

# Extend-A-Family

*Building an Inclusive Community*

20th Annual Report  
June 11, 2017

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 11, 2017

Church of St. Leonard's  
25 Wanless Avenue, Toronto

## Agenda

1. Introductions
2. Approval of Minutes, June 12, 2016
3. Ratification of all acts and proceedings of the Directors and Officers for the term of 2016~2017
4. Auditor Report for the year ended March 31, 2017
5. Appointment of Auditor for 2017~2018
6. Nominations of Directors for 2017~2018
7. Board Report
8. Program Report
9. Adjournment.

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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 12<sup>th</sup> day of June, 2016,  
at the hour of 2:10 in the afternoon.

**PRESENT IN PERSON**

Ahuja & Gunjan Family, Alcon Family, Selena Blake, Kristen Carhart, Justin Chen, Chen & Xu Family, de Ameilda Family, Downey Family, Dryden & Bates Family, Famutimi Family, Fernandes Family, Figliano Family, Filippelli Family, Hernandez Family, Houghton Family, Leung & Condon Family, Le Clair & Mosher Family, Melissa Lobo, Mastache Family, Anne Murray, Swidan & Mhada Family, MacKenzie Meek, Moya & DiCredico Family, Nait Family, Noel & MacLean Family, Power Family, Marjana Prikril, Faye Pu, Sal Rocchese, Schmidt Family, Short Family, Kim Southern-Paulsen, Raymond Tang, Jared Taylor, Vohra Family, Vomiscu Family, Steel Family, Jessica Van Wyk, Marissa Wolicki. 87 people attended.

Jeff Short, Board Chair of Extend-A-Family took the chair, Cate Downey, Office Manager 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 nineteenth 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. Voting rules were explained.

**2. Approval of Minutes, June 14, 2015**

*It was moved by Frank Filippelli, seconded by Bill Mosher and unanimously carried that the minutes of the June 14, 2015 Annual General Meeting as presented be approved.*

**3. Ratification of all acts and proceedings of the Directors and Officers for the term of 2015~2016.**

*It was moved by Joe Schmidt, seconded by Frank Filippelli, 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, 2015 to March 31, 2016 were ratified.*

**4. Report of Treasurer for the year ended March 31, 2016.**

"Extend-A-Family Financial Statements year ended March 31, 2016" was audited by Cowperthwaite Mehta and presented by MacKenzie Meek in Phil Cowperthwaite's stead to the members in attendance.

*It was moved by Joe Schmidt, seconded by MacKenzie Meek and unanimously carried that the Extend-A-Family Financial Statements year ended March 31, 2016 were approved.*

**5. Appointment of Auditor for 2016~2017**

The Board recommends appointing Pennylegion Chung, Chartered Professional Accountants, with Phil Cowperthwaite as senior advisor, as 2016~2017 auditor.

*It was moved by Filomena Nait, seconded by Elizabeth MacLean and unanimously carried that Pennylegion Chung, CPA be appointed auditor for the fiscal period of April 1, 2016 to March 31, 2017.*

## **6. Nomination of Directors for 2015/2016**

Christine LeClair, MacKenzie Meek and Jennifer Wilson are continuing the second part of their two-year terms. Michele Schmidt is stepping down from her long tenure on the Board. Jeff Short and Filomena Nait wish to stand for re-nomination to the Board. No further nominations from the floor. Elizabeth MacLean will be considering joining the Board in the fall session. The nomination slate includes: Jeff Short and Filomena Nait.

*It was moved by Michele Schmidt, seconded by Christine LeClair and unanimously carried that the nominees, Jeff Short and Filomena Nait be re-elected to the Board of Directors of Extend-A-Family.*

## **7. Board Report, Jeff Short**

Refer to the report (page 6) which was distributed to the members in attendance. We thank Michele Schmidt, who is retiring from the Board of Directors, for her many years of work and support to Extend-A-Family.

## **7. Program Report, Ruth Fernandes**

Refer to the report, page 7, which was distributed to the members in attendance. Anne Marie Cole, unfortunately cannot attend the meeting; Ruth Fernandes reported in her stead. Anne Marie retires in July and Ruth will be stepping up as Executive Director. Ruth thanked the Board and staff for all their support.

## **9. Adjournment**

*It was unanimously carried that the Extend-A-Family Annual General Meeting was adjourned.*

  
\_\_\_\_\_  
Board Chair

  
\_\_\_\_\_  
Secretary



## 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. Your active participation as families and excellent work as staff is integral to the success of Extend-A-Family, and by extension to the Board of Directors.

This has been an eventful year, in which we've welcomed a new Executive Director (albeit a long-time employee) as well as three new Coordinators, saying farewell to another long-time Coordinator, starting the process of developing a Strategic Plan for Extend-A-Family, and of course continuing the excellent work done by our staff, families, volunteers and community members.

I have the privilege of working with a wonderful group of people on the Board. Filomena Nait (Vice-Chair), Christine LeClair (Secretary) and Elizabeth MacLean offer their experience and extensive knowledge as parents of young people who have been involved in Extend-A-Family activities over the years, and who have exemplified their commitment to advocating for inclusion in community and education. MacKenzie Meek shares her valuable experience in the financial sector in her role as Treasurer. And Jennifer Wilson brings with her a wealth of experience from her work with other organizations committed to inclusion and intentional community. Elizabeth, and I will continue to serve the second year of our two-year terms.

We are very fortunate to have a fantastic and committed group of staff, who work diligently and collaboratively in our communities to build meaningful relationships for children and youth. Ruth Fernandes has provided excellent leadership in her first year as Executive Director. Previously, Ruth was an Extend-A-Family Coordinator for about twenty years, and her knowledge and experience working with families and community members is so valuable in guiding the organization. Cate Downey, our Office Manager, continues to play a vital role at Extend-A-Family, providing much-needed administrative and financial support, as well as her extensive knowledge of the organization. Our outstanding group of Coordinators, who bring Extend-A-Family's mission to life and work so well in the community, are: Kristen Carhart, Jumoke Famutimi, Nusrat Motala, Anne Murray, Salvatore Rocchese, Kim Southern-Paulsen, Lee Steel, Jessica Van Wyk, and Marissa Wolicki. Nusrat is the newest member of the team, and we look forward to working with her. And Trevor White, our IT Specialist, ensures that our technology is running smoothly.

Sadly, Selena Blake is no longer with Extend-A-Family. Selena made the move to another organization with a similar vision as ours, so she will continue to support individuals and families in a different capacity. Selena's many contributions to Extend-A-Family as a Coordinator, including her work with the summer student program, will be greatly missed.

The many years of service that our staff and Board have provided, and the commitment that you as family members make to developing meaningful relationships and building community, speaks to the need for and importance of Extend-A-Family. The participation of family members on the Board is so important to Extend-A-Family, so we invite and encourage you to consider serving on the Board of Directors.

## Executive Director's Report – Ruth Fernandes

Welcome to the 20<sup>th</sup> Annual General Meeting of Extend-A-Family. It has been an honour for me to have the privilege of serving families over the year. During this past 2016-17 fiscal year, Extend-A-Family has continued in its mission to partner along with families as well as the community, in exploring opportunities where families with children and youth with disabilities have been welcomed as contributing and valued members of community. Coordinators have endeavoured to build and support positive relationships with families to create over 115 community connections for the children and youth we support.

Extend-A-Family works in partnership with both the Toronto District School Board and the Toronto Catholic District School Board in creating an awareness of the value inclusion in the school community. Coordinators have facilitated 15 friendship circles this year and through our partnerships with schools, two Awards of Inclusion will be presented to schools. These are schools that have demonstrated leadership and partnership in the development of friendship, inclusion and community. Coordinators have accompanied parents to IPRC school meetings and provided assistance with transition planning to new schools and volunteer opportunities.

Coordinators have facilitated parent groups through the City of Toronto which included three parent groups, a father's group, a youth sibling group and an adult sibling group. Members of these various groups came together to share their experiences, listen to stories from one another, learn about resources and provide camaraderie and unique support to one another.

The East and West Safe and Secure Futures networks continue to provide the opportunity to bring parents and family members together. As the Central network folded, a new opportunity was created for parents through the East network as the need arose. Both networks offer a safe and welcoming environment to be able to share stories, resources, support each other and explore transitional opportunities for loved ones. Extend-A-Family has assisted eight families to build circles of support for their loved ones.

Through the year Extend-A-Family has had the opportunity to participate in workshops offered by exceptional guest speakers. They are: "SRV in plain language" by Janet Klees; "Get a Good Life" by Michael Kendrick, "Inclusive Education" by Marilyn Dolmage and "Building Natural Supports" by Erin Sheldon. They shared powerful and valuable information with parents and staff on relationships, partnerships, friendships and community. Extend-A-Family also had the opportunity to partner along with Families for a Secure Future in hosting David Pitonyak for a one day workshop "Beyond Difficult Behaviours" for both families and staff. A number of families participated in these opportunities.

Extend-A-Family provides a five-week workshop series on the topic of 'sexuality and healthy relationships', twice in the year, for youth accompanied by their parents or close family members.

Extend-A-Family has been fortunate to have received funding assistance from Human Resources and Skills Development Canada Summer Career Placement Program. With this funding opportunity Extend-A-Family employed nine summer students who provided one-to-one support to

approximately 45 children and youth involved in a variety of inclusive day camps and community activities. The Ontario Ministry of Children and Youth Services work in partnership with Reach for the Rainbow provided funding and thus, 32 children and youth had the opportunity to participate in inclusive day and overnight camps.

Extend-A-Family hosted an annual celebration of Friendship in February which was held at Earl Bales Community Centre. Eighty people took part in the celebration that included games, music, crafts and a variety show.

In September of 2016 the Ministry of Children and Youth Services completed a three-year Transfer Payment Risk Assessment on Extend-A-Family. As an outcome from the TPRA, the two items that Extend-A-Family is working on are a strategic plan for the organisation and a review of the board by laws. Extend-A-Family is currently working alongside Susan Tremblay from Management Advisory Service (MAS) on a strategic plan for the organisation. The board by-laws have been reviewed and require changes. Extend-A-Family will be seeking expert advice in the fall of 2017 in order that they be compliant with Government standards.

I would like to acknowledge Pam Roffey, Program Supervisor for Extend-A-Family working for the Ontario Ministry Community and Social Services / Children and Youth Services for the on-going support and commitment provided to Extend-A-Family and in particular to both Cate Downey our Office Manager and myself, over this past year.

I would also like to take a moment to acknowledge and appreciate the staff at the Extend-A-Family, individuals, families, hosts and community members for your support and commitment to our mission of building inclusive communities. I would like to acknowledge Selena Blake who worked with Extend-A-Family for 11 years and who has now moved on to another opportunity. Selena's deep compassion and strong commitment to the value of inclusion and belonging has been inspirational to staff and families. While she is deeply missed at Extend-A-Family we sincerely wish her every success in her new employment position.

I would like to mention the names of three new staff members to Extend-A-Family this year. Kristen Carhart, Jumoke Famutimi and Nusrat Motala have been a welcoming addition to our team of Coordinators. They each come to us with unique strengths, talents and varied experiences in the area of community building and inclusion.

A special word of thanks to our board for offering your valuable time, commitment and dedication over the year to our work of inclusion at Extend-A-Family. A warm welcome to our new board member Elizabeth MacLean who joined us in September of 2016.

Finally, I would like to remember and sincerely acknowledge Anne Marie Cole our former Executive Director of Extend-A-Family. She served as the ED at EAF for twenty-seven years. Her unwavering commitment and inspiring leadership gave Extend-A-Family the stability and direction to inclusion that it continues to benefit from today. I truly thank her for the gentle yet firm decisions she made, for staying the course and competently leading the organisation over the years. She is still missed but we are grateful for her pearls of wisdom that we continue to hold on to!



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## **EXTEND-A-FAMILY**

### **FINANCIAL STATEMENTS**

**MARCH 31, 2017**

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# Pennylegion | Chung LLP

CHARTERED PROFESSIONAL ACCOUNTANTS

## 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, 2017, 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, 2017, 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.

### *Other Matter*

The financial statements of Extend-A-Family as at and for the year ended March 31, 2016 were audited by another auditor who expressed an unqualified opinion on those financial statements on May 9, 2016.

*Pennylegion Chung LLP*

Chartered Professional Accountants  
Licensed Public Accountants

May 15, 2017  
Toronto, Ontario

**EXTEND-A-FAMILY**
**STATEMENT OF FINANCIAL POSITION**
**AS AT MARCH 31, 2017**

	2017	2016
<b>ASSETS</b>		
Current assets		
Cash (note 3)	\$ 193,809	\$ 205,722
Accounts receivable	6,900	12,431
Prepaid rent	<u>2,240</u>	<u>2,324</u>
	<u>\$ 202,949</u>	<u>\$ 220,477</u>
<b>LIABILITIES AND NET ASSETS</b>		
Current liabilities		
Accounts payable and accrued liabilities	<u>\$ 11,015</u>	<u>\$ 34,729</u>
Net assets		
Restricted (note 3)	39,654	42,878
Unrestricted	<u>152,280</u>	<u>142,870</u>
	<u>191,934</u>	<u>185,748</u>
	<u>\$ 202,949</u>	<u>\$ 220,477</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, 2017**

	<b>2017</b>		<b>2016</b>	
	General Programs	Other Programs	Total	Total
<b>REVENUE</b>				
Government grants (note 4)	\$ 766,176	\$ 40,126	\$ 806,302	\$ 798,575
Fundraising, interest and other	<u>-</u>	<u>11,017</u>	<u>11,017</u>	<u>8,296</u>
	<u>766,176</u>	<u>51,143</u>	<u>817,319</u>	<u>806,871</u>
<b>EXPENSES</b>				
Salaries and benefits	637,780	23,598	661,378	650,444
Occupancy costs	34,246	4,176	38,422	40,170
Purchased services	36,420	905	37,325	34,555
Programs	21,235	15,633	36,868	40,995
IT maintenance and support	19,611	-	19,611	12,346
Administration	<u>17,529</u>	<u>-</u>	<u>17,529</u>	<u>22,471</u>
	<u>766,821</u>	<u>44,312</u>	<u>811,133</u>	<u>800,981</u>
<b>EXCESS OF REVENUE OVER EXPENSES FOR THE YEAR</b>	<u>\$ (645)</u>	<u>\$ 6,831</u>	6,186	5,890
Net assets, beginning of year			<u>185,748</u>	<u>179,858</u>
<b>NET ASSETS, END OF YEAR</b>			<u>\$ 191,934</u>	<u>\$ 185,748</u>

see accompanying notes

**EXTEND-A-FAMILY**
**STATEMENT OF CASH FLOWS**
**FOR THE YEAR ENDED MARCH 31, 2017**

	2017	2016
<b>OPERATING ACTIVITIES</b>		
Excess of revenue over expenses for the year	\$ 6,186	\$ 5,890
Net change in non-cash working capital items	<u>(18,099)</u>	<u>33,832</u>
<b>NET INCREASE (DECREASE) IN CASH FOR THE YEAR</b>	<b>(11,913)</b>	<b>39,722</b>
Cash, beginning of year	<u>205,722</u>	<u>166,000</u>
<b>CASH, END OF YEAR</b>	<b><u>\$ 193,809</u></b>	<b><u>\$ 205,722</u></b>

Net change in non-cash working capital items:

Decrease (increase) in current assets-		
Accounts receivable	\$ 5,532	\$ 10,814
Prepaid expenses	84	(110)
Increase (decrease) in current liabilities-		
Accounts payable and accrued liabilities	<u>(23,715)</u>	<u>23,128</u>
	<b><u>\$ (18,099)</u></b>	<b><u>\$ 33,832</u></b>

see accompanying notes



## **EXTEND-A-FAMILY**

### **NOTES TO THE FINANCIAL STATEMENTS**

**MARCH 31, 2017**

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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.

##### **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.

##### **Basis of presentation**

Revenue and expenses recorded under general programs relate to activities funded by the Ministry of Community and Social Services (MCSS) and the Ministry of Children and Youth Services (MCYS).

Revenue and expenses recorded under other programs relate to all other sources of funding.

## EXTEND-A-FAMILY

### NOTES TO THE FINANCIAL STATEMENTS

MARCH 31, 2017

#### 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.

#### 3. RESTRICTED NET ASSETS

As at March 31, 2017, net assets of \$39,654 were restricted by the City of Toronto (\$42,878 at March 31, 2016) 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.

#### 4. GOVERNMENT GRANTS

Government grants recognized in the year were as follows:

	2017	2016
<b>General program</b>		
Ontario Ministry of Community and Social Services Core funding	\$ 729,756	\$ 729,756
Ontario Ministry of Children and Youth Services Respite	<u>36,420</u>	<u>33,500</u>
	<u>766,176</u>	<u>763,256</u>
<b>Other programs</b>		
City of Toronto Safe and Secure Futures	25,290	23,045
Human Resources Skills Development Canada	<u>14,836</u>	<u>12,274</u>
	<u>40,126</u>	<u>35,319</u>
	<u>\$ 806,302</u>	<u>\$ 798,575</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 transferred to clients from RespiteServices.com in 2017 of \$4,320 (\$14,248 transferred in 2016) and related disbursements are not recorded as revenue or expenses in these financial statements.

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



## EXTEND-A-FAMILY

### NOTES TO THE FINANCIAL STATEMENTS

MARCH 31, 2017

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#### 5. LEASE COMMITMENTS

The organization has annual lease commitments to August 31, 2018 for rent of its premises. Minimum lease payments under the lease are as follows:

2018	\$	26,880
2019		11,200

# **EXTEND-A-FAMILY**

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

**FOR THE YEAR ENDED MARCH 31, 2017**

	MCSS Core	MCYS Respite	Total
<b>REVENUE</b>			
Government grants (note 4)	<u>\$ 729,756</u>	<u>\$ 36,420</u>	<u>\$ 766,176</u>
<b>EXPENSES</b>			
Salaries and benefits	637,780	-	637,780
Purchased services	-	36,420	36,420
Rent	24,657	-	24,657
IT maintenance and support	19,611	-	19,611
Telephone and Internet	9,462	-	9,462
Insurance	8,027	-	8,027
Travel	7,843	-	7,843
Advertising	5,847	-	5,847
Program costs	4,771	-	4,771
Administration	4,275	-	4,275
Audit	3,565	-	3,565
Staff training	2,777	-	2,777
Office supplies	1,061	-	1,061
Equipment purchases	599	-	599
Maintenance	<u>126</u>	<u>-</u>	<u>126</u>
	<u>730,401</u>	<u>36,420</u>	<u>766,821</u>
<b>EXCESS OF EXPENSES OVER REVENUE FROM MCSS AND MCYS PROGRAMS FOR THE YEAR</b>	<u><u>\$ (645)</u></u>	<u><u>\$ -</u></u>	<u><u>\$ (645)</u></u>