

**MATTHEWS HOUSE HOSPICE**  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED MARCH 31, 2020**

**Kevin W. Melnichuk, Chartered Professional Accountant**

## INDEPENDENT AUDITOR'S REPORT

To The Directors of  
Matthews House Hospice:

### Qualified Opinion

I have audited the accompanying financial statements of Matthews House Hospice, which comprise the statement of financial position as at March 31, 2020 and the statements of operations and changes in net assets, and of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In my opinion, except for the effects of the matter described in the Basis for Qualified Opinion section of my report, the accompanying financial statements present fairly, in all material respects, the financial position of Matthews House Hospice as at March 31, 2020, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

### Basis for Qualified Opinion

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

I conducted my audit in accordance with Canadian generally accepted auditing standards. My responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of my report. I am independent of Matthews House Hospice in accordance with the ethical requirements that are relevant to my audit of the financial statements in Canada, and have fulfilled my other ethical responsibilities in accordance with these requirements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my 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 organization'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 organization or to cease operations, or has no realistic alternative but to do so.

Those charges with governance are responsible for overseeing the organization's financial reporting process.

**Kevin W. Melnichuk**, *Chartered Professional Accountant*

### Auditor's Responsibility for the Audit of the Financial Statements

My objective is to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my 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, I exercise professional judgement and maintain professional skepticism throughout the audit. I 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 my 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 organization'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 organization's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial statement or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or condition may cause the organization 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.

I 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 I identify during the audit.



August 12, 2020

Oshawa, Ontario

Chartered Professional Accountant - Chartered Accountant

Licensed Public Accountant

**Kevin W. Melnichuk**, *Chartered Professional Accountant*

MATTHEWS HOUSE HOSPICE


STATEMENT OF FINANCIAL POSITION

AS AT MARCH 31, 2020

	<u>2020</u>	<u>2019</u>
<b><u>ASSETS</u></b>		
<b>Current</b>		
Cash and term deposits	\$ 1,433,531	\$ 581,900
Accounts receivable	22,362	233,438
Prepaid expenses	<u>55,008</u>	<u>56,234</u>
	<u>1,510,901</u>	<u>871,572</u>
Capital Assets (Note 3)	<u>6,413,560</u>	<u>6,710,259</u>
	<u>\$ 7,924,461</u>	<u>\$ 7,581,831</u>
<b><u>LIABILITIES</u></b>		
<b>Current</b>		
Accounts payable and accrued liabilities	\$ 122,717	\$ 99,269
Withholding taxes payable	44,178	16,797
Deferred revenue (Note 6)	<u>348,856</u>	<u>331,655</u>
	<u>515,751</u>	<u>447,721</u>
Long Term Liabilities		
Deferred revenue (Note 6)	<u>4,524,551</u>	<u>4,762,686</u>
	<u>5,040,302</u>	<u>5,210,407</u>
<b><u>NET ASSETS</u></b>		
Unrestricted net assets	<u>2,884,159</u>	<u>2,371,424</u>
	<u>2,884,159</u>	<u>2,371,424</u>
	<u>\$ 7,924,461</u>	<u>\$ 7,581,831</u>

Approved on behalf of the Board:

  
\_\_\_\_\_  
(Director)

  
\_\_\_\_\_  
(Director)

The accompanying notes are an integral  
part of the financial statements

**Kevin W. Melnichuk, Chartered Professional Accountant**

**MATTHEWS HOUSE HOSPICE**

**STATEMENT OF OPERATIONS AND CHANGES IN NET ASSETS**

**FOR THE YEAR ENDED MARCH 31, 2020**

	<u>2020</u>	<u>2019</u>
<b>REVENUE</b>		
Donations	\$ 1,400,481	\$ 1,183,942
Trillium and new horizons grants	59,050	19,743
Central LHIN funding - base funding	82,164	70,557
Central LHIN funding - residence funding	1,093,721	1,267,577
Fundraising	707,600	524,531
Other income	18,689	2,800
	<u>3,361,705</u>	<u>3,069,150</u>
<b>EXPENSES</b>		
Advertising and promotion	9,970	9,387
Amortization	364,783	393,593
Building occupancy	133,018	92,277
Fundraising expenses	127,824	94,258
Insurance	17,511	22,501
Interest and bank charges	20,560	35,206
Office expenses	145,752	107,279
Professional fees	28,491	16,863
Program expenses	46,266	45,072
Residence - operating expenses	43,507	92,551
Salaries, wages and benefits	1,883,052	1,569,398
Travel	4,261	3,418
Staff training and recruitment	20,112	11,109
Volunteer training and recognition	3,863	6,867
	<u>2,848,970</u>	<u>2,499,779</u>
<b>EXCESS OF REVENUES OVER EXPENSES FROM OPERATIONS</b>	512,735	569,371
Gain on disposal of assets	-	317,844
<b>EXCESS OF REVENUES OVER EXPENSES</b>	512,735	887,215
<b>NET ASSETS, beginning of year</b>	<u>2,371,424</u>	<u>1,484,209</u>
<b>NET ASSETS, end of year</b>	<u>\$ 2,884,159</u>	<u>\$ 2,371,424</u>

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**MATTHEWS HOUSE HOSPICE**

**STATEMENT OF CASH FLOWS**

**AS AT MARCH 31, 2020**

	<u>2020</u>	<u>2019</u>
<b>SOURCE (APPLICATION) OF CASH</b>		
<b>From Operating Activities</b>		
Excess of revenues over expenses	\$ 512,735	\$ 569,371
Plus expenses not involving an outlay of funds		
Amortization	<u>364,783</u>	<u>393,593</u>
	<u>877,518</u>	<u>962,964</u>
Changes in non-cash items		
Accounts receivable	211,076	295,152
Prepaid expenses	1,226	(7,186)
Accounts payable and accrued liabilities	23,448	(534,549)
Withholding taxes payable	27,381	(20,824)
Deferred revenue	<u>(220,934)</u>	<u>1,772,179</u>
<b>Total cash from operating activities</b>	<u>919,715</u>	<u>2,467,736</u>
<b>From Investing Activities</b>		
Disposal of capital assets	-	640,109
Purchase of capital assets	<u>(68,084)</u>	<u>(2,531,269)</u>
	<u>(68,084)</u>	<u>(1,891,160)</u>
<b>Increase (Decrease) in cash</b>	851,631	576,576
Cash, beginning of year	<u>581,900</u>	<u>5,324</u>
Cash, end of year	<u>\$ 1,433,531</u>	<u>\$ 581,900</u>
<b>CASH DETERMINATION</b>		
Cash and term deposits	<u>\$ 1,433,531</u>	<u>\$ 581,900</u>
<b>SUPPLEMENTAL INFORMATION</b>		
Interest paid	<u>\$ -</u>	<u>\$ 19,868</u>

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**MATTHEWS HOUSE HOSPICE**

**NOTES TO FINANCIAL STATEMENTS**

**AS AT MARCH 31, 2020**

**1) Purpose of the Organization**

Matthews House Hospice was incorporated without share capital under the laws of Canada. The purpose of the organization is to provide caring and compassionate community, in-home and residential support for people affected by life threatening illnesses and end of life.

The organization is a registered charitable organization. As a registered charity it must comply with certain requirements to maintain its status under the Income Tax Act and, while registered, is exempt from income taxes and may issue income tax receipts.

**2) Significant Accounting Policies**

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

**a) Revenue Recognition**

The organization follows the deferral method of accounting for contributions. Unrestricted 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 recognized as revenue in the year in which the related expenses are incurred.

Donated goods and services are not recorded in the financial statements, except when they are used in the normal course of business and when a value for such goods and services can be readily determined.

**b) Capital Assets**

Capital assets are recorded at cost and amortized over their estimated useful lives at the following annual rates:

Capitalized residential costs	5% declining balance
Furniture and equipment	20% declining balance

Purchases in excess of \$2,500 are capitalized upon meeting the criteria for recognition as a capital asset. Otherwise, costs are expensed as incurred.

**c) Contributed Services**

Volunteers contribute numerous hours each year to assist in the programs. Because of the difficulty in determining the market value of such efforts, the value of contributed services has not been recognized in the financial statements.

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**MATTHEWS HOUSE HOSPICE**

**NOTES TO FINANCIAL STATEMENTS**

**AS AT MARCH 31, 2020**

2) Significant Accounting Policies (continued)

d) Use of Estimates

The preparation of 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 and disclosure of contingent assets and liabilities (if any) at the date of the financial statements, and the reported amounts of revenues and expenses during the period. Actual results may vary from the current estimates.

3) Capital Assets

Capital assets are stated as follows:

	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>2020 Net</u>	<u>2019 Net</u>
Land	\$ 635,404	\$ -	\$ 635,404	\$ 635,404
Capitalized residential costs	6,058,731	587,967	5,470,764	5,700,611
Furniture and equipment	<u>528,957</u>	<u>221,565</u>	<u>307,392</u>	<u>374,244</u>
	<u>\$ 7,223,092</u>	<u>\$ 809,532</u>	<u>\$ 6,413,560</u>	<u>\$ 6,710,259</u>

4) Related Party Transactions

In 2019, the organization leased three townhouse units for the residential program. All three leases were terminated during the 2019 fiscal year. The premises leased are owned by a member of the board of directors and a company controlled by this individual. During the 2019 fiscal year, rent payments in the amount of \$25,600 were paid to the related party. No amounts were paid during the 2020 fiscal year.

In addition, during the 2019 fiscal year, a short term loan in the amount of \$700,000 was obtained through a company controlled by the same member of the board of directors as above. Interest was reimbursed on this loan at the same variable rate the company paid the bank. During the 2019 fiscal year, interest payments in the amount of \$19,868 were made on the loan. No interest amounts were paid during the 2020 fiscal year.

These transactions are in the normal course of operations and are measured at the exchange amount, which is the amount of consideration established and agreed to by the related parties.

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**MATTHEWS HOUSE HOSPICE**

**NOTES TO FINANCIAL STATEMENTS**

**AS AT MARCH 31, 2020**

**5) Deferred Revenue**

Deferred revenue consists of the following:

	<u>2020</u>	<u>2019</u>
<b>Current:</b>		
Legacy project	\$ 28,761	\$ 71,356
Magic of Music grant	49,255	-
Government of Canada New Horizons grant	25,000	-
Residence equipment	6,532	8,164
Office equipment	1,174	1,468
Capitalized residential costs	<u>238,134</u>	<u>250,667</u>
	<u>\$ 348,856</u>	<u>\$ 331,655</u>
<b>Long-term:</b>		
Capitalized residential costs	<u>\$ 4,524,551</u>	<u>\$ 4,762,686</u>

**6) Financial Instruments**

The organization is exposed to various risks through its financial instruments. These risks include liquidity risk, credit risk and interest rate risk. The following analysis provides a measure of the organization's risk exposure at the financial statement date:

**a) Liquidity Risk**

Liquidity risk is the risk that an organization will encounter difficulty in meeting obligations associated with financial liabilities. Cash flow from operations provides a substantial portion of the organization's cash requirements, however the organization is exposed to liquidity risk in respect to its accounts payable and accrued liabilities and withholding taxes payable.

**b) Credit Risk**

Credit risk is the risk that parties may default on their obligations. Credit risk on cash is minimized by holding all cash at major financial institutions. Credit risk on accounts receivable arises from the possibility that the amounts may not be paid to the organization.

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**MATTHEWS HOUSE HOSPICE**

**NOTES TO FINANCIAL STATEMENTS**

**AS AT MARCH 31, 2020**

**6) Financial Instruments (continued)**

**c) Market Risk**

Market risk is the risk that the fair value of 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 organization has exposure to interest rate risk.

**d) Interest Rate Risk**

Interest rate risk is the risk that the fair value of a financial instrument or future cash flows associated with the instrument will fluctuate due to changes in market interest rates. The organization's cash includes amounts that earn interest at market rates.

**7) Subsequent Events**

Since March 31, 2020, the spread of COVID-19 has severely impacted many local economies around the globe. In many countries, businesses are being forced to cease or limit operations for long or indefinite periods of time. Measures taken to contain the spread of the virus, including travel bans, quarantines, social distancing, and closures of non-essential services have triggered significant disruptions to businesses worldwide, resulting in an economic slowdown. Global stock markets have also experienced great volatility and a significant weakening. Governments and central banks have responded with monetary and fiscal interventions to stabilize economic conditions. The organization has been impacted as a result of measures taken to contain the spread and has seen the postponement of several events.

The organization has determined that these events are non-adjusting subsequent events. Accordingly, the financial position and results of operations as of and for the year ended March 31, 2020 have not been adjusted to reflect their impact. The duration and impact of the COVID-19 pandemic, as well as the effectiveness of government and central bank responses, remains unclear at this time. It is not possible to reliably estimate the duration and severity of these consequences, as well as their impact on the financial position and results of the organization for future periods.

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