

Financial Statements
For the year ended 31 December 2017

Financial Statements For the year ended 31 December 2017

Table of Contents

	Page(s)
The BVI Tourist Board Directory	1
Independent Auditor's Report to the Auditor General, Government of the British Virgin Islands	2-3
Statement of Financial Position	4
Statement of Financial Performance	5
Statement of Changes in Net Surplus	6
Statement of Cash Flows	7
Notes to and forming part of the Financial Statements	8-17

The BVI Tourist Board Directory At 31 December 2017

Members of the Board

Mr. Russell Harrigan

Ms. Julia Dawson

Ms. Sharon Flax-Brutus

Mr. Denniston Fraser

Mr. Robert Henry

Mr. Clyde Lettsome

Mr. Broderick Penn

Mr. Romney Penn

Ms. Elvia Smith-Maduro

Mr. Al Henley

Ms. Tanya Whistler

Mr. Sendrick Chinnery

Mr. Mike Rowe

Ms. Delma Maduro

Mr. Julien Johnson

(Chairman)



Chartered Accountants

P.O. Box 650 Tropic Isle Building Nibbs Street Road Town, Tortola VG 1110 British Virgin Islands Tel: +1 284 494 5800 Fax: +1 284 494 6565

www.bakertillybvi.com

THE BVI TOURIST BOARD

INDEPENDENT AUDITOR'S REPORT TO THE AUDITOR GENERAL,

GOVERNMENT OF THE BRITISH VIRGIN ISLANDS

Opinion

We have audited the financial statements of The BVI Tourist Board (the "Board"), which comprise the statement of financial position as at 31 December 2017, and the statements of financial performance, changes in net surplus and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies and other explanatory information, as set out on pages 4 to 17.

This report is made solely to the Auditor General, Government of the British Virgin Islands (the "Auditor General"), in accordance with the Tourist Board Act, 1969 (Chapter 280). Our audit work has been undertaken so that we might state to the Auditor General those matters we are required to state to the Auditor General in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Board and the Auditor General, for our audit work, for this report, or for the opinion we have formed.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Board as at 31 December 2017, and its financial performance and its cash flows for the year then ended in accordance with International Financial Reporting Standards ("IFRSs").

Basis for Opinion

We conducted our audit in accordance with International Standards on Auditing ("ISAs"). 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 Board in accordance with the International Ethics Standards Board of Accountants' Code of Ethics for Professional Accountants ("IESBA Code") together with the ethical requirements that are relevant to our audit of the financial statements in the British Virgin Islands, and we have fulfilled our other ethical responsibilities in accordance with these requirements and the IESBA Code. 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 IFRSs, 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 Board'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 Board or to cease operations, or has no realistic alternative but to do so.





Those charged with governance are responsible for overseeing the Board'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 ISAs 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 ISAs, we exercise professional judgment and maintain professional scepticism 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 Board'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 Board's ability to continue as a going concern. If we conclude that a material uncertainty exists, then 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 Board 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.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Board to express an opinion on the financial statements. We are responsible for the direction, supervision and performance of the audit. We remain solely responsible for our audit opinion.

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.

Baker Tilly (BVI) Limited

Chartered Accountants Tortola, British Virgin Islands 10 January 2019

Statement of Financial Position At 31 December 2017

Expressed in U.S. Dollars

	Note	2017	2016
Current assets			
Cash and cash equivalents		860,164	1,035,755
Government grants receivable		800,000	814,708
Accounts and other receivables		513,327	471,970
Prepaid expenses		92,752	124,642
Total current assets		2,266,243	2,447,075
Non-current assets			
Property and equipment	3	401,267	345,803
Security deposits		116,304	116,304
Total non-current assets		517,571_	462,107
Total assets		\$ 2,783,814	\$ 2,909,182
Current liabilities			
Accounts payable	4	560,117	797,116
Total liabilities		560,117	797,116
Net surplus		2,223,697_	2,112,066
Total liabilities and net surplus		\$ 2,783,814	\$ 2,909,182

Statement of Financial Performance For the year ended 31 December 2017 Expressed in U.S. Dollars

	Note(s)	2017	2016
Income			
Government grants		9,577,083	10,532,500
Foreign exchange gain		7,591	1,953
Other income		240,156_	278,486
		9,824,830	10,812,939
Expenses			
Personnel costs and training	6	4,154,994	4,200,897
Advertising and promotion	7	1,498,009	1,167,705
Marketing	8	1,459,621	1,141,382
Travel and entertainment	9	584,349	741,676
Rent	13	500,976	346,598
Other operating expenses		298,631	277,399
Service contracts and repairs and maintenance		284,555	292,589
Telephone and utilities	10	271,335	408,096
Depreciation	3	193,612	235,948
Insurance	11	171,738	176,906
Office expenses		125,212	192,628
Professional fees	5,12	99,737	120,034
Programme fees		48,202	83,736
Bad debt expense		22,228	
		9,713,199	9,385,594
Surplus for the year		\$ 111,631	\$ 1,427,345

Statement of Changes in Net Surplus For the year ended 31 December 2017 Expressed in U.S. Dollars

		2017		
Balance at beginning of year		2,112,066		684,721
Surplus for the year	y <u>-</u>	111,631	_	1,427,345
Balance at end of year	\$_	2,223,697	\$_	2,112,066

Statement of Cash Flows For the year ended 31 December 2017 Expressed in U.S. Dollars

Expressed in C.S. Donars		
	2017	2016
Operating activities		
Grants and other income received	9,768,362	10,574,896
Advertising and marketing fees paid	(3,073,039)	(3,172,957)
Office expenses paid	(897,148)	(939,461)
Professional fees paid	(99,737)	(66,656)
Personnel costs paid	(4,245,069)	(4,112,933)
Other expenses paid	(1,387,475)	(1,715,181)
Cash flows from operating activities	65,894	567,708
Investing activities		
Purchase of fixed assets	(249,076)	(282,803)
Cash flows from investing activities	(249,076)	(282,803)
Net (decrease)/increase in cash and cash equivalents	(183,182)	284,905
Effect of exchange rate fluctuations on cash and cash equivalents	7,591	1,953
Cash and cash equivalents at beginning of year	1,035,755	748,897
Cash and cash equivalents at end of year	\$ 860,164	1,035,755

Cash and cash equivalents comprise cash at banks.

Notes to and forming part of the Financial Statements For the year ended 31 December 2017

Expressed in U.S. Dollars

1. ORGANISATION AND ACTIVITIES

The BVI Tourist Board (the "Board"), which changed its name from the British Virgin Islands Tourist Board on 10 September 1990, was constituted as a body corporate in the British Virgin Islands under the Tourist Board Act, 1969 (Chapter 280) (the "Act").

The duties of the Board as stated under Section 8 of the Act are as follows:

- a) to promote, foster and develop the tourist trade of the Virgin Islands and to promote its efficiency; and
- b) to promote, foster and encourage tourist investments within the Virgin Islands by such measures as the Board may deem fit and especially the development of such amenities as may be calculated to enhance the Virgin Islands as a holiday, pleasure or health resort.

The financial statements were authorised for issue on 10 January 2019.

2. SIGNIFICANT ACCOUNTING POLICIES

The significant accounting policies adopted in the preparation of the Board's financial statements are set out below.

(a) Statement of compliance

The financial statements of the Board have been prepared in accordance with International Financial Reporting Standards ("IFRSs") and interpretations issued by the IFRS Interpretations Committee ("IFRS IC") applicable to companies reporting under IFRSs. The financial statements comply with IFRSs as issued by the International Accounting Standards Board.

(b) Basis of preparation

The financial statements are prepared on the basis of historical costs and do not take into account increases in the market value of assets.

The financial records and statements of the Board are maintained and presented in U.S. Dollars, rounded to the nearest dollar.

The accounting policies have been applied consistently by the Board and are consistent with those used in the previous year.

There are no new, revised, or amended IFRSs or IFRS IC interpretations that are effective for the first time for the financial period beginning on 1 January 2017 that would be expected to have a material impact on the Board's financial statements.

Notes to and forming part of the Financial Statements For the year ended 31 December 2017

Expressed in U.S. Dollars

2. SIGNIFICANT ACCOUNTING POLICIES (Cont'd)

(c) Use of estimates

The preparation of financial statements in conformity with IFRSs requires management to make judgments, estimates and assumptions that affect the application of policies and the reported amounts of assets and liabilities, income and expense. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances, the results of which form the basis of making the judgments about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

(d) Cash and cash equivalents

For the purpose of presentation in the statement of cash flows, cash and cash equivalents include cash on hand, current deposits with banks and other short-term, highly liquid financial instruments with original maturities of three months or less that are readily convertible to known amounts of cash or are subject to an insignificant risk of changes in value, and bank overdrafts.

(e) Loans and receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market. They are included in current assets, except for those with maturities greater than twelve months after the reporting date. These are classified as non-current assets. Financial assets that are classified as loans and receivables comprise Government grants receivable and accounts and other receivables.

Originated loans and receivables are recognised on the date the Board becomes a party to the contractual provisions of an instrument.

Financial assets classified as loans and receivables are carried at amortised cost using the effective interest method, less impairment losses, if any.

Financial assets are derecognised when the rights to receive cash flows have expired or the Board has transferred substantially all risks and rewards of ownership.

(f) Fixed assets

Fixed assets are stated at cost less accumulated depreciation and impairment loss, if any. Depreciation is charged to the statement of financial performance on a straight line basis over the estimated useful economic lives of the fixed assets.

Notes to and forming part of the Financial Statements For the year ended 31 December 2017

Expressed in U.S. Dollars

2. **SIGNIFICANT ACCOUNTING POLICIES (Cont'd)**

(f) Fixed assets (Cont'd)

The annual rates of depreciation in use are as follows:

Motor vehicles	25%
Computer equipment	25%
Furniture and fixtures	10%
Office equipment	15%

Subsequent expenditure incurred to replace a component of a fixed asset is capitalised only when it increases the future economic benefits embodied in that fixed asset. All other expenditure is recognised in the statement of financial performance when it is incurred.

(g) Financial liabilities

Financial liabilities, other than those at fair value through profit or loss, are non-derivative contractual obligations to deliver cash or another financial asset to another entity and comprise accounts payable.

These financial liabilities are initially recognised on the date the Board becomes a party to the contractual provisions of an instrument. Financial liabilities are measured at amortised cost using the effective interest method.

Financial liabilities are derecognised when the obligation specified in a contract is discharged, cancelled or expired.

(h) Net surplus

Net surplus represents the cumulative balance of periodic net income/loss and prior period adjustments.

(i) Income and expenditure recognition

Government grants are recognised as income when the Board's right to receive has been established. All other income is recognised in the statement of comprehensive income on the accrual basis.

All expenses are recognised in the statement of financial performance on the accrual basis.

(j) Service contracts

Service contracts consist of agreements with vendors for recurring contracted charges for office maintenance, environmental and/or physical product enhancements and visitor intervention services.

(k) Programme fees

Programme fees consist of incidental expenses associated with specific product programmes.

Notes to and forming part of the Financial Statements For the year ended 31 December 2017

Expressed in U.S. Dollars

2. **SIGNIFICANT ACCOUNTING POLICIES (Cont'd)**

(o) Contingent liabilities (Cont'd)

Loss contingencies considered remote are generally not disclosed.

(p) Offsetting

Financial assets and liabilities are offset and the net amount is reported in the statement of financial position when the Board has a legally enforceable right to set off the recognised amounts and the transactions are intended to be settled on a net basis.

(q) Pension and other post-retirement benefits

The Board established a defined contribution pension scheme effective 1 June 2005 to provide a lump sum retirement benefit to its officers and employees. The pension is currently being funded whereby the Board and employees each contribute 5% of gross salaries per annum. Contributions payable by the Board during the year are charged to the statement of financial performance.

(r) Related parties

Related parties are individuals and companies where the individual or company has the ability, directly or indirectly, to control the other party or exercise significant influence over the other party in making financial and operating decisions.

(s) Amended and newly issued accounting standards not yet adopted

A number of new standards, amendments to existing standards and interpretations are effective for annual periods beginning after 1 January 2017 and have not been applied in preparing these financial statements. None of these are expected to have a significant effect on the financial statements of the Board; however, IFRS 16, "Leases", effective for annual periods beginning on or after 1 January 2019 may result in additional disclosures for the Board upon implementation.

Notes to and forming part of the Financial Statements For the year ended 31 December 2017

Expressed in U.S. Dollars

3. PROPERTY AND EQUIPMENT

		Motor vehicles	Computer equipment	Furniture and fixtures	Office equipment	Total
Cost:	-5					
At 31 December 2016		168,865	1,043,014	678,103	355,192	2,245,174
Additions			113,243	119,953	15,880	249,076
Disposals	-	-	(93,030)	(399,028)		(492,058)
At 31 December 2017	i.e	168,865	1,063,227	399,028	371,072	2,002,192
Depreciation:						
At 31 December 2016		168,865	765,457	651,377	313,672	1,899,371
Charge for the year		_	150,965	26,161	16,486	193,612
Disposals			 (93,030)	(399,028)	_	(492,058)
At 31 December 2017	=	168,865	823,392	 278,510	330,158	1,600,925
Net book value:						
At 31 December 2017	\$		\$ 239,835	\$ 120,518	\$ 40,914	\$ 401,267
At 31 December 2016	\$_		\$ 277,557	\$ 26,726	\$ 41,520	\$ 345,803
ACCOUNTS PAYABLE					2017	2016
T. I. I.						
Trade payables Payroll accruals					397,669 162,448	541,328 255,788
1 ag 1 o 11 de o 1 de 110					102,110	233,100
					\$ 560,117	\$ <u>797,116</u>

5. RELATED PARTY TRANSACTIONS

4.

The Chairman and board members received a stipend during the year which totalled \$39,418 (2016: \$53,378). During the year expenses totalling \$15,200 (2016: \$1,800) were paid to board members relating to marketing, travel and entertainment and sponsorship fees. In addition, expenses totaling \$122,834 (2016: \$118,607) were paid to entities related to the Board through the Board members.

6. PERSONNEL COSTS AND TRAINING

	2017	2016
Wages and salaries	3,672,581	3,704,367
Pension contributions	157,309	149,482
Employer's payroll tax	157,817	161,107
Employer's social security contributi	ons 93,170	96,444
Training	74,117	89,497
	\$ <u>4,154,994</u>	\$ <u>4,200,897</u>

Notes to and forming part of the Financial Statements For the year ended 31 December 2017 Expressed in U.S. Dollars

6.	PERSONNEL COSTS AND TRAINING (Cont'd)		
	The average number of employees during the year was 63 (2016: 64).		
7.	ADVERTISING AND PROMOTION		
		2017	2016
	Magazine and newspaper	934,700	500,458
	Radio and television	20,775	87,510
	Design and printing	34,043	43,864
	Public relations	350,753	484,687
	Online and digital	144,878	41,895
	General expenses	12,860	9,291
		\$ <u>1,498,009</u>	\$ <u>1,167,705</u>
8.	MARKETING		
		2017	2016
	General marketing expenses	790,759	682,293
	Publicity and promotions	148,142	114,801
	Sponsorship	327,201	128,994
	Trade shows	145,697	129,465
	Website and product development	5,946	14,667
	Familiarisation and press trips	41,876	71,162
		\$ <u>1,459,621</u>	\$ <u>1,141,382</u>
9.	TRAVEL AND ENTERTAINMENT		
		2017	2016
	Meals and entertainment	56,202	103,339
	Transportation, travel and accommodation	528,147	638,337
		\$ <u>584,349</u>	\$ <u>741,676</u>
ĬO.	TELEPHONE AND UTILITIES		
		2017	2016
	Telefax	135,717	186,654
	Cell phones	93,598	168,692
	Water	2,819	5,987
	Electricity	39,201	46,763

\$271,335

\$408,096

Notes to and forming part of the Financial Statements For the year ended 31 December 2017

Expressed in U.S. Dollars

11.	INSURANCE		
		2017	2016
	Life	-	16,980
	Auto	9,419	11,101
	Office	8,887	4,608
	Medical/National Health Insurance	153,432	144,217
		\$ <u>171,738</u>	\$176,906
12.	PROFESSIONAL FEES		
		2017	2016
	Consultancy fees	3,784	7,186
	Accounting fees	20,490	31,164
	IT system fees	1,320	1,320
	Legal fees	34,725	26,986
	Board members' compensation	39,418	53,378
		\$ <u>99,737</u>	\$ <u>120,034</u>

13. LEASE COMMITMENTS

The Board leases its office premises and storage space under various lease agreements. Future minimum lease payments under non-cancellable operating leases at 31 December 2017 are as follows:

	2017	2016
Within one year Between one and five years	439,431 165,749	457,015 669,921
	\$ <u>605,180</u>	\$ <u>1,126,936</u>

Operating lease expense for the year totaled \$500,976 (2016: \$346,598).

14. TAXATION

There is no mainstream taxation of income or profits in the British Virgin Islands. Effective 1 January 2005, the Government of the British Virgin Islands, by virtue of the introduction of the Payroll Taxes Act, 2004, which reduced the rate of income tax to zero, effectively abolished both personal and corporate income tax in the Territory. Further, beginning 1 January 2005, the Board became subject to payroll tax equating to 6% of all salaries, wages and benefits paid to employees.

15. FINANCIAL INSTRUMENTS AND ASSOCIATED RISKS

Financial assets of the Board comprise cash and cash equivalents, Government grants receivable and accounts and other receivables. Financial liabilities comprise accounts payable. Accounting policies for financial assets and financial liabilities are set out in note 2.

Notes to and forming part of the Financial Statements For the year ended 31 December 2017

Expressed in U.S. Dollars

15. FINANCIAL INSTRUMENTS AND ASSOCIATED RISKS (Cont'd)

The Board has exposure to a variety of financial risks from its use of financial instruments. The most important types of financial risk to which the Board is exposed are market risk, credit risk and liquidity risk.

(a) Market risk

Market risk embodies the potential for both losses and gains and includes foreign currency risk.

Market risk is managed on an ongoing basis by the Board in accordance with policies and procedures in place.

Currency risk

The Board invests in financial instruments and enters into transactions denominated in currencies other than its reporting currency. Consequently, the Board is exposed to risks that the exchange rate of its presentation currency relative to other foreign currencies may change in a manner that has an adverse effect on the reported value of that portion of the Board's assets or liabilities which are denominated in currencies other than the U.S. Dollar.

A sensitivity analysis was performed with respect to the financial instruments with exposure to fluctuations in foreign currency exchange rates and management noted that there would be no material effect to the net surplus and surplus of the Board.

(b) Credit risk

Credit risk is the risk that a counterparty to a financial instrument will fail to discharge an obligation or commitment that it has entered into with the Board.

As at 31 December 2017, the Board's financial assets exposed to credit risk amounted to the following:

	2017	2016
Cash and cash equivalents Government grants receivable Accounts and other receivables	860,164 800,000 	1,035,755 814,708 471,970
	\$ <u>2,173,491</u>	\$ <u>2,322,433</u>

Cash and cash equivalents

The Board invests available cash and cash equivalents with various banks. The Board is exposed to credit-related losses in the event of non-performance by these counterparties to financial instruments. However, management does not expect any counterparty to fail to meet its obligations.

Notes to and forming part of the Financial Statements For the year ended 31 December 2017

Expressed in U.S. Dollars

15. FINANCIAL INSTRUMENTS AND ASSOCIATED RISKS (Cont'd)

(b) Credit risk (Cont'd)

Receivables

The Board's exposure to credit risk is influenced mainly by the individual characteristics of each customer. To reduce exposure to credit risk, the Board may perform credit evaluations on the financial condition of its customers, taking into account the customer's financial position, past experience and other factors.

The ageing of the Board's accounts and other receivables as at 31 December 2017 was as follows:

	2017		2016	
	Gross	Impairment	Gross	Impairment
0 – 60 days	51,645	_	15,864	-
61 – 90 days	15,125		3,500	-
Over 91 days	446,557		452,606	
	\$ <u>513,327</u>	\$	\$ <u>471,970</u>	\$

The extent of the Board's exposure to credit risk in respect of these financial assets approximates their carrying values as recorded in the statement of financial position.

(c) Liquidity risk

Liquidity risk is the risk that the Board will not be able to meet its financial obligations as they fall due. The Board's approach to managing liquidity is to ensure, as far as possible, that it has sufficient liquidity to meet its liabilities when due without incurring unacceptable losses or risking damage to the Board's reputation. Typically the Board ensures that it has sufficient cash on demand to meet expected operational expenses for a period of sixty days.

16. FAIR VALUE INFORMATION

The carrying values of the Board's financial instruments at the reporting date approximate their fair values due to the relatively short periods to maturity of these instruments.

17. CAPITAL RISK MANAGEMENT

The Board's primary objective of capital management is to continue as a going concern whilst performing the duties as set out in note 1.

The main consideration is the adequacy of cash such that:

- working capital is available for the purpose of the operations of the Board; and
- capital is available for the development and sustainability of the Board.

The Board is not subject to regulatory imposed capital requirements.