

## Registry of the Public Servants Disclosure Protection Tribunal

### Statement of Management Responsibility Including Internal Control Over Financial Reporting

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Responsibility for the integrity and objectivity of the accompanying financial statements for the year ended March 31, 2013 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 using the Government's accounting policies, which are 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 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 (ICFR) 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 and through conducting an annual risk-based assessment of the effectiveness of the system of ICFR.

The system of ICFR is designed to mitigate risks to a reasonable level based on an ongoing process to identify key risks, to assess effectiveness of associated key controls, and to make any necessary adjustments.

The Registry is subject to periodic Core Control Audits performed by the Office of the Comptroller General and uses the results of such audits to comply with the Treasury Board *Policy on Internal Control*.

A Core Control Audit was performed in 2012-13 by the Office of the Comptroller General of Canada (OCG). The Audit Report and related Management Action Plan are posted on the departmental web site at: <http://www.psdpt-tpfd.gc.ca/ResourcesRessources/CCA-2012-eng.html>.

The financial statements of the Registry have not been audited.



Stuart Campbell  
A/Deputy Head and Registrar/Chief Financial Officer

Ottawa, Ontario  
August 27, 2013

## Registry of the Public Servants Disclosure Protection Tribunal

### Statement of Financial Position (Unaudited)

As at March 31

(in dollars)	2013	2012
<b>Liabilities</b>		
Accounts payable and accrued liabilities (note 4)	76,893	379,500
Vacation pay and compensatory leave	11,603	32,397
Employee future benefits (note 5)	70,709	85,362
<b>Total liabilities</b>	<b>159,205</b>	<b>497,259</b>
<b>Financial assets</b>		
Due from the Consolidated Revenue Fund	23,519	290,752
Accounts receivable & employee advances (note 6)	50,404	84,485
<b>Total financial assets</b>	<b>73,923</b>	<b>375,237</b>
<b>Departmental net debt</b>	<b>85,282</b>	<b>122,022</b>
<b>Non-financial assets</b>		
Tangible capital assets (note 7)	328,025	317,613
<b>Total non-financial assets</b>	<b>328,025</b>	<b>317,613</b>
<b>Departmental net financial position</b>	<b>242,743</b>	<b>195,591</b>

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



Stuart Campbell

A/Deputy Head and Registrar/Chief Financial Officer

Ottawa, Ontario

August 27, 2013

## Registry of the Public Servants Disclosure Protection Tribunal

### Statement of Operations and Departmental Net Financial Position (Unaudited)

For the year ended March 31

(in dollars)	2013	2013	2012
	Planned Results		
<b>Expenses</b>			
Salaries & employee benefits	1,423,046	1,189,791	988,839
Professional & special services	344,505	251,827	318,640
Rentals	109,958	89,738	18,072
Accommodation	154,763	80,886	154,763
Transportation & telecommunications	50,715	20,157	21,543
Materials and supplies	4,797	54,528	39,282
Amortization of tangible capital assets	60,065	72,557	15,520
Repairs and maintenance	98,622	1,943	-
Information	3,698	4,172	6,846
Other	-	286	771
<b>Total expenses</b>	2,250,169	1,765,885	1,564,276
<b>Net cost of operations before government funding</b>	2,250,169	1,765,885	1,564,276
<b>Government funding</b>			
Net cash provided by Government		1,913,163	1,338,595
Change in due from Consolidated Revenue Fund		(267,233)	339,658
Services provided without charge by other government departments (note 8)		167,107	228,847
<b>Net cost of operations after government funding</b>		(47,152)	(342,824)
<b>Departmental net financial position - Beginning of year</b>		195,591	(147,233)
<b>Departmental net financial position - End of year</b>		242,743	195,591

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

## Registry of the Public Servants Disclosure Protection Tribunal

### Statement of Change in Departmental Net Debt (Unaudited)

For the year ended March 31

(in dollars)	2013	2012
<b>Net cost of operations after government funding</b>	<b>(47,152)</b>	<b>(342,824)</b>
<b>Change due to tangible capital assets</b>		
Acquisition of tangible capital assets	82,969	288,507
Amortization of tangible capital assets	(72,557)	(15,520)
<b>Total change due to tangible capital assets</b>	<b>10,412</b>	<b>272,987</b>
<b>Net increase (decrease) in departmental net debt</b>	<b>(36,740)</b>	<b>(69,837)</b>
<b>Departmental net debt - Beginning of year</b>	<b>122,022</b>	<b>191,859</b>
<b>Departmental net debt - End of year</b>	<b>85,282</b>	<b>122,022</b>

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) 2013 2012

#### Operating activities

**Net cost of operations before government funding** 1,765,885 1,564,276

#### Non-cash items:

Amortization of tangible capital assets (note 7) (72,557) (15,520)

Services provided without charge by other government departments (note 8) (167,107) (228,847)

#### Variations in Statement of Financial Position:

Increase (Decrease) in accounts receivable & employee advances (34,081) (7,397)

Decrease (Increase) in accounts payable and accrued liabilities 302,607 (333,745)

Decrease (Increase) in vacation pay and compensatory leave 20,794 (12,141)

Decrease (increase) in employee future benefits 14,653 83,462

**Cash used in operating activities** 1,830,194 1,050,088

#### Capital investing activities

Acquisitions of tangible capital assets (note 7) 82,969 288,507

**Cash used in capital investing activities** 82,969 288,507

**Net cash provided by Government of Canada** 1,913,163 1,338,595

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.

### 2. Summary of significant accounting policies

These financial statements have been prepared using the Government's accounting policies stated below, which are based on Canadian public sector accounting standards. The presentation and results using the stated accounting policies do not result in any significant differences from Canadian public sector accounting standards.

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 Departmental Net Financial Position and in 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. The planned results amounts in the Statement of Operations and Departmental Net Financial Position are the amounts reported in the future-oriented financial statements included in the 2012-2013 Report on Plans and Priorities.

#### *(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 from or to the CRF*

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

#### *(d) 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 employer contributions to the health and dental insurance plans are recorded as operating expenses at their estimated cost.

## Registry of the Public Servants Disclosure Protection Tribunal

### Notes to the Financial Statements (Unaudited)

For the year ended March 31

#### (e) 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 represent the total Registry obligation to the Plan. 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.
- ✓ Severance benefits: Employees entitled to severance benefits under labour contracts or conditions of employment earn these benefits as services necessary to earn them are rendered. 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.

#### (f) Accounts receivables

Accounts receivable recorded by the Registry are from other government departments and are stated at the lower of cost and net recoverable value. Recovery is considered certain and a provision has not been made.

#### (g) 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
Informatics software	3 years
Furniture and equipment	10 years
Leasehold improvements	Lesser of the remaining term of lease or useful life of the improvement

#### (h) 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 future 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 Departmental Net Financial Position 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)	2013	2012
Net cost of operations before government funding	1,765,885	1,564,276
<i>Adjustments for items affecting net cost of operations but not affecting authorities:</i>		
Services provided without charge by other government departments	(167,107)	(228,847)
Amortization of tangible capital assets	(72,557)	(15,520)
Decrease in employee future benefits	14,652	83,462
Decrease (increase) in vacation pay and compensatory leave	20,794	(12,141)
Refund of prior years expenditures	974	169
Adjustments of previous year's payables at year-end (PAYE)	14,131	6,697
	(189,113)	(166,180)
<i>Adjustments for items not affecting net cost of operations but affecting authorities:</i>		
Acquisition of tangible capital assets	82,969	288,507
	82,969	288,507
<b>Current year authorities used</b>	<b>1,659,741</b>	<b>1,686,603</b>

#### (b) Authorities provided and used

(in dollars)	2013	2012
<b>Authorities provided:</b>		
Vote 115 - Program expenditures	1,736,449	1,726,199
Statutory authorities	148,842	126,642
<b>Less:</b>		
Lapsed authorities	(225,550)	(166,238)
<b>Current year authorities used</b>	<b>1,659,741</b>	<b>1,686,603</b>



## Registry of the Public Servants Disclosure Protection Tribunal

### Notes to the Financial Statements (Unaudited)

For the year ended March 31

#### 4. Accounts payable and accrued liabilities

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

(in dollars)	2013	2012
Accounts payable - Other government departments and agencies	16,325	236,841
Accounts payable - External parties	49,108	133,054
Total accounts payable	65,433	369,895
Accrued liabilities	11,460	9,605
<b>Total accounts payable and accrued liabilities</b>	<b>76,893</b>	<b>379,500</b>

#### 5. 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 2012-13 expense amounts to \$106,273 (\$91,008 in 2011-12), which represents approximately 1.7 times (1.8 times in 2011-12) 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 salary at termination of employment. 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:

As part of collective agreement negotiations with certain employee groups, and changes to conditions of employment for executives and certain non-represented employees, the accumulation of severance benefits under the employee severance pay program ceased for these employees commencing in 2012. Employees subject to these changes have been given the option to be immediately paid the full or partial value of benefits earned to date or collect the full or remaining value of benefits on termination from the public service. These changes have been reflected in the calculation of the outstanding severance benefit obligation.

(in dollars)	2013	2012
<b>Accrued benefit obligation, beginning of year</b>	<b>85,362</b>	<b>168,824</b>
Expense for the year	93,087	17,596
Benefits paid during the year	(107,740)	(101,058)
<b>Accrued benefit obligation, end of year</b>	<b>70,709</b>	<b>85,362</b>

## Registry of the Public Servants Disclosure Protection Tribunal

### Notes to the Financial Statements (Unaudited)

For the year ended March 31

## 6. Accounts Receivable and Employee Advances

The following table presents details of the Registry's accounts receivable and employee advances:

(in dollars)	2013	2012
Receivables - Other government departments and agencies	50,104	84,185
Employee advances	300	300
<b>Net accounts receivable</b>	<b>50,404</b>	<b>84,485</b>

## 7. Tangible capital assets

Cost	Closing Balance 2012/ Opening Balance 2013	Acquisitions	Adjustments, Disposals and Write-Offs	Closing Balance 2013
(in dollars)				
Informatics hardware	12,120	20,524	-	32,644
Informatics software	9,000	-	-	9,000
Furniture and equipment	64,415	-	-	64,415
Leasehold improvements	251,567	62,445	-	314,012
	337,102	82,969	-	420,071
<b>Accumulated amortization</b>	<b>Closing Balance 2012/ Opening Balance 2013</b>	<b>Amortization</b>	<b>Adjustments, Disposals and Write-Offs</b>	<b>Closing Balance 2013</b>
(in dollars)				
Informatics hardware	5,318	3,596	-	8,914
Informatics software	2,250	3,000	-	5,250
Furniture and equipment	1,144	6,441	-	7,585
Leasehold improvements	10,777	59,520	-	70,297
	19,489	72,557	-	92,046
<b>Net book value</b>	<b>Closing Balance 2012/ Opening Balance 2013</b>			<b>Closing Balance 2013</b>
(in dollars)				
Informatics hardware	6,802			23,730
Informatics software	6,750			3,750
Furniture and equipment	63,271			56,830
Leasehold improvements	240,790			243,715
	317,613			328,025

## 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 and Departmental Net Financial Position as follows:

(in dollars)	2013	2012
Accommodation	80,886	154,763
Employer's contribution to the health and dental insurance plans	86,221	74,084
<b>Total</b>	<b>167,107</b>	<b>228,847</b>

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 and audit services provided by the Office of the Auditor General are not included in the Registry's Statement of Operations and Departmental Net Financial Position.

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

(in dollars)	2013	2012
Expenses - Other government departments and agencies	410,723	303,981

Expenses disclosed in (b) exclude common services provided without charge, which are already disclosed in (a).