

INDEPENDENT AUDITOR'S REPORT AND FINANCIAL STATEMENTS

MARCH 31, 2022



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INDEPENDENT AUDITOR'S REPORT

To the Directors of Chatham-Kent Hospice Foundation

Qualified Opinion

We have audited the financial statements of Chatham-Kent Hospice Foundation, which comprise the statement of financial position as at March 31, 2022, and the statements of operations, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

Except as noted in the following paragraph, in our opinion, the financial statements present fairly, in all material respects, the financial position of the organization as at March 31, 2022, and the results of its operations 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, Chatham-Kent Hospice Foundation derives part of its income from the general public in the form of donation and fundraising activities, which by their nature are not susceptible to complete audit verification. Accordingly, our verification of revenue from these sources was limited to an examination of the amounts recorded in the records of the organization. We were not able to determine whether any adjustments might be necessary to revenues, excess of revenues over expenditures, assets or net assets for the years ended March 31, 2021 or March 31, 2022.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's 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 opinion.



INDEPENDENT AUDITOR'S REPORT, continued

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.

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 management 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.

Auditor's 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 auditor's 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 organization's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.



INDEPENDENT AUDITOR'S REPORT, continued

- 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 auditor's 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 auditor's 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.

Chatham, Ontario June 21, 2022 CHARTERED PROFESSIONAL ACCOUNTANTS
LICENSED PUBLIC ACCOUNTANTS

FINANCIAL STATEMENTS

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MARCH 31, 2022

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STATEMENT OF OPERATIONS



YEAR ENDED MARCH 31, 2022

		2022		2021
REVENUES				
Donations	\$	1,395,388	\$	875,200
Grant income	,	26,075		70,458
Interest and investment income, cost investments		43,566		68,224
Interest and investment income, fair value investments		7,396		336
Special events		432,390		232,333
Other income		1,668		159
	_	1,906,483	:	1,246,710
EXPENDITURES (note 12)				
Accounting and finance		22,143		17,306
Advertising and promotion		108,798		42,675
Amortization		439		. =
Bank charges and interest		8,288		6,998
Donor recognition		2,141		1,754
Donor relations		5,535		6,130
Human resources and consulting		5,290		5,099
Information technology		3,915		2,990
Insurance		3,162		3,068
Legal		4,803		O.
Memberships and dues		1,220		1,548
Office supplies		15,649		12,942
Salaries and wages		214,111		190,801
Special events		22,122		16,160
Staff professional development		9,079		2,230
Travel	-	67	-	
	-	426,762	=	309,701
EXCESS OF REVENUES OVER EXPENDITURES BEFORE				
OTHER INCOME (EXPENSE)	_	1,479,721		937,009
OTHER INCOME (EXPENSE)				
COVID-19 Canada Emergency Wage Subsidy (note 13)		6,012		31,594
Donations to Chatham Kent Hospice Inc. (note 9)		(1,000,000)		(910,000)
Unrealized gain on fair value investments		2,594		ì 1,861 [°]
Receipts from Chatham Kent Hospice Inc. (note 9)		697,058		-
	_	(294,336)		(876,545)
EXCESS OF REVENUES OVER EXPENDITURES	\$_	1,185,385	\$	60,464

STATEMENT OF CHANGES IN NET ASSETS



YEAR ENDED MARCH 31, 2022

	Sı —	stainability fund		nrestricted	Total 2022		Total 2021
BALANCE, BEGINNING OF YEAR	\$	2,507,617	\$	221,077 \$	2,728,694	\$	2,668,230
Excess of revenues over expenditures		-		1,185,385	1,185,385		60,464
Transfer to sustainability fund (note 10)		825,556	_	(825,556)	- _		
BALANCE, END OF YEAR	\$	3,333,173	\$	580,906 \$	3,914,079	<u></u>	2,728,694

STATEMENT OF FINANCIAL POSITION

MARCH 31, 2022

	2022	2021
ASSETS		
CURRENT ASSETS Cash Short-term investments, at cost (note 3) Short-term investments, at fair value (note 3) Accounts receivable (notes 4 and 9) Prepaid expenses	\$ 645,067 250,466 3,082,707 23,967 7,156 4,009,363	\$ 330,028 1,779,099 478,052 23,839 2,517 2,613,535
LONG-TERM INVESTMENTS, AT COST (note 3) TANGIBLE CAPITAL ASSETS (note 5)	1,755 \$ 4,011,118	250,466
LIABILITIES		
CURRENT LIABILITIES Accounts payable and accrued liabilities (notes 6 and 9) Deferred special event revenue (note 7) Deferred contributions (note 8)	\$ 48,985 41,054 7,000 97,039	\$ 20,567 114,740
SUSTAINABILITY FUND (notes 3 and 10) UNRESTRICTED	3,333,173 580,906 3,914,079 \$ 4,011,118	2,507,617 221,077 2,728,694 \$ 2,864,001

ON BEHALE OF THE BOARD

_ Director

Director

Keith Graham

fileen Murray

STATEMENT OF CASH FLOWS



YEAR ENDED MARCH 31, 2022

	2022	2021
OPERATING ACTIVITIES		
Excess of revenues over expenditures Adjustment for	\$ 1,185,385 \$	60,464
Amortization	439	
	1,185,824	60,464
Change in non-cash working capital items (note 11)	(43,035)	80,209
	1,142,789	140,673
INVESTING ACTIVITIES Purchase of investments Proceeds on withdrawal of investment funds Purchase of tangible capital assets	(2,604,663) 1,779,107 (2,194) (827,750)	(478,051) 466,505 - (11,546)
INCREASE IN CASH	315,039	129,127
CASH, BEGINNING OF YEAR	330,028	200,901
CASH, END OF YEAR	<u>\$ 645,067</u> <u>\$</u>	330,028

NOTES TO THE FINANCIAL STATEMENTS



MARCH 31, 2022

1. NATURE OF OPERATIONS

Chatham-Kent Hospice Foundation was incorporated without share capital on March 20, 2015, under the laws of Ontario. The organization's mission is to enhance the financial sustainability of Chatham Kent Hospice Inc., by working with the community to raise funds, awareness, and understanding to enable compassionate, quality near end of life experiences for the residents of Chatham-Kent. The organization is a registered charity under the Income Tax Act and is exempt from income taxes, provided that certain requirements of the Income Tax Act are met.

2. SIGNIFICANT ACCOUNTING POLICIES

The organization applies the Canadian accounting standards for not-for-profit organizations. The significant accounting policies are as follows:

(a) CASH

Cash consists of balances with financial institutions.

(b) **INVESTMENTS**

The organization follows the cost method of accounting for its guaranteed investment certificate investments. These investments are written down for any impairment in value that is considered other than temporary.

The organization has elected to classify all of its equity investments as held-for-trading, and accordingly they are recorded at fair value. Changes in fair values during the year are included in revenues on the statement of operations with any unrealized gain or loss on the conversion to fair value recorded in other income or expense. Quoted market prices were used to determine the fair value of the equity investments at the year end date.

(c) TANGIBLE CAPITAL ASSETS

Tangible capital assets are recorded at cost. The organization provides for amortization using the straight-line method at rates designed to amortize the cost of the tangible capital assets over their estimated useful lives. The annual amortization rate is as follows:

Computer equipment

5 years

NOTES TO THE FINANCIAL STATEMENTS



MARCH 31, 2022

2. SIGNIFICANT ACCOUNTING POLICIES, continued

(d) INTERNALLY RESTRICTED NET ASSETS

Internally restricted funds are established as required at the discretion of the board of directors. Increases or decreases in these funds are made by appropriations to or from operations and, where appropriate, upon approval of the board of directors. The internally restricted funds are not available for purposes other than those described below without the approval of the board of directors.

The sustainability fund is used to hold funding to cover capital upgrades, growth initiatives and unforseen operational shortfalls for Chatham Kent Hospice Inc., as approved by the board of directors. The organization's goal is to maintain a balance in the sustainability fund between a minimum of 12 months of operating funds and a maximum of 36 months of operating funds.

(e) REVENUE RECOGNITION

The organization follows the deferral method of accounting for contributions.

Restricted contributions are recognized as revenue in the year in which the related expenditures are incurred.

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.

Unrestricted interest and investment income is recognized as revenue when earned.

Other income, special event income, receipts from Chatham Kent Hospice Inc. and COVID-19 Canada Emergency Wage Subsidy revenues are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

(f) CONTRIBUTED MATERIALS AND SERVICES

Contributions of materials are recognized in the financial statements at fair value at the date of contribution, but only when a fair value can be reasonably estimated, when the materials are used in the normal course of operations, and when the materials would otherwise have been purchased.

A significant number of volunteers contribute their time to the organization each year. Due to the difficulty of determining fair value, contributed services are not recognized in the financial statements.

NOTES TO THE FINANCIAL STATEMENTS



MARCH 31, 2022

2. SIGNIFICANT ACCOUNTING POLICIES, continued

(g) SEGMENTATION OF EXPENSES

The organization's expenses are segregated into fundraising or administrative categories in the supporting notes to the financial statements. See note 12. These segments are identified and segregated on the basis of the activities undertaken by the Chatham-Kent Hospice Foundation and expenses are allocated to these segments according to the amount of time spent in each area.

(h) FINANCIAL INSTRUMENTS

The organization's financial assets consist of cash, short-term investments at cost, short-term investments at fair value and accounts receivable. The organization's financial liabilities consist of accounts payable and accrued liabilities. The organization initially measures these financial instruments at fair value except for certain non-arm's length transactions that are measured at the exchange amount.

With the exception of short-term investments at fair value, these financial instruments are subsequently measured at amortized cost and are evaluated for impairment at each statement of financial position date, with the write down recorded in excess of revenues over expenditures. Impairment reversals may occur and the asset can be written up to its original cost. Short-term investments at fair value are subsequently measured at their fair value.

(i) 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, such as interest receivable on investments held at cost, the allowance for doubtful accounts, certain accruals and deferred revenues, that affect the reported amounts at the date of the financial statements and the reported amounts of revenues and expenditures during the year. Actual results could differ from management's best estimates as additional information becomes available in the future. These estimates and assumptions are reviewed periodically and, as adjustments become necessary, they are reported in the periods in which they become known.

NOTES TO THE FINANCIAL STATEMENTS



2021

2022

MARCH 31, 2022

3. INVESTMENTS

The organization's sustainability fund is comprised of all investments held by the organization.

Short-term sustainability fund investments at cost consist of the following:

\$ 250,466	\$ -
	1,329,099
	450,000
\$ 250,466	\$ 1,779,099
nsist of the follow	ving:
2022	2021
\$ 1,435,713	\$ 395,411
677,134	25,628
969,860	57,013
\$ 3,082,707	\$ 478,052
of the following:	
2022	2021
\$	\$ 250,466
	\$ 250,466 Insist of the follow 2022 \$ 1,435,713 677,134 969,860 \$ 3,082,707 of the following: 2022

NOTES TO THE FINANCIAL STATEMENTS



MARCH 31, 2022

3. INVESTMENTS, continued

At year end, the composition of the aggregate investments held by the organization in the sustainability fund are as follows:

	-	2022	_	2021
Cash and cash equivalents, at fair value Fixed income securities and fixed income funds,	\$	1,435,713	\$	395,411
at fair value		677,134		25,628
Equities and equity funds, at fair value		969,860		57,013
Guaranteed investment certificates, at cost	_	250,466	_	2,029,565
	\$	3,333,173	\$	2,507,617

4. ACCOUNTS RECEIVABLE

	-	2022	_	2021
Trade accounts receivable	\$	5,524	\$	8,363
Accrued interest receivable		4,106		7,213
HST receivable	_	14,337	-	8,263
	\$	23,967	\$	23,839

5. TANGIBLE CAPITAL ASSETS

		2022						2021
) 	Cost	Accumi amortiz		-	Net	-	Net
Computer equipment	\$	2,194	\$	439	\$	1,755	\$	-):

6. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

		2022		2021
Trade accounts payable Accrued liabilities	\$	29,096 14,701	\$	9,876 8,285
Government remittances payable		5,188	_	2,406
	\$	48,985	\$	20,567

NOTES TO THE FINANCIAL STATEMENTS



MARCH 31, 2022

7. DEFERRED SPECIAL EVENT REVENUE

Deferred special event revenue represents unearned revenue relating to special events that are scheduled to take place subsequent to the year end, including the Hike for Hospice. As the expenses related to these special events are incurred, the balance of the deferred special events revenue account will be reduced.

	::	2022	2021
Opening balance Amount received in the year Amount recognized as income in the year	\$	114,740 \$ 144,474 (218,160)	24,839 114,740 (24,839)
Closing balance	\$	41,054 \$	114,740

8. DEFERRED CONTRIBUTIONS

Deferred contributions represent unspent resources that are related to expenditures for subsequent periods. The deferred contribution balance relates to funds received by the organization for supportive care staffing. As the expenses related to these resources are incurred, the balance of the deferred contributions account will be reduced.

		2022	_	2021
Opening balance	\$	a Hour andre	\$	1,000
Amount received in the year		21,900)	1,000
Expenses recognized in the year	-	(14,900))	(2,000)
Closing balance	\$	7,000	\$	

NOTES TO THE FINANCIAL STATEMENTS



MARCH 31, 2022

9. RELATED PARTY TRANSACTIONS

The organization is related to Chatham Kent Hospice Inc., as the Chatham-Kent Hospice Foundation is responsible for all fundraising and donation activities carried out on Chatham Kent Hospice Inc.'s behalf.

The organization is related to St. Andrew's Residence, Chatham, by way of shared services.

Included in accounts receivable at year end is \$5,524, (2021 - \$8,363) due from related parties. Included in accounts payable at year end is \$1,807, (2021 - \$6,762) due to related parties.

During the year, the organization transferred \$1,000,000, (2021 - \$910,000) to Chatham Kent Hospice Inc. to assist with the related party's operations.

During the year, the organization received \$697,058, (2021 - \$nil) from Chatham Kent Hospice Inc. related to surplus funds that were subsequently reinvested in the sustainability fund.

In the year, the organization received \$73,006 (2021 - \$90,139) from related parties for reimbursement of expenses paid on related parties' behalf.

During the year, the organization paid \$78,420, (2021 - \$70,993) to related parties for reimbursement of expenses paid on the organization's behalf.

Management is of the opinion that related party transactions are performed at fair value. Consequently, all related party transactions are measured at the exchange amount.

10. SUSTAINABILITY FUND

During the year, the organization's board of directors approved an internal restriction of \$825,556, (2021 - \$519,968) of revenues for the purposes of growing the sustainability fund. These funds were transferred from unrestricted operations to the sustainability fund. In the year, \$nil, (2021 - \$nil) was distributed from this fund at the direction of the board of directors.

NOTES TO THE FINANCIAL STATEMENTS



MARCH 31, 2022

11. CHANGE IN NON-CASH WORKING CAPITAL ITEMS

	_	2022	2021
Accounts receivable Prepaid expenses Accounts payable and accrued liabilities Deferred special event revenue Deferred contributions	\$	(128) \$ (4,639) 28,418 (73,686) 7,000	5,971 106 (14,769) 89,901 (1,000)
	\$	(43,035) \$	80,209

12. ALLOCATION OF FUNDRAISING AND ADMINISTRATION EXPENSES

	Fundraising	Administration	2022	2021
Accounting and finance	\$ 22,143	\$ -	\$ 22,143	\$ 17,306
Advertising and promotion	108,798		108,798	42,675
Amortization	5.00	439	439	=
Bank charges and interest	8,288	: = :	8,288	6,998
Donor recognition	2,141	· =	2,141	1,754
Donor relations	5,535	S	5,535	6,130
Human resources and				
consulting	74	5,290	5,290	5,099
Information technology	, -	3,915	3,915	2,990
Insurance	=	3,162	3,162	3,068
Legal	S=	4,803	4,803	-
Memberships and dues	1,220		1,220	1,548
Office supplies	15,649	S.	15,649	12,942
Salaries and wages	128,467	•	214,111	190,801
Special events	22,122	**	22,122	16,160
Staff professional				
development		9,079	9,079	2,230
Travel	(**	67	67	-
	\$ 314,363	\$ 112,399	\$ 426,762	\$ 309,701

13. GOVERNMENT ASSISTANCE

In response to the COVID-19 pandemic, the Canadian government introduced the Canada Emergency Wage Subsidy program during the prior fiscal year. This program provides funds to Canadian employers who have experienced a decline in revenues due to the pandemic to enable them to re-hire workers and transition back into normal operations. During the 2022 fiscal year, the Chatham-Kent Hospice Foundation applied for \$6,012, (2021 - \$31,594) of subsidy funding, all of which had been received as of March 31, 2022. These funds have been recognized as other income in the statement of operations.

NOTES TO THE FINANCIAL STATEMENTS



MARCH 31, 2022

14. COMPARATIVE FIGURES

The financial statements have been reclassified, where applicable, to conform to the presentation used in the current year. The changes do not affect prior year earnings.

15. FINANCIAL INSTRUMENTS

Transactions in financial instruments may result in an organization assuming or transferring to another party one or more of the financial risks described below. The required disclosures provide information that assists users of financial statements in assessing the extent of risk related to financial instruments. In management's opinion, there has been no change to the organization's risks during the year.

(a) MARKET RISK

Market risk is the risk that the value of a financial instrument will fluctuate as a result of changes in market prices, whether the factors are specific to the instrument or all instruments traded in the market. These risks are generally outside the control of the organization. In management's opinion, the organization is not exposed to significant market risk.

(b) CREDIT RISK

Credit risk is the risk that one party to a transaction will fail to discharge an obligation and cause the other party to incur a financial loss. The organization is exposed to credit risk in the event of non-payment by customers for their accounts receivable. The organization reduces its exposure to credit risk by creating an allowance for doubtful accounts when applicable. In the opinion of management, the credit risk exposure to the organization is low and is not material.

(c) CONCENTRATION RISK

Concentration risk is the risk that a customer has more than ten percent of the total accounts receivable balance and thus there is a higher risk to the organization in the event of a default by one of these customers. Concentrations of credit risk relates to groups of counterparties that have similar economic or industry characteristics that cause their ability to meet contractual obligations to be similarly affected by changes in economic or other conditions. At March 31, 2022, receivables from 1 customer, (2021 - 1 customer) comprised approximately 23%, (2021 - 43%) of the total outstanding receivables. The organization reduces concentration risk by regularly assessing the credit risk associated with these accounts and closely monitoring any overdue balances. In the opinion of management, the concentration risk exposure to the organization is low and is not material.

NOTES TO THE FINANCIAL STATEMENTS



MARCH 31, 2022

15. FINANCIAL INSTRUMENTS, continued

(d) LIQUIDITY RISK

Liquidity risk is the risk that the organization cannot repay its obligations when they become due to its creditors. The organization reduces its exposure to liquidity risk by ensuring that it documents when authorized payments become due and prepares budgets and cash forecasts to ensure that sufficient funds are available to fulfil the organization's obligations. In the opinion of management, the liquidity risk exposure to the organization is low and is not material.

(e) INTEREST RATE RISK

Interest rate risk is the risk that the fair value of future cash flows of a financial instrument will fluctuate because of changes in market interest rates. This exposure may have an effect on earnings in future periods. The organization is exposed to interest rate risk on its investments. The organization reduces its exposure to interest rate risk by diversifying its investment portfolio. The organization does not use derivative instruments to reduce its exposure to interest rate risk. In the opinion of management, interest rate risk exposure to the organization is low and is not material.