

# **Financial Information Act Return**

## Financial Statements Year Ended March 31, 2008

(Published in accordance with the Financial Information Act,  
Chapter 131, Statutes of British Columbia, 1979)



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**INDUSTRY TRAINING AUTHORITY**  
**STATEMENT OF FINANCIAL INFORMATION APPROVAL**  
**FISCAL YEAR ENDED MARCH 31, 2008**

The undersigned represents the Board of Directors of the Industry Training Authority and approves all statements and schedules included in this Statement of Financial Information, produced under the Financial Information Act.

Frank Borowicz, QC,  
Chair, Board of Directors  
July 23, 2008

## MANAGEMENT REPORT

### FISCAL YEAR ENDED MARCH 31, 2008

The Financial Statements contained in this Statement of Financial Information under the Financial Information Act have been prepared by management in accordance with generally accepted accounting principles, and the integrity and objectivity of these statements are management's responsibility. Management is also responsible for all the statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

The Board of Directors is responsible for ensuring that management fulfills its responsibilities for financial reporting and internal control and exercises this responsibility through the Audit Committee of the Board. The Finance Committee meets with management, the internal auditors and the external auditors at least twice a year.

The ITA's external auditor, the Auditor General of British Columbia has the responsibility for assessing the management systems and practices of the ITA.

The Auditor General of British Columbia conducts an independent examination, in accordance with generally accepted auditing standards, and express their opinion on the financial statements. Their examination does not relate to the other schedules and statements required by the Act. Their examination includes a review and evaluation of the ITA's system of internal controls and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly. The external auditors have full and free access to the Audit Committee of the Board and meet on a regular basis.

On behalf of the Industry Training Authority

Kevin Evans  
Chief Executive Officer

Sue Thomas, CA.  
Executive Lead, Finance and  
Corporate Services

July 23, 2008

Prepared pursuant to Financial Information Regulation, Schedule 1, section 9

# **Audited Financial Statements**

Fiscal Year Ended  
March 31, 2008

From the Annual Report 2007 / 2008  
Pages 22 to 30.

The Industry Training Authority's (ITA) financial performance during 2007/08 was strong, with a moderate excess of revenues over expenses at year-end.

### Results of Operations Fiscal 2007/08 (in \$ millions)

	F 04/05 Actual	F 05/06 Actual	F 06/07 Actual	F 07/08 Actual	F 07/08 Budget	Variance (Budget)	Variance (Prior Year)	F 08/09 (Forecast)	F 09/10 (Forecast)	F 10/11 (Forecast)
<b>Revenue</b>										
Contributions from the Province	\$ 78.1	\$ 77.8	\$ 90.7	\$ 97.6	\$ 98.0	\$ (0.4)	\$ 6.9	\$ 101.3	\$ 105.3	\$ 105.2
Other Income	0.5	0.7	1.2	1.3	1.0	0.3	0.1	1.6	1.6	1.7
<b>Total Revenue</b>	<b>78.6</b>	<b>78.5</b>	<b>91.9</b>	<b>98.9</b>	<b>99.0</b>	<b>(0.1)</b>	<b>7.0</b>	<b>102.9</b>	<b>106.9</b>	<b>106.9</b>
<b>Expenses</b>										
Contributions to Training Providers	70.4	72.1	80.3	84.7	87.0	(2.3)	4.4	87.5	91.7	91.6
Program Expenses	1.6	1.4	2.6	2.6	3.0	(0.4)	—	3.7	3.5	3.5
Operating Expenses	3.1	4.2	4.6	4.5	3.2	1.3	(0.1)	4.0	3.9	4.0
Industry Training Organizations	—	0.6	1.2	1.9	2.0	(0.1)	0.7	3.0	3.0	2.9
Labour Supply Initiatives (Aboriginal)	—	—	—	0.3	0.3	—	0.3	0.3	0.3	0.3
Salaries & Benefits	1.2	1.6	2.4	4.0	3.5	0.5	1.6	4.4	4.5	4.6
<b>Total Expenses</b>	<b>76.5</b>	<b>79.9</b>	<b>91.1</b>	<b>98.0</b>	<b>99.0</b>	<b>(1.0)</b>	<b>6.9</b>	<b>102.9</b>	<b>106.9</b>	<b>106.9</b>
<b>Excess (deficiency) of Revenues over Expenses</b>	<b>\$ 2.3</b>	<b>\$ (1.4)</b>	<b>\$ 0.8</b>	<b>\$ 0.9</b>	<b>\$ —</b>	<b>\$ 0.9</b>	<b>\$ 0.1</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>

The ITA receives most of its revenue from the Province of British Columbia and in 2007/08 this funding increased, in support of the commitment to add 7,000 new apprenticeship training spaces over three years. Other revenue sources include examination, assessment and designation fees, mobile training unit sponsorship, and interest income. The ITA was also successful in obtaining funding from other provincial ministries and the federal government to support specific strategic initiatives.

The largest investment during 2007/08 was in training delivery. Of the \$98.9M in funding, \$84.4M (more than 85 per cent) was provided to public post secondary institutions and private training providers. The focus was on expanding apprenticeship training and capacity utilization (utilization was 92.2 per cent, compared to 88.8 per cent in 2006/07).

While the nature of the ITA expenses has remained relatively consistent over time, the financials reflect an increasing emphasis on: funding Industry Training Organizations (ITOs), developing strategies to increase the skilled labour supply, piloting an alternative delivery mechanism (mobile training unit), and assessing and credentialing individuals with existing skills (the second component of the ITA's mandate).

It is also worth noting that the costs associated with providing customer service have shifted from a third party (Service BC) to ITA staff. General, Operating and Administrative (GO&A) expenses continue to be less than 10 per cent of the total ITA budget.

Notable variations between budget and actual financial performance in 2007/08 are accounted for by: less capacity on the part of school districts than had been anticipated to access YES 2 IT funding; an opportunity to more effectively reallocate training-delivery funds

to training providers to facilitate maximization of the training-delivery investment (work on issues such as capacity utilization, expansion and alternative delivery is continuing); and an increase in capacity to utilize the product development budget (55 per cent of this budget is allocated to ITOs).

As of fiscal year-end, the ITA had a staff of 42 (four being part-time customer-service staff) working from a head office in Richmond and a customer-service office in Vancouver. The ITA has expanded customer service resources to address increased processing volumes, and to facilitate the transition to a new apprenticeship information technology system, and intends to amalgamate the two offices in the near future.

The external business and policy environment within which the ITA operates is described in the "Report on Performance" section above (see "Operating Environment," page 8). Heightened needs to expand the supply of credentialed individuals, to create multiple means of assessing existing workers' skills, and to increase the investment in training delivery through existing or alternative delivery mechanisms are all relevant to financial performance.

Key elements of the future response to these pressures include: additional funding associated with the remaining 2,000 of the 7,000 new apprenticeship training spaces, continued increases in utilization with respect to training delivery investments; and accessing new sources of funding to facilitate strategic initiatives relating to Aboriginal apprenticeship, multiple assessment pathways and alternative training delivery.

Management believes the financial outlook for the ITA to be positive, assuming continued financial support from the Province is rationalized to match participation growth and programming demands.

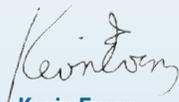
## Report of Management Responsibility for Financial Reporting

The Industry Training Authority's management is responsible for the preparation of the accompanying financial statements in accordance with Canadian generally accepted accounting principles for not-for-profit organizations. These financial statements include some amounts based on management's estimates and judgments.

Management is responsible for the integrity and fairness of the financial statements and has established internal control systems to provide reasonable assurance that relevant and reliable financial information is produced and that assets are safeguarded.

The Board of Directors is responsible for overseeing management in the performance of its financial reporting responsibilities and relies on the Finance Committee to assist the Board in the discharge of its responsibilities. The Finance Committee meets periodically with management and external auditors concerning internal controls and all other matters relating to financial reporting.

The Industry Training Authority's auditor is the Auditor General of British Columbia. The Auditor General has full and unrestricted access to the Finance Committee. The Auditor General has performed an independent audit of the financial statements for the Authority in accordance with Canadian generally accepted auditing standards. The Auditor General's report outlines the scope of this independent audit and his opinion on the financial statements of the Authority.



**Kevin Evans**

Chief Executive Officer



**Sue Thomas, CA**

Executive Lead, Finance  
and Corporate Services



## Report of the Auditor General of British Columbia

*To the Members of the Board of Directors of  
the Industry Training Authority, and*

*To the Minister of Economic Development,  
Province of British Columbia:*

I have audited the balance sheet of the *Industry Training Authority* as at March 31, 2008 and the statements of changes in net assets, revenues and expenses and cash flows for the year then ended. These financial statements are the responsibility of the Authority's management. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In my opinion, these financial statements present fairly, in all material respects, the financial position of the *Industry Training Authority* as at March 31, 2008 and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

*Victoria, British Columbia  
May 9, 2008*

John Doyle, MBA, CA  
Auditor General

## Statement of Financial Position

As at March 31, 2008

	2008	2007
<b>ASSETS</b>		
Cash	\$ 7,079,279	\$ 11,041,654
Accounts Receivable:		
Province of British Columbia	98,760	28,547
Federal Government	31,334	—
Other	204,969	117,453
Prepaid Expenses	985,787	419,508
	8,400,129	11,607,162
Capital Assets (Note 4)	2,950,674	2,361,957
	\$ 11,350,803	\$ 13,969,119
<b>LIABILITIES</b>		
Accounts Payable and Accrued Liabilities	4,701,252	7,767,871
Deferred Contribution (Note 5)	782,312	1,004,320
Deferred Capital Contributions (Note 6)	1,365,937	1,626,173
<b>NET ASSETS</b>		
Invested in Capital Assets	1,584,738	735,383
Unrestricted (Note 12)	2,916,564	2,835,372
	4,501,302	3,570,755
	\$ 11,350,803	\$ 13,969,119

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

On behalf of the Board of Directors



**Frank Borowicz**

Chair, Board of Directors



**Barb Naef**

Director

## Statement of Changes in Net Assets

For the Year Ended March 31, 2008

	Invested in Capital Assets	Unrestricted	Total 2008	Total 2007
<b>Balance, Beginning of Year</b>	\$ 735,383	\$ 2,835,372	\$ 3,570,755	\$ 2,809,652
Excess of Revenues over Expenses for the Year	—	930,547	930,547	761,103
Investment in Capital Assets:	—	—	—	—
Cost	1,153,726	(1,153,726)	—	—
Depreciation	(304,371)	304,371	—	—
<b>Balance, End of Year</b>	<b>\$ 1,584,738</b>	<b>\$ 2,916,564</b>	<b>\$ 4,501,302</b>	<b>\$ 3,570,755</b>

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

## Statement of Operations

For the Year Ended March 31, 2008

	2008	2007
<b>Revenues</b>		
Contributions from the Province	\$ 97,586,244	\$ 90,778,697
Contributions from the Federal Government	29,848	—
Examination and Assessment Fees	202,620	149,942
Designation Fees	34,789	—
Interest Income	980,587	959,040
Other Income	70,000	5,100
	<b>98,904,088</b>	<b>91,892,779</b>
<b>Expenses</b>		
Contributions to Training Providers (Note 9)	84,434,985	80,099,826
Customer Services	271,338	1,432,282
Program Development Costs	2,552,483	2,623,946
Labour Supply Initiatives - Aboriginal	318,711	—
Industry Training Organizations	1,935,405	1,159,636
Secondary School Apprenticeship (SSA) Scholarships	285,500	234,500
Salaries and Benefits	3,989,666	2,395,344
Board Fees and Expenses	105,463	69,126
Travel	316,853	185,307
Professional Services	798,913	833,930
Building Occupancy Charges (Note 9)	268,189	234,683
General Office and Business Expenses	699,684	350,978
Information Systems Operating Costs	640,915	614,135
Communications and Marketing	587,739	444,439
Mobile Training Unit Operating Costs	203,090	136,493
Depreciation Expense	564,607	317,051
	<b>97,973,541</b>	<b>91,131,676</b>
<b>Excess of Revenues over Expenses for the Year</b>	<b>\$ 930,547</b>	<b>\$ 761,103</b>

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

## Statement of Cash Flows

For the Year Ended March 31, 2008

	2008	2007
<b>Operating Activities</b>		
Excess of Revenues over Expenses for the Year	\$ 930,547	\$ 761,103
Items not Affecting Cash:		
Deferred Contribution Recognized as Revenue	(222,008)	(411,191)
Amortization of Deferred Capital Contributions	(260,236)	(76,507)
Depreciation Expense	564,607	317,051
Disposal of Fixed Asset	—	(401)
Changes in Working Capital:		
Decrease (Increase) in Accounts Receivable	(189,063)	14,054
Decrease (Increase) in Prepaid Expenses	(566,279)	83,087
(Decrease) Increase in Accounts Payable and Accrued Liabilities	(3,066,619)	3,193,670
	(2,809,051)	3,880,866
<b>Financing Activities</b>		
Deferred Capital Contributions	—	106,170
<b>Investing Activities</b>		
Purchase of Capital Assets	(1,153,324)	(2,148,472)
(Decrease) Increase in Cash	(3,962,375)	1,838,564
Cash, Beginning of Year	11,041,654	9,203,090
<b>Cash, End of Year</b>	<b>\$ 7,079,279</b>	<b>\$ 11,041,654</b>
Represented by:		
Bank Account — Operating	\$ 7,050,726	\$ 10,966,280
Bank Account — Program	28,253	55,733
Bank Account — In Trust	—	18,941
Petty Cash	300	700
	<b>\$ 7,079,279</b>	<b>\$ 11,041,654</b>

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

## Notes to Financial Statements

For the Year Ended March 31, 2008

### 1. The Authority

The Industry Training Authority (the Authority) was established on January 2, 2004 as a not for profit corporation and an agent of the Provincial government under the *Industry Training Authority Act*. Its Board of Directors consists of nine members appointed by the provincial government.

The Authority is mandated to govern, expand and improve British Columbia's industry training system. It serves the public interest in seeing industry's needs for skilled labour are met, while providing individuals with accessible training opportunities that are closely linked to workplace opportunities.

The Authority's mandate and accountabilities are defined in its enabling legislation and the *Industry Training Authority Act*. Further direction and accountability are provided through a Shareholder's Letter of Expectations, executed jointly by the Authority and the Minister of Economic Development.

The Authority receives substantially all of its funding from the Province of British Columbia. It is exempt from income tax under the *Income Tax Act*.

### 2. Significant Accounting Policies

#### (a) Basis of Accounting

These financial statements have been prepared in accordance with Canadian generally accepted accounting principles.

#### (b) Revenues and Expenses

The Authority follows the deferral method of accounting for contributions. Operating contributions from the Province are recognized as revenue in the period in which they become receivable. Capital or other restricted funding is deferred and recognized as revenue in the period in which the related expenses are incurred.

Contributions payable to Post Secondary Institutions and other service providers for training programs are recognized as expenses in the period in which the transactions and events giving rise to the contributions have occurred.

#### (c) Capital Assets

Capital assets are recorded at cost and are depreciated on a straight-line basis over their estimated useful life:

Mobile Trainer	10 years
PC Hardware and Software	3 years
Computer Mainframe Software	3 – 5 years
Furniture and Tools	3 years
Leasehold Improvements	3 – 5 years

#### (d) Use of Estimates

The preparation of the financial statements of the Authority requires management to make estimates and assumptions that affect the reported amounts of assets, liabilities, revenues and expenses. Actual results may differ from these estimates.

### 3. Change in Accounting Policy

Effective April 1, 2007, the Authority has adopted the new standard announced by the Canadian Institute of Chartered Accountants (CICA) Section 3855, Financial Instruments – Recognition and Measurement. Under the new standard, all financial assets must be classified as held-to-maturity, loans and receivables, held-for-trading or available-for-sale and all financial liabilities must be classified as held-for-trading or other financial liabilities. As of April 1, 2007, the Authority has designated cash, accounts receivable, accounts payable and accrued liabilities as held for trading and measured them at fair value, which approximates their carrying value due to the immediate or short-term maturity of these instruments. There is no impact of this change on account balances at April 1, 2007 and the results for the year ended March 31, 2008.

#### Future Accounting and Reporting Changes

In December 2006, the CICA issued two new accounting standards, Section 3862 (Financial Instruments — Disclosures) and Section 3863 (Financial Instruments — Presentation), which apply to annual financial statements relating to fiscal years beginning on or after October 1, 2007. These new standards are effective for the Authority beginning April 1, 2008, and include both qualitative and quantitative disclosures about the nature and extent of risks arising from financial instruments and how the Authority manages those risks. The adoption of these new standards is not expected to have a material impact on the Authority's results of operations or financial position.

### 4. Capital Assets

	Cost	2008 Accumulated Depreciation	Net Book Value	2007 Net Book Value
Mobile Trainer	\$ 1,369,860	\$ 136,992	\$ 1,232,868	\$ 1,369,860
PC Hardware and Software	635,554	395,543	240,011	361,230
Computer Mainframe Software	1,521,721	329,691	1,192,030	214,589
Furniture and Tools	325,568	199,909	125,659	208,662
Leasehold Improvement	236,272	76,166	160,106	207,616
	<u>\$ 4,088,975</u>	<u>\$ 1,138,301</u>	<u>\$ 2,950,674</u>	<u>\$ 2,361,957</u>

### 5. Deferred Contribution

The deferred contribution represents unspent resources externally restricted for the Youth Exploring Skills to Industry Training (YES 2 IT) program.

	2008	2007
Balance, beginning of year	\$ 1,004,320	\$ 1,353,297
Transfer from deferred capital contributions	—	62,214
Amount recognized as revenue	(222,008)	(411,191)
Balance, end of year	<u>\$ 782,312</u>	<u>\$ 1,004,320</u>

## 6. Deferred Capital Contributions

	2008	2007
Balance, beginning of year	\$ 1,626,173	\$ 1,658,724
Transfer to deferred contribution	—	(62,214)
Contributions received during the year	—	106,170
Amount amortized to revenue	(260,236)	(76,507)
<b>Balance, end of year</b>	<b>\$ 1,365,937</b>	<b>\$ 1,626,173</b>
The balance is made up of the following:		
Apprentice Information Management System (AIMS)	\$ 15,243	\$ 94,603
Mobile Training Unit	1,278,150	1,437,786
Deferred Tenant Improvement Allowance	72,544	93,784
	<b>\$ 1,365,937</b>	<b>\$ 1,626,173</b>

## 7. Employee Benefit Plans

- The Authority pays 100% of premiums relating to a comprehensive benefits plan for its employees including: extended medical, dental, life insurance and long term disability coverage. Payments made by the Authority were \$153,370 (2007 — \$133,449).
- The Authority has an employer-paid group RSP for a number of employees. Total employer RSP payments made by the Authority were \$104,703 (2007 - \$101,739).
- The Authority also participates in the Public Service Pension Plan, which is a multi-employer defined benefit plan providing pension, other retirement, and post-employment benefits. The plan is administered by the Pension Corporation of British Columbia. The Authority's contribution for the year ended March 31, 2008 to this plan was \$159,005 (2007 — \$38,091). The Authority has also accrued \$406,000 in the current year to recognize an obligation arising from enrolment arrears contributions that should have been made to the Public Service Pension Plan on behalf of a number of employees.

## 8. Commitments

The Authority has capital and operating commitments with respect to the Registry of Industry Training Achievements (rITA) project. The Authority also has operating lease obligations for premises and office equipment.

	rITA Project	Leases	Total
2009	\$ 713,738	\$ 262,844	\$ 976,582
2010	474,000	132,302	606,302
2011	474,000	137,910	611,910
2012	474,000	58,479	532,479
2013	—	—	—
	<b>\$ 2,135,738</b>	<b>\$ 591,535</b>	<b>\$ 2,727,273</b>

## 9. Related Party Transactions

- Included in Contributions to Training Providers are payments to provincially funded Post Secondary Institutions of \$72,229,254 and school districts of \$3,854,469.
- During the year, the Authority paid \$nil (2007 — \$194,706) to companies that a member of the Board of Directors had an interest in. Payments of \$1,100,000 and \$390,000 were made to two separate not-for-profit societies, each of whose Boards

includes an employee of the Authority. The employees did not participate in the approval of the payments.

- All office facilities are leased through the Ministry of Labour and Citizens' Services — Accommodation and Real Estate Services (ARES), a division of Shared Services BC. Total transactions for the year ended March 31, 2008 were \$268,189 (2007 — \$113,994).

## 10. Industry Training Organizations

In keeping with its Shareholder's Letter of Expectations from the Province, the Authority provides the policy framework and funding to support active and effective industry engagement and leadership through Industry Training Organizations (ITOs) with the aim of stimulating specific industry input in relation to program standards and training demand for each applicable industry sector.

The Authority made payments to the ITOs in accordance with specific funding agreements for the development of new training programs, modification of existing training programs, assessment of specific industry training demand and operational support.

The Tourism ITO, Propel, is a pre-existing tourism related independent not-for-profit industry association. Funding provided to Propel was \$265,000 for the year ended March 31, 2008 (2007 — \$55,000).

Five other ITOs are constituted as not-for-profit entities under the *BC Society Act* and are tax exempt under the *Income Tax Act*. These ITOs have not been consolidated into the Authority's statements:

- there are no significant differences in accounting policies from those followed by the Authority;
- there are no restrictions on their resources; and
- a financial summary as of and for the year ended March 31, 2008 is:

	2008
Total Assets	\$ 1,012,044
Total Liabilities	518,780
<b>Net Assets</b>	<b>\$ 493,264</b>
Total Revenues	\$ 2,936,114
Total Expenses	\$ 2,617,972
Cash Flows — Operating	\$ 220,971
— Investing	\$ (109,825)

## 11. Financial Instruments

The Authority's financial instruments consist of cash, accounts receivable, accounts payable and accrued liabilities. It is management's opinion that the Authority is not exposed to significant interest or credit risk arising from these financial instruments.

## 12. Unrestricted Net Assets

The unrestricted net assets can be used for investment in capital assets or, with the prior approval of the Treasury Board, for meeting operating expenses in future years.

## 13. Comparative Figures

Certain comparative figures have been reclassified to conform to the current year's presentation.

**INDUSTRY TRAINING AUTHORITY**

**STATEMENT OF GUARANTEES AND INDEMNITIES  
FISCAL YEAR ENDED MARCH 31, 2008**

The Industry Training Authority has not given any guarantees or indemnities under the Guarantees and Indemnities Regulation during fiscal year 2007/2008.

**SCHEDULE OF DEBTS  
FISCAL YEAR ENDED MARCH 31, 2008**

The Industry Training Authority had no debts as of the fiscal year ended March 31, 2008.

**INDUSTRY TRAINING AUTHORITY**

**SCHEDULE OF EMPLOYEE REMUNERATION AND EXPENSES  
For the Year Ended March 31, 2008**

<b>Name</b>	<b>Remuneration</b>	<b>Expenses</b>
Clewes, B.	\$ 157,799	\$ 14,319
Coleman, D.	106,924	1,623
Evans, K.	173,125	33,431
Exley, L.	82,721	8,844
Dhanani, A.	90,968	7,071
Dooling, L.	114,596	5,048
Laminski, J.	99,888	747
Langill, L.	111,670	35,031
Nugent, J. *	109,176	54,384
Robertson, R.*	125,156	26,191
Seidman, S.	88,331	4,735
Stevens, G.	159,887	6,214
Steward, S. *	128,794	33,076
Stewart, M.	77,317	-
Zeilke, J.	97,833	18,534
<b>Consolidated total</b> of other employees with remuneration and expenses of \$75,000 or less	<b>\$ 1,362,362</b>	<b>\$ 62,115</b>
<b>Total Employees:</b>	<b>\$ 3,086,547</b>	<b>\$ 311,363</b>

\* Travel expenses were offset by revenue earned for research studies

**Explanation of Differences in Schedule of Remuneration and Expenses to Audited Statements**

Taxable Benefits are stipulated by the Canada Customs and Revenue Agency and included in remuneration. They may not necessarily be amounts that have been paid to employees.

Expenses are components of the Travel and the General Office and Business expenses on the Audited Statements.

**INDUSTRY TRAINING AUTHORITY**  
**STATEMENT OF SEVERANCE AGREEMENTS**  
**FISCAL YEAR ENDED MARCH 31, 2008**

There were no severance agreements made between the Industry Training Authority and the non-unionized employees during fiscal year 2007/2008.

Prepared under the Financial Information Regulation, Schedule 1, subsection 6(7)

**INDUSTRY TRAINING AUTHORITY**

**SCHEDULE OF BOARD OF DIRECTORS REMUNERATION AND EXPENSES**

**For the Year Ended March 31, 2008**

<b>Name</b>	<b>Position</b>	<b>Remuneration</b>	<b>Expenses</b>
Bev Briscoe	Chair (May only)	\$ 2,400	\$ -
Frank Borowicz	Chair	10,350	-
Allan Bruce	Director	6,750	-
Barbara Naef	Director	6,600	830
Dana Francis	Director	5,250	4,081
Frank Pasacreta	Director	6,550	-
Gail Stephens *	Director	6,917	8,403
Gord Stewart	Director	8,700	4,622
Jack Carthy	Director	8,100	1,324
Jim Utley **	Director	8,500	-
<b>Total Board Fees &amp; Expenses</b>		<b>\$ 70,117</b>	<b>\$ 19,260</b>
Meeting Expenses paid by ITA			9,822
Board Professional Services			2,200
			<b>\$ 31,282</b>
<b>Total Board Costs on Financial Statements</b>			<b>\$ 105,463</b>

**Variance:**

-

\* Directors Fees and expenses for Gail Stephens were paid directly to BC Pension.

\*\* Directors Fees and expenses for Jim Utley were paid directly to Teck Cominco.

**INDUSTRY TRAINING AUTHORITY**

**SCHEDULE OF SUPPLIES OF GOODS AND SERVICES  
For the Year Ended March 31, 2008**

<b>Supplier Name</b>	<b>Amount Paid</b>	<b>Supplier Name</b>	<b>Amount Paid</b>
Aerospace Industry Association of British Columbia	26,359	ITS Consulting Inc.	106,794
Automotive Industry Training Association	199,913	Joint Apprentice Refrigeration Training School	382,430
Automotive Training Standards Organization	270,000	Kwantlen University College	3,391,486
B.C. Road Builders and Heavy Construction Association	84,002	L.J. Langbell and Associates	32,600
Bayleaf Software Inc.	28,163	London Life	138,581
BC Association for Crane Safety	125,412	Lower Mainland Career Training Inc.	69,433
BC Construction Industry Skills Improvement Council	31,759	Malaspina University College	4,779,190
BC Floor Covering Joint Conference Society	49,789	Medical Services Plan	30,562
Bell Canada (BW-1XTXLJ999)	26,827	Minister of Finance	1,292,738
Bow Valley College	62,299	Minister of Finance - Ministry of Education	285,500
Brian Clewes	83,021	Minister of Finance - Queen's Printer	402,774
British Columbia Construction Association	156,163	Minister of Finance - Workplace Technology Services	64,613
British Columbia Funeral Association	86,458	North Island College	2,825,208
British Columbia Institute of Technology	21,987,612	Northern Lights College	2,727,289
British Columbia Wall & Ceiling Association	153,050	Northwest Community College	1,968,380
Bull, Housser & Tupper LLP	66,400	O.E. Training Ltd.	380,206
Business Council of B.C.	35,755	Okanagan College	6,753,033
Camosun College	4,883,547	Optimum Public Relations	164,743
Capilano College	374,876	Oracle Corporation Canada Inc.	40,945
Catalyst Paper Corporation	149,797	Pacific Vocational College	2,037,707
Ceridian	2,036,854	PowellDorian Services Inc.	36,095
CES Career Education Society	1,101,000	PriceWaterhouseCoopers LLP	93,562
CGI Information Systems and Management Consultants Inc.	645,654	Quadrant Marine Institute Inc.	165,178
CITO BC Construction Industry Training Organization	1,028,161	Ray & Berndtson Tanton Mitchell	49,520
Clinton Langill	145,417	RCABC Educational Foundation	190,314
College of New Caledonia	4,332,372	Receiver General	964,252
College of the Rockies	2,082,033	Residential Construction Industry Training Organization	422,250
Commerce Court Communications	27,975	Rod Munro	39,133
Computronix (Canada) Ltd.	288,717	Rogers Wireless Inc.	45,719
Construction Sector Council	30,000	RTO BC Resource Training Organization	578,902
Cossette Media	136,005	School District No. 20 (Kootenay Columbia)	156,000
Discovery Community College Ltd.	57,277	School District No. 22 (Vernon)	39,636
Douglas College	46,920	School District No. 23 (Central Okanagan)	244,202
Edge Training & Consulting Ltd.	187,397	School District No. 27 (Cariboo-Chilcotin)	31,250
Electrical Industry Training Institute	435,309	School District No. 34 (Abbotsford)	194,520
Electrical Joint Training Committee Society	96,800	School District No. 35 (Langley)	125,993
Encon Group Inc.	171,980	School District No. 36 (Surrey)	450,069
Fulford Harbour Consulting, Ltd.	31,730	School District No. 37 (Delta)	44,750
G.A. Harvey Ltd.	35,671	School District No. 38 (Richmond)	107,250
go2 Tourism HR Society	480,202	School District No. 39 (Vancouver)	72,000
Grand & Toy	32,148	School District No. 40 (New Westminster)	32,000
Greg Shorland	95,904	School District No. 41 (Burnaby)	213,875
Hemlock Printer Ltd.	76,707	School District No. 42 (Maple Ridge-Pitt Meadows)	261,826
HortEducationBC	301,000	School District No. 43 (Coquitlam)	137,750
Human Capital Strategies	45,140	School District No. 44 (North Vancouver)	34,000
Institute of Corporate Directors	42,395	School District No. 46 (Sunshine Coast)	32,000
Interior Forest Labour Relations Association	72,110	School District No. 47 (Powell River)	99,000

**INDUSTRY TRAINING AUTHORITY**

**SCHEDULE OF SUPPLIES OF GOODS AND SERVICES  
For the Year Ended March 31, 2008**

<b>Supplier Name</b>	<b>Amount Paid</b>	<b>Supplier Name</b>	<b>Amount Paid</b>
School District No. 48 (Howe Sound)	42,875	Secwepemc Cultural Education Society	69,120
School District No. 54 (Bulkley Valley)	59,500	Selkirk College	1,874,050
School District No. 57 (Prince George)	286,617	Sheet Metal Workers Training Centre Society	382,887
School District No. 59 (Peace River South)	182,705	Skills Canada BC	390,000
School District No. 60 (Peace River North)	148,820	Snap-On Tools of Canada Ltd.	61,836
School District No. 61 (Greater Victoria)	133,991	Sprott-Shaw Community College Ltd.	197,079
School District No. 62 (Sooke)	44,250	Strategic Functions Ltd.	31,824
School District No. 63 (Saanich)	104,500	StrategyOne Consulting	79,400
School District No. 64 (Gulf Islands)	28,140	Synovate Ltd.	100,933
School District No. 67 (Okanagan Skaha)	45,250	The D.C. 38 Joint Trade Society	195,775
School District No. 68 (Nanaimo-Ladysmith)	167,125	The Piping Industry Apprenticeship Board	569,461
School District No. 70 (Alberni)	26,660	Thompson Rivers University	4,713,615
School District No. 72 (Campbell River)	35,380	Trades Training Consortium of British Columbia	1,020,000
School District No. 73 (Kamloops Thompson)	144,125	Trowel Trades Training Association	209,621
School District No. 75 (Mission)	112,110	University College of the Fraser Valley	1,909,040
School District No. 79 (Cowichan)	67,775	VanAsep Training Society	66,000
School District No. 8 (Kootenay Lake)	50,547	Vancouver Community College	8,768,042
School District No. 82 (Coast Mountain)	95,203	Vanier Training Consultants Ltd.	49,750
School District No. 83 (North Okanagan-Shuswap)	166,365	West Coast Boatyard Association	103,804
School District No. 91 (Nechako Lakes)	58,560	YuleScapes Broadband Institute Ltd.	44,836
<b>Total for over \$25,000 paid to suppliers</b>			<b>\$ 98,516,909</b>
<b>Total for under \$25,000 paid to suppliers</b>			1,521,884
<b>Total</b>			<b>\$ 100,038,793</b>

**The payments reported in this section of the Financial Act Return include grants and contributions as follows:**

CES Career Education Society	1,100,000
Skills Canada BC	300,000
Trades Training Consortium of British Columbia	1,020,000
<b>Total of grants exceeding \$25,000</b>	<b>\$ 2,420,000</b>
<b>Total of contributions exceeding \$25,000</b>	<b>\$ -</b>
<b>Total of all grants and contributions exceeding \$25,000</b>	<b>\$ 2,420,000</b>

**Explanation of Differences in Schedule of Goods and Services to Audited Statements:**

A reconciliation of amounts reported in the Financial Information Act Return and the audited financial statements has not been prepared. The ITA prepares its Financial Statements on an accrual basis while the amounts reported in the Financial Information Act return are based on cash payments in the year. This will result in timing differences between amounts recorded as expenses in the Financial Statements and amounts paid to a vendor in the year.

**Financial Information Act**  
**Financial Information Regulation (FIR), Schedule 1**

**Statement of Financial Information (SOFI)**  
**Index to FIR Schedule 1 and the Checklist**

**Page 1: Corporation Information**

**Ministry Information**

**General: Section One**

- 1(1)(a) Statement of assets and liabilities
- 1(1)(b) Operational statement
- 1(1)(c) Schedule of debts
- 1(1)(d) Schedule of guarantee and indemnity agreements
- 1(1)(e) Schedule of employee remuneration and expenses
- 1(1)(f) Schedule of suppliers of goods and services
- 1(2) [Explanatory information for reference]
- 1(3) Statements prepared on a consolidated basis or for each fund
- 1(4) & (5) Notes to the statements and schedules in section 1(1)

**Page 2: Statement of Assets & Liabilities: Section Two**

- 2 Balance sheet
- Changes in equity and surplus or deficit

**Operational Statement: Section Three**

- 3(1) Statement of Income / Statement of Revenue and Expenditures
- Statement of Changes in Financial Position
- 3(2) & (3) Omission of Statement of Changes in Financial Position, with explanation
- 3(4) Requirement for community colleges, school districts and municipalities

**Statement of Debts: Section Four**

- 4(1)(a) & 4(2) List and detail the schedule of long-term debts
- 4(1)(b) Identify debts covered by sinking funds / reserves
- 4(3) & (4) Omission of schedule, with explanation

**Page 3: Schedule of Guarantee and Indemnity Agreements: Section Five**

- 5(1) List agreements under the Guarantees and Indemnities Regulation
- 5(2) State the entities and amounts involved
- 5(3) & (4) Omission of schedule, with explanation

**Page 3 & 4: Schedule of Remuneration and Expenses: Section Six**

- 6(1) [Definitions for reference]
- 6(2)(a) List remuneration / expenses for each elected official, member of board, Cabinet appointees
- 6(2)(b) List each employee with remuneration exceeding \$75,000, plus expenses
- 6(2)(c) Consolidated total for all employees with remuneration of \$75,000 or less
- 6(2)(d) Reconcile difference in total remuneration above with operational statement
- 6(3) Exclude personal information other than as required

**Page 3 & 4: Schedule of Remuneration and Expenses: Section Six (continued)**

- 6(4) & (5) [Explanatory information for reference]
- 6(6) Report employer portion of EI and CPP as a supplier payment
- 6(7)(a) & (b) Statement of severance agreements
- 6(8) Explain an omission of statement of severance agreements
- 6(9) [Statement of severance agreements to minister – not required unless requested]

**Page 4: Schedule of Suppliers of Goods or Services: Section Seven**

- 7(1)(a) List suppliers receiving payments exceeding \$25,000
- 7(1)(b) Consolidated total of all payments of \$25,000 or less
- 7(1)(c) Reconcile difference in total above with operational statement
- 7(2)(a) [Explanatory information for reference]
- 7(2)(b) Statement of payments of grants or contributions
- 7(2)(c) [Explanatory information for reference]

**Page 5: Inactive Corporations: Section Eight**

- 8(1) Ministry to report for inactive corporations
- 8(2)(a) Contents of report – statements and schedules under section 1(1) to extent possible
- 8(2)(b) Contents of report – operational status of corporation

**Approval of Financial Information: Section Nine**

- 9(1) Approval of SOFI for corporations (other than municipalities)
- 9(2) Approval of SOFI for municipalities
- 9(3) Management report
- 9(4) Management report must explain roles and responsibilities
- 9(5) Signature approval is for all contents of the SOFI

**Access to the Financial Information: Section Ten**

- 10(1) to (3) [Explanatory information for reference]

**Financial Information Regulation, Schedule 1**  
**Checklist – Statement of Financial Information (SOFI)**

**For the Corporation:**

Corporate Name: Industry Training Authority      Contact Name: Shelley Seidman  
 Fiscal Year End: March 31, 2008      Phone Number: 604.214.8721  
 Date Submitted: July 25, 2008      E-mail: [sseidman@itabc.ca](mailto:sseidman@itabc.ca)

**For the Ministry:**

Ministry Name: \_\_\_\_\_ Reviewer: \_\_\_\_\_  
 Date Received: \_\_\_\_\_ Deficiencies: 

Yes		No	
Yes		No	

  
 Date Reviewed: \_\_\_\_\_ Deficiencies Addressed: 

Yes		No	
Yes		No	

  
 Approved (SFO): \_\_\_\_\_ Further Action Taken: \_\_\_\_\_

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FIR Schedule 1 Section	Item	Yes	No	N/A	Comments
<b>General</b>					
1 (1) (a)	Statement of assets and liabilities	Yes			
1 (1) (b)	Operational statement	Yes			
1 (1) (c)	Schedule of debts	Yes			Nil
1 (1) (d)	Schedule of guarantee and indemnity agreements	Yes			Nil
1 (1) (e)	Schedule of employee remuneration and expenses	Yes			
1 (1) (f)	Schedule of suppliers of goods and services	Yes			
1 (3)	Statements prepared on a consolidated basis or for each fund, as appropriate			NA	
1 (4) 1 (5)	Notes to the financial statements for the statements and schedules listed above	Yes			

FIR Schedule 1 Section	Item	Yes	No	N/A	Comments
<b>Statement of Assets &amp; Liabilities</b>					
2	<ul style="list-style-type: none"> <li>• A balance sheet prepared in accordance with GAAP or stated accounting principles / policies, and</li> <li>• Show changes in equity and surplus or deficit due to operations</li> </ul>	Yes			
<b>Operational Statement</b>					
3 (1)	Prepared in accordance with GAAP or stated accounting principles / policies and consists of: <ul style="list-style-type: none"> <li>• a Statement of Income or Statement of Revenue and Expenditures, and</li> <li>• a Statement of Changes in Financial Position</li> </ul>	Yes			
3 (2) 3 (3)	<ul style="list-style-type: none"> <li>• The Statement of Changes in Financial Position may be omitted if it provides no additional information</li> <li>• The omission must be explained in the notes</li> </ul>	Yes			
3 (4)	Community colleges, school districts, and municipalities must prepare a Statement of Changes in Financial Position for the Capital Fund			NA	
<b>Schedule of Debts</b>					
4 (1) (a) 4 (2)	List each long-term debt (secured by debentures, mortgages, bonds, etc.), stating the amount outstanding, the interest rate, and the maturity date	Yes			Nil
4 (1) (b)	Identify debts covered by sinking funds or reserves and amounts in these accounts			NA	
4 (3) 4 (4)	<ul style="list-style-type: none"> <li>• The schedule may be omitted if addressed under section 2 or 5 and it provides no additional information</li> <li>• The omission must be explained in a note to the schedule</li> </ul>			NA	

FIR Schedule 1 Section	Item	Yes	No	N/A	Comments
<b>Schedule of Guarantee and Indemnity Agreements</b>					
5 (1)	List financial agreements that required government approval prior to being given (see Guarantees and Indemnities Regulation in FIA Guidance Package)	Yes			Nil
5 (2)	State the entities involved, and the specific amount involved if known			NA	
5 (3) 5 (4)	<ul style="list-style-type: none"> <li>• The schedule may be omitted if addressed under section 2 or 4 and it provides no additional information</li> <li>• The omission must be explained in a note to the schedule</li> </ul>			NA	
<b>Schedule of Remuneration and Expenses</b> (See Guidance Package for suggested format)					
6 (2) (a)	List separately, by name and position, the total remuneration and the total expenses for each elected official, member of the board of directors, and employee appointed by Cabinet	Yes			
6 (2) (b)	List alphabetically each employee whose total remuneration exceeds \$75,000 and the total expenses for each [excluding the persons listed under 6 (2) (a)]	Yes			
6 (2) (c)	Include a consolidated total for employees whose remuneration is \$75,000 or less [excluding the persons listed under 6 (2) (a)]	Yes			
6 (2) (d)	Reconcile or explain any difference between total remuneration in this schedule and related information in the operational statement	Yes			
6 (3)	Exclude personal information other than name, position, function or remuneration and expenses of employees	Yes			

FIR Schedule 1 Section	Item	Yes	No	N/A	Comments
<b>Schedule of Remuneration and Expenses</b> (See Guidance Package for suggested format)					
6 (6)	Report the employer portion of EI and CPP as a supplier payment to the Receiver General for Canada rather than as employee remuneration	Yes			
6 (7) (a) 6 (7) (b)	Include a statement of severance agreements providing: <ul style="list-style-type: none"> <li>• the number of severance agreements under which payment commenced in the fiscal year being reported on for non-union employees, and</li> <li>• the range of equivalent months' compensation for them</li> </ul> (see Guidance Package for suggested format)	Yes			Nil
6 (8)	Provide the reason for omitting a statement of severance agreements in a note to the schedule of remuneration and expenses			NA	
<b>Schedule of Suppliers of Goods or Services</b> (See Guidance Package for suggested format)					
7 (1) (a)	List in alphabetical order all suppliers of goods and services who received aggregate payments exceeding \$25,000	Yes			
7 (1) (b)	Include a consolidated total of all payments to suppliers who received \$25,000 or less	Yes			
7 (1) (c)	Reconcile or explain any difference between the consolidated total and related figures in the operational statement	Yes			
7 (2) (b)	Include a statement of payments for the purposes of grants or contributions	Yes			

FIR Schedule 1 Section	Item	Yes	No	N/A	Comments
<b>Inactive Corporations</b>					
8 (1)	The ministry reports for the corporation if the corporation is not operating to the extent required to produce a SOFI			NA	
8 (2) (a)	The ministry's report contains the statements and schedules required under section 1 (1), to the extent possible			NA	
8 (2) (b)	The ministry's report contains a statement of the operational status of the corporation (see Guidance Package regarding what to include)			NA	
<b>Approval of Financial Information</b>					
9 (1)	Corporations other than municipalities – the SOFI is signed as approved by the board of directors or the governing body (see Guidance Package for example)	Yes			
9 (2)	Municipalities – the SOFI is approved by its council and by the officer assigned responsibility for financial administration (see Guidance Package for example)			NA	
9 (3)	A management report is included, signed by the head and chief financial officer, or by the municipal officer assigned responsibility for financial administration (see examples in annual report at <a href="http://www.gov.bc.ca/cas/popt/">http://www.gov.bc.ca/cas/popt/</a> )	Yes			CEO and Executive Lead, Finance and Corporate Services
9 (4)	The management report explains the roles and responsibilities of the board of directors or governing body, audit committee, management, and the auditors	Yes			
9 (5)	Signature approvals required in section 9 are for each of the statements and schedules of financial information, not just the financial statements	Yes			