UNITED WAY COMMUNITY SERVICES OF GUELPH & WELLINGTON FINANCIAL STATEMENTS

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YEAR ENDED DECEMBER 31, 2018

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INDEPENDENT AUDITOR'S REPORT

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

Qualified Opinion

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, 2018 and the statements of operations, changes in fund balances and 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 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, 2018 and its financial performance and its cash flows for the 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 some of its revenues from cash sources, 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 revenues, excess of revenues over expenditures and cash flows from operations for the years ended December 31, 2018 and 2017, current assets as at December 31, 2018 and 2017, and net assets as at January 1 and December 31 for both the 2018 and 2017 years. Our audit opinion on the financial statements for the year ended December 31, 2017 was modified accordingly because of the possible effects of this limitation in scope.

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 United Way Community Services of Guelph & Wellington in accordance with the 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 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 related to a 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.

A further description of the auditor's responsibilities for the audit of the financial statements is located at RLB LLP's website at: www.rlb.ca/additional-auditor-responsibilities. This description forms part of our auditor's report.

Guelph, Ontario April 25, 2019 Chartered Professional Accountants Licensed Public Accountants

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

AS AT DECEMBER 31, 2018

	2018	2017
ASSETS		
CURRENT		
Cash	\$ 1,058,767	\$ 774,657
Investments (note 7)	1,431,543	1,399,996
Pledges receivable (note 8)	1,963,032	2,344,897
Other receivables	61,679	43,857
Government remittances recoverable	24,311	24,435
Prepaid expenses	38,153	17,451
	4,577,485	4,605,293
CAPITAL ASSETS (note 4)	322,743	340,339
	\$ <u>4,900,228</u>	\$ <u>4,945,632</u>
LIABILITIES		
CURRENT		
Accounts payable and accrued liabilities	\$ 40,030	\$ 26,617
Allocations payable (note 5)	2,808,320	2,859,485
Deferred contributions (note 9)	<u>21,852</u>	24,386
	2,870,202	2,910,488
FUND BALANCES		
UNRESTRICTED		
United Way Campaign	1,589,351	1,617,013
Community Services	<u>13,404</u>	(27,428)
•	1,602,755	1,589,585
RESTRICTED		
Building and Capital	53,610	68,164
Deferred Giving	373,661	377,395
•	427,271	445,559
TOTAL FUND BALANCES	2,030,026	2,035,144
	\$ <u>4,900,228</u>	\$ <u>4,945,632</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		
	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017
FUND BALANCES, beginning of year	\$ <u>1,617,013</u> \$	1,516,435 \$	<u>(27,428)</u> \$	(69,067) \$	68,164 \$	62,422 \$	377,395 \$	445,187	\$ 2,035,144	\$ <u>1,954,977</u>
(DEFICIENCY) EXCESS OF REVENUES OVER EXPENDITURES for the year	(27,662)	100,578	40,832	41,639	(14,554)	5,742	(3,734)	(67,792)	(5,118)	80,167
FUND BALANCES, end of year	\$ <u>1,589,351</u> \$	<u>1,617,013</u> \$	<u> 13,404</u> \$	(27,428) \$	53,610 \$	<u>68,164</u> \$	<u>373,661</u> \$	377,395	\$_2,030,026	\$ <u>2,035,144</u>

UNITED WAY COMMUNITY SERVICES OF GUELPH & WELLINGTON STATEMENT OF OPERATIONS

	Unrestricted			Restricted						
	United Way (2018	Campaign 2017	Community 2018	Services 2017	Building and 2018	Capital 2017	Deferred G 2018	iving 2017	Comb 2018	oined 2017
REVENUES										
Pledges	\$ 3,606,419 \$	3,556,005 \$	0	\$ 0 \$	0 \$	0 \$	0 \$	0	\$ 3,606,419	\$ 3,556,005
Grants and sponsorships	29,034	20,942	3,775	5,373	0	0	0	0	32,809	26,315
Pay equity grant	0	0	18,688	18,688	0	0	0	0	18,688	18,688
Other	(201)	11,345	0	0	0	0	0	0	(201)	11,345
Interest income	0	0	34,416	24,024	0	0	0	0	34,416	24,024
Rental income	0	0	0	0	51,985	51,985	0	0	51,985	51,985
Pledge loss	(356,463)	(219,537)	0	0	0	0	0	0	(356,463)	(219,537)
	3,278,789	3,368,755	56,879	48,085	51,985	51,985	0	0	3,387,653	3,468,825
EXPENDITURES (schedule 1)										
United Way Campaign	730,702	662,837	0	0	0	0	3,734	67,792	734,436	730,629
Community Services	0	0	360,903	351,302	0	0	0	0	360,903	351,302
Building and Capital	0	0	0	0	66,539	46,243	0	0	66,539	46,243
	730,702	662,837	360,903	351,302	66,539	46,243	3,734	67,792	1,161,878	1,128,174
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE										
ALLOCATIONS	2,548,087	2,705,918	(304,024)	(303,217)	(14,554)	5,742	(3,734)	(67,792)	2,225,775	2,340,651
ALLOCATIONS Allocations (schedule 2)	2,575,749	2,605,340	(344,856)	(344,856)	0	0	0	0	2,230,893	2,260,484
(DEFICIENCY) EXCESS OF REVENUES OVER EXPENDITURES for the year	\$ <u>(27,662</u>) \$	100,578 \$	40,832	\$ <u>41,639</u> \$	(14, <u>554</u>) \$_	5,742 \$	(3,734) \$	(67,792)	\$ <u>(5,118</u>)	\$ <u>80,167</u>

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

	2018	2017
CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES (Deficiency) excess of revenues over expenditures		
for the year	\$ (5,118)	\$ 80,167
Items not requiring an outlay of cash		
Amortization	<u>17,596</u>	20,118
	12,478	100,285
Changes in non-cash working capital		
Pledges receivable	381,865	(160,851)
Government remittances recoverable	124	190
Prepaid expenses	(20,702)	(9,331)
Other receivables	(17,822)	(42,236)
Accounts payable and accrued liabilities	13,413	(34,357)
Allocations payable	(51,165)	(178,484)
Deferred contributions	(2,534)	(2,815)
	<u>315,657</u>	(327,599)
CASH PROVIDED USED IN INVESTING ACTIVITIES		
Additions to capital assets	0	(2,710)
Net change in investments	(31,547)	(73,960)
·	(31,547)	(76,670)
		·
NET INCREASE (DECREASE) IN CASH	284,110	(404,269)
NET CASH, BEGINNING OF YEAR	774,657	1,178,926
NET CASH, END OF YEAR	\$ <u>1,058,767</u>	\$ <u>774,657</u>

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2018

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. Externally restricted contributions to the unrestricted funds are recognized as revenue when the related expenditure occurs. Unrestricted contributions are recognized 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, 2018

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 - 20 % declining balance basis Signage Equipment - 30 % declining balance basis Computer hardware - 30 % declining balance basis Fencing - 8 % declining balance basis Computer software - 100 % declining balance basis - 8 % declining balance basis Parking lot - 10 % declining balance basis Fundraising software - 20 % declining balance basis Website

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.

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

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

<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, 2018

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 the financial instruments.

The extent of the organization's exposure to these risks did not change in 2018 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 2018		Net 2017
Land	\$	102,081	\$	0	\$	102,081	\$	102,081
Buildings		321,043		163,520		157,523		164,086
Signage		8,428		4,292		4,136		5,170
Equipment		68,692		61,131		7,561		10,802
Computer hardware		84,053		82,057		1,996		2,851
Fencing		3,480		1,765		1,715		1,864
Computer software		1,665		1,665		0		0
Parking lot		23,542		10,934		12,608		13,704
Fundraising software		50,591		20,904		29,687		32,986
Website	_	11,797	_	6,361		5,436	_	6,795
	\$	675,372	\$	352,629	\$ <u></u>	322,743	\$_	340,339

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2018

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, 2018 relates to the allocations to be disbursed from January 1, 2019 to March 31, 2020.

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, 2018, the balance of the operating line was \$0 (2017 - \$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. INVESTMENTS

	2018	2017
Carden Street Investment, maturing January 2022, bearing interest at 4.00%	\$ 54,121	\$ 50,000
Meridian Guaranteed Investment Certificate, matured March 2018, bearing interest at 2.00%	0	1,037,691
Meridian Guaranteed Investment Certificate, maturing May 2019, bearing interest at 2.30%	1,377,422	0
Meridian Guaranteed Investment Certificate, matured March 2018, bearing interest at 1.50%	0	312,305
	\$ <u>1,431,543</u>	\$ <u>1,399,996</u>

8. PLEDGES RECEIVABLE

Pledges receivable consist of pledges received before December 31, 2018, net of cash received and an allowance for unfulfilled pledges of \$450,000 (2017 - \$450,000).

9. DEFERRED CONTRIBUTIONS

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

	2018	2017		
Balance, beginning of the year Less amount recognized as revenue in the year	\$ 24,386 (2,534)	\$ 27,201 (2,815)		
Balance, end of year	\$ 21,852	\$ 24,386		

UNITED WAY COMMUNITY SERVICES OF GUELPH & WELLINGTON SCHEDULE OF EXPENDITURES

(Schedule 1)

	2018	2017
OPERATING EXPENDITURES		
Wages and benefits	\$ 639,350	\$ 684,413
Marketing and promotion	169,160	160,728
Office and general	58,247	46,296
Travel	42,344	19,570
Occupancy costs	41,471	26,783
Dues and fees	35,321	38,820
Community impact implementation	30,000	0
Repairs and maintenance	25,184	16,152
Computer supplies and services	21,869	14,924
Amortization	17,596	20,118
Conferences and meetings	14,109	9,474
Utilities	13,948	15,686
Telephone	12,883	16,339
Interest and bank charges	12,867	18,759
Professional fees	12,213	11,953
Job development projects	10,674	18,828
Insurance	2,649	5,549
Annual general meeting	895	2,201
Website development	873	436
Consulting	225	1,145
	\$ <u>1,161,878</u>	\$ <u>1,128,174</u>
ALLOCATED TO:		
United Way Campaign	\$ 730,702	\$ 662,837
Community Services	360,903	351,302
Building and Capital	66,539	46,243
Deferred Giving	3,734	67,792
	\$ <u>1,161,878</u>	\$ <u>1,128,174</u>

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

(Schedule 2)

		 2017
FUNDED AGENCIES		
Action Read Community Literacy Centre of Guelph	\$ 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	12,000	12,000
Big Brothers Big Sisters Centre Wellington	0	12,000
Big Brothers Big Sisters Dufferin and District	20,000	17,500
Big Brothers Big Sisters of Guelph	112,498	112,498
Big Brothers Big Sisters of North Wellington	27,680	27,680
Canadian Hearing Society	15,000	15,000
Canadian Mental Health Association	76,710	76,710
Canadian National Institute for the Blind	28,000	28,000
Centre Wellington Food Bank	12,000	12,000
Chalmers Community Services Centre - Outreach Program	30,000	30,000
Child Witness Centre	8,000	8,000
Community Engagement & Global Citizenship, Student Life	4,500	4,500
Community Resource Centre of North/Centre Wellington	98,000	98,000
Community Torchlight - Distress Centre Wellington Dufferin	80,000	80,000
Dufferin Child and Family Services	3,500	3,500
Dufferin Parent Support Network	10,000	8,500
Dunara Homes for Recovery	13,000	13,000
East Wellington Community Services	112,500	112,500
Family & Children Services	75,000	75,000
Family Counselling and Support Services	167,000	167,000
Guelph Community Health Centre	33,000	33,000
Guelph District Multicultural Festival	3,500	3,500
Guelph Enabling Garden	10,000	10,000
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 Task Force for Poverty Elimination	25,000	25,000
Guelph Wellington Women in Crisis	72,223	72,223
Headwaters Communities in Action	20,500	20,500
Hospice Wellington	58,500	58,500
Immigrant Services of Guelph Wellington	35,000	35,000
John Howard Society of Waterloo-Wellington	22,500	22,500
Lakeside HOPE House	10,000	10,000
Learning Disabilities Association of Wellington County	40,250	40,250

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

(Schedule 2) (continued)

	2018	2017
FUNDED AGENCIES (continued)		
March of Dimes Canada	14,000	14,000
Michael House Pregnancy Care Centre	60,000	60,000
Mood Disorders Support Group of Guelph	8,500	8,500
PIN - The People and Information Network	150,000	150,000
Rainbow Programs for Children	14,000	14,000
Shelldale Better Beginnings, Better Futures Guelph	47,500	47,500
St. John Ambulance - Fergus Branch	2,000	2,000
St. John Ambulance - Guelph Branch	3,000	3,000
Student Volunteer Scholarship	3,900	3,500
Victorian Order of Nurses	30,500	30,500
Welcome In Drop In Centre	90,000	90,000
Wellington County Learning Centre	44,500	44,500
Wyndham House	200,700	200,700
YMCA-YWCA of Guelph	<u>36,100</u>	36,100
	2,251,436	2,259,036
ONE TIME GRANTS AND RECOVERIES		
Big Brothers Big Sisters Dufferin County	5,000	10,000
Wellington Dufferin Guelph Public Health	587	587
Headwaters Community in Action	0	6,560
Guelph Neighbourhood Support Coalition	0	5,000
Wyndham House	0	4,000
Dufferin Parent Support Network	0	2,752
Zoom to Canada - Guelph	0	2,000
PIN - The People and Information Network	0	1,674
Lakeside Hope House	0	1,500
Program funds recovered	(26,130)	(32,625)
	(20,543)	1,448
EXTERNAL ALLOCATIONS	2,230,893	2,260,484
INTERNAL ALLOCATION Community Services of Guelph and Wellington	<u>344,856</u>	<u>344,856</u>
TOTAL CAMPAIGN ALLOCATIONS	\$ <u>2,575,749</u>	\$ <u>2,605,340</u>