

# QUEEN'S PRINTER AGENCY

## 2016–2017 ANNUAL REPORT





December 4, 2017

The Honourable Richard Mostyn,  
Minister of Highways and Public Works  
P.O. Box 2703  
Whitehorse, Yukon Y1A 2C6

Dear Minister:

I submit for your consideration the Queen's Printer Agency annual report for the fiscal year 2016-2017.

Queen's Printer Agency has taken important steps to meet customer expectations and to provide opportunities for the private sector. The agency strives to fulfill its mission to "help government departments and publicly-funded agencies meet their objectives by providing cost-effective, client-driven publishing services."

The pursuit of defined objectives and the delivery of services focused on customer satisfaction will equip Queen's Printer Agency to meet the challenges of the future.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Paul McConnell".

Paul McConnell  
A/Deputy Minister



December 4, 2017

We are pleased to present the annual report of the Queen's Printer Agency for the fiscal year 2016–2017.

This report describes the agency, the services it provides and its accomplishments as a special operating agency.

In 2010, Queen's Printer Agency was involved in a review. Items noted in this review which continue to be addressed are business model options, maintaining client satisfaction, visual identity, Regulations of Yukon publication updating, in-house print production, staying current with evolving technology, and making best use of private sector services to meet the government's needs.

Along with updating the process for the publication of the Regulations of Yukon, our challenge for the future continues to be improved communication of Queen's Printer Agency's services to internal government clients.

Queen's Printer Agency management and staff acknowledge and thank the Yukon government and our clients for their support of the special operating agency concept.

A handwritten signature in blue ink that reads "Debra Thibodeau".

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Debra Thibodeau  
Director, Supply Services

A handwritten signature in blue ink that reads "P. Black".

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Pascale Black  
Agency Head

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## OVERVIEW

On April 1, 1998, Queen's Printer Agency became a fully operational special operating agency. Its focus is to provide a variety of publishing services to departments and publicly funded agencies.

## AGENCY STRUCTURE

The Queen's Printer Agency, a program of the Department of Highways and Public Works, is responsible to the Deputy Minister. As such, it is subject to government legislation, policies and directives, and contributes to the overall mission and mandate of the department.

The day-to-day business of Queen's Printer Agency is managed by the Queen's Printer Agency head reporting to the Director, Supply Services.

## MISSION

The mission of the Queen's Printer Agency is:

*To help government departments and publicly funded agencies meet their objectives by providing cost-effective, client-driven publishing services.*

## MANDATE

The Queen's Printer Agency is accountable for:

- a) Bottom line results: managing the delivery of publishing services in an entrepreneurial and business-like manner to ensure the best use is made of government resources.
- b) Client service: satisfying clients' publishing and equipment planning needs.
- c) Private sector involvement: providing opportunities for private sector services.

## SERVICES

### **In-house, black ink print-on-demand and scanning production**

Queen's Printer Agency endeavours to meet the printing and scanning needs of Yukon government and publicly funded agencies by offering in-house services for:

- Mainly black ink, print-on-demand service using 30% post-consumer waste recycled content paper stock. Colour printing is restricted to approved confidential documents.
- Scanning up to 11x17 (resulting in editable Word documents or PDF, Tiff, or Jpeg file types)
- Quick turnaround, confidential print services (i.e. budget documents, ministerial announcements, introduction of new legislation).
- Providing the ability for clients to place their orders and forward jobs electronically.

Offset press printing and all other commercial colour production printing is left to the private sector. Queen's Printer Agency is committed to working with local private sector printing partners.

## **Creative services, graphics consulting and website development**

Queen's Printer Agency has knowledgeable staff and modern equipment to stay current with technological advances in web development and digital design. Queen's Printer is providing in-house design when there are sensitivity or confidentiality considerations (i.e. budgets, confidential documents, highly sensitive projects, copyright issues) or when a department specifically requests support with ensuring compliance with visual identity standards. This includes standardized government forms, internal website design, legislation published online, and development of standards manuals.

The agency assists clients by:

- Assigning priority to confidential and sensitive documents.
- Providing creative concepts in planning through to production.
- Publishing of information including print, on-line or digital distribution.
- Liaising with private sector design firms.
- Conforming to visual identity standards.
- Ensuring budgets, timelines and quality expectations are met.
- Verifying, modifying, editing and archiving digital graphics files.

## **Forms design and production**

Queen's Printer Agency's in-house design and production services provide clients with an efficient and economical source for their forms requirements including:

- Creating new and updated forms.
- Developing and implementing forms standards.
- Tracking of government forms.
- Managing pre-press and printing of forms.
- Removing technical barriers to allow local printing of forms.
- Developing electronic interactive forms which help speed up program delivery.

## **Project management and publishing contract management**

Queen's Printer Agency's account managers provide advice and assistance to clients on a wide range of publishing matters. Assistance includes:

- Pre-production planning and advice.
- Preparing specifications for production and printing.
- Tendering and obtaining competitive quotations for best value and;
- Establishing Standing Offer Agreements for various printed goods and services.
- Issuing and managing supplier contracts.
- Preparing timelines for production.
- Providing advice on visual identity requirements.
- Monitoring quality.
- Coordinating all the partners in the project to ensure a quality product is delivered on time and on budget.

**Legislative subscription services**

Queen's Printer Agency provides legislative documents and government publications to regular subscribers and one-time buyers in paper, on-line and digital formats. High-profile publications include Hansard, Yukon Gazette, Statutes of Yukon and Regulations of Yukon.

**Visual identity of Government of Yukon publications**

In providing all the services noted above, Queen's Printer Agency manages the visual identity of Government of Yukon print and electronic publications.

## 2016/2017 HIGHLIGHTS

- Client needs
  - Pursued ways to maximize efficiency by following up with Yukon government clients, reminding, and anticipating their needs based on recurring activities throughout the year.
  - Tracked clients projects with the ability to provide up to the minute updates and consistent follow up on projects, along with historical data.
  - Developed a client service agreement on Queen's Printer Agency's in-house black and white printing standards. The service agreement will outline the roles and responsibilities for Queen's Printer Agency and clients and allows to monitor for continuous improvement of performance standards.
  
- Cost, service delivery analysis and actions
  - Recommendations are being prepared for possible business model changes and implementation.
  
- Private sector collaboration
  - Met with local print industry to listen to concerns, and discuss specifications and options prior to issuing Standing Offer Agreement tenders for black and white copying and colour copying.
  - Conducted invitational tenders with local print industry vendors and ensured an open and fair purchasing process that maximizes competition, supports the environment and the economy to obtain the best value.
  - Conducted public tenders for graphic design Standing Offer Agreements. These agreements have been distributed throughout Yukon government for departmental client use and are available on the internal Yukonnect website.
  - Conducted an invitational Expression of Interest with local printing firms for confidential printing. The responses indicated that local printing firms do not have the ability to meet the requirements for secure printing at this time.
  - Conducted an open public tender in November 2016 for print room copier equipment replacement. Queen's Printer has successfully put a three-year lease in place with a local vendor.
  
- Visual identity common look and feel
  - Graphic design and print firms are able to access Yukon government Visual Identity Standards and high resolution graphic files through the File Transfer Protocol website.
  - Collaborated with Executive Council Office on the revised Government of Yukon style guide.
  
- Enhancing skills
  - Queen's Printer Agency staff are keen and regularly enrolled in training on health and safety, procurement, and evolving technology in the publishing industry.
  - All staff have completed their required safety training and are familiar with the safety binder.
  
- Scanning and digitization of paper documents
  - Queen's Printer Agency scanning service digitized documents with Optical

Character Recognition. This service allows for the reduction of paper archives. It continues to gain popularity within Yukon government and over 40,000 pages were scanned for clients, including specialty projects like digitizing over 20,000 aerial photographs.

- Graphic and Web design
  - Designed and published several confidential and sensitive projects, manuals and communication projects often with tight time frames.
  - Participated in several committees including the Web Advisory Committee and were involved in the Government of Yukon website audit, resulting in removal of redundant and outdated content.
  
- Forms
  - Over 1200 YG forms were designed or modified and produced in a variety of print and electronic formats in English and French.
  - As part of the Government of Yukon website audit a list of all online public forms was submitted to the departments requesting their review. As a result, several forms were identified by the departments as requiring changes. Those forms were modified and the forms repository updated.
  - Continued collaboration with eServices for online forms and accessibility solutions.
  
- Risk management
  - Operational manuals and task specific modules have been and continue to be developed for most employee positions. An operations manual was developed for the new Queen's Printer Agency invoicing system.
  
- Regulations of Yukon
  - Modernization solutions have been researched in order to publish the Regulations in an open and accessible format (XML). Options require changes to the drafting and updating of the publication process for the Regulations of Yukon.
  
- Printed internal telephone directory
  - In 2015, Information and Communications Technology introduced a new online directory. While the new directory will provide a better overall user experience, employees are still transitioning. Once the transition is complete, we can explore options for a published internal telephone directory.

## OPERATING RESULTS

### Print Production:

In 2016–2017, Yukon government staff printed nearly 22 million copies. These were printed using Yukon government copiers (an increase of 5.5% from 2015–16): of those more than 3 million copies were printed at Queen’s Printer Agency (down 6.8% since 2015–16) and the remainder, over 19 million copies, used departmental convenience copiers (up 10.0% from 2015–16).

The table below shows the copies printed within Yukon government (YG) at Queen’s Printer Agency (QPA) and using Yukon government convenience copiers. It does not show the volume of printed materials that are outsourced to local print vendors via tenders or Standing Offer Agreements.

<b>QPA COPYING FOR DEPARTMENTS / COPYING BY DEPARTMENTS - 2016/17 (number of copies)</b>						
	<b>QPA Copying In-house for Departments</b>	<b>% of QPA Copying</b>	<b>Copying by YG Departments</b>	<b>% of Department Copying</b>	<b>QPA &amp; YG Dept Total</b>	<b>% of grand Total for YG</b>
Community Services	157,320	4.8%	1,488,513	7.8%	1,645,833	7.5%
Economic Development	135	0.0%	220,840	1.2%	220,975	1.0%
Education	483,131	14.8%	6,989,142	36.7%	7,472,273	34.0%
Energy, Mines and Resources	23,900	0.7%	1,473,109	7.7%	1,497,009	6.8%
Environment	65,330	2.0%	488,055	2.6%	553,385	2.5%
Executive Council Office	33,020	1.0%	723,919	3.8%	756,939	3.4%
Finance	397,575	12.2%	527,181	2.8%	924,756	4.2%
French Language Services Directorate	-	0.0%	47,098	0.2%	47,098	0.2%
Health and Social Services	454,151	13.9%	2,226,577	11.7%	2,680,728	12.2%
Highways and Public Works	853,890	26.2%	1,893,615	9.9%	2,747,505	12.5%
Justice	19,132	0.6%	1,640,859	8.6%	1,659,991	7.6%
Yukon Legislative Assembly	208,884	6.4%	256,100	1.3%	464,984	2.1%
Public Service Commission	105,615	3.2%	460,139	2.4%	565,754	2.6%
Tourism and Culture	87,865	2.7%	451,854	2.4%	539,719	2.5%
Yukon College	358,722	11.0%	-	0.0%	-	0.0%
Women's Directorate	-	0.0%	41,431	0.2%	41,431	0.2%
Yukon Liquor	12,000	0.4%	140,374	0.7%	152,374	0.7%
<b>TOTAL</b>	<b>3,260,670</b>	<b>100%</b>	<b>19,068,806</b>	<b>100%</b>	<b>21,970,754</b>	<b>100%</b>

Department of Education continued to print the most copies for all of Yukon government coming in at 34% of the grand total, down slightly (3.2%) from 2015–16. The detailed breakdown is as follows:

- In 2016–17 Department of Education printed 36.7% of the total for Yukon government copies, 14.8% of which were printed at Queen’s Printer Agency.
- Compared to 2015–16 Department of Education printed 41.3% of all the Yukon government copies and 15.7% of which were printed at Queen’s Printer Agency.

Department of Highways and Public Works follows, printing 12.5% of total Yukon government copies, a 3.3% decrease in copies from 2015–16. The detailed breakdown is as follows:

- In 2016–17 Department of Highways and Public works printed 9.9% of the total for Yukon government copies, 26.2% of which were printed at Queen’s Printer Agency.
- Compared to 2015–16 Department of Highways and Public works printed 10.3% the total for Yukon government copies and 30.4% of which were printed at Queen’s Printer Agency.

Department of Health and Social Services is third, printing 12.2% of total Yukon government copies, a 4.6% increase in copies from 2015–16. The detailed breakdown is as follows:

- In 2016–17 Department of Health and Social Services printed 11.7% of the total for Yukon government copies, 13.9% of which were printed at Queen’s Printer Agency.
- Compared to 2015–16 Department of Health and Social Services printed 8.9% of the total Yukon government copies and 8.6% of which were printed at Queen’s Printer Agency.

<b>Yukon government operating volumes</b>							
	<b>Volume of Queen’s Printer Service Request</b>	<b>% Change</b>	<b>Copies printed at Queen’s Printer Agency</b>	<b>% Change</b>	<b>Copies printed on Yukon government departmental copiers</b>	<b>% Change</b>	<b>Quantity of Yukon government departmental copiers</b>
2016/17 Actual	3,339	0.6%	3,260,670	-6.8%	19,068,806	10.0%	307
2015/16 Actual	3,319	15.7%	3,497,177	-14.0%	17,338,053	3.2%	299
2014/15 Actual	2,869	9.8%	4,066,509	-2.6%	16,793,776	0.5%	272
2013/14 Actual	2,614	10.1%	4,173,000	-1.2%	16,713,000	8.2%	285
2012/13 Actual	2,374	8.8%	4,224,000	0.9%	15,451,000	7.3%	266

In 2016–17, Queen’s Printer Agency processed 3,339 Queen’s Printer Service Requests for a variety of projects including in house and outsourced copying, bindery, scanning, press printing, forms design and graphic design. The number of Queen’s Printer Service Requests received and processed yearly has increased by 40.6% over the past five years (2,374 in 2012–13).

The significant increase in Queen’s Printer Service Requests can be attributed to the increase in demand for forms, the outsourcing of low value printing to local vendors and the amalgamation of Yukon College’s printing operation. The Yukon College’s print room closed in 2015. Since the closure Queen’s Printer Agency handles all of Yukon College’s printing. The Yukon College submits, on average, 600 Queen’s Printer Service Requests per year.

The number of departmental convenience copiers has increased by 15% since 2012–13, an average rate of 3.8% per year.

**Summary of Revenues, Expenses and Fund Balance**

	2016/17 Actual	2015/16 Actual	2014/15 Actual	2013/14 Actual
<b>Operating Revenues:</b>				
Legislative Appropriation*	\$ 176,000	\$ 4,000	\$ 11,000	\$ 72,000
Service to YG Departments	546,000	554,000	581,000	506,000
Subtotal:	\$ 722,000	\$ 558,000	\$ 592,000	\$ 578,000
<b>Operating Expenses:</b>				
Personnel and Administration	332,000	326,000	320,000	307,000
Contract Services	8,000	17,000	14,000	25,000
Repairs and Maintenance	24,000	26,000	32,000	39,000
Supplies	31,000	45,000	37,000	54,000
Amortization	10,000	11,000	9,000	9,000
Printing	210,000	187,000	152,000	130,000
(Loss) on disposal of capital assets	-	-		
Subtotal:	\$ 615,000	\$ 612,000	\$ 564,000	\$ 564,000
Net profit/loss for the year	\$ 107,000	\$ (54,000)	\$ 28,000	\$ 14,000
<b>Adjustments:**</b>				
Acquisition of capital assets	(141,000)	(10,000)	-	(35,000)
Amortization	10,000	11,000	9,000	9,000
(Loss) on disposal of capital assets	0	0	0	
Proceeds on sale of capital assets	0	0	0	
Subtotal:	\$ (131,000)	\$ 1,000	\$ 9,000	\$ (26,000)
<b>Queen's Printer Agency Revolving Fund:</b>				
Balance at beginning of year	\$ 107,000	\$ 160,000	\$ 123,000	\$ 135,000
Balance at end of year	\$ 83,000	\$ 107,000	\$ 160,000	\$ 123,000

\*Legislative appropriation in 2016/17 was for the purchase of new printing equipment, including a photocopier lease (\$141,000.)

\*\* Adjustments required under *Financial Administration Act* (as per Public Accounts Schedule 6).

**Financial:**

Queen's Printer Agency revenues from service to Yukon government departments in 2016–17 decreased by 1.4% from 2015–16 to \$546,000:

- \$437,000 from the print room operations – an increase of 3.6% from 2015–16
- \$109,000 from forms/graphic design work – a decrease of 17.4% from 2015–16

Expenses in 2016–17 increased by 0.5% from 2015–16 to \$615,000.

Net profit from Operating Revenues and Expenses of \$107,000 in 2016–17.

Queen's Printer Agency Revolving Fund balance decreased to \$83,000; down from \$107,000 in 2015–16.

# QUEEN'S PRINTER AGENCY

(A SPECIAL OPERATING AGENCY OF YUKON  
HIGHWAYS AND PUBLIC WORKS)

## FINANCIAL STATEMENTS

March 31, 2017



Queen's Printer Agency

**Financial Statements**

**March 31, 2017**

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## Independent Auditor's Report

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### To the Executive Council Members responsible for the Department of Highways and Public Works

We have audited the accompanying financial statements of Queen's Printer Agency, which comprise the statement of financial position as at March 31, 2017 and the statement of operations, changes in net debt and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information. The financial statements have been prepared by management in accordance with the accounting requirements of the Yukon Government as described in Note 2.

#### Management's Responsibility for the Financial Statements

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

#### Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements 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. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

#### Opinion

In our opinion, the financial statements of Queen's Printer Agency as at March 31, 2017 and for the year then ended are prepared, in all material respects, in accordance with the accounting requirements of the Yukon Government as described in Note 2.



**Basis of Accounting and Restriction on Use**

Without modifying our opinion, we draw attention to Note 2 in the financial statements, which describes the basis of accounting. The financial statements are used by the Queens Printer Agency to comply with its reports requirements to the Department of Highways and Public Works.

As a result, the financial statements may not be suitable for another purpose. Our report is intended solely for the Queens Printer Agency and the Department of Highways and Public Works and should not be used by other parties.

*BDO Canada LLP*

Chartered Professional Accountants

Whitehorse, Yukon  
July 27, 2017

Queen's Printer Agency

Statement of Financial Position

March 31, 2017

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	<u>2017</u> <u>(000s)</u>	<u>2016</u> <u>(000s)</u>
<b>Financial assets</b>		
Accounts receivable	\$ 9	\$ 7
Due from Government of Yukon (Note 4)	-	45
	<u>9</u>	<u>52</u>
<b>Liabilities</b>		
Accounts payable and accrued liabilities	23	24
Capital Lease obligation (Note 8)	129	-
Deferred Revenue	-	250
Due to Government of Yukon (Note 4)	103	-
	<u>255</u>	<u>274</u>
<b>Net debt</b>	<u>\$ (246)</u>	<u>\$ (222)</u>
<b>Non-financial assets</b>		
Tangible capital assets (Note 3)	<u>155</u>	<u>24</u>
<b>Accumulated deficit</b>	<u>\$ (91)</u>	<u>\$ (198)</u>

Legislative compliance (Note 7)

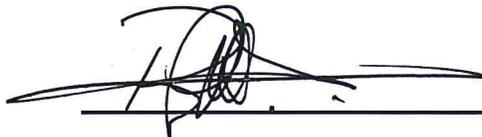
The accompanying notes are an integral part of the financial statements.

Approved:



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Deputy Minister  
Highways and Public Works



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Minister  
Highways and Public Works

Queen's Printer Agency

Statement of Operations

March 31, 2017

	<u>Budget (000s)</u>	<u>2017 (000s)</u>	<u>2016 (000s)</u>
<b>Revenue: (Note 6)</b>			
Legislative Appropriation		\$ 176	
Collective Agreement increase	\$ 4	\$ -	\$ 4
Printing and graphic design work	694	546	554
	<u>\$ 698</u>	<u>\$ 722</u>	<u>\$ 558</u>
<b>Expenses:</b>			
Amortization	\$ 51	\$ 10	\$ 11
Contract services	15	8	17
Printing	182	210	187
Repairs and maintenance	53	24	26
Supplies	52	31	45
Wages and benefits	345	332	326
	<u>\$ 698</u>	<u>\$ 615</u>	<u>\$ 612</u>
<b>Surplus (deficit) for the year</b>	<u>\$ -</u>	<u>\$ 107</u>	<u>\$ (54)</u>
Accumulated Deficit, beginning of year	<u>\$ (198)</u>	<u>\$ (198)</u>	<u>\$ (144)</u>
Accumulated Deficit, end of year	<u>\$ (198)</u>	<u>\$ (91)</u>	<u>\$ (198)</u>

Queen's Printer Agency

Statement of Changes in Net Debt

March 31, 2017

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	<b>Budget (000s)</b>	<b>2017 (000s)</b>	<b>2016 (000s)</b>
Annual Surplus (Deficit)	\$ -	\$ 107	\$ (54)
Amortization of tangible capital assets	51	10	11
Acquisition of tangible capital assets	-	(141)	(10)
Decrease (increase) in net debt	51	(24)	(53)
Net debt – beginning of year	(222)	(222)	(169)
Net debt – end of year	<b>\$ (171)</b>	<b>\$ (246)</b>	<b>\$ (222)</b>

Queen's Printer Agency

Statement of Cash Flows

March 31, 2017

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	<u>2017</u> <u>(000s)</u>	<u>2016</u> <u>(000s)</u>
<b>Operating transactions</b>		
Surplus (Deficit) for the year	\$ 107	\$ (54)
Add (deduct) items not involving cash		
Amortization of tangible capital assets	10	11
Change in non-cash working capital balances	(253)	(17)
	<u>(136)</u>	<u>(60)</u>
<b>Capital transactions</b>		
Acquisition of tangible capital assets	-	(10)
	<u>-</u>	<u>(10)</u>
<b>Financing transactions</b>		
Due from Government of the Yukon	148	70
Capital lease payments	(12)	
	<u>136</u>	<u>70</u>
<b>Cash, beginning and end of year</b>	<u>\$ -</u>	<u>\$ -</u>

Non-cash items - purchase of tangible capital assets under capital lease of \$141,120.

The agency does not have cash. Cash is held and managed on behalf of the agency by the Department of Finance, Government of Yukon.

**1. Nature of operations**

Queen's Printer Agency (the 'Agency') was established as a Special Operating Agency under the Queen's Printer Agency Charter with approval of the Cabinet of the Government of Yukon. Fee-for-service delivery started on April 1, 1998.

The Agency is a unit within the Supply Services Branch of the Department of Highways and Public Works, Government of Yukon and is responsible for helping government departments and publicly funded agencies meet their objectives by providing cost-effective, client-driven publishing services. The Agency is accountable for its activities as described in its charter. As a program of the department, the Agency is subject to government legislation, directives and policy.

**2. Significant accounting policies**

These financial statements have been prepared by management in accordance with the reporting requirements on the Yukon Government as described below and using the recognition and measurement principles of Canadian Public Sector Accounting Standards.

**(a) Tangible capital assets**

Tangible capital assets were acquired from the Government of Yukon at inception of Agency on April 1, 1998. Although the Agency is responsible for the operation and safeguarding of the tangible capital assets and pays for maintaining the assets and records the assets on the Agency's books, Government of Yukon retains title to the assets.

Tangible capital assets are estimated to have a salvage value at the end of their normal life equal to 10% of the original cost. Amortization is provided on a straight-line basis over the estimated normal life of the asset. Assets acquired in the first six months in the year are amortized for a full year; assets acquired in the last six months begin amortization in the following year. The estimated useful life for each asset is seven years.

**(b) Services provided without charge**

The Agency does not record the value of services it receives without charge. These services include the following:

- (a) use of office premises and vehicle parking area which are provided by the Government of Yukon.
- (b) telephone, utilities, office, and other overhead costs which are also provided by the Government of Yukon.
- (c) interest free legislative appropriation and other advances from Government of Yukon.

**2. Significant accounting policies (continued)**

**(c) Pensions**

The employees of the Agency are employees of the Government of Yukon but recorded as employees of the Agency. Both the Agency and its employees make contributions to the Public Service Superannuation Plan administered by the Government of Canada. The Agency is only liable for current contributions that are expensed in the accounts on a current basis.

**(d) Revenue recognition**

The Agency recognizes revenue from customers' orders upon completion of the order.

**(e) Use of Estimates**

The preparation of financial statements in accordance with Canadian public sector accounting standards requires the Agency's management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements; and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from management's best estimates as additional information becomes available in the future.

**(f) Financial instruments**

The Agency's financial instruments consist of accounts receivable, due from Government of Yukon, accounts payable, and capital lease obligation. Financial instruments are recorded at cost or amortized cost. Unless otherwise noted, it is management's opinion that the Agency is not exposed to significant interest, currency, or credit risks arising from its financial instruments.

Queen's Printer Agency

Notes to the Financial Statement

March 31, 2017

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3. Tangible capital assets

			2017	2016
			(000s)	(000s)
	Printing Equipment	Other - Multimedia	Total	Total
Cost				
Beginning of fiscal year	\$ 269	\$ 7	\$276	\$266
Additions *	141	-	141	10
Disposals	(207)		(207)	-
End of fiscal year	203	7	210	276
Depreciation, depletion and amortization				
Beginning of fiscal year	246	6	252	241
Amortization expense	9	1	10	11
Disposals	(207)	-	(207)	
End of fiscal year	48	7	55	252
Net book amount, end of fiscal year	\$ 155	\$ -	\$155	\$ 24

\* Included in tangible capital assets is printing equipment under capital lease totalling \$141,120 and for the year ended March 31, 2016, \$nil.

**4. Due from/to Government of Yukon**

Due from/to Government of Yukon is a long-term advance to the Agency consisting of the following:

- (a) capital assets acquired by the Government of Yukon prior to establishment of the Agency through the devolution of Federal government programs, for the use by the Agency.
- (b) cash received or distributed by the Government of Yukon on behalf of the Agency, since the Agency's first full year of fee-for service commencing April 1, 1998.

The advance is non-interest bearing and there are no fixed terms of repayment. The fair value of this receivable/liability cannot be reliably determined.

**5. Budget amounts**

The 2017 budget amounts have been provided for comparison purposes only and have been derived from the estimates approved by the management of the Agency.

## Notes to the Financial Statement

March 31, 2017

**6. Related party transactions**

The special operation agency is related to the following parties in terms of being a program of the Department of Highways and Public Works. Therefore, the agency, as well as the departments listed below, are all components of the Government of Yukon. The corporations below are all controlled by the Government of Yukon.

	2017 (000s)	2016 (000s)
Government Departments		
Legislative Assembly	\$ 17	\$ 14
Community Services	37	40
Education	51	67
Highways and Public Works	120	138
Economic Development	7	8
Executive Council Office	14	16
Energy, Mines and Resources	30	36
Environment	34	34
Finance	29	20
Health and Social Services	91	68
Justice	23	24
Public Service Commission	14	18
Tourism	23	26
Women's Directorate	2	2
Other	176	4
	<b>668</b>	<b>515</b>
Corporations		
Workers' Compensation Board	4	-
Yukon Housing Corporation	6	10
Yukon Liquor Corporation	6	3
Yukon College	37	26
Other	1	4
	<b>54</b>	<b>43</b>
	<b>\$ 722</b>	<b>\$ 558</b>

# Queen's Printer Agency

## Notes to the Financial Statement

**March 31, 2017**

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### 7. Legislative Compliance

The Queen's Printer Revolving Fund is governed by section 48 of the *Financial Administration Act*.

(a)48(1) states that the Fund limit shall be \$1,000,000. The balance of the Revolving Fund at March 31, 2017 was \$83,000, and at March 31, 2016 was \$107,000

(b)48(2) states that the accumulated capital and operations and maintenance expenditures, excluding amortization, shall not exceed the accumulated revenues in the Fund at the time of expenditure. The following schedule shows that this legislative requirement has been met ('000s).

(c)48(3) states that capital expenditures from the fund shall not exceed \$350,000 in a fiscal year. Capital expenditures for the year ended March 31, 2016 - \$10,246, and March 31, 2017 were 141,000.

	<b>2017</b>	<b>2016 *</b>
	<b>(000s)</b>	<b>(000s)</b>
Opening Balance, April 1	\$ 107	161
Legislative Appropriation	176	4
Revenues from operations	546	554
	<hr/> 829	<hr/> 719
		-
Capital expenditures	(141)	(10)
Less: Operations and maintenance expenditures	(615)	(612)
	-	-
Add back: Amortization of tangible capital assets	10	11
	<hr/> (746)	<hr/> (612)
		-
<b>Excess of revenues over expenditures, as defined in section 47(2)</b>	<b>\$ 83</b>	<b>\$ 107</b>

\* 2015/16 numbers have been changed from those in the 2015/16 audited statements to match the Yukon Government's Public Accounts 2015/16.

Queen's Printer Agency

Notes to the Financial Statement

March 31, 2017

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**8. Capital Lease Obligation**

	2017 (000s)	2016 (000s)
Obligation under capital lease - 0%, due December 01, 2019, repayable in quarterly installments of \$11,760.	\$ 129	-

Obligations under capital lease are collateralized by the asset under lease.

The future minimum lease payments are as follows:

	(000s)
2018	\$ 47
2019	47
2020	35
	\$ 129