

# Extend-A-Family

*Building an Inclusive Community*

19th Annual Report  
June 12, 2016

200-3300 Yonge Street  
Toronto, ON  
M4N 2L6  
phone 416-484-1317  
fax 416-484-1589  
e-mail: [info@extendafamily.ca](mailto:info@extendafamily.ca)  
website: [www.extendafamily.ca](http://www.extendafamily.ca)

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# Extend-A-Family Annual Meeting of Members

2 pm on Sunday, June 12, 2016

Church of St. Leonard's

25 Wanless Avenue, Toronto

## Agenda

1. Introductions
2. Approval of Minutes, June 14, 2015
3. Ratification of all acts and proceedings of the Directors and Officers for the term of 2015~2016
4. Auditor Report for the year ended March 31, 2016
5. Appointment of Auditor for 2016~2017
6. Nominations of Directors for 2016~2017
7. Board Report
8. Program Report
9. Adjournment.

Minutes of the Annual Meeting of the Members of  
**Extend-A-Family**, held at St. Leonard's Church  
25 Wanless Avenue, Toronto, ON, on the 14<sup>th</sup> day of June, 2015,  
at the hour of 2:05 in the afternoon.

PRESENT IN PERSON

Renate & Daniel Steiner, Jordan & Doris Power, Jason, Daniel, Naiomy & Dilip Ekanayake, Trevor White, Chris LeClair, Bill Mosher, Matthew LeClair Mosher, Annette Frigault, Jenn Wilson, Jeff & Beverley Short, Michele Schmidt, Adam Pearson, MacKenzie Meek, Eric & Lee Steel, Rita, Frank, Nicole & Filomena Filoppeli, Adina, Gabriel Vominescu & Moussi, Vivek, Ajay Ahuja & Gunjan Seth, Adena Condon, Kyle Leung, Jakob, Hana & Hiri Tuma, Eric & Janice Wu, Betty Chan, Stephen & Cate Downey, Geoff, Kay & Micheal Houghton, Elijah & Selena Blake, Mike Fascione, Jennifer & Samantha Hoffman, Luigi, Filomena & Daniele Nait, Jan Marie & Eva Hope, Isabelle & Nadia Hernandez, Miriama, Zahid, Baba Dauda, Jaime, Alex & Marcus Brisebois, Fernando Dasilva, Anne Marie Cole, Anne Murray, Salvatore Rocchese, Kim Southern-Paulsen, Jessica Van Wyk, Marissa Wolicki.

Michele Schmidt, Board Chair of Extend-A-Family took the chair, Cate Downey, Office Administrator of Extend-A-Family acted as Secretary of the meeting. A quorum of the members of Extend-A-Family being present in person and notice of the meeting having been duly sent to all the directors, members and the auditors of Extend-A-Family, the meeting was declared by the Chair to be duly constituted.

**1. Introductions**

Michele Schmidt welcomed everyone to the eighteenth Annual General Meeting of the amalgamated Extend-A-Family. The Program Supervisor from the Ministry of Community and Social Services, Claire Berube, could not be in attendance but sent well wishes. Board members were introduced. Voting rules were explained.

**2. Approval of Minutes, June 8, 2014**

*It was moved by Frank Filoppeli, seconded by Bill Mosher and unanimously carried that the minutes of the June 8, 2014 Annual General Meeting as presented be approved.*

**3. Board Report, Michele Schmidt**

Refer to the report (page 6) which was distributed to the members in attendance. Michele introduced board members and appealed to the membership to consider joining the board.

**4. Ratification of all acts and proceedings of the Directors and Officers for the term of 2014~2015.**

*It was moved by Doris Power, seconded by Betty Chan, and unanimously carried that all acts and proceedings of the Directors and Officers of the Extend-A-Family Board for the term of April 1, 2014 to March 31, 2015 were ratified.*

**5. Report of Treasurer for the year ended March 31, 2015.**

“Extend-A-Family Financial Statements year ended March 31, 2015” was audited by Cowperthwaite Mehta and presented by Adam Pearson in Phil Cowperthwaite’s stead to the members in attendance.

*It was moved by Frank Filopelli, seconded by Jennifer Hoffman and unanimously carried that the Extend-A-Family Financial Statements year ended March 31, 2015 were approved.*

**6. Appointment of Auditor for 2015~2016**

The Board recommends appointing Cowperthwaite Mehta as Extend-A-Family auditor.

*It was moved by Betty Chan, seconded by Frank Filopelli and unanimously carried that Cowperthwaite Mehta be appointed auditor for the fiscal period of April 1, 2015 to March 31, 2016.*

**7. Program Report, Anne Marie Cole**

Refer to the report, page 7, which was distributed to the members in attendance. Anne Marie Cole introduced the staff and acknowledged the Board members and the work they do. She spoke of SSAH and Passport funding, increased membership of Extend-A-Family’s family support groups and working with school boards to continue to facilitate friendship circles.

**8. Nomination of Directors for 2015/2016**

Jeff Short has one year remaining of two-year terms. Michele Schmidt, Christine LeClair, Filomena Nait, Jenn Wilson wish to stand for re-nomination to the Board. MacKenzie Meek was nominated and accepted the nomination to the board.

The nomination slate includes: Michele Schmidt, Christine LeClair, Filomena Nait, Jenn Wilson, and MacKenzie Meek.

*It was moved by Doris Power, seconded by Jennifer Hoffman and unanimously carried that the nominee, Michele Schmidt, Christine LeClair, MacKenzie Meek, Filomena Nait, and Jenn Wilson be re-elected to the Board of Directors of Extend-A-Family.*

**9. Adjournment**

*It was unanimously carried that the Extend-A-Family Annual General Meeting was adjourned at 2:25pm.*

## Chair of the Board's Report - Jeff Short

On behalf of the Board of Directors, I'd like to thank you for your involvement in Extend-A-Family activities. Your involvement as families is integral to the success of Extend-A-Family, and by extension to the Board of Directors.

Sadly, Michele Schmidt, our Vice-Chair, is retiring from the Board. Michele has served on the Board for over 20 years, including serving as Chair for many years, and was instrumental in the amalgamation of Extend-A-Family in 1997. Over the years, Michele has shared her expertise and resources around inclusion, and has passionately advocated for the young people and families that are supported by Extend-A-Family. Michele will be greatly missed.

We will also be very sad to see Anne Marie Cole move on. After having provided such exemplary leadership to Extend-A-Family over the past eighteen years, and having supported families as a Coordinator for several years before that, Anne Marie is taking a well-deserved retirement. Anne Marie has made our job as Board members much easier because she has performed her role so effectively. We are most fortunate that Ruth Fernandes will serve as the new Executive Director upon Anne Marie's retirement. Ruth has been an Extend-A-Family Coordinator for about twenty years, and she remains committed to the vision and mission of Extend-A-Family.

We have been blessed with the continued dedication of long-term board member Christine LeClair (Secretary), who has served on the Board as a family member for many years. Also, Filomena Nait and Jennifer Wilson have brought their experience and wisdom for the last few years. And we have benefitted from MacKenzie Meek joining the Board in 2015, who has brought her financial sector experience to the role of Treasurer. Christine, Jennifer, Filomena and MacKenzie will continue to serve the second year of their two year terms.

In addition to having a wonderful Board, we are very fortunate to have a fantastic group of staff, who work diligently and in partnership in communities to build meaningful relationships for our sons and daughters. Cate Downey, Office Manager, recently celebrated twenty years, and continues to play a vital role in the organization. Next are Coordinators Salvatore Rocchese, fourteen years, Selena Blake ten years, Kim Southern-Paulsen nine years, Anne Murray eight years, Jessica Van Wyk seven years, Lee Steel over three years, and Marissa Wolicki one year. We are pleased to welcome two new Coordinators over the next couple weeks. We look forward to working with both of them. Trevor White has been the IT Specialist for about eighteen years, ensuring that our technology is running smoothly.

All the years in service speaks to the need for and goodness of Extend-A-Family. If you support the goals of Extend-A-Family, you are invited and encouraged to serve on the Board of Directors. Please consider your responsibility for the continuation of the work that is being done.

## Executive Director's Report - Anne Marie Cole

Welcome to the 19<sup>th</sup> Annual General Meeting of Extend-A-Family. Throughout the 2015-2016 fiscal year, staff were once again privileged to partner with individuals, families, schools and community members in efforts to create supportive environments where all people are welcomed as valued citizens.

During the past year, "transition" has been a focus for many families. Whether starting in the education system, moving to middle or high school or exploring options as their child moves into adulthood, coordinators have worked diligently to assist families to make informed decisions and have their voices heard. Transition planning continues to play a vital role in ensuring success in all aspects of life, whether in recreational and community activities, school or work.

Speaking of transition, after much heartfelt consideration I have made the decision to retire in July of this year. I have been blessed to be part of this truly amazing organization for almost twenty-seven years and have had the great fortune of learning from every individual and family that have welcomed me into their life. We have laughed, cried, struggled and celebrated together and I thank you for sharing your precious children with me.

I would like to acknowledge my colleagues and members of the Board of directors, who have continued to teach me the importance of striving to do what is true and right. I thank you for your support, respect, friendship, generosity, encouragement and most of all, your sincerity and trust.

Ruth Fernandes has been appointed as the incoming Executive Director of Extend-A-Family starting July 4<sup>th</sup>, 2016. Ruth has been a valued staff member since 1996 who has earned the trust and respect of families, colleagues and community members and I am confident that she will lead the organization with grace and integrity.

As I continue this journey called life, I will take with me the lessons I have learned from everyone I have had the privilege of meeting and the cherished memories we have shared throughout my years at Extend-A-Family.

With gratitude,  
Anne Marie.



# Executive Director's Report - Anne Marie Cole

Welcome to the 19th Annual General Meeting of Extend-A-Family. Throughout the 2015-2016 fiscal year, staff were focused on providing support to individuals, families, and groups and expanding our reach to new areas.

During the past year, we have seen a lot of growth in our family. Whether starting in the education system, looking for employment, or exploring options as a child and parent, we have provided support to our families to make informed decisions and help them play a vital role in their community and economic activities.

## EXTEND-A-FAMILY

### FINANCIAL STATEMENTS

MARCH 31, 2016

Looking at the future, after much deliberation, I have made the decision to retire in July of this year. I have been blessed to be part of this truly amazing organization for almost twenty-seven years and have had the great pleasure of learning from every individual and family that have welcomed me into their lives. I want to thank you for your support and collaboration, and I thank you for making your business decision with me.

I would like to welcome the new members of the Board of Directors, who have graciously accepted the responsibility of leading the organization. I thank you for your report, respect, and support. I am confident that most of all, your strength and trust will lead the organization with grace and integrity.

Fuller Financial has been appointed as the accounting firm for Extend-A-Family. Their report for 2015-2016 has been a relief and a great start. I am confident that you and the rest of the families, colleagues, and community members will see an outstanding year and will lead the organization with grace and integrity.

As I continue this journey, I will take with me the lessons I have learned from everyone I have had the privilege of meeting and the cherished memories we have shared throughout my years at Extend-A-Family.

With gratitude,  
Anne Marie



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**INDEPENDENT AUDITOR'S REPORT**

To the Members,  
Extend-A-Family

We have audited the accompanying financial statements of Extend-A-Family which comprise the statement of financial position as at March 31, 2016, and the statements of operations and changes in net assets 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.

*Auditor's 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 auditor's 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 auditor considers 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 is sufficient and appropriate to provide a basis for our audit opinion.

*Opinion*

In our opinion, the financial statements present fairly, in all material respects, the financial position of Extend-A-Family as at March 31, 2016, 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.

*Cowperthwaite Mehta*

Chartered Accountants  
Licensed Public Accountants

May 9, 2016  
Toronto, Ontario

**EXTEND-A-FAMILY**

**STATEMENT OF FINANCIAL POSITION**

**AS AT MARCH 31, 2016**

	<u>2016</u>	<u>2015</u>
<b>ASSETS</b>		
Current assets		
Cash (note 3)	\$ 205,722	\$ 166,000
Accounts receivable	12,431	23,245
Prepaid rent	<u>2,324</u>	<u>2,214</u>
	<u>\$ 220,477</u>	<u>\$ 191,459</u>
<b>LIABILITIES AND NET ASSETS</b>		
Current liabilities		
Accounts payable and accrued liabilities	<u>\$ 34,729</u>	<u>\$ 11,601</u>
Net assets		
Restricted (note 3)	42,878	47,231
Unrestricted	<u>142,870</u>	<u>132,627</u>
	<u>185,748</u>	<u>179,858</u>
	<u>\$ 220,477</u>	<u>\$ 191,459</u>

Approved on behalf of the Board:

\_\_\_\_\_, Director

\_\_\_\_\_, Director

see accompanying notes

# EXTEND-A-FAMILY

## STATEMENT OF OPERATIONS AND CHANGES IN NET ASSETS

FOR THE YEAR ENDED MARCH 31, 2016

			2016	2015
	General Program	Other Programs	Total	Total
<b>REVENUE</b>				
Government funding (note 4)	\$ 763,256	\$ 35,319	\$ 798,575	\$ 792,157
Fundraising, interest and other	-	8,296	8,296	5,797
	<u>763,256</u>	<u>43,615</u>	<u>806,871</u>	<u>797,954</u>
<b>EXPENSES</b>				
Salaries and benefits	629,079	21,365	650,444	659,035
Programs	30,197	10,798	40,995	33,636
Occupancy costs	36,170	4,000	40,170	41,289
Purchased services	33,500	1,055	34,555	31,500
Administration	22,471	-	22,471	23,447
IT maintenance and support	12,346	-	12,346	13,290
	<u>763,763</u>	<u>37,218</u>	<u>800,981</u>	<u>802,197</u>
<b>EXCESS OF REVENUE OVER EXPENSES FOR THE YEAR</b>	<u>\$ (507)</u>	<u>\$ 6,397</u>	5,890	(4,243)
Net assets, beginning of year			<u>179,858</u>	<u>184,101</u>
<b>NET ASSETS, END OF YEAR</b>			<u>\$ 185,748</u>	<u>\$ 179,858</u>

see accompanying notes

# EXTEND-A-FAMILY

## STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED MARCH 31, 2016

	2016	2015
<b>OPERATING ACTIVITIES</b>		
Excess of revenue over expenses for the year	\$ 5,890	\$ (4,243)
Net change in non-cash working capital items	<u>33,832</u>	<u>(7,294)</u>
<b>NET INCREASE (DECREASE) IN CASH FOR THE YEAR</b>	39,722	(11,537)
Cash, beginning of year	<u>166,000</u>	<u>177,537</u>
<b>CASH, END OF YEAR</b>	<u>\$ 205,722</u>	<u>\$ 166,000</u>

Net change in non-cash working capital items:

Decrease (increase) in current assets-		
Accounts receivable	\$ 10,814	\$ (8,905)
Prepaid expenses	(110)	1,228
Increase (decrease) in current liabilities-		
Accounts payable and accrued liabilities	<u>23,128</u>	<u>383</u>
	<u>\$ 33,832</u>	<u>\$ (7,294)</u>

see accompanying notes

## EXTEND-A-FAMILY

### NOTES TO THE FINANCIAL STATEMENTS

MARCH 31, 2016

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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.

#### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

These financial statements have been prepared by management in accordance with Canadian accounting standards for not-for-profit organizations. Outlined below are those policies considered particularly significant:

##### Capital assets

Capital assets are recorded at cost. Amortization is provided annually at rates calculated to write-off the assets over their estimated useful lives as follows:

Office equipment - 3 to 5 years, straight line basis

##### Revenue recognition

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

- i) The organization follows the deferral method of revenue recognition for government grants. Government grants related to current expenditures are reflected in the accounts as a revenue item in the current year. Grants received in the year for expenses to be incurred in the following fiscal year are recorded as deferred contributions. Grants related to the purchase of capital assets are recorded as revenue in the same period the related assets are charged to operations.
- ii) Workshop and other fee revenue is recognized in the period the services are provided.
- ii) Fundraising and donation revenue is recorded when funds are received.
- iv) Donated materials and services which are normally purchased by the organization are not recorded in the accounts.
- v) Interest income is recognized in the period earned.

#### 2. FINANCIAL INSTRUMENTS AND RELATED FINANCIAL RISKS

The organization's financial statements include cash, accounts receivable and accounts payable and accrued liabilities. Financial instruments are initially recorded at fair value and subsequently measured at amortized cost net of any provisions for impairment.

The following are those financial instruments considered particularly significant and their related financial risks:

- i) Accounts receivable are regularly monitored to minimize credit risk from uncollected revenue. The organization's losses from uncollected revenue have been minimal.
- ii) The organization expects to meet its financial obligations for accounts payable and accrued liabilities through cash flows from operations.

# EXTEND-A-FAMILY

## NOTES TO THE FINANCIAL STATEMENTS

MARCH 31, 2016

### 3. RESTRICTED NET ASSETS

As at March 31, 2016, net assets of \$42,878 were restricted by the City of Toronto (\$47,231 at March 31, 2015) for use in 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.

During the year a transfer of \$4,353 was made from restricted net assets to unrestricted net assets to cover program costs.

### 4. GOVERNMENT FUNDING

Government funding recognized in the year was as follows:

	2016	2015
<b>General program</b>		
Ontario Ministry of Community and Social Services (MCSS)		
Core funding	\$ 729,756	\$ 729,756
Ontario Ministry of Children and Youth Services (MCYS)		
Respite	<u>33,500</u>	<u>27,500</u>
	<u>763,256</u>	<u>757,256</u>
<b>Other programs</b>		
City of Toronto Safe and Secure Futures	23,045	22,570
Human Resources Skills Development Canada	<u>12,274</u>	<u>12,331</u>
	<u>35,319</u>	<u>34,901</u>
	<u>\$ 798,575</u>	<u>\$ 792,157</u>

The organization has an arrangement with RespiteServices.com, a Province of Ontario transfer payment agency, whereby third party service agencies providing fee-for-service programs to Extend-A-Family clients are reimbursed for those services with funds flowed from RespiteServices.com through the organization. Extend-A-Family does not receive an administrative fee for this service. Amounts flowed though to clients from RespiteServices.com in 2016 of \$14,248 (\$26,148 flowed through in 2015) and related disbursements are not recorded as revenue or expenses respectively of the organization in these financial statements.

See attached schedule for details of revenue and expenses of the MCSS and MCYS programs.

### 5. LEASE COMMITMENTS

The organization has annual lease commitments to August 31, 2016 for rent of its premises. Minimum lease payments under the lease are as follows:

2017	<u>\$ 11,120</u>
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## EXTEND-A-FAMILY

### SCHEDULE OF MCSS AND MCYS REVENUE AND EXPENSES BY PROGRAM

FOR THE YEAR ENDED MARCH 31, 2016

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	MCSS Core	MCYS Respite	Total
<b>REVENUE</b>			
Grant funding (note 4)	<u>\$ 729,756</u>	<u>\$ 33,500</u>	<u>\$ 763,256</u>
<b>EXPENSES</b>			
Salaries and benefits	629,079	-	629,079
Purchased services	-	33,500	33,500
Rent	25,428	-	25,428
IT maintenance and support	12,346	-	12,346
Staff training	11,363	-	11,363
Telephone and Internet	10,657	-	10,657
Audit	10,434	-	10,434
Insurance	8,350	-	8,350
Advertising	6,446	-	6,446
Program costs	6,340	-	6,340
Travel	6,047	-	6,047
Office supplies	1,388	-	1,388
Equipment purchases	1,729	-	1,729
Administration	570	-	570
Maintenance	86	-	86
	<u>730,263</u>	<u>33,500</u>	<u>763,763</u>
<b>EXCESS OF EXPENSES OVER REVENUE FROM MINISTRY PROGRAMS FOR THE YEAR</b>	<u>\$ (507)</u>	<u>\$ nil</u>	<u>\$ (507)</u>