

NPF Employee Group Insurance Plan

Financial statements
March 31, 2020



Independent auditor's report

To the Members of the Non-Public Property Board of
NPF Employee Group Insurance Plan

Opinion

We have audited the accompanying financial statements of NPF Employee Group Insurance Plan ["the Plan"], which comprise the statement of financial position as at March 31, 2020 and the statement of operations and accumulated surplus and the statement of cash flows for the year then ended, and the notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Plan as at March 31, 2020, and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's responsibilities for audit of the financial statement* section of our report. We are independent of the Plan in accordance with ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Other matter – change in auditor

The financial statements of the Plan for the year ended March 31, 2019, were audited by another auditor who expressed an unmodified opinion on those statements on November 25, 2019.

Responsibilities of management and those charged with governance for the financial statements

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

In preparing the financial statements, management is responsible for assessing the Plan'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 Plan or to cease operations, or has no realistic alternative but to do so. Those charged with governance are responsible for overseeing the Plan'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 Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.



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

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Plan'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 Plan's ability to continue as a going concern. If we conclude that a material uncertainty exists, 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 Plan 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 Plan to express an opinion on the financial statements. We are responsible for the direction, supervision and performance of the group 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.

Ernst & Young LLP

Ottawa, Canada
October 26, 2020

Chartered Professional Accountants
Licensed Public Accountants



NPF Employee Group Insurance Plan

Statement of financial position

As at March 31

	2020	2019
	\$	\$
Assets		
Current		
Due from Canadian Forces Central Fund <i>[note 4]</i>	3,368,076	2,876,897
Accounts receivable	311	778
	3,368,387	2,877,675
Liabilities and accumulated surplus		
Current		
Accounts payable and accrued liabilities <i>[note 6]</i>	256,690	238,520
Group life waiver <i>[note 3]</i>	4,710	5,102
Claims incurred but not reported	385,839	351,275
	647,239	594,897
Accumulated surplus <i>[note 5]</i>	2,721,148	2,282,778
Liabilities and accumulated surplus	3,368,387	2,877,675

See accompanying notes

Approved on behalf of the Non-Public Property Board:

 Chief Financial Officer

NPF Employee Group Insurance Plan

Statement of operations and accumulated surplus

Year ended March 31

	2020	2019
	\$	\$
Income		
Employee/employer contributions	12,603,368	11,892,787
Interest and other income	145,252	121,113
Employer contributions for Government Employees Compensation Act	1,080,280	1,183,524
	<u>13,828,900</u>	<u>13,197,424</u>
Expenses		
Premiums	12,513,825	11,781,474
Government Employees Compensation Act	861,302	814,738
Professional fees and general	15,403	13,289
	<u>13,390,530</u>	<u>12,609,501</u>
Net surplus for the year	438,370	587,923
Accumulated surplus – beginning of the year	2,282,778	1,694,855
Accumulated surplus – end of the year	<u>2,721,148</u>	<u>2,282,778</u>

See accompanying notes

NPF Employee Group Insurance Plan

Statement of cash flows

Year ended March 31

	2020	2019
	\$	\$
Operating activities		
Net surplus for the year	438,370	587,923
Net change in non-cash working capital items		
Due from Canadian Forces Central Fund	(491,179)	(645,972)
Accounts receivable	467	466
Accounts payable and accrued liabilities	18,170	12,105
Group life waiver	(392)	(1,623)
Claims incurred but not reported	34,564	47,101
Net change in cash for the year	—	—
Cash – beginning of the year	—	—
Cash – end of the year	—	—

See accompanying notes

NPF Employee Group Insurance Plan

Notes to financial statements

March 31, 2020

1. Description of Plan

The NPF Employee Group Insurance Plan ["the Plan"] provides health, dental, long-term disability ["LTD"] and employer-sponsored life insurance to full time Non-Public Fund ["NPF"] employees. Full-time employees are required to participate, except where exemptions are specified. The plan is funded by employees and employer contributions.

All rights with respect to a covered person are governed solely by the group contracts issued by the insurance carriers to the Chief of Defence Staff ["CDS"] operating under Section 38 of the *National Defence Act*. Services with respect to hospital, major medical and dental benefits as well as long-term disability and basic life insurance are provided on an insured cross experience rated refund basis. Services with respect to the optional life insurance are provided on a pooled non-refund basis. Services with respect to healthcare, dental care, long-term disability and life insurance are underwritten and insured by Great West Life Assurance Company. Services with respect to accidental death and dismemberment and global medical are underwritten by the AIG Insurance Company of Canada.

2. Summary of significant accounting policies

Basis of presentation

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations.

Use of estimates

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

Financial instruments

The Plan's financial instruments consist of amounts due from Canadian Forces Central Fund, accounts receivable and accounts payable and accrued liabilities. The Plan initially measures these instruments at fair value. The Plan subsequently measures its financial assets and financial liabilities at amortized cost.

Claims incurred but not reported

Health and dental claims incurred but not reported by policy holders to the insurer by the end of the policy period are the direct responsibility of the Plan. This provision is estimated by an actuarial formula on an annual basis.

NPF Employee Group Insurance Plan

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March 31, 2020

Employee and employer contributions

Employee and employer contributions are based on the amount of premiums that are reviewed and negotiated by the insurer and Canadian Forces Morale and Welfare Services ["CFMWS"] and ultimately approved by CFMWS. These contributions are the anticipated cash expenses to be incurred in the upcoming 12-month period. The contributions include amounts charged on an experience rated basis to reimburse the insurer for the prior years' deficits, if applicable, and those to fund current years' costs.

Government Employees Compensation Act ["GECA"]

Since January 1, 2020, the employer's contribution to GECA premiums is based on 0.7% of salaries.

3. Group life waiver

In 1987, a decision was made to discontinue the Premium Waiver provision of the life insurance policy. This provision was replaced by an agreement whereby CFMWS would continue to pay the premiums on behalf of these members. CFMWS established a provision to protect NPF employees against the increased risk of insurance payouts on this group of members based on their increased mortality and morbidity rates. This agreement covers all employees who commenced LTD benefits between March 1, 1987 and February 29, 2000. The Premium Waiver provision was reinstated effective March 1, 2000 and the Group Life Waiver will eventually be eliminated as these members retire or terminate LTD benefits.

4. Due from Canadian Forces Central Fund

Non-Public Property ["NPP"], as defined by the *National Defence Act*, consists of money and property contributed by Canadian Forces members. Among the entities that operate under the authority of the CDS in his NPP capacity are the Plan, CFMWS and Canadian Forces Central Fund. Amounts due from Canadian Forces Central Fund are non-interest bearing and have no specified terms of repayment.

Amounts 'Due from Canadian Forces Central Fund' of \$3,368,076 [2019 - \$2,876,897] represent the Plan's share of an internal Consolidated Bank Account ["CBA"] administered by CFCF. The amounts have no specific terms of repayment and are interest bearing, receiving prime + 0.25% [2019 – prime + 0.25%].

5. Accumulated surplus

	2020	2019
	\$	\$
LTD	749,574	649,253
Dental	(224,082)	(233,439)
Medical	(306,264)	(283,758)
Group Life	135,489	111,070
Group Life Waiver	(4,710)	(5,102)
	<u>350,007</u>	<u>238,024</u>
GECA	2,371,141	2,044,754
	<u>2,721,148</u>	<u>2,282,778</u>

NPF Employee Group Insurance Plan

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6. Government remittances

Government remittances of nil [2019 – nil] are included in accounts payable and accrued liabilities.

7. Financial instruments

The Plan is exposed to various risks through its financial instruments. The following analysis provides a measure of the Plan's risk exposure as at the statement of financial position date.

Liquidity risk

Liquidity risk is the risk the Plan will have difficulty in meeting obligations associated with financial liabilities, which include accounts payable and accrued liabilities. Prudent management of liquidity risk implies retaining a sufficient level of liquidities and arranging for appropriate credit facilities. The Plan believes that its recurring financial resources are adequate to cover all its expenditures.

8. COVID-19 pandemic

Beginning March 2020, the outbreak of the Coronavirus disease ["COVID-19"] has resulted in governments worldwide enacting emergency measures to combat the spread of the virus. These measures, which include the implementation of travel bans, self-imposed quarantine periods and social distancing, have caused material disruption to businesses globally resulting in an economic slowdown. The duration and impact of the COVID-19 outbreak is unknown at this time, nor is the efficacy of the government and central bank monetary and fiscal interventions designed to stabilize economic conditions. As a result, the possibility of increased health related claims exists, however it is not possible to reliably estimate the length and severity of these developments nor the impact on the consolidated financial position and consolidated financial results of the Plan in current and future periods.