

# **Appendix D**

## **THE BOARD OF MANAGEMENT FOR THE COLLEGE PROMENADE BUSINESS IMPROVEMENT AREA**

**Financial Statements  
For the Year Ended December 31, 2019**

# **COLLEGE PROMENADE BUSINESS IMPROVEMENT AREA**

**DECEMBER 31, 2019**

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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 College Promenade Business Improvement Area

### ***Opinion***

I have audited the financial statements of College Promenade Business Improvement Area (BIA), which comprise the statement of financial position as at December 31, 2019 and the statement of operations and accumulated surplus, statement of changes in net financial assets and statement of cash flows for the years 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 BIA as at December 31, 2019 and its financial performance and its cash flows for the years 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 of the BIA 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 BIA'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.

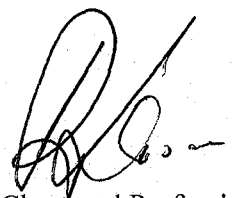
*Auditor's Responsibilities for the Audit of the Financial Statements*

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. 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  
October 17, 2020

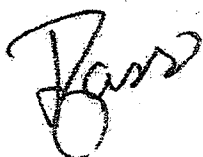
  
Chartered Professional Accountant  
Licensed Public Accountant

**THE BOARD OF MANAGEMENT FOR THE  
COLLEGE PROMENADE BUSINESS IMPROVEMENT AREA  
STATEMENT OF FINANCIAL POSITION  
AS AT DECEMBER 31, 2019**

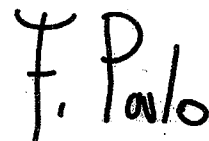
	<b>2019</b>	<b>2018</b>
	<b>\$</b>	<b>\$</b>
<b>FINANCIAL ASSETS</b>		
Cash	75,012	77,101
Accounts receivable		
City of Toronto – special charges (Note 3)	4,300	313,997
Other	8,044	3,852
Current portion of long-term receivable	77,730	149,228
	<u>165,086</u>	<u>544,178</u>
<b>LONG-TERM RECEIVABLE</b>		
Amounts to be recovered in the future (Note 4)	479,028	1,430,017
	<u>644,114</u>	<u>1,974,195</u>
<b>LIABILITIES</b>		
Accounts payable and accrued liabilities		
City of Toronto – cost share	41,061	61,869
Other	4,665	14,940
Current portion of long-term payable	77,730	149,228
	<u>123,456</u>	<u>226,037</u>
<b>LONG-TERM PAYABLE</b>		
Loan payable (Note 4)	479,028	1,430,017
	<u>602,484</u>	<u>1,656,054</u>
<b>NET FINANCIAL ASSETS (DEFICIT)</b>	<b>41,630</b>	<b>318,141</b>
<b>NON-FINANCIAL ASSETS</b>		
Tangible Capital Assets (Note 5)	108,998	182,520
<b>ACCUMULATED SURPLUS</b>	<b>150,628</b>	<b>500,661</b>

Approved on behalf of the Board of Management:

Chair



Treasurer



**THE BOARD OF MANAGEMENT FOR THE  
COLLEGE PROMENADE BUSINESS IMPROVEMENT AREA  
STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS  
FOR THE YEAR ENDED DECEMBER 31, 2019**

	<b>2019 \$ Budget (Note 8)</b>	<b>2019 \$ Actual</b>	<b>2018 \$ Actual</b>
<b>REVENUE</b>			
City of Toronto – special charges	234,252	234,252	237,753
Grants and other	-	5,656	1,729
	<u>234,252</u>	<u>239,908</u>	<u>239,482</u>
<b>EXPENSES</b>			
Administration	19,689	17,084	24,667
Promotion and advertising	5,686	3,779	567
Maintenance	98,722	19,851	33,448
Debt repayment	100,000	443,675	212,397
Amortization	-	88,265	124,236
Provision for uncollected special charges (Note 3)	51,265	17,287	4,261
	<u>275,362</u>	<u>589,941</u>	<u>399,576</u>
<b>SURPLUS (DEFICIT) FOR THE YEAR</b>	<b>(41,110)</b>	<b>(350,033)</b>	<b>(160,094)</b>
<b>ACCUMULATED SURPLUS, BEGINNING OF YEAR</b>	<b>500,661</b>	<b>500,661</b>	<b>660,755</b>
<b>ACCUMULATED SURPLUS, END OF YEAR</b>	<b><u>459,551</u></b>	<b><u>150,628</u></b>	<b><u>500,661</u></b>

THE BOARD OF MANAGEMENT FOR THE  
COLLEGE PROMENADE BUSINESS IMPROVEMENT AREA  
STATEMENT OF CHANGES IN NET FINANCIAL ASSETS  
FOR THE YEAR ENDED DECEMBER 31, 2019

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	2019 \$	2018 \$
Surplus (Deficit) for the year	(350,033)	(160,094)
Acquisition of tangible capital assets	(14,743)	(29,715)
Amortization of tangible capital assets	88,265	124,236
	(276,511)	(65,573)
Balance - Beginning of year	318,141	383,714
Balance - End of year (deficit)	41,630	318,141

THE BOARD OF MANAGEMENT FOR THE  
COLLEGE PROMENADE BUSINESS IMPROVEMENT AREA  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED DECEMBER 31, 2019

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	2019 \$	2018 \$
<b>Cash flows from operating activities</b>		
Surplus (deficit) for the year	(350,033)	(160,094)
<b>Non-cash changes to operations</b>		
Add: Non-cash item Amortization of capital assets	88,265	124,236
Increase (decrease) resulting from changes in		
Accounts receivable - City of Toronto	309,697	(300,717)
Accounts receivable – other	(4,192)	(2,533)
Accounts payable - City of Toronto	(20,808)	29,718
Accounts payable – other	(10,275)	11,545
<b>Cash Provided By (Used In) Operations</b>	12,654	(297,845)
<b>Investing Activities</b>		
Purchase of tangible capital assets	(14,743)	(29,715)
(Increase) decrease in Short-term Investments	-	397,695
<b>Cash, Beginning Of Year</b>	77,101	6,966
<b>Cash, End Of Year</b>	75,012	77,101



**THE BOARD OF MANAGEMENT FOR THE  
COLLEGE PROMENADE BUSINESS IMPROVEMENT AREA  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2019**

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**1. ESTABLISHMENT AND OPERATIONS**

The College Promenade 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.

**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 reports them at their fair market value.

**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
Streetscape	5 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.

THE BOARD OF MANAGEMENT FOR THE  
COLLEGE PROMENADE BUSINESS IMPROVEMENT AREA  
NOTES TO THE FINANCIAL STATEMENTS, CONT'D  
FOR THE YEAR ENDED DECEMBER 31, 2019

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

	2019	2018
	\$	\$
Total special charges outstanding	19,400	318,597
Less: allowance for uncollected special charges	(15,100)	(4,600)
Special charges receivable	<u>4,300</u>	<u>313,997</u>

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

	2019	2018
	\$	\$
Special charges written-off	6,787	2,061
Change in provision for losses on assessment appeals	10,500	2,200
	<u>17,287</u>	<u>4,261</u>

THE BOARD OF MANAGEMENT FOR THE  
COLLEGE PROMENADE BUSINESS IMPROVEMENT AREA  
NOTES TO THE FINANCIAL STATEMENTS, CONT'D  
FOR THE YEAR ENDED DECEMBER 31, 2019

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**4. LOAN PAYABLE**

**Amount to be recovered in the future**

At the Annual General Meeting of May 16, 2016 the membership of the College Promenade Business Improvement Area authorized the Board to enter into a loan agreement with the City. The purpose of the loan was to finance the Board's share of the capital cost of a project involving streetscape improvements along College Street between Shaw Street and Havelock Street (the "Project").

The City agreed to loan and the Board agreed to reimburse the City, in respect of its share of the capital cost of the Project amounting to \$1,722,733 (inclusive of 1.76% non-refundable HST) plus interest, payable through the annual BIA special levies, over the course of 10 years.

The Board has made payment on the Loan in each of 2016, 2017, 2018 and 2019 from its annual BIA special levies.

Due to various factors, the final cost of the work was less than anticipated. As a result, it was necessary to amend the Loan Agreement and revise the amortization schedule for the Loan.

On November 25, 2019 the Board and the City agreed to amend the original loan agreement by reducing the original amount of \$1,722,733 to \$1,155,111. The amended loan amount will be paid by 2026 with annual blended installment of \$100,000 consisting of principal and interest.

THE BOARD OF MANAGEMENT FOR THE  
COLLEGE PROMENADE BUSINESS IMPROVEMENT AREA  
NOTES TO THE FINANCIAL STATEMENTS, CONT'D  
FOR THE YEAR ENDED DECEMBER 31, 2019

**5. CAPITAL ASSETS**

	<b>2019</b>		
	<b>Lights</b>	<b>Streetscape</b>	<b>Total</b>
<b>Cost</b>			
Beginning	666,174	426,583	1,092,757
Additions	10,914	3,829	14,743
Disposals			
<b>Ending</b>	<b>677,088</b>	<b>430,412</b>	<b>1,107,500</b>
<b>Accumulated Amortization</b>			
Beginning	666,174	244,063	910,237
Amortization	2,183	86,082	88,265
Disposals			
<b>Ending</b>	<b>668,357</b>	<b>330,145</b>	<b>998,502</b>
<b>Net Book Value</b>	<b>8,731</b>	<b>100,267</b>	<b>108,998</b>

	<b>2018</b>		
	<b>Lights</b>	<b>Streetscape</b>	<b>Total</b>
<b>Cost</b>			
Beginning	666,174	396,868	1,063,042
Additions		29,715	29,715
Disposals			
<b>Ending</b>	<b>666,174</b>	<b>426,583</b>	<b>1,092,757</b>
<b>Accumulated Amortization</b>			
Beginning	627,255	158,746	786,001
Amortization	38,919	85,317	124,236
Disposals			
<b>Ending</b>	<b>666,174</b>	<b>244,063</b>	<b>910,237</b>
<b>Net Book Value</b>	<b>-</b>	<b>182,520</b>	<b>182,520</b>

**THE BOARD OF MANAGEMENT FOR THE  
COLLEGE PROMENADE BUSINESS IMPROVEMENT AREA  
NOTES TO THE FINANCIAL STATEMENTS, CONT'D  
FOR THE YEAR ENDED DECEMBER 31, 2019**

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**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.