

# The Borrowing Cupboard

Annual General Meeting - October 1, 2020

# Organization Overview and Status

1. Legal Name: Lake of the Woods Handicapped, Inc. Ontario Corporation Number 545560
2. Operating Name: The Borrowing Cupboard, Ontario Master Business License 291202943
3. Business Location: St. Joseph Medical Centre, 21 Sylvan Street West, Kenora, ON. P9N 3W7
4. Mailing Address: PO Box 462, Kenora, ON. P9N 3X5
5. Email Address: *borrowingcupboard@gmail.com*
6. Phone: 807-456-9500
7. Website: *www.borrowingcupboard.ca*
8. Status: Non-profit. Application for charitable non-profit status in process

# Board Members

Board Chair: Theresa Bowen

President: Kim Beach

Treasurer: Shelley Sherrington

Secretary: Wendy Fraser

Board Member: Brock Chisholm

Board Member: Dorothy Beach

The Borrowing Cupboard  
Statement of Receipts and Disbursements  
For the Year Ended 31 August 2020  
(Amended)

	Aug 20	YTD	Budget
<b>Receipts</b>			
Donations	585	4,060	3,000
Fundraising	-	3,504	7,000
<b>Total Receipts</b>	<b>\$ 585</b>	<b>\$ 7,564</b>	<b>\$ 10,000</b>
<b>Disbursements</b>			
Advertising	233	540	600
Bank Charges	3	36	50
Equipment	1,898	1,898	4,218
Fundraising	-	-	400
Insurance	-	1,404	2,892
Office	129	750	200
Phone	84	511	480
Rent	-	660	660
Repairs & Maint	107	107	500
<b>Total Disbursements</b>	<b>\$ 2,454</b>	<b>\$ 5,906</b>	<b>\$ 10,000</b>
<b>Excess of Receipts over Disbursements</b>	<b>\$ (1,869)</b>	<b>\$ 1,658</b>	

# Financial Report

## Financial Highlights:

- \$1,000 Kenora Kinsmen Club donation in Nov. 2019
- \$5,000 Tbaytel For Good Community grant in Dec. 2019, spent \$2,504 during fiscal year, \$2,496 deferred for balance of equipment received after year end
- Fundraising allowed us to focus on kick starting operations
- Donations from borrowing clients surpassed our budget forecast
- COVID-19 affected both our income and expenses Mar - Jul 2020
- Insurance under budget - charitable status and director's insurance
- Office and Phone expenses slightly over budget - office setup
- Repairs and Maintenance under budget - Hardwear Company

The Borrowing Cupboard  
Balance Sheet  
As at 31 August 2020  
(Amended)

**ASSETS**

Current Assets

Cash on Hand	\$ 2,015
Bank	5,715
	<u>7,730</u>

**TOTAL ASSETS**

**\$ 7,730**

**LIABILITIES**

Current Liabilities

Client Deposits	\$ 2,015
Due Tbaytel	2,496
	<u>4,511</u>

**EQUITY**

Surplus, beginning of year	1,561
Excess of Rcpts. over Disb. for the year	1,658
Surplus, end of year	<u>3,219</u>

**TOTAL LIABILITIES AND EQUITY**

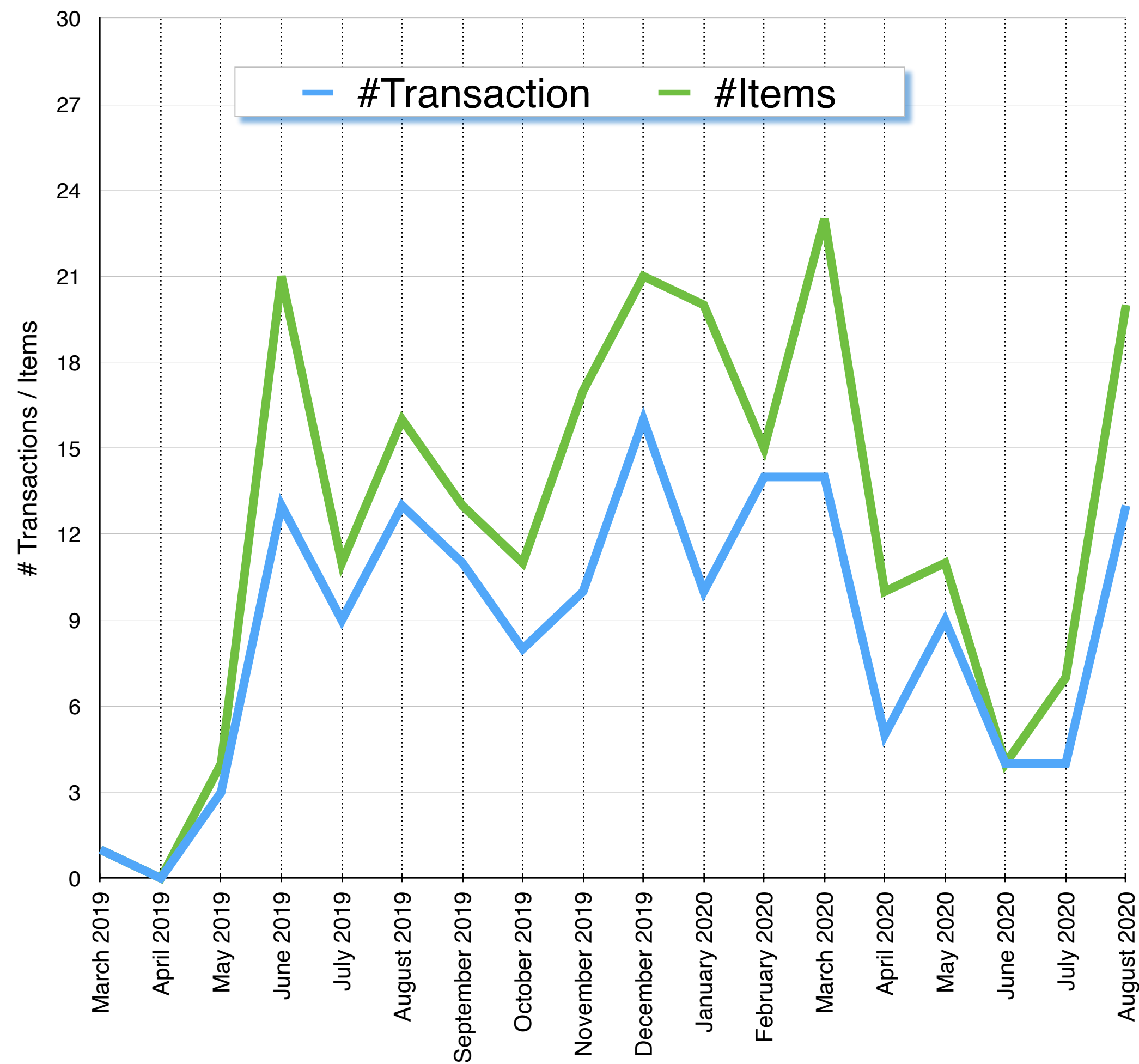
**\$ 7,730**

# Financial Report

## Financial Highlights:

- Cash on Hand represents deposits for equipment loaned but not yet returned. Offsetting liability is owed to clients unless the deposit is converted to a donation at the time of return and the transaction completed.
- The *Due to Tbaytel* liability represents the unspent amount of the grant at year end. This balance was used to purchase the remaining equipment that we had approved for the grant but not yet completed by year end due to Covid, was spent October 2020.
- Registered Charity Application - complete and pending approval.

# Operations Report



## Operational Highlights [Since March 2019]:

- 7 volunteers and 11 LOW Hospital staff trained
- 20 - 25 calls and emails handled per month
- 157 borrowing transactions, 225 items borrowed
- 69% clients borrowed one item; 20%, two items; 9%, three items; 2%, 4 items

# Operations Report

Items Loaned Out - Category Summary

	225	
Category	Count	%Total
Walker	66	29%
Wheelchair	50	22%
Bath	49	22%
Toilet	32	14%
Bed	11	5%
Misc	9	4%
Knee Walker	8	4%

Item Summary

	225	
Item Description	Count	%Total
Walker, 4 Wheeled	45	20.0%
Bath Seat	36	16.0%
Wheelchair	33	14.7%
Toilet Seat, Raised	15	6.7%
Commode	14	6.2%
Walker	12	5.3%
Walker, 2 Wheeled	9	4.0%
Bed Rails	9	4.0%
Knee Walker	8	3.6%
Wheelchair, Transport	7	3.1%
Bath Transfer Seat	7	3.1%
Bath Bar	6	2.7%
Wheelchair, Accessory	6	2.7%
Cane	5	2.2%
Wheelchair, Specialty	4	1.8%
Crutches	3	1.3%
Toilet Bar	3	1.3%
Versa Frame	2	0.9%
Reacher	1	0.4%

## Operational Highlights [Since March 2019]:

- Walkers and wheelchairs account for 51% of items
- High demand for 4 Wheel Walkers especially the lateral folding models
- High demand for Knee Walkers [new purchases]

# Operations Report

## Summary of Completed Borrowing Records

Loan Period	%	#Trans	\$ Dep	\$Don	#Don	%Don	Conv.
<30 days	38%	32	\$1,230	\$445	12	38%	36%
30 - 60 days	19%	16	\$615	\$380	9	56%	62%
60 - 90 days	13%	11	\$215	\$315	6	55%	147%
90 - 180 days	21%	18	\$795	\$720	13	72%	91%
180 - 360 days	7%	6	\$205	\$240	5	83%	117%
>360 days	1%	1	\$40	\$40	1	100%	100%
<b>Totals</b>		84	\$3,100	\$2,140	46	55%	69%

## Operational Highlights [Since March 2019]:

- 70% of clients borrowed for less than 90 days
- \$3,100 collected in deposits when clients picked up equipment to borrow
- \$2,140 donated when equipment was returned [deposits converted to donations]
- 55% of clients donated some or all of their deposit [on average].
- Clients donated almost 70% of their deposit [on average]. Some clients donated more than their deposit.
- The longer the borrowing period, the more likely the client was to donate.



# Equipment Report

Category	Item	Available	Loaned Out	Total
Bath	Bath Bench	7	5	12
	Bath Seat	17	10	27
	Bath Safety Bar	7	1	8
Cane	Cane	25	5	30
Commode	Commode	5	4	9
Crutch	Arm Crutch	1	0	1
	Crutch	20	1	21
Reacher	Reacher	8	0	8
Toilet	Toilet Bar	9	2	11
	Toilet Seat, Raised	25	7	32
Walker	Folding Walker	5	3	8
	2 Wheeled Walker	4	4	8
	4 Wheeled Walker	18	24	42
	Walker Basket	14	0	14
	Knee Walker	0	2	2
Wheelchair	Wheelchair	7	19	26
	Wheelchair, Transfer	2	3	5
	Wheelchair Cushion	7	1	8
<b>Totals</b>		<b>181</b>	<b>91</b>	<b>272</b>

## Equipment / Inventory Highlights:

- Equipment was moved into our current location in November 2018
- Equipment was culled based on age & condition, donated to local community groups or disposed of
- The community has continued to donate “gently used” equipment in the past 15 months of operation
- We used the Tbaytel and Kinsmen grants to purchase new equipment: high demand for more current models especially walkers
- We currently have about 1/3 of our equipment loaned out however we have 1/2 of our higher demand items loaned out.

# Communications Report



**We Lend Equipment**

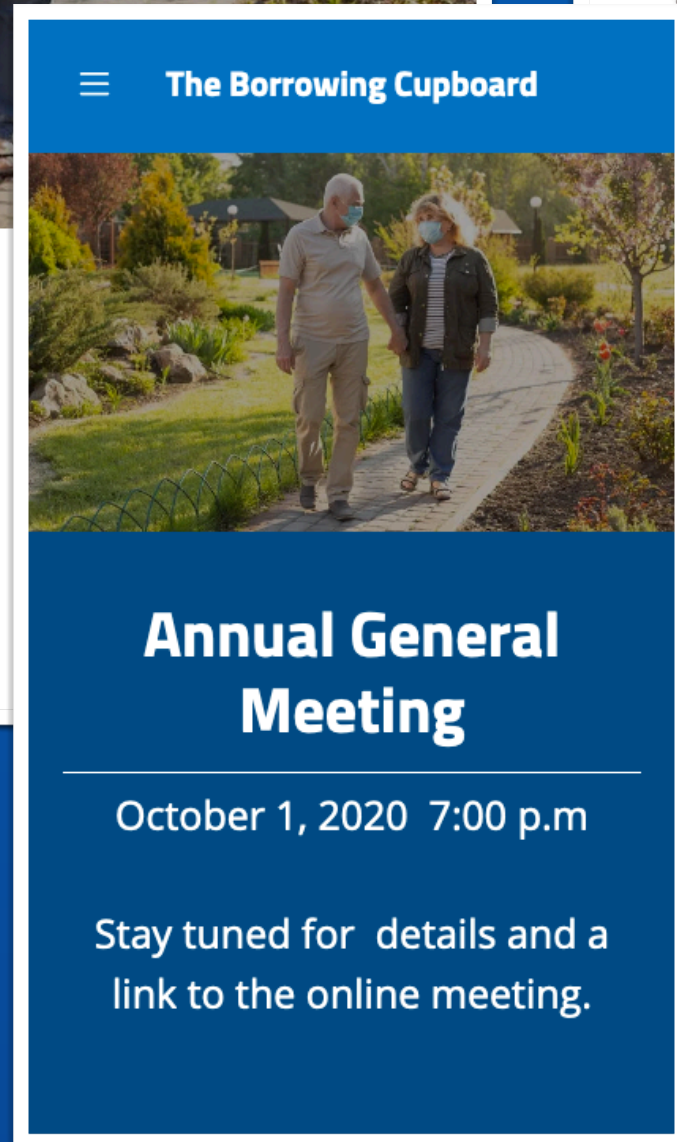
We provide gently used mobility and home care equipment to those in our community who need it. We maintain an inventory of wheelchairs, walkers, raised toilet seats, commodes, shower seats, bath bars, crutches, canes, reachers and other specialty equipment.

**When You Need It**

**For a long weekend ...** for a friend or relative who can't bring their equipment,

**For a couple of months ...** to get you through rehabilitation after knee replacement surgery or a sports injury...

**For as long as you need it ...** while you're waiting for the mobility equipment that you ordered to arrive



## Communication Highlights:

- Kenora Miner & News articles on status and progress
- Exposure through the *Tbaytel For Good* campaign
- CBC radio and print articles on status and progress
- Exposure through Kenora Farmers Market booth
- Responsive Website: [www.borrowingcupboard.ca](http://www.borrowingcupboard.ca) works on desktop computer and smartphone
- 3-Fold Color Brochure
- Signage at the St. Joseph Health Centre
- Banners for use at events
- Business cards