



Financial Statements

Board of Management for Community Centre 55

December 31, 2023

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Board of Management for Community Centre 55

Date: June 24, 2024

Management's Responsibility for the Financial Statements

The financial statements of the Board of Management (the "Board") for Community Centre 55 (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 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.

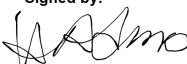
The financial statements have been audited by Grant Thornton LLP, independent external auditors appointed by the City of Toronto's City Council, in accordance with Canadian generally accepted auditing standards. The accompanying Independent Auditor's Report outlines their responsibilities, the scope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

Signed by:


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Chairperson

Signed by:


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Treasurer



Independent Auditor's Report

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To the Council of the Corporation of the City of Toronto and the Board of Management of
Community Centre 55

Opinion

We have audited the financial statements of Community Centre 55 (the "Centre"), which comprise the statement of financial position as at December 31, 2023, and the statements of operations and 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.

In our opinion, except for the possible effects of the matter 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, 2023, and its results of operations, changes in net assets, and cash flows for the year then ended in accordance with Canadian public sector accounting standards for government not-for-profit organizations.

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 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 opinion.

Other matter

The financial statements of the Centre were audited by another auditor for the year ended December 31, 2022, who expressed an unmodified opinion on those statements on May 24, 2023.

Responsibilities of Management 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 responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

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.

The logo for Grant Thornton LLP, featuring the company name in a stylized, cursive script.

Toronto, Canada
June 24, 2024

Chartered Professional Accountants
Licensed Public Accountants

Community Centre 55

Statement of Financial Position

As at December 31,

2023

2022

Assets

Current assets

Cash	\$ 521	\$ 1,323
Due from City of Toronto – deficit (Note 5)	59,086	-
Accounts receivable	92,479	72,869
	<u>152,086</u>	<u>74,192</u>

Due from City of Toronto (Note 4)	<u>320,426</u>	<u>298,273</u>
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\$ 472,512 \$ 372,465

Liabilities

Current liabilities

Accounts payable and accrued liabilities (Note 6)	49,062	31,396
Due to Community Centre 55 Charity (Note 7)	103,024	26,476
Due to City of Toronto - surplus (Note 5)	-	16,320
	<u>152,086</u>	<u>74,192</u>

Post-employment benefits liability (Note 4)	<u>320,426</u>	<u>298,273</u>
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472,512 372,465

Net Assets

- -

\$ 472,512 \$ 372,465

On behalf of the Board of Management

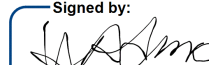
Signed by:



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Chair

Signed by:



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Treasurer

Community Centre 55**Statement of Operations and Changes in Net Assets**

Year ended December 31,

2023**2022****Revenue**

City of Toronto

\$ 872,760**\$ 809,583****Expenses**

Salaries and wages

526,998

502,289

Employee benefits

153,070

151,434

Materials and supplies

113,073

101,254

Purchase of services

79,619

54,606

872,760**809,583****Excess of revenue over expenses and net assets,
beginning and end of year****\$ -****\$ -**

See accompanying notes to the financial statements

Community Centre 55

Statement of Cash Flows

Year ended December 31,

2023

2022

Increase (decrease) in cash

Operating activities

Excess of revenue over expenses	\$	-	\$	-
Adjustment for non-cash items:				
Post-employment benefits liability		<u>22,153</u>		<u>28,935</u>
		22,153		28,935

Net change in non-cash working capital items:

Accounts receivable	(19,610)	(15,003)
Due from City of Toronto - deficit	(59,086)	-
Due to City of Toronto - surplus	(16,320)	5,643
Accounts payable and accrued liabilities	17,666	(11,562)
Due to Community Centre 55 Charity	<u>76,548</u>	<u>16,864</u>
	21,351	24,877

Financing

Long-term amount due from City of Toronto	<u>(22,153)</u>	<u>(28,935)</u>
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Decrease in cash	(802)	(4,058)
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Cash, beginning of year	<u>1,323</u>	<u>5,381</u>
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Cash, end of year	<u>\$ 521</u>	<u>\$ 1,323</u>
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See accompanying notes to the financial statements

Community Centre 55

Notes to the Financial Statements

Year ended December 31, 2023

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 97 Main Street, Toronto, as a community recreation centre under the authority of the Municipal Act, known as Community Centre 55 (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 of Management 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-GNPO"), including the 4200 series of standards, as issued by the Public Sector Accounting Board (PSAB).

The Centre controls Community Centre 55 Charity (the "Charity"), a charitable organization and has chosen to account for the controlled not-for-profit organization by providing disclosure in Note 6.

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 are recorded as deferred contributions on the statement of financial position.

Financial instruments

The Centre initially measures 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 receivable, due from City of Toronto, and long-term amounts due from City of Toronto. Financial liabilities measured at amortized cost include due to City of Toronto, accounts payable, and due to Community Centre 55 Charity.

Contributed material and services

Because of the difficulty of determining their fair value, contributed materials and services are not recognized in the financial statements.

Community Centre 55

Notes to the Financial Statements

Year ended December 31, 2023

2. Significant accounting policies (continued)

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 conformity with PSAS-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.

Community Centre 55

Notes to the Financial Statements

Year ended December 31, 2023

3. Change in accounting policies

Effective January 1, 2023, the Centre adopted new Public Sector Accounting Standards Sections PS3450 *Financial Instruments* and PS1201 *Financial Statement Presentation* along with related amendments. New Section PS3450 requires the fair value measurement of derivatives and portfolio investments in equities quoted in an active market. All other financial assets and liabilities are measured at cost or amortized cost (using the effective interest method), or, by policy choice, at fair value when the entity defines and implements a risk management or investment strategy to manage and evaluate the performance of a group of financial assets, liabilities, or both on a fair value basis.

The measurement requirements were applied prospectively. There were no adjustments required and there are no remeasurement gains or losses or embedded derivatives requiring the presentation of a statement of remeasurement gains or losses.

4. Post-employment benefits liability and long-term 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 July 1, 2008, unused sick leave accumulates and eligible retirees are 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. 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 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, accidental death and disability, life insurance and long-term disability benefits to eligible employees. Depending upon length of service and an individual's election, management retirees are covered either by the former City 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, 2021 with projections to December 31, 2024. Assumptions used to project the accrued benefit obligations were as follows:

- long-term inflation rate - 2.0%
- assumed health care cost trends - range from 3.0% to 6.0%
- rate of compensation increase - 3.0% to 3.5%
- discount rates - post-retirement 4.7%, post-employment 4.1%, sick leave 4.2%

Community Centre 55

Notes to the Financial Statements

Year ended December 31, 2023

4. Post-employment benefits liability and long-term receivable (continued)

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

	<u>2023</u>	<u>2022</u>
Post-retirement benefits	\$ 226,577	\$ 187,137
Less: unamortized actuarial gain	<u>93,849</u>	<u>111,136</u>
Post-employment benefit liability	<u>\$ 320,426</u>	<u>\$ 298,273</u>

The continuity of the accrued benefit obligation is as follows:

	<u>2023</u>	<u>2022</u>
Balance, beginning of year	\$ 298,273	\$ 269,338
Current service cost	16,333	21,932
Interest cost	9,563	6,528
Amortization of actuarial gain	<u>(3,743)</u>	<u>475</u>
Balance, end of year	<u>\$ 320,426</u>	<u>\$ 298,273</u>

A long-term receivable of \$320,426 (2022 - \$298,273) from the City 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 management 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 the 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 \$41,919 in 2023 (2022 - \$48,955).

The most recent actuarial valuation of the Plan as at December 31, 2023 indicates that the Plan is in a deficit position and the Plan's December 31, 2023 financial statements indicate a net deficit of \$7,571 million (a net deficit of \$4,202 million plus adjustment of \$3,369 million 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 contribution. Additional contributions, if any, required to address the Centre's proportionate share of the deficit will be expensed during the period incurred.

Community Centre 55

Notes to the Financial Statements

Year ended December 31, 2023

5. Funds provided by the City of Toronto

Funding for administration expenditures 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.

	Budget 2023 (unaudited)	2023	2022
Administration expenses:			
Salaries and wages	\$ 441,527	\$ 526,998	\$ 502,289
Employee benefits	173,180	153,070	151,434
Materials and supplies	124,980	113,073	101,254
Purchase of services	75,213	79,619	54,606
	<u>\$ 814,900</u>	<u>\$ 872,760</u>	<u>\$ 809,583</u>
Centre's actual administration revenue:			
Administration budget		\$ 814,900	\$ 799,548
Difference between budget and amount funded		<u>(42,279)</u>	<u>-</u>
		<u>772,621</u>	<u>799,548</u>
Centre's actual administration expense:			
Administration expenses		872,760	809,583
Adjustments for:			
Post-employment benefits, not funded by the City until paid, that are included in long-term receivable -			
Due from City of Toronto		<u>(22,153)</u>	<u>(28,935)</u>
		<u>850,607</u>	<u>780,648</u>
Administration expenses under (over) approved budget		<u>\$ (77,986)</u>	<u>\$ 18,900</u>

The due from (to) City of Toronto balance is comprised of:

	2023	2022
2021 deficit receivable	\$ -	\$ 2,580
2022 surplus payable	(18,900)	(18,900)
2023 deficit receivable	<u>77,986</u>	<u>-</u>
	<u>\$ 59,086</u>	<u>\$ (16,320)</u>

6. Government remittances payable

Included in accounts payable and accrued liabilities are government remittances payable of \$Nil (2022 - \$ Nil) related to payroll deductions.

Community Centre 55

Notes to the Financial Statements

Year ended December 31, 2023

7. Controlled not-for-profit and related party balances

The Centre controls the Charity. The Charity runs the Centre's programs. The Charity is incorporated without share capital under the name Community Centre 55 and is a registered charity under the Income Tax Act. The Centre provides all administrative resources to the Charity and the Charity operates to assist the Centre in achieving its mandates.

The Charity has not been consolidated in the Centre's financial statements. Financial summaries of the Charity as at December 31, 2023 and 2022 and for the years then ended are as follows:

Financial Position

	2023 <u>(unaudited)</u>	2022 <u>(unaudited)</u>
Total assets	<u>\$ 2,559,705</u>	<u>\$ 2,273,621</u>
Total liabilities	<u>\$ 335,039</u>	<u>\$ 329,067</u>
Total net assets	<u>2,264,666</u>	<u>1,944,554</u>
Total liabilities and net assets	<u>\$ 2,559,705</u>	<u>\$ 2,273,621</u>

Operations

Total revenues	<u>\$ 3,141,409</u>	<u>\$ 2,401,619</u>
Total expenses	<u>2,821,297</u>	<u>2,685,129</u>
Excess of revenue over expenses (expenses over revenue)	<u>\$ 320,112</u>	<u>\$ (283,510)</u>

Cash Flows

Cash from (used in) operating activities	<u>\$ 221,461</u>	<u>\$ (171,219)</u>
Cash from (used in) investing activities	<u>(253,870)</u>	<u>41,389</u>
Cash from (used in) financing activities	<u>-</u>	<u>-</u>
Decrease in cash	<u>\$ (32,409)</u>	<u>\$ (129,830)</u>

Balances owing to the Charity are as follows:

Due to Community Centre 55 Charity (cash advances from Charity)	<u>\$ 103,024</u>	<u>\$ 26,476</u>
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All transactions occur in the normal course of business and are recorded at their exchange amount which is the amount agreed upon by the related parties. All advances from the Charity are unsecured, non-interest bearing and have no specified terms of repayment.

Community Centre 55

Notes to the Financial Statements

Year ended December 31, 2023

8. Financial instruments

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 following disclosures provide information to assist users of the financial statements in assessing the extent of risk related to the Centre's financial instruments.

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 organization manages its credit risk by reviewing accounts receivable aging and following up on outstanding amounts.

Liquidity risk

Liquidity risk refers to the adverse consequence that the Centre will encounter difficulty in meeting obligations associated with financial liabilities, which 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 due to changes in market interest rates. The Centre's cash earns interest at prevailing market rates. As a result, management believes that the interest rate exposure related to these financial instruments is negligible.

Community Centre 55

Notes to the Financial Statements

Year ended December 31, 2023

8. Financial instruments (continued)

iii) Other price risk

Other price risk refers to 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 those 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.

9. Comparative figures

Comparative figures have been reclassified where necessary to conform to the presentation adopted in the current year.

June 24, 2024

Management and the Board of Management
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In connection with our audit of the financial statements of Community Centre 55 (the "Centre") as of December 31, 2023 and for the year then ended, we considered internal control over financial reporting ("internal control") as a basis for designing appropriate audit procedures. The purpose of our audit was to express an opinion on the financial statements, not to identify internal control matters. Therefore, we express no opinion on the effectiveness of internal control and it would be inappropriate to conclude that no internal control matters, including significant control deficiencies, exist beyond those included in this communication.

A deficiency in internal control exists where the design, implementation, operation or absence of a control means that internal controls are unable to prevent, or detect and correct, misstatements in the financial statements on a timely basis. The Canadian Auditing Standards require that, where we identify internal control deficiencies during an audit, we assess their importance and severity and communicate them to management and those charged with governance, as appropriate. Deficiencies that are of sufficient importance to merit the attention of those charged with governance are described as "significant deficiencies".

Significant control deficiencies

Segregation of duties

In common with other organizations with a small accounting team, we noted an issue surrounding segregation of duties. We noted that the Finance & Business Director has administrative access and the ability to post and approve journal entries in the accounting software while also being involved in the financial reporting process. Also, there is no formal review of manual journal entries. Segregation of duties is a key control designed to prevent employees from both being able to commit and conceal errors or irregularities in the normal course of their duties. The ideal segregation of duties occurs when different employees initiate, authorize, record, verify, and report transactions, and have custody of assets. Adequate segregation of duties is required in order to ensure that the Centre's assets are properly safeguarded.

Management Response

All Cheque requests are submitted by department heads and are review and signed off on by The Finance and Business Director, The Executive Director and the Treasurer. The bookkeeper pays the cheque request and attaches the back up to the payment. He/She also input the payment into the Journal entries. The Finance and Business Director review and posts. The Finance and Business Director does not handle cash or give receipts for payments. Reception or downstairs staff receives payments and records in the receipt book before putting in the safe. From there the Bookkeeper prepares the banking. There is a payroll clerk that handles payroll, the Head of each department approves the time cards. We are a small department of 3 people and segregate as much as we can.

Other deficiencies

HST Filing

We noted that HST receivables have been accumulating since 2017 and have not been received by the Centre. Per discussions with management, HST rebate forms have been filled and mailed to the CRA each year. Management has indicated they have contacted the CRA but no responses were received until recently. In current year, CRA has indicated that they did not receive the HST filings and require the Centre to file the forms again.

Although it occurs from time to time that HST filings are not processed in a timely manner or not processed at all by the CRA, it is rare. Given the amount of years in arrears, we recommend management review its processes for filing HST claims and follow up in a timely manner if refunds are not deposited. The CRA does put a time limit on how far back HST claims can be made, so ensuring receipt of claims with the CRA will help to prevent any collectability issues.

Management Response

Director of Finance is in communication with CRA to resolve the issue and submit any missed filings.

Conclusion

The matters reported in this communication are limited to those deficiencies we identified during the audit that we considered to be of sufficient importance to communicate to management and, in the case of significant deficiencies, those charged with governance. Had we performed more extensive procedures on internal control, including procedures subsequent to June 24, 2024, we might have identified more deficiencies or reached different conclusions about the deficiencies included in this communication.

This communication is intended solely for the information and use of management, those charged with governance, and others within the Centre and is not intended to be and should not be used by anyone other than these specified parties.

Yours sincerely,
Grant Thornton LLP

A handwritten signature in black ink that reads "Grant Thornton LLP". The signature is written in a cursive, flowing style.

David Fioretti, CPA, CA
Principal