

K-W HABILITATION SERVICES

**FINANCIAL STATEMENTS
YEAR ENDED MARCH 31, 2021**

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MANAGEMENT RESPONSIBILITY FOR FINANCIAL REPORTING
MARCH 31, 2021

The accompanying financial statements and all other information contained in this annual report are the responsibility of the management of K-W Habilitation Services. Except as noted, the financial statements have been prepared by management in accordance with Canadian accounting standards for not-for-profit organizations and have been approved by the Board of Directors.

Preparation of financial information is an integral part of management's broader responsibilities for the ongoing operations of K-W Habilitation Services. Management maintains a system of internal accounting and administration controls which are designed to provide reasonable assurance that transactions are accurately recorded on a timely basis, are properly approved and result in reliable financial information. Such information also includes data based on management's best estimates and judgements. Management has determined that the enclosed financial statements are presented on a consistent basis with prior years.

The Finance Committee reviews and makes recommendations to the Board of Directors who review and approve the annual financial statements. In addition, the Finance Committee meets with management of K-W Habilitation Services and the external auditors, and reports to the Board of Directors thereon. The Finance Committee and Board of Directors also review the annual report in its entirety.

The accompanying financial statements have been audited by Graham Mathew Professional Corporation, the auditors of the Agency, who are engaged by the Board of Directors and whose appointment was ratified at the annual meeting of the Board of Directors. The auditors have access to the Finance Committee, without management present, to discuss the results of their work.



Jane Tuer
President of the Board



Ann Bilodeau
Executive Director

INDEPENDENT AUDITORS' REPORT

To the Directors of
K-W Habilitation Services

Qualified Opinion

We have audited the accompanying financial statements of **K-W Habilitation Services** (the Agency), which comprise the statement of financial position as at March 31, 2021, and the statements of operations, fund balances 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 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 Agency as at March 31, 2021, and its financial performance and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Qualified Opinion

The Agency does not amortize capital assets which are acquired with Agency funds, and does not capitalize capital assets which are funded by government subsidies. Instead, capital assets are charged to operations in the period the subsidy is received. The Agency receives certain subsidies that are restricted in that the subsidy must be used to purchase capital assets. Since the Agency does not capitalize and amortize capital assets, it does not identify restricted contributions and defer the recognition of income on the same basis as amortization. All government subsidies are recognized as income in the year received. The effects on the financial statements of these departures from accounting standards for not-for-profit organizations have not been determined, as it is not practicable to do so.

In addition, in common with many charitable organizations, the Agency derives a portion of its revenue from fundraising and donations, the completeness of which is not susceptible of satisfactory audit verification. Accordingly, our verification of these revenues was limited to the amounts recorded in the records of the Agency and we were not able to determine whether any adjustments might be necessary to revenues, excess of revenue over expenditure, current assets and fund balances.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Agency in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for 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 Agency'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 the Board of Directors either intends to liquidate the Agency or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Agency's financial reporting process.

INDEPENDENT AUDITORS' REPORT (CONTINUED)

Auditors' 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 auditors' 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 judgement 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 Agency'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 Agency's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' 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 auditors' report. However, future events or conditions may cause the Agency 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.



Cambridge, Ontario
May 25, 2021

Chartered Professional Accountants, authorized to practise public
accounting by the Chartered Professional Accountants of Ontario

**STATEMENT OF OPERATIONS - GENERAL AGENCY
YEAR ENDED MARCH 31, 2021**

| | 2021 Budget \$ (note 13) (Unaudited) | 2021 Actual \$ | 2020 Actual \$ |
|---|---|---------------------------|---------------------------|
| Revenue | | | |
| Grants | | | |
| MCSS: Operating | 15,581,786 | 15,872,995 | 15,898,209 |
| MCSS: Dedicated Supportive Housing | 162,038 | 162,038 | 162,038 |
| MCSS: Discretionary/Infrastructure | | | 508,000 |
| MCYS: Operating | 559,239 | 608,199 | 641,901 |
| Region of Waterloo | 3,834,154 | 3,053,999 | 3,898,978 |
| HRDC (Government of Canada) | | 38,492 | 43,110 |
| Expenditure recovery | 832,770 | 2,099,363 | 577,018 |
| Residents' and participants' fees | 1,501,055 | 1,609,230 | 1,784,894 |
| Community participation (note 15) | | (185) | 3,856 |
| | 22,471,042 | 23,444,131 | 23,518,004 |
| Operating expenses | | | |
| Staff costs | 16,676,291 | 19,211,164 | 17,925,532 |
| Purchased services and supplies | 2,370,007 | 725,586 | 2,141,799 |
| Dietary costs | 514,574 | 534,931 | 483,813 |
| Facilities costs | 1,192,031 | 1,271,466 | 1,192,817 |
| Replacements and new equipment | 30,336 | 155,892 | 128,893 |
| Allocated administration costs | 1,407,449 | 1,363,084 | 1,437,631 |
| Other | 280,354 | 182,008 | 207,519 |
| | 22,471,042 | 23,444,131 | 23,518,004 |
| Excess of revenue over expenditure before undernoted items | NIL | NIL | NIL |
| Other | | | |
| Rental income | 196,200 | 181,200 | 194,200 |
| Other revenues | 275,000 | 8,409 | 347,669 |
| Unrealized investment gain (loss) | 20,000 | 211,815 | (125,085) |
| Gain on disposal of capital assets (note 5) | | | 528,687 |
| | 491,200 | 401,424 | 945,471 |
| Excess of revenue over expenditure for year | 491,200 | 401,424 | 945,471 |

**STATEMENT OF OPERATIONS - AFFORDABLE HOUSING 108 SYDNEY STREET
YEAR ENDED MARCH 31, 2021**

| | 2021 Budget \$ (note 13) (Unaudited) | 2021 Actual \$ | 2020 Actual \$ |
|--|---|---------------------------|---------------------------|
| Revenue | | | |
| Affordable rent income from units | 190,680 | 172,271 | 190,680 |
| Other | 4,200 | 7,434 | 6,891 |
| | 194,880 | 179,705 | 197,571 |
| Operating expenses | | | |
| Interest and bank charges | 996 | 837 | 848 |
| Interest on long-term debt | 49,200 | 48,609 | 48,876 |
| Salaries and benefits | 7,700 | 7,900 | 7,671 |
| Utilities | 35,400 | 32,074 | 33,634 |
| Insurance | 5,004 | 5,124 | 4,927 |
| Repairs and maintenance | 38,004 | 35,690 | 41,572 |
| Purchased services and supplies | 42,460 | 39,037 | 40,896 |
| | 178,764 | 169,271 | 178,424 |
| Excess of revenue over expenditure for year | 16,116 | 10,434 | 19,147 |

**STATEMENT OF FUND BALANCES
YEAR ENDED MARCH 31, 2021**

| | Property and Equipment \$ | Operating Fund \$ | Contingency Fund \$ | 2021 \$ | 2020 \$ |
|---|--|----------------------------------|------------------------------------|--------------------|--------------------|
| Fund balances, beginning of year | 2,996,885 | (1,745,849) | 1,396,884 | 2,647,920 | 1,683,302 |
| Principal repayments | 131,949 | | | 131,949 | 134,736 |
| Capital asset additions | 68,800 | | | 68,800 | 136,204 |
| Capital asset disposals | | | | | 528,687 |
| Excess of revenue over expenditure for year | | | | | |
| - General Agency | | 401,424 | | 401,424 | 945,471 |
| Excess of revenue over expenditure for year | | | | | |
| - Affordable Housing 108 Sydney Street | | 10,434 | | 10,434 | 19,147 |
| Transfers | | (448,231) | | (448,231) | (700,377) |
| Unrealized investment income (loss) | | | 211,815 | 211,815 | (125,085) |
| Income on contingency fund | | | 35,667 | 35,667 | 25,835 |
| Fund balances, end of year | 3,197,634 | (1,782,222) | 1,644,366 | 3,059,778 | 2,647,920 |

**FINANCIAL POSITION
MARCH 31, 2021**

| | 2021 \$ | 2020 \$ |
|--|-------------------|------------------|
| ASSETS | | |
| Cash (note 9) | 2,309,144 | 1,197,991 |
| Cash - capital replacement reserve fund (note 12) | 30,638 | 24,640 |
| Accounts receivable | 714,551 | 700,543 |
| Prepaid expenses | | 680 |
| Current assets | 3,054,333 | 1,923,854 |
| Affordable housing project development costs - 878 Frederick Street (note 20) | 47,803 | 22,738 |
| Contingency fund investments (note 8) | 1,644,366 | 1,396,884 |
| Capital assets (note 5 and 6) | 6,098,756 | 6,029,956 |
| | 10,845,258 | 9,373,432 |
| LIABILITIES | | |
| Accounts payable and accrued liabilities (note 7) | 953,367 | 987,032 |
| Accrued salaries and benefits (note 7) | 1,448,619 | 1,277,782 |
| Subsidies payable - MCCSS (note 3) | 231,120 | |
| Subsidies payable - Region of Waterloo (note 3) | 315,739 | |
| Deferred revenue (note 18) | 496,722 | 294,835 |
| Funds held for Region of Waterloo (note 16) | 877,463 | 577,462 |
| Long-term debt (note 10) | 129,004 | 1,152,463 |
| Current liabilities | 4,452,034 | 4,289,574 |
| Capital replacement reserve fund (note 12) | 30,638 | 24,640 |
| Long-term debt (note 10) | 3,302,808 | 2,411,298 |
| | 7,785,480 | 6,725,512 |
| FUND BALANCES | | |
| Fund balances (page 6) | 3,059,778 | 2,647,920 |
| | 10,845,258 | 9,373,432 |

APPROVED BY THE BOARD:



Treasurer



President

The explanatory financial notes form an integral part of these financial statements.

**STATEMENT OF CASH FLOWS
YEAR ENDED MARCH 31, 2021**

| | 2021 \$ | 2020 \$ |
|---|------------------|------------|
| Cash flows from operating activities: | | |
| Excess of revenue over expenditure for year - General Agency | 401,424 | 945,471 |
| Excess of revenue over expenditure for year - Affordable Housing 108 Sydney Street | 10,434 | 19,147 |
| Gain on disposal of capital assets | | (528,687) |
| Unrealized loss (gain) on contingency fund investments | (211,815) | 125,085 |
| | 200,043 | 561,016 |
| Net change in non-cash working capital balances relating to operations: | | |
| Accounts receivable | (14,008) | (432,135) |
| Subsidies payable | 546,859 | 4,111 |
| Prepaid expenses | 680 | (680) |
| Deferred revenue | 201,887 | 124,350 |
| Accounts payable and accrued liabilities | (33,665) | (3,313) |
| Accrued salaries and benefits | 170,837 | 200,180 |
| | 1,072,633 | 453,529 |
| Cash flows from investment activities: | | |
| Additions to contingency fund investment | (35,667) | (25,835) |
| Affordable housing project development costs | (25,065) | 27,951 |
| Additions to capital assets | (68,800) | (136,204) |
| Proceeds on disposal of capital assets | | 612,414 |
| | (129,532) | 478,326 |
| Cash flows from financing activities: | | |
| Repayment of long-term debt | (131,949) | (134,736) |
| Change in capital replacement reserve fund | 5,998 | 6,077 |
| Change in funds held for Region of Waterloo | 300,001 | 26,520 |
| | 174,050 | (102,139) |
| Net increase in cash | 1,117,151 | 829,716 |
| Cash, beginning of year | 1,222,631 | 392,915 |
| Cash, end of year | 2,339,782 | 1,222,631 |
| Cash position includes: | | |
| Cash | 2,309,144 | 1,197,991 |
| Cash - capital replacement reserve fund | 30,638 | 24,640 |
| | 2,339,782 | 1,222,631 |

The explanatory financial notes form an integral part of these financial statements.

EXPLANATORY FINANCIAL NOTES
YEAR ENDED MARCH 31, 2021

1. Nature of the Organization

K-W Habilitation Services (the Agency) is incorporated as a non-share capital corporation under the laws of Ontario and is registered as a charitable organization with Canada Revenue Agency.

The Agency works together with the community to inspire abilities to enrich the lives of children, youth, adults and families.

As K-W Habilitation Services is a registered charity under the Income Tax Act, its income is not taxable and it is eligible to issue official income tax receipts for charitable donations.

2. Summary of Significant Accounting Policies

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations and include the following significant accounting policies:

(a) Supplies

The Agency has adopted a policy of not recognizing supplies as an asset when the activities of the program are substantially or totally funded by government subsidies.

(b) Amortization of capital assets

The original cost of capital assets acquired with Agency funds are recorded as capital assets, while replacements and new capital assets, which are substantially or totally funded by government subsidies, are charged to operations. No amortization of capital assets is recorded in the accounts. This is not in accordance with Canadian accounting standards for not-for-profit organizations.

(c) Revenue recognition

The Agency follows the deferral method of accounting for contributions.

Donations received, which are expendable by the Agency, are reported as income in the Operating fund in the year in which they are received.

Donations received, which are not at the complete disposal of the Agency, are reported as an increase in the restricted fund (capital replacement reserve fund) balance. The funds are reported as income when they are used for specific purposes or when the restrictions on the funds are released.

Subsidies are recognized as income in the year they are earned.

Interest received on unrestricted funds is reported as income in the year it is earned.

Interest received on restricted funds (capital replacement reserve fund) is reported as an increase in the restricted fund balances.

Rental income is recognized on an accrual basis.

EXPLANATORY FINANCIAL NOTES
YEAR ENDED MARCH 31, 2021

2. Summary of Significant Accounting Policies (Continued)

(d) Use of estimates

The preparation of these financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the current period. These estimates are reviewed periodically and adjustments are made to income as appropriate in the year they become known.

(e) Financial instruments

Investments are shown on the statement of financial position at their fair values at the year-end date, with changes in fair value recognized in the statement of operations. All other financial assets and liabilities are recorded at amortized cost less any discovered impairment.

(f) Contributed services and materials

Donations of materials and services are not reflected in these financial statements because of the impracticality of the record keeping and valuation of them.

(g) Deferred revenue

Deferred revenue consists of funding received for expenditures to be incurred and services to be provided in subsequent fiscal years.

(h) Fund accounting

To ensure observation of restrictions placed on the use of resources available to the Agency, the accounts are maintained in accordance with the principles of fund accounting. The resources are classified for accounting and reporting purposes into the following funds which have been established according to their nature and purpose:

The **Operating fund**, accounts for the Agency's program delivery and administrative activities.

The **Property and Equipment fund**, reports the assets and liabilities related to the capitalized capital assets acquired by the Agency.

The **Contingency fund**, is an internally restricted fund intended to provide operating flexibility in the event of reduced operating revenues, or for possible investments in growing the Agency's organizational capability, and is not available for unrestricted purposes without approval of the Board of Directors. These funds are held in a separate bank account and/or investments.

(i) Inter-fund transfers

Inter-fund transfers represent principal repayments funded by the Operating Fund on behalf of the Property and Equipment Fund, and realized and unrealized income (loss) on contingency fund investments funded by the Operating Fund on behalf of the Contingency Fund.

EXPLANATORY FINANCIAL NOTES
YEAR ENDED MARCH 31, 2021

3. Subsidies Receivable/Payable

The Agency qualifies for subsidies for its programs from the Ministry of Children, Community and Social Services (MCCSS), Human Resources and Skills Development Canada (HRDC) and the Region of Waterloo. The subsidies receivable/payable is the difference between the amounts advanced to the Agency and the subsidies earned.

4. Capital Asset Additions Included in Expenditures

Capital asset additions funded by grants or subsidies provided by third parties totalling approximately \$135,000 (\$521,800 in 2020) have been included in expenditures shown on the Statement of Operations - General Agency.

| | 2021 \$ | 2020 \$ |
|--|----------------|------------|
| 5. Capital Assets | | |
| Cost | | |
| David Fisher Residence, Erbsville | | |
| Property | 268,168 | 268,168 |
| Major renovation | 484,305 | 484,305 |
| Ministry funding - major renovation | (484,305) | (484,305) |
| Equipment and furnishings | 51,514 | 51,514 |
| | 319,682 | 319,682 |
| University Avenue, Waterloo | | |
| Property | 275,938 | 275,938 |
| Equipment and furnishings | 46,593 | 46,593 |
| | 322,531 | 322,531 |
| Frederick Street and Wordsworth Homes, Kitchener | | |
| Property | 571,816 | 571,816 |
| Equipment and furnishings | 8,456 | 8,456 |
| | 580,272 | 580,272 |
| Stirling Avenue Group Home | | |
| Property | 285,000 | 285,000 |
| Equipment and furnishings | 5,581 | 5,581 |
| Ministry funding | (284,999) | (284,999) |
| | 5,582 | 5,582 |
| Eby Street Group Home | | |
| Property | 105,043 | 105,043 |
| Equipment and furnishings | 2,850 | 2,850 |
| | 107,893 | 107,893 |
| Avalon Street Group Home | | |
| Property | 521,651 | 521,651 |
| Equipment and furnishings | 7,960 | 7,960 |
| Ministry funding | (521,602) | (521,602) |
| | 8,009 | 8,009 |

**EXPLANATORY FINANCIAL NOTES
YEAR ENDED MARCH 31, 2021**

| | 2021 \$ | 2020 \$ |
|--|------------------|--------------|
| 5. Capital Assets (Continued) | | |
| Cost | | |
| Pinnacle Drive Group Home | | |
| Property | 548,456 | 548,456 |
| Ministry funding | (548,413) | (548,413) |
| Equipment and furnishings | 8,033 | 8,033 |
| | 8,076 | 8,076 |
| Lexington Group Home | | |
| Property | 350,000 | 350,000 |
| Ministry funding | (350,000) | (350,000) |
| | NIL | NIL |
| Ottawa Street | | |
| Property | 6,030,849 | 6,030,849 |
| Equipment and furnishings | 1,828 | 1,828 |
| Ministry funding | (3,711,000) | (3,711,000) |
| Designated contributions received | (1,048,813) | (1,048,813) |
| | 1,272,864 | 1,272,864 |
| Affordable Housing 108 Sydney Street | | |
| Property | 5,056,389 | 5,050,497 |
| Equipment and furnishings | 21,332 | 21,332 |
| Ministry funding (note 6) | (2,850,000) | (2,850,000) |
| Designated contributions received | (5,892) | |
| | 2,221,829 | 2,221,829 |
| 710 Frederick Street | | |
| Affordable Housing Property | 125,423 | 56,623 |
| Leasehold improvements | 108,677 | 108,677 |
| Equipment and furnishings | 4,610 | 4,610 |
| Designated contributions received | (33,706) | (33,706) |
| | 205,004 | 136,204 |
| Vehicles | 48,876 | 48,876 |
| Capitalized costs of Assured Housing Program | 998,138 | 998,138 |
| Net Book Value | 6,098,756 | 6,029,956 |

During the 2020 fiscal year the Belmont Street Group Home property was sold for proceeds of \$612,414, which resulted in a gain on disposal of capital assets of \$528,687.

EXPLANATORY FINANCIAL NOTES
YEAR ENDED MARCH 31, 2021

6. Forgivable Loan

The Agency received funds of \$1,971,000 in fiscal 2018 and \$879,000 in fiscal 2019 from The Region of Waterloo for the 108 Sydney Street Affordable Housing project. These funds are subject to the terms and conditions stipulated by the related agreement. If the Agency continues to be in compliance until 2043, the principal amount and all unpaid interest shall be forgiven at that time.

The principal amounts referred to above have been included as Ministry funding included in the cost breakdown of this capital asset.

| | 2021 \$ | 2020 \$ |
|--|------------------|------------------|
| 7. Accounts Payable and Accrued Liabilities | | |
| Accounts payable and accrued liabilities | 953,367 | 987,032 |
| Accrued salaries and benefits | 1,448,619 | 1,109,616 |
| Government remittances payable | NIL | 168,166 |
| | 2,401,986 | 2,264,814 |

8. Contingency Fund Investments

The contingency fund investments, stated at fair market value, are comprised of the following:

| | | |
|----------|------------------|------------------|
| Cash | 126,693 | 204,907 |
| Bonds | 544,652 | 537,033 |
| Equities | 973,021 | 654,944 |
| | 1,644,366 | 1,396,884 |

The bonds have maturity dates ranging between October 2021 and January 2025 and bear interest at rates ranging from 1.20% to 3.75%.

9. Cash

The Agency has an operating loan available to a maximum of \$1,500,000. At year end, there were no balances drawn on this facility.

The Agency has a seed contribution loan available to a maximum of \$32,000 to be used for eligible activities pertaining to new construction related to the Affordable Housing project at 878 Frederick Street. At year end, there were no balances drawn on this facility. The loan is interest free provided that it is repaid by the maturity date specified in the loan agreement to be the earlier of the date when the project obtains financing and August 12, 2023.

**EXPLANATORY FINANCIAL NOTES
YEAR ENDED MARCH 31, 2021**

| 10. Long-Term Debt | 2021 | 2020 |
|---|------------------|-------------|
| | \$ | \$ |
| Mortgage - Canada Mortgage and Housing Corporation Registered against Assured Housing Program properties. The mortgage bears interest at 0.68% and is payable in monthly instalments of \$4,202 including interest and principal. The mortgage matures in February 2024. | 145,548 | 194,565 |
| Mortgage - Canada Mortgage and Housing Corporation Registered on the Frederick Street and Wordsworth Place Group Home properties. The mortgage bears interest at 1.72% and is payable in monthly instalments of \$2,210 including interest and principal. The mortgage renews in March 2025. | 211,530 | 234,565 |
| Mortgage - Canada Mortgage and Housing Corporation Registered on the 108 Sydney Street Affordable Housing property. The mortgage bears interest at 2.36% and is payable in monthly instalments of \$5,882 including interest and principal commencing July 2021. Prior to this date payments are interest only. The mortgage renews in June 2028. | 2,075,500 | 2,075,500 |
| Term Loan - RBC Royal Bank Secured by real property. The loan bears interest at 3.61% and is payable in monthly instalments of \$6,275 including interest and principal. The loan matures in February 2025. | 999,234 | 1,059,131 |
| | 3,431,812 | 3,563,761 |
| Current portion due within one year | 129,004 | 1,152,463 |
| | 3,302,808 | 2,411,298 |

Principal payments over the next five years and thereafter will be approximately as follows:

| | \$ |
|---------------------|------------------|
| 2022 | 129,004 |
| 2023 | 137,225 |
| 2024 | 135,818 |
| 2025 | 1,038,868 |
| 2026 and thereafter | 1,990,897 |
| | 3,431,812 |

EXPLANATORY FINANCIAL NOTES
YEAR ENDED MARCH 31, 2021

11. Economic Dependence

The Agency receives annual subsidies from the Government of Ontario and The Region of Waterloo to assist with offsetting the amount of costs incurred by the Agency. The Agency is dependent on receiving these annual subsidies to fund its operations.

12. Capital Replacement Reserve Fund

The Ministry of Children, Community and Social Services has identified that certain amounts provided for within its Dedicated Supportive Housing operating budget were specific to a capital replacement reserve fund. The capital reserve funding is to be reflected in its own capital reserve fund and only spent after receiving Ministry approval.

The approved sources and uses of these funds is summarized as follows:

| | 2021 | 2020 |
|----------------------------|---------------|--------|
| | \$ | \$ |
| Balance, beginning of year | 24,640 | 18,563 |
| Capital funding | 5,945 | 5,945 |
| Interest income | 53 | 132 |
| | 30,638 | 24,640 |
| Represented by: | | |
| Cash | 30,638 | 24,640 |

13. Budget

The budget figures presented for comparison purposes are unaudited and reflect the Ministry fiscal approved revenues and expenditures. Budgeted figures have been classified to conform with the financial statement presentation.

14. Commitments

The Agency leases various properties and vehicles with these costs being subsidized by government grants. As a result, there are no commitments that must be funded directly by the Agency.

EXPLANATORY FINANCIAL NOTES
YEAR ENDED MARCH 31, 2021

15. Community Participation

The community participation revenues are shown on a net basis on the Statement of Operations and are calculated as follows:

| | 2021 Budget \$ (note 13) (Unaudited) | 2021 Actual \$ | 2020 Actual \$ |
|-------------------------|---|---------------------------|---------------------------|
| Community participation | | | 25,751 |
| Cost of sales | | (185) | (21,895) |
| | NIL | (185) | 3,856 |

Community participation activities are operated by citizens supported by the Agency to provide learning and skill building opportunities.

16. Funds Held for Region of Waterloo

Pursuant to an agreement, the Agency holds funds in custody on behalf of Region of Waterloo.

17. Service Contract/CFSA Approval with the Ministry of Children, Community and Social Services

K-W Habilitation Services has a Service Contract/CFSA Approval with the Ministry of Children, Community and Social Services. A reconciliation report summarizes by service (detail code) all revenues and expenditures and identifies any resulting surplus or deficit that relates to the Service Contract/CFSA approval. Any surplus amounts are reflected in accounts payable and accrued liabilities, and any deficit amounts are reflected in the General Fund expenditures.

18. Deferred Revenue

The components of deferred revenue are summarized as follows:

| | | |
|--|----------------|----------------|
| 108 Sydney Street Affordable Housing Replacement Reserve | 38,928 | 19,464 |
| Professional Development | 10,000 | |
| Our Farm Project | 17,399 | 42,333 |
| Early Learning Technology | | 14,616 |
| Other | 430,395 | 218,422 |
| | 496,722 | 294,835 |

EXPLANATORY FINANCIAL NOTES
YEAR ENDED MARCH 31, 2021

19. Capital Management

The Agency's investment policy is directed toward the preservation and security of capital. Investments are undertaken in a manner that seeks to ensure the preservation of capital within the overall investment portfolio. During the 2020 fiscal year, the investments were managed through Rae & Lipskie Investment Counsel Inc. and were held by National Bank of Canada. During the 2021 fiscal year, the investments were transferred and are now held and managed by CIBC Wood Gundy.

20. Affordable Housing Project Development Costs

During fiscal 2019, the Agency's Board approved pursuing the development of Affordable Housing buildings at 878 Frederick Street and 710 Frederick Street in Kitchener. The costs incurred to pursue these Affordable Housing projects have been accumulated in the Affordable Housing Development Cost accounts shown on the Statement of Financial Position. The building at 710 Frederick Street in Kitchener was substantially completed during 2020 and added to the Agency's capital assets. During the current fiscal year, the Affordable Housing building at 710 Frederick Street was used to assist with existing operations and to house individuals impacted by the COVID-19 pandemic to facilitate distancing. The Agency intends for the building to be used for Affordable Housing moving forward when it is no longer needed for pandemic use.

21. Cumulative Surplus Balance - Affordable Housing 108 Sydney Street

| | 2021 \$ | 2020 \$ |
|--|---------------|---------------|
| Cumulative surplus, beginning of year | 35,239 | 16,092 |
| Current year surplus | 10,434 | 19,147 |
| Cumulative surplus, end of year | 45,673 | 35,239 |

This note is presented to summarize the cumulative surplus for the Affordable Housing 108 Sydney Street operations, since it commenced operating in fiscal 2019.

22. Financial Instrument Risk Management

The Agency is exposed to various risks through its financial instruments. The following analysis provides a measure of the Agency's risk exposure and concentrations at the year end date.

Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Agency is exposed to this risk mainly in respect of its amounts payable and accrued liabilities and its long-term debt.

Credit risk

The Agency's exposure to credit risk is indicated by the carrying value amounts of its financial assets. The Agency may be exposed to losses in the future if the carrying amounts of assets are not realized. The Agency is satisfied that the risk of realization has been appropriately provided for.

**EXPLANATORY FINANCIAL NOTES
YEAR ENDED MARCH 31, 2021**

22. Financial Instrument Risk Management (Continued)

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 comprises three types of risk: currency risk, interest rate risk and other price risk. The Agency is mainly exposed to interest rate risk and other price risk.

Interest rate risk

The Agency is exposed to interest rate risk on its fixed and floating interest rate financial instruments. Fixed-rate instruments subject the Agency to a fair value risk while the floating-rate instruments subject it to a cash flow risk. The Agency is exposed to this type of risk as a result of its investment holdings described in note 8 and its long-term debt.

Other price risk

The Agency is exposed to other price risk on its investments in equities. The Agency mitigates the risk by regularly rebalancing its portfolio and investing in the Canadian financial sector.

23. Uncertainty Regarding COVID-19

As the COVID-19 pandemic continues to impact the economy, it could result in a significant negative impact on the Agency's operations. As of the time of authorization of these financial statements, it is not possible to estimate the length and severity of these developments and their impact on the financial results and operations of the Agency.