

Financial statements of

**Community Living -
Grimsby, Lincoln and West
Lincoln**

March 31, 2019

Community Living – Grimsby, Lincoln and West Lincoln

March 31, 2019

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Independent Auditor's Report

To the Directors of Community Living – Grimsby, Lincoln and West Lincoln

Qualified Opinion

We have audited the financial statements of Community Living - Grimsby, Lincoln and West Lincoln (the Organization), which comprise the statement of financial position as at March 31, 2019, and the statements of operations, changes in net assets and of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the possible effects of the matter described in the *Basis for Qualified Opinion* section of our report, the financial statements present fairly, in all material respects, the financial position of Community Living - Grimsby, Lincoln and West Lincoln as at March 31, 2019 and the results of its financial performance and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Qualified Opinion

In common with many not-for-profit organizations, the Community Living - Grimsby, Lincoln and West Lincoln, derives revenue from donations and fundraising activities the completeness of which is not susceptible to satisfactory audit verification. Accordingly, verification of these receipts from these sources was limited to a comparison of bank deposits with the amounts recorded in the records of the Organization and we were not able to determine whether any adjustments might be necessary to revenues, excess of revenue over expenditure, assets and net assets.

Note 2 describes the fixed assets and amortization accounting policies of Community Living – Grimsby, Lincoln and West Lincoln. Land, buildings and vehicles are recorded as assets on the statement of financial position. Amortization on the buildings and vehicles is recorded annually to the extent that the principal portion of the debt financing the acquisition is repaid. All expenditures which are eligible for subsidy including vehicles, furniture and equipment and building renovations are expensed in the year of purchase. Canadian accounting standards for not-for-profit organizations require that fixed assets should be capitalized and amortized over their estimated useful lives. Furthermore, the policy should be applied on a retroactive basis. The effects of not following Canada accounting standards for not-for-profit organizations could not be reasonably determined and as a result we are unable to determine the effect on expenditure, excess of revenue over expenditure, assets and net assets.

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 the Audit of the Financial Statements* section of our report. We are independent of the Organization in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other 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 opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation of the financial statements in accordance with 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 Organization'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 Organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Organization'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 Organization'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 Organization'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 Organization 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.

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.

Furhey Cyster LLP

Chartered Professional Accountants, Chartered Accountants
Licensed Public Accountants
Fonthill, ON
May 30, 2019

Community Living - Grimsby, Lincoln and West Lincoln

Statement of financial position

as at March 31, 2019

(in Canadian dollars)

	note	Operating Fund	Capital Fund	March 31, 2019	March 31, 2018
		\$	\$	\$	\$
ASSETS					
Current assets					
Cash and cash equivalents		13,762	-	13,762	273
Accounts receivable		379,299	-	379,299	306,438
Sales tax recoverable		113,664	-	113,664	100,229
Prepaid expenses		45,465	-	45,465	55,332
Government subsidies receivable		13,500	-	13,500	99,625
		565,690	-	565,690	561,897
Property and equipment	3	-	6,038,051	6,038,051	6,204,661
		565,690	6,038,051	6,603,741	6,766,558
LIABILITIES					
Current Liabilities					
Bank indebtedness		-	-	-	283,689
Line of credit	6	200,000	-	200,000	95,000
Accounts payable and accrued liabilities		992,406	-	992,406	674,421
Deferred revenue		53,243	-	53,243	92,819
Current portion of mortgages payable	5	-	42,269	42,269	40,166
Current portion of loans payable	6	-	99,677	99,677	99,226
		1,245,649	141,946	1,387,595	1,285,321
Mortgages payable	5	-	333,008	333,008	375,686
Loans payable	6	-	1,381,671	1,381,671	1,477,310
Due to the Ministry of Children, Community and Social Services	4	-	2,192,101	2,192,101	2,192,101
		1,245,649	4,048,726	5,294,375	5,330,418
Commitments and contingencies	7				
NET ASSETS					
Unrestricted surplus (deficit)		(765,849)	1,989,325	1,223,476	1,371,209
Internally Restricted Children's Residential Program reserve		85,890	-	85,890	64,931
		(679,959)	1,989,325	1,309,366	1,436,140
		565,690	6,038,051	6,603,741	6,766,558

See accompanying notes to the financial statements.

Approved on behalf of the Board:

Chair

Director

Community Living - Grimsby, Lincoln and West Lincoln

Statement of operations
year ended March 31, 2019
(in Canadian dollars)

	note	Operating Fund \$	Capital Fund \$	2019 \$	2018 \$
Revenue					
Province of Ontario Grants					
Ministry of Children, Community and Social Services		8,620,671	-	8,620,671	8,152,338
Third party fee for service					
Children's Housing Program		582,568	-	582,568	635,093
Passport flow-through funding	12	487,696	-	487,696	364,559
Other		-	-	-	6,900
United Way grants		29,500	-	29,500	29,498
Program revenues	9	1,822,565	-	1,822,565	1,628,687
Other grants, donations and membership fees		201,703	-	201,703	74,594
Other income		-	15,278	15,278	19,471
		11,744,703	15,278	11,759,981	10,911,140
Expenditures					
Administration		46,169	-	46,169	65,279
Amortization		-	166,610	166,610	118,333
Contracts		585,035	-	585,035	410,696
Client participation wages		-	-	-	31,821
Homeshare and support fees		321,385	-	321,385	348,086
Insurance		94,370	-	94,370	80,683
Interest		79,477	-	79,477	68,533
Occupancy costs, repairs and maintenance		873,918	-	873,918	951,112
Program costs		550,188	-	550,188	337,542
Purchased services		901,438	-	901,438	655,575
Respite fees		89,723	-	89,723	121,639
Salaries and benefits		7,839,711	-	7,839,711	7,471,919
Staff training		57,908	-	57,908	40,955
Vehicle operation and travel		280,823	-	280,823	327,301
		11,720,145	166,610	11,886,755	11,029,474
Excess (deficiency) of revenue over expenditures		24,558	(151,332)	(126,774)	(118,334)

See accompanying notes to the financial statements.

Community Living - Grimsby, Lincoln and West Lincoln

Statement of changes in net assets

year ended March 31, 2019

(in Canadian dollars)

Unrestricted surplus	note	Operating Fund \$	Capital Fund \$	2019 \$	2018 \$
Net assets, beginning of year		(649,236)	2,020,445	1,371,209	1,502,079
Deficiency of revenue over expenditures		24,558	(151,332)	(126,774)	(118,334)
Transfer out to Internally Restricted Children's Program reserve		(20,959)	-	(20,959)	(12,536)
Transfers between funds	11	(120,212)	120,212	-	-
		(116,613)	(31,120)	(147,733)	(130,870)
Net assets, end of year		(765,849)	1,989,325	1,223,476	1,371,209

Internally Restricted Children's Residential Program Reserve		Operating Fund \$	Capital Fund \$	2019 \$	2018 \$
Net assets, beginning of year		64,931	-	64,931	52,395
Transfer in from unrestricted surplus		20,959	-	20,959	12,536
		20,959	-	20,959	12,536
Net assets, end of year		85,890	-	85,890	64,931

See accompanying notes to the financial statements.

Community Living - Grimsby, Lincoln and West Lincoln

Statement of cash flows

year ended March 31, 2019

(in Canadian dollars)

	2019	2018
	\$	\$
Cash flows from operating activities		
Deficiency of revenue over expenditures	(126,774)	(118,334)
Items not affecting cash:		
Amortization	166,610	118,333
	39,836	(1)
Change in non-cash working capital items		
Accounts receivable	(72,861)	(46,471)
Sales tax recoverable	(13,435)	(10,605)
Prepaid expenses	9,867	12,846
Government subsidies receivable	86,125	(62,479)
Accounts payable and accrued liabilities	317,985	(73,718)
Deferred revenue	(39,576)	42,402
Due from/to Community Living Foundation	-	(36,656)
Net cash flows used in operating activities	327,941	(174,682)
Cash flows from financing activities		
Line of credit	105,000	80,000
Proceeds from bank loan	-	55,000
Repayment of mortgages and loans payable	(135,763)	(116,437)
Bank indebtedness	(283,689)	283,689
Net cash flows used in financing activities	(314,452)	302,252
Cash flows from investing activity		
Purchase of property and equipment	-	(148,559)
Net cash flows from investing activity	-	(148,559)
Net decrease in cash	13,489	(20,989)
Cash and cash equivalents, beginning of year	273	21,262
Cash and cash equivalents, end of year	13,762	273

See accompanying notes to the financial statements.

Community Living – Grimsby, Lincoln and West Lincoln

Notes to the financial statements

March 31, 2019

(in Canadian dollars)

1. Nature of operations

Community Living - Grimsby, Lincoln and West Lincoln is a non-profit registered charity, incorporated under the Province of Ontario without share capital on February 21, 1968. The Organization provides educational, rehabilitation, residential and support services to children and adults with intellectual disabilities.

2. Significant accounting policies

The financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations, and reflect the following policies:

Fund accounting

The Organization uses fund accounting whereby financial statement elements are reported by fund. The Operating Fund includes the Organization's direct programs and administration. The Capital Fund includes assets, liabilities, revenue and expenses related to the Organization's capital assets and third-party activities. Funding from third party organizations, fundraising events, and other income and expenses are reflected in the Capital Fund.

The Children's Residential Program Reserve was established in the 2014 year to provide for minor capital expenditures not fully funded by Ministry of Children and Youth Services revenue.

Revenue recognition

Government funding is recognized in the year to which the approved budget relates. Program revenues that are reasonably assured are recorded on an accrual basis and primarily relate to flow through funding and rental income. Other program revenues that can not be estimated by management, such as travel recoveries, are recognized when they are collected.

Donation and fundraising revenues are recorded as revenue when received. Pledges, bequests and post-dated cheques are recorded as revenue when realized.

Property and equipment

Property and equipment are recorded in the Capital Fund at acquisition cost. Additions to furniture, equipment, vehicles and building renovation costs that are funded through subsidy are recorded in the statement of operations of the various operating fund programs as an expenditure in the year purchased. Fixed asset additions that are not funded through subsidy are recorded as assets of the Capital Fund at cost. Amortization is recorded annually to the extent that the principal portion of the debt financing the acquisition is repaid.

Costs of a capital nature incurred on several properties owned and eligible for subsidy are recorded through operations as opposed to being capitalized and amortized. During the year capital items totalling \$194,127 (2018 - \$150,234) have been expensed to the operations.

Impairment of long-lived assets

In the event that facts and circumstances indicate that the Organization's long-lived assets may be impaired, an evaluation of recoverability would be performed. Such an evaluation entails comparing the estimated future undiscounted cash flows associated with the asset to the asset's carrying amount to determine if a write down to market value or discounted cash flow value is required. The Organization considers that no circumstances exist that would require such evaluation.

Community Living – Grimsby, Lincoln and West Lincoln

Notes to the financial statements

March 31, 2019

(in Canadian dollars)

2. Significant accounting policies (continued)

Due to the Ministry of Children, Community and Social Services

Funding has been received from the Province of Ontario specifically to assist with the purchase of certain land and buildings and require the Organization to follow certain restrictions on the future use and disposition of the related properties. No provision for the amortization of this funding has been recorded since the amounts due to the Ministry are to be repaid when the properties are sold.

Cash and cash equivalents

The Organization considers all cash and cash equivalents to have a maturity of three months or less.

Contributed services

Volunteers contribute their time during the year to assist the Institute in carrying out its objectives. Because of the difficulty in determining their fair market value, contributed services are not recognized in the financial statements.

Estimates

The preparation of financial statements in conformity 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 disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period.

Community Living – Grimsby, Lincoln and West Lincoln

Notes to the financial statements

March 31, 2019

(in Canadian dollars)

3. Property and equipment

	2019	2018
	\$	\$
Land and buildings		
Aspen Drive, Grimsby	228,886	228,886
Beam Street, Beamsville	454,979	454,979
Bedford Park, Grimsby	353,587	353,587
Cherry Heights, Beamsville	229,969	229,969
Crimson King Way, Beamsville	255,370	255,370
Douglas Street, Beamsville	249,875	249,875
John Street, Vineland	533,686	533,686
Lincoln Avenue, Beamsville	137,492	137,492
Main Street, Grimsby	75,462	75,462
Rose Avenue, Beamsville	228,285	228,285
Tufford Road, Beamsville	451,682	451,682
Victoria Avenue South, Vineland	190,571	190,571
Victoria Avenue North, Vineland	559,432	559,432
Livingston Avenue, Grimsby	213,240	213,240
C.D. Hopkins Centre, Beamsville	217,975	217,975
South Service Road and Kerman Avenue, Grimsby	2,271,574	2,271,574
	6,652,065	6,652,065
Ontario Trillium grant	(112,900)	(112,900)
Accumulated amortization	(605,146)	(468,220)
	5,934,019	6,070,945
Vehicles		
Cost	459,948	459,948
Accumulated amortization	(355,916)	(326,232)
	104,032	133,716
	6,038,051	6,204,661

Community Living – Grimsby, Lincoln and West Lincoln

Notes to the financial statements

March 31, 2019

(in Canadian dollars)

4. Due to the Ministry of Children, Community and Social Services

The Organization has joint title to several group homes in the Niagara Region, as listed in Note 3, most of which were purchased or renovated with funding from the Ministry of Children, Community and Social Services.

When the Ministry funded the purchase or renovation of a home, they obtained a pro-rata ownership share of the building. The Ministry has not been repaid for their funding but will be reimbursed when the building is sold based on their pro-rata share of the proceeds on disposition equivalent to their ownership share of the building.

The following represent the properties and the corresponding funding received from the Ministry for those properties:

	2019	2018
	\$	\$
Land and buildings		
Beam Street, Beamsville	454,979	454,979
Cherry Heights, Beamsville	183,975	183,975
Crimson King Way, Beamsville	247,722	247,722
Douglas Street, Beamsville	199,900	199,900
John Street, Vineland	56,313	56,313
Lincoln Avenue, Beamsville	137,492	137,492
Main Street, Grimsby	48,173	48,173
Rose Avenue, Beamsville	40,172	40,172
Tufford Road, Beamsville	121,830	121,830
Victoria Avenue South, Vineland	52,753	52,753
Victoria Avenue North, Vineland	317,612	317,612
C.D. Hopkins Centre, Beamsville	203,716	203,716
South Service Road and Kerman Avenue, Grimsby	127,464	127,464
	2,192,101	2,192,101

Community Living – Grimsby, Lincoln and West Lincoln

Notes to the financial statements

March 31, 2019

(in Canadian dollars)

5. Mortgages payable

	2019	2018
	\$	\$
Royal Bank		
Mortgage, repayable in blended monthly payments of \$926 including interest at 5.35%, due August 2019, secured by the property on Aspen Drive, Grimsby ON.	54,473	62,474
Mortgage, repayable in blended monthly payments of \$904 including interest at 5.35%, due August 2019, secured by the property on Bedford Park, Grimsby ON.	87,227	93,284
Mortgage, repayable in blended monthly payments of \$903 including interest at 5.35%, due August 2019, secured by the property on Tufford Road, Beamsville ON.	87,615	93,635
Mortgage, repayable in blended monthly payments of \$2,388 including interest at 5.25%, due February 2020, secured by the property on John Street, Vineland ON.	145,962	166,459
	375,277	415,852
Less: current portion	42,269	40,166
	333,008	375,686

Assuming the mortgages will be renewed under similar terms when they come due, the principal payments due in each of the next 5 years are as follows:

	\$
2020	42,269
2021	44,739
2022	47,140
2023	49,661
thereafter	191,468
	375,277

Community Living – Grimsby, Lincoln and West Lincoln

Notes to the financial statements

March 31, 2019

(in Canadian dollars)

6. Loans payable

	2019	2018
	\$	\$
Royal Bank		
Demand term loan, repayable in monthly payments of \$2,233 plus interest at prime, due November 2019.	101,884	128,680
Demand term loan, repayable in annual principal payments of \$20,000 and monthly interest payments at prime, due March 2021.	300,000	320,000
Demand term loan, repayable in monthly payments of \$2,083 plus interest payments at prime, due October 2019.	364,583	387,499
Demand term loan, repayable in blended monthly payments of \$3,334 including interest payments at prime, due March 2021.	676,381	690,854
Demand term loan, repayable in monthly payments of \$917 plus interest payments at prime, due August 2022.	38,500	49,503
	1,481,348	1,576,536
Less: current portion	99,677	99,226
	1,381,671	1,477,310

Royal Bank demand loans are secured by a general security agreement, a \$1,700,000 mortgage charge on the property at South Service Road, Grimsby, a \$650,000 mortgage charge on the property at Lincoln Avenue, Beamsville, a \$490,000 mortgage charge on the property at John Street, Vineland and a \$408,750 mortgage charge on the property at 4360 Victoria Avenue, Vineland.

In addition to the demand term loans and mortgages, the Organization has a revolving line of credit available up to \$400,000 with a per annum interest rate of prime. The line of credit is secured as stated above. As at March 31, 2019, \$200,000 was drawn on the line of credit (2018 - \$95,000).

Assuming the demand loans will be renewed under similar terms when they come due, the principal payments due in each of the next 5 years are as follows:

	\$
2020	99,677
2021	100,458
2022	101,013
2023	89,815
thereafter	1,090,385
	1,481,348

Community Living – Grimsby, Lincoln and West Lincoln

Notes to the financial statements

March 31, 2019

(in Canadian dollars)

7. Commitments and contingencies

The Organization has established a sick leave policy for all regular full-time employees which allows for the accumulation of sick leave time to meet serious illness situations should they arise. The entitlement is based on the number of years of full-time employment and can accumulate to a maximum of 120 days. Although this benefit can only be used for short term serious illness as it means to bridge to long term disability, the accumulated pooled sick time has no cash surrender value upon termination of employment whether voluntary or involuntary, and as such, no provision has been made in these financial statements for costs which may be incurred should the Organization be required to make these payments.

The Organization has entered into several equipment and vehicle leases, under the terms of these agreements the following amounts are due in each of the next five years:

	\$
2020	224,155
2021	157,898
2022	134,087
2023	111,141
2024	73,347
	<u>700,628</u>

8. Related parties

In 2013, the Organization established a Foundation entitled Community Living – Grimsby, Lincoln and West Lincoln Foundation to assist in carrying out its fundraising activities and to help solicit donations. The Foundation is a third-party organization with a separate Board of Directors and operates independently from the Organization. The two Organizations are in the process of preparing a Memorandum of Understanding with respect to their working relationship.

9. Program revenues

Program revenues primarily relate to flow through individual funding, rental income, room and board, fee for services, and travel recoveries.

10. Economic dependence

The Organization receives a significant portion (2019 – 73%, 2018 - 74%) of its revenue for operations pursuant to a service contract with the Ontario Ministry of Children, Community and Social Services. Should these contributions cease, the Organization would need to consider its ability to continue its current operations.

11. Transfers between funds

Amounts transferred between funds are approved by the Board of Directors and relate to principle repayments on the Organizations long-term debt from the operating fund to the capital fund.

Community Living – Grimsby, Lincoln and West Lincoln

Notes to the financial statements

March 31, 2019

(in Canadian dollars)

12. Passport flow-through funding

Passport flow-through funding relates to funding provided by the Ministry to participants that are under the care of the Community Living – Grimsby, Lincoln and West Lincoln that is paid to other organizations or for services not related to the operations of Community Living – Grimsby, Lincoln and West Lincoln.

13. Financial instrument risk

The significant financial risks to which the Organization is exposed are credit risk, interest rate risk and liquidity risk. There have been no changes to risk exposures from prior year.

The Organization's financial instruments consist of cash and short-term investments, accounts receivable, accounts payable and accrued liabilities, government subsidies payable, and mortgages and loans payable. The carrying value of these financial instruments approximate their fair values.

Credit risk exposure

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The Organization is exposed to credit risk in the event of non-performance by counterparties in connection with its accounts receivable. These accounts are generally rent and other recoveries settled monthly and the Organization does not anticipate any significant loss for non-performance.

Interest rate risk exposure

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Organization has term loans payable bearing interest at variable rates as negotiated by management based on the lender's commercial rates. Management does not expect changes in the prime interest rate to have a significant impact on future cash flows.

Liquidity risk exposure

Liquidity risk is the risk that the Organization will not be able to meet its obligations associated with financial liabilities. The Organization monitors the collection efforts to ensure sufficient cash flows are generated from operations to meet the current debt obligations. The Organization monitors cash flows on a daily basis and in aggregate through its annual budget process. The Organization expects that cash flow from operations in fiscal 2020 along with the continued support of its lenders will be adequate to fund ongoing investments in working capital and capital expenditures.