Surrey Place Financial Statements For the Year Ended March 31, 2018

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Independent Auditor's Report

To the Members of Surrey Place

We have audited the accompanying financial statements of Surrey Place, which comprise the statement of financial position as at March 31, 2018, and the statements of operations, changes in net assets and cash flows 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.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements 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 entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Surrey Place as at March 31, 2018, 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.

BDO Canada LLP

Chartered Professional Accountants, Licensed Public Accountants

July 13, 2018 Newmarket, Ontario

Surrey Place Statement of Financial Position

March 31	2018	2017
Assets		
Current		
Cash and cash equivalents	\$ 7,168,105	
Short term investment (Note 2)	478,000	478,000
Accounts receivable (Note 10) Receivable from Ontario Ministries of Community and Social	649,325	310,570
Services and Children and Youth Services (MCSS/MCYS)	576,898	578,137
Prepaid expenses	574,009	291,405
	9,446,337	7,162,741
Donas and a major and (Mate 2)		
Property and equipment (Note 3) Equipment and fixtures	3,378,436	2,958,564
Land and building	1,084,151	1,122,084
	\$ 13,906,924	\$ 11,243,389
Liabilities and Net Assets		
Current Accounts payable and accrued liabilities (Note 5)	\$ 5,246,945	\$ 5,118,027
Termination payable (Note 4)	185,764	
Deferred revenue (Note 6 and 10)	3,477,690	1,331,188
	8,910,399	6,634,979
Deferred contributions for property and equipment (Note 7)	4,096,931	3,714,844
	13,007,330	10,349,823
Commitments and contingencies (Notes 11 and 12) Subsequent event (Note 16)		
Net Assets		
Invested in property and equipment	367,079	365,129
Internally restricted reserve fund Unrestricted operating	157,284 377,231	157,284 371,153
omesaneced operacing		
	901,594	893,566
	\$13,908,924	\$ 11,243,389

Surrey Place Statement of Operations

Year ended March 31	2018	2017
Revenue		
Provincial government funding	\$60,611,324	\$ 50,434,966
Municipal government funding	852,736	840,668
Program grants	427,998	355,890
Interest, fees and other revenue	439,357	297,257
Donated facilities - Infrastructure Ontario (Note 8) Amortization of deferred contribution of property and	704,416	704,416
equipment (Note 7)	775,195	753,386
	63,811,026	53,386,583
Expenses		
Programs		
Autism services	44,340,075	34,919,262
Developmental services	13,671,639	12,763,174
Developmental services Ontario, Toronto Region	2,598,083	2,448,759
Blind Low Vision services	2,000,992	2,027,551
	62,610,789	52,158,746
Administration	4,968,526	4,158,791
Administration recoveries (Note 14)	(4,553,610)	(3,703,491)
Amortization of property and equipment	777,293	752,711
	63,802,998	53,366,757
Excess of revenue over expenses	\$ 8,028	\$ 19,826

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Surrey Place Statement of Changes in Net Assets

Year ended March 31	Invested in Property and Equipment	= %	Internally Restricted Reserve Fund	5	Unrestricted Operating		2018 Total		2017 Total
Net Assets, beginning of the year	\$ 365,129 \$		157,284 \$	\$	371,153 \$	s	893,566	s	873,740
Excess of revenues over expenses			•		8,028		8,028		19,826
Acquisition of property and equipment	1,159,232		•	Ξ	(1,159,232)		•		•
Funding received for property and equipment purchases	(1,157,282)		1		1,157,282		1		•
Net Assets, end of the year	\$ 367,079 \$ 157,284 \$ 377,231 \$ 901,594 \$	\$	157,284	S.	377,231	S.	901,594	S	893,566

Surrey Place Statement of Cash Flows

Year ended March 31		2018		2017
Cash flows from operating activities				
Excess of revenue over expenses	\$	8,028	Ś	19,826
Items not affecting cash:	•	0,020	•	.,,,,,
Amortization of property and equipment		777,293		752,711
Recognition of deferred contributions for property and		•		
equipment (Note 7)	_	(775,195)		(753,386)
		40.424		10 1F1
Changes in non-coch working conital:		10,126		19,151
Changes in non-cash working capital: Accounts receivable		(338,755)		86,039
Receivable from MCSS/MCYS		1,239		(38,555)
Prepaid expenses		(282,604)		146,051
Accounts payable and accrued liabilities		128,918		2,071,032
Deferred revenue		2,146,502		99,362
		1,665,426		2,383,080
	_			
Cash flows from investing activities				(470,000)
Purchase of short term investment				(478,000)
Purchase of property and equipment	_	(1,159,232)		(1,342,974)
		(1,159,232)		(1,820,974)
Cook flows from financing activities				
Cash flows from financing activities Funding received for property and equipment purchases	_	1,157,282		1,342,974
Net increase in cash and cash equivalents		1,663,476		1,905,080
Cash and cash equivalents, beginning of the year	_	5,504,629		3,599,549
Cash and cash equivalents, end of the year	\$_	7,168,105	\$	5,504,629
Represented by:				
Cash	\$	6,768,105	\$	5,104,629
Guaranteed investment certificates	•	400,000		400,000
	_	7.440.405	<u>,</u>	E E04 620
	\$	7,168,105	\$	5,504,629

1. Significant Accounting Policies

Nature and Purpose of Organization

Surrey Place (the "Centre") is a non-profit corporation incorporated under the laws of Ontario without share capital, and is a registered charitable organization under the Income Tax Act (Canada).

The Centre is a specialized interdisciplinary health care centre which is nationally accredited and academically affiliated to enable individuals with developmental disabilities to maximize abilities and enhance health and well-being. Effective October 2012, the operations of Ontario for Visually Impaired Children Inc. (OFVIC), a similar government funded organization focusing on visually impaired children, were assumed by the Centre.

The main sources of revenue for the Centre are operating subsidies from the Ontario Ministries of Community and Social Services and Children and Youth Services (MCSS/MCYS) which are calculated on the basis of the approved net expenditures as formulated under the annual services plan process. This process requires management to produce periodic reports to maintain the Centre's funding position.

As is common with other not-for-profit organizations, the Centre is economically dependent on the continued financial support from the provincial government to meet its ongoing commitments.

Basis of Accounting

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

Revenue Recognition

The Centre follows the deferral method of accounting for grants and contributions.

Restricted grants and contributions are recognized as revenue in the year in which the services are performed and the related expenses are incurred. Accordingly, restricted grants and contributions related to services that will be rendered subsequent to the end of the current fiscal period are presented as deferred revenue. Unrestricted grants and contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

The Centre records contributions used to purchase property and equipment as restricted. The contribution is deferred, and revenue is recognized on the same basis as the amortization of the related asset.

Interest income is recorded over the period earned.

1. Significant Accounting Policies (continued)

Financial Instruments

Financial instruments are recorded at fair value at initial recognition. In subsequent periods, equities traded in an active market are reported at fair value, with any change in fair value reported in operations. All other financial instruments are reported at cost or amortized cost less impairment if applicable. Financial assets are tested for impairment when changes in circumstances indicate the asset could be impaired. Transaction costs on the acquisition, sale or issue of financial instruments are expensed for those items measured at fair value and charged to the financial instrument for those measured at amortized cost and amortized over the expected life of the instrument using the straight line method.

The Centre's financial instruments consist of cash and cash equivalents and short term investments which are recorded at fair value and accounts receivable, receivable from MCSS/MCYS, accounts payable and accrued liabilities and termination payable which are recorded at amortized cost.

Property and Equipment

Purchased property and equipment are stated at cost less accumulated amortization. Contributed property and equipment are recorded at fair value at the date of contribution and are amortized, unless fair value is not determinable in which case contributed property and equipment are recorded at nominal value at the date of contribution.

Amortization based on the estimated useful life of the asset is calculated as follows:

Building
Office and computer equipment
Leasehold improvements

25 years straight-line 20% declining balance 10 years straight-line

Contributed Services

Due to the difficulty of determining their fair value, the Centre does not record the value of donated materials and services except with respect to the facilities donated by Infrastructure Ontario, which is disclosed in Note 8.

Internally Restricted Reserve Fund

The internally restricted reserve fund was created by the Board of Directors (the Board) in fiscal 2014 and initially consisted of accumulated excess amounts from various research and training activities. The purpose of the internally restricted reserve fund is to set aside amounts to meet unforeseen special demands in the future.

Cash and Cash Equivalents

Cash and cash equivalents consist of cash and guaranteed investment certificates maturing within 90 days.

March 31, 2018

1. Significant Accounting Policies (continued)

Use of Estimates

Management reviews the carrying amounts of items in the financial statements at each statement of financial position date to assess the need for revision or any possibility of impairment. Certain items in the preparation of these financial statements require management's best estimate. Management determines these estimates based on assumptions that reflect the most probable set of economic conditions and planned courses of action.

These estimates are reviewed periodically and adjustments are made to operations in the year they become known.

Items subject to management estimates include allowance for doubtful accounts, accrued liabilities, the estimated useful lives for property and equipment and fair value of donated services and facilities.

Allocation of Expenses

The Centre incurs costs which it allocates to its programs in the Schedule of Programs. These costs are applied consistently each fiscal year according to the guidelines provided by the funders.

The Centre allocates expenses in the statement of operations by program and administration based on funding agreements. Program expenses include direct program delivery and program administrative costs while administration expenses include central administration, research, evaluation and educations costs that support multiple programs. Administrative recoveries reflects specific funding from individual funding contracts that support administration costs.

Related Party

The financial position, results of operations and cash flows of Surrey Place Centre Charitable Foundation, whose board of directors include a majority of Centre board of director members, have not been consolidated in the Centre's financial statements. Refer to Note 10 for disclosure of the Foundation's financial information.

March	31,	. 2018	8
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2. Short Term Investment

Short term investment is comprised of the following:

 2018		2017
\$ 478,000	\$_	478,000
<u> </u>		

3. Property and Equipment

			2018		2017
		Cost	 ccumulated mortization	Cost	ccumulated mortization
Land Building	\$	300,000 948,327	\$ - 164,176	\$ 300,000 948,327	\$ - 126,243
		1,248,327	164,176	 1,248,327	126,243
Net book value			\$ 1,084,151		\$ 1,122,084
Office and computer equipment Leasehold	1	10,535,988	8,458,546	10,077,716	7,930,696
improvements	_	4,088,240	 2,787,246	 3,387,280	2,575,736
		14,624,228	11,245,792	13,464,996	 10,506,432
Net book value			\$ 3,378,436	····	\$ 2,958,564

March 31, 2018

4. Termination Payable

As part of the divestment requirements of Thistletown programs, the Centre is a Successor Employer bound by the Crown Employees Collective Bargaining Act. Former Thistletown regular employees who successfully transferred to the Centre carried over all their accumulated vacation credits and severance pay to the Centre. The government also transferred the severance and credit funding of all qualified employees to the Centre. The Centre has recorded a termination payable in the amount of \$185,764 (2017 - \$185,764). The Centre holds this amount in a separate account, and shall only use these funds to pay the qualified employees upon termination as required under the provisions of the applicable collective agreement.

5. Accounts Payable and Accrued Liabilities

Included in accounts payable and accrued liabilities are government remittances of \$55,847 (2017 - \$51,807).

The Centre had a surplus in its fiscal 2018 programs totaling \$36,973 (2017 - \$782,915) which is to be returned to MCSS/MCYS.

6. Deferred Revenue

Deferred revenue represents unspent restricted funding and grants received in the current fiscal year that relate to a subsequent fiscal year. Deferred revenue balances are as follows:

	_	2018	 2017
Surrey Place Centre Charitable Foundation (Note 10) Other grants	\$	224,137 3,253,553	\$ 295,942 1,035,246
	\$	3,477,690	\$ 1,331,188

7. Deferred Contributions for Property and Equipment

Deferred contributions for property and equipment represent the unamortized portion of the contributed property and equipment purchased with funding received from MCSS/MCYS. The changes in the deferred contributions balance for the year are as follows:

	_	2018	2017
Beginning balance Add: funding received for property and equipment	\$	3,714,844	\$ 3,125,256
purchases Less: amounts recognized as revenue in the fiscal year		1,157,282 (775,195)	1,342,974 (753,386)
Ending balance	\$	4,096,931	\$ 3,714,844

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March 31, 2018

8. Donated Services and Facility Arrangements

Infrastructure Ontario provides the building at 2 Surrey Place to the Centre. In fiscal 2003, Infrastructure Ontario arranged for a professional market appraisal of the building and provided the Centre with a basis for determining the fair market rental for the use of the facilities which was estimated to be \$704,416 per annum, inclusive of certain operating costs. This amount is recorded as revenue and as part of developmental services expense in the statement of operations.

9. Pension Plan

HOOPP provides pension services to more than 339,000 active and retired members and approximately 540 employers. Substantially all of the full-time employees and some of the part-time employees of the Centre are members of HOOPP. The plan is a multi-employer plan and therefore the Centre's contributions are accounted for as if the plan were a defined contribution plan with the Centre's contributions being expensed in the period they come due.

Each year an independent actuary determines the funding status of HOOPP by comparing the actuarial value of invested assets to the estimated present value of all pension benefits that members have earned to date.

The results of the most recent valuation as at December 31, 2017 disclosed a surplus of \$18.1 million. The results of this valuation disclosed total actuarial liabilities and pension obligations of \$160.5 million in respect of benefits accrued for service with actuarial assets at that date of \$178.7 million. HOOPP is a multi-employer plan, therefore any pension plan surpluses or deficits are a joint responsibility of Ontario member organizations and their employees. As a result, the Centre does not recognize any share of the HOOPP surplus or deficit. Contributions made by the Centre to HOOPP for 2018 were \$2,232,624 (2017 - \$2,200,544).

10. Related Party Transactions

Surrey Place Charitable Foundation (the "Foundation") receives and applies its funding for the benefit of people with developmental disabilities similar to the objectives of the Centre as described in Note 1. The Foundation is a controlled organization, incorporated without share capital and qualifies for tax-exempt status as a registered charity recognized as a public foundation under the Income Tax Act (Canada).

The financial summary of the Foundation as at March 31, 2018 and 2017 and for the years then ended is as follows:

Financial position:

	 2018	2017
Assets Liabilities	\$ 1,296,742 132,208	\$ 1,250,993 131,805
Net assets	\$ 1,164,534	\$ 1,119,188
Financial activities:		
Revenue Expenses	\$ 100,432 55,086	\$ 148,100 52,068
Excess (deficiency) of revenue over expenses	\$ 45,346	\$ 96,032
Cash flows:		
Operating Investing	\$ 47,564 (44,341)	\$ (17,356) (40,605)
Increase (decrease) in cash during the year	\$ 3,223	\$ (57,961)

The Foundation's major sources of income are investment income and contributions received from the community. The income generated in the Foundation is intended to be remitted to the Centre to support its mission.

The Centre and the Foundation share common premises and administration services. The Centre received grants from the Foundation in the amount of \$36,882 (2017 - \$34,590) to fund specific projects. Revenue recognized for the year on these projects is \$18,999 (2017 - \$13,880).

March 31, 2018

10. Related Party Transactions (continued)

Included in accounts receivable at year end are amounts due from the Foundation in the amount of \$123,601 (2017 - \$123,601), measured at the exchange amount, which is the amount of consideration established and agreed to by the related parties. Amounts due from the Foundation are non-interest bearing, unsecured and due on demand.

Included in deferred revenue at year end is \$224,137 (2017 - \$295,942) of contributions received from the Foundation for various projects. These contributions will be recognized as revenue once they are spent on the designated projects.

11. Commitments

The Centre's commitments are minimum lease payments under various property lease agreements, exclusive of occupancy costs as follows:

2019	\$ 1,139,444
2020	1,049,851
2021	1,049,851
2022	1,056,041
2023	1,064,605
Thereafter	 5,320,964
	\$ 10,680,756

The Centre has provided a letter of guarantee in the amount of \$478,000 in favour of Champagne Centre Ltd., one of its lessors, expiring August 31, 2018. Cash of \$478,000 has been set aside to satisfy this letter of guarantee if required.

12. Contingencies

In the normal course of business, the Centre is subject to various claims which are provided for if and when the amounts become reasonably determinable.

March 31, 2018

13. Financial Instruments

Credit risk

The Centre's financial instruments that are exposed to concentrations of credit risk relate primarily to its receivable from MCSS/MCYS and other receivables. The Centre provides credit to its clients in the normal course of its operations.

The Centre mitigates credit risk on its receivables by performing credit assessments on a regular basis and creating an allowance for doubtful accounts when applicable.

There have not been any changes in the risk from the prior year.

Liquidity risk

The Centre is exposed to this risk mainly in respect of its accounts payable and accrued liabilities including the repayable to MCSS/MCYS, termination payable, and commitments.

The Centre's approach to managing liquidity is to ensure, as far as possible, that it will always have sufficient cash flows to fund its operations and to meet its liabilities when due, under both normal and stressed conditions. The Centre maintains a portion of its invested assets in liquid securities.

The Centre's ability to obtain funding from external sources may be restricted if the Centre's financial performance and condition deteriorate. In addition, credit and capital markets are subject to inherent global risks that may negatively affect the Centre's access and ability to fund its short-term requirements. The Centre mitigates this risk by actively monitoring market conditions and diversifying its sources of funding.

There have not been any changes in the risk from the prior year.

Interest rate risk

The Centre is exposed to interest rate risk on its fixed interest rate financial instruments. Fixed-interest instruments subject the Centre to a fair value risk.

It is management's opinion that Centre is not exposed to significant interest rate risk arising from its financial instruments.

There have not been any changes in the risk from the prior year.

March 31, 2018

14. Allocation of expenses

Administration expenses of \$4,553,610 (2017 - \$3,703,491) have been allocated as follows:

	2018	2017
Autism services Development services Developmental services Ontario, Toronto Region Blind Low Vision services	\$ 2,994,451 \$ 1,263,235 173,816 122,108	2,321,923 1,174,648 93,654 113,266
	\$ 4,553,610 \$	3,703,491

15. Comparative Amounts

Certain comparative amounts have been reclassified to conform to the presentation of the 2018 financial statements.

16. Subsequent Event

Subsequent to year end the Centre transferred land and building with a carrying value of \$1.08M to an unrelated registered charity for consideration of \$1. This transaction occurred April 4, 2018.

Surrey Place Schedule of Programs

Year ended March 31	MCSS/MCYS Toronto Region Program	MCSS/MCYS North Region Program	City of Toronto Program	The Regional Municipality of Durham Program	The Regional Municipality of Peel Program	The Regional Municipality of York Program	Grant and Other Contributing Programs	2018
MCSS/MCYS	\$ 59,694,227	\$ 812,977	· ·	· ·	· ·	· ·	· ·	\$ 60,507,204
City of Toronto	77.	•	338,572	•	•	•	•	338,572
Regional Municipality of Durham	•	•	•	83,016	•	•	•	83,016
Regional Municipality of Peel	•	•	•	•	415,296	•	•	415,296
Regional Municipality of York	•	•	•	1	•	15,852	•	15,852
contribution of property and								
equipment	772,557	2,638	•	•	•	•	•	775,195
Donated services - Infrastructure	704 416	•	•	•	•		•	704,416
Interest, fees and other revenue	387,857	51,500	•	•	•	•	•	439,357
Markham Stouffville Hospital	•	•	•	•	•	•	726,72	77,927
Erinoak Kids Centre	•	•		•	•	•	40,348	40,348
The Salvation Army Broadview	•	1	•	•	•	•	88.270	88.270
Surrey Place Centre Foundation	•	٠	•	•	•	•	18,999	18,999
Other	•	•		•	•		252,454	252,454
	61,663,177	867,115	338,572	83,016	415,296	15,852	427,998	63,811,026
Expenses Remuneration and benefits	33,269,210	627,174	328,634	77,174	358,314	16,527	285,078	34,962,111
Direct Funding for Autism program	15.094.677	•		•	•	•	•	15,094,677
Clinical programs	7,542,303	15,011	983	•	4	•	16,107	7,574,408
Building occupancy	2,137,719	20,439	•	•	•	•	•	2,158,158
communications	1,107,384	77,095	621	3,570	39,323	•	7,324	1,235,317
equipment	774,655	2,638	•	•		1	•	777,293
Travel, education and printing	467,924	88,220		1,100		299	59,827	627,435
Supplies and memberships Professional and consulting fees	483,505 794,941	36,538	3,067	7.	1,858		49,765 2,854	574,804 798,795
•	61 677 318	867 115	338 577	81 915	405 297	16.826	420.955	63.807.998
		211,100	410000		1076001	22(2)		200000

8,028

7,043 \$

(974) \$

\$ 666'6

1,101 \$

(9,141) \$