

CAPACITY CANADA

**FINANCIAL STATEMENTS
DECEMBER 31, 2019**



INDEPENDENT AUDITOR'S REPORT

To the Directors of Capacity Canada

Qualified Opinion

I have audited the financial statements of Capacity Canada, which comprise the statement of financial position as at December 31, 2019, and the statement of operations and change in net assets, and the statement of cash flows, for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In my opinion, except for the possible effects of the matter described in the Basis of Qualified Opinion paragraph, the accompanying financial statements present fairly, in all material respects, the financial position of Capacity Canada as December 31, 2019 and its results of operations, changes in net assets, and cash flows, for the year then ended, in accordance with Canadian Accounting Standards for Not-for-profit Organizations.

Basis of Qualified Opinion

In common with many charitable organizations, Capacity Canada derives a portion of its revenues from the general public in the form of donations, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, verification of revenues from these sources was limited to accounting for the amounts recorded in the records of Capacity Canada. Therefore, I was not able to determine whether any adjustments might be necessary to revenues, excess of revenues over expenses, and cash flows for the years ended December 31, 2019 and 2018, current assets as at December 30, 2019 and 2018, and net assets as at January 1, 2019 and December 31, 2019 and 2018. My audit opinion on the financial statements for the year ended December 31, 2018 was also modified because of the possible effects of the same limitation in scope.

I conducted my audit in accordance with Canadian generally accepted auditing standards. My responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. I am independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and I have fulfilled our other ethical responsibilities in accordance with these requirements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my qualified opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated 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

My objective is 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 my 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 Auditing Standards, I exercise professional judgment and maintain professional skepticism throughout the audit. I 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 I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. My 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.

I 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 I identify during our audit.

E.M. Simon CPA

February 21, 2020
Kitchener, ON

E.M. Simon CPA Professional Corporation

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CAPACITY CANADA
STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2019

(with comparative figures as at December 31, 2018)

(the accompanying notes are an integral part of these financial statements)

	<u>2019</u>	<u>2018</u>
ASSETS		
CURRENT		
Cash - unrestricted	184,642	186,747
Cash - restricted (notes 1 and 5)	108,410	92,006
Accounts and HST receivable	49,081	51,251
Prepaid expenses	13,196	36,456
	<hr/> 355,329	<hr/> 366,460
PROPERTY AND EQUIPMENT (note 2)	5,031	5,108
	<hr/> \$360,360	<hr/> \$371,568
LIABILITIES		
CURRENT		
Accounts payable	16,728	23,571
Deferred income (note 3)	199,180	226,572
	<hr/> 215,908	<hr/> 250,143
NET ASSETS		
Restricted - Working Capital Reserve (notes 1 and 5)	108,410	92,006
Unrestricted	36,042	29,419
	<hr/> 144,452	<hr/> 121,425
	<hr/> \$360,360	<hr/> \$371,568

CAPACITY CANADA

STATEMENT OF OPERATIONS AND CHANGE IN NET ASSETS FOR THE YEAR ENDED DECEMBER 31, 2019

(with comparative figures for the year ended December 31, 2018)

(the accompanying notes are an integral part of these financial statements)

	<u>2019</u>	<u>2018</u>
INCOME		
Grants	701,113	730,984
Donations	216,274	304,221
Fee for Service	223,190	190,723
Interest income	6,429	7,268
	<hr/> 1,147,006	<hr/> 1,233,196
EXPENSES		
Salaries and benefits	430,672	450,715
Contracted services	451,959	462,734
Administration	47,015	48,397
Meetings and conferences	57,673	59,128
Educational events	60,762	86,999
Technology	43,403	55,492
Marketing and promotion	12,679	13,061
Professional fees	11,580	16,458
Gifts to other charities	6,080	5,220
Amortization of property and equipment	2,156	2,190
	<hr/> 1,123,979	<hr/> 1,200,394
EXCESS OF INCOME OVER EXPENSES	23,027	32,802
NET ASSETS - beginning of the year	121,425	88,623
NET ASSETS - end of the year	<hr/> \$144,452	<hr/> \$121,425

CAPACITY CANADA
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2019

(with comparative figures for the year ended December 31, 2018)

(the accompanying notes are an integral part of these financial statements)

	<u>2019</u>	<u>2018</u>
Sources (uses) of funds:		
OPERATING ACTIVITIES		
Excess of income over expenses	23,027	32,802
Amortization of property and equipment	2,156	2,190
	<hr/> 25,183	<hr/> 34,992
Change in non-cash current assets and liabilities:		
Investments	0	90,618
Accounts and HST receivable	2,170	(7,045)
Prepaid expenses	23,260	(25,336)
Accounts payable	(6,843)	(26,493)
Deferred income (note 3)	(27,392)	72,872
	<hr/> 16,378	<hr/> 139,608
INVESTING ACTIVITIES		
Purchases of equipment	(2,079)	0
FINANCING ACTIVITIES	0	0
CHANGE IN CASH FOR THE YEAR	14,299	139,608
CASH ON HAND - beginning of the year	278,753	139,145
CASH ON HAND - end of the year	<hr/> \$293,052	<hr/> \$278,753
REPRESENTED BY:		
Cash - unrestricted	184,642	186,747
Cash - restricted (notes 1 and 5)	108,410	92,006
	<hr/> \$293,052	<hr/> \$278,753

CAPACITY CANADA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2019

NATURE OF THE ORGANIZATION

Capacity Canada was incorporated under the Canada Not-for-profit Corporations Act and is a charity registered with Canada Revenue Agency, and as such does not pay income tax. Capacity Canada brings together the ideas, people and resources that drive social change. Capacity Canada's vision is to change lives through courageous community organizations. Capacity Canada accomplishes this by providing non-profit leaders with new resources and professional support which enhance leadership skills, stimulate cross-sectoral collaboration, promote knowledge sharing, and encourage social innovation.

1. ACCOUNTING POLICIES

BASIS OF PRESENTATION

These financial statements have been prepared using Canadian Accounting Standards for Not-for-profit Organizations.

INCOME RECOGNITION

Capacity Canada uses the deferral method for recognizing income, whereby income which is received or receivable for a restricted purpose is reflected as deferred income (see note 4 below) until expended as designated, whereupon both the income and the expenses are reflected on the statement of operations and change in net assets. Unrestricted income is recognized as income when received or receivable provided amounts can be reasonable determined and collection is reasonably assured.

Capacity Canada receives significant donations of time by volunteers. Because the valuation of such contributions is impractical, no monetary value for these contributions has been reflected in these financial statements.

PROPERTY AND EQUIPMENT

Equipment is reflected at cost, which is amortized using the following annual rates:

Equipment	30% on the declining balance
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RESTRICTED CASH, INVESTMENTS AND NET ASSETS

The Board of Directors have established of a Working Capital Reserve, the purpose of which is to maintain a pool of liquid assets which is available to fund significant decreases in annual income. Income earned from the funds set aside in this reserve accrues to this reserve. Transfers out of the Working Capital Reserve must be approved by the Board of Directors.

FINANCIAL INSTRUMENTS

A financial instrument is a contract that creates a financial asset for one entity and a financial liability or equity instrument of another. Capacity Canada initially measures its financial assets and liabilities at fair value, except for non-arm's length transactions, if any. Subsequently all financial assets and financial liabilities are measured at amortized cost, except for investments in equity instruments with quoted fair values in an active market, if any, which are measured at fair value. Changes in the fair value of equity instruments are recognized in net income. Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of any write-down is recognized on the statement of operations and change in net assets. Any previously recognized impairment losses may be reversed and reflected in income to the extent of improvement, provided they are no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. Capacity Canada recognizes its transaction costs in net income in the period incurred. However, financial instruments that will not be subsequently measured at fair value are adjusted by the transaction costs that are directly attributable to their origination, issuance or assumption.

CAPACITY CANADA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2019

2. PROPERTY AND EQUIPMENT	<u>Cost</u>	<u>2019</u> <u>Accumulated</u> <u>Amortization</u>	<u>Net Book</u> <u>Value</u>	<u>2018</u> <u>Net Book</u> <u>Value</u>
Equipment and furniture	9,540	4,509	5,031	5,108

3. DEFERRED INCOME

Deferred income consists of unspent restricted grants and donations (see income recognition - note 1.)

4. FINANCIAL INSTRUMENTS	<u>2019</u>	<u>2018</u>
Financial assets measured at amortized cost - cash, accounts receivable (excluding HST receivable)	\$322,502	\$302,153

There are no financial assets adjusted to fair value annually, nor any investments in equity instruments measured at cost less a reduction for impairment.

As in the prior year, management believes it does not face any significant credit, currency, interest rate, liquidity or market risk with respect to any of its financial instruments.

5. WORKING CAPITAL RESERVE

	<u>2019</u>	<u>2018</u>
Opening reserve balance	92,006	90,150
Board approved transfers from Unrestricted Net Assets	15,000	0
Interest earned	1,404	1,856
Closing reserve balance	\$108,410	\$92,006