THE HEART OF HASTINGS HOSPICE TABLE OF CONTENTS FOR THE YEAR ENDED MARCH 31, 2020

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INDEPENDENT AUDITOR'S REPORT

To the Directors of Heart of Hastings Hospice

Qualified Opinion

We have audited the financial statements of HEART OF HASTINGS HOSPICE, which comprise the statement of financial position as at March 31, 2020, and the statements of changes in fund balances, 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, except for the effects of the matter described in the Basis for Qualified Opinion section of our report, the accompanying financial statements present fairly, in all material respects, the financial position of the Organization as at March 31, 2020, and its results of 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

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 qualified opinion.

In common with many charitable organizations, HEART OF HASTINGS HOSPICE derives revenue from donations and fundraising, 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 organization. Therefore, we were not able to determine whether any adjustments might be necessary to donations and fundraising revenue, excess of revenue over expenses, and cash flows from operations for the years ended March 31, 2020 and 2019, current assets as at March 31, 2020 and 2019 and net assets as at April 1 and March 31 for both the 2020 and 2019 years. Our audit opinion on the financial statements for the year ended March 31, 2019 was modified accordingly because of the possible effects of this limitation on scope.

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.

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.

Picton, Ontario June 29, 2020

CHARTERED PROFESSIONAL ACCOUNTANTS
LICENSED PUBLIC ACCOUNTANTS

Wold LLP

THE HEART OF HASTINGS HOSPICE (Incorporated under the laws of Ontario) STATEMENT OF FINANCIAL POSITION AS AT MARCH 31, 2020

ASSETS	Residential Fund \$	Volunteer Visiting Fund \$	Special Programs Fund \$	2020 \$	2019 \$
CURRENT					
Cash	84,070			84,070	184,142
Term deposits	307,121		-	307,121	104,991
Accounts receivable	400		_	400	2,200
Sales tax rebate receivable	3,099	-	_	3,099	13,619
Prepaid event expenditures	13,580		-	13,580	18,089
	408,270		· · · · · · · · · · · · · · · · · · ·	408,270	323,041
TANGIBLE CAPITAL ASSETS (note 2)	\\			,	020,041
Cost	461,716	-	-	461,716	456,114
Accumulated amortization	(180,464)		-	(180,464)	(156,009)
	281,252			281,252	300,105
	689,522			689,522	623,146
LIABILITIES					
CURRENT					
Accounts payable and accrued liabilities	31,114	_	_	31,114	20.505
Deferred event revenue	17,100	_		17,100	30,535
	48,214			48,214	15,085 45,620
LONG TERM	10,211		7.	40,214	40,020
Deferred revenue capital (note 3)	217,097		_	217,097	230,878
Deferred capital expansion fund (note 3)	13,504			13,504	230,070
	230,601			230,601	230,878
FUND BALANCES					
Unrestricted	440 707				
Restricted	410,707	-	-	410,707	346,648
Vestilited	440.70"			•	•
	410,707			410,707	346,648
	689,522	•		689,522	623,146

Approved	by:		
Di	rector		
Di	rector	 	

THE HEART OF HASTINGS HOSPICE STATEMENT OF CHANGES IN FUND BALANCES ALL FUNDS FOR THE YEAR ENDED MARCH 31, 2020

FUND BALANCES	Residential Fund \$	Volunteer Visiting Fund \$	Special Programs Fund \$	2020 \$	2019 \$
BEGINNING OF YEAR	346,648	¥		346,648	307,734
Excess (deficiency) of revenue over expenditures	127,249	(63,190)	-	64,059	38,914
Interfund receipts (contributions)	(63,190)	63,190	•	-	-
END OF YEAR	410,707			410,707	346,648

THE HEART OF HASTINGS HOSPICE STATEMENT OF OPERATIONS FOR THE YEAR ENDING MARCH 31, 2020

	Residential Fund \$	Volunteer Visiting Fund \$	Special Programs Fund \$	2020 \$	2019 \$
REVENUES					
Government of Canada	5,631	_		5,631	10,588
South East Local Health Integration Network				-,	70,000
-Contracted Visiting Hospice services		148,044	-	148,044	134,784
Ontario Trillium Foundation		-	900		(500)
Other private foundation support	16,109	_	-	16,109	6,410
Donations	75,081	•		75,081	106,689
Deferred capital donations	18,142	1,086	-	19,228	17,992
Rent	8,400	•		8,400	8,400
Fundraising and interest	194,986	-		194,986	144,760
	318,349	149,130		467,479	429,123
EXPENDITURES					
Advertising and recruitment	2,563	_		2,563	3,867
Amortization	23,326	1,129	-	24,455	21,225
Bookkeeping and host fees		78	_	78	156
Fundraising expenses	48,804	•		48,804	37,098
House repair and maintenance	15,315			15,315	15,511
Insurance	3,103	1,598		4,701	4,369
Interest and bank charges	· •	5		5	150
Memberships	-	1,483		1,483	963
Office	3,222	18,252	-	21,474	20,653
Professional fees	3,577	7,147	-	10,724	14,750
Rent	´-	8,400		8,400	8,400
Staff expenses	3,218	17,673	-	20,891	20,987
Telephone	•	3,606	-	3,606	3,140
Volunteer expenses		8,573	-	8,573	11,771
Wages and benefits	87,972	144,376	-	232,348	227,169
	191,100	212,320		403,420	390,209
EXCESS (DEFICIENCY) OF					
REVENUE OVER EXPENDITURES	127,249	(63,190)	<u>-</u>	64,059	38,914

THE HEART OF HASTINGS HOSPICE STATEMENT OF CASH FLOWS FOR THE YEAR ENDED MARCH 31, 2020

	2020 \$	2019 \$
CASH FLOWS FROM OPERATING ACTIVITIES		
Excess revenues over expenditures	64,059	38,914
Adjustment for:		
Amortization of tangible capital assets	24,455	21,225
Amortization of deferred revenue capital	(19,228)	(17,992)
Changes in the cash westign and the	5,227	3,233
Changes in non-cash working capital components: Accounts receivable		
Funding receivable	1,800	(2,200)
Sales tax rebate receivable	-	6,800
Prepaid expenditures	10,520	(5,012)
Accounts payable and accrued liabilities	4,509	(8,832)
Deferred revenue	579	(8,301)
Deferred revenue - caregiver program	2,015	14,455
	18,951	*
Net cash from operating activities	107,660	39,057
CASH FLOWS FOR INVESTING ACTIVITIES Purchase of tangible capital assets	(5,602)	(19,501)
Net cash used by investing activities	(5,602)	(40 504)
,	(5,602)	(19,501)
CASH FLOWS FOR FINANCING ACTIVITIES		
Term deposits	(202,130)	(53,465)
Net cash used by financing activities	(202,130)	(53,465)
NET INCREASE (DECREASE) IN CASH FOR THE YEAR		
The second of th	(100,072)	(33,909)
CASH - BEGINNING OF YEAR	184,142	218,051
CASH - END OF YEAR	84,070	184,142
Cash consists of: Unrestricted - Cash	84,070	184,142

PURPOSE OF THE ORGANIZATION

The Heart of Hastings Hospice (Hospice) was incorporated on January 31, 1991 without share capital under the laws of Ontario, its activities to be carried out without the purpose of gain for its members. Hospice is a non-profit, volunteer based organization, and registered as a charity under section 149(1) of the Canada Income Tax Act. Accordingly, Hospice is exempt from income taxes, and is eligible to issue official income tax receipts for charitable activities.

The Hospice's mandate is to provide palliative and bereavement support to families and individuals of all ages in Hastings County who are facing life-limiting illness.

1. SIGNIFICANT ACCOUNTING POLICIES

Basis of accounting:

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations. The following policies are significant to Hospice:

a) FUND ACCOUNTING

Fund accounting involves accounting segregation, although not necessarily a physical segregation of resources.

The organization uses fund accounting under the restricted method to record and report its transactions whereby:

- i. The Residential Hospice Fund accounts for contributions, donations, bequests and fundraising revenues to be used at the discretion of the organization for expenses to support the ongoing operations of the Hospice. This fund may include internally and externally restricted resources. Unrestricted resources are often utilized to meet the unfunded requirements of the Volunteer Visiting Fund.
- ii. The Volunteer Visiting Fund is used to provide core agency services to assist individuals and their families facing life-limiting illness. The cost of this service is funded in part by the South East Local Health Integration Network (SE LHIN) and received by Hospice via the terms of a memorandum of understanding (MOU) agreement with Quinte Healthcare Corporation (QHC) (note 7).
- iii. Special Programs Fund is comprised of specific program funding and is provided through agreements not associated with the MOU between Hospice and QHC. Expenditures are externally restricted as specified by funding agreements.

Net assets may be internally or externally restricted. External restrictions are imposed from outside the organization. Internal restrictions are imposed in a formal manner by the Hospice, usually by resolution of the board of directors.

1. SIGNIFICANT ACCOUNTING POLICIES (continued)

b) REVENUE RECOGNITION

- Contributions are recognized as revenue in the related fund when received or receivable, if the amount can be reasonably estimated and collection is reasonably assured.
- ii. Deferred revenue is program funding received which relates to future years' operations and which will be recognized as revenues in the year in which the related program expenditures are incurred.

c) PLEDGES AND BEQUESTS

Pledges and bequests are not recognized as revenue until received.

d) MINISTRY TRANSFERS

Approved Ministry transfers for the over or under payment of grants are recorded upon completion or maturity of the funding contract and presented separately from other liabilities within these statements as amounts Due to Ministry.

e) DONATED SUPPLIES

Contributions of materials are recorded only when such materials have a fair value that can be reasonably estimated and when those materials would have otherwise been purchased in the support of normal operating activities of Hospice.

f) DONATED SERVICES

Hospice receives services donated by citizens interested in the organization's program. The kinds of services provided generally involve the contribution of time. Because of the difficulty in assigning values for such services, these items are not reflected in the financial statements.

g) EXPENDITURE ALLOCATIONS

Expenditures are allocated entirely to specific programs and funds when circumstances are such that the expense is fully attributable to the approved expenditure within that funding budget. In all other circumstances, management applies a ratio to the expense based on the nature of the expenses and a rationale that considers the value of the expense to a specific fund.

h) TANGIBLE CAPITAL ASSETS AND AMORTIZATION

Hospice records capital expenditures with externally restricted funds initially at cost and records amortization in accordance with ASNFPO and based on Appendix J of the Ministry of Health and Long-term Care amortization schedules.

Amortization is taken from the date the tangible capital assets are put into use, in accordance with the prescribed estimated life of the asset and is distributed as an expense to the Hospice fund that accounts for the functional centre that benefitted from the use of the asset.

1. SIGNIFICANT ACCOUNTING POLICIES (continued)

h) TANGIBLE CAPITAL ASSETS AND AMORTIZATION (continued)

As of March 31, 2020, Hospice has used the following tangible capital asset categories to record assets acquired and are amortized at the following rates:

	Useful life	Amortization method
Building & improvements	20 years	Straight line method
Furniture & equipment	5 years	Straight line method

i) USE OF ESTIMATES

The preparation of financial statements requires that management 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 statement and the reported amounts of revenues and expenditures during the reporting period. By their nature, these estimates are subject to measurement uncertainty. The effect of changes in such estimates on the financial statement in future periods could be significant.

These estimates are based on management's best knowledge of current events and actions that Hospice may undertake in the future.

Significant items subject to such estimates and assumptions include valuation of accounts receivable, prepaid expenditures, useful life of tangible capital assets, accounts payable and accrued liabilities. Actual results could differ from those estimates.

Differences in actual results from prior estimates are taken into account at the time the differences are determined.

j) FINANCIAL INSTRUMENTS

Hospice initially measures its financial assets and financial liabilities at fair value. It subsequently measures all its financial assets and financial liabilities at amortized cost.

The financial assets subsequently measured at amortized cost include cash and accounts receivable.

The financial liabilities measured at amortized cost include accounts payable and accrued liabilities.

2. TANGIBLE CAPITAL ASSETS

Tangible capital asset balances are comprised of the following:

	2020		2	2019
		Accumulated		Accumulated
	Cost	amortization	Cost	amortization
	\$	\$	\$	\$
Land	45,000	_	45,000	_
Building & improvements	365,246	146,966	365,246	128,704
Furniture & equipment	51,470	33,498	45,868	27,305
	461,716	180,464	456,114	156,009
Net book value		281,252		300,105

Assets currently in use have been acquired with funds generated by the Residential Hospice Fund.

3. DEFERRED REVENUE CAPITAL and DEFERRED CAPITAL EXPANSION FUND

Grants received for the purpose of acquiring or improving tangible capital assets are recorded as deferred revenue capital. These contributions are recognized over the useful lives of the assets purchased. The amortization of deferred revenue capital is recorded as revenue in the statement of operations in the year to which it applies.

Deferred capital contributions consist of the following:

	2020	2019
	\$	\$
Balance, beginning of year	230,878	248,870
Contributions during the year	5,447	*
Less: amortization of deferred capital contributions	(19,228)	(17,992)
Balance, end of year	217,097	230,878

During the year, the Hospice received a grant in the amount of \$15,000 to be used towards increasing the capacity of the Hospice.

Deferred capital expansion fund consist of the following:

	<u>2020</u>	2019
		\$
Balance, beginning of year	-	-
Contributions during the year	15,000	-
Less: capital asset purchased	(1,496)	
Balance, end of year	13,504	

4. PRIOR YEAR RECOVERIES

Contractual agreements with other funding sources may include spending restrictions and completion deadlines occurring at various points in time during the year. Each contract's spending requirements are considered on its own merit with any resulting recoveries to be recorded at the time the amounts are requested by the respective funding source. Unspent funds from funding sources other than the SE LHIN are recorded as deferred revenue until requested by the funder or permission to reallocate the funds for another purpose is obtained.

5. ECONOMIC DEPENDENCE

The Volunteer Visiting Program Fund (see page 6) is dependent on the SE LHIN and fundraising revenues contributed by the Residential Fund for its income, and accordingly may be economically dependent for the continuation of its operations on funding from these sources.

SE LHIN (through MOU with QHC) (note 7) does not contract with Hospice with the intent to fully fund the Volunteer Visiting Program Fund activities. Any unfunded portion of this program's expenditures are expected to be paid with fundraising efforts and other support provided by the Hospice.

For the fiscal year ending March 31, 2020, the Volunteer Visiting Program Fund received 68% of its funding from the SE LHIN (through QHC) and 32% of its funding from fundraising efforts accounted for by the Residential Fund. In the previous year 69% of its revenues was provided by SE LHIN and 31% of its revenue was provided by the Residential Fund.

6. FINANCIAL INSTRUMENTS

Hospice is exposed to various risks through its financial instruments. The following analysis provides a measure of the organization's significant risk exposures and concentrations at March 31, 2020.

Liquidity risk

Liquidity risk is the risk that Hospice will not have sufficient cash resources to meet its financial obligations as they come due in the normal course of business. Hospice manages its liquidity risk by monitoring its operating cash flow requirements to ensure financial resources are available.

Other risks

Due to the nature of the operations, the organization is not exposed to significant credit, currency, interest rate or market risks.

Changes in risk

There have been no changes in the Hospice's risk exposures from the prior year for any of the above risks,

7. FUNDING AGREEMENTS

Under a Memorandum of Understanding dated March 25, 2014, QHC contracted with Hospice to provide Visiting Hospice Services. The agreement establishes each parties responsibilities and shall be reviewed every 24 months, and may be extended or amended upon written request of either of the organizations and the subsequent written concurrence of the other. The agreement was extended for another two years effective March 2016.

Effective March 2018 the agreement was extended on a continuous basis while the current funding is under review.

8. SUBSEQUENT EVENT

In Mid-March of 2020, just prior to the Hospice's year-end, the province of Ontario declared a state of emergency in response to the public health concerns originating from the spread of the coronavirus and the Hospice's operations were scaled back considerably in response to the quarantine measures implemented by the provincial government to stop the spread of the virus.

A high degree of uncertainty persists surrounding the full economic impact of the situation. The unpredictable nature of the spread of the disease makes it difficult to determine the length of time that the Hospice's operations will be impacted. Consequently, at the time of issuance of these financial statements, the effect that the abrupt decline in economic activity will have on the Hospice's operations, assets, liabilities, revenues and expenses are not yet known.

THE HEART OF HASTINGS HOSPICE SCHEDULE OF FUND OPERATIONS RESIDENTIAL HOSPICE FUND FOR THE YEAR ENDING MARCH 31, 2020

	2020 \$	2019 \$
REVENUES		
Government of Canada - Summer Jobs Contribution	5.631	5,519
Private Foundation support	16,109	6,410
Rent	8,400	8,400
Donations	75,081	106,689
Deferred capital donations	18,142	17,992
Fundraising and interest	194,986	144,297
	318,349	289,307
EXPENDITURES		
Advertising and recruitment	2,563	3,867
Amortization	23,326	21,225
Bookkeeping and host fees	_	53
Fundraising expenses	48,804	37,098
House repair and maintenance	15,315	15,511
Insurance	3,103	2,884
Interest and bank charges	-	150
Office	3,222	4,484
Professional fees	3,577	5,476
Staff expenses	3,218	2,345
Wages and benefits	87,972	75,397
	191,100	168,490
EXCESS OF REVENUE OVER EXPENDITURES	127,249	120,817

THE HEART OF HASTINGS HOSPICE SCHEDULE OF FUND OPERATIONS VOLUNTEER VISITING PROGRAM FUND FOR THE YEAR ENDING MARCH 31, 2020

	2020 \$	2019 \$
REVENUE		
Government of Canada - Summer Jobs Contribution	•	5,069
Contracted Visiting Hospice services		
- Annual contract	148,044	134,784
Deferred capital donations	1,086	-
Fundraising and interest	-	463
	149,130	140,316
EXPENDITURES		
Amortization	1,129	-
Bookkeeping and hosting fees	78	103
Insurance	1,598	1,485
Interest and bank charges	5	•
Memberships	1,483	963
Office, printing and postage	18,252	16,169
Professional fees	7,147	9,274
Rent Staff expenditures:	8,400	8,400
Training and recognition	17,673	18,642
Telephone	3,606	3,140
Volunteer expenditures:	-,	-1-1-
Travel, training and recognition	8,573	11,771
Wages and benefits	144,376	151,772
	212,320	221,719
DEFICIENCY OF REVENUE OVER EXPENDITURES	(63,190)	(81,403)

THE HEART OF HASTINGS HOSPICE SCHEDULE OF FUND OPERATIONS SPECIAL PROGRAMS FUND FOR THE YEAR ENDED MARCH 31, 2020

	2020 \$	2019 \$
REVENUE Ontario Trillium Foundation - Caregiver program	-	(500) (500)
EXPENDITURES Ontario Trillium Foundation Office Initiative Rent Volunteer expenses Caregiver program		-
	:	•
		•
EXCESS REVENUE OVER EXPENDITURES	•	(500)