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September 14, 2019

Ms. Caroline Gilligan, Chair
Wychwood Village Business Improvement Area
Toronto, Ontario

Dear Ms. Gilligan:

MANAGEMENT LETTER YEAR ENDED DECEMBER 31, 2018

The audit of the financial statements of the Wychwood Village Business Improvement Area (BIA) for the year ended December 31, 2018 has recently been completed. The primary purpose of the audit was to express an opinion on the financial position of the BIA as at that date and on the results of its operations for the year then ended.

Given the test nature of my audit, you will appreciate that reliance must be placed on adequate methods of internal control as the Board's principal safeguard against irregularities which a test examination may not disclose.

During the course of the audit I noted some issues which require the Board's attention. This letter provides my observations and recommendations on matters arising from the 2018 audit for your consideration.

Financial Statements

Observations:

There were no interim financial statements provided to the Board for their review and approval. Interim financial statements would periodically inform the Board of the BIA's financial operating performance and status in relation to its approved budget.

The Board is required to provide a copy of audited financial statements to the City by April 30, of the following year. The BIA was late in providing the audited financial statements to the City

Recommendations:

1. Periodically financial statements with actual and budget amounts should be provided to the Board for their review and approval.
2. The Board should ensure that a copy of the audited financial statements is provided to the City by the established deadline.

Management Response:

The Board agreed with the recommendations. Due to a change in Executive Officers the BIA did not have a bookkeeper to write up the books during the year. The Board will hire a part-time bookkeeper to write up the books and to provide monthly financial statements for review and approval.

In future the Board will ensure that a copy of audited financial statements is submitted to the City within the established deadline.

HST

Observation:

The BIA is entitled to an HST rebate. Although the HST recoverable is recorded properly, no HST rebate returns have been filed for last two years.

Recommendation:

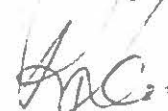
3. In order to improve cash flows, the BIA should be filing HST rebate returns every six months as required by the Canada Revenue Agency.

Management Response:

The Board agreed with the recommendation. As soon as the Board hire a bookkeeper the HST returns will be submitted to the Canada Revenue Agency. In future the BIA will ensure that the HST returns are submitted to the Canada Revenue Agency on a timely basis.

I would like to extend my appreciation to you for providing me all the assistance to complete the audit despite your late appointment to the Executive position.

Yours truly,



Rafiq Dosani

**THE BOARD OF MANAGEMENT FOR THE
WYCHWOOD HEIGHTS
BUSINESS IMPROVEMENT AREA**

**Financial Statements
For the Year Ended December 31, 2018**

WYCHWOOD HEIGHTS BUSINESS IMPROVEMENT AREA

DECEMBER 31, 2018

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INDEPENDENT AUDITOR'S REPORT

To the Council of the Corporation of the City of Toronto and the Board of Management for the Wychwood Heights Business Improvement Area

I have audited the accompanying financial statements of Wychwood Heights Business Improvement Area, which comprise the statement of financial position as at December 31, 2018 and the statement of operations and accumulated surplus, statement of changes in net financial assets and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies and other explanatory information.

In my opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Board 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 local governments as prescribed by the Public Sector Accounting Board (PSAB).

Basis for Opinion

I conducted my audit in accordance with Canadian generally accepted auditing standards. My responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of my report. I am independent in accordance with the ethical requirements that are relevant to my audit of the financial statements in Canada, and I have fulfilled my other ethical responsibilities in accordance with these requirements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my 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 local governments as prescribed by the Public Sector Accounting Board (PSAB), 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 Board'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 Board or to cease operations, or has no realistic alternative but to do so.

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

Auditor's Responsibilities for the Audit of the Financial Statements

My 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 my 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.

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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, I exercise professional judgment and maintain professional skepticism throughout the audit. I 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 my 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 Board'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 Board's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the Board 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.

I communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

Toronto, Ontario
September 14, 2019



Chartered Professional Accountant
Licensed Public Accountant

THE BOARD OF MANAGEMENT FOR THE

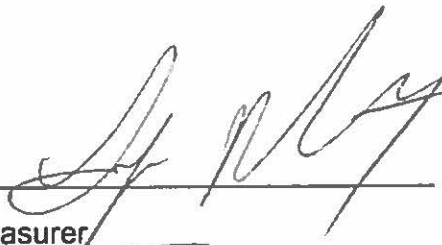
**WYCHWOOD HEIGHTS BUSINESS IMPROVEMENT AREA
STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2018**

	2018 \$	2017 \$
FINANCIAL ASSETS		
Cash	104,933	60,724
Short-term investments (Note 3)	208,506	205,708
Accounts receivable		
City of Toronto – special charges (Note 4)	-	2,758
Other	8,238	6,451
	<u>321,677</u>	<u>275,641</u>
LIABILITIES		
Accounts payable and accrued liabilities		
City of Toronto – special charges (Note 4)	2,086	-
City of Toronto	33,354	33,354
Other	1,650	1,850
	<u>37,090</u>	<u>35,204</u>
NET FINANCIAL ASSETS	284,587	240,437
NON-FINANCIAL ASSETS		
Tangible Capital Assets (Note 5)	1,915	6,299
ACCUMULATED SURPLUS	<u>286,502</u>	<u>246,736</u>

Approved on behalf of the Board of Management:



For Chair



For Treasurer

**THE BOARD OF MANAGEMENT FOR THE
WYCHWOOD HEIGHTS BUSINESS IMPROVEMENT AREA
STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS
FOR THE YEAR ENDED DECEMBER 31, 2018**

	2018 \$ Budget (Note 9)	2018 \$ Actual	2017 \$ Actual
REVENUE			
City of Toronto – special charges	75,085	75,085	77,074
Interest and other	1,050	2,798	1,849
	<u>76,135</u>	<u>77,883</u>	<u>78,923</u>
EXPENSES			
Administration	23,660	10,925	6,710
Promotion and advertising	27,000	617	1,213
Maintenance	42,000	13,989	14,852
Capital (Note 8)	-	-	-
Amortization	-	4,384	4,506
Provision for uncollected special charges (Note 4)	3,366	8,202	3,954
	<u>96,026</u>	<u>38,117</u>	<u>31,235</u>
SURPLUS (DEFICIT) FOR THE YEAR	(19,891)	39,766	47,688
ACCUMULATED SURPLUS, BEGINNING OF YEAR	246,736	246,736	199,048
ACCUMULATED SURPLUS, END OF YEAR	226,845	286,502	246,736

**THE BOARD OF MANAGEMENT FOR THE
WYCHWOOD HEIGHTS BUSINESS IMPROVEMENT AREA
STATEMENT OF CHANGES IN NET FINANCIAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2018**

	<u>2018</u> <u>\$</u>	<u>2017</u> <u>\$</u>
Surplus for the year	39,766	47,688
Acquisition of tangible capital assets	-	(3,189)
Amortization of tangible capital assets	<u>4,384</u>	<u>4,506</u>
	44,150	49,005
Balance - Beginning of year	240,437	191,432
Balance - End of year	<u>284,587</u>	<u>240,437</u>

**WYCHWOOD HEIGHTS BUSINESS IMPROVEMENT AREA
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2018**

	2018 \$	2017 \$
Cash flows from operating activities		
Surplus for the year	39,766	47,688
Non-cash changes to operations		
Add: Non-cash item Amortization of capital assets	4,384	4,506
Increase (decrease) resulting from changes in		
Accounts receivable - City of Toronto	4,844	(1,587)
Accounts receivable – other	(1,787)	1,989
Accounts payable - City of Toronto	-	-
Accounts payable – other	(200)	(1,444)
Cash Provided By Operations	47,007	51,152
Investing Activities		
Purchase of tangible capital assets	-	(3,189)
(Increase) decrease in Short-term Investments	(2,798)	(850)
Cash, Beginning Of Year	60,724	13,611
Cash, End Of Year	104,933	60,724

**THE BOARD OF MANAGEMENT FOR THE
WYCHWOOD HEIGHTS BUSINESS IMPROVEMENT AREA
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2018**

1. ESTABLISHMENT AND OPERATIONS

The Wychwood Heights Business Improvement Area (BIA) is established as a Business Improvement Area under the management and control of a Board of Management appointed by Council of the City of Toronto.

The Board is entrusted with the improvements, beautification and maintenance of municipally owned lands, buildings and structures in the area, together with the promotion of the area as a business or shopping area. Funding is provided by property owners of the BIA who are levied a special charge based on an annual operating budget prepared by the Board and approved by Council under Section 220(17) of the Municipal Act, as amended.

2. SIGNIFICANT ACCOUNTING POLICIES

These financial statements are the representation of management and have been prepared in accordance with Canadian accounting standards for local governments as prescribed by the Public Sector Accounting Board (PSAB), the most significant of which are as follows:

Revenue recognition:

The BIA receives special charges from its members which are levied and collected by the City of Toronto. It also receives cash donations and sponsorships from corporate and private donors and grants from local, provincial and federal governments for events and festivals. Revenue is being recorded upon the signing of contracts and when collection can be reasonably ascertained.

Capital assets:

Purchased capital assets are recorded at cost. Amortization is calculated on a straight-line basis over the estimated useful lives of the assets as follows:

Street & Christmas lights	5 years
Planters	5 years
Flags & Banners	3 years

Contributed services:

Services provided without charge by the City of Toronto and others are not recorded in these financial statements.

Financial instruments:

Financial instruments are recorded at the approximated fair value.

Short-term Investments:

Short-term investments are highly liquid financial instruments with original maturities greater than three months but less than one year and are classified as "short-term" investments. BIA classifies short-term investments as current assets and report them at their fair market value.

SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

Use of estimates:

The preparation of these financial statements in accordance with PSAB requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Significant estimates include determining the useful lives of tangible capital assets for amortization, the allowance for uncollectible levies and accounts receivable and contingent liabilities. Actual results could differ from management's best estimates, as additional information becomes available in the future.

3. SHORT-TERM INVESTMENTS

Short-term investments consist of cashable guaranteed investment certificates with the TD Bank. These investments bear interest at the rate of ranging from 1.22% - 1.80% per annum and will be maturing in 2019.

4. CITY OF TORONTO – SPECIAL CHARGES

Special charges levied by the City are collected and remitted to the Board by the City. The total special charges outstanding consist of amounts collected by the City not yet remitted to the Board and amounts uncollected by the City.

The Board records special charges receivable (payable) net of an allowance for uncollected amounts. The special charges receivable from (payable to) the City of Toronto are comprised of:

	2018	2017
	\$	\$
Total special charges outstanding	34,214	31,958
Less: allowance for uncollected special charges	(36,300)	(29,200)
Special charges receivable	<u>(2,086)</u>	<u>2,758</u>

The provision for uncollected levies reported on the Statement of Operations and Accumulated Surplus comprises:

	2018	2017
	\$	\$
Special charges written-off (recovered)	1,102	(146)
Change in provision for losses on assessment appeals	7,100	4,100
	<u>8,202</u>	<u>3,954</u>

NOTES TO THE FINANCIAL STATEMENTS, CONT'D
FOR THE YEAR ENDED DECEMBER 31, 2018

5. CAPITAL ASSETS

	2018		
	Lights	Planters	Total
Cost			
Beginning	79,619	3,189	82,807
Additions	-	-	-
Disposals	-	-	-
Ending	79,619	3,189	82,807
Accumulated Amortization			
Beginning	75,871	637	76,508
Amortization	3,747	637	4,384
Disposals	-	-	-
Ending	79,619	1,274	80,892
Net Book Value	-	1,915	1,915

	2017		
	Lights	Planters	Total
Cost			
Beginning	79,619	-	79,618
Additions	-	3,189	3,189
Disposals	-	-	-
Ending	79,619	3,189	82,807
Accumulated Amortization			
Beginning	72,002	-	72,002
Amortization	3,869	637	4,506
Disposals	-	-	-
Ending	75,871	637	76,508
Net Book Value	3,747	2,552	6,299

THE BOARD OF MANAGEMENT FOR THE
WYCHWOOD HEIGHTS BUSINESS IMPROVEMENT AREA
NOTES TO THE FINANCIAL STATEMENTS, CONT'D
FOR THE YEAR ENDED DECEMBER 31, 2018

6. INSURANCE

The Board is required to deposit with the 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 \$5,000,000 for each occurrence or accident has been obtained by the Board through the City of Toronto.

7. FINANCIAL INSTRUMENTS

The carrying value of the BIA's financial instruments approximates their values. The BIA is subject to an interest rate risk with respect to its investments; however, as these instruments are short-term investments the risk is minimal.

8. CAPITAL EXPENSES

In order to finance major capital expenses the BIA annually budgets certain amounts and accumulates them as surplus. Once adequate funds have accumulated, the BIA undertakes cost-shared capital improvement projects with the City. For this reason the actual expenses in a given year could significantly differ from the amount budgeted for the year. Any excess actual capital expenses are financed out of the accumulated surplus.

9. BUDGET

Budget Figures are provided for comparative purposes only and have not been subject to audit procedures.