



Michele Taylor – Executive Director

Cliff Dimm – Board Chair

Tracey Lamb – Director of Program Development

November 27, 2019

# Organization Mandate

- Vision: A community free of domestic violence, sexual assault, abuse and homelessness.
- Purpose: To lead in improving the fundamental safety and health of individuals, families and communities.
- Urban office in downtown area; office space secured in Anzac.
- Mobile teams provide service in Anzac, Janvier, Conklin, Fort McKay, 468 First Nation and Fort Chipewyan.
- Funding will support three full-time counsellors to provide services that align with the Family and Community Support Services (FCSS) preventative social services mandate.

# Community Impact

- Clinical-level counselling
- Free of charge
- Available to individuals, families and groups
- Promote health and wellness of community members, including reducing anxieties, PTSD and other mental health issues, addictions, etc.

# 2020 Grant Request

2020 Grant Request	
Revenue	\$ 0
Expense (3 Full-Time Counsellors)	\$ 485,000
Subsidy Requested	\$ 485,000
Subsidy represents <b>100</b> % of total expenses (Subsidy/Expenses)	

Previous Year's Financial Information	
Last Fiscal Year End Date	March 31, 2019
Total expenses from previous year	\$ 6,512,756
Unrestricted Net Assets	\$ 3,093,825

# Expense Summary

Cost Category	Total Expense	Funded by RMWB
Salary/Wages (3 full time)	\$ 372,500	\$ 372,500
Program Costs	\$ 68,490	\$ 68,490
Overhead (utilities, insurance, etc.)	\$ 44,010	\$ 44,010
TOTAL	\$ 485,000	\$ 485,000

# Community Investment History

2020 Request	2019	2018
\$ 485,000	\$ 0	\$ 0

**Waypoints Community Services Association**

## 2020 Sustaining Grant Analysis

**CIP Grant Summary:**

2017	2018	2019	2020 Request	2020 Recommended by CIP	Variance Recommended vs. Requested
-	-	-	486,123	485,000	(1,123)

Fiscal Year End	Total Expenses	Unrestricted Net Assets
March 31, 2019	6,512,756	2,445,011

**Notes:**

Request is for 3 Counsellors to provide FCSS counselling services, in both urban and rural service areas.  
(Difference is due to rounding)

Budget Line Description	2020 Total Budget	2020 Budget Request	2020 Recommended
<b>Revenues</b>			
RMWB Sustaining Grant	486,123	486,123	485,000
<b>Total Revenues</b>	<b>486,123</b>	<b>486,123</b>	<b>485,000</b>
<b>Expenses</b>			
FCSS Counsellor Salaries and Benefits	373,440	373,440	372,500
FCSS Counsellor Professional Membership	-	-	-
FCSS Counsellor Professional Development	25,800	25,800	25,800
Room Rental	6,000	6,000	6,000
Food Costs	5,000	5,000	5,000
Office Supplies related to FCSS Counselling	7,000	7,000	7,000
Travel (Mileage)	24,690	24,690	24,690
Administration (10%)	44,193	44,193	44,010
<b>Total Expenses</b>	<b>486,123</b>	<b>486,123</b>	<b>485,000</b>
<b>Total Surplus (Deficit)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## 2020 Sustaining Grant Application for Grant Funding

The grant program under which your organization is applying has specific eligibility requirements. The Application Form should clearly show how the proposed event meets these requirements. The Application Form, including all required attachments, must be received by the closing date. **Late or incomplete applications will not be processed (Community Investment Program Policy FIN-220, Section 3.1.5).**

In order to complete this application for funding, please read the following thoroughly:

- 2020 Sustaining Grant Guidelines

If you have reviewed the 2020 Sustaining Grant Guidelines and have any questions regarding this application form or eligibility, please contact CIP@rmwb.ca.

**Organization Name:** Waypoints Community Services Association

**Declaration:** In making this application, we, the undersigned, confirm:

- that we have read the Sustaining Grant Guidelines;
- that we understand that this application form and all attachments shall be part of the **public** Council agenda and accessible through all methods that the Council agenda is available;
- that we understand that this application form and all required attachments must be completed in full and received before 4:30 p.m. MT on Monday, September 23, 2019;
- that we understand the term of the Sustaining Grant is January 1 to December 31, 2020 and that all expenditures must happen during this term; and
- that we are authorized by the applicant organization to complete the application and hereby represent to the Regional Municipality of Wood Buffalo's Community Investment Program and declare that to the best of our knowledge and belief, the information provided is truthful and accurate, and the application is made on behalf of the above-named organization and with the Board of Directors' full knowledge and consent.

Board Member(s) and/or  
Executive Director Initials:


M.C. RM

M.C. RM

M.C. RM

M.C. RM

M.C. RM

  
\_\_\_\_\_  
Signature of Board Member  
(must have signing authority)

  
\_\_\_\_\_  
Signature of Board Member or Executive Director  
(must have signing authority)

MARTIN CARTER  
\_\_\_\_\_  
Print Name

Michele Taylor  
\_\_\_\_\_  
Print Name

2019-11-06  
\_\_\_\_\_  
Date: (YYYY-MM-DD)

2019-11-06  
\_\_\_\_\_  
Date: (YYYY-MM-DD)



## Sustaining Grant Part A - Organization Summary

### 1. Organization Details

<b>Organization Name:</b>	Waypoints Community Services Association
<b>Street Address:</b>	#100 130 Prospect Drive
<b>City/Hamlet:</b>	Fort McMurray
<b>Province:</b>	Alberta
<b>Postal Code:</b>	T9K 2Z5
<b>Phone Number:</b>	Office: s.17 (1) and Cell: s.17 (1)
<b>Email Address:</b>	michele.taylor@waypointswb.ca
<b>Act Registered Under:</b>	Societies Act (Alberta)
<b>Registration Number:</b>	502532914

*Note: Organization must be in good standing to receive funding.*

### 2. Main Contact

<b>Title:</b>	Executive Director
<b>Name:</b>	Michele Taylor
<b>Daytime Phone:</b>	Office: s.17 (1) and Cell: s.17 (1)
<b>Email Address:</b>	michele.taylor@waypointswb.ca

### 3. Executive Director

<b>Name:</b>	Michele Taylor
<b>Daytime Phone:</b>	Office: s.17 (1) and Cell: s.17 (1)
<b>Email Address:</b>	michele.taylor@waypointswb.ca

### 4. Board Chair / President

<b>Name:</b>	Cliff Dimm
<b>Daytime Phone:</b>	s.17 (1)
<b>Email Address:</b>	s.17 (1)

*Note: Should any of the contact details in Questions 2 to 4 change before December 31, 2020, please advise the Community Investment Program at CIP@rmwb.ca*

## Part B - Board Questionnaire

5. **How often does the Board of Directors meet?** 6 times per annum
- 
6. **Minimum number of board members according to bylaws:** 5
- 
7. **Number of board members:**
- |                   |    |              |   |              |    |
|-------------------|----|--------------|---|--------------|----|
| <b>Currently:</b> | 10 | <b>2018:</b> | 8 | <b>2017:</b> | 10 |
|-------------------|----|--------------|---|--------------|----|
- 

**Describe measures being undertaken to fill vacant spots if minimum board members are not met:**

Board Members and senior staff do recruiting and we advertise through FuseSocial and the United Way. We currently have 10 of 11 board positions filled. We expect to have the last open position filled in January, 2020.

**8. Please list your current Board of Directors:**

Name	Board Position	Years on Board
Cliff Dimm	Board President/Chair	7.5
Colleen Kearney	Vice President/Vice Chair	6.5
Martin Carter	Board Treasurer	2.0
Gordon Armitage	Board Member	6.0
Arlene Rice	Board Member	5.5
Barbara Henning	Board Member	4.0
Asif H. Syed	Board Member	3.0
Chris Pirie	Board Member	0.5
Sylvie Comtois	Board Member	0.5
Jo-Anne Packham	Board Member	3.0

## Part B - Board Questionnaire

9. Are any board members being paid, or receiving an honorarium, for being on the Board or for other positions in the organization outside of their role on the Board? Yes ☐ No ☒

If yes, complete the following table:

Board member name	Paid role on the board / organization	Amount received

10. What are the restrictions (if any) on becoming a member of your organization or participating in programs or services?

None

11. How often does the Board review the financial position of the agency? What efforts have been made in the past fiscal year to increase the number and types of financial support for your organization?

The Board reviews the financial position of the organization 6 times per year.

Attempts to increase the number and type of financial support for the organization are on-going. We have increased our annual operations funding from 2.7 million in 2013 to 7.2 million in 2019. We have increase services by 300% in that time.

We have Government of Canada, Government of Alberta, Corporate, RMWB, Service Clubs, Foundations, and community groups and individuals contributing to our operations each year. We also do various fundraisers throughout the year, (eg. Fort McMurray Food Festival and Dinner Theatre).

The personal information collected in this application is collected under the authority of section 33(c) of Alberta's Freedom of Information and Protection of Privacy (FOIP) Act. It will be used to process the application and contact you if needed, during the review of this application. If you have any questions about the collection and use of the personal information you may contact the Manager, Community Investment Program, at 9909 Franklin Avenue, Fort McMurray, AB T9H 2K4 or at (780) 743-7918.

## Part C - Strategic Plan

The Regional Municipality of Wood Buffalo 2018-2021 Strategic Plan focuses on the vision of a vibrant, sustainable region we are proud to call home. It identifies four key strategic priorities to achieve this goal: Responsible Government, Downtown Revitalization, Regional Economic Development, and Rural and Indigenous Communities and Partnerships. The Community Investment Program aims to assist non-profit agencies to achieve the goals and objectives outlined in the Municipal Strategic Plan.

**The Sustaining Grant subsidizes organizations to operate and maintain Municipally-owned assets and/or contribute toward the key strategic priorities identified above. Please indicate which category that is applicable to the organization.**

- ☐ Operator of a Municipally-owned asset (Please continue to Part E on page 8)
- ☐ Provide programs and services related to the collection, preservation and display of regional heritage and culture in a museum setting (Strategy & Initiatives #1a and #1c)
- ☐ a) the development of the arts community (Strategy & Initiative #1f);  
b) progression of interests of the social profit sector (Strategy & Initiative #1i);  
c) advancement of cultural diversity (Strategy & Initiative #3f); or  
d) promotion of the economic diversification of the Municipality (Strategy & Initiative #3b)
- ☒ Provides strategic programs/services that are of benefit to the entire region

## Part D - Organization Questionnaire

### 12. What year did the organization complete its last business plan or strategic plan?

2018

### 13. Provide a brief overview of the organization's strategic priorities:

2018-2021 Waypoints' Strategic Plan - BRIEF OVERVIEW OF PRIORITIES

#### 1. PEOPLE

Goal 1: Attract and engage outstanding employees

#### 2. GENERATING RESOURCES

Goal 2: Be financially sustainable

#### 3. SYSTEMS AND PROCESSES

Goal 3: Continuously improve systems and processes to cultivate a structured, functional and adaptable organization.

#### 4. MARKETING AND COMMUNICATIONS

Goal 4: Increase community engagement with Waypoints

#### 5. WORKING ON THE ORGANIZATION

Goal 5: Demonstrate a commitment to organizational excellence

## **Part D - Organization Questionnaire**

### **14. Describe the elements, activities, or events that the organization is seeking this funding for:**

Direct counseling services in alignment with the Family and Community Support Services (FCSS) guidelines, in both the rural and urban service areas.

#### Activities and Schedule

- 1:1 counseling and support services 60-90 minutes per session (rural and urban)
- group programming 90-120 minutes (rural and urban)
- consistent weekly presence (Anzac, Fort McMurray, Fort McKay, Janvier)
- consistent bi-weekly presence (Fort Chipewyan and Conklin)
- presentations and workshops for community and professionals
- training (external)
- information booths
- collaborative community meetings
- relationship building and maintenance

Waypoints has recently secured a permanent office in the Anzac Multiplex to deliver services. This is the most appropriate approach because the major identified barrier by rural community members and leaders is the lack of access to programs and services within their own communities. Our mobile teams are successfully addressing this issue.

We have considered the different needs of our clients. We currently have 2 team members that have a high degree of understanding of Indigenous cultures existing in these communities. All facilities used to deliver services are accessible to all members of the community, including the elderly and those with disabilities.

**15. Explain how the operations/programming will achieve the objectives of the Municipal Strategic Plan as indicated on page 5:**

Provide strategic programs/services that are of benefit to the entire region:

Providing direct counseling services in alignment with the Family and Community Support Services (FCSS) guidelines, free of cost to all community members, in both the rural and urban service areas, will improve access and effectiveness of counseling services for all members of the region.

## Part D - Organization Questionnaire

- 16. Describe any other funding initiatives the organization has taken or is planning to implement to further support this request for Sustaining Grant funding:**

We secured the donation of 2 new Ford Explorer SUV's fully outfitted for winter travel from Interpipeline. They are currently in use by our Outreach Team.

- 17. Current Volunteer Information:**

	Per Organizational Needs:	Currently Filled:
Program & Services Volunteers	50	34
Fundraising Volunteers	300	257
Committee Volunteers	40	40
Administrative Volunteers	11	10
Total Organization Volunteers (Count each only once)	401	341

## Part E - Financial Information, Budget Request & Cash Flow

### 18. Current Staff Information:

	Per Organization Chart:	Currently Filled:
Full Time Positions	49	47
Part Time Positions	15	13

### 19. Please explain any cost savings initiatives the organization has, or is planning, to implement:

Organizationally, we run a very lean budget. However, in the last year we had to make some cuts to unfunded expenses:

- reduced Second Stage Shelter Security Guard Schedule (still on-duty 7 days a week, but for shorter shifts)
- reduced staff training and travel budgets for unfunded positions
- eliminated 1 full-time maintenance worker position

### 20. 2020 Grant Request:

Total 2020 Budgeted Revenue ( <b>excluding</b> RMWB Sustaining Grant)	\$ 6,882,527.00
Total 2020 Budgeted Expenses	\$ 7,120,837.00
Surplus* / (Deficit)	\$ (238,310.00)

**2020 Sustaining Grant Request Amount:** \$ 486,123.00

\* If in a surplus position, organization is not eligible for a Sustaining Grant.

**Please Indicate Preferred Cash Flow, if approved\*\*:**

January/February \$ 121,530.75                      April \$ 162,041.00

(no more than 75% of request)

August \$ 81,020.50                      October \$ 121,530.75

\*\* Must have minimum of 25% to be disbursed between August and December. There will be no funds released in July, as six-month reports are due by July 31 and require Administrative review prior to August/October disbursements.



**21. Provide any additional information that may assist in developing a better understanding of your organization or its services/programs during the grant review.**

For the purpose of showing a full 12 months of expense for the 3 counselor positions, I am using the 2020-2021 draft budget (approval will not be done until June 2020).

Waypoints budget year runs April 1st to March 31st annually. If we received the grant, it would be for the last 3 months of the 2019/20 budget year and then for the 2020/2021 budget year, (starting April 1st, 2020).

PLEASE NOTE: our budget surplus is a planned annual budget surplus to pay for the mortgage principal and escrow expense (\$249,663) owed to First National for the Compass Affordable Housing Apartment Building (including the Second Stage Shelter for Women escaping domestic violence). Donnelly and Company, our accountants, advised these 2 expenses could not be included in our operating budget and must be shown as a surplus to pay for our mortgage and escrow for the building. These expenses are reported in our monthly Statement of Financial Position.

In other words, if the RMWB grant amount is added to our budget, we are in a planned surplus position of \$249,663, which is the amount owed to First National for our Compass mortgage and escrow payment for the year. Once this is paid, we have a "0" budget surplus/deficit

## **Part F - Required Attachments for Application**

**22. The following attachment MUST accompany your application. Failure to submit the following will result in your application being deemed incomplete.**

- ☒ A detailed budget showing projected 2020 revenue and expenses
- ☒ 2020 Business Plan or Strategic Plan
- ☐ Logic Model (if available)
- ☒ Financial Statements of the most recent fiscal year

**In Person or By Mail:**

Community Investment Program  
Community Services  
Regional Municipality of Wood Buffalo  
9909 Franklin Avenue  
Fort McMurray, AB T9K 2K4

**OR**

**By Email: CIP@rmwb.ca**

**LATE or INCOMPLETE applications will not be processed  
(Community Investment Program Policy FIN-220, Section 3.1.5)**



#100, 130 Prospect Drive  
Fort McMurray, AB T9K 2Z5

T 780.743.4691  
F 780.791.5560

[www.waypointswb.ca](http://www.waypointswb.ca)



## WAYPOINTS 2018-2021 STRATEGIC PLAN

### **VISION**

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A community free of domestic violence, sexual assault, abuse, and homelessness

### **CORE PURPOSE**

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To lead in improving the fundamental safety and health of individuals, families and communities.

### **CORE VALUES**

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- Safety and Well-being
- Leadership
- Integrity
- Commitment
- Adaptability

## 2018-2021 Waypoints Strategic Plan

### **1. People**

#### **Goal 1: Attract and engage outstanding employees**

- 1.1. Ensure that Waypoints is fully staffed with qualified people to meet current and emerging needs.
- 1.2. Identify and implement human resource management best practices.
- 1.3. Continue to build and maintain employee engagement and motivation.



## 2. Generating resources

### **Goal 2: Be financially sustainable**

- 2.1. Develop sustainable funding sources that provide long-term support and stability.
- 2.2. Continue to build and maintain stakeholder and government relationships in support of financial sustainability.
- 2.3. Develop and evaluate options for the future of old Unity House.

## 3. Systems and processes

### **Goal 3: Continuously improve systems and processes to cultivate a structured, functional and adaptable organization.**

- 3.1. Ensure the effective management of assets and facilities to support service delivery excellence.
- 3.2. Establish regular Policies and Procedures updates to reflect changes in the operating environment.
- 3.3. Develop and implement a business plan to direct the operations of the organization, including financials and information to assist in workforce planning.
- 3.4. Develop a well-functioning financial management system to plan, organise, control and monitor Waypoints financial resources.
- 3.5. Review and update risk management systems.
- 3.6. Build capacity within the organization to improve the collection, analysis, and reporting of data.

## 4. Marketing and Communications

### **Goal 4: Increase community engagement with Waypoints**

- 4.1. Increase recognition and understanding of Waypoints programs and services.
- 4.2. Develop and implement a Social Media and Digital Media strategy.
- 4.3. Continue to host engaging and well-attended events.

## 5. Working on the organization

### **Goal 5: Demonstrate a commitment to organizational excellence**

- 5.1. Create a 3-yr Board Development Plan to continue to build the Board's knowledge and effectiveness as champions of the organization.



**WAYPOINTS**

**#100, 130 Prospect Drive  
Fort McMurray, AB T9K 2Z5**

**T 780.743.4691  
F 780.791.5560**

[www.waypointswb.ca](http://www.waypointswb.ca)



- 
- 5.2. Become a leader in the community by increasing staff participation on external Boards and Committees.
  - 5.3. Incorporate trauma-informed service delivery into the governance and operations of the organization.

Waypoints Community Services Association

Budget Version: November 6, 2019

Operating Budget by Department 2020-2021 DRAFT

Deferred Account	GL Account #	Account Description	Total	Admin/CASE	Unity House Shelter	Outreach	Opportunites for Change (OFC)	Sexual Assault Program (SAP) (incl SAHC & Care Centre)	Second Stage Shelter (SSS)	Compass Affordable Housing	Notes
		1-Revenue									
2512	4110	Grant-Community & Social Services-SOP	1,842,430		1,690,430	152,000					SOP = Unity House Shelter and Outreach Programs (the grant for these 2 is combined. We have split the grant for budgetting purposes.
2512	4110	Grant-Community & Social Services-SSH	781,779						781,779		
2514	4110	Grant-Community & Social Services-SAP-SAHC	698,747					698,747			Note 1a (bottom of sheet)
2514	4111	Grant-Alberta Health Services-SAP-SAHC	76,593					76,593			Note 1b (bottom of sheet) total 4 yr \$229,779
2514	4111	Grant-Alberta Justice & Solicitor General-SAP-SAHC	80,000					80,000			
2514	4117	Grant-Children's Services-SAP-Care Centre	66,500					66,500			6 month contract (to be renewed when new govt approves CYAC Operational Funding)
2510	4146	Grant-Syncrude-SSH	50,000						50,000		Rent supplement grant. Last year of 3-year grant with Syncrude. (Plan to request renewal).
2514	4111	Grant-Justice & Attorney General-SAP-CYAC	125,000					125,000			Note 1c (bottom of sheet)
2515	4120	Grant-NEAB Childrens' Services-Outreach	81,203			81,203					Was for past Follow-up Coordinator - now one of two Outreach Support Workers.
2517	4130	Grant-Alberta Health Services-OFC	480,562				480,562				Provincial Family Violence Treatment Program (PFVTP) Grant
2515	4116	Grant-Canadian Lutheran World Relief-Outreach	16,965			16,965					Retention of unspent funds approved for furniture, equipment and program supplies.
2513	4113	Grant-RMWB Sustaining Grant-Outreach	-								Note 2
2516	4140	Grant-United Way-SAP-SAHC	150,000					150,000			Reduction of \$75K from last year's grant due to lack of UW funds.
	4210	Donations-Corporate & Community	273,873	49,668	114,866		223	3,644	105,472		Shoppers Drug Mart/UW Directed Giving/Royal LePage/General Donations
	4310	Rent-Compass Tenants (64 Units)	995,700						45,000	950,700	Note 3 (bottom of sheet)
	4320	Rent-Compass Parking	3,400							3,400	Note 4 (bottom of sheet)
	4311	Rent-Compass Second Stage (14 Units)	211,200			6,8				211,200	Note 5 (bottom of sheet)
	4340	Compass Late Fees/NSF Fee	300							300	\$50 NSF Fee X 6
	4710	Interest Income	55,400	55,000						400	Reduction from last year: capital projects' bank acct will no longer earn high interest now that the Phase 2 money has been spent building the new Unity House & SAHC.
	4730	Compass Pet Fees	2,000							2,000	Pet fees are a one time fee paid on move-in. They were increased for this year from \$100 to \$250/pet, non-returnable.
	4790	Miscellaneous Income (incl. Compass Laundry)	178,375	78,536	15,719	30,000		30,120	4,000	20,000	From previous year's deferred revenue: 1)Outreach-Interpipeline \$30K 2) SAP incl's 20K ATB Financial & \$4,750 SAAM GOA Fund 3)CA/SE staff - AGLC funds 50% wages/cola for 2 positions \$70K; 4) additonal to deferred revenue from last year, this year's UH-Partner Safety Checks revenue from OFC is here (\$15,719).
	4791	Fundraising-Events/Campaigns (Net Revenue)	340,000	40,000	160,000				140,000	-	
	4815	Compass Grant - Capital Amortization	292,500							292,500	GOA Capital Grant 11.7m / 480 *(40 yr mortgage term as per contract) x 12 annually
	4905	Waypoints' Sustainability Fund Withdrawl/Other Income	81,850	60,000			-	-	-	21,850	Compass: poor economy has reduced rents below ability to cover expenses (which were also reduced). No longer able to provide funding for Administration.
	4920	Transfers: Allocations from Fundraising & Donations	-								None planned
		Total Revenue	6,884,377	283,204	1,981,015	280,168	480,785	1,230,604	1,126,251	1,502,350	
		2-Expenses									
	5110	Salary & Wages	4,545,912	274,746	1,522,108	579,161	376,105	958,160	655,000	180,632	Compass: 1 Maintenance. & 1 Finance Clerk, Admin: CCR Manager, CA/SE Coordinator, 3 months for 2nd CA/SE Coordinator (not replacing on Mat Leave), \$5K Event Asst. for Food Festival.
	5210	Direct Client Food	77,200		60,000	5,000	11,000		1,200		
	5250	Direct Client Innovative Child Care Funding	50,206		50,206						
	5220	Direct Client Program & Resource Materials	85,087		6,000	40,971	15,431	19,085	3,600		See HR budget attached.
	5230	Direct Client Client Travel	7,920		6,000	1,320	-		600		
	5290	Direct Client Other Costs	28,365		3,165		-		25,200		
	5311	Utility-Electricity	72,392		20,000		3,750	4,132		44,510	
	5312	Utility-Water	54,332		6,600		2,000	4,132		41,600	
	5313	Utility-Gas	56,317		8,000		1,750	4,132		42,435	
	5321	Repairs and Maintenance	120,108		36,110		20,756	2,042	1,200	60,000	Compass reduced from \$90K budget last year.
	5323	Waste Disposal	35,908		5,500		500	408		29,500	
	5324	Furniture & Equipment	42,370			8,800	1,000	32,570			
	5331	Facility Insurance	96,204		22,000		4,600	7,000	11,269	51,335	
	5332	Facility Supplies	18,773		15,000		1,273			2,500	
	5333	Facility Security	198,936		14,500		4,000		169,186	11,250	Incl's Alarm Monitoring. Removed 3K for false alarms-to charge tenants.
	5341	Facility Rent	222,919			6,000		5,719	211,200		Outreach: rural rent, SAP: Care Centre contribution to 9917 Fraser Ave. Mortgage, SSH rent expense to Compass \$17,600 x 12 mos (14 units)

Deferred Account	GL Account #	Account Description	Total	Admin/CASE	Unity House Shelter	Outreach	Opportunites for Change (OFC)	Sexual Assault Program (SAP) (incl SAHC & Care Centre)	Second Stage Shelter (SSS)	Compass Affordable Housing	Notes
	5340	Property Tax	27,832						5,832	22,000	
	5390	Mortgage Interest	385,780		21,000					364,780	Only have mortgages on Compass & Care Centre (OFC Centre & 120 Prospect - mortgage free)
	5380	Amortization - Compass	292,500							292,500	GOA Capital Grant 11.7m / 480 *(40 yr terms per contract) x 12 annually
	5411	Office Supplies & Equipment	120,014		32,555	8,400	2,000	72,159	2,400	2,500	Photocopier and printing expenses included.
	5412	Telephone, Fax, Internet	25,324	2,000	10,100	1,724	4,000		1,200	6,300	
	5413	Vehicle Repairs & Maintenance	6,280			3,280				3,000	
	5422	Vehicle Insurance	5,643			3,960				1,683	
	5423	Staff Liability Insurance	20,056	1,458	8,388	1,093	1,823	3,646	2,918	730	Note in GOA SAP states: Rent/Utilities/Insurance \$5000 to insurance; \$5000 divided between utilities.
	5431	Staff Training/Recruitment	93,350		24,058	34,550	4,250	16,542	13,200	750	Includes Staff Retention Expenses
	5432	Staff Travel	100,810	2,000	23,335	24,690	4,250	32,585	13,200	750	Compass reduced from \$1,500.
	5434	Board Expenses	1,000	1,000							
	5436	Partner Safety Checks	15,719				15,719				
	5441	Bad Debt/Uncollectible Money	2,000							2,000	
	5451	Association Dues/Memberships/Licenses	7,350	2,000	4,500					850	
	5452	Accounting and Audit	47,300		35,000	528	4,650		1,200	5,922	Compass expense is for Properware.
	5456	Finance and Payroll Expenses	3,000		3,000						
	5453	Rental Advertising	7,856			1,056				6,800	Increased to meet market demands. Property Manager anticipates increase in ad costs.
	5454	IT Equipment & Software	20,974		18,000		928		646	1,400	
	5455	Consulting and Professional Services	165,792		25,000	10,050	1,000	53,542	1,200	75,000	JP Consulting Property Management - all properties - no change incls 50% gst (additional 150 x 12 =1,800) plus some court fees and legal consulting fees.
	5483	Legal Fees	8,500		2,500				6,000		
	5481	Bank Fees	350							350	
	5484	Public Awareness	50,458			35,708		14,750			To be paid out of the program budgets - approved by program managers.
		Total Expenses	7,120,837	283,204	1,982,625	766,291	480,785	1,230,604	1,126,251	1,251,077	
		Excess/Deficit from Operations	(\$236,459.82)	\$0.00	(\$1,609.82)	(\$486,123.00)	\$0.00	\$0.00	\$0.00	\$251,273.00	Compass excess to pay for annual mortgage principal & escrow payments \$249,663 - see Note 7.

**Note 1a** GOA-CSS - Sexual Assault Program  
This grant no longer combines other funders as it did last year.

**Note 1b** GOA-AHS - Sexual Assault Program  
Grant runs from April 1, 2019 to March 31, 2022-total grant is \$229,799; \$76,593 per year.

**Note 1c** Canadian Justice and Attorney General-CYAC  
Grant runs from April 1, 2018 to March 31, 2023. See charting on next tab for details.

**Note 2** RMWB Sustaining Grant for Outreach Counselling Positions (3) \$486,123 to be added when and if approved

**Note 3** Tenant Rent - Compass  
Compass Affordable Housing: 64 units \$79,225.00 x 12 mos (annual: \$950,700).

**Note 4** Parking Revenue - Compass  
To stay competitive with rental rates in our market, we have started including parking in the rental rate. There are tenants who are long term people who still pay parking rent. This is based on 2018-2019 year end calculation and a good estimate on what we can collect this year (\$95 x 3 tenants x 12 months)

**Note 5** Rent - Second Stage  
Monthly Compass rental charge to the Second Stage Shelter for their 14 units has been reduced to match the Affordable Housing units. \$17,600.00 x 12 annual payments.  
Second Stage expenses are based on the ministry funded portion only, with the exception of rent & wages. Note that Compass facility insurance has been allocated to Second Stage Shelter.  
This was done as the funder will pay for facility insurance. Wages from funder equal \$477,424, the balance required is supplied by donations and fundraising. 20% of funder contribution required is \$156,360.

**Note 7** Mortgage - Compass  
Mortgage Interest: \$370K. Mortgage Principal and Escrow an additional \$249,663 (principal \$199,508 and escrow \$50,155) payment to come from Compass Annual Operational Excess.

**Note 8** Unity House  
20% of funder contribution is \$368,486. Expenses based on funder contribution (with Outreach portion moved to it's department) with the exception of wages. Wages from funder equal \$1,373,352.

**WAYPOINTS COMMUNITY SERVICES ASSOCIATION**  
**Financial Statements**  
**Year Ended March 31, 2019**



**Donnelly & Co. LLP**  
*Chartered Accountants*





## INDEPENDENT AUDITOR'S REPORT

### To the Directors of Waypoints Community Services Association

#### Qualified Opinion

We have audited the financial statements of Waypoints Community Services Association (the Association), which comprise the statement of financial position as at March 31, 2019, and the statements of changes in net assets, operations 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 Association as at March 31, 2019, 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 not-for-profit organizations, the Association derives revenue from fundraising and donation activities, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, verification of these revenues was limited to the amounts recorded in the records of the Association. Therefore, we were not able to determine whether any adjustments might be necessary to fundraising or donation revenue, excess of revenues over expenses, and cash flows from operations for the year ended March 31, 2019, current assets and net assets as at March 31, 2019.

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 Association 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 those requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

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

Management is responsible for the preparation and fair presentation of the 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 Association's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Association or to cease operations, or has no realistic alternative but to do so.

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

(continues)



### **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association'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 Association'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 Association 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.

Edmonton, Alberta  
September 26, 2019

  
Chartered Accountants

**WAYPOINTS COMMUNITY SERVICES ASSOCIATION**  
**Statement of Financial Position**  
**As at March 31, 2019**

3

	Operating Fund	Capital Fund	Total 2019	Total 2018
<b>Assets</b>				
Current				
Cash and cash equivalents (Notes 4, 15)	\$ 1,799,734	\$ 233,899	\$ 2,033,633	\$ 4,758,104
Investments (Note 5)	-	-	-	2,613,869
Accounts receivable (Note 6)	219,443	-	219,443	228,725
Goods and Services Tax receivable	23,644	105,996	129,640	131,435
Prepaid expenses	75,744	-	75,744	90,086
	2,118,565	339,895	2,458,460	7,822,219
Capital assets (Note 7)	-	31,014,373	31,014,373	28,509,730
	\$ 2,118,565	\$ 31,354,268	\$ 33,472,833	\$ 36,331,949
<b>Liabilities</b>				
Current				
Accounts payable and accrued liabilities (Note 8)	\$ 566,136	\$ 30,740	\$ 596,876	\$ 2,097,267
Deferred contributions (Note 9)	889,642	-	889,642	1,845,846
Current portion of long term debt (Note 10)	-	214,329	214,329	208,346
	1,455,778	245,069	1,700,847	4,151,459
Long term debt (Note 10)	-	12,425,908	12,425,908	12,642,434
Deferred capital contributions (Note 11)	-	-	-	5,485,423
Unamortized deferred capital contributions (Note 12)	-	16,352,992	16,352,992	11,099,465
	1,455,778	29,023,969	30,479,747	33,378,781
Commitments (Note 13)				
<b>Net Assets</b>				
Internally restricted (Note 14)	700,000	-	700,000	700,000
Unrestricted	(37,213)	2,330,299	2,293,086	2,253,168
	\$ 2,118,565	\$ 31,354,268	\$ 33,472,833	\$ 36,331,949

On behalf of the Board

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 Executive Director

## WAYPOINTS COMMUNITY SERVICES ASSOCIATION

4

## Statement of Changes in Net Assets

Year Ended March 31, 2019

	Operating Fund	Capital Fund	Sustainability and Emergency Fund	2019	2018
<b>Net assets - beginning of year</b>	\$ 7,512	\$ 2,245,656	\$ 700,000	\$ 2,953,168	\$ 3,521,259
Excess (deficiency) of revenue over expenses	796,274	(756,356)	-	39,918	(568,091)
Interfund transfer	(840,999)	840,999	-	-	-
<b>Net assets - end of year</b>	\$ (37,213)	\$ 2,330,299	\$ 700,000	\$ 2,993,086	\$ 2,953,168

Waypoints Community Services Association  
Statement of Operations  
For the Year Ended March 31, 2019

Donnelly & Co. LLP

5

	Operating Fund										Capital Fund	2019	2018	
	Shelter and Outreach Program	Follow-up Program	Opportunity For Change Program	Second Stage Housing Program	Sexual Assault (AASAS)	Sexual Assault (ACSS)	Sexual Assault (United Way)	Sexual Assault (CYAC)	Domestic Violence Outreach Program	Compass - Affordable Housing	General	Capital	Total	Total
Grant Revenue														
Alberta Community and Social Services	\$ 1,829,930	\$ 85,525	\$ -	\$ 913,902	\$ -	\$ 469,044	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,298,401	\$ 449,160
Alberta Health Services	-	-	412,740	-	-	-	-	-	-	-	-	-	412,740	3,208,970
Alberta Justice and Solicitor General	-	-	-	-	-	-	-	78,950	-	-	-	-	78,950	-
United Way	-	-	-	-	-	-	256,496	-	-	-	-	-	256,496	194,297
The Canadian Red Cross Society	-	-	-	-	-	-	-	-	248,634	-	-	-	248,634	-
Other grants	32,791	-	-	-	25,137	-	-	-	-	-	393,644	-	451,572	118,974
Amortization of deferred contributions (Note 12)	-	-	-	-	-	-	-	-	-	-	-	536,696	536,696	354,494
Casino revenue	-	-	-	-	-	-	-	-	-	-	65,099	-	65,099	-
Donations	4,082	-	-	50,020	-	15,487	-	-	-	-	189,413	-	259,002	371,532
Fundraising (Note 16)	168,000	-	-	-	-	-	-	-	-	-	237,252	-	405,252	64,851
Interest income	-	-	-	1,787	-	-	-	-	-	-	39,904	41,141	82,832	81,599
Other revenue	16,658	-	-	-	-	1,423	-	-	-	191	100	-	18,373	33,397
Rental revenue	-	-	-	47,115	-	-	-	-	-	1,247,894	30	-	1,295,039	1,317,919
	2,051,462	85,525	412,740	1,012,825	25,137	485,954	256,496	78,950	248,634	1,248,085	925,442	577,837	7,409,086	6,195,193
Administration expense														
Advertising	811	-	-	-	-	750	-	-	-	6,596	971	-	9,128	24,632
Bank charges, interest and penalties (recovery)	1,902	-	140	182	-	108	-	-	-	320	7,546	(26,564)	(16,366)	163,704
Board expenses	879	-	-	-	-	-	-	-	-	-	2,450	-	3,329	7,098
Fundraising (Note 16)	116	-	-	-	-	711	-	-	-	-	404,454	-	405,280	139,679
Insurance	-	-	-	-	-	-	-	-	-	-	-	-	-	3,292
Meals and entertainment	449	-	-	223	-	63	-	84	-	-	264	-	1,083	3,573
Membership fees	6,767	-	-	1,900	-	1,100	-	-	-	828	1,491	-	12,086	9,377
Office equipment lease	10,842	-	8,879	1,288	-	-	-	223	-	2,520	5,287	-	29,039	32,496
Office supplies	21,372	141	2,017	1,721	248	5,244	-	529	9,712	1,427	1,020	-	43,432	33,967
Partner safety check	-	-	15,719	-	-	-	-	-	-	-	-	-	15,719	15,719
Professional fees	29,839	-	5,510	966	-	2,708	-	449	-	79,574	10,175	-	129,221	63,295
Public awareness	13,925	-	-	60	-	17,438	-	-	790	198	3,384	13,952	49,748	42,963
Staff and board travel	19,831	-	1,385	11,647	501	13,574	-	332	7,612	-	1,324	-	56,206	45,787
Staff appreciation	3,971	-	534	1,255	-	2,453	-	-	-	896	5,156	-	14,265	16,830
Staff recruitment and training	19,197	2,939	5,042	7,551	-	26,360	-	454	-	762	6,318	-	68,623	87,323
Telephone, fax and internet	13,119	290	3,058	8,004	-	3,513	-	1,191	(521)	5,254	2,012	-	35,919	36,574
Vehicle maintenance	987	439	-	-	-	-	-	-	-	3,032	-	-	4,459	4,026
	144,006	3,809	42,284	34,797	749	74,023	-	3,262	17,593	101,409	451,852	(12,612)	861,172	730,335
Payroll expense														
Salaries and benefits	1,743,328	79,240	299,805	653,373	24,388	387,589	256,496	49,287	229,467	131,983	165,355	-	4,020,310	3,755,439



Waypoints Community Services Association  
Statement of Operations  
For the Year Ended March 31, 2019

Donnelly & Co. LLP

5

	Operating Fund										Capital Fund		2019	2018
	Shelter and Outreach Program	Follow-up Program	Opportunity For Change Program	Second Stage Housing Program	Sexual Assault (AASAS)	Sexual Assault (ACSS)	Sexual Assault (United Way)	Sexual Assault (CYAC)	Domestic Violence Outreach Program	Compass - Affordable Housing	General	Capital	Total	Total
Direct client costs														
Basic needs	231	-	-	-	-	-	-	-	-	-	-	-	231	1,656
Client travel	7,543	-	-	2,553	-	60	-	-	-	-	-	-	10,156	8,344
Food	54,055	54	10,448	293	-	-	-	-	-	75	-	-	64,924	58,435
Other client costs	3,584	-	254	12,567	-	-	-	-	-	-	-	-	16,406	21,352
Resource materials	11,564	2,422	7,410	1,809	-	6,272	-	-	1,461	-	-	-	30,938	29,131
	76,977	2,475	18,112	17,222	-	6,333	-	-	1,461	75	-	-	122,656	118,918
Facility costs														
Amortization	-	-	-	-	-	-	-	-	-	-	-	897,586	897,586	676,029
Bad debts	-	-	-	-	-	-	-	-	-	-	-	-	-	43,069
Computer software and support	32,492	-	1,451	1,395	-	16,080	-	232	113	1,163	6,661	-	59,586	27,415
Furniture and equipment purchase	828	-	708	730	-	-	-	-	-	2,251	219	-	4,737	17,054
Household insurance	15,587	-	6,765	15,917	-	-	-	5,627	-	36,779	23,817	46,459	150,951	15,211
Household supplies	19,427	-	1,306	-	-	-	-	-	-	2,462	13	-	23,208	124,770
Interest on long-term debt	-	-	-	-	-	-	-	-	-	-	-	372,010	372,010	377,414
Property tax	-	-	-	-	-	-	-	-	-	21,659	-	-	21,659	28,529
Rent	23,794	-	-	231,275	-	-	-	-	-	-	2,766	30,750	288,585	319,041
Repairs and maintenance	16,607	-	35,441	1,848	-	19	-	7,270	-	63,831	1,036	-	126,052	125,597
Security	8,844	-	362	207,644	-	-	-	-	-	147	36	-	217,033	225,730
Utilities	27,359	-	5,586	5,046	-	-	-	10,712	-	116,509	-	-	165,212	145,700
Waste disposal	2,159	-	920	-	-	-	-	2,944	-	32,389	-	-	38,412	33,033
	147,096	-	52,539	463,856	-	16,100	-	26,785	113	277,190	34,547	1,346,805	2,365,030	2,158,592
Total expenses	2,111,408	85,525	412,740	1,169,248	25,137	484,044	256,496	79,333	248,634	510,656	651,754	1,334,193	7,369,168	6,763,284
Excess (deficiency) of revenue over expenses	\$ (59,946)	\$ -	\$ -	\$ (156,424)	\$ -	\$ 1,910	\$ -	\$ (383)	\$ -	\$ 737,428	\$ 273,688	\$ (756,356)	39,918	\$ (568,091)

## WAYPOINTS COMMUNITY SERVICES ASSOCIATION

6

Statement of Cash Flows  
Year Ended March 31, 2019

	2019	2018
<b>Operating activities</b>		
Cash receipts from funders	\$ 6,149,232	\$ 8,968,347
Cash paid to suppliers and employees	(7,585,622)	(4,612,971)
Interest received	82,832	98,530
Interest paid	(372,010)	(443,069)
	<u>(1,725,568)</u>	<u>4,010,837</u>
<b>Investing activities</b>		
Purchase of capital assets	(3,402,229)	(5,105,577)
Proceeds from disposal of investments	2,613,869	-
Purchase of investments	-	(38,869)
	<u>(788,360)</u>	<u>(5,144,446)</u>
<b>Financing activity</b>		
Repayment of long term debt	(210,543)	(236,161)
<b>Increase in cash and cash equivalents</b>	<b>(2,724,471)</b>	<b>(1,369,770)</b>
Cash and cash equivalents - beginning of year	<u>4,758,104</u>	<u>6,127,874</u>
<b>Cash and cash equivalents - end of year (Note 4)</b>	<b>\$ 2,033,633</b>	<b>\$ 4,758,104</b>

## WAYPOINTS COMMUNITY SERVICES ASSOCIATION

7

## Notes to Financial Statements

Year Ended March 31, 2019

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**1. Nature of operations**

Waypoints Community Services Association ("the Association") was incorporated under the authority of the Societies Act of Alberta as a not-for-profit organization. The Society is registered as a charity and thus is exempt from income taxes under the Income Tax Act (Canada) ("the Act"). In order to maintain its status as a registered charity under the Act, the Association must meet certain requirements within the Act.

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**2. Summary of significant accounting policies**Basis of presentation

The financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations ("ASNPO").

Use of estimates

The preparation of financial statements in accordance with ASNPO requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the period. These estimates are reviewed periodically, and as adjustments become necessary, they are reported in earnings in the period in which they become known.

Fund accounting

The operating fund reports the assets, liabilities, revenue and expenses related to the Association's program delivery and administrative activities.

The capital fund reports the assets, liabilities, revenue and expenses related to the Association's capital assets and capital campaign.

Cash and cash equivalents

Cash and cash equivalents are comprised of cash and short term investments with original maturities of three months or less. Cash and cash equivalents subject to restrictions that prevent its use for current purposes is included in restricted cash and cash equivalents.

Investments

Investments, which consist primarily of Guaranteed Investment Certificates, are carried at amortized cost.

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(continues)

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## WAYPOINTS COMMUNITY SERVICES ASSOCIATION

8

## Notes to Financial Statements

Year Ended March 31, 2019

**2. Summary of significant accounting policies** *(continued)*Capital assets

Capital assets which are over \$5,000 are recorded at cost. Capital assets less than \$5,000 are expensed in the year of acquisition. Contributed capital assets are recorded at fair value at the date of contribution if fair value can be reasonably determined.

Capital assets are stated at cost less accumulated amortization. Capital assets are amortized over their estimated useful lives at the following rates and methods:

Building - larger than 20,000 sq ft	40 years	straight-line method
Buildings - smaller than 20,000 sq ft	20 years	straight-line method
Automotive equipment	5 years	straight-line method
Computer equipment	3 years	straight-line method
Furniture and fixtures	5 years	straight-line method

In the year of acquisition, assets other than buildings are amortized at one-half their usual rates.

Buildings are amortized over their useful lives commencing at the earlier of when they are 90% occupied or when the construction loan is converted into a mortgage.

The Association regularly reviews its capital assets to eliminate obsolete items.

Revenue recognition

The Association follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue of the operating fund in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue in the operating fund when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Contributions restricted to the acquisition of capital assets are recorded as deferred capital contributions when received. When expended, they are transferred to unamortized deferred capital contributions and amortized to revenue at similar rates to the amortization of the related capital assets.

Investment income is recognized when earned.

Revenue from fundraising activities, including pledges and bequests, are recognized only when the amount to be received can be reasonably estimated and collection is reasonably assured.

*(continues)*



## WAYPOINTS COMMUNITY SERVICES ASSOCIATION

9

## Notes to Financial Statements

Year Ended March 31, 2019

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**2. Summary of significant accounting policies** *(continued)*Financial instruments

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in income. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date.

Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred. However, transactions directly attributable to the acquisition, sale or issue of financial instruments that are not measured subsequently at fair value are amortized with the financial instruments.

Financial asset impairment

The Association assesses the impairment of its financial assets measured at cost or amortized cost when there are indicators of impairment. The amount of the impairment, which is not considered temporary, is recorded in excess revenue over expenses. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance accounts, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in excess of revenue over expenses in the year the reversal occurs.

Donated goods and services

The Association records donation in-kind with respect to goods and services donated when the fair value can be reasonably determined and would otherwise be purchased by the Association. Services donated to the Association through volunteer work are not reflected in these financial statements as the fair value is not readily determinable.

Allocation of expenses

Expenses are allocated to programs based upon their proportionate use of staff, space and other administrative expenses. Other expenses are allocated where applicable based on actual program identification.

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**3. Financial instruments**

The Association is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Association's risk exposure and concentration as of March 31, 2019.

***(a) Liquidity risk***

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Association is exposed to this risk mainly in respect of its receipt of funds from its funders, donors and other related sources and payment of long term debt and accounts payable.

*(continues)*

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## WAYPOINTS COMMUNITY SERVICES ASSOCIATION

10

## Notes to Financial Statements

Year Ended March 31, 2019

**3. Financial instruments (continued)****(b) Interest rate risk**

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the Association manages exposure through its normal operating and financing activities. The Association is exposed to interest rate risk primarily on its long term debt.

**4. Cash and cash equivalents**

	Operating Fund	Capital Fund	2019	2018
Restricted - capital donations	\$ -	\$ -	\$ -	\$ 1,750,198
Restricted - escrow (Note 10)	-	233,899	<b>233,899</b>	185,570
Restricted - casino funds	122,197	-	<b>122,197</b>	143,576
Restricted - raffle funds	-	-	-	142,690
Restricted - held for other organizations	121,981	-	<b>121,981</b>	126,759
Restricted - surplus retention reserve	69,468	-	<b>69,468</b>	69,132
Restricted - replacement reserve (Note 15)	51,916	-	<b>51,916</b>	50,302
Security and FOB deposits	55,446	-	<b>55,446</b>	66,727
Unrestricted	1,378,726	-	<b>1,378,726</b>	2,223,150
	<b>\$ 1,799,734</b>	<b>\$ 233,899</b>	<b>\$ 2,033,633</b>	<b>\$ 4,758,104</b>

Expenses from restricted cash and cash equivalents under the operating fund require approval from the funder, the lender or the Alberta Gaming, Liquor and Cannabis Commission. Restricted cash and cash equivalents under the capital fund represent donations received to be used on the construction of the new shelter and housing units.

**5. Investments**

	2019	2018
Investment savings account	\$ -	\$ 2,538,869
Guaranteed investment certificates, bearing interest at 0.90%, matured on April 12, 2018	-	75,000
	<b>\$ -</b>	<b>\$ 2,613,869</b>

## WAYPOINTS COMMUNITY SERVICES ASSOCIATION

11

## Notes to Financial Statements

Year Ended March 31, 2019

**6. Accounts receivable**

	2019	2018
Grants receivable	\$ 215,509	\$ 65,051
Amounts due from tenants	3,934	21,482
Insurance receivable	-	137,192
Pledges receivable	-	5,000
	<u>\$ 219,443</u>	<u>\$ 228,725</u>

**7. Capital assets**

	Cost	Accumulated amortization	2019 Net book value	2018 Net book value
Land	\$ 1,145,681	\$ -	\$ 1,145,681	\$ 1,145,681
Buildings - Compass	23,121,632	2,307,332	20,814,300	21,392,341
Buildings - Unity House	8,816,267	220,406	8,595,861	5,559,042
Buildings - other	954,737	763,487	191,250	213,750
Automotive equipment	208,691	104,345	104,346	146,084
Computer equipment	81,639	81,639	-	-
Furniture and fixtures	289,113	126,178	162,935	52,832
	<u>\$ 34,617,760</u>	<u>\$ 3,603,387</u>	<u>\$ 31,014,373</u>	<u>\$ 28,509,730</u>

**8. Accounts payable and accrued liabilities**

	Operating Fund	Capital Fund	2019	2018
Accounts payable and accrued liabilities	\$ 178,046	\$ -	\$ 178,046	\$ 1,239,122
Holdbacks payable	-	-	-	481,225
Wages payable	210,663	-	210,663	152,695
Interest payable	-	30,740	30,740	30,740
Security and FOB deposits	55,446	-	55,446	66,727
Funds held for other organizations	121,981	-	121,981	126,758
	<u>\$ 566,136</u>	<u>\$ 30,740</u>	<u>\$ 596,876</u>	<u>\$ 2,097,267</u>

## WAYPOINTS COMMUNITY SERVICES ASSOCIATION

12

## Notes to Financial Statements

Year Ended March 31, 2019

**9. Deferred contributions**

The deferred contributions reported in the operating fund represent the unspent portion of operating grants and gaming proceeds received from the funders or donors for specific programs and purposes. Deferred contributions are recognized as revenue when the related expenses are made. Changes in the deferred contribution balance are as follows:

	2019	2018
Balance, beginning of year	\$ 1,845,846	\$ 1,366,680
Received during the year	3,985,526	4,566,851
Recognized as revenue in the year	<u>(4,941,730)</u>	<u>(4,087,685)</u>
Balance, end of year	<u>\$ 889,642</u>	<u>\$ 1,845,846</u>



## WAYPOINTS COMMUNITY SERVICES ASSOCIATION

13

## Notes to Financial Statements

Year Ended March 31, 2019

**10. Long term debt**

	<u>2019</u>	<u>2018</u>
CMHC mortgage bearing interest at 2.04% per annum, repayable in monthly blended payments of \$1,522. The loan matures on December 1, 2022 and is secured by land with a net book value of \$225,000 (2018 - \$225,000)	\$ 66,001	\$ 82,775
First National Financial LP term loan bearing interest at 2.94% per annum, repayable in monthly blended payments of \$47,024. The loan matures on March 1, 2025 and is secured by land and facility with a net book value of \$21,545,312 (2018 - \$22,123,353)	<u>12,574,236</u>	<u>12,768,005</u>
	<u>12,640,237</u>	<u>12,850,780</u>
Amounts payable within one year	<u>(214,329)</u>	<u>(208,346)</u>
	<u>\$ 12,425,908</u>	<u>\$ 12,642,434</u>

Principal repayment terms are approximately:

2020	\$ 214,329
2021	220,558
2022	226,970
2023	229,115
2024	221,833
Thereafter	<u>11,527,432</u>
	<u>\$ 12,640,237</u>

The First National Financial ("the Lender") term loan is secured by a first charge against the land and facility located at 130 Prospect Drive in Fort McMurray. It is also secured by an assignment of rents, first charge against present and after acquired property pertaining to this location and assignment of replacement reserve. This term loan may not be prepaid.

In addition to the monthly term loan payment, the Lender will collect 4% of estimated gross monthly rental income to fund a reserve for major capital repairs. Funding of the reserve is required throughout the term of the loan. The monies are held in trust by the Lender in an escrow account for future capital repairs. At March 31, 2019, \$233,899 (2018 - \$185,570) was held in trust by First National (see Note 4).

## WAYPOINTS COMMUNITY SERVICES ASSOCIATION

14

## Notes to Financial Statements

Year Ended March 31, 2019

**11. Deferred capital contributions**

Deferred capital contributions represent the portion of contributed capital assets and unspent restricted contributions towards construction of shelters and housing units. Changes in the deferred contribution balance are as follows:

	2019	2018
<b>Buildings</b>		
Beginning balance	\$ 5,485,423	\$ 4,432,263
Add: amounts contributed in the year	304,800	1,053,160
Less: amounts transferred to unamortized deferred capital contributions	(5,790,223)	-
	<u>\$ -</u>	<u>\$ 5,485,423</u>

**12. Unamortized deferred capital contributions**

Unamortized deferred capital contributions represent the unamortized portion of capital assets and restricted contributions that were used to purchase the Association's Centennial property, equipment at the Fraser property, capital grant and donations relating to the Compass building, capital grants, restricted gaming proceeds and donations relating to the new Unity House and donations received toward the purchase of automotive equipment and housing furniture. Recognition of these amounts as revenue is deferred to periods when the related capital assets are amortized.

Amortization is provided using the straight-line method at rates intended to amortize the cost of assets over their estimated useful lives. Buildings less than 20,000 square feet have an estimated useful life of 20 years and buildings greater than 20,000 square feet have an estimated useful life of 40 years. Automotive equipment and equipment and furniture have an estimated useful life of 5 years.

Changes in the unamortized deferred capital contributions balance are as follows:

	2019	2018
<b>Buildings</b>		
Beginning balance	\$ 10,917,500	\$ 11,220,000
Add: transfers from deferred capital contributions	5,640,223	-
Less: amounts recognized as revenue during the year	(469,706)	(302,500)
	<u>16,088,017</u>	<u>10,917,500</u>
<b>Automotive equipment</b>		
Beginning balance	146,083	187,821
Add: transfers from deferred capital contributions	-	-
Less: amounts recognized as revenue during the year	(41,738)	(41,738)
	<u>104,345</u>	<u>146,083</u>

(continues)

## WAYPOINTS COMMUNITY SERVICES ASSOCIATION

15

## Notes to Financial Statements

Year Ended March 31, 2019

**12. Unamortized deferred capital contributions (continued)****Equipment and furniture**

Beginning balance	\$ 35,882	\$ 46,134
Add: transfers from deferred capital contributions	150,000	-
Less: amounts recognized as revenue during the year	(25,252)	(10,252)
	<u>160,630</u>	<u>35,882</u>
	<u>\$ 16,352,992</u>	<u>\$ 11,099,465</u>

**13. Commitments**

The Association has entered into the following agreements:

- a) Elevator maintenance - 5 year contract commencing December 1, 2015 with a monthly fee of \$592.89 plus Goods and Services Tax, adjusted annually in accordance with labor costs, paid annually.
- b) Office equipment - 5 year lease commencing February 2, 2015 and ending on August 1, 2020 with a quarterly fee of \$3,320.93 plus Goods and Services Tax.
- c) Office equipment - 5 year lease commencing March 18, 2019 and ending on March 17, 2024 with a quarterly fee of \$233.64 plus Goods and Services Tax.
- d) Electricity service agreement - three year electricity agreement commencing August 15, 2018 with a fixed retail fee of \$0.07 per kWh and a pool market price for electricity usage which fluctuates based on market conditions.
- e) Natural gas service agreement - three year gas contract commencing August 15, 2018 with a fixed retail fee of \$0.36 per GJ and a spot market price for natural gas usage which fluctuates based on market conditions.
- f) Security service agreement - security agreement commencing July 22, 2019 with a fixed rate of \$30.72 per hour for an average monthly cost of \$9,584.64 plus Goods and Services Tax.

The following minimum payments are required under agreements a to c:

2020	\$ 22,400
2021	4,468
2022	981
2023	981
2024	981

The Association has not met the reporting requirements under certain funding agreements with respect to providing audited financial information or audited financial statements within 90 days of the expiry of the agreements. This non-compliance has been discussed with funders and extension has been approved and did not result in the denial of further funding. Management will complete the required reporting.



## WAYPOINTS COMMUNITY SERVICES ASSOCIATION

16

## Notes to Financial Statements

Year Ended March 31, 2019

**14. Internally restricted net assets**

The Association has internally restricted net assets for the following special purposes:

- a) Sustainability and emergency fund - the purpose of the sustainability and emergency fund is to cover the cost of ongoing programs in the event of delay or unanticipated loss of funding from funders and to cover the costs of unexpected events.

**15. Restricted - replacement reserve**

The Association is required to maintain a replacement reserve for the original Unity House with an annual allocation of \$1,614. A separate bank account is maintained for this purpose (see Note 4).

	2019	2018
Balance, beginning of the year	\$ 50,302	\$ 48,688
Transfer for the year	1,614	1,614
Balance, end of the year	\$ 51,916	\$ 50,302

**16. Donated goods and services**

Included in fundraising revenue and expenses are donated goods and services for various fundraising events held by the Association with an estimated fair value of \$201,693.

**17. Economic dependence**

The Association is economically dependant on the Alberta government for its funding. All of the funding is used in various programs of the Association.