

Appendix S

**DOWNTOWN YONGE BUSINESS
IMPROVEMENT AREA
FINANCIAL STATEMENTS
DECEMBER 31, 2020**

**DOWNTOWN YONGE BUSINESS
IMPROVEMENT AREA**

DECEMBER 31, 2020

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INDEPENDENT AUDITORS' REPORT

To the Council of the Corporation of the City of Toronto and the
Board of Management for the Downtown Yonge Business Improvement Area:

Opinion

We have audited the financial statements of Downtown Yonge Business Improvement Area ("the BIA"), which comprise the statement of financial position as at December 31, 2020 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, 2020 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.

Toronto, Canada
May 13, 2021

Rosensawig McKee Thorpe LLP

Chartered Professional Accountants
Licensed Public Accountants

DOWNTOWN YONGE BUSINESS IMPROVEMENT AREA

STATEMENT OF FINANCIAL POSITION

DECEMBER 31, 2020

FINANCIAL ASSETS

	<u>2020</u>	<u>2019</u>
Cash (Note 3)	\$ 2,345,72	\$ 1,408,635
Investments (Note 4)	1,460,671	1,432,214
Accounts receivable		
- City of Toronto - special charges (Note 5)	1,184	352,475
- Other	<u>116,0</u>	<u>106,804</u>
	<u>4,115,203</u>	<u>3,300,128</u>

LIABILITIES

Accounts payable and accrued liabilities	132,247	158,724
Funds held in trust (Note 3)	47	5,047
Deferred revenue (Note 6)	10,000	-
Securities payable	<u>11,025</u>	<u>11,025</u>
	<u>153,31</u>	<u>174,76</u>
Net financial assets	<u>3,61,884</u>	<u>3,125,332</u>

NON FINANCIAL ASSETS

Tangible capital assets (Note 7)	1,327,703	1,413,317
Prepaid expenses	<u>1,150</u>	<u>13,114</u>
	<u>1,346,853</u>	<u>1,432,431</u>
Accumulated surplus (Note 8)	<u>\$ 5,308,737</u>	<u>\$ 4,557,763</u>

Approved on behalf of the Board of Management:


_____, Chair


_____, Treasurer

See accompanying notes.



DOWNTOWN YONGE BUSINESS IMPROVEMENT AREA

STATEMENT OF OPERATIONS

YEAR ENDED DECEMBER 31, 2020

	2020		2019
	<u>Actual</u>	<u>Budget</u> (Note 12)	
Revenue			
City of Toronto - special charges	\$ 2,995,433	\$ 2,995,326	\$ 2,909,481
Grants	170,000	170,000	175,000
Other income	90,272	70,000	102,644
Advertising and sponsorships	<u>64,563</u>	<u>85,000</u>	<u>74,058</u>
	<u>3,320,268</u>	<u>3,320,326</u>	<u>3,261,183</u>
Expenses			
Administration	1,057,122	1,122,824	1,127,824
Maintenance	596,214	607,000	483,852
Promotion and advertising	359,988	675,000	486,682
Festivals and events	258,380	444,000	333,380
Streetscape improvements	257,461	393,200	225,675
(Recovery of) provision for levies in appeals	(51,485)	272,302	64,306
Amortization	<u>91,614</u>	<u>-</u>	<u>105,013</u>
	<u>2,569,294</u>	<u>3,514,326</u>	<u>2,826,732</u>
Annual surplus (deficit)	<u>\$ 750,974</u>	<u>\$ (194,000)</u>	<u>434,451</u>

DOWNTOWN YONGE BUSINESS IMPROVEMENT AREA

STATEMENT OF NET FINANCIAL ASSETS

DECEMBER 31, 2020

	<u>2020</u>	<u>2019</u>
Annual surplus	\$ 750,974	\$ 434,451
Amortization of tangible capital assets	91,614	105,013
Increase in prepaid expenses	<u>(6,036)</u>	<u>(7,600)</u>
Change in net financial assets	836,552	531,864
Net financial assets, beginning of year	<u>3,125,332</u>	<u>2,593,468</u>
Net financial assets, end of year	<u>\$ 3,961,884</u>	<u>\$ 3,125,332</u>

DOWNTOWN YONGE BUSINESS IMPROVEMENT AREA

STATEMENT OF CASH FLOWS

DECEMBER 31, 2020

	<u>2020</u>	<u>2019</u>
Cash from operating activities		
Annual surplus	\$ 750,974	\$ 434,451
Adjustments for:		
Amortization	<u>91,614</u>	<u>105,013</u>
	842,588	539,464
Changes in non-cash working capital:		
Decrease (increase) in accounts receivable		
City of Toronto - special charges	160,581	(95,446)
Other	(10,105)	78,668
(Increase) decrease in prepaid expenses	(6,036)	(7,600)
Increase (decrease) in accounts payable and accrued liabilities	(26,477)	69,059
Decrease in amounts held in trust	(5,000)	(32,505)
Increase in deferred revenue	10,000	-
Decrease in scholarship payable	<u>-</u>	<u>(2,000)</u>
	<u>965,551</u>	<u>549,640</u>
Cash flows from investing activities		
Purchase of investments	<u>(28,457)</u>	<u>(11,145)</u>
Increase in cash position	937,094	538,495
Cash, beginning of year	<u>1,408,635</u>	<u>870,140</u>
Cash, end of year	<u>\$ 2,345,729</u>	<u>\$ 1,408,635</u>

DOWNTOWN YONGE BUSINESS IMPROVEMENT AREA

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2020

1. Establishment of operations

The Downtown Yonge Business Improvement Area was designated as a business improvement area through By-Law 27-2001 enacted on February 1, 2001. 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 June 28, 2001.

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, 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 Professional Accountants. The significant accounting policies are summarized as follows:

a) Accrual basis of accounting

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

b) Revenue recognition

The BIA recognizes revenue as follows:

- i) City of Toronto special charges - revenue is recognized when received or receivable if the amount can be reasonably estimated and collection is reasonably assured.
- ii) Advertising, sponsorship and grants - revenue is recognized when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.
- iii) Other income - revenue is recognized when earned.

DOWNTOWN YONGE BUSINESS IMPROVEMENT AREA

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2020

2. Significant accounting policies (continued)

c) Investments

Investments are recorded at cost which approximates their fair value on the date of acquisition, plus related transaction costs.

d) 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.

e) Tangible capital assets are recorded at cost less accumulated amortization. Amortization is calculated at a rate that, in the opinion of management, allocates the cost of such assets over their estimated useful lives. The BIA records amortization using the following annual rates and methods:

Streetscape fixtures	-	10 - 30 year straight-line
Holiday decor	-	3 - 10 year straight-line
Leasehold improvements	-	over the remaining lease life
Furniture and equipment	-	3 - 5 year straight-line
Computer equipment	-	3 year straight-line

3. Cash

In 2016, the BIA received funds from the City of Toronto for a special project for Culture, Art and Recreation Programs in Ward 27. The funds are allocated to local programs and projects in consultation with the Ward 27 Councillor. At year end, the funds held in trust related to this initiative was \$47 (2019 - \$5,047).

On February 8, 2021 the BIA received an additional \$250,000 as part of this special project.

4. Investments

Investments consist of amounts invested in guarantee investment certificates (GICs) and money market funds. Interest on these investments range from 0.25% - 2.23%. The GICs have maturity dates ranging from May to November 2021.

DOWNTOWN YONGE BUSINESS IMPROVEMENT AREA

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2020

5. City of Toronto - special charges

Special charges levied by the City of Toronto ("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 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>2020</u>	<u>2019</u>
Total special charges outstanding	\$ 346,794	\$ 658,175
Less: Allowance for special charges in appeals	<u>(154,900)</u>	<u>(305,700)</u>
Special charges receivable	<u>\$ 191,894</u>	<u>\$ 352,475</u>

The City decreased allowances for special charges by \$150,800 (2019 - decreased by \$190,900) for uncollectable amounts. The City also wrote off \$99,315 of levies during the year (2019 - \$255,205).

6. Deferred revenue

Deferred revenue consists of:

	<u>Opening</u>	<u>Additions</u>	<u>Transferred to Revenue</u>	<u>Closing</u>
Grants	\$ <u>-</u>	\$ <u>10,000</u>	\$ <u>-</u>	\$ <u>10,000</u>

Deferred revenue relates to a grant received from the federal government, which is recognized in the year it pertains to.

7. Tangible capital assets

	<u>2019</u>	<u>2020</u>		
<u>Cost</u>	<u>Opening</u>	<u>Additions</u>	<u>Disposals</u>	<u>Closing</u>
Streetscape fixtures	\$2,485,250	\$ -	\$ -	\$2,485,250
Holiday decor	438,735	-	(136,966)	301,769
Leasehold improvements	122,498	-	-	122,498
Furniture and equipment	<u>77,855</u>	<u>-</u>	<u>-</u>	<u>77,855</u>
	<u>\$3,124,338</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$2,987,372</u>

DOWNTOWN YONGE BUSINESS IMPROVEMENT AREA

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2020

7. Tangible capital assets (continued)

	2019	2020		
<u>Accumulated Amortization</u>	<u>Opening</u>	<u>Disposals</u>	<u>Amortization</u>	<u>Closing</u>
Streetscape fixtures	\$1,070,121	\$ -	\$ 87,426	\$1,157,547
Holiday decor	438,735	(136,966)	-	301,769
Leasehold improvements	118,310	-	4,188	122,498
Furniture and equipment	77,855	-	-	77,855
	<u>\$1,705,021</u>	<u>\$ (136,966)</u>	<u>\$ 91,614</u>	<u>\$1,659,669</u>

<u>Net Book Value</u>	2019	2020
Streetscape fixtures	\$1,415,129	\$1,327,703
Leasehold improvements	4,188	-
	<u>\$1,419,317</u>	<u>\$1,327,703</u>

8. Accumulated surplus

	2020		
	<u>Unrestricted Operating</u>	<u>Invested in capital assets</u>	<u>Total</u>
Accumulated surplus, beginning of year	\$ 3,138,446	\$ 1,419,317	\$ 4,557,763
Annual surplus	750,974	-	750,974
Amortization	91,614	(91,614)	-
Accumulated surplus, end of year	<u>\$ 3,981,034</u>	<u>\$ 1,327,703</u>	<u>\$ 5,308,737</u>

DOWNTOWN YONGE BUSINESS IMPROVEMENT AREA

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2020

8. Accumulated surplus (continued)

	2019		
	Unrestricted Operating	Invested in capital assets	Total
Accumulated surplus, beginning of year	\$ 2,598,982	\$ 1,524,330	\$ 4,123,312
Annual deficit	434,451	-	434,451
Amortization	<u>105,013</u>	<u>(105,013)</u>	<u>-</u>
Accumulated surplus, end of year	<u>\$ 3,138,446</u>	<u>\$ 1,419,317</u>	<u>\$ 4,557,763</u>

9. Contractual commitments

- a) The Board, in co-operation with the City, agrees to annual cost-shared capital improvement projects on publicly owned property. The projects are long-term in nature and are usually completed subsequent to the year of Council's approval. As at December 31, 2020 the BIA has \$3,747 (2019 - \$1,324) outstanding commitments relating to ongoing capital improvement project to be completed in 2020.
- b) The BIA has contractual commitments to minimum annual operating payments for equipment and other contractual obligations as follows:

2021	\$ 109,931
2022	94,142
2023	<u>87,750</u>
	<u>\$ 291,823</u>

Subsequent to year end, the BIA entered into a 3 year contractual obligation with total payments of \$148,200 over the term of the contract.

10. Financial instruments risks

- a) Fair value

The financial instruments recognized in the statement of financial position consist of cash, investments, accounts receivable, prepaid expenses, accounts payable and accrued liabilities, funds held in trust and scholarship payable. The fair values of these financial instruments approximate their carrying amounts due to the short-term maturity of these instruments. Long-term investments are recorded at cost.

DOWNTOWN YONGE BUSINESS IMPROVEMENT AREA

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2020

10. Financial instruments risks (continued)

b) Interest rate risk

Interest rate risk arises from the possibility that changes in interest rates will affect the value of investments disclosed in Note 4.

c) 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.

11. 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 \$5,000,000 for each occurrence or accident has been obtained by the Board, through the City of Toronto.

12. 2020 Budget

The 2020 budget figures on the statement of operations are presented for information purposes only and are not commented on by the independent audit opinion of Rosenswig McRae Thorpe LLP dated May 13, 2021.

13. Annual deficit

The City of Toronto requires the BIA to budget tangible capital assets as annual expenditures. Through the year as assets are purchased they are capitalized and amortized over their useful lives. No capital assets were purchased this year (2019 - nil). The annual surplus without amortization of \$91,614 (2019 - 105,013) is \$842,588 (2019 - 539,464).

14. COVID-19

In March 2020, the World Health Organization declared a global health emergency due to the outbreak of the Coronavirus also known as COVID-19. This has resulted in governments worldwide, including the Canadian, Ontario and municipal governments, enacting emergency measures to combat the spread of the virus which have caused material disruptions to businesses globally and in Ontario. The impact on the BIA is uncertain and will depend on the duration of the measures put in place. An estimate of the financial effect is not practicable at this time.

DOWNTOWN YONGE BUSINESS IMPROVEMENT AREA

SCHEDULE OF EXPENSES

YEAR ENDED DECEMBER 31, 2020

	<u>2020</u>	<u>2019</u>
Administration		
Salaries and benefits	\$ 728,763	\$ 800,127
Occupancy costs	142,696	138,498
Professional fees	52,702	53,358
Repairs and maintenance	48,092	36,987
General office	28,875	31,520
Utilities	22,156	19,232
Memberships	10,334	9,726
Insurance	9,305	10,313
Travel	9,120	21,595
Interest and bank charges	2,646	2,051
Consultants	<u>2,433</u>	<u>4,417</u>
	<u>1,057,122</u>	<u>1,127,824</u>
Festivals and events		
Programming	183,932	216,625
Advertising and promotion	67,737	76,930
Consultants	6,711	15,994
Salaries and benefits	<u>-</u>	<u>23,831</u>
	<u>258,380</u>	<u>333,380</u>
Maintenance		
Repairs and maintenance	347,616	240,508
Salaries and benefits	200,338	200,987
Occupancy costs	35,489	28,723
Utilities	12,193	13,239
Travel	<u>578</u>	<u>395</u>
	<u>596,214</u>	<u>483,852</u>

DOWNTOWN YONGE BUSINESS IMPROVEMENT AREA

SCHEDULE OF EXPENSES

YEAR ENDED DECEMBER 31, 2020

	<u>2020</u>	<u>2019</u>
Promotion and advertising		
Advertising and promotion	148,602	192,867
Outreach	126,057	166,349
Consultants	76,805	93,067
General office	8,164	19,528
Meetings	<u>360</u>	<u>14,871</u>
	<u>359,988</u>	<u>486,682</u>
Streetscape improvements	<u>257,461</u>	<u>225,675</u>
(Recovery of) provision for levies in appeals	<u>(51,485)</u>	<u>64,306</u>
Amortization	<u>91,614</u>	<u>105,013</u>
	<u>\$ 2,569,294</u>	<u>\$ 2,826,732</u>

Rosenswig McRae Thorpe LLP

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

Michael Rosenswig
Jeff McRae
Tony Rosso
Lorraine Varga
Michelle Koscec
Dustin Jainaraine

May 28, 2021

Board of Directors
Downtown Yonge Business Improvement Area
40 Dundas Street West Suite 300, PO Box 42
Toronto, Ontario
M5B 2C2

Dear Board of Directors:

As part of our annual audit of your financial statements for the year ended December 31, 2020 we wish to report to you on our findings.

We wish to thank M. Garner and the organization's staff for assisting us during the audit. Based on our materiality of \$60,000 there were no identified items that have not been adjusted for.

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.

Other matters

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.

We would be pleased to discuss these items with you in more detail and assist you with any such implementation that you require.

Yours very truly,

ROSENSWIG McRAE THORPE LLP



Lorraine Varga, CPA, CA
LV/dj