

April 15, 2020

Board of Management and Members of
Toronto Financial District Business Improvement Area
100 King Street West Suite 5700
Toronto, Ontario
M5F 1C7

Dear Board of Management and Members of Toronto Financial District Business Improvement Area:

As part of our annual audit of your financial statements for the year ended December 31, 2019 we wish to report to you on our findings.

We wish to thank Grant Humes and the organization's staff for assisting us during the audit. Based on our materiality of \$30,000, there are no material differences nor were there any significant unrecorded items.

We would like to report to you the following financial reporting matters:

Related party transactions

We have not identified any related party transaction in the course of our audit.

Internal controls

We have not noted any significant internal control matters. Though the segregation of duties is important to having a high degree of internal controls, we understand that this may not be feasible due to the limited number of personnel in the accounting and finance areas.

Yours very truly,

ROSENWIG McRAE THORPE LLP



Lorraine Varga, CPA, CA
LV/dj

**TORONTO FINANCIAL DISTRICT
BUSINESS IMPROVEMENT AREA
FINANCIAL STATEMENTS
DECEMBER 31, 2019**

**TORONTO FINANCIAL DISTRICT
BUSINESS IMPROVEMENT AREA**

DECEMBER 31, 2019

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Rosenswig McRae Thorpe LLP

Chartered Professional Accountants
Associated worldwide with CPA-Associates International, Inc.

Michelle Kowalsky
Jeff McRae
Tanya Proulx
Laurence Wong
Michael Kossov

INDEPENDENT AUDITORS' REPORT

To the Council of the Corporation of the City of Toronto, the
Board of Management and Members of the Toronto Financial District Business Improvement Area:

Opinion

We have audited the financial statements of Toronto Financial District Business Improvement Area ("the BIA"), which comprise the statement of financial position as at December 31, 2019 and the statements of operations, net financial 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 BIA as at December 31, 2019 and the results of its operations and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

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 BIA 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 these financial statements in accordance with Canadian public sector accounting standards, 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 these financial statements, management is responsible for assessing the BIA's ability to continue as a going concern, disclosing, as applicable, matters related to a going concern and using the going concern basis of accounting unless management either intends to liquidate the BIA or to cease operations, or has no realistic alternative to do so.

Those charged with governance are responsible for overseeing the BIA'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 BIA'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 BIA'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 BIA 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.

Rosenswig McKee Thorpe LLP

Toronto, Canada
March 24, 2020

Chartered Professional Accountants
Licensed Public Accountants

**TORONTO FINANCIAL DISTRICT
BUSINESS IMPROVEMENT AREA
STATEMENT OF FINANCIAL POSITION
DECEMBER 31, 2019**

ASSETS		
	<u>2019</u>	<u>2018</u>
Cash	\$ 606,720	\$ 254,678
Investments (Note 3)	1,000,000	950,000
Accounts receivable		
City of Toronto - special charges (Note 4)	261,805	314,752
Other	<u>31,495</u>	<u>38,083</u>
	<u>1,900,020</u>	<u>1,557,513</u>

LIABILITIES		
Accounts payable and accrued liabilities	209,635	100,260
Deferred revenue	<u>12,500</u>	<u>-</u>
	<u>222,135</u>	<u>100,260</u>
Net financial assets	<u>1,677,885</u>	<u>1,457,253</u>

NON FINANCIAL ASSETS		
Prepaid expenses and other assets	<u>61,401</u>	<u>26,761</u>
Accumulated surplus (Note 5)	<u>\$ 1,739,286</u>	<u>\$ 1,484,014</u>
Accumulated surplus is comprised of:		
Unrestricted surplus	\$ 1,339,286	\$ 1,084,014
Restricted surplus (Note 5)	<u>400,000</u>	<u>400,000</u>
	<u>\$ 1,739,286</u>	<u>\$ 1,484,014</u>

Approved on behalf of the Board of Management:

 _____, Chair

 _____, Treasurer

See accompanying notes.

**TORONTO FINANCIAL DISTRICT
BUSINESS IMPROVEMENT AREA**

STATEMENT OF OPERATIONS

YEAR ENDED DECEMBER 31, 2019

	2019		2018
	Actual	Budget	
		Unaudited (Note 9)	
Revenue			
City of Toronto - special charges	\$ 1,615,406	\$ 1,611,795	\$ 1,622,087
Interest income	19,282	7,225	10,217
Other income	1,801	-	2,880
	<u>1,636,489</u>	<u>1,619,020</u>	<u>1,635,184</u>
Expenses			
Administration	451,290	435,268	417,053
Streetscape - non cost share	402,419	575,955	362,150
Advocacy and urban realm	259,696	361,819	351,666
Communications	216,887	256,775	214,716
Streetscape - cost share	74,879	165,000	2,060
(Recovery of) provision for levies in appeals (Note 4)	<u>(23,954)</u>	<u>146,527</u>	<u>(90,090)</u>
	<u>\$ 1,381,217</u>	<u>1,941,344</u>	<u>\$ 1,257,556</u>
Annual surplus (deficit)	<u>\$ 255,272</u>	<u>\$ (322,324)</u>	<u>\$ 377,628</u>

See accompanying notes.

**TORONTO FINANCIAL DISTRICT
BUSINESS IMPROVEMENT AREA
STATEMENT OF NET FINANCIAL ASSETS
YEAR ENDED DECEMBER 31, 2019**

	<u>2019</u>	<u>2018</u>
Annual surplus	\$ 255,272	\$ 377,628
Increase in prepaid expense and other assets	<u>(34,640)</u>	<u>(8,996)</u>
Change in net financial assets	220,632	368,632
Net financial assets, beginning of year	<u>1,457,253</u>	<u>1,088,621</u>
Net financial assets, end of year	<u>\$ 1,677,885</u>	<u>\$ 1,457,253</u>

**TORONTO FINANCIAL DISTRICT
BUSINESS IMPROVEMENT AREA**

**STATEMENT OF CASH FLOWS
YEAR ENDED DECEMBER 31, 2019**

	<u>2019</u>	<u>2018</u>
Cash from operating activities:		
Excess of expenditures over revenue for the year	\$ 255,272	\$ 377,628
Changes in non-cash working capital balances:		
Decrease (increase) in accounts receivable		
- City of Toronto - special charges	52,947	(307,910)
- Other	6,588	33,860
Increase in prepaid expenses and other assets	(34,639)	(8,996)
(Decrease) increase in accounts payable and accrued liabilities	109,374	(140,119)
Increase in deferred revenue	<u>12,500</u>	<u>-</u>
	<u>402,042</u>	<u>(45,537)</u>
Cash flows used in investing activities		
Purchase of investments	<u>(50,000)</u>	<u>(350,000)</u>
Increase (decrease) in cash	352,042	(395,537)
Cash, beginning of year	<u>254,678</u>	<u>650,215</u>
Cash, end of year	<u>\$ 606,720</u>	<u>\$ 254,678</u>

TORONTO FINANCIAL DISTRICT BUSINESS IMPROVEMENT AREA

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2019

1. Establishment of operations

The Toronto Financial District Business Improvement Area was designated as a business improvement area by By-Law 1126-2011 enacted on September 22, 2011. The appointment of members to a Board of Management ("Board") to manage the Business Improvement Area ("BIA") was approved by Council of the City of Toronto on November 9, 2011.

The BIA promotes economic development in the financial district and strives to ensure that the financial district is connected, well-maintained, integrated, and accessible. Funding is provided by property owners of the BIA who are levied a special charge, through property tax billings, based on an annual operating budget prepared by the Board and approved by Council as required by Section 220 (17) of the Municipal Act, as amended.

2. Significant accounting policies

The financial statements of the BIA are prepared by management in accordance with Canadian public sector accounting standards ("CPSAS") as recommended by the Public Sector Accounting Board ("PSAB") of the Canadian Chartered Professional Accountants. The significant accounting policies are summarized as follows:

a) Accrual basis of accounting

Expenditures are recorded on the accrual basis of accounting, whereby they are reflected in the financial statements in the period in which they have been incurred, whether or not such transaction have been finally settled by the payment of money.

b) Revenue recognition

City of Toronto special charges revenue is recognized when received or receivable if the amount can be reasonably estimated and collection is reasonably assured. Interest income is recognized when earned.

c) Use of estimates

The preparation of financial statements in conformity with CPSAS require management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Actual results could differ from those estimates.

**TORONTO FINANCIAL DISTRICT
BUSINESS IMPROVEMENT AREA**

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2019

2. Significant accounting policies (continued)

d) Investments

Investments are recorded at cost which approximates their fair value on the date of acquisition.

e) Cost-share expenditures

The Board, in co-operation with the City, agrees to cost-shared capital improvement projects on publicly owned property. The projects are long-term in nature and are usually incorporated in a multi-year tender by the city. The BIAs share of the cost are not invoiced by the City until contracts are closed. The BIA accrues the costs in the financial statements when the invoices are received from the City. These amounts are identified in Note 7.

3. Investments

Investments consist of a guaranteed investment certificate earning interest of 1.29% annually and matured January 2020. Subsequent to this maturity, the principal and interest have been reinvested into a new GIC.

4. City of Toronto - special charges

Special charges levied by the City of Toronto ("City") are collected and remitted to the BIA by the City. The total special charges outstanding consist of amounts collected by the City not yet remitted to the BIA and amounts uncollected by the City.

The BIA records special charges receivable net of an allowance for uncollected amounts. The special charges receivable from the City of Toronto are comprised of:

	<u>2019</u>	<u>2018</u>
Total special charges outstanding	\$ 398,305	\$ 514,952
Less: Allowance for special charges in appeals	<u>(136,500)</u>	<u>(200,200)</u>
Special charges receivable	<u>\$ 261,805</u>	<u>\$ 314,752</u>

The City reduced allowances for special charges by \$63,700 (2018 - increased by \$153,200) for uncollectable amounts. The City also wrote off \$39,746 (2018 - \$63,110) in levies during the year.

**TORONTO FINANCIAL DISTRICT
BUSINESS IMPROVEMENT AREA**

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2019

5. Restricted surplus

The Board has internally restricted \$400,000 as a reserve for operations.

6. Insurance

The BIA is required to deposit with the City Treasurer, City of Toronto, insurance policies indemnifying the City against public liability and property damage in respect of the activities of the Board. Insurance coverage providing \$10,000,000 for each occurrence or accident has been obtained by the Board, through the City of Toronto.

7. Contractual commitments

a) As at December 31, 2019 the BIA had an estimated commitments outstanding relating to their 2019 cost-shared capital improvement projects expenditures in the amount of \$40,995 (2018 - \$nil).

b) The BIA has contractual commitments to minimum annual operating payments for equipment and other contractual obligations as follows:

2020	\$	74,110
2021		<u>12,500</u>
		<u>\$ 86,610</u>

c) The BIA has a long-term retention bonus plan for the Executive Director. The amount is not payable under the plan before a pre-determined date. The cost associated with the retention bonus is recognized evenly over the period to the pre-determined date in the income statement.

8. Financial instruments risks

a) Fair value

The financial instruments recognized in the statement of financial position consist of cash, investments, accounts receivable, prepaid expenses and accounts payable and accrued liabilities. The fair values of these financial instruments approximate their carrying amounts due to the short-term maturity of these instruments.

**TORONTO FINANCIAL DISTRICT
BUSINESS IMPROVEMENT AREA**

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2019

8. Financial instruments risks (continued)

b) Liquidity risk

Liquidity risk is the risk that the BIA will encounter difficulties in meeting obligations associated with financial liabilities. The BIA manages its liquidity risk by maintaining sufficient readily available funds in order to meet its liquidity requirements at any point in time.

9. 2019 Budget

The 2019 budget figures on the statement of operations are presented for information purposes only and are not commented on by the opinion of Rosenswig McRae Thorpe LLP dated March 24, 2020.

10. Subsequent event

Subsequent to year end, the World Health Organization declared a global health emergency due to the outbreak of COVID-19. The outbreak has had significant global financial impacts. At this time, it is not possible to estimate the impact on accounts receivable and future special charges revenue from the City of Toronto.

**TORONTO FINANCIAL DISTRICT
BUSINESS IMPROVEMENT AREA**

SCHEDULE OF EXPENSES

YEAR ENDED DECEMBER 31, 2019

	<u>2019</u>	<u>2018</u>
Salaries and benefits	\$ 504,866	\$ 498,624
Streetscape - non-cost share	392,005	362,150
Public realm	111,331	122,321
Marketing and promotion	66,236	72,272
Occupancy costs	56,945	56,131
Utilities	47,047	37,344
Research	30,528	32,112
Professional fees	28,610	14,231
Meeting expenses	23,239	25,013
Travel	15,493	19,992
Consultants	13,706	12,360
Memberships	9,290	7,331
General office	18,426	7,497
Advocacy	6,805	72,200
Insurance	4,095	4,220
Interest and bank charges	1,670	1,788
Streetscape - cost share	74,879	2,060
Recovery of levies in appeals	<u>(23,954)</u>	<u>(90,090)</u>
	<u>\$ 1,381,217</u>	<u>\$ 1,257,556</u>