



Annual General Meeting

June 23, 2024

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Board Report

Mohamed Abu-Shaaban

We are pleased to welcome you to the 2024 Annual General Meeting. I have served on the Extend-A-Family Board of Directors since January 2020 first as Treasurer and most recently as Chair starting May 2023.

The role of a Board is to guide the strategic direction of an organization and the commitment of members has been solid, giving of their time, support and work, so I would like to thank:

- Christine LeClair, alumni family and Secretary
- Nawin Mutti, who is alumni himself
- Afnan Shahid, former host
- Julie Cheah, alumni family
- Peg Jenner, community member and Vice Chair
- Michael Meuller, community member and Treasurer.

In February, the Board and Staff had an intensive Social Role Valorization (SRV) training day. This was in preparation for the human service evaluation tool we are currently undergoing, Model Coherency. As Wolf Wolfensberger, developer of SRV puts it, model coherency answers the question: “Are the right people being served by the right people, in the right setting, using the right tools and methods?” This exercise will guide us in the next Strategic Plan which will be formulated in 2025.

We are thankful to the funders, community partners, families, hosts, board and staff in helping Extend-A-Family continue building inclusivity where everyone belongs, everywhere. Thank you all for your commitment.

Executive Director Report

Meredith Cochrane

The last year has been a busy one. Our Coordinators have worked in partnership with 175 families to help their young people build on their gifts, strengths and interests. We have supported a further 150 families through our support groups, workshops, and Safe & Secure Futures Networks.

We have also launched a pilot project in an effort to meet the changing needs of Torontonians. We are currently supporting Ukrainian families who have been displaced by war and have children with developmental disabilities. It is generously supported by The Rotary Club of Toronto, Multiplex, Canada Ukraine Foundation, and Toronto Ukraine Foundation. We work alongside them, as we do with all our families, but have a Ukrainian speaking Coordinator who is also familiar with the additional challenges they face. We are now supporting 32 Ukrainian families through a support group and work one on one with 14 of those. This pilot will help inform us how to better support other Torontonians who may not speak English fluently or may have varied traditions, cultures, and customs.

In addition to our family-facing work, we have been developing our strength and effectiveness as an organization which has involved work in many areas.

Organizational infrastructure: We improved our financial and reporting systems and have undergone our first audit with a new firm. We also updated our by-laws, which will be reviewed by you, our membership at the upcoming AGM.

Governance: We have recruited a new Treasurer, who has been instrumental in supporting us through our recent audit. At the AGM, the board is also nominating two Board members who bring expertise in non-profit leadership and Human Resources.

With an eye to clarifying roles and strengthening the board, some board members have also undertaken governance training and the Board has conducted a self-assessment.

Training: We ran a training on Social Role Valorization (SRV) attended by most staff and board and some members of the EAF community.

Profile & Presence: Increasingly, we have recognized the importance of Torontonians knowing what EAF offers to families and for us to increase understanding of what true inclusion looks like. In response to this, we started an Instagram account and have developed a booklet that highlights the inspiring achievements of our families over the years. We have also increased our participation in networks that inform other community organizations about our work and further inform Coordinators about opportunities in the community.

I believe that sharing our year behind the scenes is important because Extend-A-Family belongs to all of us. However, the only success that really matters is whether families truly feel that we work in partnership and that young people have increased opportunities to build roles, relationships, and ultimately belonging within their communities. To assess this, we sent a survey out to all our current families and alumni, the results of which will be reviewed at the AGM. We are also undertaking an intensive, externally led evaluation in June. During 2024-25 we will summarize the results to our membership as well as apply the learnings in our programming and our next strategic plan.

It is truly an honour working for an organization that keeps family needs and the principles of inclusion at the heart of every choice made. I look forward to seeing where we go together next.

Financial Statements

Extend-A-Family

Toronto, Ontario

March 31, 2024

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Independent Auditors' Report

To the Members of Extend-A-Family:

Report on the Audit of the Financial Statements

Qualified Opinion

We have audited the financial statements of Extend-A-Family (the Organization), which comprise the statement of financial position as at March 31, 2024 and the statements of accumulated surplus, 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 effects of the matter described in the Basis for Qualified Opinion section of our report, the financial statements present fairly, in all material respects, the financial position of Extend-A-Family as at March 31, 2024, and its results of operations and 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 revenue from donations, the completeness of which is not susceptible of satisfactory audit verification. Accordingly, verification of these revenues was limited to the amounts recorded in the records of the Organization. Therefore, we are not able to determine whether any adjustments might be necessary to donations revenue, deficit and cash flows from operations for the years ended March 31, 2024, and current assets and net assets as at March 31, 2024.

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 Extend-A-Family 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 qualified opinion.

Other Matter

The financial statements of Extend-A-Family for the year ended March 31, 2023 were audited by another auditor who expressed an unmodified opinion on those statements on July 26, 2023.

Independent Auditors' 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 Extend-A-Family'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 Extend-A-Family'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:

- 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 Extend-A-Family's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

Independent Auditors' 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 Extend-A-Family'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.

Toronto, Ontario
May 29, 2024



Chartered Professional Accountants, Licensed Public Accountants

Extend-A-Family

March 31, 2024

Statement of Financial Position		2024	2023
			Note 5
Current Assets			
Cash	\$	118,495	\$ 94,113
Temporary investment, Note 3		105,687	100,000
Accounts receivable(net of allowance 2024 \$0, 2023 \$0)		15,327	6,046
HST receivable		4,519	9,769
Prepaid expenses		2,514	12,420
		<u>242,542</u>	<u>222,348</u>

Statement of Financial Position

Current Liabilities			
Accounts payable and accrued liabilities		28,484	22,722
Ministry of Children, Community and Social Services (MCCSS) payable, Note 8		32,213	32,213
Deferred revenue		17,241	0
Total Liabilities		<u>77,938</u>	<u>54,935</u>
Net Assets			
Internally restricted, Note 4		199	9,097
Unrestricted accumulated surplus, per statement		164,405	158,316
		<u>164,604</u>	<u>167,413</u>
		<u>242,542</u>	<u>222,348</u>

Approved by The BoardDirector: Mohamed Abu-ShaabanDirector: Michael Mueller

The notes on pages 10 through 15 form an integral part of these financial statements.

Extend-A-Family

Year ended March 31, 2024

Statement of Accumulated Surplus	2024	2023
		Note 5
Balance beginning	\$ 158,316	\$ 157,504
Add (deduct)		
Surplus (deficit)	(2,809)	812
Transfer from internally restricted	8,898	0
Balance March 31	164,405	158,316

Extend-A-Family

Year ended March 31, 2024

Statement of Operations	2024	2023
		Note 5
Revenues		
Ministry of Children, Community and Social Services		
Core	\$ 798,479	\$ 751,170
Respite	28,000	32,230
PCE	0	15,096
City of Toronto - Safe, Secure Futures	28,155	26,362
Interest, Note 3	3,687	450
Donations	14,896	0
Miscellaneous	2,000	362
Total Revenues	875,217	825,670
Expenses		
Advertising	4,765	9,750
Insurance	18,213	15,127
Respite	40,742	27,292
Office and general	2,480	20,843
Telecommunications	20,965	12,192
Administration	21,099	24,125
Professional fees	15,139	31,884
Occupancy	30,360	28,827
Salaries and benefits	701,430	608,378
Staff training	5,552	5,552
Program and community events	8,745	37,395
Travel	8,536	3,493
Total Expenses	878,026	824,858
Surplus (Deficit)	(2,809)	812

Extend-A-Family

Year ended March 31, 2024

Statement of Cash Flows	2024	2023
		Note 5
Operating Activities		
Surplus (deficit)	\$ (2,809)	\$ 812
Net change in non-cash working capital	30,878	21,535
Cash Provided By Operating Activities	28,069	22,347
Investing Activities		
Increase in investments	(3,687)	0
Cash Used In Investing Activities	(3,687)	0
Net cash increase during the year	24,382	22,347
Cash position beginning of year	94,113	71,766
Cash Position End Of Year	118,495	94,113

Notes to Financial Statements

Status and Nature of Activities

Extend-A-Family (the Organization) is incorporated in the province of Ontario without share capital. The organization is exempt from income tax in Canada as a registered charitable organization under the Income Tax Act (Canada).

Extend-A-Family carries out programs to further the social development of individuals with disabilities, to foster a greater community awareness of their needs, to facilitate new experiences in a home and a community environment of such persons and to develop networks between families dealing with similar issues.

Note 1

Significant Accounting Policies

Basis of Accounting

These financial statements have been prepared in accordance with the Canadian accounting standards for not-for-profit organizations applied within the framework of the significant accounting policies summarized below:

Revenue Recognition

The principal sources of revenue and recognition of these revenues for financial statement purposes are as follows:

- (a) The Organization follows the deferral method of revenue recognition for contributions, which include government grants. Contributions related to current expenses are recognized as revenue in the current year. Contributions received in the year for expenses to be incurred in the following fiscal year are recorded as deferred contributions. Contributions related to the purchase of capital assets are recorded as revenue in the same period the related assets are charged to operations.
- (b) Donated materials and services which are normally purchased by the organization are not recorded in the accounts.
- (c) Fundraising and donation revenue is recorded when funds are received.
- (d) Workshop and other fee revenue is recognized in the period in which the services are provided.
- (e) Investment income includes interest from cash and fixed income investments. Revenue is recognized on an accrual basis. Interest from fixed income investments is recognized over the term of these investments using the effective interest method.

Note 1 Significant Accounting Policies - continued**Financial Instruments****(a) Measurement of Financial Instruments**

The Organization initially measures its financial assets and financial liabilities at fair value. The Organization subsequently measures all its financial assets and financial liabilities at amortized cost. Financial assets measured at amortized cost include cash, guaranteed investment certificate and accounts receivable. Financial liabilities measured at amortized cost include accounts payable.

(b) Impairment

Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in surplus. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in income.

Use of Estimates

The preparation of financial statements requires management to make assumptions about future events 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 from these estimates.

Note 2 Financial Instruments**Risk Management Policy**

The Organization is exposed to various risks through its financial instruments. The following analysis provides a measure of the risks at March 31, 2024:

Credit Risk

Credit risk is the risk that one party to a financial instrument will fail to discharge an obligation and cause the other party to incur a loss.

The Organization is subject to concentrations of credit risk through its cash accounts. The Organization maintains all of its cash at a single Canadian financial institution. The maximum credit risk is equivalent to the carrying value.

Note 2 Financial Instruments - continued**Market Risk**

Market risk is the risk of loss that may arise from changes in market factors such as interest rates. These fluctuations may be significant. The methods and assumptions management uses when assessing market risks have not changed substantially from the prior period and are summarized below:

Interest Rate Risk

The Organization manages its investments based on its cash flow needs and with a view to optimizing its investment income. The Organization has invested its excess cash in low risk interest bearing vehicles such as guaranteed investment certificates as the means for managing its interest rate risk.

Liquidity Risk

Liquidity risk is the risk that the Organization will encounter difficulty in meeting obligations associated with financial liabilities. The Organization is exposed to this risk mainly in respect of its accounts payable. The Organization has sufficient cash to manage its current obligations.

Note 3 Temporary Investment

Temporary investment consists of a guaranteed investment certificate bearing interest at 3% for a one year term.

Note 4 Restrictions on Net Assets

The internally restricted net assets were restricted for the following activities: support circles, parent groups, respite, one-on-one support at camps, community group connections, core host/host family matching, friendship circles in schools and safe and secure futures projects. These net assets represent funds earned through fundraising from Nevada break-open lottery tickets through the City of Toronto.

During the year, \$8,898 was transferred to unrestricted net assets for respite services that were not funded through other funding sources.

Note 5 Classification

The prior year figures have been reclassified, where necessary, to conform to the current year's presentation. Surplus for the previous year is not affected by the reclassification.

Note 6 Respite Funding

The Organization acts as a financial intermediary between third-party service agencies who provide fees for service programs to Extend-A-Family clients and Geneva Centre for Autism, a Province of Ontario transfer payment agency, who provides funding for respite services. Under this arrangement, the Organization transfers amounts received from Geneva Centre for Autism to third party respite service providers.

Extend-A-Family does not receive an administrative fee for this service. For the fiscal year, the Organization received \$42,659 from Geneva Centre for Autism and paid the same amount to third party service providers (2023 - \$27,256). Amounts received and paid in respect of this arrangement are not recorded in these financial statements.

Note 7 Commitment

The Organization rents office space under a lease agreement which expires on August 31, 2027. Minimum annual payments, exclusive of HST, until the lease expires are as follows:

2025	\$	29,034
2026		29,034
2027		12,098

Note 8 Due to Ministry of Children, Community and Social Services (MCCSS)

The Organization receives funding from MCCSS. Excess funding is repayable to MCCSS. The balance at year-end of \$32,213 is the estimate for the period ended March 31, 2023 and will be recouped when MCCSS reviews the submission. There estimated funding excess for the current year is \$NIL. Both year-end estimates are subject to adjustment.