FINANCIAL STATEMENTS

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YEAR ENDED DECEMBER 31, 2016

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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, 2016 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 gualified 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 surplus for the years ended December 31, 2016 and 2015, current assets as at December 31, 2016 and 2015, and net assets as at January 1 and December 31 for both the 2016 and 2015 years. Our audit opinion on the financial statements for the year ended December 31, 2015 was modified accordingly because of the possible effects of this limitation in scope.

#### **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, 2016 and its financial performance and its cash flows for the year then ended in accordance with Canadian accounting standards for not for profit organizations.

KAB LLP

Guelph, Ontario April 27, 2017 Chartered Professional Accountants Licensed Public Accountants

# STATEMENT OF FINANCIAL POSITION

## AS AT DECEMBER 31, 2016

	2016	2015
ASSETS		
CURRENT Cash Short term investments (note 7) Pledges receivable (note 9) Other receivables Government remittances recoverable Prepaid expenses	\$ 1,178,926 1,326,036 2,184,046 1,621 24,625 <u>8,120</u> 4,723,374	\$ 815,052 1,503,432 2,286,936 5,211 27,219 6,964 4,644,814
CAPITAL ASSETS (note 4)	357,747	364,698
	\$ <u>5,081,121</u>	\$ <u>5,009,512</u>
LIABILITIES		
<b>CURRENT</b> Accounts payable and accrued liabilities Allocations payable (note 5) Deferred contributions (note 10)	\$ 60,974 3,037,969 <u>27,201</u> <u>3,126,144</u>	\$ 34,346 3,080,400 <u>30,329</u> <u>3,145,075</u>
FUND BALANCES		
UNRESTRICTED United Way Campaign Community Services	1,516,435 <u>(69,067</u> ) <u>1,447,368</u>	1,395,442 <u>(86,299</u> ) <u>1,309,143</u>
RESTRICTED Building and Capital Deferred Giving	62,422 <u>445,187</u> <u>507,609</u>	67,825 <u>487,469</u> 555,294
TOTAL FUND BALANCES	1,954,977	1,864,437
	\$ <u>5,081,121</u>	\$ <u>5,009,512</u>

## STATEMENT OF CHANGES IN FUND BALANCES

	Unres United Way Campaign	tricted Community Services	Restrict Building and Capital	ted Deferred Giving	Combined		
	2016 2015	2016 2015	2016 2015	2016 2015	2016 2015		
FUND BALANCES, beginning of year	\$ <u>1,395,442</u>	\$ <u>(86,299</u> ) \$ <u>(43,150)</u> \$	67,825 \$ 60,714 \$	487,469 \$ 33,174	\$ <u>1,864,437</u> \$ <u>1,465,024</u>		
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES for the year	120,993 (18,844)	17,232 (43,149)	(5,403) 7,111	(42,282) 454,295	90,540 399,413		
FUND BALANCES, end of year	\$ <u>1,516,435</u>	\$ <u>(69,067</u> ) \$ <u>(86,299</u> ) \$	<u>62,422</u> \$ <u>67,825</u> \$	<u>445,187</u> \$ <u>487,469</u>	\$ <u>1,954,977</u>		

# STATEMENT OF OPERATIONS

	Unrestricted			Restricted							
		/ Campaign						Deferred Giving		Combined	
	2016	2015	2016	2015	2016	2015	2016	2015	2016	2015	
REVENUES											
Pledges	\$ 3,628,364	\$ 3,634,635	\$0\$	5 O \$	0\$	0\$	0\$	454,295	\$ 3,628,364	\$ 4,088,930	
Grants and sponsorships	22,128	46,257	7,105	2,885	0	0	0	0	29,233	49,142	
Pay equity grant	0	0	18,692	18,684	0	0	0	0	18,692	18,684	
Other	27,989	26,469	0	0	0	0	0	0	27,989	26,469	
Interest income	0	0	22,662	14,869	0	0	0	0	22,662	14,869	
Rental income	0	0	0	0	51,985	51,985	0	0	51,985	51,985	
	3,678,481	3,707,361	48,459	36,438	51,985	51,985	0	454,295	3,778,925	4,250,079	
XPENDITURES (schedule 1)											
United Way Campaign	749,922	732,030	0	0	0	0	42,282	0	792,204	732,030	
Community Services	0	0	307,787	309,147	0	0	0	0	307,787	309,147	
Building and Capital	0	0	0	0	57,388	44,874	0	0	57,388	44,874	
	749,922	732,030	307,787	309,147	57,388	44,874	42,282	0	1,157,379	1,086,051	
XCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE ALLOCATIONS AND PLEDGE LOSS	2,928,559	2,975,331	(259,328)	(272,709)	(5,403)	7,111	(42,282)	454,295	2,621,546	3,164,028	
LLOCATIONS AND PLEDGE LOSS											
Allocations (schedule 2)	2,759,736	2,765,957	(276,560)	(229,560)	0	0	0	0	2,483,176	2,536,39	
Net allocations to other United Ways	2,759,750	90,818	(270,500)	(229,500)	0	0	0	0	8,705	2,550,59	
Pledge loss	39,125	137,400	0	0	0	0	0	0	39,125	137,40	
i loge looo	2,807,566	2,994,175	(276,560)	(229,560)	0	0	0	0	2,531,006	2,764,61	
XCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES for the year	\$ <u>120,993</u>	\$ <u>(18,844</u> ) \$	\$ <u> </u>	5 <u>(43,149</u> ) \$	<u>(5,403</u> ) \$	<u> </u>	(42,282) \$	454,295	\$ <u>90,540</u>	\$ <u>399,41</u>	

# STATEMENT OF CASH FLOWS

	2016	2015
CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES Excess of revenues over expenditures for the year	\$ 90,540	\$ 399,413
Items not requiring an outlay of cash Amortization	20,978	20,508
Changes in non-cash working capital	111,518	419,921
Pledges receivable Government remittances recoverable	102,890	19,634
Prepaid expenses	2,594 (1,156)	(6,627) 450
Other receivables Accounts payable and accrued liabilities	3,590 26,628	5,675 19,898
Allocations payable Deferred contributions	(42,431) <u>(3,128</u> )	37,067 <u>(11,057</u> )
	200,505	484,961
CASH PROVIDED BY (USED) IN INVESTING ACTIVITIES Additions to capital assets	(14,027)	(21,736)
Short term investments	<u>    177,396</u> 163,369	<u>(483,520</u> ) (505,256)
NET INCREASE (DECREASE) IN CASH	363,874	(20,295)
NET CASH, BEGINNING OF YEAR	815,052	835,347
NET CASH, END OF YEAR	\$ <u>1,178,926</u>	\$ <u>815,052</u>

#### NOTES TO THE FINANCIAL STATEMENTS

#### FOR THE YEAR ENDED DECEMBER 31, 2016

#### 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, 2016

#### 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 Signage Equipment Computer hardware Fencing Parking lot	<ul> <li>- 4 % declining balance basis</li> <li>- 20 % declining balance basis</li> <li>- 30 % declining balance basis</li> <li>- 30 % declining balance basis</li> <li>- 8 % declining balance basis</li> <li>- 8 % declining balance basis</li> <li>- 8 % declining balance basis</li> </ul>
Parking lot Fundraising software Website	<ul> <li>- 8 % declining balance basis</li> <li>- 10 % declining balance basis</li> <li>- 20 % declining balance basis</li> </ul>

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, pledges receivable and other receivables.

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

#### Impairment

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, 2016

#### 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 2016 compared to the previous period.

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

#### 4. CAPITAL ASSETS

	Cost	Accumulated Amortization		Net 2016	Net 2015
Land Buildings	\$ 102,081 321,043	\$	0 150,120	\$ 102,081 170,923	\$ 102,081 178,045
Signage	8,428		1,966	6,462	132
Equipment	65,982		53,841	12,141	8,888
Computer hardware	84,053		79,980	4,073	5,819
Fencing	3,480		1,454	2,026	2,202
Computer software	1,665		1,665	0	0
Parking lot	23,542		8,646	14,896	16,191
Fundraising software	50,591		13,940	36,651	40,723
Website	 11,797		3,303	 8,494	 10,617
	\$ 672,662	\$	314,915	\$ 357,747	\$ 364,698

#### NOTES TO THE FINANCIAL STATEMENTS

#### FOR THE YEAR ENDED DECEMBER 31, 2016

#### 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, 2016 relates to the allocations to be disbursed from January 1, 2017 to March 31, 2018.

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, 2016, the balance of the operating line was \$0 (2015 - \$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

	20	016	2015
Meridian Guaranteed Investment Certificate, maturing February 8, 2016, with an interest			
rate of 2% per annum	\$	0	\$ 1,002,795
Meridian Guaranteed Investment Certificate, maturing March 7, 2016, with an interest rate			
of 2% per annum		0	500.637
Meridian Guaranteed Investment Certificate, maturing February 8, 2017, with an interest rate		Ũ	000,001
of 1.5% per annum	1,0	18,395	0
Meridian Guaranteed Investment Certificate, maturing March 7, 2017, with an interest rate		·	
of 1.5% per annum	3	07,641	0
	\$ <u>1,3</u>	26,036	\$ <u>1,503,432</u>

#### 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:

2017 \$<u>2,370</u>

#### 9. PLEDGES RECEIVABLE

Pledges receivable consist of pledges received before December 31, 2016, net of cash received and an allowance for unfulfilled pledges of \$450,000 (2015 - \$450,000).

## NOTES TO THE FINANCIAL STATEMENTS

#### FOR THE YEAR ENDED DECEMBER 31, 2016

#### 10. DEFERRED CONTRIBUTIONS

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

	2016	2015	
Balance, beginning of the year Less amount recognized as revenue in the year Plus amount received related to the following year	\$ 30,329 (3,128) <u>0</u>	\$ 41,386 (24,857) <u>13,800</u>	
Balance, end of year	\$ 27,201	\$ 30,329	

#### SCHEDULE OF EXPENDITURES

FOR THE YEAR ENDED DECEMBER 31, 2016

2016 2015 **OPERATING EXPENDITURES** Wages and benefits \$ 680,960 \$ 622,999 Marketing and promotion 140,364 139,380 Office and general 54,827 64,910 Dues and fees 40,762 32,854 Conferences and meetings 39,090 32,381 Occupancy costs 31,026 35,397 Travel 24,359 18,139 Repairs and maintenance 22,333 14,212 20,978 Amortization 20.508 Interest and bank charges 18.655 19,467 Telephone 18,487 19,911 Computer supplies and services 17,042 20,578 Utilities 15,750 14,127 Job development projects 12,327 3,918 Professional fees 11,693 13,978 Insurance 6,522 6.068 Annual general meeting 2,986 1,628 Website development 3,240 303 Consulting 273 998 \$<u>1,157,379</u> \$<u>1,086,051</u> ALLOCATED TO: United Way Campaign \$ 749,922 \$ 732,030 **Community Services** 309,147 307,787 Building and Capital 57,388 44,874 Deferred Giving 42,282 0 \$ 1,086,051 \$<u>1,157,379</u>

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(Schedule 1)

# SCHEDULE OF ALLOCATIONS TO FUNDED AGENCIES

(Schedule 2)

	2016	2015
FUNDED AGENCIES		
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	12,000
Big Brothers Big Sisters Dufferin and District	17,500	35,000
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	12,000	20,000
Centre Wellington Food Bank	12,000	12,000
Chalmers Community Services Centre - Outreach Program	30,000	30,000
Child Witness Centre	8,750	6,000
Community Engagement & Global Citizenship, Student Life	4,500	4,500
Community of Hearts Life Long Learning Centre	0	10,000
Community Resource Centre of North/Centre Wellington	103,809	103,809
Community Torchlight - Distress Centre Wellington Dufferin	85,000	85,000
Dufferin Child and Family Services	3,500	7,000
Dufferin Parent Support Network	8,500	17,000
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	18,000
Guelph District Labour Council - Counselling Program	50,000	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	25,000
Headwaters Communities in Action	19,000	38,000
Hospice Wellington	63,430	63,430
Immigrant Services of Guelph Wellington	38,000	38,000
John Howard Society of Waterloo-Wellington	29,408	29,408
Learning Disabilities Association of Wellington County	40,250	45,000

# SCHEDULE OF ALLOCATIONS TO FUNDED AGENCIES

(Schedule 2) (continued)

	2016	2015
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
Out of Poverty Society (Guelph) Inc.	22,500	33,000
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	5,000
St. John Ambulance - Guelph Branch	9,000	9,000
Student Volunteer Scholarship	3,640	3,640
Victorian Order of Nurses	51,450	51,450
Volunteer Centre of Guelph and Wellington	164,163	164,163
Volunteer Dufferin Organization	1,500	3,000
Welcome In Drop In Centre	90,000	90,000
Wellington County Learning Centre	44,500	44,500
Wyndham House	200,666	200,666
YMCA-YWCA of Guelph	36,100	36,100
	2,458,270	2,516,080
ONE TIME GRANTS AND ADDITIONAL FUNDING		
Community Torchlight - Wellington Dufferin	4,000	0
Guelph District Labour Council	0	66
Guelph Wellington Women in Crisis	0	10,000
Guelph Wellington Local Immigration Partnership	500	0
Learning Disabilities Association - Wellington County	6,626	6,751
Shelldale Better Beginnings, Better Futures Guelph	6,780	0
Special Olympics Ontario	0	3,000
St. James the Apostle Church - Living on Less	0	500
Zoom to Canada - Guelph	7,000	0
	24,906	20,317
EXTERNAL ALLOCATIONS	2,483,176	2,536,397
INTERNAL ALLOCATION Community Services of Guelph and Wellington	276,560	229,560
TOTAL CAMPAIGN ALLOCATIONS	\$ <u>2,759,736</u>	\$ <u>2,765,957</u>