



Request for Proposals

FINANCIAL ACCOUNTING SERVICES

for the BC GAMES SOCIETY

RFP#: RFP26BCGS02

ISSUE DATE:

August 1 2025

CLOSING TIME:

Proposals must be received
by 2:00 pm Pacific Time on September 15, 2025

The provisions included in this Request for Proposal reflect the current best practices for public sector procurement and will apply to this Request for Proposal and to any subsequent contract. Submission of a proposal in response to this Request for Proposal indicates acceptance of all the provisions.

DELIVERY OF PROPOSALS: Proposals must be in English and must be submitted to the closing location noted below, and must include a copy of the **PROPOSAL SUBMISSION FORM** and **CONFLICT OF INTEREST STATEMENT** found in **Appendix A** that is signed by an authorized representative of the Proponent.

BC Bid Electronic Submission: Submit an electronic submission using BC Bid. Submissions must be in accordance with the requirements set out in the process rules of the subject RFX. Only pre-authorized electronic bidders registered on the BC Bid system can make an electronic submission using the BC Bid system.

Or

Email Submission: Submit a Submission by email. Submissions by email must be submitted to the email address specified below in accordance with the email submission instructions set out in the process rules for the subject RFX. Include the opportunity description and ID in the subject line of the email.

Regardless of submission method, proposals must be received before Closing Time to be considered.

CONTACT: Enquiries related to this RFP, including any requests for information or clarification may only be directed in writing to the following person who will respond if time permits before the Closing Time. Information obtained from any other source is not official and should not be relied upon. Enquiries and any responses providing new information will be recorded and posted to BC Bid or otherwise distributed to prospective Proponents.

CONTACT PERSON

Irene Schell, Senior Manager-Operations and Technology
operations@bcgames.org

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1. SUMMARY OF THE OPPORTUNITY

The BC Games Society, as a registered non-profit and a crown corporation, plans to **engage an accounting firm to provide financial accounting services** as detailed in this Request for Proposal.

2. RFP PROCESS RULES

2.1 Definitions

Throughout this Request for Proposals, the following definitions apply:

“Addenda” means all additional information regarding this RFP including amendments to the RFP;

“BC Bid” means the BC Bid website located at www.bcbid.ca;

“Closing Location” includes the location or email address for submissions indicated on the cover page of this RFP, or BC Bid, as applicable;

“Closing Time” means the closing time and date for this RFP as set out on the cover page of this RFP;

“Contractor” means the successful Proponent to the RFP who enters into a Service Agreement with the BC Games Society.

“Contact” means the individual named as the contact person for the BC Games Society in the RFP;

“must”, or **“mandatory”** means a requirement that must be met in order for a proposal to receive consideration;

“Proponent” means a person or entity (excluding its parent, subsidiaries or other affiliates) with the legal capacity to contract, that submits a proposal in response to the RFP;

“proposal” means a written response to the RFP that is submitted by a Proponent;

“Request for Proposals” or **“RFP”** means the solicitation described in this document, including any attached or referenced appendices, schedules or exhibits and as may be modified in writing from time to time by the society by Addenda;

“Service Agreement” means the written agreement resulting from the RFP executed by the BC Games Society and the successful Proponent;

“should”, **“may”** or **“weighted”** means a requirement having a significant degree of importance to the objectives of the Request for Proposals; and

“society”, **“the society”** means the BC Games Society.

2.2 Acceptance of Terms and Conditions

Submitting a proposal indicates acceptance of all the terms and conditions set out in the RFP, including those that follow and that are included in all appendices and any Addenda.

A proposal must be signed by a person authorized to sign on behalf of the Proponent with the intent to bind the

Proponent to the RFP and to the statements and representations in the Proponent's proposal. A scanned copy of the signed cover page of this RFP is acceptable as is a cover letter identifying the Proponent, identifying the RFP and including the signature of an authorized representative of the Proponent that confirms the Proponent's intent to be bound. For proposals submitted via BC Bid attachment of the e-bidding key to an electronic proposal constitutes the signature of an authorized representative of the Proponent and is acceptable without additional signature.

2.3 Submission of Proposals

- a) Proposals must be submitted before Closing Time to the Closing Location using one of the submission methods set out on the cover page of this RFP. Proposals must not be sent by fax. The Proponent is solely responsible for ensuring that, regardless of submission method selected, the society receives a complete Proposal, including all attachments or enclosures, before the Closing Time.
- b) For electronic submissions (BC Bid or email), the following applies:
 - (i) The Proponent is solely responsible for ensuring that the complete electronic Proposal, including all attachments, is received before Closing Time;
 - (ii) The size of each attachment must be 10 MB or less (Proponents are solely responsible for ensuring that email proposal submissions comply with any size restrictions imposed by the Proponent's internet service provider);
 - (iii) Proponents should submit email proposal submissions in a single email and avoid sending multiple email submissions for the same opportunity. If the file size of an electronic submission exceeds the applicable maximum size, the Proponent may send multiple emails for the same opportunity to reduce attachment file size to be within the maximum applicable size; Proponents should identify the order and number of emails making up the email proposal submission (e.g. “email 1 of 3, email 2 of 3...”);
 - (iv) For email proposal submissions sent through multiple emails the society reserves the right to seek clarification or reject the proposal if the society is unable to determine what documents constitute the complete proposal;

- (v) Attachments must not be compressed, must not contain a virus or malware, must not be corrupted and must be able to be opened. Proponents submitting by electronic submission are solely responsible for ensuring that any emails or attachments are not corrupted. The society may reject proposals that are compressed, cannot be opened or that contain viruses or malware or corrupt attachments.
- c) Only pre-authorized e-bidders registered on BC Bid can submit electronic bids on BC Bid. BC Bid is a subscription service (\$150 per year), and the registration process may take two business days to complete. If using this submission method, Proponents should refer to the BC Bid website or contact BC Bid Helpdesk at 250-387-7301 for more information. An electronic proposal submitted on BC Bid must be submitted using the e-bidding key of an authorized representative of the Proponent. Using the e-bidding key of a subcontractor is not acceptable.
- d) For email proposal submissions, including any notices of amendment or withdrawal referred to in Section 2.9, the subject line of the email and any attachment should be clearly marked with the name of the Proponent, the RFP number and the project or program title.
- e) The society strongly encourage Proponents using electronic submissions to submit proposals with sufficient time to complete the upload and transmission of the complete proposal and any attachments before Closing Time.
- f) The Proponent bears all risk associated with delivering its Proposal by electronic submission, including but not limited to delays in transmission between the Proponent's computer and the society's email host or BC Bid.
- g) While the society allows for email proposal submissions, the Proponent acknowledges that email transmissions can be unreliable. The Proponent is solely responsible for ensuring that its complete email proposal submission and all attachments have been received before Closing Time. If the society's email host rejects an email proposal submission for any reason, and the Proponent does not resubmit its proposal by the same or other permitted submission method before Closing Time, the Proponent will not be permitted to resubmit its proposal after Closing Time. The Proponent is strongly advised to contact the noted RFP Contact immediately to arrange for an alternative submission method if:
 - (i) the Proponent's email proposal submission is rejected by the society's email host; or

- (ii) the Proponent does not receive an automated response email confirming receipt of the email and all attachments within a half hour of the time the email proposal submission was sent by the Proponent.

An alternate submission method (file upload) may be made available by the society at their sole discretion. Proponents may contact the noted RFP contact no later than two (2) hours before the Closing Time and request a link for uploading files, and it is the Proponent's sole responsibility for ensuring that a complete proposal (and all attachments) submitted using this alternate submission method is received before the Closing Time. The society make no guarantee that the method available will ensure that a Proponent's proposal is received before Closing Time.

2.4 Additional Information

All Addenda and responses to questions from potential; Proponents will be posted on BC Bid. It is the sole responsibility of the Proponent to check for Addenda and responses on BC Bid. Proponents are strongly encouraged to subscribe to BC Bid's email notification service to receive notices of Addenda.

2.5 Late Proposals

Proposals will be marked with their receipt time at the Closing Location. Only complete proposals received and marked before the Closing Time will be considered to have been received on time. Proposals received late will be marked late and not considered or evaluated. In case of a dispute, the proposal receipt time as recorded by the society at the Closing Location will prevail whether accurate or not.

2.6 Proposal Validity

Proposals will be open for acceptance for at least 130 days after the Closing Time.

2.7 Firm Pricing

Prices will be firm for the entire Service Agreement period unless the RFP specifically states otherwise.

2.8 Completeness of Proposal

By submitting a proposal the Proponent warrants that, if the RFP is to design, create or provide a system or manage a program, all components required to run the system or manage the program have been identified in the proposal or will be provided by the Service Agreement or at no additional charge.

2.9 Changes to Proposals

By submitting a clear and detailed written notice, the Proponent may amend or withdraw its proposal before the Closing Time. Unless the RFP otherwise provides, Proponents should use a consistent submission method for submitting proposals and any amendments or withdrawals. Upon Closing Time, all proposals become irrevocable. The Proponent will not change any part of its proposal after the Closing Time unless requested by the society for purposes of clarification.

2.10 Conflict of Interest/No Lobbying

- a) A Proponent may be disqualified if the Proponent's current or past corporate or other interests, or those of a proposed subcontractor, may, in the society's opinions, give rise to an actual or potential conflict of interest in connection with the services described in the RFP. This includes, but is not limited to, involvement by a Proponent in the preparation of the RFP or a relationship with any employee, contractor or representative of the society involved in preparation of the RFP, participating on the evaluation committee or in the administration of the Service Agreement. If a Proponent is in doubt as to whether there might be a conflict of interest, the Proponent should consult with the RFP Contact prior to submitting a proposal. By submitting a proposal, the Proponent represents that it is not aware of any circumstances that would give rise to a conflict of interest that is actual or potential, in respect of the RFP.
- b) A Proponent must not attempt to influence the outcome of the RFP process by engaging in lobbying activities. Any attempt by the Proponent to communicate for this purpose directly or indirectly with any employee, contractor or representative of the society, including members of the evaluation committee and any elected officials of the society, or with the media, may result in disqualification of the Proponent.

2.11 Subcontractors

- a) Unless the RFP states otherwise, the society will accept proposals where more than one organization or individual is proposed to deliver the services described in the RFP, so long as the proposal identifies the lead entity that will be the Proponent and that will have sole responsibility to deliver the services under the Service Agreement. The society will enter into a Service Agreement with the Proponent only. The evaluation of the Proponent will include evaluation of the resources and experience of proposed sub-contractors, if applicable.
- b) All subcontractors, including affiliates of the Proponent, should be clearly identified in the proposal.

- c) A Proponent may not subcontract to a firm or individual whose current or past corporate or other interests, may, in the society's opinions, give rise to an actual or potential conflict of interest in connection with the services described in the RFP. This includes, but is not limited to, involvement by the firm or individual in the preparation of the RFP or a relationship with any employee, contractor or representative of the society involved in preparation of the RFP, participating on the evaluation committee or in the administration of the Service Agreement. If a Proponent is in doubt as to whether a proposed subcontractor might be in a conflict of interest, the Proponent should consult with the RFP Contact prior to submitting a proposal. By submitting a proposal, the Proponent represents that it is not aware of any circumstances that would give rise to a conflict of interest that is actual or potential, in respect of the RFP.
- d) Where applicable, the names of approved subcontractors listed in the proposal will be included in the Service Agreement. No additional subcontractors will be added, nor other changes made to this list in the Service Agreement without the written consent of the RFP Contact.

2.12 Evaluation

- a) Proposals will be assessed in accordance with the evaluation criteria. The society will be under no obligation to receive further information, whether written or oral, from any Proponent. The society are under no obligation to perform any investigations or to otherwise verify any statements or representations made in a proposal.
- b) Proposals from not-for-profit agencies will be evaluated against the same criteria as those received from any other Proponents.
- c) The society may consider and evaluate any proposals from other jurisdictions on the same basis that the government purchasing authorities in those jurisdictions would treat a similar proposal from a British Columbia supplier(s).

2.13 Service Agreement

- a) By submitting a proposal, the Proponent agrees that should its proposal be successful the Proponent will enter into a Service Agreement with the society on terms and conditions to be finalized to the satisfaction of the society, if applicable.
- b) Written notice to a Proponent that it has been identified as the successful Proponent and the subsequent full execution of a written Service Agreement will constitute a Service Agreement for the goods or services, and no Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events.

2.14 Service Agreement Finalization Delay

If a written Service Agreement cannot be finalized with provisions satisfactory to the society within thirty days of notification of the successful Proponent, the society may, at their sole discretion at any time thereafter, terminate discussions with that Proponent and either commence finalization of a Service Agreement with the next qualified Proponent or choose to terminate the RFP process and not enter into a Service Agreement with any of the Proponents.

2.15 Debriefing

At the conclusion of the RFP process, all Proponents will be notified. Proponents may request a debriefing meeting with the RFP Contact.

2.16 Proponents' Expenses

Proponents are solely responsible for their own expenses in participating in the RFP process, including costs in

preparing a proposal and for subsequent finalizations with the society, if any. The society will not be liable to any Proponent for any claims, whether for costs, expenses, damages or losses incurred by the Proponent in preparing its proposal, loss of anticipated profit in connection with any final Service Agreement, or any other matter whatsoever.

Further to the preceding paragraph, a proponent, by submitting a proposal, agrees that it will not claim damages, for whatever reason, relating to the agreement or in respect of the competitive process, in excess of an amount equivalent to the reasonable costs incurred by the proponent in preparing its proposal and the proponent, by submitting a proposal, waives any claim for loss of profits if no agreement is made with the proponent.

3. OVERVIEW

3.1 Responsibility

BC Games Society is a registered non-profit society under the Society Act. The BC Games Society is also a crown corporation, and as such is subject to the provincial Financial Information Act and the Auditor General Act.

The BC Games Society is the leadership organization that guides the BC Winter and BC Summer Games and prepares Team BC for national multi-sport Games. The society builds on the expertise and support of partners to create development opportunities for athletes, coaches, officials, volunteers, and communities.

A Service Agreement for financial accounting services will be signed with the BC Games Society, which will be administered by the BC Games Society. The Service Agreement will be developed with the successful proponent utilizing either their standard agreement or one drafted by the BC Games Society. See Appendix L for components to be included in the Service Agreement.

3.2 Descriptions and General Information

- (a) The BC Games Society establishes an annual budget, within the requirements of the Province of BC.
- (b) As a crown corporation, the BC Games Society is required to submit various reports to Government. See Appendix I for reporting timelines.
- (c) Financial records for the BC Games Society and each BC Winter and BC Summer Games host society are distinct and separate. Each host society, which is essentially a franchise of the BC Games Society, becomes a registered as non-profit society, establishes a budget, and manages their finances independently but under the direction and approval of, and within the parameters established by, the BC Games Society.
- (d) Aspects of the planning and operations of the Games that are paid for by the BC Games Society (e.g. transporting participants to/from the Games, costs for staff to the host society) are accounted for within the BC Games Society budget. Items that are paid by the host society (e.g. costs of medals, costs of the audit, etc.) are invoiced to the host society.
- (e) An overview of the BC Games Society and BC Winter and BC Summer Games host society are provided in Appendix F.

- (f) The most recent audited financial statement for the BC Games Society is provided in Appendix G.
- (g) BC Games Society Annual Service Plan and Annual Service Plan Reports are provided in Appendix H. Note that these are documents that are required based on the status of the BC Games Society as a crown corporation.
- (h) Society Structure
 - i. Organization chart of the BC Games Society is provided in Appendix D.
 - ii. Appendix E lists the current members of the Board of Directors, senior management, the BC Games Society Audit Committee Members, and Auditor.

3.3 Key Financial Systems

The BC Games Society currently uses QuickBooks Online to manage the society's accounting records. Payroll is managed via Payworks and not integrated into QuickBooks. Excel is used by staff for the preparation of the monthly internal financial statements of actuals compared to the budget.

3.4 Financial Management

The overall responsibility for financial management of the BC Games Society rests with the President and CEO, Alison Noble.

3.5 Budget and Audit Oversight

Members of the BC Games Society Board of Directors form the society's Finance Committee. The Finance Committee meets three times per year to receive financial reports of actuals compared to the budget. These financial reports are presented by the Finance Committee to the Board for approval (three times per year).

The society has an Audit Committee made up of individuals with financial expertise/experience as well as the Chair of the Finance Committee. The Audit Committee is charged with the responsibility of reviewing the annual audited financial statements prior to submission to the Finance Committee and then to the Board of Directors. The Audit Committee meets once annually.

3.6 Financial Management

BC Games Society staff manage and oversee the day-to-day financial records, banking, some aspects of the bookkeeping, budgeting, internal financial reporting, and analyses for the completion of the Society's financial statements. .

The contracted accounting firm completes the majority of the bookkeeping as well as month end reconciliations, financial reporting to the Provincial Government, financial reporting to Federal Government (GST reporting), and the preparations of the audit file for the Auditor.

3.7 Internal Controls

The BC Games Society's Financial Administration Manual outlines the internal controls and approvals. The table of contents for the current version is provided in Appendix J.

3.8 Financial Magnitude

A copy of the 2024/25 audited financial statements for the BC Games Society is provided in Appendix G. In addition to the financial information contained in the statements, please note the following:

Payroll	full-time employees: 11
	part time employees: 0
Non payroll cheques/e-transfers issued	600
Invoices paid	600
Types of Inventories:	Games supplies

3.9 Role of the Province of BC

Staff of the BC Auditor General may represent the Auditor General in formal meetings with the BC Games Society's Board of Directors, be involved in discussions with the Auditor about the audit plan, participate in the review of the format and content of the BC Games Society's draft financial statements, and/or be involved in discussions with the Auditor about the audit report before it has been signed by the Auditor.

Ministry staff meet with BC Games Society staff on a regular basis to review drafts of the mandatory financial reports before they are submitted. See Appendix I for government reporting timelines.

3.10 Financial Audit

A request for proposal for the society's auditor is issued every five years. The most recent appointment was made in June 2025 and will include BC Games Society audits for 2025/26 through to 2029/30. See Appendix E for details. The audit firm is excluded from responding to this RFP..

The Auditor:

- (a) prepares an audit report addressed to the Board of Directors of the BC Games Society having format and content consistent with GAAS;
- (b) provides signed copies of the report on the BC Games Society to the Comptroller General and the Auditor General of British Columbia in sufficient time to enable them to meet the prescribed reporting requirements of the Government of British Columbia.

3.11 Key Audit Dates

See Appendix K for a sample of the audit preparation timeline.

4. TERMS AND SCOPE

4.1 Term of Service Agreement

The Service Agreement will be for a period of approximately three-and-a-half years, commencing on November 15, 2025 with the bookkeeping and month end for October 2025 and concluding with the completion of the society's audit file preparations for the 2028/29 fiscal year audit. The fiscal year of the BC Games Society is April 1 to March 31.

The Contractor will:

- Be an independent contractor and not the servant, employee or agent of the Society and will ensure that all personnel hired to provide the Services to the Society are employees of the Contractor and not of the SOCIETY.
- Comply with all applicable municipal, provincial, and federal laws.
- At all times, maintain a standard of care, skill, and diligence in the performance of the Services.

- At all times treat as confidential, all information or material supplied to, or obtained from, the Society and will not permit the publication, release or disclosure of the same without the prior written consent of the Society.
- Ensure that all persons employed in connection with the provision of the Services are competent to perform them, adequately trained, fully instructed, and supervised.
- Establish and maintain time records and books of accounts, invoices, receipts, and vouchers of all expenses incurred.
- Provide the Society with proof of professional liability insurance.

4.2 Scope of the Service Agreement

Based on instructions from the Society, requirements of the Government, and/or stipulations of the audit, the Contractor will provide the following services:

- Supply all labour, materials, training, and/or approvals necessary to provide the services, at its own expense.
- Complete all work associated with the preparation of the year end of March 31 as well as the working paper file and draft financial statements for presentation to the Independent Auditors. This file and statements will be prepared after making adjustments for year-end journal entries on a modified accrual basis, in accordance with the accounting policies as laid down in the notes of the financial statements.
- Complete Provincial Government reports that the Society as a crown corporation is required to submit. The reports are drafted and provided to the Society for review and approval. Once finalized, the Contractor will submit the reports to respective Government office in time to meet the established deadlines. These reports consist of the reports outlined below (see Appendix I for draft timelines):
 - SOFI under the Financial Information Act (FIA)
 - Quarterly Budget Forecasts and Projections
 - Quarterly Financial Results (Government App C)
 - Quarterly Asset Retirement Obligation report due with the submission of the Government App C noted above
 - Related-party declaration and stub period reporting after year-end
- Assist, as needed, and requested by the Society with:
 - the preparation of the Financial Report for the Service Plan
 - the preparation of monthly internal financial reports of actuals compared to budget for use of management
 - the preparation of financial reports of actuals compared to budget for presentation to the Finance Committee and Board (three times per year)
 - all other miscellaneous Government requests and correspondence such as asset retirement obligation, and related-party disclosure, etc.
- Provide monthly bookkeeping services, including:
 - Process purchases and payments to vendors and suppliers semi-monthly as coded and provided by Society staff.
 - Data entry in QuickBooks Online from monthly bank and credit card statements;
 - Bank and credit card reconciliations monthly.
 - Prepare supporting documents and working papers for all material balance sheet accounts.
- Ensure accounts receivable and accounts payable are up to date and, on a quarterly basis, review this with Society staff to consider actions required.
- Complete GST returns and reports on a quarterly basis, including filing all relevant materials and corresponding with the Canada Revenue Agency where needed.

- All appropriate Contractor staff to attend an onboarding meeting with the Society after the appointment is confirmed to:
 - review the Society processes and systems
 - discuss and establish timelines
 - consider adjustments to processes and systems and/or other support needed by Society staff, as applicable
- Meet with Society staff on a quarterly basis to:
 - discuss adjustments to the bookkeeping system, financial statements, the general ledger, coding, and the budget, as appropriate, keeping in mind the systems are designed for management control purposes.
 - plan and prepare for the year end and audit.
- Upon request of the Society:
 - attend Finance Committee meetings, any other meetings related to financial matters.
 - attend meetings with government to represent the Society as its part-time controller and/or to assist the Society's management team for financial presentations to Government (up to a maximum of 3 meetings per year and/or 5 hours, whichever is lesser) (requirements over and above will be invoiced by the Contractor at the rate agreed upon in the Service Agreement).

4.3 Additional Services

Upon the request of the Society, the Contractor maybe asked to:

- assist with the preparation of the annual budget.
- extend services specified with respect to taxation, data processing, management accounting, business valuations and other areas of which the Contractor is involved professionally and shall be available for advice or assistance. These services may change from time to time to suit the current requirements of the Society.
- assist with running semi-monthly payroll and posting related journal entries.
- assist with reconciliations of petty cash, RSP non-vested accounts, assured loading accounts, etc.
- other financial management and/or reporting assistance.

When the Contractor provides such additional services, the Contractor will invoice the Society at the rate agreed upon in the Service Agreement.

5. PROPOSAL REQUIREMENTS

5.1 Closing Time

The proposal must be received by 2:00 pm, Pacific Time, on September 15, 2025 as the directions provided on the cover page of this RFP.

* if proposal document(s) exceed size for emailing (see section 2.3b), contact the BC Games Society for the link to a secure site where proposal document(s) can be uploaded.

5.2 Late Proposals

Late proposals will not be accepted and will be returned unopened to the sender.

5.3 Proposal Submission

The following format and sequence should be followed to provide consistency in proponents' responses and to ensure each proposal receives fair consideration. All pages should be consecutively numbered.

- Proposal Submission Form and Conflict of Interest Statement – Appendix A.
- Letter of Introduction: one page, SIGNED by the authorized signatory of the proponent which will bind the statement(s) made in the Proposal.

- Table of contents for proposal, including page numbers.
- Executive Summary: include a narrative demonstrating the proponent's understanding of the Audit Services and highlighting key features and benefits of the Proposal.
- The body of the proposal, addressing all factors identified in the Section 6 – Evaluation of Proposals, in the same order as they are described in Section 6.5.
- Proposed Team Mix and Hours – Appendix B.
- Schedule of Prices - Appendix C.
- References: provide three (3) references, with complete contact information, for the supply and delivery of similar financial accounting services.
- Additional information that the proponent may choose to provide.

Note: Failure to address all criteria will impair the proposal. The proposal evaluation team is not obligated to seek clarification of vague or incomplete information.

5.4 Enquiries

All enquiries related to this Request for Proposal will be posted on BC Bid. Questions will be answered via BC Bid so that all parties interested can see any additional information or clarifications provided. Information obtained from any other source is not official and should not be relied on. It is the responsibility of each proponent to check the BC Bid website for updates.

6. EVALUATION OF PROPOSALS

6.1 Evaluation and Selection

The BC Games Society expressly reserves the following rights:

- to accept any proposal;
- to reject any and/or all proposals;
- to accept a proposal which is not the lowest price;
- to make decisions with due regard to quality of service, experience, compliance with requirements and any other such factors as may be necessary in the circumstances;
- to work with any proponent whose proposal, in the opinion of the Society, is in the best interest of the Society;
- to cancel or reissue the RFP without any changes, if only one compliant response is received, and/or if the fees submitted exceed the estimated budgets; and/or
- to cancel this proposal at any time and for any reason, and will not be responsible for any loss, damage, cost or expense incurred or suffered by any Proponent as a result of that cancellation.

All proposals will be checked against the mandatory requirements (see section 6.4). Proposals not meeting all mandatory requirements will be rejected without further consideration. Proposals that meet all the mandatory requirements will be assessed and scored against the criteria for assessment.

Only the information contained in the proposal will be used to evaluate the proposal.

The selection committee may request that a short list of proponents attend an interview as part of the selection process.

6.2 Unsuccessful Proposals

At the conclusion of the Request for Proposal process, all proponents will be notified. Unsuccessful proponents may request a meeting with BC Games Society staff.

6.3 Estimated Timeframes

The following timetable outlines the anticipated schedule for the Request for Proposal process and signing an agreement. The timing and the sequence of events resulting from this Request for Proposal may vary and shall ultimately be determined by the Board.

Event	Anticipated Date
Request for Proposal issued	August 1, 2025
Request for Proposal closes	September 15, 2025
Review Committee evaluates proposals and reports to Finance Committee	by or before October 5, 2025
Finance Committee considers Review Committee's recommendations	by or before October 15, 2025
BC Games Society's Board of Directors approves recommended Accounting Firm	by or before October 22, 2025
Applicants are advised of decision via email	by or before November 1, 2025
Service Agreement developed and signed	by or before November 15, 2025
Service delivery starts	on or about November 15, 2025

6.4 Mandatory Requirements

Proposals not clearly demonstrating that they meet the mandatory requirements noted below will receive no further consideration during the evaluation process.

- The proposal must include the completed Proposal Submission Form and Conflict of Interest Statement (Appendix A) or a reasonable facsimile of this form that includes all information on this form.
- The proposal must be received by the specified closing date and time in hardcopy at the location specified or via email to the determined email address.
- The proposal must be signed by a person authorized to sign on behalf of the proponent.
- The proposal must be in English.
- The proponent must complete and submit the Proposal Submission Form and Conflict of Interest Statement

6.5 Weighted Criteria

Proposals meeting the mandatory requirements will be assessed by a Review Committee allocated to the following categories:

- Capability of the proposed accounting team,
- Proposed strategy, and
- Price.

As the Review Committee will score proposals based on the allocation of specifics provided on the following page, proponents are encouraged to address these details in their submission.

Weighted Criteria	Weight
Capability of Proponent	55%
(a) the location and size of the proponent. Include any additional staff required by the firm to carry out the work outlined as part of this RFP. (Provide resumes of the key members of the proposed team)	
(b) the proposed team's experience and capabilities with financial management and audit file preparations of organizations similar to the BC Games Society (size and type). Include experience with the preparation of financial reporting for similar public bodies. Include details of skills or experience which are directly relevant to the capacity of the team to conduct the required work for the BC Games Society	
(d) the availability of resources to ensure deadlines are met in a timely manner	
(e) the proposed team's degree of familiarity with the extensive body of authoritative literature that is unique to the public sector	
(f) information on contributions made by the proponent in improving the financial administration of other public sector entities	
(g) quality assurance, quality control, and peer review programs within the firm	
(h) the proponent's internal risk management techniques for liability, personnel, and business loss exposures as they apply to the proponent's operations and business practices	
(i) policies on notification to clients of changes in key personnel, and staff continuity on the services provided	
Proposed financial management strategy	25%
(j) general financial management and audit file preparation strategies and methodology proposed	
(k) the depth of the perceived needs and understanding of the key issues facing the BC Games Society, the implications of those issues for its financial management and audit file preparations, and particular strategies and methodology including, but not limited to: <ul style="list-style-type: none"> • general plan • substantive procedures to be undertaken • compliance procedures to be undertaken • report deliverables 	
(l) a time budget, including estimated total hours for all members of the proposed financial team, (completed PROPOSED TEAM MIX AND HOURS (Appendix B) or all information provided)	
Fee for Service	20%
(m) the maximum cost for which the requested work will be performed for each year of the term of the appointment. These amounts should include professional fees of all staff identified to be part of the team as well as estimated out-of-pocket expenses. Completed SCHEDULE OF PRICES (Appendix C) or all information from this form provided	
Total	100%

**BC GAMES SOCIETY
REQUEST FOR PROPOSAL for ACCOUNTING SERVICES
PROPOSAL SUBMISSION FORM and CONFLICT OF INTEREST and INDEPENDENCE
STATEMENT**

Firm Legal Name	
Office Location (Address and City)	
Mailing Address with City and Postal Code	
Email Address	
Website	
Firm Phone Number	
Main Contact Person	
Contact Email Address	
Contact Phone #	
WorkSafe BC Registration Number	

The Proponent has read and agrees to all instructions, and provisions, contained in the Request for Proposal and confirms acceptance of the instructions and provisions, and agreement to be bound by the statements made in the Proposal. The Proponent:

- a) has carefully read and examined the entire Request for Proposals;
- b) has conducted such other investigations as were prudent and reasonable in preparing the proposal; and
- c) agrees to be bound by the statements and representations made in its proposal.

By completing this form and submitting a proposal for consideration, the Proponent, including its officers, employees, and any person, sub-contractor, or other entity working on behalf of, or in conjunction with, the Proponent on this procurement process:

- ☐ is free of any conflict of interest that could be perceived to improperly influence the outcome of this procurement process.
- ☐ has not, and will not, participate in any improper procurement practices that can provide the Proponent with an unfair competitive advantage including obtaining and using insider type information to prepare a solicitation offer or participating in bid rigging.
- ☐ is independent from the BC Games Society and is not employed by, contracted by, in partnership with, or otherwise associated with or engaged with the BC Games Society.
- ☐ does not have any actual, perceived or potential conflict of interest regarding this procurement process. If an actual, perceived or potential conflict of interest does exist, a separate document outlining the reason for the conflict of interest must be provided as part of the Proponent's proposal.

Proponents should ensure that all requirements of this RFP are dealt with in their Proposal and that all materials and products proposed comply with the specifications therein.

Person authorized to contract on behalf of Proponent

Print Name

Title

Signature

Date Signed

**BC GAMES SOCIETY
REQUEST FOR PROPOSAL for ACCOUNTING SERVICES
PROPOSED TEAM MIX AND HOURS**

Use this form, or a separate document, to provide details of the staff who would be involved with providing services under the Service Agreement with the Society. A separate copy of this form (or separate document) should be provided for each year of the contract, where the proposed hours differ. The hours to be worked by each member of the team should be clearly identified.

Name of Firm: _____

Year(s) of Contract: _____

	HOURS					
	Monthly Bookkeeping and AP/AR	GST Filing	Provincial Government Reporting	Audit File Preparations	Review and Reporting	Total
Assigned Partner						
Review Partner						
Sector Specialists						
Managers						
Professionals						
Students						
Other Expert or Specialist Assistant (Detailed by category e.g., EDP)						
Totals						

**BC GAMES SOCIETY
REQUEST FOR PROPOSAL for AUDIT SERVICES
SCHEDULE OF PRICES**

Name of Firm: _____

Use this form or a separate document, to provide the total price that reflects the full cost, exclusive of taxes, in Canadian dollars for the Accounting Services as specified in this Request for Proposal. A Schedule of Prices must be completed and accompany the Proposal submitted.

Fiscal Year	2025/26	2026/27	2027/28	2028/29
Monthly Bookkeeping and AP/AR	\$	\$	\$	\$
GST Filing				
Provincial Government Reporting				
Audit File Preparations				
Review and Reporting				
Other fees, specify _____ (attach separate document, if necessary)				
Other fees, specify _____ (attach separate document, if necessary)				
Other fees, specify _____ (attach separate document, if necessary)				
Other fees, specify _____ (attach separate document, if necessary)				
Total:	\$	\$	\$	\$

Other

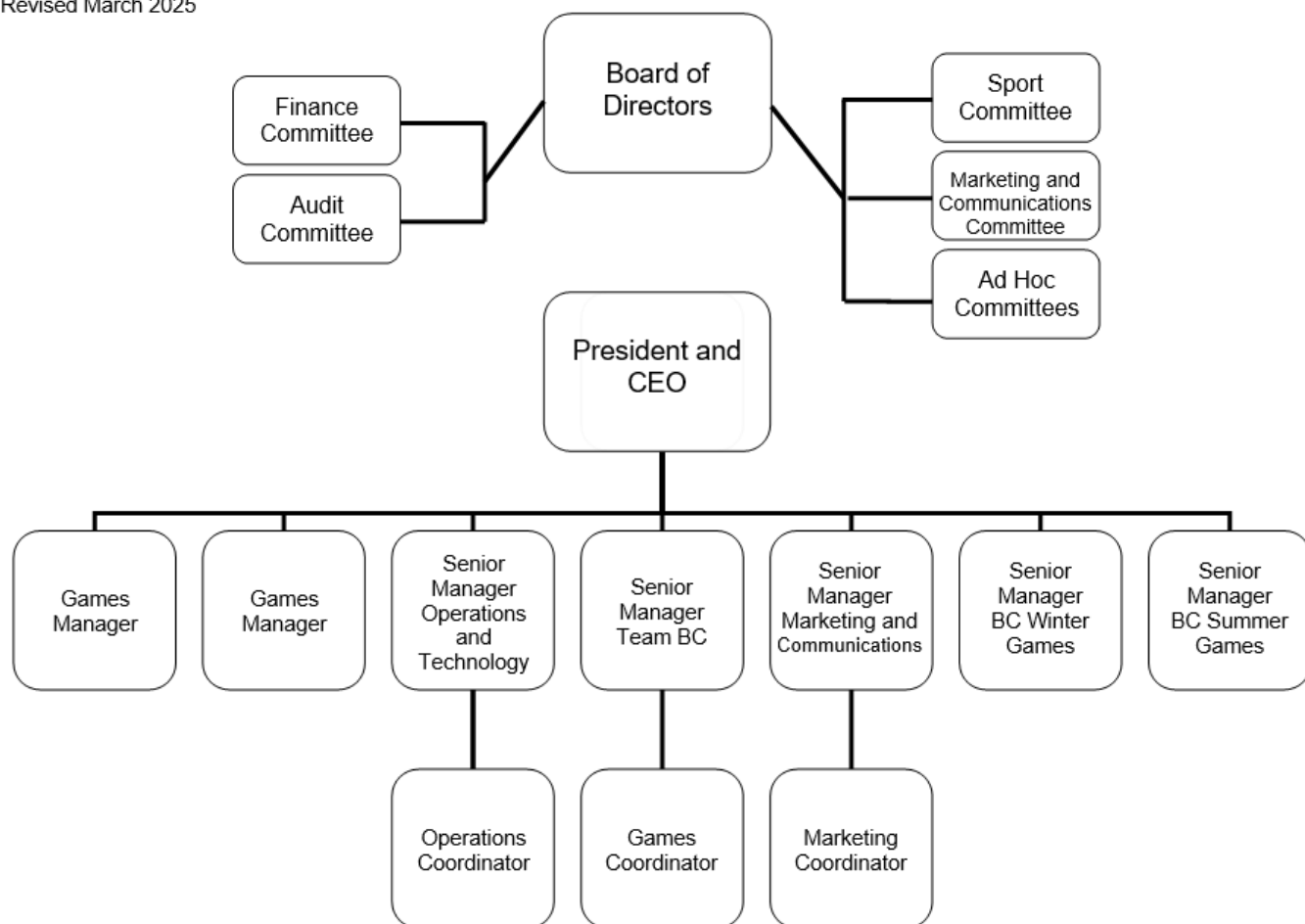
Hourly rate for additional services outside of the services outlined in the agreement, by level of staff providing the services. Specify: _____ (attach separate document, if necessary))	\$
---	----

BC Games Society



Revised March 2025

BC Games Society
Organizational Structure



Appendix E
BC Games Society Board Members
Audit Committee Members
Senior Management
Auditor

Board of Directors	
Chair	Niki Remesz
Director	Maxine Blennerhassett
Director	Kylah Bryde
Director, Chair Finance Committee	Francis Cheung *
Director	Lisa Craik
Director	Sue Griffin
Director	Clint Hamilton*
Director	Buzz Manuel
Director	Josh Olson
Director	Doug Ross*
Director	Amy Schneider*
Director	Janet Stewart *
Director	Mindy Stroet
Director	Christine Ulmer
Director	Latasha Williams

* denotes membership on Finance Committee

Audit Committee	
Chair	Liette Bates-Eamer
Member	Francis Cheung
Member	Maureen McCurdy
Member	Fran Styeck

Senior Management	
President and CEO	Alison Noble

Auditor	
Dusanj & Wirk	Reappointed in 2025 for audits through to 2029/30 year end

Appendix F
BC Games Society Overview
Hosting Overview



BC Games Society

Overview

Updated June 2025



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BC Games Society Overview

Since 1978, the BC Games Society has been staging the BC Winter and BC Summer Games. As a provincial multi-sport event, the BC Games provide developing high performance British Columbia athletes with their first multi-sport games experience as part of their sport's long-term development pathway to international podiums. These two events are British Columbia's largest multi-sport competitions for developing young athletes.

The purpose of the BC Summer and BC Winter Games is:

"To provide an opportunity for the development of athletes, coaches, and officials in preparation for higher levels of competition in a multi-sport event which promotes interest and participation in sport and sporting activities, individual achievement and community development."

The Vision of the BC Games Society is:

"We strive to inspire exceptional experiences through sport."

The Mission of BC Games Society is:

"The BC Games Society is the leadership organization that guides the BC Winter and BC Summer Games and prepares Team BC for national multi-sport Games. We build on the expertise and support of partners to create development opportunities for athletes, coaches, officials, volunteers, and communities."

Past and future BC Winter and BC Summer Games:

Year	Winter	Summer	Year	Winter	Summer
1978	-	Penticton	1996	North Vancouver	Trail-Castlegar
1979	Kamloops	Richmond	1997	Campbell River	Burnaby
1980	Kimberley	Kelowna	1998	-	Ridge Meadows
1981	Prince George	Comox Valley	2000	Quesnel	Victoria
1982	Trail	Vernon	2002	Williams Lake	Nanaimo
1983	Revelstoke	Maple Ridge	2004	Port Alberni	Abbotsford
1984	Fort St. John	Burnaby	2006	Trail	Kamloops
1985	Osoyoos/Oliver	Nanaimo	2008	Kimberley-Cranbrook	Kelowna
1986	Terrace	Cranbrook	2010	Terrace	Township of Langley
1987	Fernie	Delta	2012	Greater Vernon	Surrey
1988	Dawson Creek	Oak Bay/Greater Victoria	2014	Mission	Nanaimo
1989	Nelson	Surrey	2016	Penticton	Abbotsford
1990	Penticton	Prince George	2018	Kamloops	Cowichan Valley
1991	Duncan/North Cowichan	Coquitlam	2020	Fort St. John	Maple Ridge *
1992	Greater Vernon	Port Alberni	2022	Greater Vernon ** (hosted in 2023)	Prince George
1993	Kitimat	Chilliwack	2024	Lhtako Quesnel	Maple Ridge
1994	Smithers	Kelowna	2026	Trail-Rossland	Kelowna
1995	Comox Valley	Penticton	2028	Kamloops	Penticton

* cancelled due to COVID-19

** postponed due to COVID-19

BC Games Society Board of Directors

A community-based Board of Directors is appointed by the Minister of Tourism, Arts, Culture and Sport to lead the BC Games Society. The Board is responsible for reviewing, on an annual basis, overall BC Winter and BC Summer Games budgets, policies and rules, and financial and operating reports.

The Chair of the Board is Niki Remesz (Kamloops). Members of the Board are Maxine Blennerhassett (Vancouver), Kyla Bryde (Fort St. John), Francis Cheung (Langley), Lisa Craik (Maple Ridge), Sue Griffin (West Vancouver), Clint Hamilton (Victoria), Buzz Manuel (Douglas Lake), Josh Olson (Mission), Doug Ross (Vernon), Amy Schneider (Victoria), Janet Stewart (Vancouver), Mindy Stroet (Prince George), Christine Ulmer (Kelowna), and Latasha Williams (Masset).

BC Games Staff

The BC Games Society employs staff to provide event management support to host societies, maintain relations with the Ministry responsible for Sport and the Provincial Sport Organizations, acquire and service Provincial Partners, and administer the affairs of the society.

BC Games Society staff are involved in varying degrees with as many as six host societies at any one time.

Staff includes President and CEO Alison Noble; Senior Managers Irene Schell (Operations and Technology), Andrew Pitre (Games-Winter), Kyler Nurmsoo (Games-Summer), David Conlin (Marketing and Communications), and Jarret Poitras (Team BC); Games Manager Juli Prokopchuk Brattan (Winter); and Coordinators Samantha Postle (Games), Andres Marquez-Velasco (Marketing), and Riki-Lee Jessup (Operations).

Various BC Games staff work with each host society from the time the Board is formed through to the distribution of the Legacy Fund after the Games.

BC Games staff share with volunteers the collective experience of the Games from past volunteers and from the perspective of the BC Games Society. They have worked on a multitude of event beyond the BC Games, including 55+ BC Games, Canada Games, Olympic and Paralympic Games, and Invictus Games. Staff will be in your community on a regular basis leading up to the Games and for the duration of the Games. They are part of your overall team that will plan and stage the Games.

President and CEO

Alison Noble, President and CEO of the BC Games Society, has the overall responsibility for the staging of the BC Winter and BC Summer Games. She works with the host society, the provincial government, and private industry in all aspects of publicity, services, and the administrative and financial operations of the BC Games.

If in the view of the President and CEO, decisions are being made by the host society that are not consistent with the overall standards of the BC Games, she will have the right to veto any such decisions and enforce whatever policy is necessary.

BC Games Society Culture of the Games

The Culture of the Games outlines and describes the expectations of those associated with the Games. This includes policies, codes of conduct, and information that help individuals know what is expected of them. It encompasses all safety and safe sport aspects of the Games and strives to inspire everyone to consider the roles they play in shaping the Games experience for everyone.



The BC Games Society believes that everyone associated with the Games and Team BC:

- has the right to participate in an environment that is supportive, positive, respectful, accessible, and that contributes to exceptional experiences
- has the responsibility to contribute in a positive way to the experiences of everyone involved in the BC Games and Team BC

As the planning for the Games unfold, BC Games Society staff will bring forward discussions about the Culture of the Games. More information can be found at bcgames.org.

Sport Selection

For sports to be included in the BC Games, the respective Provincial Sport Organizations (PSOs) must have applied and met the Core Sport criteria approved by the BC Games Society Board.

Each sport organization must demonstrate how the BC Games fit into their sport development pathway and how they use the Games as an integral part of their athlete, coach, and officials' development. Some of the key principles for inclusion in the Games are province-wide participation and inclusivity - including opportunities for athletes with a disability and gender equity. In addition, the BC Games are generally a one-time opportunity for all participants (a possible two-time experience for athletes with a disability).

Each sport is granted inclusion into one Games and is evaluated against the Core Sport criteria after the Games to determine their inclusion in the next Games.

The BC Games are an entry point to the performance pathway and are high profile competitive opportunities for Provincial Sport Organizations to incorporate into their Long-Term Development models. The competition at the Games is generally in the higher end of the Learn to Train or lower end of the Train-to-Train stage for each sport.

The Sport Package, which lists the sports included in your BC Games, as well as the number of participants allocated to each sport, is determined by the BC Games Society's Sport Committee. The Sport Package for the 2026 BC Summer Games and will be available in the Spring of 2025 on our website – bcgames.org. The technical packages, which outline the age range of the athletes, events, eligibility restrictions, and competition rules, etc. for each sport are released by fall of 2025 on the BC Games website.

While exact numbers vary from Games to Games, generally there are 2,800-3,500 participants involved in each BC Summer Games and 1,200-1,800 participants in each BC Winter Games. Games participants include athletes, coaches, and officials.

BC Games Zone Structure

For the purposes of registration for the Games, the province is divided into eight zones as follows:

Zone	Zone Colour	Zone #
Kootenays	Yellow	Zone 1
Thompson-Okanagan	Red	Zone 2
Fraser Valley	Light Blue	Zone 3
Fraser River	Orange	Zone 4
Vancouver-Coastal	Dark Green	Zone 5
Vancouver Island-Central Coast	Light Green	Zone 6
North West	Purple	Zone 7
Cariboo-North East	Dark Blue	Zone 8

The BC Games and the Sport Sector

The Provincial or Disability Sport Organization (PSO/DSO) for each sport in the Games is a partner of the BC Games Society. This partnership is formalized through a memorandum of understanding and partnership agreement that both parties are accountable to.

The PSO/DSO appoints staff and/or volunteers to support the Games. These include a Provincial Advisor, a Sport Chair, and Zone Representatives.

The Provincial Advisor serves as the technical representative for the BC Games and works with BC Games staff to confirm the technical aspects of competition and can make binding decisions on behalf of his or her sport organization.

The Sport Chair is a sport volunteer from your local community, selected by the Provincial Advisor. The Sport Chair prepares, in cooperation with BC Games Society staff, the Provincial Advisor, and host society volunteers, all aspects of his or her sport for the BC Games. They are managed by the Sport Directorate.

Each sport also names one Zone Representative in each zone who oversees the zone qualification process and registers participants for the Games.



BC Games Hosting Overview

The Host Society: From Bid to Legacy

Updated April 2025



Hosting the BC Games

As a provincial multi-sport event, the BC Games provide developing high performance British Columbia athletes with their first multi-sport experience as part of their sport's long-term development pathway to the Olympic and Paralympic and other international podiums.

The BC Games also present an opportunity for communities around British Columbia to successfully stage a major event.

The Games, therefore, serve a dual purposes: a multi-sport experience and development opportunity for athletes, coaches, and officials, and a unique development opportunity for communities around the province.

Bid Process

Host communities for the BC Winter and BC Summer Games are selected based on a bid process, which is held every four years. Four host communities, two for BC Summer Games and two for BC Winter Games, are announced as part of each bid process. Communities interested in hosting the BC Games are asked to prepare a formal bid application for submission to the BC Games Society.

Bid applications are reviewed by a committee of BC Games Society board members and staff. All host communities that are part of the bid cycle are announced by the Minister of Tourism, Arts, Culture and Sport (or a representative).

Host communities are named between three and five years prior to the Games. The Games are named in advance to help communities prepare, but also so that Provincial Sport Organizations can, if necessary, build local capacity in their sport.

Local Board Selection

Approximately 20 months prior to the Games, the BC Games Society President and CEO works with the hosting municipality's Mayor and senior Parks and Recreation staff to form a Nominations Committee, chaired by the Mayor. The Nominations Committee identifies a President and Vice President and together they recruit a Board of Directors based on the organizational structure provided by the BC Games Society.

Liaisons are also appointed to the Board to assist with the planning. These can include Municipal staff; School District staff; representatives from local First Nations and others that best reflect the community.

Host Society

Once the Board is in place, BC Games staff lead an orientation session that includes general information about the BC Games, their specific Games, Games timelines and processes, and outlines the requirements of the host society as a franchise (also see the "Franchise Rights and Requirements" section of this document).

The Board will then complete the process to incorporate as a non-profit society and put key policies and processes in place to guide their work as they plan for the Games.

The Board works closely and collaboratively with staff of the BC Games Society to ensure the successful operation of the BC Games.

Indigenous Community Engagement

Together with BC Games staff, the host society will engage the local Indigenous community. There are many opportunities and ways to build and foster this connection, which include but are not limited to being named as a Provincial Partner, to integration of language in branding, to a liaison role on the Board. BC Games staff will assist the President and Vice President in forging this relationship.

Funding and Budgeting

Each host society will sign an *Agreement for Financial Assistance* (AFA) with the BC Games Society. This document outlines the parameters for hosting the Games as well as the details of the funding being provided by the BC Games Society.

The BC Winter and BC Summer Games are funded provincially through the Ministry of Tourism, Arts, Culture and Sport and municipally through the support of the hosting local government. Private sector funding comes from the BC Games Provincial Partners as part of the grant received from the BC Games Society as well as from local businesses and organizations that are recruited as Friends of the Games.

The budget for each BC Games is developed by the host society President, Vice President, Director of Administration, and Budget Chair (Administration) and is approved by the BC Games Society President and CEO. The budget will use a standard chart of accounts and is a cash-only budget comprised of:

1. The grant from the BC Games Society.
2. A grant from the hosting municipality, as stipulated in the Council resolutions submitted with the bid for the Games.
3. Cash contributions raised from local businesses through the Friends of the Games Directorate.

Note that while in-kind contributions that directly offset budget lines will reduce the amount of cash needing to be raised, in-kind donations are not part of the budget.

Once your host society is incorporated, and a bank account has been established, the BC Games Society will begin providing installments of the funding for the Games.

Legacy

There are a number of legacies that result from hosting the BC Games.

1. **Economic Impact:** Most of the host society budget will be spent directly in the local community. In addition, many visitors will come to your community as either BC Games participants or spectators and spend money in hotels, restaurants, and other businesses. These elements contribute to the economic impact of the Games. Economic impact studies have shown that as much as \$2.6 million is spent in communities hosting the BC Winter or BC Summer Games.

While there has been no study done, there is every reason to suggest that many BC Games participants and spectators will return to your community at a later date, providing what might be considered additional “legacy” benefits.

2. **Financial Legacy:** A financial legacy comprised of commissions from merchandise sales, interest, and 50% of budget savings*, will be distributed approximately 10 months after the BC Games.

The host society President and Vice President will form a Legacy Committee to work in consultation with the BC Games Society to determine how the Legacy Fund will be distributed. This may include grants to sport and recreation groups through an application process, purchase or contribution toward purchase of capital assets, scholarships, or other options. The BC Games Society requires that 75% of the Legacy Fund goes to sport projects/organizations (the remaining 25% may be allocated to recreation, arts, or other community initiatives).

3. **Impact on Individuals:** Apart from the financial benefits generated prior to and during the BC Games, there is a significant “living” legacy as well. Thousands of participants (athletes, coaches, and officials) benefit from the opportunity to attend a multi-sport games, which may be a step on their development path in sport. While making the Games possible, the thousands of individuals who volunteer are also impacted: they may have made new friends, gained new experience, and/or enhanced skills they already had and their contributions and related social and skill enhancements, collectively, generate a pride that is beneficial to the future of your community.
 4. **Upgrades:** As a result of equipment purchased and/or upgrades/modifications to facilities necessary for the sport competitions at the Games, there is a legacy for sport in the community. This can range from major facility upgrades, to purchase of major competition equipment (i.e. competition mats), to purchase of balls and other small equipment, which are left to a local club or organization for use after the Games. While costs for major facility upgrades are usually covered by the city (as part of their commitment to host the Games), the BC Games Powering Potential Fund and the host society Games budget covers smaller items, and equipment purchases collectively ranging from \$80,000 to \$150,000.
- * After the Games and at the conclusion of the audit, 50% of the budget savings is provided to the BC Games Society to support the ongoing legacy of the Games (such as the upkeep of the Games inventory) and 50% becomes part of the Legacy Fund.

Franchise Rights and Requirements (or Host Society as a Franchise)

As a franchise holder, the host society receives significant benefits. In addition to the grant given to each host society, the BC Games Society with its more than 48 years of Games hosting experience, provides a team of staff who support at all aspects of the process (from planning through to Legacy Fund distribution), are in the community on a regular basis leading up to the Games and for the duration of the Games, and are part of the overall team that will plan and stage the Games.

As a franchise, the host society also has obligations it must meet and parameters within which it must operate.

The franchise requirements ensure:

- the standards of the BC Games are maintained,
- there is consistency from Games-to-Games,
- the BC Games brand is upheld, and
- important partners are recognized.

The BC Games Society has put into place resources, processes, samples, contracts, and partnerships that support the host society by offsetting direct costs, reduce the volunteer commitment needed to plan and stage the Games (because a new system does not need to be developed), as well as provide background, guidance, and direction.

The table on the following pages may not be exhaustive but is intended to provide an overview of the resources provided to each host society.

Refer to the *BC Games Franchise Requirements* document for more information about the obligations of the host society.

Item	Details
Organization Structure and Resources	<ul style="list-style-type: none"> A board structure used for all Games that is mirrored in online resources and Tasks and Timelines for all Director and Chair positions. Resources provide past-Games examples, materials, policies, agreements, and ideas as well as BC Games Society recommendations based on past experiences.
Website and Social Media	<ul style="list-style-type: none"> Specific pages on the BC Games Society website are created for each Games. These pages are managed and updated by Games volunteers. Access to established social media accounts and platforms. BC Games staff provide extensive training, user manuals, and ongoing support.
Logo and Graphic Standards	<ul style="list-style-type: none"> A standard logo is used for each Games. This is created by the BC Games Society and the host society is then provided all versions of the logo for their use. Graphic elements for various collateral items are provided and native files are available to the host society.
Software and Hardware	<ul style="list-style-type: none"> BC Games custom software is used for registering and managing volunteers, participants, and guests, as well as to record results. Volunteer management includes registration, assignment to positions, reports, badging. Online volunteer registration is also part of this system. The software also manages medical injury tracking, the assignment of participants into accommodation sites, and scanning participants into accommodation sites at curfew. Results entered in the database are automatically posted to the BC Games website. BC Games staff provide extensive training as well as user manuals and resources. Hardware used for the scanning participants into accommodation sites is provided by the BC Games Society.
Participant Registration	<ul style="list-style-type: none"> The BC Games Society manages participant registration. This includes online registration, confirmation and validation of registration and eligibility, assignment to accommodation sites, and transportation assignments.
Transportation to/from the Games	<ul style="list-style-type: none"> Transportation to/from the Games is managed and paid by the BC Games Society. This includes assignments of participants to buses/flights and the arrangement of equipment to transport participants and costs associated with travel to/from the Games.
Transportation at the Games	<ul style="list-style-type: none"> The highway coach buses used for transportation to/from the Games remain in the host community for use by the Transportation Directorate to transport participants at the Games. The number of buses available is dependent upon the geographical location of the host community. These buses are available to the host society for up 10 hours per day at no cost including fuel and driver wages. The accommodation of the bus drivers in the community is paid for by the BC Games Society.
Guest Registration	<ul style="list-style-type: none"> Access to BC Games accounts for online guest registration. BC Games staff provides training and user manuals to volunteers who will be using and managing this process.
Email Addresses	<ul style="list-style-type: none"> Email addresses for use by the host society - generally used for creating generic accounts (i.e. sport@, volunteer@, etc.) which are accessed via web interface.
File Sharing System	<ul style="list-style-type: none"> Cloud-based secure file sharing system accessible to Directors and Chairs and select committee volunteers. Training and user manual provided by BC Games staff.
Ongoing Provincial Partners	<ul style="list-style-type: none"> Global BC – provides a TV personality to serve as Master of Ceremonies for the Opening Ceremony as well as on-site coverage of the Games. Black Press Media – provides profile for the Games, advertisement space, and editorial stories.
Official Suppliers	<ul style="list-style-type: none"> The BC Games Society will negotiate agreements with suppliers for services that support the Games. Details of the services and the recognition the suppliers will receive will be provided by BC Games staff.

Item	Details
Insurance	<ul style="list-style-type: none"> The BC Games Society maintains a \$10 million General Liability Insurance Policy, which protects BC Games participants and registered volunteers, in the event of actions to which they are held legally liable. This also includes Directors' and Officers' Liability coverage for the Board of Directors. <p><i>Note that the insurance policy does not cover loss of unrecoverable wages or salary in the event of injury, nor does it provide for Workers Compensation coverage for BC Games volunteers or host society staff. In this regard, volunteering for the BC Games is similar to volunteering for other services or amateur sport organizations. (Also note that the host society will be required to arrange and pay for all property and vehicle insurance).</i></p>
Inventory	<ul style="list-style-type: none"> The BC Games inventory is valued at approximately \$680,500. It is three to four 40-foot trailers of items that travel from Games-to-Games. The inventory includes over 3,300 "foamies" (which serve as beds for Games participants), rollaway cots for participants with a disability, office supplies, medal podiums and trays, stanchions, flagpoles, medical kits, tents, hand-held torches, a Ceremonial Cauldron, and over 3,000 coroplast signs and vinyl banners. Note that the cost of insuring the inventory rests with the host society and the cost of transporting inventory is the responsibility of the host society shipping the items.
Independent Audit	<ul style="list-style-type: none"> A requirement of the BC Games Society is that the financial records of each host society are independently audited. The BC Games Society undertakes a request for proposal process every five years to engage an auditor. This ensures consistency from Games-to-Games and provides reassurance to the BC Games Society Board of Directors on the use of the Games operating grant. The cost of the audit is paid by the host society.
Sport Partners	<ul style="list-style-type: none"> Resources and/or services are available to support the host society through partnerships the BC Games Society has with other agencies in the sport sector. These include SportMedBC, viaSport, Regional Sport Centres, and Sport BC.
Medal Design and Production	<ul style="list-style-type: none"> Professionally designed medals that showcase the BC Games brand and include your Games information, ensures consistency from Games-to-Games. In addition, a matching medal pin is developed. The medals are the pride and joy of the athletes who win them. A unique gift is also presented to coaches at the Games. The production costs of medals, medal pins, and coach gifts are paid from the host society budget.

Appendix G
BC Games Society March 31, 2025 Audited Financial Statements

Financial Statements of

BC GAMES SOCIETY

Year ended March 31, 2025

BC GAMES SOCIETY

Management's Responsibility for the Financial Statements

The financial statements have been prepared by management in accordance with Canadian public sector accounting standards, and the integrity and objectivity of these statements are management's responsibility. Management is also responsible for all of the notes to the financial statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements. A summary of the significant accounting policies are described in Note 2 to the financial statements. The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced. The internal controls are designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the financial statements.

The Board of Directors are responsible for ensuring that management fulfills its responsibilities for financial reporting and internal control, and exercises these responsibilities, in part, through the Audit Committee. The Board reviews internal financial statements on a monthly basis and external audited financial statements yearly. The Board also discusses any significant financial reporting or internal control matters prior to their approval of the financial statements.

The external auditors, Dusanj & Wirk Chartered Professional Accountants, conduct an independent examination, in accordance with Canadian auditing standards, and express their opinion on the financial statements. The external auditors have full and free access to financial management of BC Games Society and meet with the Audit Committee at least annually. The accompanying Auditors' Report outlines their responsibilities, the scope of their examination and their opinion on the financial statements.

On behalf of BC Games Society



Alison Noble
President and Chief Executive Officer

INDEPENDENT AUDITORS' REPORT

**To: The Board of Directors of BC Games Society
The Minister of Tourism, Arts, Culture & Sport**

Report on the Financial Statements

Opinion

We have audited the accompanying financial statements of BC Games Society (the "Society"), which comprise the statement of financial position as at March 31, 2025 and the statements of operations and accumulated surplus, changes in net financial assets and cash flows for the year ended March 31, 2025 and a summary of significant accounting policies and other explanatory information.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the Society as at March 31, 2025 and the results of its operations and changes in net financial assets and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Society in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with those requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Report on Other Legal and Regulatory Requirements

As required by the Societies Act (British Columbia), we report that, in our opinion, the accounting principles in Canadian public sector accounting standards have been applied on a basis consistent with that of the preceding year.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal controls as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Society's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Society or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Society's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgement and maintain professional skepticism through the audit. We also:



- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Society's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Society's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Society to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Victoria, B.C.
May 21, 2025

Chartered Professional Accountants

BC GAMES SOCIETY

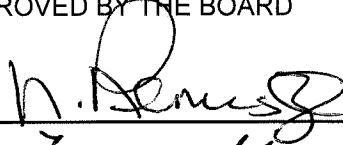
Statement of Financial Position

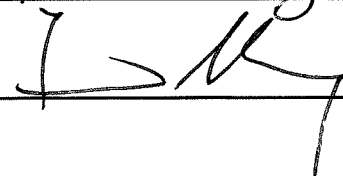
March 31, 2025, with comparative figures as at March 31, 2024

		2025	2024
Financial assets			
Cash and cash equivalents		\$ 1,219,916	\$ 606,370
Short term investments	(Note 3)	-	1,000,000
Accounts receivable		-	253,491
Due from government organizations	(Note 4)	9,139	93,633
		1,229,055	1,953,494
Financial liabilities			
Accounts payable and accrued liabilities	(Note 5)	793,680	332,248
Deferred contributions	(Note 8)	-	16,000
		793,680	348,248
Net financial assets		435,375	1,605,246
Non-financial assets			
Tangible capital assets	(Note 6)	380,489	240,626
Prepaid expenses		4,690	29,367
		385,179	269,993
Accumulated surplus	(Note 7)	\$ 820,554	\$ 1,875,239
Contractual obligations	(Note 13)		
Contingent assets	(Note 14)		

See accompanying notes to financial statements.

APPROVED BY THE BOARD





BC GAMES SOCIETY

Statement of Operations and Accumulated Surplus

Year ended March 31, 2025, with comparative figures for 2024

		Budget (Note 2(k))	2025	2024
Revenue:				
Province of British Columbia grants and transfers	(Note 10)	\$ 2,138,000	\$ 2,152,000	\$ 4,110,000
ViaSport contribution for Team BC		-	2,343	205,539
Athlete registration		365,200	394,841	133,836
Surplus recoveries	(Note 11)	45,000	175,913	378,360
Funding partners		16,000	16,000	16,000
Powering Potential Fund grants	(Note 12)	170,000	-	-
Interest earned		30,000	104,667	91,442
Other revenue		-	404	373
(Loss) on disposal of assets		-	(877)	-
		2,764,200	2,845,291	4,935,550
Expenses:	(Note 12)			
General operating costs		2,161,823	2,434,871	1,965,111
Games operating costs		1,257,000	1,065,105	888,336
Operating grants		400,000	400,000	950,000
		3,818,823	3,899,976	3,803,447
Annual surplus (deficit)		(1,054,623)	(1,054,685)	1,132,103
Accumulated surplus, beginning of year		1,875,239	1,875,239	743,136
Accumulated surplus, end of year		\$ 820,616	\$ 820,554	\$ 1,875,239

See accompanying notes to financial statements.

BC GAMES SOCIETY

Statement of Changes in Net Financial Assets

Year ended March 31, 2025, with comparative figures for 2024

	Budget (Note 2(k))	2025	2024
Annual surplus (deficit)	\$(1,054,623)	\$(1,054,685)	\$ 1,132,103
Acquisition of tangible capital assets	(119,000)	(183,124)	(139,043)
Amortization of tangible capital assets	40,000	42,384	47,320
Loss on disposal of tangible capital assets	-	877	-
	(79,000)	(139,863)	(91,723)
Acquisition of prepaid expenses	-	(3,355)	(11,016)
Use of prepaid expenses	-	28,032	11,281
	-	24,677	265
Increase (decrease) in net financial assets	(1,133,623)	(1,169,871)	1,040,645
Net financial assets, beginning of year	1,605,246	1,605,246	564,601
Net financial assets, end of year	\$ 471,623	\$ 435,375	\$ 1,605,246

See accompanying notes to financial statements.

BC GAMES SOCIETY

Statement of Cash Flows

Year ended March 31, 2025, with comparative figures for 2024

	2025	2024
Cash provided by (used in):		
Operating activities:		
Annual surplus (deficit)	\$(1,054,685)	\$ 1,132,103
Items not involving cash:		
Amortization of tangible capital assets	42,384	47,320
Loss on disposal of tangible capital assets	877	-
Change in non-cash operating working capital:		
Decrease in accounts receivable	253,491	170,198
Decrease (increase) in due from government organizations	84,494	(70,026)
Decrease in prepaid expenses	24,677	265
Increase (decrease) in accounts payable and accrued liabilities	461,432	(44,594)
Increase (decrease) in deferred contributions	(16,000)	16,000
Net change in cash from operating activities	(203,330)	1,251,266
Capital activities:		
Cash used to acquire tangible capital assets	(183,124)	(139,043)
Net change in cash from capital activities	(183,124)	(139,043)
Investing activities		
Decrease (increase) in short term investments	1,000,000	(1,000,000)
Net change in cash from investing activities	1,000,000	(1,000,000)
Net change in cash and cash equivalents	613,546	112,223
Cash and cash equivalents, beginning of year	606,370	494,147
Cash and cash equivalents, end of year	\$ 1,219,916	\$ 606,370

See accompanying notes to financial statements.

BC GAMES SOCIETY

Notes to Financial Statements

Year ended March 31, 2025, with comparative figures for 2024

1. Nature of operations

The Society is incorporated under the Societies Act of British Columbia. Currently, the purpose of the Society is to provide event management leadership to achieve sport, individual and community development and to manage the operations of Team BC, which is a team of athletes, coaches, managers, and mission staff that is assembled by the Province of British Columbia to represent the province at Canada's various multi-sport events.

Approximately 77% of the Society's annual revenues are received from the Province of British Columbia with the remainder generated from corporate sponsors, contributions from other societies, surpluses from host societies, athlete registration fees, contract service and interest.

The BC Winter Games and the BC Summer Games are planned and operated by societies incorporated in the host community for each event. These financial statements do not reflect the revenues and expenditures of the local societies.

BC Games Society is exempt from income taxes under the Income Tax Act.

2. Summary of significant accounting policies

The term "Society" is used to mean the BC Games Society.

(a) Basis of accounting

The accompanying financial statements are prepared in accordance with Public Sector Accounting Board standards of the Chartered Professional Accountants of Canada without any elections to follow standards for government not-for-profit organizations.

(b) Cash and cash equivalents

Cash and cash equivalents include cash on hand and highly liquid investments with a term to maturity of three months or less at acquisition. These investments are held for the purpose of meeting short term cash commitments rather than investing.

(c) Short term investments

Short term investments include investments with maturities that are capable of prompt liquidation and are cashable on demand.

(d) Financial instruments

The Society's financial instruments include cash and cash equivalents, short term investments, accounts receivable, amounts due from government organizations, accounts payable and accrued liabilities.

All financial instruments are measured at amortized cost using the effective interest method. Gains and losses are recognized in the Statement of Operations and Accumulated Surplus when these financial instruments are derecognized due to disposal or are impaired. Transaction costs related to the acquisition of these financial instruments are included in the cost of the related instruments.

BC GAMES SOCIETY

Notes to Financial Statements

Year ended March 31, 2025, with comparative figures for 2024

2. Summary of significant accounting policies (continued)

(d) Financial instruments (continued)

The Society does not have any financial instruments, such as portfolio investments that are quoted in an active market or derivative instruments, which are valued at fair value, and therefore, no Statement of Remeasurement of Gains and Losses has been included.

(e) Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

(i) Tangible capital assets

Tangible capital assets are recorded at cost, which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets, is amortized on a straight-line basis over their estimated useful lives, as follows:

Asset	Basis	Rate
Computers and application software	Straight Line	3 – 5 Years
Registration software and computer cabling	Straight Line	5 Years
Bedding, torch, flags and signs for host societies	Straight Line	12 years
Furniture and equipment	Straight Line	10 years
Leaseholds	Straight Line	over the term of the lease

Tangible capital assets are written down when conditions indicate that they no longer contribute to the Society's ability to provide goods and services, or when the value of future economic benefits associated with the tangible capital assets are less than their net book value.

(ii) Projects under development

Projects under development comprises development costs during the development period. No amortization is recorded until development is substantially complete and the assets are ready for productive use.

(iii) Works of art, historic assets, and intangibles

Works of art, historic assets, intangible assets and items that have been purchased, developed, or inherited in right of the Crown are not recorded as assets in these financial statements.

(iv) Inventories held for use

Inventories held for use are recorded at the lower of cost and replacement cost.

Cost includes the original purchase cost, plus shipping and applicable duties. Replacement cost is the estimated current price to replace the items.

BC GAMES SOCIETY

Notes to Financial Statements

Year ended March 31, 2025, with comparative figures for 2024

2. Summary of significant accounting policies (continued)

(f) Revenue recognition

Revenues are recognized in the period in which the transactions or events occurred and gave rise to the revenues. All revenues are recorded on an accrual basis, except when the accruals cannot be determined with a reasonable degree of certainty or when their estimation is impracticable.

Government transfers are recognized as revenues when the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Transfers are recognized as deferred revenue when transfer stipulations give rise to a liability. Transfer revenue is recognized in the Statement of Operations and Accumulated Surplus as the stipulated liabilities are settled.

Contributions from other sources are deferred when restrictions are placed on their use by the contributor, and are recognized as revenue when used for the specific purpose. Restricted contributions that must be maintained in perpetuity are recorded as revenue when received or receivable, and are presented as non-financial assets in the Statement of Financial Position.

Revenue related to fees or services received in advance of the fee being earned or the service being performed is deferred and recognized when the fee is earned or service is performed.

Donated or discounted goods and services are recorded at fair value.

Receipt of surplus from BC Summer and BC Winter Games societies are recorded at the earlier of cash receipt and final determination of the amount of the surplus.

Investment income includes interest recorded on an accrual basis, realized gains and losses on the sale of investments, and write-downs on investments where the loss in value is determined to be other-than-temporary.

(g) Provincial contributions

The financial statements do not reflect certain administrative expenses incurred and paid directly by the Province of British Columbia in the delivery of the games.

(h) Legacy Funds – host societies

Host societies retain 100% of profits from merchandise sales and 50% of their operating surplus, if any, and all interest earned as part of their legacy fund.

(i) Grants to host societies

Grants to host societies are recorded as an expense when disbursement of funds has been authorized, eligibility criteria have been met and a reasonable estimate of the amount can be made.

BC GAMES SOCIETY

Notes to Financial Statements

Year ended March 31, 2025, with comparative figures for 2024

2. Summary of significant accounting policies (continued)

(j) Use of estimates

The preparation of the financial statements in accordance with Canadian public sector accounting standards requires management to make estimates and assumptions. These estimates and assumptions affect the reported amounts of assets, liabilities, and related disclosures at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Key areas where management has made estimates and assumptions include those related to the useful life of tangible capital assets and commitments. Where actual results differ from these estimates and assumptions, the impact will be recorded in future periods when the difference becomes known.

(k) Budget figures

Annual budget figures are determined by the Society's CEO based on approved funding available, as well as the geographical location of the Society's upcoming games to reflect travel and accommodation expenses for staff and athletes. The Society's budget for fiscal year 2025 was approved by the Board of Directors in May 2024. This budget is reflected in the Statement of Operations and Accumulated Surplus and the Statement of Changes in Net Financial Assets.

(l) Asset retirement obligations.

The Society has determined that it does not have any asset retirement obligations as at March 31, 2025.

(m) Future accounting Standards

Conceptual Framework

The Conceptual Framework was issued in December 2022 and established concepts on how to provide a meaningful foundation for formulating consistent reporting standards. Standards comprise the principles and other guidance applicable in specific situations or more generally in preparing financial reports. This is required to be applied prospectively for annual periods beginning on or after April 1, 2026 with early adoption permitted.

The Society is currently assessing the impact of the Conceptual Framework and plans to adopt the new standard on or before the required effective date. The Society does not expect to have any changes due to this new standard.

BC GAMES SOCIETY

Notes to Financial Statements

Year ended March 31, 2025, with comparative figures for 2024

2. Summary of significant accounting policies (continued)

(m) Future accounting standards (continued)

PS 1202 – Statement Presentation

PS 1202 was issued in December 2022 and established general and specific requirements for presentation of information in general purpose financial statements. The financial statement presentation principles are based on the concepts in the Conceptual Framework, and particularly respond to the financial statement objectives set out in Chapter 6 of the Conceptual Framework. This is required to be applied prospectively for annual periods beginning on or after April 1, 2026 with early adoption permitted. Prior period amounts would need to be restated to conform to the presentation requirements for comparative information.

The Society is currently assessing the impact of PS 1202 and plans to adopt the new standard on or before the required effective date. The Society does not expect to have any changes due to this new standard.

3. Short term investments

Short term investments of the fiscal year ended March 31, 2024 consisted of a one-year Guaranteed Investment Certificate (GIC) of \$1,000,000, which earned interest at 5.4% and had a maturity date of April 25, 2024. This was not renewed in fiscal 2025.

4. Due from other government organizations

The amount due from other government organizations pertains to Goods and Services Taxes (GST) which has been paid on the Society's purchases and expenses, net of GST collected from athlete registration revenue.

5. Accounts payable and accrued liabilities

	2025	2024
Trade accounts payable	\$ 265,532	\$ 25,286
Salaries and benefits payable	35,745	37,256
Accrued vacation pay	36,394	36,720
Powering Potential Fund	371,000	173,500
Other accrued liabilities	85,009	59,486
	<u>\$ 793,680</u>	<u>\$ 332,248</u>

BC GAMES SOCIETY

Notes to Financial Statements

Year ended March 31, 2025, with comparative figures for 2024

6. Tangible capital assets

	Registration software	Projects Under Development	Computers	Bedding, torch, flags and signs for host societies	Furniture and equipment	Leasehold improvements	2025 Total
Cost							
Opening balance	\$533,617	\$110,574	\$125,119	\$280,682	\$75,701	\$31,994	\$1,157,687
Additions	-	126,737	-	56,387	-	-	183,124
Disposals	-	-	(20,703)	-	-	-	(20,703)
Closing balance	533,617	\$237,311	104,416	337,069	75,701	31,994	1,320,108
Accumulated amortization							
Opening balance	486,241	-	109,404	227,054	64,902	29,460	917,061
Amortization	19,169	-	7,792	11,865	2,198	1,360	42,384
Disposals	-	-	(19,826)	-	-	-	(19,826)
Closing balance	505,410	-	97,370	238,919	67,100	30,820	939,619
Net book value	\$ 28,207	\$237,311	\$7,046	\$ 98,150	\$ 8,601	\$1,174	\$380,489

Bedding, torch, flags and signs for host societies includes \$1,593 (cost of \$12,745, net of accumulated amortization of \$11,152) of flags and signs for Team BC.

	Registration software	Projects Under Development	Computers	Bedding, torch, flags and signs for host societies	Furniture and equipment	Leasehold improvements	2024 Total
Cost							
Opening balance	\$520,308	\$ -	\$ 118,296	\$279,371	\$71,144	\$31,049	\$1,020,168
Additions	13,309	110,574	8,347	1,311	4,557	945	139,043
Disposals	-	-	(1,524)	-	-	-	(1,524)
Closing balance	533,617	110,574	125,119	280,682	75,701	31,994	1,157,687
Accumulated amortization							
Opening balance	464,919	-	99,355	217,080	62,467	27,444	871,265
Amortization	21,322	-	11,573	9,974	2,435	2,016	47,320
Disposals	-	-	(1,524)	-	-	-	(1,524)
Closing balance	486,242	-	109,404	227,054	64,902	29,460	917,061
Net book value	\$ 47,376	\$110,574	\$ 15,715	\$ 53,628	\$10,799	\$ 2,534	\$ 240,626

Bedding, torch, flags and signs for host societies includes \$2,655 (cost of \$12,745, net of accumulated amortization of \$10,090) of flags and signs for Team BC.

BC GAMES SOCIETY

Notes to Financial Statements

Year ended March 31, 2025, with comparative figures for 2024

7. Accumulated surplus

	2025	2024
Investment in tangible capital assets	\$ 380,489	\$ 240,626
Operating surplus	302,376	315,187
Internally restricted surplus	137,689	1,319,426
	<u>\$ 820,554</u>	<u>\$1,875,239</u>
Internally restricted surplus		
	2025	2024
Balance, beginning of the year	\$ 1,319,426	\$ 300,000
Restricted during the year	-	1,130,000
Used during the year	(1,181,737)	(110,574)
	<u>\$ 137,689</u>	<u>\$1,319,426</u>

The Board has previously internally restricted \$300,000 of the accumulated operating surplus for costs related to future software development. \$126,737 was used in the current fiscal.

The Board has previously internally restricted \$1,130,000 of the accumulated operating surplus for costs related to future winter and summer games. \$1,055,000 was used in the current fiscal.

8. Deferred contributions

The prior year deferred contributions were for the Canadian Tire Jump Start Charity.

	2025	2024
Balance, beginning of year	\$ 16,000	\$ -
Contributions received during the year	-	16,000
Revenue recognized from deferred contributions	16,000	-
Balance, end of year	<u>\$ -</u>	<u>\$ 16,000</u>

9. Financial risk management

The Society has exposure to the following risks from its use of financial instruments: interest rate risk, liquidity risk and other price risk.

The Board of Directors ensures that the Society has identified its major risks and ensures that management monitors and controls them.

BC GAMES SOCIETY

Notes to Financial Statements

Year ended March 31, 2025, with comparative figures for 2024

9. Financial risk management (continued)

It is management's opinion that there have been no changes to the Society's risk exposures from the previous fiscal year.

(a) Interest risk

Interest rate risk is the risk that the rate of return and future cash flows on the Society's GIC investments will fluctuate because of changes in market interest rates. The Society is not exposed to significant interest rate risk relating to its financial assets and liabilities.

(b) Liquidity risk

Liquidity risk is the risk that the Society will encounter difficulty in meeting obligations associated with financial liabilities. The Society enters into transactions to purchase goods and services on credit. Liquidity risk is measured by reviewing the Society's future net cash flows for the possibility of a negative net cash flow. The Society manages the liquidity risk resulting from its accounts payable obligations by maintaining significant cash resources and investing in liquid investments.

(c) Other price risk

Other price risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices (other than those arising from interest rate risk or foreign currency risk), whether those changes are caused by factors specific to the individual financial instrument or its issuer, or factors affecting all similar financial instruments traded in the market. Price risk is managed by holding investments to maturity.

(d) Fair value of financial instruments

The carrying amounts of cash and cash equivalents, short term investments, accounts receivable, amounts due from government organizations, accounts payable and accrued liabilities approximate fair value because of the short maturity of these instruments.

10. Province of British Columbia grants and transfers

	2025	2024
Operating	\$2,138,000	\$2,110,000
Additional Funding	14,000	2,000,000
	<u>\$2,152,000</u>	<u>\$4,110,000</u>

BC GAMES SOCIETY

Notes to Financial Statements

Year ended March 31, 2025, with comparative figures for 2024

11. Surplus from host societies

Surplus from the host societies is comprised of:

	2025	2024
Lhtako Quesnel 2024 Winter Games Society	\$175,913	\$ -
Greater Vernon 2022 Winter Games Society	-	211,852
Prince George 2022 Summer Games Society	-	166,508
	<u>\$175,913</u>	<u>\$378,360</u>

12. Expenses by object

The following is a summary of expenses by object:

	2025	2024
Advertising and promotions	\$ 16,008	\$ 23,770
Amortization	42,384	47,320
Bad debts (recovery)	-	(1,988)
Computer maintenance	17,024	11,562
Games operating costs	1,065,105	888,336
Insurance, leases and utilities	188,860	153,278
Office and business expenses	66,817	27,187
Operating grants	400,000	950,000
Operating grant to the Powering Potential Fund	371,000	323,500
Professional services	53,368	48,183
Salaries and employee benefits	1,250,453	1,168,295
Team BC operating costs	318,076	62,523
Travel and accommodation	110,881	101,481
	<u>\$3,899,976</u>	<u>\$3,803,447</u>

Contributions are made to the Powering Potential Fund (PPF) which is registered with the BC Amateur Sports Fund. The purpose of the PPF is to provide bursaries to BC Games and Team BC athletes, and to fund purchases of equipment required by host communities of the BC Winter Games and the BC Summer Games. Grants received from the PPF are recognized as revenue in the Statement of Operations and Accumulated Surplus. Bursaries and host community equipment purchases funded by the PPF are included in games operating costs.

BC GAMES SOCIETY

Notes to Financial Statements

Year ended March 31, 2025, with comparative figures for 2024

13. Contractual obligations

The Society has commitments arising from contractual agreements for office equipment, employment services, and a lease for office premises. It is responsible for all operating costs associated with the property lease. These operating costs totalled \$47,362 in 2025 (2024 - \$43,183) and are included in the amounts reported below. The Society is also committed to provide funding to host societies for staging of future games events:

	2026	2027	2028	2029	2030
General commitments	\$ 250,565	\$ 250,104	\$ 246,918	\$ 216,159	\$ 89,627
Anticipated host society commitments	175,000	485,000	190,000	125,000	-
	<u>\$425,565</u>	<u>\$ 735,104</u>	<u>\$ 436,918</u>	<u>\$ 341,159</u>	<u>\$ 89,627</u>

14. Contingent assets

Host societies are obligated to return 50% of their operating surplus to the Society.

Assets will be recorded when the host society finalizes the accounting of the surplus and makes payment.

15. Remuneration of employees

Under the Societies Act, societies must disclose remuneration paid to directors, and to employees and contractors whose remuneration was at least \$75,000 for the fiscal year.

During the year, there were eight employees who met this criterion and the total amount of remuneration paid to these persons was \$920,041. During the prior year, there were eight employees who met this criterion and the total amount of remuneration paid to these persons was \$888,598. The Board of Directors receives no remuneration for their services other than reimbursement of expenses.

Appendix H

BC Games Society Service Plan and Service Plan Report

The BC Games Society 2025/26-2027/28 Service Plan can be viewed here –

<https://www.bcbudget.gov.bc.ca/2025/sp/pdf/agency/bcgs.pdf>

The BC Games Society 2023-2024 Service Plan Report can be viewed here –

[https://www.bcbudget.gov.bc.ca/Annual Reports/2023 2024/pdf/agency/bcgs.pdf](https://www.bcbudget.gov.bc.ca/Annual_Reports/2023_2024/pdf/agency/bcgs.pdf)

Appendix I

Government Reporting Timelines

When reviewing the CABRO calendar, note that the BC Games Society is a “service crown”; however, not all reports noted in the calendar may be applicable. Refer to section 4.2 for the outline of government reporting required by the BC Games Society.

<https://www2.gov.bc.ca/gov/content/governments/services-for-government/public-sector-management/plan-report/crown-corporations/information-requirements-calendar>

Appendix J
BC Games Society Financial Administration Manual Table of Contents



BC GAMES SOCIETY FINANCIAL ADMINISTRATION MANUAL

Content cannot be used without the written permission of the President and CEO of the BC Games Society

Revised October 2023

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APPENDIX A – Reference Documents

Sample Audit Preparation Timeline for the 2024/24 Audit

BC Games Society
March 31, 2025 Year End and Audit Timeline

Revised: **February 19, 2025**

Red text = confirmed date

2025	Task	Prepared/Completed by
Wed, Feb 19 @ 3:00 pm	<ul style="list-style-type: none"> Year End and Audit Planning 	Accountants BC Games staff
Date Thur, Mar 13 @ 1:30 pm	<ul style="list-style-type: none"> Year End and Audit Prep Check-in 	Accountants BC Games staff
Thurs, Apr 3	<ul style="list-style-type: none"> Begin Y/E Work 	BC Games staff Accountants
Fri Apr 4	<ul style="list-style-type: none"> Draft Forecast Report Reviewed 	Accountants→ BC Games staff BC Games staff → Ministry Finance
Tues Apr 9	<ul style="list-style-type: none"> Draft Forecast Report Review with Ministry - date may change based on new timing and when Forecast Report due 	BC Games staff
Fri, Apr 11	<ul style="list-style-type: none"> Internal financials prepared, including GST refund request. 	Accountants→ BC Games staff
Fri, Apr 11	<ul style="list-style-type: none"> Review Draft Financial Statements. 	Accountants→ BC Games Staff
Fri, Apr 11 – gov't not yet set date	<ul style="list-style-type: none"> App C to Government (Q4 Forecast Report/PDF of draft FS) 	Accountants→ summary@gov.bc.ca and BC Games staff (Forecast Report) Irene→ Ministry (Forecast Report)
Mon, Apr 14	<ul style="list-style-type: none"> Draft Financial Statements ready for Audit including W/P file Accountants prepare drafts in Excel, Word Trial Balance sent to Auditors Files and documentation provided to auditors 	Accountants→ Auditors BC Games staff → Auditors (files and documentation)
Tue, Apr 15	<ul style="list-style-type: none"> Auditors scheduled to begin audit 	Auditors/Accountants
Wed, Apr 16 - confirmed date	<ul style="list-style-type: none"> Preliminary Financial Statements to be sent to government 	Accountants→ summary@gov.bc.ca and Accountants→ BC Games staff
Mon, May 5 @ 9:30 am	<ul style="list-style-type: none"> Meeting with Auditors regarding their findings <ul style="list-style-type: none"> Draft adjustments to Financial Statements Draft management letter for BC Games Administration to add their comments to auditors letter 	Auditors/Accountants/BC Games staff
Mon, May 5 – Tues, May 6	<ul style="list-style-type: none"> Clean up file and receive final Financial Statements from Auditor Send copies of Audited Financial Statements and Management letter to Audit Committee and to Finance Committee prior to Audit Committee and Finance Committee Meetings 	Accountants→ Auditors/BC Games staff BC Games staff→ Audit and Finance Committees
Wed, May 7	<ul style="list-style-type: none"> Draft Financial Statements provided for circulation to Audit Committee 	Auditors→ BC Games staff BC Games staff→ Audit Committee
Fri, May 9 @ 9:00 am	<ul style="list-style-type: none"> Meeting with Audit Committee/Auditors to review Financial Statements/Amendments/Issues/ and obtain their recommendations to the Board 	Audit Committee/Auditors/Accountants/BC Games Staff

2025	Task	Prepared/Completed by
Thu, May 15 @ 10:00 am	<ul style="list-style-type: none"> Finance Committee Meeting to review and approve financial statements 	Finance Committee Accountants BC Games Staff
Fri, May 16 - confirmed date	<ul style="list-style-type: none"> Audited but UNSIGNED F/S to be sent to government Financial Statement sent to Board for AGM Draft Appendix C Report Review 	BC Games staff → Board Accountants→ BC Games staff (Draft App C Report) BC Games staff → Ministry (Draft App C Report)
Mon, May 19 – gov't not yet set date	<ul style="list-style-type: none"> Appendix C Report due 	Accountants
Wed, May 21	<ul style="list-style-type: none"> Board Meeting and AGM, including approvals of audited Financial Statements and Letter of Representation 	
Fri, May 23 – confirmed date	<ul style="list-style-type: none"> Signed audited Financial Statements to be emailed in PDF Format to Government to <u>summary@gov.bc.ca</u>. 	BC Games staff → <u>summary@gov.bc.ca</u>

Appendix L

Components of the Service Agreement

A Service Agreement for financial accounting services will be signed with the BC Games Society, which will be administered by the BC Games Society.

The Service Agreement will be developed with the successful proponent utilizing either their standard agreement or one drafted by the BC Games Society.

The Service Agreement will include the following components:

- The scope of the work to be conducted by the Contractor as detailed in section 4 as well as any subsequent details agreed upon as part of the development of the Service Agreement.
- Fees for services as outlined in the agreement, including the agreed upon fees for additional services requested.
- Payment terms, including timing.
- A Force Majeure clause.
- A confidentiality statement.
- The independence of the Contractor.
- Termination provisions.
- Key contacts and roles for both parties.
- Timelines for provision of the services.
- Access to Society financial records.
- Start and completion dates of the Agreement