

OFFICE OF THE INFORMATION AND PRIVACY COMMISSIONER

FINANCIAL STATEMENTS

For the Year Ended March 31, 2024

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, 2024, and the statement 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, 2024, and the results of its operations, changes in its net debt, and its cash flows for the year 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 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 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.

Regina, Saskatchewan
June 27, 2024

A handwritten signature in black ink that reads "T. Clemett".

Tara Clemett, CPA, CA, CISA
Provincial Auditor
Office of the Provincial Auditor

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

	<u>2024</u>	<u>2023</u>
Financial assets		
Due from the General Revenue Fund	\$ 93,252	\$ 88,774
Accounts receivable	-	1,077
	<u>93,252</u>	<u>89,851</u>
Liabilities		
Accounts payable	35,684	46,424
Accrued leave entitlements	57,568	43,427
	<u>93,252</u>	<u>89,851</u>
Net debt (Statement 3)	<u>-</u>	<u>-</u>
Non - financial assets		
Tangible capital assets (Note 3)	259,356	256,553
Prepaid expenses	55,704	39,151
	<u>315,060</u>	<u>295,704</u>
Accumulated surplus (Statement 2)	<u>\$ 315,060</u>	<u>\$ 295,704</u>
Contractual obligations (Note 7)		

(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>2024</u> Actual	<u>2023</u> Actual
Revenue			
General Revenue Fund appropriation	\$ 2,605,000	\$ 2,603,227	\$ 2,499,107
Miscellaneous revenue	-	192	-
Total Revenue	<u>2,605,000</u>	<u>2,603,419</u>	<u>2,499,107</u>
Expenses			
Salaries and other employment expenses	2,021,000	2,022,109	1,893,920
Administration and operating expenses	140,405	61,867	77,173
Rental of space and equipment	334,436	339,545	321,273
Travel	20,998	15,133	17,219
Advertising and promotion	2,020	2,018	2,924
Amortization (Note 3)	-	67,496	53,739
Contractual and legal services	86,141	75,895	61,271
Total Expenses	<u>2,605,000</u>	<u>2,584,063</u>	<u>2,427,519</u>
Operating surplus/(deficit)	\$ <u>-</u>	19,356	71,588
Accumulated surplus, beginning of year		295,704	224,116
Accumulated surplus, end of year (Statement 1)		<u>\$ 315,060</u>	<u>\$ 295,704</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>2024</u>	<u>2023</u>
Operating surplus/(deficit)	\$ 19,356	\$ 71,588
Acquisition of tangible capital assets (Note 3)	(70,619)	(96,749)
Amortization of tangible capital assets (Note 3)	67,496	53,739
Loss on disposal of capital assets	321	-
	<u>(2,802)</u>	<u>(43,010)</u>
(Increase) decrease in prepaid expense	(16,554)	(28,578)
	<u>(19,356)</u>	<u>(71,588)</u>
Decrease (increase) in net debt	-	-
Net debt, beginning of year	-	-
Net debt, end of year (Statement 1)	<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

Cash from (used in) operating activities:	<u>2024</u>	<u>2023</u>
General Revenue Fund appropriation received \$	2,599,827	\$ 2,539,234
Miscellaneous revenue received	192	-
Salaries paid	(2,007,968)	(1,883,830)
Supplies and other expenses paid	<u>(521,432)</u>	<u>(558,655)</u>
Cash from operating activities	<u>70,619</u>	<u>96,749</u>
 Cash used in capital activities:		
Acquisition of tangible capital assets (Note 3)	<u>(70,619)</u>	<u>(96,749)</u>
Cash used in capital activities	<u>(70,619)</u>	<u>(96,749)</u>
Increase (decrease) in cash and cash equivalents	-	-
Cash and cash equivalents, beginning of year	-	-
Cash and cash equivalents, end of year	<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, 2024**

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.

(d) Financial Instruments

The Office's financial instruments include accounts receivable, accounts payable, accrued vacation pay, and due to the General Revenue Fund. All financial instruments are carried at amortized cost, which approximates fair value due to their immediate or short-term maturity. These instruments have no significant exposure to interest rate, credit, or liquidity risks.

3. Tangible Capital Assets

	2024				Total 2024	Total 2023
	Hardware & Software	Furniture & Equipment	Leasehold Improvements	System Development		
Cost, April 1	\$ 38,027	\$ 72,400	\$ 270,397	\$ 291,927	\$ 672,751	\$ 585,916
Additions	-	-	17,272	53,347	70,619	96,749
Disposals	(10,076)	-	-	-	(10,076)	(9,914)
Cost, March 31	<u>27,951</u>	<u>72,400</u>	<u>287,669</u>	<u>345,274</u>	<u>733,294</u>	<u>672,751</u>
Accumulated amortization, April 1	27,834	47,981	230,220	110,163	416,198	372,373
Annual amortization	3,732	4,723	24,514	34,527	67,496	53,739
Disposals	(9,756)	-	-	-	(9,756)	(9,914)
Accumulated amortization, March 31	<u>21,810</u>	<u>52,704</u>	<u>254,734</u>	<u>144,690</u>	<u>473,938</u>	<u>416,198</u>
Net Book Value, March 31	<u>\$ 6,141</u>	<u>\$ 19,696</u>	<u>\$ 32,935</u>	<u>\$ 200,584</u>	<u>\$ 259,356</u>	<u>\$ 256,553</u>

OFFICE OF THE INFORMATION AND PRIVACY COMMISSIONER
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED MARCH 31, 2024

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 \$2,605,000.

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. Contractual Obligations

The Office signed a lease for office space covering the period April 1, 2021 to March 31, 2026. The estimated commitment for fiscal year 2024-25 under the signed lease agreement is \$338,608.

On February 13, 2023, the Office signed an agreement for the rental of artwork covering the period March 15, 2023 to March 14, 2026. Annual commitments under the signed rental agreement are \$1,881.

On November 20, 2023 the Office signed a consulting agreement covering the period of December 1, 2023 to November 30, 2024 for legal services. The annual commitment for 2024-25 is \$1,418.

8. Subsequent Event

Subsequent to March 31, 2024, the Information and Privacy Commissioner terminated an employee with a severance package agreed to in June 2024. The estimated expense for the Commissioner during 2024-25 will be approximately \$47,167. No adjustment has been made to these financial statements as the event occurred subsequent to year end.