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# ALZHEIMER SOCIETY OF TORONTO FINANCIAL STATEMENTS MARCH 31, 2017



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# **ALZHEIMER SOCIETY OF TORONTO**

# FINANCIAL STATEMENTS

# MARCH 31, 2017

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#### INDEPENDENT AUDITORS' REPORT

To the Members of Alzheimer Society of Toronto

#### REPORT ON THE FINANCIAL STATEMENTS

We have audited the accompanying financial statements of Alzheimer Society of Toronto, which comprise the statement of financial position as at March 31, 2017, and the statements of changes in net assets, operations and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

# Management's Responsibility 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

#### Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements 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 entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.



# INDEPENDENT AUDITORS' REPORT (continued)

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

# Basis for Qualified Opinion

In common with many charitable organizations, the Society derives revenue from the general public in the form of cash raised from fundraising events and donations, the completeness of which are not susceptible to satisfactory audit verification. Accordingly, our verification of this revenue was limited to the amounts recorded in the records of the Society. Therefore we were not able to determine whether any adjustments might be necessary to fundraising events and donations revenue, excess of revenue over expenses and cash flows for the year end March 31, 2017 and March 31, 2016, current assets as at March 31, 2017 and March 31, 2016, and net asset balances as at the beginning and end of the years ended March 31, 2017 and March 31, 2016. Our audit opinion on the financial statements for the year ended March 31, 2017 was modified accordingly because of the possible effects of this limitation in scope.

# Qualified Opinion

In our opinion, except for the effects of the matter described in the Basis for Qualified Opinion paragraph, the financial statements present fairly, in all material respects, the financial position of Alzheimer Society of Toronto as at March 31, 2017, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-forprofit organizations.

# REPORT ON OTHER LEGAL AND REGULATORY REQUIREMENTS

As required by the Canada Corporation Act, Corporations Act (Ontario), we report that, in our opinion, Canadian generally accepted accounting principles/Canadian accounting standards for not-for-profit organizations have been applied on a basis consistent with that of the preceding year.

KRIENS~LAROSE, LLP

**Chartered Professional Accountants** 

in-Laker LLP

**Licensed Public Accountants** 

June 12, 2017 Toronto, Ontario

	2017	2016
	\$	\$
ASSETS		
CURRENT		
Cash	14,911	36,100
Short term investments (note 2)	3,133,808	3,169,251
Accounts receivable	141,403	199,775
Prepaid expenses and deposits	43,606	14,312
	3,333,728	3,419,438
CHARITABLE REMAINDER TRUST (note 3)	•	66,822
CAPITAL ASSETS (note 4)	104,943	131,770
	3,438,671	3,618,030
LIABILITIES		<u>-</u>
CURRENT		
Accounts payable and accrued liabilities	431,335	578,985
Deferred revenue (note 5)	533,268	437,041
Current portion of tenant lease inducements	35,124	35,124
Current portion of deferred capital		
contributions (note 6)	15,000	15,000
	1,014,727	1,066,150
LONG TERM		
Tenant lease inducements	23,415	58,539
Deferred capital contributions (note 6)	10,000	25,000
Externally restricted contributions (note 7)	248,048	362,005
	1,296,190	1,511,694
Commitments (note 8)  NET ASSETS		
INTERNALLY RESTRICTED (note 11)	_	55,105
UNRESTRICTED	2,142,481	2,051,231
UNKESTRICTED	2,142,401	2,031,231
	2,142,481	2,106,336
	3,438,671	3,618,030
APPROVED ON BEHALF OF THE BOARD:	M	
Mithe Louis facil, President	- RIGO	, Treasure
, resident	>(=)	

	Internally Restricted \$	Unrestricted \$	2017 Total \$
BALANCE, beginning of year	55,105	2,051,231	2,106,336
Excess of revenues over expenses	÷	36,145	36,145
Approved expenditures (note 11)	(55,105)	55,105	-
BALANCE, end of year		2,142,481	2,142,481
	Internally Restricted \$	Unrestricted \$	2016 Total \$
BALANCE, beginning of year	319,138	2,269,957	2,589,095
Deficiency of revenues over expenses	-	(482,759)	(482,759)
Approved expenditures (note 11)	(264,033)	264,033	-
BALANCE, end of year	55,105	2,051,231	2,106,336

	2017 \$	2016 \$
REVENUES		
Support from public		
Events	1,495,480	1,414,172
Corporate giving	1,038,877	1,030,674
Individual giving and direct marketing	688,974	824,881
Bequests	452,523	46,543
	3,675,854	3,316,270
	3,073,634	3,310,270
Government health programs	1,334,113	1,334,113
Literature and seminars	416,519	187,465
Partner charities	300,000	307,129
Sundry and interest	22,831	36,851
Amortization/recognition of deferred capital	22,031	50,051
contributions (note 6)	15,000	15,000
Shared services and secondment recoveries (note 10)	-	201,038
	5,764,317	5,397,866
EXPENSES		
Program and services (Schedule I)	4,057,260	4,225,852
Fundraising (Schedule II)	1,438,299	1,423,553
Administration (Schedule III)	232,613	231,220
<u>.</u>		
	5,728,172	5,880,625
EXCESS (DEFICIENCY ) OF REVENUES OVER EXPENSES	36,145	(482,759)

	2017	2016
	<b>\$</b>	<b>\$</b>
SCHEDULE I		
Program and services:		
Salaries and benefits allocation (note 9)	2,045,666	2,102,995
Other program direct costs	764,613	791,453
Administrative overhead allocation (note 9)	752,801	831,694
Caregiver framework direct program costs	356,253	377,900
Education and awareness	87,927	76,810
Research	50,000	45,000
	4,057,260	4,225,852
	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	1,220,002
SCHEDULE II		
Fundraising:		
Salaries and benefits allocation (note 9)	671,774	674,165
Events and programs	516,005	485,042
Administrative overhead allocation (note 9)	250,520	264,346
	1,438,299	1,423,553
echebile ili		
SCHEDULE III  Administration:		
Salaries and benefits allocation (note 9)	532,963	615,542
Building occupancy	257,107	255,613
General office expenses and supplies	208,873	169,156
Professional services	80,146	137,641
Conference and travel	56,133	53,506
Amortization	55,994	54,340
Telephone	21,011	18,248
Miscellaneous	9,264	10,486
Insurance	6,446	6,664
Meetings	4,369	3,369
Dues and memberships	3,627	2,695
Administrative overhead allocation (note 9)	(1,003,320)	(1,096,040)
Σ.	232,613	231,220

	2017 \$	2016 \$
CASH WAS PROVIDED BY (USED IN):		
OPERATING ACTIVITIES		
Excess (deficiency) of revenues over expenses  Items not involving cash:	36,145	(482,759)
Amortization of capital assets	55,994	54,340
Amortization of deferred capital contributions	(15,000)	(15,000)
Tenant lease inducements	(35,124)	(35,124)
	42,015	(478,543)
Changes in non-cash working capital balances:		
Accounts receivable	58,372	(73,961)
Prepaid expenses and deposits	(29,294)	(1,517)
Accounts payable and accrued liabilities	(147,650)	385,487
Deferred revenue	96,227	166,876
	19,670	(1,658)
FINANCING ACTIVITIES  Externally restricted contributions (used) in the year	(113,957)	(165,908)
INVESTING ACTIVITIES		
Decrease in short term investments	35,443	(736,449)
Decrease in long term investments	-	952,840
Purchase of capital assets	(29,167)	(4,844)
Decrease in Charitable Remainder Trust	66,822	(29,980)
	73,098	181,567
Change in cash	(21,189)	14,001
Cash, beginning of year	36,100	22,099

#### PURPOSE OF THE SOCIETY

The Alzheimer Society of Toronto (the "Society") was established as a charitable organization in 1981. The role of the Society is to offer support, information and education to persons with dementia, their families and their caregivers, to increase public awareness of dementia, to promote research, and to advocate for services that respect the dignity of the individual.

The Society is a registered charity under the Income Tax Act (Canada) and as such, is exempt from income taxes and is able to issue tax-deductible receipts to donors.

#### 1. SIGNIFICANT ACCOUNTING POLICIES

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

#### Financial instruments:

The Society initially measures its financial assets and financial liabilities at fair value. The Society subsequently measures all its financial assets and financial liabilities at amortized cost. Changes in fair value are recognized in the statement of operations. Financial assets measured at amortized cost include cash and accounts receivable. Financial liabilities measured at amortized cost include accounts payable.

## Revenue recognition:

The Society follows the deferral method of accounting for contributions which include proceeds from fundraising events, donations, bequests and literature and seminars. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Externally restricted contributions (including grants) are recognized as revenue in the year in which the related expenses are incurred or the restriction is removed by the donor.

Interest is recognized as revenue in the period in which it is earned.

Contributed capital assets are deferred and amortized into revenue at a rate corresponding with the amortization rate for the related capital assets.

Gifts-in-kind are recorded at fair value at the date of contribution.

Donations received by way of charitable remainder trusts vest irrevocably with the Society. These donations are tax-receipted by the Society and are recorded as revenue and contribution receivable at the estimated fair market value upon establishment of the trust. The difference between the fair market value and the residual value is amortized to revenue based on the assumptions of the original actuarial valuation.

#### Cash and Cash Equivalents:

Cash and cash equivalents consist of cash on hand and fixed income investments with maturities of less than 90 days.

# 1. SIGNIFICANT ACCOUNTING POLICIES (continued)

#### Prepaid expenses:

Prepaid expenses are recorded for goods and services being received in the next fiscal year but paid for in the current year. The balance at year end represents amounts paid for insurance, maintenance contracts and venue deposits.

# Capital assets and amortization:

Capital assets are stated at acquisition cost. Amortization is provided on a straight line basis from the month of purchase over the estimated useful lives of the assets as follows:

Furniture and equipment	5 years
Computer equipment	3 years
Computer software	2 years

Leasehold improvements are amortized on a straight line basis over the term of the lease. Where equipment no longer has any long-term service potential to the Organization, the excess of their net carrying amount over any residual value is recognized as an expense in the statement of operations.

#### Tenant lease inducements:

Tenant lease inducements consist of cash inducements for leasehold improvements as well as rent-free periods. These are amortized over the term of the lease and allocated to rent expense.

#### Allocation of expenses:

The Society engages in various fundraising and service programs. The cost of these programs include the expenses that are directly related to providing the service. The Society also incurs salaries, benefits and administration expenses that are common to the Society and each of its programs. The Society allocates certain of its salaries, benefits and administration expenses on the basis as disclosed in note 9.

# Use of Estimates:

The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the reporting date and the reported amounts of revenues and expenses for the reporting period. Actual results could differ from these estimates. Significant financial statement items that require the use of estimates include collectibility of accounts receivable, useful lives of property and equipment, rates of amortization and accrued liabilities. These estimates are reviewed periodically and adjustments are made, as appropriate, in the statement of operations in the year they become known.

#### Donated services:

During the year, voluntary services were provided. Because these services are not normally purchased by the Society, and because of the difficulty of determining their fair value, donated services are not recognized in these statements.

Continued...

#### 2. SHORT TERM INVESTMENTS

Short term investments consist of guaranteed investment certificates which have maturities within the next 12 months and interest rates ranging between 0.4% and 1.22% (2016 - 1.01% and 1.75%). Short term investments are reported at cost plus accrued interest which approximates fair value.

## 3. CHARITABLE REMAINDER TRUST

In 2017 and prior years, the Society has/had entered into three charitable remainder trust agreements. Charitable remainder trusts are an arrangement whereby individuals place cash into an irrevocable trust with the Society appointed as the beneficiary. The income from the trust is paid to the donor for life and upon the donor's death the Society will receive the capital in trust. A charitable tax receipt is issued to the donor based on the estimated fair market value upon the establishment of the trusts.

During the 2017 fiscal year, the donor of the three trusts passed away and the Society received a total of \$196,565, from which \$129,743 was recognized in revenue during the current fiscal year and \$66,822 was recognized in revenue in previous years.

#### 4. CAPITAL ASSETS

	20	17	20	16
	Cost \$	Accumulated Amortization \$	Cost \$	Accumulated Amortization \$
Furniture and equipment Computer equipment	176,244	(154,671)	168,428	(146,527)
and software	133,919	(113,484)	112,568	(103,395)
Leasehold improvements	374,161	(311,226)	374,161	(273,465)
Less accumulated	684,324	(579,381)	655,157	(523,387)
amortization	(579,381)		(523,387)	
	104,943		131,770	

#### 5. **DEFERRED REVENUE**

Deferred revenue consists of money received for events/funding in advance of the event date or the related expenditure and is summarized as follows:

	2017	2016 \$
	256.604	.54.594
George C. Hunt Family Foundation	256,604	156,786
Other	150,243	147,289
Trillium Foundation-Dementia Friendly Communities	59,670	-
Ontario Trillium Minds in Motion	35,072	34,500
Community Connection Enriches Grant	24,357	21,278
Temerty Family Foundation	7,322	9,188
Ontario Trillium Volunteer Mobilization	-	50,500
Ontario Trillium Foundation		17,500
Balance, end of year	533,268	437,041

#### 6. DEFERRED CAPITAL CONTRIBUTIONS

Pursuant to an agreement dated June 26, 2008, the Society received a grant of \$150,000 from the Ontario Trillium Foundation. The purpose of the grant was to assist the Society with its co-location costs to achieve efficiency savings and increase access to coordinated services and resources for clients with dementia across Toronto. Since this grant was used to offset purchases of capital assets, it is being amortized over the same term as the amortization of the related capital assets.

	2017 \$	2016 \$
Balance, beginning of year Amortization	40,000 (15,000)	55,000 (15,000)
Current portion	25,000 15,000	40,000 15,000
Long term portion	10,000	25,000

#### 7. EXTERNALLY RESTRICTED CONTRIBUTIONS

Externally restricted contributions represent donation/pledges received that cannot be taken into income until certain conditions related to the contributions are met. These externally restricted contributions are summarized as follows:

	2017 \$	2016 \$
The Emily Bertoldi-Bernice Bogart Fund for Dementia Counselling The George C. Hunt Family Foundation \$1Million Matching	193,579	167,555
Gifts Campaign	54,469	194,450
Balance, end of year	248,048	362,005

# (a) The Emily Bertoldi - Bernice Bogart Fund for Dementia Counselling

On January 31, 2010, the Society entered into a pledge agreement whereby two individual contributors pledged \$25,000 per year for five years (commencing in calendar year 2010). Of the \$25,000 pledge, \$10,000 is unrestricted and can be spent on general purposes. The balance of the pledge is set aside into an externally restricted fund, the terms of which will be reviewed by the contributors to determine whether and when any portion of the fund may be released for a specified or general use. Interest on the funds will accrue and remain in the fund over the term of the pledge. In 2017, \$2,044 (2016 - \$1,670) of interest was earned on these funds and allocated to the fund.

On January 31, 2015, a new agreement was signed, whereby the two individuals pledged \$30,000 per year for five years (commencing December 2015). Of the \$30,000 pledge, \$15,000 will be unrestricted and can be spent for general purposes. The remaining \$15,000 (plus any additional donations designated to the Fund from these individuals or other third parties) will remain in the Fund. Interest will continue to compound on the Fund over the duration of the pledge.

# (b) The George C. Hunt Foundation \$1 Million Matching Gifts Campaign

On November 27, 2013, the Society received \$500,000 from the George C. Hunt Foundation. Access to these funds require matching of new donations/pledges of at least \$5,000 that are designated to either the Alzheimer's Counselling and Financial Support Program or the Memory and Music: ipod project.

During the year, matching funds totaling \$139,981 (2016: \$191,908) has been released from the externally restricted fund and transferred to deferred revenue to be expended in accordance with the initiatives noted. As such, \$139,548 was expended in 2017 (2016: \$191,908) and 433 remains in deferred revenue to be expended in a future period. In addition, the Society has a remaining balance of 54,469 in the externally restricted fund that should be matched by the end of the 2018 fiscal year.

#### 8. COMMITMENTS

(i) Pursuant to a the co-tenancy agreement, signed April 1, 2008, the Alzheimer Society of Ontario ("ASO"), the Alzheimer Society of Canada ("ASC"), and the Society co-located in new premises in order to benefit from efficiencies of scale. The lease was subsequently renewed and signed April 11, 2017. The co-tenancy agreement sets out the terms of the sharing of costs (based on the related cost drivers, which are primarily shared equally to each of the three co-tenants). Shared costs include leasehold improvements, furniture, equipment, rent, phones and IT. The Society's portion of the operating lease commitments is as follows:

2018	124,943
2019	83,295
2020	121,655
2021	122,203
2022	123,299
2023-2029	852,953
	·

\$ 1,428,348

In addition, the Society is responsible for its share of tax escalation and common area charges. During the year, the Society paid \$181,697 (2016- \$188,984) in tax escalation and common area charges. Further, the Society accrued property tax rebates of \$8,957 (2016 - \$17,738) during the year.

Net leasehold inducements of \$35,124 (2016 - \$35,124) have been offset against rent expense on the statement of operations.

(ii) Effective April 1, 2009, the Society (along with 38 member chapters in Ontario at that time) entered into a five year federation agreement with ASO which included a revenue sharing formula. Under this agreement the Society received \$300,000 (2016 - \$307,129) from ASO, of which \$300,000 was the minimum positive differential allocated to the Society under the terms of the agreement. Although the original agreement expired April 1, 2014, the Society and ASO extended the agreement to March 31, 2017.

Effective April 1, 2017, the Society (along with 29 member chapters in Ontario) entered into a three year federation agreement with ASO (with an option to renew for an additional two years), which includes a detailed revenue sharing formula. Under this agreement for the first three years, the Society will receive an annual minimum revenue distribution of its proportionate share of \$1,000,000 based on the Society net revenue (as defined in the agreement) divided by the total net revenue of all federation parties (excluding ASO).

Management estimates that in fiscal 2018, the proportionate share of net revenue as defined under the agreement will approximate that of fiscal 2017.

## 9. EXPENSE ALLOCATIONS

Salaries, benefits and administration expenses are allocated among fundraising, program and services, and administration based on the time staff dedicated to various programs. During the year, 20% (2016: 20%) was allocated to fundraising, 61% (2016: 63%) was allocated to program and services, and 19% (2016: 17%) was allocated to administration. The dollar amount of salaries, benefits and general administrative expenses allocated to program have been disclosed in the schedules to the statement of operations.

#### 10. SHARED SERVICES AND COST RECOVERIES

Effective April 1, 2016, the Society, in conjunction with Alzheimer Society of Canada (ASC) and Alzheimer Society of Ontario (ASO), agreed to merge the finance operations of each organization into one Shared Services department. The costs and recoveries related to this decision were charged to operations in the 2016 fiscal year and the three organizations agreed to share the costs for this restructuring equally. During the 2017 fiscal year, total costs of \$531,127 related to the Shared Services department were charged by ASO.

## 11. INTERNALLY RESTRICTED FUND

On March 31, 2012, the Board approved the transfer of \$500,000 from the unrestricted net assets to an internally restricted Strategic Plan Fund. This fund is to be used for mission-related activities. Access to the fund, or to any portion thereof, will require authorization via a Board motion, and all funds must be expended over the term of the next Strategic Plan. During the year, \$55,105 (2016 - \$264,033) was expended for this specific purpose and has been approved by the Board as a draw down from the Fund. As of March 31, 2017 the fund is fully depleted.

#### 12. COMPARATIVE FIGURES

Certain comparative figures have been reclassified to conform with the presentation adopted for the current year.

## 13. FINANCIAL INSTRUMENTS

The Society is exposed to various risks through its financial instruments. The following presents the Society's risk exposures and concentrations at March 31, 2017.

# Credit risk

Credit risk is the risk that one party to a financial instrument will fail to discharge an obligation and cause the other party to incur a financial loss. The Society's credit risk would occur with their accounts receivable from sponsor, donors and co-tenants. Actual exposure to credit losses has been minimal in prior years. To reduce its credit risk, the Society has adopted policies which include regular review and follow up of outstanding amounts. Furthermore, risk exposure to accounts receivable from co-tenants is mitigated with co-tenancy, tri-level and federation agreements. During the year, the Society recorded a write off of event sponsorship receivable of \$60,000 (2016: \$0) due to the dishonoring of the sponsorship agreement by the sponsor. The income was reported as event revenue in the previous year when the event took place.

# Liquidity risk

Liquidity risk is the risk the Society will encounter difficulties in meeting obligations associated with financial liabilities. The Society's exposure to liquidity risk mainly in respect of its accounts payables. The Association expects to meet these obligations as they come due by generating sufficient cash flow from operations and from from unrestricted reserves funded through short term investments. There has been no change in the risk assessment from the prior period.

#### Market risk

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

#### Currency risk

Currency risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in foreign exchange rates. The Society is not exposed to foreign currency risk.

#### Interest rate risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Society is not exposed to fair value risk due to changes in market rates of interest.

#### Other Price Risk

Other price risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices (other than those arising from interest rate risk or currency risk), whether those changes are caused by factors specific to the individual financial instrument or its issuer, or factors affecting all similar financial instruments traded in the market. The Society is not exposed to other price risk.