

THE BVI TOURIST BOARD
Financial Statements
For the year ended 31 December 2013

THE BVI TOURIST BOARD

Financial Statements

For the year ended 31 December 2013

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 (Deficit)/Surplus	6
Statement of Cash Flows	7
Notes to and forming part of the Financial Statements	8-16

THE BVI TOURIST BOARD

The BVI Tourist Board Directory At 31 December 2013

Members of the Board

Mr. Russell Harrigan *(Chairman)*
Ms. Julia Dawson
Ms. Sharon Flax-Mars
Ms. Rosalie Adams
Mr. Denniston Fraser
Mr. Robert Henry
Mr. Julien Johnson
Mr. Clyde Lettsome
Mr. Wilbert Mason
Mr. Romney Penn
Mr. Lawrence Wheatley
Ms. Tanya Whistler
Mr. Claude O. Skelton Cline
Mr. Broderick Penn
Mr. Sendorick Chinnery
Mr. Mike Rowe



**BAKER TILLY
(BVI) LIMITED**

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

We have audited the accompanying financial statements of The BVI Tourist Board (the "Board"), which comprise the statement of financial position as at 31 December 2013, and the statements of financial performance, changes in net (deficit)/surplus and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information, as set out on pages 4 to 16.

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 her 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 Auditor General, for our audit work, for this report, or for the opinion we have formed.

Management's responsibility for the financial statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with International Financial Reporting Standards 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.

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 International Standards on Auditing. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, 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 referred to above present fairly, in all material respects, the financial position of the Board as at 31 December 2013, and its financial performance and its cash flows for the year then ended in accordance with International Financial Reporting Standards.

Baker Tilly (BVI) Limited

Chartered Accountants

10 February 2016

Tortola, British Virgin Islands

THE BVI TOURIST BOARD

Statement of Financial Position

At 31 December 2013

Expressed in U.S. Dollars

	Note	2013	2012
Current assets			
Cash and cash equivalents		663,819	487,474
Government grants receivable		1,338,750	924,621
Prepaid expenses		20,469	—
Accounts receivable		1,400	—
Other receivables		1,864	201
Total current assets		<u>2,026,302</u>	<u>1,412,296</u>
Non-current assets			
Property and equipment	3	397,955	383,205
Security deposits		<u>87,810</u>	<u>87,810</u>
Total non-current assets		<u>485,765</u>	<u>471,015</u>
Total assets		<u>\$ 2,512,067</u>	<u>\$ 1,883,311</u>
Current liabilities			
Bank overdraft		50,621	5,351
Accounts payable	5	<u>2,837,858</u>	<u>1,540,051</u>
Total liabilities		2,888,479	1,545,402
Net (deficit)/surplus		<u>(376,412)</u>	<u>337,909</u>
Total liabilities and net (deficit)/surplus		<u>\$ 2,512,067</u>	<u>\$ 1,883,311</u>

THE BVI TOURIST BOARD

Statement of Financial Performance For the year ended 31 December 2013

Expressed in U.S. Dollars

	Note	2013	2012
Income			
Government grants		10,710,000	10,230,900
Other income		31,113	11,870
Foreign exchange loss		(83)	—
		<u>10,741,030</u>	<u>10,242,770</u>
Expenses			
Advertising and promotion	6	2,352,322	2,269,629
Bank charges		44,621	13,896
Board members' compensation	4	62,841	53,400
Depreciation	3	109,226	88,412
Insurance	7	241,987	247,118
Marketing	8	2,051,317	1,893,835
Miscellaneous		370,307	106,084
Office expenses		117,945	66,438
Professional fees	9	143,265	115,068
Postage and freight		156,547	154,814
Programme fees	10	125,865	443,095
Rent		268,052	320,031
Repairs and maintenance		101,714	76,495
Personnel costs	11	3,714,413	3,315,333
Service contracts	12	100,875	187,185
Telephone		358,338	478,819
Training		41,559	15,045
Travel and entertainment	13	1,025,790	509,849
Utilities		68,367	87,618
		<u>11,455,351</u>	<u>10,442,164</u>
Deficit for the year		<u>\$ (714,321)</u>	<u>\$ (199,394)</u>

THE BVI TOURIST BOARD

Statement of Changes in Net (Deficit)/Surplus

For the year ended 31 December 2013

Expressed in U.S. Dollars

	2013	2012
Balance at beginning of year	337,909	537,303
Deficit for the year	<u>(714,321)</u>	<u>(199,394)</u>
Balance at end of year	\$ <u><u>(376,412)</u></u>	\$ <u><u>337,909</u></u>

THE BVI TOURIST BOARD

Statement of Cash Flows For the year ended 31 December 2013 *Expressed in U.S. Dollars*

	2013	2012
Operating activities		
Fees received	10,323,921	13,068,148
Advertising and marketing fees paid	(3,105,832)	(6,584,831)
Office expenses paid	(989,718)	(1,092,205)
Professional fees paid	(143,265)	(115,068)
Personnel costs paid	(3,714,413)	(3,315,333)
Other expenses paid	<u>(2,115,559)</u>	<u>(1,552,167)</u>
<i>Cash flows from operating activities</i>	<u>255,134</u>	<u>408,544</u>
Investing activities		
Purchase of fixed assets	<u>(123,976)</u>	<u>(56,828)</u>
<i>Cash flows from investing activities</i>	<u>(123,976)</u>	<u>(56,828)</u>
Net increase in cash and cash equivalents	131,158	351,716
Effect of exchange rate fluctuations on cash and cash equivalents	(83)	—
Cash and cash equivalents at beginning of year	<u>482,123</u>	<u>130,407</u>
Cash and cash equivalents at end of year	<u>\$ 613,198</u>	<u>\$ 482,123</u>
Cash and cash equivalents comprise cash at banks.		
Cash at banks	663,819	487,474
Bank overdraft	<u>(50,621)</u>	<u>(5,351)</u>
	<u>\$ 613,198</u>	<u>\$ 482,123</u>

THE BVI TOURIST BOARD

Notes to and forming part of the Financial Statements

For the year ended 31 December 2013

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 records and statements of the Board are maintained and presented in U.S. Dollars, rounded to the nearest dollar. The financial statements were authorised for issue on 10 February 2016.

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”).

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

There are no new, revised, or amended IFRSs or International Financial Reporting Interpretations Committee (“IFRIC”) interpretations that are effective for the first time for the financial period beginning on 1 January 2013 that would be expected to have a material impact on the Board’s financial statements.

(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 BVI TOURIST BOARD

Notes to and forming part of the Financial Statements

For the year ended 31 December 2013

Expressed in U.S. Dollars

2. SIGNIFICANT ACCOUNTING POLICIES

(c) **Use of 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) **Financial instruments**

i) **Classification**

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, accounts receivable and other receivables.

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. These comprise accounts payable.

ii) **Recognition**

The Board recognises financial assets and financial liabilities on the date it becomes a party to the contractual provisions of an instrument.

iii) **Derecognition**

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.

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

iv) **Measurement**

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

Financial liabilities are measured at amortised cost using the effective interest method.

THE BVI TOURIST BOARD

Notes to and forming part of the Financial Statements

For the year ended 31 December 2013

Expressed in U.S. Dollars

2. SIGNIFICANT ACCOUNTING POLICIES (Cont'd)

(e) Cash and cash equivalents

Cash comprises current deposits with banks. Cash equivalents are short-term highly liquid investments that are readily convertible to known amounts of cash, are subject to an insignificant risk of changes in value and are held for the purpose of meeting short-term cash commitments rather than for investment or other purposes. Negative cash balances at banks that are repayable on demand and form an integral part of the Board's cash management are included as a component of cash and cash equivalents for the purposes of the statement of cash flows.

(f) Fixed assets

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

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) Income and expense recognition

Government grants are recognised as income when the Board's right to receive is established.

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

(h) Foreign currency transactions

Transactions in foreign currencies are converted at the foreign currency exchange rate ruling at the date of the transaction. Monetary assets and liabilities denominated in foreign currencies at the reporting date are translated to U.S. Dollars at the foreign currency exchange rate ruling at the reporting date. Foreign currency exchange differences arising on conversion or translation and realised gains and losses on disposals or settlements of monetary assets and liabilities are recognised in the statement of financial performance. Non-monetary assets and liabilities denominated in foreign currencies which are stated at historical cost are translated at the foreign currency exchange rate ruling at the date of the transaction, or if impaired, at the date of the impairment recognition. Non-monetary assets and liabilities denominated in foreign currencies that are measured at fair value are translated at the foreign currency exchange rates ruling at the dates that the values were determined.

THE BVI TOURIST BOARD

Notes to and forming part of the Financial Statements

For the year ended 31 December 2013

Expressed in U.S. Dollars

2. SIGNIFICANT ACCOUNTING POLICIES (Cont'd)

(i) **Lease payments**

Payments under operating leases are recognised in the statement of financial performance on a straight line basis over the term of the lease.

(j) **Contingent liabilities**

Certain conditions may exist as at the reporting date, which may result in a loss to the Board but which will only be resolved when one or more future events occur or fail to occur. The Board members assess such contingent liabilities, and such assessment inherently involves an exercise of judgment.

If the assessment of a contingency indicates that there is a present obligation as a result of a past event, that it is probable that an outflow of resources will be required to settle the obligation, and the amount of the obligation can be reliably estimated, then the estimated liability is accrued in the Board's financial statements. If the assessment indicates that there is a possible obligation, or it is probable but cannot be estimated, then the nature of the contingent liability, together with an estimate of the range of possible loss, if determinable and material, is disclosed.

Loss contingencies considered remote are generally not disclosed.

(k) **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.

(l) **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 fund is currently being funded at 5% of gross salaries per annum and contributions payable during the year are charged to the statement of financial performance.

(m) **Amended and newly issued accounting standards not yet adopted**

A number of new standards, amendments to standards and interpretations are effective for annual periods beginning after 1 January 2013 and have not yet been adopted in preparing these financial statements. None of these are expected to have a significant effect on the financial statements of the Board.

THE BVI TOURIST BOARD

Notes to and forming part of the Financial Statements

For the year ended 31 December 2013

Expressed in U.S. Dollars

3. PROPERTY AND EQUIPMENT

	Motor Vehicles	Computer equipment	Furniture and fixtures	Office equipment	Total
Cost:					
At 31 December 2013	168,865	449,292	594,662	301,136	1,513,955
Additions	—	115,447	2,520	6,009	123,976
At 31 December 2012	168,865	564,739	597,182	307,145	1,637,931
Depreciation:					
At 31 December 2013	154,756	285,330	505,525	185,139	1,130,750
Charge for the year	5,290	71,476	11,982	20,478	109,226
At 31 December 2012	160,046	356,806	517,507	205,617	1,239,976
Net book value:					
At 31 December 2013	\$ 8,819	\$ 207,933	\$ 79,675	\$ 101,528	\$ 397,955
At 31 December 2012	\$ 14,109	\$ 163,962	\$ 89,137	\$ 115,997	\$ 383,205

4. RELATED PARTY TRANSACTIONS

The Chairman and board members received a stipend during the year which totalled \$62,841 (2012: \$53,400). In addition, during the year expenses totalling \$12,918 (2012: \$31,812) were paid to board members relating to marketing, travel and entertainment and programme fees.

5. ACCOUNTS PAYABLE

	2013	2012
Trade payables	1,819,401	598,847
Payroll accruals	1,018,457	941,204
	<u>\$2,837,858</u>	<u>\$1,540,051</u>

6. ADVERTISING AND PROMOTION

	2013	2012
Magazine and newspaper	1,758,009	1,905,106
Radio and television	70,706	141,801
Design and printing	66,283	32,830
Public relations	147,831	96,705
Online and digital	307,805	90,000
General expenses	1,688	3,187
	<u>\$2,352,322</u>	<u>\$2,269,629</u>

THE BVI TOURIST BOARD

Notes to and forming part of the Financial Statements

For the year ended 31 December 2013

Expressed in U.S. Dollars

7.	INSURANCE	2013	2012
	Life	15,089	49,631
	Auto	7,450	9,352
	Office	2,801	2,792
	Medical	<u>216,647</u>	<u>185,343</u>
		<u>\$241,987</u>	<u>\$247,118</u>
8.	MARKETING	2013	2012
	General expenses	992,637	1,227,781
	Publicity and promotions	440,381	222,077
	Sponsorship	256,203	308,252
	Trade shows	341,314	92,845
	Website and product development	9,171	2,637
	Familiarisation and press trips	<u>11,611</u>	<u>40,243</u>
		<u>\$2,051,317</u>	<u>\$1,893,835</u>
9.	PROFESSIONAL FEES	2013	2012
	Consultancy fees	2,750	24,832
	Accounting fees	82,057	48,390
	IT system fees	43,184	25,262
	Legal fees	<u>15,274</u>	<u>16,584</u>
		<u>\$143,265</u>	<u>\$115,068</u>
10.	PROGRAMME FEES		
	Programme fees consist of incidental expenses associated with specific product programmes.		
11.	PERSONNEL COSTS	2013	2012
	Wages and salaries	3,303,738	2,952,411
	Pension contributions	156,567	125,368
	Employer's payroll tax	163,855	154,664
	Employer's social security contributions	<u>90,253</u>	<u>82,890</u>
		<u>\$3,714,413</u>	<u>\$3,315,333</u>

The average number of employees during the year was 65 (2012: 60).

THE BVI TOURIST BOARD

Notes to and forming part of the Financial Statements

For the year ended 31 December 2013

Expressed in U.S. Dollars

12. 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.

13. TRAVEL AND ENTERTAINMENT

	2013	2012
Meals and entertainment	161,915	102,977
Transportation, travel and accommodation	<u>863,875</u>	<u>406,872</u>
	<u>\$1,025,790</u>	<u>\$509,849</u>

14. COMMITMENTS

The Board leases several premises. The minimum lease commitment to the date of the earliest expiration of the lease is approximately as follows:

	2013	2012
Less than one year	210,371	111,604
Between one and five years	<u>921,504</u>	<u>57,969</u>
	<u>\$1,131,875</u>	<u>\$169,573</u>

15. TAXATION

There is no mainstream taxation of income or profits in the British Virgin Islands. The Board pays payroll tax equating to 6% on all salaries, wages and benefits paid to employees.

16. FINANCIAL INSTRUMENTS AND ASSOCIATED RISKS

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

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.

THE BVI TOURIST BOARD

Notes to and forming part of the Financial Statements

For the year ended 31 December 2013

Expressed in U.S. Dollars

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

(a) **Market risk**

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 which 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 reporting currency.

There has been no change in the methods and assumptions used in the preparation of the sensitivity analysis. Management noted that there would be no material effect to the net deficit and deficit for the year.

(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.

The carrying amounts of financial assets best represent the maximum credit risk exposure at the reporting date.

At 31 December 2013, the Board's financial assets exposed to credit risk amounted to the following:

	2013	2012
Cash and cash equivalents	<u>\$663,819</u>	<u>\$487,474</u>

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.

(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.

17. 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.

THE BVI TOURIST BOARD

Notes to and forming part of the Financial Statements

For the year ended 31 December 2013

Expressed in U.S. Dollars

18. 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.

19. COMPARATIVE INFORMATION

Certain comparative figures have been reclassified to conform with the current year's presentation.