

Extend-A-Family

Building an Inclusive Community

18th Annual Report
June 14, 2015

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Extend-A-Family Annual Meeting of Members

2 pm on Sunday, June 14, 2015

Church of St. Leonard's

25 Wanless Avenue, Toronto

Agenda

1. Introductions
2. Approval of Minutes, June 8, 2014
3. Board Report
4. Ratification of all acts and proceedings of the Directors and Officers for the term of 2014~2015
5. Auditor Report for the year ended March 31, 2015
6. Appointment of Auditor for 2015~2016
7. Program Report
8. Nominations of Directors for 2015~2016
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 8th day of June, 2014,
at the hour of 2:14 in the afternoon.

PRESENT IN PERSON

Geoff & Kay Houghton, Terasa Chernets, Renee Xu, Greg & Gary Chen, Dorlean Leighfars-Rotolo, Joe, Bobbi & Jessica Rotolo, Lauren & Paul Devereaux, Dave Paulsen, Stephen & Benjamin Downey, Eric Steel, Matthew Le Clair Mosher, Christine Le Clair, William Mosher, Annette Frigault, Heather Scott, Wendy & Joe Arnold and guest, Susanne Copp, Adena Condon, Kyle & Colm Leung, Jennifer & Samantha Hoffman, Ruth Green, Jenn, Michael and Logan Wilson, Mirjana Prikiril, Teresa, Carm, Mary & Verona Figliano, Renate & Daniel Steiner, Alison Beahen, Stuart, Griffin & Theo O'Connell, Jamie Lyn, Marcus & Alexandra Brisbois, Fernando Silva, Michele Schmidt & Natasha Crews, Jeff Short, Adam Pearson, Kim Collins, Filomena, Luigi & Daniele Nait, Vahid Aldashi, Laura, Hector & Wendy Mastache, Marlene, David, Esther & David Alcon, Melissa, Hannah & Charlotte Storey, Karen, Sam & Sadie Cole, Naiomy, Dilip, Jason, & Daniel Ekanayake, Sophie Li, John, James & Sarah Iveson, Micheal Houghton, Bianca & Kiara Aguirre, Carla & Erica Baudot, Jenna Houzer, Miriama, Zahhid & Baba Douda, Narges Rajaie & Mobin Ashtiani, Nadia & Isabel Hernandez, Anthony & Clayton De Souza, Tamara Bailey, Selena Blake, Anne Marie Cole, Cate Downey, Ruth Fernandes, Anne Murray, Sharon Power, Sal Rocchese, Kim Southern-Paulsen, Lee Steel, Jessica Van Wyk.

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

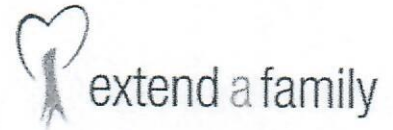
Michele Schmidt welcomed everyone to the seventeenth Annual General Meeting of the amalgamated Extend-A-Family. The Program Supervisor from Children Ministries, Chetan Bahri, could not be in attendance but sent well wishes. Board members were introduced. Voting rules were explained.

2. Approval of Minutes, June 9, 2013

It was moved by Laura Mastache, seconded by Renate Steiner and unanimously carried that the minutes of the June 9, 2013 Annual General Meeting as presented be approved.

3. Board Report, Michele Schmidt

Refer to the report 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 2013~2014.

It was moved by Renate Steiner, seconded by Bianca Aguirre, 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, 2013 to March 31, 2014 were ratified.

5. Report of Treasurer for the year ended March 31, 2014.

“Extend-A-Family Financial Statements year ended March 31, 2014” was audited by Cowperthwaite Mehta and presented by Adam Pearson in Phil Cowperthwaite’s stead to the members in attendance.

It was moved by Laura Mastache, seconded by Carla Baudot and unanimously carried that the Extend-A-Family Financial Statements year ended March 31, 2014 were approved.

6. Appointment of Auditor for 2014~2015

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

It was moved by Michele Schmidt, seconded by Adam Pearson and unanimously carried that Cowperthwaite Mehta be appointed auditor for the fiscal period of April 1, 2014 to March 31, 2015.

7. Program Report, Anne Marie Cole

Refer to the report which was distributed to the members in attendance. Anne Marie Cole introduced the staff and acknowledged the Board members and the work they do.

8. Nomination of Directors for 2014/2015

Michele Schmidt, Adam Pearson, Chris Le Clair, Kim Collins, Filomena Nait and Jenn Wilson have one year remaining of two-year terms. Jeff Short wishes to stand for renomination to the Board. No new nominations were received.

The nomination slate includes: Jeff Short.

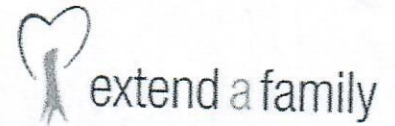
It was moved by Carla Baudot, seconded by Jenn Wilson and unanimously carried that the nominee, Jeff Short be re-elected to the Board of Directors of Extend-A-Family to serve until June 2016 annual general meeting, or until his successor is elected or appointed.

9. Adjournment

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

Board Chair

Secretary



Chair of the Board's Report - Michele Schmidt

As we approach the summer season and there is time for reflection, I would encourage our membership to continue their support of Extend-A-Family by considering joining the Board of Directors.

We have been blessed with the continued dedication of long term board members, Jeff Short (Vice Chair), and Christine LeClair (Secretary). They have served a combined total of nineteen years. Also, Filomena Nait and Jennifer Wilson have brought their experience and wisdom for the last two years. Jeff will continue to serve the second year of his two year term and Christine, Jennifer and Filomena will stand for election to board membership. Sadly, Adam Pearson, our treasurer, who has contributed both his financial acumen and his sense of humour to board meetings as well as asking many valuable questions, will be unable to continue. Adam is moving up and into the world and we wish him all the best in his future endeavours. Kim Collins is unable to serve on the board next year due to other commitments; and we thank her for her input and time over the last two years and hope to renew the relationship once her studies are finished.

As well as the long term loyalty of the Board of Directors, so too can be said about the staff; working diligently and in partnership in communities to build meaningful relationships for our sons and daughters. Anne Marie Cole has been involved for over twenty-five years, and as Executive Director for seventeen. Ruth Fernandes, Coordinator, and Cate Downey, Office Administrator, recently celebrated nineteen years each. Next are Coordinators Salvatore Rocchese, thirteen years, Selena Blake nine years, Kim Southern-Paulsen eight years, Anne Murray seven years, Jessica Van Wyk six years and Lee Steel over two years. Marissa Wolicki joined the staff this month and we look forward to working with her. Trevor White has been the IT Specialist for about seventeen 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 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 18th Annual General Meeting of Extend-A-Family. In the 2014-15 fiscal year Extend-A-Family staff continued to work in partnership with individuals, families and organizations in an effort to build communities where everyone is welcome and appreciated as contributing and valued citizens.

Over the past year, coordinators, in partnership with the Toronto District School Board and Toronto Catholic District School Board facilitated 34 friendship circles. Circle members embraced opportunities to lead by example and send the message that all students belong and contribute greatly to the larger school community. Staff also accompanied parents to IPRC meetings, contributed to EIP's and assisted with transition planning. Kim Southern-Paulsen provided support, information and shared resources to parents so that they could make informed decisions regarding their child's class and school placement.

With financial support from the City of Toronto Community Service Partnership program, and under the capable direction of Lee Steel and Selena Blake, the Safe & Secure Futures networks continued to offer families a welcoming environment in which to share information and resources.

Parent/caregiver support groups flourished under the leadership of Selena Blake, Kim Southern-Paulsen, Sal Rocchese and Sharon Power offering members a safe forum where they can share stories, resources and provide mutual support to one another. Sal Rocchese and Jessica Van Wyk co-facilitated the youth sibling group. Members enjoyed several community outings. Jessica also facilitated the adult sibling group who continued to meet throughout the year to network and share resources.

Once again, Extend- A -Family was fortunate to receive financial assistance from Human Resources and Skills Development Canada Summer Career Placement program. The funding enabled us to hire eleven students who provided one-to-one support to 51 children & youth involved in inclusive/integrated day camps and community activities.

With funds provided through Ministry of Children and Youth Services, Extend-A-Family and Reach for the Rainbow worked in partnership to provide support to 27 children to attend inclusive day and overnight camps. For many of the children, it was the first "camp" experience and parents were extremely grateful for the opportunity.

We said good bye to two staff members this year; Tamara Bailey and Sharon Power, we wish them well and thank them for contributions. We are happy to welcome Marissa Wolicki to our team, who will be supporting families in west Toronto.

I would like to express my sincere appreciation to my colleagues, Extend-A-Family Board members, individuals, families and caring community members for your continued commitment and belief that communities are stronger when all people are welcomed and included.



Executive Director's Report - Anne Marie Cole

Welcome to the 18th annual General Meeting of Extend-A-Family. I am pleased to report that your Extend-A-Family staff continued to work in partnership with volunteer leaders and organizations in an effort to build community across our region in welcome and affirming ways.

Over the past year, our partnership in partnership with the Toronto District School Board and the Toronto Catholic District School Board continued to be a source of strength and support for our members.

EXTEND-A-FAMILY

FINANCIAL STATEMENTS

MARCH 31, 2015

Extend-A-Family is a registered charity and is governed by a Board of Directors. The Board is responsible for the overall management and financial health of the organization. The financial statements provide a detailed overview of the organization's financial performance over the reporting period.

With financial support from the City of Toronto Community Services and other partners, we have been able to expand our programming and reach more families in need. Our commitment to providing a welcoming environment in which families can thrive remains our top priority.

The financial statements are prepared in accordance with the accounting policies of Extend-A-Family. The financial statements are audited by an independent chartered accountant. The financial statements are prepared on a going concern basis. The financial statements are prepared in accordance with the accounting policies of Extend-A-Family.

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I would like to express my appreciation to all the staff and volunteers who have made this year's financial statements possible. Your dedication and hard work have made a significant difference in the lives of many families. We are proud to have you as part of our team and look forward to working with you in the future.

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, 2015, 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, 2015, 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.

Conperthwaite Mehta

Chartered Accountants
Licensed Public Accountants

May 19, 2015
Toronto, Ontario

EXTEND-A-FAMILY
STATEMENT OF FINANCIAL POSITION
AS AT MARCH 31, 2015

| | 2015 | 2014 |
|--|-------------------|-------------------|
| ASSETS | | |
| Current assets | | |
| Cash (note 3) | \$ 166,000 | \$ 177,537 |
| Accounts receivable | 23,245 | 14,340 |
| Prepaid rent | <u>2,214</u> | <u>3,442</u> |
| | <u>\$ 191,459</u> | <u>\$ 195,319</u> |
| LIABILITIES AND NET ASSETS | | |
| Current liabilities | | |
| Accounts payable and accrued liabilities | <u>\$ 11,601</u> | <u>\$ 11,218</u> |
| Net assets | | |
| Restricted (note 3) | 47,231 | 52,426 |
| Unrestricted | <u>132,627</u> | <u>131,675</u> |
| | <u>179,858</u> | <u>184,101</u> |
| | <u>\$ 191,459</u> | <u>\$ 195,319</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, 2015

| | | | 2015 | 2014 |
|---|------------------------|-----------------------|--------------------------|--------------------------|
| | General Program | Other Programs | Total | Total |
| REVENUE | | | | |
| Government funding (note 4) | \$ 757,256 | \$ 34,901 | \$ 792,157 | \$ 791,222 |
| Fundraising, interest and other | | 5,797 | 5,797 | 3,617 |
| | <u>757,256</u> | <u>40,698</u> | <u>797,954</u> | <u>794,839</u> |
| EXPENSES | | | | |
| Salaries and benefits | 640,430 | 18,605 | 659,035 | 651,054 |
| Occupancy costs | 36,889 | 4,400 | 41,289 | 42,139 |
| Programs | 16,889 | 16,747 | 33,636 | 39,176 |
| Purchased services | 27,500 | 4,000 | 31,500 | 31,600 |
| Administration | 23,447 | | 23,447 | 23,930 |
| IT maintenance and support | 13,290 | | 13,290 | 18,041 |
| Fundraising | | | | 1,043 |
| Amortization | | | | 1,009 |
| | <u>758,445</u> | <u>43,752</u> | <u>802,197</u> | <u>807,992</u> |
| EXCESS OF EXPENSES OVER REVENUE FOR THE YEAR | \$ (1,189) | \$ (3,054) | (4,243) | (13,153) |
| Net assets, beginning of year | | | <u>184,101</u> | <u>197,254</u> |
| NET ASSETS, END OF YEAR | | | \$ <u>179,858</u> | \$ <u>184,101</u> |

see accompanying notes

EXTEND-A-FAMILY

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED MARCH 31, 2015

| | <u>2015</u> | <u>2014</u> |
|---|--------------------------|--------------------------|
| OPERATING ACTIVITIES | | |
| Excess of expenses over revenue for the year | \$ (4,243) | \$ (13,153) |
| Add: items not involving cash | | |
| Amortization | | 1,009 |
| Net change in non-cash working capital items | <u>(7,294)</u> | <u>16,014</u> |
| NET INCREASE (DECREASE) IN CASH FOR THE YEAR | (11,537) | 3,870 |
| Cash, beginning of year | <u>177,537</u> | <u>173,667</u> |
| CASH, END OF YEAR | <u>\$ 166,000</u> | <u>\$ 177,537</u> |

Net change in non-cash working capital items:

| | | |
|---|-------------------|------------------|
| Decrease (increase) in current assets- | | |
| Accounts receivable | \$ (8,905) | \$ 15,997 |
| Prepaid expenses | 1,228 | (1,254) |
| Increase (decrease) in current liabilities- | | |
| Accounts payable and accrued liabilities | <u>383</u> | <u>1,271</u> |
| | <u>\$ (7,294)</u> | <u>\$ 16,014</u> |

see accompanying notes

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EXTEND-A-FAMILY

NOTES TO THE FINANCIAL STATEMENTS

MARCH 31, 2015

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.

It is management's opinion that the organization's financial instruments are not exposed to significant financial risks.

EXTEND-A-FAMILY

NOTES TO THE FINANCIAL STATEMENTS

MARCH 31, 2015

3. RESTRICTED NET ASSETS

As at March 31, 2015, net assets of \$47,231 were restricted by the City of Toronto (\$52,426 at March 31, 2014) 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.

The restricted funds are held in a dedicated bank account.

4. GOVERNMENT FUNDING

Government funding recognized in the year was as follows:

| | 2015 | 2014 |
|--|-------------------|-------------------|
| General program | | |
| Ontario Ministry of Community and Social Services (MCSS) | | |
| Core funding | \$ 729,756 | \$ 729,756 |
| Ontario Ministry of Children and Youth Services (MCYS) | | |
| Respite | <u>27,500</u> | <u>27,500</u> |
| | <u>757,256</u> | <u>757,256</u> |
| Other programs | | |
| City of Toronto Safe and Secure Futures | 22,570 | 23,820 |
| Human Resources Skills Development Canada | 12,331 | 12,946 |
| Ontario Ministry of Community and Social Services (MCSS) | | |
| Core funding claw back - fiscal 2012 | | <u>(2,800)</u> |
| | <u>34,901</u> | <u>33,966</u> |
| | <u>\$ 792,157</u> | <u>\$ 791,222</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 through to clients from RespiteServices.com in 2015 of \$26,148 (\$11,515 flowed through in 2014) 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:

| | |
|------|------------------|
| 2016 | \$ 26,638 |
| 2017 | <u>11,120</u> |
| | <u>\$ 37,758</u> |

EXTEND-A-FAMILY

SCHEDULE OF MCSS AND MCYS REVENUE AND EXPENSES BY PROGRAM

FOR THE YEAR ENDED MARCH 31, 2015

| | MCSS Core | MCYS Respite | Total |
|--|-------------------|------------------|-------------------|
| REVENUE | | | |
| Grant funding (note 4) | <u>\$ 729,756</u> | <u>\$ 27,500</u> | <u>\$ 757,256</u> |
| EXPENSES | | | |
| Salaries and benefits | 640,430 | | 640,430 |
| Purchased services | | 27,500 | 27,500 |
| Rent | 24,702 | | 24,702 |
| IT maintenance and support | 13,290 | | 13,290 |
| Telephone and Internet | 12,000 | | 12,000 |
| Audit | 10,901 | | 10,901 |
| Travel | 7,902 | | 7,902 |
| Insurance | 7,177 | | 7,177 |
| Advertising | 3,999 | | 3,999 |
| Administration | 3,124 | | 3,124 |
| Staff training | 3,010 | | 3,010 |
| Program costs | 1,978 | | 1,978 |
| Office supplies | 1,224 | | 1,224 |
| Equipment purchases | 1,021 | | 1,021 |
| Maintenance | <u>187</u> | | <u>187</u> |
| | <u>730,945</u> | <u>27,500</u> | <u>758,445</u> |
| EXCESS OF EXPENSES OVER REVENUE FROM MINISTRY PROGRAMS FOR THE YEAR | <u>\$ (1,189)</u> | <u>\$ nil</u> | <u>\$ (1,189)</u> |