

KITCHENER-WATERLOO EXTEND-A-FAMILY ASSOCIATION

(Operating as "Extend-A-Family Waterloo Region")

FINANCIAL STATEMENTS

FOR THE YEAR ENDED MARCH 31, 2025

KITCHENER-WATERLOO EXTEND-A-FAMILY ASSOCIATION

(Operating as "Extend-A-Family Waterloo Region")

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YEAR ENDED MARCH 31, 2025

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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of: Kitchener-Waterloo Extend-A-Family Association

Opinion

We have audited the accompanying financial statements of Kitchener-Waterloo Extend-A-Family Association, which comprise the statement of financial position as at March 31, 2025 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, these financial statements present fairly, in all material respects, the financial position of Kitchener-Waterloo Extend-A-Family Association as at March 31, 2025 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 of 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 Kitchener-Waterloo Extend-A-Family 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 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 a 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.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgement and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or 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.



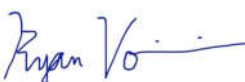
Kitchener, Ontario
June 21, 2025

Chartered Professional Accountants
Licensed Public Accountants

KITCHENER-WATERLOO EXTEND-A-FAMILY ASSOCIATION*(Operating as "Extend-A-Family Waterloo Region")***STATEMENT OF FINANCIAL POSITION****AS AT MARCH 31, 2025**

	2025	2024
ASSETS		
CURRENT		
Cash	\$ 1,093,268	\$ 1,550,572
Short-term investments (note 4)	1,082,824	1,024,019
Accounts receivable (note 5)	198,569	160,999
Due from the PassportONE	709,429	766,660
Prepaid expenses	221,920	93,308
Due from the Ministry of Children, Community and Social Services	<u>258,918</u>	<u>0</u>
	3,564,928	3,595,558
TANGIBLE CAPITAL ASSETS (note 6)	<u>145,982</u>	<u>128,596</u>
	<u><u>\$ 3,710,910</u></u>	<u><u>\$ 3,724,154</u></u>
LIABILITIES		
CURRENT		
Accounts payable and accrued liabilities	\$ 1,081,657	\$ 999,619
Due to the Ministry of Children, Community and Social Services	0	107,091
Deferred revenue (note 7)	<u>41,900</u>	<u>132,700</u>
	1,123,557	1,239,410
DEFERRED CAPITAL CONTRIBUTIONS (note 8)	<u>0</u>	<u>13,333</u>
	<u>1,123,557</u>	<u>1,252,743</u>
NET ASSETS		
UNRESTRICTED	612,013	700,691
INTERNALLY RESTRICTED (note 2a)	<u>1,975,340</u>	<u>1,770,720</u>
	<u>2,587,353</u>	<u>2,471,411</u>
	<u><u>\$ 3,710,910</u></u>	<u><u>\$ 3,724,154</u></u>

APPROVED ON BEHALF OF THE BOARD:

Director

Director

KITCHENER-WATERLOO EXTEND-A-FAMILY ASSOCIATION

(Operating as "Extend-A-Family Waterloo Region")

STATEMENT OF CHANGES IN NET ASSETS

FOR THE YEAR ENDED MARCH 31, 2025

	Unrestricted	Operating (internally restricted) (note 2a)	Training and Education (internally restricted) (note 2a)	Relocation (internally restricted) (note 2a)	Opportunities (internally restricted) (note 2a)	2025	2024
NET ASSETS, beginning of year	\$ 700,691	\$ 1,100,000	\$ 20,720	\$ 600,000	\$ 50,000	\$ 2,471,411	\$ 2,275,247
Excess of revenue over expenses for the year	115,942	0	0	0	0	115,942	196,164
Transfers (note 9)	<u>(204,620)</u>	<u>100,000</u>	<u>(6,380)</u>	<u>100,000</u>	<u>11,000</u>	<u>0</u>	<u>0</u>
NET ASSETS, end of year	<u>\$ 612,013</u>	<u>\$ 1,200,000</u>	<u>\$ 14,340</u>	<u>\$ 700,000</u>	<u>\$ 61,000</u>	<u>\$ 2,587,353</u>	<u>\$ 2,471,411</u>

See notes to the financial statements

KITCHENER-WATERLOO EXTEND-A-FAMILY ASSOCIATION*(Operating as "Extend-A-Family Waterloo Region")***STATEMENT OF OPERATIONS****FOR THE YEAR ENDED MARCH 31, 2025**

	2025	2024
REVENUE		
Province of Ontario	\$ 10,798,524	\$ 10,069,530
PassportONE	4,628,206	4,073,841
Program billing and fees	381,525	294,470
Donations and fundraising (note 10)	356,660	413,210
Home and Community Care Support Services	340,328	257,060
Investment income	79,632	91,065
Amortization of deferred capital contributions (note 8)	13,333	40,000
Other funding	1,954	34,849
	<u>16,600,162</u>	<u>15,274,025</u>
EXPENSES		
Direct families and programs	9,905,502	9,062,463
Salaries, wages and benefits	5,733,125	5,078,155
Consulting and professional fees	272,727	263,433
Occupancy costs	133,440	148,232
Indirect families and programs	131,098	97,507
Staff training and travel	114,394	109,643
Office	105,044	166,116
Amortization	51,241	122,832
Computer related expenses	26,037	23,414
Fundraising	9,330	4,700
Other	2,282	1,366
	<u>16,484,220</u>	<u>15,077,861</u>
EXCESS OF REVENUE OVER EXPENSES for the year	<u>\$ 115,942</u>	<u>\$ 196,164</u>

KITCHENER-WATERLOO EXTEND-A-FAMILY ASSOCIATION*(Operating as "Extend-A-Family Waterloo Region")***STATEMENT OF CASH FLOWS****FOR THE YEAR ENDED MARCH 31, 2025**

	2025	2024
CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES		
Excess of revenue over expenses for the year	\$ 115,942	\$ 196,164
Items not requiring an outlay of cash		
Amortization	51,241	122,832
Amortization of deferred capital contributions	(13,333)	(40,000)
Fair value changes on short-term investments	<u>(45,056)</u>	<u>(12,397)</u>
	108,794	266,599
Changes in non-cash working capital		
Accounts receivable	(37,570)	58,069
Prepaid expenses	(128,612)	2,015
Due from the PassportONE	57,231	(137,881)
Accounts payable and accrued liabilities	82,038	96,643
Due to the Ministry of Children, Community and Social Services	(107,091)	(382,015)
Due from the Ministry of Children, Community and Social Services	(258,918)	0
Deferred revenue	<u>(90,800)</u>	<u>26,349</u>
	<u>(374,928)</u>	<u>(70,221)</u>
CASH USED IN INVESTING ACTIVITIES		
Additions to tangible capital assets	(68,627)	(4,270)
Purchase of short-term investments	<u>(13,749)</u>	<u>(11,622)</u>
	<u>(82,376)</u>	<u>(15,892)</u>
NET DECREASE IN CASH	(457,304)	(86,113)
NET CASH, BEGINNING OF YEAR	<u>1,550,572</u>	<u>1,636,685</u>
NET CASH, END OF YEAR	<u><u>\$ 1,093,268</u></u>	<u><u>\$ 1,550,572</u></u>

KITCHENER-WATERLOO EXTEND-A-FAMILY ASSOCIATION

(Operating as "Extend-A-Family Waterloo Region")

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED MARCH 31, 2025

1. NATURE OF OPERATIONS

Kitchener-Waterloo Extend-A-Family Association (operating as Extend-A-Family Waterloo Region) is incorporated without share capital under the laws of Ontario. The organization is committed to enhancing the well-being of people with disabilities and their families and networks, by promoting an inclusive community through the fostering of relationships and partnerships. The organization is a registered charity under the Income Tax Act and accordingly is exempt from income taxes, provided certain requirements of the Income Tax Act are met.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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

(a) NET ASSETS

Unrestricted net assets

The unrestricted net assets reports resources available for the organization's general operating activities.

The organization has established internally restricted reserves within net assets as follows:

Operating

The operating reserve is held to maintain three months of operating expenses should the organization need to dissolve. This will provide the organization with sufficient resources to fulfill payment obligations to staff and vendors.

Training and education

The training and education reserve maintains funds to be used for higher education opportunities or specialized training for staff. This is separate from the unrestricted expenses.

Relocation

The relocation reserve reports resources to support a future relocation of the organization's home office. Potential expenses could consist of moving costs, leasehold improvements, down payments, and consultant support for a capital campaign.

Opportunities

The opportunities net assets holds resources that the organization can use to explore or pilot new programs, services or other organizational opportunities complementary to but not covered by the Ministry of Children, Community and Social Services (MCCSS) funded core services.

KITCHENER-WATERLOO EXTEND-A-FAMILY ASSOCIATION

(Operating as "Extend-A-Family Waterloo Region")

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED MARCH 31, 2025

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

(b) REVENUE RECOGNITION

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

Contributions restricted for the purchase of tangible capital assets are deferred and amortized into revenue on a straight line basis, at a rate corresponding with the amortization rate for the related tangible capital assets.

Unrestricted contributions from the government and other funders are recognized as revenue when they are received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Unrestricted donations are recorded when received.

Revenue from program billing and fees are recognized when the services are provided.

Revenue from fundraising is recognized when the fundraising event has taken place.

(c) TANGIBLE CAPITAL ASSETS

Tangible capital assets are recorded at cost and amortized on the basis of their estimated useful life using the following methods and rates:

Furniture and fixtures	- 20 % declining balance basis
Computer equipment	- 4 years straight line basis
Computer software	- 5 years straight line basis
Asset under construction	- unamortized

(d) USE OF ESTIMATES

The preparation of financial statements in conformity with Canadian generally accepted accounting principles for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the year. Significant areas requiring management's estimates include the carrying amounts of tangible capital assets, accrued liabilities, and the amounts due to/from the Ministry of Children, Community and Social Services. Actual results could differ from those estimates.

(e) FINANCIAL INSTRUMENTS

The organization initially measures its financial assets and liabilities at fair value.

The organization subsequently measures all its financial assets and financial liabilities at amortized cost, unless otherwise noted below. Financial assets are assessed for impairment on an annual basis at the end of the fiscal year if there are indicators of impairment and any impairment is recorded.

KITCHENER-WATERLOO EXTEND-A-FAMILY ASSOCIATION*(Operating as "Extend-A-Family Waterloo Region")***NOTES TO THE FINANCIAL STATEMENTS****FOR THE YEAR ENDED MARCH 31, 2025****2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)****(f) CONTRIBUTED MATERIALS AND SERVICES**

During the year, a number of volunteers contribute a significant amount of their time. Because of the difficulty in determining the fair value, contributed services are not recorded in the financial statements.

Contributed materials and services which would otherwise be paid for by the organization, are recorded at fair value when provided. The organization received donations in kind of \$0 (2024 - \$0) for the various program offerings which are not reflected in the financial statements.

3. FINANCIAL INSTRUMENTS

Unless otherwise noted, it is management's opinion that the organization is not exposed to significant interest, credit, currency, liquidity, or other price risks arising from its financial instruments.

The extent of the organization's exposure to these risks did not change in 2025 compared to the previous period.

The organization does not have a significant exposure to any individual customer or counterparty.

4. SHORT-TERM INVESTMENTS

Short-term investments consist of investment savings accounts, fixed income securities and equity funds.

5. ACCOUNTS RECEIVABLE

Accounts receivable consists of:

	2025	2024
Accounts receivable	\$ 110,555	\$ 156,193
HST receivable	79,772	5,809
Home and Community Care Support Services	32,260	22,977
Allowance for doubtful accounts	<u>(24,018)</u>	<u>(23,980)</u>
	<u><u>\$ 198,569</u></u>	<u><u>\$ 160,999</u></u>

6. TANGIBLE CAPITAL ASSETS

	Cost	Accumulated Amortization	Net 2025	Net 2024
Furniture and fixtures	\$ 179,337	\$ 167,848	\$ 11,489	\$ 11,014
Computer equipment	620,568	526,303	94,265	88,378
Computer software	435,161	435,161	0	29,204
Asset under construction	<u>40,228</u>	<u>0</u>	<u>40,228</u>	<u>0</u>
	<u><u>\$ 1,275,294</u></u>	<u><u>\$ 1,129,312</u></u>	<u><u>\$ 145,982</u></u>	<u><u>\$ 128,596</u></u>

KITCHENER-WATERLOO EXTEND-A-FAMILY ASSOCIATION*(Operating as "Extend-A-Family Waterloo Region")***NOTES TO THE FINANCIAL STATEMENTS****FOR THE YEAR ENDED MARCH 31, 2025****7. DEFERRED REVENUE**

Deferred revenue consists of:

	2025	2024
Ontario Trillium Foundation	\$ 41,900	\$ 41,900
Lyle S. Hallman Foundation	0	52,298
Ontario Autism Program	<u>0</u>	<u>38,502</u>
	<u>\$ 41,900</u>	<u>\$ 132,700</u>
Balance, beginning of year	\$ 132,700	\$ 106,351
Less amount recognized as revenue in the year	(174,600)	(133,998)
Plus amount received related to the following year	<u>83,800</u>	<u>160,347</u>
Balance, end of year	<u>\$ 41,900</u>	<u>\$ 132,700</u>

8. DEFERRED CAPITAL CONTRIBUTIONS

Deferred capital contributions related to tangible capital assets represent the unamortized amount and grants received for the purchase of tangible capital assets.

	2025	2024
Balance, beginning of year	\$ 13,333	\$ 53,333
Less amount recognized as revenue in the year	<u>(13,333)</u>	<u>(40,000)</u>
Balance, end of year	<u>\$ 0</u>	<u>\$ 13,333</u>

9. TRANSFERS

The transfers from unrestricted to internally restricted reserves are as follows:

Operating	\$ 100,000
Relocation	100,000
Opportunities	<u>30,000</u>
	<u>\$ 230,000</u>

A transfer of \$19,000 was approved from the opportunities internally restricted reserve to the unrestricted net assets. A transfer of \$6,380 was approved from the training and education internally restricted reserve to the unrestricted net assets. The transfers within net assets were completed in order to align with the strategic initiatives, as determined by the board of directors.

KITCHENER-WATERLOO EXTEND-A-FAMILY ASSOCIATION*(Operating as "Extend-A-Family Waterloo Region")***NOTES TO THE FINANCIAL STATEMENTS****FOR THE YEAR ENDED MARCH 31, 2025****10. DONATIONS AND FUNDRAISING**

Donations and fundraising relates to the following:

	2025	2024
Grants	\$ 242,315	\$ 187,988
Fundraising	47,314	39,662
Program billing	33,520	138,409
Donations	<u>33,511</u>	<u>47,151</u>
	<u>\$ 356,660</u>	<u>\$ 413,210</u>

11. ECONOMIC DEPENDENCE

The organization is economically dependent on the Province of Ontario for 65% (2024 - 66%) of its revenue.

12. COMMITMENTS

The organization rents premises under long-term operating leases. Future minimum lease payments are as follows:

2026	\$ 140,612
2027	145,870
2028	10,875
2029	11,375
2030	<u>11,875</u>
	<u>\$ 320,607</u>

KITCHENER-WATERLOO EXTEND-A-FAMILY ASSOCIATION
Schedule 1
(Operating as "Extend-A-Family Waterloo Region")
**SCHEDULE OF REVENUE AND EXPENSES BY DETAIL CODE
FOR THE MINISTRY OF CHILDREN, COMMUNITY AND SOCIAL SERVICES**
FOR THE YEAR ENDED MARCH 31, 2025

	Adults' DS Community Support Services F510	Children's DS Community Support Services F510	DSRS-Adults' Community Accommodation F510	Autism E701	Special Services at Home E532	Respite Services E532	Total MCCSS
REVENUE							
Province of Ontario received in year	\$ 1,176,069	\$ 758,059	\$ 2,300,462	\$ 10,020	\$ 5,879,592	\$ 415,404	\$ 10,539,606
Program billing and fees	28,872	0	9,380	0	1,561	0	39,813
Donations and fundraising	0	0	250	0	0	0	250
	<u>1,204,941</u>	<u>758,059</u>	<u>2,310,092</u>	<u>10,020</u>	<u>5,881,153</u>	<u>415,404</u>	<u>10,579,669</u>
DIRECT EXPENSES							
Direct families and programs	141,026	159,986	640,899	9,996	5,179,621	396,665	6,528,193
Salaries, wages and benefits	843,062	448,209	1,314,799	(876)	621,022	6,608	3,232,824
	<u>984,088</u>	<u>608,195</u>	<u>1,955,698</u>	<u>9,120</u>	<u>5,800,643</u>	<u>403,273</u>	<u>9,761,017</u>
INDIRECT EXPENSES							
Indirect families and programs	138,228	86,772	243,296	900	174,811	11,196	655,203
Occupancy costs	62,655	62,538	77,091	0	89,076	935	292,295
Consulting and professional fees	10,642	0	17,574	0	71,150	0	99,366
Staff training and travel	6,671	88	14,301	0	3,647	0	24,707
Office	2,657	466	1,543	0	684	0	5,350
Other	0	0	589	0	60	0	649
	<u>220,853</u>	<u>149,864</u>	<u>354,394</u>	<u>900</u>	<u>339,428</u>	<u>12,131</u>	<u>1,077,570</u>
TOTAL ALL EXPENSES	<u>1,204,941</u>	<u>758,059</u>	<u>2,310,092</u>	<u>10,020</u>	<u>6,140,071</u>	<u>415,404</u>	<u>10,838,587</u>
DEFICIENCY OF REVENUE OVER EXPENSES BEFORE RECEIVABLE	0	0	0	0	(258,918)	0	(258,918)
DEFICIENCY RECEIVABLE	0	0	0	0	258,918	0	258,918
EXCESS OF REVENUE OVER EXPENSES	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>

See notes to the financial statements