FINANCIAL STATEMENTS

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YEAR ENDED DECEMBER 31, 2017

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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, 2017 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 not for 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, 2017 and 2016, current assets as at December 31, 2017 and 2016, and net assets as at January 1 and December 31 for both the 2017 and 2016 years. Our audit opinion on the financial statements for the year ended December 31, 2016 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, 2017 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 26, 2018 Chartered Professional Accountants Licensed Public Accountants

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

AS AT DECEMBER 31, 2017

	2017	2016
ASSETS		
CURRENT		
Cash	\$ 774,657	\$ 1,178,926
Short term investments (note 7)	1,399,996	1,326,036
Pledges receivable (note 8)	2,344,897	2,184,046
Other receivables	43,857	1,621
Government remittances recoverable	24,435	24,625
Prepaid expenses	17,451	8,120
	4,605,293	4,723,374
CAPITAL ASSETS (note 4)	340,339	357,747
	\$ <u>4,945,632</u>	\$ <u>5,081,121</u>
LIABILITIES		
CURRENT		
Accounts payable and accrued liabilities	\$ 26,617	\$ 60,974
Allocations payable (note 5)	2,859,485	3,037,969
Deferred contributions (note 9)	24,386	<u>27,201</u>
	2,910,488	3,126,144
FUND BALANCES		
UNRESTRICTED		
United Way Campaign	1,617,013	1,516,435
Community Services	(27,428)	(69,067)
•	1,589,585	1,447,368
RESTRICTED		
Building and Capital	68,164	62,422
Deferred Giving	377,395	445,187
	445,559	507,609
TOTAL FUND BALANCES	2,035,144	1,954,977
	\$ <u>4,945,632</u>	\$ <u>5,081,121</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		
	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016
FUND BALANCES, beginning of year	\$ <u>1,516,435</u> \$	1,395,442 \$	(69,067) \$	(86,299) \$	62,422 \$	67,825 \$	445,187 \$	487,469	\$ <u>1,954,977</u>	\$ <u>1,864,437</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES for the year	100,578	120,993	41,639	17,232	5,742	(5,403)	(67,792)	(42,282)	80,167	90,540
FUND BALANCES, end of year	\$ <u>1,617,013</u> \$	<u>1,516,435</u> \$	(27,428) \$	(69,067) \$	68,164 \$	62,422 \$	377,395 \$	445,187	\$ 2,035,144	\$ 1,954,977

UNITED WAY COMMUNITY SERVICES OF GUELPH & WELLINGTON STATEMENT OF OPERATIONS

	Unrestricted			Restricted						
	United Way 2017	Campaign 2016	Community 2017	2016	Building and 2017	2016	Deferred G 2017	2016	2017	bined 2016
REVENUES										
Pledges	\$ 3,556,005	\$ 3,628,364 \$	0	\$ 0 \$	0 \$	0 \$	0 \$	0	\$ 3,556,005	\$ 3,628,364
Grants and sponsorships	20,942	22,128	5,373	7,105	0	0	0	0	26,315	29,233
Pay equity grant	0	0	18,688	18,692	0	0	0	0	18,688	18,692
Other	11,345	27,989	0	0	0	0	0	0	11,345	27,989
Interest income	0	0	24,024	22,662	0	0	0	0	24,024	22,662
Rental income	0	0	0	0	51,985	51,985	0	0	51,985	51,985
Pledge loss	(219,537)	(39,125)	0	0	0	0	0	0	(219,537)	(39,125)
	3,368,755	3,639,356	48,085	48,459	51,985	51,985	0	0	3,468,825	3,739,800
EXPENDITURES (schedule 1)										
United Way Campaign	662,837	749,922	0	0	0	0	67,792	42,282	730,629	792,204
Community Services	0	0	351,302	307,787	0	0	0	0	351,302	307,787
Building and Capital	0	0	0	0	46,243	57,388	0	0	46,243	57,388
	662,837	749,922	351,302	307,787	46,243	57,388	67,792	42,282	1,128,174	1,157,379
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE ALLOCATIONS	2,705,918	2,889,434	(303,217)	(259,328)	<u> 5,742</u>	(5,403)	(67,79 <u>2</u>)	(42,282)	2,340,651	2,582,421
	·		-							·-
ALLOCATIONS Allocations (schedule 2)	2,605,340	2,759,736	(344,856)	(276,560)	0	0	0	0	2,260,484	2,483,176
Net allocations to other United Ways	2,605,340	8,705 2,768,441	0 (344,856)	(276,560)	0 0	0	0	0	2,260,484	8,705 2,491,881
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES for the year	\$ <u>100,578</u>	\$ <u>120,993</u> \$	41,639	\$ <u>17,232</u> \$	<u>5,742</u> \$	(5,403) \$	(67,792) \$	(42,282)	\$ <u>80,167</u>	\$ 90,540

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

	2017	2016
CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES Excess of revenues over expenditures for the year	\$ 80,167	\$ 90,540
Items not requiring an outlay of cash	Φ 00,107	\$ 90,540
Amortization	20,118	20,978
	100,285	111,518
Changes in non-cash working capital	(100 0= 1)	
Pledges receivable	(160,851)	102,890
Government remittances recoverable	190	2,594
Prepaid expenses Other receivables	(9,331) (42,236)	(1,156) 3,590
Accounts payable and accrued liabilities	(34,357)	26,628
Allocations payable	(178,484)	(42,431)
Deferred contributions	(2,815)	(3,128)
	(327,599)	200,505
CASH PROVIDED BY (USED) IN INVESTING ACTIVITIES		
Additions to capital assets	(2,710)	(14,027)
Short term investments	(73,960)	177,396
	<u>(76,670</u>)	<u>163,369</u>
NET (DECREASE) INCREASE IN CASH	(404,269)	363,874
NET CASH, BEGINNING OF YEAR	1,178,926	815,052
NET CASH, END OF YEAR	\$ <u>774,657</u>	\$ <u>1,178,926</u>

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2017

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, 2017

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, 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, 2017

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 2017 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 2017		Net 2016
Land	\$	102,081 321,043	\$ 0 156 057	\$ 102,081	\$	102,081 170,923
Buildings Signage		321,043 8,428	156,957 3,258	164,086 5.170		6,462
Equipment		68,692	57,890	10,802		12,141
Computer hardware		84,053	81,202	2,851		4,073
Fencing		3,480	1,616	1,864		2,026
Computer software		1,665	1,665	0		0
Parking lot		23,542	9,838	13,704		14,896
Fundraising software		50,591	17,605	32,986		36,651
Website	_	11,797	 5,002	 6,795	_	8,494
	\$	675,372	\$ 335,033	\$ 340,339	\$	357,747

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2017

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, 2017 relates to the allocations to be disbursed from January 1, 2018 to March 31, 2019.

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, 2017, the balance of the operating line was \$0 (2016 - \$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

	2017	2016
Carden Street Investment, due 2021	\$ 50,000	\$ 0
Meridian Guaranteed Investment Certificate, maturing March 1, 2018, with an interest rate of 2.00% per annum	1,037,691	0
Meridian Guaranteed Investment Certificate,	, ,	
maturing February 8, 2017, with an interest rate of 1.50% per annum	0	1,018,395
Meridian Guaranteed Investment Certificate, maturing March 7, 2017, with an interest rate of 1.50% per annum	0	307,641
Meridian Guaranteed Investment Certificate, maturing March 7, 2018, with an interest rate	O .	307,041
of 1.50% per annum	312,305	0
	\$ <u>1,399,996</u>	\$ <u>1,326,036</u>

8. PLEDGES RECEIVABLE

Pledges receivable consist of pledges received before December 31, 2017, net of cash received and an allowance for unfulfilled pledges of \$450,000 (2016 - \$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:

	2017		2016
Balance, beginning of the year Less amount recognized as revenue in the year	\$ 27,201 (2,815)	\$ 	30,329 (3,128)
Balance, end of year	\$ 24,386	\$ <u></u>	27,201

UNITED WAY COMMUNITY SERVICES OF GUELPH & WELLINGTON SCHEDULE OF EXPENDITURES

(Schedule 1)

	2017	2016
OPERATING EXPENDITURES		
Wages and benefits	\$ 684,413	\$ 680,960
Marketing and promotion	160,728	140,364
Office and general	46,296	54,827
Dues and fees	38,820	40,762
Occupancy costs	26,783	31,026
Amortization	20,118	20,978
Travel	19,570	24,359
Job development projects	18,828	12,327
Interest and bank charges	18,759	18,655
Telephone	16,339	18,487
Repairs and maintenance	16,152	22,333
Utilities	15,686	15,750
Computer supplies and services	14,924	17,042
Professional fees	11,953	11,693
Conferences and meetings	9,474	39,090
Insurance	5,549	6,522
Annual general meeting	2,201	1,628
Consulting	1,145	273
Website development	<u>436</u>	303
	\$ <u>1,128,174</u>	\$ <u>1,157,379</u>
ALLOCATED TO:		
United Way Campaign	\$ 662,837	\$ 749,922
Community Services	351,302	307,787
Building and Capital	46,243	57,388
Deferred Giving	67,792	42,282
	\$ <u>1,128,174</u>	\$ <u>1,157,379</u>

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

(Schedule 2)

	2017	2016
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	14,000
Big Brothers Big Sisters Centre Wellington	12,000	12,000
Big Brothers Big Sisters Dufferin and District	17,500	17,500
Big Brothers Big Sisters of Guelph	112,498	120,434
Big Brothers Big Sisters of North Wellington	27,680	27,680
Breast Strokes	, O	3,850
Canadian Hearing Society	15,000	15,800
Canadian Mental Health Association	76,710	79,890
Canadian National Institute for the Blind	28,000	45,963
Canadian Red Cross - Guelph Wellington	, O	12,000
Centre Wellington Food Bank	12,000	12,000
Chalmers Community Services Centre - Outreach Program	30,000	30,000
Child Witness Centre	8,000	8,750
Community Engagement & Global Citizenship, Student Life	4,500	4,500
Community Resource Centre of North/Centre Wellington	98,000	103,809
Community Torchlight - Distress Centre Wellington Dufferin	80,000	85,000
Dufferin Child and Family Services	3,500	3,500
Dufferin Parent Support Network	8,500	8,500
Dunara Homes for Recovery	13,000	15,000
East Wellington Community Services	112,500	122,727
Family & Children Services	75,000	79,120
Family Counselling and Support Services	167,000	166,642
Guelph Community Health Centre	33,000	18,000
Guelph District Labour Council - Counselling Program	0	50,000
Guelph District Multicultural Centre	3,500	15,000
Guelph Enabling Garden	10,000	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 Task Force for Poverty Elimination	25,000	25,000
Guelph Wellington Women in Crisis	72,223	72,223
Headwaters Communities in Action	20,500	19,000
Hospice Wellington	58,500	63,430
Immigrant Services of Guelph Wellington	35,000	38,000
John Howard Society of Waterloo-Wellington	22,500	29,408
Lakeside HOPE House	10,000	0
Learning Disabilities Association of Wellington County	40,250	45,000

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

(Schedule 2) (continued)

	2017	2016
FUNDED AGENCIES (continued)		
March of Dimes Canada	14,000	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.	0	22,500
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	5,000
St. John Ambulance - Guelph Branch	3,000	9,000
Student Volunteer Scholarship	3,500	3,640
PIN - The People and Information Network	150,000	164,163
Victorian Order of Nurses	30,500	51,450
Volunteer Dufferin Organization	0	1,500
Welcome In Drop In Centre	90,000	90,000
Wellington County Learning Centre	44,500	44,500
Wyndham House	200,700	200,666
YMCA-YWCA of Guelph	36,100	36,100
	2,259,036	2,458,270
ONE TIME GRANTS AND RECOVERIES		
Big Brothers Big Sisters Dufferin County	10,000	0
Headwaters Community in Action	6,560	0
Guelph Neighbourhood Support Coalition	5,000	0
Wyndham House	4,000	Ö
Dufferin Parent Support Network	2,752	0
Zoom to Canada - Guelph	2,000	7,000
PIN - The People and Information Network	1,674	0
Lakeside Hope House	1,500	0
Wellington Dufferin Guelph Public Health	587	0
Community Torchlight - Wellington Dufferin	0	4,000
Guelph Wellington Local Immigration Partnership	0	500
Learning Disabilities Association - Wellington County	0	6,626
Shelldale Better Beginnings, Better Futures Guelph	0	6,780
Program funds recovered	(32,625)	0,: 50
	1,448	24,906
EXTERNAL ALLOCATIONS	2,260,484	2,483,176
INTERNAL ALLOCATION		
Community Services of Guelph and Wellington	344,856	276,560
TOTAL CAMPAIGN ALLOCATIONS	\$ <u>2,605,340</u>	\$ <u>2,759,736</u>