

Contact Brant for Children's and  
Developmental Services  
Financial Statements  
For the Year Ended March 31, 2020

Contact Brant for Children's and Developmental Services  
Financial Statements  
For the Year Ended March 31, 2020

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## Independent Auditor's Report

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To the board of directors of Contact Brant for Children's and Developmental Services

### Opinion

We have audited the financial statements of Contact Brant for Children's and Developmental Services (the Entity), which comprise the statement of financial position as at March 31, 2020, the statements of operations, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Entity as at March 31, 2020, and its financial performance and 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 Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Entity 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 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 Entity'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 Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity'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.

As part of an audit in accordance with Canadian generally accepted auditing standards, 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 Entity'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 Entity'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 Entity 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.

Chartered Professional Accountants, Licensed Public Accountants

Brantford, Ontario  
May 28, 2020

**Contact Brant for Children's and Developmental Services  
Statement of Financial Position**

March 31	2020	2019
<b>Assets</b>		
<b>Current</b>		
Cash (Note 2)	\$ 65,312	\$ 59,856
Accounts receivable	913	1,620
Prepaid expenses	3,611	3,511
HST receivable	4,789	4,681
	<u>74,625</u>	<u>69,668</u>
Restricted cash (Note 2)	16,374	16,374
Investments - restricted (Note 3)	26,464	24,826
Capital Assets	<u>29,991</u>	<u>23,195</u>
	<u>\$ 147,454</u>	<u>\$ 134,063</u>
<b>Liabilities and Net Assets</b>		
<b>Current</b>		
Accounts payable and accrued liabilities	\$ 30,838	\$ 25,255
Deferred revenue (Note 5)	<u>33,561</u>	<u>42,702</u>
	64,399	67,957
Deferred capital contributions (Note 6)	<u>29,991</u>	<u>23,195</u>
	<u>94,390</u>	<u>91,152</u>
<b>Net Assets</b>		
Internally restricted net assets (Note 7)	42,838	41,200
Unrestricted	<u>10,226</u>	<u>1,711</u>
	<u>53,064</u>	<u>42,911</u>
	<u>\$ 147,454</u>	<u>\$ 134,063</u>

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

**Contact Brant for Children's and Developmental Services  
Statement of Changes in Net Assets**

For the year ended March 31	Internally Restricted	Unrestricted	2020 Total	2019 Total
Balance, beginning of the year	\$ 41,200	\$ 1,711	\$ 42,911	\$ 43,816
Excess of revenues over expenses	-	10,153	10,153	(905)
Transfer between funds (note 7)	1,638	(1,638)	-	-
Balance, end of the year	\$ 42,838	\$ 10,226	\$ 53,064	\$ 42,911

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

## Contact Brant for Children's and Developmental Services Statement of Operations

For the year ended March 31	2020	2019
<b>Revenue</b>		
Ministry of Children, Community and Social Services	\$ 952,246	\$ 945,148
Information Database 211	43,114	43,114
Your Guide	9,451	9,921
Other income	40,550	19,859
Deferred capital contributions (Note 6)	(17,531)	(12,932)
Amortization of deferred capital contributions (Note 6)	10,735	8,555
	<u>1,038,565</u>	<u>1,013,665</u>
<b>Expenses</b>		
Amortization	10,735	8,555
Consulting	520	-
Information Database 211 expenses	40,979	44,529
Insurance	8,447	8,044
Meeting and board expenses	5,405	5,281
Office expenses	34,584	28,244
Other expenses	18,033	4,546
Professional fees	10,745	8,488
Rental	33,264	33,264
Repairs and maintenance	9,031	18,184
Salaries and wages	819,483	816,006
Staff training and travel	21,307	22,817
Telephone	6,428	6,691
Your Guide expenses	9,451	9,921
	<u>1,028,412</u>	<u>1,014,570</u>
<b>Excess (deficiency) of revenues over expenses</b>	<b>\$ 10,153</b>	<b>\$ (905)</b>

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



## Contact Brant for Children's and Developmental Services Statement of Cash Flows

For the year ended March 31	2020	2019
Cash flows from operating activities		
Excess of revenues over expenses	\$ 10,153	\$ (905)
Items not affecting cash:		
Amortization of capital assets	(10,735)	(8,555)
Amortization of deferred capital contributions	10,735	8,555
	<u>10,153</u>	<u>(905)</u>
Changes in non-cash working capital:		
Accounts receivable	707	(43)
HST receivable	(108)	3,690
Prepaid expenses	(100)	(384)
Accounts payable and accrued liabilities	5,583	4,168
Deferred revenue	(9,141)	17,303
	<u>7,094</u>	<u>23,829</u>
Cash flows from investing activities		
Purchase of capital assets	<u>(17,531)</u>	<u>(12,932)</u>
Cash flows from financing activities		
Deferred capital contributions	<u>17,531</u>	<u>12,932</u>
Net increase in cash	7,094	23,829
Cash and cash equivalents, beginning of the year	<u>101,056</u>	<u>77,227</u>
Cash and cash equivalents, end of the year	<u>\$ 108,150</u>	<u>\$ 101,056</u>
Represented by:		
Cash	\$ 65,312	\$ 59,856
Restricted cash	16,374	16,374
Investments - restricted	<u>26,464</u>	<u>24,826</u>
	<u>\$ 108,150</u>	<u>\$ 101,056</u>

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

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# Contact Brant for Children's and Developmental Services

## Notes to Financial Statements

March 31, 2020

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### 1. Significant Accounting Policies

Nature and Purpose of Organization	Contact Brant for Children's and Developmental Services (the "organization") is a not-for-profit organization incorporated without share capital under the Ontario Corporations Act. The organization is a single point of access for children's and developmental services provided by the Ministry of Community and Social Services and the Ministry of Children and Youth Services.												
Basis of Accounting	The financial statements have been prepared using Canadian accounting standards for not-for-profit organizations (ASNPO).												
Capital Assets	<p>Capital assets are stated at cost less accumulated amortization. Expenditures for repairs and maintenance are expensed as incurred. Betterments that extend the useful life of the asset are capitalized. Amortization based on the estimated useful life of the asset is calculated as follows:</p> <table><thead><tr><th></th><th>Method</th><th>Rate</th></tr></thead><tbody><tr><td>Equipment</td><td>Declining balance</td><td>20%</td></tr><tr><td>Computer equipment</td><td>Declining balance</td><td>55%</td></tr><tr><td>Computer software</td><td>Declining balance</td><td>100%</td></tr></tbody></table>		Method	Rate	Equipment	Declining balance	20%	Computer equipment	Declining balance	55%	Computer software	Declining balance	100%
	Method	Rate											
Equipment	Declining balance	20%											
Computer equipment	Declining balance	55%											
Computer software	Declining balance	100%											
Impairment of Long-lived Assets	<p>In the event that facts and circumstances indicate that the organization's long-lived assets may be impaired, a test of recoverability would be performed.</p> <p>Such a test entails comparing the estimated future undiscounted cash flows associated with the asset to the asset's carrying amount to determine if a write down to market value or discounted cash flow value is required.</p> <p>For purposes of recognition and measurement of an impairment loss, a long-lived asset is grouped with other assets and liabilities to form an asset group at the lowest level for which identifiable cash flows are largely independent of the cash flows of other assets and liabilities.</p>												
Revenue Recognition	The organization follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Capital contributions are deferred and recognized as revenue in the year in which the expense is recognized.												

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## Contact Brant for Children's and Developmental Services Notes to Financial Statements

March 31, 2020

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### 1. Significant Accounting Policies (continued)

Use of Estimates	The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting periods. Actual results could differ from management's best estimates as additional information becomes available in the future.
Harmonized sales tax	Due to the organization's charitable status, 50% of the Federal portion and 82% of the Provincial portion of the HST paid is refundable to the organization.
Income Taxes	The organization is a registered charity and as such no income taxes are applicable
Financial Instruments	Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, equities traded in an active market and derivatives are reported at fair value, with any unrealized gains and losses reported in operations. All other financial instruments are reported at cost or amortized cost less impairment, if applicable. Financial assets are tested for impairment when changes in circumstances indicate the asset could be impaired. Transaction costs on the acquisition, sale or issue of financial instruments are expensed for those items remeasured at fair value at each statement of financial position date and charged to the financial instrument for those measured at amortized cost

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## Contact Brant for Children's and Developmental Services Notes to Financial Statements

March 31, 2020

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### 2. Cash

The Organization's bank account is held at one chartered bank. The bank account earns interest at a nominal rate.

The organization has an operating line of credit of up to \$30,000 available at an interest rate of prime plus 3% which was not utilized at year end.

Cash balance includes internally restricted funds of \$16,374 (2019 - \$16,374). These funds are restricted for updating the Brant Haldimand Norfolk information database.

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### 3. Short-term Investment

The short-term investment consist of a guaranteed investment certificate with a fair value of \$26,464 (2019 - \$25,823) and a cost of \$26,464 (2019 - \$24,826). The guaranteed investment certificate has an effective interest rate of 1.90% and matures in December 2020.

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### 4. Capital Assets

	2020		2019	
	Cost	Accumulated Amortization	Cost	Accumulated Amortization
Equipment	\$ 30,218	\$ 9,791	\$ 20,648	\$ 5,880
Computer equipment	34,541	24,977	26,580	18,153
Computer software	20,570	20,570	20,570	20,570
	85,329	55,338	67,798	44,603
		\$ 29,991		\$ 23,195

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## Contact Brant for Children's and Developmental Services Notes to Financial Statements

March 31, 2020

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### 5. Deferred Revenue

Deferred revenue represents unspent resources restricted for purposes of providing future services specific to each funder. The deferred revenue balance is comprised of the following:

	2020	2019
Deferred Revenue - Your Guide	\$ 23,240	\$ 32,690
Brant Community Projects	321	-
Parkers Porch Project	10,000	10,012
	\$ 33,561	\$ 42,702

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### 6. Deferred Capital Contributions

	2020	2019
Balance, beginning of the year	\$ 23,195	\$ 18,819
Capital funding	17,531	12,932
Amounts recognized as revenue in the year	(10,735)	(8,556)
	\$ 29,991	\$ 23,195

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### 7. Internally Restricted Funds

The organization's Board of Directors implemented a policy to establish an internally restricted reserve fund to sustain operations and maintain financial stability and \$26,464 was set aside for this purpose. Funds totaling \$16,374 were also set aside for the upgrade of the Brant Haldimand Norfolk information database. These funds are not available for use without the prior approval of the Board of Directors.

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### 8. Lease Commitments

The organization has entered into various lease commitments during the year. The minimum annual lease payments for the next five years are as follows:

2021	\$ 40,464
2022	40,464
2023	27,720
	\$ 108,648

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## Contact Brant for Children's and Developmental Services Notes to Financial Statements

March 31, 2020

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### 9. Economic Dependence

The organization is primarily funded by the Ministry of Children, Community and Social Services and its ongoing existence is dependent upon continued funding by that agency.

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### 10. Financial Instrument Risks

Management has established policies and procedures to manage risks related to financial instruments, with the objective of minimizing any adverse effects of financial performance. A brief description of management's assessments of these risks is as follows:

#### (a) General Objectives, Policies and Processes:

The Board and management are responsible for the determination of the organization's risk management objectives and policies and designing operating processes that ensure the effective implementation of the objectives and policies. In general, the organization measures and monitors risk through the preparation and review of monthly reports by management.

#### (b) Credit Risk:

Financial instruments potentially exposed to credit risk include cash and cash equivalents and accounts receivable. Management considers its exposure to credit risk over cash and cash equivalents to be remote as the organization holds cash deposits at one major Canadian bank. Accounts receivable are not concentrated significantly and therefore the carrying amount of accounts receivable represents the maximum credit risk exposure.

#### (c) Interest Rate Risk:

The organization is exposed to interest rate risk arising from fluctuations in interest rates depending on prevailing rates at renewal of investments. To manage interest rate exposure, the organization invests in fixed income investments guaranteed by a chartered bank.

#### (d) Liquidity Risk:

Liquidity risk is the risk the organization will not be able to meet its financial obligations as they come due. The organization has taken steps to ensure that it will have sufficient working capital available to meet its obligations.

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## Contact Brant for Children's and Developmental Services Notes to Financial Statements

March 31, 2020

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11. Uncertainty Due to COVID-19

The impact of COVID-19 in Canada and on the global economy increased significantly. As a result the organization has closed their offices in March 2020. It is also expected to impact the organization negatively and as a result grant revenues may decrease in comparison to previous years. At this time, the full potential impact of COVID-19 on the organization is not known.

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Contact Brant for Children's and Developmental Services  
 Schedule 1 -DS Children's Specialized  
 (Unaudited)

For the year ended March 31	2020	2019
<b>Revenue</b>		
Ministry of Children, Community and Social Services	\$ 185,315	\$ 188,229
<b>Expenses</b>		
Administrative expenses	\$ 18,532	\$ 18,823
Advertising and Promotion	875	375
Communication	721	1,292
Contracted services	810	5,894
Bank charges	142	-
Miscellaneous	227	1,169
Rent	1,925	7,847
Repairs and maintenance	348	150
Salaries and benefits	160,277	149,430
Staff training	235	436
Supplies and equipment	307	1,838
Travel	916	975
	<u>\$ 185,315</u>	<u>\$ 188,229</u>
Excess of revenue over expenses	<u>\$ -</u>	<u>\$ -</u>



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Contact Brant for Children's and Developmental Services  
Schedule 2 - Residential Placement Advisory Committee  
(Unaudited)

For the year ended March 31	2020	2019
Revenue		
Ministry of Children, Community and Social Services	\$ 692	\$ 692
Expenses		
Salaries and benefits	\$ 692	\$ 692
Excess of revenue over expenses	\$ -	\$ -

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Contact Brant for Children's and Developmental Services  
Schedule 3 - Community Enhancement Funding  
(Unaudited)

For the year ended March 31	2020	2019
Revenue		
Ministry of Children, Community and Social Services	\$ 65,280	\$ 65,280
Expenses		
Salaries and benefits	\$ 65,280	\$ 65,280
Excess of revenue over expenses	\$ -	\$ -

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Contact Brant for Children's and Developmental Services  
Schedule 4 - Service Coordination Process  
(Unaudited)

For the year ended March 31	2020	2019
Revenue		
Ministry of Children, Community and Social Services	\$ 14,566	\$ 14,566
Expenses		
Administrative services	\$ 1,456	\$ 1,457
Salaries and benefits	13,110	13,109
	\$ 14,566	\$ 14,566
Excess of revenue over expenses	\$ -	\$ -

Contact Brant for Children's and Developmental Services  
 Schedule 5 - Access Intake Service Planning  
 (Unaudited)

For the year ended March 31	2020	2019
<b>Revenue</b>		
Ministry of Children, Community and Social Services	\$ 334,093	\$ 334,093
Other revenue	32,435	12,362
	<u>\$ 366,528</u>	<u>\$ 346,455</u>
<b>Expenses</b>		
Administrative expenses	\$ 33,409	\$ 33,410
Advertising and promotion	5,021	2,725
Communication	4,737	3,815
Contracted services	12,068	10,441
Miscellaneous	5,832	5,955
Rent	9,735	9,099
Repairs and maintenance	6,465	1,433
Salaries and benefits	278,013	270,836
Staff training	1,542	1,479
Supplies and equipment	7,501	7,112
Travel	2,833	1,225
	<u>\$ 367,156</u>	<u>\$ 347,530</u>
Deficiency of revenue over expenses	<u>\$ (628)</u>	<u>\$ (1,075)</u>

Contact Brant for Children's and Developmental Services  
 Schedule 6 - FASD Service Planning  
 (Unaudited)

For the year ended March 31	2020	2019
<b>Revenue</b>		
Ministry of Children, Community and Social Services	\$ 90,000	\$ 90,000
<b>Expenses</b>		
Salaries and benefits	\$ 68,949	\$ 69,177
Travel	534	1,801
Communication	633	751
Staff training	502	1,157
Repairs and maintenance	1,825	920
Contracted services	2,198	2,901
Supplies and equipment	2,755	532
Miscellaneous	1,406	485
Administrative expenses	9,000	9,000
Advertising and promotion	766	2,135
Rent	1,432	1,141
	90,000	90,000
<b>Excess of revenue over expenses</b>	<b>\$ -</b>	<b>\$ -</b>

Contact Brant for Children's and Developmental Services  
 Schedule 7 - Coordinated Service Planning  
 (Unaudited)

For the year ended March 31	2020	2019
<b>Revenue</b>		
Ministry of Children, Community and Social Services	\$ 261,100	\$ 261,100
<b>Expenses</b>		
Salaries and benefits	\$ 190,432	\$ 187,851
Travel	2,249	1,955
Communication	2,183	2,632
Rent	5,497	4,644
Staff training	2,404	3,085
Advertising and promotion	3,194	1,831
Contracted services	12,739	10,386
Repairs and maintenance	3,229	12,977
Supplies and equipment	7,534	4,155
Miscellaneous	5,529	5,474
Administrative expenses	26,110	26,110
	<u>\$ 261,100</u>	<u>\$ 261,100</u>
 Excess of revenue over expenses	 <u>\$ -</u>	 <u>\$ -</u>

Contact Brant for Children's and Developmental Services  
 Schedule 8 - Access Mechanism Children's  
 (Unaudited)

For the year ended March 31	2020	2019
<b>Revenue</b>		
MCCSS Access - A511	\$ 1,200	\$ 1,200
Other revenue	22,435	-
	<u>\$ 23,635</u>	<u>\$ 1,200</u>
<b>Expenses</b>		
Administrative expenses	\$ 120	\$ 120
Salaries and benefits	22,248	1,080
Rent	129	-
Travel	98	-
Communication	118	-
Training	150	-
Advertising	109	-
Contracted services	272	-
Miscellaneous	136	-
Repairs and maintenance	153	-
Supplies and equipment	102	-
	<u>\$ 23,635</u>	<u>\$ 1,200</u>
Excess of revenues over expenses	<u>\$ -</u>	<u>\$ -</u>