

**OFFICE OF THE INFORMATION AND PRIVACY COMMISSIONER**

**FINANCIAL STATEMENTS**

**For the Year Ended March 31, 2019**



## INDEPENDENT AUDITOR'S REPORT

To: The Members of the Legislative Assembly of Saskatchewan

### Opinion

We have audited the financial statements of the Office of the Information and Privacy Commissioner, which comprise the statement of financial position as at March 31, 2019, 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, 2019, 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 that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have 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 3, 2019

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>2019</u>	<u>2018</u>
<b>Financial assets</b>		
Due from the General Revenue Fund	\$ 33,749	\$ 28,821
Accounts receivable	1,982	-
	<u>35,731</u>	<u>28,821</u>
<b>Liabilities</b>		
Accounts payable	24,507	16,082
Accrued leave entitlements	11,224	12,739
	<u>35,731</u>	<u>28,821</u>
<b>Net debt</b> (Statement 3)	<u>-</u>	<u>-</u>
<b>Non - financial assets</b>		
Tangible capital assets (Note 3)	205,972	170,775
Prepaid expenses	10,638	7,189
	<u>216,610</u>	<u>177,964</u>
<b>Accumulated surplus (Statement 2)</b>	<u>\$ 216,610</u>	<u>\$ 177,964</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>2019</u> Actual	<u>2018</u> Actual
<b>Revenue</b>			
General Revenue Fund appropriation	\$ 1,847,000	\$ 1,814,637	\$ 1,674,977
Miscellaneous revenue	-	10,000	-
Total Revenue	<u>1,847,000</u>	<u>1,824,637</u>	<u>1,674,977</u>
<b>Expenses</b>			
Salaries and other employment expenses	1,315,000	1,280,158	1,168,653
Administration and operating expenses	94,200	74,585	77,636
Rental of space and equipment	297,800	282,717	257,769
Travel	14,700	10,640	12,096
Advertising and promotion	41,700	31,832	11,417
Amortization (Note 3)	18,000	54,675	34,245
Contractual and legal services	65,600	51,384	47,966
Total Expenses	<u>1,847,000</u>	<u>1,785,991</u>	<u>1,609,782</u>
<b>Operating surplus</b>	\$ <u>-</u>	38,646	65,195
Accumulated surplus, beginning of year		177,964	112,769
<b>Accumulated surplus, end of year (Statement 1)</b>		<u>\$ 216,610</u>	<u>\$ 177,964</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>2019</u>	<u>2018</u>
<b>Operating surplus</b>	\$ 38,646	\$ 65,195
Acquisition of tangible capital assets (Note 3)	(89,872)	(98,226)
Amortization of tangible capital assets (Note 3)	54,675	34,245
	<u>(35,197)</u>	<u>(63,981)</u>
(Increase) decrease in prepaid expense	(3,449)	(1,214)
	<u>(38,646)</u>	<u>(65,195)</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>

(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>	<u>2019</u>	<u>2018</u>
General Revenue Fund appropriation received	\$ 1,807,727	\$ 1,707,893
Miscellaneous revenue received	10,000	-
Salaries paid	(1,281,674)	(1,165,505)
Supplies and other expenses paid	<u>(446,181)</u>	<u>(444,162)</u>
Cash from operating activities	<u>89,872</u>	<u>98,226</u>
 <b>Cash used in capital activities:</b>		
Acquisition of tangible capital assets (Note 3)	<u>(89,872)</u>	<u>(98,226)</u>
Cash used in capital activities	<u>(89,872)</u>	<u>(98,226)</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>

(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, 2019**

**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**

	2019				Total 2019	Total 2018
	Hardware & Software	Furniture & Equipment	Leasehold Improvements	System Development		
Cost, April 1	\$ 23,884	\$ 44,736	\$ 156,891	\$ 103,912	\$ 329,423	\$ 231,197
Additions	-	11,010	49,032	29,830	89,872	98,226
Disposals	-	-	-	-	-	-
Cost, March 31	<u>23,884</u>	<u>55,746</u>	<u>205,923</u>	<u>133,742</u>	<u>419,295</u>	<u>329,423</u>
Accumulated amortization, April 1	11,962	32,796	101,696	12,194	158,648	124,403
Annual amortization	3,879	2,679	34,742	13,375	54,675	34,245
Disposals	-	-	-	-	-	-
Accumulated amortization, March 31	<u>15,841</u>	<u>35,475</u>	<u>136,438</u>	<u>25,569</u>	<u>213,323</u>	<u>158,648</u>
Net Book Value, March 31	<u>\$ 8,043</u>	<u>\$ 20,271</u>	<u>\$ 69,485</u>	<u>\$ 108,173</u>	<u>\$ 205,972</u>	<u>\$ 170,775</u>



**OFFICE OF THE INFORMATION AND PRIVACY COMMISSIONER  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED MARCH 31, 2019**

**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 \$1,829,000.

**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 2019-20 and subsequent years are \$263,141.

On March 15, 2019 the Office signed an agreement for the rental of art work covering the period March 15, 2019 to March 14, 2020. Annual commitments under the signed agreement for fiscal 2019-20 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. Subsequent Event**

The Office was involved in a legal action claiming an injunction against the office, during 2018-19. The outcome of the lawsuit became known after year-end wherein the injunction was dismissed.