

FINANCIAL INTELLIGENCE AGENCY

Financial Statements

For the Year Ended March 31, 2019




Management's Responsibility for the Financial Statements

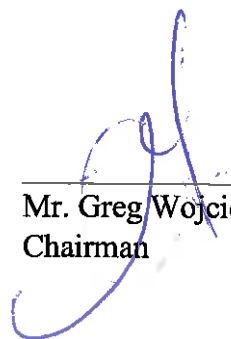
These financial statements have been prepared by management, who are responsible for the reliability, integrity and objectivity of the information provided. The preparation of financial statements necessarily involves using management's best estimates and judgments, where appropriate.

Management is responsible for maintaining a comprehensive system of accounting records, internal controls, policies and management practices, designed to provide reasonable assurance that transactions are properly authorized and in compliance with legislation, assets are safeguarded, and reliable financial information is available on a timely basis.

The Financial Intelligence Agency's Board of Directors is responsible for ensuring that management fulfills its responsibility for financial reporting and internal controls. The Board of Directors meets periodically with management to discuss matters relating to financial reporting, internal control and audits. The Board of Directors also reviews the financial statements before their approval. The financial statements have been approved by the Board of Directors and have been examined by the Office of the Auditor General.

The accompanying Independent Auditor's Report is presented herein.


Mr. Sinclair White
Director


Mr. Greg Wojciechowski
Chairman

DATE 16/01/2020



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INDEPENDENT AUDITOR'S REPORT

To the Minister of Legal Affairs

Opinion

I have audited the financial statements of the Financial Intelligence Agency, which comprise the statement of financial position as at March 31, 2019, and the statements of operations and accumulated surplus, change in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In my opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Financial Intelligence Agency as at March 31, 2019, and the results of its operations, changes in its net financial assets and its cash flows for the year then ended in accordance with public sector accounting standards generally accepted in Bermuda and Canada.

Basis for Opinion

I conducted my audit in accordance with auditing standards generally accepted in Bermuda and Canada. My responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of my report. I am independent of the Financial Intelligence Agency in accordance with the ethical requirements that are relevant to my audit of the financial statements in Bermuda, and I have fulfilled my other ethical responsibilities in accordance with these requirements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with public sector accounting standards generally accepted in Bermuda and Canada, 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 Financial Intelligence Agency'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 Financial Intelligence Agency or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Financial Intelligence Agency's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

My 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 my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in Bermuda and Canada 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 auditing standards generally accepted in Bermuda and Canada, I exercise professional judgment and maintain professional skepticism throughout the audit. I 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 my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than from 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 Financial Intelligence Agency'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 Financial Intelligence Agency's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the Financial Intelligence Agency 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.

I 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 I identify during the audit.

I also provide those charged with governance with a statement that I have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on my independence and, where applicable, related safeguards.

A further description of the auditor's responsibilities for the audit of the financial statements is located at the Office of the Auditor General website at: www.oagbermuda.bm. This description forms part of my auditor's report.



Hamilton, Bermuda
January 16, 2020

Heather Thomas, CPA, CFE, CGMA
Auditor General

FINANCIAL INTELLIGENCE AGENCY
STATEMENT OF FINANCIAL POSITION

As at March 31, 2019

	2019	2018
	\$	\$
FINANCIAL ASSETS		
Cash	377,100	336,556
Other receivables	333	-
	377,433	336,556
LIABILITIES		
Accounts payable and accrued liabilities	39,854	47,738
Liabilities for employee future benefits	41,448	64,328
Due to the Government of Bermuda (Note 5)	69,319	57,734
	150,621	169,800
NET FINANCIAL ASSETS	226,812	166,756
NON-FINANCIAL ASSETS		
Prepaid expenses	28,273	27,068
Tangible capital assets (Note 4)	70,843	133,913
	99,116	160,981
ACCUMULATED SURPLUS	325,928	327,737

CONTRACTUAL OBLIGATIONS (Note 10)

The accompanying notes are an integral part of these financial statements.

FINANCIAL INTELLIGENCE AGENCY
STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS
FOR THE YEAR ENDED MARCH 31, 2019

	2019 \$ Budget (Note 12)	2019 \$ Actual	2018 \$ Actual
REVENUES			
Government of Bermuda grant (Note 5)	1,805,000	1,805,000	1,600,000
DHVG fees (Note 11)	-	1,350	2,050
	<u>1,805,000</u>	<u>1,806,350</u>	<u>1,602,050</u>
EXPENSES			
Salaries and employee benefits (Notes 7 & 11)	1,269,285	1,175,788	1,011,580
Rent (Note 10)	145,854	145,854	145,854
Payroll tax	116,745	106,281	83,379
Computer expenses	90,000	76,600	81,878
Amortization of tangible capital assets (Note 4)	-	73,487	78,427
Professional fees (Note 11)	100,750	63,958	91,011
Equipment rental and maintenance	59,200	54,417	51,776
Communication costs	31,600	30,395	32,399
Directors' fees (Note 5)	25,000	21,852	18,417
Travel and entertainment (Note 6)	36,200	18,441	31,949
Membership fees	14,000	12,162	11,668
Office supplies and expenses	9,500	11,813	4,525
Office maintenance	11,600	8,724	8,481
Insurance	5,000	4,232	3,743
Education, training and awareness	2,500	2,882	9,995
Miscellaneous	4,000	1,273	3,571
	<u>1,921,234</u>	<u>1,808,159</u>	<u>1,668,653</u>
ANNUAL DEFICIT	<u>(116,236)</u>	<u>(1,809)</u>	<u>(66,603)</u>
ACCUMULATED SURPLUS, BEGINNING OF YEAR		<u>327,737</u>	<u>394,340</u>
ACCUMULATED SURPLUS, END OF YEAR		<u>325,928</u>	<u>327,737</u>

The accompanying notes are an integral part of these financial statements.

FINANCIAL INTELLIGENCE AGENCY
STATEMENT OF CHANGE IN NET FINANCIAL ASSETS
FOR THE YEAR ENDED MARCH 31, 2019

	2019	2018
	\$	\$
NET FINANCIAL ASSETS, BEGINNING OF YEAR	<u>166,756</u>	<u>173,710</u>
Annual deficit	(1,809)	(66,603)
Change in prepaid expenses	(1,205)	4,530
Acquisition of tangible capital assets (Note 4)	(10,417)	(23,308)
Amortization of tangible capital assets (Note 4)	<u>73,487</u>	<u>78,427</u>
Change in net financial assets	<u>60,056</u>	<u>(6,954)</u>
NET FINANCIAL ASSETS, END OF YEAR	<u><u>226,812</u></u>	<u><u>166,756</u></u>

The accompanying notes are an integral part of these financial statements.

FINANCIAL INTELLIGENCE AGENCY
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED MARCH 31, 2019

	2019	2018
	\$	\$
CASH FLOWS FROM OPERATING ACTIVITIES		
Annual deficit	(1,809)	(66,603)
Adjustment for items not affecting cash:		
Amortization of tangible capital assets	73,487	78,427
Change in non-cash working capital items:		
(Increase) decrease in other receivables	(333)	1,467
Decrease in accounts payable and accrued liabilities	(7,884)	(2,047)
(Decrease) increase in liabilities for employee future benefits	(22,880)	9,248
Increase in due to the Government of Bermuda	11,585	15,343
(Increase) decrease in prepaid expenses	(1,205)	4,530
	<u>50,961</u>	<u>40,365</u>
CASH FLOWS USED IN CAPITAL ACTIVITY		
Purchase of tangible capital assets	<u>(10,417)</u>	<u>(23,308)</u>
NET INCREASE IN CASH	40,544	17,057
CASH, BEGINNING OF YEAR	<u>336,556</u>	<u>319,499</u>
CASH, END OF YEAR	<u>377,100</u>	<u>336,556</u>

The accompanying notes are an integral part of these financial statements.

FINANCIAL INTELLIGENCE AGENCY
NOTES TO THE FINANCIAL STATEMENTS

MARCH 31, 2019

1. AUTHORITY

The Financial Intelligence Agency (the “Agency”) was established by Section 3 of the Financial Intelligence Agency Act 2007 (the “Act”) on November 15, 2008. The Agency is designated as the central reporting authority in Bermuda to receive, gather, store, analyse and disseminate reports of suspected proceeds of crime and potential financing of terrorism. Section 4 of the Act states that a Board of Directors (the “Board”) shall be appointed by the Minister responsible for Justice who is to be responsible for managing the affairs and business of the Agency. The Agency is operationally independent and is required by law to have the autonomous authority and capacity to carry out its functions of analyzing, requesting and disseminating information freely. Section 6 of the Act also mandates that the Agency shall have the independent operational authority to acquire and deploy the necessary human resources needed to carry out its functions free from any undue influence (including political, governmental or industry-specific undue influence) that may compromise the operational independence of the Agency. Section 8 of the Act states that the funds of the Agency shall consist of such sums paid out of the Confiscated Assets Fund and such sums as may be appropriated by the Legislature for the purpose of the Agency.

On August 3, 2016, the legislature passed the Proceeds of Crime Amendment (No. 2) Act 2016 bringing dealers in high value goods (“DHVG”) in scope of Bermuda’s anti-money laundering and anti-terrorist financing regime (“AML/ATF”) and empower the Agency to undertake the monitoring and supervision of businesses which make up that group to ensure compliance with the AML/ATF Regulations. These legislative provisions came into effect on December 1, 2016 thereby establishing a Dealers in High Value Goods Supervisory Regime within the operations of the Agency.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Pursuant to standards established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada, the Agency is classified as an other government organization. These financial statements have been prepared in accordance with public sector accounting standards generally accepted in Bermuda and Canada and the accounting policies considered particularly significant are as follows:

(a) Cash

Cash includes all cash held with financial institutions that can be withdrawn without prior notice or penalty.

(b) Tangible capital assets and amortization

Tangible capital assets are stated at cost less accumulated amortization. Tangible capital assets are classified according to their functional use. Amortization is recorded on a straight-line basis over the estimated useful lives of the assets as follows:

Computer equipment	- 3 years
Furniture and fixtures	- 3 - 10 years
Computer software	- 10 years
Leasehold improvements	- the lesser of 10 years or the lease term

FINANCIAL INTELLIGENCE AGENCY
NOTES TO THE FINANCIAL STATEMENTS

MARCH 31, 2019

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

(b) Tangible capital assets and amortization (continued)

Tangible capital assets are reviewed for impairment whenever events or changes in circumstances indicate that the asset no longer contributes to the Agency's ability to provide goods and services, or the value of future economic benefits associated with the capital asset is less than its net book value. In either case the cost of the tangible capital asset is reduced to reflect the decline in the asset's value.

(c) Revenue recognition

The Government of Bermuda (the "Government") operating grants received and receivable for use in the day-to-day operations of the Agency are recognised as revenue on the statement of operations and accumulated surplus in the year to which the transfer is authorised. Transfers are recognized as deferred revenue when transfer stipulations give rise to a liability.

(d) Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current period and are not intended for sale in the normal course of operations.

(e) Translation of foreign currencies

Monetary and non-monetary assets and liabilities in foreign currencies are translated to Bermuda dollars at rates of exchange in effect at the statement of financial position date. Any unrealised foreign exchange gains and losses are recognised in a statement of remeasurement gains and losses.

Revenues and expenses are translated at the exchange rate in effect at the transaction date.

(f) Measurement uncertainty

The preparation of financial statements in accordance with public sector accounting standards generally accepted in Bermuda and Canada requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the year. Estimates are based on the best information available at the time of the preparation of the financial statements and are reviewed annually to reflect new information as it becomes available. Actual results could differ from these estimates. Significant areas requiring the use of estimates relate to the useful lives of tangible capital assets and accruals.

FINANCIAL INTELLIGENCE AGENCY
NOTES TO THE FINANCIAL STATEMENTS
MARCH 31, 2019

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

(g) Subsequent events

Post-year-end events that provide additional information about the Agency's position at the statement of financial position date (adjusting events) are reflected in the financial statements.

Post-year-end events that are not adjusting events are disclosed in the notes to the financial statements when material.

(h) Financial instruments

The Agency classifies its financial instruments under cost or amortized cost category.

Cash:

Cash is recognized at cost.

Receivables:

Other receivables are initially recognized at cost and subsequently carried at amortized cost, less any impairment losses.

Liabilities:

Accounts payable and accrued liabilities, liabilities for employee future benefits and due to the Government of Bermuda are initially recognized at cost and subsequently carried at amortized cost.

Transaction costs related to the financial instruments are added to the carrying value of financial instruments in the cost or amortized cost category when they are initially recognized.

Write-downs on financial assets are recognized when the amount of a loss is known with sufficient precision, and there is no realistic prospect of recovery. Financial assets are then written down to net recoverable value with the write-down being recognized in the statement of operations and accumulated surplus.

It is management's opinion that the Agency is not exposed to significant interest rate, currency or credit risks arising from these financial instruments.

(i) Remeasurement gains and losses

A statement of remeasurement gains and losses has not been presented as there are no unrealised gains or losses arising on the financial instruments measured at fair value, or on monetary and non-monetary assets and liabilities denominated in foreign currencies.

3. ECONOMIC DEPENDENCE

The Agency is economically dependent upon the financial assistance provided by the Government to fund its daily operations, cash flow, capital development and capital acquisitions.

FINANCIAL INTELLIGENCE AGENCY
NOTES TO THE FINANCIAL STATEMENTS

MARCH 31, 2019

4. TANGIBLE CAPITAL ASSETS

2019

	Furniture and fixtures	Computer equipment	Computer software	Leasehold improvements	Total
	\$	\$	\$	\$	\$
Opening cost	42,980	341,760	339,780	43,553	768,073
Additions	-	10,417	-	-	10,417
Closing cost	42,980	352,177	339,780	43,553	778,490
Opening accumulated amortization	40,940	286,516	265,894	40,810	634,160
Amortization	1,200	35,566	33,978	2,743	73,487
Closing accumulated amortization	42,140	322,082	299,872	43,553	707,647
Net book value	840	30,095	39,908	-	70,843

2018

	Furniture and fixtures	Computer equipment	Computer software	Leasehold improvements	Total
	\$	\$	\$	\$	\$
Opening cost	42,980	318,452	339,780	43,553	744,765
Additions	-	23,308	-	-	23,308
Closing cost	42,980	341,760	339,780	43,553	768,073
Opening accumulated amortization	39,780	251,976	228,046	35,931	555,733
Amortization	1,160	34,540	37,848	4,879	78,427
Closing accumulated amortization	40,940	286,516	265,894	40,810	634,160
Net book value	2,040	55,244	73,886	2,743	133,913

FINANCIAL INTELLIGENCE AGENCY
NOTES TO THE FINANCIAL STATEMENTS
MARCH 31, 2019

5. RELATED PARTY TRANSACTIONS

The Agency is related to all Government departments, ministries, funds and agencies and quasi autonomous non-governmental organizations under the common control of the Government. Also, the Agency is related to organizations that the Government jointly controls or significantly influences. The Agency enters into transactions with these entities in the normal course of business and such transactions are measured at the exchange amount which is the amount of consideration established and agreed by the related parties. Significant related party transactions are as follows:

(a) Government of Bermuda

During the year, the Government of Bermuda provided an operating grant of \$1,805,000 (2018 - \$1,600,000) to the Agency.

(b) Due to the Government of Bermuda

The Agency had transactions totaling \$240,562 (2018 - \$194,723) relating to payroll tax, pension contributions, health insurance and social insurance, of which \$69,319 (2018 - \$57,734) was owed to the Government at year end.

(c) Other

During the year, the Agency paid Directors of the Agency fees in the amount of \$21,852 (2018 - \$18,417).

6. TRAVEL AND ENTERTAINMENT

Approximately 95% (2018 - 98%) of the expenses in this category represent associated travel costs incurred for attendance at Egmont Group and Caribbean Financial Action Task Force working groups and plenary meetings.

7. POST-EMPLOYMENT BENEFITS AND COMPENSATED ABSENCES

(a) Pension plan

All employees of the Agency are covered by the Public Service Superannuation Fund (the "Fund") administered by the Government. Contributions to the Fund are required from both the employee and the Agency. These contributions represent the total liability of the Agency and are recognised in the accounts on a current basis.

Contributions to the Fund are 8% of gross salary and are matched equally by the Agency.

The Agency is not required under present legislation to make contributions with respect to actuarial deficiencies of the Fund. As a result, the current year contributions to the Fund represent the total liability of the Agency. The total pension expense contributed by the Agency during the year amounted to \$65,994 (2018 - \$55,766).

FINANCIAL INTELLIGENCE AGENCY
NOTES TO THE FINANCIAL STATEMENTS

MARCH 31, 2019

7. POST-EMPLOYMENT BENEFITS AND COMPENSATED ABSENCES (continued)

(a) Pension plan (continued)

The Agency has an outstanding pension contribution amounting to \$11,101 (2018 - \$10,634) to the Fund, and this balance is included in due to the Government of Bermuda in the statement of financial position.

(b) Compensated absences

Compensated absences include maternity and paternity leave, sick leave and vacation days. All these benefits are unfunded.

Maternity and paternity leave does not accumulate or vest and therefore an expense and liability is only recognised when applied for and approved. There were no maternity or paternity benefits applied for or approved during the current year and therefore, no liability has been accrued in the financial statements.

Sick leave does not accumulate or vest, and like maternity and paternity leave, a liability is recorded only when extended leave is applied for and approved. There was no extended sick leave applied for or approved during the current year and therefore, no liability has been accrued in the financial statements.

Vacation days accumulate and vest and therefore a liability has been accrued at year end. The accrued vacation liability as at March 31, 2019 is \$41,448 (2018 - \$64,328) and is presented as liabilities for employee future benefits in the statement of financial position.

8. FINANCIAL RISK MANAGEMENT

The Agency is exposed to various risks through its financial instruments. The Board has overall responsibility for the establishment and oversight of its risk management framework. The Agency manages its risks and risk exposures through sound business practices. The following analysis provides a measure of the risks at the reporting date, March 31, 2019.

(a) Credit risk

Credit risk arises from cash held with banks and other receivables. The maximum exposure to credit risk is equal to the carrying values of these financial assets. The objective of managing counterparty credit risk is to prevent losses on financial assets. The Agency determines, on a continuous basis, amounts receivable on the basis of amounts it is virtually certain to receive based on their estimated realizable value. It is management's opinion that the Agency is not exposed to significant credit risk.

(b) Liquidity risk

Liquidity risk is the risk the Agency will not be able to meet its financial obligations as they fall due. The Agency's objective in managing liquidity is to ensure that it will always have sufficient liquidity to meet its commitments when due, without incurring unacceptable losses or risking

FINANCIAL INTELLIGENCE AGENCY
NOTES TO THE FINANCIAL STATEMENTS
MARCH 31, 2019

8. FINANCIAL RISK MANAGEMENT (continued)

(b) Liquidity risk (continued)

damage to the Agency's reputation. The Agency manages exposure to liquidity risk by closely monitoring supplier and other liabilities, focusing on generating positive cash flows from operations and establishing and maintaining good relationships with various financial institutions.

The expected cash flows of financial liabilities for accounts payable and accrued liabilities, liabilities for employee future benefits, and due to the Government of Bermuda are current.

(c) Market risk

Market risk is the risk that changes in market prices, such as foreign exchange rates and interest rates, will affect the fair value of recognised assets and liabilities or future cash flows of the Agency's results of operations. The Agency has minimal exposure to market risk.

(i) Foreign exchange risk

The Agency's business transactions are mainly conducted in Bermuda dollars and, as such, it has minimal exposure to foreign exchange risk.

(ii) Interest rate risk

The Agency is exposed to changes in interest rates, which may impact interest revenue on cash deposits. The Agency's accounts payable and accrued liabilities are non-interest bearing.

There have been no changes from the previous year in the exposure to risk policies, procedures and methods to measure the above risks.

9. CAPITAL MANAGEMENT

The Agency's objective when managing capital is to hold sufficient accumulated surplus to enable it to withstand negative unexpected financial events. The Agency seeks to achieve this objective through receipt of grants from the Government. The Agency maintains sufficient liquidity to meet its short-term obligations as they come due. The Agency is not subject to any externally imposed capital requirements.

10. CONTRACTUAL OBLIGATIONS

The Agency entered into a lease of the premises currently occupied by the Agency effective November 15, 2014 with an annual rent of \$145,854 per annum for 5 years. The remaining obligation under this lease is \$85,082 (2018 - \$230,936).

FINANCIAL INTELLIGENCE AGENCY
NOTES TO THE FINANCIAL STATEMENTS

MARCH 31, 2019

10. CONTRACTUAL OBLIGATIONS (continued)

The lease agreement also calls for the Agency to pay a maintenance expense of \$3,912 per month. Further, the agreement stipulates that at the end of each year of the agreement, the landlord is required to produce accounts showing the actual maintenance expenses for that period. If the actual maintenance expense is less than the monthly amount noted herein, the balance is to be remitted to the Agency. Conversely, if the actual maintenance expense is more than the monthly amount paid by the Agency, the difference is to be paid by the Agency. These adjustments are recorded on an as notified basis.

Other contractual obligations will become due in the future when the terms of the contracts are met. Disclosure relating to the unperformed portion of these contracts are as follows:

	2020
	\$
AML Contract	23,333
Communications Contract	15,440
	<u>38,773</u>

11. SEGMENTED REPORTING

The Agency receives revenue from a single source (Government of Bermuda grant) and considers itself to be a simple operating segment for segmented disclosure purposes.

The Agency engaged the services of consultants to work with its existing staff to assist with the implementation of the DHVG Supervisory Unit. In this regard, the Agency incurred Consultant costs in the amount of \$39,390 (2018 - \$64,188) and additional payroll costs for existing staff in the amount of \$18,000 (2018 - \$3,000).

During fiscal year 2018/2019, the Agency received DHVG fees totaling \$1,350 (2018 - \$2,050).

12. BUDGET

Budget amounts represent the operating budget approved by the Board on April 19, 2018 and is presented using a basis consistent with that used for actual results.

13. SUBSEQUENT EVENT

On November 14, 2019, the Agency entered into a new one-year lease agreement of the premises currently occupied, for the same annual rent and maintenance service charge, commencing on November 15, 2019. The agreement has a two year renewal option, on the same terms, provided certain conditions are met.