



September 13-14, 2019, Oxfam Canada Board Meeting
For Decision

DRAFT Agenda
Oxfam Canada Annual General Meeting
September 14, 2019
National Office (39 McArthur Ave.), Ottawa, ON

√ Document is included in Board Package

Saturday, September 14, 2019			
Time	Agenda Item	Action	Document
11:00 AM	1. Call to Order & Approval of the Agenda		✓
11:01 AM	2. Minutes of the September 16, 2018 AGM	Decision	✓
11:01 AM	3. Chair's Report	Information	
11:06 AM	4. Executive Director's Report	Information	
11:11 AM	5. Treasurers Report 5.1 Audited Financial Statements at March 31, 2019 5.2 Appointment of the Auditor for FY20	Decision Decision	✓
11:21 AM 11:30 AM	6. Nominating Committee Report 6.1 Elect the 2019-2022 Board of Directors		
11:50 AM	7. Other Business		
12:00 PM	Adjourn		

Lunch will be provided

**DRAFT Minutes of the Oxfam Canada Annual General Meeting
Held September 15, 2018 at Oxfam Canada, Ottawa, and by Teleconference**

Present at the Meeting: Ricardo Acuna (Chair), Nidhi Tandon, Gerry Barr, Mary Ellen MacCallum, Julie Delahanty, Bilan Arte, Jessica McCormick, Oliver Martin, Jennifer Alldred, Nancy Campbell, Kate Higgins, Jennifer Luedey, Julie Delahanty, Abdur Rahim

Recording: Nancy Campbell

Ricardo Acuna opened the meeting at 3:00 PM EDT

1. Welcome

Ricardo Acuna welcomed everyone. He stated that proper notice had been given, quorum was achieved therefore this was a duly constituted meeting. Introductions were made around the table. There were no participants via teleconference.

2. Approval of the Agenda

MOTION CARRIED Moved/Seconded: Gerry Barr/Jessica McCormick
THAT the agenda be approved.

3. Minutes of the Annual General Meeting held September 17, 2016

MOTION CARRIED Moved/Seconded: Mary Ellen MacCallum/Gerry Barr
THAT the minutes of the Annual General Meeting held September 16, 2017 be approved.

4. Report from the Treasurer

In the absence of the treasurer, Ricardo Acuna presented the Audited Financial Statements for the fiscal year ending March 31, 2018. Ricardo reported that it was a clean audit. Oxfam Canada's current assets are \$15.9m. He noted it was a good year for fundraising revenue with donations up over the previous year. Spending on overseas projects was \$19m, an increase of \$5 million over last year, and increased spending on education and public affairs. At year end there was a surplus of revenue over expenses of \$530k.

Appointment of Auditors

MOTION: CARRIED Moved/Seconded Mary Ellen MacCallum/Jessica McCormick
THAT KMPG LLP, Chartered Accountants be appointed as auditors for the 2017/18 fiscal year.

5. Update from the Executive Director

This past year there has been a focus on furthering work and thinking around safeguarding, and continues to be one of the primary objectives for Julie and for Oxfam Canada. As well, Julie sits on the CCIC Safeguarding Committee as Co-chair, along with representatives from over a dozen of Canada's humanitarian and development organizations. She also sits on the Oxfam confederation Safeguarding Task Force.

Programming –

Cuba: The Oxfam team in Cuba has thus far been able to successfully comply with Resolución 15 and meet Oxfam and donor requirements for quality and compliance; this success can be attributed to staff

commitment, flexibility, increased coordination and logistical support from the office. The program itself was affected in March and April by the decision of some donors to suspend advances as a result of Haiti; these suspensions have since been lifted. IPD maintained ongoing communication with the Cuba team in the wake of the crisis, including meeting with the team in May to review the Ten Point Plan, to update them on actions that Oxfam Canada was taking, including the revision of our policies.

Zimbabwe: This past year we closed this office and wound down our physical presence in the country. This ended a 20-year presence for Oxfam Canada in Zimbabwe – and our remaining pre-2020 / legacy engagement. Oxfam Canada will remain engaged on issues related to Zimbabwe through participation in the Regional Governance Group.

Creating Spaces To Take Action on Violence Against Women and Girls (Bangladesh, India, Indonesia, Nepal, Pakistan, Philippines) The project completed its second full year of implementation in March, and held the first in a series of annual learning events bringing together Oxfam Canada, country and regional staff as well as partners and stakeholders. The event, held in Indonesia, included 18 individuals from across the six countries, including Oxfam and local partner staff, to develop feminist knowledge system, country research proposals and strategizing on links to regional networks and alliances.

South Sudan: The Fortifying Equality and Economic Diversification (FEED) project was concluded in March, and a final report submitted to GAC. The project has produced inspiring impact stories of women gaining economic empowerment, and shows the changes in their lives that the project has supported. These will be featured in the Global Affairs Canada 2018 departmental report.

Indonesia: The Power Up project concluded a comprehensive baseline survey during this period, developed an innovative e-learning module for women on local government decision-making, and finalized a series of ICT tools in collaboration with our IT partner Viamo. The project area experienced a series of major earthquakes in early August that caused extensive damage and project implementation will be delayed.

Afghanistan: The Amplify Change project shifted to full implementation later in the reporting period than anticipated due to

Oxfam Canada's *Amplify Change* project is a 5-year, \$5.5 million initiative to reduce violence against women and girls, and strengthen the capacity of women's rights organizations. The implementation plan for *Amplify Change* was delayed due to staffing and security issues.

New Projects: In addition to the above, the team prepared the groundwork for three new projects: Sexual Health and Empowerment in the Philippines (\$17.5M), and projects in East and Southern Africa (Her Future, Her Choice - \$20M) and Bangladesh (Securing Rights of Domestic Workers - \$12M)

Humanitarian: Signed two new funding agreements with GAC-IHA, for Afghanistan and Tanzania, with an aggregate value of \$2.3 million to support our Oxfam partners in Afghanistan and Tanzania. The Afghanistan grant is OCA's first humanitarian project in Afghanistan since 2012, and will provide over 30,000 conflict-affected people with food security and livelihoods, WASH and protection support; the Tanzania grant builds on two years of support to Burundian refugees fleeing political tension and insecurity.

We also continued to pursue stand-alone gender in emergencies funding from IHA, in partnership with CARE. In early August, IHA signaled an interest in a 2-phase process involving an initial concept note for the strategic implementation of a Gender in Emergency standalone mechanism with a focus on Bangladesh.

Policy & Campaigns- some highlights

High-levels of visibility leading up to and during the G7, particularly through a very successful feminist W7, which Oxfam Canada led the coordination of.

Support for the participation of Winnie Byanyima in the Prime Minister's Gender Equality Advisory Council (GEAC) for the G7

A successful Davos inequality spike, with widespread media coverage, successful supporter engagement and the opportunity to push our messages and recommendations on tackling women's economic inequality, in Canada and globally.

Increased recognition as feminist policy experts and thought leaders on feminist aid and foreign policy, with a focus on women's economic empowerment, sexual and reproductive health and rights and humanitarian policy.

Improved and more concrete collaboration with the International Programs Department, leveraging and profiling Oxfam program experience and expertise, specifically on ending violence against women, SRHR and humanitarian emergencies.

Released our second annual Feminist Scorecard, participated as a sponsor for the Breaking the Silence at the International Documentary Festival.

Organizational Change: Beginning in June, Oxfam Canada underwent an organizational change process, which will be completed on November 5th, 2019. The organizational change process was triggered by the relatively rapid growth in the organization and will result in 13 new positions.

6. Adjournment

Ricardo closed the meeting at 3:30 pm EDT and thanked everyone for their participation.

Financial Statements of

OXFAM CANADA

And Independent Auditors' Report thereon

Year ended March 31, 2019

DRAFT

INDEPENDENT AUDITORS' REPORT

To the Directors of Oxfam Canada

Opinion

We have audited the financial statements of Oxfam Canada (the "Entity"), which comprise:

- the statement of financial position as at March 31, 2019
- the statement of operations for the year then ended
- the statement of changes in net assets for the year then ended
- the statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements, present fairly, in all material respects, the financial position of the Entity as at March 31, 2019, and its results of operations, changes in net assets and its cash flows for the year then ended in accordance with Canadian Accounting standards for not-for-profit organizations.

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 "***Auditors' Responsibilities for the Audit of the Financial Statements***" section of our auditors' report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

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

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

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

Auditors' 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 auditors' 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 the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity'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 Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' 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 auditors' report. However, future events or conditions may cause the Entity 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.
- 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.

Chartered Professional Accountants, Licensed Public Accountants

Ottawa, Canada

(date)

OXFAM CANADA

Statement of Financial Position

March 31, 2019, with comparative information for 2018

	2019	2018
Assets		
Current assets:		
Cash	\$ 9,767,809	\$ 9,140,228
Accounts receivable	1,079,024	637,241
Advances to partners	2,259,816	2,343,707
Prepaid expenses	129,032	88,002
	<u>13,235,681</u>	<u>12,209,178</u>
Tangible capital and intangible assets (note 2)	3,721,492	3,745,774
	<u>\$ 16,957,173</u>	<u>\$ 15,954,952</u>
Liabilities and Net Assets		
Current liabilities:		
Accounts payable and accrued liabilities (note 3)	\$ 1,695,242	\$ 2,075,909
Deferred revenue (note 4)	8,750,197	8,626,336
Current portion of long-term debt (note 5)	124,538	121,140
	<u>10,569,977</u>	<u>10,823,385</u>
Long-term debt (note 5)	473,583	597,750
Net assets (note 9):		
Invested in tangible capital and intangible assets	3,123,371	2,878,387
Unrestricted	2,790,242	1,655,430
	<u>5,913,613</u>	<u>4,533,817</u>
Commitments (note 7)		
Contingencies (note 8)		
	<u>\$ 16,957,173</u>	<u>\$ 15,954,952</u>

See accompanying notes to financial statements.

On behalf of the Board:

_____ Director

_____ Director

OXFAM CANADA

Statement of Operations

Year ended March 31, 2019, with comparative information for 2018

	2019	2018
Revenue:		
Donations	\$ 6,831,722	\$ 8,638,223
Bequests	2,244,228	448,073
Grants and contributions:		
Government of Canada	11,571,114	12,884,291
Non-government organizations	2,349,944	2,902,823
Other Oxfam	1,721,367	1,975,024
Other governments		232,451
Interest	129,833	89,299
Miscellaneous income	146,388	101,068
Foreign exchange loss	14,267	(40,332)
	<u>25,008,863</u>	<u>27,230,920</u>
Expenses:		
Operating:		
Overseas projects	15,686,768	19,809,509
Overseas project management	441,590	516,974
Education and public affairs	1,926,646	1,766,893
Program support:		
Administration	2,209,397	1,989,911
Fundraising	3,364,666	2,617,250
	<u>23,629,067</u>	<u>26,700,537</u>
Excess of revenue over expenses	<u>\$ 1,379,796</u>	<u>\$ 530,383</u>

See accompanying notes to financial statements.

OXFAM CANADA

Statement of Changes in Net Assets

Year ended March 31, 2019, with comparative information for 2018

	Invested in tangible capital and intangible assets	Unrestricted	2019	2018
Net assets, beginning of year	\$ 3,026,884	\$ 1,506,933	\$ 4,533,817	\$ 4,003,434
Excess of revenue over expenses	–	1,379,796	1,379,796	530,383
Additions to tangible capital and intangible assets	221,258	(221,258)	–	–
Amortization of tangible capital and intangible assets	(245,540)	245,540	–	–
Principal repayments of long-term debt	120,769	(120,769)	–	–
Net assets, end of year	\$ 3,123,371	\$ 2,790,242	\$ 5,913,613	\$ 4,533,817

See accompanying notes to financial statements.

OXFAM CANADA

Statement of Cash Flows

Year ended March 31, 2019, with comparative information for 2018

	2019	2018
Cash provided by (used in):		
Operating activities:		
Excess of revenue over expenses	\$ 1,379,796	\$ 530,383
Item not involving cash:		
Amortization of tangible capital and intangible assets	245,540	234,519
Change in non-cash operating working capital:		
Increase in accounts receivable	(441,783)	(114,666)
Decrease in advances to partners	83,891	88,826
Decrease (increase) in prepaid expenses	(41,030)	48,277
Increase (decrease) in accounts payable and accrued liabilities	(380,667)	642,605
Increase (decrease) in deferred revenue	123,861	(193,216)
	969,608	1,236,728
Financing activities:		
Principal repayments of long-term debt	(120,769)	(117,509)
Capital activities:		
Acquisition of tangible capital and intangible assets	(221,258)	(230,314)
Increase in cash	627,581	888,905
Cash, beginning of year	9,140,228	8,251,323
Cash, end of year	\$ 9,767,809	\$ 9,140,228

Interest paid during the year was \$129,833 (2018 - \$89,299).

See accompanying notes to financial statements.

OXFAM CANADA

Notes to Financial Statements

Year ended March 31, 2019

Oxfam Canada ("Oxfam") is an international development agency working through Oxfam International and partner organizations in Africa, South Asia and the Americas to tackle the root causes of poverty, injustice and inequality. Oxfam is incorporated without share capital. Oxfam was previously incorporated under the Canada Corporations Act and was continued under the Canada Not-for-profit Corporations Act in April 2013. As a registered charity, Oxfam is exempt from income taxes under paragraph 149(1)(f) of the Income Tax Act (Canada).

1. Significant accounting policies:

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations and include the following significant accounting policies:

(a) Basis of presentation:

These financial statements include the assets and liabilities of Oxfam's Canadian operations and the two overseas Country Offices for which it has responsibility and the revenue and expenses for which Oxfam and its two overseas Country Offices enter into contracts with donors for the funding of projects in various countries.

(b) Revenue recognition:

Oxfam follows the deferral method of accounting for contributions for not-for-profit organizations.

Restricted contributions are recorded as deferred revenue and subsequently transferred to revenue when such funds are utilized in accordance with the donor restrictions.

Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

(c) Advances to partners:

Oxfam's approach to development involves working with a large number of local partners. Oxfam, via agreements with funders, provides funding, support and monitoring to its partners. Funds disbursed to partners as advances are recorded on the statement of financial position as advances to partners until the partner submits a financial report to Oxfam, as required by the agreements. The disbursed funds are recorded as expenses and corresponding revenue is recognized in the period that the financial report is received.

(d) Tangible capital and intangible assets:

Tangible capital and intangible assets acquired for direct use in projects are expensed in the year of acquisition. Those that are not project specific are capitalized and amortized over their estimated useful lives.

OXFAM CANADA

Notes to Financial Statements (continued)

Year ended March 31, 2019

1. Significant accounting policies (continued):

(d) Tangible capital and intangible assets (continued):

Tangible capital and intangible assets are stated at cost. Amortization is computed using the following methods and rates:

Asset	Basis	Rate
Tangible capital assets:		
Building	Declining balance	5%
Furniture and equipment	Declining balance	20%
Computer equipment	Declining balance	30%
Vehicles	Declining balance	25%
Intangible assets:		
Management information system	Declining balance	20%
Computer software	Declining balance	30%

In the year of acquisition, purchases are amortized at one-half of the normal annual rate.

(e) Financial instruments:

Financial instruments are recorded at fair value on initial recognition. Investments are subsequently measured at fair value. All other financial instruments are subsequently recorded at cost or amortized cost, unless management has elected to carry the instruments at fair value. Oxfam has not elected to subsequently carry any such financial instruments at fair value.

Transaction costs incurred on the acquisition of financial instruments measured subsequently at fair value are expensed as incurred. All other financial instruments are adjusted by transaction costs incurred on acquisition and financing costs, which are amortized using the straight-line method.

Financial assets are assessed for impairment on an annual basis at the end of the fiscal year if there are indicators of impairment. If there is an indicator of impairment, Oxfam determines if there is a significant adverse change in the expected amount or timing of future cash flows from the financial asset. If there is a significant adverse change in the expected cash flows, the carrying value of the financial asset is reduced to the highest of the present value of the expected cash flows, the amount that could be realized from selling the financial asset or the amount Oxfam expects to realize by exercising its right to any collateral. If events and circumstances reverse in a future period, an impairment loss will be reversed to the extent of the improvement, not exceeding the initial carrying value.

OXFAM CANADA

Notes to Financial Statements (continued)

Year ended March 31, 2019

1. Significant accounting policies (continued):

(f) Government of Canada and other contributions:

Oxfam enters into contracts with the Government of Canada (mainly Global Affairs Canada - "GAC", formerly known as the Department of Foreign Affairs, Trade and Development - "DFATD") and other donors for the funding of projects in various countries. In accordance with the revenue recognition policy, these funds are recorded as revenue in the statement of revenue and expenses as related expenses are incurred. Any indirect cost recovery, management fee or procurement fee that is applicable to Oxfam is recorded as revenue in the statement of revenue and expenses in accordance with the terms in the individual contracts.

Contributions received in excess of donors' share of funds expended in the current year for project activities represent unspent externally restricted contributions for expenditures in future years, and are shown in the statement of financial position as deferred revenue. Any contributions expended in excess of the contributions received from the donors are recorded as accounts receivable.

(g) Expense allocation:

Oxfam classifies expenses in the statement of revenue and expenses by function. Expenses are recognized in the year they are incurred and are recorded to operating or program support to which they are directly related. Oxfam does not allocate expenses between operating and program support after initial recognition.

(h) Foreign currency translation:

Transactions denominated in foreign currencies are translated into Canadian dollars at the rate of exchange prevailing at the date of transaction. Foreign currency monetary assets and liabilities are translated into Canadian dollars at exchange rates in effect at the statement of financial position date. Foreign currency non-monetary assets are translated into Canadian dollars at exchange rates in effect at the time of acquisition. Any resulting foreign exchange gains or losses are included in the statement of operations.

(i) Contributed services:

Volunteers contribute significant time per year to assist Oxfam in carrying out its service delivery activities. These contributed services are not recognized in the financial statements because of the difficulty associated with measurement.

OXFAM CANADA

Notes to Financial Statements (continued)

Year ended March 31, 2019

1. Significant accounting policies (continued):

(j) Use of estimates:

The preparation of the financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the year. Actual results could differ from these estimates. These estimates are reviewed annually and as adjustments become necessary, they are recognized in the financial statements in the period they become known.

2. Tangible capital and intangible assets:

	Cost	Accumulated amortization	2019 Net book value	2018 Net book value
Tangible assets:				
Land	\$ 450,000	\$ —	\$ 450,000	\$ 450,000
Building	4,037,854	1,282,478	2,755,376	2,795,958
Furniture and equipment	519,476	376,672	142,804	97,827
Computer equipment	1,477,405	1,320,089	157,316	131,496
Intangible assets:				
Management information system	1,195,224	981,983	213,241	266,551
Computer software	71,618	68,863	2,755	3,942
	<u>\$ 7,751,577</u>	<u>\$ 4,030,085</u>	<u>\$ 3,721,492</u>	<u>\$ 3,745,774</u>

Cost and accumulated amortization at March 31, 2018 amounted to \$7,530,319 and \$3,784,545, respectively.

OXFAM CANADA

Notes to Financial Statements (continued)

Year ended March 31, 2019

3. Accounts payable and accrued liabilities:

Accounts payable and accrued liabilities consist of:

	2019	2018
Trade accounts payable	\$ 915,685	\$ 1,352,733
Payroll-related costs	249,408	231,374
Other accruals	530,149	491,802
	<u>\$ 1,695,242</u>	<u>\$ 2,075,909</u>

4. Deferred revenue:

Deferred revenue represents unspent resources that have been externally restricted. Changes in deferred revenue are as follows:

	2019	2018
Balance, beginning of year	\$ 8,626,336	\$ 8,819,552
Add amounts received in the year or included as receivable at year end	16,035,343	19,816,287
Less amounts recognized as revenue in the year	(15,911,482)	(20,009,503)
Balance, end of year	<u>\$ 8,750,197</u>	<u>\$ 8,626,336</u>

5. Long-term debt:

To finance its building, Oxfam has entered into a term loan at a fixed interest rate of 2.74% to October 15, 2021. The interest rate on the term loan is negotiated on an annual basis. The loan is secured by the land and building and a general security agreement.

The expected principal repayments of long-term debt for each of the five years subsequent to March 31, 2019 are as follows:

2020	\$ 124,167
2021	118,579
2022	151,437
2023	135,075
2024	68,492
	<u>\$ 597,750</u>

OXFAM CANADA

Notes to Financial Statements (continued)

Year ended March 31, 2019

6. Financial risks and concentration of credit risk:

(a) Foreign currency risk:

Oxfam operates internationally, giving rise to exposure to financial risks as a result of exchange rate fluctuations and the volatility of these rates.

Cash at March 31, 2019 includes amounts held in foreign currencies as follows, and presented in Canadian dollars:

United States Dollar	\$	234,415
Euro		336,553

(b) Liquidity risk:

Liquidity risk is the risk that Oxfam will be unable to fulfill its obligations on a timely basis or at a reasonable cost. Oxfam manages its liquidity risk by monitoring its operating requirements. Oxfam prepares budget and cash forecasts to ensure it has sufficient funds to fulfill its obligations. Oxfam is exposed to this risk mainly in respect of its long-term debt.

(c) Credit risk:

Credit risk refers to the risk that a counterparty may default on its contractual obligations resulting in a financial loss. Oxfam is exposed to credit risk with respect to the accounts receivable and advances to partners. Oxfam assesses, on a continuous basis, accounts receivable and provides for any amounts that are not collectible in the allowance for doubtful accounts. Oxfam believes that its exposure to credit risk is not significant. At year-end, the allowance for doubtful accounts was \$Nil (2018 - \$Nil).

(d) Interest rate risk:

Oxfam is exposed to interest rate risk on its fixed interest rate financial instruments. Further details about the long-term debt are included in note 5. Oxfam believes that its exposure to interest rate risk is not significant.

There has been no change to the risk exposures from 2018.

OXFAM CANADA

Notes to Financial Statements (continued)

Year ended March 31, 2019

7. Commitments:

Oxfam rents premises under operating leases of varying terms to June 2019. The minimum annual rental payments are as follows:

2020	\$	10,534
2021		3,732
2022		3,732
2023		933
	\$	18,931

In addition to the minimum annual rental payments above, Oxfam is also responsible for operating and other related costs for its premises.

8. Contingencies:

As stated in note 1(f), the GAC and certain other contributions are subject to conditions regarding the expenditures of the funds. Oxfam's accounting records, as well as those of member institutions subcontracted to execute the projects, are subject to audit by the GAC and other funding agencies to identify instances, if any, in which the amounts charged to projects have not complied with the agreed terms and conditions, and which, therefore, would be refundable to the funding agency. Adjustments to the financial statements as a result of these audits will be recorded in the period in which they become known.

9. Net assets:

Oxfam considers its capital to consist of its net assets invested in tangible capital and intangible assets, internally restricted net assets and unrestricted net assets.

Oxfam's objective with respect to capital is to fund its tangible capital and intangible assets and to have funds available for future projects and ongoing operations. Oxfam manages its capital by transferring unrestricted net assets to internally-restricted net assets for specific projects and a contingency reserve for project funding continuity as described below.

Oxfam is not subject to externally imposed capital requirements and its overall strategy with respect to capital remains unchanged from the year ended March 31, 2018.

OXFAM CANADA

Notes to Financial Statements (continued)

Year ended March 31, 2019

9. Net assets (continued):

Internally-restricted net assets:

The Board of Directors has established a contingency reserve policy to ensure continuity of partner funding and to address unforeseen circumstances. Per the reserve policy, the excess of unrestricted net assets over amounts internally restricted for specific projects will be allocated to this reserve on an annual basis until a threshold of \$2.5 million is reached. Disbursements from this reserve require the approval of the Board of Directors. As of March 31, 2019, no amounts have been transferred to this reserve.

10. Donor advised fund:

Oxfam is the beneficiary of the Oxfam Canada Fund (the "Fund"), administered and controlled by Vancouver Foundation. In the year, Oxfam received contributions of \$134,631 (2018 - \$Nil) from the Fund. At March 31, 2019, the Fund balance was \$114,830 (2018 - \$246,283).

11. Comparative information:

Certain 2018 comparative information has been reclassified to conform with the financial statement presentation adopted for 2019.