

Financial Statements

Office of the Senate Ethics Officer

March 31, 2014



Building a better
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Office of the Senate Ethics Officer

MANAGEMENT RESPONSIBILITY FOR THE FINANCIAL STATEMENTS

Responsibility for the integrity and objectivity of the accompanying financial statements for the year ended March 31, 2014, and all the information contained in these statements rests with the Office of the Senate Ethics Officer management. These financial statements have been prepared in accordance with 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.

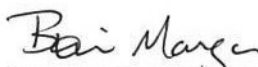
Management is also responsible for maintaining an effective system of internal controls over financial reporting designed to provide reasonable assurance that financial information is reliable, that assets are safeguarded, and that transactions are properly authorized and recorded in accordance with 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, and through communication programs aimed at ensuring that regulations, policies, guidelines, 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.



Lyse Ricard
Senate Ethics Officer and
Chief Financial Officer



Bonnie Marga
Deputy Chief Financial Officer

Ottawa, Canada
July 31, 2014

INDEPENDENT AUDITORS' REPORT

To the Senate Ethics Officer
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, 2014, 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 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 in our audit 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, 2014 and the results of its operations and its cash flows for the year then ended in accordance with Public Sector Accounting Standards.

Other matter

The financial statements of the **Office of the Senate Ethics Officer** for the year ended March 31, 2013 were audited by another auditor who expressed an unmodified opinion on those statements on June 5, 2013.

Ernst & Young LLP

Ottawa, Canada,
July 31, 2014.

Chartered Accountants
Licensed Public Accountants

Office of the Senate Ethics Officer

STATEMENT OF FINANCIAL POSITION

As at March 31

	2014	2013
	\$	\$
LIABILITIES		
Accounts payable and accrued liabilities <i>[note 8]</i>	65,426	56,025
Vacation pay and compensatory leave	18,548	12,111
Total liabilities	83,974	68,136
FINANCIAL ASSETS		
Due from the Consolidated Revenue Fund	51,845	30,362
Accounts receivable and advances <i>[note 7]</i>	14,137	26,085
Total financial assets	65,982	56,447
Net debt	17,992	11,689
NON-FINANCIAL ASSETS		
Tangible capital assets <i>[note 5]</i>	—	1,872
Total non-financial assets	—	1,872
Net financial position	17,992	9,817

See accompanying notes



Office of the Senate Ethics Officer

**STATEMENT OF OPERATIONS
AND NET FINANCIAL POSITION**

For the year ended March 31

	Budget	2014	2013
	\$	\$	\$
EXPENSES			
Salaries and employee benefits	740,400	747,391	613,959
Accommodation	123,318	123,318	120,738
Professional and special services	145,000	60,794	27,554
Amortization	1,872	1,872	1,873
Printing and communication	20,894	3,941	3,365
Utilities, material and supplies	14,000	16,266	17,670
Travel	14,000	1,393	8,120
Total expenses and net cost of operations	1,059,484	954,975	793,279
GOVERNMENT FUNDING			
Net cash provided by Government of Canada		742,263	668,123
Change in due from the Consolidated Revenue Fund		21,483	(8,704)
Services provided without charge from other government departments <i>[note 6]</i>		183,054	151,388
Total Government funding		946,800	810,807
Net cost of operations after Government funding		8,175	(17,528)
Net financial position - beginning of year		9,817	27,345
Net financial position - end of year		17,992	9,817

See accompanying notes



Office of the Senate Ethics Officer

STATEMENT OF CASH FLOWS

Year ended March 31

	2014	2013
	\$	\$
OPERATING ACTIVITIES		
Total net cost of operations	954,975	793,279
Non-cash items		
Amortization of tangible capital assets	(1,872)	(1,873)
Services provided without charge from other government departments	(183,054)	(151,388)
	<u>770,049</u>	<u>640,018</u>
Variation in statement of financial position		
(Decrease) in accounts receivable and advances	(11,948)	(455)
(Increase) decrease in accounts payable and accrued liabilities	(9,401)	6,563
(Increase) in vacation pay and compensatory leave	(6,437)	(3,090)
Decrease in employee future benefits	—	25,087
Cash used in operating activities	<u>742,263</u>	<u>668,123</u>
INVESTING ACTIVITIES		
Acquisition of tangible capital assets	—	—
Net cash provided by Government of Canada	<u>742,263</u>	<u>668,123</u>

See accompanying notes



Office of the Senate Ethics Officer

NOTES TO FINANCIAL STATEMENTS

March 31, 2014

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 do 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 from 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 amounts 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. Amounts due from the CRF represent the net amount of cash that the Office is entitled to draw from the CRF without further authorities to discharge its liabilities.

Office of the Senate Ethics Officer

NOTES TO FINANCIAL STATEMENTS

March 31, 2014

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.

Expenses

Expenses are recorded on the accrual basis:

- [i] vacation pay and compensatory leave are expensed as the benefits accrue to employees under their respective terms of employment;
- [ii] services provided without charge by other 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

- [i] Pension benefits: Eligible employees participate in the Public Service Pension Plan ("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.
- [ii] Severance benefits: Employees have been entitled to severance benefits under labour contracts or conditions of employment. These benefits were accrued as employees render the services necessary to earn them. Employees' entitlement to earn severance benefits has been discontinued in 2012. Accumulated severance benefits can either be paid out to the employee at the time of the change or at the time of retirement.

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:

Asset Class	Amortization Period
Computer software	5 years
Informatics hardware	3 years
Other equipment	5 years

Office of the Senate Ethics Officer

NOTES TO FINANCIAL STATEMENTS

March 31, 2014

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.

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:

	2014	2013
	\$	\$
Net cost of operations	954,975	793,279
Adjustments for items affecting net cost of operations but not affecting authorities		
Add (deduct):		
Amortization of tangible capital assets	(1,872)	(1,873)
Services provided without charge from other government departments	(183,054)	(151,388)
(Decrease) in accounts receivable and advances	(11,948)	(455)
(Increase) decrease in accounts payable and accrued liabilities	(9,401)	6,563
(Increase) in vacation pay and compensatory leave	(6,437)	(3,090)
Decrease in employee future benefits	—	25,087
Sub-total	742,263	(125,156)
Adjustments for items not affecting total cost of operations but affecting authorities		
Acquisitions of tangible capital assets	—	—
Current year authorities used	742,263	668,123

Office of the Senate Ethics Officer

NOTES TO FINANCIAL STATEMENTS

March 31, 2014

b) Authorities provided and used:

	2014	2013
	\$	\$
Vote 20 – Operating expenditures	683,894	701,697
Statutory amounts to employee benefits plans	90,820	79,937
	<u>774,714</u>	<u>781,634</u>
Less		
Lapsed authorities: operating	(32,451)	(113,511)
Current year authorities used	<u>742,263</u>	<u>668,123</u>

4. EMPLOYEE FUTURE BENEFITS

a) Pension 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 2014 expense amounts to \$63,855 [2013 – \$57,075], which represents approximately 1.6 times [2013 – 1.7 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.

b) Severance benefits: The Office provided severance benefits to certain employees based on eligibility, years of service and final salary. These severance benefits, which are not pre-funded and are paid from future authorities, were discontinued in 2012. Information about the severance benefits, measured as at March 31, is as follows:

	2014	2013
	\$	\$
Accrued benefit obligation, beginning of year	—	25,087
Benefits paid in year	—	(14,116)
Expense for the year	—	(10,971)
Accrued benefit obligation, end of year	<u>—</u>	<u>—</u>

Office of the Senate Ethics Officer

NOTES TO FINANCIAL STATEMENTS

March 31, 2014

5. TANGIBLE CAPITAL ASSETS

	Cost		Accumulated amortization			Net book value	
	\$		\$			\$	
	Opening balance	Closing balance	Opening balance	Amortization	Closing balance	2014	2013
Computer software	49,500	49,500	49,500	—	49,500	—	—
Informatics hardware	19,250	19,250	17,378	1,872	19,250	—	1,872
Other equipment and furniture	52,405	52,405	52,405	—	52,405	—	—
Total	121,155	121,155	119,283	1,872	121,155	—	1,872

There were no acquisitions, disposals or write-offs during the year [2012-2013 – nil]

6. 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 Works and Government Services Canada are not included in the Office's Statement of Operations and Net Financial Position.

a) Common services provided without charge by other 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:

	2014	2013
	\$	\$
Services provided without charge		
Accommodation	123,318	120,738
Employer's contributions to the health insurance and dental insurance plans	59,736	30,650
Total	183,054	151,388

Office of the Senate Ethics Officer

NOTES TO FINANCIAL STATEMENTS

March 31, 2014

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 \$21,206 [2013 – \$20,682].

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

	2014	2013
	\$	\$
Accounts receivable	13,887	25,835
Accounts payable	10,363	9,001

7. ACCOUNTS RECEIVABLE AND ADVANCES

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

	2014	2013
	\$	\$
Receivables – Other government departments and agencies	13,887	25,835
Advances	250	250
Total accounts receivable and advances	14,137	26,085

8. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

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

	2014	2013
	\$	\$
Payables – Other government departments and agencies	10,363	9,001
Payables – External parties	11,922	15,168
Total accounts payable	22,285	24,169
Accrued liabilities	43,141	31,856
Total accounts payable and accrued liabilities	65,426	56,025

