

# Attachment 1

## FINANCIAL STATEMENTS

For

BOARD OF MANAGEMENT FOR THE SWANSEA TOWN HALL COMMUNITY CENTRE

For the year ended

DECEMBER 31, 2020

**Management's Responsibility for the Financial Statements**

The financial statements of the Board of Management for the Swansea Town Hall Community Centre (the "Centre") are the responsibility of management and have been approved by the Board.

The financial statements have been prepared in compliance with the Canadian public sector accounting standards for government not-for-profit organizations, including the 4200 series of standards, established by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants of Canada. A summary of the significant accounting policies are described in Note 2 to the financial statements.

The preparation of the financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The Centre's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the financial statements. These systems are monitored and evaluated by management.

The Board of Management is responsible for ensuring that management fulfills its responsibilities for financial reporting. The Board reviews the Centre's financial statements and discusses any significant financial reporting or internal control matters prior to the approval of the financial statements.

The financial statements have been audited by Welch LLP, independent external auditors appointed by the City of Toronto's City Council, in accordance with Canadian generally accepted auditing standards. The accompanying Independent Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the Centre's financial statements.

*Jack Slaughter*  
..... Chairperson

*R*  
..... Treasurer

**INDEPENDENT AUDITOR'S REPORT**

To the Council of the Corporation of the

**CITY OF TORONTO AND  
THE BOARD OF MANAGEMENT FOR THE SWANSEA TOWN HALL COMMUNITY CENTRE***Qualified Opinion*

We have audited the accompanying financial statements of Board of Management for the Swansea Town Hall Community Centre (the Centre), which comprise the statement of financial position as at December 31, 2020, and 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 and other explanatory information.

In our opinion, except for the possible effects of the matters described in the *Basis for Qualified Opinion* section of our report, the accompanying financial statements present fairly, in all material respects, the financial position of the Centre as at December 31, 2020 and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards for government not-for-profit organizations.

*Basis for Qualified Opinion*

In common with many not-for-profit organizations, the Centre derives revenue from donations and fundraising activities, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, verification of these revenues was limited to the amounts recorded in the records of the Centre. Therefore, we were not able to determine whether any adjustments might be necessary to donations and fundraising revenue, excess of revenue over expenses, and cash flows from operations for the years ended December 31, 2020 and 2019, current assets as at December 31, 2020 and 2019, and net assets as at January 1 and December 31 for both the 2020 and 2019 years. Our audit opinion on the financial statements for the year ended December 31, 2019 was modified accordingly because of the possible effects of this limitation in scope.

Note 2 to the financial statements explains the Centre's policy for accounting for capital assets. The note indicates that capital assets are expensed as acquired rather than being recognized as a capital asset upon acquisition. This presentation is permitted only if the average annual revenues recognized in the statement of operations for the current and preceding period is less than \$500,000. In this respect the financial statements are not in accordance with Canadian public sector accounting standards for government not-for-profit organizations. Our audit opinion for the year ended December 31, 2020 and 2019 were modified accordingly for this departure from accounting standards.

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 Centre in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our 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 qualified audit opinion.

### *Management's Responsibility 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 for government 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 Centre'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 Centre or to cease operations, or has no realistic alternative but to do so.

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



Chartered Professional Accountants  
Licensed Public Accountants

Toronto, Ontario  
July 22, 2021.

Welch LLP<sup>®</sup>

**BOARD OF MANAGEMENT FOR THE SWANSEA TOWN HALL COMMUNITY CENTRE**

**STATEMENT OF FINANCIAL POSITION**

**DECEMBER 31, 2020**

	<u>2020</u>	<u>2019</u>
<b><u>ASSETS</u></b>		
<b>CURRENT ASSETS</b>		
Cash	\$ 111,475	\$ 48,068
Investments	-	123,927
Accounts receivable	-	6,291
Inventories	118	242
Prepaid expenses	<u>-</u>	<u>1,434</u>
	111,593	179,962
<b>DUE FROM CITY OF TORONTO</b> (note 3)	<u>111,280</u>	<u>106,987</u>
	<u>\$ 222,873</u>	<u>\$ 286,949</u>
<b><u>LIABILITIES AND NET ASSETS</u></b>		
<b>CURRENT LIABILITIES</b>		
Due to City of Toronto (note 4)	\$ 22,606	\$ 28,785
Accounts payable and accrued liabilities	<u>37,575</u>	<u>100,627</u>
	60,181	129,412
<b>POST-EMPLOYMENT BENEFITS PAYABLE</b> (note 3)	<u>111,280</u>	<u>106,987</u>
	<u>171,461</u>	<u>236,399</u>
<b>NET ASSETS</b>		
Unrestricted	-	-
Internally restricted - program development reserve (note 5)	<u>51,412</u>	<u>50,550</u>
	<u>51,412</u>	<u>50,550</u>
	<u>\$ 222,873</u>	<u>\$ 286,949</u>

Approved by the Board:

*Jack Slaughter*

..... Chair

*R*

..... Treasurer

(See accompanying notes)

**BOARD OF MANAGEMENT FOR THE SWANSEA TOWN HALL COMMUNITY CENTRE**

**STATEMENT OF CHANGES IN NET ASSETS**

**YEAR ENDED DECEMBER 31, 2019**

	<u>Unrestricted</u>	Internally Restricted - Program Development Reserve (note 5)	<u>Total 2020</u>	<u>Total 2019</u>
Net assets, beginning of year	\$ -	\$ 50,550	\$ 50,550	\$ 49,512
Net revenue over expenses	862	-	862	1,038
Interfund transfer	<u>(862)</u>	<u>862</u>	<u>-</u>	<u>-</u>
Net assets, end of year	<u>\$ -</u>	<u>\$ 51,412</u>	<u>\$ 51,412</u>	<u>\$ 50,550</u>

(See accompanying notes)

**BOARD OF MANAGEMENT FOR THE SWANSEA TOWN HALL COMMUNITY CENTRE**

**STATEMENT OF OPERATIONS**

**YEAR ENDED DECEMBER 31, 2020**

	<u>Program</u>	<u>Administration</u>	<u>2020</u>	<u>2019</u>
<b>Revenue</b>				
Funds provided by the City of Toronto (note 4)	\$ -	\$ 322,030	\$ 322,030	\$ 310,963
Rental	-	91,824	91,824	330,392
Photocopier	-	56	56	1,688
Donations and fundraising	25	-	25	928
Interest income	1,575	-	1,575	2,538
Other income	<u>1,191</u>	<u>-</u>	<u>1,191</u>	<u>5,021</u>
	<u>2,791</u>	<u>413,910</u>	<u>416,701</u>	<u>651,530</u>
<b>Expenses</b>				
Salaries and wages	1,028	275,386	276,414	350,408
Employee benefits	55	72,178	72,233	79,019
Materials and supplies	-	27,474	27,474	53,067
Purchased services	-	38,872	38,872	164,395
Other	<u>846</u>	<u>-</u>	<u>846</u>	<u>3,603</u>
	<u>1,929</u>	<u>413,910</u>	<u>415,839</u>	<u>650,492</u>
<b>Net revenue over expenses</b>	<u>\$ 862</u>	<u>\$ -</u>	<u>\$ 862</u>	<u>\$ 1,038</u>

(See accompanying notes)

**BOARD OF MANAGEMENT FOR THE SWANSEA TOWN HALL COMMUNITY CENTRE**

**STATEMENT OF CASH FLOWS**

**YEAR ENDED DECEMBER 31, 2020**

	<u>2020</u>	<u>2019</u>
<b>CASH FLOWS FROM (USED IN)</b>		
<b>OPERATING ACTIVITIES</b>		
Net revenue over expenses	\$ 862	\$ 1,038
Increase (decrease) resulting from changes in:		
Accounts receivable	6,291	(5,005)
Inventories	124	61
Prepaid expenses	1,434	(130)
Long-term amount due from City of Toronto	(4,293)	2,133
Due to City of Toronto	(6,179)	(106)
Accounts payable and accrued liabilities	(63,052)	9,231
Post-employment benefits payable	<u>4,293</u>	<u>(2,133)</u>
	<u>(60,520)</u>	<u>5,089</u>
<b>INVESTING ACTIVITIES</b>		
Purchase of investments	-	(123,927)
Redemption of investments	<u>123,927</u>	<u>121,389</u>
	<u>123,927</u>	<u>(2,538)</u>
<b>INCREASE IN CASH</b>	63,407	2,551
<b>CASH, BEGINNING OF YEAR</b>	<u>48,068</u>	<u>45,517</u>
<b>CASH, END OF YEAR</b>	<u>\$ 111,475</u>	<u>\$ 48,068</u>

(See accompanying notes)



# BOARD OF MANAGEMENT FOR THE SWANSEA TOWN HALL COMMUNITY CENTRE

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2020

### 1. NATURE OF OPERATIONS

The City of Toronto Act, 1997 continued the provisions of By-law No. 1995 - 0448 dated June 26, 1995 to reflect Chapter 25, Community and Recreation Centres of the Corporation of the City of Toronto Municipal Code. Chapter 25 amended all previous by-laws and established part of the premises at 95 Lavinia Avenue, as a community recreation centre under the authority of the Municipal Act, known as Swansea Town Hall Community Centre (the "Centre"). The Centre is a not-for-profit organization and, as such, is exempt from income tax.

The Municipal Code provides for a Council appointed Board which, among other matters, shall:

(a) endeavour to manage and control the premises in a reasonable and efficient manner, in accordance with standard good business practices, and

(b) pay to the City of Toronto (the "City") any excess of administration expenditure funds provided by the City in accordance with its approved annual budget, but may retain any surplus from program activities.

### 2. SIGNIFICANT ACCOUNTING POLICIES

#### *Basis of accounting*

These financial statements have been prepared in accordance with Canadian public sector accounting standards for government not-for-profit organizations ("PSAS-GFNPO"), including the 4200 series of standards, as issued by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants of Canada.

#### *Revenue recognition*

The Centre follows the deferral method of accounting for contributions. Contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Restricted contributions are deferred and recognized as revenue in the year in which the related expenses are recognized and recorded as part of deferred contributions on the statement of financial position.

Rental and similar revenues are recognized as the services are provided. Amounts received in advance of services being provided are classified as deferred revenue on the statement of financial position.

#### *Financial instruments*

The Centre initially records its financial assets and financial liabilities at fair value.

The Centre subsequently measures all its financial assets and financial liabilities at amortized cost.

Financial assets measured at amortized cost include cash, accounts receivables, investments, and due from City of Toronto. Financial liabilities measured at amortized cost include accounts payable and accrued liabilities, due to City of Toronto, and post-employment benefits payable.

#### *Contributed material and services*

Because of the difficulty of determining their fair value, contributed materials and services are not recognized in the financial statements. Monetary donations and bequests are recorded as received.

**BOARD OF MANAGEMENT FOR THE SWANSEA TOWN HALL COMMUNITY CENTRE**

**NOTES TO THE FINANCIAL STATEMENTS - Cont'd.**

**YEAR ENDED DECEMBER 31, 2020**

**2. SIGNIFICANT ACCOUNTING POLICIES - Cont'd.**

*Capital assets*

Major capital expenditures are financed by the City of Toronto, which owns the facility, and are not reported in these financial statements. Section PS 4230, capital assets held by not-for-profit organizations, allows small organizations, with average annual revenues recognized in the statement of operations for the current and preceding period of less than \$500,000, to expense capital assets on acquisition. As noted in the Basis for Qualified Opinion paragraph, the Centre exceeded the revenue threshold in 2020 and continued to apply this policy. During 2020, capital assets expensed totaled \$nil (2019 - \$59,817) and are included in purchased services.

*Employee related costs*

The Centre has adopted the following policies with respect to employee benefit plans:

- (a) The City of Toronto offers a multi-employer defined benefit pension plan to the Centre's employees. Due to the nature of the Plan, the Centre does not have sufficient information to account for the Plan as a defined benefit plan; therefore, the multi-employer defined benefit pension plan is accounted for in the same manner as a defined contribution plan. An expense is recorded in the period in which contributions are made.
- (b) The Centre also offers its employees a defined benefit sick leave plan, a post-retirement life, health and dental plan, a long-term disability plan and continuation of health, dental and life insurance benefits to disabled employees. The accrued benefit obligations are determined using an actuarial valuation based on the projected benefit method prorated on service, incorporating management's best estimate of future salary levels, inflation, sick day usage estimates, ages of employees and other actuarial factors.

Net actuarial gains and losses that arise are amortized over the expected average remaining service life of the employee group.

The Centre recognizes an accrued benefit liability on the statement of financial position, which is the net of the amount of the accrued benefit obligations and the unamortized actuarial gains / losses.

*Use of estimates*

The preparation of financial statements in accordance with PSA-GNPO 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. Management makes accounting estimates when determining significant accrued liabilities, the post-employment benefits liabilities and the related costs charged to the statement of operations. Actual results could differ from those estimates, the impact of which would be recorded in future periods.

Estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognized in the year in which the estimates are revised and in any future years affected.

**BOARD OF MANAGEMENT FOR THE SWANSEA TOWN HALL COMMUNITY CENTRE**

**NOTES TO THE FINANCIAL STATEMENTS - Cont'd.**

**YEAR ENDED DECEMBER 31, 2020**

**3. POST-EMPLOYMENT BENEFITS PAYABLE AND LONG-TERM ACCOUNT RECEIVABLE**

The Centre participates in a number of defined benefit plans provided by the City including pension, other retirement and post-employment benefits to its employees. Under the sick leave plan for management staff with ten years of service as of April 1, 2003, unused sick leave accumulated until March 1, 2008 and eligible employees may be entitled to a cash payment upon leaving the Centre's employment. The liability for these accumulated days represents the extent to which they have vested and could be taken in cash by the employee upon termination, retirement or death. This sick bank plan was replaced by a Short-Term Disability Plan (STD) effective March 1, 2008, for all non-union employees of the City of Toronto. Upon the effective date, individual sick banks were locked with no further accumulation. Grandfathered management staff remains entitled to payout of frozen, banked time, as described above. Under the new STD, management employees are entitled to 130 days annual coverage with salary protection at 100 or 75 percent, depending upon years of service. Non-management employees continue to receive sick bank time as stipulated in the applicable Collective Agreement, which specifies no financial conversion of unused sick leave.

The Centre also provides health, dental, life insurance, accidental death and long-term disability benefits to eligible employees. Depending upon the length of service and an individual's election, management retirees are covered either by the former City of Toronto retirement benefit plan or by the current retirement benefit plan.

Due to the complexities in valuing the benefit plans, actuarial valuations are conducted on a periodic basis. The most recent actuarial valuation was completed as at December 31, 2020 with projections to December 31, 2021. Assumptions used to project the accrued benefit obligation were as follows:

- long-term inflation rate - 2.0%
- assumed health care cost trends - range from 3.0% to 5.5%
- rate of compensation increase - 3.0% to 3.5%
- discount rates - post-retirement 2.0%, post-employment 1.2%, sick leave 1.5%

Information about the Centre's employment benefits, other than the multi-employer, defined benefit pension plan noted below, is as follows:

	<u>2020</u>	<u>2019</u>
Post-retirement benefits	\$ 76,475	\$ 65,670
Sick leave benefits	<u>46,738</u>	<u>46,859</u>
	123,213	112,529
Add: Unamortized actuarial gain (loss)	<u>(11,933)</u>	<u>(5,542)</u>
Post-employment benefit liability	<u>\$ 111,280</u>	<u>\$ 106,987</u>

The continuity of the accrued benefit obligation is as follows:

	<u>2020</u>	<u>2019</u>
Balance, beginning of year	\$ 106,987	\$ 109,120
Current service cost	2,757	2,400
Interest cost	2,987	3,402
Amortization of actuarial gain	1,156	(5,390)
Expected benefits paid	<u>(2,607)</u>	<u>(2,545)</u>
Balance, end of year	<u>\$ 111,280</u>	<u>\$ 106,987</u>

**BOARD OF MANAGEMENT FOR THE SWANSEA TOWN HALL COMMUNITY CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS - Cont'd.**  
**YEAR ENDED DECEMBER 31, 2020**

**3. POST-EMPLOYMENT BENEFITS PAYABLE AND LONG-TERM ACCOUNT RECEIVABLE - Cont'd.**

A long-term receivable from the City of \$111,280 in 2020 (2019 - \$106,987) has resulted from the recording of sick leave and post-retirement benefits. Funding for these costs continues to be provided by the City as benefit costs are paid and the City continues to be responsible for the benefit liabilities of administration staff that may be incurred by the Centre.

The Centre also makes contributions to the Ontario Municipal Employees Retirement System (OMERS), which is a multi-employer plan, on behalf of most of its employees. The OMERS plan (the "Plan") is a defined benefit plan, which specifies the amount of retirement benefit to be received by the employees based on the length of service and rates of pay. Employer contributions to this pension plan amounted to \$25,894 in 2020 (2019 - \$27,966).

The most recent actuarial valuation of the Plan as at December 31, 2020 indicates the Plan is in a deficit position and the Plan's December 31, 2020 financial statements indicate a net deficit of \$7.655 billion (a deficit of \$3.211 billion plus adjustment of \$4.444 billion of unrecognized investment returns above or below the discount rate that is being smoothed and recognized over a five-year period). The Plan's management is monitoring the adequacy of the contributions to ensure that future contributions together with the Plan's assets and future investment earnings will be sufficient to provide for all future benefits. At this time, the Centre's contributions accounted for an insignificant portion of the Plan's total employer contributions. Additional contributions, if any, required to address the Centre's proportionate share of the deficit will be expensed during the period incurred.

**4. FUNDS PROVIDED BY THE CITY OF TORONTO - ADMINISTRATION**

Funding for administration expenses is provided by the City according to Council approved budgets. Surplus amounts in administration are payable to the City. Deficits, excluding those accruals for long-term employee benefits, are funded by the Centre unless Council approval has been obtained for additional funding.

	2020 Budget (unaudited)	Actual 2020	Actual 2019
<b>Administration expenses:</b>			
Salaries and wages	\$ 375,325	\$ 275,386	\$ 346,761
Employee benefits	101,969	72,178	78,820
Materials and supplies	65,960	27,474	53,067
Purchased services	<u>48,788</u>	<u>38,872</u>	<u>164,395</u>
	592,042	<u>\$ 413,910</u>	<u>\$ 643,043</u>
Less: budgeted rental and sundry revenue	<u>(278,823)</u>		
Administration budget	<u>\$ 313,219</u>		
<b>Centre's administration revenue:</b>			
Administration budget		\$ 313,219	\$ 313,219
Plus: rental and sundry revenue		<u>91,880</u>	<u>332,080</u>
		<u>405,099</u>	<u>643,299</u>
<b>Centre's actual administration expense:</b>			
Administration expenses		413,910	643,043
Adjustments for non-cash items:			
Post-employment benefits, not funded by the City until paid, that are included in long term amount due from - City of Toronto		<u>(4,294)</u>	<u>2,133</u>
		<u>409,616</u>	<u>645,176</u>
Administration expenses (over) under approved budget		<u>\$ (4,517)</u>	<u>\$ 123</u>

**BOARD OF MANAGEMENT FOR THE SWANSEA TOWN HALL COMMUNITY CENTRE**

**NOTES TO THE FINANCIAL STATEMENTS - Cont'd.**

**YEAR ENDED DECEMBER 31, 2020**

**4. FUNDS PROVIDED BY THE CITY OF TORONTO - ADMINISTRATION - Cont'd.**

The over-expenditure of \$4,517 (2019 - under-expenditure of \$123) is included in Due to City of Toronto.

The Due to City of Toronto balance is comprised of:

	<u>2020</u>	<u>2019</u>
Section 37 funding unspent	\$ 27,000	\$ 27,000
2018 surplus	-	1,662
2019 surplus	123	123
2020 deficit	<u>(4,517)</u>	<u>-</u>
Balance, end of year	<u>\$ 22,606</u>	<u>\$ 28,785</u>

**5. INTERNALLY RESTRICTED - PROGRAM DEVELOPMENT RESERVE**

The Board of Management created the Program Development Reserve in September 2010 with funds earmarked for program development. In 2020, the net revenue over expenses from programming of \$862 (2019 - \$1,038) was transferred to the Program Development Reserve.

**6. UNCERTAINTY DUE TO THE ECONOMIC CONSEQUENCES OF COVID-19**

In mid-March 2020, the province of Ontario declared a state of emergency in response to the public health concerns originating from the spread of COVID-19.

On March 16, 2020, the Centre was closed in response to the quarantine measures implemented by the provincial government to stop the spread of COVID-19. The Centre has not reopened for operations since but continues to offer virtual services and programming.

A high degree of uncertainty persists surrounding the full economic impact of the situation. The unpredictable nature of the spread of the disease makes it difficult to determine the length of time that the Centre's operations will be impacted or the severity of the impact. Consequently, the effects of any subsequent outbreaks or abrupt declines in economic activity will have on the Centre's operations, assets, liabilities, revenues and expenses are unknown at this time.

**7. FINANCIAL INSTRUMENTS**

The Centre is exposed to and manages various financial risks resulting from operations. Transactions in financial instruments may result in an entity assuming or transferring to another party one or more of the financial risks described below. The Centre's main financial risk exposures and its financial risk management policies are as follows:

*Credit risk*

The Centre is exposed to credit risk resulting from the possibility that parties may default on their financial obligations. The Centre's maximum exposure to credit risk represents the sum of the carrying value of its cash and accounts receivable. The Centre's cash is deposited with Canadian chartered banks and as a result management believes the risk of loss on this item to be remote. Management believes that the Centre's credit risk with respect to accounts receivable is limited. The Centre manages its credit risk by reviewing accounts receivable aging and following up on outstanding amounts.

7. **FINANCIAL INSTRUMENTS** - Cont'd.

*Liquidity risk*

Liquidity risk is the risk that the Centre cannot meet a demand for cash or fund obligations as they become due. The Centre's financial liabilities are comprised of accounts payable and accrued liabilities. The Centre manages liquidity risk by monitoring its cash flow requirements on a regular basis. The Centre believes its overall liquidity risk to be minimal as the Centre's financial assets are considered to be highly liquid.

*Market risk*

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk is comprised of currency risk, interest rate risk and other price risk.

i) *Currency risk*

Currency risk refers to the risk that the fair value of instruments or future cash flows associated with the instruments will fluctuate relative to the Canadian dollar due to changes in foreign exchange rates. The Centre's financial instruments are all denominated in Canadian dollars and the Centre transacts primarily in Canadian dollars. As a result, management does not believe it is exposed to significant currency risk.

ii) *Interest rate risk*

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Centre's cash earns interest at prevailing market rates. Management believes the interest rate exposure related to this financial instrument is negligible.

iii) *Other price risk*

Other price risk is the risk that the fair value of financial instruments or future cash flows associated with financial instruments will fluctuate because of changes in market prices (other than those arising from currency risk or interest rate risk), whether these changes are caused by factors specific to the individual instrument or its issuer or factors affecting all similar instruments traded in the market. Management does not believe the Centre is exposed to significant other price risk.

*Changes in risk*

There have been no significant changes in the Centre's risk exposures from the prior year.

July 22, 2021

Board of Management for the Swansea Town Hall Community Centre  
95 Lavinia Avenue  
Toronto, Ontario  
M6S 3H9

**PRIVATE AND CONFIDENTIAL**

Attention: Mr. Ed Gaigalas

Dear Sir:

**Re: Audit of the December 31, 2020 Financial Statements**

During the course of our audit of the financial statements of the Board of Management for the Swansea Town Hall Community Centre (the "Centre") for the year ended December 31, 2020, we identified a couple of matters which would be of interest to management.

The objective of an audit is to obtain reasonable assurance whether the financial statements are free of material misstatement and it is not designed to identify matters that may be of interest to management in discharging its responsibilities. In addition, an audit cannot be expected to disclose defalcations and other irregularities and it is not designed to express an opinion as to whether the systems of internal control established by management have been properly designed or have been operating effectively.

As a result of our observations, we have outlined two matters below along with suggestions for your consideration.

Please note that under Canadian generally accepted auditing standards we must report significant deficiencies to those charged with governance.

This letter is not exhaustive, and deals with the more important matters that came to our attention during the audit.

**SIGNIFICANT DEFICIENCIES IN INTERNAL CONTROLS**

**Issue #1 - Indication of review of bank reconciliations**

*Issue:* At present, bank reconciliations are being prepared and are reviewed by the Executive Director (ED). There is no evidence that the bank reconciliations are being reviewed and approved by a 3rd party. Without reviews, errors in the accounting records and bank balances could go undetected over many months. The accounting records should be monitored on a regular basis to identify whether there are inaccuracies or miscalculations in the reconciliations and bank statements.

**Recommendation:** We recommend that the bank reconciliations be reviewed on a monthly basis by someone other than the one preparing them (e.g. the Treasurer), and that the reconciliations be initialed when reviewed to provide evidence of the review.

**Management Comments:** Our Admin Assistant took compassionate leave last September. She prepared the Bank Reconciliation which was then reviewed by the ED. Subsequently, earlier this year, she decided not to return and retired. Late last year, our Executive Assistant was put on emergency leave. The ED was the only other staff who could do the work. The ED is currently working with the City to replace the Admin Assistant.

## **Issue #2 - Segregation of duties specifically related to payroll preparation and execution**

**Issue:** The ED is responsible for the approval of employee hours and vacation, preparation of employee time sheets, reconciliation of monthly payroll and signatory of final payroll bank withdrawals for all employees. The Organization in the past has had employees prepare their own time sheet, the payroll reconciliation would be prepared by an individual person, and then the review and approval would be done by the ED, prior to payment. Lack of implementation of such internal controls indicates perceived risk of management override as high as the ED has full control of payments in absence of the involvement of multiple people and director approval.

**Recommendation:** To improve internal control in this area, we recommend that employees prepare their own time sheets, and that payroll reconciliations are reviewed and approved by someone (e.g. the Treasurer) other than the one preparing the payroll for processing.

**Management Comments:** Our Admin Assistant took compassionate leave last September. She prepared the prepared the payroll inputs which were then reviewed by the ED. Subsequently, earlier this year, she decided not to return and retired. Late last year, our Executive Assistant was put on emergency leave. The ED was the only other staff who could do the work. The ED is currently working with the City to replace the Admin Assistant.

We would like to express our appreciation for the co-operation and assistance which we received during the course of our audit from the Centre and its staff.

We shall be pleased to discuss with you further any matters mentioned in this report at your convenience.

This communication is prepared solely for the information of management and is not intended for any other purpose. We accept no responsibility to a third party who uses this communication.

Yours very truly,

**Welch LLP**



Christa Casey, CPA, CA  
Partner



Kathy Steffan, CPA, CA  
Partner