FINANCIAL STATEMENTS

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YEAR ENDED DECEMBER 31, 2015

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INDEPENDENT AUDITOR'S REPORT

To the members of: United Way Community Services of Guelph & Wellington

We have audited the accompanying financial statements of United Way Community Services of Guelph & Wellington, which comprise the statement of financial position as at December 31, 2015 and the statements of operations, changes in fund balances and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility 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.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements 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 entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

Basis for Qualified Opinion

As is common with many non-profit organizations, the organization derives revenue from donations, 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 revenue, excess of revenues over expenditures, assets and net assets.

Qualified Opinion

In our opinion, except for the effects of the matter described in the Basis for Qualified Opinion paragraph, these financial statements present fairly, in all material respects, the financial position of United Way Community Services of Guelph & Wellington as at December 31, 2015 and its financial performance and its cash flows for the year then ended in accordance with Canadian accounting standards for not for profit organizations.

Guelph, Ontario April 28, 2016 Chartered Professional Accountants Licensed Public Accountants

UNITED WAY COMMUNITY SERVICES OF GUELPH & WELLINGTON STATEMENT OF FINANCIAL POSITION

AS AT DECEMBER 31, 2015

	2015	2014
ASSETS		
CURRENT		
Cash	\$ 815,052	\$ 835,347
Short term investments (note 7)	1,503,432	1,019,912
Pledges receivable (note 9)	2,286,936	2,306,570
Other receivables	5,211	10,886
Government remittances recoverable	27,219	20,592
Prepaid expenses	6,964	7,414
	4,644,814	4,200,721
CAPITAL ASSETS (note 4)	364,698	363,470
	\$ <u>5,009,512</u>	\$ <u>4,564,191</u>
LIABILITIES		
CURRENT		
Accounts payable and accrued liabilities	\$ 34,346	\$ 14,448
Allocations payable (note 5)	3,080,400	3,043,333
Deferred contributions (note 10)	30,329	41,386
	3,145,075	3,099,167
NET ASSETS		
UNRESTRICTED		
United Way Campaign	1,395,442	1,414,286
Community Services	(86,299)	(43,150)
, , , , , , , , , , , , , , , , , , ,	1,309,143	1,371,136
RESTRICTED		
Building and Capital	67,825	60,714
Deferred Giving	487,469	33,174
-	555,294	93,888
TOTAL NET ASSETS	_1,864,437	1,465,024
	\$ <u>5,009,512</u>	\$ <u>4,564,191</u>

UNITED WAY COMMUNITY SERVICES OF GUELPH & WELLINGTON STATEMENT OF CHANGES IN FUND BALANCES

	Unrestricted United Way Campaign Community Services			Restricted Building and Capital Deferred Giving				Combined		
	2015	2014	2015	2014	2015	2014	2015	2014	2015	2014
NET ASSETS, beginning of year	\$ <u>1,414,286</u> \$	1,443,979 \$	(43,150) \$	(109,093) \$	60,714 \$_	58,416 \$	33,174 \$	62,236	\$ <u>1,465,024</u>	\$ <u>1,455,538</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES for the year	(18,844)	(29,693)	(43,149)	3,707	7,111	2,298	454,295	33,174	399,413	9,486
Interfund transfers	<u> </u>	(29,693)	<u>0</u> (43,149)	62,236 65,943	<u>0</u> 7,111	<u>0</u> 2,298	0 454,295	(62,236) (29,062)	<u>0</u> 399,413	9,486
NET ASSETS, end of year	\$ <u>1,395,442</u> \$	1,414,286 \$	(86,299) \$	(43,150) \$	67,825 \$	60,714 \$	<u>487,469</u> \$	33,174	\$ <u>1,864,437</u>	\$ <u>1,465,024</u>

UNITED WAY COMMUNITY SERVICES OF GUELPH & WELLINGTON STATEMENT OF OPERATIONS

	Unrestricted			Restricted						
	United Way (2015	Campaign 2014	Community 5	Services 2014	Building and 2015	Capital 2014	Deferred G 2015	iving 2014	Com 2015	oined 2014
REVENUES										
Pledges	\$ 3,634,635 \$	3,671,317 \$	0 \$	0 \$	0 \$	0 \$	454,295 \$	33,174	\$ 4,088,930	\$ 3,704,491
Grants and sponsorships	46,257	34,890	2,885	2,909	0	0	0	0	49,142	37,799
Homelessness Prevention Study grant	0	0	0	27,811	0	0	0	0	0	27,811
Pay equity grant	0	0	18,684	18,688	0	0	0	0	18,684	18,688
Other	26,469	23,978	0	0	0	0	0	0	26,469	23,978
Interest income	0	0	14,869	13,989	0	0	0	0	14,869	13,989
Rental income	0	0	0	0	51,98 <u>5</u>	51,98 <u>5</u>	0	0	51,985	51,985
	3,707,361	3,730,185	36,438	63,397	51,985	51,985	454,295	33,174	4,250,079	3,878,741
XPENDITURES (schedule 1)										
United Way Campaign	732,030	656,472	0	0	0	0	0	0	732,030	656,472
Community Services	0	0	309,147	286,050	0	0	0	0	309,147	286,050
Building and Capital	0	0	0	0	44,874	49,687	0	0	44,874	49,68
	732,030	656,472	309,147	286,050	44,874	49,687	0	0	1,086,051	992,209
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE ALLOCATIONS AND PLEDGE LOSS	2,975,331	3.073,713	(272,709)	(222,653)	7.111	2,298	454,295	33.174	3,164,028	2,886,532
ALLOCATIONS AND FLEDGE EGGS	2,973,331	3,073,713	(272,709)	(222,033)	7,111	2,290	434,233	33,174	3,104,020	2,000,002
ALLOCATIONS AND PLEDGE LOSS										
Allocations (schedule 2)	2,765,957	2,731,973	(229,560)	(226,360)	0	0	0	0	2,536,397	2,505,613
Net allocations to other United Ways	90,818	85,000	0	0	0	0	0	0	90,818	85,000
Pledge loss	<u>137,400</u>	286,433	0	0	0	0	0	0	137,400	286,433
	2,994,175	3,103,406	(229,560)	(226,360)	0	0	0	0	2,764,615	2,877,046
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES for the year	\$ <u>(18,844</u>) \$	(29,693) \$	<u>(43,149</u>) \$	3,707 \$	<u>7,111</u> \$	2,298 \$	454 <u>,295</u> \$	33,174	399,413	\$9,480

UNITED WAY COMMUNITY SERVICES OF GUELPH & WELLINGTON STATEMENT OF CASH FLOWS

	2015	2014
CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES		_
Excess of revenues over expenditures for the year Items not requiring an outlay of cash	\$ 399,413	\$ 9,486
Amortization	<u>20,508</u> 419,921	<u>21,060</u> 30,546
Changes in non-cash working capital	,	•
Pledges receivable Government remittances recoverable	19,634 (6,627)	(2,369) (310)
Prepaid expenses Other receivables	450 5,675	(1,080) (6,465)
Accounts payable and accrued liabilities Allocations payable	19,898 37,067	(147,366) 164,854
Deferred contributions	(11,057) 484,961	1,610 39,420
CASH USED IN INVESTING ACTIVITIES		
Additions to capital assets Short term investments	(21,736) (483,520) (505,256)	(6,133) (412,403) (418,536)
NET DECREASE IN CASH	(20,295)	(379,116)
NET CASH, BEGINNING OF YEAR	835,347	1,214,463
NET CASH, END OF YEAR	\$ <u>815,052</u>	\$ <u>835,347</u>

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2015

1. NATURE OF ORGANIZATION

United Way Community Services of Guelph & Wellington is a not for profit organization incorporated under the laws of Ontario without share capital and is a registered charity under the Income Tax Act. United Way Community Services of Guelph & Wellington is exempt from income tax. Its purpose is to plan, co-ordinate and fund social services in the City of Guelph and the Counties of Wellington and Dufferin. Its operations have been divided into four categories for accounting purposes, the United Way Campaign, Community Services, Building and Capital Fund, and Deferred Giving Program.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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

(a) FUND ACCOUNTING

United Way Campaign Fund

The unrestricted United Way campaign fund reports resources made available through the organization's annual United Way Campaign which raises funds to distribute to member agencies in the City of Guelph and the Counties of Wellington and Dufferin.

Community Services Fund

The unrestricted community services fund reports resources that are to be utilized in coordinating social services in the City of Guelph and the Counties of Wellington and Dufferin.

Building and Capital Fund

The building and capital fund reports resources generated by collecting rent from tenants and resources utilized in covering the direct costs associated with maintaining the premises. This fund is internally restricted.

Deferred Giving Program

The deferred giving program reports resources contributed for future use which are generally from bequests. This fund is internally restricted.

(b) REVENUE RECOGNITION

The organization follows the restricted fund method of accounting for contributions in which externally restricted contributions are recognized upon receipt in the appropriate fund corresponding to the purpose for which they were contributed. Internally restricted contributions to the United Way campaign fund are recognized as revenue when the related expenditure occurs. Unrestricted contributions are recognized in the United Way Campaign Fund when received or receivable and collection is reasonably assured.

Pledge revenue is recognized when commitments are made by the donors. Provisions are made for non-collection of pledges based upon prior experience.

Other revenue is recognized when earned and collection is reasonably assured.

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2015

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

(c) CAPITAL ASSETS

Capital assets are recorded at cost and amortized on the basis of their estimated useful life using the following methods and rates:

Buildings - 4 % declining balance basis
Signage - 20 % declining balance basis
Equipment - 30 % declining balance basis
Computer hardware - 30 % declining balance basis
Fencing - 8 % declining balance basis
Parking lot - 8 % declining balance basis
Fundraising software - 10 % declining balance basis
Website - 20 % declining balance basis

Amortization is recorded at 50% of the above rates in the year of addition.

(d) USE OF ESTIMATES

The preparation of financial statements in conformity with Canadian generally accepted accounting principles for not for profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the year. Significant areas requiring management's estimates include allowances for doubtful receivables, designations receivable, the useful lives of capital assets and accrued liabilities. Actual results could differ from those estimates.

(e) FINANCIAL INSTRUMENTS

Measurement of financial instruments

The organization initially measures its financial assets and liabilities at fair value, except for certain non-arm's length transactions.

The organization subsequently measures all its financial assets and financial liabilities at amortized cost, except for short term investments, which are measured at fair value. Changes in fair value are recognized in the excess of revenues over expenditures.

Financial assets measured at amortized cost include cash and pledges and other receivables.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities, allocations payable and deferred contributions.

<u>Impairment</u>

Financial assets measured at amortized cost are tested for impairment when there are indicators of impairment. If an impairment has occurred, the carrying amount of financial assets measured at amortized cost is reduced to the greater of the discounted future cash flows expected or the proceeds that could be realized from the sale of the financial asset. The amount of the write-down is recognized in the excess of revenues over expenditures. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in the excess of revenues over expenditures.

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2015

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

(e) FINANCIAL INSTRUMENTS (continued)

Transaction costs

The organization recognizes its transaction costs in excess of revenues over expenditures in the period incurred. However, financial instruments that will not be subsequently measured at fair value are adjusted by the transaction costs that are directly attributable to their origination, issuance or assumption.

(f) ALLOCATION OF EXPENSES

The United Way Community Services of Guelph & Wellington engages in campaign and community service programs. The costs of these programs include personnel, administrative and occupancy expenses that are directly related to providing these programs. Personnel and administrative expenses are allocated based on the resources used for each program. Occupancy costs are split equally between the two programs as they share the same premises.

(g) CONTRIBUTED MATERIALS AND SERVICES

During the year, a number of organizations and individuals donate materials to the organization and a number of volunteers contribute a significant amount of their time. Because of the difficulty in determining the fair value, contributed materials and services are not recorded in the financial statements.

3. FINANCIAL INSTRUMENTS

Unless otherwise noted, it is management's opinion that the organization is not exposed to significant interest, credit, currency, liquidity, or other price risks arising from their financial instruments.

The extent of the organization's exposure to these risks did not change in 2015 compared to the previous period.

The organization does not have a significant exposure to any individual customer or counterpart.

4. CAPITAL ASSETS

		Cost		cumulated nortization		Net 2015		Net 2014
Land Buildings Signage Equipment Computer hardware Fencing Computer software Parking lot	\$	102,081 321,043 1,365 59,018 84,053 3,480 1,665 23,542	\$	0 142,998 1,233 50,130 78,234 1,278 1,665 7,351	\$	102,081 178,045 132 8,888 5,819 2,202 0 16,191	\$	102,081 185,464 165 12,697 8,313 2,394 0 17,599
Fundraising software Website	_ \$_	50,094 11,797 658,138	 \$_	9,371 1,180 293,440	_ \$	40,723 10,617 364.698	- \$_	34,757 0 363,470

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2015

5. ALLOCATIONS PAYABLE

Due to the nature of the organization's fundraising, allocations are determined and immediately charged to expense following the completion of the annual campaign in December. Allocations for the subsequent year are finalized in March of that year and are paid on an April to March yearly basis. The balance of allocations payable at December 31, 2015 relates to the allocations to be disbursed from January 1, 2016 to March 31, 2017.

In addition to the allocations determined in March, additional allocations are granted throughout the year to organizations in need.

6. OPERATING LINE OF CREDIT

The organization has an operating line with TD that has a maximum credit limit of \$250,000. As at December 31, 2015, the balance of the operating line was \$0 (2014 - \$0). The operating line is secured by a general security agreement representing the first charge on all the assets of the entity as well as assignment of fire insurance.

7. SHORT TERM INVESTMENTS

	2015	2	2014
Meridian Guaranteed Investment Certificate, maturing February 8, 2016, with an interest rate of 2% per annum	\$ 1,002,795	\$	0
Meridian Guaranteed Investment Certificate,	Ψ 1,002,733	Ψ	U
maturing March 7, 2016, with an interest rate of 2% per annum	500,637		0
TD Guaranteed Investment Certificate, maturing April 6, 2015, with an interest rate of 1.42% per annum	0	8	319,733
TD Guaranteed Investment Certificate, maturing June 8, 2015, with an interest rate of 1.42%			
per annum	0		200,179
	\$ <u>1,503,432</u>	\$ <u>1,0</u>	019,912

8. COMMITMENTS

The organization has committed to an operating lease for the photocopier which expires in May 2017. Future minimum lease payments are as follows:

2016	\$ 7,106
2017	 2,370
	\$ 9,476

9. PLEDGES RECEIVABLE

Pledges receivable consist of pledges received before December 31, 2015, net of cash received and an allowance for unfulfilled pledges of \$450,000 (2014 - \$450,000).

UNITED WAY COMMUNITY SERVICES OF GUELPH & WELLINGTON NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2015

10. DEFERRED CONTRIBUTIONS

Deferred contributions, which consist of the unexpended portion of government grant revenue received that relates to future periods, are as follows:

	2015	2014
Balance, beginning of the year Less amount recognized as revenue in the year Plus amount received related to the following year	\$ 41,386 (24,857) 13,800	\$ 39,776 (11,890) 13,500
Balance, end of year	\$ <u>30,329</u>	\$ <u>41,386</u>

UNITED WAY COMMUNITY SERVICES OF GUELPH & WELLINGTON SCHEDULE OF EXPENDITURES

(Schedule 1)

	2015	2014
OPERATING EXPENDITURES		
Wages and benefits	\$ 622,999	\$ 575,713
Marketing and promotion	139,380	124,370
Office and general	64,910	53,703
Occupancy costs	35,397	32,865
Dues and fees	32,854	31,053
Conferences and meetings	32,381	17,077
Computer supplies and services	20,578	18,319
Amortization	20,508	21,060
Telephone	19,911	12,750
Interest and bank charges	19,467	10,025
Travel	18,139	18,080
Repairs and maintenance	14,212	20,547
Utilities	14,127	16,539
Professional fees	13,978	11,174
Insurance	6,068	5,697
Job development projects	3,918	6,218
Website development	3,240	276
Annual general meeting	2,986	1,641
Consulting	998	225
Homelessness Prevention Study	0	14,877
	\$ <u>1,086,051</u>	\$ <u>992,209</u>
ALLOCATED TO:		
United Way Campaign	\$ 732,030	\$ 656,472
Community Services	309,147	286,050
Building and Capital	44,874	49,687
	\$ <u>1,086,051</u>	\$ <u>992,209</u>

UNITED WAY COMMUNITY SERVICES OF GUELPH & WELLINGTON SCHEDULE OF ALLOCATIONS TO FUNDED AGENCIES

(Schedule 2)

		2015		2014
FUNDED AGENCIES				
Abbeyfield Guelph	\$	33,000	\$	43,000
Action Read	•	63,140	•	63,140
Alzheimer Society of Waterloo Wellington		10,000		10,000
ARCH: HIV/AIDS Resources and Community Health		25,000		25,000
Autism Society of Ontario - Wellington County Chapter		14,000		14,000
Big Brothers Big Sisters Centre Wellington		12,000		0
Big Brothers Big Sisters Dufferin and District		35,000		34,200
Big Brothers Big Sisters of Guelph		120,434		120,434
Big Brothers Big Sisters of North Wellington		27,680		27,680
Breast Strokes		3,850		3,850
Canadian Hearing Society		15,800		15,800
Canadian Mental Health Association		79,890		79,890
Canadian National Institute for the Blind		45,963		45,963
Canadian Red Cross - Guelph Wellington		20,000		27,500
Centre Wellington Food Bank		12,000		10,500
Chalmers Community Services Centre - Outreach Program		30,000		23,220
Child Witness Centre		6,000		6,000
Children's Foundation of Guelph Wellington - Food and Friends		0		45,000
Community Engagement & Global Citizenship, Student Life		4,500		4,500
Community of Hearts Life Long Learning Centre		10,000		0
Community Resource Centre of North/Centre Wellington		103,809		103,809
Community Torchlight - Distress Centre Wellington Dufferin		85,000		85,000
Crime Stoppers		0		6,000
Dufferin Child and Family Services		7,000		6,600
Dufferin Parent Support Network		17,000		16,200
Dunara Homes		15,000		15,000
East Wellington Community Services		122,727		122,727
Family & Children Services		50,000		50,000
Family Counselling and Support Services		166,642		166,642
Give Yourself Credit		29,120		29,120
Guelph Community Health Centre - Garden Fresh Box		18,000		15,000
Guelph District Labour Council - Counselling Program		27,310		27,310
Guelph District Multicultural Festival		15,000		15,000
Guelph Enabling Garden		13,000		13,000
Guelph Independent Living		10,735		10,735
Guelph Neighbourhood Support Coalition		60,000		60,000
Guelph Wellington Seniors Association		142,000		142,000
Guelph Wellington Women in Crisis		72,223		72,223
Guelph Wellington Task Force for Poverty Elimination		25,000		20,000
Headwaters Communities in Action		38,000		40,000
Hospice Wellington		63,430		63,430
Immigrant Services of Guelph Wellington		38,000		37,930
John Howard Society of Waterloo-Wellington		29,408		28,508
Learning Disabilities Association of Wellington County		45,000		6,000

UNITED WAY COMMUNITY SERVICES OF GUELPH & WELLINGTON SCHEDULE OF ALLOCATIONS TO FUNDED AGENCIES

(Schedule 2) (continued)

	2015	2014
FUNDED AGENCIES (continued)		
March of Dimes Canada	16,900	16,900
Michael House Pregnancy Care Centre	60,000	60,000
Mood Disorders Support Group of Guelph	8,500	8,500
Rainbow Programs for Children	14,000	14,000
Shelldale Better Beginnings, Better Futures Guelph	47,500	47,500
St. John Ambulance - Fergus Branch	5,000	5,006
St. John Ambulance - Guelph Branch	9,000	6,000
Student Volunteer Scholarship	3,640	3,640
Victorian Order of Nurses	51,450	48,450
Volunteer Centre of Guelph and Wellington	164,163	164,163
Volunteer Dufferin Organization	3,000	3,000
Welcome In Drop In Centre	90,000	89,850
Wellington County Learning Centre	44,500	44,500
Wyndham House	200,666	200,666
YMCA-YWCA of Guelph	<u>36,100</u>	<u>36,100</u>
	2,516,080	2,500,186
ONE TIME GRANTS AND ADDITIONAL FUNDING		
Chalmers United Church	0	3,000
Guelph District Labour Council	66	1,928
Guelph Wellington Women in Crisis	10,000	0
Learning Disabilities Association - Wellington County	6,751	0
Special Olympics Ontario	3,000	0
St. James the Apostle Church - Living on Less	500	0
Welcome In Drop In Centre	0	<u>499</u>
	20,317	5,427
EXTERNAL ALLOCATIONS	2,536,397	2,505,613
INTERNAL ALLOCATION		
Community Services of Guelph and Wellington	229,560	226,360
TOTAL CAMPAIGN ALLOCATIONS	\$ <u>2,765,957</u>	\$ <u>2,731,973</u>