

**WINDSORESSEX COMMUNITY
FOUNDATION**

**AUDITORS' REPORT AND FINANCIAL
STATEMENTS**

JUNE 30, 2019

Baker Tilly Windsor LLP

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INDEPENDENT AUDITORS' REPORT

To the Directors of WindsorEssex Community Foundation

Report on the Financial Statements**Qualified Opinion**

We have audited the financial statements of WindsorEssex Community Foundation, which comprise the statement of financial position as at June 30, 2019 and the statements of revenue and expenses, changes in fund balances and cash flows for the year then ended and notes to the financial statements, including a summary of significant accounting policies.

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 Foundation as at June 30, 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 Foundation derives revenue from donations, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, our verification of donation revenues was limited to the amounts recorded in the records of the Foundation and we were not able to determine whether any adjustments might be necessary to donation revenues, revenue over expenses, fund balances and cash flows. This issue also resulted in a qualification of the financial statements for the year ended June 30, 2018.

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 Foundation 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.

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INDEPENDENT AUDITORS' REPORT - continued

In preparing the financial statements, management is responsible for assessing the Foundation'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 Foundation or to cease operations, or has no realistic alternative but to do so.

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

Auditors' Responsibility for the Audit

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.

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 Foundation'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 Foundation'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 Foundation 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.



INDEPENDENT AUDITORS' REPORT - continued

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 Windsor LLP

Chartered Professional Accountants
Licensed Public Accountants

October 28, 2019

WINDSORESSEX COMMUNITY FOUNDATION

FINANCIAL STATEMENTS

JUNE 30, 2019

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WINDSORESSEX COMMUNITY FOUNDATION

STATEMENT OF REVENUE AND EXPENSES

YEAR ENDED JUNE 30, 2019

	Community Fund Unrestricted	Managed Fund	Endowment Fund	Restricted Fund	2019 Total	2018 Total
REVENUE						
Donations and fund development (note 4)	\$ 73,110	\$ -	\$ 2,379,096	\$ -	\$ 2,452,206	\$ 2,947,878
Investment income	<u>118,876</u>	<u>-</u>	<u>595,243</u>	<u>56,850</u>	<u>770,969</u>	<u>1,243,196</u>
	<u>191,986</u>	<u>-</u>	<u>2,974,339</u>	<u>56,850</u>	<u>3,223,175</u>	<u>4,191,074</u>
OPERATING EXPENSES						
Advertising and promotion	15,109	-	-	-	15,109	24,807
Amortization	3,110	-	-	-	3,110	3,200
Automotive and travel	2,692	-	-	-	2,692	2,331
Bank charges	1,762	-	-	-	1,762	1,886
Education and training	2,618	-	-	-	2,618	1,952
Insurance premiums	6,868	-	-	-	6,868	6,340
Investment and management fees	4,826	-	71,202	7,022	83,050	71,814
Licenses, memberships and dues	11,104	-	-	-	11,104	2,838
Office supplies and miscellaneous	10,263	-	-	-	10,263	11,083
Other: Board and committee work	6,568	-	-	-	6,568	4,063
Professional fees	28,050	-	-	-	28,050	19,762
Rent	34,724	-	-	-	34,724	38,406
Wages and employee benefits	<u>184,889</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>184,889</u>	<u>183,621</u>
	<u>312,583</u>	<u>-</u>	<u>71,202</u>	<u>7,022</u>	<u>390,807</u>	<u>372,103</u>
OTHER EXPENSES						
Administrative fees (recovery)	<u>(128,959)</u>	<u>-</u>	<u>101,144</u>	<u>13,105</u>	<u>(14,710)</u>	<u>(9,499)</u>
NET REVENUE BEFORE GRANTS AND BURSARIES						
	<u>8,362</u>	<u>-</u>	<u>2,801,993</u>	<u>36,723</u>	<u>2,847,078</u>	<u>3,828,470</u>
GRANTS AND BURSARIES						
	<u>67,780</u>	<u>-</u>	<u>855,951</u>	<u>15,000</u>	<u>938,731</u>	<u>519,937</u>
REVENUE OVER (UNDER) EXPENSES						
	<u>\$ (59,418)</u>	<u>\$ -</u>	<u>\$ 1,946,042</u>	<u>\$ 21,723</u>	<u>\$ 1,908,347</u>	<u>\$ 3,308,533</u>

See Accompanying Notes

WINDSORESSEX COMMUNITY FOUNDATION

STATEMENT OF CHANGES IN FUND BALANCES

YEAR ENDED JUNE 30, 2019

	Community Fund Unrestricted	Managed Fund	Endowment Fund	Restricted Fund	2019 Total	2018 Total
FUND BALANCES, BEGINNING	\$ 926,015	\$ -	\$12,917,596	\$ 1,329,911	\$15,173,522	\$11,864,989
REVENUE OVER (UNDER) EXPENSES	(59,418)	-	1,946,042	21,723	1,908,347	3,308,533
INTERFUND TRANSFER (note 3)	<u>59,418</u>	<u>-</u>	<u>(59,418)</u>	<u>-</u>	<u>-</u>	<u>-</u>
FUND BALANCES, ENDING	<u>\$ 926,015</u>	<u>\$ -</u>	<u>\$14,804,220</u>	<u>\$ 1,351,634</u>	<u>\$17,081,869</u>	<u>\$15,173,522</u>

See Accompanying Notes

WINDSORESSEX COMMUNITY FOUNDATION

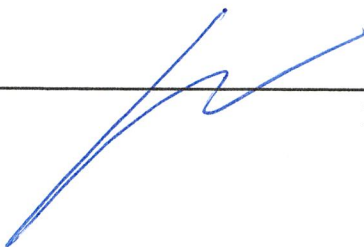
STATEMENT OF FINANCIAL POSITION

JUNE 30, 2019

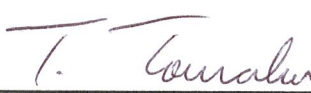
	Community Fund Unrestricted	Managed Fund	Endowment Fund	Restricted Fund	2019 Total	2018 Total
ASSETS						
CURRENT ASSETS						
Cash	\$ 126,063	\$ -	\$ -	\$ -	\$ 126,063	\$ 58,720
Accounts receivable and other assets	<u>37,067</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>37,067</u>	<u>24,697</u>
	163,130	-	-	-	163,130	83,417
INVESTMENTS (note 5)	762,849	1,546,136	14,804,220	1,351,634	18,464,839	16,228,575
PROPERTY, PLANT AND EQUIPMENT (note 6)	<u>11,270</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>11,270</u>	<u>12,364</u>
	<u>\$ 937,249</u>	<u>\$ 1,546,136</u>	<u>\$14,804,220</u>	<u>\$ 1,351,634</u>	<u>\$18,639,239</u>	<u>\$16,324,356</u>
LIABILITIES						
CURRENT LIABILITIES						
Accounts payable and accrued liabilities	\$ 11,234	\$ -	\$ -	\$ -	\$ 11,234	\$ 11,993
Managed funds (note 7)	<u>-</u>	<u>1,546,136</u>	<u>-</u>	<u>-</u>	<u>1,546,136</u>	<u>1,138,841</u>
	<u>11,234</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,557,370</u>	<u>1,150,834</u>
FUND BALANCES	<u>926,015</u>	<u>-</u>	<u>14,804,220</u>	<u>1,351,634</u>	<u>17,081,869</u>	<u>15,173,522</u>
	<u>\$ 937,249</u>	<u>\$ 1,546,136</u>	<u>\$14,804,220</u>	<u>\$ 1,351,634</u>	<u>\$18,639,239</u>	<u>\$16,324,356</u>

COMMITMENTS (note 9)

ON BEHALF OF THE BOARD



 Director



 Director

See Accompanying Notes

WINDSORESSEX COMMUNITY FOUNDATION

STATEMENT OF CASH FLOWS

YEAR ENDED JUNE 30, 2019

2019

2018

CASH FLOWS FROM OPERATING ACTIVITIES

Cash receipts from donors and investments

\$ 3,345,193 \$ 4,200,573

Cash paid to suppliers, employees and donees

(1,446,865) (901,406)1,898,328 3,299,167**CASH FLOWS FROM INVESTING ACTIVITIES**

Purchase of property, plant and equipment

(2,016) (2,800)

Increase in investments, net of changes in managed funds

(1,828,969) (3,314,184)(1,830,985) (3,316,984)**INCREASE (DECREASE) IN CASH POSITION**

67,343

(17,817)

CASH POSITION, BEGINNING58,72076,537**CASH POSITION, ENDING**\$ 126,063\$ 58,720

See Accompanying Notes

WINDSOR-ESSEX COMMUNITY FOUNDATION**NOTES TO FINANCIAL STATEMENTS****JUNE 30, 2019**

1. NATURE OF ACTIVITIES

WindsorEssex Community Foundation (the "Foundation") was incorporated by Special Act Chapter Pr 36, S.O. on December 16, 1983 as a corporation without share capital. The Foundation is a perpetual community trust for philanthropic purposes. It exists to manage donors' legacy funds and make grants to support local community programs. Through grant making activities, the Foundation is able to establish partnerships to assist a broad range of community organizations. The Foundation operates as a charitable organization and is exempt from income tax under paragraph 149(1)(f) of the Income Tax Act.

2. SIGNIFICANT ACCOUNTING POLICIES

BASIS OF PRESENTATION

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

FUND ACCOUNTING

In order to ensure observance of limitations and restrictions placed on the use of the resources available to the Foundation, the accounts of the Foundation are maintained in accordance with the principles of "fund accounting". Under these principles, resources are classified for accounting and reporting purposes into funds that are in accordance with specified activities or objectives.

Community Fund

The Community Fund accounts for the Foundation's administrative and operational revenues and expenses. Net expenditures of the Community Fund are financed primarily by donor contributions directed to general operations and from investment income earned. The distribution of income for granting purposes is determined by the Board of Directors each year.

Managed Fund

The Managed Fund represents funds managed by the Foundation which are beneficially owned by other organizations for which the income and capital is designated for the benefit of these organizations. Certain managed funds have restrictions with respect to the type of investments that can be made and are to be kept separate from other investments of the Foundation. Income allocated to these funds is determined from the return on the specific restricted investments. The remaining managed funds are commingled with the other investments of the Foundation and net investment income allocated to these funds is determined on a pro rata basis from the return on the commingled investments. The excess of income allocated over disbursements is added to the capital of the fund.

WINDSORESSEX COMMUNITY FOUNDATION**NOTES TO FINANCIAL STATEMENTS****JUNE 30, 2019**

2. SIGNIFICANT ACCOUNTING POLICIES - continued

Endowment Fund

The Endowment Fund represents funds donated to the Foundation to which the contributor restricts any future distribution of the capital, but allows discretion on the distribution of income. Net investment income allocated to these funds is determined on a pro rata basis from the return on the commingled investments.

Restricted Fund

The Restricted Fund represents funds donated to the Foundation or segregated by Board resolution for specific purposes. The capital can be distributed in accordance with the specific purpose. Net investment income allocated to these funds is determined on a pro rata basis from the return on the commingled investments.

PROPERTY, PLANT AND EQUIPMENT

Property, plant and equipment are recorded at cost, less accumulated amortization. Amortization is calculated on a declining balance basis at the following annual rates:

Computer equipment	30%
Furniture and fixtures	20%

REVENUE RECOGNITION

The Foundation follows the restricted method of accounting for donations and contributions.

Restricted donations and contributions are recognized as revenue in the corresponding restricted fund when received.

Restricted donations, contributions or government grants for which no corresponding restricted fund is presented are deferred and recognized as revenue over the same period as the related expenses.

Unrestricted contributions are recognized as revenue of the Community Fund in the period they are received.

Dividend and interest income are recognized in the corresponding fund when received and are included in investment income.

Funds pledged to the Foundation are not recorded until they are received.

CONTRIBUTED SERVICES

A number of people contribute significant time and expertise to the Foundation. Because of the difficulty of determining their fair value, contributed services are not recognized in the financial statements.

WINDSORESSEX COMMUNITY FOUNDATION**NOTES TO FINANCIAL STATEMENTS****JUNE 30, 2019**

2. SIGNIFICANT ACCOUNTING POLICIES - continued

USE OF ACCOUNTING ESTIMATES

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that effect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Property, plant and equipment require the use of management estimates. Actual results could differ from these estimates.

FINANCIAL INSTRUMENTS**Measurement of financial instruments**

Financial instruments are financial assets or liabilities of the Foundation where, in general, the Foundation has the right to receive cash or another financial asset from another party or the Foundation has the obligation to pay another party cash or other financial assets.

The Foundation initially measures its financial assets and liabilities at fair value.

The Foundation subsequently measures all its financial assets and financial liabilities at amortized cost, except for investments that are quoted in an active market, which are measured at fair value. Changes in fair value are recognized in net income.

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

Financial assets measured at fair value include investments.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities.

Financial liabilities measured at fair value include managed funds.

Impairment

Financial assets measured at cost or amortized cost are tested for impairment when there are indicators of possible impairment. When a significant adverse change has occurred during the period in the expected timing or amount of future cash flows from the financial asset or group of assets, a write down is recognized in net income. The write down reflects the difference between the carrying amount and the higher of:

- The present value of the cash flows expected to be generated by the asset or group of assets;
- The amount that could be realized by selling the asset or asset group; or
- The net realizable value of any collateral held to secure repayment of the asset or group of assets.

When events occurring after the impairment confirm that a reversal is necessary, the reversal is recognized up to the amount of the previously recognized impairment.

WINDSORESSEX COMMUNITY FOUNDATION

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2019

2. SIGNIFICANT ACCOUNTING POLICIES - continued**Transaction costs**

Transaction costs and financing fees are expensed as incurred for financial instruments measured at fair value and capitalized and amortized over the expected life of the instrument using the straight line method for financial instruments that are subsequently measured at cost or amortized cost.

3. INTERFUND TRANSFERS

During the year, the Board of Directors approved a motion to transfer \$59,418 from the Endowment Fund to the Community Fund.

4. DONATIONS AND FUND DEVELOPMENT, NET**2019****2018**

Income

\$ 2,559,513 \$ 2,947,878

Fund expenses

(107,307) -\$ 2,452,206 \$ 2,947,878

WINDSORESSEX COMMUNITY FOUNDATION

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2019

5. INVESTMENTS

2019

2018

Investments of the Foundation are administered by Connor, Clark & Lunn Private Capital Ltd. and Windsor Family Credit Union and are invested in various GICs, bonds, debentures, stocks and equity funds and are stated at market value.

Fair value

Cash and equivalents	\$ 86,303	\$ 86,164
Fixed income	4,561,429	4,013,185
Equities	<u>13,817,107</u>	<u>12,129,226</u>
	<u>\$ 18,464,839</u>	<u>\$ 16,228,575</u>

Cost

Cash and equivalents	\$ 86,303	\$ 86,164
Fixed income	4,406,486	3,997,676
Equities	<u>13,293,537</u>	<u>11,690,960</u>
	<u>\$ 17,786,326</u>	<u>\$ 15,774,800</u>

6. PROPERTY, PLANT AND EQUIPMENT

2019

2018

	Cost	Accumulated Amortization	Net	Net
Computer equipment	\$ 14,977	\$ 11,139	\$ 3,838	\$ 3,554
Furniture and fixtures	<u>22,150</u>	<u>14,718</u>	<u>7,432</u>	<u>8,810</u>
	<u>\$ 37,127</u>	<u>\$ 25,857</u>	<u>\$ 11,270</u>	<u>\$ 12,364</u>

WINDSORESSEX COMMUNITY FOUNDATION

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2019

7. MANAGED FUNDS	2019	2018
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Fund movements during the year are summarized below:

Balance, beginning	\$ 1,138,841	\$ 3,605,395
Donations and investment income, net	541,854	470,948
Grants and bursaries	-	(57,308)
Administrative fees	(14,710)	(9,499)
Transfer back to organizations	<u>(119,849)</u>	<u>(2,870,695)</u>
Balance, ending	<u>\$ 1,546,136</u>	<u>\$ 1,138,841</u>

8. ENDOWMENT AND RESTRICTED FUNDS

The Foundation has a policy with the objective of protecting the real value of the endowments by limiting the amount of income made available for grants and bursaries and requiring the reinvestment into the Endowment Fund of income not made available. During the year, 4.0% (2018, 3.5%) of the market value of most of the fund balances was made available for granting purposes. Further, an amount representing 1% (2018, 1%) of the market value of most of the fund balances was charged as an administrative fee to cover operating expenses. In any year that the Community Fund income is insufficient to fund community grants and overhead expenses, an amount is transferred from the Endowment Fund and the Restricted Fund to the Community Fund to cover them at the Board's discretion.

9. COMMITMENTS

Payments on a building lease expiring May 2024 amounts to \$70,000. They will become due as follows: 2020, \$14,000; 2021, \$14,000; 2022, \$14,000; 2023, \$14,000; and 2024, \$14,000.

WINDSORESSEX COMMUNITY FOUNDATION**NOTES TO FINANCIAL STATEMENTS****JUNE 30, 2019**

10. FINANCIAL INSTRUMENTS

The main risks the Foundation's financial instruments are exposed to are credit, liquidity and market risk.

Credit risk

The financial instruments that potentially subject the Foundation to credit risk consist primarily of cash and accounts receivable. The Foundation mitigates its exposure to credit loss by placing its cash with major financial institutions.

Liquidity risk

Liquidity risk relates to the risk the Foundation will encounter difficulty in meeting its obligations associated with financial liabilities. The financial liabilities on its statement of financial position consist of accounts payable and accrued liabilities. Management closely monitors cash flow requirements to ensure that it has sufficient cash on demand to meet operational and financial obligations.

Market risk (price risk)

Market risk is the risk that changes in market prices, currency and interest rates will affect the Foundation's net earnings or the value of financial instruments. These risks are generally outside the control of the Foundation. The objective of the Foundation is to mitigate market risk exposures within acceptable limits, while maximizing returns. The Foundation's investments in publicly traded securities expose the Foundation to market risk as such investments are subject to price changes in the open market. The Foundation does not use derivative financial instruments to alter the effects of the risk.