



Canada School
of Public Service

École de la fonction
publique du Canada



Financial Statements (Unaudited)

For the year ended March 31, 2023



Statement of Management Responsibility Including Internal Control Over Financial Reporting

Responsibility for the integrity and objectivity of the accompanying financial statements for the year ended March 31, 2023, and all information contained in these statements rests with the management of the Canada School of Public Service (the School). These financial statements have been prepared by management using the Government's accounting policies, which are based on Canadian public sector accounting standards.

Management is responsible for the integrity and objectivity of the information in these financial statements. Some of the information in the financial statements is based on management's best estimates and judgment and gives due consideration to materiality. To fulfill its accounting and reporting responsibilities, management maintains a set of accounts that provides a centralized record of the School's financial transactions. Financial information submitted in the preparation of the Public Accounts of Canada and included in the School's Departmental Results Report is consistent with these financial statements.

Management is also responsible for maintaining an effective system of internal control over financial reporting (ICFR) designed to provide reasonable assurance that financial information is reliable, that assets are safeguarded and that transactions are properly authorized and recorded in accordance with the *Financial Administration Act*, the *Canada School of Public Service Act* and other applicable legislation, regulations, authorities and policies.

Management seeks to ensure the objectivity and integrity of data in its financial statements through careful selection, training and development of qualified staff; through organizational arrangements that provide appropriate divisions of responsibility; through communication programs aimed at ensuring that regulations, policies, standards, and managerial authorities are understood throughout the School; and, through conducting an annual risk-based assessment of the effectiveness of the system of ICFR.

The system of ICFR is designed to mitigate risks to a reasonable level based, on an ongoing process to identify key risks, to assess effectiveness of associated key controls, and to make any necessary adjustments. A risk-based assessment of the system of ICFR for the year ended March 31, 2023 was completed in accordance with the Treasury Board Policy on Financial Management and the results and action plans are summarized in the simplified annex to [the statement of management responsibility including internal control over financial reporting](#).

The financial statements of the School have not been audited.

Original signed by:

Taki Sarantakis
President

Wendy Bullion-Winters
Chief Financial Officer

Ottawa, Canada
August 10, 2023

Canada School of Public Service

Statement of Financial Position (Unaudited)

As at March 31

<i>(in thousands of dollars)</i>	2023	2022
Liabilities		
Accounts payable and accrued liabilities (note 4)	9,372	7,102
Vacation pay and compensatory leave	4,416	4,610
Employee future benefits (note 5)	1,679	1,837
Other liabilities	1	1
Total liabilities	15,468	13,550
Financial assets		
Due from Consolidated Revenue Fund	6,545	4,227
Accounts receivable and advances (note 6)	3,802	3,707
Total gross financial assets	10,347	7,934
Financial assets held on behalf of Government		
Accounts receivable and advances (note 6)	(2,187)	(2,300)
Total financial assets held on behalf of Government	(2,187)	(2,300)
Total net financial assets	8,160	5,634
Departmental net debt	7,308	7,916
Non-financial assets		
Prepaid expenses	1,540	1,477
Tangible capital assets (note 7)	7,925	8,080
Total non-financial assets	9,465	9,557
Departmental net financial position	2,157	1,641

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

Original signed by:

Taki Sarantakis
President

Wendy Bullion-Winters
Chief Financial Officer

Ottawa, Canada
August 10, 2023

Canada School of Public Service
Statement of Operations and Departmental Net Financial Position
(Unaudited)

For the year ended March 31

<i>(in thousands of dollars)</i>	2023	2023	2022
	Planned Results	Actual	Actual
Expenses			
Learning services	68,455	75,412	69,218
Internal services	22,819	28,755	25,638
Total expenses	91,274	104,167	94,856
Revenues			
Sales of goods and services	6,723	11,008	10,349
Other revenues	-	2	4
Total revenues	6,723	11,010	10,353
Net cost of operations before government funding and transfers	84,551	93,157	84,503
Government funding and transfers			
Net cash provided by Government of Canada		75,827	70,919
Change in due from Consolidated Revenue Fund		2,318	(952)
Services provided without charge by other government departments (note 8)		15,961	15,363
Transfer of assets to / from other government departments (note 9)		(433)	(93)
Net cost of operations after government funding and transfers		(516)	(734)
Departmental net financial position - Beginning of year		1,641	907
Departmental net financial position - End of year		2,157	1,641

Segmented information (note 10)

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

Canada School of Public Service

Statement of Change in Departmental Net Debt (Unaudited)

For the year ended March 31

<i>(in thousands of dollars)</i>	2023	2022
	Actual	Actual
Net cost of operations after government funding and transfers	(516)	(734)
Change due to tangible capital assets		
Acquisition of tangible capital assets	1,791	1,531
Amortization of tangible capital assets	(1,730)	(2,202)
Transfer to other government departments	(216)	-
Total change due to tangible capital assets	(155)	(671)
Change due to prepaid expenses	63	810
Decrease in departmental net debt	(608)	(595)
Departmental net debt - Beginning of year	7,916	8,511
Departmental net debt - End of year	7,308	7,916

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

Canada School of Public Service

Statement of Cash Flows (Unaudited)

For the year ended March 31

<i>(in thousands of dollars)</i>	2023	2022
Operating activities		
Net cost of operations before government funding and transfers	93,157	84,503
Non-cash items		
Amortization of tangible capital assets	(1,730)	(2,202)
Services provided without charge by other government departments (note 8)	(15,961)	(15,363)
Variations in Statement of Financial Position		
Increase in accounts receivable and advances	208	825
Increase in prepaid expenses	63	810
Increase in accounts payable and accrued liabilities	(2,270)	(451)
Decrease in vacation pay and compensatory leave	194	615
Decrease in employee future benefits	158	530
Decrease in other liabilities	-	28
Transfer of financial assets to other government departments (note 9)	433	93
Cash used in operating activities	74,252	69,388
Capital investing activities		
Acquisitions of tangible capital assets (note 7)	1,791	1,531
Proceeds from disposal of tangible capital assets	(216)	-
Cash used in capital investing activities	1,575	1,531
Net cash provided by Government of Canada	75,827	70,919

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

Notes to the Financial Statements (Unaudited)

For the year ended March 31

1. Authority and objectives

On April 1, 2004, amendments to the *Canadian Centre for Management Development Act* were proclaimed and the organization was renamed the Canada School of Public Service (the School). The amended legislation, now entitled the *Canada School of Public Service Act*, continues and expands the mandate of the former organization as a departmental corporation. The School reports to the President of the Treasury Board and Minister of Digital Government.

The School has a single core responsibility: “Common Public Service Learning”.

The School was created to ensure that all employees of the Public Service of Canada have the required competencies and common knowledge to serve Canadians in the most efficient and effective way possible. To achieve this goal, the School continues to offer a strong, consistent curriculum that focuses on the key skills and knowledge required by a dynamic public service that must constantly adapt to the needs of its stakeholders and Canadians.

2. Summary of significant accounting policies

These financial statements are prepared using the School’s accounting policies stated below, which are based on Canadian public sector accounting standards. The presentation and results using the stated accounting policies do not result in any significant differences from Canadian public sector accounting standards.

Significant accounting policies are as follows:

(a) Parliamentary authorities

The School is financed primarily by the Government of Canada through parliamentary authorities. Financial reporting of authorities provided to the School do not parallel financial reporting according to generally accepted accounting principles since authorities are primarily based on cash flow requirements. Consequently, items recognized in the Statement of Operations and Departmental Net Financial Position and in the Statement of Financial Position are not necessarily the same as those provided through authorities from Parliament. Note 3 provides a reconciliation between the basis of reporting.

The planned results amounts in the “Expenses” and “Revenues” sections of the Statement of Operations and Departmental Net Financial Positions are the amounts reported in the Future-oriented Statement of Operations included in the 2022-23 Departmental Plan. Planned results are not presented in the “Government funding and transfers” section of the Statement of Operations and Departmental Net Financial Position and in the Statement of Change in Departmental Net Debt because these amounts were not included in the 2022-23 Departmental Plan.

Notes to the Financial Statements (Unaudited)

For the year ended March 31

2. Summary of significant accounting policies (continued)

(b) Net cash provided by Government

The School operates within the Consolidated Revenue Fund (CRF), which is administered by the Receiver General for Canada. All cash received by the School is deposited to the CRF, and all cash disbursements made by the School are paid from the CRF. The net cash provided by Government is the difference between all cash receipts and all cash disbursements, including transactions between departments of the Government.

(c) Due from or to the CRF

Amounts due from or to the CRF are the result of timing differences at year-end between when a transaction affects authorities and when it is processed through the CRF. Amounts due from the CRF represent the net amount of cash that the School is entitled to draw from the CRF without further authorities to discharge its liabilities.

(d) Revenues

Revenues are accounted for in the period in which the underlying transaction or event occurred that gave rise to the revenues.

(e) Expenses

Expenses are recorded on the accrual basis:

- Vacation pay and compensatory leave are accrued as the benefits are earned by employees under their respective terms of employment.
- Services provided without charge by other government departments for accommodation and employer contributions to the health and dental insurance plans are recorded as operating expenses at their estimated cost.

(f) Employee future benefits

- **Pension benefits:** Eligible employees participate in the Public Service Pension Plan, a multiemployer pension plan administered by the Government of Canada. The School's contributions to the Plan are charged to expenses in the year incurred and represent the total departmental obligation to the Plan. The School's responsibility with regard to the Plan is limited to its contributions. Actuarial surpluses or deficiencies are recognized in the financial statements of the Government of Canada, as the Plan's sponsor.
- **Severance benefits:** The accumulation of severance benefits for voluntary departures ceased for applicable employee groups. The remaining obligation for employees who did not withdraw benefits is calculated using information derived from the results of the actuarially determined liability for employee severance benefits for the Government as a whole.

Notes to the Financial Statements (Unaudited)

For the year ended March 31

2. Summary of significant accounting policies (continued)

(g) Measurement uncertainty

The preparation of these financial statements requires management to make estimates and assumptions that affect the reported amounts of assets, liabilities, revenues and expenses reported in the financial statements and accompanying notes at March 31. At the time of preparation of these statements, management believes the estimates and assumptions to be reasonable. The most significant items where estimates are used are the allowance for doubtful accounts, the liability for employee future benefits and the useful life of tangible capital assets. Actual results could significantly differ from those estimated. Management's estimates are reviewed periodically, and as adjustments become necessary, they are recorded in the financial statements in the year they become known.

3. Parliamentary authorities

The School receives most of its funding through annual Parliamentary authorities. Items recognized in the Statement of Operations and Departmental Net Financial Position and the Statement of Financial Position in one year may be funded through Parliamentary authorities in prior, current or future years. Accordingly, the School has different net results of operations for the year on a government funding basis than on an accrual accounting basis. The differences are reconciled in the following tables:

(a) Reconciliation of net cost of operations to current year authorities used

<i>(in thousands of dollars)</i>	2023	2022
Net cost of operations before government funding and transfers	93,157	84,503
Adjustments for items affecting net cost of operations but not affecting authorities:		
Revenues	11,010	10,353
Services provided without charge by other government departments	(15,961)	(15,363)
Amortization of tangible capital assets	(1,730)	(2,202)
Decrease in employee future benefits	158	530
Decrease in vacation pay and compensatory leave	194	615
Prior year adjustments	76	65
Adjustment to capital assets	-	43
Bad debt expense	(2)	(3)
Increase in liabilities not charged to authorities	(52)	-
Total items affecting net cost of operations but not affecting authorities	(6,307)	(5,962)
Adjustments for items not affecting net cost of operations but affecting authorities:		
Acquisition of tangible capital assets	1,791	1,488
Increase in prepaid expenses	63	809
Other adjustments	159	498
Total items not affecting net cost of operations but affecting authorities	2,013	2,795
Current year authorities used	88,863	81,336

Notes to the Financial Statements (Unaudited)

For the year ended March 31

3. Parliamentary authorities (continued)

(b) Authorities provided and used

<i>(in thousands of dollars)</i>	2023	2022
Authorities provided:		
Vote 1 – Operating expenditures	68,314	66,506
Statutory amounts	30,939	26,949
Total authorities provided	99,253	93,455
Less:		
Authorities available for future years	(7,634)	(10,353)
Lapsed: Operating	(2,756)	(1,766)
Current year authorities used	88,863	81,336

4. Accounts payable and accrued liabilities

The following table presents details of the School's accounts payable and accrued liabilities:

<i>(in thousands of dollars)</i>	2023	2022
Accounts payable - Other government departments and agencies	759	476
Accounts payable - External parties	5,469	4,224
Total accounts payable	6,228	4,700
Accrued liabilities	3,144	2,402
Total accounts payable and accrued liabilities	9,372	7,102

5. Employee future benefits

(a) Pension benefits

The School's employees participate in the Public Service Pension Plan (the Plan), which is sponsored and administered by the Government of Canada. Pension benefits accrue up to a maximum period of 35 years at a rate of 2 percent per year of pensionable service times the average of the best five consecutive years of earnings. The benefits are integrated with the Canada/Québec Pension Plan benefits, and they are indexed to inflation.

Both the employees and the School contribute to the cost of the Plan. Due to the amendment of the *Public Service Superannuation Act* following the implementation of provisions related to Economic Action Plan 2012, employee contributors have been divided into two groups – Group 1 consists of existing plan members as of December 31, 2012 and Group 2 consists of members joining the Plan as of January 1, 2013. Each group has a distinct contribution rate.

Notes to the Financial Statements (Unaudited)

For the year ended March 31

5. Employee future benefits (continued)

The 2022-2023 expense amounts to \$6,256 thousand (\$6,066 thousand in 2021-22). For Group 1 members, the expense represents approximately 1.02 times (1.01 times in 2021-22) the employee contributions and, for Group 2 members, approximately 1.00 times (1.00 times in 2021-22) the employee contributions.

The School's responsibility with regard to the Plan is limited to its contributions. Actuarial surpluses or deficiencies are recognized in the financial statements of the Government of Canada, as the Plan's sponsor.

(b) Severance benefits

Severance benefits provided to the School's employees were previously based on an employee's eligibility, years of service and salary at termination of employment. However, since 2011 the accumulation of severance benefits for voluntary departures progressively ceased for substantially all employees. Employees subject to these changes were given the option to be paid the full or partial value of benefits earned to date or collect the full or remaining value of benefits upon departure from the public service. By March 31, 2018, substantially all settlements for immediate cash out were completed. Severance benefits are unfunded and, consequently, the outstanding obligation will be paid from future authorities.

Changes in obligations during the year were as follows:

<i>(in thousands of dollars)</i>	2023	2022
Accrued benefit obligation, beginning of year	1,837	2,367
Expense for the year	(156)	(352)
Benefits paid during the year	(2)	(178)
Accrued benefit obligation - end of year	1,679	1,837

Notes to the Financial Statements (Unaudited)

For the year ended March 31

6. Accounts receivable and advances

The following table presents details of the School's accounts receivable balances.

<i>(in thousands of dollars)</i>	2023	2022
Receivables - Other government departments and agencies	1,404	1,143
Receivables - External parties	2,411	2,575
Subtotal	3,815	3,718
Allowance for doubtful accounts on receivables from external parties	(13)	(11)
Gross accounts receivable	3,802	3,707
Accounts receivable held on behalf of Government	(2,187)	(2,300)
Net accounts receivable and advances	1,615	1,407

The following table provides an aging analysis of accounts receivable from external parties and the associated valuation allowances used to reflect their net recoverable value.

<i>(in thousands of dollars)</i>	2023	2022
Accounts receivable from external parties		
Not past due	2,187	2,300
Number of days past due		
1 to 30	5	61
Over 365	14	15
Subtotal	2,206	2,376
Less: Valuation allowance	(13)	(11)
Total	2,193	2,365

Notes to the Financial Statements (Unaudited)

For the year ended March 31

7. Tangible capital assets

All tangible capital assets and leasehold improvements having an initial cost of \$5,000 or more are recorded at their acquisition cost. The School does not capitalize intangible assets.

Amortization of tangible capital assets is calculated on a straight-line basis over the estimated useful life of the assets as follows:

Asset class	Amortization period
Machinery and equipment	5-10 years
Other equipment (including furniture)	5-12 years
Informatics hardware	3-5 years
Software (including developed software)	3-5 years
Leasehold improvements	Over the useful life of the improvement or the lease term, whichever is shorter

Assets under construction are recorded in the applicable capital asset class and amortized when they become available for use.

Notes to the Financial Statements (Unaudited)

For the year ended March 31

7. Tangible capital assets (continued)

(in thousands of dollars)

Capital asset class	Cost					Accumulated amortization					Net book value	
	Opening balance	Acquisitions	Adjustments	Disposals and write-offs	Closing balance	Opening balance	Amortization	Adjustments	Disposals and write-offs	Closing balance	2023	2022
Machinery and equipment	3,932	403	-	-	4,335	3,557	161	-	-	3,718	617	375
Other equipment (including furniture)	1,385	206	-	(352)	1,239	501	94	-	(136)	459	780	884
Informatics hardware	4,591	1,182	-	-	5,773	3,615	556	-	-	4,171	1,602	976
Software (including developed software)	12,768	-	-	-	12,768	10,852	294	-	-	11,146	1,622	1,916
Leasehold improvements	6,818	-	-	-	6,818	2,932	625	-	-	3,557	3,261	3,886
Assets under construction	43	-	-	-	43	-	-	-	-	-	43	43
Total	29,537	1,791	-	(352)	30,976	21,457	1,730	-	(136)	23,051	7,925	8,080

Notes to the Financial Statements (Unaudited)

For the year ended March 31

8. Related party transactions

The School is related, as a result of common ownership, to all government departments, agencies, and Crown corporations. Related parties also include individuals who are members of key management personnel or close family members of those individuals, and entities controlled by, or under shared control of, a member of key management personnel or a close family member of those individuals.

The School enters into transactions with these entities in the normal course of business and on normal trade terms.

(a) Common services provided without charge by other government departments

During the year, the School received services without charge from certain common service organizations related to accommodation and the employer's contribution to the health and dental insurance plans. These services provided without charge have been recorded at their carrying value in the School's Statement of Operations and Departmental Net Financial Position as follows:

<i>(in thousands of dollars)</i>	2023	2022
Accommodation	10,091	9,757
Employer's contribution to the health and dental insurance plans	5,870	5,606
Total common services provided without charge from other government departments	15,961	15,363

The Government has centralized some of its administrative activities for efficiency and cost-effectiveness purposes to the public. As a result, the Government uses central agencies and common service organizations so that one department performs services for all other departments and agencies without charge. The costs of these services, such as payroll and cheque issuance services provided by Public Services and Procurement Canada, information technology services provided by Shared Services Canada are not included in the School's Statement of Operations and Departmental Net Financial Position.

(b) Other transactions with other government departments and agencies

<i>(in thousands of dollars)</i>	2023	2022
Expenses	5,382	5,727
Revenues	10,916	10,256

Expenses and revenues disclosed in (b) exclude common services provided without charge, which are already disclosed in (a).

Notes to the Financial Statements (Unaudited)

For the year ended March 31

9. Transfers from/to other government departments

The School transferred assets from/to other departments:

- accounts receivable relating to salary overpayments as a result of the transfer of these employees from/to other government departments and a transfer of capital assets to Public Services and Procurement Canada:

<i>(in thousands of dollars)</i>	2023	2022
Accounts receivable	217	93
Tangible capital asset (net book value)	216	-
Total assets transferred	433	93

10. Segmented information

Presentation by segment is based on the School's core responsibility and follows the same accounting policies as described in the Summary of significant accounting policies in note 2. The following table presents the expenses incurred and revenues generated for the main core responsibilities, by major object of expense and by major type of revenue. The segment results for the period are as follows:

<i>(in thousands of dollars)</i>	Learning Services	Internal Services	2023	2022
Operating expenses				
Salaries and employee benefits	61,188	20,663	81,851	73,881
Accommodation	7,568	2,523	10,091	9,757
Professional and special services	5,308	3,092	8,400	9,437
Rentals	5,341	2,039	7,380	5,279
Amortization of tangible capital assets	995	735	1,730	2,202
Small equipment and parts	948	194	1,142	209
Printing and publishing	378	724	1,102	903
Transportation and telecommunications	402	117	519	151
Repair and maintenance	-	225	225	130
Utilities, materials and supplies	27	41	68	88
Other operating expenses	(6,743)	(1,598)	(8,341)	(7,181)
Total expenses	75,412	28,755	104,167	94,856
Revenues				
Sales of Goods and Services	11,008	-	11,008	10,349
Other Revenues	-	2	2	4
Total revenues	11,008	2	11,010	10,353
Net cost from continuing operations before government funding and transfers	64,404	28,753	93,157	84,503