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# **SOJOURN HOUSE**

(INCORPORATED AS THE MUC SHELTER CORPORATION)

## **FINANCIAL STATEMENTS**

**DECEMBER 31, 2018**

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## INDEPENDENT AUDITOR'S REPORT

To the Members of Sojourn House,

### Opinion

We have audited the financial statements of Sojourn House (the organization), which comprise the statement of financial position as at December 31, 2018, 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, the accompanying financial statements present fairly, in all material respects, the financial position of Sojourn House as at December 31, 2018 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 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 opinion.

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

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

In preparing the financial statements, management is responsible for assessing the organization's ability to continue as a going concern, disclosing, as applicable, matters related to 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.

## INDEPENDENT AUDITOR'S REPORT (continued)

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 your 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.

*Pemylegion Chung LLP*

Chartered Professional Accountants  
Licensed Public Accountants

May 15, 2019  
Toronto, Ontario


**SOJOURN HOUSE**  
(INCORPORATED AS THE MUC SHELTER CORPORATION)

**STATEMENT OF FINANCIAL POSITION**

**AS AT DECEMBER 31, 2018**

	<b>2018</b>	<b>2017</b>
<b>ASSETS</b>		
Current assets		
Cash	\$ 922,804	\$ 739,995
Designated cash (note 10)	355,848	194,220
Guaranteed investment certificates (note 3)	513,807	379,710
Designated guaranteed investment certificates (notes 3 and 10)	954,648	962,820
Accounts receivable	72,453	60,137
HST rebate recoverable	46,471	36,855
Prepaid expenses	<u>182,773</u>	<u>34,782</u>
	3,048,804	2,408,519
Capital assets (note 4)	<u>9,695,257</u>	<u>9,994,050</u>
	<u><u>\$ 12,744,061</u></u>	<u><u>\$ 12,402,569</u></u>
<b>LIABILITIES AND NET ASSETS</b>		
Current liabilities		
Accounts payable and accrued liabilities	\$ 243,747	\$ 165,148
Due to City of Toronto	11,174	17,636
Current portion of mortgages payable (note 5)	160,526	156,471
Deferred contributions (note 7)	<u>287,010</u>	<u>68,475</u>
	702,457	407,730
Long-term portion of mortgages payable (note 5)	6,152,660	6,313,213
Deferred capital grant (note 8)	2,323,980	2,412,980
Deferred capital donations	248,206	257,594
Deferred City of Toronto Homeless Partnership Strategy (HPS) capital funding (note 6)	<u>321,464</u>	<u>323,368</u>
	<u>9,748,767</u>	<u>9,714,885</u>
Net assets		
Designated		
Contingency (note 9)	353,056	353,056
Internally restricted (note 10)	1,310,496	1,157,040
Invested in capital assets (note 11)	488,421	530,424
Unrestricted	<u>843,321</u>	<u>647,164</u>
	<u>2,995,294</u>	<u>2,687,684</u>
	<u><u>\$ 12,744,061</u></u>	<u><u>\$ 12,402,569</u></u>

Approved on behalf of the Board:

 Director

 Director

see accompanying notes

**SOJOURN HOUSE**

(INCORPORATED AS THE MUC SHELTER CORPORATION)

**STATEMENT OF CHANGES IN NET ASSETS****FOR THE YEAR ENDED DECEMBER 31, 2018**

				<b>2018</b>	<b>2017</b>
	Unrestricted	Designated			
	and		Internally		
	Invested in	Contingency	Restricted	Total	Total
	Capital assets		Reserve		
Net assets, beginning of year	\$ 1,177,588	\$ 353,056	\$ 1,157,040	\$ 2,687,684	\$ 2,155,056
Excess of revenue over expenses for the year	307,610	-	-	307,610	532,628
Transfer to internally restricted reserve (note 10)	<u>(153,456)</u>	<u>-</u>	<u>153,456</u>	<u>-</u>	<u>-</u>
<b>NET ASSETS, END OF YEAR</b>	<b><u>\$ 1,331,742</u></b>	<b><u>\$ 353,056</u></b>	<b><u>\$ 1,310,496</u></b>	<b><u>\$ 2,995,294</u></b>	<b><u>\$ 2,687,684</u></b>

see accompanying notes

**SOJOURN HOUSE**  
(INCORPORATED AS THE MUC SHELTER CORPORATION)

**STATEMENT OF OPERATIONS**

**FOR THE YEAR ENDED DECEMBER 31, 2018**

	<b>2018</b>	<b>2017</b>
<b>REVENUE</b>		
Government funding (note 12)	\$ 6,091,968	\$ 4,026,334
Donations and other revenue (note 13)	<u>354,594</u>	<u>335,576</u>
	<u>6,446,562</u>	<u>4,361,910</u>
<b>EXPENSES</b>		
Salaries and benefits	2,558,077	2,126,803
Rent	1,897,574	532,313
Food	436,442	132,998
Repairs and maintenance	420,726	204,736
Utilities	188,356	193,357
Interest	171,495	172,924
Office and general	101,843	119,592
Refugee support	95,055	77,762
Consultants	44,680	54,694
Telephone	34,048	33,652
Professional fees	11,107	11,817
Transportation	<u>6,467</u>	<u>6,494</u>
	<u>5,965,870</u>	<u>3,667,142</u>
Excess of revenue over expenses before non-operating revenue and expenses	480,692	694,768
Non-operating revenue and expenses		
SCPI capital grant recognized (note 8)	89,000	89,000
Investment income	36,712	34,754
Amortization	<u>(298,794)</u>	<u>(285,894)</u>
<b>EXCESS OF REVENUE OVER EXPENSES FOR THE YEAR</b>	<u>\$ 307,610</u>	<u>\$ 532,628</u>

see accompanying notes

**SOJOURN HOUSE**  
(INCORPORATED AS THE MUC SHELTER CORPORATION)

**STATEMENT OF CASH FLOWS**

**FOR THE YEAR ENDED DECEMBER 31, 2018**

	2018	2017
<b>OPERATING ACTIVITIES</b>		
Excess of revenue over expenses for the year	\$ 307,610	\$ 532,628
Add back non-cash items -		
Amortization of capital assets	298,793	285,894
Capital contributions recognized (notes 8, 12 and 13)	(149,509)	(143,862)
Net change in non-cash working capital items (see below)	<u>120,749</u>	<u>(41,450)</u>
Net cash generated from operating activities	<u>577,643</u>	<u>633,210</u>
<b>INVESTING ACTIVITIES</b>		
Guaranteed investment certificates purchased	(125,926)	(429,167)
Capital assets purchased	<u>-</u>	<u>(81,936)</u>
Net cash used for investing activities	<u>(125,926)</u>	<u>(511,103)</u>
<b>FINANCING ACTIVITIES</b>		
Capital funding received from City of Toronto for		
Homelessness Partnering Strategy	49,217	28,280
Mortgage principal repayments made	<u>(156,497)</u>	<u>(157,131)</u>
Net cash used for financing activities	<u>(107,280)</u>	<u>(128,851)</u>
<b>NET INCREASE (DECREASE) IN CASH FOR THE YEAR</b>	344,437	(6,744)
Cash, beginning of year	<u>934,215</u>	<u>940,959</u>
<b>CASH, END OF YEAR</b>	<u><u>\$ 1,278,652</u></u>	<u><u>\$ 934,215</u></u>
 Cash is composed of:		
Cash	\$ 922,804	\$ 739,995
Designated cash	<u>355,848</u>	<u>194,220</u>
	<u><u>\$ 1,278,652</u></u>	<u><u>\$ 934,215</u></u>
 <b>Net change in non-cash working capital items:</b>		
Decrease (increase) in current assets-		
Accounts receivable	\$ (12,316)	\$ (33,268)
HST rebate recoverable	(9,616)	(3,264)
Prepaid expenses	(147,991)	(7,301)
Increase (decrease) in current liabilities-		
Accounts payable and accrued liabilities	78,599	2,682
Due to City of Toronto	(6,462)	9,079
Deferred contributions	<u>218,535</u>	<u>(9,378)</u>
	<u><u>\$ 120,749</u></u>	<u><u>\$ (41,450)</u></u>

see accompanying notes

# SOJOURN HOUSE

(INCORPORATED AS THE MUC SHELTER CORPORATION)

## NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 2018

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Sojourn House (the organization) is incorporated without share capital in the Province of Ontario as The MUC Shelter Corporation. The organization is exempt from income tax in Canada as a registered charitable organization under the Income Tax Act (Canada).

The organization provides short-term shelter, counselling and assistance to refugees and refugee claimants.

### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Management is responsible for the preparation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations. Outlined below are those policies considered particularly significant:

#### **Revenue recognition**

The principal sources of revenue and recognition of these revenues for financial statement purposes are as follows:

##### *Contributions*

The organization follows the deferral method of revenue recognition for contributions.

Externally restricted contributions, including government funding, grants and restricted donations, related to current expenses are recognized as revenue in the current year. Externally restricted contributions received in the year for expenses to be incurred in the following year are recorded as deferred contributions. Externally restricted contributions related to the purchase of capital assets are recorded as revenue in the same period, and on the same basis, as the related capital assets are amortized.

Unrestricted contributions, including donations and amounts received from fundraising, are recorded when received.

##### *Contributed materials and services*

Contributed materials and services which are normally purchased by the organization are not recorded in the accounts.

##### *Rental revenue*

Rent paid by tenants and subsidies from Toronto Shelter, Support & Housing Administration Division comprising rent supplements and per diems are recognized when services are performed.

##### *Investment income*

Investment income comprises interest from cash and guaranteed investment certificates, dividends, realized gains and losses on the disposal of equities, and unrealized gains and losses on equities. Investment income is recognized as revenue when earned. Transaction costs are expensed as incurred.

#### **Capital assets**

Capital assets are recorded at cost. Amortization is provided annually at rates calculated to write-off the assets over their estimated useful lives as follows:

Building	- 40 years straight-line
Equipment and building improvements	- 5 years straight-line

#### **Use of estimates**

The preparation of these financial statements requires management to make estimates and assumptions that affect the reported amount of assets, liabilities, revenues and expenses. Specifically, significant assumptions have been made in arriving at useful life of the capital assets. Estimates are reviewed periodically, and, as adjustments become necessary, they are reported in the period in which they become known.



**SOJOURN HOUSE**  
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**NOTES TO THE FINANCIAL STATEMENTS**

**DECEMBER 31, 2018**

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**2. FINANCIAL INSTRUMENTS**

The organization's financial instruments include cash, designated cash, guaranteed investment certificates, designated guaranteed investment certificates, accounts receivable, current and long-term portions of mortgages payable, accounts payable and accrued liabilities.

Guaranteed investment certificates are recorded at cost plus accrued interest income, which approximates fair value. Accounts receivable, accounts payable and accrued liabilities are initially recorded at fair value and are subsequently recorded net of any provisions for impairment in value. Current and long-term portions of mortgages payable are initially recorded at fair value and subsequently recorded at amortized cost and net of any provisions for impairment in value.

**3. GUARANTEED INVESTMENT CERTIFICATES**

Guaranteed investment certificates are issued by major Canadian chartered banks, bear interest at rates ranging from 1.05% to 2.75% and mature between June 2019 and April 2023. As at December 31, 2018, \$954,648 of these guaranteed investment certificates are restricted as to use by an agreement with CIBC and the City of Toronto (\$962,820 restricted as at December 30, 2017). See note 10.

**4. CAPITAL ASSETS**

Capital assets are as follows:

	Cost	Accumulated Amortization	2018 Net	2017 Net
Building	\$10,033,229	\$(3,068,321)	\$ 6,964,908	\$ 7,212,580
Equipment and building improvements	<u>519,370</u>	<u>(189,021)</u>	<u>330,349</u>	<u>381,470</u>
	<u>\$12,952,599</u>	<u>\$(3,257,342)</u>	<u>\$ 9,695,257</u>	<u>\$ 9,994,050</u>

**SOJOURN HOUSE**

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**NOTES TO THE FINANCIAL STATEMENTS****DECEMBER 31, 2018****5. MORTGAGES PAYABLE**

Mortgages payable are as follows:

	2018	2017
2.76% annual fixed interest rate, CIBC first mortgage, secured by the building, due November 1, 2026, amortized over 30 years, repayable in blended monthly payments of \$26,386	\$ 6,170,283	\$ 6,315,424
No interest, City of Toronto loan due July 1, 2031, amortized over 25 years, repayable in monthly payments of \$946.	<u>142,903</u>	<u>154,260</u>
	6,313,186	6,469,684
Less current portion	<u>(160,526)</u>	<u>(156,471)</u>
Long-term portion	<u>\$ 6,152,660</u>	<u>\$ 6,313,213</u>

Annual principal repayment requirements for the next five years are as follows:

2019	\$ 160,526
2020	164,670
2021	168,933
2022	173,310
2023	177,811

**6. DEFERRED CITY OF TORONTO HPS CAPITAL FUNDING**

Continuity of deferred City of Toronto HPS capital funding is as follows:

	2018	2017
Deferred HPS capital funding, beginning of year	\$ 323,368	\$ 340,562
Add cash received from HPS capital funding	49,217	28,280
Less HPS capital funding recognized (note 12)	<u>(51,121)</u>	<u>(45,474)</u>
Deferred HPS capital funding, end of year	<u>\$ 321,464</u>	<u>\$ 323,368</u>

**SOJOURN HOUSE**

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**NOTES TO THE FINANCIAL STATEMENTS****DECEMBER 31, 2018**

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**7. DEFERRED CONTRIBUTIONS**

Deferred contributions are composed of the following:

	2018	2017
City of Toronto - Emergency shelter special project 165 Grange Avenue	\$ 210,692	\$ -
Refugee healthcare donations		
Hugh D. Walker fund	20,543	20,543
Florence Bird fund	5,176	5,176
Other	<u>50,599</u>	<u>42,756</u>
	<u>\$ 287,010</u>	<u>\$ 68,475</u>

Continuity of deferred contributions for the year are as follows:

Deferred contributions, beginning of year	\$ 68,475	\$ 77,855
Add cash received from government funding	6,259,382	3,971,480
Less government funding recognized (note 12)	<u>(6,040,847)</u>	<u>(3,980,860)</u>
Deferred contributions, end of year	<u>\$ 287,010</u>	<u>\$ 68,475</u>

**SOJOURN HOUSE**  
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**NOTES TO THE FINANCIAL STATEMENTS**

**DECEMBER 31, 2018**

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**8. DEFERRED CAPITAL GRANT**

The organization has entered into a funding agreement with the City of Toronto effective April 1, 2004 under the Supporting Communities Partnership Initiative (SCPI) program. The SCPI grant is administered as a mortgage, which is to be repaid only upon default of the grant requirements. Events of default in the agreement include the following:

- bankruptcy or insolvency
- cessation of operations
- failure to maintain insurance as required by the funding agreement
- mortgage default or failure to pay debts
- failure to operate the Shelter under the terms of the agreement with the City of Toronto
- sale or lease of the property in a manner not authorized by the City of Toronto

Repayment terms in event of default of the agreement are as follows:

- 100% of the grant is repayable if default occurs prior to the first day of the 16th year of the agreement.
- 75% of the grant is repayable if default occurs between the first day of the 16th year and the last day of the 20th year of the agreement.
- 50% of the grant is repayable if default occurs between the first day of the 21st year and the last day of the agreement, March 31, 2029.

In the opinion of management, the organization was not in default of the agreement as at December 31, 2018 or at any time in the year then ended.

Continuity of deferred capital grant for the year is as follows:

	2018	2017
Deferred capital grant, beginning of year	\$ 2,412,980	\$ 2,501,980
Less capital grant revenue recognized in year	<u>(89,000)</u>	<u>(89,000)</u>
Deferred capital grant, end of year	<u>\$ 2,323,980</u>	<u>\$ 2,412,980</u>

**9. NET ASSETS DESIGNATED FOR CONTINGENCY PURPOSES**

The Board established designated net assets for contingency purposes to help fund unexpected operating or capital needs. The Board has set a goal of approximately three months of operating expenses for these net assets. During the year, the Board did not transfer any amounts to and from unrestricted net assets and net assets designated for contingency purposes (\$120,000 transferred from unrestricted to designated for contingency purposes in 2017).

**SOJOURN HOUSE**  
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**NOTES TO THE FINANCIAL STATEMENTS**

**DECEMBER 31, 2018**

**10. DESIGNATED NET ASSETS INTERNALLY RESTRICTED FOR MORTGAGEE MANDATED RESERVES**

Continuity of designated net assets as mandated by mortgagees is as follows:

	2017	Transfer from unrestricted net assets	2018
CIBC Capital Replacement Reserve Fund (2.5%)	\$ 642,800	\$ 85,253	\$ 728,053
CIBC Principal Paydown Reserve Fund (2.0%)	<u>514,240</u>	<u>68,203</u>	<u>582,443</u>
	<u>\$ 1,157,040</u>	<u>\$ 153,456</u>	<u>\$ 1,310,496</u>

Funds maintained for mortgagee mandated reserves comprise:

Cash	\$ 194,220	\$ 355,848
Guaranteed investment certificates	<u>962,820</u>	<u>954,648</u>
	<u>\$ 1,157,040</u>	<u>\$ 1,310,496</u>

Under the terms of the mortgage agreements with CIBC and the City of Toronto (see note 5), the organization is required to maintain reserves for future mortgage principal repayments as well as future capital replacement obligations.

**11. NET ASSETS INVESTED IN CAPITAL ASSETS**

Invested in capital assets is calculated as follows:

	2018	2017
Capital assets (note 4)	\$ 9,695,257	\$ 9,994,050
Less:		
Current portion of mortgages payable	(160,526)	(156,471)
Long-term portion of mortgages payable	(6,152,660)	(6,313,213)
Deferred capital grant	(2,323,980)	(2,412,980)
Deferred capital donations	(248,206)	(257,594)
Deferred City of Toronto HPS capital funding	<u>(321,464)</u>	<u>(323,368)</u>
Net assets invested in capital assets	<u>\$ 488,421</u>	<u>\$ 530,424</u>

**SOJOURN HOUSE**

(INCORPORATED AS THE MUC SHELTER CORPORATION)

**NOTES TO THE FINANCIAL STATEMENTS****DECEMBER 31, 2018****12. GOVERNMENT FUNDING**

Government funding recognized in the year was as follows:

	2018	2017
City of Toronto		
Emergency shelter special project		
165 Grange Avenue	\$ 2,474,411	\$ -
265 Queens Drive	-	695,199
Shelter per diem subsidy and block funding	2,002,828	1,773,540
Transitional housing per diem subsidy and block funding	938,008	934,245
Rent Supplement	233,699	230,849
Housing Help	181,849	181,848
Startup Cost and Hotel Project	96,690	31,201
Homelessness Partnering Strategy capital funding recognized	51,121	45,474
 Ontario Ministry of Citizenship and Immigration		
Newcomer Settlement Program	89,494	110,110
 Ontario Ministry of Community and Social Services		
Pay equity funding	<u>23,868</u>	<u>23,868</u>
	<u>\$ 6,091,968</u>	<u>\$ 4,026,334</u>

**13. DONATIONS AND OTHER REVENUE**

Donations and other revenue are composed of the following:

	2018	2017
Rent	\$ 220,932	\$ 210,891
Rent-geared-to-income	45,169	44,959
Food services	34,474	32,395
General donations	28,878	23,410
Capital donations recognized	9,388	9,388
Other	<u>15,753</u>	<u>14,533</u>
	<u>\$ 354,594</u>	<u>\$ 335,576</u>

**14. RENTAL COMMITMENT**

The organization entered into a rental agreement for additional accommodation for refugee claimants. The rental agreement runs from January 1, 2019 to December 31, 2019 at a cost of \$2,983,875 for the period. All payments in respect of this rental agreement will be fully funded by the City of Toronto under a funding agreement covering the same period of time.