

**CANADIAN MENTAL HEALTH ASSOCIATION,  
HALTON REGION BRANCH**

**FINANCIAL STATEMENTS**

**AS AT**

**MARCH 31, 2020**

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## INDEPENDENT AUDITORS' REPORT

To the Directors  
**Canadian Mental Health Association, Halton Region Branch**

### *Opinion*

We have audited the financial statements of Canadian Mental Health Association, Halton Region Branch ("the Association") which comprise the statement of financial position as at March 31, 2020, and the statements of operations and changes in fund balance, and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies and other explanatory information.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the organization as at March 31, 2020 and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

### *Basis for Opinion*

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

### *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.

### *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:



## INDEPENDENT AUDITORS' REPORT, continued

- 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.

*Glenn Graydon Wright LLP*

Chartered Professional Accountants  
Licensed Public Accountants  
Oakville, Ontario  
June 23, 2020

**CANADIAN MENTAL HEALTH ASSOCIATION,  
HALTON REGION BRANCH**

**Statement of financial position**

**As at March 31, 2020**

	2020	2019
<b>Assets</b>		
<b>Current assets</b>		
Cash and cash equivalents (Note 4)	\$ 1,412,302	1,755,090
Short-term investments	52,321	-
HST receivable	86,560	67,164
Accounts receivable	55,290	8,549
Prepaid expenses	75,652	83,726
	<b>1,682,125</b>	<b>1,914,529</b>
<b>Long-term investments</b>	-	51,535
<b>Capital assets (Note 5)</b>	113,147	91,256
	<b>\$ 1,795,272</b>	<b>2,057,320</b>
<b>Liabilities and fund balance</b>		
<b>Current liabilities</b>		
Accounts payable and accrued liabilities	\$ 957,306	1,192,670
Government remittances payable	40,027	94,808
Deferred contributions – operating (Note 6(a))	86,779	96,384
	<b>1,084,112</b>	<b>1,383,862</b>
<b>Deferred contributions</b>		
Invested in capital assets (Note 6(b))	164,469	160,000
	<b>1,248,581</b>	<b>1,543,862</b>
<b>Fund balance</b>	546,691	513,458
	<b>\$ 1,795,272</b>	<b>2,057,320</b>

Approved by the Board

DocuSigned by:

*Michele Sparling*

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Michele Sparling, Board Chair

6/23/2020

Date

DocuSigned by:

*Jasvinder Singh*

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Jasvinder Singh, Chair of the Audit and Finance Committee

6/23/2020

Date



**CANADIAN MENTAL HEALTH ASSOCIATION,  
HALTON REGION BRANCH**

**Statement of operations and changes in fund balance**

**For the year ended March 31, 2020**

	M-H LHIN funded programs	Other programs	2020	2019
<b>Revenues</b>				
Mississauga-Halton Local Health Integration Network	\$ 6,027,914	-	6,027,914	6,487,199
Grants	-	605,291	605,291	701,991
Donations	500	201,828	202,328	193,477
Fundraising				
Bingo	-	46,353	46,353	44,502
Ride Don't Hide	-	-	-	59,631
Public education seminars	-	61,795	61,795	66,188
Cost recoveries	107,226	-	107,226	84,680
Other	3,818	1,096	4,914	2,119
<b>Total revenues</b>	<b>6,139,458</b>	<b>916,363</b>	<b>7,055,821</b>	<b>7,639,787</b>
<b>Less direct costs</b>				
Fundraising	-	26,102	26,102	73,655
Public education seminars	-	25,389	25,389	9,885
	<b>6,139,458</b>	<b>864,872</b>	<b>7,004,330</b>	<b>7,556,247</b>
<b>Expenditures</b>				
Administrative support	1,087,215	-	1,087,215	1,041,902
Amortization	-	21,304	21,304	40,235
Communications and information technology	142,762	38,961	181,723	181,780
Employment	3,651,731	545,866	4,197,597	4,731,804
Occupancy	289,958	83,976	373,934	385,000
Program	967,792	141,532	1,109,324	1,123,870
<b>Total expenditures</b>	<b>6,139,458</b>	<b>831,639</b>	<b>6,971,097</b>	<b>7,504,591</b>
<b>Excess of revenues over expenditures for year</b>	\$ <u>Nil</u>	<u>33,233</u>	33,233	51,656
<b>Fund balance, beginning of year</b>			513,458	461,802
<b>Fund balance, end of year</b>	\$		546,691	513,458



**CANADIAN MENTAL HEALTH ASSOCIATION,  
HALTON REGION BRANCH**

**Statement of cash flows  
For the year ended March 31, 2020**

	2020	2019
<b>Cash flows from (used in) operating activities</b>		
Excess of revenues over expenditures for year	\$ 33,233	51,656
Adjustment for		
Amortization of capital assets	21,304	40,235
	54,537	91,891
Changes in non-cash working capital		
(Increase) decrease in short-term investments	(52,321)	101,578
Increase in HST receivable	(19,396)	(5,215)
(Increase) decrease in accounts receivable	(46,741)	100,544
Decrease in prepaid expenses	8,074	4,636
(Decrease) increase in accounts payable and accrued liabilities	(235,364)	729,441
Decrease in government remittances payable	(54,781)	(49,032)
Decrease in deferred contributions – operating	(9,605)	(92,034)
<b>Cash flows from (used in) operating activities</b>	<b>(355,597)</b>	<b>881,809</b>
<b>Cash flows from (used in) investing activities</b>		
Decrease in long-term investments	51,535	-
Acquisition of capital assets	(43,195)	(32,462)
<b>Cash flows from (used in) investing activities</b>	<b>8,340</b>	<b>(32,462)</b>
<b>Cash flows from (used in) financing activities</b>		
Increase in deferred contributions – invested in capital assets	4,469	6,444
<b>Cash flows from (used in) financing activities</b>	<b>4,469</b>	<b>6,444</b>
<b>Net (decrease) increase in cash and cash equivalents during year</b>	<b>(342,788)</b>	<b>855,791</b>
<b>Cash and cash equivalents, beginning of year</b>	<b>1,755,090</b>	<b>899,299</b>
<b>Cash and cash equivalents, end of year</b>	<b>\$ 1,412,302</b>	<b>1,755,090</b>



# CANADIAN MENTAL HEALTH ASSOCIATION, HALTON REGION BRANCH

## Notes to financial statements

As at March 31, 2020

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### 1. Purpose of the Association

The Canadian Mental Health Association, Halton Region Branch ("the Association") operates as a charitable organization incorporated without share capital under the laws of the Province of Ontario. The Association's goal is to improve the well-being of the community through high quality mental health and addictions services.

### 2. Significant accounting policies

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations and reflect the following significant accounting policies:

#### a) Basis of accounting

The Association uses the deferral method of accounting for contributions which includes grants and donations.

#### b) Revenue recognition

Government funding for operations, grants and public education seminars are recognized in the period in which the services are delivered. Revenue received for delivery of services is deferred if the services are not delivered in the period.

Unrestricted revenue, donations, fundraising, cost recoveries and other revenue, is recognized when received or receivable if the amount can be reasonably estimated and collection is reasonably assured. Externally restricted revenue is deferred and recognized as revenue in the year the related expenses are incurred.

Restricted contributions for capital assets are deferred and recognized as revenue over the useful life of the asset.

#### c) Cash and cash equivalents

Cash and cash equivalents include cash on hand and balances with banks, net of bank overdrafts and highly liquid temporary money market instruments with original maturities of three months or less. Bank borrowings are considered to be financing activities.

#### d) Capital assets

Capital assets are recorded at acquisition cost. Amortization is recorded in the accounts at rates intended to write off the cost of the assets over their estimated useful life. Methods and rates used are:

Office equipment 5 years straight-line basis	Computer software 2 years straight-line basis
Automotive equipment 3 years straight-line basis	Website costs 5 years straight-line basis
Computer equipment 2 years straight-line basis	Leasehold improvements Straight-line basis over the remaining terms of the lease

Amortization is recorded once the asset is in use.



**CANADIAN MENTAL HEALTH ASSOCIATION,  
HALTON REGION BRANCH**

**Notes to financial statements**

**As at March 31, 2020**

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**2. Significant accounting policies – continued**

**e) Management estimates**

The preparation of the financial statements in conformity 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 date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ significantly from these estimates.

**f) Contributed services**

Board members and other volunteers contribute annually to assist the Association in carrying out its service delivery activities. Because of the difficulty of determining their fair value, contributed services are not recognized in the financial statements.

**3. Financial instruments**

**a) Fair value**

The Association initially measures its financial assets and liabilities at fair value, except for certain non-arm's length transactions. The entity subsequently measures all its financial assets and financial liabilities at cost, except for investments in equity instruments that are quoted in an active market, which are measured at fair value.

**b) 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 underlying market factors. The Association is exposed to interest rate risk and credit risk.

**i) 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 Association's long-term investments earn interest at fixed rates. Consequently, the cash flow risks are not significant. However, there is a risk of fair value fluctuations on this asset.

**ii) Credit risk**

Credit risk is the risk that one party to a financial instrument will cause a loss for the other party by failing to discharge an obligation.

The Association is subject to credit risk. To mitigate this, the Association actively manages and monitors its receivables. Bad debt experience has not been significant.





**CANADIAN MENTAL HEALTH ASSOCIATION,  
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Notes to financial statements

As at March 31, 2020

**3. Financial instruments – continued**

**c) Liquidity risk**

Liquidity risk is the risk that the Association cannot meet a demand for cash or fund its obligations as they come due. Unless otherwise noted, the Association is not subject to significant liquidity risk. The Association manages liquidity risk by:

- investing in liquid fixed income securities and cash equivalents that, if necessary, can be sold to generate cash flow.
- having access to borrowing facilities or other lines of credit to meet liquidity needs.

**4. Restricted cash balance**

The Association has designated \$111,649 (2019 - \$125,185) as restricted cash. This represents the remaining balance of Mississauga-Halton Local Health Integration Network funding received in fiscal 2018 to be utilized for the future Milton office site.

**5. Capital assets**

		<u>2020</u>		<u>2019</u>
	Cost	Accumulated amortization	Net	Net
Office equipment	\$ 26,014	19,177	6,837	12,040
Computer equipment	8,992	4,623	4,369	4,907
Computer software	2,530	211	2,319	-
Leasehold improvements	104,821	60,964	43,857	39,494
	142,357	84,975	57,382	56,441
Assets not in use – restricted	52,821	-	52,821	34,815
Assets not in use – other	2,944	-	2,944	-
	<u>\$ 198,122</u>	<u>84,975</u>	<u>113,147</u>	<u>91,256</u>

Amortization recorded during the year amounted to \$21,304.

During the year, capital assets were acquired at an aggregate cost of \$43,195, of which \$25,190 were for cash and \$18,005 were by way of government funding.



**CANADIAN MENTAL HEALTH ASSOCIATION,  
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Notes to financial statements

As at March 31, 2020

<b>6. Deferred contributions</b>		
	<u>2020</u>	<u>2019</u>
<b>a) Operating</b>		
Balance, beginning of year	\$ 96,384	188,418
Contributions received in advance for future years	610,772	587,884
Recognized as revenue, included in statement of operations and changes in fund balance	<u>(620,377)</u>	<u>(679,918)</u>
Balance, end of year	<u>\$ 86,779</u>	<u>96,384</u>
<b>b) Invested in capital assets</b>		
	<u>2020</u>	<u>2019</u>
Balance, beginning of year	\$ 160,000	153,556
Restricted contributions received for the purchase of leasehold improvements	<u>4,469</u>	<u>6,444</u>
Balance, end of year	<u>\$ 164,469</u>	<u>160,000</u>

**7. Operating lease commitments**

Future minimum rental payments required under operating leases are:

2021	\$ 446,927
2022	449,359
2023	434,718
2024	173,277
2025	86,564
Thereafter	<u>402,399</u>
	<u>\$ 1,993,244</u>

**8. Income tax status**

The Association is a registered charity and is therefore exempt from income taxes under Section 149(1)(f) of the Income Tax Act.

**9. Economic dependence**

The Association is dependent on the operating subsidy provided by the Mississauga-Halton Local Health Integration Network.

**10. Comparative figures**

Certain figures in the 2019 financial statements have been reclassified to conform with the basis of presentation used in 2020.



**CANADIAN MENTAL HEALTH ASSOCIATION,  
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Notes to financial statements

As at March 31, 2020

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**11. Subsequent events**

On March 11, 2020, the World Health Organization characterized the outbreak of a strain of the novel coronavirus (“COVID-19”) as a pandemic which has resulted in a series of public health and emergency measures that have been put in place to combat the spread of the virus. The duration and impact of COVID-19 is unknown at this time and it is not possible to reliably estimate the impact that the length and severity of these developments will have on the financial results and condition of the Association in future periods.

