

**(A.C.C.E.S.) Accessible Community
Counselling and Employment Services**

Financial Statements

For the Year Ended March 31, 2021



RSM Canada LLP

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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of (A.C.C.E.S.) Accessible Community Counselling and Employment Services

Opinion

We have audited the financial statements of (A.C.C.E.S.) Accessible Community Counselling and Employment Services (the "Organization"), which comprise the statement of financial position as at March 31, 2021 and the statements of revenue, expenses and changes in net assets, and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Organization as at March 31, 2021, and results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Organization in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Organization's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Organization's financial reporting process.

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Auditor's 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 auditor's 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 the Organization's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Organization's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's 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 auditor's 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.

RSM Canada LLP

Chartered Professional Accountants
Licensed Public Accountants
June 24, 2021
Toronto, Ontario

(A.C.C.E.S.) Accessible Community Counselling and Employment Services
Statement of Financial Position
As at March 31, 2021

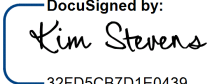
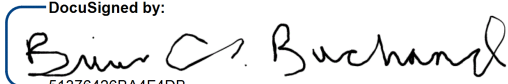
	2021	2020
Assets		
Current		
Cash and cash equivalents (Note 2)	\$ 376,394	\$ 878,617
Contributions receivable	1,326,613	2,338,419
HST recoverable	813,973	854,305
Prepaid expenses	661,599	379,786
	3,178,579	4,451,127
Tangible capital assets (Note 3)	1,334,057	1,775,756
	\$ 4,512,636	\$ 6,226,883

Liabilities

Current		
Accounts payable and accrued liabilities	\$ 1,348,799	\$ 2,522,876
Deferred contributions (Note 4)	537,891	954,297
Deferred contributions - capital assets (Note 5)	457,517	652,061
	2,344,207	4,129,234
Net assets	2,168,429	2,097,649
	\$ 4,512,636	\$ 6,226,883

Commitments (Note 6)

Approved by the Board

<p>DocuSigned by:  <small>32FD5CB7D1E0439...</small> Director</p>	<p>DocuSigned by:  <small>51376428DA4F4DB...</small> Director</p>
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(A.C.C.E.S.) Accessible Community Counselling and Employment Services
Statement of Revenue, Expenses and Changes in Net Assets
For the Ended March 31, 2021

	2021	2020
Revenue (Schedule 1)	\$ 25,362,385	\$ 24,405,961
Expenses		
Salaries and benefits	15,585,564	14,738,449
Program delivery services	3,089,977	3,014,424
Training supports and subsidies	2,222,226	2,076,926
Building occupancy	1,756,503	1,799,883
Amortization of capital assets	670,167	678,711
Office supplies and resource material	610,402	680,488
Consulting and other purchased services	528,398	482,894
Office equipment rental and repair	258,402	105,404
Telephone	131,298	125,158
Staff development	112,959	93,690
Professional fees	107,539	154,436
Bank charges and interest	91,567	94,256
Promotion and publicity	60,813	52,038
Insurance	55,712	51,335
Transportation	8,379	143,245
Licenses and dues	1,699	8,700
	25,291,605	24,300,037
Excess of revenue over expenses	70,780	105,924
Net assets, beginning of year	2,097,649	1,991,725
Net assets, end of year	\$ 2,168,429	\$ 2,097,649

(A.C.C.E.S.) Accessible Community Counselling and Employment Services
Statement of Cash Flows
For the Ended March 31, 2021

	2021	2020
Cash provided by (used for)		
Operations		
Cash received from funding sources	\$ 25,763,241	\$ 24,438,675
Cash paid for salaries and benefits	(15,585,564)	(14,738,449)
Cash paid for building occupancy	(1,756,503)	(1,799,883)
Cash paid for direct programs and administration	(8,694,929)	(7,530,922)
Investment income received - operating	-	341
	(273,755)	369,762
Investing		
Purchase of tangible capital assets	(228,468)	(1,039,761)
Net change in cash and cash equivalents	(502,223)	(669,999)
Cash and cash equivalents, beginning of year	878,617	1,548,616
Cash and cash equivalents, end of year	\$ 376,394	\$ 878,617

PURPOSE OF THE ORGANIZATION

(A.C.C.E.S.) Accessible Community Counselling and Employment Services (the "Organization") operates centres in the greater Toronto area that provide career counselling and employment services to individuals from diverse backgrounds who are facing barriers to employment. The Organization is incorporated under the Corporations Act (Ontario) as a non-profit organization without share capital. A.C.C.E.S. is a registered charity within the meaning of the Income Tax Act (Canada) and is exempt from income taxes.

1. SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting

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

Revenue Recognition

The Organization follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or become receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Restricted contributions for the purchase of capital assets are deferred and recognized as revenue on the same basis as the amortization expense related to the acquired capital assets.

Revenues other than contributions are recognized when they are earned and collectibility is reasonably assured.

Tangible Capital Assets

Tangible capital assets are recorded at cost less accumulated amortization. When conditions indicate a capital asset's value is impaired, it will be written down to its fair value or replacement cost, with the write-down recorded as an expense. Write-downs will not be reversed. Amortization is provided on a straight-line basis over the estimated useful lives of the assets, as follows:

Computer hardware	3 years
Computer software	1 year
Furniture and fixtures	5 years
Office equipment	5 years
Leasehold improvements	5 years

Contributed Services

The Organization does not record the amounts for voluntary contributed services in these financial statements.

(A.C.C.E.S.) Accessible Community Counselling and Employment Services
Notes to Financial Statements
March 31, 2021

1. SIGNIFICANT ACCOUNTING POLICIES (Cont'd)

Financial Instruments

The Organization initially measures its financial assets and liabilities at fair value. The Organization subsequently measures its financial assets and financial liabilities at amortized cost using the straight-line method.

Financial assets measured at amortized cost include cash and cash equivalents and contributions receivable. Financial liabilities measured at amortized cost include accounts payable and accrued liabilities.

Financial assets measured at cost or amortized cost are tested for impairment when there are indicators of impairment. The amount of a write-down, if any, is recognized in the excess of revenue over expenses. Reversals of impairment are recorded to the extent that the value has increased, up to 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 excess of revenue over expenses.

Use of Estimates

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the statement of financial position date and the reported amounts of revenues and expenditures for the year then ended. Estimates are used when accounting for amortization, expense allocations and accrued liabilities. Actual results could differ from management's best estimates as additional information becomes available in the future.

2. CASH AND CASH EQUIVALENTS

Cash and cash equivalents include guaranteed investment certificates ("GICs") which are cashable at any time and have an original term to maturity up to 1 year. The GICs mature between July 2021 and March 2022, and bear interest between 0.44% and 0.45% per annum. Cash and cash equivalents are comprised of:

	2021	2020
Cash on hand and bank balances	\$ 41,394	\$ 547,225
Guaranteed investment certificates	335,000	331,392
	\$ 376,394	\$ 878,617

(A.C.C.E.S.) Accessible Community Counselling and Employment Services
Notes to Financial Statements
March 31, 2021

3. TANGIBLE CAPITAL ASSETS

	Cost	Accumulated Amortization	Net 2021	Net 2020
Computer hardware	\$ 820,208	\$ 528,970	\$ 291,238	\$ 370,126
Computer software	226,366	226,366	-	-
Furniture and fixtures	665,311	351,570	313,741	377,033
Office equipment	235,848	118,065	117,783	117,127
Leasehold improvements	1,576,883	965,588	611,295	911,470
	\$ 3,524,616	\$ 2,190,559	\$ 1,334,057	\$ 1,775,756

4. DEFERRED CONTRIBUTIONS

Deferred contributions consist of funding received in the current fiscal year for which the related expenditures have not been made. It is anticipated that these funds will be utilized in the subsequent period.

	2021	2020
Balance, beginning of year	\$ 954,297	\$ 421,493
Contributions received	23,928,174	23,950,822
Contributions recognized as revenue	(24,344,580)	(23,418,018)
Balance, end of year	\$ 537,891	\$ 954,297

Balance at year end consists of:

	2021	2020
Government of Ontario	\$ 22,224	\$ 69,876
Corporate donors and partners	515,667	884,421
Balance, end of year	\$ 537,891	\$ 954,297

5. DEFERRED CONTRIBUTIONS - CAPITAL ASSETS

Deferred contributions related to capital assets represent restricted contributions with which capital assets were purchased. Changes in the deferred contributions balance are as follows:

	2021	2020
Balance, beginning of year	\$ 652,061	\$ 295,593
Contributions received	-	460,035
Less: amounts amortized to revenue	(194,544)	(103,567)
Balance, end of year	\$ 457,517	\$ 652,061

(A.C.C.E.S.) Accessible Community Counselling and Employment Services
Notes to Financial Statements
March 31, 2021

6. COMMITMENTS

Based on the operating leases in force for premises, the estimated aggregate future minimum payments, including common areas charges and HST, are as follows :

2022	\$ 2,203,412
2023	792,157
2024	574,330
2025	453,274
2026	15,358
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	\$ 4,038,531
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7. FINANCIAL RISK MANAGEMENT

Credit Risk

Credit risk arises from the potential that a counterparty will fail to perform its obligations. The Organization is subject to credit risk related to its cash and cash equivalents and contributions receivable. Credit risk with respect to cash and cash equivalents is limited due to the types of instruments held by the Organization, and cash is held at a high credit quality financial institution in Canada. The Organization manages risk related to contributions receivable through proactive collection policies.

8. ECONOMIC DEPENDENCE

The Organization relies on funding from the federal and provincial governments.

The Organization is contingently liable for all or a portion of grants received should it not use the grant funds as set out in the terms of the respective agreements. The amount of any such repayments are not currently anticipated or determinable. In the event of repayment of a grant, the repayment will be recorded in the statement of revenue, expenses and changes in net assets.

(A.C.C.E.S.) Accessible Community Counselling and Employment Services
Schedule 1 - Revenue
For the Ended March 31, 2021

	2021	2020
Contributions		
Ministry of Labour, Training and Skills Development - Employment Ontario	\$ 7,955,604	\$ 9,180,800
Immigration, Refugees and Citizenship Canada	6,738,347	7,685,024
Ministry of Labour, Training and Skills Development - Ontario Bridge Training	4,695,035	4,660,258
WCG Services	2,010,404	-
Corporate grants	1,014,421	852,067
City of Toronto	466,832	431,577
United Way of Greater Toronto	339,972	247,092
Ministry of Labour, Training and Skills Development - Skills Catalyst Fund	242,992	-
Amortization of deferred contributions - capital assets (Note 5)	194,544	103,567
Employment and Social Development Canada	124,448	-
Canadian Heritage	38,750	-
	23,821,349	23,160,385
Other Revenue		
Sponsorships and donations	839,020	818,873
Other	697,900	422,869
Nevada Lottery (net)	4,116	3,493
Interest	-	341
	\$ 25,362,385	\$ 24,405,961