

# Registry of the Public Servants Disclosure Protection Tribunal

## Statement of Management Responsibility

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Responsibility for the integrity and objectivity of the accompanying financial statements for the year ended March 31, 2011 and all information contained in these statements rests with the management of the Registry of the Public Servants Disclosure Protection Tribunal (Registry). These financial statements have been prepared by management in accordance with Treasury Board accounting policies, which are based on Canadian generally accepted accounting principles for the public sector.

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 Registry's financial transactions. Financial information submitted in the preparation of the Public Accounts of Canada, and included in the Registry's *Departmental Performance Report*, is consistent with these financial statements.

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 the *Financial Administration Act* and other applicable legislation, regulations, authorities and policies.

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 Registry.

The financial statements of the Registry have not been audited.



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Lianne Lacroix  
Chief Administrator / Chief Financial Officer

Ottawa, Ontario  
August 26, 2011

# Registry of the Public Servants Disclosure Protection Tribunal

## Statement of Financial Position (Unaudited)

As at March 31		Restated (Note 9)
(in dollars)	2011	2010
<b>Assets</b>		
<b>Financial assets</b>		
Accounts receivable & employee advances (Note 4)	91,882	112,456
Total financial assets	91,882	112,456
<b>Non-financial assets</b>		
Tangible capital assets (note 5)	44,626	16,398
Total non-financial assets	44,626	16,398
<b>Total Assets</b>	<b>136,508</b>	<b>128,854</b>
<b>Liabilities</b>		
Accounts payable and accrued liabilities (note 6)	45,755	81,379
Vacation pay and compensatory leave	20,256	28,387
Employee future benefits (note 7)	168,824	133,081
Total liabilities	283,741	275,240
<b>Equity of Canada</b>	<b>(147,233)</b>	<b>(146,386)</b>
<b>Total Liabilities and Equity of Canada</b>	<b>136,508</b>	<b>128,854</b>

The accompanying notes form an integral part of the financial statements.

  
 Lianne Lacroix  
 Chief Administrator / Chief Financial Officer

Ottawa, Ontario  
 August 26, 2011

## Registry of the Public Servants Disclosure Protection Tribunal

### Statement of Operations (Unaudited)

For the year ended March 31

(in dollars)	2011	2010
<b>Expenses</b>		
Salaries & employee benefits	699,165	803,536
Accommodations	154,764	192,467
Professional & special services	184,527	143,462
Transportation & telecommunications	22,759	22,411
Materials and supplies	18,334	14,819
Rentals	10,268	7,908
Amortization of tangible capital assets	5,656	2,567
Repairs and maintenance	30	469
Information	1,659	4,208
Other	18,518	-
<b>Total expenses</b>	<b>1,115,680</b>	<b>1,191,847</b>
<b>Revenues</b>		
Miscellaneous revenues	30,015	-
<b>Total revenues</b>	<b>30,015</b>	<b>-</b>
<b>Net cost of operations</b>	<b>1,085,665</b>	<b>1,191,847</b>

The accompanying notes form an integral part of the financial statements.

# Registry of the Public Servants Disclosure Protection Tribunal

## Statement of Equity of Canada (Unaudited)

For the year ended March 31		Restated (Note 9)
(in dollars)	2011	2010
<b>Equity of Canada, beginning of year</b>	<b>(146,386)</b>	(145,619)
Net cost of operations	<b>(1,085,665)</b>	(1,191,847)
Net cash provided by Government	<b>901,815</b>	1,063,061
Change in due from the consolidated revenue fund	<b>(16,513)</b>	(156,248)
Services provided without charge by other government departments (note 8)	<b>199,516</b>	284,267
<b>Equity of Canada, end of year</b>	<b>(147,233)</b>	(146,386)

The accompanying notes form an integral part of the financial statements.

# Registry of the Public Servants Disclosure Protection Tribunal

## Statement of Cash Flow (Unaudited)

For the year ended March 31

(in dollars)	2011	2010
<b>Operating activities</b>		
<b>Net cost of operations</b>	<b>1,085,665</b>	<b>1,191,847</b>
<b>Non-cash items:</b>		
Amortization of tangible capital assets (note 5)	(5,656)	(2,566)
Services provided without charge by other government departments (note 8)	(199,516)	(284,267)
Loss on disposal of tangible capital assets	(18,421)	-
<b>Variations in Statement of Financial Position:</b>		
Decrease in accounts receivable & employee advances	(20,574)	(46,868)
Decrease in accounts payable and accrued liabilities	35,624	202,289
Decrease in vacation pay and compensatory leave	8,131	4,957
Increase in employee future benefits	(35,743)	(12,575)
<b>Cash used in operating activities</b>	<b>849,510</b>	<b>1,052,817</b>
<b>Capital investing activities</b>		
Acquisitions of tangible capital assets (note 5)	52,305	10,244
<b>Cash used in capital investing activities</b>	<b>52,305</b>	<b>10,244</b>
<b>Net cash provided by Government of Canada</b>	<b>901,815</b>	<b>1,063,061</b>

The accompanying notes form an integral part of the financial statements.

# Registry of the Public Servants Disclosure Protection Tribunal

## Notes to the Financial Statements (Unaudited)

For the year ended March 31

### 1. Authority and objectives

The Public Servants Disclosure Protection Tribunal is an independent, quasi-judicial body established by the *Public Servants Disclosure Protection Act* as part of the government's plan to strengthen accountability and enhance public confidence in the integrity of public servants. The raison d'être of the Tribunal is to protect public servants from reprisal following their disclosure of wrongdoing. Its mandate is to hear reprisal complaints referred by the Public Sector Integrity Commissioner. The Registry of the Public Servants Disclosure Protection Tribunal supports the Tribunal in fulfilling its mandate by supporting the effective management of the Tribunal's hearing processes, including by receiving documents, processing cases, maintaining Tribunal records, providing logistical support, providing legal and policy support, orientation and training to Tribunal members and informing clients of Tribunal procedures and directives.

### 2. Summary of significant accounting policies

These financial statements have been prepared in accordance with the Treasury Board accounting policies stated below, which are based on Canadian generally accepted accounting principles for the public sector. The presentation and results using the stated accounting policies do not result in any significant differences from Canadian generally accepted accounting principles.

Significant accounting policies are as follows:

#### *(a) Parliamentary authorities*

The Registry is financed by the Government of Canada through Parliamentary authorities. Financial reporting of authorities provided to the Registry do not parallel financial reporting according to generally accepted accounting principles since authorities are primarily based on cash flow requirements. Consequently, items recognized in the Statement of Operations 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.

#### *(b) Net Cash Provided by Government*

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

#### *(c) Due to the CRF*

Amounts due to 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.

#### *(d) Revenues*

Revenues are accounted for in the period in which the underlying transaction or event that gave rise to the revenue takes place.

# Registry of the Public Servants Disclosure Protection Tribunal

## Notes to the Financial Statements (Unaudited)

For the year ended March 31

## 2. Summary of significant accounting policies (continued)

### *(e) Expenses*

Expenses are recorded on the accrual basis:

- ✓ Vacation pay and compensatory leave are accrued as the benefits are earned by employees under their respective terms of employment.
- ✓ 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.

### *(f) Employee future benefits*

- ✓ Pension benefits: Eligible employees participate in the Public Service Pension Plan, a multiemployer pension plan administered by the Government. The Registry's contributions to the Plan are charged to expenses in the year incurred and represents the total obligation to the Plan. Current legislation does not require the Registry to make contributions for any actuarial deficiencies of the Plan.
- ✓ Severance benefits: Employees are entitled to severance benefits under labour contracts or conditions of employment. These benefits are accrued as employees render the services necessary to earn them. The obligation relating to the benefits earned by employees is calculated using information derived from the results of the actuarially determined liability for employee severance benefits for the Government as a whole.

### *(g) Accounts receivables*

Receivables recorded by the Registry are from other government departments. Recovery is considered certain and a provision has not been made.

### *(h) Tangible capital assets*

All tangible capital assets and leasehold improvements having an initial cost of \$3,000 or more are recorded at their acquisition cost. The Registry does not capitalize intangibles, works of art and historical treasures that have cultural, aesthetic or historical value, assets located on Indian Reserves and museum collections.

Amortization of tangible capital assets is done on a straight-line basis over the estimated useful life of the asset as follows:

Asset class	Amortization Period
Informatics hardware	4 years
Furniture and equipment	10 years
Leasehold improvements	5 years

### *(i) Measurement uncertainty*

The preparation of these financial statements requires management to make estimates and assumptions that affect the reported amounts of assets, liabilities, revenues and expenses reported in the financial statements. At the time of preparation of these statements, management believes the estimates and assumptions to be reasonable. The most significant items where estimates are used are the liability 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.

# Registry of the Public Servants Disclosure Protection Tribunal

## Notes to the Financial Statements (Unaudited)

For the year ended March 31

### 3. Parliamentary Authorities

The Registry receives its funding through annual Parliamentary authorities. Items recognized in the Statement of Operations and the Statement of Financial Position in one year may be funded through Parliamentary authorities in prior, current or future years. Accordingly, the Registry has different net results of operations for the year on a government funding basis than on an accrual accounting basis. The differences are reconciled in the following tables:

#### *(a) Reconciliation of net cost of operations to current year authorities used*

(in dollars)	2011	2010
Net cost of operations	1,085,665	1,191,847
<i>Adjustments for items affecting net cost of operations but not affecting authorities:</i>		
Services provided without charge by other government departments	(199,516)	(284,267)
Amortization of tangible capital assets	(5,656)	(2,566)
Increase in employee future benefits	(35,743)	(12,575)
Decrease in vacation pay and compensatory leave	8,131	4,957
Refund of previous year expenditures	7	73
Adjustments of previous year's payables at year-end (PAYE)	23,521	36,150
Revenue not available for spending	30,015	40
Loss on disposal of tangible capital assets	(18,421)	-
	(197,662)	(258,188)
<i>Adjustments for items not affecting net cost of operations but affecting authorities:</i>		
Acquisition of tangible capital assets	52,305	10,244
	52,305	10,244
<b>Current year authorities used</b>	<b>940,308</b>	<b>943,903</b>

#### *(b) Authorities provided and used*

(in dollars)	2011	2010
<b>Authorities provided:</b>		
Vote 120 - Program expenditures	1,726,200	1,726,200
Statutory authorities	92,172	109,113
<b>Less:</b>		
Lapsed authorities	(878,064)	(891,410)
<b>Current year authorities used</b>	<b>940,308</b>	<b>943,903</b>



# Registry of the Public Servants Disclosure Protection Tribunal

## Notes to the Financial Statements (Unaudited)

For the year ended March 31

### 4. Accounts Receivable and Employee Advances

The following table presents details of accounts receivable and employee advances:

(in dollars)	2011	2010
Receivables from other government departments	91,582	112,156
Employee advances	300	300
	91,882	112,456

### 5. Tangible capital assets

Cost	Opening Balance	Acquisitions	Adjustments, Disposals and Write-Offs	Closing Balance
(in dollars)				
Informatics hardware	4,755	7,365	-	12,120
Furniture and equipment	-	5,206	-	5,206
Leasehold improvements	14,357	39,734	(22,822)	31,269
	19,112	52,305	(22,822)	48,595

Accumulated amortization	Opening Balance	Amortization	Adjustments, Disposals and Write-Offs	Closing Balance
(in dollars)				
Informatics hardware	792	1,496	-	2,288
Furniture and equipment	-	130	-	130
Leasehold improvements	1,922	4,030	(4,401)	1,551
	2,714	5,656	(4,401)	3,969

Net book value	Opening Balance	Closing Balance
(in dollars)		
Informatics hardware	3,963	9,832
Furniture and equipment	-	5,076
Leasehold improvements	12,435	29,718
	16,398	44,626

# Registry of the Public Servants Disclosure Protection Tribunal

## Notes to the Financial Statements (Unaudited)

For the year ended March 31

### 6. Accounts payable and accrued liabilities

The following table presents details of accounts payable and accrued liabilities:

(in dollars)	2011	2010
Accounts payable to other government departments and agencies	14,262	28,115
Accounts payable to external parties	28,097	51,449
	42,359	79,564
Accrued liabilities	3,396	1,815
	45,755	81,379

### 7. Employee future benefits

#### (a) Pension benefits

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

Both the employees and the Registry contribute to the cost of the Plan. The 2010-11 expense amounts to \$64,705 (\$78,780 in 2009-10), which represents approximately 1.9 times (1.9 times in 2009-10) the contributions by employees.

The Registry's responsibility with regard to the Plan is limited to its contributions. Actuarial surpluses or deficiencies are recognized in the financial statements of the Government of Canada, as the Plan's sponsor.

#### (b) Severance benefits

The Registry provides severance benefits to its employees based on eligibility, years of service and final salary. These severance benefits are not pre-funded. Benefits will be paid from future authorities. Information about the severance benefits, measured as at March 31, is as follows:

(in dollars)	2011	2010
Accrued benefit obligation, beginning of year	133,081	120,506
Expense for the year	35,743	12,575
Accrued benefit obligation, end of year	168,824	133,081

# Registry of the Public Servants Disclosure Protection Tribunal

## Notes to the Financial Statements (Unaudited)

For the year ended March 31

### 8. Related party transactions

The Registry is related as a result of common ownership to all Government departments, agencies, and Crown Corporations. The Registry enters into transactions with these entities in the normal course of business and on normal trade terms. During the year, the Registry received common services which were obtained without charge from other Government departments as disclosed below.

#### *a) Common services provided without charge by other government departments*

During the year, the Registry received services without charge from certain common service organizations, related to accommodation and the employer's contribution to the health and dental insurance plans. These services provided without charge have been recorded in the Registry's Statement of Operations as follows:

(in dollars)	2011	2010
Accommodation	154,763	192,467
Employer's contribution to the health and dental insurance plans	44,753	91,800
	199,516	284,267

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 Registry's Statement of Operations.

#### *(b) Other transactions with related parties*

(in dollars)	2011	2010
Expenses - Other Government departments and agencies	389,055	426,314

# Registry of the Public Servants Disclosure Protection Tribunal

## Notes to the Financial Statements (Unaudited)

For the year ended March 31

### 9. Adoption of new accounting policies

During the year, the Registry adopted the revised Treasury Board accounting policy TBAS 1.2: Departmental and Agency Financial Statements which is effective for the Registry for the 2010-11 fiscal year. The major change in the accounting policies of the Registry required by the adoption of the revised TBAS 1.2 is the recording of amounts due to the Consolidated Revenue Fund as a liability on the Statement of Financial Position.

The adoption of the new Treasury Board accounting policies have been accounted for retroactively with the following impact on the comparatives for 2009-10:

(in dollars)	2010 As previously stated	Effect of the adjustment	2010 Revised amount
<b>Statement of Financial Position</b>			
Liabilities	242,847	32,393	<b>275,240</b>
Equity of Canada	(113,993)	(32,393)	<b>(146,386)</b>

### 10. Comparative information

Comparative figures have been reclassified to conform to the current year's presentation.