

CAMBRIDGE SHELTER CORPORATION

**FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2019**

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INDEPENDENT AUDITORS' REPORT

To the Board of Directors of
Cambridge Shelter Corporation

Qualified Opinion

We have audited the accompanying financial statements of **Cambridge Shelter Corporation** (the Organization), which comprise the statement of financial position as at December 31, 2019, and the statements of revenue and expenses, fund balances and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the 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, 2019, and its financial performance and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Qualified Opinion

In common with many charitable organizations, the Organization derives revenue from donations and fundraising, 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 and we were not able to determine whether any adjustments might be necessary to revenues, deficiency of revenue over expenses and fund balances.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditors' 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 these 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 the Board of Directors 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.

Auditors' 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 auditors' 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.

INDEPENDENT AUDITORS' REPORT (CONTINUED)

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgement 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 auditors' 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 auditors' 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.

Carolan Mathew Professional Corporation

Cambridge, Ontario
September 23, 2020

Chartered Professional Accountants, authorized to practise public
accounting by the Chartered Professional Accountants of Ontario

**STATEMENT OF REVENUE AND EXPENSES
YEAR ENDED DECEMBER 31, 2019**

	2019 \$	2018 \$
Revenue - Grants		
Region of Waterloo - Emergency Shelter	1,141,747	1,016,062
Region of Waterloo - Supportive Housing	139,490	108,504
Region of Waterloo - Intensive Shelter Worker	48,300	48,300
Region of Waterloo - Other	662,483	439,704
Region of Waterloo - Rent Supplement	20,200	23,043
Region of Waterloo - HPS		946
Region of Waterloo - STEP Home Pilot		108,864
Region of Waterloo - Rapid Re-Housing		14,990
Region of Waterloo - Trust Program		15,000
Ministry of Children	43,550	
United Way	13,157	48,628
Blair Foundation	90,000	60,000
Trillium Foundation	32,170	187,500
City of Cambridge	10,400	10,400
Amortization of deferred contributions (note 5)	41,970	42,826
Forgiveness of interest on loans (note 6)	49,207	46,643
Grants, other	17,700	38,716
Revenue - Other		
Donations	225,910	250,215
Fundraising	48,717	30,455
Tenant rents	122,643	223,280
Other	8,001	21,397
	2,715,645	2,735,473



The explanatory financial notes form an integral part of these financial statements.

STATEMENT OF REVENUE AND EXPENSES (CONTINUED)
YEAR ENDED DECEMBER 31, 2019

	2019 \$	2018 \$
Expenses		
Salaries and benefits	1,598,071	1,575,713
Staff development	3,968	15,890
Fundraising	31,175	23,475
Program costs	691,002	498,366
Saginaw House expenses (note 7)	15,682	55,397
Simcoe House expenses (note 7)	32,392	117,648
Ancora House expenses (note 7)	42,333	179,262
Building maintenance and repairs	64,704	91,775
Utilities	78,976	81,509
Office and administration	14,172	18,131
Communications	13,164	17,846
Professional fees	23,591	46,127
Insurance	22,558	21,149
Equipment purchases and repair	34,713	37,967
Community development	649	2,326
Honorariums and recognition gifts	4,965	1,819
Interest on long-term debt	82,723	82,058
Interest and bank charges	14,583	15,169
Amortization	79,050	78,542
	2,848,471	2,960,169
Deficiency of revenue over expenses for the year	(132,826)	(224,696)



The explanatory financial notes form an integral part of these financial statements.

**STATEMENT OF FUND BALANCES
YEAR ENDED DECEMBER 31, 2019**

	2019 \$	2018 \$
GENERAL FUND		
Fund balance, beginning of year	(140,302)	(41,370)
Deficiency of revenue over expenses for the year	(132,826)	(224,696)
Transfer from capital reserve fund (note 10)		125,764
Fund balance, end of year	(273,128)	(140,302)

	2019 \$	2018 \$
CAPITAL RESERVE FUND		
Fund balance, beginning of year	58,335	182,628
Interest income	8,683	1,471
Transfer to operating fund (note 10)		(125,764)
Fund balance, end of year	67,018	58,335



The explanatory financial notes form an integral part of these financial statements.

**STATEMENT OF FINANCIAL POSITION
DECEMBER 31, 2019**

	2019 \$	2018 \$
ASSETS		
Cash	47,556	
Cash held in trust (note 8)	313,061	291,712
Accounts receivable	68,706	77,525
Grant receivable		19,300
Prepaid expenses	1,865	5,411
Current assets	431,188	393,948
Capital reserve investment (note 10)	67,018	58,335
Capital assets (note 3)	3,257,524	3,316,597
	3,755,730	3,768,880
LIABILITIES		
Bank advances (note 12)		17,741
Accounts payable and accrued liabilities (note 4)	128,498	268,069
Client trust deposits (note 8)	313,061	291,712
Deferred revenue	71,908	227,720
Deferred revenue, grant	5,000	19,300
Long-term debt (note 9)	56,329	56,761
Current liabilities	574,796	881,303
Deferred contributions (notes 5 and 6)	2,110,387	2,152,357
Long-term debt (note 9)	1,276,657	817,187
	3,961,840	3,850,847
FUND BALANCES		
Capital reserve fund	67,018	58,335
General fund	(273,128)	(140,302)
	(206,110)	(81,967)
	3,755,730	3,768,880

APPROVED BY THE BOARD:

_____ Director

_____ Director



The explanatory financial notes form an integral part of these financial statements.

**STATEMENT OF CASH FLOWS
YEAR ENDED DECEMBER 31, 2019**

	2019 \$	2018 \$
Cash flows from operating activities:		
Deficiency of revenue over expenses for year	(132,826)	(224,696)
Item not involving cash:		
Amortization	79,050	78,542
Amortization of deferred contributions	(41,970)	(42,826)
	(95,746)	(188,980)
Net change in non-cash working capital balances relating to operations:		
Accounts receivable	8,819	(1,661)
Grant receivable	19,300	174,800
Prepaid expenses	3,546	(84)
Accounts payable and accrued liabilities	(139,571)	134,953
Deferred revenue	(155,812)	99,085
Deferred revenue, grant	(14,300)	(174,800)
	(373,764)	43,313
Cash flows from investment activities:		
Net additions to capital assets	(19,977)	(41,204)
Capital reserve investment transferred to operating fund		125,764
	(19,977)	84,560
Cash flows from financing activities:		
Proceeds from long-term debt	515,622	
Repayments of long-term debt	(56,584)	(63,592)
	459,038	(63,592)
Net increase in cash	65,297	64,281
Bank advances, beginning of year	(17,741)	(82,022)
Cash (bank advances), end of year	47,556	(17,741)



The explanatory financial notes form an integral part of these financial statements.

**EXPLANATORY FINANCIAL NOTES
YEAR ENDED DECEMBER 31, 2019**

1. Incorporation and Operations

Cambridge Shelter Corporation is a non-profit organization which was incorporated under the laws of the Province of Ontario under supplementary letters patent on April 1, 2012 whose mission is to provide safe shelter and to offer support and encouragement for the individual hopes and needs of people dealing with life issues at its location in Cambridge, Ontario. The Organization was formed by way of amalgamation of Cambridge Shelter Corporation and Making Room Community Support for the Homeless under the name Cambridge Shelter Corporation.

As Cambridge Shelter Corporation is a registered charity under the Income Tax Act, its income is not taxable and it is eligible to issue official income tax receipts for charitable donations.

2. Summary of Significant Accounting Policies

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations and include the following significant accounting policies:

(a) Fund accounting

To ensure observation of restrictions placed on use of resources available to the Organization, the accounts are maintained in accordance with the principles of fund accounting. The resources are classified for accounting and reporting purposes into the following funds which have been established according to their nature and purpose:

The **General fund**, accounts for revenue and expenses related to the operating and administration of Cambridge Shelter Corporation.

The **Capital Reserve fund**, is maintained to provide for future replacement costs of the building.

(b) Revenue recognition

Contributions are recognized using the deferral method under which restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when they are received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

(c) Contributed services and materials

Donations of materials and services are not reflected in these financial statements because of the impracticality of the record keeping and valuation of them.



**EXPLANATORY FINANCIAL NOTES
YEAR ENDED DECEMBER 31, 2019**

2. Summary of Significant Accounting Policies (Continued)

(d) Capital assets

The Organization amortizes capital assets using the declining-balance method at annual rates which will amortize the assets over their estimated useful lives:

Building	2%
Furniture and equipment	20%

(e) Financial instruments

All financial assets and liabilities are recorded at amortized cost less any discovered impairment.

(f) Use of estimates

The preparation of these financial statements in conformity 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, the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the current period. These estimates are reviewed periodically and adjustments are made to income as appropriate in the year they become known.

	2019	2018
	\$	\$
3. Capital Assets		
Cost		
Land and improvements	457,075	457,075
Building	3,568,824	3,568,824
Furniture and equipment	273,600	253,623
	4,299,499	4,279,522
Accumulated amortization		
Building	874,633	819,650
Furniture and equipment	167,342	143,275
	1,041,975	962,925
Net Book Value	3,257,524	3,316,597

4. Accounts Payable and Accrued Liabilities

There were no amounts payable with respect to government remittances as of the year end date.



**EXPLANATORY FINANCIAL NOTES
YEAR ENDED DECEMBER 31, 2019**

5. Deferred Contributions Related to Capital Assets

Deferred contributions, amounting to \$2,110,387, relate to capital asset expenditures and include the unamortized portions of the contributions with which the Organization built a shelter for the homeless. Deferred contributions of \$41,970 were taken into income during the year ended December 31, 2019.

6. Forgivable Loans

The Organization has received funds under the Ontario Affordable Housing Program (\$557,000) and from the Region of Waterloo (\$270,000).

These funds are subject to the terms and conditions stipulated by each agreement. If the Organization is in compliance with these agreements, an annual forgiveness of interest will apply. If the Organization continues to be in compliance until 2024, the principal shall be forgiven at that time.

The principal has been included as a deferred contribution related to capital assets (note 5).

Each year the forgiveness of interest will be recognized as income.

7. Lease Commitments

The Organization leased a secondary men's facility on Saginaw Parkway, Cambridge, Ontario for Saginaw House under a lease agreement at a monthly cost of \$2,400 from May 1, 2018 - April 30, 2019.

The Organization leased a women's facility on Griffiths Avenue, Cambridge, Ontario for Ancora House under a three year lease agreement at monthly costs of \$1,600 from February 5, 2016 - February 5, 2018 and \$1,628 from March 5, 2018 - March 4, 2019.

During 2019, the Organization ceased operation of its addictions programs, including closure of the men's Saginaw House and women's Ancora House addiction rehabilitation homes, and closure of the Simcoe House addictions counselling facility.

8. Client Trust Deposits

The Shelter manages a trust account, registered with the office of the public guardian, on behalf of the individuals and families they serve. Authorization is given to the Shelter by the individual to manage funds on their behalf to ensure that their personal living expenses are covered based on the financial resources available to the them.



**EXPLANATORY FINANCIAL NOTES
YEAR ENDED DECEMBER 31, 2019**

9. Long-Term Debt	2019	2018
	\$	\$
Operating loan - Region of Waterloo, details below	515,622	
Mortgage from Bank of Montreal, bearing interest at 3.97% per annum, with blended monthly payments of \$7,291, maturing August 2021.	817,364	871,345
First mortgage, bearing interest at prime plus 2% with blended monthly payments of \$1,000, secured by land and building. Repaid during the year.		2,603
	1,332,986	873,948
Current portion	56,329	56,761
	1,276,657	817,187

The Organization entered into a loan agreement, dated June 14, 2019, with The Region of Waterloo to provide a loan of up to \$750,000 to be used to address budgetary cash flow issues related to its operations. The loan is secured by a collateral charge of \$750,000 on the properties at 26 Simcoe Street and 159 Ainslie Street North. The loan does not bear interest unless and until the date of termination of the loan agreement, at which time interest at a rate of prime plus 2% per annum will be payable in addition to the principal amount of the loan. The loan principal shall be paid to The Region of Waterloo on the date which is the earlier of the following occurrences:

- (i) the Organization enters into an agreement for the sale or transfer of any part of the properties at 26 Simcoe Street or 159 Ainslie Street North;
- (ii) an event of default occurs (as defined in the loan agreement);
- (iii) The Region of Waterloo determines that the financial position of the Organization has stabilized, such that there is no accumulated deficit and cash flows are sufficient to meet its operating expenses, mortgage payments, maintain the property in a good state of repair and has capital reserves that are adequately funded; or
- (iv) Upon thirteen months written notice of demand for repayment of the loan by The Region of Waterloo.

Principal repayments for the next two years on the mortgage with Bank of Montreal are approximately as follows:

	\$
2020	56,329
2021	761,035
	817,364



**EXPLANATORY FINANCIAL NOTES
YEAR ENDED DECEMBER 31, 2019**

10. Capital Reserve Fund

The capital reserve fund is to be used for the future replacement costs of the building. During the year there were no transfers out of the capital reserve to the operating fund.

The Organization's capital reserve funds are currently invested with the Cambridge and North Dumfries Community Foundation. The investment is invested in accordance with the Foundation's current investment policy.

11. Financial Instruments

The entity is exposed to various risks through its financial instruments. The following analysis provides a measure of the entity's risk exposure and concentrations at the year end date.

Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The entity is exposed to this risk mainly in respect of its accounts payable and accrued liabilities and long-term debt.

Credit risk

The entity is exposed to credit risk with respect to grants and accounts receivable. Any grants receivable are typically received soon after the fiscal year-end. The entity regularly assesses the collectibility of its accounts receivable.

For pledges, the entity recognizes at year end only those pledges for which amounts have been received at the date of completion of the financial statements.

Market risk

Market risk is the risk that the fair value of future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency risk, interest rate risk and other price risk. The entity is mainly exposed to interest rate risk.

Interest rate risk

The entity is exposed to interest rate risk on its fixed and floating interest rate financial instruments. Fixed-rate instruments subject the entity to a fair value risk while the floating-rate instruments subject it to a cash flow risk. The entity is exposed to this type of risk as a result of its long-term debt.

12. Bank Advances

The Organization has a line of credit with a limit of \$150,000 with interest at prime plus 2% per annum, which is secured by a general security agreement. There were no bank advances at December 31, 2019.



**EXPLANATORY FINANCIAL NOTES
YEAR ENDED DECEMBER 31, 2019**

13. Economic Dependence

The Organization receives funding and a loan from The Region of Waterloo to assist with offsetting the amount of costs incurred by the Organization. The Organization is dependent on receiving this funding for its day-to-day operations.

14. Pension Fund

Commencing June 1, 2019 the Organization began contributing to a pension fund as per its Collective Agreement at a rate of 2% of the gross pay for all hours worked by employees covered under the Collective Agreement. Effective November 13, 2021 the rate of contribution will increase to 2.5%. Contributions for an employee are payable after one year of continuous employment.

During the year the amount contributed to the pension fund was \$6,330. These payments are included as an expenditure in the statement of revenue and expenses under salaries and benefits.

15. Subsequent Event

Subsequent to year end, the World Health Organization declared the rapidly spreading COVID-19 outbreak a pandemic. As the COVID-19 pandemic continues to spread, it could result in a significant negative impact on the Organization's operations. As of the time of authorization of these financial statements, it is not possible to estimate the length and severity of these developments and their impact on the financial results and operations of the Organization.

