

Choices Association of Fort McMurray

2020 Community Impact Grant Analysis

CIP Grant Summary:

				2020 Recommended by CIP	Variance Recommended vs. Requested
2017	2018	2019	2020 Request*		
-	-	-	99,091		(99,091)

Fiscal Year End	Total Expenses	Unrestricted Net Assets
March 31, 2019	1,089,196	146,015

Notes:

Rural Employment Program - Workshops on job readiness, employment skill development, resume development, computer skills, job search, job maintenance, interview skills, volunteerism, job place conflict resolution

The program is a service currently provided by other levels of government.

Budget Line Description	2020 Total Budget	2020 Budget Request	2020 Recommended
Revenues			
RMWB Community Impact Grant	99,091	99,091	-
Casinos/Bingos	1,000	-	-
Fundraising	3,000	-	-
Total Revenues	103,091	99,091	-
Expenses			
Staffing	58,500	58,500	-
MERCs	8,775	8,775	-
Travel	14,000	14,000	-
Benefits	3,816	3,816	-
Administration	10,000	10,000	-
Supplies - Paper, USB, Photocopy, Stamps, Phone	5,000	5,000	-
Promotional Material	3,000	3,000	-
Total Expenses	103,091	103,091	-
Total Surplus (Deficit)	\$ -	\$ (4,000)	\$ -



2020 Community Impact Grant - Community Programs and Projects 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 program or project 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 Community Impact Grant Guidelines
- 2020 Community Impact Grant - Community Programs & Projects Application Checklist

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

Organization Name: Choices Association of Fort McMurray

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

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

- that we have read the Community Impact 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 Community Impact 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.

AB RR
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Alanna Bottrell
Signature of Board Member
(must have signing authority)

Rhonda Robinson
Signature of Board Member or Executive Director
(must have signing authority)

ALANNA BOTTRELL
Print Name

Rhonda Robinson
Print Name

2019/09/23
Date: (YYYY-MM-DD)

2019-09-12
Date: (YYYY-MM-DD)

RECEIVED SEP 23 2019



Community Programs and Projects Part A - Organization Summary

1. Organization Details

Organization Name:	Choices Association of Fort McMurray
Street Address:	10010 Franklin Avenue
City/Hamlet:	Fort McMurray
Province:	Alberta
Postal Code:	T9H2K6
Phone Number:	780-791-3009
Email Address:	ed@choicesfortmcmurray.ca
Act Registered Under:	Societies Act (Alberta)
Registration Number:	500056445

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

2. Main Contact

Title:	Executive Director
Name:	Rhonda Robinson
Daytime Phone:	780-791-3009 ext 509
Email Address:	ed@choicesfortmcmurray.ca

3. Executive Director

Name:	Rhonda Robinson
Daytime Phone:	780-791-3009 ext 509
Email Address:	ed@choicesfortmcmurray.ca

4. Board Chair / President

Name:	Jamie Attfield
Daytime Phone:	17(1)
Email Address:	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



Community Programs and Projects Part B - Board Questionnaire

5. 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?

- There is a monthly review of the financial statements.
- We hired an internal bookkeeper to keep budget updated regularly and an auditor to thoroughly review the file and to be more accountable to funders. Our audited financials are being prepared we will have them approve at our AGM October 23, 2019 - we do not have the documents.
- We are currently recruiting an inclusive Board of Directors with business and financial backgrounds to assist with monthly reviews and budget planning.
- There are budget reviews and adjustments planned quarterly.

6. Organization's most recent Fiscal Year End date (YYYY-MM-DD): 2019-03-31

Unrestricted net assets from your Financial Statements ending 2019-03-31 \$ 0.00

(Accumulated surplus that the Board has not set aside for a particular purpose)

Total Expenses from your Financial Statements Ending 2019-03-31 \$ 857,997.12

7. Does your organization have financial reserves greater than the last fiscal year's operating expenses? If so, explain why.

No, we have enough for 3 months operating.

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

There is no current membership program outside of our Board Members. We will be looking at the feasibility of having a membership list in the future. Our By Laws outline our membership requirements.

Individuals with varying abilities, we are able to serve/assist anyone with a SIN number not starting with a "9" if they do have this we will still meet with them and refer them to the YMCA program whom can assist them.

9. Minimum number of board members according to bylaws: 5

Number of board members: Currently: 6 2018: 6 2017: 7

How often does the Board of Directors meet? Monthly



10. Please list your current Board of Directors:

Name	Board Position	Years on Board
Jamie Attfield	Chair	4.00
Spencer Biegun	Vice Chair	
James Hackett		
Alanna Botrell	Secretary	
Kulwinder Arora	Treasurer	
Muhammad Ehtisham		

11. 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 in the board / organization	Amount received

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.



Community Programs and Projects

Part C - Proposed Program or Project Details

12. **Program or Project Name:** Rural Employment Program

13. **Beginning Date (YYYY-MM-DD):** 2020-01-02

14. **Completion Date (YYYY-MM-DD):** 2020-12-31

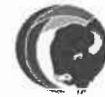
Note: The term of the Community Impact Grant is January 1 - December 31, 2020. The program or project and all expenditures must occur during this term.

15. **What activities will be part of the program or project? Please provide details:**

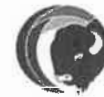
- Use headings if applying for more than one program or project;
- List specific activities of each program or project; and
- Include details such as location(s), number of sessions, length of sessions, etc.

(additional space continues on next page)

- The staff would travel to the 5 identified indigenous communities to assist with job readiness, employment skill development and all other employment areas.
- There will be a travel schedule that suits the approved budget. There will be weekly travel to Janvier, #468 and Fort McKay and Conklin every 6-7 weeks and Fort Chipewyan a minimum of quarterly for 2 days at a time.
- The time in Janvier - will be 3-4 hours per week minimally.
- The time in #468 will be 4-5 hours per week minimally.
- The time in Conklin will be 3-4 hours every 3/4 weeks minimally.
- The time in Fort McKay will be 4-5 hours per week minimally.
- The times will include some early evenings and weekends to accommodate the community needs. In addition there could be phone and video meetings/appointments.
- The time in Fort Chipewyan will be 5-6 hour days over 2 days every 2-3 months.
- We could include youth in this as well (age 14 and older), if there is a need.
- There will be workshops to ensure we can reach more participants - we have a few laptops we can take with us for use when in the communities. This can also be done 1-1 if needed.
- The workshops will include resume development and creation, computer skills, job search, job maintenance, job readiness, interview skills, volunteerism, and job place conflict/resolution. We will also work with the communities and ask them what they are looking for in the employment area and tailor the workshops to the needs of each community.
- The staff will create a relationship with the communities and become a support to ensure that there is a quality of life enhancement and self esteem change. Employment is an important social determinate of health that affects all other determinants.
- We will strive to collaborate with other non profits and agencies to coordinate the best times to go and to partner together for some events and training sessions we can provide. For instance we can partner with AHS and have them present on mental health and employment or with NEAFAN on FASD and employment.
- The first month will be used for program development and creation of workshops and organizing/coordinating schedules with the communities and going out with other service providers.



15. (Continued from previous page)



16. What objective(s) of the Community Program and Projects stream does this program or project address? (Check all that apply)

- ☐ To provide a program or project that enhances leisure, cultural, recreational opportunities and/or
- ☒ To support the design and delivery of preventive social service programs that promote and enhance the well-being of individuals, families and communities;
- ☒ To promote programs or projects that address, as directly as possible, any one of the 94 Calls to Action in the Truth and Reconciliation Commission report;
- ☒ To promote and support community capacity and economic growth;
- ☒ To facilitate and promote investment in local projects by residents;
- ☒ To enrich the cultural landscape of the Municipality; and/or
- ☒ To create/maintain a program for recruiting, training and using volunteers.

17. Describe, in detail, how the program or project will meet and address each objective selected above. (additional space continues on next page)

If the Calls to Action objective is selected, please identify the Call to Action and include the following:

- a. How the Call to Action will be addressed by the activities of the program project;*
- b. How the activities promote healing, language and/or cultural restoration; and*
- c. How the Indigenous community is involved in the planning, execution, participation or follow up to the program or project.*

- Employment assists greatly in poverty reduction and well being, allowing families to feel a decrease of stress and an increase in connection.

- When I review the 94 calls to action, #19 under the Health section is relevant - employment has a direct link to mental health.

- I would like to see community members in each community step forward to assist with this project beyond the one year funding to create continuity and build capacity in the community. We would identify these volunteers and create a training manual and course to deliver to them, and we would also be able to provide phone , email and skype assistance after should they need it.

- We would be creating volunteer opportunity with local community members in delivery of this project and beyond. This will create experience for a resume as well.

- By assisting the 5 identified communities' citizens with employment related services and by them obtaining employment in our region it will greatly assist the cultural landscape of our community by providing a more diverse workforce. By us going to the nations we are also enriching the cultural landscape of the RMWB as we will be providing a program that is not currently being provided.



17. (Continued from previous page)

18. How many participants are expected to benefit from the program or project? Please identify them in the table below.

Ages 0 - 3:		Adults:	60
Ages 3 - 5:		Seniors:	20
Ages 5 - 12:		Families:	105
Ages 12 - 18:	25		

19. What is the community need that the program or project will address?

Employment assists in lessening poverty as well and increasing connectivity, mental health and well being and self esteem. It also helps with independence and a sense of contribution.

Poverty reduction is a large driving force of this project and there is a very broad spectrum of things this impacts.

Employment can be difficult to secure when isolated, have no ID, have addictions, no or limited transportation, no child care, have mental health concerns and many more barriers that present themselves. But living in communities with limited or no help in this area creates even more of a barrier. We are experts at assisting out clients to break these barriers and more.

20. How was the need determined?

We are currently not able to "service" the rural communities and are often asked "why are you not in the rural communities" , we have not been able to go as we have not in the past had the funding.

I have no knowledge of any agency doing this type of project in the communities.

This is a lacking service need.



21. How will the program or project address this need?

This project will ensure to make our services to all residents of the RMWB and decrease the barriers of finances and transportation for them to come into Fort McMurray.

People will become employment ready and some even secure employment. This project will identify specific needs that we can tailor our programming/information to meet.

Communities will feel supported in this very important social determinant of health, health will be increased. Employment is one of the most influential factors on our lives.

22. What will be the positive impacts to the community?

- An increased support to the communities, individuals and families. This includes and increased connection overall which is directly linked to healthier mental health and well being.
- An increase in employment skills and it is anticipated some individuals securing employment and or volunteer opportunities to build their resumes.
- An increase in community referrals and partnerships, increasing collaboration.
- An increase in trust and relationships.
- There will be an increase in individuals increase sense of purpose and responsibility.
- Employment can create a sense of safety and comfort in many way. it decreases worry.
- Safety will be created through Social Role Valorization.



Part of the CPP Stream is funded through a partnership with the Government of Alberta to provide support for the design and delivery of preventative social services programs that promote and enhance the wellbeing of individuals, families and communities.

To determine if the program, project or service meets the Family and Community Support Services (FCSS) program outcomes of Prevention, Local Autonomy, Volunteerism, Accountability, and Community Development, please answer the following:

23. Is the program, project or service preventative in nature? Does it enhance the social well-being of families and individuals? Does it have preventative social outcomes?

If yes, please explain. If no, leave blank.

This program is preventative in nature as it assists lessens poverty and increases quality of life with regards to social determinants of health.

It will also create volunteer opportunities for community members and develop employability in the communities. This will be beneficial to both the individuals, their families and the community.

24. Does the program, project or service:

- Help people develop independence, strengthen coping skills and become more resistant to crisis?
Yes ☒ No ☐
- Help people develop an awareness of social needs?
Yes ☒ No ☐
- Help develop interpersonal and group skills which enhance constructive relationships among people?
Yes ☒ No ☐
- Help people and communities to assume responsibility for decisions and actions which affect them?
Yes ☒ No ☐
- Provide supports that help sustain people as active members of the community?
Yes ☒ No ☐



25. Is the program, project or service:

- Primarily a recreation, leisure, entertainment or sporting activity or event?
Yes ☐ No ☒
- Offering direct assistance, including money, food, clothing or shelter, to sustain an individual or family?
Yes ☒ No ☐
- Primarily rehabilitative, therapeutic or crisis management?
Yes ☐ No ☒
- A duplication of services provided by any level of government?
Yes ☐ No ☒
- A capital expenditure such as the purchase, construction or renovation of a building or facility?
Yes ☐ No ☒

26. What does/will a successful program or project look like?

A successful program will have engaged and repeat clients attending and accessing our services. We will be successful in having community members with employment skills and they will be job ready and or successful in obtaining employment.

Perhaps there will be a creation of a job in the communities with assist with employment beyond this program.

Success will look like a change in health outcomes from each community as defined in collaboration with the communities. Specific success is likely to be unique/individual to each community and each person accessing the program.



27. How will the program or project's success be measured (e.g., surveys, evaluation, longitudinal studies)?

We will evaluate with surveys and evaluation as required.

28. Does the program or project duplicate or overlap with other programs or projects offered in the community? How is this organization's program or project unique?

I am not aware of any employment programs or services that go into the rural communities on a regular basis. Getting and being ready for employment takes time and consistency.

We are hoping to provide a unique experience by entering into our clients communities to be better able to see and understand the challenges and barriers to living in a remote community. We are open to listening and getting creative as to how we can assist.

29. How will the program or project be promoted/advertised?

(Successful programs or projects shall state "Funding considerations provided by the Regional Municipality of Wood Buffalo" on all print and digital advertisements and shall not use the Municipal logo.

- Radio station community profiles
- Social Media
- Website
- Inter-agency
- RCOM
- CCOT
- Through other agencies providing outreach to the Rural Communities
- McMurray Metis
- Fort McKay Metis
- All 5 Bands
- Through all partners and agencies we work with , refer to and get referrals from
- Community Boards
- Community News letters
- news papers and publications (that are free)



30. The Community Programs and Projects stream is intended to promote an allied social profit sector within the Municipality. What other community groups or organization will be involved in the program or project?

- a. List each community group or organization; and
- b. Define each community group or organization's role.

We have relationships with and would collaborate with the following agencies. The Executive Director of Choices Association has connection within all of the 5 communities.

- Athabasca Tribal Counsel (ATC) - we would hope to travel with them as well as use them to help educate us on protocols and introductions to the communities. There would also be a benefit for referrals to and from ATC.

- Waypoints - we would look to refer to and receive referrals from the work they do in the rural communities. we could also look to car pool with them when they attend rural communities. Because instances of domestic abuse and sexual violence are high in the rural communities we would likely be working very closely with them for guidance and expertise.

- Alberta Health Services (AHS) - we would hope to partner with them to provide a mental health and employment workshop. They would be able to provide us with information on mental health considerations.

- The HUB - work together with referrals to assist in creating healthier families.

- CMHA - Canadian Mental Health Association - we would hope to partner with them to provide a mental health and employment workshop. They would be able to provide us with information on mental health considerations.

- All the band offices and health centres and youth programs in the communities to see what they need in terms of employment supports.

- Any other agencies/associations visiting the rural communities.

31. The Community Programs and Projects stream is intended to promote public/volunteer participation in the planning, delivering and governing of community programs and projects. How will volunteers be involved in the proposed program or project?

- We will work in collaboration with the communities and other agencies to ensure we are reaching those who want to access our programs and services.

- We will recruit in each community volunteers to help us set up and do other task dependent on the skill set presented, this will also create experience on their resume.

- 32. The CPP stream requires at least one other source of funding (e.g., monetary donations or grants, sponsorships, significant in-kind contributions, etc.) aside from the Community Impact Grant. Describe any other funding initiatives the organization has taken or is planning to implement to support this requirement.**

We will use fundraising monies and donations for any course costs and PPE that is needed should employment be secured.

We were given a large donation November 2018, for direct client costs that would assist in accessing courses and PPE needed.

We have bingos in the spring in which we will use the monies raised towards this project. We will have a 50/50 draw and hope to raise \$3000.00 towards this project through the year as well.

- 33. Outline any expected in-kind contributions for this program or project:**

Donation of safety gear from local agencies/businesses.

We will host a "work gear drive" for new or gently used items to donate to the communities for those who need it.

Program or Project Budget

34. a) Please be advised that although your organization's fiscal year may not run January - December, that is the funding period of the Community Impact Grant. The following content must only relate to the period of January 1 - December 31, 2020.
- b) Please include all anticipated sources of revenue for the program or project and whether or not it is in progress (applied for but not yet confirmed) or secured (confirmed).
- c) Please list all sources of funding separately and name the sources in the space provided.
- d) Do not include this grant application as a source of revenue.

Source of Projected Income	Revenue Jan - Dec 2020	Revenue Status	
		In Progress	Secured
Project/Program Income (Ticket sales, admission, etc.)	0.00	<input type="checkbox"/>	<input type="checkbox"/>
Government of Alberta Grant	0.00	<input type="checkbox"/>	<input type="checkbox"/>
Government of Canada Grant	0.00	<input type="checkbox"/>	<input type="checkbox"/>
Casinos/Bingos	1,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Donation from:		<input type="checkbox"/>	<input type="checkbox"/>
Donation from:		<input type="checkbox"/>	<input type="checkbox"/>
Donation from:		<input type="checkbox"/>	<input type="checkbox"/>
Grant from:		<input type="checkbox"/>	<input type="checkbox"/>
Grant from:		<input type="checkbox"/>	<input type="checkbox"/>
Grant from:		<input type="checkbox"/>	<input type="checkbox"/>
Sponsorship from:		<input type="checkbox"/>	<input type="checkbox"/>
Sponsorship from:		<input type="checkbox"/>	<input type="checkbox"/>
Sponsorship from:		<input type="checkbox"/>	<input type="checkbox"/>
Other: fundraising - (minimally)	3,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other:		<input type="checkbox"/>	<input type="checkbox"/>
Other:		<input type="checkbox"/>	<input type="checkbox"/>
Other:		<input type="checkbox"/>	<input type="checkbox"/>
Other:		<input type="checkbox"/>	<input type="checkbox"/>
Other:		<input type="checkbox"/>	<input type="checkbox"/>
Total (A)	\$ 4,000.00		

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

Choices Association of Fort McMurray has been in the community since 1969 (we have a our history outlined on our web page) and has since taken on many different forms of helping the community and region. We provide employment supports and expand opportunities for individuals with varying abilities.

However we do not just "do employment" , we assist our clients in accessing agencies and ensuring basic needs are met so they can be successful in obtaining and maintain employment. We know that employment , in todays culture , often defines who we are and if you are not employed , you are not always valued. Although this is not our belief many of our clients struggle with and feel this belief in their interactions with others.

Employment is an important social determinant of health and affects all other determinants. We want to be able to reach all individuals whom need employment supports in the RMWB and often hear from rural clients they can not make it in to their appointments due to transportation and finances. The hope with this program is to provide this service in their community making is accessible to everyone. By Choices Association receiving the funds for this project we will be able to assist with working towards the 94 Calls to Action and create relationships of support and trust with the 5 identified communities.

Choices Association of Fort McMurray has success in our current programs and we are certain there will be success in this as well.

37. Attachments

The following **MUST** accompany this application.

Failure to submit the following will result in this application being deemed incomplete.

☒ Financial Statements of **most recent** fiscal year end (Year end date must fall between July 1, 2018 and June 30, 2019)

The following is **OPTIONAL** to this application.

☐ Project Logic Model (if available)

Completed and Signed Applications are to be submitted:

Preference is By Email: CIP@rmwb.ca

OR

In Person or By Mail:

Community Investment Program
Community Services
Regional Municipality of Wood Buffalo
9909 Franklin Avenue
Fort McMurray, AB T9H 2K4

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

CHOICES Association of Fort McMurray **Balance Sheet As at 03/31/2019**

ASSET

Current Assets

Petty Cash - Administration	600.00	
Total Petty Cash		600.00
RBC Operating Account#1005578	225,700.69	
RBC Casino Account#1006089	2,666.95	
Total Cash		228,367.64
Accounts Receivable	85,813.04	
Total Receivable		85,813.04
GST Receivable		7,786.71
Prepaid Expenses		2,746.84
Prepaid Deposits		22,343.25
Total Current Assets		347,657.48

Capital Assets

Leasehold Improvements	376,957.51	
Accum. Amort.-Leaseholds	-243,001.76	
Net Leasehold Improvements		133,955.75
Office Furniture & Equipment	119,371.10	
Accum. Amort. -Furn. & Equip.	-76,092.06	
Net - Furniture & Equipment		43,279.04
Computer Software	3,267.74	
Accum. Amort. Software	-3,267.74	
Net Computer Software		0.00
Computer Hardware	54,093.55	
Accum. Amort.- Hardware	-41,267.15	
Net Computer Hardware		12,826.40
Capital Assets-Choices	28,726.00	
Accum. Amort. - Assets Choices	-28,726.00	
Net Capital Assets-Choices		0.00
Total Capital Assets		190,061.19

TOTAL ASSET 537,718.67

LIABILITY

Current Liabilities

Accounts Payable	21,475.69
Accrued Liabilities	7,550.00
Deferred Revenue-Casino Funds	2,973.75
Deferred Revenue - Reno Grant	31,000.00
Donations in Kind	15,195.00
Deferred Revenue-Leasehold Improvem	14,724.32
RBC Visa (ED) Payable-5344	4,757.22
RBC Visa (EA) Payable-7095	-50.00
RBC Visa (S.Walsh) -7008	102.00
Vacation Payable	3,824.87
Wages & Benefits Payable	9,938.88
Group Ins LTD & Other	-2.73
Health Plan Premiums Payable	-2,266.76
Employee Social Fund	883.75
Wildrose Foundation Grant	676.30
Total Current liabilities	110,782.29

Long Term liabilities

RBC Loan #138266119	37,483.00
RBC Loan #138266119	50,004.00
Total Long Term liabilities	87,487.00

TOTAL LIABILITY 198,269.29

CHOICES Association of Fort McMurray
Balance Sheet As at 03/31/2019

EQUITY

Retained Earnings

Retained Earnings - Apr'04and Fwd.	97,421.54
Current Earnings	3,373.00
Capital Reserves ACL	238,654.84
Offset Capital Asset Reserve	38,803.00
Capital Reserves-Choices	-38,803.00
Capital Assets Internally Funded	-3,302.00
Capital Assets Internally Funded	3,302.00

Total Retained Earnings	<u>339,449.38</u>
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TOTAL EQUITY	<u>339,449.38</u>
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LIABILITIES AND EQUITY	<u>537,718.67</u>
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CHOICES Association of Fort McMurray

Income Statement 04/01/2018 to 03/31/2019

REVENUE

Funding and Grant Revenue	
Alberta Human Services	360,606.00
Canadian Red Cross	117,138.74
RMWB Homelessness Grant	70,517.34
RMWB Photo Radar	246,792.25
Office Rental	1,065.00
Total Funding and Grant Revenue	796,119.33

Other Revenue	
Casino Fundraising	46,166.22
Fundraising Activities	1,701.30
Donations Income	3,327.02
HALOs Donations	7,200.00
Miscellaneous Revenue	1,853.25
Interest Income	3.00
Total Other Revenue	60,250.79

TOTAL REVENUE **856,370.12**

EXPENSE

Payroll Expenses	
Wages & Salaries	455,381.52
EI Expense	9,455.40
CPP Expense	19,478.52
WCB Expense	10,278.15
Employee Benefits	9,760.84
Total Payroll Expense	504,354.43

General & Administrative Expenses	
Accounting & Legal	11,325.00
Advertising & Promotions	8,245.15
Total Advertising & PR	8,245.15
Bank Charges & Interest	875.52
CRA Penalties & Interest	-1.41
Interest on Long Term Debt	5,625.73
Casino Startup Costs	2,096.50
Computer Services & Repairs	5,298.75
Credit Card Charges	-1,018.45
Direct Consumer Support	5,729.38
GST 50% Non-Refundable	3,725.27
Garbage/Waste Removal	3,095.11
Insurance Expense	12,224.00
Janitorial Services and Supplies	13,619.75
Internet Services	2,467.92
Licensing Fees	22.00
Memberships and Subscriptions	1,714.80
Meeting & Board Expenses	2,303.11
Miscellaneous	0.03
Office Equipment Leases	18,471.00
Office Supplies	11,868.11
Postage and Courier	333.07
Program Shared Admin. Cost	560.00
Relocation Costs	1,812.50
Program Supplies and Resources	2,123.87
Rent Expense - ACL	184,751.52
Total Rent Expense	184,751.52
Repairs & Maintenance - Office	1,526.66
Repairs & Maintenance - Vehicle	1,127.94
Staff Development & Workshops	3,624.55
Snow Clearing	7,882.81
Staff and Volunteer Recognition	3,277.04

Printed On: 09/23/2019

CHOICES Association of Fort McMurray
Income Statement 04/01/2018 to 03/31/2019

Telephone and Fax	9,910.66
Travel-Board and Staff	1,216.98
Utilities	13,272.22
Vehicle Lease Expense	9,535.60
Total General & Admin. Expenses	348,642.69
TOTAL EXPENSE	852,997.12
NET INCOME	3,373.00

COPY

CHOICES ASSOCIATION OF FORT MCMURRAY

Financial Statements

Year Ended March 31, 2018

(Unaudited)

CHOICES ASSOCIATION OF FORT MCMURRAY

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Year Ended March 31, 2018

(Unaudited)

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Phone: (780) 881-7424 Fax: (780) 665-6152 Web: smillard.ca

INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

To the Members of Choices Association of Fort McMurray

I have reviewed the accompanying financial statements of Choices Association of Fort McMurray that comprise the statement of financial position as at March 31, 2018 and the statements of revenues and expenditures, changes in net assets and cash flow for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility 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.

Practitioner's Responsibility

My responsibility is to express a conclusion on the accompanying financial statements based on my review. I conducted my review in accordance with Canadian generally accepted standards for review engagements, which require me to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, I do not express an audit opinion on these financial statements.

Conclusion

Based on my review, nothing has come to my attention that causes me to believe that these financial statements do not present fairly, in all material respects, the financial position of Choices Association of Fort McMurray as at March 31, 2018, and the results of its operations and its cash flows for the year then ended in accordance with the Canadian accounting standards for not-for-profit organizations.


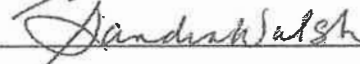
Fort McMurray, Alberta
August 29, 2018

S. MILLARD CHARTERED PROFESSIONAL ACCOUNTANT
CHARTERED PROFESSIONAL ACCOUNTANT

CHOICES ASSOCIATION OF FORT MCMURRAY**Statement of Financial Position****March 31, 2018***(Unaudited)*

	2018	2017
ASSETS		
CURRENT		
Cash	\$ 309,532	\$ 460,886
Accounts receivable	77,173	106,223
Goods and services tax recoverable	6,421	1,703
Prepaid expenses	25,090	40,708
Restricted cash (Note 4)	2,974	4,862
	<u>421,190</u>	<u>614,382</u>
PROPERTY, PLANT AND EQUIPMENT (Note 5)	<u>190,062</u>	<u>275,416</u>
	<u>\$ 611,252</u>	<u>\$ 889,798</u>
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable	\$ 20,592	\$ 20,756
Current portion of long term debt (Note 8)	50,004	50,004
Wages payable	38,431	31,221
Employee deductions payable	18,259	22,227
Deferred Revenue (Note 4)	2,974	4,862
Unamortized deferred capital contributions (Note 6)	46,871	65,687
Unamortized leasehold inducements (Note 7)	14,724	16,624
	<u>191,855</u>	<u>211,381</u>
LONG TERM DEBT (Note 8)	<u>83,320</u>	<u>133,324</u>
	<u>275,175</u>	<u>344,705</u>
NET ASSETS		
Unrestricted	146,015	269,677
Investment in capital assets	190,062	275,416
	<u>336,077</u>	<u>545,093</u>
	<u>\$ 611,252</u>	<u>\$ 889,798</u>

ON BEHALF OF THE BOARD

 Director
 Director

CHOICES ASSOCIATION OF FORT MCMURRAY**Statement of Revenues and Expenditures****Year Ended March 31, 2018***(Unaudited)*

	2018	2017
REVENUES		
Alberta Human Services	\$ 378,256	\$ 412,730
Regional Municipality of Wood Buffalo	434,041	357,270
Casino	44,688	2,242
Amortization of deferred capital contributions	20,716	18,816
Fundraising revenue	2,479	18,503
Business Interruption and Cleanup Insurance	-	78,398
	<u>880,180</u>	<u>887,959</u>
EXPENSES		
Advertising and promotion	36,568	20,188
Amortization	86,854	74,269
Automotive	11,482	10,323
Insurance	11,957	11,407
Interest and bank charges	1,248	1,375
Interest on long term debt	7,817	9,475
Memberships	1,037	1,279
Office	46,075	40,089
Office equipment lease	18,502	18,557
Professional fees	19,441	23,921
Rental	184,752	238,175
Repairs and maintenance	28,575	24,584
Salaries and wages	601,619	535,332
Telephone	9,016	7,103
Training	9,526	4,591
Travel	2,239	3,934
Utilities	12,488	9,362
	<u>1,089,196</u>	<u>1,033,964</u>
DEFICIENCY OF REVENUES OVER EXPENSES FROM OPERATIONS	<u>(209,016)</u>	<u>(146,005)</u>
OTHER INCOME		
Loss on disposal of property, plant and equipment	-	(1,419)
DEFICIENCY OF REVENUES OVER EXPENSES	<u>\$ (209,016)</u>	<u>\$ (147,424)</u>

CHOICES ASSOCIATION OF FORT MCMURRAY**Statement of Changes in Net Assets****Year Ended March 31, 2018***(Unaudited)*

	Unrestricted	Investment in	2018	2017
		Capital Assets		
NET ASSETS - BEGINNING OF YEAR	\$ 269,677	\$ 275,416	\$ 545,093	\$ 692,517
Deficiency of revenue over expenses	(123,662)	(85,354)	(209,016)	(147,424)
NET ASSETS - END OF YEAR	\$ 146,015	\$ 190,062	\$ 336,077	\$ 545,093

CHOICES ASSOCIATION OF FORT MCMURRAY**Statement of Cash Flow****Year Ended March 31, 2018***(Unaudited)*

	2018	2017
OPERATING ACTIVITIES		
Cash receipts from customers	\$ 909,231	\$ 955,628
Cash paid to suppliers and employees	(997,184)	(1,051,412)
Interest paid	(9,066)	(10,850)
Goods and services tax	(4,718)	14,898
Cash flow used by operating activities	(101,737)	(91,736)
INVESTING ACTIVITY		
Purchase of property, plant and equipment	(1,501)	(27,945)
FINANCING ACTIVITY		
Repayment of long term debt	(50,004)	(50,004)
DECREASE IN CASH FLOW	(153,242)	(169,685)
Cash - beginning of year	465,748	635,433
CASH - END OF YEAR	\$ 312,506	\$ 465,748
CASH CONSISTS OF:		
Cash	\$ 309,532	\$ 460,886
Restricted cash	2,974	4,862
	\$ 312,506	\$ 465,748

CHOICES ASSOCIATION OF FORT MCMURRAY

Notes to Financial Statements

Year Ended March 31, 2018

(Unaudited)

1. BASIS OF PRESENTATION

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFPO).

Some users may require further information as these statements have not been prepared for general purposes.

2. PURPOSE OF THE ORGANIZATION

Choices Association of Fort McMurray (the "organization") is a not-for-profit organization incorporated provincially under the Companies Act of Alberta. As a registered charity the organization is exempt from the payment of income tax under Section 149(1) of the Income Tax Act.

The organization provides services to individuals with disability in relation to employment, personal development and residential needs in the Fort McMurray region.

3. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Cash and short term investments

Cash and cash equivalents consist primarily of banks and short-term investments with an original maturity date of purchase of three months or less. Because of the short term maturity of these investments, their carrying amount approximates fair value.

Cash subject to restrictions that prevent its use for current purposes is included in restricted cash.

Property, plant and equipment

Property, plant and equipment is stated at cost or deemed cost less accumulated amortization. Property, plant and equipment is amortized over its estimated useful life on a declining balance basis at the following rates and methods:

Computer equipment	30%	declining balance method
Computer software	100%	declining balance method
Furniture and fixtures	20%	declining balance method
Leasehold improvements	5 years	straight-line method

The organization regularly reviews its property, plant and equipment to eliminate obsolete items. Government grants are treated as a reduction of property, plant and equipment cost.

Property, plant and equipment acquired during the year but not placed into use are not amortized until they are placed into use.

Contributed capital assets are recorded at fair value at the date of contribution if fair value can be reasonably determined.

Unamortized deferred capital contributions

Government grants and donations in kind for acquiring fixed assets and related to expenses are recorded as deferred capital contributions and is amortized on the same basis and according to the same rates as the related fixed assets are amortized.

(continues)

CHOICES ASSOCIATION OF FORT MCMURRAY

Notes to Financial Statements

Year Ended March 31, 2018

(Unaudited)

3. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Impairment of Long Lived Assets

The organization tests for impairment whenever events or changes in circumstances indicate that the carrying amount of the assets may not be recoverable. Recoverability is assessed by comparing the carrying amount to the projected future net cash flows the long-lived assets are expected to generate through their direct use and eventual disposition. When a test for impairment indicates that the carrying amount of an asset is not recoverable, an impairment loss is recognized to the extent the carrying value exceeds its fair value.

Revenue recognition

Choices Association of Fort McMurray follows the deferral method of accounting for contributions.

Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. 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.

Contributions that are externally restricted for the purchase of property and equipment are deferred until the amounts are invested in equipment. Contributions invested in property and equipment, excluding land, are amortized to revenue on the same basis as the related assets are amortized.

Restricted investment income is recognized as revenue in the year in which the related expenses are incurred. Unrestricted investment income is recognized as revenue when earned.

Endowment contributions are recognized as direct increases in net assets.

Contributed services

The operations of the organization depend on both the contribution of time by volunteers and donated materials from various sources. The fair value of donated materials and services cannot be reasonably determined and are therefore not reflected in these financial statements.

Financial instruments policy

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.

The Association's financial instruments consist of cash, accounts receivable, accounts payable, vacation and wages payable, and short term debt. It is management's opinion that the Association is not exposed to significant interest, currency or credit risks arising from these financial instruments.

Measurement uncertainty

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, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

CHOICES ASSOCIATION OF FORT MCMURRAY**Notes to Financial Statements****Year Ended March 31, 2018***(Unaudited)***4. RESTRICTED CASH**

Restricted cash relates to unexpended cash receipts from casinos. The use of revenues from casinos is restricted to expenses approved by the Alberta Gaming and Liquor Commission. The Association defers unexpended revenues from casinos until the expenses, as approved by Alberta Gaming and Liquor Commission, are incurred.

5. PROPERTY, PLANT AND EQUIPMENT

	Cost	Accumulated amortization	2018 Net book value	2017 Net book value
Computer equipment	\$ 54,094	\$ 41,267	\$ 12,827	\$ 18,324
Computer software	3,268	3,268	-	-
Furniture and fixtures	148,097	104,818	43,279	52,183
Leasehold improvements	376,958	243,002	133,956	204,909
	<u>\$ 582,417</u>	<u>\$ 392,355</u>	<u>\$ 190,062</u>	<u>\$ 275,416</u>

6. UNAMORTIZED DEFERRED CAPITAL CONTRIBUTIONS

Unamortized deferred capital contributions consist of contributions received for the purchase of capital assets. Recognition of these amounts as revenue is deferred to periods when the related capital assets are amortized. Changes in unamortized deferred capital contributions are as follows:

	2018	2017
Balance, beginning of year	\$ 65,688	\$ 84,504
Less: Amounts recognized as revenue during the year	(18,817)	(18,816)
Balance, ending of the year	<u>\$ 46,871</u>	<u>\$ 65,688</u>

7. DEFERRED LEASE INDUCEMENT

Unamortized deferred lease inducements consist of contributions received for the purchase of lease inducements. Recognition of these amounts as revenue is deferred to periods when the related lease inducements are amortized. Changes in unamortized deferred lease inducements are as follows:

	2018	2017
Balance, beginning of year	\$ 16,624	\$ 47,023
Current year lease inducement	-	(28,500)
Amortization	(1,900)	(1,899)
Balance, ending of the year	<u>\$ 14,724</u>	<u>\$ 16,624</u>

CHOICES ASSOCIATION OF FORT MCMURRAY

Notes to Financial Statements

Year Ended March 31, 2018

(Unaudited)

8. LONG TERM DEBT

Royal Bank loan bearing interest at 4.5% per annum, repayable in monthly blended payments of \$4,167 plus interest. The loan matured on November 30, 2017 and was secured by a General security agreement. The RBC Loan is renewable if the bank and the organization agree to terms.

Amounts payable within one year

	2018	2017
	\$ 133,324	\$ 183,328
	(50,004)	(50,004)
	<u>\$ 83,320</u>	<u>\$ 133,324</u>

Principal repayment terms are approximately:

2019	\$ 50,004
2020	50,004
2021	33,316
	<u>\$ 133,324</u>

9. ECONOMIC DEPENDENCE

The organization's primary source of revenue is grants from various levels of government and the organization's ability to continue viable operations depend upon following the criteria of the Provincial Government guidelines. As at the date of these statements, the organization believes that it is in compliance with the guidelines. Grants received from various levels of government represent 92% (87% in 2017) of the organization's total revenues.

10. CONTRACTUAL OBLIGATIONS

The Association leases its premises at Fort McMurray under a long-term lease that expires on June 30, 2020. Under the lease, the Association is required to pay annual rent of (including GST) in monthly payments of \$16,166.

The Association has a lease of a truck. The lease requires monthly payments of (including GST) \$874. The lease expires on August 15, 2018.

The Association has a lease of photocopiers and server. The lease requires monthly payments of (including GST) \$ 1,586. The lease expires on October 1, 2020.

Contractual obligation repayment schedule:

2019	\$ 213,025
2020	111,271
	<u>\$ 324,296</u>

CHOICES ASSOCIATION OF FORT MCMURRAY

Notes to Financial Statements

Year Ended March 31, 2018

(Unaudited)

11. FINANCIAL INSTRUMENTS

The organization 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 organization's risk exposure and concentration as of March 31, 2018.

(a) Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The organization is exposed to this risk mainly in respect of its receipt of funds from its customers and other related sources, long-term debt, obligations under capital leases, contributions to the pension plan, and accounts payable.

(b) 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 rate risk, interest rate risk and other price risk. The organization is mainly exposed to interest rate risk.

(c) 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 organization manages exposure through its normal operating and financing activities. The organization is exposed to interest rate risk primarily through its floating interest rate bank indebtedness and credit facilities.

Unless otherwise noted, it is management's opinion that the organization is not exposed to significant other price risks arising from these financial instruments.
