



**UNITED WAY  
of Bruce Grey**

**Financial Statements**

**December 31, 2018**



**UNITED WAY OF BRUCE GREY**  
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**DECEMBER 31, 2018**

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## INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of **United Way of Bruce Grey**:

### **Qualified Opinion**

We have audited the financial statements of **United Way of Bruce Grey** (the Organization), which comprise the statement of financial position as at December 31, 2018 and the statement of operations and changes in fund balances and cash flow statement for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion section of our report, the accompanying financial statements present fairly, in all material respects, the financial position of the Organization as at December 31, 2018, and 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 Qualified Opinion**

**United Way of Bruce Grey** derives revenue from charitable donations and fundraising activities, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, our verification of these revenues was limited to the amounts recorded in the records of the Organization. Consequently, we were unable to determine whether any adjustments were necessary to revenues, excess of revenues over expenditures, and cash flows for the years ended December 31, 2018 and December 31, 2017 and assets and fund balances as at December 31, 2018 and December 31, 2017. Our audit opinion for both years was modified accordingly because of the possible effect of this scope limitation.

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 Organization in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified 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 Organization's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Organization's financial reporting process.



## INDEPENDENT AUDITOR'S REPORT CONTINUED

### 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 Organization's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Organization's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Organization to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

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

**BAKER TILLY SGB LLP**  
**LICENSED PUBLIC ACCOUNTANTS**

Owen Sound, Ontario

March 4, 2019

AUDIT • TAX • ADVISORY

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**UNITED WAY OF BRUCE GREY  
STATEMENT OF FINANCIAL POSITION  
AS AT DECEMBER 31**

	Operating Fund \$	Endowment Fund \$	SAFE Fund \$	2018 \$	2017 \$
<b>ASSETS</b>					
<b>CURRENT:</b>					
Cash	405,027	-	50,686	<b>455,713</b>	453,462
Accounts Receivable	89,312	-	-	<b>89,312</b>	30,381
HST Receivable	7,650	-	-	<b>7,650</b>	6,012
Due From (To) Funds	5,568	-	(5,568)	-	-
Investments (Note 3)	-	9,790	-	<b>9,790</b>	9,928
Inventory	14,008	-	-	<b>14,008</b>	14,526
Prepaid Expenses	500	-	-	<b>500</b>	659
	<u>522,065</u>	<u>9,790</u>	<u>45,118</u>	<b><u>576,973</u></b>	<u>514,968</u>
<b>LIABILITIES AND FUND BALANCES</b>					
<b>CURRENT:</b>					
Accounts Payable and Accrued Liabilities	24,912	-	-	<b>24,912</b>	17,316
Government Remittance Payable	8,592	-	-	<b>8,592</b>	4,776
Deferred Revenue (Note 4)	305,776	-	45,118	<b>350,894</b>	339,246
	<u>339,280</u>	<u>-</u>	<u>45,118</u>	<b><u>384,398</u></b>	<u>361,338</u>
<b>FUND BALANCES</b>	<u>182,785</u>	<u>9,790</u>	<u>-</u>	<b><u>192,575</u></b>	<u>153,630</u>
	<u>522,065</u>	<u>9,790</u>	<u>45,118</u>	<b><u>576,973</u></b>	<u>514,968</u>

**ON BEHALF OF THE BOARD**

\_\_\_\_\_ Director

\_\_\_\_\_ Director

(See Accompanying Notes to Financial Statements)

**UNITED WAY OF BRUCE GREY**  
**STATEMENT OF OPERATIONS AND CHANGES IN FUND BALANCES**  
**FOR THE YEAR ENDED DECEMBER 31**

	Operating Fund \$	Endowment Fund \$	SAFE Fund \$	2018 \$	2017 \$
<b>REVENUE:</b>					
Campaign	417,685	-	-	<b>417,685</b>	378,682
Grants and Other Contributions (Schedule 1)	722,254	-	6,130	<b>728,384</b>	687,917
Funds Transferred From Other United Ways	116,609	-	-	<b>116,609</b>	76,377
Rental Revenue	15,945	-	-	<b>15,945</b>	17,203
Investment Income	2,422	391	198	<b>3,011</b>	1,004
<b>Total Revenue</b>	<b>1,274,915</b>	<b>391</b>	<b>6,328</b>	<b>1,281,634</b>	<b>1,161,183</b>
<b>Fundraising Expenditures</b> (Schedule 2)	<b>118,649</b>	<b>-</b>	<b>-</b>	<b>118,649</b>	<b>97,233</b>
<b>Net Revenue Available for Community Impact</b>	<b>1,156,266</b>	<b>391</b>	<b>6,328</b>	<b>1,162,985</b>	<b>1,063,950</b>
<b>Community Impact Expenditures</b> (Schedule 2)	<b>1,117,712</b>	<b>-</b>	<b>6,328</b>	<b>1,124,040</b>	<b>1,021,402</b>
<b>EXCESS OF REVENUE OVER EXPENDITURES</b>	<b>38,554</b>	<b>391</b>	<b>-</b>	<b>38,945</b>	<b>42,548</b>
<b>INTERFUND TRANSFERS</b> (Note 6)	<b>530</b>	<b>(530)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>FUND BALANCES AT BEGINNING OF YEAR</b>	<b>143,701</b>	<b>9,929</b>	<b>-</b>	<b>153,630</b>	<b>111,082</b>
<b>FUND BALANCES AT END OF YEAR</b>	<b>182,785</b>	<b>9,790</b>	<b>-</b>	<b>192,575</b>	<b>153,630</b>

(See Accompanying Notes to Financial Statements)



**UNITED WAY OF BRUCE GREY**  
**STATEMENT OF CASH FLOW**  
**FOR THE YEAR ENDED DECEMBER 31**

	2018	2017
	\$	\$
<b>CASH FROM OPERATING ACTIVITIES:</b>		
Excess of Revenue over Expenditures	38,945	42,548
Changes in Non-cash Working Capital Balances		
Accounts Receivable	(58,931)	19,436
HST Receivable	(1,639)	(1,105)
Inventory	518	(72)
Prepaid Expenses	159	(305)
Accounts Payable and Accrued Liabilities	7,596	(6,756)
Government Remittance Payable	3,816	93
Deferred Revenue	11,648	176,955
Net Cash Generated Through Operating Activities	2,112	230,794
<b>FINANCING AND INVESTING ACTIVITIES:</b>		
Decrease in Investments	139	10,631
<b>INCREASE IN CASH DURING YEAR</b>	2,251	241,425
<b>CASH AT BEGINNING OF YEAR</b>	453,462	212,037
<b>CASH AT END OF YEAR</b>	455,713	453,462

(See Accompanying Notes to Financial Statements)

**UNITED WAY OF BRUCE GREY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**AS AT DECEMBER 31, 2018**

**PURPOSE OF THE ORGANIZATION**

The United Way of Bruce Grey is a non-profit, non-partisan, volunteer driven Organization that engages in an effort to mobilize resources to support a broad range of non-profit human care services. It exists to improve the quality of life of all people in the Counties of Bruce and Grey by raising and investing money in services and programs that help meet human needs in our communities.

The United Way operates according to the highest standards of conduct consistent with its commitment to volunteerism, integrity, accountability, accessibility, being apolitical and having respect for donors, service providers, and the users of services.

The United Way is a charitable Organization registered under the Income Tax Act of Canada and, as such, is exempt from income taxes.

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations. The significant accounting policies applied in accordance with these standards are as follows:

**(A) Fund Accounting**

The purpose of the Operating Fund is to conduct annual fundraising campaigns to raise funds for distribution to other charitable organizations and the community and to cover fundraising, program, and building expenditures. The rental revenue from the Centre and the corresponding expenses are recorded in the Operating Fund.

The purpose of the Endowment Fund, established in 2007 through an investment with the Community Foundation of Grey Bruce, is to provide funding for future initiatives. These may include, but are not limited to, the following purposes; bequest/endowment funds, United Way Capital fund, new initiatives, grants, agencies' capital campaigns, and guaranteed sustaining allocations when the annual campaign is lower than previous performances. Should the United Way cease to exist, the income from the Endowment Fund would be disbursed by the Foundation's Board of Directors to charities in the community working for the betterment of the communities in a manner consistent with the historic role of the United Way.

The purpose of the SAFE (Supportive Assistance for Emergencies) Fund is to support and maintain persons displaced or left homeless in Bruce and Grey counties as a result of a natural or man-made disaster where the losses of such persons are not wholly or partially covered by insurance. United Way of Bruce Grey uses the fund name "SAFE" in reference to the Court Order named fund Disaster Relief Fund.

**(B) Property and Equipment**

Purchased property and equipment are recorded at cost. Contributed property and equipment are recorded at fair market value at the date of the contribution. Amortization is provided on a straight-line basis over the assets' estimated useful lives. All equipment has been fully amortized.

**(C) Cash and Cash Equivalents**

Cash and cash equivalents consist of cash on hand and cash deposited in Canadian bank accounts.

**UNITED WAY OF BRUCE GREY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**AS AT DECEMBER 31, 2018**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(D) 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 amount of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from management's best estimates as additional information becomes available in the future.

**(E) Revenue Recognition**

United Way of Bruce Grey follows the deferral method of accounting for contributions.

The Organization holds several fundraising campaigns annually, including a fall workplace campaign and various special events. Campaign revenue, proceeds from special events and one-time donations generated during any one year are recognized as revenue when received. Fundraising and program expenditures are expensed as incurred.

All campaign revenue, proceeds from special events and one-time donations are considered available for unrestricted use with the exception of donor designations.

Donor designations represent donations made by individuals and corporations which are designed to be distributed to other United Ways, Member Agencies of the United Way and/or other charitable organizations. Donor designations are paid to the designated agencies annually. Donor designated donations which have been collected in the current year but have not yet been paid to designated agencies are reported as accrued donor designations.

Donations and grants restricted for a specific purpose by the contributor are reported as deferred revenue and are recognized as income in the same period that the eligible expenditure is incurred.

Investment income, rental income, endowment fund income, and other income is recognized on the accrual basis as it is earned. Investment income earned is retained in the fund to which the investments are held.

**(F) Financial Instruments**

The Organization initially measures its financial assets and financial liabilities at fair value and subsequently measures all its financial assets and liabilities at amortized cost, except for investments.

Financial assets measured at amortized cost include cash and accounts receivable.

Financial instruments reported at fair market value include short term fixed income bonds and investment with the Community Foundation Grey Bruce. Fair value for these investments is readily available. Changes in fair value are recognized in net income.

Financial liabilities measured at amortized cost include accounts payable.

**(G) Gifts in Kind**

The Organization receives a limited amount of in-kind donations, that include consumables for special events and equipment for donation to the community at large. These financial statements do not reflect any revenue or expenditures related to gifts in kind.

**UNITED WAY OF BRUCE GREY  
NOTES TO THE FINANCIAL STATEMENTS  
AS AT DECEMBER 31, 2018**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(H) Contributed Services**

Volunteers contribute many hours per year to assist the Organization in carrying out its service delivery activities. Because of the difficulty in determining their fair value, contributed services are not recognized in the financial statements

**(I) Allocation of Expenditures**

The Organization reports costs for its operations by program. Costs that can be identified to a specific program are allocated directly to that program. Administrative expenditures generally include costs to run the day-to-day operations, which includes occupancy, support staff, office supplies, contract services, training and board expenses. Administrative expenditures are allocated to fundraising and community impact proportionally on the basis of level of effort attributed to each.

Administrative Expenditures are allocated as follows:

	<b>2018</b>		<b>2017</b>	
	\$	%	\$	%
Fundraising	48,055	21	42,939	21
Community Impact	185,132	79	157,344	79
Total	<u>233,187</u>	<u>100</u>	<u>200,283</u>	<u>100</u>

**(J) Calculation of Cost Revenue Ratios**

In accordance with United Way Canada's Transparency, Accountability and Financial Reporting policies, United Way uses the following method to calculate cost revenue ratios ("CRR"):

	<b>2018</b>	<b>2017</b>
Total revenue for CRR calculation (page 4)	\$ 1,281,634	\$ 1,161,183
Total fundraising expenses (Schedule 2)	\$ 118,649	\$ 97,233
Total fundraising expenses as a percentage of total revenue	9.3 %	8.4 %

**2. UNITED WAY CENTRE**

In 2006 the County of Grey transferred title of the building where the United Way Centre now resides for the nominal consideration of \$1.

**3. INVESTMENTS**

	<b>2018</b>	<b>2017</b>
	\$	\$
<b>Endowment Fund:</b>		
Community Foundation Grey Bruce (Cost - \$7,800)	<u>9,790</u>	<u>9,928</u>

**UNITED WAY OF BRUCE GREY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**AS AT DECEMBER 31, 2018**

**4. DEFERRED REVENUE**

Deferred revenue represents donations and grants restricted by the contributor for a specific purpose that were not spent at year end.

**5. HOPE FOR OUR KIDS**

United Way entered into an agreement with Our Kids Bruce Grey Child and Family Services Foundation and Bruce Grey Child and Family Services on September 15, 2017 in which United Way will implement and operate a service program to assist vulnerable families in Bruce and Grey Counties to meet poverty and related needs of families. The Our Kids Foundation will direct cash assets and fund development assets to United Way. United Way will provide a funding allocation to Bruce Grey Child and Family Services for the service year 2017/18 and the service year 2018/19 to support Camp, Seasonal Clothing and Food flexibility. The total annual amount will be \$115,000.

**6. INTERFUND TRANSFERS**

The net transfer of \$530 from the Endowment Fund to the Operating Fund is the annual Grant paid from the Community Foundation.

**7. FINANCIAL INSTRUMENTS**

The Organization's exposure to risks from financial instruments is described as follows:

**Credit Risk** is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The Organization is exposed to credit risk in connection with the collection of its accounts receivable. The Organization mitigates this risk by maintaining payment policies and collection procedures and does not anticipate significant loss for non-collection.

**Liquidity Risk** is the risk that the Organization will encounter difficulty in meeting obligations associated with financial liabilities. The Organization believes it has a strategy in place so that future cash flows will satisfy its obligations.

**8. COMPARATIVE INFORMATION**

Certain comparative figures have been reallocated to conform with the current year's presentation.

**UNITED WAY OF BRUCE GREY  
GRANTS AND OTHER CONTRIBUTIONS  
FOR THE YEAR ENDED DECEMBER 31**

**SCHEDULE 1**

	<b>2018</b>	<b>2017</b>
	<b>\$</b>	<b>\$</b>
Backpack Program	44,777	19,814
Bridges Out of Poverty's Getting Ahead Program	28,355	16,509
Bruce Grey United For Newcomers	180	14,379
Community Foundation Grey Bruce Grants	23,747	20,404
First Nation Kin Support Program	2,999	3,414
Food Security Grants	14,700	45,300
Hope For Our Kids	120,460	127,191
Making Grey Bruce Home	129,194	-
Metis Reconciliation Garden	5,763	8
Miscellaneous	1,709	4,738
Poverty Task Force	57,137	38,868
Rest for the Weary	11,701	9,590
Seniors Advocacy and Awareness Network	11,439	11,437
Utility Assistance Program	270,093	364,796
	<b>722,254</b>	<b>676,448</b>
	<b>722,254</b>	<b>676,448</b>

(See Accompanying Notes to Financial Statements)

**UNITED WAY OF BRUCE GREY  
SCHEDULE OF EXPENDITURES  
FOR THE YEAR ENDED DECEMBER 31**

**SCHEDULE 2**

	2018	2017
	\$	\$
<b>FUNDRAISING</b>		
Advertising	6,683	4,675
Allocated Administrative Expenditures	48,055	42,939
Direct Campaign Costs	9,769	8,455
Wages and Employee Benefits	54,142	41,164
	<b>118,649</b>	<b>97,233</b>
Total Fundraising Expenditures	<b>118,649</b>	<b>97,233</b>
<b>COMMUNITY IMPACT</b>		
Allocated Administrative Expenditures	185,132	157,344
Asset Project	-	1,642
Back Pack Program	55,311	44,771
Bridges Out of Poverty's Getting Ahead Program	28,355	16,509
Bruce Grey United For Newcomers	180	14,379
Community Impact Grants	110,750	100,000
First Nation Kin Support Program	2,999	3,414
Food Security	14,700	45,300
Hope For Our Kids	120,460	127,191
Independent Project Expenditures	39,742	-
Making Grey Bruce Home	129,194	-
Metis Reconciliation Garden	5,763	10,008
Other Programs	23,747	6,227
Poverty Task Force	57,137	38,868
Rest for the Weary	11,700	12,140
Seniors Advocacy and Awareness Network	11,439	11,437
United Way of Canada Affiliation Fees	6,010	9,831
Utility Assistance Program	270,093	364,796
211 - Community Connection	45,000	46,013
	<b>1,117,712</b>	<b>1,009,870</b>
Total Program Expenditures	<b>1,117,712</b>	<b>1,009,870</b>

(See Accompanying Notes to Financial Statements)