

Canopy Support Services
Financial Statements
For the Year Ended March 31, 2023

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Independent Auditor's Report

To the board of directors of Canopy Support Services

Opinion

We have audited the financial statements of Canopy Support Services (the Organization), which comprise the statement of financial position as at March 31, 2023, 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 Organization as at March 31, 2023, and its financial performance and 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.

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.

BDO Canada LLP

Chartered Professional Accountants, Licensed Public Accountants

Peterborough, Ontario
July 7, 2023

Canopy Support Services
Statement of Financial Position

March 31	MCCSS	Non-MCCSS	Capital	2023 Total	2022 Total
Assets					
Current					
Cash (Note 2)	\$ 4,698,426	\$ 105,082	\$ -	\$ 4,803,508	\$ 4,727,644
Term deposits	-	499,666	-	499,666	-
Accounts receivable	34,451	280,817	-	315,268	203,072
Prepaid expenses	54,019	-	-	54,019	44,116
Due to/from MCCSS (non-MCCSS) fund	(566,510)	566,510	-	-	-
	4,220,386	1,452,075	-	5,672,461	4,974,832
Capital Assets (Note 3)	-	-	1,105,763	1,105,763	1,068,799
	\$ 4,220,386	\$ 1,452,075	\$ 1,105,763	\$ 6,778,224	\$ 6,043,631
Liabilities and Fund Balances					
Current					
Accounts payable and accrued liabilities (Note 4)	\$ 2,246,580	\$ -	\$ -	\$ 2,246,580	\$ 2,528,056
Due to MCCSS (note 5)	1,973,806	-	-	1,973,806	1,477,317
Funds held in trust	-	60,179	-	60,179	93,254
Deferred revenue (Note 6)	-	384,426	-	384,426	295,248
	4,220,386	444,605	-	4,664,991	4,393,875
Fund Balances					
Invested in capital assets	-	-	1,105,763	1,105,763	1,068,799
Internally restricted	-	449,549	-	449,549	310,661
Externally restricted	-	18,221	-	18,221	17,632
Unrestricted	-	539,700	-	539,700	252,664
	-	1,007,470	1,105,763	2,113,233	1,649,756
	\$ 4,220,386	\$ 1,452,075	\$ 1,105,763	\$ 6,778,224	\$ 6,043,631

Canopy Support Services
Statement of Changes in Net Assets

For the year ended March 31	MCCSS	Non-MCCSS	Capital	2023 Total	2022 Total
Balance, beginning of the year	\$ -	\$ 580,957	\$ 1,068,799	\$ 1,649,756	\$ 1,460,098
Excess of revenues over expenses	-	426,513	36,964	463,477	189,658
Balance, end of the year	\$ -	\$ 1,007,470	\$ 1,105,763	\$ 2,113,233	\$ 1,649,756

APPROVED

Canopy Support Services Statement of Operations

For the year ended March 31	MCCSS	Non-MCCSS	Capital	2023 Total	2022 Total
Revenue					
Ministry Funding	\$ 24,300,094	\$ -	\$ 205,583	\$ 24,505,677	\$ 21,258,335
Repayable to the Ministry (Note 5)	(1,042,325)	-	-	(1,042,325)	(927,011)
Third Party Revenues	5,000	1,025,936	-	1,030,936	288,280
Fee for Service	-	671,018	-	671,018	725,372
Donations and Fundraising	-	11,937	-	11,937	7,440
Interest Income	-	5,529	-	5,529	467
	<u>23,262,769</u>	<u>1,714,420</u>	<u>205,583</u>	<u>25,182,772</u>	<u>21,352,883</u>
Expenses					
Advertising & Promotion	11,810	-	-	11,810	6,547
Amortization of capital assets	-	-	168,619	168,619	166,961
Communications	86,953	4,982	-	91,935	62,469
Fees and Dues	19,224	7,854	-	27,078	50,355
Insurance	32,591	3,635	-	36,226	29,855
Office Expenses	68,552	16,058	-	84,610	358,786
Professional Fees	319,370	85,694	-	405,064	166,219
Program Supplies	31,633	16,303	-	47,936	24,944
Purchased Services - IT	147,350	832	-	148,182	139,601
Purchased Client Services	83,010	82,840	-	165,850	163,917
Purchased Services - OPR	15,174,536	26,316	-	15,200,852	13,098,517
Quadrant Resources	-	-	-	-	17,250
Rent	274,543	72,590	-	347,133	205,575
Respite Funding	57,297	-	-	57,297	85,338
Salaries and Benefits (Note 8)	6,504,115	928,376	-	7,432,491	6,134,733
Staff Training	166,240	25,117	-	191,357	152,162
Travel	115,550	16,414	-	131,964	88,581
Urgent Response	150,579	687	-	151,266	182,536
Utilities	22,845	-	-	22,845	28,879
Reimbursed Expenses	(3,429)	209	-	(3,220)	-
	<u>23,262,769</u>	<u>1,287,907</u>	<u>168,619</u>	<u>24,719,295</u>	<u>21,163,225</u>
Excess of revenues over expenses	\$ -	\$ 426,513	\$ 36,964	\$ 463,477	\$ 189,658

Canopy Support Services Statement of Cash Flows

For the year ended March 31	2023	2022
Cash flows from operating activities		
Excess of revenues over expenses	\$ 463,477	\$ 189,658
Item not affecting cash:		
Amortization of capital assets	168,619	166,961
	632,096	356,619
Changes in non-cash working capital:		
Accounts receivable	(112,196)	(97,156)
Prepaid expenses	(9,903)	(2,292)
Accounts payable and accrued liabilities	(281,476)	1,531,153
Due to MCCSS	496,489	340,875
Deferred revenue	89,178	(31,427)
Funds held in trust	(33,075)	23,264
	781,113	2,121,036
Cash flows from investing activities		
Purchase of capital assets	(205,583)	(212,467)
Purchase of investments	(499,666)	-
	(705,249)	(212,467)
Net increase in cash	75,864	1,908,569
Cash, beginning of the year	4,727,644	2,819,075
Cash, end of the year	\$ 4,803,508	\$ 4,727,644

The accompanying notes are an integral part of these financial statements.

Canopy Support Services Notes to Financial Statements

March 31, 2023

1 .Significant Accounting Policies

Nature and Purpose of Organization	Canopy Support Services is a not-for-profit organization incorporated without share capital under the laws of Ontario. The organization provides community-based specialized clinical and support services to individuals, families, and service providers that contribute to the enhancement of the quality of life and community participation of persons with intellectual/developmental disabilities and/or Autism Spectrum Disorders.
Basis of Accounting	The financial statements have been prepared using Canadian accounting standards for not-for-profit organizations.
Fund Accounting	<p>The Ministry of Children, Community and Social Services ("MCCSS") Fund accounts for the organization's primary program delivery and administrative activities. This fund reports restricted operating resources provided by the MCCSS and certain unrestricted resources.</p> <p>The non-MCCSS Fund reports all other restricted and unrestricted resources beyond those related to the organization's capital assets. Internally restricted funds are a reserve of unrestricted donations and other revenue which have been set aside by the organization for future unfunded expenditures as approved by the Board of Directors.</p> <p>The Capital Fund reports the assets, liabilities, revenues and expenses related to the organization's capital assets.</p>
Revenue Recognition	<p>The organization follows the restricted fund method of accounting for contributions.</p> <p>Restricted contributions are recognized as revenue of the appropriate restricted fund when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. However, if no appropriate restricted fund is presented, then the restricted contribution is recognized as revenue of the non-MCCSS Fund in the year in which the related expenses are incurred.</p> <p>Unrestricted contributions are recognized as revenue of the non-MCCSS Fund in the year received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.</p> <p>Deferred revenue and funds held in trust includes payments received in advance for programs commencing in future years. The amounts will be recognized as revenue according to the revenue recognition policies adopted by the organization.</p>

Canopy Support Services Notes to Financial Statements

March 31, 2023

1. Significant Accounting Policies (continued)

Financial Instruments	Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, cash and bank are reported at fair value. All other financial instruments are reported at cost or amortized cost less impairment, if applicable. Financial assets are tested for impairment when changes in circumstances indicate the asset could be impaired. Unless otherwise noted, management does not believe the organization is subject to significant credit, liquidity or interest rate risks.								
Capital Assets	<p>Purchased capital assets are stated at cost less accumulated amortization. Contributed capital assets are recorded at fair value at the date of contribution and are amortized, unless fair value is not determinable in which case contributed capital assets are recorded at nominal value at the date of contribution. Expenditures for repairs and maintenance are expensed as incurred. Betterments that extend the useful life of the tangible capital asset are capitalized.</p> <p>Amortization based on the estimated useful life of the asset is calculated using the straight line method at the following rates:</p> <table><thead><tr><th></th><th>Rate</th></tr></thead><tbody><tr><td>Leasehold improvements</td><td>Over the remaining life of the lease</td></tr><tr><td>Furniture and fixtures</td><td>5 years</td></tr><tr><td>Computer equipment</td><td>3 years</td></tr></tbody></table> <p>Amortization expense is reported in the Capital Fund.</p>		Rate	Leasehold improvements	Over the remaining life of the lease	Furniture and fixtures	5 years	Computer equipment	3 years
	Rate								
Leasehold improvements	Over the remaining life of the lease								
Furniture and fixtures	5 years								
Computer equipment	3 years								
Income Taxes	The organization is a registered charity under the terms of the Income Tax Act. Therefore, it is not subject to Federal or Provincial income taxes. The organization has met the distribution requirements to maintain its status as a registered charity.								
Use of estimates	The preparation of financial statements in accordance 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 at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. The principal estimate used in the preparation of these financial statements is the determination of the estimated useful life of capital assets. Actual results could differ from management's best estimates as additional information becomes available in the future.								

2. Cash and Bank

The organization's bank accounts are held at chartered banks and earn a nominal amount of interest.

Canopy Support Services Notes to Financial Statements

March 31, 2023

3. Capital Assets

	2023		2022	
	Cost	Accumulated Amortization	Cost	Accumulated Amortization
Leasehold				
Improvements	\$ 1,151,512	\$ (219,764)	\$ 1,041,290	\$ (141,074)
Furniture and Fixtures	371,045	(243,842)	347,564	(253,871)
Computer equipment	223,386	(176,574)	197,233	(122,343)
	1,745,943	(640,180)	1,586,087	(517,288)
		\$ 1,105,763		\$ 1,068,799

4. Government Remittances

Included in accounts payable and accrued liabilities are government remittances payable of \$39,310 (2022 - \$43,366).

5. Due to MCCSS

As at March 31, 2023, the organization had \$1,973,806 (2022 - \$1,477,317) payable to the MCCSS for surpluses generated in the current year as well as prior years. The payable is repaid to the MCCSS through a reduction in future cash flow.

The MCCSS surplus is broken down into two parts. They are Client Needs Surplus and Operating Surplus. The Client needs surplus is MCCSS funds brokered through the organization for the benefit of clients with developmental disabilities. Conversely, the Operating Surplus represents funds for the purpose of providing program services.

	2023	2022
Operating Surplus	\$ 275,833	\$ 727,149
Client Needs Surplus	766,492	199,862
Total Surplus	\$ 1,042,325	\$ 927,011

Canopy Support Services Notes to Financial Statements

March 31, 2023

6. Deferred Revenue

Deferred revenue reported in the non-MCCSS Fund represent restricted operating funding received in the current period that is related to expenses of a subsequent period. Changes in the deferred revenue balance reported in the non-MCCSS are as follows:

	2023	2022
Beginning balance	\$ 295,248	\$ 326,675
Less: amounts recognized as revenue in the year	(3,952,957)	(4,377,891)
Add: amounts received	4,042,135	4,346,464
Ending balance	\$ 384,426	\$ 295,248

The deferred revenue balance is broken down as follows:

	2023	2022
Autism Fee for Service	\$ 357,706	\$ 249,308
Flex Funding	26,720	45,940
Total Deferred Revenue	\$ 384,426	\$ 295,248

7. Economic Dependence

The organization derives a significant portion of its revenues from the Ministry of Children, Community and Social Services. The nature and extent of this revenue is of such significance as to affect the viability of the organization and, accordingly, the organization is economically dependent on the Government of Ontario as a source of funding. During the year ended March 31, 2023, 93% (2022 - 95%) of the organization's revenues were from the Government of Ontario.

Canopy Support Services Notes to Financial Statements

March 31, 2023

8. Multi-Employer Plan

The organization makes contributions to the OPTrust Select Pension Plan, which is a multi-employer plan that was started in 2019, on behalf of members of its staff. The plan specifies the amount of the retirement benefit plan to be received by the employees based on length of service and pensionable pay. However, the plan is accounted for as a defined contribution plan as insufficient information is available to account for the plan as a defined benefit plan. The organization is only one of a number of employers that participates in the plan and the financial information provided to the organization on the basis of the contractual agreements is usually insufficient to reliably measure the organization's proportionate share in the plan assets and liabilities on defined benefit accounting requirements.

The amount contributed to the plan for 2023 was \$166,835 (2022 - \$148,888). The contributions were made for current service and these have been recognized in net income.

9. Commitments

The organization leases office space at six locations across Peterborough, Lindsay, Campbellford, Haliburton and Cobourg. Terms of these leases span from May 2025 through August 2030 with monthly lease costs ranging from \$674 for the Cobourg office to \$21,158 for the Peterborough office.

The minimum annual lease payments for office space over the next five years are as follows:

2024	\$	331,309
2025		381,036
2026		392,159
2027		388,803
2028		344,265
Thereafter		971,295

Canopy Support Services Notes to Financial Statements

March 31, 2023

10. Financial Instruments

Credit risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The organization is exposed to credit risk resulting from the possibility that a customer or counterparty to a financial instrument defaults on their financial obligations; if there is a concentration of transactions carried out with the same counterparty; or of financial obligations which have similar economic characteristics such that they could be similarly affected by changes in economic conditions. The organization's financial instruments that are exposed to concentrations of credit risk relate primarily to its accounts receivable. The majority of the organization's receivables are from government sources and the organization works to ensure it meets all eligibility criteria in order to qualify to receive the funding.

There have not been any changes in the risk from the prior year.

Liquidity risk

Liquidity risk is the risk that the organization will encounter difficulty in meeting its obligations associated with financial liabilities. Liquidity risk includes the risk that, as a result of operational liquidity requirements, the organization will not have sufficient funds to settle a transaction on the due date; will be forced to sell financial assets at a value, which is less than what they are worth; or may be unable to settle or recover a financial asset. The organization is exposed to this risk mainly in respect of its accounts payable.

The organization's approach to managing liquidity is to ensure, as far as possible, that it will always have sufficient cash flows to fund its operations and to meet its liabilities when due, under both normal and stressed conditions.

There have not been any changes in the risk from the prior year.

Canopy Support Services
Unaudited Financial Statement Supplementary Information
Ministry Programs

For the year ended March 31	Components								GRAND TOTAL
	Adult Community Support Services	Autism	Children Community Support Services	Self Managed Support	Adult Community Accommodation	Total MCCSS Service Contract	Other Provincial Funding	Non-MCCSS	
Revenue									
Ministry Funding	\$ 4,358,432	\$ 2,833,046	\$ 532,229	\$ 847,358	\$ 14,483,895	\$ 23,054,960	\$ 1,450,717	\$ -	\$ 24,505,677
Repayable to the Ministry	(360,648)	(38,456)	(31,183)	-	(612,039)	(1,042,326)	-	-	(1,042,326)
Third party revenue	5,000	-	-	-	-	5,000	-	1,025,936	1,030,936
Fee for service	-	-	-	-	-	-	-	671,018	671,018
Donations and fundraising	-	-	-	-	-	-	-	11,937	11,937
Other revenue	-	-	-	-	-	-	-	5,529	5,529
	4,002,784	2,794,590	501,046	847,358	13,871,856	22,017,634	1,450,717	1,714,420	25,182,771
Expenses									
Salaries	2,657,739	2,092,829	432,023	704,875	-	5,887,466	179,267	818,773	6,885,506
Staff training	30,163	41,321	2,987	1,464	-	75,935	-	24,469	100,404
Building occupancy	245,308	219,110	26,496	40,749	-	531,663	-	132,261	663,924
Travel & communications	89,393	72,972	10,934	12,641	-	185,940	-	21,490	207,430
Allocated central administration	354,395	249,804	27,744	46,476	-	678,419	-	129,731	808,150
Supplies & equipment	352,030	118,554	862	41,153	-	512,599	-	160,780	673,379
Other program/service expenditures	273,756	-	-	-	13,871,856	14,145,612	1,271,450	686	15,417,748
	4,002,784	2,794,590	501,046	847,358	13,871,856	22,017,634	1,450,717	1,288,190	24,756,541
Excess of revenues over expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 426,230	\$ 426,230