics Officer

### Notes to financial statements

March 31, 2017

#### 1. Authority and objectives

The Office of the Senate Ethics Officer [the "Office"] was created by an *Act to amend the Parliament of Canada Act and other Acts in consequence*. The mandate is to administer and interpret the *Conflict of Interest Code for Senators* (renamed *Ethics and Conflict of Interest Code for Senators*), which was adopted by the Senate on May 18, 2005 and amended in 2008, 2012 and 2014.

The Senate Ethics Officer's mandate involves five major areas: opinions and advice, disclosures, inquiries, communication and information and administration of the Office.

For the purposes of these financial statements, all activities mentioned above are included in the activities of the Office.

#### 2. Summary of significant accounting policies

These financial statements have been prepared following Canadian public sector accounting standards.

##### Parliamentary authorities

The Office is financed by the Government of Canada through Parliamentary authorities. Financial reporting of authorities provided to the Office does not parallel financial reporting according to Canadian public sector accounting standards since authorities are primarily based on cash flow requirements. Consequently, items recognized in the statement of operations and net financial position and the statement of financial position are not necessarily the same as those provided through authorities from Parliament. Note 3 provides a reconciliation between the bases of reporting.

##### Net cash provided by the Consolidated Revenue Fund

The Office operates within the Consolidated Revenue Fund ["CRF"], which is administered by the Receiver General for Canada. All cash received by the Office is deposited to the CRF and all cash disbursements made by the Office are paid from the CRF. The net cash provided from the CRF is the difference between all cash receipts and all cash disbursements including transactions between departments of all Government of Canada.

##### Amount due from the Consolidated Revenue Fund

The amount due from the CRF are the result of timing differences at year-end between when a transaction affects authorities and when it is processed through the CRF. The amount due from the CRF represent the net amount of cash that the Office is entitled to draw by the CRF without further authorities to discharge its liabilities.

##### Accounts receivable and advances

Accounts receivable and advances are stated at amounts expected to be ultimately realized; a provision is made for receivables where recovery is considered uncertain.

## Office of the Senate Ethics Officer

### Notes to financial statements

March 31, 2017

#### Expenses

Expenses are recorded on the accrual basis:

- [i] Vacation pay and compensatory leave are expensed as the benefits accrued to employees under their respective terms of employment;
- [ii] Services provided without charge by federal government departments for accommodation and the employer's contribution to the health and dental insurance plans are recorded as operating expenses at their estimated cost.

#### Employee future benefits

Eligible employees participate in the Public Service Pension Plan [the "Plan"], which is sponsored and administered by the Government of Canada. Assets and liabilities for pension benefits are not included in the Office's statement of financial position, as this is the responsibility of the Government of Canada. The Office's contributions to the Plan are charged to salaries and employee benefits in the year incurred and represent the total obligation of the Office to the Plan. Current legislation does not require the Office to make contributions for any actuarial deficiencies of the Plan. Actuarial surpluses or deficiencies are not recorded in the Office's books as they are recognized in the consolidated financial statements of the Government of Canada.

#### Tangible capital assets

All tangible capital assets having an initial cost of \$2,000 or more are recorded at their acquisition cost. The Office amortizes capital assets on a straight-line basis over the estimated useful life of the capital asset as follows:

<b>Asset Class</b>	<b>Amortization Period</b>
Computer software	5 years
Computer hardware	3 years
Other equipment	5 years
Leasehold improvement	Term of the lease

#### Measurement uncertainty

The preparation of these financial statements requires management to make estimates and assumptions that affect the amounts of assets, liabilities and expenses reported in the financial statements. At the time of preparation of these financial statements, management believes the estimates and assumptions to be reasonable. The most significant items where estimates are used are for employee severance benefits and the useful life of tangible capital assets. Actual results could significantly differ from those estimated. Management's estimates are reviewed periodically and, as adjustments become necessary, they are recorded in the financial statements in the year they become known.

## Office of the Senate Ethics Officer

### Notes to financial statements

March 31, 2017

#### 3. Parliamentary authorities

The Office receives most of its funding through annual Parliamentary authorities. Items recognized in the statement of operations and net financial position in one year may be funded through Parliamentary authorities in prior, current or future years. Accordingly, the net results of the Office differ depending on whether they are presented using the government funding basis or an accrual basis. The differences are reconciled in the following tables:

[a] Reconciliation of net cost of operations to current year authorities used:

	2017 \$	2016 \$
<b>Total expenses and net cost of operations</b>	<b>1,085,544</b>	941,423
Adjustments for items affecting net cost of operations but not affecting authorities:		
Deduct:		
Services provided without charge from federal government departments	<b>(199,438)</b>	(176,311)
Increase in accounts receivable and advances	<b>6,573</b>	4,558
Decrease (increase) in accounts payable and accrued liabilities	<b>555</b>	(51,191)
Decrease in vacation pay and compensatory leave	<b>9,222</b>	1,341
<b>Sub-total</b>	<b>902,456</b>	719,820
Adjustments for items not affecting total cost of operations but affecting authorities		
Purchase of tangible capital assets	<b>23,218</b>	—
<b>Current year authorities used</b>	<b>925,674</b>	719,820

[b] Authorities provided and used:

	2017 \$	2016 \$
Vote 20 – Operating expenditures	<b>1,059,500</b>	1,059,500
Statutory amounts to employee benefits plans	<b>80,978</b>	84,858
	<b>1,140,478</b>	1,144,358
Less		
Lapsed authorities: operating	<b>(214,804)</b>	(424,538)
<b>Current year authorities used</b>	<b>925,674</b>	719,820

## Office of the Senate Ethics Officer

### Notes to financial statements

March 31, 2017

#### 4. Employee future benefits

The Office's employees participate in the Plan, which is sponsored and administered by the Government of Canada. Pensions benefits accrue up to a maximum period of 35 years at a rate of 2% per year of pensionable service, times the average of the best five consecutive years of earnings. The benefits are integrated with Canada/Quebec Pension Plan benefits and they are indexed to inflation.

Both the employees and the Office contribute to the cost of the Public Service Pension Plan. The 2017 expense amounts to \$56,417 [2016 – \$58,493], which represents approximately 1.4 times [2016 – 1.4 times] the contributions by employees.

The Office's responsibility with regards to the Plan is limited to its contributions. Actuarial surpluses or deficiencies are recognized in the financial statements of the Government of Canada.

#### 5. Related party transactions

The Office is related as a result of common ownership to all Government of Canada departments, agencies, and Crown corporations. The Government has centralized some of its administrative activities for efficiency, cost-effectiveness purposes and economic delivery of programs to the public. As a result, the Government uses central agencies and common service organizations so that one department performs services for all other departments and agencies without charge. The costs of these services, such as the payroll and cheque issuance services provided by Public Services and Procurement Canada are not included in the Office's statement of operations and net financial position.

[a] Common services provided without charge by federal government departments

There are other types of services that are considered to be part of the normal course of operations because they are not consistently provided without charge to all departments. These services include accommodation and certain employee benefits. The costs of these services have been included in the Office's statement of operations and net financial position in the following amounts:

	<b>2017</b>	<b>2016</b>
	\$	\$
<b>Services provided without charge</b>		
Accommodation	<b>117,702</b>	125,631
Employer's contributions to the health and dental insurance plans	<b>54,933</b>	50,680
Professional services	<b>26,803</b>	—
<b>Total</b>	<b>199,438</b>	176,311

## Office of the Senate Ethics Officer

### Notes to financial statements

March 31, 2017

[b] Other transactions with related parties

The Senate of Canada provides services to, and purchases goods and services on behalf of the Office. The costs of these goods and services are included in these financial statements. The cost of services provided by the Senate of Canada to the Office was \$36,657 [2016 – \$35,248].

The following table discloses amounts in accounts receivable and accounts payable with federal government departments and agencies:

	2017	2016
	\$	\$
Accounts receivable	<b>35,477</b>	28,904
Accounts payable	<b>11,892</b>	18,961

#### 6. Accounts receivable and advances

The following table presents details of the Office's accounts receivable and advances balances:

	2017	2016
	\$	\$
Accounts receivable – other government departments and agencies	<b>35,477</b>	28,904
Advances	<b>250</b>	250
<b>Total accounts receivable and advances</b>	<b>35,727</b>	29,154

#### 7. Accounts payable and accrued liabilities

The following table presents details of the Office's accounts payable and accrued liabilities:

	2017	2016
	\$	\$
Accounts payable – other government departments and agencies	<b>11,892</b>	18,961
Accounts payable – external parties	<b>48,055</b>	42,729
Total accounts payable	<b>59,947</b>	61,690
Accrued liabilities	<b>57,936</b>	56,748
<b>Total accounts payable and accrued liabilities</b>	<b>117,883</b>	118,438

## Office of the Senate Ethics Officer

### Notes to financial statements

March 31, 2017

#### 8. Tangible capital assets

Tangible capital assets consist of the following:

	2017		2016	
	Cost	Accumulated amortization	Net book value	Net book value
	\$	\$	\$	\$
Computer hardware	7,562	—	7,562	—
Leasehold improvements	15,656	—	15,656	—
	<b>23,218</b>	<b>—</b>	<b>23,218</b>	<b>—</b>

No amortization was recorded as the tangible capital assets were purchased at the end of the month of March.

#### 9. Contractual obligations

The Office has multi-year leases for its premises with Public Services and Procurement Canada. These leases are provided without charge to the Office. The estimated future leases are as follow:

	\$
2018	117,702
2019	114,078
2020	114,078
2021	114,078
2022	9,507
	<b>469,443</b>

