



# Annual Report

## May 27, 2023

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# **Board Report**

## **Mohamed Abu-Shaabab**

Our current Chair of the Board Jenn Wilson is not able to be here today, so I am standing in. We are so pleased to welcome you all back in person. In the four years since we were last together at St. Leonard's, much has changed. We have two new Coordinators and a new Executive Director. Families have grown bigger and young people have grown up. The thing that has not changed is Extend-A-Family's commitment to you; to relationships, inclusion, and meaningful participation in community for everyone.

The role of a Board is to guide the strategic direction of an organization and seeking new leadership is an important part of that. Over the last spring and summer, we worked hard to find the right person to take the organization forward. Meredith joined EAF last August and we have been working alongside her to make EAF even more effective since then.

We are currently developing a 2-year strategic plan which we will keep you informed on. We are strengthening our infrastructure such as our financial reporting and our policies. And we will soon be looking to diversify the sources of our financial support to make us more resilient. While none of this takes place out in the community with you, we are confident that it will strengthen us as an organization, giving us a better foundation from which to walk with you on your journey to inclusion.

None of this is possible without all of you – our community partners, volunteers and families and we thank you all for your commitment.

# **Executive Director Report**

## **Meredith Cochrane**

So excited to be here in person and so much I would like to tell you. But we have presentations ahead of us, food to enjoy and games to play! So, I will try to keep it brief.

As you know, the core of our work is a partnership between our coordinators and families, finding opportunities for our young people to build on their interests and strengths and to play a valued role in their home, their school and their community. This year we worked with 153 families to do this.

Many our families have indicated a need for support with the TDSB and TCDSB. This is provided by our Coordinators and through the Inclusive Education Parent Network (IEPN) which meets monthly.

Families have been invited to participate in our Springing into Possibilities series and both active families and the broader community have received training through our Sexuality and Healthy Relationships workshop series. Our host initiative, where volunteers are matched with a young person based on shared interests, continues to be very popular with over 50 of our current families working with a host.

Our support circles and friendship circles have been affected by the pandemic. At present, only 3 young people have support circles and six have friendship circles. Over the next year we hope to build on both initiatives because as you'll hear from two families in a few minutes, they are so valuable.

Current families, alumni and others benefit from participation in our monthly Safe & Secure Futures Network which focuses on living the good life during and after the transition to adulthood. We are currently working with Durham Family Resources to gain an understanding of how we can expand this support.

Finally, we have our support groups. Our parent groups have been able to join together by taking place virtually. And Dad and adult sibling groups were placed on hold for a good part of this year, but they have started again and are planning their first in person get togethers. We also have plans to run a facilitation training in the coming year for participants who can co-facilitate should a staff member be unavailable.

We want to serve *all* Torontonians and this is something we recognize that we need to work on. As you can see from the activity summary in your folders, we are concentrated in the central part of the City and need to build awareness of our offerings in Etobicoke and Scarborough and in particular, the northern parts. Our reach can't be measured only geographically, but we need to ensure we are accessible to and effective for, different cultural and language groups. We are working on this through a pilot we hope to run with a group of parents from the Ukraine and we have established an Intersectionality and Diversity Committee.

I encourage you to review the inserts in your folders and if you have questions or ideas on any of this, please do come speak with me later today or in the coming weeks.

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**EXTEND-A-FAMILY**

**FINANCIAL STATEMENTS**

**MARCH 31, 2023**

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## INDEPENDENT AUDITOR'S REPORT

To the Members of Extend-A-Family,

### Opinion

We have audited the financial statements of Extend-A-Family (the organization), which comprise the statement of financial position as at March 31, 2023, and the statements of operations 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 Extend-A-Family as at March 31, 2023 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.

### 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.

### Auditor's Responsibilities for the Audit of the Financial Statements

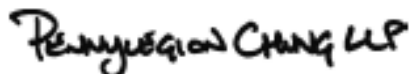
Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee 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.

## INDEPENDENT AUDITOR'S REPORT (continued)

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 your 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.

Penelope Ching LLP

Chartered Professional Accountants  
Licensed Public Accountants

July 28, 2023  
Toronto, Ontario

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Penelope | Ching LLP

**EXTEND-A-FAMILY**  
**STATEMENT OF FINANCIAL POSITION**  
**AS AT MARCH 31, 2023**

	<u>2023</u>	<u>2022</u>
<b>ASSETS</b>		
Current assets		
Cash (note 6)	\$ 81,659	\$ 71,766
Guaranteed investment certificate (note 3)	100,000	100,000
Accounts receivable	15,815	14,534
Prepaid expenses	<u>12,420</u>	<u>2,378</u>
	<u>\$ 209,894</u>	<u>\$ 188,678</u>
<b>LIABILITIES AND NET ASSETS</b>		
Current liabilities		
Accounts payable and accrued liabilities	\$ 10,268	\$ 8,949
Deferred contributions (note 4)	<u>32,213</u>	<u>13,128</u>
	<u>42,481</u>	<u>22,077</u>
Net assets		
Internally restricted (note 6)	9,097	9,097
Unrestricted	<u>158,316</u>	<u>157,504</u>
	<u>167,413</u>	<u>166,601</u>
	<u>\$ 209,894</u>	<u>\$ 188,678</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, 2023

			2023	2022
	General Programs (See Schedule)	Other Programs	Total	Total
<b>REVENUE</b>				
Government grants (note 5)	\$ 794,266	\$ 26,362	\$ 820,628	\$ 813,722
Fundraising, interest and other	<u>-</u>	<u>812</u>	<u>812</u>	<u>930</u>
	<u>794,266</u>	<u>27,174</u>	<u>821,440</u>	<u>814,652</u>
<b>EXPENSES</b>				
Salaries and benefits	601,318	7,260	608,578	688,197
Administration	72,302	-	72,302	26,140
Programs	36,429	7,562	43,991	22,451
Purchased services	28,000	6,890	34,890	41,470
Occupancy	24,177	4,650	28,827	28,566
IT maintenance and support	19,848	-	19,848	17,640
Communications	<u>12,192</u>	<u>-</u>	<u>12,192</u>	<u>14,644</u>
	<u>794,266</u>	<u>26,362</u>	<u>820,628</u>	<u>839,108</u>
<b>EXCESS OF REVENUE OVER EXPENSES FOR THE YEAR</b>	<u>\$ -</u>	<u>\$ 812</u>	812	(24,456)
Net assets, beginning of year			<u>166,601</u>	<u>191,057</u>
<b>NET ASSETS, END OF YEAR</b>			<u>\$ 167,413</u>	<u>\$ 166,601</u>

see accompanying notes

**EXTEND-A-FAMILY****STATEMENT OF CASH FLOWS**

FOR THE YEAR ENDED MARCH 31, 2023

	2023	2022
<b>OPERATING ACTIVITIES</b>		
Excess of revenue over expenses for the year	\$ 812	\$ (24,456)
Net change in non-cash working capital items (see below)	<u>9,081</u>	<u>(14,555)</u>
<b>NET INCREASE (DECREASE) IN CASH FOR THE YEAR</b>	9,893	(39,011)
Cash, beginning of year	<u>71,766</u>	<u>110,777</u>
<b>CASH, END OF YEAR</b>	<u>\$ 81,659</u>	<u>\$ 71,766</u>

Net change in non-cash working capital items:

Decrease (increase) in current assets-		
Accounts receivable	\$ (1,281)	\$ (191)
Prepaid expenses	(10,042)	12,681
Increase (decrease) in current liabilities-		
Accounts payable and accrued liabilities	1,319	(4,153)
Deferred contributions	<u>19,085</u>	<u>(22,892)</u>
	<u>\$ 9,081</u>	<u>\$ (14,555)</u>

see accompanying notes

Page 3

## EXTEND-A-FAMILY

### NOTES TO THE FINANCIAL STATEMENTS

MARCH 31, 2023

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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:

##### 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 contributions, which include government grants. Contributions related to current expenses are recognized as revenue in the current year. Contributions received in the year for expenses to be incurred in the following fiscal year are recorded as deferred contributions. Contributions related to the purchase of capital assets are recorded as revenue in the same period the related assets are charged to operations.
- ii) Donated materials and services which are normally purchased by the organization are not recorded in the accounts.
- iii) Fundraising and donation revenue is recorded when funds are received.
- iv) Workshop and other fee revenue is recognized in the period in which the services are provided.
- v) Interest income is recognized as revenue when earned.

##### Basis of presentation

Revenue and expenses recorded under general programs relate to activities funded by the Ontario Ministry of Children, Community and Social Services (MCCSS).

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

#### 2. FINANCIAL INSTRUMENTS

The organization's financial instruments, which include cash, a guaranteed investment certificate, accounts receivable and accounts payable and accrued liabilities, are initially recorded at fair value. The guaranteed investment certificate is subsequently recorded at cost plus accrued interest. All other financial instruments are subsequently measured at amortized cost, net of any provisions for impairment in value.

#### 3. GUARANTEED INVESTMENT CERTIFICATE

The guaranteed investment certificate is issued by a major Canadian chartered bank, bears interest at 1.00% and matures in May 2023.

## EXTEND-A-FAMILY

### NOTES TO THE FINANCIAL STATEMENTS

MARCH 31, 2023

#### 4. DEFERRED CONTRIBUTIONS

Deferred contributions are as follows:

	2023	2022
Ontario Ministry of Children, Community and Social Services Permanent Compensation Enhancement (PCE) funding	\$ 32,077	\$ -
Core	<u>136</u>	<u>13,128</u>
	<u>\$ 32,213</u>	<u>\$ 13,128</u>

Continuity of deferred contributions for the year is as follows:

	2023	2022
Deferred contributions, beginning of year	\$ 13,128	\$ 36,020
Add cash received from government grants	839,713	790,830
Less government grant revenue recognized (note 5)	<u>(820,628)</u>	<u>(813,722)</u>
Deferred contributions, end of year	<u>\$ 32,213</u>	<u>\$ 13,128</u>

#### 5. GOVERNMENT GRANTS

Government grant revenue recognized in the year was as follows:

	2023	2022
<b>General programs</b>		
Ontario Ministry of Children, Community and Social Services		
Core funding	\$ 751,170	\$ 751,306
Respite	28,000	33,000
PCE funding	<u>15,096</u>	<u>-</u>
	<u>794,266</u>	<u>784,306</u>
<b>Other programs</b>		
City of Toronto - Safe and Secure Futures	<u>26,362</u>	<u>29,416</u>
	<u>\$ 820,628</u>	<u>\$ 813,722</u>

The organization acts as a financial intermediary between third-party service agencies who provide fee for service programs to Extend-A-Family clients and RespiteServices.com, a Province of Ontario transfer payment agency, who provides funding for respite services. Under this arrangement, the organization transfers amounts received from RespiteServices.com to third party respite service providers. Extend-A-Family does not receive an administrative fee for this service. For the year ended March 31, 2023, the organization received \$27,256 from RespiteServices.com and paid the same amount to third party service providers (\$20,269 received and paid in the year ended March 31, 2022). Amounts received and paid in respect of this arrangement are not recorded in these financial statements.

## EXTEND-A-FAMILY

### NOTES TO THE FINANCIAL STATEMENTS

MARCH 31, 2023

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#### 6. INTERNALLY RESTRICTED NET ASSETS

As at March 31, 2023, net assets of \$9,097 were internally restricted for 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 (\$9,097 as at March 31, 2022). These net assets represent funds earned through fundraising from Nevada break-open lottery tickets through the City of Toronto.

#### 7. LEASE COMMITMENT

The organization rents office space under a lease agreement which expires on August 31, 2027. Minimum annual payments until the lease expires are as follows:

2024	\$	29,034
2025		29,034
2026		29,034
2027		12,098

**EXTEND-A-FAMILY****SCHEDULE OF MCCSS REVENUE AND EXPENSES BY PROGRAM**

FOR THE YEAR ENDED MARCH 31, 2023

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	Core and PCE funding	Respite	Total
<b>REVENUE</b>			
Government grants (note 5)	<u>\$ 766,266</u>	<u>\$ 28,000</u>	<u>\$ 794,266</u>
<b>EXPENSES</b>			
Salaries and benefits	601,318	-	601,318
Professional fees	49,453	-	49,453
Purchased services	-	28,000	28,000
Rent	24,177	-	24,177
Program	20,608	-	20,608
IT maintenance and support	19,848	-	19,848
Insurance	15,127	-	15,127
Communications	12,192	-	12,192
Advertising	6,888	-	6,888
Staff training	5,507	-	5,507
Administration	5,147	-	5,147
Travel	3,425	-	3,425
Equipment purchases	2,536	-	2,536
Office supplies	40	-	40
	<u>766,266</u>	<u>28,000</u>	<u>794,266</u>
<b>EXCESS OF EXPENSES OVER REVENUE FROM MCCSS PROGRAMS FOR THE YEAR</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

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