

Financial Statements of

# **THE VICTORIA FOUNDATION**

Year ended December 31, 2017



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## INDEPENDENT AUDITORS' REPORT

To the Board of Directors of The Victoria Foundation

We have audited the accompanying financial statements of The Victoria Foundation, which comprise the statement of financial position as at December 31, 2017, the statements of operations and changes in fund balances 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 accounting standards for not-for-profit organizations, 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 Victoria Foundation as at December 31, 2017, and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

*Comparative Information*

The financial statements of The Victoria Foundation as at and for the year ended December 31, 2016 were audited by another auditor who expressed an unmodified opinion on those financial statements on March 31, 2017.

*KPMG LLP*

Chartered Professional Accountants

Victoria, Canada  
April 6, 2018

# THE VICTORIA FOUNDATION

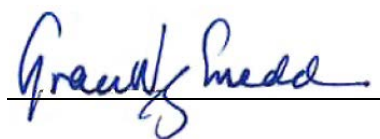
## Statement of Financial Position

December 31, 2017, with comparative information for 2016

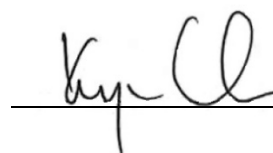
|                                                          | 2017           | 2016           |
|----------------------------------------------------------|----------------|----------------|
| <b>Assets</b>                                            |                |                |
| Current assets:                                          |                |                |
| Cash and cash equivalents                                | \$ 15,500,373  | \$ 1,305,970   |
| Short-term investments (note 3)                          | 17,361,803     | 13,663,292     |
| Receivables and other (note 4)                           | 142,225        | 141,653        |
|                                                          | 33,004,401     | 15,110,915     |
| Investments (note 5)                                     | 252,744,412    | 230,699,854    |
| Cash surrender value of life insurance policies (note 6) | 1,401,887      | 1,235,317      |
| Interest in charitable remainder trusts (note 7)         | 805,494        | 2,043,625      |
| Capital assets (note 8)                                  | 110,641        | 94,941         |
| Managed trust funds (note 9)                             | 2,557,586      | 2,365,421      |
| Total assets                                             | \$ 290,624,421 | \$ 251,550,073 |
| <b>Liabilities</b>                                       |                |                |
| Current:                                                 |                |                |
| Payables and other liabilities (note 10)                 | \$ 118,658     | \$ 71,474      |
| Grants payable                                           | 377,200        | 520,351        |
|                                                          | 495,858        | 591,825        |
| Managed trust funds (note 9)                             | 2,557,586      | 2,365,421      |
| Total liabilities                                        | 3,053,444      | 2,957,246      |
| <b>Fund Balances</b>                                     |                |                |
| Operating Fund - Unrestricted                            | 907,241        | 1,095,674      |
| Endowment fund (note 11)                                 | 194,596,655    | 169,065,819    |
| Grant Stabilization fund                                 | 52,299,944     | 42,493,328     |
| Restricted Long-term fund (note 12)                      | 25,082,074     | 24,170,714     |
| Distribution fund (note 13)                              | 14,685,063     | 11,767,292     |
| Total fund balances                                      | 287,570,977    | 248,592,827    |
| Commitments (note 17)                                    |                |                |
| Total liabilities and fund balances                      | \$ 290,624,421 | \$ 251,550,073 |

See accompanying notes to financial statements.

Approved on behalf of the Board:



Director



Director

# THE VICTORIA FOUNDATION

## Statement of Operations and Changes in Fund Balances

Year ended December 31, 2017, with comparative information for 2016

|                                              | December 31, 2017 |                          |                           |                   |                |             | December 31, 2016 |                          |                           |                   |                |             |
|----------------------------------------------|-------------------|--------------------------|---------------------------|-------------------|----------------|-------------|-------------------|--------------------------|---------------------------|-------------------|----------------|-------------|
|                                              | Endowment Fund    | Grant Stabilization Fund | Restricted Long-Term Fund | Distribution Fund | Operating Fund | Total       | Endowment Fund    | Grant Stabilization Fund | Restricted Long-Term Fund | Distribution Fund | Operating Fund | Total       |
| Revenue:                                     |                   |                          |                           |                   |                |             |                   |                          |                           |                   |                |             |
| Gifts                                        | \$ 24,903,469     | -                        | 1,649,431                 | 12,252,538        | 112,879        | 38,918,317  | \$ 20,343,174     | -                        | 3,130,046                 | 14,358,811        | 73,932         | 37,905,963  |
| Investment earnings (note 14)                | -                 | 18,610,000               | 1,624,556                 | 109,929           | 10,749         | 20,355,234  | -                 | 19,763,385               | 1,949,317                 | 83,233            | 9,045          | 21,804,980  |
| Increase in cash surrender value             | -                 | -                        | 166,570                   | -                 | -              | 166,570     | -                 | -                        | 263,350                   | -                 | -              | 263,350     |
| Life insurance premiums                      | -                 | -                        | 135,874                   | -                 | -              | 135,874     | -                 | -                        | 135,874                   | -                 | -              | 135,874     |
| Administration fees                          | -                 | -                        | -                         | -                 | 342,192        | 342,192     | -                 | -                        | -                         | -                 | 335,556        | 335,556     |
|                                              | 24,903,469        | 18,610,000               | 3,576,431                 | 12,362,467        | 465,820        | 59,918,187  | 20,343,174        | 19,763,385               | 5,478,587                 | 14,442,044        | 418,533        | 60,445,723  |
| Expenses:                                    |                   |                          |                           |                   |                |             |                   |                          |                           |                   |                |             |
| Grants                                       | -                 | -                        | -                         | 18,167,005        | -              | 18,167,005  | -                 | -                        | -                         | 15,459,487        | -              | 15,459,487  |
| Life insurance premiums                      | -                 | -                        | 135,874                   | -                 | -              | 135,874     | -                 | -                        | 135,874                   | -                 | -              | 135,874     |
| Retractions                                  | -                 | -                        | 152,580                   | -                 | -              | 152,580     | -                 | -                        | 815,645                   | -                 | -              | 815,645     |
| Staffing                                     | -                 | -                        | -                         | -                 | 1,474,137      | 1,474,137   | -                 | -                        | -                         | -                 | 1,341,955      | 1,341,955   |
| Communications and community leadership      | -                 | -                        | -                         | -                 | 421,882        | 421,882     | -                 | -                        | -                         | -                 | 387,656        | 387,656     |
| General and administration                   | -                 | -                        | -                         | -                 | 588,559        | 588,559     | -                 | -                        | -                         | -                 | 488,631        | 488,631     |
|                                              | -                 | -                        | 288,454                   | 18,167,005        | 2,484,578      | 20,940,037  | -                 | -                        | 951,519                   | 15,459,487        | 2,218,242      | 18,629,248  |
| Excess (deficiency) of revenue over expenses | 24,903,469        | 18,610,000               | 3,287,977                 | (5,804,538)       | (2,018,758)    | 38,978,150  | 20,343,174        | 19,763,385               | 4,527,068                 | (1,017,443)       | (1,799,709)    | 41,816,475  |
| Fund balance, beginning of year              | 169,065,819       | 42,493,328               | 24,170,714                | 11,767,292        | 1,095,674      | 248,592,827 | 148,518,078       | 30,730,258               | 20,281,030                | 6,310,039         | 936,947        | 206,776,352 |
| Administration fee transfer (note 15)        | -                 | (1,958,474)              | (148,255)                 | (6,440)           | 2,113,169      | -           | -                 | (1,657,126)              | (142,485)                 | (11,143)          | 1,810,754      | -           |
| Annual distributable amount                  | -                 | (6,844,910)              | (594,541)                 | 7,439,451         | -              | -           | -                 | (6,343,189)              | (528,345)                 | 6,723,852         | 147,682        | -           |
| Other interfund transfers                    | 627,367           | -                        | (1,633,821)               | 1,289,298         | (282,844)      | -           | 204,567           | -                        | 33,446                    | (238,013)         | -              | -           |
| Fund balance, end of year                    | \$ 194,596,655    | 52,299,944               | 25,082,074                | 14,685,063        | 907,241        | 287,570,977 | \$ 169,065,819    | 42,493,328               | 24,170,714                | 11,767,292        | 1,095,674      | 248,592,827 |

See accompanying notes to financial statements.

# THE VICTORIA FOUNDATION

## Statement of Cash Flows

Year ended December 31, 2017, with comparative information for 2016

|                                                               | 2017          | 2016          |
|---------------------------------------------------------------|---------------|---------------|
| Cash flows provided from (used in):                           |               |               |
| Operating activities:                                         |               |               |
| Excess of revenue over expenses                               | \$ 38,978,150 | \$ 41,816,475 |
| Depreciation and amortization                                 | 28,768        | 19,837        |
| Changes in non-cash operating working capital                 | (96,539)      | 46,150        |
| Decrease in cash surrender value                              | (166,570)     | (263,350)     |
| Decrease (increase) in charitable remainder trusts receivable | 1,238,131     | (670,207)     |
| Unrealized capital gains                                      | (8,820,599)   | (6,793,917)   |
|                                                               | 31,161,341    | 34,154,988    |
| Investing activities:                                         |               |               |
| Purchase of equipment                                         | (44,468)      | (47,307)      |
| Fund retractions                                              | (152,580)     | (815,645)     |
| Net purchase of investments                                   | (16,769,890)  | (33,679,006)  |
|                                                               | (16,966,938)  | (34,541,958)  |
| Increase (decrease) in cash and cash equivalents              | 14,194,403    | (386,970)     |
| Cash and cash equivalents, beginning of year                  | 1,305,970     | 1,692,940     |
| Cash and cash equivalents, end of year                        | \$ 15,500,373 | \$ 1,305,970  |

See accompanying notes to financial statements.

# THE VICTORIA FOUNDATION

## Notes to Financial Statements

Year ended December 31, 2017

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### 1. Status and nature of operations:

The Victoria Foundation (the "Foundation") was established in 1936, by an Act of the Legislative Assembly of British Columbia. The Victoria Foundation Amendment Act received Royal Assent on October 29, 2009. The Foundation is dedicated to improving the quality of life in our community through the stewardship of permanent funds and other gifts, and by grant making for charitable purposes on southern Vancouver Island and beyond. The Foundation is a registered charity and is classified as a public foundation for purposes of the Income Tax Act (Canada) and accordingly, is exempt from income taxes and can issue donation receipts for income tax purposes.

### 2. Significant accounting policies:

These financial statements have been prepared by management in accordance with Canadian accounting standards for not-for-profit organization (ASNPO) applied within the framework of the accounting policies summarized below:

#### (a) Fund accounting:

The Foundation follows the restricted fund method of accounting for contributions. The Foundation ensures, as part of its fiduciary responsibilities, that all funds received with a restricted purpose are expended for the purpose for which they are provided. The financial statements include the following funds:

##### (i) Operating Fund:

The Operating Fund comprises the resources available for the Foundation's general operating activities. Reported in this fund are unrestricted contributions, unrestricted investment income, administrative fees charged as well as the operating expenses of the Foundation.

##### (ii) Endowment Fund:

The Endowment Fund reports amounts that are required to be maintained by the Foundation on a permanent basis. Investment income earned on Endowment Fund is reported in the Grant Stabilization Fund.

##### (iii) Grant Stabilization Fund:

The Grant Stabilization Fund represents retained net investment returns on the Endowment Fund, which are held for inflation protection and to stabilize granting against fluctuations in investment returns. The Grant Stabilization Fund reports the investment income and administration fees on Endowment assets, as well as the annual transfer of the spendable amount on Endowment Fund to the Distribution Fund.

# THE VICTORIA FOUNDATION

## Notes to Financial Statements

Year ended December 31, 2017

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### 2. Significant accounting policies (continued):

#### (a) Fund accounting (continued):

##### (iv) Restricted Long-Term Fund:

The Restricted Long-Term Fund is comprised of and will record the activity of the following:

- (A) Long-term funds - gifts received that are not endowed and with directions for the funds to be granted over a period of time.
- (B) Retractable funds - funds established where the capital may be distributed under defined circumstances as approved by the Board of Directors.
- (C) Charitable Remainder Trusts and Life Insurance Assets - represents the cash surrender value of life insurance policies where the Foundation is the owner and beneficiary and the actuarial value of charitable remainder trusts where the Foundation is the beneficiary. Life insurance survivor benefits will be recorded directly into the Endowment Fund when received and the cash surrender value received will be recorded as an inter-fund transfer from the Restricted Long Term Fund to the Endowment Fund.
- (D) Vital Loans - reports the contributions to the Vital Loans Program, investment income earned on those funds and any expenses related to the Vital Loans Program. The Foundation has provided \$2 million as security as part of an agreement with Island Savings who provides loans to charitable and non-profit organizations that may not otherwise be able to obtain loans through conventional lending channels.

##### (v) Distribution Fund:

The Distribution Fund reports pass through gifts from which grants are directed to charitable organizations in accordance with the wishes of the donors, related investment income and administration fees, annual distributable amounts from Endowment and Retractable Funds and grants disbursed.

The fund distribution percentage is based on a long-term estimate of total return net of inflation and investment management fees. The distribution percentage is determined annually by the Board of Directors.

#### (b) Revenue recognition:

Donations and bequests are recorded when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Other gifts are recorded when received. Contributions which the donor has required to be held in perpetuity are recognized as revenue in the Endowment Fund. Other restricted contributions are recognized as revenue in the Restricted Long-Term Fund or Distribution Fund, as appropriate. Unrestricted contributions are recognized as revenue of the Operating Fund.

# THE VICTORIA FOUNDATION

## Notes to Financial Statements

Year ended December 31, 2017

### 2. Significant accounting policies (continued):

(c) Cash and cash equivalents:

Cash and cash equivalents include cash on hand and short-term deposits which are highly liquid with original terms to maturity of less than three months.

(d) Short-term investments:

Short-term investments include cash, guaranteed investment certificates and treasury bills with terms to maturity less than one year at date of purchase, held at investment managers for investing or future granting purposes.

(e) Investments:

The Foundation's investments are comprised of bonds, debentures, preferred shares and common shares, which are recorded at fair value based on bid prices at year-end.

(f) Donated equipment and services:

Donated equipment, rent and other services are recorded both as donations and expenses at their fair value when fair value can be reasonably estimated.

(g) Tangible capital assets:

Tangible capital assets are stated at cost. Amortization is based on the estimated useful life of each asset using the following methods and annual rates:

| Asset                  | Basis             | Rate     |
|------------------------|-------------------|----------|
| Furniture and fixtures | Declining-balance | 20%      |
| Computer hardware      | Declining-balance | 30%      |
| Computer software      | Declining-balance | 100%     |
| Leasehold improvements | Straight-line     | 10 years |

When a capital asset no longer contributes to the Foundation's ability to provide services, its carrying amount is written down to its residual value.

(h) Managed trust funds:

The Managed Trust Funds are held in cash and cash equivalents, treasury bills and bonds. These investments are recorded at their fair value.

It is the policy of the Foundation that any excess of revenue over expenses generated from fees earned from the Managed Trust Funds will be used only for furthering the objectives of the Foundation as outlined in the Victoria Foundation Act.

(i) Grants payable:

Grants payable are recorded in the Distribution Fund when approved by the Foundation's Board of Directors.

# THE VICTORIA FOUNDATION

## Notes to Financial Statements

Year ended December 31, 2017

### 2. Significant accounting policies (continued):

#### (j) Financial instruments:

The Foundation's financial instruments consist of cash and cash equivalents, short-term investments, investments, accounts receivable, cash surrender value of life insurance policies, interests in charitable remainder trusts, payables and other liabilities and grants payable. The Foundation initially measures its financial assets and liabilities at fair value. The Foundation subsequently measures all its financial assets and financial liabilities at amortized cost, except for cash, investments, and cash surrender value of life insurance policies which are measured at fair value.

Investments are initially recognized at their fair value determined by published price quotations in an active market. Investments are subsequently measured at their fair value, without any deduction for transaction costs to be incurred on sale or other disposal. Net gains and losses arising from changes in fair value are recognized in accordance with note 2(b). The annual change in the aggregate cash surrender value of life insurance policies is recorded to the Foundation's restricted long-term fund. The actuarial value of new charitable remainder trusts funded during the year is recorded in the financial statements as an increase to the restricted long-term fund.

#### (k) Use of estimates:

The preparation of the 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 and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. These estimates are reviewed periodically and adjustments are made as appropriate in the year they become known. Actual results may vary from the current estimates.

### 3. Short-term investments:

|                                    | 2017                 | 2016                 |
|------------------------------------|----------------------|----------------------|
| Cash                               | \$ 584,203           | \$ 531,712           |
| Treasury bills                     | 4,807,065            | 3,029,207            |
| Guaranteed Investment Certificates | 11,970,535           | 10,102,373           |
|                                    | <u>\$ 17,361,803</u> | <u>\$ 13,663,292</u> |

# THE VICTORIA FOUNDATION

## Notes to Financial Statements

Year ended December 31, 2017

### 4. Receivables and other:

|                                   | 2017              | 2016              |
|-----------------------------------|-------------------|-------------------|
| Accrued interest receivable       | \$ 96,198         | \$ 94,232         |
| Accounts receivable               | 17,702            | 24,248            |
| Government remittances receivable | 19,591            | 16,540            |
| Prepaid expenses                  | 8,734             | 6,633             |
|                                   | <b>\$ 142,225</b> | <b>\$ 141,653</b> |

### 5. Investments:

|                                 | 2017                  | 2016                  |
|---------------------------------|-----------------------|-----------------------|
| Mortgage Investment Fund        | \$ 13,121,511         | \$ 9,010,070          |
| Bonds                           | 57,555,449            | 54,969,850            |
| Canadian equities               | 90,644,524            | 84,301,679            |
| U.S. and international equities | 91,422,928            | 82,418,255            |
|                                 | <b>\$ 252,744,412</b> | <b>\$ 230,699,854</b> |

### 6. Cash surrender value of life insurance policies:

The Foundation is owner and beneficiary of life insurance policies with face amounts totaling \$6,468,931 (2016 - \$6,465,632).

### 7. Interest in charitable remainder trusts:

The Foundation is named as beneficiary of several charitable remainder trusts. The balance of \$805,494 (2016 - \$2,043,625) represents the actuarial value of the trusts at the date of funding.

### 8. Capital assets:

|                                |            |                          | 2017           | 2016           |
|--------------------------------|------------|--------------------------|----------------|----------------|
|                                | Cost       | Accumulated amortization | Net book value | Net book value |
| Computer equipment             | \$ 73,111  | \$ 28,645                | \$ 44,466      | \$ 16,340      |
| Software                       | 28,174     | 28,174                   | -              | -              |
| Office furniture and equipment | 163,552    | 98,945                   | 64,607         | 76,848         |
| Leasehold improvements         | 1,845      | 277                      | 1,568          | 1,753          |
|                                | \$ 266,682 | \$ 156,041               | \$ 110,641     | \$ 94,941      |

# THE VICTORIA FOUNDATION

## Notes to Financial Statements

Year ended December 31, 2017

### 9. Managed Trust Funds:

The Province of British Columbia has established trust funds for various purposes as outlined below. The Foundation is the trustee of the funds and administers these funds in accordance with the terms of the trust agreements. The trust agreements may require capital and income distributions. Trusts held at December 31, 2017 are:

(a) The Lex Reynolds British Columbia Adoption and Permanency Fund:

To help British Columbia children and youth awaiting more permanent placements. Grants provide support to parents, children and adoption care workers.

(b) Youth Educational Assistance Fund:

To provide financial assistance for former youth in care attending post-secondary educational institutions.

|                                    | 2017                                                                    |                                         |              | 2016         |
|------------------------------------|-------------------------------------------------------------------------|-----------------------------------------|--------------|--------------|
|                                    | The Lex Reynolds<br>British Columbia<br>Adoption and<br>Permanency Fund | Youth<br>Educational<br>Assistance Fund | Total        | Total        |
| Balance at cost, beginning of year | \$ 1,884,430                                                            | \$ 421,424                              | \$ 2,305,854 | \$ 2,775,256 |
| Contributions                      | -                                                                       | 1,458,357                               | 1,458,357    | 653,052      |
| Income earned                      | 53,462                                                                  | 7,002                                   | 60,464       | 86,763       |
| Fees and expenses                  | (35,386)                                                                | (7,853)                                 | (43,239)     | (44,374)     |
| Grants paid                        | (38,670)                                                                | (1,226,500)                             | (1,265,170)  | (1,164,843)  |
| Balance at cost, end of year       | \$ 1,863,836                                                            | \$ 652,430                              | \$ 2,516,266 | \$ 2,305,854 |
| Market value, end of year          | \$ 1,919,312                                                            | \$ 638,274                              | \$ 2,557,586 | \$ 2,365,421 |

### 10. Payables and other liabilities:

|                                          | 2017       | 2016      |
|------------------------------------------|------------|-----------|
| Accounts payable and accrued liabilities | \$ 118,658 | \$ 32,367 |
| Deferred contributions                   | -          | 39,107    |
|                                          | \$ 118,658 | \$ 71,474 |

# THE VICTORIA FOUNDATION

## Notes to Financial Statements

Year ended December 31, 2017

### 11. Endowment Fund:

|                                                                                                             | 2017                  | 2016                  |
|-------------------------------------------------------------------------------------------------------------|-----------------------|-----------------------|
| Hosted Funds - where the grants are designated to a specifically named not-for-profit organizations         | \$ 49,584,081         | \$ 47,982,190         |
| Donor Advised Funds - where the grants are designated to recipients after consultation with the donor       | 39,455,769            | 33,430,351            |
| Donor Designated Funds - where the grants are designated to specifically named not-for-profit organizations | 67,664,930            | 51,018,749            |
| Discretionary Funds - where the grants are distributed at the discretion of the Foundation                  | 37,891,875            | 36,634,529            |
|                                                                                                             | <u>\$ 194,596,655</u> | <u>\$ 169,065,819</u> |

### 12. Restricted Long-Term Fund:

|                                                | 2017                 | 2016                 |
|------------------------------------------------|----------------------|----------------------|
| Long-Term Funds                                | \$ 5,792,383         | \$ 3,180,815         |
| Life Insurance and Charitable Remainder Trusts | 2,207,382            | 3,278,943            |
| Hosted Organization Retractable Funds          | 16,299,265           | 15,631,572           |
| Vital Loans Funds                              | 783,044              | 2,079,384            |
|                                                | <u>\$ 25,082,074</u> | <u>\$ 24,170,714</u> |

Hosted Organization Retractable Funds may be subject to full or partial withdrawal. As at December 31, 2017 the maximum capital subject to withdrawal is:

|                     |               |
|---------------------|---------------|
| 2018                | \$ 15,350,279 |
| 2019                | 16,193,693    |
| 2020 and thereafter | 16,299,265    |

### 13. Distribution Fund:

|                                             | 2017                 | 2016                 |
|---------------------------------------------|----------------------|----------------------|
| Pass through Fund                           | \$ 10,758,780        | \$ 7,637,804         |
| Endowment Fund and Long-Term Fund spendable | 3,926,283            | 4,129,488            |
|                                             | <u>\$ 14,685,063</u> | <u>\$ 11,767,292</u> |

# THE VICTORIA FOUNDATION

## Notes to Financial Statements

Year ended December 31, 2017

### 14. Investment earnings:

|                                                | 2017          | 2016          |
|------------------------------------------------|---------------|---------------|
| Interest and dividends                         | \$ 10,327,379 | \$ 9,190,058  |
| Realized capital gains                         | 1,993,883     | 6,471,234     |
| Unrealized capital gains                       | 8,820,599     | 6,793,917     |
| Less: Investment management and custodial fees | (786,627)     | (650,229)     |
| Total returns                                  | \$ 20,355,234 | \$ 21,804,980 |

### 15. Administration fee transfer:

Administration fees are charged to the endowment funds at rates established annually by the Board of Directors. These fees support the administrative operations of the Foundation.

### 16. Portfolio management and custodianship:

The investment counsel firms of Jarislowsky Fraser Limited, Leith Wheeler Investment Counsel Ltd., and Greystone Managed Investments Inc. each have discretionary management authority over a portion of the Foundation's investments, which at December 31, 2017 were held in trust by RBC Investor & Treasury Services.

### 17. Commitments:

The Foundation leases office and storage space. The Foundation entered into a lease for a ten-year term commencing February 1, 2016 with an option to renew for an additional five years. Annual lease payments for the remainder of the lease term, including the Foundation's share of estimated operating costs, are:

|            |            |
|------------|------------|
| 2018       | \$ 158,276 |
| 2019       | 158,276    |
| 2020       | 158,276    |
| 2021       | 169,032    |
| 2022       | 169,032    |
| Thereafter | 521,264    |

# THE VICTORIA FOUNDATION

Notes to Financial Statements

Year ended December 31, 2017

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## 18. Financial risk management:

The Foundation actively manages the risks that arise from its use of financial instruments, including liquidity, credit and market risk. The Foundation's Board of Directors and Investment Committee have developed an Investment Policy and Guidelines, with the objective of maintaining the purchasing power of the funds entrusted to the Foundation while achieving maximum returns consistent with prudent investment. The Foundation's investment policy applies to all investments held in the Foundation's consolidated trust funds. The investment policy includes restrictions regarding the minimum and maximum amount of equity holdings, the maximum amount of foreign equity holdings and a maximum to be invested in any one related group or industry. The Investment Committee and management regularly review the Foundation's investments to ensure all activities adhere to the investment policy. The Foundation does not utilize derivatives or other off-balance sheet instruments, nor does the Foundation engage in hedging transactions.

### (a) Liquidity risk:

Liquidity risk is the risk that the Foundation cannot meet a demand for cash or fund its obligations as they come due. A key liquidity requirement for the Foundation is grant commitments. Liquidity risk is managed by investing the majority of the Foundation's assets in investments that are traded in an active market and can be readily liquidated. In addition, the Foundation aims to retain sufficient cash positions to maintain liquidity. The Foundation's investments are considered readily realizable and liquid, therefore the Foundation's liquidity risk is considered minimal. The Foundation's contractual liabilities are all due within one year, with the exception of lease commitments as set out in note 17. The Foundation's exposure to and management of liquidity risk has not changed materially since December 31, 2016.

### (b) Credit risk:

Credit risk is the potential for financial loss should a counter party in a transaction fail to meet its obligations. The Foundation's investments in short-term investments and bonds and debentures are subject to credit risk. The maximum exposure to credit risk on these financial instruments is their carrying value. The Foundation manages its credit risk by adhering to its investment policy. The investment policy mandates that:

#### (i) Cash and equivalents:

(A) Instruments issued by or guaranteed by the Government of Canada or the Provinces.

(B) Commercial Paper rated R1 or better by the Dominion Bond Rating Service.

(C) Debt instruments of the six major domestic banks, their guarantees, trust companies or domestic banks with a rating of AA or better; or any deposit insured by the CDIC. No cumulative investment in one institution will exceed 15% of the short-term funds unless held in a broadly diversified pooled fund of an investment manager.

# THE VICTORIA FOUNDATION

Notes to Financial Statements

Year ended December 31, 2017

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## 18. Financial risk management (continued):

### (b) Credit risk (continued):

#### (ii) Fixed income:

##### (A) Investments in debt of the following issuers are acceptable:

- Government of Canada and its guarantees;
- Provinces and guarantees whose ratings are BBB or better;
- Corporations with a rating of BBB or better by the Dominion Bond Rating Service;
- If the ratings are BBB or better, bonds of a Canadian issuer payable in a foreign currency, or U.S. Government and U.S. corporate bonds;
- Asset backed securities including collateralized commercial mortgages (CMBS) provided the ratings of the issues acquired are a minimum A or equivalent and the CMBS content by the investment manager in other debt instruments does not exceed 25% nor other asset backed securities exceed 15%.

(B) Debt rated below BBB is not permitted except in the case of a high yield pooled bond fund of an investment manager which has been approved for investment by the Board.

(C) Investments in instruments with a rating of BBB will not exceed 20% of debt holdings and other debt holdings will have a dollar weighted investment rating of A or higher.

(D) Not more than 10% (5% if the rating is BBB) shall be invested in the debt of a single issuer other than the debt issues of, or fully guaranteed by, the government of Canada or a Province.

(E) Should the rating of a debt instrument be downgraded to a level below being eligible for purchase, the investment manager shall immediately advise the Board of its intentions which will generally be to dispose of the security as soon as prudently advisable.

(F) Mortgages managed by the mortgage fund manager will be in accordance with that manager's pooled fund guidelines which have been reviewed and approved by the Board. These guidelines will reflect prudent diversification by factors including property type, geographic location within Canada, quality of the borrower, type of loan, a loan-to-value ratio not exceeding 85% and other prudent risk management limits.

The Foundation's exposure to and management of credit risk has not changed materially since December 31, 2016.

### (c) Market risk:

Market risk is the potential for financial loss to the Foundation from changes in the values of its financial instruments due to changes in interest rates, currency exchange rates or equity prices. The investments of the Foundation are subject to normal market fluctuations and to the risk inherent in investment in capital markets.

# THE VICTORIA FOUNDATION

Notes to Financial Statements

Year ended December 31, 2017

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## 18. Financial risk management (continued):

### (c) Market risk (continued):

#### (i) Interest rate risk:

Interest rate risk is the risk that changes in interest rates will affect future cash flows or fair values of financial instruments. Interest rate risk arises when the Foundation invests in interest-bearing financial instruments, and therefore the Foundation is exposed to interest rate risk on its bond portfolio. The average duration of the Foundation's bond portfolio at December 31, 2017 was 7.5 years. The objective of the Foundation's investment policy is to control interest rate risk by managing its interest rate exposure.

#### (ii) Currency risk:

Currency risk is the risk that the value of financial instruments denominated in currencies other than the functional currency of the Foundation will fluctuate due to changes in foreign exchange rates. The Foundation is exposed to currency risk on its foreign market preferred and common stock and its foreign market bonds and debentures, as the prices denominated in foreign currencies are converted to the Foundation's functional currency in determining fair value. The objective of the Foundation's investment policy is to control currency risk by maintaining a geographically diversified portfolio. The most significant exposure to currency risk, denominated in Canadian dollars, is \$44,130,393 (2016 - \$41,576,330) of US equities.

#### (iii) Equity price risk:

Equity price risk is the risk that the value of financial instruments will fluctuate due to changes in market prices. The Foundation is exposed to equity price risk on its investments in preferred and common stock. The objective of the Foundation's investment policy is to control equity price risk by maintaining a portfolio which is diversified across geographic and industry sectors. The current investment policy with regards to equity investments is as follows:

#### (A) Equity Investments:

In respect of equity investments, investments will be limited to:

- Not more than 10% of the Canadian equity allocation shall be invested in the common share or other equity issued of any one Canadian corporation;
- Not more than 10% of the non-domestic equity allocation shall be invested in the common stock or other equity issues of any one U.S. or overseas corporation;
- Non-domestic equity holdings will be broadly diversified by industry sectors, countries/regions and currencies;

# THE VICTORIA FOUNDATION

Notes to Financial Statements

Year ended December 31, 2017

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## 18. Financial risk management (continued):

(c) Market risk (continued):

(iii) Equity price risk (continued):

(A) Equity investments (continued):

- No equity investment will be made in any corporation with limited marketability or a market value capitalization of less than \$100 million unless it is held in a diversified small capitalization pooled fund approved by the Board and monitored by the Investment Committee or is a holding which was acquired in a segregated equity portfolio and subsequent to purchase has fallen in capitalization below \$100 million. Such a holding will be subject to explanation in the quarterly report of the manager as to why it should continue to be held in the portfolio.

(B) Loans and derivatives:

The fund shall not engage in the purchase of securities on margin;

- Investment managers may use derivative securities to defensively hedge currency exposures but no leverage is permitted;
- Investment in other derivative instruments may be used for hedging purposes to facilitate the management of risk or to facilitate an economical substitution to a direct investment but under no circumstances will derivatives be used for speculative purposes or to create leveraging of the portfolio; and
- The custodian shall not loan fund assets (i.e. engage in securities lending). Should a managers' pooled fund project engage in securities lending, the manager will make the Board aware of this practice at time of purchase.

The Foundation's exposure to and management of market risk has not changed materially since December 31, 2016.

## 19. Comparative information:

Certain comparative information has been reclassified to conform to the financial statement presentation adopted for the current year.