FINANCIAL STATEMENTS
FEBRUARY 28, 2018

FEBRUARY 28, 2018

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INDEPENDENT AUDITORS' REPORT

To the Members of the United Way of Greater Saint John Inc.

We have audited the accompanying financial statements of the United Way of Greater Saint John Inc., which comprise the statement of financial position as at February 28, 2018 and the statements of changes in fund balances, 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.

Auditors' 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 auditors' 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 auditors consider 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.

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

(continues)

Independent Auditors' Report to the Members of the United Way of Greater Saint John Inc. (continued)

Basis for Qualified Opinion

In common with many charitable organizations, the organization derives revenues from the general public in the form of pledges and donations, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, our verification of revenues from pledges and donations 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 these revenues, excess of revenue over expenditures, assets and fund balances.

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 the organization as at February 28, 2018 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.

CHARTERED PROFESSIONAL ACCOUNTANTS

Saint John, New Brunswick June 28, 2018

STATEMENT OF FINANCIAL POSITION

AS AT FEBRUARY 28, 2018

	<u>2018</u>	<u>2017</u>
ASSETS		
CURRENT Cash and term deposits Restricted term deposits (Note 9) Pledges receivable (Note 4) Other receivables (Note 5) Investments Prepaid expenses	\$ 835,055 167,650 974,794 36,555 - 7,205	\$ 846,232 206,599 810,011 30,310 2,163 8,940
CAPITAL ASSETS (Note 6)	2,021,259 <u>4,105</u> \$ <u>2,025,364</u>	1,904,255 <u>4,412</u> \$ <u>1,908,667</u>
LIABILITIES		
CURRENT Accounts payable and accrued liabilities (Note 7) Allocations and grants payable (Note 8) Deferred income (Note 9) RETIREMENT ALLOWANCE (Note 10)	\$ 29,835 1,119,517 <u>167,775</u> <u>1,317,127</u>	\$ 35,533 1,032,501 227,200 1,295,234 15,636
FUND BALANCES INTERNALLY RESTRICTED UNRESTRICTED	513,457 178,140	513,457 84,340
	691,597 \$ 2,025,364	
COMMITMENTS (Note 14)		
APPROVED ON BEHALF OF THE BOARD:		
Director		
Director		

STATEMENT OF CHANGES IN FUND BALANCES

				2018				2017
		nternally <u>testricted</u>	<u>Uni</u>	restricted		<u>Total</u>		<u>Total</u>
BALANCE AT BEGINNING OF YEAR	\$	513,457	\$	84,340	\$	597,797	\$	521,591
Excess of revenue over expenditures			_	93,800	_	93,800	_	76,206
BALANCE AT END OF YEAR	\$_	513,457	\$	178,140	\$_	691,597	\$_	597,797

STATEMENT OF OPERATIONS

	2018	<u>2017</u>
REVENUE		
Campaign pledges and collections		
Payroll deductions	\$ 753,442	\$ 784,921
Corporate and individual	625,218	540,711
Investment advisory	325,425	235,000
Special events	43,173	<u>39,656</u>
Gross campaign revenue	1,747,258	1,600,288
Uncollectible pledges loss	<u>(69,905</u>)	(34,462)
Net campaign revenue	1,677,353	1,565,826
Grant revenue	35,000	15,000
Investment income (Note 11)	16,293	30,387
Other United Way campaigns	9,678	6,110
Health partners cost recovery (expense) (Note 12)	2,939	(7,629)
Forfeited allocations	-	6,001
Program revenue	-	2,803
Other pledges and collections	19,036	301
	1,760,299	1,618,799
EXPENDITURES		
Campaign (Page 15)	247,909	236,602
Community impact (Page 16)	<u>1,418,590</u>	1,305,991
	1,666,499	1,542,593
EXCESS OF REVENUE OVER EXPENDITURES	\$ 93,800	\$ <u>76,206</u>

STATEMENT OF CASH FLOWS

	2018	2017
CASH PROVIDED BY (USED IN)		
Operating activities		
Excess of revenue over expenditures	\$ 93,800	\$ 76,206
Items not involving cash:	·	,
Amortization of capital assets	993	1,765
Gain on disposal of investments		(2,262)
	94,793	75,709
Changes in non-cash working capital balances:		
Pledges receivable	(164,783)	328,621
Other receivables	(6,245)	12,815
Prepaid expenses	1,735	2,362
Accounts payable and accrued liabilities	(5,698)	9,708
Allocations and grants payable	87,016	6,152
Deferred income	(59,425)	(65,602)
Retirement allowance	1,004	618
	(51,603)	370,383
Investing activities		
Donated investments	(6,803)	(45,419)
Proceeds from disposal of investments	8,966	45,518
Purchase of capital assets	(686)	
	1,477	99
INCREASE (DECREASE) IN CASH	(50,126)	370,482
CASH AT BEGINNING OF YEAR	1,052,831	682,349
CASH AT END OF YEAR	\$ <u>1,002,705</u>	\$ <u>1,052,831</u>
CASH CONSISTS OF		
Cash and term deposits	\$ 835,055	\$ 846,232
Restricted term deposits	<u>167,650</u>	206,599
•		
	\$ <u>1,002,705</u>	\$ <u>1,052,831</u>
SUPPLEMENTARY CASH FLOW INFORMATION		
Interest received	\$ <u>4,526</u>	\$ <u>23,376</u>

NOTES TO FINANCIAL STATEMENTS

FEBRUARY 28, 2018

1. PURPOSE OF ORGANIZATION

The United Way of Greater Saint John Inc. (the "organization") is a tax-exempt registered Canadian charity, constituted under the laws of New Brunswick and administered entirely by its duly-elected Board of Directors. It annually conducts a review of funding requests, sets a fund-raising goal, organizes a single community-wide fundraising campaign and distributes the proceeds according to a prearranged schedule.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations ("ASNFPO").

Cash and Term Deposits

Cash includes funds held in the bank account and guaranteed investment certificates. Guaranteed investment certificates mature between April 5, 2018 to July 19, 2021 and bear interest at 1.10% to 2.60% and market variable rate. The guaranteed investment certificates are held in the custody of the Bank of Montreal and are recorded at cost plus accrued interest, which approximates fair value.

Investments

Securities donated as payment in kind for pledges receivable are initially recorded at their fair value on the donation date and a charitable receipt is issued in that amount.

Fair values of investments in equity securities are determined using year-end quoted market prices.

The investments of the organization are held in the custody of Investors Group Securities Inc. and consist of liquid equity investments.

The organization's policy is to liquidate all donated securities received on a timely basis.

Capital Assets

Capital assets are recorded at cost less grants or donations specifically designated for their purchase, less accumulated amortization.

Capital assets are amortized on a straight-line basis using the following annual rates:

Computer hardware 33% Computer software 20%

The organization regularly reviews its capital assets to eliminate obsolete items.

Capital assets acquired during the year but not placed into use are not amortized until they are placed into use.

Internally Restricted Fund

The Internally Restricted Fund was established by the Board of Directors to consolidate its restricted net asset accounts to simplify the financial presentation and internal management of these reserves. These funds are to be utilized as approved by the Board of Directors.

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NOTES TO FINANCIAL STATEMENTS

FEBRUARY 28, 2018

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Operating Reserve Fund

The Operating Reserve Fund is defined as an internally restricted fund set aside by action of the Board of Directors. The purpose of the Operating Reserve Fund is to ensure the stability of the mission, programs, employment, and ongoing operations of the organization.

The required target minimum amount to be maintained in the Operating Reserve Fund is equal to three months of average operating costs. The calculation of average monthly operating costs includes all recurring administration, campaign and program costs including designated payments.

The Operating Reserve Fund is to be funded with surplus unrestricted operating funds. The Board of Directors may direct that a specific source of revenue be designated to the Operating Reserve Fund.

Transfers from the Operating Reserve Fund are required to be approved by the Board of Directors. The organization's goal is to replenish the funds used within twelve months to a maximum of three years to restore the Operating Reserve Fund to the target minimum amount.

There has been no funds transferred to the Operating Reserve Fund and the fund has not been utilized as of February 28, 2018.

Revenue Recognition

Contributions are recorded when the related pledges are received or receivable if collection thereof is reasonably assured. Pledges receivable are recorded net of an allowance for uncollectible pledges. The organization uses the restricted fund method of accounting for contributions.

Investment and other income is recognized on an accrual basis.

Contributed Services

Volunteers contribute an indeterminable number of hours per year. Because of the difficulty of determining their fair value, contributed services are not recognized in the financial statements.

Financial Instruments Policy

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in excess of revenue over expenditures. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

Measurement Uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for notfor-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the reporting period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

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NOTES TO FINANCIAL STATEMENTS

FEBRUARY 28, 2018

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Measurement Uncertainty (continued)

Examples of significant estimates include:

- the allowance for doubtful pledges;
- providing for amortization of capital assets;
- the estimated useful lives of assets;
- the recoverability of tangible assets; and
- certain actuarial and economic assumptions used in determining the retirement allowance liability.

3. FINANCIAL INSTRUMENTS

The organization is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the organization's risk exposure and concentration as of February 28, 2018.

Credit Risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The organization is exposed to credit risk from pledges. The amounts recorded in the statement of financial position are presented net of an allowance for doubtful pledges, which management estimates based on past experience and its assessment of current economic conditions. The organization believes that its credit risk from pledges is limited to the amount of the allowance.

Liquidity Risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The organization is exposed to this risk mainly in respect of its receipt of funds from its pledges and other related sources, accounts payable and accrued liabilities and other obligations.

Currency Risk

Currency risk is the risk to the organization's earnings that arise from fluctuations of foreign exchange rates and the degree of volatility of these rates. The organization is exposed to foreign currency exchange risk on cash held in U.S. dollars. The organization does not use derivative instruments to reduce its exposure to foreign currency risk.

Interest Rate Risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. The organization is exposed to interest rate risk on its variable interest rate financial instruments. The organization has no interest-bearing liabilities.

NOTES TO FINANCIAL STATEMENTS

FEBRUARY 28, 2018

4. PLEDGES RECEIVABLE

			2018	2017
	Payroll deduction plan Other pledges		\$ 725,691 304,103	\$ 695,495 154,516
	Less allowance for uncollectible pled	lges (Note 3)	1,029,794 (55,000)	850,011 (40,000)
			\$ <u>974,794</u>	\$ <u>810.011</u>
5.	OTHER RECEIVABLES			
			2018	<u>2017</u>
	Province of New Brunswick Estate of Mary K. McKean (Note 11) HST rebate Health partners cost recovery		\$ 15,000 10,800 7,283 3,472	\$ 15,000 8,957 3,734 2.619
			\$ <u>36,555</u>	\$ 30,310
6.	CAPITAL ASSETS			
		Cost	2018 Accumulated Amortization Net	<u>2017</u> <u>Net</u>
	Computer hardware Computer software	Cost \$ 2,448 8.824	Accumulated	
		\$ 2,448	Accumulated Amortization Net \$ 1,875 \$ 573	<u>Net</u> \$ -
7.		\$ 2,448 8,824 \$ 11,272	Accumulated Amortization Net \$ 1,875 \$ 573 5,292 3,532 \$ 7,167 \$ 4,105	Net \$ - 4,412
7.	Computer software	\$ 2,448 8,824 \$ 11,272	Accumulated Amortization Net \$ 1,875 \$ 573 5,292 3,532 \$ 7,167 \$ 4,105	Net \$ - 4,412
7.	Computer software	\$ 2,448 8,824 \$ 11,272	Accumulated Amortization Net \$ 1,875 \$ 573 5,292 3,532 \$ 7,167 \$ 4,105	Net \$ - 4,412 \$ 4,412

NOTES TO FINANCIAL STATEMENTS

FEBRUARY 28, 2018

8. ALLOCATIONS AND GRANTS PAYABLE

		2018	<u>2017</u>
	Funded organizations - Current Year Allocations (<i>Page 17</i>) Funded organizations - Previous Year Allocations Designated organizations Health partners	\$ 1,049,230 11,538 56,384 	\$ 945,730 80,761 6,010
9.	DEFERRED INCOME	\$ <u>1,119,517</u> 2018	\$ 1,032,501 2017
	Restricted funds 2017 campaign funding Program funding	\$ 167,650 - 125	\$ 206,599 20,477 124
		\$ <u>167,775</u>	\$ <u>227,200</u>

During 2015, the organization received a donation of \$375,000 from the Potash Corporation of Saskatchewan Inc. (the "PotashCorp fund"). As of February 28, 2018, a total of \$210,000 of the donation has been utilized to fund allocations and grants. The remaining balance is deferred until the funds are disbursed in accordance with the terms in the donation agreement. The donation agreement requires a portion of the funds to be disbursed to specific organizations over the next two years as follows:

2019	10,000
2020	10.000

The remainder of the \$145,000 fund balance plus accumulated interest of \$2,650 is required to be disbursed under the organization's established allocation process to benefit Sussex and surrounding area residents, within ten years of the date that the fund was established. All investment earnings from the PotashCorp fund balance are required to be included in the fund balance.

10. RETIREMENT ALLOWANCE

Following the guidelines set forth in the Collective Bargaining Agreement, all permanent employees with at least fifteen years of service are entitled to a retirement allowance of one week's pay per year of service to a maximum of twenty six weeks' pay. During the year, the organization recorded expenditure of \$1,004 (2017 - \$617) pertaining to these future liabilities and paid no allowances (2017 - \$nil).

11. INVESTMENT INCOME

Investment income includes an estimate of \$10,800 (2017 - \$8,957) receivable from the estate of the late Mary K. McKean, representing 10% of the net investment income earned on the estate capital during the fiscal year, being the pro-rata share of the income to which, according to the terms of Ms. McKean's will, the United Way of Greater Saint John Inc. is entitled on an annual basis in perpetuity.

NOTES TO FINANCIAL STATEMENTS

FEBRUARY 28, 2018

12. HEALTH PARTNERS COST RECOVERY

The organization is eligible to recover campaign costs incurred and directly attributable to the Health Partners National Campaign. The total costs recoverable during the period are:

		<u>2018</u>
Salaries and benefits	\$	1,809
Administration		1,550
Campaign expenditures		20
Telephone		9
Postage		17
Training and conferences	i .	67
		3,472
Prior year adjustment	_	(533)
Total	\$	2,939

13. REALLOCATION OF GENERAL MANAGEMENT AND ADMINISTRATION EXPENDITURES

The general management and administration expenditures are incurred to support the functional areas and are reallocated to the campaign and community impact activities based on a cost allocation model that is reviewed and updated annually. Using this method, general management and administration expenditures have been reallocated as follows:

	<u>2018</u>	2017
Reallocation to campaign expenditures	60.00 %	60.00 %
Reallocation to community impact expenditures	40.00 %	40.00 %

In accordance with guidelines established by the United Way of Canada, expenditures directly related to local community service and special research programs, and fees payable to the national organization, have been segregated from campaign and administration expenditures.

14. COMMITMENTS

The Board of Directors passed a motion to commit the following amounts in grants over the next four years pending completion of certain conditions prior to the disbursement of funds:

2019 - 2020	\$ 543,230
2020 - 2021	358,230
2021 - 2022	145,000
2022 - 2023	95,000

Under the terms of a lease agreement for office premises, the organization is committed to payments over the next three years as follows:

2018 - 2019	23,228
2019 - 2020	23,228
2020 - 2021	7.743

NOTES TO FINANCIAL STATEMENTS

FEBRUARY 28, 2018

15. COMPARATIVE FIGURES

Some of the comparative figures have been reclassified to conform to the current year's presentation.

SCHEDULE OF GENERAL MANAGEMENT AND ADMINISTRATION EXPENDITURES

		2018		<u>2017</u>
Salaries and benefits	\$	22,278	\$	25,842
Occupancy costs		21,671		21,579
Publicity and promotion		4,948		5,545
Office supplies and postage		2,281		2,054
Training and conferences		7,918		8,081
Telephone		1,424		1,240
Equipment repairs and leasing		11,217		11,193
Directors' liability insurance		834		812
Commercial insurance		890		939
Dues and memberships		-		121
Professional fees		74,288		17,909
Miscellaneous		809		630
Bank charges		5,036		6,072
Amortization	-	993	_	1,765
Total general management and administration expenditures		154,587		103,782
Reallocation to campaign expenditures (Note 13)		(92,752)		(62,269)
Reallocation to community impact expenditures (Note 13)	_	(61,835)	_	(41,513)
Unallocated general management and administration expenditures	\$_	-	\$_	-

SCHEDULE OF CAMPAIGN EXPENDITURES

	<u>2018</u>	<u>2017</u>
Salaries and benefits	\$ 111,389	\$ 129,210
Special event expenditures	21,539	21,126
Centralized campaign management and other donation fees	14,921	15,530
Training and conferences	3,393	3,463
Telephone	1,424	1,240
Postage	1,298	2,382
Campaign expenditures	1,193	1,382
	155,157	174,333
Reallocation of general management and administration		
expenditures (Page 14)	<u>92,752</u>	62,269
Total campaign expenditures	\$ <u>247,909</u>	\$ <u>236,602</u>

SCHEDULE OF COMMUNITY IMPACT EXPENDITURES

	<u>2018</u>	2017
Funded organizations (Page 17)	\$ 1,059,230	\$ 945,730
Designations by donors to organizations not part of United Way	120,665	130,452
Program expenditures		
Salaries and benefits	89,111	103,368
Afterschool coordinator program	43,350	-
Living Saint John	20,027	20,000
United Way of Canada dues	12,990	12,939
Leadership development	3,885	40,523
Occupancy costs	2,408	2,398
Telephone	712	620
Other	4,377	8,448
	1,356,755	1,264,478
Reallocation of general management and administration		
expenditures (Page 14)	61,835	41,513
Total community impact expenditures	\$ <u>1,418,590</u>	\$ <u>1,305,991</u>

SCHEDULE OF ALLOCATIONS TO FUNDED ORGANIZATIONS

	<u>2018</u>	<u> 2017</u>
Funded Organizations:		
Current Campaign Funded Organizations:		
Big Brothers - Big Sisters of Saint John	\$ 70,000	\$ 70,000
Black's Harbour School	35,000	42,700
Boys and Girls Club of Grand Manan	25,000	20,000
Boys and Girls Club of Saint John	60,000	60,000
Family Plus Life Solutions	105,000	95,000
First Steps Housing Project Inc.	136,000	100,000
Fundy Region Transition House, Inc.	-	35,000
Milltown Elementary School	75,000	27,300
Outflow Ministry Inc.	50,500	40,000
River Cross Church	52,000	52,000
Rural Lynx	10,000	
Saint John Community Loan Fund	110,000	65,000
Saint John Learning Exchange Ltd.	65,000	75,000
Second Stage Safe Haven Inc.	47,730	47,730
Sistema	50,000	50,000
Snider Mountain	15,000	30,000
Sussex Wellness Network	43,000	45,000
Teen Resource Centre	50,000	41,000
Women's Empowerment Network	50,000	50,000
	1,049,230	945,730
Previous Campaign Funded Organizations:		
Rural Lynx	10,000	
	\$ <u>1,059,230</u>	\$ <u>945,730</u>

