

**CANADIAN REHABILITATION COUNCIL FOR THE DISABLED**

**NEW BRUNSWICK BRANCH INCORPORATED**

**FINANCIAL STATEMENTS**

**DECEMBER 31, 2018**

**CANADIAN REHABILITATION COUNCIL FOR THE DISABLED**

**NEW BRUNSWICK BRANCH INCORPORATED**

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# Shannon & Buffett, LLP

## Chartered Professional Accountants

HAL C. BUFFETT, CPA, CA GARRY L. ARMSTRONG, CPA, CA  
CLAUDE LEGER, CPA, CA RON W. SAUNTRY, CPA, CA

### INDEPENDENT AUDITOR'S REPORT

To the Members,  
Canadian Rehabilitation Council for the Disabled New Brunswick Branch Incorporated:

#### ***Opinion***

We have audited the financial statements of Canadian Rehabilitation Council for the Disabled New Brunswick Branch Incorporated (the "Council"), which comprise the statement of financial position as at December 31, 2018, and the statements of operations, 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 Council as at December 31, 2018, and its financial performance and its cash flows for the year then ended in accordance with Canadian Accounting Standards for Not-for-Profit Enterprises.

#### ***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 Council 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.

#### ***Other Information (Annual Report)***

It is understood that the audited financial statements may be used in the Council's annual report. Management's responsibility is to ensure that if the financial statements are used in the annual report that the full and complete set of financial statements are included, this includes the independent auditors report, statement of operations, statement of financial position and changes in net assets, statement of cash flows and the notes to the financial statements.

#### ***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 Enterprises, 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 Council'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 Council or to cease operations, or has no realistic alternative but to do so.

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

### *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 Council'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 Council'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 Council 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.
- Obtain sufficient appropriate audit evidence regarding the financial information of the Council's activities to express an opinion on the financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion. 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.

*Shannon & Buffett LLP*

Shannon & Buffett, LLP  
Chartered Professional Accountants  
March 5, 2019

**CANADIAN REHABILITATION COUNCIL FOR THE DISABLED**

**NEW BRUNSWICK BRANCH INCORPORATED**

**STATEMENT OF FINANCIAL POSITION**

**DECEMBER 31, 2018 WITH COMPARATIVE FIGURES FOR 2017**

	<u>2018</u>	<u>2017</u>
<b><u>ASSETS</u></b>		
Current:		
Cash	\$ 437,806	\$ 552,002
Term deposits	217,390	215,079
Accounts receivable	329,672	114,888
Prepaid expenses	<u>19,317</u>	<u>12,667</u>
	1,004,185	894,636
Restricted cash (note 2)	37,760	39,322
Capital assets (note 3)	<u>9,154</u>	<u>12,924</u>
	<u>\$ 1,051,099</u>	<u>\$ 946,882</u>
<b><u>LIABILITIES</u></b>		
Current:		
Accounts payable and accrued liabilities (note 4)	\$ 93,842	\$ 41,356
Trust funds payable	565	565
Deferred revenue	<u>109,518</u>	<u>112,415</u>
	<u>203,925</u>	<u>154,336</u>
<b><u>NET ASSETS</u></b>		
Unrestricted net assets	809,414	753,224
Restricted net assets (note 2)	<u>37,760</u>	<u>39,322</u>
	<u>847,174</u>	<u>792,546</u>
	<u>\$ 1,051,099</u>	<u>\$ 946,882</u>

See accompanying notes to financial statements.

On Behalf of the Board:

Chair: \_\_\_\_\_

**Shannon & Buffett, LLP**  
Chartered Professional Accountants

CANADIAN REHABILITATION COUNCIL FOR THE DISABLED

NEW BRUNSWICK BRANCH INCORPORATED

STATEMENT OF OPERATIONS

YEAR ENDED DECEMBER 31, 2018 WITH COMPARATIVE FIGURES FOR 2017

	<u>2018</u>	<u>2017</u>
<b>Revenue:</b>		
Fundraising		
- Events and campaigns	\$ 53,331	\$ 58,481
United way	26,829	26,460
Special projects	90,496	74,881
Department of Social Development grant	52,086	52,086
Department of Social Development project	433,360	424,272
Personal services recoveries	27	383
Assistive technology recoveries	513,319	566,040
Camp Rotary operations	431,804	402,081
- We Care grant	58,722	59,691
- President's Choice Children's Charity	938	5,013
PETL Pilot Project	41,542	-
Contributions	5,661	2,159
Interest	2,538	2,197
Miscellaneous	<u>1,956</u>	<u>6,418</u>
	<u>1,712,609</u>	<u>1,680,162</u>
<b>Expenditures:</b>		
Administration	105,594	104,233
Promotion and public relations	41,598	49,770
Fundraising	44,760	53,941
Special projects	66,084	46,502
Personal services	80,610	92,610
Department of Social Development project	288,102	261,295
Assistive technology	497,362	510,069
Camp Rotary	493,160	456,785
PETL Pilot Project	<u>40,711</u>	<u>-</u>
	<u>1,657,981</u>	<u>1,575,205</u>
<b>Excess of revenue over expenditures, for the year</b>	<u>\$ 54,628</u>	<u>\$ 104,957</u>

See accompanying notes to financial statements.

**CANADIAN REHABILITATION COUNCIL FOR THE DISABLED**

**NEW BRUNSWICK BRANCH INCORPORATED**

**STATEMENT OF CHANGES IN NET ASSETS**

**YEAR ENDED DECEMBER 31, 2018 WITH COMPARATIVE FIGURES FOR 2017**

	<u>Unrestricted</u>	<u>Restricted</u>	<u>2018</u>	<u>2017</u>
Balance, beginning of year	\$ 753,224	\$ 39,322	\$ 792,546	\$ 687,589
Excess of revenue over expenditures	54,495	133	54,628	104,957
Transfers (note 2)	<u>1,695</u>	<u>(1,695)</u>	<u>-</u>	<u>-</u>
Balance, end of year	<u>\$ 809,414</u>	<u>\$ 37,760</u>	<u>\$ 847,174</u>	<u>\$ 792,546</u>

See accompanying notes to financial statements.

CANADIAN REHABILITATION COUNCIL FOR THE DISABLED

NEW BRUNSWICK BRANCH INCORPORATED

STATEMENT OF CASH FLOWS

YEAR ENDED DECEMBER 31, 2018 WITH COMPARATIVE FIGURES FOR 2017

	<u>2018</u>	<u>2017</u>
<b>CASH GENERATED FROM (USED IN):</b>		
<b>OPERATING ACTIVITIES:</b>		
Excess of revenue over expenditures for the year	\$ 54,628	\$ 104,957
Items not requiring a cash outlay:		
Amortization	3,770	5,420
Net change in current assets and liabilities other than cash:		
Accounts receivable	(214,784)	172,566
Prepaid expenses	(6,650)	(1,078)
Accounts payable and accrued liabilities	52,486	(51,021)
Deferred revenue	<u>(2,897)</u>	<u>48,509</u>
	<u>(113,447)</u>	<u>279,353</u>
<b>INVESTING ACTIVITIES:</b>		
Additions to capital assets	<u>-</u>	<u>(9,352)</u>
<b>INCREASE (DECREASE), in cash</b>	(113,447)	270,001
<b>CASH, beginning of year</b>	<u>806,403</u>	<u>536,402</u>
<b>CASH, end of year</b>	\$ <u>692,956</u>	\$ <u>806,403</u>
<b>Cash composition:</b>		
Cash	\$ 437,806	\$ 552,002
Term deposits	217,390	215,079
Restricted cash	<u>37,760</u>	<u>39,322</u>
	\$ <u>692,956</u>	\$ <u>806,403</u>

**CANADIAN REHABILITATION COUNCIL FOR THE DISABLED**

**NEW BRUNSWICK BRANCH INCORPORATED**

**NOTES TO FINANCIAL STATEMENTS**

**DECEMBER 31, 2018**

**Description of the organization:**

The Canadian Rehabilitation Council for the Disabled New Brunswick Branch Incorporated is the principal New Brunswick agency working in partnership with people with physical disabilities so that they may attain independence and equality of opportunity generally available in the community. The Council operates under the name of Easter Seals N.B.

**1. Summary of significant accounting policies:**

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations and include the following significant accounting policies:

**(a) Revenue recognition -**

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

**(b) Pledges -**

The Council does not record pledges as revenue until the funds are received.

**(c) Contributed services -**

A substantial number of volunteers contribute a significant amount of their time each year. Due to the difficulty of determining the fair value, contributed services are not recognized in the financial statements.

**(d) Cash -**

Cash includes cash on hand and cash on deposit with financial institutions.

**(e) Capital assets -**

Additions to capital assets are recorded at cost. Provision for amortization is made utilizing the declining balance method at a 20% rate for furniture and equipment and 30% for computer equipment and vehicles.

**CANADIAN REHABILITATION COUNCIL FOR THE DISABLED**

**NEW BRUNSWICK BRANCH INCORPORATED**

**NOTES TO FINANCIAL STATEMENTS**

**DECEMBER 31, 2018**

**1. Summary of significant accounting policies (continued):**

**(f) Use of estimates -**

Under Canadian generally accepted accounting principles management is required to make estimates and assumptions to prepare financial statements. These estimates are based on management's best knowledge of current events and actions that the Council may undertake in the future. These estimates and assumptions may affect the amount of assets and liabilities presented as at the reporting date and the reported amount of revenue and expenses during the fiscal period. Significant estimates included in these financial statements pertain to the collectability of receivables and the allocation of expenses. Actual results may differ from the estimates and assumptions used.

**(g) Financial instruments -**

**(i) Measurement of financial instruments**

The Council initially measures its financial assets and financial liabilities at fair value adjusted by, in the case of a financial instrument that will not be measured subsequently at fair value, the amount of transaction costs directly attributable.

The Council subsequently measures all of its financial assets and financial liabilities at amortized cost, except for investments in equity instruments that are quoted in an active market, which are measured at fair value. Changes in fair value are recognized in the statement of operations in the period incurred.

Financial assets measured at amortized cost include cash, term deposits, and accounts receivable.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities, trust funds payable and deferred revenue.

**(ii) Impairment**

At the end of each reporting period the Council assesses whether there are any indications that a financial asset measured at amortized cost may be impaired.

When there is an indication of impairment, the Council determines whether a significant adverse change has occurred during the period in the expected timing or amount of future in cash flows from the financial asset.

When the Council identifies that a significant adverse change in the expected timing of the amount of future cash flows from a financial asset, it reduces the carrying amount of the asset. The carrying amount of the asset is reduced directly or through the use of an allowance account. The amount of the reduction is recognized as an impairment loss in the statement of operations.

CANADIAN REHABILITATION COUNCIL FOR THE DISABLED

NEW BRUNSWICK BRANCH INCORPORATED

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2018

1. **Summary of significant accounting policies (continued):**

(f) **Financial instruments (continued) -**

(ii) **Impairment (continued)**

When the extent of an impairment of a previously written down asset decreases and the decrease can be related to an event occurring after the impairment was recognized the previously recognized impairment loss is reversed to the extent of the improvement directly or by adjusting the allowance account. The amount of the reversal is recognized in the statement of operations in the period the reversal occurs.

(iii) **Transaction costs**

Transaction costs are recognized in the statement of operations in the period incurred, except for financial instruments that will be subsequently measured at amortized costs.

2. **Restricted net assets:**

	<u>2018</u>	<u>2017</u>
Camp Rotary:		
Balance, beginning of year	\$ 39,322	\$ 29,306
Amount transferred to (from) restricted net assets	(1,695)	10,000
Interest income	<u>133</u>	<u>16</u>
Balance, end of year	\$ <u>37,760</u>	\$ <u>39,322</u>

Under the terms of the operating agreement between Rotary Club of Fredericton and the Council, any surplus resulting from the operating Camp Rotary are to be accounted for as follows:

- (a) An amount equal to the surplus or \$10,000 whichever is the lesser is paid into a trust account, the principal of which shall be utilized to offset future deficits.
- (b) The remaining balance, if any, is to be distributed as follows:
  - (i) one third to the Council as a management fee;
  - (ii) one third to be used for the following year Camp Rotary program development and
  - (iii) one third paid to Camp Rotary Endowment Fund.

CANADIAN REHABILITATION COUNCIL FOR THE DISABLED

NEW BRUNSWICK BRANCH INCORPORATED

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2018

2. **Restricted net assets (continued):**

The Council also credits investment income to the account.

The other restricted amount is an amount restricted by the Donor during their lifetime. Interest only can be expensed during that time.

3. **Capital assets:**

	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>2018 Net Book Value</u>	<u>2017 Net Book Value</u>
Vehicles	\$ 29,691	\$ 21,839	\$ 7,852	\$ 11,461
Furniture and equipment	<u>18,133</u>	<u>16,831</u>	<u>1,302</u>	<u>1,463</u>
	<u>\$ 47,824</u>	<u>\$ 38,670</u>	<u>\$ 9,154</u>	<u>\$ 12,924</u>

4. **Accounts payable and accrued liabilities:**

Accounts payable and accrued liabilities is comprised of:

	<u>2018</u>	<u>2017</u>
Trade accounts payable	\$ 34,550	\$ 13,703
Accrued payroll and benefits	-	-
Other accrued liabilities	<u>59,292</u>	<u>27,653</u>
	<u>\$ 93,842</u>	<u>\$ 41,356</u>

5. **Financial instruments:**

The Council is exposed to the following various risks through its financial instruments:

**Credit risk -**

Credit risk is the risk that a party may default on their financial obligations to the Council, or if there is a concentration of transactions carried out with the same party or a concentration of financial obligations which have similar economic characteristics that could be similarly affected by changes in economic conditions, such that the Council could incur a financial loss.

**Shannon & Buffett, LLP**  
Chartered Professional Accountants

**CANADIAN REHABILITATION COUNCIL FOR THE DISABLED**

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**NOTES TO FINANCIAL STATEMENTS**

**DECEMBER 31, 2018**

**5. Financial instruments (continued):**

**Credit risk (continued) -**

The maximum exposure that the Council has to credit risk as at December 31, is as follows:

	<u>2018</u>	<u>2017</u>
Cash	\$ 437,806	\$ 552,002
Term deposits	217,390	215,079
Accounts receivable	329,672	114,888
Restricted cash and term deposits	<u>37,760</u>	<u>39,322</u>
	<u>\$ 1,022,628</u>	<u>\$ 921,291</u>

Credit risk in cash and term deposits, is minimized by investing in major Canadian financial institutions. Management minimizes credit risk in accounts receivable by dealing with selected known customers and close monitoring of accounts receivable balances. A substantial part of accounts receivable is with the Province of New Brunswick 2018 - \$279,046 (2017 - \$111,189). Management believes that other credit risk is minimal.

**Liquidity risk -**

Liquidity risk is the risk that the Council will not be able to meet a demand for cash or fund its obligations as they come due.

The Council meets its liquidity requirements by preparing an annual budget for operations, anticipating investing and financing activities and holding assets that can be readily converted into cash.

**Market risk -**

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk is comprised of currency risk, interest rate risk and other price risk.

**Currency risk -**

Currency risk refers to the risk that the fair value of financial instruments or future cash flows associated with the instruments will fluctuate relative to the Canadian dollar due to changes in foreign exchange rates. The Council does not normally transact a significant portion of its business in non-Canadian dollars and is not exposed to any significant currency risks.

**CANADIAN REHABILITATION COUNCIL FOR THE DISABLED**

**NEW BRUNSWICK BRANCH INCORPORATED**

**NOTES TO FINANCIAL STATEMENTS**

**DECEMBER 31, 2018**

**5. Financial instruments (continued):**

**Interest rate risk -**

Interest rate risk refers to the risk that the fair value of financial instruments or future cash flows associated with instruments will fluctuate due to changes in market interest rates.

The exposure of the Council to interest rate risk arises from its interest bearing assets. The Council cash includes amounts on deposit with financial institutions that earn interest at market rates. The Council manages its exposure to the interest rate risk on its cash by maximizing the interest income earned on excess funds while maintaining the liquidity necessary to conduct operations on a day to day basis. Fluctuations in market rates of interest on cash do not have a significant impact on the Council's results of operations.

The primary objective of the Council with respect to its term deposits is to ensure the security of principal amounts invested, provide a high degree of liquidity and achieve a satisfactory investment return. The Council manages its interest rate risk exposure on fixed income maturities by investing in a portfolio of varying maturities with differing interest rates.

**Other price risk -**

Other price risk refers to the risk that the fair value of financial instruments on future cash flows associated with the instruments will fluctuate because of changes in market prices (other than those arising from currency risks or interest risk), whether those changes are caused by factors specific to the individual instrument or its issuer or factors affecting similar instruments traded in the market.

The Council is not exposed to any significant price risks.

**Changes in risk -**

There have been no changes in the Council's risk exposures from the prior year.

**6. Donated equipment:**

During the fiscal year the Canadian Rehabilitation Council for the Disabled New Brunswick Branch Incorporated issued tax receipts in the amount of \$ 12,390 (December 2017 - \$ nil) for contributions of equipment. This amount, which represents the fair value of the contributed equipment, is not recorded in the Statement of Operations.

**CANADIAN REHABILITATION COUNCIL FOR THE DISABLED**

**NEW BRUNSWICK BRANCH INCORPORATED**

**NOTES TO FINANCIAL STATEMENTS**

**DECEMBER 31, 2018**

**7. Expense allocation:**

Salaries and employee benefits are allocated to programs based on the program the individual is assigned to. Executive and administrative salaries and benefits are allocated based on the estimated amount of time devoted to each program. Most other purchases and expenses are allocated to programs on a direct basis. Rent is allocated based on the percentage of square footage used per program. The Council allocates 48% of total fundraising costs to promotion and public relations.

**8. Comparative figures:**

Certain prior year comparative figures have been changed to agree with the presentation adopted for 2018.

