

# Registered Charity Information Return

Protected B when completed

## Section A: Identification

To help you fill out this form, refer to Guide T4033, Completing the Registered Charity Information Return. It can be found at [canada.ca/cra-forms](http://canada.ca/cra-forms).

**Note:** Even if a charity is inactive, an information return must be filed to maintain its registered status.

### Complete the following:

1. Charity name:

CAMBRIDGE SHELTER CORPORATION

2. Return for fiscal period ending:

Year Month Day  
2020-12-31

3. BN/registration number:

890259419RR0001

4. Web address (if applicable):

**A1** Was the charity in a subordinate position to a head body? **1510**  Yes  No

If yes, give the name and BN/registration number of the organization.

Name	BN (9 digits, 2 letters, 4 digits. Example: 123456789RR0001)
------	---

**A2** Has the charity wound-up, dissolved, or terminated operations? **1570**  Yes  No

**A3** Is the charity designated as a public foundation or private foundation? **1600**  Yes  No

If yes, you **must** complete Schedule 1, Foundations. To confirm the charity's designation, go to [canada.ca/charities-list](http://canada.ca/charities-list) and refer to the charity's detail page.

## Section B: Directors/trustees and like officials

**B1** All charities must complete Form T1235, Directors/Trustees and Like Officials Worksheet. Only the **public** information section of the worksheet is available to the public.

### For charities subject to the Ontario Corporations Act.

As of May 15, 2021, the Canada Revenue Agency no longer collects this information on behalf of the Ontario Ministry of Government and Consumer Services. For more information on filing an Ontario annual information return, visit [ontario.ca/businessregistry](http://ontario.ca/businessregistry).

**Note:** If you would like these individuals to have the authority to communicate with the CRA on behalf of your charity, their name must also appear as an owner for your Business Number (BN). For more information, go to [canada.ca/charities-giving](http://canada.ca/charities-giving), select "Operating a registered charity," then "Making a change to your organization" and see "Change director."

## Section C: Programs and general information

**C1** Was the charity active during the fiscal period? **1800**  Yes  No

If no, explain why in the "Ongoing programs" space below at C2.

**C2** Describe all **ongoing** and **new** charitable programs the charity carried on during this fiscal period to further its purpose(s) (as defined in its governing documents). "Programs" includes all of the charitable activities that the charity carries out on its own through employees or volunteers as well as through qualified donees and intermediaries. The charity may also use this space to describe the contributions of its volunteers in carrying out its activities, for example, number of volunteers and/or hours. **Do not** include the names of employees or volunteers. Grant-making charities should describe the types of organizations they support. **Do not** describe fundraising activities in this space.

**Do not attach additional sheets of paper or annual reports.**

Ongoing programs

Provides the following services to the homeless: overnight shelter, transitional supportive housing, medical services, food, clothing, furniture. Also provides a variety of programs including literacy counselling, housing searches, job searches. Advocates with social services, courts and probation/parole on behalf of clients. Provides volunteer placements and job skills training.

New programs

Protected B when completed

BN/registration number 890259419RR0001 Fiscal period end 2020-12-31

**Registered charities may make gifts to qualified donees. Qualified donees are other registered Canadian charities, as well as certain other organizations described in the Income Tax Act.**

**C3** Did the charity make gifts or transfer funds to qualified donees or other organizations? ..... **2000**  Yes  No  
**Important:** If **yes**, you **must** complete Form T1236, Qualified donees worksheet/Amounts provided to other organizations.

**C4** Did the charity carry on, fund, or provide any resources through employees, volunteers, agents, joint ventures, contractors, or any other individuals, intermediaries, entities, or means (other than qualified donees) for any activity/program/project outside Canada? ..... **2100**  Yes  No  
**Important:** If **yes**, you **must** complete Schedule 2, Activities outside Canada.

**C5** Public policy dialogue and development activities  
This question has been removed.

**C6** If the charity carried on fundraising activities or engaged third parties to carry on fundraising activities on its behalf, select all fundraising methods that it used during the fiscal period:

- |  |  |   |
|--|--|---|
| <b>2500</b> <input type="checkbox"/> Advertisements/print/radio/TV commercials     | <b>2570</b> <input type="checkbox"/> Sales                                     | <b>2620</b> <input type="checkbox"/> Telephone/TV solicitations |
| <b>2510</b> <input type="checkbox"/> Auctions                                      | <b>2575</b> <input type="checkbox"/> Internet                                  | <b>2630</b> <input type="checkbox"/> Tournament/sporting events |
| <b>2530</b> <input type="checkbox"/> Collection plate/boxes                        | <b>2580</b> <input type="checkbox"/> Mail campaigns                            | <b>2640</b> <input type="checkbox"/> Cause-related marketing    |
| <b>2540</b> <input type="checkbox"/> Door-to-door solicitation                     | <b>2590</b> <input type="checkbox"/> Planned-giving programs                   | <b>2650</b> <input type="checkbox"/> Other                      |
| <b>2550</b> <input type="checkbox"/> Draws/lotteries                               | <b>2600</b> <input type="checkbox"/> Targeted corporate donations/sponsorships | <b>2660</b> Specify: _____                                      |
| <b>2560</b> <input checked="" type="checkbox"/> Fundraising dinners/galas/concerts | <b>2610</b> <input type="checkbox"/> Targeted contacts                         |   |

**C7** Did the charity pay external fundraisers? ..... **2700**  Yes  No  
If **yes**, you **must** complete the following lines, and complete Schedule 4, Confidential data, Table 1.

(a) Enter the gross revenue collected by the fundraisers on behalf of the charity. .... **5450** \$ \_\_\_\_\_

(b) Enter the amounts paid to and/or retained by the fundraisers. .... **5460** \$ \_\_\_\_\_

(c) Select the method of payment to the fundraiser:

- |  |   |  |
|--|---|--|
| <b>2730</b> <input type="checkbox"/> Commissions | <b>2750</b> <input type="checkbox"/> Finder's fee         | <b>2770</b> <input type="checkbox"/> Honoraria |
| <b>2740</b> <input type="checkbox"/> Bonuses     | <b>2760</b> <input type="checkbox"/> Set fee for services | <b>2780</b> <input type="checkbox"/> Other     |
| <b>2790</b> Specify: _____                       |   |  |

(d) Did the fundraiser issue tax receipts on behalf of the charity? ..... **2800**  Yes  No

**C8** Did the charity compensate any of its directors/trustees or like officials or persons not at arm's length from the charity for services provided during the fiscal period (other than reimbursement for expenses)? ..... **3200**  Yes  No

**C9** Did the charity incur any expenses for compensation of employees during the fiscal period? ..... **3400**  Yes  No  
**Important:** If **yes**, you **must** complete Schedule 3, Compensation.

**C10** Did the charity receive any donations or gifts of any kind valued at \$10,000 or more from any donor that was **not** resident in Canada and was **not** any of the following: ..... **3900**  Yes  No

- a Canadian citizen, nor
- employed in Canada, nor
- carrying on a business in Canada, nor
- a person having disposed of taxable Canadian property?

**Important:** If **yes**, you **must** complete Schedule 4, Confidential data, Table 2, for each donation of \$10,000 or more.

Protected B when completed

BN/registration number 890259419RR0001 Fiscal period end 2020-12-31

- C11** Did the charity receive any non-cash gifts for which it issued tax receipts? ..... **4000**  Yes  No  
**Important:** If **yes**, you **must** complete Schedule 5, Non-cash gifts.
- C12** Did the charity acquire a non-qualifying security? ..... **5800**  Yes  No
- C13** Did the charity allow any of its donors to use any of its property? (except for permissible uses) ..... **5810**  Yes  No
- C14** Did the charity issue any of its tax receipts for donations on behalf of another organization? ..... **5820**  Yes  No
- C15** Did the charity have direct partnership holdings at any time during the fiscal period? ..... **5830**  Yes  No

**Section D: Financial information**

Fill out either Section D or Schedule 6, Detailed financial information.

If **any** of the following applies to the charity, complete Schedule 6 instead of Section D:

- (a) The charity's revenue exceeds \$100,000.
- (b) The amount of all property (for example, investments, rental properties) not used in charitable activities was more than \$25,000.
- (c) The charity had permission to accumulate funds during this fiscal period.

**Show all amounts to the nearest single Canadian dollar. Do not enter "See attached financial statements." All relevant fields must be filled out.**

**D1** Was the financial information reported below prepared on an accrual or cash basis? ..... **4020**  Accrual  Cash

**D2 Summary of financial position:**

Using the charity's own financial statements, enter the following:

- Did the charity own land and/or buildings? ..... **4050**  Yes  No
- Total assets (including land and buildings)** ..... **4200** \$ \_\_\_\_\_
- Total liabilities** ..... **4350** \$ \_\_\_\_\_
- Did the charity borrow from, loan to, or invest assets with any non-arm's length persons? ..... **4400**  Yes  No

**D3 Revenue:**

- Did the charity issue tax receipts for gifts? ..... **4490**  Yes  No
- If yes**, enter the total eligible amount of all gifts for which the charity has issued or will issue tax receipts ..... **4500** \$ \_\_\_\_\_
- Total amount of 10 year gifts received ..... **4505** \$ \_\_\_\_\_
- Total amount received from other registered charities ..... **4510** \$ \_\_\_\_\_
- Total other gifts received for which a tax receipt was **not** issued by the charity (excluding amounts at lines 4575 and 4630) ..... **4530** \$ \_\_\_\_\_
- Did the charity receive any revenue from any level of government in Canada? ..... **4565**  Yes  No
- If yes**, total amount received ..... **4570** \$ \_\_\_\_\_
- Total tax-receipted revenue from all sources outside of Canada (government and non-government) ..... **4571** \$ \_\_\_\_\_
- Total **non** tax-receipted revenue from all sources outside of Canada (government and non-government) ..... **4575** \$ \_\_\_\_\_
- Total **non** tax-receipted revenue from fundraising ..... **4630** \$ \_\_\_\_\_
- Total revenue from sale of goods and services (except to any level of government in Canada) ..... **4640** \$ \_\_\_\_\_
- Other revenue not already included in the amounts above ..... **4650** \$ \_\_\_\_\_
- Total revenue (add lines 4500, 4510 to 4570, and 4575 to 4650)** ..... **4700** \$ \_\_\_\_\_

**D4 Expenditures:**

- Professional and consulting fees ..... **4860** \$ \_\_\_\_\_
- Travel and vehicle expenses ..... **4810** \$ \_\_\_\_\_
- All other expenditures not already included in the amounts above (excluding gifts to qualified donees) ..... **4920** \$ \_\_\_\_\_
- Total expenditures (excluding gifts to qualified donees) (**add lines 4860, 4810, and 4920**) ..... **4950** \$ \_\_\_\_\_
- Of the amount at line 4950:
- (a) Total expenditures on charitable activities ..... **5000** \$ \_\_\_\_\_
  - (b) Total expenditures on management and administration ..... **5010** \$ \_\_\_\_\_
- Total amount of gifts made to all qualified donees ..... **5050** \$ \_\_\_\_\_
- Total expenditures (add lines 4950 and 5050)** ..... **5100** \$ \_\_\_\_\_

Protected B when completed

BN/registration number 890259419RR0001 Fiscal period end 2020-12-31

**Section E: Certification**

This return **must** be signed by a person who has authority to sign on behalf of the charity. **It is a serious offence under the Income Tax Act to provide false or deceptive information.**

I certify that the information given on this annual return and any attachment is, to the best of my knowledge, correct, complete, and current.

Name (print) Tinker, Anne		Signature
Position in charity INTERIM EXECUTIVE DIRECTOR	Date 2021-06-10	Phone number (519) 624-9305

**Section F: Confidential data**

**F1** Enter the physical address of the charity and the address in Canada for the charity's books and records. Post office box numbers and rural routes are not sufficient.

	Physical address of the charity	Address for the charity's books and records
Complete street address	26 Simcoe Street	
City	Cambridge	
Province or territory and postal code	ON N1R 8P2	

**F2** Name and address of individual who completed this return.

Name	
Company name (if applicable) Graham Mathew Professional Corporation	
Complete street address	
City, province or territory, and postal code	
Phone number	Is this the same individual who certified in Section E above? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**Privacy statement**

Personal information is collected under the authority of the Income Tax Act and is used to establish and validate the identity and contact information of directors, trustees, officers, like officials, and authorized representatives of the organization. This information will also be used as a basis for the indirect collection of additional personal information from other internal and external sources, which includes personal tax information, and relevant financial and biographical information. Personal information will be used to assess the risk of registration with respect to the obligations and requirements as outlined in the Act and the common law. The social insurance number (SIN) is collected under subsection 237 of the Act and is used for identification purposes.

The Canada Revenue Agency (CRA) will make the information on this annual information return available to the public on the Charities Directorate website, except for information identified as confidential. Personal information may also be disclosed under information-sharing agreements and in accordance with section 241 of the Act. Incomplete or inaccurate information may result in compliance measures including revocation of registered status.

Personal information is described in personal information bank CRA PPU 200 and is protected under the Privacy Act. Individuals have a right of protection, access to and correction or notation of their personal information. You are entitled to complain to the Privacy Commissioner of Canada regarding our handling of your information.

**Notification to directors and like officials:** The CRA strongly encourages the organization to voluntarily inform its directors and like officials that it has collected and disclosed their personal information to the CRA.

I confirm that I have read the Privacy statement above.

**Checklist**

A charity's complete annual information return includes:

- Form T3010, Registered Charity Information Return, and all applicable schedules
- a copy of the charity's financial statements
- Form T1235, Directors/Trustees and Like Officials Worksheet
- Form T1236, Qualified donees worksheet/Amounts provided to other organizations (if applicable)
- Form T2081, Excess Corporate Holdings Worksheet for Private Foundations (if applicable)

If financial statements are not included, the charity's **registration may be revoked.**

Protected B when completed

BN/registration number 890259419RR0001 Fiscal period end 2020-12-31

**Foundations**

**Schedule 1**

- 1** Did the foundation acquire control of a corporation? . . . . . **100**  Yes  No
- 2** Did the foundation incur any debts other than for current operating expenses, purchasing or selling investments, or in administering charitable activities? . . . . . **110**  Yes  No

**For private foundations only:**

- 3** Did the foundation hold any shares, rights to acquire shares, or debts owing to it that meet the definition of a non-qualified investment? . . . . . **120**  Yes  No
- 4** Did the foundation own more than 2% of any class of shares of a corporation at any time during the fiscal period? . . . . . **130**  Yes  No

If yes, you must complete and attach Form T2081, Excess Corporate Holdings Worksheet for Private Foundations.

**Activities outside Canada**

**Schedule 2**

**Important:** If you complete this section, you **must** answer **yes** to question C4.

**For more information, go to [canada.ca/charities-giving](http://canada.ca/charities-giving) and see Guidance CG-002, Canadian registered charities carrying on activities outside Canada.**

- 1** Total expenditures on activities/programs/projects carried on outside Canada, excluding gifts to qualified donees . . . . . **200** \$ \_\_\_\_\_
- 2** Were any of the charity's financial resources spent on programs outside of Canada under any kind of an arrangement including a contract, agency agreement, or joint venture to any other individual or organization (excluding gifts to qualified donees)? . . . . . **210**  Yes  No

If yes, provide details of the amount reported in question 1 on line 200, that the charity transferred to these individuals or organizations in the following table:

Name of individual/organization	Country code where the activities were carried out (see list at the end of Schedule 2)	Amount (\$) Show amounts to the nearest Canadian dollar

**Important:** If you entered information in the table above, you **must** answer **yes** in line 210.

- 3** Using the table below, enter the countries outside Canada where the charity itself carried on programs or devoted any of its resources.


- 4** Were any projects undertaken outside Canada funded by Global Affairs Canada? . . . . . **220**  Yes  No
- If yes, what was the total amount the charity spent under this arrangement? . . . . . **230** \$ \_\_\_\_\_
- 5** Were any of the charity's activities outside of Canada carried out by employees of the charity? . . . . . **240**  Yes  No
- 6** Were any of the charity's activities outside of Canada carried out by volunteers of the charity? . . . . . **250**  Yes  No
- 7** Did the charity export goods as part of its charitable activities? . . . . . **260**  Yes  No

If yes, list the items exported, their destination, the country code, and their value.

Item exported	Destination (city/region)	Country code	Value (CAN \$)

**Protected B** when completed

BN/registration number 890259419RR0001

Fiscal period end 2020-12-31

**Country codes**

AF-Afghanistan	CU-Cuba	KP-North Korea	RO-Romania
AL-Albania	CY-Cyprus	KR-South Korea	RU-Russia
DZ-Algeria	DK-Denmark	KW-Kuwait	RW-Rwanda
AO-Angola	DO-Dominican Republic	KG-Kyrgyzstan	SA-Saudi Arabia
AR-Argentina	EC-Ecuador	LA-Laos	RS-Serbia
AM-Armenia	EG-Egypt	LB-Lebanon	SL-Sierra Leone
AZ-Azerbaijan	SV-El Salvador	LR-Liberia	SG-Singapore
BD-Bangladesh	ET-Ethiopia	MK-Macedonia	SO-Somalia
BY-Belarus	FR-France	MG-Madagascar	ES-Spain
BT-Bhutan	GA-Gabon	MY-Malaysia	LK-Sri Lanka
BO-Bolivia	GM-Gambia	ML-Mali	SD-Sudan
BA-Bosnia and Herzegovina	GE-Georgia	MU-Mauritius	SY-Syrian Arab Republic
BW-Botswana	DE-Germany	MX-Mexico	TJ-Tajikistan
BR-Brazil	GH-Ghana	MN-Mongolia	TZ-United Republic of Tanzania
BN-Brunei Darussalam	GT-Guatemala	ME-Montenegro	TH-Thailand
BG-Bulgaria	GY-Guyana	MZ-Mozambique	TL-Timor-Leste
BI-Burundi	HT-Haiti	MM-Myanmar (Burma)	TR-Turkey
KH-Cambodia	HN-Honduras	NA-Namibia	UG-Uganda
CM-Cameroon	IN-India	NL-Netherlands	UA-Ukraine
CF-Central African Republic	ID-Indonesia	NI-Nicaragua	GB-United Kingdom
TD-Chad	IR-Iran	NE-Niger	US-United States of America
CL-Chile	IQ-Iraq	NG-Nigeria	UY-Uruguay
CN-China	IL-Israel	OM-Oman	UZ-Uzbekistan
CO-Colombia	PS-Israeli Occupied Territories	PK-Pakistan	VE-Venezuela
KM-Comoros	IT-Italy	PA-Panama	VN-Vietnam
CD-Democratic Republic of Congo	JM-Jamaica	PE-Peru	YE-Yemen
CG-Republic of Congo	JP-Japan	PH-Philippines	ZM-Zambia
CR-Costa Rica	JO-Jordan	PL-Poland	ZW-Zimbabwe
CI-Côte d'Ivoire	KZ-Kazakhstan	QA-Qatar	
HR-Croatia	KE-Kenya	RE-Réunion	

**Use the following codes for countries not listed above:**

- QS-Other countries in Africa
- QR-Other countries in Asia and Oceania
- QM-Other countries in Central and South America
- QP-Other countries in Europe
- QO-Other countries in the Middle East
- QN-Other countries in North America

Protected B when completed

BN/registration number 890259419RR0001

Fiscal period end 2020-12-31

**Compensation**

**Schedule 3**

**Important:** If you complete this section, you **must** answer **yes** to question C9.

**1** (a) Enter the **number** of permanent, full-time, compensated positions in the fiscal period. This number should represent the number of positions the charity had including both managerial positions and others, and should not include independent contractors. **Do not** enter a dollar amount. **300**

(b) For the **ten (10)** highest compensated, permanent, full-time positions enter the **number of positions** that are within each of the following annual compensation categories. **Do not** tick the boxes; use numbers.

<b>305</b> <input type="text"/> \$1 – \$39,999	<b>310</b> <input type="text" value="9"/> \$40,000 – \$79,999	<b>315</b> <input type="text" value="1"/> \$80,000 – \$119,999
<b>320</b> <input type="text"/> \$120,000 – \$159,999	<b>325</b> <input type="text"/> \$160,000 – \$199,999	<b>330</b> <input type="text"/> \$200,000 – \$249,999
<b>335</b> <input type="text"/> \$250,000 – \$299,999	<b>340</b> <input type="text"/> \$300,000 – \$349,999	<b>345</b> <input type="text"/> \$350,000 and over

**2** (a) Enter the **number** of part-time or part-year (for example, seasonal) employees the charity employed during the fiscal period. **370**

(b) Total expenditure on compensation for part-time or part-year employees in the fiscal period. **380** \$

**3** Total expenditure on all compensation in the fiscal period. **390** \$

**Confidential data**

**Schedule 4**

**Important:** If you complete this section, you **must** answer **yes** to question C10.

The information in this schedule is for the CRA's use and may be shared as permitted by law (for example, with certain other government departments and agencies).

**1. Information about external fundraisers**

Enter the name(s) and arm's length status of each external fundraiser.

Name (confidential)	At arm's length? Yes/No (confidential)

**2. Information about donors not resident in Canada**

Complete this schedule to report any gift of any kind valued at \$10,000 or more received from any donor that was **not** resident in Canada and was **not** any of the following:

- a Canadian citizen, nor
- employed in Canada, nor
- carrying on business in Canada, nor
- a person having disposed of taxable Canadian property.

Enter the name of each donor and the value of the gift in the table below. Select whether the donor was an organization (for example a business, corporate entity, charity, non-profit organization), a government or an individual.

Name (confidential)	Type of donor (confidential)			Value (CAN \$)
	Organization	Government	Individual	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Non-cash gifts**

**Schedule 5**

**Important:** If you complete this section, you **must** answer **yes** to question C11.

**1** Select all types of non-cash gifts received for which a tax receipt was issued:

<b>500</b> <input type="checkbox"/> Artwork/wine/jewellery	<b>525</b> <input type="checkbox"/> Ecological properties	<b>550</b> <input type="checkbox"/> Publicly traded securities/ commodities/mutual funds
<b>505</b> <input type="checkbox"/> Building materials	<b>530</b> <input type="checkbox"/> Life insurance policies	<b>555</b> <input type="checkbox"/> Books
<b>510</b> <input checked="" type="checkbox"/> Clothing/furniture/food	<b>535</b> <input type="checkbox"/> Medical equipment/supplies	<b>560</b> <input type="checkbox"/> Other
<b>515</b> <input type="checkbox"/> Vehicles	<b>540</b> <input type="checkbox"/> Privately-held securities	<b>565</b> Specify: _____
<b>520</b> <input type="checkbox"/> Cultural properties	<b>545</b> <input type="checkbox"/> Machinery/equipment/ computers/software	

**2** Enter the total amount of tax-receipted non-cash gifts **580** \$

Approval code: 13001

Protected B when completed

BN/registration number 890259419RR0001

Fiscal period end 2020-12-31

**Detailed financial information**

**Schedule 6**

Fill out this schedule if **any** of the following applies to the charity:

- (a) The charity's revenue exceeded \$100,000.
- (b) The amount of all property (for example, investments, rental properties) not used in charitable activities was more than \$25,000.
- (c) The charity had permission to accumulate funds during this fiscal period.

Was the financial information reported below prepared on an accrual or cash basis? 4020  Accrual  Cash

**Statement of financial position**

Show all amounts to the nearest single Canadian dollar. Do not enter "see attached financial statements." All relevant fields must be filled out.

Assets:			Liabilities:		
Cash, bank accounts, and short-term investments	4100	\$ 419,162	Accounts payable and accrued liabilities	4300	\$ 127,669
Amounts receivable from non-arm's length persons	4110	\$	Deferred revenue	4310	\$ 2,163,973
Amounts receivable from all others	4120	\$ 115,286	Amounts owing to non-arm's length persons	4320	\$ 388,318
Investments in non-arm's length persons	4130	\$	Other liabilities	4330	\$ 1,276,841
Long-term investments	4140	\$ 15,145	<b>Total liabilities (add lines 4300 to 4330)</b>	<b>4350</b>	<b>\$ 3,956,801</b>
Inventories	4150	\$			
Land and buildings in Canada	4155	\$ 4,025,899			
Other capital assets in Canada	4160	\$ 364,246			
Capital assets outside Canada	4165	\$			
Accumulated amortization of capital assets	4166	\$ -1,126,173	<b>Amount included in lines 4150, 4155, 4160, 4165 and 4170 not used in charitable activities</b>	<b>4250</b>	<b>\$</b>
Other assets	4170	\$ 4,304			
10 year gifts	4180	\$			
<b>Total assets (add lines 4100 to 4170)</b>	<b>4200</b>	<b>\$ 3,817,869</b>			

**Statement of operations**

Revenue:				
Total eligible amount of all gifts for which the charity has issued or will issue tax receipts			4500	\$ 219,123
Total eligible amount of tax-receipted tuition fees	5610	\$		
Total amount of 10 year gifts received	4505	\$		
Total amount received from other registered charities			4510	\$ 291,028
Total other gifts received for which a tax receipt was <b>not</b> issued by the charity (excluding amounts at lines 4575 and 4630)			4530	\$
Total revenue received from federal government			4540	\$ 29,430
Total revenue received from provincial/territorial governments			4550	\$ 25,215
Total revenue received from municipal/regional governments			4560	\$ 1,983,079
Total tax-receipted revenue from all sources outside of Canada (government and non-government)	4571	\$		
Total <b>non</b> tax-receipted revenue from all sources outside Canada (government and non-government)			4575	\$
Total interest and investment income received or earned			4580	\$
<b>Gross proceeds</b> from disposition of assets	4590	\$		
<b>Net proceeds</b> from disposition of assets (show a negative amount with brackets)			4600	\$
Gross income received from rental of land and/or buildings			4610	\$ 101,616
Total <b>non</b> tax-receipted revenues received for memberships, dues and association fees			4620	\$
Total <b>non</b> tax-receipted revenue from fundraising			4630	\$ 29,946
Total revenue from sale of goods and services (except to any level of government in Canada)			4640	\$
Other revenue not already included in the amounts above			4650	\$ 82,964
Specify type(s) of revenue included in the amount reported at 4650	4655			
<b>Total revenue (add lines 4500, 4510 to 4560, 4575, 4580, and 4600 to 4650)</b>			<b>4700</b>	<b>\$ 2,762,401</b>



Protected B when completed

BN/registration number 890259419RR0001 Fiscal period end 2020-12-31

**Expenditures:**

Advertising and promotion	4800	\$	
Travel and vehicle expenses	4810	\$	
Interest and bank charges	4820	\$	77,327
Licences, memberships, and dues	4830	\$	
Office supplies and expenses	4840	\$	58,018
Occupancy costs	4850	\$	166,565
Professional and consulting fees	4860	\$	36,515
Education and training for staff and volunteers	4870	\$	
Total expenditure on all compensation (enter the amount reported at line 390 in Schedule 3, if applicable)	4880	\$	1,781,271
Fair market value of all donated goods used in charitable activities	4890	\$	
Purchased supplies and assets	4891	\$	456,223
Amortization of capitalized assets	4900	\$	84,198
Research grants and scholarships as part of charitable activities	4910	\$	
All other expenditures not included in the amounts above (excluding gifts to qualified donees)	4920	\$	36,929
Specify type(s) of expenditures included in the amount reported at 4920	4930		Training, recognition gifts, fundraising, benefits
Total expenditures before gifts to qualified donees (add lines 4800 to 4920)	4950	\$	2,697,046

Of the amounts at lines 4950:

(a) Total expenditures on charitable activities	5000	\$	2,301,950
(b) Total expenditures on management and administration	5010	\$	389,431
(c) Total expenditures on fundraising	5020	\$	5,665
(d) Total other expenditures included in line 4950	5040	\$	
Total amount of gifts made to all qualified donees	5050	\$	
<b>Total expenditures (add lines 4950 and 5050)</b>	<b>5100</b>	<b>\$</b>	<b>2,697,046</b>

**Other financial information**

**Permission to accumulate property:**

Only registered charities that have written permission to accumulate should complete this section.

- Enter the amount accumulated for the fiscal period, including income earned on accumulated funds . . . . . **5500** \$
- Enter the amount disbursed for the fiscal period for the specified purpose . . . . . **5510** \$

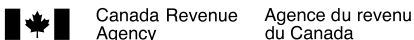
**Permission to reduce disbursement quota:**

If the charity has received approval to make a reduction to its disbursement quota, enter the amount for the fiscal period . . . **5750** \$

**Property not used in charitable activities:**

Enter the average value of property not used for charitable activities or administration during:

- The 24 months before the **beginning** of the fiscal period . . . . . **5900** \$
- The 24 months before the **end** of the fiscal period . . . . . **5910** \$



### Directors/Trustees and Like Officials Worksheet

Protected B when completed

You **must** give us complete information for each director/trustee and like official who, at any time during the fiscal period of this return, was a member of the charity's board of directors/trustees. Directors/trustees and like officials are persons who govern a registered charity. See the reverse for information on filling out this form.

<b>Total number of directors/trustees and like officials:</b>	<b>Charity name:</b>	<b>Business number:</b>	<b>Return for fiscal period ending (YYYY/MM/DD):</b>
8	CAMBRIDGE SHELTER CORPORATION	890259419RR0001	2020-12-31

**Note:** If you would like these individuals to have the authority to communicate with the CRA on behalf of your charity, their name must also appear as an owner for your Business Number (BN). For more information, go to [canada.ca/charities-giving](http://canada.ca/charities-giving), select "Operating a registered charity," then "Making a change to your organization" and see "Change director."

Public information				Confidential data					
Last name:	Livingstone	First name:	Sharon	Initial:	Residential address – Street number and name:			17-53 Beverly Street East	
Term ▶ Start date (Y/M/D):		End date (Y/M/D):		City:	St. George	Prov/Terr:	ON	Postal code:	N0E1N0
Position:	Chair	At arm's length with other Directors?		Phone number		Date of birth (Y/M/D):			
		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		(519) 448-1349		1943-10-11			
Last name:	MacKay	First name:	Rosalyn	Initial:	Residential address – Street number and name:				
Term ▶ Start date (Y/M/D):	2018-04-25	End date (Y/M/D):		City:	Cambridge	Prov/Terr:	ON	Postal code:	N1S 1E8
Position:	Vice Chair and Treasurer	At arm's length with other Directors?		Phone number		Date of birth (Y/M/D):			
		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		(519) 635-1377		1980-05-13			
Last name:	Goldenberg	First name:	Bobbye	Initial:	Residential address – Street number and name:			238 Wilson Road	
Term ▶ Start date (Y/M/D):	2019-09-25	End date (Y/M/D):		City:	Welland	Prov/Terr:	ON	Postal code:	L3C2T8
Position:	Secretary	At arm's length with other Directors?		Phone number		Date of birth (Y/M/D):			
		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		(519) 546-5643		1943-05-27			
Last name:	Kavanaugh	First name:	Barbara	Initial:	Residential address – Street number and name:			38 Applewood Cres.	
Term ▶ Start date (Y/M/D):	2019-09-25	End date (Y/M/D):		City:	Cambridge	Prov/Terr:	ON	Postal code:	N1S 4K2
Position:	Director	At arm's length with other Directors?		Phone number		Date of birth (Y/M/D):			
		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		(519) 740-7507		1947-02-27			
Last name:	Howison	First name:	Bob	Initial:	Residential address – Street number and name:			2 Hughson Lane	
Term ▶ Start date (Y/M/D):	2019-11-27	End date (Y/M/D):		City:	Branchton	Prov/Terr:	ON	Postal code:	N0B 1L0
Position:	Director	At arm's length with other Directors?		Phone number		Date of birth (Y/M/D):			
		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		(519) 624-0196		1954-09-07			

Public information			Confidential data		
Last name: Dej	First name: Erin	Initial:	Residential address – Street number and name: 39 Woodland Drive		
Term ▶ Start date (Y/M/D): 2019-11-27	End date (Y/M/D):		City: Cambridge	Prov/Terr: ON	Postal code: N1R 2X7
Position: Director	At arm's length with other Directors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Phone number (613) 282-3619	Date of birth (Y/M/D): 1983-09-26	
Last name: Macey	First name: Ann Marie	Initial:	Residential address – Street number and name: 100 Inverness Drive		
Term ▶ Start date (Y/M/D): 2019-11-27	End date (Y/M/D):		City: Cambridge	Prov/Terr: ON	Postal code: N1S 3P3
Position: Director	At arm's length with other Directors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Phone number (519) 623-0078	Date of birth (Y/M/D): 1962-07-10	
Last name: Knight	First name: Marjorie-Ann	Initial:	Residential address – Street number and name: 56B Queen Street W.		
Term ▶ Start date (Y/M/D): 2020-01-01	End date (Y/M/D):		City: Cambridge	Prov/Terr: ON	Postal code: N3C 1G1
Position: Director	At arm's length with other Directors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Phone number (519) 277-6145	Date of birth (Y/M/D): 1963-06-14	

Approval code: 13001



**CAMBRIDGE SHELTER CORPORATION**

**FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2020**

	<b>Page</b>
<b>Independent Auditors' Report</b>	1 - 2
<b>Financial Statements</b>	
Statement of Revenue and Expenses	3 - 4
Statement of Fund Balances	5
Statement of Financial Position	6
Statement of Cash Flows	7
Explanatory Financial Notes	8 - 13



## **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, 2020, 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, 2020, 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, excess (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  
May 31, 2021

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

**STATEMENT OF REVENUE AND EXPENSES  
YEAR ENDED DECEMBER 31, 2020**

	2020 \$	2019 \$
<b>Revenue - Grants</b>		
Region of Waterloo - Emergency Shelter	1,179,153	1,141,747
Region of Waterloo - Supportive Housing	148,159	139,490
Region of Waterloo - Intensive Shelter Worker	48,300	48,300
Region of Waterloo - Other	569,252	662,483
Region of Waterloo - Rent Supplement	27,815	20,200
Ministry of Children, Community and Social Services	25,215	43,550
United Way	104,750	13,157
Blair Foundation	100,000	90,000
City of Cambridge	10,400	10,400
Amortization of deferred contributions (note 5)	41,130	41,970
Forgiveness of interest on loans (note 6)	36,802	49,207
Grants, other	90,708	17,700
Trillium Foundation		32,170
<b>Revenue - Other</b>		
Donations	219,123	225,910
Fundraising	29,946	48,717
Tenant rents	101,616	122,643
Other	5,032	8,001
Federal COVID-19 support	25,000	
	<b>2,762,401</b>	<b>2,715,645</b>



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



**STATEMENT OF REVENUE AND EXPENSES (CONTINUED)**  
**YEAR ENDED DECEMBER 31, 2020**

	2020 \$	2019 \$
<b>Expenses</b>		
Salaries and benefits (note 13)	1,781,271	1,598,071
Staff development	17,222	3,968
Fundraising	5,665	31,175
Program costs	456,223	691,002
Building maintenance and repairs	89,510	64,704
Utilities	77,055	78,976
Office and administration	14,431	14,172
Communications	9,253	13,164
Professional fees	36,515	23,591
Insurance	23,974	22,558
Equipment purchases and repair	10,360	34,713
Honorariums and recognition gifts	14,042	4,965
Interest on long-term debt	68,154	82,723
Interest and bank charges	9,173	14,583
Saginaw House expenses		15,682
Simcoe House expenses		32,392
Ancora House expenses		42,333
Community development		649
Amortization	84,198	79,050
	<b>2,697,046</b>	<b>2,848,471</b>
<b>Excess (deficiency) of revenue over expenses for the year</b>	<b>65,355</b>	<b>( 132,826)</b>



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

**STATEMENT OF FUND BALANCES  
YEAR ENDED DECEMBER 31, 2020**

	2020 \$	2019 \$
	<b>GENERAL FUND</b>	
Fund balance, beginning of year	( 273,128)	( 140,302)
Excess (deficiency) of revenue over expenses for the year	65,355	( 132,826)
Transfer from capital reserve fund (note 9)	53,696	
<b>Fund balance, end of year</b>	<b>( 154,077)</b>	<b>( 273,128)</b>

	<b>CAPITAL RESERVE FUND</b>	
Fund balance, beginning of year	67,018	58,335
Interest income	1,823	8,683
Transfer to operating fund (note 9)	( 53,696)	
<b>Fund balance, end of year</b>	<b>15,145</b>	<b>67,018</b>



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

**STATEMENT OF FINANCIAL POSITION  
DECEMBER 31, 2020**

	2020 \$	2019 \$
<b>ASSETS</b>		
Cash	30,844	47,556
Cash held in trust (note 7)	388,318	313,061
Accounts receivable	115,286	68,706
Prepaid expenses	4,304	1,865
<b>Current assets</b>	<b>538,752</b>	431,188
Capital reserve investment (note 9)	15,145	67,018
Capital assets (note 3)	3,263,972	3,257,524
	<b>3,817,869</b>	3,755,730
<b>LIABILITIES</b>		
Accounts payable and accrued liabilities (note 4)	127,669	128,498
Client trust deposits (note 7)	388,318	313,061
Deferred revenue	94,716	71,908
Deferred revenue, grant		5,000
Long-term debt (note 8)	761,219	56,329
<b>Current liabilities</b>	<b>1,371,922</b>	574,796
Deferred contributions (notes 5 and 6)	2,069,257	2,110,387
Long-term debt (note 8)	515,622	1,276,657
	<b>3,956,801</b>	3,961,840
<b>FUND BALANCES</b>		
Capital reserve fund (note 9)	15,145	67,018
General fund	( 154,077)	( 273,128)
	<b>( 138,932)</b>	<b>( 206,110)</b>
	<b>3,817,869</b>	3,755,730

**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, 2020**

	2020 \$	2019 \$
<b>Cash flows from operating activities:</b>		
Excess (deficiency) of revenue over expenses for year	65,355	( 132,826)
Item not involving cash:		
Amortization	84,198	79,050
Amortization of deferred contributions	( 41,130)	( 41,970)
	<b>108,423</b>	<b>( 95,746)</b>
Net change in non-cash working capital balances relating to operations:		
Accounts receivable	( 46,580)	8,819
Grant receivable		19,300
Prepaid expenses	( 2,439)	3,546
Accounts payable and accrued liabilities	( 829)	( 139,571)
Deferred revenue	22,808	( 155,812)
Deferred revenue, grant	( 5,000)	( 14,300)
	<b>76,383</b>	<b>( 373,764)</b>
<b>Cash flows from investment activities:</b>		
Net additions to capital assets	( 90,646)	( 19,977)
Capital reserve contribution to operating fund	53,696	
	<b>( 36,950)</b>	<b>( 19,977)</b>
<b>Cash flows from financing activities:</b>		
Proceeds from long-term debt		515,622
Repayments of long-term debt	( 56,145)	( 56,584)
	<b>( 56,145)</b>	<b>459,038</b>
<b>Net increase (decrease) in cash</b>	<b>( 16,712)</b>	<b>65,297</b>
Cash (bank advances), beginning of year	47,556	( 17,741)
<b>Cash, end of year</b>	<b>30,844</b>	<b>47,556</b>



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

---

**EXPLANATORY FINANCIAL NOTES  
YEAR ENDED DECEMBER 31, 2020**

---

**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. Government wage assistance is recorded in the period in which the related expenditures are incurred.

**(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, 2020**

**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.

	2020	2019
	\$	\$
<b>3. Capital Assets</b>		
<b>Cost</b>		
Land and improvements	457,075	457,075
Building	3,568,824	3,568,824
Furniture and equipment	364,246	273,600
	4,390,145	4,299,499
<b>Accumulated amortization</b>		
Building	928,516	874,633
Furniture and equipment	197,657	167,342
	1,126,173	1,041,975
<b>Net Book Value</b>	3,263,972	3,257,524

**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, 2020**

---

**5. Deferred Contributions Related to Capital Assets**

Deferred contributions, amounting to \$2,069,257, 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 \$41,130 were taken into income during the year ended December 31, 2020.

**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. 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.

	2020	2019
	\$	\$
<b>8. Long-Term Debt</b>		
Operating loan - Region of Waterloo, details below	515,622	515,622
Mortgage from Bank of Montreal, bearing interest at 3.97% per annum, with blended monthly payments of \$7,291, maturing August 2021.	761,219	817,364
	1,276,841	1,332,986
Current portion	761,219	56,329
	515,622	1,276,657



---

**EXPLANATORY FINANCIAL NOTES  
YEAR ENDED DECEMBER 31, 2020**

---

**8 Long-Term Debt (Continued)**

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 year on the mortgage with Bank of Montreal are approximately as follows:

	\$	
2021		761,219

**9. Capital Reserve Fund**

The capital reserve fund is to be used for the future replacement costs of the building. During the year \$53,696 was transferred out of the capital reserve to the General 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.





---

**EXPLANATORY FINANCIAL NOTES  
YEAR ENDED DECEMBER 31, 2020**

---

**10. 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.

**11. Cash**

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 amounts drawn on this facility at December 31, 2020.

**12. 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.



**EXPLANATORY FINANCIAL NOTES  
YEAR ENDED DECEMBER 31, 2020**

---

**13. 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 \$18,409. These payments are included as an expenditure in the statement of revenue and expenses under salaries and benefits.

**14. Uncertainty Regarding COVID-19**

As the COVID-19 pandemic continues to impact the economy, 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.

