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

March 31, 2023

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Independent Auditor's Report

To the Board of Directors 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, 2023, 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, 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 ("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.

Deloitte LLP

Chartered Professional Accountants Licensed Public Accountants May 24, 2023

Statement of operations

Year ended March 31, 2023

Notes	Ministry of Children, Community and Social Services (Schedule A) \$	Ministry of Health \$	Total Operating Fund \$	Unrestricted General Reserve Fund \$	Externally Restricted Capital Funds \$ (Note 9)	Total 2023 \$	Total 2022 \$
Revenue							
Government subsidies	4,928,496	2,419,066	7,347,562	_	_	7,347,562	7,344,930
Residents' family benefits	661,673	_,	661,673	_	_	661,673	625,776
Client fees	206,587	_	206,587	82,545	_	289,132	318,462
One-time funding, net of deferred	,					, -	, -
capital contributions received	2,036,596	281,411	2,318,007	_	_	2,318,007	2,720,938
Other	49,775	173,079	222,854	93,701	_	316,555	238,888
Amortization of deferred capital							
contributions 7	238,665	476	239,141	25,638	-	264,779	247,670
Donations and fundraising	250	_	250	63,921	-	64,171	151,555
Gain on sale of capital asset	_	-	_	_	_	_	8,000
	8,122,042	2,874,032	10,996,074	265,805	-	11,261,879	11,656,219
Expenses				/			
Salaries	5,028,318	2,142,760	7,171,078	55,704	-	7,226,782	7,052,360
Employee benefits	809,750	303,032	1,112,782	7,495	-	1,120,277	1,154,864
Allocated administration costs	677,037	259,417	936,454	_	-	936,454	933,409
Repairs and maintenance	256,297	15,965	272,262	113	-	272,375	249,692
Utilities	169,775	18,859	188,634	272	-	188,906	172,012
Fundraising	-	288	200.165	_ 103	-	200,268	7,600
Food costs Sundry	199,877		200,165		-		191,163
	12,269	13,305 707	25,574	23,244 89	-	48,818	40,380 122,744
Purchased services	25,965	8,156	26,672 60,948		_	26,761 62,677	122,744
Supplies Amortization	52,792 309,924	476	310,400	1,729 184,129	-	494,529	460,485
Rent	309,924	68,466	68,466	104,129	_	68,466	62,155
Vehicle operation	20,735	08,400	20,735			20,735	23,178
Insurance	51,286	12,630	63,916	_	_	63,916	64,823
Mortgage interest	16,843	-	16,843	_	_	16,843	17,197
Recreation	10,045	_	10,045	8,263	_	8,263	5,910
Personal needs	8,418	29	8,447		_	8,447	6,151
Staff training	10,222	8,215	18,437	_	_	18,437	1,453
Staff travel	4,325	765	5,090	_	_	5,090	3,722
One-time funding expenses	468,209	20,962	489,171	_	_	489,171	727,144
	8,122,042	2,874,032	10,996,074	281,141	_	11,277,215	11,424,326
(Deficiency) excess of revenue over expenses				(15,336)	_	(15,336)	231,893

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

Statement of changes in fund balances Year ended March 31, 2023

	Operating Fund \$	General Reserve Fund \$	Externally Restricted Capital Funds \$	2023 \$	2022 \$
			(Note 9)		
Balance, beginning					
of year	-	2,583,570	237,293	2,820,863	2,588,970
(Deficiency) excess of		(15.226)		(15.226)	221 002
revenueover expenses	_	(15,336)		(15,336)	231,893
Interfund transfers		(3,214)	3,214	_	
Balance, end of year	—	2,565,020	240,507	2,805,527	2,820,863

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

Statement of financial position

As at March 31, 2023

		2023	2022
	Notes	\$	 \$
Assets	Notes	¥	ΨΨ
Current assets			
Cash		527,477	1,089,254
Investments	3	1,875,205	642,542
Receivables		138,631	629,759
Prepaid expenses		1,426	13,728
		2,542,739	2,375,283
Capital assets	4	3,084,121	3,458,392
		5,626,860	5,833,675
Liabilities Current liabilities Accounts payable and accrued liabilities Deferred revenue Current portion of mortgages payable Mortgages payable Deferred capital contributions	5 6 8 8 7	508,088 78,625 42,792 629,505 333,238 1,858,590 2,821,333	532,959 61,258 <u>39,916</u> 634,133 407,373 <u>1,971,306</u> <u>3,012,812</u>
Commitments and contingencies	10 and 11		
Net assets Unrestricted Operating Fund General Reserve Fund Externally restricted – Capital Funds	9	 2,565,020 240,507	 2,583,570 237,293
	5	2,805,527	2,820,863
	-	5,626,860	5,833,675
	-		2,222,273

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

Approved by the Board

Director Director

Statement of cash flows Year ended March 31, 2023

	Notes	2023 \$	2022 \$
Operating activities			
(Deficiency) excess of revenue over expenses		(15,336)	231,893
Amortization of capital assets		494,529	460,485
Amortization of deferred capital contributions		(264,779)	(247,670)
Gain on sale of capital assets		—	(8,000)
Changes in non-cash operating working capital			
Receivables		491,128	274,058
Prepaid expenses		12,302	154,571
Accounts payable and accrued liabilities		(24,871)	260
Deferred revenue		17,367	(182,820)
		710,340	682,777
Financing activity			
Repayment of mortgages payable		(71,259)	(85,428)
Investing activities			
Purchase of capital assets		(120,258)	(123,096)
Proceeds on sale of capital assets		-	8,000
Receipt of capital contributions	7	152,063	71,416
Purchase of investments, net	3	(1,232,663)	(642,542)
		(1,200,858)	(686,222)
Net decrease in cash		(561,777)	(88,873)
Cash, beginning of year		1,089,254	1,178,127
Cash, end of year		527,477	1,089,254

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

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

Revenues 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.

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

Revenues and expenses related to certain capital activities are reported in the Externally Restricted Capital Funds (Note 9).

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 investments.

2. Summary of significant accounting policies (continued)

Financial instruments (continued)

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

Asset/liability	Measurement
Cash	Fair value
Receivables	Amortized cost
Investments	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, when the amount can be reasonably estimated and the capital assets are used in the normal course of the agency's operations and would otherwise have been purchased.

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
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 various activities. Because of the difficulty of determining their hours involved and their fair value, contributed services are not recognized in the financial statements.

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.

2. Summary of significant accounting policies (continued)

Allocation of expenses (continued)

All centralized organizational support expenses are allocated among the various locations. 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 allocation of expenses, receivables, accrued liabilities, deferred revenue, capital assets and deferred capital contributions (the useful lives of assets).

3. Investments

As at March 31, 2023, Participation House held interest bearing term deposits in the aggregate principal amount of \$1,849,061 bearing interest ranging from 3.80% to 4.35% per annum and maturing between May and October 2023. The fair market value as at March 31, 2023 is \$1,875,205. Participation House held term deposit with a fair market value of \$642,590 as at March 31, 2022. This term deposit matured on April 26, 2022.

4. Capital assets

Capital assets consist of the following:

	Cost \$	Accumulated amortization \$	2023 Net book value \$	2022 Net book value \$
Land Parking Lots Buildings Furnishings Vehicles Equipment	323,845 444,864 5,164,829 237,873 357,070 956,816		323,845 110,365 2,265,980 103,992 84,162 195,777	323,845 140,022 2,504,668 119,349 128,153 242,355
	7,485,297	4,401,176	3,084,121	3,458,392

5. Accounts payable and accrued liabilities

Included in accounts payable and accrued liabilities are government remittances payable of \$11,898 as at March 31, 2023 (\$43,976 as at March 31, 2022).

6. Deferred revenue

	2023 \$	2022 \$
Balance, beginning of year	61,258	244,078
Amounts received during the year	71,132	50,000
Amounts recognized as revenue	(53,765)	(232,820)
Balance, end of year	78,625	61,258

7. Deferred capital contributions

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

	2023	2022
	\$	\$
Balance, beginning of year	1,971,306	2,147,560
Add: Contributions received	152,063	71,416
Less: Amortization	(264,779)	(247,670)
Balance, end of year	1,858,590	1,971,306

During the year ended March 31, 2023, Participation House received contributions of \$152,063 (\$71,416 in 2022) from MCCSS for the purchase of capital assets, \$52,600 of which was not spent at year end (\$nil was unspent at March 31, 2022).

8. Mortgages payable

	2023 \$	2022 \$
 Mortgage payable, bears interest at 5% (4.949% in 2022), is repayable in blended monthly instalments of \$3,055, and secured by the Farintosh Group Home. This mortgage matures on February 25, 2034 and the 5% fixed rate expires on February 25, 2027. Mortgage payable, bear interest at 1.299%, is repayable in blended monthly instalments of \$1,723, and is secured by the Frances DiCarlo (formerly Henderson House). This mortgage 	277,577	329,568
matures on February 1, 2026.	98,453	117,721
	376,030	447,289
Current portion	(42,792)	(39,916)
Long-term portion	333,238	407,373

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:

	\$
2024	42 702
2024	42,792
2025	44,272
2026	84,910
2027	27,069
2028	176,987
	376,030

The aforenoted mortgages are funded by the MCCSS.

9. Externally restricted capital funds

	Capital Campaign Fund \$	Henderson Capital Replacement Reserve Fund \$	2023 Total \$	2022 Total \$
Balance, beginning of year Interest income	204,372 —	32,921 —	237,293 —	234,078
Transfer from General Reserve Fund Balance, end of year		3,214 36,135	3,214 240,507	<u>3,215</u> 237,293

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 and office leases. Minimum lease payments for these items in aggregate and for each of the following fiscal years are as follows:

	\$
2024	77,756
2025	29,434
2026	4,697
	111,887

11. Contingencies

The Agency has guaranteed employee credit cards for certain of its employees in aggregate, up to \$56,500 (\$60,000 in 2022).

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 4.25% for union employees and 5.25% for non-union employees (5.25% in 2022) of the wages. The total contributions made by Participation House during the year were \$ 228,176 (\$219,513 in 2022), of which \$160,276 made for union employees and \$67,900 for non-union employees (\$155,435 made for union employees and \$64,078 for non-union employees in 2022).

13. Residents' trust funds

Participation Households 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 \$715,663 as at March 31, 2022 (\$617,116 as at March 31, 2022).

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 its mortgages payable and the investments held in interest bearing term deposits.

Schedule A – MCCSS – Ministry of Children, Community and Social Services Funded Projects Year ended March 31, 2023

	Group	Community Participation	Dedicated		
	Living	Services	Supportive	2023	2022
	Residents	and Support	Housing	Total	Total
	\$	\$	\$	\$	\$
Barran					
Revenue Government subsidies	1 500 076	204 442	45,177	4,928,496	4,973,297
Residents' family benefits	4,588,876 650,657	294,443	11,016	4,928,498	625,776
Client fees	050,057	206,587	11,010	206,587	197,141
One-time funding, net of deferred capital contributions received	2,036,596	200,587	_	2,036,596	2,461,465
Other	46,145	3,630	_	49,775	7,160
Amortization of deferred capital contributions	238,665	5,050	_	238,665	234,363
Donations and fundraising	250	_	_	250	203
	7,561,189	504,660	56,193	8,122,042	8,499,405
Expenditures					
Salaries	4,636,115	384,203	8,000	5,028,318	5,088,151
Employee benefits	739,781	69,969	_	809,750	836,482
Allocated administration costs	632,012	37,976	7,049	677,037	634,182
Repairs and Maintenance	245,557	1,225	9,515	256,297	210,256
Utilities	161,493	_	8,282	169,775	157,571
Food costs	199,053	824	-	199,877	189,769
Sundry	12,175	94	_	12,269	11,965
Purchased services	19,000	6,965	—	25,965	122,745
Supplies	51,502	1,290	-	52,792	109,400
Amortization	290,655		19,269	309,924	319,791
Vehicle operation Insurance	19,954	781	2 667	20,735	23,157
Mortgage interest	48,619 15,432	_	2,667 1,411	51,286 16,843	50,870 17,197
Recreation	15,452		1,411	10,045	750
Personal needs	8,316	102		8,418	6,151
Staff training	10,222	102	_	10,222	1,400
Staff travel	4,258	67	_	4,325	2,895
One-time funding expenses	467,045	1,164	_	468,209	716,673
	7,561,189	504,660	56,193	8,122,042	8,499,405
Excess (deficiency) of revenue over expenditures	_		_	_	