

Financial Statements

Board of Management for the 519 Church Street Community Centre

December 31, 2009

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# **Auditors' Report**

Grant Thornton LLP Royal Bank Plaza 19th Floor, South Tower 200 Bay Street, Box 55 Toronto, ON M5J 2P9

T (416) 366-0100 F (416) 360-4949 www.GrantThornton.ca

To the Council of the Corporation of the City of Toronto and the Board of Management for the 519 Church Street Community Centre

We have audited the statement of financial position of the Board of Management for the 519 Church Street Community Centre as at December 31, 2009 and the statements operations, changes in net assets, and cash flows for the year then ended. These financial statements are the responsibility of the Centre's management. Our responsibility is to express an opinion on these financial statements based on our audit.

Except as explained in the following paragraph, we conducted our audit in accordance with Canadian generally accepted auditing standards, those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In common with many not-for-profit organizations, the Centre derives revenue from donations, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, our verification of this revenue was limited to the amounts recorded in the records of the Centre and we were not able to determine whether any adjustments might be necessary to donations, surplus, assets and liabilities.

In our opinion, except for the effect of adjustment, if any, which we might have determined to be necessary had we been able to satisfy ourselves concerning the completeness of the donations referred to in the preceding paragraph, these financial statements present fairly, in all material respects, the financial position of the Centre as at December 31, 2009, and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

Toronto, Ontario March 19, 2010

Chartered Accountants
Licensed Public Accountants

Grant Thornton LLP

Audit • Tax • Advisory
Grant Thomton LLP. A Canadian Member of Grant Thomton International Ltd

# **Statement of Financial Position**

December 31	2009	2008
Assets Current Cash and short term investments Receivables - City of Toronto - Other Prepaids  Long term Receivable - City of Toronto (Note 3) Capital assets (Note 4)	\$ 1,047,850 227,394 69,450 4,444 1,349,138 296,124 152,869	\$ 1,045,903 302,580 33,979 3,837 1,386,299 271,934 145,949
	\$ <u>1,798,131</u>	\$ _1,804,182
Liabilities Current Payables - City of Toronto - Other Deferred revenue Deferred capital contribution  Long term Employee benefits payable (Note 3)	\$ 330,629 198,535 78,564 26,531 634,259 296,124 930,383	\$ 14,372 186,542 256,069 6,453 463,436 271,934 735,370
Net Assets and Fund Balances Invested in capital assets Unrestricted Fund and Trusteeship balances (Schedule C and Note 5)	126,339 376,168 <u>365,241</u> <u>867,748</u> \$ 1,798,131	139,496 321,828 607,488 1,068,812 \$ 1,804,182

Approved on behalf of the Board of Management

See accompanying notes to the financial statements.

# **Statement of Changes in Net Assets**

Year Ended December 31, 2009

	Invested in Capital assets	Unrestricted	Fund and Trusteeship <u>Balances</u>	Total 2009	Total 2008
Net assets, beginning of year	\$ 139,496	\$ 321,828	\$ 607,488 <b>\$</b>	1,068,812 \$	1,589,479
Excess (deficiency) of revenue over expenditur	es -	16,813	(217,877)	(201,064)	(513,329)
Interfund transfers	24,370	-	(24,370)	-	-
Changes in net assets invested in capital assets	(37,527)	37,527	-	-	-
Adjustment re deferred capital contribution	-	**		-	(7,338)
Net assets, end of year	\$ 126,339	\$ 376,168	\$ 365,241 \$	867,748 \$	1,068,812

# **Statement of Operations**

Year Ended December 31		2009		2008
Program revenue				
Grants				
United Way	\$	242,621	\$	244,124
City of Toronto	·	262,351	•	285,993
Province of Ontario		41,140		49,262
Government of Canada		72,168		70,310
Others		140,616		87,072
		758,896		736,761
Donations		157,057		42,614
Fundraising		187,460		145,044
Rental fees		7,005		4,734
Interest		4,801		4,725
Membership and user fees		43,674		39,512
Other		272		1,160
		<u>1,159,165</u>		974,550
Program expenditures (Schedule A)				
Salaries and wages		683,165		629,822
Employee benefits		123,822		109,663
Materials and supplies and services		297,838		246,353
Amortization of program assets		37,527		39,814
		1,142,352		1,025,652
Excess of (deficiency) revenue over expenditures - Program	1000	16,813		(51,102)
Administration expenditures (Schedule B)		1,240,246		1,207,625
Amortization of administration assets		9,262		2,626
Amortization of deferred capital contributions		(9,262)		(2,626)
	_	1,240,246		1,207,625
Funds provided by City of Toronto				
Administration funding (Note 6)		1,240,246		1,207,625
Excess (deficiency) of revenue over expenditures	\$_	16,813	\$	(51,102)

# **Statement of Cash Flows**

Year Ended December 31	*	2009		2008
Increase (decrease) in cash and short term investments				
Operating activities  Excess (deficiency) of revenue over expenditures  Adjustments for non-cash items	\$	16,813	\$	(51,102)
Amortization of Capital assets Amortization of administration assets Amortization of deferred capital contributions	•••	37,527 9,262 (9,262) 54,340		39,814 2,626 (2,626) (11,288)
Net change in  Net assets – Invested in capital assets  Segregated fund balances and  trusteeships (Note 5)		(7,338) (217,877)		(462,227)
Increase (decrease) resulting from changes in: Receivables - City of Toronto		(170,875) 75,186		(473,515) (143,112)
<ul> <li>Other</li> <li>Prepaid expenses and other assets</li> <li>Long term account receivable - City of Toronto</li> <li>Payable - City of Toronto</li> </ul>		(35,471) (607) (24,190) 316,257		13,214 (1,465) (21,298) 14,372
<ul> <li>Other</li> <li>Deferred revenue</li> <li>Deferred capital contribution</li> </ul>		11,993 (177,505) 36,679		(11,750) 97,256 (888)
Long term employee benefits payable  Financing and investment activities	_	24,190 55,657		21,298 (505,888)
Acquisition of capital assets - Program Acquisition of capital assets - Administration	-	24,370 29,340 (53,710)		(174,010) (6,450) (180,460)
Net increase (decrease) in cash and short term investments		1,947		(686,348)
Cash and short term investments, beginning of year	-	1,045,903	,	1,732,251
Cash and short term investments, end of year	\$.	1,047,850	\$	1,045,903

# **Notes to the Financial Statements**

December 31, 2009

# 1. Establishment and operations

The City of Toronto Act, 1997 continued the provisions of By-law No. 1995 - 0448 dated June 26, 1995 to reflect Chapter 25 of the City of Toronto Municipal Code. Municipal Code Chapter 25 amended all previous By-laws and established part of the premises at No. 519 Church Street as a community recreation centre under the authority of the Municipal Act, known as 519 Church Street Community Centre (the "Centre").

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

- 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

The financial statements have been prepared in accordance with Canadian generally accepted accounting principles applied within the framework of the accounting policies summarized below:

# 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. Externally restricted contributions for depreciable capital assets are deferred and amortized over the life of the related capital assets. Externally restricted contributions for capital assets that have not been expended are recorded as part of deferred capital contribution on the balance sheet. Rental and similar revenues are recognized on the date of the performance or event.

#### Pledges receivables

Pledges are recognized by the Centre when there is reasonable evidence of the amount to be received.

# **Notes to the Financial Statements**

December 31, 2009

# 2. Significant accounting policies (continued)

#### Capital assets

Purchased capital assets are recorded at cost and contributed capital assets are recorded at fair value at the date of contribution. Amortization is provided on a straight-line basis over their estimated useful lives, as follows:

Computers - 3 years straight-line
Furniture and equipment - 5 years straight-line
Building fixtures - 5 years straight-line
Website - 5 years straight-line

#### 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 are recorded as received.

#### Use of estimates

The preparing of the financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions. For example, the employee benefits liabilities and related costs charged to the statement of revenue and expenditures depend on certain actuarial and economic assumptions. Estimates and assumptions are based on the Centre's best information and judgment and may differ significantly from actual results.

#### **Employee related costs**

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

- the Centre's contributions to a multi-employer, defined benefit pension plan are expensed when contributions are made; and
- (b) the costs of other employee benefits are determined by an independent actuary using the projected benefits method prorated on service and management's best estimate of retirement ages of employees, salary escalation and expected health care costs.

#### Financial instruments

The Centre adopted Canadian Institute of Chartered Accountants issued Handbook Section 3855, "Financial Instruments – Recognition and Measurement", and Section 3862, "Financial Instruments – Disclosure and Section 3862 - Presentation", which prescribe the criteria for recognition and presentation of financial instruments on the statement of financial position and the measurement of financial instruments according to prescribed classifications.

The Centre is required to designate its financial instruments into one of the following five categories: held for trading, available for sale, held to maturity, loans and receivables, and other financial liabilities. All financial instruments are to be initially measured at fair value.

# **Notes to the Financial Statements**

December 31, 2009

# 2. Significant accounting policies (continued)

#### Financial instruments (continued)

Financial instruments classified as held for trading or available for sale are subsequently measured at fair value with any change in fair value recorded in net earnings and other comprehensive income, respectively. All other financial instruments are subsequently measured at amortized cost using the effective interest method.

The Centre has classified its cash and short term investments, receivables and payables and accruals as held-for-trading.

It is management's opinion that the Centre is not exposed to significant interest, currency or credit risks arising from these financial instruments. The fair values of these financial instruments approximate their carrying values.

#### Cash and cash equivalents

For the purpose of the statement of cash flows, cash and cash equivalents include cash on hand and balances with banks.

# 3. Employee benefits and long term receivables (City of Toronto)

The Centre participates in a number of defined benefits 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 when they leave the Centre's employment. The liability for these accumulated days represents the extent to which they have vested and can be taken in cash by an 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, the sick bank was locked and no further days accumulated. Grandfathered management staff remain entitled to payout of frozen, banked time, as described above. Under the new STD plan, 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 and long term disability benefits to eligible employees. Depending on length of service and individuals' 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 in accordance with PSAB handbook, Section 3250/3255 of the City of Toronto.

# **Notes to the Financial Statements**

December 31, 2009

#### Employee benefits and long term receivables (City of Toronto) (continued) 3.

The accrued benefit obligation as at December 31, 2009 was based on the most recent actuarial valuation completed. It resulted in an actuarial gain of \$44,041 which is being amortized on a straight-line basis over 16 years, being the expected average remaining service life of the employees.

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

	<u>2009</u>	2008
Sick leave benefits Post-retirement benefits Continuation of benefits to disabled employees Income Benefits  Add: Unamortized actuarial gain	\$ 119,093 137,965 - - 257,058 39,066	\$ 64,474 76,851 5,649 17,038 164,012 107,922
Employee benefit liability	\$ <u>296,124</u>	\$ 271,934
The continuity of the accrued benefit obligation during 20	009 is as follows:	

	<u>2009</u>	2008
Balance, beginning of year	\$ <u>271,934</u>	\$ <u>250,636</u>
Current service cost Interest cost Amortization of actuarial gain Expected benefits paid	18,791 10,373 (4,974)	21,830 7,779 (6,492) (1,819)
Total expenditures related to post-retirement and post-employment benefits	24,190	21,298
Balance, end of year	\$ <u>296,124</u>	\$ 271,934

Expenditures relating to employee benefits are included as administration expenses on the statement of revenue and expenses total \$24,910, as disclosed above.

A long term receivable from the City has resulted from recording sick leave and postretirement 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.

# **Notes to the Financial Statements**

December 31, 2009

# 3. Employee benefits and long term receivables (City of Toronto) (continued)

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 Plan is a defined benefit plan, which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay. The employer contributions totalled \$81,930 in 2009 (2008 - \$75,507).

4. Capital assets			<u>2009</u>	2008
	Cost	Accumulated Depreciation	Net <u>Book Value</u>	Net <u>Book Value</u>
City of Toronto Building fixtures Computers Furniture and equipment  Program Furniture and equipment Website	\$ 11,373 27,727 22,287 61,387 209,522 24,370 233,892	\$ 2,275 25,801 6,781 34,857 105,116 2,437 107,553	\$ 9,098 1,926 15,506 26,530 104,406 21,933 126,339	\$ - 4,456 - 1,997 - 6,453  139,496 - 139,496
	\$ 295,279	\$ <u>142,410</u>	\$ <u>152,869</u>	\$ <u>145,949</u>
5. Fund and trusteeship b	alances		2009	2008
Building Fund AIDS Memorial Fund AIDS Vigil Fund ORAD HOLA Senior Pride Network Trans Program		\$ 	268,553 80,959 3,097 (161) 2,700 10,655 (562)	\$ 506,196 82,559 4,637 (161) 3,500 11,319 (562) \$ 607,488
		\$ _	365,241	\$ 607,488

Schedule C to these financial statements reflects the revenue, expenditures and surplus of the above noted Funds and trusteeships.

# **Notes to the Financial Statements**

December 31, 2009

# 5. Fund and trusteeship balances (continued)

# (a) Building Fund

In 2000, the Board of Management commenced a capital campaign to renovate the existing building and build a new addition on the south side. The Board of Management in partnership with the City of Toronto agreed to cost share the project. The first phase of the project was completed in 2006. The second phase of the construction began in late 2007. The second phase includes completing the finishing in the new building and undertaking a basic renovation on the old building and the Centre has agreed to contribute \$980,000 towards the construction costs and raise additional revenue to pay for the furnishings and a number of the finishing in the building. In 2008, the Centre began to make payments towards these costs and committed to raise additional funding to improve and enhance the finishing.

In 2008, there were a number of major structural issues discovered in the 100 year old building including the need to complete extensive work on the foundation underpinning and floor levelling. The City has agreed to fund these additional major structural repairs. The current cost estimates of this work are around \$1.6 million.

The overall project cost for the entire project is now estimated at \$8 million and the City has agreed to increase its contribution to cover the additional costs as per the Relationship Framework with the City of Toronto.

#### (b) The AIDS Memorial Fund

Since 1990, the Board has accepted donations for the establishment of an AIDS Memorial. This is a joint project between the City, the Board of Management of the 519 Church Street Community Centre, various funding agencies including other charitable foundations and individual and corporate donors. The AIDS Memorial Fund was established to fund expenditures related to the AIDS Memorial, which is located in Cawthra Park.

# (c) The AIDS Vigil Fund

This fund was established in 1998 to fund expenditures related to the AIDS Candlelight Vigil. This event is held annually in June to remember those who have died from AIDS.

# (d) ORAD Fund

ORAD is a social and support group for Deaf Gay Men, Lesbians, Bisexuals and Trans People. Their project, Austin Unbound, brought the film regarding a Deaf man's choice to get a double mastectomy. The film was followed by a discussion with the filmaker, Eliza Greenwood about issues faced by Austin. This provided an outreach opportunity to Deaf Transsexual and Transgender people, and an educational event for the membership of ORAD.

# **Notes to the Financial Statements**

December 31, 2009

# 5. Fund and trusteeship balances (continued)

# (e) HOLA Fund

HOLA is a social and support group for Spanish speaking Gay Men, Lesbians, Bisexuals and Trans People. The project is meant to increase their visibility in the community through supporting their social events and their Pride Week activities. This is a trusteeship taken on by The Centre because Hola is a community group within The Centre's space use structure.

# (f) Senior Pride Network

The Senior Pride Network is an association committed to promoting appropriate services and a positive, caring environment for older gay, lesbian, bisexual, transgender, transsexual, intersexed and 2 spirited people in Toronto.

#### (g) Trans Program

The Trans Program consists of the following funds:

# Transform Trusteeship

The Transform Project was established in 2005 to create a play about shelter access by transsexual and transgendered people, and ran during the summer of 2008. This is a trusteeship where The Centre oversees the finances for the coordinators of this program.

The Trans Program consists of the following funds:

# Trans Mens Working Group

The Gay/Bi/Queer Transmen Working Group is mandated to support the inclusion of transmen in the provincial strategy to address the sexual health needs of gay, bisexual and other men who have sex with men. The focus is on developing a sexual health resource for use by front-line agencies and transmen in support of the sexual health of gay/bi/queer transmen.

# **Notes to the Financial Statements**

December 31, 2009

# 6. Funds provided - 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.

	<u>2009</u>	<u>2008</u>
Budget administration expenditures: Centre's approved budget for administration expenses	\$ <u>1,194,259</u>	\$ <u>1,129,059</u>
Actual administration expenditure: Centre's actual administration expenses were (Schedule B)	1,240,246	1,207,625
Post retirement benefits, not funded by the City until paid, that are included in long term accounts receivable - City of Toronto	(24,190)	(21,298)
Add: Acquisition of capital assets Elevator repair expenses	29,340 <u>9,350</u>	6,450
Administration expenses net of post-retirement benefits	1,254,746	1,192,777
Administration expenditure over approved budget	\$ 60,487	\$ 63,718

The over expenditure of \$60,487 (2008 - \$63,718) is included in accounts receivable from the City.

#### 7. Capital Management

The capital structure of the Centre consists of net assets invested in capital assets, fund and trusteeship balances and unrestricted net assets. The primary objective of the Centre's capital management is to safeguard the Centre's ability to continue as going concern, so it can continue to provide services to the community.

The purpose of the fund and trusteeship balances are disclosed in Note 5.

Unrestricted net assets are available for future operations and are preserved so the Centre can have financial flexibility should opportunities arise in the future.

# 8. Comparative figures

Certain of the prior year's figures have been reclassified to conform to the current year's presentation.

#### **Board of Management for the 519 Church Street Community Centre** Schedule A Schedule of Program Expenditures by Activities Year Ended December 31 2009 2008 General \$ 39,551 38,779 Fundraising 35,401 11,218 Pride 126,442 118,827 Rental and sales 540 Children's programs 147,709 178,140 Queer parenting 87,907 55,052 Sunday Drop In 130,352 155,987 Trans program and access 195,367 176,781 Among Friends 50,196 40,647 Senior program 79,306 48,420 Community counselling 55,728 38,447 Mosaic 535 Anti-Violence project 86,748 72,685 Volunteer projects 15,896 9,329 Summer camp 54,222 40,451 Amortization of capital assets 37,527 39,814

\$ <u>1,142,352</u>

\$ 1,025,652

#### **Board of Management for the 519 Church Street Community Centre** Schedule B **Schedule of Administration Expenditures** 2009 2008 Year Ended December 31 772,978 745,644 Salaries and wages 189,087 211,357 Employee benefits 55,516 39,847 Building, maintenance and repairs Utilities 48,476 43,342 24,617 14,145 In-house printing and advertising 37,938 30,004 Telephone 35,172 26,605 **Equipment services** 35,119 55,107 Office supplies 9,342 7,634 Audit fee 941 Professional development 3,114 2,890 Insurance 2,854

Postage

Sundry

Volunteer support

Alternate space at YMCA

7,015

1,823

12,334

9,925

\$ 1,240,246

7,543

1,426

3,949

12,127

\$ 1,207,625

Board of Management for the 519 Church Street Community Centre

# 519 Church Street Community Centre Schedule of Operations and Change in Fund Balances

Schedule C

Year Ended December 31

		AIDS Vigil	Vigil		AIDS	AIDS Memorial	nrial		Bui	Building	8006	000	ORAD			Tota	Total Funds
	41	6003	2002	<b>~</b> !	2003		7000		2007		2002	8007	3	2008		5003	2008
Donation, grants and fundraising Interest income	\$ 15	15,425	\$ 6,961	<del></del>	3,126	↔	4,240	<del>69</del>	402,999 6,965	\$ 75.4	154,888	↔	<del>⇔</del>	1,050	<del>69</del>	421,550 6.965	\$ 167,139 47,239
	15	15,425	6,961		3,126		4,240		409,964	20	202,127		l <b>'</b> I	1,050		428,515	214,378
xpenses Salaries and benefits	-	1,353	583	_	1,353		422		15,891		3.378			•		18.597	4.383
Professional services			•				•		78,412	<del></del>	18,429			,		78,412	18,429
			•		•		,		421,694	62	625,112			•		421,694	625,112
Material, supplies and services	15	15,612 16,965	9,499	T	3,373 4,726		5,521 5,943		107,240 623,237	65	12,402 659,321		'  '	1,230		126,225 644,928	28,652
\$0.000000 P													I				
Excess (deliciency) excess of revenue over expenses	E	(1,540)	(3,121)	_	(1,600)		(1,703)	-	(213,273)	(45	(457,194)			(180)		(216,413)	(462,198)
Interfund transfers			•		•		,		(24,370)	(17	(174,010)					(24,370)	(174,010)
Balance, beginning of year	4	4,637	7,758	1	82,559	~	84,262		506,196	1,13	1,137,400	(161	£	19		593,231	1,229,439
Balance, end of year	8	3,097	\$ 4,637	φ. 	80,959	<del>∞</del>	82,559	.``  \$>	268,553	\$	506,196	\$ (161	e El	(161)	s <del>s</del>	352,448	\$ 593,231

# Board of Management for the

# 519 Church Street Community Centre

Schedule C continued

Schedule of Operations and Change in Fund Balances

Year Ended December 31

O LOWING	ŀ	2009	HOLA	2008	S	Senior Pride Network	de Net	<u>work 2008</u>	5000	1	Trans Program	Total Trusteeships 2009	steeshi <u>j</u>	200 <u>8</u>	
Donation, grants and fundraising	€9	1	€9	3,500	·   &	16,527	↔	9,630	\$	\$	9,998	\$ 16,527	€,	23,128	
Expenses Salaries and benefits				,		6,343		5,791			ı	6,343		5,791	
Professional services		800		٠		539		6,888			10,325	1,336		17,213	
Material, supplies and services		. 800		111	' '	10,309 17,191		153 12.832		*1 *1	10,325	10,309		153 23,157	
Excess (deficiency) of revenue over expenses		(800)		3,500		(664)		(3,202)			(327)	(1,464)	•	(53)	
Balance, beginning of year		3,500		1	1	11,319	ı	14,521	(56	ଧ	(235)	14,257		14,286	
Balance, end of year	<del>\$</del>	2,700	↔	3,500	` <b>ا</b> ج	10,655	↔	11,319	\$ (56	\$ @	(562)	\$ 12,793	<del>6)</del>	14,257	