

**OFFICE OF THE INFORMATION AND PRIVACY COMMISSIONER**

**FINANCIAL STATEMENTS**

**For the Year Ended March 31, 2020**

## INDEPENDENT AUDITOR'S REPORT

To: The Members of the Legislative Assembly of Saskatchewan

### Opinion

We audited the financial statements of the Office of the Information and Privacy Commissioner, which comprise the statement of financial position as at March 31, 2020, and the statements of operations and accumulated surplus, changes in net debt, and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Office of the Information and Privacy Commissioner as at March 31, 2020, and the results of its operations, changes in its net debt, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Office of the Information and Privacy Commissioner in accordance with the ethical requirements relevant to our audit of the financial statements in Canada, and we fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we obtained is sufficient and appropriate to provide a basis for our opinion.

### Responsibilities of Management and Those Charged with Governance 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.

In preparing the financial statements, management is responsible for assessing the Office of the Information and Privacy Commissioner'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 Office of the Information and Privacy Commissioner or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Office of the Information and Privacy Commissioner's financial reporting process.

### Auditor's Responsibilities for the Audit of the Financial Statements

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

We 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 identified during the audit.

A handwritten signature in black ink that reads "Judy Ferguson".

Regina, Saskatchewan  
July 14, 2020

Judy Ferguson, FCPA, FCA  
Provincial Auditor  
Office of the Provincial Auditor

**Office of the Information and Privacy Commissioner**  
**Statement of Financial Position**  
**As at March 31**

	<u>2020</u>	<u>2019</u>
<b>Financial assets</b>		
Due from the General Revenue Fund	\$ 55,195	\$ 33,749
Accounts receivable	1,469	1,982
	<u>56,664</u>	<u>35,731</u>
<b>Liabilities</b>		
Accounts payable	34,984	24,507
Accrued leave entitlements	21,680	11,224
	<u>56,664</u>	<u>35,731</u>
<b>Net debt</b> (Statement 3)	<u>-</u>	<u>-</u>
<b>Non - financial assets</b>		
Tangible capital assets (Note 3)	174,336	205,972
Prepaid expenses	11,190	10,638
	<u>185,526</u>	<u>216,610</u>
<b>Accumulated surplus (Statement 2)</b>	<u>\$ 185,526</u>	<u>\$ 216,610</u>
<b>Contractual obligations (Note 8)</b>	-	

(See accompanying notes to the financial statements)

**Office of the Information and Privacy Commissioner  
Statement of Operations and Accumulated Surplus  
for the year ended March 31**

	Budget (Note 4)	<u>2020</u> Actual	<u>2019</u> Actual
<b>Revenue</b>			
General Revenue Fund appropriation	\$ 1,945,000	\$ 1,923,254	\$ 1,814,637
Miscellaneous revenue	-	5,354	10,000
	<u>1,945,000</u>	<u>1,928,608</u>	<u>1,824,637</u>
<b>Expenses</b>			
Salaries and other employment expenses	1,437,000	1,430,633	1,280,158
Administration and operating expenses	93,700	74,625	74,585
Rental of space and equipment	302,900	289,006	282,717
Travel	12,000	7,347	10,640
Advertising and promotion	10,200	6,509	31,832
Amortization (Note 3)	18,000	56,399	54,675
Contractual and legal services	71,200	95,173	51,384
	<u>1,945,000</u>	<u>1,959,692</u>	<u>1,785,991</u>
Operating (deficit)/surplus	\$ <u>-</u>	(31,084)	38,646
Accumulated surplus, beginning of year		216,610	177,964
<b>Accumulated surplus, end of year (Statement 1)</b>		<u>\$ 185,526</u>	<u>\$ 216,610</u>

(See accompanying notes to the financial statements)

**Office of the Information and Privacy Commissioner**  
**Statement of Changes in Net Debt**  
**for the year ended March 31**

	<u>2020</u>	<u>2019</u>
<b>Operating (deficit)/surplus</b>	\$ (31,084)	\$ 38,646
Acquisition of tangible capital assets (Note 3)	(24,763)	(89,872)
Amortization of tangible capital assets (Note 3)	<u>56,399</u>	<u>54,675</u>
	31,636	(35,197)
(Increase) decrease in prepaid expense	(552)	(3,449)
	<u>31,084</u>	<u>(38,646)</u>
<b>Decrease (increase) in net debt</b>	-	-
Net debt, beginning of year	-	-
<b>Net debt, end of year (Statement 1)</b>	\$ <u><u>-</u></u>	\$ <u><u>-</u></u>

(See accompanying notes to the financial statements)

**Office of the Information and Privacy Commissioner  
Statement of Cash Flows  
for the year ended March 31**

<b>Cash from (used in) operating activities:</b>	<b>2020</b>	<b>2019</b>
	<u>                    </u>	<u>                    </u>
General Revenue Fund appropriation received	\$ 1,902,321	\$ 1,807,727
Miscellaneous revenue received	5,354	10,000
Salaries paid	(1,420,177)	(1,281,674)
Supplies and other expenses paid	<u>(462,735)</u>	<u>(446,181)</u>
 Cash from operating activities	 <u>24,763</u>	 <u>89,872</u>
 <b>Cash used in capital activities:</b>		
Acquisition of tangible capital assets (Note 3)	<u>(24,763)</u>	<u>(89,872)</u>
Cash used in capital activities	<u>(24,763)</u>	<u>(89,872)</u>
 <b>Increase (decrease) in cash and cash equivalents</b>	 -	 -
Cash and cash equivalents, beginning of year	-	-
 <b>Cash and cash equivalents, end of year</b>	 \$ <u><u>-</u></u>	 \$ <u><u>-</u></u>

(See accompanying notes to the financial statements)

**OFFICE OF THE INFORMATION AND PRIVACY COMMISSIONER  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED MARCH 31, 2020**

**1. Authority and Description of Operations**

*The Freedom of Information and Protection of Privacy Act (Act)* states that the Lieutenant Governor in Council, on the recommendation of the Assembly, shall appoint an Information and Privacy Commissioner. The Commissioner is an officer of the Legislative Assembly and is appointed by resolution. The mandate of the Office of the Information and Privacy Commissioner (Office) is to review Government decisions under the Act to ensure the protection of the public's right to access records held or controlled by the Government and to ensure that personal information is only collected, used and disclosed according to the manner and purposes set out in the Act.

**2. Significant Accounting Policies**

The Office is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards. The Office maintains a system of accounting and administrative controls to ensure that accurate and reliable financial statements are prepared and to obtain reasonable assurance that transactions are authorized, assets are safeguarded, and financial records are maintained. These statements do not include a Statement of Remeasurement Gains and Losses as the Office has no activities that give rise to remeasurement gains or losses. As a result, the accumulated surplus is the same as its accumulated operating surplus. The following accounting policies are considered to be significant.

(a) Revenue

The Office receives an appropriation from the General Revenue Fund to carry out its work. General Revenue Fund appropriations are included in revenue when amounts are spent or committed.

(b) Tangible Capital Assets

Tangible capital assets are reported at cost less accumulated amortization. Tangible capital assets are capitalized when the purchase amount is at or above the thresholds noted below for each category and amortized on a straight-line basis over the indicated time period:

System Development	\$1,500/10 years
Computer Hardware	\$1,500 / 5 years
Computer Software	\$1,500 / 5 years
Furniture and Equipment	\$1,500 / 10 years
Leasehold Improvements	\$1,500 / Lesser of remaining useful life or current lease term

(c) Sick Leave Benefit Obligation

The Office has an obligation to record a sick leave benefit obligation based on accumulated employee sick leave entitlements. A liability for vesting or accumulating sick leave is recorded in the year the employee provides services in return for the sick leave benefits. This liability is only recorded if it is expected to be significant to the organization.

**3. Tangible Capital Assets**

	2020				Total 2020	Total 2019
	Hardware & Software	Furniture & Equipment	Leasehold Improvements	System Development		
Cost, April 1	\$ 23,884	\$ 55,746	\$ 205,923	\$ 133,742	\$ 419,295	\$ 329,423
Additions	3,413	6,536	-	14,814	24,763	89,872
Disposals	-	-	-	-	-	-
Cost, March 31	<u>27,297</u>	<u>62,282</u>	<u>205,923</u>	<u>148,556</u>	<u>444,058</u>	<u>419,295</u>
Accumulated amortization, April 1	15,841	35,475	136,438	25,569	213,323	158,648
Annual amortization	3,469	3,332	34,742	14,856	56,399	54,675
Disposals	-	-	-	-	-	-
Accumulated amortization, March 31	<u>19,310</u>	<u>38,807</u>	<u>171,180</u>	<u>40,425</u>	<u>269,722</u>	<u>213,323</u>
Net Book Value, March 31	<u>\$ 7,987</u>	<u>\$ 23,475</u>	<u>\$ 34,743</u>	<u>\$ 108,131</u>	<u>\$ 174,336</u>	<u>\$ 205,972</u>



**OFFICE OF THE INFORMATION AND PRIVACY COMMISSIONER  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED MARCH 31, 2020**

**4. Budget**

These amounts represent funds approved by the Legislative Assembly to carry out duties under the Act. The Office's expenditures are limited to the amount appropriated to it by the Legislative Assembly.

The amount appropriated for the year was \$1,945,000.

**5. Lapsing of Appropriation**

The Office follows *The Financial Administration Act, 1993* with regards to its spending. If the Office spends less than its appropriation by March 31, the difference is not available to acquire goods and services in the next fiscal year.

**6. Costs Borne by Other Agencies**

The Office has not been charged with certain administrative costs and employee benefit costs. These costs are borne by the Legislative Assembly and the Ministry of Finance. No provision for these costs is reflected in these financial statements.

**7. Financial Instruments**

The Office's financial instruments include Due from the General Revenue Fund, Accounts receivable, Accounts payable and Accrued leave entitlements. The carrying amount of these instruments approximates fair value due to their immediate or short-term maturity. These instruments have no significant interest rate or credit risk.

**8. Contractual Obligations**

On April 1, 2016 the Office signed a new lease covering the period April 1, 2016 to March 31, 2021. Annual commitments under the signed lease agreement for fiscal 2020-21 are \$275,862.

On March 15, 2019 the Office signed an agreement for the rental of art work covering the period March 15, 2020 to March 14, 2022. Annual commitments under the signed agreement for fiscal 2020-21 are \$1,679.

**9. Pension Plan**

The Office participates in a defined contribution pension plan for the benefit of its employees. The Office's financial obligation of the plan is limited to making payments of 5% of employees' salaries for current service. Pension costs are not included in the Office's financial statements as the costs are borne by other agencies (Note 6).

**10. Impact of COVID-19 Pandemic**

The COVID-19 pandemic is complex and rapidly evolving. It has caused material disruption to businesses and has resulted in an economic slowdown. The Office continues to assess and monitor the impact of COVID-19 on its financial condition, including the likelihood of increased expenses as a direct result of this crisis. The magnitude and duration of COVID-19 is uncertain and, accordingly, it is difficult to reliably measure the potential future impact on the Office's financial position and operations.