www.twmca.com

FINANCIAL STATEMENTS

D.S.R.F. DOWN SYNDROME RESOURCE FOUNDATION

(operating as Down Syndrome Resource Foundation)

December 31, 2020



INDEPENDENT AUDITOR'S REPORT

To the Members of

D.S.R.F. Down Syndrome Resource Foundation

Qualified Opinion

We have audited the financial statements of D.S.R.F. Down Syndrome Resource Foundation (the Foundation), which comprise the statement of financial position as at December 31, 2020, and the statements of operations, 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, except for the possible effects of the matter described in the Basis for Qualified Opinion section of the report, the accompanying financial statements present fairly, in all material respects, the financial position of the Foundation as at December 31, 2020, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Qualified Opinion

In common with many not-for-profit organizations, the Foundation derives revenue from donations, fundraising and events activities the completeness of which is not susceptible to satisfactory audit verification. Accordingly, verification of these revenues was limited to the amounts recorded in the records of the Foundation. Therefore, we were not able to determine whether any adjustments might be necessary to donations, fundraising and events revenue, excess of revenues (expenses), and cash flows from operations for the years ended December 31, 2020 and 2019, current assets as at December 31, 2020 and 2019, and net assets as at January 1 and December 31 for both the 2020 and 2019 years.

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 Foundation 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 qualified audit opinion.

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

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Foundation'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 Foundation or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Foundation'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 judgment and maintain professional skepticism throughout the audit. We also:



INDEPENDENT AUDITOR'S REPORT

- 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 Foundation'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 Foundation'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 Foundation 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.

Report on Other Legal and Regulatory Requirements

As required by the British Columbia Societies Act, we report that in our opinion, the accounting principles used in these financial statements have been applied on a basis consistent with that of the preceding year.

Vancouver, Canada May 27, 2021

Chartered Professional Accountants

Tompline Wogny LLP

STATEMENT OF FINANCIAL POSITION

As at December 31

			2020			2019
	Operating	Capital	Internally	Externally		
	Fund	Fund	Restricted	Restricted	Total	Total
	\$	\$	\$	\$	\$	\$
ASSETS						
Current						
Cash and cash equivalents [note 3]	280,449	_	20,000	91,900	392,349	80,694
Accounts receivable [note 4]	74,703	_	_	_	74,703	125,458
Prepaid expenses	42,536		_	_	42,536	37,941
Total current assets	397,688		20,000	91,900	509,588	244,093
Property and equipment [note 5]	_	2,526,425		_	2,526,425	2,602,207
	397,688	2,526,425	20,000	91,900	3,036,013	2,846,300
LIABILITIES AND NET ASSETS						
Current liabilities						
Accounts payable and accrued liabilities [note 6]	68,800			_	68,800	81,926
Canada Emergency Business Account loan [note 15]	30,000			_	30,000	_
Deferred grants and revenue [schedule]	23,775		_	91,900	115,675	106,409
Total current liabilities	122,575		_	91,900	214,475	188,335
Deferred contributions related to property						
and equipment [note 8]	_	975,217	_	_	975,217	1,020,562
Total liabilities	122,575	975,217	_	91,900	1,189,692	1,208,897
NET ASSETS	275,113	1,551,208	20,000		1,846,321	1,637,403
	397,688	2,526,425	20,000	91,900	3,036,013	2,846,300

COVID-19 [note 15]

See accompanying notes to the financial statements

On behalf of the Board:

Director

Director

STATEMENT OF CHANGES IN NET ASSETS

Year ended December 31

	Operating Fund \$	Capital Fund \$	Internally Restricted \$	Externally Restricted \$	Total \$
2020			[note 2]	[note 2]	_
Excess of revenue (expenses) for the year	247,167	(38,249)	_	_	208,918
Balance, beginning of year	35,758	1,581,645	20,000	_	1,637,403
Purchase of capital assets	(7,812)	7,812			
Balance, end of year	275,113	1,551,208	20,000	_	1,846,321
2019					
Excess of revenue (expenses) for the year	(51,087)	(39,516)	_	2,420	(88,183)
Balance, beginning of year	124,749	1,580,837	20,000	_	1,725,586
Purchase of capital assets	(42,536)	42,536	_	_	_
Loss on disposal of equipment	2,212	(2,212)	_		_
Transfer to operating fund	2,420	_	_	(2,420)	
Balance, end of year	35,758	1,581,645	20,000	_	1,637,403

See accompanying notes to the financial statements

STATEMENT OF OPERATIONS

Year ended December 31

	2020	2019
	\$	\$
REVENUE		_
Donations, fundraising and events [note 10]	516,809	555,000
Grants [schedule]	424,983	353,006
Program and information services	386,149	435,179
Up the Down Market Dinner ("UDMD") events	250,251	520,506
Deferred contributions amortization [note 8]	45,345	45,400
Interest and other	460	547
	1,623,997	1,909,638
Direct fundraising costs - UDMD events	(25,182)	(209,473)
Grants paid to qualified charities [note 13]	(17,983)	(22,766)
	1,580,832	1,677,399
EXPENSES		
Salaries and benefits [note 11]	1,321,569	1,270,059
Utilities and occupancy	88,040	70,756
Amortization	83,594	84,916
Computers and network	42,703	24,919
Communications	41,262	29,104
Program and information services	40,862	55,115
Office	28,467	30,797
Insurance	25,273	21,800
Bank and processing charges	22,278	28,813
Professional fees	17,942	30,424
Fundraising and events	14,133	67,764
Professional development	4,173	9,891
Fees, dues and memberships	2,610	4,311
Website	2,078	1,768
Property taxes	563	32,003
Interest	493	930
Loss on disposal of equipment	_	2,212
	1,736,040	1,765,582
Excess of expenses before other item:	(155,208)	(88,183)
Government COVID-19 emergency funding [note 15]	364,126	
Excess of revenue (expenses) for the year	208,918	(88,183)

See accompanying notes to the financial statements

STATEMENT OF CASH FLOWS

Year ended December 31

	2020 \$	2019 \$
OPERATING ACTIVITIES		
Excess of revenue (expenses) for the year	208,918	(88,183)
Items not affecting cash		
Amortization expense	83,594	84,916
Deferred contributions amortization	(45,345)	(45,400)
Loss on disposal of equipment	_	2,212
Change in other non-cash items		
Accounts receivable	50,755	(42,050)
Prepaid expenses	(4,595)	(9,783)
Accounts payable and accrued liabilities	(13,126)	(7,966)
Deferred grants and revenue	9,266	46,639
Cash provided by (used in) operating activities	289,467	(59,615)
FINANCING ACTIVITIES		
Line of credit - advances	460,000	530,000
- repayments	(460,000)	(530,000)
Canada Emergency Business Account - loan proceeds	40,000	
- forgiveness of debt	(10,000)	_
Cash provided by financing activities	30,000	
INVESTING ACTIVITIES		
Purchase of capital assets	(7,812)	(42,536)
Cash used in investing activities	(7,812)	(42,536)
Increase (decrease) in cash during the year	311,655	(102,151)
Cash and cash equivalents, beginning of year	80,694	182,845
Cash and cash equivalents, end of year	392,349	80,694

See accompanying notes to the financial statements



NOTES TO FINANCIAL STATEMENTS

December 31, 2020

1. NATURE OF OPERATIONS

D.S.R.F. Down Syndrome Resource Foundation (the "Foundation") is a not-for-profit organization and registered charity, incorporated under the British Columbia Societies Act, whose mission is to empower individuals with Down syndrome to reach their full potential throughout life by pioneering and providing educational programs and services, disseminating information, and changing attitudes. The Foundation is exempt from income taxes.

The work of the Foundation is supported financially by funding from individuals, corporate and government grants, program revenues and provincial gaming revenue allocations.

2. SIGNIFICANT ACCOUNTING POLICIES

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations ("ASNPO") and include the following significant accounting policies:

Use of Estimates

The preparation of financial statements in conformity with Canadian ASNPO 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 date of the financial statements and the amounts of revenue and expenses reported during the year. Significant areas requiring the use of management estimates relate to the determination of net recoverable value of assets, in particular as it relates to useful lives of property and equipment and the determination of the deferred portion of grants. Actual results could differ from these estimates.

Revenue Recognition

The Foundation follows the deferral method of accounting for contributions and has the following four funds:

- a) The Operating Fund reports the general fundraising, program delivery and administrative activities. This fund reports unrestricted resources.
- b) The Capital Fund reports the assets, liabilities, revenues and expenses related to the Foundation's land, building and equipment and related fundraising activities.
- c) The Internally Restricted fund represents a contingency reserve for operations.
- d) The Externally Restricted fund reports grants where the provider has specified the purposes for which the monies received are to be spent, donations received for the purpose of supporting bursaries, and the net proceeds from the "A Night to Remember" event.



NOTES TO FINANCIAL STATEMENTS

December 31, 2020

2. SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

Restricted contributions (grants and donations) are initially reflected as a liability and 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. Donations in-kind are only recognized when the fair value is reasonably determinable and significant, with such items recorded at the fair value on the date of contribution.

Direct access gaming revenues are taken into income as the funds are received or receivable if the funding is assured and applies to the current fiscal year.

Designated donations relating to building costs and other capital assets, except land, are transferred to deferred contributions relating to property and equipment as they are expended. These amounts are taken into income of the Capital Fund as the related capital assets are amortized.

Up the Down Market Dinner event revenue is recorded when the dinner takes place.

Program and information services revenue are recognized at the time the program is provided.

Contributed Services

Volunteers contribute time to assist the Foundation in its operations. However, because of the difficulty associated with determining the fair value of these services, they are not recognized in the financial statements.

Measurement of Financial Instruments

The Foundation initially measures its financial assets and financial liabilities at fair value. The Foundation subsequently measures all its financial assets and financial liabilities at amortized cost.

Financial assets measured at amortized cost include cash, cash equivalents (term deposits), and accounts receivable and are tested for impairment when there are indicators of impairment. Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in net income. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in net income.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities.

NOTES TO FINANCIAL STATEMENTS

December 31, 2020

2. SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

Cash and Cash Equivalents

Cash is defined as cash on hand and cash on deposit, net of cheques issued and outstanding at the yearend. Cash equivalents are defined as any term deposits or similar contractual instruments that are readily cashable.

Property and Equipment

Property and equipment are recorded at cost, less accumulated amortization. Furniture and equipment is amortized at 20%, computers are amortized at 30%, and software at 50% on a declining balance basis. Amortization on the building commenced in 2003, on a straight-line basis over 40 years. Amortization is provided at one-half the normal rate in the year of acquisition.

3. CASH AND CASH EQUIVALENTS

	2020	2019
	\$	\$
Cash	367,349	55,694
Term deposits - interest at 0.90% to 1.65% [2019 - 0.90 to 2.50%]	25,000	25,000
	392,349	80,694

4. ACCOUNTS RECEIVABLE

	2020	2019
	\$	\$
Operations	98,728	151,059
Government receivable - GST	2,643	5,183
	101,371	156,242
Allowance for doubtful accounts	(26,668)	(30,784)
	74,703	125,458

The allowance was reduced in the year for specific accounts being identified as uncollectible.

NOTES TO FINANCIAL STATEMENTS

December 31, 2020

5. PROPERTY AND EQUIPMENT

	Cost \$	Accumulated Amortization \$	Net Book Value \$
2020			
Computers	155,672	144,984	10,688
Furniture and equipment	122,472	111,792	10,680
Software	115,931	95,024	20,907
Land	1,200,000	_	1,200,000
Building	2,330,023	1,045,873	1,284,150
	3,924,098	1,397,673	2,526,425
2019			
Computers	151,691	141,303	10,388
Furniture and equipment	122,472	109,122	13,350
Software	112,100	76,032	36,068
Land	1,200,000	_	1,200,000
Building	2,330,023	987,622	1,342,401
	3,916,286	1,314,079	2,602,207

The property and equipment are pledged in support of the Foundation's demand operating loan [note 7].

6. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

	2020	2019
	\$	\$
Operations	39,140	49,116
Wages and vacation	28,995	32,271
Government remittances - WorkSafeBC	665	539
	68,800	81,926

7. DEMAND OPERATING LOAN

The Foundation has a demand operating loan facility of \$250,000 at the Royal Bank of Canada, bearing interest at 2.95%. No amount was drawn on this facility at December 31, 2020 [2019 - \$Nil].

The loan is supported by a general security agreement covering all the assets of the Foundation including a charge against the Foundation's land and building.

NOTES TO FINANCIAL STATEMENTS

December 31, 2020

8. DEFERRED CONTRIBUTIONS RELATED TO PROPERTY AND EQUIPMENT

	2020 \$	2019 \$
Balance, beginning of year	1,020,562	1,065,962
Transfer to revenue	(45,345)	(45,400)
Balance, end of year	975,217	1,020,562

The deferred contributions represent contributions received in prior years that were designated for the Foundation's building or equipment. These contributions have been deferred and are being amortized to income over the estimated useful life of the building and equipment.

9. FINANCIAL INSTRUMENTS

The Foundation is exposed to various risks through its financial instruments. The following analysis presents the Foundation's exposures to significant risk as at December 31, 2020.

Credit Risk

Credit risk is the risk that the Foundation will incur a loss due to the failure by its debtors to meet their contractual obligations. The Foundation is minimally exposed to credit risk with respect to its cash and accounts receivable. The Foundation also provides credit related to programs and events, and where costs are recoverable from third parties, the Foundation is subject to the risk that such amounts will not be collected.

The Foundation handles its credit risk by extending credit only to parties or individuals who are able to pay, and regularly reviews and adjusts its accounts receivable to reflect estimated realizable value.

Interest Rate Risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Foundation's operating demand loan [note 7] is subject to periodic interest rate review. Changes in the bank's prime lending rate or other rates can cause fluctuations in interest payments and cash flows. The Foundation does not use derivative financial instruments to alter the effects of this risk.

Liquidity Risk

Liquidity risk is the risk of being unable to meet cash requirements or fund obligations as they become due.

The Foundation manages its liquidity risk by constantly monitoring forecasted and actual cash flows and financial liability maturities to ensure that funds are available to meet payments as they fall due. The Foundation also has available a demand operating loan [note 7].

NOTES TO FINANCIAL STATEMENTS

December 31, 2020

10. IN-KIND DONATIONS

During the year, in-kind donations of financial securities were received and immediately sold with a fair market value of \$106,535 [2019 - \$106,120] and are included in donations, fundraising and events revenue.

11. EMPLOYEE REMUNERATION

Pursuant to the British Columbia Societies Act, the Foundation is required to disclose wages and benefits paid to employees who are paid \$75,000 or more during the fiscal year.

During the year, seven [2019 - five] employees collectively earned \$629,273 in wages [2019 - \$447,358]. This amount is included in salaries and benefits expense.

No amounts were paid to any members of the Board.

12. LEASE COMMITMENT

The Foundation ended their lease agreement at 13737 96th Avenue, Surrey, B.C., effective December 31, 2020.

13. GRANTS PAID TO QUALIFIED CHARITIES

The Foundation partners with RT21, a Montreal-based Down syndrome charity, to host a fundraising event that supports delivery of programs and services by each organization. Under agreement, the Foundation provides a portion of the event's proceeds to RT21 as a grant.

14. RELATED PARTY TRANSACTIONS

Communication expenses includes \$17,080 [2019 - \$Nil] and prepaid expenses includes \$Nil [2019 - \$9,800] for video production services provided by a person related to a member of management.

Amounts paid to related parties were incurred in the normal course of business and are measured at the exchange amount, which is the amount agreed upon by the transacting parties on terms and conditions similar to non-related parties.

NOTES TO FINANCIAL STATEMENTS

December 31, 2020

15. GOVERNMENT COVID-19 EMERGENCY FUNDING

The Foundation has applied for and received a number of COVID-19 government subsidies as follows: 10% Temporary Wage Subsidy (TWS), Canada Emergency Wage Subsidy (CEWS) grant to cover up to 75% of the salaries of its employees; and a \$40,000 loan under the Canada Emergency Business Account (CEBA). This loan is non-interest bearing until December 31, 2022, and then interest accrues at the prime rate until December 31, 2025, when the loan is due. If the loan is repaid on or before December 31, 2022, \$10,000 of the loan will be forgiven, and as this is reasonably certain, the \$10,000 has been reported as revenue leaving \$30,000 as a loan payable at December 31, 2020.

	2020	2019
	\$	\$
Canada Emergency Wage Subsidy	329,126	_
Temporary Wage Subsidy	25,000	_
Canada Emergency Business Account	10,000	
	364,126	

The COVID-19 pandemic crisis impacted the Foundation's operations in several ways. In mid-March 2020, the Foundation's facilities were closed as a health precaution and all staff were placed on work-from-home administrative leaves. The Foundation adopted an essential services operating model in mid-April 2020, with staffing and operational expense reductions implemented. The closure disrupted delivery of family services for an additional two weeks beyond the normal spring break closure. During that time, staff adapted traditional in-person services and group programs to virtual service model. A phased-in restoration of services and programs began in mid-April and virtual services were fully implemented in May. For health and safety reasons virtual services were the predominant service vehicle through the end of 2020 with only a minimal number of clients being seen in-person. Virtual services have continued to be the predominant style of service through Q1-2021 due to concerns about virus transmission. Through 2020 and the start of 2021, the Foundation continued to be COVID-free.

The crisis also impacted the Foundation's finances. Occurring right at the start of its fundraising season, key events relied on to operate through the first half of the year were either canceled, postponed, or altered due to increasingly stringent COVID-19 health restrictions. Initial cashflow needs were met by using a pre-existing line of credit which was temporarily increased by \$75,000. Through the remainder of the year, financial needs were met through fundraising initiatives that were successfully adapted to virtual formats, public funders such as the Government of Canada (CEWS, CEBA and emergency program grants), foundations and the continued support of individual donors. Facility adaptations for COVID-19 safety were required that resulted in additional expense. The Foundation's management team worked closely with the Foundation's Audit Committee and Board of Directors to respond to the rapidly changing circumstances and manage the Foundation's finances prudently while continuing to meet the needs of the community. While faced with ongoing pandemic uncertainty, the Foundation begins 2021 much better equipped for the challenges presented by the crisis and is positioned for future growth.

SCHEDULE OF DEFERRED GRANTS AND REVENUE

Vear	ended	Decemi	her 31

	Deferred, beginning of year \$	Received or receivable	Earned \$	Deferred, end of year \$
2020				
Grants				
BC Community Gaming	_	225,000	225,000	_
Social Venture Partners (SVP) Vancouver	_	70,000	70,000	_
Other	_	41,403	41,403	_
Vancouver Foundation	_	26,000	26,000	_
RBC Foundation	_	20,000	20,000	_
United Way	_	50,000	20,000	30,000
Ames Family Foundation	-	10,000	10,000	_
City of Burnaby	-	10,000	10,000	_
Research	4,108	_	2,580	1,528
Beutel Goodman Charitable Foundation		20,288	_	20,288
Grant Toy Resource Library	758	_	_	758
President's Choice - Teens Can Cook	1,000	_	_	1,000
Other revenue	5,866	472,691	424,983	53,574
Bursaries	28,243	19,785	12,122	35,906
A Night to Remember	2,420	19,765	12,122	2,420
A right to Remember	36,529	492,476	437,105	91,900
Other revenue	C4.500	206.926	250 251	21,075
UDMD events	64,500 5,380	206,826 2,700	250,251 5,380	2,700
Registration fees - prepaid	69,880	209,526	255,631	23,775
Total	106,409	702,002	692,736	115,675
2019				
Grants				
BC Community Gaming	_	185,000	185,000	_
Social Venture Partners (SVP) Vancouver	_	75,000	75,000	_
Other	_	25,500	25,500	_
Ames Family Foundation	_	25,000	25,000	_
RBC Foundation	_	20,000	20,000	_
Canada Summer Jobs	_	12,506	12,506	_
City of Burnaby	_	10,000	10,000	_
Grant Toy Resource Library	758	_	_	758
Research	4,108	_	_	4,108
President's Choice - Teens Can Cook	1,000	_	_	1,000
Other revenue	5,866	353,006	353,006	5,866
Bursaries	11,557	29,560	12,874	28,243
A Night to Remember	9,765			
A Night to Remember	27,188	3,720 386,286	11,065 376,945	2,420 36,529
Other revenue				
Other revenue	26.060	550.046	520 506	C4 500
UDMD events	26,960	558,046	520,506	64,500
Registration fees - prepaid	5,522	10,350	10,492	5,380
Other	100 32,582	568,396	100 531,098	69,880
-				
Total	59,770	954,682	908,043	106,409

