FINANCIAL STATEMENTS

FEBRUARY 28, 2019

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INDEPENDENT AUDITORS' REPORT

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

Qualified Opinion

We have audited the accompanying financial statements of the United Way of Greater Saint John Inc. (the "organization"), which comprise the statement of financial position as at February 28, 2019 and the statements of changes in fund balances, operations 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 organization as at February 28, 2019, 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, 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. Our audit opinion on the financial statements for the year ended February 28, 2018 was modified accordingly because of the possible effects of this limitation in scope.

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

Responsibilities of Management and Those Charged with Governance 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.

In preparing the financial statements, management is responsible for assessing the organization's ability to continue as a going concern, disclosing, as applicable, matters relating 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.

(continues)

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

Auditors' 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 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 organization'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 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 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 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.

Saint John, New Brunswick June 27, 2019

CHARTERED PROFESSIONAL ACCOUNTANTS

STATEMENT OF FINANCIAL POSITION

AS AT FEBRUARY 28, 2019

	<u>2019</u>	<u>2018</u>
ASSETS		
CURRENT Cash Term deposits Restricted term deposits (Note 9) Pledges receivable (Note 4) Other receivables (Note 5) Prepaid expenses	\$ 154,525 349,102 32,601 978,248 20,488 	\$ 117,817 392,079 22,570 974,794 36,555
	1,195,743	1,158,941
TERM DEPOSITS	495,062	325,159
RESTRICTED TERM DEPOSITS (Note 9)	85,049	145,080
CAPITAL ASSETS (Note 6)	<u>3,131</u>	4,105
	\$ <u>2,128,087</u>	\$ <u>2,025,364</u>
LIABILITIES		
CURRENT Accounts payable and accrued liabilities (Note 7) Allocations and grants payable (Note 8) Deferred income (Note 9)	\$ 41,032 1,038,900 	\$ 29,835 1,119,517
	1,228,215	1,317,127
RETIREMENT ALLOWANCE (Note 10)	<u> 18,640</u>	<u>16,640</u>
FUND BALANCES		
INTERNALLY RESTRICTED	513,457	513,457
UNRESTRICTED	367,775	178,140
	881,232	691,597
	\$ <u>2,128,087</u>	\$ <u>2,025,364</u>
COMMITMENTS (Note 14)		

COMMITMENTS (Note 14)

APPROVED/ON BEHALF OF THE BOARD:

_ Director

STATEMENT OF CHANGES IN FUND BALANCES

		2019				<u>2018</u>		
		nternally <u>Restricted</u>	<u>Un</u>	restricted		<u>Total</u>		<u>Total</u>
BALANCE AT BEGINNING OF YEAR	\$	513,457	\$	178,140	\$	691,597	\$	597,797
Excess of revenue over expenditures	_		_	189,635	_	189,635	_	93,800
BALANCE AT END OF YEAR	\$_	513,457	\$_	367,775	\$_	881,232	\$_	691,597

STATEMENT OF OPERATIONS

	<u>2019</u>	<u> 2018</u>
REVENUE		
Campaign pledges and collections Payroll deductions Corporate and individual Investment advisory Special events	\$ 740,296 669,100 301,000 47,605	\$ 753,442 625,218 325,425 43,173
Gross campaign revenue	1,758,001	1,747,258
Uncollectible pledges loss	(86,460)	(69,905)
Net campaign revenue	1,671,541	1,677,353
Investment income (Note 11) Forfeited allocations Health partners cost recovery (Note 12) Grant revenue Other United Way campaigns Other pledges and collections	24,375 22,416 2,635 - - - - - 1,720,967	16,293 - 2,939 35,000 9,678 19,036 1,760,299
EXPENDITURES		
Campaign (Page 15) Community impact (Page 16)	261,771 _1,269,561	247,909 _1,418,590
	<u>1,531,332</u>	1,666,499
EXCESS OF REVENUE OVER EXPENDITURES	\$ <u>189,635</u>	\$93,800

STATEMENT OF CASH FLOWS

	<u>2019</u>	<u>2018</u>
CASH PROVIDED BY (USED IN)		
Operating activities		
Excess of revenue over expenditures	\$ 189,635	\$ 93,800
Items not involving cash:	· · · · · · · · · · · · · · · · · · ·	,
Donated investments	(14,135)	(6,803)
Amortization of capital assets	2,500	993
Gain on disposal of investments	(806)	
	177,194	87,990
Changes in non-cash working capital balances:		
Pledges receivable	(3,454)	(164,783)
Other receivables	16,067	(6,245)
Prepaid expenses	(2,676)	1,735
Accounts payable and accrued liabilities	11,197	(5,698)
Allocations and grants payable	(80,617)	87,016
Deferred income	(19,492)	(59,425)
Retirement allowance	2,000	1,004
	100,219	(58,406)
Investing activities		
Purchase over proceeds of term deposits	(126,926)	(25,036)
Proceeds over purchase of restricted term deposits	50,000	85,177
Proceeds from disposal of investments	15,095	8,966
Purchase of investments	(154)	- ,
Purchase of capital assets	<u>(1,526</u>)	(686)
	(63,511)	68,421
INCREASE IN CASH	36,708	10,015
CASH AT BEGINNING OF YEAR	117,817	107,802
CASH AT END OF YEAR	\$ <u>154,525</u>	\$ <u>117,817</u>
SUPPLEMENTARY CASH FLOW INFORMATION		
Interest received	\$ <u>9,860</u>	\$ <u>4,526</u>

NOTES TO FINANCIAL STATEMENTS

FEBRUARY 28, 2019

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 Cash Equivalents

The organization considers cash on hand and balances with banks, net of overdrafts as cash or cash equivalents.

Term Deposits

Term deposits are funds held in guaranteed investment certificates. Guaranteed investment certificates mature between April 5, 2018 to March 14, 2022 and bear interest at 0.90% to 1.20% 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.

33%

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

Computer hardware

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.

(continues)

NOTES TO FINANCIAL STATEMENTS

FEBRUARY 28, 2019

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

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.

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, 2019.

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 deferral 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.



NOTES TO FINANCIAL STATEMENTS

FEBRUARY 28, 2019

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Measurement Uncertainty (continued)

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.

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, 2019.

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 not exposed to foreign currency exchange risk as there is an insignificant balance of cash held in U.S. dollars.

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, 2019

4. PLEDGES RECEIVABLE

						<u>20</u> 2	<u>19</u>		<u>2018</u>
	Payroll deduction plan Other pledges				\$		6,552 6,69 <u>6</u>	\$_	725,691 304,103
	Less allowance for uncollectible pledg	ges (A	Tote 3)		_		3,248 5,000)	_	1,029,794 (55,000)
					\$_	97	8,248	\$_	974,794
5.	OTHER RECEIVABLES								
						<u>20</u> :	<u>19</u>		<u>2018</u>
	Estate of Mary K. McKean (Note 11) HST rebate Non-profit compensation project Health partners cost recovery Province of New Brunswick				\$		9,667 3,752 3,736 3,333	\$	10,800 7,283 - 3,472 15,000
					\$_	2	<u>0,488</u>	\$_	36,555
6.	CAPITAL ASSETS								
					2019				<u>2018</u>
			Cost		cumulated cortization		Net		Net
	Computer hardware Computer software	\$	3,974 8,824	\$	2,702 6,965	\$	1,272 1,859	\$_	573 3,532
		\$	12,798	\$	9,667	\$	3,131	\$_	4,105
7.	ACCOUNTS PAYABLE AND ACC	RUE	D LIABII	LITI	ES				
						<u>20</u>	<u>19</u>		<u>2018</u>
	Living Saint John Trade payables Payroll deductions payable United Way of Canada				\$ - \$	1:	5,000 2,199 7,296 6,537	\$ _ \$	14,043 6,049 9,743 29,835
					_				

NOTES TO FINANCIAL STATEMENTS

FEBRUARY 28, 2019

8. ALLOCATIONS AND GRANTS PAYABLE

			<u>2019</u>		<u>2018</u>
	Funded organizations - Current Year Allocations Funded organizations - Previous Year Allocations Designated organizations Health partners	\$	955,899 18,970 58,287 5,744	\$ 1	1,049,230 11,538 56,384 2,365
		\$_	1,038,900	\$ <u>_1</u>	,119,517
9.	DEFERRED INCOME				
	*		<u>2019</u>		<u>2018</u>
	Restricted funds Program funding	\$	117,650 30,633	\$	167,650 125
		\$_	148,283	\$	167,775

During 2015, the organization received a donation of \$375,000 from the Potash Corporation of Saskatchewan Inc. (the "PotashCorp fund"). As of February 28, 2019, a total of \$260,000 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 \$10,000 of the funds be disbursed to a specific organization over the next year.

The remainder of the \$105,000 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 \$2,000 (2018 - \$1,004) pertaining to these future liabilities and paid no allowances (2018 - \$nil).

11. INVESTMENT INCOME

Investment income includes an estimate of \$9,667 (2018 - \$10,800) receivable from the estate of the late Mary K. McKean, representing 10% of the net investment income earned on the estate capital up to the end of 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, 2019

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>2019</u>
Salaries and benefits	\$	2,055
Administration		1,185
Campaign expenditures		15
Telephone		20
Postage		27
Training and conferences	-	30
		3,332
Prior year adjustment		(697)
Total	\$	2,635

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>2019</u>	<u>2018</u>
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 three years pending completion of certain conditions prior to the disbursement of funds:

2020 - 2021	\$ 741,230
2021 - 2022	408,000
2022 - 2023	288,000

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

2019 - 2020	23,22	8
2020 - 2021	7,74	3

NOTES TO FINANCIAL STATEMENTS

FEBRUARY 28, 2019

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

		<u>2019</u>		<u>2018</u>
Salaries and benefits	\$	30,106	\$	22,278
Professional fees		21,788		74,288
Occupancy costs		21,620		21,671
Equipment repairs and leasing		14,407		11,217
Publicity and promotion		8,865		4,948
Training and conferences		5,587		7,918
Bank charges		4,877		5,036
Office supplies and postage		1,606		2,281
Telephone		1,584		1,424
Directors' liability insurance		911		834
Commercial insurance		873		890
Miscellaneous		679		809
Amortization	_	2,500	_	993
Total general management and administration expenditures		115,403		154,587
Reallocation to campaign expenditures (Note 13)		(69,242)		(92,752)
Reallocation to community impact expenditures (Note 13)	-	(46,161)	_	(61,835)
Unallocated general management and administration expenditures	\$_		\$	

SCHEDULE OF CAMPAIGN EXPENDITURES

	<u>2019</u>	<u>2018</u>
Salaries and benefits Special event expenditures Centralized campaign management and other donation fees Training and conferences Postage Telephone Campaign expenditures	\$ 150,530 19,491 15,184 2,395 2,166 1,584 1,179	\$ 111,389 21,539 14,921 3,393 1,298 1,424 1,193
	192,529	155,157
Reallocation of general management and administration expenditures (Page 14)	69,242	92,752
Total campaign expenditures	\$ <u>261,771</u>	\$ <u>247,909</u>

SCHEDULE OF COMMUNITY IMPACT EXPENDITURES

	<u>2019</u>	<u>2018</u>
Funded organizations (Page 17)	\$ 960,230	\$ 1,059,230
Designations by donors to organizations not part of United Way	81,655	120,665
Program expenditures		
Salaries and benefits	120,424	89,111
Living Saint John	20,028	20,027
United Way of Canada dues	13,077	12,990
Community development	12,150	-
Excellence awards	10,000	-
Occupancy costs	2,402	2,408
Leadership development	1,662	-3,885
Telephone	792	712
Afterschool coordinator program	-	43,350
Other	980	4,377
	1,223,400	1,356,755
Reallocation of general management and administration		
expenditures (Page 14)	46,161	61,835
Total community impact expenditures	\$ <u>1,269,561</u>	\$ <u>1,418,590</u>

SCHEDULE OF ALLOCATIONS TO FUNDED ORGANIZATIONS

		<u>2019</u>	<u>2018</u>
Funded Organizations:			
Current Campaign Funded Organizations:			
Big Brothers - Big Sisters of Saint John Black's Harbour School Boys and Girls Club of Grand Manan Boys and Girls Club of Saint John Family Plus Life Solutions First Steps Housing Project Inc. Milltown Elementary School Outflow Ministry Inc. River Cross Church Rural Lynx Saint John Community Loan Fund Saint John Learning Exchange Ltd. Second Stage Safe Haven Inc. Sistema Snider Mountain Sophia Recovery Centre Inc. Sussex Wellness Network Teen Resource Centre	\$	70,000 50,000 - 60,000 95,000 100,000 40,500 - 50,000 100,000 47,730 50,000 20,000 15,000 44,000 50,000	\$ 70,000 35,000 25,000 60,000 105,000 136,000 75,000 50,500 52,000 10,000 47,730 50,000 15,000
Women's Empowerment Network	-	50,000	50,000
Previous Campaign Funded Organizations:	-	960,230	_1,049,230
Rural Lynx	-		10,000
	\$	960,230	\$ <u>1,059,230</u>