

**Contact Brant for Children's and
Developmental Services
Financial Statements
For the Year Ended March 31, 2022**

Contact Brant for Children's and Developmental Services
Financial Statements
For the Year Ended March 31, 2022

Contents

Independent Auditor's Report	1 - 3
Financial Statements	
Statement of Financial Position	4
Statement of Changes in Net Assets	5
Statement of Operations	6
Statement of Cash Flows	7
Notes to Financial Statements	8
Schedule 1 - DS Children's Specialized (Unaudited)	
Schedule 2 - Residential Placement Advisory Committee (Unaudited)	
Schedule 3 - Community Enhancement Funding (Unaudited)	
Schedule 4 - Service Coordination Process (Unaudited)	
Schedule 5 - Access Intake Service Planning (Unaudited)	
Schedule 6 - COVID-19 (Unaudited)	
Schedule 7 - Co-ordinated Service Planning (Unaudited)	
Schedule 8 - Services for Children and Youth with CSN (Unaudited)	
Schedule 9 - Urgent Responsive Services (Unaudited)	



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Independent Auditor's Report

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, 2022, 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, 2022, 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
July 7, 2022

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

March 31	2022	2021
Assets		
Current		
Cash (Note 2)	\$ 44,466	\$ 26,290
Prepaid expenses	9,466	10,735
HST receivable	12,144	11,283
	<u>66,076</u>	48,308
Restricted cash (Note 2)	16,374	16,374
Investments - restricted (Note 3)	26,464	26,464
Capital Assets (Note 4)	74,628	75,957
	<u>\$ 183,542</u>	<u>\$ 167,103</u>
Liabilities and Net Assets		
Current		
Accounts payable and accrued liabilities	\$ 29,536	\$ 11,247
Deferred revenue (Note 5)	23,240	23,561
	<u>52,776</u>	34,808
Deferred capital contributions (Note 6)	74,628	75,957
	<u>127,404</u>	110,765
Net Assets		
Internally restricted net assets (Note 7)	42,838	42,838
Unrestricted	13,300	13,500
	<u>56,138</u>	56,338
	<u>\$ 183,542</u>	<u>\$ 167,103</u>

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

For the year ended March 31	Internally Restricted	Unrestricted	2022 Total	2021 Total
Balance, beginning of the year	\$ 42,838	\$ 13,500	\$ 56,338	\$ 53,064
Excess (deficiency) of revenues over expenses	-	(200)	(200)	3,274
Balance, end of the year	\$ 42,838	\$ 13,300	\$ 56,138	\$ 56,338

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	2022	2021
Revenue		
Ministry of Children, Community and Social Services	\$ 831,747	\$ 648,587
Ministry of Health	366,059	348,659
Information Database 211	44,461	43,116
Other income	16,685	113,808
Deferred capital contributions (Note 6)	(63,194)	(98,866)
Amortization of deferred capital contributions (Note 6)	64,524	52,900
	<u>1,260,282</u>	<u>1,108,204</u>
Expenses		
Amortization	64,522	52,900
Consulting	29,755	1,260
Information Database 211 expenses	44,461	39,017
Insurance	13,062	9,419
Meeting and board expenses	1,994	1,534
Office expenses	36,694	16,136
Other expenses	7,399	39,822
Professional fees	16,378	8,928
Rental	33,241	33,264
Repairs and maintenance	19,486	9,401
Salaries and wages	954,295	875,075
Staff training and travel	23,531	11,517
Telephone	15,664	6,657
	<u>1,260,482</u>	<u>1,104,930</u>
Excess (deficiency) of revenues over expenses	\$ (200)	\$ 3,274

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	2022	2021
Cash flows from operating activities		
Excess of revenues over expenses	\$ (200)	\$ 3,274
Items not affecting cash:		
Amortization of capital assets	(64,522)	(52,900)
Amortization of deferred capital contributions	64,522	52,900
	(200)	3,274
Changes in non-cash working capital:		
Accounts receivable	-	913
HST receivable	(862)	(6,494)
Prepaid expenses	1,269	(7,126)
Accounts payable and accrued liabilities	18,289	(19,590)
Deferred revenue	(320)	(9,999)
	18,176	(39,022)
Cash flows from investing activities		
Purchase of capital assets	(63,194)	(98,956)
Cash flows from financing activities		
Deferred capital contributions	63,194	98,956
Net increase (decrease) in cash	18,176	(39,022)
Cash and cash equivalents, beginning of the year	69,128	108,150
Cash and cash equivalents, end of the year	\$ 87,304	\$ 69,128
Represented by:		
Cash	\$ 44,466	\$ 26,290
Restricted cash	16,374	16,374
Investments - restricted	26,464	26,464
	\$ 87,304	\$ 69,128

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

Contact Brant for Children's and Developmental Services

Notes to Financial Statements

March 31, 2022

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 Children, Community and Social Services and the Ministry of Health.												
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><tr><td></td><td>Method</td><td>Rate</td></tr><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></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.												

Contact Brant for Children's and Developmental Services

Notes to Financial Statements

March 31, 2022

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

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

March 31, 2022

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 \$20,000 available at an interest rate of prime plus 4% which was not utilized at year end.

Cash balance includes internally restricted funds of \$16,374 (2021 - \$16,374). These funds are restricted for updating the Brant Haldimand Norfolk information database.

3. Short-term Investment

The short-term investment consist of a guaranteed investment certificate with a fair value of \$26,956 (2021 - \$26,464) and a cost of \$26,956 (2021 - \$26,464). The guaranteed investment certificate has an effective interest rate of 0.90% and matures April 15, 2023.

4. Capital Assets

	2022		2021	
	Cost	Accumulated Amortization	Cost	Accumulated Amortization
Equipment	\$ 60,714	\$ 20,501	\$ 31,921	\$ 14,047
Computer equipment	92,047	57,632	57,647	36,592
Computer software	94,628	94,628	94,628	57,600
	247,389	172,761	184,196	108,239
	\$ 74,628		\$ 75,957	

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:

	2022	2021
Deferred Revenue - Your Guide	\$ 23,240	\$ 23,240
Brant Community Projects	-	321
	\$ 23,240	\$ 23,561

Contact Brant for Children's and Developmental Services

Notes to Financial Statements

March 31, 2022

6. Deferred Capital Contributions

	2022	2021
Balance, beginning of the year	\$ 75,957	\$ 29,991
Capital funding	63,194	98,866
Amounts recognized as revenue in the year	(64,524)	(52,900)
	<u>\$ 74,628</u>	<u>\$ 75,957</u>

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.

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:

2023	<u>\$ 19,404</u>
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9. Economic Dependence

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

Contact Brant for Children's and Developmental Services

Notes to Financial Statements

March 31, 2022

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.

11. Uncertainty Due to COVID-19

On January 30, 2020 the World Health Organization "the WHO" announced a global health emergency because of a new strain of coronavirus, the "COVID-19 outbreak". In March 2020, the WHO classified the COVID-19 outbreak as a pandemic, based on the rapid increase in exposure globally.

The situation is constantly evolving and the measures put in place are having multiple impacts on local, provincial, national and global economies. At this time, the full potential impact of COVID-19 on the organization is unknown.

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

March 31, 2022

12. Subsequent Event

Subsequent to March 31, 2022 the entity was advised that it would be the Lead Organization for the Urgent Response Service program, commencing April 1, 2022. This new program will have a significant impact on the organization's operations, with estimated additional funding of approximately \$3,777,000 for the 2022-2023 fiscal year.

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

For the year ended March 31	2022	2021
Revenue		
Ministry of Children, Community and Social Services	\$ 185,315	\$ 185,315
Other revenue	38,551	22,113
	<u>223,866</u>	<u>207,428</u>
Expenses		
Administrative expenses	18,532	18,531
Advertising and Promotion	1,981	425
Communication	2,453	514
Consulting	492	
Contracted services	2,436	1,704
Insurance	1,139	-
Miscellaneous		1,143
Professional fees	500	
Rent	7,630	3,056
Repairs and maintenance	152	442
Salaries and benefits	183,526	179,823
Staff training	1,910	553
Supplies and equipment	2,959	1,192
Travel	156	45
	<u>223,866</u>	<u>207,428</u>
Excess of revenue over expenses	<u>\$ -</u>	<u>\$ -</u>

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

For the year ended March 31	2022	2021
Revenue		
Ministry of Children, Community and Social Services	<u>\$ 692</u>	<u>\$ 692</u>
Expenses		
Salaries and benefits	<u>692</u>	<u>692</u>
Excess of revenue over expenses	<u>\$ -</u>	<u>\$ -</u>

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

For the year ended March 31	2022	2021
Revenue		
Ministry of Children, Community and Social Services	\$ 65,280	\$ 65,280
Other revenue	8,100	-
	<u>73,380</u>	<u>65,280</u>
Expenses		
Administrative expenses	6,528	
Salaries and benefits	66,852	65,280
	<u>73,380</u>	<u>65,280</u>
Excess of revenue over expenses	<u>\$ -</u>	<u>\$ -</u>

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

For the year ended March 31	2022	2021
Revenue		
Ministry of Health	\$ 14,566	\$ 14,566
Expenses		
Administrative services	1,456	1,457
Communication	502	
Contracted services	425	
Professional fees	1,500	
Rent	1,500	
Salaries and benefits	7,059	13,109
Staff training	500	
Supplies and equipment	1,624	
	<u>14,566</u>	<u>14,566</u>
Excess of revenue over expenses	<u>\$ -</u>	<u>\$ -</u>

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

For the year ended March 31	2022	2021
Revenue		
Ministry of Health	\$ 351,493	\$ 334,093
Other revenue	10,000	32,112
	<u>361,493</u>	<u>366,205</u>
Expenses		
Administrative expenses	35,149	34,409
Advertising and promotion	5,089	1,119
Bank charges	2,005	
Communication	3,862	4,148
Consulting	2,271	
Contracted services	13,963	4,536
Insurance	6,544	
Miscellaneous		7,115
Professional fees	7,874	
Rent	12,804	11,951
Repairs and maintenance	171	1,049
Salaries and benefits	254,629	286,655
Staff training	2,097	2,383
Supplies and equipment	15,004	12,640
Travel	31	200
	<u>361,493</u>	<u>366,205</u>
Excess of revenue over expenses	<u>\$ -</u>	<u>\$ -</u>

Contact Brant for Children's and Developmental Services
Schedule 6 - COVID-19
(Unaudited)

For the year ended March 31	2022	2021
<hr/>		
Revenue		
Other revenue	\$ -	\$ 84,954
	<hr/>	
Expenses		
COVID-19 expenses		84,954
	<hr/>	
Excess of revenue over expenses	\$ -	\$ -
	<hr/>	

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

For the year ended March 31	2022	2021
Revenue		
Ministry of Children, Community and Social Services	\$ 441,100	\$ 397,300
Expenses		
Administrative expenses	44,110	39,731
Advertising and promotion	3,141	1,996
Bank charges	1,874	
Communication	3,355	3,461
Consulting	1,000	
Contracted services	6,979	4,794
Covid-19 expenses		13,551
Insurance	2,265	
Miscellaneous	1,593	4,418
Professional fees	1,500	
Rent	11,306	13,931
Repairs and maintenance	46	993
Salaries and benefits	350,551	305,331
Staff training	4,267	4,072
Supplies and equipment	8,839	4,756
Travel	274	275
	441,100	397,309
Excess (deficiency) of revenue over expenses	\$ -	\$ (9)

Contact Brant for Children's and Developmental Services
Schedule 8 - Services for Children and Youth With CSN
(Unaudited)

For the year ended March 31	2022	2021
Revenue		
Ministry of Children, Community and Social Services	<u>\$ 1,200</u>	<u>\$ -</u>
Expenses		
Administrative expenses	120	
Salaries and benefits	<u>1,080</u>	
	<u>1,200</u>	<u>-</u>
Excess of revenue over expenses	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>

Contact Brant for Children's and Developmental Services
Schedule 9 - Urgent Response Services
(Unaudited)

For the year ended March 31	2022	2021
Revenue		
Ministry of Children, Community and Social Services	\$ 138,160	\$ -
Expenses		
Administrative expenses	7,893	
Advertising and promotion	5,562	
Bank charges	321	
Communication	6,720	
Consulting	23,377	
Contracted services	9,866	
Insurance	1,300	
Professional fees	1,027	
Salaries and benefits	31,538	
Staff training	1,591	
Supplies and equipment	48,953	
Travel	12	
	<u>138,160</u>	<u>-</u>
Excess of revenue over expenses	<u>\$ -</u>	<u>\$ -</u>