

Fundy Model Forest

Our Forests, Our Communities, Our Future

Annual Report 2018-2019



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Appendix A – Financial Summary

Introduction

The 2018-2019 fiscal year was the sixth year that the Fundy Model Forest (FMF) has been without secured core funding. However, for the first time since we lost our core funding, we had a positive revenue stream. This allowed us to ensure the support structures in the organization survive as well as carrying out projects that are meaningful to the partners. It has been a big challenge over the past several years, but we have made significant steps to reduce the overhead, diversify funding sources and still do work that is within our objectives.

Over the past year the FMF has focused on:

- Ensuring efficient administration of the funding and programs associated with the FMF,
- Sought alternative funding sources and secured funding to operate for the next two or more years,
- Deliver projects that contribute to the knowledge and education of our partners,
- Supported partners in the delivery of projects relevant to their organizations,
- Ended the year with a positive cash position.

Governance and Administration

Purpose:

One of the assets of the Fundy Model Forest (FMF) is its governance, administration and financial oversight. Organizations investing in the FMF can be assured that the funds are allocated to the appropriate projects and activities and that reporting on those expenditures is transparent.

Deliverables:

The deliverables included:

- Workplan and Annual Reports
- BOD, Executive and partnership meetings, meeting minutes and agendas
- Monthly financial summaries
- Project and financial management on behalf of FMF partners
- Project proposals interim and final reporting
- Administration of all activities associated with the organization

Budget Summary:

Expenses	Cash	In-kind	Total
Rent	\$127	\$0	\$0
Salaries - Benefits and Levies	\$28,126	\$0	\$28,126
Travel (Administration)	\$118	\$0	\$118
Office Expenses (Consumables and equipment)	\$3,593	\$0	\$3,593
Insurance	\$4,655	\$0	\$4,655
Bank Charges	\$302	\$0	\$302
FMF Governance	\$237	\$3,325	\$3562
total	\$37,031	\$3,325	\$40,356

Programs

Community Capacity

1 Communications and Outreach

Description:

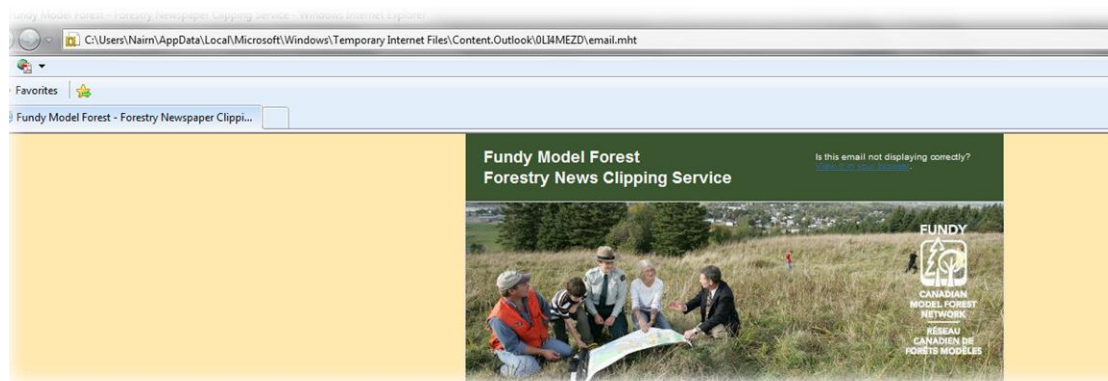
With the changes that have taken place in the FMF over the past 6 years, it has been critical to keep the organization visible to our partners and the public. Through the News Clipping service and our outreach and education events, the FMF has remained highly visible and relevant in the New Brunswick forest sector. Our audience continues to grow through social media and other communication tools.

Deliverables:

- Newspaper Clipping
- Updates through social media: the FMF Facebook page
- Liaison with partner organizations
- Education and outreach projects

Budget Summary:

Cash	Inkind	Total Budget
FMF Partners		
\$414	\$0	\$414



2 Spruce Budworm Communications

Description:

There is a looming Spruce Budworm infestation under way in Quebec. The infestation is moving south and has entered the northern fringes of New Brunswick. The population may begin to move south in the next few seasons. The FMF has been the liaison between the woodlot community, the public and the Healthy Forest Partnership (the partnership conducting the research).

Deliverables:

- Public Spruce Budworm Technical Workshops
- Outreach literature and information
- Technical sessions for Marketing Boards and the public

Partners:

- I. Government of New Brunswick
- II. Forest Protection Limited
- III. University of New Brunswick
- IV. Canadian Forest Service
- V. Forest sector

Budget Summary:

Cash	Inkind	Total Budget
Forest Protection Limited		
\$95,264	\$0	\$95,264



3 Tree Canada

Description:

Fundy Model Forest is the representative for Tree Canada in the Province of New Brunswick. The FMF coordinates events, provides information to potential funding recipients, attends recognition events, provides over-site and reporting and, coordinates projects.

Deliverables:

- Reports, recognition events, information to potential participants

Partners:

- I. Tree Canada
- II. Local Organizations

Budget Summary:

Cash	Inkind	Total Budget
Tree Canada		
\$1,138	\$0	\$1,138

4 Envirothon Workshop

Description:

The FMF partnered with Science East to host a workshop for competitors in the New Brunswick Envirothon competition. This past year, there was only one indoor session hosted by the FMF. There was no cost associated with the workshop.

Deliverables:

- Workshop

Partners:

- I. CFS
- II. Science East

Budget Summary:

Cash	Inkind	Total Budget
NB Wildlife Trust Fund	FMF Partnership	
\$0	\$0	\$0

5 Deer oh Deer Outdoor Experiential Program

Description:

The FMF partnered with Elmhurst Outdoors to develop and host outdoor experiential activities centered on deer. The curriculum focused on grade 4 children. The workshops taught basic ecology, biology and stewardship with a specific focus on deer populations. Six workshops were hosted with 200 students and teachers participating.

Deliverables:

- Workshop

Partners:

- I. Elmhurst Outdoors
- II. Wildlife Trust Fund

Budget Summary:

Cash	Inkind	Total Budget
NB Wildlife Trust Fund	Elmhurst	
\$2,424	Outdoors/Department of Education	
	\$16,200	\$16,424

6 Greater Fundy Search and Rescue Infrastructure and Capacity Building

Description:

The FMF partnered with Greater Fundy Search and Rescue, Fundy National Park and Public Safety Canada to develop build infrastructure and capacity for search and rescue in the Fundy region. The FMF provided financial and project management support for the project. The current year was year one of three.

Deliverables:

- Financial management
- Project management
- Reports and financial summaries

Partners:

- I. Greater Fundy Search and Rescue
- II. Fundy National Park
- III. Public Safety Canada

Budget Summary:

Cash	Inkind	Total Budget
Public Safety Canada	Various partners	
\$87,139	\$75,086	\$164,511

GFSAR
\$2,630

Knowledge Mobilization

7 Eastern Canada/USA Forest Science Conference (ECANUSA)

Description:

The FMF has partnered with the University of New Brunswick to deliver the Eastern Canada/USA Forest Science Conference in Fredericton, New Brunswick. 120 attended the conference held on October 18th to 20th, 2018.

Deliverables:

- Delivery of ECANUSA

Partners:

- I. University of New Brunswick

Budget Summary:

Cash	Inkind	Total Budget
Multiple Funders		
\$9,695	\$0	\$9,695

Research and Monitoring

8 Population Viability Analysis

Description:

The FMF partnered with the UNB to develop protocols for modeling population viability based on forest management practices in New Brunswick. This was year two of a three year project.

Deliverables:

- Experts workshop
- Literature review
- Identification of potential pilot species
- Identification of potential models

Partners:

- I. UNB
- II. New Brunswick Environmental Trust Fund

Budget Summary:

Cash	Inkind	Total Budget
NB Environmental Trust Fund	UNB	
\$15,000	\$4,000	\$25,693
NB Wildlife Trust Fund		
\$6,693		

Financial Summary

Table 1 presents the financial statement for the 2018-2019 fiscal year. A full financial report can be found in Appendix A.

Table 1: Summary of expenditures for April 1, 2018 to March 31, 2019

Revenue				
Beginning Balance	\$34,941			
Other Income	\$264,188			
Total Funding	\$299,129			
Expenses				
	External Cash	FMF Cash	In-kind	Total
Rent	\$127	\$0	\$0	\$127
Salaries - Benefits and Levies	\$28,126	\$0	\$0	\$28,126
Travel (Administration)	\$118	\$0	\$0	\$118
Office Expenses (Consumables and equipment)	\$3,768	\$0	\$0	\$3,768
Insurance	\$4,655	\$0	\$0	\$4,655
FMF Governance	\$237	\$0	\$3,325	\$3,562
Subtotal	\$37,031	\$0	\$3,325	\$40,356
Community Capacity				
Communications and Outreach	\$414	\$0	\$0	\$414
Spruce Budworm Communications	\$95,264	\$0	\$0	\$95,264
Tree Canada	\$1,138	\$0	\$0	\$1,138
Envirothon Workshop	\$0	\$0	\$0	\$0
Deer oh Deer	\$2,424	\$0	\$16,200	\$18,624
Greater Fundy Search and Rescue Capacity	\$89,425	\$0	\$75,086	\$164,511
Subtotal	\$188,683	\$0	\$91,286	\$279,951
Activity Area – Knowledge Mobilization				
ECANUSA	\$9,695	\$0	\$0	\$9,695
Subtotal	\$9,695	\$0	\$0	\$9,695

Expenses	External Funding	FMF Cash	In-kind	Total
Activity Area – Research and Monitoring				
Population Viability Analysis	\$21,693	\$0	\$4,000	\$25,693
Subtotal	\$21,693	\$0	\$4,000	\$25,693
Total	\$257,084	\$0	\$98,611	\$355,695
Excess Revenue over Expenditures		\$42,045		

Inkind Contributions

Table 2 describes the inkind contributions by organization.

Table 2: Summary of leveraged and in-kind funding from partner organizations

INKIND		April 1, 2018 to March 31, 2019	
Contributor	Cash	In-kind	Total
Canadian Forest Service	\$0	\$325	\$325
New Brunswick Department of Energy and Resource Development	\$6,000	\$0	\$6,000
Conservation Council of New Brunswick	\$0	\$500	\$500
Elmhurst Outdoors	\$0	\$4,250	\$4,250
J.D. Irving Ltd	\$0	\$500	\$500
Southern New Brunswick Wood Cooperative	\$1,800	\$500	\$2,300
UNB	\$0	\$5,500	\$5,500
Village of Petitecodiac	\$0	\$500	\$500
Subtotal - Partners	\$7,800	\$7,075	\$14,875
Non-partner Organizations			
Forest Protection Limited	\$104,873	\$0	\$104,873
New Brunswick Department of Education	\$0	\$12,450	\$12,450
Individual Members and Organizations	\$18,238	\$0	\$18,238
New Brunswick Wildlife Trust Fund	\$9,368	\$0	\$9,368
New Brunswick Environmental Trust Fund	\$15,000	\$0	\$15,000
Public Safety	\$87,139	\$0	\$87,139
Greater Fundy Search and Rescue	\$2,630	\$75,086	\$77,716
Tree Canada	3,140	\$0	\$3,140
Subtotal – Non-partners Organizations	\$240,388	\$87,536	\$327,924
Total	\$248,188	\$94,611	\$342,799

Organizational Structure

Board of Directors

Individual representatives on the FMF Board of Directors are senior members of their organizations. The Board of Directors facilitates the application of FMF. Listed below are members of the Board for the 2018/2019 fiscal year.

Mr. Jamie Floyd SNB Wood Cooperative Ltd.	Vacant NB Department of Environment and Local Government	Ms. Heather Hawker City of Moncton
Mr. Robert Fawcett J.D. Irving, Limited	Ms. Susannah Banks NB Federation of Woodlot Owners	Dr. Shawn Dalton Washademoak Environmentalists
Mr. Willard Mallory Sussex Fish and Game Association	Mr. Jerry Gogan Village of Petitcodiac	Vacant Canadian Institute of Forestry
Vacant University of New Brunswick Saint John	Dr. Alyre Chiasson Université de Moncton	Vacant Sussex and District Chamber of Commerce
Mrs. Moranda van Geest Elgin Eco Association	Ms. Stephanie Coburn Conservation Council of New Brunswick	Mr. Gig Keirstead Anglophone South School District
Mr. Jerry Gogan Petitcodiac Sportsman's Club	Vacant Red Bank First Nation	Vacant K.C. Irving Chair in Sustainable Development
Vacant Fundy National Park	Mr. Mark Thorne Town of Sussex	Mr. Bernie Daigle Canadian Forest Service
Vacant NB Department of Natural Resources	Vacant Eel Ground First Nation	Dr. Dave MacLean University of New Brunswick FOREM
Dr. Graham Forbes Greater Fundy Ecosystem Research Group	Mr. Robert Whitney Maritime School of Forest Technology	

Supporting Organizations

Organization

NB Federation of Naturalists
REMSOFT

Representative

Mr. Gart Bishop
Mr. Doug Jones

Fundy Model Forest Officers

Officers of the company, elected by the Board are:

President

Dr. Dave MacLean, UNB Faculty of Forestry
and Environmental Management

Secretary

Ms. Amanda Walsh, Fundy Model Forest
Clerk of the corporation, custodian of the seal and maintains all votes and minutes

Treasurer

Ms. Amanda Walsh, Fundy Model Forest
Custody of all funds and maintains full and accurate records of accounts

Executive Committee

The Executive Committee is comprised of the following:

President

Dr. Dave MacLean

General Manager (non-voting)

Mr. Nairn Hay

Secretary (non-voting)

Ms. Amanda Walsh

One seat from Natural Resources Canada (Ex-officio)

Mr. Bernard Daigle

Four Landowner Seats

J. D. Irving, Limited.

Mr. Robert Fawcett

Fundy National Park

Vacant

SNB Wood Cooperative

Mr. Jamie Floyd

NB Department of Natural Resources

Vacant

Five Elected sector representatives

Education

Mr. Gig Keirstead

Environmental

Ms. Stephanie Coburn

Public at Large

Mr. Jerry Gogan

Research

Dr. Alyre Chiasson

First Nations

Vacant

Administration

Dr. Dave MacLean, Faculty of Forestry and Environmental Management at the
University of New Brunswick, is the Chair and President of the FMF.

The FMF office staff consists of:

Nairn Hay, General Manager;
Phone: (506) 432-7575
Email: Nairn@fundymodelforest.net

Amanda Walsh, Office Administrator,
Phone: (506) 944-0393
Email: Amanda@fundymodelforest.net

Appendix A

Financial Summary

The following financial statements are unaudited and were prepared by Nairn Hay of Fundy Model Forest Inc.

Fundy Model Forest Inc.

March 31, 2019

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Fundy Model Forest Inc.
Statement of Financial Position
(Unaudited)
March 31, 2019

	2019	2018
Assets		
Current Assets		
Cash	\$ (19,434)	\$(4,119)
Accounts Receivable	70,143	43,426
Prepays	<u>0</u>	<u>0</u>
	\$50,709	\$39,018
Liabilities and Net Assets		
Current Liabilities		
Accounts payable and accrued liabilities	\$8,663	\$4,175
Deferred revenue	<u>0</u>	<u>0</u>
	\$8,663	\$4,175
Net Assets		
Fund Balance, Fundy Model Forest	<u>\$42,045</u>	<u>\$34,942</u>
	\$50,708	\$39,708

Approved on behalf of the board:

_____ Director

_____ Director

Fundy Model Forest Inc.
Statement of Income and Fund Balance
(Unaudited)
March 31, 2019

	Actual 2019	Actual 2018	Budget 2019
Revenue			
Income	<u>\$299,129</u>	<u>\$302,909</u>	<u>\$264,680</u>
	\$299,129	\$302,909	\$264,680
Program Expenses			
Education and Communications	\$414	\$383	\$414
Projects	219,639	239,639	211,946
Working Group Support	<u>237</u>	<u>687</u>	<u>237</u>
	\$220,290	\$240,277	\$212,597
Administrative Expenses			
Salaries and Fringe Benefits	\$28,126	\$39,935	\$10,000
Travel and Training	118	220	125
Miscellaneous	4,957	103	4,955
Office Expenses	<u>3,593</u>	<u>8,154</u>	<u>5,007</u>
	\$36,794	\$48,412	\$20,087
Total Expenses	\$257,084	\$332,567	\$232,684
(Deficiency) Excess of Revenue over Expenses	\$7,104	\$(29,658)	\$(2,945)
Fundy Model Forest Fund Balance			
Beginning of year	\$39,342	\$64,600	\$39,942
Fundy Model Forest Fund Balance			
End of year	\$42,045	\$34,942	\$31,996

Fundy Model Forest Inc.
Statement of Cash Flows
(Unaudited)
March 31, 2019

	2019	2018
Cash Provided By (Used In)		
Operating Activity		
Working capital from operations		
Excess Revenue over Expenditures	\$7,104	\$(29,658)
Net change in non-cash working capital balances:		
Accounts Receivable	\$(26,907)	\$(1,347)
Accounts Payable and Accrued Liabilities	4,488	(8,138)
Prepaid Expenses	0	0
Deferred Revenue	0	0
	<u>(22,419)</u>	<u>(6,791)</u>
Financing Activities		
	\$ 0	\$ 0
Investing Activities		
	\$ 0	\$ 0
Increase (Decrease) in Cash	\$ (15,315)	\$ (36,441)
Cash, beginning of year	\$ (4,119)	\$ 32,322
Cash, end of year	\$ (19,434)	\$ (4,119)

Fundy Model Forest Inc.
Notes to Financial Statements
(Unaudited)
March 31, 2019

Accounts Receivable

	2019	2018
Great Fundy Search and Rescue	\$12,197	\$0
Forest Protection Limited	\$44,471	\$43,011
Tree Canada	\$730	\$415
Province of New Brunswick	\$6,000	\$0
SNB Wood Coop	\$1,800	\$0
HST refundable	\$5,135	\$5,128
Accounts Receivable	<u>\$70,143</u>	<u>\$43,426</u>

Bank Indebtedness

The FMF has a revolving line of credit with Royal Bank of Canada, bearing interest at prime plus 2.4% and limited to \$45,000.

Fundy Model Forest Inc.
Notes to Financial Statements
(Unaudited)
March 31, 2019

Payables and Accruals

	<u>2019</u>	<u>2018</u>
Trade payables	\$5,864	\$2,039
Holdbacks on projects	0	0
Wages payable	2,799	2,136
Audit accrual	<u>0</u>	<u>0</u>
	\$ 8,663	\$ 4,175

Fundy Model Forest Inc.
Details of Expenses
(Unaudited)
March 31, 2019

Education and Communications – Schedule 1

	Actual 2019	Actual 2018	Budget 2019
Communication Coordinator Salary	\$0	\$0	\$0
Communication – Media, Website, Translation	414	414	414
Educational Materials and Activities	0	0	0
Media (Video, Radio, Print, Ads, Etc.)	0	0	0
Web Site (Maintenance, Hosting and Upgrades)	0	0	0
Translation	0	0	0
Travel	0	0	0
Special Events/Public Tours	0	0	0
	\$ 414	\$414	\$ 414

Fundy Model Forest Inc.
Details of Expenses
(Unaudited)
March 31, 2019

Projects – Schedule 2

	Actual 2019	Actual 2018	Budget 2019
Atlantic Urban Forest Conference	\$0	\$16,050	\$0
Deer oh Deer	\$2,424	\$2,105	\$2,424
Outdoor Education	\$0	\$1,113	\$0
Inner Bay of Fundy Salmon	\$0	\$(55)	\$0
Tree Canada	\$1,138	\$3,728	\$1,138
ECANUSA	\$9,695	\$0	\$9,395
Population Viability Analysis Tool	\$21,693	\$25,014	\$26,600
Greater Fundy Search and Rescue - Infrastructure	\$89,425	\$154,572	\$87,139
Spruce Budworm Woodlot Communication	\$95,264	\$80,804	\$85,250
	\$219,639	\$283,331	\$211,946

Fundy Model Forest Inc.
Details of Expenses
(Unaudited)
March 31, 2019

Working Group Support – Schedule 3

	Actual 2019	Actual 2018	Budget 2019
FMF Meetings	\$ 237	\$ 411	\$ 237
	\$ 237	\$ 411	\$ 237

Fundy Model Forest Inc.
Details of Expenses
(Unaudited)
March 31, 2019

Administrative Expenses – Schedule 4

	Actual 2018	Actual 2018	Budget 2019
Administrative Expenses			
Salaries and Fringe Benefits	\$ 28,126	\$ 29,935	\$ 10,000
	28,126	39,935	10,000
Travel and Training			
Travel Expenses (all requirements)	118	220	125
Miscellaneous			
Audit Fees	-	-	-
Liability Insurance	4,655	3,794	4,655
Bank Charges	302	341	300
Miscellaneous	0	103	0
	4,957	4,238	4,955
Office Expenses			
Office Supplies	719	550	900
Rent and maintenance (office and storage)	127	0	200
Office equipment and maintenance	323	988	1,300
Telephone	1,459	1,529	1,700
Postage and Courier	208	67	150
Subscriptions and memberships	757	885	757
	3,593	4,019	5,007
Total Administrative Expenses	\$36,794	\$48,412	\$20,087