


# ANNUAL REPORT

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2018-19



Investing in the  
*Entrepreneurial Spirit*



Community Business Development Corporation  
Corporation au bénéfice du développement communautaire  
**Charlotte/Kings**

# CBDC Charlotte-Kings



Having been in existence for the past thirty-three years, CBDC Charlotte-Kings has contributed to the creation or maintenance of over a thousand plus jobs in our region, as well as having invested over **\$36.7** million in the form of Community Futures small business loans.

The CBDC is dedicated to helping create or maintain jobs by providing financial and advisory services to small and medium sized businesses (SMEs) within its geographical jurisdiction. In 2018-19 our Corporation **disbursed** 38 loans and facilitated delivery of a total of **\$1,254,685.81** to SMEs, with the breakdown as follows:

- **21 General Business Loans (\$704,285.48)**
- **12 Youth Loans (\$287,304.45)**
- **5 First-Time Entrepreneur Loans (\$263,095.88)**
- **0 Social Enterprise Loans (\$0)**
  
- **31 SEB Program (\$608,888)**

We are also very pleased to have provided **17** clients with on-going training for a total of

**\$22,641.68** claimed for training under the Entrepreneurial Training Fund.

As a result of these services being provided to potential or existing businesses during the past 12 months, our CBDC clients created or maintained **148** full time or part time jobs and in the Charlotte and Kings region. The SEB Program created or maintained **59** full or part time jobs in the Charlotte, Kings and Saint John Region.

The Atlantic Canada Opportunity Agency (ACOA) is an important partner in the work the CBDC provides in our rural areas. We are grateful for ACOA's support and vision. The Government of Canada, through ACOA, is clearly committed to helping rural communities become strong and vibrant. Over the past year CBDCs through its support of activities through the Community Futures of Tomorrow, the Entrepreneurial Training Fund, and the Women in Business Program. We have been pleased to administer many important initiatives on the Agency's behalf.

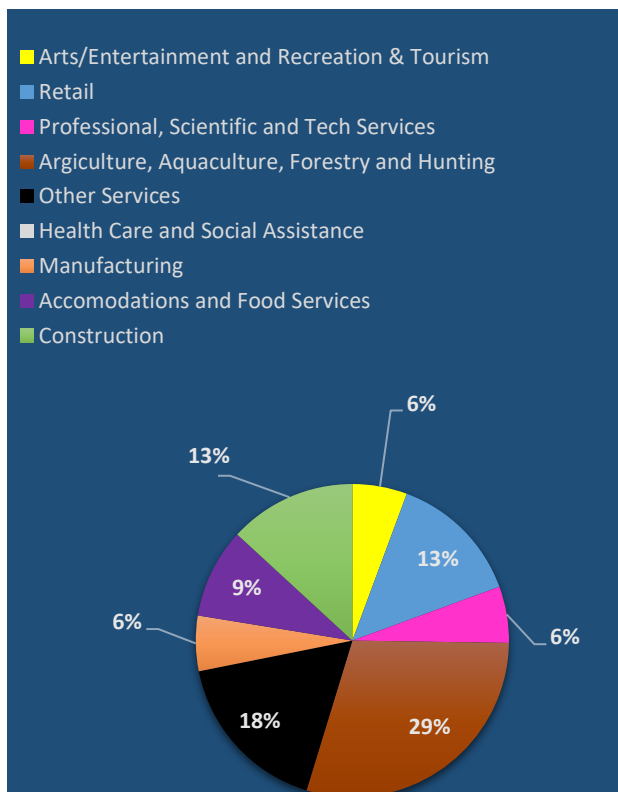


Community Business Development Corporation  
Corporation au bénéfice du développement communautaire  
**Charlotte/Kings**



## Investments in the region

### Loans by Sector



### Requests processes

Applications received	52
Applications approved	43
Amounts invested	\$1,254,685.81
Loans managed	163

### Number of business

#### Counselling sessions

Number of clients	52
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### Impact on businesses

New businesses	20
Existing business	18

### Impact on employment

Jobs created	68
Jobs maintained	80

### Training Sessions

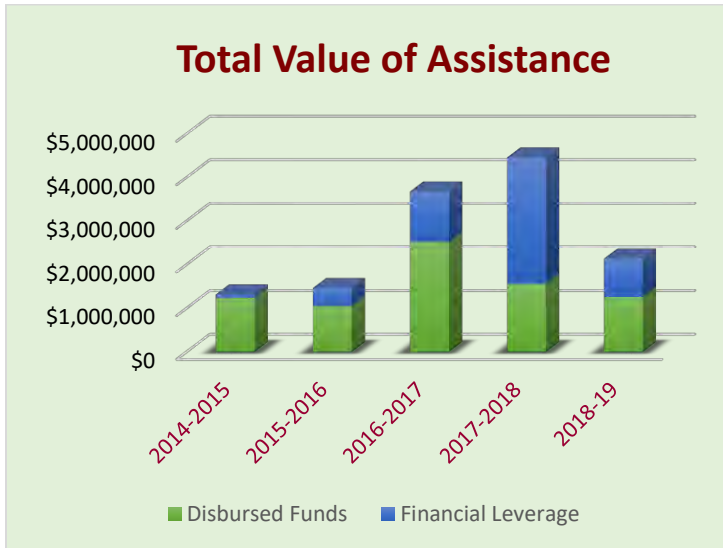
Number of sessions (ETF)	17
Amounts Granted (ETF)	\$22,641.68

### Self-Employment Benefits

Applications approved	31
Amounts granted	\$608,888

# Building strong entrepreneurial leverage in rural communities of Charlotte and Kings

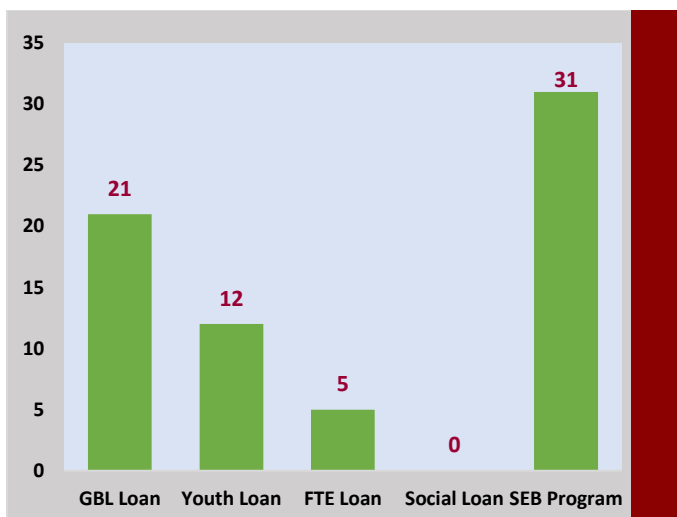
The total value of assistance from the CBDC and financial leverage over the past five years



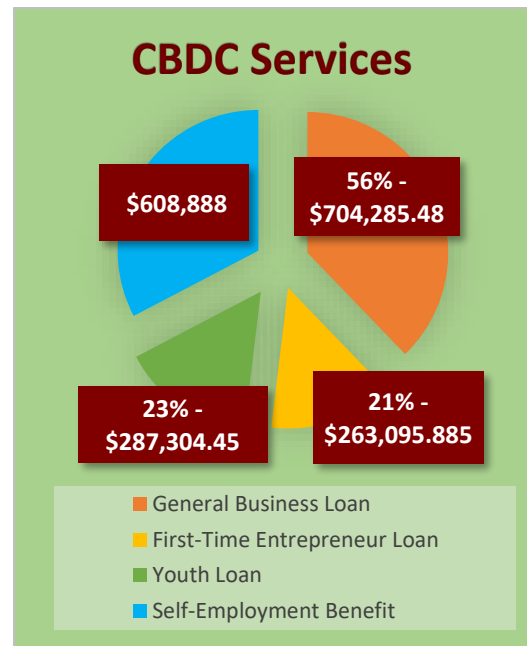
Since inception, CBDC Charlotte-Kings have injected **\$36.7 million dollars** in the community.

Over the last year, CBDC Charlotte-Kings has disbursed a total amount of **\$1,254,685.81** in loans to small and medium sized businesses.

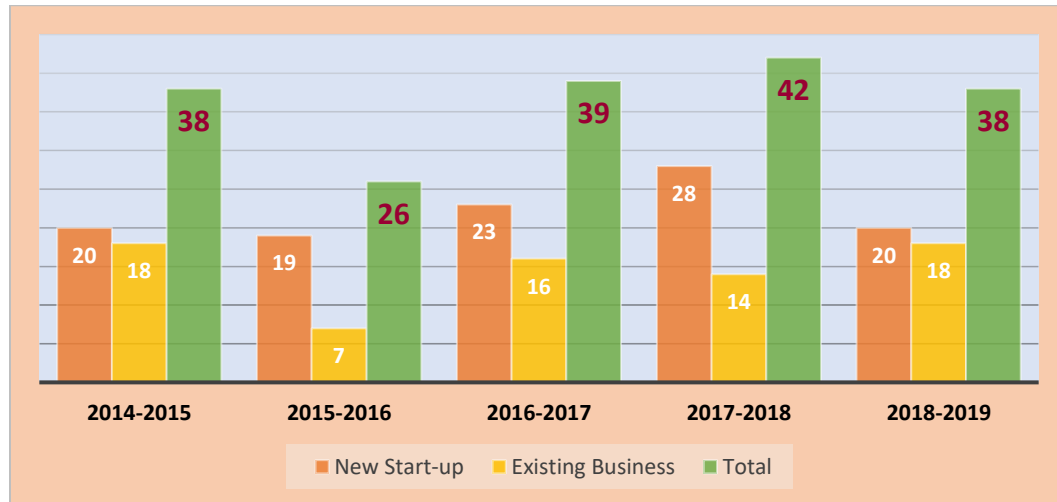
Number of financial clients (disbursed) by type of CBDC service



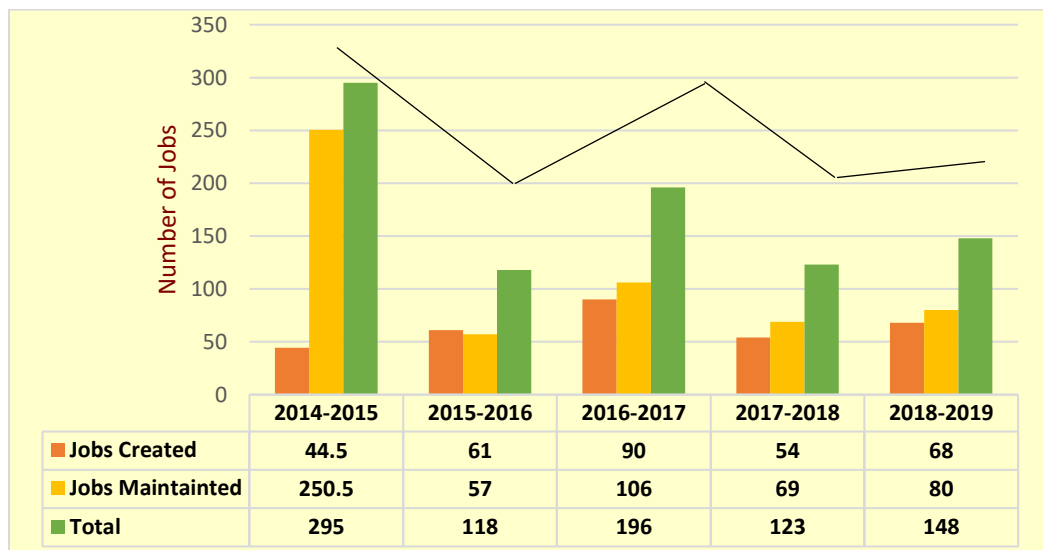
Breakdown by type of CBDC Services



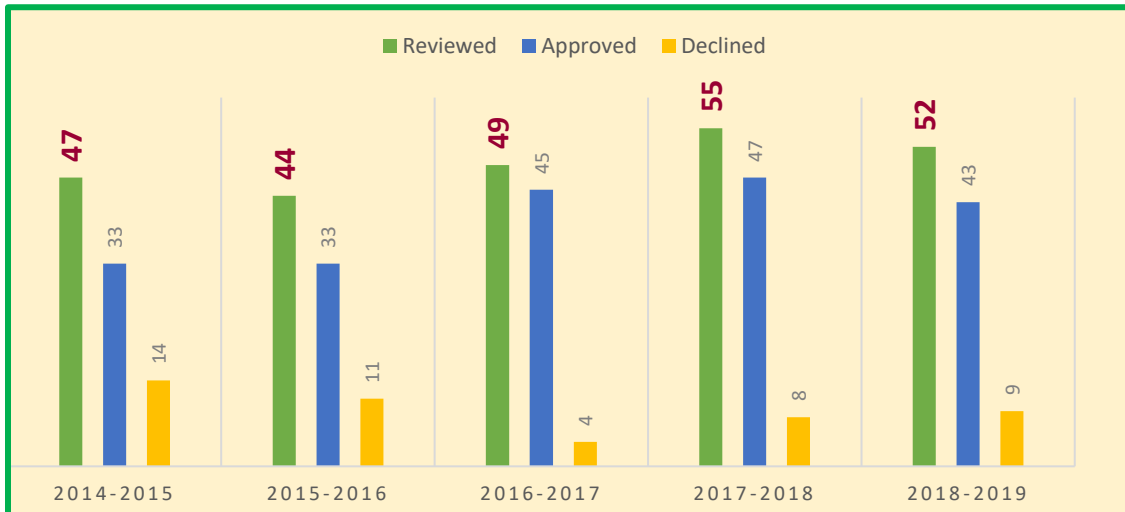
The number of businesses who received financial assistance over the past five years in the region



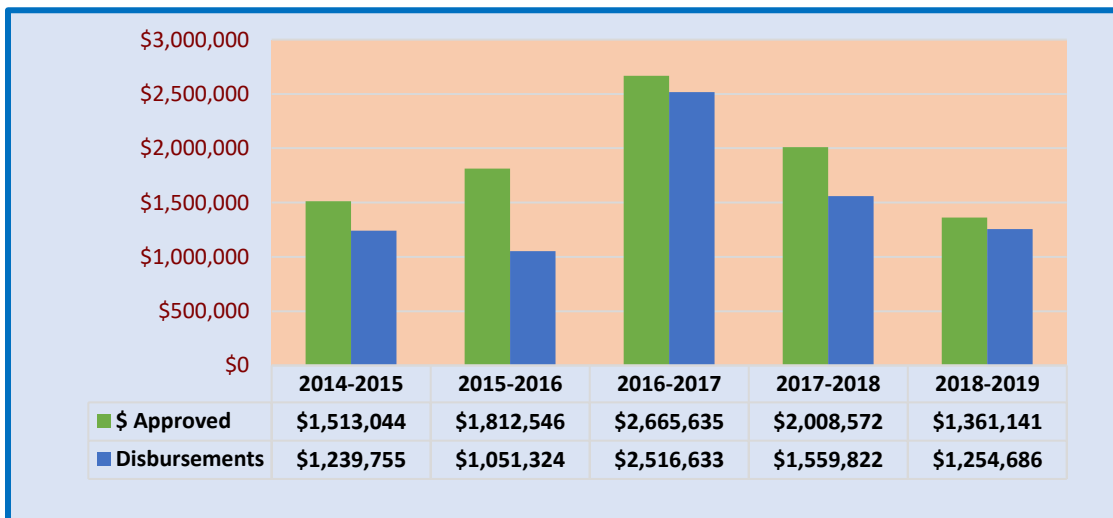
Jobs created and maintained in the rural communities of Charlotte and Kings over the last five years



The number of businesses loan applications (reviewed, approved and declined) over the past five years in the region



The number of businesses approved for financial assistance over the past five years in the region



# A variety of products and services for the success of our entrepreneurs



Community Business Development Corporation  
Corporation au bénéfice du développement communautaire  
Charlotte/Kings

## Business Management Skills Training

Tailored skills training in special areas such as Market development, bookkeeping, feasibility studies, funding sources and business analysis.

## Consulting Advisory Services

Assistance provided through an external counselling agent in various fields of expertise to improve business performance. A certain financial contribution is requested from client.

## Business Counselling

Business counselling in the form of advice to new and established entrepreneurs.

## Self-Employment Benefit Program

Allows participants to continue to receive their Employment Insurance Benefits while they are getting their business up and running. Also offers a weekly allowance for the business start-up if the person has received Employment Insurance Benefits over the past few years (according to existing policy).

## General Business Loan

Business is booming and you need funding for an expansion of your existing premises or have to construct a new building. Perhaps it is time to purchase new equipment and additional materials in order to fulfill increased customer demand for your product. This more flexible loan can even facilitate the acquisition of an existing business.

## First-Time Entrepreneur Loan

Offers counselling services for individuals who wish to become a self-sufficient and profitable business owner. Do you currently reside in a rural area and have recently made the decision to take the plunge into becoming a business owner? If your answer is yes, this is the perfect loan to put your plan into action!

## Youth Loan

Provides start-up for youth between the ages of 18-34 who experience difficulty obtaining necessary financing.

## Social Enterprise Loan

Tailored to social enterprises operating in rural communities where people are able to live, work and enjoy social activities in their region.

## Innovation Loan

Helps promote the development of the knowledge-based economy and aids in the adoption or commercialization of new technologies. You have an idea for a new product or service, or an idea to modify an existing product or service? Contact your CBDC!

### Contact Us

For more information on the programs offered by your CBDC, contact us or visit the following:

**1-888-303-CBDC (2232)**

[www.cbdc.ca](http://www.cbdc.ca)

*Audited Financial Statements of*

**Charlotte County Development Corporation Inc.**

*March 31, 2019*



## **Independent Auditors' Report**

To the Board of Directors of Charlotte County Development Corporation Inc.

### **Opinion**

We have audited the accompanying financial statements of Charlotte County Development Corporation Inc. (the "Corporation"), which comprise the statement of financial position as at March 31, 2019 and the statements of changes in net assets, operations, and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Corporation as at March 31, 2019, and the results of its operations and cash flows for the year then ended, in accordance with the basis of accounting as disclosed in Note 2 to the financial statements.

### **Basis of Accounting and Restriction of Use and Distribution**

Without modifying our opinion, we draw attention to Note 2 to these financial statements, which describes the basis of accounting. These financial statements are prepared for the Corporation to meet the reporting requirements of the Atlantic Association of Community Business Development Corporations and the Atlantic Canada Opportunity Agency. As a result, these financial statements may not be suitable for other purposes. Our report is intended solely for the information and use of the Corporation, the Atlantic Association of Community Business Development Corporations and the Atlantic Canada Opportunity Agency and should not be distributed to nor used by other parties.

### **Basis for Opinion**

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Corporation in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Responsibilities of Management and Those Charged with Governance 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 organization, 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.

In preparing the financial statements, management is responsible for assessing the Corporation's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Corporation or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Corporation's financial reporting process.

## Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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 Corporation's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Corporation's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Corporation to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

*Beers Neal PC*

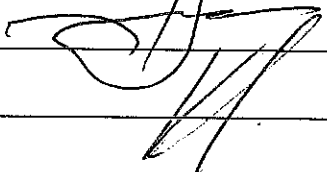
Chartered Professional Accountants  
Saint John, New Brunswick  
June 20, 2019

**CHARLOTTE COUNTY DEVELOPMENT CORPORATION INC.****Statement of Financial Position****as at March 31, 2019**

	Operational and Capital Fund	Investment Fund	2019	2018
<b>CURRENT ASSETS</b>				
Cash	\$ 91,421	\$ 1,247,159	\$ 1,338,580	\$ 1,206,353
Short-term investments	134,421	-	134,421	127,147
Receivables (Note 4)	178,672	64,293	242,965	214,691
Interfund receivables	58	-	58	248
Prepays	2,906	-	2,906	2,906
	407,478	1,311,452	1,718,930	1,551,345
<b>LOANS RECEIVABLE (Note 5)</b>	-	6,971,050	6,971,050	7,058,845
<b>INVESTMENT ACCBIF (Note 6)</b>	-	37,500	37,500	37,500
<b>CAPITAL ASSETS (Note 7)</b>	19,859	-	19,859	19,279
	\$ 427,337	\$ 8,320,002	\$ 8,747,339	\$ 8,666,969
<b>CURRENT LIABILITIES</b>				
Payables	\$ 72,482	\$ 6,099	\$ 78,581	\$ 79,783
Unearned revenue	-	-	-	18,005
Interfund payables	-	58	58	248
Current portion of long-term debt ACCBIF (Note 8)	-	235,796	235,796	232,056
Current portion of long-term debt AACBDC (Note 9)	-	205,159	205,159	205,159
	72,482	447,112	519,594	535,251
<b>LONG-TERM DEBT ACCBIF (Note 8)</b>	-	134,858	134,858	370,498
	72,482	581,970	654,452	905,749
<b>FUND BALANCES</b>	354,855	7,738,032	8,092,887	7,761,220
	\$ 427,337	\$ 8,320,002	\$ 8,747,339	\$ 8,666,969

**Notes 10, 11, 12 and 13**

APPROVED ON BEHALF OF THE BOARD:

 Director

\_\_\_\_\_  
Director

# CHARLOTTE COUNTY DEVELOPMENT CORPORATION INC.

## Statement of Changes in Net Assets

year ended March 31, 2019

	<u>Restricted</u>		<u>Unrestricted</u>		
	<u>Invested in</u>	<u>Investment</u>	<u>Trust</u>	<u>Operational</u>	
	<u>Capital Assets</u>				<u>2019</u>
					<u>2018</u>
Balance, beginning of year	\$ 19,279	\$ 7,402,192	\$ 127,811	\$ 211,938	\$ 7,761,220
Excess (deficiency) of revenues over expenditures	(5,496)	335,840	-	1,323	250,314
Invested in capital assets	6,076	-	-	(6,076)	-
Transfer of equity of Trust Fund	-	-	(127,811)	127,811	-
Balance, end of year	\$ 19,859	\$ 7,738,032	\$ -	\$ 334,996	\$ 8,092,887
					\$ 7,761,220

**CHARLOTTE COUNTY DEVELOPMENT CORPORATION INC.****Statement of Operations**  
**year ended March 31, 2019**

	<b>Operational and Capital Investment</b>			
	<b>Fund</b>	<b>Fund</b>	<b>2019</b>	<b>2018</b>
Revenues				
Contribution funding	\$ 308,800	\$ -	\$ 308,800	\$ 313,963
Fees for service	15,820	-	15,820	4,850
Notes and investment certificates	-	589,712	589,712	573,621
Temporary investments	-	-	-	-
Sundry	32,905	14,867	47,772	61,058
Projects	484,269	-	484,269	407,718
	841,794	604,579	1,446,373	1,361,210
Expenditures				
Advertising	6,419	-	6,419	11,755
Amortization of capital assets	5,496	-	5,496	5,959
Bank charges and interest	1,894	8,148	10,042	11,885
Insurance	3,117	-	3,117	3,563
Loan loss provision	-	255,967	255,967	224,758
Office and miscellaneous	11,626	3,026	14,652	31,781
Professional fees	14,942	-	14,942	15,399
Rent	23,365	-	23,365	23,426
Repairs and maintenance	13,803	-	13,803	17,937
Salaries and benefits	256,989	-	256,989	279,053
Telephone	5,414	-	5,414	4,518
Training and publications	4,532	1,598	6,130	13,039
Travel	26,430	-	26,430	32,368
Projects	471,940	-	471,940	435,455
	845,967	268,739	1,114,706	1,110,896
<b>(DEFICIENCY) EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>\$ (4,173)</b>	<b>\$ 335,840</b>	<b>\$ 331,667</b>	<b>\$ 250,314</b>
Excess (deficiency) of expenditures over revenues				
Operational Fund	\$ 1,323			
Invested in capital assets	(5,496)			
	\$ (4,173)			

**CHARLOTTE COUNTY DEVELOPMENT CORPORATION INC.****Statement of Cash Flows****year ended March 31, 2019**

	<b>Operational and Capital Investment</b>			
	<b><u>Fund</u></b>	<b><u>Fund</u></b>	<b><u>2019</u></b>	<b><u>2018</u></b>
<b>CASH INFLOWS (OUTFLOWS)</b>				
<b>OPERATING</b>				
Excess (deficiency) of revenues over expenditures	\$ (4,173)	\$ 335,840	\$ 331,667	\$ 250,314
Amortization of capital assets	5,496	-	5,496	5,959
Provision for doubtful loans receivable	-	255,967	255,967	224,758
Changes in non-cash working capital:				
Receivables	(29,064)	790	(28,274)	(43,831)
Prepays	-	-	-	-
Payables and accruals	(5,642)	4,440	(1,202)	(136,605)
Unearned revenue	(18,005)	-	(18,005)	1,605
	(51,388)	597,037	545,649	302,200
<b>FINANCING</b>				
Proceeds from long-term debt	-	-	-	810,000
Repayment of long-term debt	-	(231,900)	(231,900)	(717,446)
Interfund (repayment) advance	(306)	306	-	-
	(306)	(231,594)	(231,900)	92,554
<b>INVESTING</b>				
Advance of loans receivable	-	(1,254,686)	(1,254,686)	(1,559,821)
Purchase of capital assets	(6,076)	-	(6,076)	(1,632)
Purchase of short term investments	(46,472)	-	(46,472)	(61,773)
Proceed on sale of short term investments	39,198	-	39,198	51,491
Proceeds from repayment of loans receivables	-	1,086,514	1,086,514	1,102,745
	(13,350)	(168,172)	(181,522)	(468,990)
<b>NET CASH (OUTFLOW) INFLOW</b>	(65,044)	197,271	132,227	(74,236)
<b>CASH POSITION, BEGINNING OF YEAR</b>	156,465	1,049,888	1,206,353	1,280,589
<b>CASH POSITION, END OF YEAR</b>	\$ 91,421	\$ 1,247,159	\$ 1,338,580	\$ 1,206,353

# CHARLOTTE COUNTY DEVELOPMENT CORPORATION INC.

Notes to the Financial Statements  
year ended March 31, 2019

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## 1. DESCRIPTION OF BUSINESS

The Charlotte County Development Corporation Inc. (the "Corporation") mission statement is to "Create sustainable employment through promoting business development in our communities by providing capital and mentoring assistance."

The Corporation is a community-based and community controlled corporation with a mandate to provide lending and other investments to small businesses in Charlotte County, Kings County and Saint John County who have difficulty obtaining financing from conventional sources. The Corporation is incorporated as a non-profit organization and as such is exempt from income tax by virtue of paragraph 149(1)(l) of the *Income Tax Act*.

## 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations with the exception that all financial instruments have not been recorded at fair value. Rather, all financial instruments have been recorded at historic cost as required by the Atlantic Association of Community Business Development Corporations and the Atlantic Canada Opportunity Agency.

The financial statements include the following significant accounting policies:

### *Fund accounting*

The Corporation follows the restricted fund method of accounting.

The Operational and Capital Fund accounts for the Corporation's program delivery and administration activities. This fund reports unrestricted, restricted resources, capital items and operating contributions. Expenses of the Operational Fund are limited to those agreed upon in the contribution agreements between Atlantic Canada Opportunities Agency (ACOA) and the Corporation and between the Department of Training and Employment Development and the Corporation.

The Investment Fund reports all restricted resources of the Investment Fund and the investment income resulting from investing activities employing the fund.

The Board of Directors decided as of April 1, 2018 the Trust Fund would be transferred to the Operational Fund and used for operational purposes. The equity of the Trust Fund has been transferred to the Operational Fund.

### *Revenue and expenses*

Investment income is recorded on an accrual basis. Expenses and other revenues are recorded on an accrual basis.

### *Interfund receivables and payables*

Interfund receivables and payables are non-interest bearing with no set terms of repayment.

# CHARLOTTE COUNTY DEVELOPMENT CORPORATION INC.

## Notes to the Financial Statements year ended March 31, 2019

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### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

#### *Use of estimates*

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 amounts of assets, liabilities, revenues and expenditures during the reporting period. Estimates are used for, but not limited to, determination of fair values, allowance for doubtful accounts, accruals and amortization. Actual results could differ from those estimates.

#### *Capital assets*

Purchased capital assets are recorded at cost. Contributed capital assets are recorded at fair market value as of the date of contribution. The cost of assets are being amortized by the declining balance method over the estimated lives of the assets at the following annual rates:

Sign	8%
Furniture and equipment	20%
Leasehold improvements	20%
Data processing equipment	30%

In the year of addition, one-half of the above rates is used. No provision for amortization is made in the year of asset disposal. Upon disposal, the asset cost and related accumulated amortization are removed from the accounts and any resulting gain or loss is included in income.

#### *Allowance for doubtful accounts*

The allowance for doubtful accounts is determined by assessing the fair value of the loan portfolio considering each loan's repayment history, security pledged and other circumstances. The allowance at year end will equal the estimated uncollectible balance of all loans considered doubtful. The allowance for doubtful accounts as a reduction of loans outstanding, including the current year's increase or decrease in the required allowance is disclosed in Note 5.

#### *Impairment of long-lived assets*

Long-lived assets are tested for recoverability whenever events or changes in circumstances indicate that their carrying amount may not be recoverable. The amount of the impairment loss is determined as the excess of the carrying value of the asset over its fair value. No write-down of long-lived assets was recorded in the year.

#### *Unearned revenue*

Unearned revenue are advances that are received for projects that are in progress.

#### *Statement of cash flows*

For the purpose of the statement of cash flows, the Corporation considers cash on hand to be balances with banks, net of overdrafts, and highly liquid temporary money market instruments with original maturities of three months or less as cash or cash equivalents. Bank borrowings are considered to be financing activities.



# CHARLOTTE COUNTY DEVELOPMENT CORPORATION INC.

Notes to the Financial Statements  
year ended March 31, 2019

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## 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

### *Financial instruments*

#### *Measurement of financial instruments*

The Corporation initially measures its financial assets and liabilities at fair value.

The Corporation subsequently measures all its financial assets and financial liabilities at amortized cost, except for loans receivable, investment ACCBIF, long-term debt ACCBIF and long-term debt AACBDC, which are measured at historical values, and investments in equity instruments that are quoted in an active market, which are measured at fair value.

Financial assets measured at amortized cost includes cash, short-term investments and receivables.

Financial liabilities measured at amortized cost include payables.

#### *Impairment*

Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in net income. The previously recognized impairment loss may be reversed to the extent of the improvement directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. When events occurring after the impairment confirm that a reversal is necessary, the reversal is recognized in net income.

#### *Transaction costs*

The Corporation's transaction costs related to financial instruments that will be subsequently measured at fair value are recognized in net income in the period incurred. The carrying amount of the financial instruments that will not be subsequently measured at fair value is adjusted for transaction costs directly attributable to the origination, issuance or assumption of these instruments.

## 3. FINANCIAL RISKS

The Corporation is exposed to various risks through its financial instruments, without being exposed to concentrations of risk. The following analysis provides a measure of the Corporation's risk exposure as at March 31, 2019.

### *Credit risk*

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The Corporation's main credit risk relates to its receivables and loans receivable. The Corporation provides credit to its clients in the normal course of operations.

# CHARLOTTE COUNTY DEVELOPMENT CORPORATION INC.

## Notes to the Financial Statements year ended March 31, 2019

### 3. FINANCIAL RISKS (continued)

#### *Interest rate risk*

Interest rate risk is the risk that the fair value of future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Corporation is exposed to interest rate risk on its long-term debt ACCBIF.

#### *Liquidity risk*

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Corporation is exposed to this risk mainly in respect of its payables, long-term debt ACCBIF and long-term debt AACBDC.

### 4. RECEIVABLES

	<u>2019</u>	<u>2018</u>
Operational Fund		
Commodity taxes	\$ 11,036	\$ 3,326
Self-employment benefit program	45,756	46,928
Other	121,880	99,354
	<u>178,672</u>	<u>149,608</u>
Investment Fund		
Commodity taxes	-	-
Interest	53,676	52,941
Other	10,617	12,142
	<u>64,293</u>	<u>65,083</u>
Total receivables	\$ 242,965	\$ 214,691

# CHARLOTTE COUNTY DEVELOPMENT CORPORATION INC.

## Notes to the Financial Statements year ended March 31, 2019

### 5. LOANS RECEIVABLE

	<u>2019</u>	<u>2018</u>
Loans may be repaid at any time at the borrower's option without penalty.		
Term loans with interest rates ranging from 4.5% to 11%	\$ 7,603,316	\$ 7,657,304
Allowance for doubtful accounts	(632,266)	(598,459)
	<u>\$ 6,971,050</u>	<u>\$ 7,058,845</u>

The loans receivable balance is comprised of:

Balance, beginning of year	\$ 7,657,304	\$ 7,934,094
Loans advanced during the year	1,254,686	1,559,821
Loans repaid during the year	(1,086,514)	(1,102,745)
Recovery of loans written-off	74,977	34,901
Loans written-off during the year	(297,137)	(768,767)
Balance, principal	7,603,316	7,657,304
Allowance for doubtful accounts	(632,266)	(598,459)
Balance, end of year	<u>\$ 6,971,050</u>	<u>\$ 7,058,845</u>

The activity in the allowance for doubtful loans account is as follows:

Balance, beginning of year	\$ 598,459	\$ 1,107,567
Loans written off during the year	(297,137)	(768,767)
Recovery of loans written off in previous years	74,977	34,901
Current year's loan loss provision	255,967	224,758
Balance, end of year	<u>\$ 632,266</u>	<u>\$ 598,459</u>

There were 43 loans approved during the year and 163 loans under management at year end.

### 6. INVESTMENT - ACCBIF

Promissory note, without interest, from Atlantic Community Business Investment Fund (ACCBIF).

# CHARLOTTE COUNTY DEVELOPMENT CORPORATION INC.

Notes to the Financial Statements  
year ended March 31, 2019

## 7. CAPITAL ASSETS

	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>Net Book Value</u>	
			<u>2019</u>	<u>2018</u>
Sign	\$ 2,792	\$ 879	\$ 1,913	\$ 2,079
Furniture and equipment	71,518	65,831	5,687	6,602
Leasehold improvements	18,231	17,535	696	869
Data processing equipment	52,068	40,505	11,563	9,729
	<u>\$ 144,609</u>	<u>\$ 124,750</u>	<u>\$ 19,859</u>	<u>\$ 19,279</u>

## 8. LONG-TERM DEBT ACCBIF

	<u>2019</u>	<u>2018</u>
ACCBIF loan, bearing interest at 1.60% maturing in October 2020, payable in monthly principal and interest instalments of \$20,000.	370,654	602,554
Less current portion	235,796	232,056
	<u>\$ 134,858</u>	<u>\$ 370,498</u>

ACCBIF lends monthly to the Community Business Development Corporations Investment Funds throughout Atlantic Canada. To be a member, a CBDC must lend \$37,500 to ACCBIF. Loans from ACCBIF carry an interest charge which is set every two years by the ACCBIF Board of Governance. Charlotte County Development Corporation Inc. has agreed to provide an assignment of book debts as security if requested.

Annual principal repayments for the next three years are as follows:

	\$
2020	235,796
2021	134,858

# CHARLOTTE COUNTY DEVELOPMENT CORPORATION INC.

Notes to the Financial Statements  
year ended March 31, 2019

## 9. LONG-TERM DEBT AACBDC

	<u>2019</u>	<u>2018</u>
Technology Development Fund, non-interest bearing, maturing in November 2013, payable in variable principal instalments.	\$ 86,294	\$ 86,294
Technology Development Fund, non-interest bearing, maturing in September 2013, payable in variable principal instalments.	74,865	74,865
Technology Development Fund, non-interest bearing, maturing in October 2015, payable in variable principal instalments.	44,000	44,000
	<b>205,159</b>	205,159
Less current portion	<b>205,159</b>	205,159
	<b>\$ -</b>	<b>\$ -</b>

The Corporation has entered into an agreement with Atlantic Association of Community Business Development Corporations (AACBDC) giving access to the Technology Development Fund (TDF). Under the terms of the Corporation's agreement with AACBDC for the TDF, all interest and any return on equity under the TDF shall be retained by the Corporation. The Corporation shall pay the AACBDC, on or before March 31 of each year, the full amount of all repayments on the account of principal on any outstanding TDF financing made by way of loans, and such amounts as may have been agreed upon by the AACBDC and the Corporation against losses on loans under the TDF. The loans are all current due to the loans not being repaid when they were due. The Corporation does not have to repay these loans until they receive the money from the loans receivable.

# CHARLOTTE COUNTY DEVELOPMENT CORPORATION INC.

## Notes to the Financial Statements

year ended March 31, 2019

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### 10. EXTERNALLY RESTRICTED FUNDS

Funds advanced to the CBDC in respect of its Eligible Costs and the CBDCs Investment Fund capitalization costs shall be deposited and maintained in two separate accounts.

10.1 Funds credited to the Investment Fund shall not be used for purposes other than Investment Fund activities without prior written approval of ACOA. This includes funds lent to or received from ACCBIF.

10.2 Notwithstanding (10.1), funds credited to the Investment Fund account may be transferred to the Eligible Costs account of the CBDC where the following conditions are met:

10.2.1 the CBDCs Annual Budget submitted with the Business Plan projects a deficit (the "Deficit") and is accepted by ACOA;

10.2.2 the Deficit was in fact incurred as projected; and,

10.2.3 the CBDC shall provide to ACOA written confirmation of the transfer of the funds from the Investment Fund account to the Eligible costs account within 90 days of the end of the fiscal year.

The Technology Development Fund, included in the Investment fund, has externally imposed restrictions on net assets. The net assets of the Technology fund are restricted by the Atlantic Association of Community Business Development Corporations (AACBDC) to be used for financial investment for borrowers' projects qualifying under AACBDC's Technology Development Fund in the areas served by Charlotte County Development Corporation Inc. Interest earned on the fund is transferred to the Operating fund. Principal repayments by borrowers to this fund are required to be repaid to AACBDC on an annual basis.

### 11. CONTINGENCIES

Government contributions and grants received under the Community Business Development Centre contribution agreements and Investment Fund agreements are subject to repayment if the Corporation fails to comply with the terms and conditions of the agreements.

### 12. COMMITMENTS

The Corporation leases office equipment under a lease expiring in February 2020 and has property leases expiring April 2021 and June 2020. The annual minimum lease payments over the next three years are estimated to be as follows:

	\$
2020	39,242
2021	20,424
2022	1,279

# **CHARLOTTE COUNTY DEVELOPMENT CORPORATION INC.**

## **Notes to the Financial Statements**

**year ended March 31, 2019**

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### **13. ECONOMIC DEPENDENCE**

The Corporation is economically dependent as it received an annual operating contribution from ACOA that covers all operating expenses of the Operational Fund that are not designated under specific programs. During the year, the Corporation received \$308,800 (2018 - \$313,963) in operating grants.