

Financial Statements of

**OFFICE OF THE SENATE
ETHICS OFFICER**

Year ended March 31, 2018

STATEMENT OF MANAGEMENT'S RESPONSIBILITY

Responsibility for the integrity and objectivity of the accompanying financial statements for the year ended March 31, 2018, and all information contained in these financial statements rests with the management of the Office of the Senate Ethics Officer. These financial statements have been prepared based on Canadian public sector accounting standards.

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

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

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

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



Me Pierre Legault
Senate Ethics Officer and Chief Financial
Officer



Nathalie Charpentier, CPA, CGA
Deputy Chief Financial Officer

September 18, 2018



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INDEPENDENT AUDITORS' REPORT

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

We have audited the accompanying financial statements of the Office of the Senate Ethics Officer, which comprise the statement of financial position as at March 31, 2018, the statements of operations and net financial position, and cash flows for the year then ended, and notes, comprising a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on our 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, we consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.



We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Office of the Senate Ethics Officer as at March 31, 2018, its results of operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Other Matter

The financial statements of the Office of Senate Ethics Officer as at and for the year ended March 31, 2017, were audited by another auditor who expressed an unmodified opinion on these statements on June 28, 2017.

KPMG LLP

Chartered Professional Accountants, Licensed Public Accountants

Ottawa, Canada

September 18, 2018

OFFICE OF THE SENATE ETHICS OFFICER

Financial Statements

Year ended March 31, 2018

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OFFICE OF THE SENATE ETHICS OFFICER

Statement of Financial Position

March 31, 2018, with comparative information for 2017

	2018	2017
Financial assets:		
Due from the Consolidated Revenue Fund	\$ 89,219	\$ 87,061
Accounts receivable and advances (note 6)	19,751	35,727
Total financial assets	108,970	122,788
Financial liabilities:		
Accounts payable and accrued liabilities (note 7)	104,065	117,883
Vacation pay and compensatory leave	32,237	9,861
Total financial liabilities	136,302	127,744
Net debt	(27,332)	(4,956)
Non-financial assets:		
Tangible capital assets (note 8)	16,860	23,218
Prepaid expenses	–	3,708
Total non-financial assets	16,860	26,926
Net financial position	\$ (10,472)	\$ 21,970

See accompanying notes to financial statements.

OFFICE OF THE SENATE ETHICS OFFICER

Statement of Operations and Net Financial Position

Year ended March 31, 2018, with comparative information for 2017

	Budget 2018	2018	2017
Government funding:			
Net cash provided by the Government of Canada		\$ 1,010,031	\$ 925,674
Change in due from the Consolidated Revenue Fund		2,158	(6,898)
Services provided without charge from federal government departments (note 5)		179,527	199,438
		1,191,716	1,118,214
Cost of operations:			
Salaries and employee benefits	\$ 847,627	893,360	748,796
Professional and special services	325,000	188,118	197,056
Accommodation	117,702	117,702	117,702
Utilities, materials and supplies	7,500	8,729	8,125
Rentals, repairs and maintenance	12,000	604	7,357
Printing and communication	15,000	4,092	5,081
Travel	19,000	5,195	1,427
Amortization of tangible capital assets (note 8)	6,358	6,358	—
	1,350,187	1,224,158	1,085,544
Net cost of operations after government funding		(32,442)	32,670
Net financial position, beginning of year		21,970	(10,700)
Net financial position, end of year		\$ (10,472)	\$ 21,970

See accompanying notes to financial statements.

OFFICE OF THE SENATE ETHICS OFFICER

Statement of Cash Flows

Year ended March 31, 2018, with comparative information for 2017

	2018	2017
Cash provided by (used in):		
Operating activities:		
Net cost of operations	\$ (1,224,158)	\$ (1,085,544)
Items not affecting cash:		
Amortization on tangible assets	6,358	-
Services provided without charge from federal government departments	179,527	199,438
Changes in non-cash operating working capital items:		
Decrease (increase) in accounts receivable and advances	15,976	(6,573)
Decrease in accounts payable and accrued liabilities	(13,818)	(555)
Increase (decrease) in vacation pay and compensatory leave	22,376	(9,222)
Decrease in prepaid expenses	3,708	-
	<u>(1,010,031)</u>	<u>(902,456)</u>
Investing activities:		
Acquisition of tangible capital assets	-	(23,218)
Net cash provided by the Government	\$ (1,010,031)	\$ (925,674)

See accompanying notes to financial statements.

OFFICE OF THE SENATE ETHICS OFFICER

Notes to Financial Statements

Year ended March 31, 2018

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, 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, annual disclosure process, 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. Significant accounting policies:

The financial statements have been prepared in accordance with Canadian public sector accounting standards and include the following significant accounting policies:

(a) Parliamentary authorities:

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

(b) Net cash provided by the Consolidated Revenue Fund:

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

(c) Amount due from the Consolidated Revenue Fund:

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

(d) Accounts receivable and advances:

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

OFFICE OF THE SENATE ETHICS OFFICER

Notes to Financial Statements (continued)

Year ended March 31, 2018

2. Significant accounting policies (continued):

(e) Expenses:

Expenses are recorded on the accrual basis:

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

(f) Employee future benefits:

Eligible employees participate in the Public Service Pension Plan (the "Plan"), which is sponsored and administered by the Government of Canada. Assets and liabilities for pension benefits are not included in the Office's statement of financial position, as this is the responsibility of the Government of Canada. The Office's contributions to the Plan are charged to salaries and employee benefits in the year incurred and represent the total obligation of the Office to the Plan. Current legislation does not require the Office to make contributions for an actuarial deficiency 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.

(g) 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	Useful life
Computer hardware	3 years
Leasehold improvements	Over the term of the lease

(h) Use of estimates:

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 estimates are reviewed periodically and, as adjustments become necessary, they are recorded in the financial statements in the year they become known.

OFFICE OF THE SENATE ETHICS OFFICER

Notes to Financial Statements (continued)

Year ended March 31, 2018

2. Significant accounting policies (continued):

(i) Accounting changes:

On April 1, 2017, the Office of the Senate Ethics Officer adopted Canadian public sector accounting standards PS 2200 Related Party Disclosures, PS 3420 Inter-entity Transactions, PS 3210 Assets, PS 3320 Contingent Assets, and PS 3380 Contractual Rights.

The adoption of these accounting standards did not result in an accounting policy change for the Office of the Senate Ethics Officer and did not result in any adjustments to the financial statements as at April 1, 2017.

3. Parliamentary authorities:

The Office receives most of its funding through annual Parliamentary authorities. Items recognized in the statement of operations and net financial position in one year may be funded through Parliamentary authorities in prior, current or future years. Accordingly, the net results of the Office differs 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:

	2018	2017
Total expenses and net cost of operations	\$ 1,224,158	\$ 1,085,544
Adjustments for items affecting net cost of operations but not affecting authorities:		
Deduct services provided without charge from federal government departments	(179,527)	(199,438)
Increase (decrease) in accounts receivable and advances	(15,976)	6,573
Decrease in accounts payable and accrued liabilities	13,818	555
Decrease (increase) in vacation pay and compensatory leave	(22,376)	9,222
Amortization of tangible capital assets (note 8)	(6,358)	—
	1,013,739	902,456
Adjustments for items not affecting total cost of operations but affecting authorities:		
Decrease in prepaid expenses	(3,708)	—
Purchase of tangible capital assets	—	23,218
	(3,708)	23,218
Current year authorities used	\$ 1,010,031	\$ 925,674

OFFICE OF THE SENATE ETHICS OFFICER

Notes to Financial Statements (continued)

Year ended March 31, 2018

3. Parliamentary authorities (continued):

(b) Authorities provided and used:

	2018	2017
Vote 20 - Operating expenditures	\$ 1,120,500	\$ 1,059,500
Statutory amounts to employee benefits plans	111,627	80,978
	1,232,127	1,140,478
Less lapsed authorities - operating	(222,096)	(214,804)
Current year authorities used	\$ 1,010,031	\$ 925,674

4. Employee future benefits:

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

Both the employees and the Office contribute to the cost of the Public Service Pension Plan. The 2018 expense amounts to \$63,084 (2017 - \$56,417), which represents approximately 1.4 times (2017 - 1.4 times) the contributions by employees.

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

5. Related party transactions:

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

OFFICE OF THE SENATE ETHICS OFFICER

Notes to Financial Statements (continued)

Year ended March 31, 2018

5. Related party transactions (continued):

(a) Common services provided without charge by federal government departments:

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

	2018	2017
Accommodation	\$ 117,702	\$ 117,702
Employer's contributions to the health and dental insurance plans	61,825	54,933
Professional services	–	26,803
	\$ 179,527	\$ 199,438

(b) Other transactions with related parties:

The Senate of Canada provides services (on a cost-recovery basis) 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 \$50,397 (2017 - \$36,657).

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

	2018	2017
Accounts receivable	\$ 19,501	\$ 35,477
Accounts payable	21,428	11,892

6. Accounts receivable and advances:

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

	2018	2017
Accounts receivable - other government departments and agencies	\$ 19,501	\$ 35,477
Advances	250	250
	\$ 19,751	\$ 35,727

OFFICE OF THE SENATE ETHICS OFFICER

Notes to Financial Statements (continued)

Year ended March 31, 2018

7. Accounts payable and accrued liabilities:

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

	2018	2017
Accounts payable - other government departments and agencies	\$ 21,428	\$ 11,892
Accounts payable - external parties	11,690	48,055
	33,118	59,947
Accrued liabilities	70,947	57,936
	\$ 104,065	\$ 117,883

8. Tangible capital assets:

Tangible capital assets consist of the following:

	Cost	Accumulated amortization	2018 Net book value	2017 Net book value
Computer hardware	\$ 7,562	\$ 2,521	\$ 5,041	\$ 7,562
Leasehold improvements	15,656	3,837	11,819	15,656
	\$ 23,218	\$ 6,358	\$ 16,860	\$ 23,218

At March 31, 2017, cost and accumulated amortization amounted to \$23,218 and \$Nil, respectively.

9. Contractual obligations:

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

2019	\$ 114,078
2020	114,078
2021	114,078
2022	9,507
	\$ 351,741

OFFICE OF THE SENATE ETHICS OFFICER

Notes to Financial Statements (continued)

Year ended March 31, 2018

10. Comparative information:

Certain comparative information has been reclassified in order to conform with the presentation adopted for the current year.