

UNITED WAY OF PRINCE EDWARD ISLAND

CHARLOTTETOWN, PRINCE EDWARD ISLAND

FINANCIAL STATEMENTS

YEAR ENDED MARCH 31, 2019



UNITED WAY OF PRINCE EDWARD ISLAND
YEAR ENDED MARCH 31, 2019

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25 Stratford Road
Stratford, PE C1B 1T4

Tel: (902) 628-2242
Fax: (902) 367-3756

207 Spring Lane
Tignish, PE C0B 2B0

Tel: (902) 882-4448
Fax: (902) 367-3756

INDEPENDENT AUDITORS' REPORT

To the Board of Directors of United Way of Prince Edward Island,

Qualified Opinion

We have audited the financial statements of United Way of Prince Edward Island, which comprise of the statement of financial position as at March 31, 2019 and the statements of changes in net assets, operations and cash flow for the year then ended and a summary of significant accounting policies and other explanatory information.

In our opinion, except for the possible effects of the matters discussed in the Basis for Qualified Opinion section, the accompanying financial statements present fairly, in all material respects, the financial position of United Way of Prince Edward Island as at March 31, 2019, and the results of its operations, net assets, and cash flow 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 Auditors' Responsibility 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.

As is common in many not-for-profit organizations, United Way of Prince Edward Island derives revenues from campaign or fundraising activities and events, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, verifications of these revenues was limited to the amounts recorded in the records of United Way of Prince Edward Island. Therefore we were not able to determine whether any adjustments might be necessary to campaign revenues, excess revenues over expenditures and cash flow from operations for the year ended March 31, 2019 and March 31, 2018, current assets as at March 31, 2019 and net assets as at April 1, and March 31, for both the 2018 and 2019 years.

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 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.

Auditors' Responsibility 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 auditors' 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 auditors' 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 auditors' 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.

JUNE 27, 2019
STRATFORD, PEI


CHARTERED PROFESSIONAL ACCOUNTANTS



UNITED WAY OF PRINCE EDWARD ISLAND
STATEMENT OF FINANCIAL POSITION
MARCH 31, 2019

<u>ASSETS</u>		<u>2019</u>	<u>2018</u>
CURRENT			
Cash			
Unrestricted	\$ 431,543	\$ 348,162	
Restricted (Note 3)	<u>2,301</u>	<u>3,563</u>	
	433,844	351,725	
Short term investments			
Unrestricted	292,632	496,811	
Restricted (Note 3)	<u>94,652</u>	<u>90,401</u>	
Receivables			
Pledges (Note 4)	293,902	290,457	
GCWCC (Schedule 5)	12,917	8,769	
HST	3,861	1,131	
Prepays	<u>7,874</u>	<u>6,928</u>	
	1,139,682	1,246,222	
TANGIBLE CAPITAL ASSETS (Note 5)	<u>8,989</u>	<u>17,308</u>	
	\$ 1,148,671	\$ 1,263,530	
<u>LIABILITIES</u>			
CURRENT			
Payables including government remittances payable of \$6,537 (2018 - \$5,905)	\$ 21,622	\$ 19,223	
Deferred revenues	27,314	17,786	
Current priority program	283,595	417,208	
Current lease obligations (Note 6)	2,380	2,360	
Current designations to other charities - prior year campaign	<u>96,499</u>	<u>97,864</u>	
	431,410	554,441	
Priority programs - long term committed amounts	75,000	80,000	
Designations to other charities - 2018 campaign	160,120	140,813	
Lease obligations (Note 6)	<u>-</u>	<u>2,380</u>	
	666,530	777,634	
<u>NET ASSETS</u>			
UNRESTRICTED	385,188	391,932	
INTERNALLY RESTRICTED (Note 3)	<u>96,953</u>	<u>93,964</u>	
	482,141	485,896	
	\$ 1,148,671	\$ 1,263,530	

ON BEHALF OF THE BOARD OF DIRECTORS:

_____ **DIRECTOR** _____ **DIRECTOR**



UNITED WAY OF PRINCE EDWARD ISLAND
STATEMENT OF CHANGES IN NET ASSETS
YEAR ENDED MARCH 31, 2019

	Restricted for Community Contingency Fund (Note 3)	Restricted for Community or Operational Purposes (Note 3)	Unrestricted	<u>2019</u> Total	<u>2018</u> Total
Balance, Beginning of year	\$ 1,694	\$ 92,270	\$ 391,932	\$ 485,896	\$ 459,119
Excess (deficiency) of revenues over expenses	-	-	(3,755)	(3,755)	26,777
Interest earned	<u>24</u>	<u>2,965</u>	<u>(2,989)</u>	<u>-</u>	<u>-</u>
Balance, End of Year	<u>\$ 1,718</u>	<u>\$ 95,235</u>	<u>\$ 385,188</u>	<u>\$ 482,141</u>	<u>\$ 485,896</u>



UNITED WAY OF PRINCE EDWARD ISLAND
STATEMENT OF OPERATIONS
YEAR ENDED MARCH 31, 2019

	<u>2019</u>		<u>2018</u>
	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>
REVENUES			
CAMPAIGN			
Gross campaign revenue (Note 9)	\$ 887,881	\$ 830,457	\$ 845,233
Provision for pledge losses	<u>(40,636)</u>	<u>(39,634)</u>	<u>(40,820)</u>
NET CAMPAIGN REVENUES	<u>847,245</u>	<u>790,823</u>	<u>804,413</u>
OTHER REVENUES			
211 grants	-	87,251	-
Prior year pledge unrecoverable amount	-	39,067	30,812
Wage subsidy	10,000	12,130	16,484
Interest	3,500	7,865	4,859
Other income	-	428	3,220
Community Foundation grant	-	-	45,000
Workshop registrations	<u>-</u>	<u>-</u>	<u>9,710</u>
	<u>860,745</u>	<u>937,564</u>	<u>914,498</u>
EXPENSES			
Campaign (Schedule 2) - Page 16	304,721	264,756	249,313
Community development (Schedule 3) - Page 17	584,529	677,308	638,148
Uncollected (recovery) prior designations not disbursed	<u>-</u>	<u>(745)</u>	<u>260</u>
	<u>889,250</u>	<u>941,319</u>	<u>887,721</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	<u>\$ (28,505)</u>	<u>\$ (3,755)</u>	<u>\$ 26,777</u>



UNITED WAY OF PRINCE EDWARD ISLAND
STATEMENT OF CASH FLOW
YEAR ENDED MARCH 31, 2019

	<u>2019</u>	<u>2018</u>
CASH PROVIDED FROM (USED FOR)		
CASH FLOWS FROM OPERATING ACTIVITIES		
Excess (deficiency) of revenues over expenses	\$ (3,755)	\$ 26,777
Item not requiring an outlay of cash		
Depreciation	<u>8,510</u>	<u>9,102</u>
	4,755	35,879
Changes in non-cash working capital items		
Receivables	(10,319)	5,936
Prepays	(946)	(2,994)
Payables	2,399	(1,518)
Priority programs and designations	(120,671)	(81,530)
Deferred revenues	<u>9,528</u>	<u>10,845</u>
	<u>(115,254)</u>	<u>(33,382)</u>
CASH FLOWS FOR FINANCING ACTIVITY		
Payment of lease obligation	<u>(2,360)</u>	<u>(2,338)</u>
CASH FLOWS FOR INVESTING ACTIVITIES		
Purchase of investments	-	(250,000)
Redemption of investments	202,997	-
Growth in investments, net of purchases and redemptions	<u>(3,264)</u>	<u>(2,667)</u>
	<u>199,733</u>	<u>(252,667)</u>
CHANGE IN CASH	82,119	(288,387)
CASH, BEGINNING OF YEAR	<u>351,725</u>	<u>640,112</u>
CASH, END OF YEAR	<u>\$ 433,844</u>	<u>\$ 351,725</u>
CASH CONSISTS OF:		
CASH, UNRESTRICTED	\$ 431,543	\$ 348,162
CASH, RESTRICTED	<u>2,301</u>	<u>3,563</u>
	<u>\$ 433,844</u>	<u>\$ 351,725</u>



UNITED WAY OF PRINCE EDWARD ISLAND
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED MARCH 31, 2019

1. NATURE OF OPERATIONS

The United Way of Prince Edward Island (United Way) is a federally registered foundation that provides leadership and uses volunteers to raise and distribute money for programs and services to help meet the humanitarian needs of communities on Prince Edward Island. The Organization is registered as a registered charitable foundation with Canada Revenue Agency under the Income Tax Act and as such, is exempt from income taxes.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

These financial statements have been prepared in accordance with Canadian Accounting Standards for Not-For-Profit Organizations in Part III of the CPA Canada Handbook and include the following significant accounting policies.

REVENUES

The United Way of Prince Edward Island follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expense occurs or the restrictions are met. Unrestricted contributions are recognized as revenue when received or receivable, if the amount can be reasonably estimated and collection is reasonably assured.

Campaign pledges and donations that are undesignated or are directed to a focus area or priority goal by the donor are recognized as revenue in the year that they are received or pledged at the amount committed less a provision for uncollectable pledges. Funds raised during a campaign, net of related campaign expenses and provisions are used to provide funds for operations in the current year and fund partner programs and services in the following fiscal year.

Campaign pledges and donations that are designated by the donor to other Canadian registered charities and other United Ways are considered to be restricted by purpose and are recognized as revenue in the year they are pledged.

National or regional workplace campaigns that are coordinated by one United Way on behalf of other United Ways are known as Centrally Coordinated Campaigns. The pledges and donations received by other United Ways on behalf of the Organization are reported separately and included in pledges receivable until the revenue is received.

Restricted investment income and unrealized gains and losses are recognized as revenue when the related expense is incurred. Restricted endowment investment income is recorded in the statement of changes in net assets when earned. Unrestricted investment income is recognized when earned in the statement of operations.



UNITED WAY OF PRINCE EDWARD ISLAND
NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2019

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

CONTRIBUTED SERVICES AND MATERIALS

Volunteers contribute a considerable amount of time each year to run the annual campaign and to assist the organization in carrying out its programs and services. Because of the difficulty in determining the fair value of these services, contributed services are not recognized on these financial statements.

Contributions of assets, supplies and services that would otherwise have been purchased are recorded at fair value at the date of contribution, provided a fair value can be reasonably determined.

GOVERNMENT ASSISTANCE

The organization has recognized financial assistance under government incentive programs. Government assistance, including investment tax credits, relating to capital expenditures is reflected as a reduction of the cost of the related asset. Government assistance relating to the reimbursement of expenses is recorded as revenue in the period the expenditure was incurred.

EXPENSE RECOGNITION

The organization recognizes expenses in the year they are incurred and donor-directed designations when they are distributed. Expenses are reported within the following two categories:

The cost of fundraising is recognized in the year it is incurred, and includes an allocation of the associated general administrative costs. A designation fee is charged to designated charities to recover the cost of fundraising and processing. The fee is reported as revenue and is recognized when the related designation is recognized as revenues. The Organization also incurs Government of Canada Workplace Charitable Campaign (GCWCC) Fundraising costs on behalf of participants of the GCWCC campaign (i.e. Healthpartners) and recovers their portion of the costs based on a pro-rata share of the revenue. GCWCC recoveries are reported as a reduction of the fundraising costs and recognized when deducted or received from recipients.

Community development priority program expenses are investments made to agencies and community Organizations through a call for proposal process, to deliver front-line programs and services that align to priority goals. These expenses are recognized in the year the annual program funding is approved by the Board and the recipient agencies are notified and accept the funding agreement.

DONOR DIRECTED DESIGNATIONS

The organization's policy is to use the Dollars on Top methodology in funded agency allocations, that is, designated dollars are in addition to the funding for partner programs and services.

CASH

Cash consists of cash on hand and balances held at financial institutions with a maturity less than one year.



UNITED WAY OF PRINCE EDWARD ISLAND
NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2019

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

PLEDGES RECEIVABLE

Pledges are recorded as revenue and receivable when signed pledge documents are received or other documents are available to provide reasonable evidence of a valid pledge. The provision for pledge losses is estimated as a percentage of the campaign revenue by management based on a five-year average. During the current year management used a factor of 4.8% (2018 - 4.8%) of total campaign revenues to determine this provision. Uncollectable pledge receivables are written off in full after two years on the statement of operations.

TANGIBLE CAPITAL ASSETS

Tangible capital assets are stated at cost. Depreciation of tangible capital assets is provided for using the declining balance and straight line methods at the rates shown in Note 5. Depreciation of additions is calculated at one-half the stated rate. No depreciation is recorded in the year of disposal. Tangible capital assets should be tested for impairment.

LEASES

Leases are classified as either capital or operating leases. A lease that transfers substantially all the benefits and risks incidental to the ownership of property is classified as a capital lease. All other leases are accounted for as operating leases wherein rental payments are amortized on a straight-line basis over the term of the lease to net income. At the inception of the capital lease, an asset and an obligation is recorded at an amount equal to the lesser of the present value of the minimum lease payment and the property's fair value at the beginning of the lease.

USE OF ESTIMATES

The preparation of these financial statements in conformity with Canadian Accounting Standards for Not-For-Profit Organizations requires management to make estimates and assumptions that affect the reported amount 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 current period. These estimates are reviewed periodically and adjustments are made to income as appropriate in the year they become known.

The use of estimates are used in the determination of depreciation, which requires an estimate by management in regards to the estimated useful life of the tangible capital assets allowance for doubtful accounts, which requires an estimate in regards of the collectability of receivables and, as such, bad debt expense is based on these estimates.



UNITED WAY OF PRINCE EDWARD ISLAND

NOTES TO FINANCIAL STATEMENTS

MARCH 31, 2019

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

FINANCIAL INSTRUMENTS

The organization initially records a financial instrument at its fair value except for a related party transaction which is recorded at the carrying or exchange amount depending on the circumstances.

The organization's financial instruments subsequently measured at amortized cost include cash, short term investments, receivables, payables and accruals deferred revenue.

BUDGET

The budget figures have not been audited and have been included on the financial statements for comparative purposes only.

ALLOCATION OF EXPENSES

Management has adopted the policy to allocate expenses in three areas, Administration, Campaign and Community Development. Unless an expenditure can be identified as relating to a specific area, management allocates the expenditure as follows:

	<u>2019</u>	<u>2018</u>
Administrative	25%	25%
Campaign	56%	56%
Community Development	19%	19%

General management and administration expenses are incurred to support functional areas and are allocated to campaign and community development expenses based on the time spent method. Following this method, general management and administrative expenses per Schedule 1 are allocated on the following basis:

	<u>2019</u>	<u>2018</u>
Campaign	53%	53%
Community Development	47%	47%

NET ASSETS INTERNALLY RESTRICTED

Net assets which are internally restricted are stated at the original cost of the investment, and is increased each year by interest income earned in the year, net of any withdrawals which have been approved by the board of directors.



UNITED WAY OF PRINCE EDWARD ISLAND
NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2019

3. INTERNALLY RESTRICTED ASSETS

	<u>2019</u>	<u>2018</u>
Internally restricted assets for community program purposes include:		
Community Contingency Fund	\$ 1,718	\$ 1,694
Community or Operational Purposes	<u>95,235</u>	<u>92,270</u>
	<u>\$ 96,953</u>	<u>\$ 93,964</u>

The Community Contingency Fund was set up by the board of directors to meet the emergency needs of Agencies.

The Community or Operational Purposes Fund was set up by the board of directors to provide funding for new creative programming as identified in the community, or for operational purposes. The United Way may set aside up to 1% of annual campaign results towards the fund. The United Way board has the discretion to allocate 100% of the fund as a disbursement in any given year.

The Board authorized disbursements totaling \$NIL (2018 - \$22,500) of the fund during the current year.

Interest earned on the restricted investments in the year was \$2,989 (2018 - \$2,319).

4. RECEIVABLES - PLEDGES

	<u>2019</u>	<u>2018</u>
2018 Campaign	\$ 333,536	\$ -
2017 Campaign	27,481	331,277
2016 Campaign	<u>-</u>	<u>51,498</u>
	361,017	382,775
Less: provision for pledge losses		
2018 Campaign	39,634	40,820
2017 Campaign	<u>27,481</u>	<u>51,498</u>
	<u>\$ 293,902</u>	<u>\$ 290,457</u>



UNITED WAY OF PRINCE EDWARD ISLAND
NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2019

5. EQUIPMENT

			<u>2019</u>		<u>2018</u>	
	<u>Rate</u>	<u>Cost</u>	<u>Government Assistance</u>	<u>Accumulated Depreciation</u>	<u>Net Book Value</u>	<u>Net Book Value</u>
System software	10 yr S/L	\$ 13,875	\$ -	\$ 13,875	\$ -	\$ 4,856
Network server	5 yr S/L	8,366	-	5,856	2,510	4,183
Equipment	20%	18,590	1,356	10,925	6,309	7,805
Computers	33%	8,645	2,248	6,227	170	464
		<u>\$ 49,476</u>	<u>\$ 3,604</u>	<u>\$ 36,883</u>	<u>\$ 8,989</u>	<u>\$ 17,308</u>

6. LEASE OBLIGATION

	<u>2019</u>	<u>2018</u>
Konica Minolta .88% obligation under capital lease, repayable in quarterly payments of \$598 principal and interest, maturing in January 2020. Secured by a photocopier having a net book value of \$8,421.	\$ 2,380	\$ 4,740
Less: Current portion of lease obligation	<u>2,380</u>	<u>2,360</u>
	<u>\$ -</u>	<u>\$ 2,380</u>

Lease obligations are scheduled to be repaid over the next year as follows:

2020 \$ 2,380

7. GOVERNMENT OF CANADA WORKPLACE CHARITABLE CAMPAIGN (GCWCC)

The Treasury Board of the Federal Government of Canada has appointed the United Way of Canada as the Official Campaign Manager for the internal Federal Public Service campaign to be conducted annually within the Federal Government of Canada. The United Way of Canada and Healthpartners were given equal access to donors. The United Way has adopted the accounting policy of recognizing total revenues from the campaign and showing the payments to Healthpartners for their portion as designated donations. During the year, \$63,473 (2018 - \$50,529) was pledged by Federal Public Service and will be remitted directly to Healthpartners. As well as incurring local campaign expenditures, the United Way is charged a percentage of the total National Campaign Management budget, proportionate to the GCWCC revenue on PEI.



UNITED WAY OF PRINCE EDWARD ISLAND
NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2019

8. DEFERRED REVENUE

Deferred contributions related to future year campaigns reflect the pledged and received amounts of donations accepted by the United Way that are restricted by the donor for the 2019 fundraising campaign.

During the year the organization received \$86,772 in grants for the implementation of the 211 telephone service. During the year \$70,271 of these funds were used on expenses and capital purchases. The remainder of the grant has been deferred to be used in future years.

9. REVENUES

	<u>2019</u>		<u>2018</u>
	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>
Government division	\$ 384,347	\$ 438,132	\$ 405,491
Business and industry division	294,167	208,488	214,090
In house accounts	73,860	75,186	76,476
Funds transferred from other United Ways	67,364	73,945	89,838
Community support division	26,840	20,278	28,354
Gifts in kind	19,631	8,572	17,805
Special events	21,672	5,856	13,179
	<u>\$ 887,881</u>	<u>\$ 830,457</u>	<u>\$ 845,233</u>

10. MANAGEMENT OF CAPITAL

The organization's objective when managing capital is to safeguard its ability to sustain itself as a going concern so that it can continue to provide the appropriate level of benefits and services to its beneficiaries and stakeholders.

Management and the Board of Directors carefully consider fundraising campaigns, grants, sponsorships and investment income to ensure that sufficient funds will be available to meet the organization's short and long term objectives.

The organization monitors its financial performance against an annual budget that is approved by the Board. Surpluses from unspent operational activities are accumulated under the general fund and are available for general use. In the event that revenues decline, the organization will budget for reduced distributions and reduced operational expenditures.



UNITED WAY OF PRINCE EDWARD ISLAND
NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2019

11. FINANCIAL RISKS

The organization is exposed to various financial risks through transactions in financial instruments. The following provides information in assessing the extent of the organization's exposure to these risks.

Interest risk

Interest rate risk is the risk that the fair value of future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The organization is exposed to interest rate risk on its fixed and floating short term and long term investments

Credit risk

Credit risk is the risk that a customer will cause a financial loss to the organization by failing to discharge an obligation. The organization's main credit risks are related to its pledges receivable.

12. MULTI-YEAR FUNDING AGREEMENTS

The Call for Proposals process has committed Priority Program Funding for a period up to two years with PEI Registered Charities. The funding levels in subsequent years may be subject to adjustments depending on campaign results and available funding.

Funding commitments for the next two years are as follows:

2020	\$	230,000
2021		<u>75,000</u>
	\$	<u>305,000</u>



UNITED WAY OF PRINCE EDWARD ISLAND
SCHEDULE OF ADMINISTRATIVE EXPENSES
YEAR ENDED MARCH 31, 2019

	<u>2019</u>		<u>2018</u>
	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>
Audit and legal	\$ 4,435	\$ 6,128	\$ 4,493
Bank charges	2,419	1,917	1,418
Conferences and meetings	-	830	-
Contract labour	3,000	20,562	2,166
Depreciation	3,387	7,697	8,607
Dues and fees	12,475	9,122	8,488
Insurance	1,219	1,136	1,250
Interest on lease obligation	-	9	14
Marketing	-	-	178
Miscellaneous	250	1,010	257
Office equipment maintenance	1,210	3,489	3,072
Office equipment rental	2,600	-	-
Office supplies	4,563	3,448	6,167
Postage	44	-	-
Rent	39,302	37,811	36,633
Recruitment and staff training	750	155	54
Salaries and wages	47,377	48,559	53,616
Telephone	5,048	4,264	2,743
Travel	<u>1,750</u>	<u>4,165</u>	<u>648</u>
	129,829	150,302	129,804
Allocation to Campaign Expenses (Schedule 2)	(68,809)	(79,660)	(68,796)
Allocation to Community Development Expenses (Schedule 3)	<u>(61,020)</u>	<u>(70,642)</u>	<u>(61,008)</u>
	\$ -	\$ -	\$ -



UNITED WAY OF PRINCE EDWARD ISLAND
SCHEDULE OF CAMPAIGN EXPENSES
YEAR ENDED MARCH 31, 2019

	<u>2019</u>		<u>2018</u>
	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>
Bank charges	\$ -	\$ 14	\$ -
Conferences and meetings	806	1,747	-
Contract labour	23,505	2,547	-
Dues and fees	8,753	6,969	9,325
Gift-in-kind	12,843	-	-
Interest on lease obligation	-	19	31
Marketing	14,029	3,594	5,130
Miscellaneous	366	365	223
Office equipment maintenance	-	607	-
Office equipment rental	-	-	-
Office supplies	201	89	466
Postage	64	3,075	1,461
Promotion and publicity			
Awards	-	239	-
Brochures	-	1,977	2,136
Media	4,206	6,322	4,033
Miscellaneous	-	524	1,196
Posters	-	-	132
Special events	12,095	15,912	20,274
Salaries and wages	79,948	84,005	86,244
Staff training	1,099	3,889	733
Telephone	-	144	430
Travel	<u>2,564</u>	<u>2,144</u>	<u>1,948</u>
	160,479	134,182	133,762
Allocation of Administrative Expenses (Schedule 1)	68,809	79,660	68,796
GCWCC Fundraising Expenses (Schedule 4)	75,433	61,949	57,302
Recovery of fundraising costs on designations	<u>-</u>	<u>(11,035)</u>	<u>(10,547)</u>
	<u>\$ 304,721</u>	<u>\$ 264,756</u>	<u>\$ 249,313</u>



UNITED WAY OF PRINCE EDWARD ISLAND
SCHEDULE OF COMMUNITY DEVELOPMENT EXPENSES
YEAR ENDED MARCH 31, 2019

	<u>2019</u>		<u>2018</u>
	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>
Priority programs (Note 12)	\$ 220,000	\$ 225,000	\$ 224,188
Designations to Canadian registered charities	<u>195,500</u>	<u>228,570</u>	<u>199,438</u>
	<u>415,500</u>	<u>453,570</u>	<u>423,626</u>
Advertising	-	30	-
Conference and meetings	-	497	23,799
Interest on lease obligation	-	6	10
Insurance	-	-	285
Marketing	-	5,491	18,571
Miscellaneous	190	4	1,229
Office equipment maintenance	-	300	-
Office supplies	105	70	266
Postage	33	-	-
Recruitment and staff training	570	27	166
Salaries and wages	100,781	88,290	101,806
Travel	1,330	904	3,486
Workshops and seminars	5,000	696	3,896
211	<u>-</u>	<u>56,781</u>	<u>-</u>
	108,009	153,096	153,514
Allocation of Administrative Expenses (Schedule 1)	<u>61,020</u>	<u>70,642</u>	<u>61,008</u>
	\$ 584,529	\$ 677,308	\$ 638,148



UNITED WAY OF PRINCE EDWARD ISLAND
SCHEDULE OF GCWCC FUNDRAISING EXPENSES
YEAR ENDED MARCH 31, 2019

	<u>Budget</u>	<u>2019</u> <u>Actual</u>	<u>2018</u> <u>Actual</u>
Bank and credit card charges	\$ 581	\$ 27	\$ 267
Communication and marketing	3,871	10,704	8,711
Direct mail	34	1,623	578
Depreciation	813	813	495
Dues	4,627	3,660	3,692
Meetings and travel	1,550	632	423
Occupancy	6,698	6,443	6,967
Office expense	1,065	408	758
Other direct fundraising costs	7,275	348	535
Printing materials	-	139	181
Professional development and training	581	1,623	180
Professional fees	1,065	1,033	848
Salaries and benefits	43,416	42,505	40,022
Special events	2,905	3,885	1,736
Telecommunications and IT support	<u>952</u>	<u>1,023</u>	<u>678</u>
Total GCWCC Fundraising Expenses	75,433	74,866	66,071
Recoverable from Healthpartners (Schedule 5)	<u>-</u>	<u>(12,917)</u>	<u>(8,769)</u>
	<u>\$ 75,433</u>	<u>\$ 61,949</u>	<u>\$ 57,302</u>



UNITED WAY OF PRINCE EDWARD ISLAND
SCHEDULE OF HEALTHPARTNERS PORTION OF GCWCC FUNDRAISING EXPENSES
YEAR ENDED MARCH 31, 2019

	<u>2019</u>	<u>2018</u>
Bank and credit card charges	\$ 4	\$ 30
Communication and marketing	3,063	2,272
Direct mail	247	64
Dues	556	408
Meetings and travel	96	47
Occupancy	773	771
Office expense	63	84
Other direct fundraising costs	177	115
Printing materials	21	20
Professional development and training	285	20
Professional fees	157	94
Salaries and benefits	6,461	4,431
Special events	859	338
Telecommunications and IT support	155	75
	<u>\$ 12,917</u>	<u>\$ 8,769</u>

