

Annual General Meeting of the Richmond Committee on Disability

2003 – 2004 REPORT

Founded in 1985, the Richmond Committee On Disability (RCD) has served as the officially designated spokes group for people with disabilities in Richmond. It is registered provincially as a non-profit society, as well as registered with Revenue Canada as a Charitable Society (#88832 8432 RR0001).

Our Mission - "that people with disabilities be given the opportunity to participate in the community to the fullest level of their ability and to improve the quality of life of people with disabilities by working for:

Inclusion Independence & Empowerment

Membership is open to people living or working in Richmond who have a disability as well as to citizens or organizations that provide assistance to people with disabilities, and individuals who provide volunteer assistance to the Society.

An umbrella organization the RCD's Board of Directors and membership is made up of individuals some of whom are members of or representatives of organizations/agencies. These include, B.C. Paraplegic Association, B.C. Ataxia Society, M.S. Society of B.C., Visually Impaired Persons Society, Richmond Stroke Recovery Club, Advocates for Sight Impaired Consumers, Richmond Consumer & Family Council, Richmond Therapeutic Equestrian Society, Greater Vancouver Community Services Society, S.U.C.C.E.S.S., Touchstone Family Services, Volunteer Richmond, RADAT and the Richmond School Trustees.

Over the past year, the RCD continued to work with the City, the community and other levels of government on issues and/or projects relating to Planning, Accessibility, Transportation, Health, Recreation, Accessible Housing, Community Safety, Poverty and Homelessness. In the process the RCD provided representation on City advisory committees, made presentations to committees of Council and participated in public forums. Representatives of the RCD also served on several community advisory committees. These included,

- Advisory Design Panel - Arlen Johnson
- Parks, Recreation & Cultural Services Task Force – Vince Miele
- Community Transit Advisory Committee - Vince Miele
- Richmond Community Services Advisory Council - Arlen Johnson and James Sullivan
- Committee to Promote Accessible Conventional Transit - Vince Miele
- HandiDart Advisory Committee of COMPAC – Arlen Johnson

- Homelessness Committee – Frances Clark & James Sullivan
- Poverty Response Committee – Arlen Johnson & James Sullivan
- Richmond Community Health Advisory Committee – Arlen Johnson
- Volunteers are Stars Committee – James Sullivan
- Richmond Community Safety Advisory Committee – Vince Miele

The RCD experienced several changes to our Board of Directors during this period. Long time member, Ken Mitchell moved to the District of Bowen Island, so was unable to continue serving. He is deeply missed. We were fortunate, however, to have Mr. Bob Friedland Llb join our Board. Bob learned about the RCD through the Volunteer Board Match program. He is a Review Officer for WCB, and as a lawyer a member of the firm Dinning, Hunter, Lambert and Jackson Barristers and Solicitors of Victoria. He has extensive experience as a board member of non-profit organization and is a former Councilor of the City of Victoria.

The RCD assisted the City by providing sensitivity training to department heads and staff as well as to special project leaders and community organizations. In addition, the RCD did an accessibility analysis for Touchtone Family Services for their accreditation process.

The RCD participated in a number of community events held to provide public education and community awareness. These included the Emergency Preparedness event, Community Conference on Disability Issues, Volunteer Richmond's Workshop on Volunteer & Board Management, the Chinese Community Society's and the Richmond Society For Community Living mall displays.

Special highlights:

- The Pan-West Entrepreneurs With Disabilities Conference held in April 2003 brought together close to 200 individuals, people with disabilities who were entrepreneurs or potential entrepreneurs, presenters and guests from across Canada. Keynote Speaker at the dinner was the Honourable Murray Cole, then Minister of Human Resources. Another highlight was 2010 Olympic Sub-Committee's presentation on the potential business opportunities for entrepreneurs with disabilities that the 2010 Olympics would bring to this area.
- The RCD held a Strategic Planning Session, under the direction of – former Executive Director of – Centre
- The RCD received funding to cover the costs of completing the accessibility analysis if restaurants, hotels, city facilities, shopping centres ad points of interest in our community. This, with the support of Tourism Richmond and the Human Resources Development - Canada, Summer Career Placements Program, Kevin Brooks, a public relations student at Kwantlen College was hired to oversee this project and he spent most of the summer out-and-about in our Community. His report will be available for the City, Tourism Richmond, and uploaded onto our Website in the very near future. Kevin has been an excellent ambassador on accessibility for this community.
- The RCD obtained funding from the Federal Department of Social Development to produce a "Multicultural Service and Program Delivery Model for

Independent Living Centres and other Disability or Multicultural Organizations across Canada". This project is based on the experiences of our Centre as well as the community development experiences within Richmond over many years. Several Focus Group meetings, and a National Round Table have been held to date. We are pleased to have several community agencies involved, including SUCCESS, the Richmond's Intercultural Advisory Committee, Society for Community Living, Vancouver Coastal Health Authority, to name just a few.

- In October 2004, Heritage Canada approved \$40,000 funding for this project, the presentation of which was made by the Honourable Raymond Chan, Federal Minister for Multiculturalism. This event received excellent media coverage.
- The Disability Resource Centre was recently selected by Industry Canada as an official site for "Web-4-All". This project provides accessibility to the information highway, for people with disabilities, through the use of adaptive equipment and adaptive software.
- The RCD met with representatives of the Mr. Rick Bell, and associates, who were representing the Oil Industry regarding Self Serve Gas stations, following which the Board submitted our recommendations relating to Self Serve Options to City Council.
- The RCD met with representatives of the City's Transportation Department to discuss issues regarding access to transportation and discussed potential opportunities for local improvements.
- The RCD met with representatives of the Urban Development Institute and staff from the City's Urban Development Department to discuss opportunities to focus more attention on the development of universally accessible housing as a way to respond to the extreme shortage of accessible or adaptable housing in the Richmond.
- To encourage greater understanding and participation in community affairs the RCD held an All Candidates Meeting prior to the 2004 Federal Election. This event was very successful in that most of the candidates participated and it attracted a standing room only crowd (which necessitated walls being moved by the Hotel to open up additional space). It was, to say the least, a lively debate. Our thanks to James Sullivan for moderating this event.
- Two of our Board members received awards for their leadership and/or community service. Vince Miele, Board Chair, received the "Independent Living Award" at the Volunteers Are Stars Award Dinner which also celebrated the United Nations International Day for Independent Living in November; Frances Clark, Board Secretary, received the Canadian Red Cross Individual Power of Humanity Award this May.

The RCD representatives made a number of presentations to Council and committees of Council. These presentations involved members of the Board, Committee and/or RCD staff. The emphasis of the presentations was to create greater awareness about the need for accessible/affordable housing; the need to improve access and improvements to transportation, including extending the hours of HandiDart service; the need for more recreational & social opportunities for people with disabilities; and the benefits the *Disability Resource Centre* has brought to the community since it opened its doors in 2000.

While working within the community the RCD has provided in-kind assistance to several agencies, including the Richmond Therapeutic Equestrian Society, The Richmond Community Services Advisory Committee, Poverty Response Committee and Richmond Mental Health groups.

The Richmond Committee On Disability's Board of Directors would like to take this opportunity to thank our staff at the Disability Resource Centre for their hard work and commitment to providing the tools that assist people with disability to take greater responsibility for their lives and to participate in the community to the fullest level of their ability.

The Richmond Committee On Disability would also like to take this opportunity to thank the many City staff, Mayor and Council members who have worked with us throughout the year in our effort to make Richmond a more livable & user-friendly community for everyone. We also want to thank Council and staff for their future support.

We expect the year ahead to be a very busy one as we explore the many issues and projects that need to be addressed. We look forward to working with City Council, staff and the community as each item, each challenge is undertaken.

2005 WORK PLAN

The Richmond Committee On Disability's Work Plan for the year 2005 builds on the work of previous years, as well as addressing emerging needs and issues of our community. Some of this work will be done using the resources of the RCD's *Disability Resource Centre*.

The Society will focus its work on the most pressing issues facing people with disabilities in the community at this time as well as participate on Civic Advisory Committees relating to Housing Design, Transportation, Homelessness, Poverty, Development, Community Safety as well as additional committees that the City may request our participation in.

1. Space:

The first priority facing the RCD in 2005 is finding a new location for the Disability Resource Centre. A new site which offers more space than we currently have (1875 sq. ft.). The Centre has become so successful, with participation exceeding our earliest expectations, that we have outgrown our current location. As well, parking is limited to 2 spaces on site, plus the 5 we rent from the property owner to the South, This is well below our needs to serve a staff of 7 plus 20 - 40 consumers coming to the Centre for classes, information, parking permits, etc. - all at the same time. We require an accessible site, centrally located, close to or on transportation, offering between 4000 - 4500 sq. ft. of space and 20 to 25 parking stalls for our use. We are still hoping that the City can provide some assistance in addressing this need.

2. Housing Design

The RCD will continue to focus on the need for accessible, sustainable and affordable housing in Richmond. Once again, we will focus on user-friendly housing design, normally referred to as in "Universal Design" housing, not specifically "purpose built". To follow up on this priority of several years standing, relating to housing design, the

RCD will work closely with City staff to assist in the development of clear, concise educational tools relating to user friendly housing. Tools that can be given to developers / builders at the time an application for development is submitted. Tools that will include recommendations on how housing units can be made "user friendly or seniors friendly" at no additional cost or at the very least affordable cost, without resorting only to "purpose" built units.

Where Richmond was once a leader in this area, we are now trailing behind so by working with City staff and Council we hope to change our status back to being leaders in the field.

The RCD will renew efforts, in conjunction with City staff, to audit project plans prior to a developments being undertaken, based on the recommendation of City staff and/or the RCD's Advisory Design Panel representative. Past experience, from the late 80's and early 90's shows that this approach had very positive results and contributed greatly to Richmond becoming one of the most accessible cities in Canada, we prefer to say "the" most accessible city in Canada.

2. Parking

The RCD continues to pursue a Parking Bylaw that restricts the use of designated parking stalls on private property. In an effort to assist City staff the RCD has provided and will continue to provide information on existing By-laws in other B.C. communities, details on the implementation and enforcement of these bylaws, as well as information relating to any legal challenges encountered by the communities. The RCD will provide any and all possible assistance in the drafting of a Parking By-law restricting the use of designated handicapped parking spots on private property/highway land.

In addition, the RCD will look for ways to increase the number and or size of designated parking spots throughout the City to meet the needs of a growing population.

3. Accessibility

- **Accessible Facilities within the Medical System**

The RCD will be focusing on the accessibility of the Richmond Hospital, Clinics, X-ray Labs, and other facilities to ensure that the needs of people with disabilities are being appropriately addressed within the health care system.

- **Accessibility Training / Awareness**

RCD will continue its ongoing educational programs, creating awareness of physical, financial and attitudinal accessibility issues that impact people with disabilities in the community, as well as the need to remove barriers to equal access.

- **Accessibility in the Community at large**

The Centre has completed an accessibility analysis of restaurants, hotels, points of interest, city facilities and shopping areas in Richmond. The accessibility analysis in the community, however, will continue in the future as needed with the goal of continued promotion of our City as the "Most Accessible City in Canada".

4. Audible Signals

The RCD will continue to work with the Advocates for Sight Impaired Consumers and the Visually Impaired Persons Society in their effort to improve the type and function of audible signals in the City, as well as determining the appropriate location for the signals within the community.

5. Social & Recreational Opportunity Development

The RCD will continued to with the Coordinator of Special Needs on emerging issues relating to people with disabilities and their opportunities to participate in recreational activities. The RCD will also work with him in the development of new recreational, sports and / or social programs for our population. Where integration is the City's goal, the RCD will work to ensure that appropriate accommodation is included in the integration plan.

6. Transportation

The Transportation Committee will continue to focus on the level and quality of service relating to HandiDart, Taxis as well as the Conventional Transportation System. In addition, it will work to ensure that unmodified Bus Stops within the Community are modified, and will monitor those stops that have been done to ensure that the travel path to them is accessible

7. Disability Resource Centre (a more detailed report is attached)

Building upon the *Disability Resource Centre's* outstanding success in 2003 and 2004 the Richmond Committee On Disability will focus on building on the services & programs of the Centre in an effort to address the unmet needs of people with disabilities in our area. With limited space, however, adding new programs will be severely limited.

8. Parking Permit Program

The RCD will continue to administer and promote via our website, direct mail, newspaper advertising and general information sharing within the community the Parking Permit Program that is now available through the *Disability Resource Centre*.

9. Multicultural Program

The RCD will be expanding the multicultural program through increasing information and referral, and skills training services to people with disabilities from within the multicultural communities, as well as the additional translation of information material including on or through our website.

Special Report
From Shawn Logan – Editor

Access Key

The importance of the Access Key to the Disability Resource Centre is as crucial as the four core programs of the DRC; Information and Referral, Skills Training, Peer Support and Social Interaction and Research and Development. The Access Key provides information and contacts for that information fulfilling the core program of Information and Referral. The Access Key welcomes consumer participation, but some orientation and training is needed, so the core program of Skills training is used. The contacts made in both the consumer and

participant level of the Access Key are an excellent form of the core program of Peer Support and Social Interaction. In addition to the Access Key being a key component to the four core programs, the Access Key provides the public with a good snapshot of the DRC happenings and events. Keeping the disabled and public informed and aware the Access Key newsletter goes hand-in-hand with the DRC mandate and the philosophy of Independent Living.

To continue the excellence of the Access Key and make it even more an integral part of the DRC, there will be more focusing of DRC events and the programs they offer. I will keep the Access Key's tradition of trying to focus on one individuals' contribution to the Independent movement at least once per issue. At present the use of photographs and clipart is used through the newsletter. Using larger and more photographs will make the Access Key more attractive. Focusing on more community related issues would also improve the Access Key stature. And having DRC staff and people who are in charge of programs valuable input will help make the Access Key stand out and will reflect positively on the DRC.

During the year following the opening of the Centre we determined that a great many people with disabilities in the multicultural community and including parents of children who have disabilities, lack the information or skills required to deal with the disabilities they or their children have. As well, the number of people being referred to the Centre by the community's multicultural agencies is increasing.

As a result of this identified need the Centre is developing a program targeted to serve the multicultural community in Richmond, with a special emphasis on the Asian community. It will focus on appropriate information and referral services as well as provide skills training programs to empower people to obtain the help they require. A number of community agencies and individuals have offered to serve on an advisory committee during the development of the program.

The Disability Resource Centre – Richmond
A Program of the Richmond Committee on Disability

Report to the Richmond Committee on Disability and the City of Richmond

This was a busy and productive year for the Disability Resource Centre – Richmond, (DRC).

First some numbers –

- Our website was very busy, averaging 21,000 page hits per month up from 19,000 page hits in 2003. These numbers are from January of this year. To understand our busy season, our page hits in March, April, May, June averaged 25756.
- Our need for a full-time Information and Referral staff member grows with each year. Our numbers

2004	Jan	Feb	March	April	May	June	July	Aug	Sept
# of I&R consumers served	381	308	313	295	181	473	449	395	395
# of these consumers referred from other sources	103	116	97	123	77	165	123	106	89

Referrals from Human Resources represent the great majority of these referrals. They also are referred from Richmond Society for Community Living, S.U.C.C.E.S.S., the Poverty Response Committee and a few from the City of Richmond.

Our brochure is updated and thanks largely to our staff member George Meire looks new and lively. His work at the Centre is an inspiration for the staff. The brochure is currently available in both English and Chinese. With the advent of the new brochure we are now in the process of translation into French,

We look forward to the impact of these new multicultural brochures. The current brochures assisted us in reaching out to an additional 75 families now aware of the Centre and our services. Some joined in the Chinese Parents Support group now counting 89 families, some came into to take advantage of the Computer Training program, others to volunteer at the Centre.

This volunteer aspect of Multicultural outreach is very gratifying both for participants and the Centre. Many new immigrants have the opportunity to share their knowledge with others and at the same time really improve their communication skills. They learn to speak better English, learn more about people with disabilities, learn more about the Canadian way of life thus leading to stronger citizenship skills and hone their own skills to assist them in finding satisfying employment.

Our computer classes continue to grow and we are still encountering a waiting list. Our consumers now understand the need to sign up early for classes and they are encouraged to. As they progress from Windows Basic, to MS Word I & II, MS Excel I&II to Office Pro confidence grows along with greater self-esteem and with these the desire to give back either in the form of finding employment or volunteering throughout the community. We encourage our consumers to move out into the community when they are ready and willing. This assists us with our goal of being a part of their life continuum, a bridge back, rather than to give into the temptation of stopping and staying here.

The number of participants in the 2004 Computer classes	Students moving on – Job	Students moving on – Self-business	Students moving on – College	Students moving on – Volunteer
80	13	5	4	18

The Centre offers two structured opportunities for consumers to improve their socialization skills. The first is a Tuesday afternoon peer support group; the other is a Friday afternoon Chinese peer support group. The first group is an opportunity for consumers with developmental delays to better develop and with the program organized by volunteers from the Centre, these volunteers learn many new skills including leadership, responsibility and organization. The Tuesday afternoon group includes 25 participants including the volunteers and the Friday group numbers about the same. We are thus able to serve at least 50 consumers each week and in the case of the Chinese group we are able to give parents further opportunity to meet and discuss needs and challenges. All of the members from both groups reside here in Richmond.

As mentioned above we have a Chinese Parents of Children with Disabilities support group that meets at the Centre. There are now 89 families participating in this group. This had, by the sheer numbers to lead to some reorganizing of the group. Committees meet here and there are some activities here but most activities take place off-site. In addition, we have a Parents of Children with Autism group that 20 families are members of and a weekly class teaching family members of those with mental health issues how best to cope.

The Navigating the Waters program continues to be a success. However, even with the success both at our Centre and other Centres across Canada, we are constantly threatened with cancellation of the program. There are 193 NTW participants since inception of the program. For the year 2003-4, we had 39 participants, plus 4 not being registered officially. Among the 43 participants, around 10-15% are not Richmond residents; 4 are interested in the self-employment options, close to 80% are in the skill-enhancement program and about 60% are on a longer journey, i.e. require regular and long-term (likely over 1 year) support.

We started the English as a Second Language program in October 2003, with 5 students. Since then we have participants come and go – one left due to family issues, one is recuperating from a brain surgery and one made the transition to be a volunteer for the group. Currently we have 7 students with cross disability – 4 with developmental disability, two with mental health issues and one with physical condition. We also have a mix from different cultural background – 4 are Cantonese speaking Chinese, 1 is Mandarin speaking Chinese, 1 with French as native tongue and one is Pakistani. All the students are paying a monthly fee of \$35.

This program is also currently employing on hourly basis (\$8 per hour) two persons with disabilities to assist in the deliverance of class. One volunteer, also a participant of the Centre, receives from Mental Health Team a monthly stipend due to his involvement with the program. There are 2 more volunteers who contribute their time and effort without any reimbursement from the Centre.

This is our fourth year offering the summer program for children with disabilities, and it is the most successful and organized endeavour so far. The reasons might be due to accumulated experience from previous programs, as well as a more versatile program structure and exceptionally good teamwork. Although we had to cap the number of children per day to 20 because of space limitations, we were able to accommodate more than we expected and achieved an excellent outcome, by adopting a flexible schedule and the cooperative attitude of both staff and volunteers.

This year we had a totally new on-site working team, with Dean Pilkey as the Program Coordinator of the children program. We are fortunate to have such an experienced educator, trainer and supervisor as Dean to lead the team. We had also recruited Lisa Chu as full-time assistant and Jennifer Marshall as part-time assistant to Dean. Both Lisa and Jennifer have experience and empathy to work with special needs children and are good at the supervisory tasks as well as their individual roles assigned. The contribution and dedication of the whole team made the summer program a big success and firmly established the reputation of DRC in hosting children program that is accessible, fun and participant-oriented.

We had 26 children participating in the summer program this year; their age group was between 6 and 16. There were 15 boys and 11 girls. About 85% of children participated the total of 4 weeks; others' participation varied from 1 week to 3 weeks. Some children came Monday through Thursday, some joined 2 or 3 days each week.

The conditions of children are very diverse – autism/PDD, developmental delay, cerebral palsy, ADD/ADHD, hearing impairment, Down syndrome, Asperger syndrome, learning disability, OCD, and Tourette syndrome.

As part of our goal to develop an inclusive program, we had accepted 3 typical children joining the program as well.

Although we had a smaller number of volunteers signed up with the summer program, most of them are all top volunteers and were committed to give their best. There were altogether 19 volunteers signed up, and 18 volunteers actually participated in the program. 8 volunteers are returning volunteers for the program, and the remainder is newly recruited. All of them participated in the training workshop, and they all admitted that the material and training provided was useful.

The success and the need for the children's summer program expressed by both parents and participants is leading us to expand the program from 4 weeks this year to an 8 week program for the summer of 2005. Plans are now in the works.

The Centre is constantly challenged by both lack of space and lack of steady funding sources. This is a constant with all Not-for-Profits. The lack of space speaks to our success in reaching out and making contact with the disability community. We have a strong Centre and work each day to make it more so.

RICHMOND COMMITTEE ON DISABILITY

**AUDITED
FINANCIAL STATEMENTS
March 31, 2004**

MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING

March 31, 2004

The accompanying financial statements of the Richmond Committee on Disability and all the information in this annual report are the responsibility of management and have been approved by the Board of Directors.

The financial statements have been prepared by management in accordance with Canadian generally accepted accounting principles. Financial statements are not precise since they include certain amounts based on estimates and judgments. When alternative accounting methods exist, management has chosen those it deems most appropriate in the circumstances, in order to ensure that the financial statements are presented fairly, in all material respects.

The Committee maintains systems of internal accounting and administrative controls of high quality, consistent with reasonable cost. Such systems are designed to provide reasonable assurance that the financial information is relevant, reliable and accurate and the Committee's assets are appropriately accounted for and adequately safeguarded.


The Board is responsible for ensuring that management fulfills its responsibility for financial reporting and is ultimately responsible for reviewing and approving the financial statements.

The Directors review the Committee's financial statements and recommends their approval. The Board meets periodically with management, as well as the external auditors, to discuss internal controls over the financial reporting issues, to satisfy themselves that each party is properly discharging their responsibilities, and to review the annual report, the financial statements and the external auditors' report. The Board takes this information into consideration when approving the financial statements for issuance to the Society. The Board also considers the engagement of the external auditors.

The financial statements have been audited by Reid Hurst Nagy CGAs in accordance with Canadian generally accepted auditing standards on behalf of the members. Reid Hurst Nagy CGAs have full access to the Richmond Committee on Disability



Chair, Board Of Directors



Treasurer, Board Of Directors

AUDITORS' REPORT

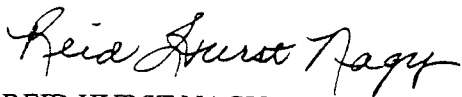
TO THE MEMBERS OF THE RICHMOND COMMITTEE ON DISABILITY

We have audited the statement of financial position of Richmond Committee on Disability as at March 31, 2004 and the statements of operations, changes in net assets, and cash flows for the year then ended. These financial statements are the responsibility of the Society. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we 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 the management of the Society, as well as evaluating the overall financial statement presentation.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the Society as at March 31, 2004 and the results of its operations for the year then ended in accordance with Canadian generally accepted accounting principles.

As required by the Society Act of British Columbia, we report that, in our opinion, these principles have been applied on a basis consistent with that of the preceding year.



REID HURST NAGY
CERTIFIED GENERAL ACCOUNTANTS

May 5, 2004
RICHMOND, B.C.

RICHMOND COMMITTEE ON DISABILITY

SUMMARY STATEMENT OF REVENUE AND EXPENDITURES For the Year Ended March 31, 2004

Statement 1

	2004	2003
	Budget \$	Actual \$
REVENUE		
City of Richmond grants	79,600	79,418
Department of Social Development - special project	36,921	36,921
Other grants (Note 8)	161,269	196,397
BC Gaming Commission (Note 5)	50,000	50,000
Donations and fundraising	54,340	8,973
Interest and miscellaneous income	-	10,669
Parking permit	-	6,567
Wage subsidies	-	-
	382,130	388,945
		409,321
EXPENDITURES		
Board meeting	1,500	703
Children's program	2,000	2,420
Communication	10,709	15,681
Community relations	2,000	1,308
Contracts and consulting fees	25,000	22,500
Depreciation	-	5,760
Designs and marketing	-	-
Educational materials	916	-
Gaming expense (Note 5)	-	35,287
Insurance	4,000	4,817
Focus group	2,000	2,003
Leased equipment	5,500	9,975
Membership fees	666	863
Parking permits	5,684	169
Office and miscellaneous	23,308	16,549
Parking and travel	7,287	14,370
Professional development	7,000	8,046
Professional fees and consulting	2,000	3,131
Project coordinator	10,144	-
Promotion	23,680	32,105
Rent	26,577	22,870
Repairs and maintenance	1,100	2,092
Secretarial services	1,080	528
Supplies	6,500	7,319
Volunteer recognition	5,500	3,626
Wages and benefits	205,479	197,916
Workshops	2,500	904
	382,130	410,942
		372,825
(DEFICIENCY) EXCESS OF REVENUE OVER EXPENDITURES	-	(21,997)
OPENING EQUITY	-	67,870
ENDING EQUITY	-	45,873

The accompanying notes are an integral part of these financial statements

RICHMOND COMMITTEE ON DISABILITY

SUMMARY STATEMENT OF OPERATIONS AND CHANGES IN FUND BALANCES For the Year Ended March 31, 2004

Statement 2

	Schedule #	Grants \$	Gaming \$	Other Revenue \$	Total Revenue \$	Total Expenditures \$	Excess (Deficiency) For the Year \$	Opening Equity (Deficit) \$	Capital Additions \$	Ending Equity (Deficit) \$
General Fund	1	275,815	50,000	19,343	238,439	254,479	(16,040)	35,030	-	18,990
Navigating The Waters Program Fund	2	-	-	-	41,719	54,636	(12,917)	(5,284)	-	(18,201)
HRDC Special Projects	3	36,921	-	-	36,921	29,074	7,847	(92)	-	7,755
Multicultural Project For People With Disabilities	4	-	-	-	-	16,097	(16,097)	11,603	-	(4,494)
Entrepreneurs With Disabilities Program	5	-	-	6,865	71,865	50,895	20,970	(2,189)	-	18,781
TOTAL OPERATING FUNDS		312,736	50,000	26,208	388,944	405,181	(16,237)	39,068	-	22,831
Capital Fund		-	-	-	-	5,760	(5,760)	28,802	-	23,042
TOTAL EQUITY		312,736	50,000	26,208	388,944	410,941	(21,997)	67,870	-	45,873

The accompanying notes are an integral part of these financial statements
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RICHMOND COMMITTEE ON DISABILITY

STATEMENT OF FINANCIAL POSITION
March 31, 2004

Statement 3

	2004 \$	2003 \$
ASSETS		
CURRENT		
Cash	72,789	67,064
Short-term investments	-	60,000
Accounts receivable	3,687	7,607
Goods and services taxes receivable	4,285	3,195
Prepaid expenses	5,907	6,821
	86,668	144,687
RESTRICTED CASH (Note 6)	14,793	80
PROPERTY, PLANT AND EQUIPMENT (Notes 2b & 3)	23,041	28,802
	124,502	173,569
LIABILITIES		
CURRENT		
Accounts payable and accruals	629	1,989
Deferred revenue (Note 7)	78,000	103,710
	78,629	105,699
MEMBERS' EQUITY		
Operating Funds	22,831	39,068
Capital Asset Fund	23,042	28,802
	45,873	67,870
	124,502	173,569

Approved On Behalf of Richmond Committee on Disability:

Frances Clark

Frances Clark

James Sullivan

James Sullivan

The accompanying notes are an integral part of these financial statements

RICHMOND COMMITTEE ON DISABILITY

NOTES TO THE FINANCIAL STATEMENTS

March 31, 2004

NOTE 1: SOCIETY, AIMS AND OBJECTIVES

The Richmond Committee on Disability was founded in 1985 through the joint effort of the United Way of the Lower Mainland, the City of Richmond and people with disabilities.

The purpose of the Society is to give people with disabilities the opportunity to participate in the community to the fullest extent of their ability and to improve their quality of life by working for inclusion, independence and empowerment.

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The following is a summary of significant accounting policies used in the preparation of the financial statements:

a) Fund accounting

The Richmond Committee on Disability records accounting transactions using the fund accounting method generally in use for non-profit organizations. A fund is determined for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations. Each fund has its own statement of operations which presents the results of operations for the fund. The financial position of the Society is shown on the statement of financial position which included the assets, liabilities and equity of all funds presented in the financial statements.

b) Property, plant and equipment

Property, plant and equipment, when acquired, are recorded as an expenditure in the related fund and are also reported on the statement of financial position as property, plant and equipment and equity in the Capital Fund at cost. Depreciation is charged to the Capital Fund on a declining basis at the following annual rates (reduced to one-half the normal rate in the year of acquisition):

Computer equipment	20%
Office equipment	20%

c) Budget figures

All budget figures were prepared by management and are unaudited.

NOTE 3: PROPERTY, PLANT AND EQUIPMENT

Property, plant and equipment consists of the following:

	<u>COST</u>	<u>ACCUMULATED DEPRECIATION</u>	<u>2004 NET</u>	<u>2003 NET</u>
	\$	\$	\$	\$
Office and computer equipment	49,645	26,603	23,042	28,802

NOTE 4: RESTRICTED FUNDS

The Society maintains a Navigating the Waters Program Fund, Department of Social Development - Special Project Fund, a Multicultural Project Fund, and a Entrepreneurs with Disabilities Project Fund.

The Navigating the Waters Program is designed to support people with disabilities on their journey towards employment, self-employment of community participation. The program is created by the Canadian Association of Independent Living Centres.

The Department of Social Development (DSD) - Special Project supports the design and creation of promotional and marketing tools for Independent Resource Living Centres across Canada. The project is funded by the Department of Social Development (formally Human Resources Development Canada).

The Multicultural Project supports research for needs pertaining to disability issues in multicultural communities. The project is funded by the United Way.

The Entrepreneurs with Disabilities Project assists people with disabilities in starting their own business. This project is funded by the Community Futures Development Association of British Columbia, Coast Capital Savings, and Western Economic Diversification.

NOTE 5: GAMING SUMMARY

The budget figures for Gaming expenses are included with the Centre. Gaming expenses has been separated for funding purposes only.

	2004	2003
	\$	\$
Revenues		
BC Gaming Commission	50,000	33,000
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Expenses		
Contracts	5,000	3,269
Office	5,773	2,981
Parking and travel	-	145
Repairs and maintenance	1,145	497
Rentals	643	1,881
Salaries and benefits	21,532	22,425
Secretarial	497	134
Supplies	697	1,554
	35,287	32,886
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Excess of revenues over expenditures	14,713	114
Balance, beginning of year	188	74
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Balance, end of year	14,901	188
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Represented by:		
Cash (Note 6)	14,793	80
Prepaid expenses	108	108
	14,901	188
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NOTE 6: RESTRICTED CASH

	2004 \$	2003 \$
Cash balance, beginning of year	80	74
Net increase of cash flows	14,713	6
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Cash balance, ending of year	14,793	80
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NOTE 7: DEFERRED REVENUE

Deferred revenue consists of the following:

	2004 \$	2003 \$
Coast Capital Savings	-	15,000
Registration fees	-	3,710
Community Futures Development Association	-	15,000
Rick Hanson Man in Motion	3,000	-
City of Richmond	5,000	-
City of Richmond	70,000	70,000
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	78,000	103,710
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NOTE 8: OTHER GRANTS

Other grants consists of the following:

	2004 \$	2003 \$
Canadian Association of Independent Living Centres (CAILC)	95,197	92,523
Rick Hanson Man in Motion	2,500	-
Partners in Organizational Development Program (POD)	3,700	-
Royal Bank Financial Group	25,000	25,000
Vancouver Sun's Children Program	5,000	-
Community Futures Development Association	15,000	-
Coast Capital Savings	15,000	16,000
Vancity Savings	5,000	-
Western Economic Diversification	30,000	-
Ronald McDonald House Charities	-	6,128
Vancouver Foundation	-	12,500
United Way of the Lower Mainland	-	17,180
Milan & Maureen Ilich Foundation	-	15,000
Moira Jones	-	5,000
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	196,397	189,331
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NOTE 9: LEASE COMMITMENTS

The Society leases business premises at Units 130 and 160, 5726 Minoru Boulevard, Richmond, BC. The annual rental charges under the term of the 3-year lease are as follows: Year 1 - \$18,000, Year 2 - \$19,800, and Year 3 - \$21,000. The lease expires June 30, 2006.