

**MY FRIEND'S HOUSE,  
COLLINGWOOD CRISIS CENTRE**

**FINANCIAL STATEMENTS  
MARCH 31, 2020**

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## INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of My Friend's House, Collingwood Crisis Centre:

### **Qualified Opinion**

We have audited the financial statements of My Friend's House, Collingwood Crisis Centre (the Organization), which comprise the balance sheet as at March 31, 2020, and the statement of operations, changes in net financial assets and cash flow 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 accompanying financial statements present fairly, in all material respects, the financial position of My Friend's House, Collingwood Crisis Centre as at March 31, 2020 and its results of operations and 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 Organization derives revenues from donations and fundraising, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, our verification of these revenues was limited to the amounts recorded in the records of the Organization and we were not able to determine whether any adjustments might be necessary to donation and fundraising revenues, excess of revenue over expenses and net asset balances for the years ended March 31, 2020 and March 31, 2019. Our audit opinion on the financial statements for the year ended March 31, 2019 was modified accordingly because of the possible effects of this limitation in scope.

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

Management is responsible for the preparation and fair presentation of these 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 Organization's ability to continue as a going concern, disclosing, as applicable, matters relating 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.

***Baker Tilly SGB LLP***

Licensed Public Accountants  
Collingwood, Ontario  
October 19, 2020

# MY FRIEND'S HOUSE, COLLINGWOOD CRISIS CENTRE

## BALANCE SHEET AS AT MARCH 31

	2020	2019
	\$	\$
<b>Assets</b>		
Current		
Cash	387,193	207,052
Short-term investments (Note 2)	291,096	351,708
Accounts receivable	26,009	8,059
Prepaid expenses	24,220	16,876
	<b>728,518</b>	583,695
Long-term investments (Note 2)	663,857	716,821
Property and equipment (Note 4)	426,542	424,913
	<b>1,818,917</b>	1,725,429

Approved on behalf of the board:

\_\_\_\_\_ Director

\_\_\_\_\_ Director

# MY FRIEND'S HOUSE, COLLINGWOOD CRISIS CENTRE

## BALANCE SHEET AS AT MARCH 31

	2020	2019
	\$	\$
<b>Liabilities</b>		
Current		
Accounts payable and accruals	92,572	71,955
Deferred revenue (Note 7)	61,352	17,547
	153,924	89,502
Deferred capital contributions (Note 5)	341,435	338,594
	495,359	428,096
<b>Net assets</b>		
Unrestricted	236,622	149,040
Internally restricted (Note 11)	1,086,936	1,148,293
	1,323,558	1,297,333
	1,818,917	1,725,429

See accompanying notes to the financial statements

# MY FRIEND'S HOUSE, COLLINGWOOD CRISIS CENTRE

## STATEMENT OF OPERATIONS FOR THE YEAR ENDED MARCH 31

	2020	2019
	\$	\$
<b>Revenues</b>		
Ministry of Children, Community & Social Services Programs	612,661	662,661
Ministry of Children, Community & Social Services-Project Funding	-	30,000
Ministry of Children, Community & Social Services-One Time Funding	84,295	24,318
Ministry of Children, Community & Social Services-COVID-19 Funding	15,492	-
Donations and fundraising	341,934	277,312
Grants	35,804	1,000
Amortization of deferred contributions (Note 5)	15,759	15,839
	<b>1,105,945</b>	<b>1,011,130</b>
<b>Expenses</b>		
Amortization of property and equipment	18,679	18,786
Bank charges	7,503	6,520
COVID-19 expenditures	16,360	-
Food purchases and personal needs allowance	10,290	10,758
Fundraising	8,042	13,357
Insurance	9,481	8,744
Membership dues and fees	5,553	2,784
Office	6,316	5,407
Professional fees	9,080	24,929
Programs	12,192	11,136
Repairs and maintenance	14,214	12,291
Rent	16,838	16,838
Salaries, benefits and related costs	876,180	957,013
Special projects - One Time Funding	15,440	-
Telecommunications	19,208	18,304
Training	4,310	4,574
Travel	5,047	6,808
Utilities	11,122	11,095
	<b>1,065,855</b>	<b>1,129,344</b>
<b>Excess (deficiency) of revenues over expenses from operations</b>	<b>40,090</b>	<b>(118,214)</b>
<b>Other income (expense)</b>		
Investment management fees	(4,872)	(4,788)
Investment income	22,495	33,217
Market value change and exchange (loss) gain on investments	(31,488)	9,970
	<b>(13,865)</b>	<b>38,399</b>
<b>Excess (deficiency) of revenues over expenses for the year</b>	<b>26,225</b>	<b>(79,815)</b>

See accompanying notes to the financial statements

# MY FRIEND'S HOUSE, COLLINGWOOD CRISIS CENTRE

## STATEMENT OF CHANGES IN NET ASSETS FOR THE YEAR ENDED MARCH 31

	Unrestricted	Internally Restricted	2020 Total	2019 Total
	\$	\$	\$	\$
<b>Balance, beginning of year</b>	<b>149,040</b>	<b>1,148,293</b>	<b>1,297,333</b>	1,377,148
Excess (deficiency) of revenues over expenses for the year	<b>40,090</b>	<b>(13,865)</b>	<b>26,225</b>	(79,815)
Interfund transfer (Note 11)	<b>47,492</b>	<b>(47,492)</b>	-	-
<b>Balance, end of year</b>	<b>236,622</b>	<b>1,086,936</b>	<b>1,323,558</b>	1,297,333

See accompanying notes to the financial statements

# MY FRIEND'S HOUSE, COLLINGWOOD CRISIS CENTRE

## CASH FLOW STATEMENT FOR THE YEAR ENDED MARCH 31

	2020	2019
	\$	\$
<b>Cash flows from (for):</b>		
<b>Operating activities</b>		
Excess (deficiency) of revenues over expenses for the year	26,225	(79,815)
Charges not involving cash		
Amortization of property and equipment	18,679	18,786
Amortization of deferred contributions	(15,759)	(15,839)
Market value change and exchange gain (loss) on investments	31,488	(9,970)
	<b>60,633</b>	<b>(86,838)</b>
Changes in		
Accounts receivable	(17,950)	(1,170)
Prepaid expenses	(7,344)	2,338
Accounts payable and accruals	20,617	6,755
Deferred revenue	43,805	12,705
	<b>99,761</b>	<b>(66,210)</b>
<b>Financing activities</b>		
Deferred capital contributions	18,600	-
<b>Investing activities</b>		
Purchase of property and equipment	(20,308)	(4,283)
Net change in investments	82,088	93,639
	<b>61,780</b>	<b>89,356</b>
<b>Change in cash</b>	<b>180,141</b>	<b>23,146</b>
Cash position, beginning of year	207,052	183,906
<b>Cash position, end of year</b>	<b>387,193</b>	<b>207,052</b>

See accompanying notes to the financial statements



# MY FRIEND'S HOUSE, COLLINGWOOD CRISIS CENTRE

## NOTES TO THE FINANCIAL STATEMENTS AS AT MARCH 31, 2020

### Nature of the organization

My Friend's House, Collingwood Crisis Centre is a registered charitable organization incorporated without share capital under the laws of Ontario. It is exempt from income taxes. The Organization is engaged in the provision of emergency shelter and counselling services to women who have experienced physical, mental and/or sexual abuse. The Organization's activities are dependent on funding from the Ministry of Community and Social Services.

### 1. Significant accounting policies

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations (referred to as "ASNFPO") and are in accordance with Canadian generally accepted accounting principles.

The following is a summary of certain significant accounting policies followed in the preparation of the financial statements:

#### (a) Financial instruments

The Organization considers any contract that creates a financial asset, a financial liability or equity instrument as a financial instrument, except in limited items such as leases and loan commitments.

##### *Initial recognition and measurement*

A financial asset or a financial liability is recognized when the Organization becomes a party to the contractual provisions of the financial instrument.

Financial assets originated or acquired or financial liabilities issued or assumed in an arm's length transaction, are initially measured at their fair value.

##### *Subsequent measurement*

Changes in fair value of investments in equity instruments are recognized in operations in the period incurred. All other financial assets and financial liabilities are measured at amortized cost.

##### *Impairment*

At the end of each reporting period, the Organization assesses whether there are any indications that financial assets measured at cost or amortized cost may be impaired.

#### (b) Use of 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. These estimates are reviewed periodically, and, as adjustments become necessary, they are reported in earnings in the period in which they become known. Significant estimates have been made of the useful lives of property and equipment. Actual results could differ from those estimates.

# MY FRIEND'S HOUSE, COLLINGWOOD CRISIS CENTRE

## NOTES TO THE FINANCIAL STATEMENTS AS AT MARCH 31, 2020

### 1. Significant accounting policies (continued)

(c) Cash and cash equivalents

Cash and cash equivalents include all cash balances and short-term, highly liquid financial instruments with a maturity of three months or less at acquisition

(d) Investments

Equity investment measurement is initially at fair value. Unrealized gains and losses are recognized immediately in the financial statements. Realized gains and losses are recognized when the investment is sold. All other investments are initially measured at fair value and gains and losses are recognized when the investment is sold.

(e) Property and equipment

Purchased property and equipment is recorded at cost. Cost includes the purchase price and any directly attributable cost of preparing the asset for its intended use. Contributed property and equipment are recorded at fair market value at the date of contribution.

Property and equipment is tested for impairment when events or changes in circumstances indicate that its carrying amount may not be recoverable. An impairment loss is recognized in the statement of operations when the carrying amount of the asset exceeds the sum of the undiscounted cash flows resulting from its use and eventual disposition. The impairment loss is measured as the amount by which the carrying amount of the property and equipment exceeds its fair value. An impairment loss is not reversed if the fair value of the property and equipment subsequently increases.

Amortization is provided to amortize the cost of assets over their estimated useful lives. Provision is made for amortization as follows:

Buildings and improvements	4%	declining balance
Office equipment	20%	declining balance
Furniture and fixtures	20%	declining balance
Computer hardware	30%	declining balance
Computer software	100%	declining balance
Other	20%	declining balance

# MY FRIEND'S HOUSE, COLLINGWOOD CRISIS CENTRE

## NOTES TO THE FINANCIAL STATEMENTS AS AT MARCH 31, 2020

### 1. Significant accounting policies (continued)

#### (f) Revenue recognition

The Organization follows the deferral method of accounting for contributions. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Unrestricted contributions include donations and fundraising (unless otherwise specified by the donor) and grants. Restricted contributions are deferred and recognized as revenue in the year in which the related expenses are incurred. Restricted contributions include funding from the Ministry of Community and Social Services. Contributions related to property and equipment are recognized as revenue on the same basis as the amortization expense of the related asset. Internally restricted contributions are recognized as revenue when received or receivable. Investment income is recognized on the internally restricted contributions when received or receivable.

#### (g) Contributed materials and services

Contributed materials and services which are used in the normal course of the Organization's operations and would otherwise have been purchased are recorded at their fair value at the date of contribution if fair value can be reasonably estimated.

Volunteers, including the Board of Directors, contribute to My Friend's House, Collingwood Crisis Centre each year to assist the Organization in carrying out its service delivery activities. Because of the difficulty in determining fair market value, volunteer services are not recognized in the financial statements.

### 2. Investments

Short-term investments consist of common shares and bonds invested through CIBC Wood Gundy. Common shares are frequently traded to ensure they stay within the Organization's investment policy. The bonds carry interest rates of 2.86% to 3.35% and mature within one year.

Long-term investments consist of government bonds. Government bonds carry interest rates of 2.40% to 6.50% and mature in 2021 through 2037.

### 3. Internally restricted Campbell Family Endowment Fund

The objective of the endowment fund, created by the Board of Directors, is to generate sufficient ongoing annual income to preserve capital while permitting material contributions to the Organization's operations.

# MY FRIEND'S HOUSE, COLLINGWOOD CRISIS CENTRE

## NOTES TO THE FINANCIAL STATEMENTS AS AT MARCH 31, 2020

### 4. Property and equipment

Property and equipment are comprised of:

	2020	2019
	\$	\$
Cost		
Land	70,000	70,000
Building and improvements	809,770	803,300
Office equipment	39,933	35,360
Furniture and fixtures	76,546	76,546
Computer hardware	65,388	63,529
Computer software	20,303	20,303
Other	40,126	32,719
	<b>1,122,066</b>	<b>1,101,757</b>
Accumulated amortization		
Building and improvements	478,238	464,587
Office equipment	33,113	32,088
Furniture and fixtures	71,680	70,464
Computer hardware	61,013	59,537
Computer software	20,303	20,303
Other	31,177	29,865
	<b>695,524</b>	<b>676,844</b>
	<b>426,542</b>	<b>424,913</b>

### 5. Deferred capital contributions

Deferred capital contributions are comprised of grants and donations directly specified to the purchase of certain property and equipment. These funds are amortized over the same period of time as the related asset.

	2020	2019
	\$	\$
Balance, beginning of the year	338,594	354,433
Community donations	6,000	-
Ministry of Children Community, and Social Services funding	12,600	-
Amortization of deferred capital contributions	(15,759)	(15,839)
	<b>341,435</b>	<b>338,594</b>

# MY FRIEND'S HOUSE, COLLINGWOOD CRISIS CENTRE

## NOTES TO THE FINANCIAL STATEMENTS AS AT MARCH 31, 2020

### 6. Collective agreement

The collective agreement between the Organization and the Laborers' International Union of North America was ratified on November 25, 2019 and expires on March 31, 2022. The collective agreement represents all employees of the Organization except management staff.

### 7. Deferred revenue

Donations were externally restricted as follows:

	2020	2019
	\$	\$
Balance, beginning of the year	17,547	4,842
Community donations	10,133	15,800
Ministry of Children, Community and Social Service Programs	36,598	-
Expenditures	(2,926)	(3,095)
Balance, end of the year	61,352	17,547

During the year, the Organization received externally restricted donations totaling \$10,133 (2019 - \$15,800). The funds donated in 2020 were for the provision of children's programs and projects that have been deferred as a result of the COVID-19 pandemic. These funds received in 2019 were to be used to support women in need to find suitable housing.

In addition, the \$36,598 funds received from the Ministry were for specific property and equipment purchases.

### 8. Impact of the COVID-19 pandemic

On March 11, 2020, the World Health Organization categorized COVID-19 as a pandemic. The measures introduced at various levels of government to curtail the spread of the virus, such as travel restrictions, closures of non-essential municipal and private operations, imposition of quarantines and social distancing, could mean that the Organization's revenues and collections are reduced. As of August 17, 2020, the Organization has received additional government funding for expenses incurred as a result of COVID-19. The extent of the impact of this outbreak and related containment measures on the Organization's operations cannot be reliably estimated at this time.

### 9. Contingent liabilities

Various actions and legal proceedings can arise during the course of normal operations against the Organization. Subsequent to the year end, the Organization was served notice of a legal matter. Management advises that they are in the process of evaluating the claim. The outcome is not determinable at this time and no financial liability has been accrued in the financial statements.

# MY FRIEND'S HOUSE, COLLINGWOOD CRISIS CENTRE

## NOTES TO THE FINANCIAL STATEMENTS AS AT MARCH 31, 2020

### 10. Financial instruments

The Organization's financial instruments consist of cash, accounts receivable, and investments which will result in future cash receipts, as well as accounts payable which will result in future cash outlays.

The Organization is not exposed to significant credit risk or liquidity risk.

#### *Financial risks*

##### *Market risk*

Market risk is the risk that fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency risk, interest rate risk and other price risk. The Organization is mainly exposed to interest rate risk and other price risk.

##### *Currency risk*

Currency risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in foreign exchange rates. The conversion rate is expected to remain relatively stable.

##### *Interest rate risk*

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's government bonds earn interest from 2.40% to 6.50%. Changes in the bank's prime lending rate can cause fluctuations in interest payments and cash flows. The Organization does not use derivative financial instruments to alter the effects of this risk.

Interest rate risk is managed by maximizing the interest income earned on excess funds while maintaining the liquidity necessary to conduct operations on a day-to-day basis. Fluctuations in market rates of interest on cash do not have a significant impact on the Organization's results of operations.

##### *Other price risk*

Other price risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices (other than those arising from interest rate risk or currency risk), whether those changes are caused by factors specific to the individual financial instrument or its issuer, or factors affecting all similar financial instruments traded in the market. The Organization derives part of its revenues from donations and investments, and donations and investment income are generally dependent on the economy.

The Organization is exposed to fluctuations in market prices of equities and fixed income investments, interest, and credit risks on fixed income investments. These investment funds are held at CIBC Wood Gundy and are managed in accordance with the investment policy approved by the Board of Directors, which is monitored on a regular basis, and is considered the method by which the Organization manages the risks.

# MY FRIEND'S HOUSE, COLLINGWOOD CRISIS CENTRE

## NOTES TO THE FINANCIAL STATEMENTS AS AT MARCH 31, 2020

### 11. Internally restricted net assets

The net assets are internally restricted as follows:

	2020	2019
	\$	\$
Reserve for property and equipment purchases, building repairs, facility closure, and legal fees	280,477	380,140
Campbell Family Endowment Fund (Note 3)	617,376	618,028
Funding shortfall contingency	189,083	150,125
	<b>1,086,936</b>	1,148,293

In 2016, the Board of Directors approved the transfer of any future surpluses into the Funding Shortfall Contingency fund. Any year end surpluses will be transferred into this fund until it has a balance of approximately one year of operating expenses based on the current fiscal year budget less government program funding. The year end surplus of \$40,090 (2019 - \$NIL) will be transferred to the Funding Shortfall Contingency after the statements are approved by the Board..

Investment income is allocated to each of the funds based on the income earned by those investments which are in separate accounts.

During the year, the Board approved the transfer of \$47,492 from the internally restricted funds to the unrestricted fund.

### 12. Comparative information

Certain comparative information on the statement of operations has been reclassified to conform with the current financial statement presentation.