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# **ANNUAL REPORT 1996 - 97**

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## MANY THANKS FROM LITERACY B.C.

*Literacy B.C. relies on the generous support of many organizations, groups and individuals who contribute their time, energy and money to further the cause of literacy. We would like to say a special thank you to the following who made generous contributions to Literacy B.C. during the April 1996 - March 1997 period:*

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Westward Studios  
WHERE Vancouver  
Whitecap Books  
Whitespot Restaurants

*A very warm and special thank you to all the PGI Tournament participants, Canadian Bar Association golfers, and the Ski Day participants who are too numerous to mention. We would also like to thank the wonderful, committed group of people on our special events committees who make sure these events are such a success. They are: Mike Harling, Mike Labou, Robb Lucy, Stuart Monteith, Jamie Pitblado, Peggie Terry, Lori McIntosh, Roslyn Boniface.*

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## INDIVIDUAL DONORS

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NOTE: Donors represent cash donations of \$100 to \$4,000  
Contributors represent cash donations of \$5 to \$100

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This report covers the period from October 1, 1996 to September 30, 1997. It has been another very busy and productive year. Literacy B.C. has continued to grow and strengthen as the voice for literacy in our province.



**LITERACY B.C. 1996-97 BOARD OF DIRECTORS**

Melanie Austin -- Camosun  
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**LITERACY B.C. STAFF 1996-97**

Executive Director -- Linda Mitchell  
Coordinator of Training and Professional  
Development -- Mary Thompson Boyd  
Information Officer -- Sandy Middleton  
Information Assistant -- Nancy Richardson  
Secretary -- Marj Froemgen

**We gratefully acknowledge the support and encouragement of Human Resources Development Canada, National Literacy Secretariat and the B.C. Ministry of Education, Skills and Training.**

**In order to provide information, resources, support and leadership to our members, the public, government, and the media we have achieved the following:**

### **Information and referral services**

- √ provided 234 volunteers with referrals to programs in their communities
- √ maintained a current referral database of all literacy and adult basic education programs in B.C.
- √ provided Directories of agencies using volunteers, workplace programs and training programs
- √ responded to over 6,000 requests for information
- √ provided over 1000 literacy information kits to libraries, social/community agencies, employment centres and literacy programs
- √ maintained the provincial literacy resource collection

### **Support for adult learners**

Our provincial toll free number provided confidential support and referral services to 447 learners

Literacy B.C. makes sure that there are at least 4 learners on the Board of Directors. The Learners Caucus Committee of Literacy B.C. has:

- √ provided a member to the cost shared projects External Review Committee
- √ provided a member to the Board of the Movement for Canadian Literacy
- √ kept Literacy B.C. Board members informed about issues important to learners in B.C.

### **Building community partnerships and networks**

- √ piloted an electronic network and conferencing service for 70 literacy practitioners

- √ kept government informed about literacy issues identified by members. This included:
  - providing two representatives to the cost shared projects External Review Committee
  - attending national consultation on policy research in literacy, resource sharing and workforce education
- √ published 4 newsletters to keep the literacy field informed of issues, events and resources
- √ planned and coordinated the PGI Golf Tournament and SKI DAY events
- √ raised more than \$120,000 from memberships, donations and fund raising events
- √ established information and support services for workforce basic skills initiatives

- √ continued to support and develop regional literacy networks

√ established a Workforce Literacy Advisory Council to help promote and encourage workforce literacy initiatives in B.C.

### **Support and training for literacy practitioners and programs**

- √ provided information, support and workshops to existing and new community based literacy groups and organizations. This included board development, long term planning, program development, fund raising and tutor training
- √ promoted policies on Good Practice in literacy programs
- √ maintained a comprehensive provincial literacy resource centre. Distributed information to

- over 1500 requests. Developed six regional literacy resource collections
- √ coordinated the Literacy Materials Bulletin loan library
- √ provided training to 15 volunteer tutor program coordinators
- √ published a resource guide for volunteer tutor program coordinators
- √ hosted 12 regional PD events, including four related to family literacy
- √ provided fundraising training for 45 community literacy organizations
- √ published and distributed the "Walk for Literacy" book
- √ initiated 10 mentored practicums for practitioners involved in workforce basic skills programs

### **Building public awareness about literacy**

- √ provided speakers and workshops to 20 private and public sector organizations
- √ distributed 700 International Literacy Day Kits
- √ provided displays at regional and national conferences
- √ provided 21 roundtable presentations to over 500 participants across B.C. related to the International Adult Literacy Survey and the Canadian data

All of these activities would not be possible without the support of our members, funders and donors. Thank you for helping to create and build a strong network for literacy in B.C.

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To be literate is to be able to take part in the many tasks of daily life at home, at work and in our communities.

The fact is, one in three adults in British Columbia has a hard time with the everyday demands of reading, writing and using numbers. They may have trouble finding and keeping jobs. They may not be able to get the information they need to protect their health, safety or legal rights. They may not be able to read to their children as well as they would like.

Today, more than ever, people need strong literacy skills in order to keep up in our more complex world.

Founded in March 1990, Literacy B.C. is the provincial coalition of people and organizations who are interested in literacy in British Columbia.

At Literacy B.C. we believe that literacy is a human right; that literacy is everyone's business; and that we all have a part to play.

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### LITERACY B.C. MISSION

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We promote literacy, support adult learners, develop partnerships and aim to present a united voice on literacy issues.

We strive for an environment in B.C. where adults who want to learn can access programs that respond to learners' needs and provide services based on good practice.

Literacy B.C. will build and support a diverse membership in order to strengthen and increase regional and local literacy efforts in the province.

Literacy B.C. will work to make sure it has the resources to do the job.

**LABONTE • DAVID**  
**CHARTERED ACCOUNTANTS**

a partnership of incorporated professionals  
1205 - 1095 West Pender Street  
Vancouver, B.C. Canada  
V6E 2M6

REGINALD J. LABONTE, CA

MICHAEL J. DAVID, CA

**REVIEW ENGAGEMENT REPORT**

To the Directors of LBCS Literacy B.C. Society

We have reviewed the balance sheet of LBCS Literacy B.C. Society as at March 31, 1996 and the statement of revenues and expenses for the year then ended. Our review was made in accordance with generally accepted standards for review engagements and accordingly consisted primarily of enquiry, analytical procedures and discussion related to information supplied to us by the Society.

A review does not constitute an audit and consequently we do not express an audit opinion on these financial statements.

Based on our review nothing has come to our attention that causes us to believe that these financial statements are not, in all material respects, in accordance with generally accepted accounting principles as disclosed in Note 2.

**NOTES TO THE FINANCIAL STATEMENTS**

**1. NATURE OF OPERATIONS**

The LBCS Literacy B.C. Society ("the Society") was incorporated under the Societies Act of British Columbia on December 14, 1989. The Society was formed to promote literacy for all individuals and groups throughout British Columbia.

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Accrual basis of accounting**

The Society follows the accrual basis of accounting whereby revenue from grants is recognized in the period designated by the donor. Other revenues are recorded when earned and expenses are recorded when incurred.

**Fixed assets**

Fixed assets are expensed in the year of acquisition. The Society does not own any significant fixed assets.

**Donations**

The amount recorded for donations represents the donations of cash. The Society does not record the value of donated services.

**Deferred grant revenue**

The Society defers the undisbursed portion of grant funds received. Deferred grant revenue includes both designated funds and general funds.

**Statement of changes in financial position**

A statement of changes in financial position has not been prepared as it would not provide additional meaningful information.

**LBCS LITERACY B.C. SOCIETY**  
**STATEMENT OF REVENUES AND EXPENSES**  
**FOR THE YEAR ENDED MARCH 31, 1996**  
(Unaudited)

	1996	1995
<b>REVENUES</b>		
NLS grant	\$ 90,000	\$ 101,884
MOEST grant	88,331	-
Project grants	173,076	156,946
Fund raising and miscellaneous income	98,601	98,574
Donations	22,411	4,178
Interest income	1,408	740
	473,827	362,322
<b>EXPENSES</b>		
Accommodations	4,217	9,893
Accounting	8,463	6,817
Consulting fees	8,967	16,928
Equipment rental	14,123	7,412
Fund raising	33,392	32,817
Meals and travel	11,575	26,198
Office and sundry	35,541	36,479
Project expenses	143,994	74,032
Project wages	58,497	19,985
Rent	19,612	12,879
Telephone and fax	9,430	7,803
Training	1,121	3,876
Wages & Benefits	124,895	107,203
	473,827	362,322
<b>EXCESS OF REVENUES OVER EXPENSES</b>	\$ -	\$ -

**BALANCE SHEET**

(Unaudited)

**ASSETS**

	March 31 1996	March 31 1995
<b>CURRENT</b>		
Cash and short term deposits	\$ 297,430	\$ 74,633
Grants receivable	-	14,128
Accounts receivable and advances	5,848	3,120
Prepaid expenses	2,260	1,084
	305,538	92,965

**LIABILITIES**

<b>CURRENT</b>		
Accounts payable and accrued liabilities	\$ 9,865	20,098
Deferred grant revenue (Note 2)	295,673	72,867
	305,538	92,965

**EQUITY**

<b>EXCESS OF REVENUES OVER EXPENSES</b>	\$ 305,538	\$ 92,965
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