Financial statements of Cerebral Palsy Parent Council of Toronto – Participation House, Markham

March 31, 2020

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# **Independent Auditor's Report**

To the Members of Cerebral Palsy Parent Council of Toronto – Participation House, Markham

#### **Opinion**

We have audited the financial statements of Cerebral Palsy Parent Council of Toronto – Participation House, Markham ("Participation House"), which comprise the statement of financial position as at March 31, 2020, and the statements of operations, changes in fund balances and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies (collectively referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of Participation House as at March 31, 2020, 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 ("Canadian GAAS"). 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 Participation House 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 audit 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 Participation House'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 Participation House or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing Participation House'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 GAAS 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 GAAS, 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 Participation House'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 Participation House'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 Participation House 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

Oelsitte LLP

September 11, 2020

# Cerebral Palsy Parent Council of Toronto – Participation House, Markham Statement of operations Year ended March 31, 2020

	Minist	try of Children,			Unrestricted	Externally Restricted	Total	Total
	8	Social services (Schedule A)	Ministry of Health	Total Operating Fund	General Reserve fund	Capital Funds	2020	2019
	Notes	, ş		- 5		(Mate 0)	\$	\$
						(Note 9)		
Revenue								
Government subsidies		4,863,901	2,323,555	7,187,456	_		7,187,456	7,407,912
Residents' family benefits		694,415		694,415			694,415	698.186
Client fees		217,196		217,196	178,720		395,916	413,648
One-time funding, net of deferred capital								,-
contributions received	7	39,536	A THE RESERVE OF THE PERSON NAMED IN	39,536			39,536	28,499
Other		111,364	40,453	151,817	240,836	202	392,855	276,599
Amortization of deferred capital contributions	7	186,418	1,382	187,800	28,078		215,878	223,540
Donations and fundraising				SA	96,561		96,561	178,797
Temporary admissions	1000	3,626		3,626			3,626	5,334
		6,116,456	2,365,390	8,481,846	544,195	202	9,026,243	9,232,515
Expenses								
Salaries		3,703,639	1,601,370	5,305,009	235,992		5.541.001	5,684,676
Employee benefits		764,680	337,139	1,101,819	28,415		1,130,234	
Allocated administration costs		585,869	283,449	869,318	20,413		869,318	1,198,096 809,795
Repairs and maintenance		145,075	3,538	148,613			148,613	115,499
Utilities		128,654	15,914	144,568			144,568	154,934
Fundraising		***************************************	13,314	177,300	39.226	1 5 5 5 To 1	39,226	108,996
Food costs		155,462	E III	155,462	35,220	IN ELL	155.462	152,701
Sundry		8,636	10,853	19,489	32,693		52,182	60,398
Purchased services		93,431	2,251	95.682	14,122		109,804	119,830
Supplies		79,987	15,741	95,728	14,122		95,728	80,678
Amortization		339,344	1,382	340,726	144,952		485,678	451,152
Rent		333,344	61,127	61,127	144,932		61,127	451,152
Vehicle operation		35,432	17,397	52,829	7.030		52.829	45,612
Insurance		26,153	11,913	38,066			38,066	36,656
Mortgage interest		23,491	11,523	23,491	17 5 11 2 - 1		23,491	26,241
Recreation		5,370	A. 1889-19	5,370		S IN THE SE	5,370	3,724
Personal needs		16,388	WULLEY Z	16,388		7 1 1 1 V	16.388	14,390
Staff training		3,661	1,260	4,921	136		5,057	11,753
Staff travel		2,811	2,056	4,867	130	THE REPORT OF	4,867	5,422
		6,118,083	2,365,390	8,483,473	495,536		8,979,009	9,125,107
Excess (deficiency) of revenue over expenses	_	(1,627)	-	(1,627)	48,659	202	47,234	107,408

The accompanying notes are an integral part of the financial statements,  $\ensuremath{\epsilon}$ 

# Cerebral Palsy Parent Council of Toronto – Participation House, Markham Statement of changes in fund balances

Year ended March 31, 2020

Operating Fund \$	General Reserve Fund \$	Externally Restricted Capital Funds \$	2020 \$	2019 \$
		(Note 9)		
-	2,058,868	228,118	2,286,986	2,179,578
(1,627)	48,659	202	47,234	107,408
1,627	(4,503)	2,876		-
F1.757 367(W.	2,103,024	231,196	2,334,220	2,286,986

Balances, beginning of year
Excess (deficiency) of revenue
over expenses
Interfund transfers
Balances, end of year

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

# Cerebral Palsy Parent Council of Toronto – Participation House, Markham Statement of financial position

As at March 31, 2020

	Notes	2020 \$	2019 \$
Assets			
Current assets			
Cash		401,571	892,867
Term deposit	3	636,440	626,098
Receivables		431,780	143,079
Prepaid expenses		150,273	12,195
		1,620,064	1,674,239
Capital assets	4	4,201,743	4,238,595
	1	5,821,807	5,912,834
Liabilities Current liabilities			
Accounts payable and accrued liabilities	5	345,256	477,597
Deferred revenue	6	249,883	164,875
Current portion of mortgages payable	8	189,469	49,895
		784,608	692,367
Mortgages payable	8	426,691	647,019
Deferred capital contributions	7	2,276,288	2,286,462
		3,487,587	3,625,848
Commitments and contingencies	10 and 11		
Net assets Unrestricted Operating Fund			
General Reserve Fund		2,103,024	2,058,868
Externally restricted – Capital Funds	9	231,196	228,118
Capital Fallas	´ •	2,334,220	2,286,986
	1	5,821,807	5,912,834

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

Approved by the Board

, Directo

# Cerebral Palsy Parent Council of Toronto – Participation House, Markham Statement of cash flows

Year ended March 31, 2020

	<b>2020</b> Notes <b>\$</b>	2019 \$
Operating activities		
Excess (deficiency) of revenue over expenses	47,234	107,408
Amortization of capital assets	485,678	451,152
Amortization of deferred capital contributions Changes in non-cash operating working capital	(215,878)	(223,540)
Receivables	(288,701)	46,077
Prepaid expenses	(138,078)	20,489
Accounts payable and accrued liabilities	(132,341)	(292,524)
Deferred revenue	85,008	(4,952)
	(157,078)	104,110
Financing activity		
Repayment of mortgages payable	(80,754)	(78,004)
Investing activities		
Purchase of capital assets	(448,826)	(389,439)
Receipt of capital contributions	7 <b>205,704</b>	140,500
Increase in term deposit	(10,342)	(9,811)
	(253,464)	(258,750)
Net decrease in cash	(491,296)	(232,644)
Cash, beginning of year	892,867	1,125,511
Cash, end of year	401,571	892,867

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

# Cerebral Palsy Parent Council of Toronto – Participation House, Markham Notes to the financial statements

March 31, 2020

### 1. Nature of operations

Cerebral Palsy Parent Council of Toronto – Participation House, Markham ("Participation House" or the "Agency") is a project of the Cerebral Palsy Parent Council of Toronto, providing home, recreation and involvement for multiple disabled adults. Cerebral Palsy Parent Council of Toronto is classified as a registered charity under Section 149.1 of the Income Tax Act (Canada) (the "Act"). Accordingly, it is exempt from taxation and will continue to be exempt as long as it continues to comply with certain requirements of the Act.

# 2. Summary of significant accounting policies

#### Basis of presentation

The financial statements of Participation House are the representations of management and have been prepared in accordance with Canadian accounting standards for not-for-profit organizations as set out in Part III of the CPA Handbook ("ASNPO"). The significant accounting policies adopted by Participation house are as follows:

#### Fund accounting

Revenue and expenses related to the provision of home, recreation and involvement for clients funded by the Ontario Ministry of Children, Community and Social Services ("MCCSS") and the Ontario Ministry of Health ("MOH") are reported in the Operating Fund.

Revenue and expenses related to activities not funded by MCCSS or MOH are reported in the General Reserve Fund.

Revenue and expenses related to certain capital activities are reported in the Externally Restricted Capital Funds (Note 10).

### Revenue recognition

Participation House follows the restricted fund method of accounting for contributions, whereby contributions are recognized as revenue of the appropriate Fund when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Deferred revenue amounts are restricted gifts that relate to activities recorded in general operations and, accordingly, are deferred and recognized as revenue of the Agency's General Reserve Fund in the year in which the related expenses are incurred.

Restricted contributions for the purchase of capital assets are recorded as deferred capital contributions. The amortization of deferred capital contributions is recorded as revenue in the Statement of operations on the same basis and over the same period as the amortization of the related capital assets.

Net investment income that is not externally restricted is recognized as it is earned in the Statement of operations in the General Reserve Fund. Other externally restricted net investment income is recognized in the Statement of operations of the appropriate Fund.

#### Financial instruments

Financial assets and financial liabilities are initially recognized at fair value when Participation House becomes a party to the contractual provisions of the financial instrument. Subsequently, all financial instruments are measured at amortized cost, except for cash and term deposit.

# 2. Summary of significant accounting policies (continued)

Financial instruments (continued)

Asset/liability

Participation House's financial instruments and their respective measurement base are as follows:

Measurement

Cash	Fair value
Receivables	Amortized cost
Term deposit	Fair value
Accounts payable and accrued liabilities	Amortized cost
Mortgages payable	Amortized cost

Financial assets measured at amortized cost are assessed at each reporting date for indications of impairment. If such impairment exists, the asset is written down and the resulting impairment loss is recognized in the Statement of operations.

#### Capital assets

Purchased capital assets are recorded at cost and Contributed capital assets are recorded at fair value at the date of contribution.

Amortization is provided over the estimated useful lives of the assets on the straight-line basis, as follows:

Buildings 5–40 years
Parking lots 15 years

Leasehold improvements Over the term of the lease

Furnishings 10 years Vehicles 5 years Equipment (including computers and software) 3 years

Participation House reviews the carrying amounts of its capital assets regularly. If the capital assets no longer have any long-term service potential to Participation House, the excess of the net carrying amount over any residual value is recognized as an expense in the Statement of operations.

#### Contributed materials and services

Contributed materials and services are recognized at their fair value in the financial statements when the amount can be reasonably estimated and when the materials and services are used in the normal course of the Agency's operations and would otherwise have been purchased.

Many volunteers are involved in assisting the Agency in carrying out its service delivery activities. Because of the difficulty of determining their hours involved and their fair value, contributed services are not recognized in the financial statements.

# 2. Summary of significant accounting policies (continued)

#### Allocation of expenses

Participation House has several locations which provide care for disabled adults. The costs of each location include the costs of personnel, premises and other expenses that are directly related to the location. Participation House also incurs a number of general support expenses that are common to the administration of the Agency and each of its locations.

All centralized organizational support expenses are allocated among the various locations through an appropriate basis of allocation that is applied consistently each year. The allocated expenses include audit fees paid for external audit services; legal fees on general matters; administrative staff salaries and benefits, and miscellaneous office supplies. These expenses are allocated based on the proportionate percentage of the operating subsidies received per location in the prior year.

#### 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 and the disclosure of contingencies at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates. Accounts requiring some degree estimation and assumptions include receivables, accounts payable and accrued liabilities, deferred revenue, capital assets and deferred capital contributions (the useful lives of assets).

### 3. Term deposit

The term deposit in the principal amount of 636,440 (626,098 as at March 31, 2019) bears interest at 1.95% (1.75% in 2019) per annum and matures on May 27, 2020 (June 3, 2019 in 2019).

#### 4. Capital assets

Capital assets consist of the following:

	Cost \$	Accumulated amortization \$	2020 Net book value \$	2019 Net book value \$
Land	323,845		323,845	323,845
Parking lots	444,864	245,526	199,338	228,995
Buildings	5,039,872	1,965,330	3,074,542	3,232,305
Furnishings	191,750	86,893	104,857	117,640
Vehicles	447,303	210,094	237,209	40,266
Equipment	785,994	524,042	261,952	295,544
	7,233,628	3,031,885	4,201,743	4,238,595

## 5. Accounts payable and accrued liabilities

Included in accounts payable and accrued liabilities are government remittances payable of \$36,336 as at March 31, 2020 (\$97,867 as at March 31, 2019).

### 6. Deferred revenue

Balance, beginning of year
Amounts received during the year
Amounts recognized as revenue
Balance, end of year

2020	2019
Mery Etiturity \$	\$_
ATEMIES SOCIOTIVI I	
164,875	169,827
194,701	101,595
(109,693)	(106,547)
249,883	164,875

# 7. Deferred capital contributions

Deferred capital contributions represent the unamortized amount of contributions received for the purchase of capital assets.

	2020 \$	2019 \$\$
Balance, beginning of year	2,286,462	2,369,502
Add: Contributions received	205,704	140,500
Less amortization	(215,878)	(223,540)
Balance, end of year	2,276,288	2,286,462

During the year ended March 31, 2020, Participation House received contributions of \$205,704 (\$140,500 in 2019) from MCCSS for the purchase of capital assets, all of which was spent on eligible capital projects.

#### 8. Mortgages payable

Mortgage payable, bears interest at 4.065%, is repayable in blended monthly instalments of \$4,375, and is secured by the Farintosh Group Home. This mortgage matures on February 25, 2034.  Mortgage payable, bears interest at 1.716%, is repayable in blended monthly instalments of \$1,748, and is secured by the Frances DiCarlo House (formerly Henderson House).

2020	2019
	\$
460,919	523,516
155,241	173,398
616,160	696,914
(189,469)	(49,895)
426,691	647,019

Current portion Long-term portion

# 8. Mortgages payable (continued)

Minimum principal repayments under the existing terms to the maturity dates for each of the following fiscal year are as follows:

	<u> </u>
2021	189,469
2022	35,699
2023	37,177
2024	38,717
2025	315,098
	616,160

Both mortgages are funded by the MCCSS.

# 9. Externally restricted capital funds

	Capital Campaign Fund \$	Henderson Capital Accumulated Reserve Fund \$	2020 Total \$	2019 Total \$
	204,372	23,746	228,118	233,577
- 1		202	202	178
and ]		2,876	2,876	(5,637)
1	204,372	26,824	231,196	228,118

Balance, beginning of year
Interest income
Transfer from General Reserve Fund
Balance, end of year

The Capital Campaign Fund was established in fiscal 2007 for the purpose of accumulating donations to assist in financing the costs of the Farintosh Group Home. Construction of the Farintosh Group Home was completed in July 2008, and all subsequent donations received are restricted for future replacement or construction costs.

The Henderson Capital Replacement Reserve Fund reports only restricted resources that are to be used for capital expenditures of the Henderson Group Home based on guidelines provided by the MCCSS. The funds must be placed in a segregated account.

#### 10. Commitments

Participation House has entered into operating lease agreements to lease certain equipment. Minimum lease payments for these items in aggregate and for each of the following fiscal years are as follows:

	\$\$
2021	9,091
2022	5 <b>,3</b> 82
2023	3,140
	17,613

### 11. Contingencies

The Agency has guaranteed employee credit cards for certain of its employees up to \$36,000 (\$40,000 in 2019).

## 12. Employee future benefits

Participation House offers a retirement savings plan to its non-union employees. As part of the collective agreement, all full-time and part-time union employees who had passed the probationary period are covered under the Multi Sector Pension Plan ("MSPP"). This Pension Plan is a defined benefit plan and has a two year vesting period. According to the agreement with MSPP, Participation House has no obligation to provide benefits established by MSPP beyond the obligation to make contributions pursuant to the Collective Agreement.

Participation House matches the employee contributions up to a maximum of 5.25% of the wages. The total contributions made by Participation House during the year were \$273,808 (\$297,314 in 2019).

#### 13. Residents' trust funds

Participation House holds funds in trust for residents. The funds do not belong to Participation House, and accordingly are not included on the Statement of financial position. The Residents' Trust Funds amounted to \$419,243 as at March 31, 2020 (\$356,912 as at March 31, 2019).

#### 14. Financial instrument risks

The Agency's main financial instrument risk exposure is detailed as follows.

#### Liquidity risk

The Agency's liquidity risk represents the risk that the Agency could encounter difficulty in meeting obligations associated with financial liabilities. The Agency is, therefore, exposed to liquidity risk with respect to its accounts payable and accrued liabilities and mortgages payable.

### Interest rate risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Agency is exposed to interest rate risk with respect to term deposit and its mortgages payable.

# **Cerebral Palsy Parent Council of Toronto – Participation House, Markham Notes to the financial statements**

March 31, 2020

### 15. Uncertainties related to COVID-19

On March 11, 2020, the World Health Organization characterized the outbreak of a strain of the novel coronavirus ("COVID-19") as a pandemic which has resulted in a series of public health and emergency measures that have been put in place to combat the spread of the virus.

Although the duration and impact of COVID-19 is unknown at this time, and it is not possible to reliably estimate the impact that the length and severity of these developments will have on the financial results of Participation House in future periods, Participation House does not believe there is a significant impact on the valuation of the assets.

# Cerebral Palsy Parent Council of Toronto – Participation House, Markham Schedule A – MCCSS – Ministry of Children, Community and Social Services Fund Projects Year ended March 31, 2020

	Detail code 8847 Group Living Residents \$	Detail code 9112 Supported Independent Living (Cliffwood) \$	Detail code 9131 Community Participation Services and Support \$	Detali code 8915 Partnership Facility Renewal - Capital \$	Detail code 8849 Dedicated Supportive Housing	Detail code 9130 Caregiver Respite Services & Supports \$	2020 Total	2019 Total
Revenue								
Government subsidies	4,425,913	98,406	283,443		45,139	11,000	4,863,901	5,084,357
Residents' family benefits	694,415	_					694,415	698,186
Client fees	10,185		205,811		-	1,200	217,196	228,719
One-time funding, net of deferred capital	10,100		355,555			TOTAL PROPERTY.		
contributions received	37.852			1,684			39,536	_
Other	100,236	29	63		11,016		111,364	47,261
Amortization of deferred capital contributions	186,418	- XI			-	_	186,418	169,014
Temporary admissions	3,626		_			-	3,626	5,334
	5,458,645	98,435	489,337	1,684	56,155	12,200	6,116,456	6,232,871
Expenditures								
Salaries	3,267,379	72,102	347,524		8,000	8,634	3,703,639	3,723,083
Employee benefits	684,635	4,016	74,572		-	1,457	764,680	778,765
Allocated administration costs	541,264	11,475	33,130	State of the same of	-		585,869	569,499
Repairs and Maintenance	127,457	E U ENVIN			17,618		145,075	109,160
Utilities	120,670	255	-		7,729	TO BE X IN THE	128,654	140,301
Food costs	155,462			- N N N -	_ ·		155,462	152,701
Sundry	2,536		6,100		0 0 00 -0		8,636	9,616
Purchased services	89,878	_	-	-	3,553	V PLY -	93,431	103,255
Supplies	71,219	130	6,804	Service Control of the Control of th		1,834	79,987	67,939
Depreciation	321,187	_	-	1,0 ,00 LH 100 H1	18,157	A LONG	339,344	349,144
Vehicle operation	34,724	708	7/ _ I I I I I I =				35,432	31,385
Insurance	20,259	484	1,410		4,000		26,153	25,864
Mortgage interest	20,668	- N	-		2,823	- A	23,491	26,241
Recreation	5,370		_			SCHOOL -	5,370	3,724
Personal needs	16,388		-	Covers suite +			16,388	14,390
Staff training	2,995		666			-	3,661	4,372
Staff travel	2,710		101	-	V-10		2,811	2,371
	5,484,801	89,170	470,307	-	61,880	11,925	6,118,083	6,111,810
Excess (deficiency) of revenue over expenditures	(26,156	9,265	19,030	1,684	(5,725)	275	(1,627)	121,061

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