# EASTER SEALS ALBERTA SOCIETY Financial Statements Year Ended October 31, 2019

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## Year Ended October 31, 2019

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> February 14, 2020 Edmonton, Alberta

#### INDEPENDENT AUDITOR'S REPORT

To the Members of Easter Seals Alberta Society

#### **Qualified Opinion**

We have audited the financial statements of Easter Seals Alberta Society (the Society), which comprise the statement of financial position as at October 31, 2019, and the statements of operations, changes in net 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 the Society as at October 31, 2019, and the results of its operations and cash flow for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

#### **Basis for Qualified Opinion**

In common with many not-for-profit organizations, the Society derives revenue from fundraising activities the completeness of which is not susceptible to satisfactory audit verification. Accordingly, verification of these revenues was limited to the amounts recorded in the records of the Society. Therefore, we were not able to determine whether any adjustments might be necessary to fundraising revenue, deficiency of revenues over expenses, and cash flows from operations for the year ended October 31, 2019, current assets and net assets as at October 31, 2019.

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 Society 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 qualified audit opinion.

# 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 ASNPO, 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 Society'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 Society or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Society's financial reporting process.

Independent Auditor's Report to the Members of Easter Seals Alberta Society (continued)

## 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 Society'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 Society'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 Society 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.

Kow Yasnak ULP

Kingston Ross Pasnak LLP

Chartered Professional Accountants

## **Statement of Operations**

Year Ended October 31, 2019

		2019		2018
REVENUE				
Fundraising campaigns and events	\$	1,682,879	\$	1,605,217
Recreation camp	Ψ	1,106,247	Ψ	1,112,186
Residential home		850,221		845,498
Amortization of deferred capital contributions (Note 8)		474,079		509,777
Equipment Support Services		295,724		308,263
Investment income		24,133		39,323
Other revenue and contributions		22,567		36,267
		4,455,850		4,456,531
EVACUALIZADO		-, ,		.,
EXPENDITURES				
Recreation camp		1,626,176		1,582,902
Residential home		806,152		787,415
Equipment Support Services		757,363		758,203
General administration		577,427		522,236
Fundraising campaigns and events		577,217		543,633
Amortization		496,246		518,622
Contributions to registered charitable organizations		85,197		92,906
Public education		10,361		10,467
		4,936,139		4,816,384
DEFICIENCY OF REVENUE OVER EXPENDITURES FROM				
OPERATIONS		(480,289)		(359,853)
JNREALIZED GAIN (LOSS) ON INVESTMENTS		58,497		(61,115)
DEFICIENCY OF REVENUE OVER EXPENDITURES	\$	(421,792)	\$	(420,968)

## Statement of Financial Position

October 31, 2019

		2019	<del>,</del>	2018
ASSETS				
CURRENT				
Cash (Note 3)	\$	324,784	\$	230,428
Short term investments (Note 4)		1,026,060		1,412,936
Accounts receivable		235,586		215,174
Prepaid expenses		49,304		103,862
		1,635,734		1,962,400
PROPERTY AND EQUIPMENT (Note 5)		7,192,709		7,579,092
LONG TERM INVESTMENTS (Note 6)		361		30,873
	\$	8,828,804	\$	9,572,365
LIABILITIES AND NET ASSETS				
CURRENT	\$	219,061	\$	242,796
Accounts payable and accrued liabilities Source deductions payable	Ψ	28,603	ψ	25,167
Deferred provincial contributions (Note 7)		30,871		26,870
Current portion of deferred capital contributions (Note 8)		474,079		509,777
		752,614		804,610
EXTERNALLY RESTRICTED CONTRIBUTIONS (Schedule 1)		969,128		874,323
DEFERRED CAPITAL CONTRIBUTIONS (Note 8)		6,498,950		6,863,528
		8,220,692		8,542,461
COMMITMENTS (Note 9)				
NET ASSETS				
Stabilization reserve (Note 10)		283,432		590,000
Investment in property and equipment		219,680		205,787
Estates/ bequests contributions internally restricted (Note 11)				129,117
Endowment (Note 12)		105,000		105,000
		608,112		1,029,904
	\$	8,828,804	\$	9,572,365

ON BEHALF OF THE BOARD

DI

Director

Director

EASTER SEALS ALBERTA SOCIETY Statement of Changes in Net Assets Year Ended October 31, 2019

		Stabilization reserve fund	Investment in property and equipment fund	Estates/ bequests contributions internally restricted fund	Endowment fund	Unrestricted net assets	2019	2018
				,				
NET ASSETS - BEGINNING OF	,	,	1					
YEAR	↔	\$ 000,065	205,787 \$	129,117 \$	105,000 \$	<b>⇔</b> I	1,029,904 \$	1,450,872
Deficiency of revenue over								
expenditures		ı	(22,675)	1	r	(399,117)	(421,792)	(420.968)
Transfers (Note 11)		(306,568)	ı	(129,117)	ı	435,685	. 1	. 1
Investment in property and						•		
equipment		I	36,568	ı	, 1	(36,568)	,	ı
NET ASSETS - END OF YEAR	<del>G</del>	283 432 \$	219 GRO &		105 000 &	6	4 CT 000	7000
	+	402, 102		<del>)</del>	4 000,001	) I	000,112	1,028,804

## **Statement of Cash Flow**

Year Ended October 31, 2019

	Marconal satisface	2019		2018
	-			
OPERATING ACTIVITIES				
Cash receipts from donors, clients and government	¢	4,030,084	\$	4,070,863
Cash paid to suppliers	φ	(1,998,473)	Ψ	(2,205,783)
Cash paid to employees		(2,304,779)		(2,109,962)
		(2,00-1,170)		(2,100,002)
Cash flow (used by) from operating activities		(273,168)		(244,882)
INVESTING ACTIVITIES				
Purchase of property and equipment		(110,371)		(153,280)
Proceeds on disposal of property and equipment		2,010		705
Purchase of short term investments		(24,115)		(38,461)
Proceeds on redemption of short term investments		500,000		300,000
Cook flow from investing patients		007 504		100.004
Cash flow from investing activities		367,524		108,964
INCREASE (DECREASE) IN CASH		94,356		(135,918)
CASH - BEGINNING OF YEAR		230,428	,	366,346
CASH - END OF YEAR (Note 3)	\$	324,784	\$	230,428

## **Notes to Financial Statements**

Year Ended October 31, 2019

#### PURPOSE OF THE SOCIETY

Easter Seals Alberta Society (the "Society") is a not-for-profit organization incorporated under the <u>Societies Act of Alberta</u>. As a registered charity the Society is exempt from the payment of income tax under Section 149(1) of the Income Tax Act.

In addition to the programs included in these financial statements - recreation camp, residential home, Equipment and Support Services - the Society provides various additional services. These services include consultation, education and the promotion of social policy which assists disabled Albertans within the community at large.

#### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations. Significant accounting policies observed in the preparation of the financial statements are summarized below.

#### Cash and Cash Equivalents

Cash and cash equivalents consist of cash on deposit plus cash held within investment portfolios, less cheques issued and outstanding and net of draws on the operating line of credit.

Included in cash and cash equivalents are amounts restricted by the Alberta Gaming and Liquor Commission.

## **Short Term Investments**

Equity investments are carried at fair value. Other investments are carried at amortized cost.

## Estates/Bequests Investments

Estates/bequests investments, which consist of federal, provincial and corporate bonds, are recorded at amortized cost.

(continues)

## **Notes to Financial Statements**

## Year Ended October 31, 2019

## 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

## Property and Equipment

Property and equipment having an individual value of \$1,000 or more and a useful life beyond one year is capitalized. Purchased property and equipment is recorded at cost. Contributed property and equipment is recorded at fair market value at the date of contribution. When fair market value cannot be reasonably determined, the contributed property and equipment is recorded at nominal value.

Property and equipment is amortized over its estimated useful life using the diminishing balance method at the following annual rates:

Buildings	5%
Leasehold improvements	20%
Equipment	20%
Land improvements	8%
Furniture	20%
Automotive equipment	30%
Computer software	50%

In the year of purchase, amortization on property and equipment is accounted for on a full year basis.

Property and Equipment acquired during the year but not placed into use are not amortized until they are placed into use.

## Revenue Recognition

Easter Seals Alberta Society follows the deferral method of accounting for contributions.

Contributions restricted for purposes other than the acquisition of property and equipment are deferred and recognized as revenue in the year in which the related expenses are incurred. Contributions restricted to the acquisition of property and equipment having limited lives are recorded as deferred capital contributions in the period in which they are utilized and are amortized to revenue over the useful life of the related assets. Other contributions are recognized based on the nature of the related restriction.

Unrestricted contributions, including pledges, are recognized as revenue when received or receivable if the amount can be estimated and collection is reasonably assured.

Externally restricted endowment contributions are recognized as direct increases in net assets in the period received or receivable.

Rental revenue and investment income are recognized when earned and collection is reasonably assured.

The Society recognizes revenue from unrestricted grants when received, or when receivable if the amount to be received can be reasonably estimated, collection is reasonably assured and a commitment letter has been received.

(continues)

## **Notes to Financial Statements**

Year Ended October 31, 2019

## 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

## Contributed Goods and Services

Contributed goods consist of gifts in kind and are recorded at their fair market value at the time of the donation. During the year \$160,050 in goods were donated (2018 - \$89,469).

Contributed services include volunteer hours in fulfilling the Society's mission. Due to the difficulty in determining the value of contributed services, the Society chooses not to record contributed amounts in the financial statements.

## Measurement Uncertainty

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 amount of assets and liabilities, disclosures of contingent assets and liabilities at the date of the financial statements and the reported amount of revenues and expenses during the period. Such estimates include providing for amortization of property and equipment, the recoverability of accounts receivable and amortization of deferred capital contributions.

## Financial Instruments

All financial instruments are initially measured at fair value, and, unless otherwise noted, the Society subsequently measures its financial instruments at amortized cost.

## Disclosure of Allocated Expenses

The Society allocates the salaries of certain administrative managers to a number of functions within the organization based on percentages set by management.

## 3. CASH

	2019		2018
Cash is comprised of the following:			
Operating account	\$ 185,898	\$	148,560
Casino account	135,061		77,918
Petty cash	3,825	,	3,950
	\$ 324,784	\$	230,428

Cash held in the casino account is restricted, as per restrictions set forth by the Alberta Gaming and Liquor Commission. The general operating account held with CIBC has an authorized overdraft limit of \$400,000. As at October 31, 2019 this overdraft had not been drawn upon.

# **Notes to Financial Statements**

Year Ended October 31, 2019

4.	SHORT TERM INVESTMENTS	,	
		 2019	2018
	Short term investments are comprised of:  Mutual funds  Guaranteed Investment Certificate, bearing interest at	\$ 994,938	\$ 1,412,936
	2.00% maturing on June 29, 2020.	31,122	
		\$ 1,026,060	\$ 1,412,936

The Guaranteed Investment Certificate is externally restricted and held to support the Standby Letter of Credit for the Camp Horizon land lease (see Note 9).

## Notes to Financial Statements Year Ended October 31, 2019

## 5. PROPERTY AND EQUIPMENT

	Cost	Accumulated amortization	2019 Net book value	2018 Net book value
Camp Horizon Residential home Equipment Support Services Projects in progress	\$ 11,339,295 963,360 163,387 308,992	\$ (4,777,749) \$ (653,024) (151,552) -	\$ 6,561,546 310,336 11,835 308,992	\$ 6,929,269 330,949 15,744 303,130
	\$ 12,775,034	\$ (5,582,325)	\$ 7,192,709	\$ 7,579,092

Projects in progress relate to camp redevelopment for a water treatment facility. Note that projects in progress are not subject to amortization substantially completed and available for use.

Camp Horizon property and equipment includes building, projects in progress, land improvements, furniture, equipment, automotive equipment, and computer software. Residential home property and equipment includes building, land improvements, furniture, and equipment. Equipment Support Services' property and equipment includes furniture, equipment, and computer software. The breakdown of property and equipment into these categories is as follows:

	Cost	-	Accumulated amortization	1	2019 Net book value	2018 Net book value
Buildings Leasehold improvements Projects in progress Equipment Land improvements Furniture Automotive equipment Computer software	\$ 9,374,414 1,169,855 308,992 1,004,637 280,259 346,506 203,072 87,299	\$	(3,181,898) (900,012) - (829,124) (145,138) (300,014) (153,022) (73,117)	\$	6,192,516 269,843 308,992 175,513 135,121 46,492 50,050 14,182	\$ 6,496,065 337,304 303,130 213,822 146,870 58,116 21,251 2,534
	\$ 12,775,034	\$	(5,582,325)	\$	7,192,709	\$ 7,579,092

Notes to Financial Statements Year Ended October 31, 2019

## 6. LONG TERM INVESTMENTS

	 2019	2018
Long term investments are comprised of: Guaranteed Investment Certificate, bearing interest at 2.00% maturing on June 29, 2020. Shares - Sherritt Gordon Interest - Land & mineral rights	\$ - 358 3	\$ 30,512 358 3
	\$ 361	\$ 30,873

Funds received by planned gifts or bequests are invested with the assistance of professional investment counsellors in accordance with investment policies ratified by the Board of Directors.

## 7. DEFERRED PROVINCIAL CONTRIBUTIONS

Deferred provincial contributions consist of the following:

	2019	2018		
Balance, beginning of year	\$ 26,870	\$ 31,532		
Receipts	1,097,170	1,083,252		
Disbursements	(1,093,169)	(1,087,914)		
	\$ 30,871	\$ 26,870		

Deferred provincial contributions are restricted to support the Equipment and Support Services program and Scholarship fund program. At the end of the year, \$24,542 (2018 - \$24,541) was restricted for Equipment and Support Services contracts and \$6,329 (2018 - \$2,329) was restricted for Scholarship funds.

## **Notes to Financial Statements**

Year Ended October 31, 2019

#### DEFERRED CAPITAL CONTRIBUTIONS

Deferred capital contributions include the unamortized portions of contributed property and equipment and restricted contributions used to purchase property and equipment.

	2019	2018
Balance, beginning of year	\$ 7,373,305	\$ 7,730,410
Contributed assets net of disposals  Amounts amortized to revenue	73,803 (474,079)	152,672 (509,777)
Balance, end of year  Amounts included in current liabilities	6,973,029 (474,079)	7,373,305 (509,777)
Amounts included in long term liabilities	\$ 6,498,950	\$ 6,863,528

## 9. COMMITMENTS

The McQueen Road Residential Home is situated on land leased from the City of Edmonton for a 10 year term, expiring August 31, 2029. The lease payment on this property is \$2,600 per year.

Camp Horizon is situated on land leased from the Government of Alberta. The lease payment on this property is \$24.42 per year in perpetuity. The Standby Letter of Credit is supported by a Guaranteed Investment Certificate with a cost of \$30,000.

The Society's total obligations under operating leases of office premise, as well as office equipment for the next five years and thereafter, exclusive of operating costs and taxes, are as follows:

2020	\$ 109,351
2021	95,742
2022	66,732
2023	64,813
2024	64,167
Thereafter	 4,602
	\$ 405,407

## 10. STABILIZATION RESERVE FUND

The Stabilization Reserve Fund was established in 2009 to maintain financial reserves of at least one year of annual operating expenses. An amount of \$590,000 (2018 - \$590,000) was determined to represent a normalized figure of the average direct costs of the Society over the past five years.

During the year, the Society resloved to transfer \$306,568 (2018 - \$nil) from the Stabilization reserve fund to offset the current year deficit.

## **Notes to Financial Statements**

Year Ended October 31, 2019

#### 11. ESTATES/BEQUESTS CONTRIBUTIONS

Estates/bequests contributions consist of funds provided to the Society by unrestricted estate bequests. Proceeds from estates are deemed internally restricted and are recorded as income when received. Income earned by the estates/bequests investments is taken into income of the Society.

The approval of a majority of the Board of Directors is required to permit any encroachment on the capital portion of the fund.

Estates/bequests contributions in the amount of \$nil (2018 - \$nil) were received during the year.

#### 12. ENDOWMENT FUND

	2019	 2018
Senator Patrick Burns Foundation Anonymous Endowment	\$ 100,000 5,000	\$ 100,000 5,000
	\$ 105,000	\$ 105,000

The terms of the contribution from the Senator Patrick Burns Foundation allow the Society to administer interest free loans to residents of Calgary under the age of 21 years.

The terms of the contribution from the anonymous donor allow the Society to use interest earned on the funds to provide subsidized camper fees.

The Fund principal is to remain intact at its original contribution to the Society.

## 13. GOVERNMENT GRANT/CONTRACT FUNDING

The Society applies for, and receives, grant/contract funding from government departments and agencies to defray some of the salary and operating expenses of its programs. The following amounts are included in revenue on the statement of operations:

	2019	2018
Residential home Equipment Support Services Employment grants	\$ 750,744 295,724 87,797	\$ 747,650 308,263 70,909
	\$ 1,134,265	\$ 1,126,822

## **Notes to Financial Statements**

Year Ended October 31, 2019

## 14. RELATED PARTY TRANSACTIONS

Included in fundraising campaigns and events expense during the year are \$85,197 (2018 - \$92,906) paid to Easter Seals Canada for administrative and licensing fees. Easter Seals Alberta is a licensed member of Easter Seals Canada. As a part of the license agreement, Easter Seals Alberta pays a fee to use the branding and a shared cost amount for federal fundraising events. The transactions are in the normal course of operations and recorded at the exchange amount.

## 15. CHARITABLE FUNDRAISING ACT (ALBERTA)

The following supplementary information is disclosed in compliance with the <u>Charitable Fundraising</u> <u>Act (Alberta)</u> and related Regulations:

	2019	2018
Fundraising campaigns and events Gaming revenues	\$ 1,683,254 123,004	\$ 1,469,961 138,868
Total amount paid as remuneration to employees of the organization whose principal duties involved		
fundraising	311,685	193,694

## 16. PENSION PLAN

	2019	2018
Employer contributions expensed during current year Estimated value of plan	\$ 40,497 1,051,799	\$ 37,818 958,387
Total active members	28	29

Pension costs related to current services are charged to operations on a current basis and are calculated as a percentage of employees' earnings. The pension plan is a defined contribution plan and is funded wholly by contributions from the employer and employees.

## **Notes to Financial Statements**

Year Ended October 31, 2019

## 17. ALLOCATED EXPENSES

The salaries of certain administrative managers are allocated as follows:

		2019		2018
General administration	45% \$	230,561	52% \$	176,147
Equipment Support Services	25%	130,118	33%	112,017
Fundraising campaigns	19%	95,884	5%	17,383
Residential home	9%	46,782	10%	35,073
Recreation camp	2%	9,976		
	\$	513,321	\$	340,620

#### 18. FINANCIAL INSTRUMENTS

The Society is exposed to various risks through its financial instruments. The following analysis provides information about the Society's risk exposure and concentration as of October 31, 2019. Unless otherwise noted, the Society's risk exposure has not changed from the prior year.

## Credit risk

Financial instruments that potentially subject the Society to concentrations of credit risk consist primarily of accounts receivable. In the normal course of business, the Society evaluates the financial condition of its donors on a continuing basis and reviews the credit worthiness of all new donors. Management assesses the need for allowances for potential credit losses by considering the credit risk of specific donors, historical trends, and other information.

## 19. COMPARATIVE FIGURES

Some of the comparative figures have been reclassified to conform to the current year's presentation.

# EASTER SEALS ALBERTA SOCIETY Schedule of Externally Restricted Contributions Year Ended October 31, 2019

	Equipment and Support Services North	Camp Horizon	Camp Redevelop- ment	McQueen Group Home	Equipment and Support Service South	Casino	
Opening Receipts Disbursements	\$ 90,282 \$ 22,184 (103,783)	113,278 242,979 (176,001)	\$ 518,557 145,000 (24,987)	39,184 : 600 (17,370)	\$ 43,248 \$ 80,664 (76,043)	6 69,7 164,5 (162,9	
	\$ 8,683 \$	180,256	\$ 638,570	\$ 22,414	\$ 47,869	\$ 71,3	36 \$

Externally restricted contributions represent unspent resources externally restricted for a number of purposes.

The Equipment and Support Services (North and South), Camp Horizon, and McQueen Residence contributions were corporations, and charitable organizations for use by the Society to provide services and equipment to clients with streceived for Camp Redevelopment are used to expand and upgrade the facilities at Easter Seals Camp Horizon at campaign and will be included as deferred capital contributions in Note 8 when utilized in accordance with the agreer are restricted as per restrictions set forth by the Alberta Gaming and Liquor Commission.

Easter Seals Alberta Society