

**(A.C.C.E.S.) Accessible Community  
Counselling and Employment Services  
Services**

**Financial Statements**

**For the Year Ended March 31, 2023**



## INDEPENDENT AUDITOR'S REPORT

### To the Board of Directors of (A.C.C.E.S.) Accessible Community Counselling and Employment Services Services

#### *Opinion*

We have audited the financial statements of (A.C.C.E.S.) Accessible Community Counselling and Employment Services (the "Organization"), which comprise the statement of financial position as at March 31, 2023 and the statements of revenue, expenses and changes in net assets, and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Organization as at March 31, 2023, and 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 Opinion*

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Organization in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our 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 Organization's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Organization or to cease operations, or has no realistic alternative but to do so.

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

#### *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.

**THE POWER OF BEING UNDERSTOOD**  
AUDIT | TAX | CONSULTING

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 Organization's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Organization's ability to continue as a going concern. If 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 Organization to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

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.

RSM Canada LLP

Chartered Professional Accountants  
Licensed Public Accountants  
June 29, 2023  
Toronto, Ontario

**(A.C.C.E.S.) Accessible Community Counselling and Employment Services**  
**Services**  
**Statement of Financial Position**  
**As at March 31, 2023**

|   | 2023                | 2022                |
|---|---------------------|---------------------|
| <b>Assets</b>                           |                     |                     |
| <b>Current</b>                          |                     |                     |
| Cash and cash equivalents (Note 2)      | \$ 465,884          | \$ 1,449,904        |
| Contributions receivable                | 1,500,258           | 1,228,996           |
| HST recoverable                         | 252,590             | 758,739             |
| Prepaid expenses                        | 1,077,078           | 1,078,556           |
|   | <b>3,295,810</b>    | 4,516,195           |
| <b>Tangible capital assets</b> (Note 3) | <b>884,675</b>      | 1,044,390           |
|   | <b>\$ 4,180,485</b> | <b>\$ 5,560,585</b> |

**Liabilities**

|  |                     |                     |
|--|---------------------|---------------------|
| <b>Current</b>                                   |                     |                     |
| Accounts payable and accrued liabilities         | \$ 1,058,251        | \$ 1,884,185        |
| Deferred contributions (Note 4)                  | 619,607             | 1,140,788           |
| Deferred contributions - capital assets (Note 5) | 171,578             | 290,111             |
|  | <b>1,849,436</b>    | 3,315,084           |
| <b>Net assets</b>                                | <b>2,331,049</b>    | 2,245,501           |
|  | <b>\$ 4,180,485</b> | <b>\$ 5,560,585</b> |

*Commitments and contingencies* (Note 6)  
*Economic dependence* (Note 8)

Approved by the Board Brian G. Bachand Tolu Ajise  
Director Director

**(A.C.C.E.S.) Accessible Community Counselling and Employment Services  
Services**

**Statement of Revenue, Expenses and Changes in Net Assets  
Year Ended March 31, 2023**

|   | 2023                 | 2022                 |
|---|----------------------|----------------------|
| <b>Revenue</b> (Schedule 1)             | <b>\$ 29,456,362</b> | <b>\$ 26,539,576</b> |
| <b>Expenses</b>                         |                      |                      |
| Salaries and benefits                   | 18,726,931           | 16,616,967           |
| Program delivery services               | 3,705,370            | 3,394,760            |
| Training supports and subsidies         | 2,170,692            | 2,094,523            |
| Building occupancy                      | 2,096,914            | 1,982,782            |
| Office supplies and resource material   | 822,286              | 659,334              |
| Amortization of tangible capital assets | 521,012              | 621,020              |
| Office equipment rental and repair      | 364,309              | 284,604              |
| Consulting and other purchased services | 295,848              | 231,265              |
| Staff development                       | 127,867              | 112,889              |
| Telephone                               | 111,404              | 127,632              |
| Professional fees                       | 99,555               | 85,204               |
| Promotion and publicity                 | 93,982               | 99,006               |
| Bank charges and interest               | 93,844               | 76,008               |
| Insurance                               | 77,608               | 66,191               |
| Transportation                          | 49,347               | 4,979                |
| Licenses and dues                       | 13,845               | 5,340                |
|   | <b>29,370,814</b>    | <b>26,462,504</b>    |
| <b>Excess of revenue over expenses</b>  | <b>85,548</b>        | <b>77,072</b>        |
| <b>Net assets, beginning of year</b>    | <b>2,245,501</b>     | <b>2,168,429</b>     |
| <b>Net assets, end of year</b>          | <b>\$ 2,331,049</b>  | <b>\$ 2,245,501</b>  |

**(A.C.C.E.S.) Accessible Community Counselling and Employment Services  
Services  
Statement of Cash Flows  
Year Ended March 31, 2023**

|   | 2023              | 2022                |
|---|-------------------|---------------------|
| <b>Cash provided by (used for)</b>                  |                   |                     |
| <b>Operations</b>                                   |                   |                     |
| Cash received from funding sources                  | \$ 28,545,386     | \$ 27,072,684       |
| Cash paid for salaries and benefits                 | (18,726,931)      | (16,616,967)        |
| Cash paid for building occupancy                    | (2,096,914)       | (1,982,782)         |
| Cash paid for direct programs and administration    | (8,348,578)       | (7,068,080)         |
| Investment income received - operating              | 4,315             | 8                   |
|   | <b>(622,722)</b>  | 1,404,863           |
| <b>Investing</b>                                    |                   |                     |
| Purchase of tangible capital assets                 | <b>(361,298)</b>  | (331,353)           |
| <b>Net change in cash and cash equivalents</b>      | <b>(984,020)</b>  | 1,073,510           |
| <b>Cash and cash equivalents, beginning of year</b> | <b>1,449,904</b>  | 376,394             |
| <b>Cash and cash equivalents, end of year</b>       | <b>\$ 465,884</b> | <b>\$ 1,449,904</b> |

# **(A.C.C.E.S.) Accessible Community Counselling and Employment Services Services**

## **Notes to Financial Statements**

**March 31, 2023**

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### **PURPOSE OF THE ORGANIZATION**

(A.C.C.E.S.) Accessible Community Counselling and Employment Services (the "Organization") operates centres in the greater Toronto area that provide career counselling and employment services to individuals from diverse backgrounds who are facing barriers to employment. The Organization is incorporated under the Corporations Act (Ontario) as a non-profit organization without share capital. A.C.C.E.S. is a registered charity within the meaning of the Income Tax Act (Canada) and is exempt from income taxes.

### **1. SIGNIFICANT ACCOUNTING POLICIES**

#### **Basis of Accounting**

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations. Outlined below are those policies considered particularly significant for the Organization.

#### **Revenue Recognition**

The Organization 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 become receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Restricted contributions for the purchase of capital assets are deferred and recognized as revenue on the same basis as the amortization expense related to the acquired capital assets.

Revenues other than contributions are recognized when they are earned and collectibility is reasonably assured.

#### **Tangible Capital Assets**

Tangible capital assets are recorded at cost less accumulated amortization. When conditions indicate a capital asset's value is impaired, it will be written down to its fair value or replacement cost, with the write-down recorded as an expense. Write-downs will not be reversed. Amortization is provided on a straight-line basis over the estimated useful lives of the assets, as follows:

|                        |         |
|------------------------|---------|
| Computer hardware      | 3 years |
| Computer software      | 1 year  |
| Furniture and fixtures | 5 years |
| Office equipment       | 5 years |
| Leasehold improvements | 5 years |

#### **Contributed Services**

The Organization does not record the amounts for voluntary contributed services in these financial statements.

# (A.C.C.E.S.) Accessible Community Counselling and Employment Services Services

## Notes to Financial Statements

March 31, 2023

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### 1. SIGNIFICANT ACCOUNTING POLICIES (Cont'd)

#### Financial Instruments

The Organization initially measures its financial assets and liabilities at fair value. The Organization subsequently measures its financial assets and financial liabilities at amortized cost using the straight-line method.

Financial assets measured at amortized cost include cash and cash equivalents and contributions receivable. Financial liabilities measured at amortized cost include accounts payable and accrued liabilities.

Financial assets measured at cost or amortized cost are tested for impairment when there are indicators of impairment. The amount of a write-down, if any, is recognized in the excess of revenue over expenses. Reversals of impairment are recorded to the extent that the value has increased, up to 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.

#### Use of Estimates

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the statement of financial position date and the reported amounts of revenues and expenditures for the year then ended. Estimates are used when accounting for amortization, expense allocations and accrued liabilities. Actual results could differ from management's best estimates as additional information becomes available in the future.

### 2. CASH AND CASH EQUIVALENTS

Cash and cash equivalents include guaranteed investment certificates ("GICs") which are cashable at any time and have an original term to maturity up to one year. The GICs mature between April and June 2023, and bear interest between 4.40% and 4.64% per annum. Cash and cash equivalents are comprised of:

|                                    | 2023              | 2022                |
|------------------------------------|-------------------|---------------------|
| Cash on hand and bank balances     | \$ 122,270        | \$ 1,113,238        |
| Guaranteed investment certificates | 343,614           | 336,666             |
|                                    | <b>\$ 465,884</b> | <b>\$ 1,449,904</b> |



# (A.C.C.E.S.) Accessible Community Counselling and Employment Services Services

## Notes to Financial Statements

March 31, 2023

### 3. TANGIBLE CAPITAL ASSETS

|                        | Cost                | Accumulated<br>Amortization | Net<br>2023       | Net<br>2022         |
|------------------------|---------------------|-----------------------------|-------------------|---------------------|
| Computer hardware      | \$ 1,275,743        | \$ 973,293                  | \$ 302,450        | \$ 420,863          |
| Computer software      | 296,110             | 226,366                     | 69,744            | -                   |
| Furniture and fixtures | 684,854             | 552,789                     | 132,065           | 198,740             |
| Office equipment       | 342,891             | 190,174                     | 152,717           | 79,539              |
| Leasehold improvements | 1,617,669           | 1,389,970                   | 227,699           | 345,248             |
|                        | <b>\$ 4,217,267</b> | <b>\$ 3,332,592</b>         | <b>\$ 884,675</b> | <b>\$ 1,044,390</b> |

### 4. DEFERRED CONTRIBUTIONS

Deferred contributions consist of funding received in the current fiscal year for which the related expenditures have not been made. It is anticipated that these funds will be utilized in the subsequent period.

|                                     | 2023              | 2022                |
|-------------------------------------|-------------------|---------------------|
| Balance, beginning of year          | \$ 1,140,788      | \$ 537,891          |
| Contributions received              | 28,684,284        | 26,463,317          |
| Contributions recognized as revenue | (29,205,465)      | (25,860,420)        |
| Balance, end of year                | <b>\$ 619,607</b> | <b>\$ 1,140,788</b> |

#### Balance at year end consists of:

|                               | 2023              | 2022                |
|-------------------------------|-------------------|---------------------|
| Government of Ontario         | \$ 334,374        | \$ 2,046            |
| Corporate donors and partners | 285,233           | 1,138,742           |
| Balance, end of year          | <b>\$ 619,607</b> | <b>\$ 1,140,788</b> |

### 5. DEFERRED CONTRIBUTIONS - CAPITAL ASSETS

Deferred contributions related to capital assets represent restricted contributions with which capital assets were purchased. Changes in the deferred contributions balance are as follows:

|                                    | 2023              | 2022              |
|------------------------------------|-------------------|-------------------|
| Balance, beginning of year         | \$ 290,111        | \$ 457,517        |
| Less: amounts amortized to revenue | (118,533)         | (167,406)         |
| Balance, end of year               | <b>\$ 171,578</b> | <b>\$ 290,111</b> |

# **(A.C.C.E.S.) Accessible Community Counselling and Employment Services Services**

## **Notes to Financial Statements**

**March 31, 2023**

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### **6. COMMITMENTS AND CONTINGENCIES**

Based on the operating leases in force for premises, the estimated aggregate future minimum payments, including common areas charges and HST, are as follows :

|       |                     |
|-------|---------------------|
| 2024  | \$ 2,146,543        |
| 2025  | 2,013,254           |
| 2026  | 1,648,938           |
| 2027  | 1,398,263           |
| 2028  | 222,560             |
| <hr/> |                     |
|       | <b>\$ 7,429,558</b> |

Due to the nature of its operations, the Organization is periodically subject to lawsuits in which the Organization is a defendant. With respect to claims and possible claims and possible claims at March 31, 2023, management believes the Organization has valid defences and/or appropriate insurance coverage in place. In the event any claims are successful, management believes that such claims are not expected to have a material adverse effect on the Organization's financial position and results of operations.

### **7. FINANCIAL RISK MANAGEMENT**

#### **Credit Risk**

Credit risk arises from the potential that a counterparty will fail to perform its obligations. The Organization is subject to credit risk related to its cash and cash equivalents and contributions receivable. Credit risk with respect to cash and cash equivalents is limited due to the types of instruments held by the Organization, and cash is held at a high credit quality financial institution in Canada. The Organization manages risk related to contributions receivable through proactive collection policies.

### **8. ECONOMIC DEPENDENCE**

The Organization relies on funding from the federal and provincial governments.

The Organization is contingently liable for all or a portion of grants received should it not use the grant funds as set out in the terms of the respective agreements. The amount of any such repayments are not currently anticipated or determinable. In the event of repayment of a grant, the repayment will be recorded in the statement of revenue, expenses and changes in net assets.

**(A.C.C.E.S.) Accessible Community Counselling and Employment Services  
Services**

**Schedule 1 - Revenue**

**Year Ended March 31, 2023**

|  | <b>2023</b>          | <b>2022</b>   |
|--|----------------------|---------------|
| <b>Contributions</b>   |                      |               |
| Immigration, Refugees and Citizenship Canada                                       | <b>\$ 7,805,833</b>  | \$ 6,349,356  |
| Ministry of Labour, Training and Skills Development - Employment<br>Ontario        | <b>7,206,319</b>     | 7,955,604     |
| Ministry of Labour, Training and Skills Development - Ontario Bridge<br>Training   | <b>6,794,136</b>     | 5,718,258     |
| WCG Services   | <b>2,995,516</b>     | 1,970,228     |
| Employment and Social Development Canada   | <b>1,471,291</b>     | 1,121,919     |
| Corporate grants   | <b>530,507</b>       | 643,694       |
| City of Toronto  | <b>509,302</b>       | 536,616       |
| United Way of Greater Toronto  | <b>309,853</b>       | 252,006       |
| Amortization of deferred contributions - capital assets (Note 5)                   | <b>118,533</b>       | 167,406       |
| Canadian Heritage  | -                    | 161,250       |
| Ministry of Labour, Training and Skills Development - Career<br>Pathways           | -                    | 399,642       |
| Ministry of Labour, Training and Skills Development - Safe Return to<br>Class Fund | -                    | 359,214       |
|  | <b>27,741,290</b>    | 25,635,193    |
| <b>Other Revenue</b>   |                      |               |
| Sponsorships and donations   | <b>1,020,294</b>     | 452,054       |
| Other  | <b>693,052</b>       | 449,455       |
| Nevada Lottery (net)   | <b>1,726</b>         | 2,874         |
|  | <b>\$ 29,456,362</b> | \$ 26,539,576 |