# **Financial Statements**

For the year ended March 31, 2023

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To the Directors of Woodview Mental Health and Autism Services

# **Independent Auditors' Report**

## Opinion

We have audited the accompanying financial statements of Woodview Mental Health and Autism Services (the Organization), which comprise the statement of financial position as at March 31, 2023, and the statements of operations, changes in net assets, and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of Woodview Mental Health and Autism Services as at March 31, 2023, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

#### **Basis for Opinion**

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditors' Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Organization 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 opinion.

## Responsibilities of Management and Those Charged with Governance 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.

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 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.



## Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian Auditing Standards (CASs), we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Organization's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Organization to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.





We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

June 30, 2023 Burlington, Ontario

SB Partners LLP

Chartered Professional Accountants Licensed Public Accountants

# **Statement of Financial Position**

March 31, 2023

Assets			
Current assets	2023		2022
Cash and cash equivalents	\$ 649,040	\$	741,871
Short-term investments (Note 3)	506,558		-
Accounts receivable (Note 4)	1,008,993		788,448
Prepaids and deposits	 37,215		60,971
	2,201,806		1,591,290
Restricted cash	2,946		2,946
Long-term investments (Note 5)	1,858,617		1,822,096
Capital assets (Note 6)	2,378,224		2,283,483
	\$ 6,441,593	\$	5,699,815
15.1.2005			
Liabilities			
Current liabilities			
Accounts payable and accrued liabilities (Note 7)	\$ 709,651	\$	552,151
Deferred revenue	157,482		147,174
Current portion of mortgage payable (Note 8)	83,878		81,557
	951,011		780,882
Mortgage payable (Note 8)	646,628		730,504
Deferred capital funding (Note 9)	1,169,366		1,000,318
Deferred revenue	507,595		516,767
	3,274,600		3,028,471
Net Assets			
Operating fund (Note 10)	1,957,442		1,527,282
Designated fund	535,243		482,946
Restricted fund (Note 11)	 674,308	-	661,116
	 3,166,993		2,671,344
	\$ 6,441,593	\$	5,699,815

Approved on Behalf of the Board

Director

Director

 $\label{the accompanying notes are an integral part of the financial statements.$ 



# **Statement of Changes in Fund Balances**

	M	inistry I Opera Fun	•	General Operating Fund	ſ	Designated Fund	Restricted Fund	2023	2022
Fund balances, beginning of year	\$	;	-	\$ 1,527,282	\$	482,946	\$ 661,116	\$ 2,671,344	\$ 2,703,743
Excess (deficiency) of revenues over expenditures			-	430,160		52,297	13,192	495,649	(32,399)
Fund balances, end of year	\$	;	_	\$ 1,957,442	\$	535,243	\$ 674,308	\$ 3,166,993	\$ 2,671,344



# **Statement of Operations**

# Year Ended March 31, 2023

	stry Funded Operating Fund	General Operating Fund	Designated Fund	Restricted Fund	2023	2022
Revenue						
Ministry funding	\$ 8,163,453	\$ -	\$ -	\$ -	\$ 8,163,453	\$ 7,887,492
Ontario Autism Program	-	2,290,065	-	-	2,290,065	2,045,411
Fee for service	-	2,717,853	8,180	-	2,726,033	1,971,119
Stop Now and Plan	-	224,556	-	-	224,556	224,548
Administrative (net of management support)	-	131,626	-	-	131,626	124,635
Grants and community sponsorships	-	-	219,308	-	219,308	42,500
Fundraising and donations	-	-	118,581	-	118,581	54,403
Interest and other income	68,849	6,634	-	-	75,483	70,608
	\$ 8,232,302	\$ 5,370,734	\$ 346,069	\$ -	\$ 13,949,105	\$ 12,420,716
Expenditures						
Salaries and wages	\$ 5,069,853	\$ 3,348,603	\$ 15,148	\$ -	\$ 8,433,604	\$ 8,052,069
Employee benefits - statutory	414,222	284,290	1,177	-	699,689	654,195
Employee benefits - other	512,306	265,287	209	-	777,802	663,972
Central administration	759,417	-	-	-	759,417	765,856
Other supplies and equipment	193,141	141,860	276,600	-	611,601	333,275
Rent	316,795	181,379	-	-	498,174	463,503
Professional services (non-client)	191,752	56,340	-	-	248,092	381,387
Purchased client services	66,987	175,753	-	-	242,740	108,023
Services related to repairs and maintenance	148,092	77,283	-	-	225,375	235,345
Professional and contracted out services - IT	92,627	47,927	-	-	140,554	159,828
Other services	72,514	58,577	-	-	131,091	72,405
IT supplies and equipment	103,807	25,193	-	-	129,000	63,100
Staff training	57,311	60,646	390	-	118,347	130,621
Travel	86,632	26,591	248	-	113,471	72,692
Communication	59,835	19,594	-	-	79,429	91,211
Utilities	28,483	35,022	-	-	63,505	50,288
Insurance	38,815	20,410	-	-	59,225	53,942
Advertising and promotion	10,907	34,261	-	-	45,168	58,683
Supplies and equipment related to repairs and maintenance	3,837	8,924	-	-	12,761	8,758
	\$ 8,227,333	\$ 4,867,940	\$ 293,772	\$ -	\$ 13,389,045	\$ 12,419,153

The accompanying notes are an integral part of the financial statements.



# Statement of Operations (Cont'd.)

	stry Funded perating Fund	(	General Operating Fund	ı	Designated Fund	Restricted Fund	2023	2022
Excess (deficiency) of revenues over expenditures before other items	\$ 4,969	\$	502,794	\$	52,297	\$ -	\$ 560,060	\$ 1,563
Government subsidies	-		-		-	-	-	24,230
Amortization of capital assets	(155,787)		(143,710)		-	-	(299,497)	(290,752)
Amortization of deferred capital funding (Note 9)	155,787		69,405		-	-	225,192	222,777
COVID-19 related expenditures	(4,969)		-		-	-	(4,969)	(58,457)
Interest on long-term debt	-		(21,657)		-	-	(21,657)	(23,905)
Unrealized gain on investments (Note 5)	-		23,328		-	13,192	36,520	80,395
Gain on disposal of capital assets	-		-		-	-	-	11,750
Excess (deficiency) of revenues over expenditures	\$ -	\$	430,160	\$	52,297	\$ 13,192	\$ 495,649	\$ (32,399)



# **Statement of Cash Flows**

	2023	2022
Cash flows from operating activities		
Excess (deficiency) of revenues over expenditures for the year	\$ <b>495,649</b> \$	(32,399)
Charges not involving cash		
Amortization of capital assets	299,497	290,752
Amortization of deferred capital funding	(225,192)	(222,777)
Unrealized gain on investments	(36,520)	(80,395)
Gain on disposal of capital assets	-	(11,750)
Accrued interest on short-term investments	(6,557)	-
	526,877	(56,569)
Net change in accounts receivable	(220,545)	(70,350)
Net change in accounts payable and accrued liabilities	157,500	208,783
Net change in deferred revenue	1,136	56,157
Net change in prepaids and deposits	23,756	14,133
Cash flows from operating activities	488,724	152,154
Cash flows from financing activities		
Repayment of mortgage payable	(81,555)	(79,307)
Repayment of mortgage payable	(01,333)	(73,307)
Cash flows used in financing activities	(81,555)	(79,307)
Cook flavor from investing activities		
Cash flows from investing activities Purchase of investments		(6E0 000)
Purchase of short-term investments	- (500,000)	(650,000)
Purchase of capital assets	(394,240)	(168,627)
Proceeds on disposal of capital assets	(334,240)	11,750
Proceeds from deferred capital funding	394,240	91,594
	(=00.000)	(745.202)
Cash flows used in investing activities	(500,000)	(715,283)
Net decrease in cash and cash equivalents	(92,831)	(642,436)
Cash and cash equivalents, beginning of year	744,817	1,387,253
Cash and cash equivalents, end of year	\$ <b>651,986</b> \$	744,817
Cash and cash equivalents consist of:	640.010 4	744 074
Cash and cash equivalents	\$ <b>649,040</b> \$	741,871
Restricted cash	2,946	2,946



#### **Notes to Financial Statements**

# Year Ended March 31, 2023

## 1. Nature of operations

Woodview Mental Health and Autism Services (the "Centre") was established in 1960 and provides a broad spectrum of community-based mental health and autism services in the communities of Brant, Hamilton and Halton. The Centre is a charitable organization incorporated under the Corporations Act of Ontario as a not-for-profit organization without share capital.

# 2. Significant accounting policies

## **Basis of accounting**

The financial statements of the Centre have been prepared by management in accordance with Canadian accounting standards for not-for-profit organizations.

#### **Fund accounting**

The Centre, which follows the deferral method of accounting for contributions, uses several funds to record its transactions.

The Centre operates programs pursuant to service contracts and agreements with the Ontario Ministry of Children, Community and Social Services and the Ontario Ministry of Health (the "Ministry"). Revenues and expenditures of the Centre related to the delivery of these services are recorded in the Statement of Operations in the Ministry Funded Operating Fund. Under these service contracts and agreements, any excess of revenue over expenditures of the Ministry funded programs for the fiscal year is repayable to the Ministry.

The Designated Fund represents contributions and expenditures related to specific programs run by the Centre, that are not externally restricted. These programs are funded by donations, fundraising proceeds, grants from sources other than the Ministry and fee for service revenue.

The Restricted Fund represents contributions and expenditures related to specific programs run by the Centre, that are externally restricted and the use of the funds is restricted by the Board of Directors. These programs are funded by donations, fundraising proceeds and grants from sources as described in Note 11.

All other revenues and expenditures of the Centre are recorded in the Statement of Operations in the General Operating Fund.

## Cash and cash equivalents

Cash and cash equivalents include cash on hand and balances with banks. Bank borrowings to finance capital and operating expenditures are considered to be financing activities.



#### **Notes to Financial Statements**

## Year Ended March 31, 2023

# 2. Significant accounting policies (cont'd.)

#### Leases

Leases are classified as either capital or operating leases. A lease that transfers substantially all the benefits and risks incidental to the ownership of property is classified as a capital lease. All other leases are accounted for as operating leases wherein rental payments are amortized on a straight-line basis over the term of the lease to rental expense. At the inception of a capital lease, an asset and an obligation is recorded at an amount equal to the lesser of the present value of the minimum lease payments and the property's fair value at the beginning of such lease.

#### **Revenue recognition**

Ministry funding is recorded as revenue to the Ministry Funded Operating Fund in the period in which the expenditures are incurred. Ministry funding received in excess of operating expenditures are recorded as amounts due to the Ministry. These grants are also subject to the review of the Ministry and adjustments, if any, arising therefrom are reflected as an adjustment to revenue in the period of such adjustments.

Unrestricted contributions are recognized as revenue in the General Operating Fund when received. Restricted contributions received for a specific program or a specific purpose are recognized as revenue when the related expenditures have been made.

Fee for service revenue is recognized as revenue when the services are performed.

Revenues from investments represents interest, dividends, and realized and unrealized gains and losses, net of administrative and management fees.

# **Donations in kind**

Donations in kind are recorded at fair value when the fair market value can be reasonably estimated.

## Capital assets and amortization

Capital assets are recorded at cost. Contributed capital assets are recorded at fair value at the date of contribution. Amortization is provided as follows:

Buildings 30 year straight-line
Building improvements and portables 10 year straight-line
Computer equipment and software 5 year straight-line
Furniture and fixtures 5 year straight-line
Office equipment 3 year straight-line
Vehicles 3 year straight-line

One-half the normal rate of amortization is provided for in the year of acquisition.

## **Deferred capital funding**

Deferred capital funding consists of government and other grants which are received on account of capital and are deferred and amortized on a straight-line basis at rates corresponding to those of the related capital assets.



#### **Notes to Financial Statements**

## Year Ended March 31, 2023

# 2. Significant accounting policies (cont'd.)

#### **Deferred revenue**

Deferred revenue represents designated funds received which have not yet been used for their specified purposes.

#### Income taxes

The Centre is a not-for-profit organization registered under the Income Tax Act (the "Act") and, as such, is exempt from income taxes and is able to issue donation receipts for income tax purposes. In order to maintain its status as a registered charity under the Act, the Centre must meet certain requirements of the Act. In the opinion of management, these requirements have been met.

#### Use of estimates

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expense during the period. Actual results could differ from those estimates.

## Controlled not-for-profit organization

The Centre controlled a not-for-profit organization, Manor Personnel Deployment. The Centre has elected to disclose the financial information for Manor Personnel Deployment in Note 13.

#### **Financial instruments**

The Centre's financial instruments consist of cash and cash equivalents, short-term investments, accounts receivable, restricted cash, long-term investments, accounts payable and accrued liabilities, and long-term debt. Short-term investments and long-term investments are initially recognized and subsequently measured at fair value without adjustment for transaction costs that would be incurred on disposal. Changes in fair value are recognized in net excess of revenue over expenditures for the period. All other financial instruments are initially recognized at fair value and subsequently measured at amortized cost. Transaction costs and financing fees associated with financial instruments carried at amortized cost are recorded as adjustments to the initial fair value recognized and amortized over the life of the financial instrument.

# Impairment of long-lived assets

Property, plant and equipment subject to amortization are tested for recoverability whenever events or changes in circumstances indicate that their carrying amount may not be recoverable. Recoverability is assessed by comparing the carrying amount to the projected future net cash flows the long-lived assets are expected to generate through their direct use and eventual disposition. When a test for impairment indicates that the carrying amount of an asset is not recoverable, an impairment loss is recognized to the extent the carrying value exceeds its fair value.



# **Notes to Financial Statements**

# Year Ended March 31, 2023

Short-term investments	2023	2022
Guaranteed investment certificate - principal of \$500,000, bearing interest at 4.2% per annum, matures December 11, 2023	\$ 506,558	\$ -
Accounts receivable	2023	2022
Accounts receivable Ministry receivable H.S.T. receivable	\$ 362,186 444,460 202,347	\$ 328,960 287,356 172,132
	\$ 1,008,993	\$ 788,448
Long-term investments	2023	2022
Oakville Community Foundation - unrestricted Oakville Community Foundation -	\$ 1,187,254	\$ 1,163,926
restricted	\$ 671,363 1,858,617	\$ 658,170 1,822,096

In fiscal 2020, the Board of Directors passed a resolution to participate in pooled investing through the Oakville Community Foundation (the "Foundation").

The investments are recorded at market value as reported by the Foundation. The principal invested as of March 31, 2023 is \$1,650,000 (2022 - \$1,650,000). The Centre recognizes, on an annual basis, its pro-rata share of the total investment income, net of administration and management fees, generated by the Foundation.



# **Notes to Financial Statements**

Capital	assets		Accumulated			
		Cost	Amortization	2023		2022
Land		\$ 205,250	\$ -	\$ 205,250	9	\$ 205,250
Buildings Building	s improvements and	2,243,557	860,445	1,383,112		1,451,861
porta	bles	1,350,407	1,008,957	341,450		189,289
Compute softw	er equipment and	655,563	400,645	254,918		321,623
	and fixtures	185,311	137,448	47,863		28,868
Office eq		48,935	8,156	40,779		-
Vehicles		411,666	306,814	104,852		86,592
		\$ 5,100,689	\$ 2,722,465	\$ 2,378,224		\$ 2,283,483
<b>A</b>		مما انمامنالهم				
Account	ts payable and accru	ed liabilities		2023		2022
Accounts	s payable and accrued I	iabilities	\$	261,649	\$	123,605
Ministry	• •		•	212,912	•	196,334
Salaries p	payable			235,090		232,212
			\$	709,651	\$	552,151
Mortga	ge payable					
ivioi tga	ge payable			2023		2022
•	Bank of Canada to	· ·				
	able in semi-monthl	•				
	ients of \$4,300, beari 2.8% per annum,	=				
	mber 18, 2025, secur					
prope	erty located at 643	Park Road				
North	n, Brantford, Ontario		\$	730,506	\$	812,061
Less: Cur	rent portion			(83,878)		(81,557)
			\$	646,628	\$	730,504
Minimur	n required principal rep	ayments are as fo	lows:			
iviiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiii	ir reguired principal rep	Jayments are as 10	10 10 3.	2024	\$	83,878
				2025		86,258
				2026		560,370



# **Notes to Financial Statements**

# Year Ended March 31, 2023

9.	Deferred capital funding		
		2023	2022
	Balance, beginning of year Deferred capital funding received:	\$ 1,000,318	\$ 1,131,501
	- Ministry capital funding	317,485	20,414
	- Other capital funding	76,755	71,180
	Amortization of deferred capital funding	(225,192)	(222,777)
	Balance, end of year	\$ 1,169,366	\$ 1,000,318
10.	Operating fund		
		2023	2022
	Invested in capital assets		
	Capital assets	\$ 2,378,224	\$ 
	Deferred capital funding	(1,169,366)	(1,000,318)
	Mortgage payable	(730,506)	(812,061)
		478,352	471,104
	Add: net assets from general operations	\$ 1,479,090	\$ 1,056,178
		1,957,442	1,527,282
11.	Restricted fund		
		2023	2022
	Hamilton Autism Sustainability fund	674,308	661,116

# 12. Operating lease commitments

Future minimum payments for operating leases that have initial or remaining terms of one year or more consist of the following amounts:

	Premises	Equipment
2024 \$	291,731	\$ 24,313
2025	153,213	19,623
2026	7,724	18,356
2027	-	5,757
\$	452,668	\$ 68,049



## **Notes to Financial Statements**

# Year Ended March 31, 2023

## 13. Manor Personnel Deployment

The Centre controlled a not-for-profit organization, Manor Personnel Deployment ("MPD"). MPD was established to provide employment to the Centre's adult clients, resulting in the two organizations having common operating objectives. MPD promoted vocational opportunities for adults with autism spectrum disorder. MPD was incorporated under the Corporations Act of Canada as a not-for-profit organization without share capital. The Organization dissolved effective as of August 22, 2022. Manor Personnel Deployment has reported the following balances for the periods then ended:

	August 22, 2022	M	larch 31, 2022
Assets	-	\$	18,831
Liabilities	-		2,369
Net assets	-		16,462
Revenues	3,152		35,159
Expenditures	19,614		32,947

#### 14. Financial instruments

The Centre is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Centre's risk exposure and concentration as of March 31, 2023.

#### **Credit risk**

Credit risk refers to the risk that a counterparty may default on its contractual obligations resulting in a financial loss. The Centre is exposed to credit risk from clients. The Centre does not obtain collateral or other security to support the accounts receivable subject to credit risk but mitigates this risk by dealing only with what management believes to be financially sound counterparties and, accordingly, does not anticipate significant loss for non-performance. The Centre has a significant number of clients which minimizes concentration of credit risk.

#### Liquidity risk

Liquidity risk is the risk that the Centre will not be able to meets its obligations associated with financial liabilities. The Centre's exposure to liquidity risk is dependent on the collection of accounts receivable, purchasing commitments and obligations or raising of funds to meet commitments and sustain operations. The Centre controls liquidity risk by management of working capital, cash flows and the availability of borrowing facilities.



## **Notes to Financial Statements**

# Year Ended March 31, 2023

# 14. Financial instruments (cont'd.)

#### Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. The mortgage payable is at a fixed rate of interest and is paid based on the contractual requirements of the debt instrument. A change in the market interest rates has no impact on cash flows to service this debt. The mortgage payable is at a fixed rate until December 2025 at which time, changes in the market rates may result in a change to the cash flows required to service this debt.

## Market risk

The Centre's long-term investments exposes the Centre to price risks as equity investments are subject to price changes in an open market due to market movements, global markets and changes to market rates of interest.

#### Other risk

Unless otherwise noted, it is management's opinion that the Centre is not exposed to significant currency risk.

